

## AVSP Online Registration

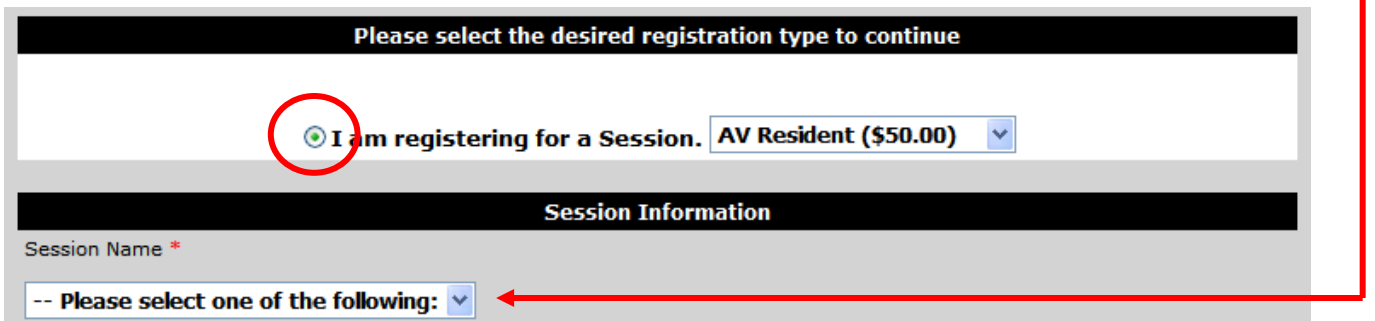
- Go to [www.ashburnvillage.org](http://www.ashburnvillage.org)
- Move mouse over Sports Pavilion tab, and click Online Registration from drop down box
- Click the link of the class you would like to register for. This will open a new window
- Select the desired registration type
  - If required, select the Session Name from the drop down box under Session Information
  - If the class/session is FULL a window will pop up to let you know. You can still fill in your information and you will be added to the waitlist.
    - If payment is required you must fill in the credit card information but your card will not be charged unless you are accepted into the class
- Select your registration fee
  - AV Resident- An individual living in the Ashburn Village and who is a member of the Ashburn Village Sports Pavilion, or an Outside Member
  - NRTM- An individual who has joined as a Non Resident Tennis Member
  - Non Resident- An individual who is not a member of the Ashburn Village Sports Pavilion
    - If you do not select the correct registration fee, you will be removed from the class for that session
- Fill in required fields in Registrant Information
  - This section is for the PARTICIPANTS information. If you are a parent paying for a class your child is participating in, enter THEIR information in the blanks and only place your name in the PARENTS NAME box
- Fill in Notes and Comments section
- Fill in Payment Information
  - If the class you are registering for does not require payment, you will not see this section
- Read the Registration Agreement, and if you accept select “I agree/accept”
- Click “Submit Registration”

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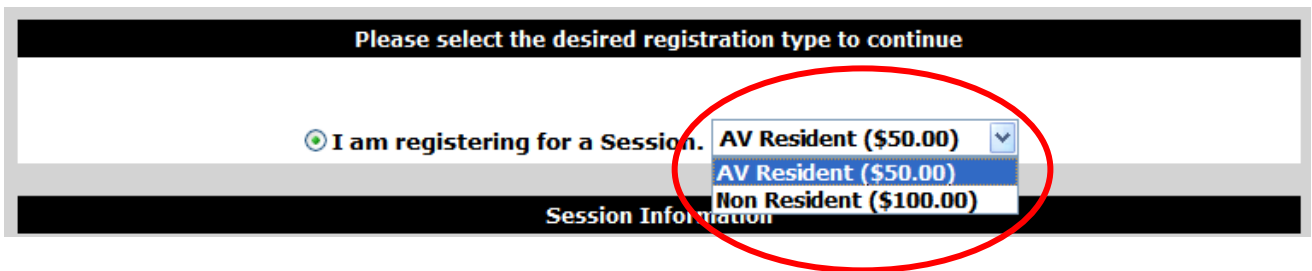
- Go to [www.ashburnvillage.org](http://www.ashburnvillage.org)
- Move mouse over Sports Pavilion tab, and click Online Registration from drop down box



- Click the link of the class you would like to register for. This will open a new window
- In the new window, select the desired registration type
  - If required, select the Session Name from the drop down box under Session Information



- Select your registration fee



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