

# LEGACY ZONE TRAINING & INSTITUTE

## HOW TO REGISTER & SELECT & PAY FOR PACKAGES

### For an **existing** registration and package selection and payment

Go to the Zone website <http://www.zones28-29.org>

Click on the Legacy Zone icon

(part way down on the right side of the home page)

From the Legacy Zone page, click on REGISTRATION

#### **Enter your ClubRunner username & password & sign in**

#### **If you do not have a ClubRunner username and password**

You can request a username and password by clicking on

New and existing users: retrieve login and/or reset password

(Right under "Optional: Do You have a ClubRunner login?")

Once you have a username and password, you can login & proceed as below.

#### **Once signed in**, you will see the screen that says:

"You are logged in as....."

With a statement below that says you are "Modifying existing registration #....."

You can update any personal info on that first screen (new e-mail address, etc.)

You then continue past the first screen to "**Select Options**" at the bottom of the screen.

On the "**Select Options**" screen, you can select "**Optional Add-ons**"

which includes the Package selections

Remember to **enter 2 packages** if spouse/partner is attending with you.

Continue past "**Select Options**" screen to "**Answer Questions**" at the bottom of the screen.

On the "**Answer Questions**" screen, you can update any info on that screen.

Continue past "**Answer Questions**" screen to "**Continue to Payment Selection**"

at the bottom of the screen.

On the "**Continue to Payment Selection**" screen, you can select

"**Pay by Credit Card**" or "**Pay by Check**"

#### **If Paying by Credit Card,**

Enter "Amount you wish to pay" in the appropriate box

Click on "**Pay by Credit Card**".

That will bring up the Credit Card information screen.

Select the type of Credit Card you are using at the top

Enter Credit Card information

Check to be sure that the "**Billing Address**" is correct before hitting "**Submit**"

#### **If Paying by Check**

Follow directions in the box about preparing and mailing your check.

## **For a new registration and package selection and payment**

Go to the Zone website <http://www.zones28-29.org>

Click on the Legacy Zone icon,

(part way down on the right side of the home page)

From the Legacy Zone page, click on REGISTRATION

**Enter your ClubRunner username & password & sign in**

**If you do not have a ClubRunner username and password**

You can request a username and password by clicking on

New and existing users: retrieve login and/or reset password

(Right under "Optional: Do You have a Club Runner login?")

Once you have a username and password, you can login & proceed as above

The Registration & Package Selection & Payment is all one continuous process and can be completed and paid for in one session.

Simply follow the pages, answer all the questions and make all your selections.

If your District is covering your expenses, you can select

"Pay by Check" and have the District send us a check.

### **ALTERNATIVELY,**

YOU CAN CALL JIM & JILL KAROLYI AT 734-641-0894

AND THEY CAN ENTER YOUR SELECTION AND

PROCESS YOUR CREDIT CARD OVER THE PHONE.