OTA Forum Guide

Please follow these steps to access your club account:

1. Go to www.tennisontario.com
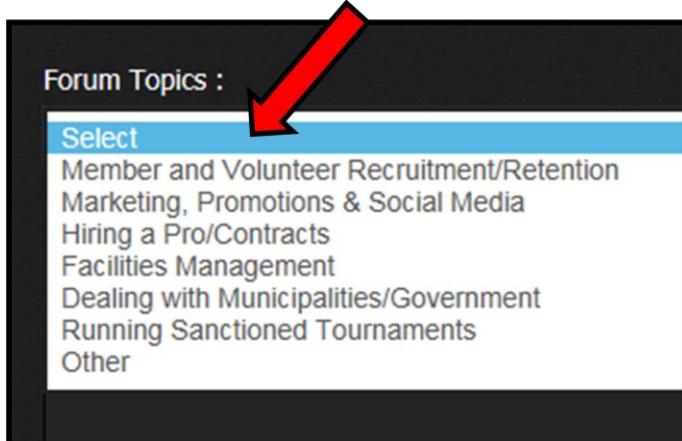2. At the top of the page, click "**LOGIN**" then "**Club Admins**"

3. Enter your credentials in the "Email Address" and "Password" fields.
   - Note: This is the same login used to access the Online Insurance and CLUBSTRONG resource documents
   - If logging in for the first time OR if you have never changed your password, enter **ota2015** in the Password field.
   - *Please contact Joline at jjoseph@tennisontario.com for any issues logging in*
4. Click "**LOGIN**". You will be re-directed to the "My Profile" page for Club Admins.

Viewing and Commenting on Existing Forum Discussions

1. On the Club Admin Menu, Click "**OTA Forum**"[a], Or click the "**View More**"[b] button under the OTA Forum widget. Either option will take you to the full list of current forum discussions.
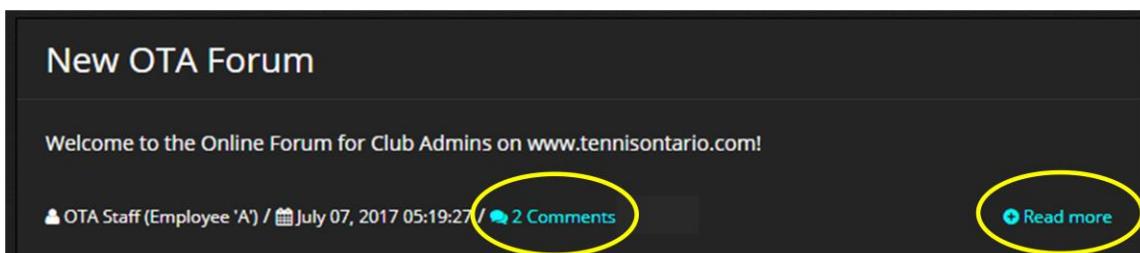
(a)

(b)

2. Note: If you would to view posts pertaining to a specific topic, click the "**Forum Topics**" dropdown.
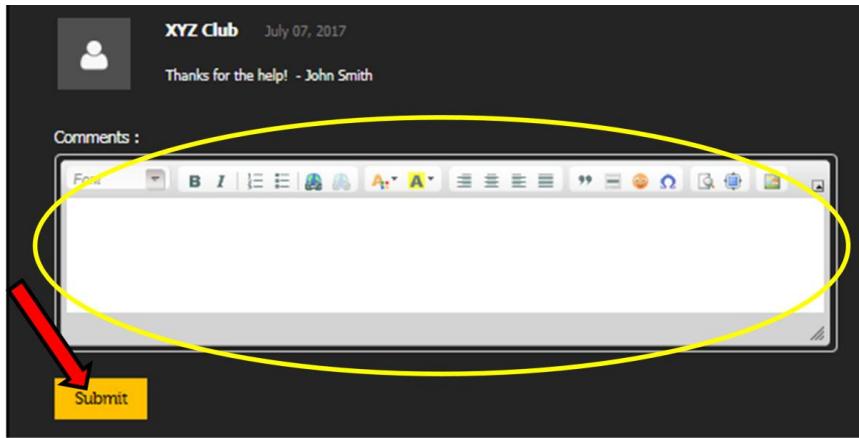

Select your desired topic. The page will refresh to display only forum discussions pertaining to that topic.

3. To view a full discussion, click either the "**Read More**" or "**Comments**" link on the desired post.
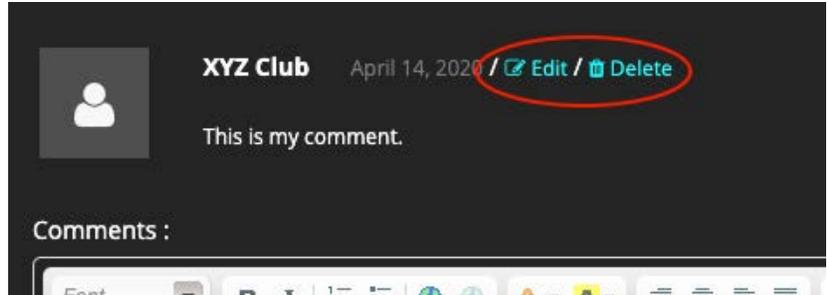
4. To add your own comment to the discussion, type your response into the "**Comments**" field then press "**Submit**".

   (Note that the name of your club will appear as the author. Include your actual name with your comment, if desired.)

5. You may remove or make changes to your submitted comment(s) at any time by clicking the "**Edit**" or "**Delete**" buttons beside your posted comment.
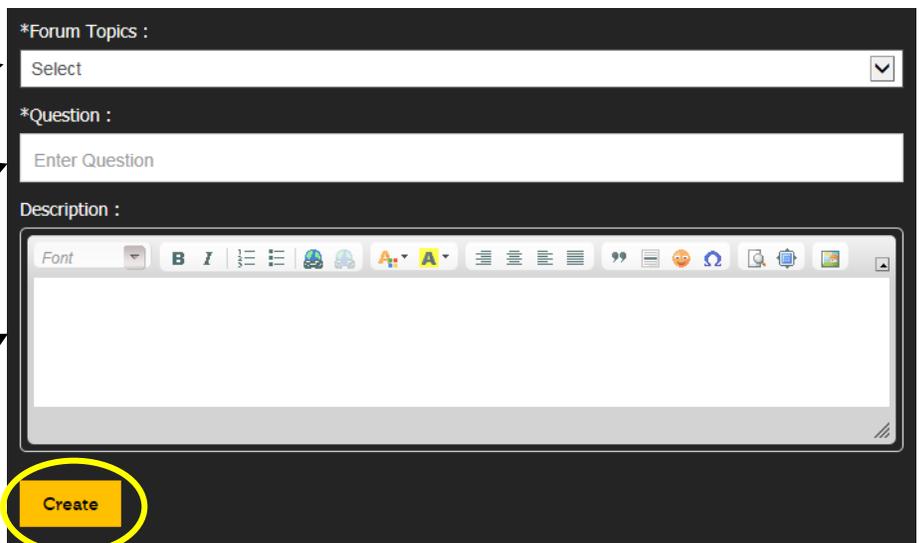
Creating a New Forum Discussion

1. On the Club Admin Menu, Click "**Add New OTA Forum Discussion**".
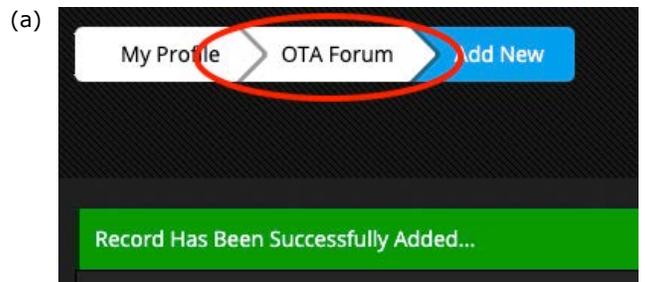
2. Click the "**Forum Topics**" dropdown menu. Select the topic that is most relevant to your query.

3. Enter a few words in the "**Subject**" field as your discussion heading.

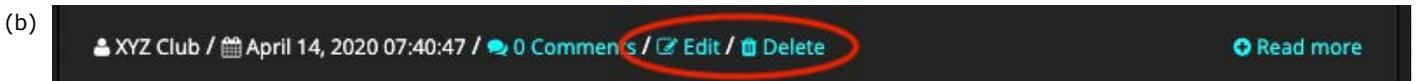4. Elaborate on your discussion topic in the "**Description**" field.

5. Click "**Create**" to submit your discussion topic.

6. The system will notify you that your post was successfully submitted. Click "**OTA Forum**" to view your new post.(a)

   You can remove or make changes to your post at any time by clicking the "**Edit**" or "**Delete**" buttons underneath your post.(b) (Keep in mind that deleting your post will also remove any comments in the discussion).

(b)

PLEASE NOTE: You will not receive email notifications when a new discussion or comment has been posted. Please log in periodically and check the forum for any new content.