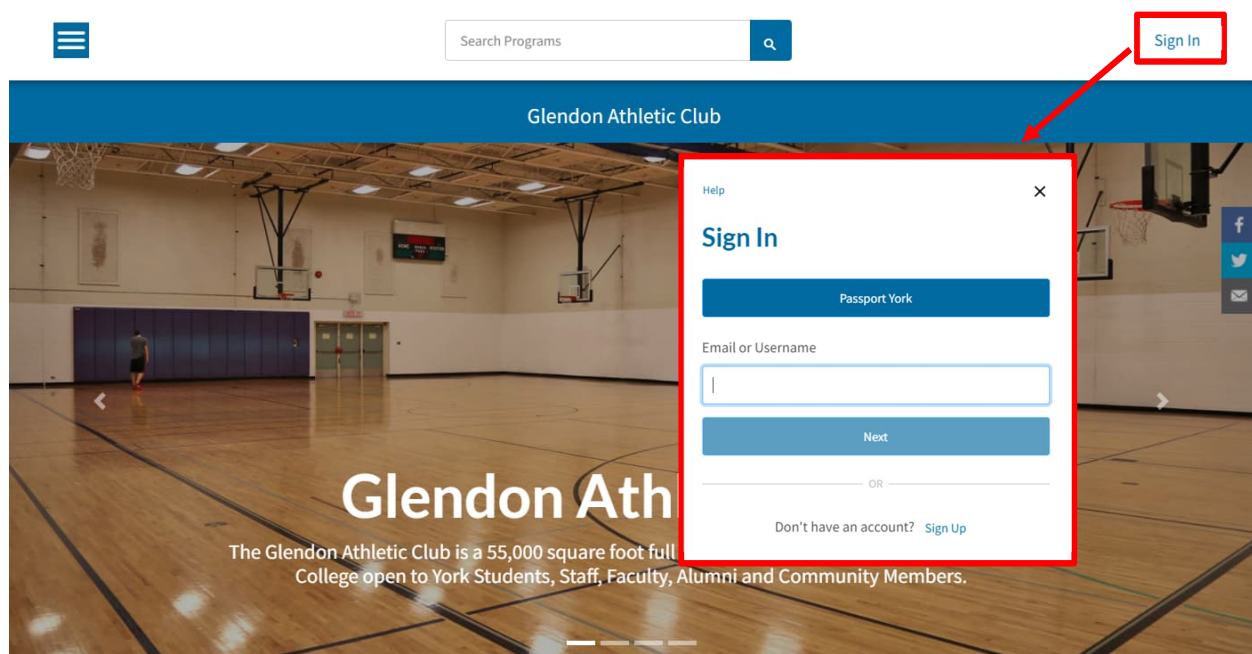


How to Purchase a Membership for a Family Member

Please note that the GAC no longer offers 'Family Memberships'. Each person will need their own online account and their own membership.

All online membership sales need to be purchased separately through each individual's account.

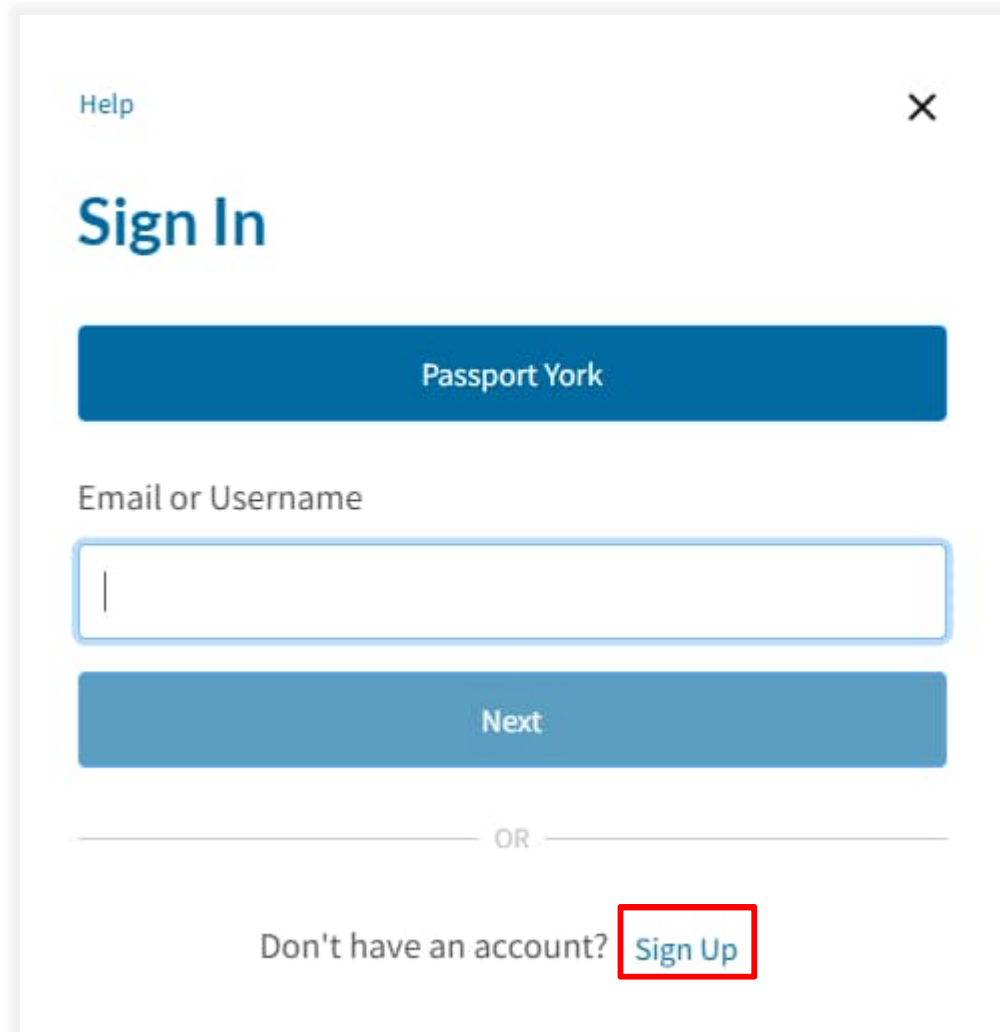
1. Sign into the Member Portal.



1. Use the **Sign In** button to sign into the member portal.
 - a) Community Members: Enter in your email or username and click next. The following page will prompt you for your password. If you do not have an account see **1.1. Creating an Account**
 - b) Current Students, Faculty and Staff: Use the blue **Passport York** button and sign in with your PPY credentials.

Note: if you added a family member to your account (in your profile or while signing up for a program), they will still need to **Sign Up** and create their own online account.

1.1. Creating an Account



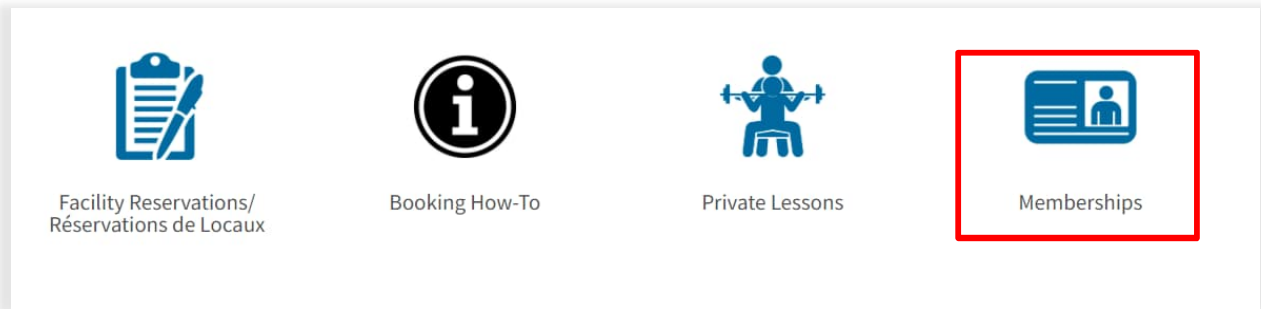
The image shows a 'Sign In' form for Passport York. At the top left is a 'Help' link and at the top right is a close button (X). The main heading is 'Sign In'. Below this is a dark blue button labeled 'Passport York'. Underneath is the label 'Email or Username' followed by a text input field containing a vertical cursor. Below the input field is a blue button labeled 'Next'. A horizontal line with 'OR' in the center separates this from the bottom section. At the bottom, it says 'Don't have an account?' followed by a blue 'Sign Up' button, which is highlighted with a red rectangular box.

1. Click Sign up.
2. Fill in the prompts with your information.

You can also contact the membership office and have someone assist you with setting up your online account.

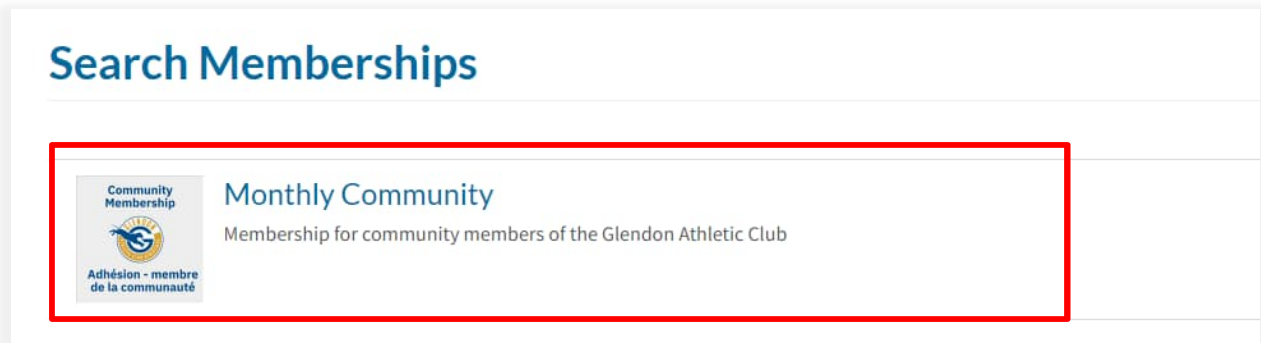
Note: this is only for community members. If you are a student, faculty or staff member please use your Passport York to sign in.

2. Navigate to the Membership Icon



1. Navigate to **Memberships**.

3. Select Membership



1. Select a membership

If you get a screen that says “You are not eligible to purchase a membership” please contact Patria at patria@glendon.yorku.ca or 416-736-2100 x88343.

4. Purchasing a Membership

Member Name: Jim Halpert

Select Duration: **1** 1 Month \$45.00

Effective Date: **2** 02/03/2022

Until Date: Wed, Mar 2 2022

Price: \$45.00

Cancel **3** Add to Cart

1. Select the Duration (1 Month)
2. Optional: Change the start date of your membership
3. Select **Add to Cart**

5. Signing the Waiver

been exposed to COVID-19; permanent disability, paralysis, or loss of life; collisions with natural or manmade objects; dangers arising from adverse weather conditions; imperfect venue or field of play conditions; equipment failure; participants of varying skill levels; inadequate safety measures; circumstances known, unknown or beyond the control of the Organizer, its officer, therapists or volunteers (together, the "Organization"); negligence or omission

1 [Grey rectangle]

2 [Signature Capture box]

3 Decline Waiver Sign Now

1. After reading the waiver click the grey rectangle to pull up the signature box.
2. Sign in the Signature Capture box and click **Save**
3. Select **Sign Now** to save your signature and proceed.

6. Checking Out

Shopping Cart

Jim Halpert O-12514

Item	Customer Name	Quantity	Unit Price	Total	
Monthly Community	Jim Halpert	1	\$45.00	\$45.00	Remove

Enter promo code... [Apply](#)

Subtotal: \$45.00
Tax: \$5.85
Total: \$50.85

[Continue Shopping](#) [Checkout](#)

Proceed to Checkout

Do not click **Back** or **Refresh/F5** on your browser
Processing may take few minutes

[Cancel](#) [Checkout](#)

1. Select **Checkout**.
2. Select **Checkout** again on the next pop up screen.

7. Payment Details

Mandatory fields marked by *

Payment Details

Transaction Amount: \$ 50.85 (CAD)



Order ID: O-12514

Please complete the following details exactly as they appear on your card.
Do not put spaces or hyphens in the card number.

Cardholder Name*:

Card Number*:

Expiry Date (MMYY)*:

Click 'Process Transaction' to charge your card. Only click the button once. Using the 'Back', 'Refresh' or 'Cancel' button after you press the 'Process Transaction' button will not stop the transaction from being processed and may result in a double charge.

Process Transaction

Cancel Transaction

1. Fill in the fields and click **Process Transaction**.

8. Membership Complete

Your order was processed successfully

Payment was Successful
A receipt has been sent to you.

Jim Halpert **O-11891**

Item	Customer Name	Quantity	Unit Price	Total
Monthly Membership	Jim Halpert	1	\$45.00	\$45.00

Subtotal:	\$45.00
My Savings:	\$0.00
Tax:	\$5.85
Total:	\$50.85

1. You are now all set with a Glendon Athletic Club membership! A receipt will be emailed to you.