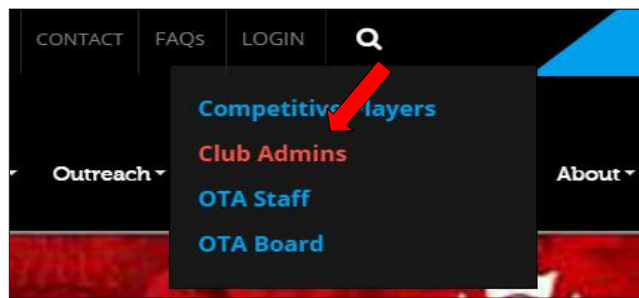


**Please follow these steps to access your club account:**

1. Go to [www.tennisonario.com](http://www.tennisonario.com)
2. At the top of the page, click "LOGIN" then "Club Admins".
3. Enter your credentials in the *Email Address* and *Password* fields. Click "LOGIN". You will be re-directed to the "My Profile" page for Club Admins.



For first-time users

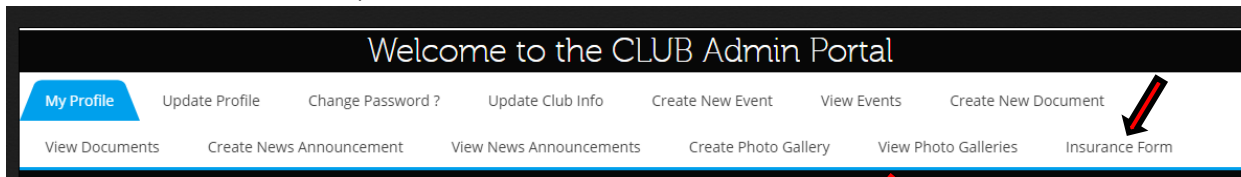
- o Email: Enter the email address that has received this message OR your generic club email address
- o Password: Enter **ota2015** if this is your first time logging in OR if you have never changed your password.

Please contact Joline Joseph at [jjoseph@tennisontario.com](mailto:jjoseph@tennisontario.com) for any issues logging in.

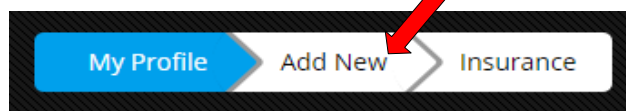
**(Note: this same login can be used to access CLUBSTRONG – online resource centre containing many documents which will make it easier for executives to run clubs.)**

**Accessing the 2020 Club Insurance Application**

4. On the Club Admin Menu, Click "Insurance Form".



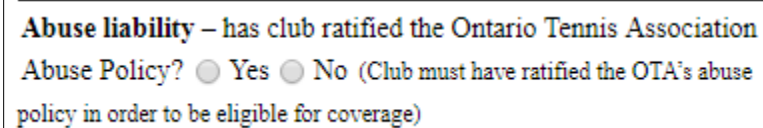
5. To begin the 2020 application, click "Add New".



6. Fill out the 1<sup>st</sup> page of the form.

The *CLUB INFORMATION* fields are automatically populated. Ensure that the contact information is up-to-date.

Note: If you would like Abuse coverage, you must click 'Yes' in the 'Abuse liability' field (under A. *COMMERCIAL GENERAL LIABILITY*) in order to select the desired limit.



Click "Save & Next" to proceed to page 2.

7. Fill out the 2<sup>nd</sup> page of the form.

Where you are asked for your signature, please type your name in again.

Select your payment method at the bottom of the page and click "Save"\* **(If you do not intend to submit the application right away you may log out. Follow the steps below on accessing a saved application)**

8. If you are satisfied with your application, **click "Send to OTA"**. (VERY important. We will not receive your application if this has not been selected. No changes can be made to the form after sending.)

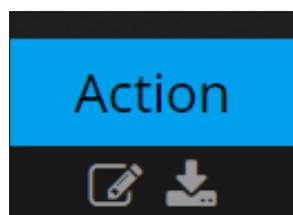
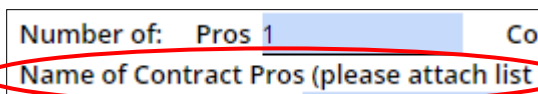


9. Process Your Payment

- o **If Paying by Credit Card:** Click "Pay Your Insurance". Fill out all fields then click "Process My Credit Card".
- o **If Paying by Cheque:** Click "Download Insurance PDF". Print & mail application to the OTA office with the cheque.  
Attn: Gulshad Punja  
Ontario Tennis Association  
1 Shoreham Drive, Suite #200  
Toronto, ON  
M3N 3A7

10. Send list of pros to OTA

Please email a list of your club pros to [jneill@tennisontario.com](mailto:jneill@tennisontario.com) (as per the note on page 1 of the application).



**\*To access a saved application:**

- Log in to your account; click 'Insurance Form' (Steps #1-4 above).
- Under the **Action** column, click the Edit icon (left) to update/make changes to your form. (You can also click the Save icon (right) to download a copy on your computer.)
- If you are satisfied with your application, proceed from Step #7 above.

**If you have any technical issues completing the application, please contact Rimzy at [rkuthubdeen@tennisontario.com](mailto:rkuthubdeen@tennisontario.com)**