

Login to your club account:

1. Go to www.beta.tennisonario.com/appsadmin
2. Enter your credentials in the *Email Address* and *Password* fields.

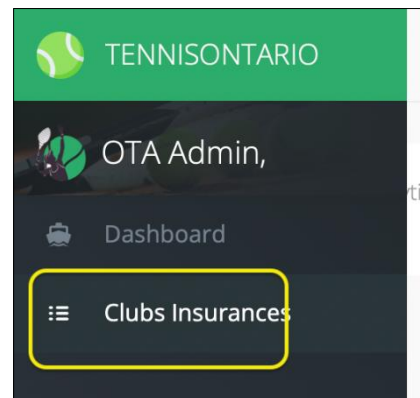
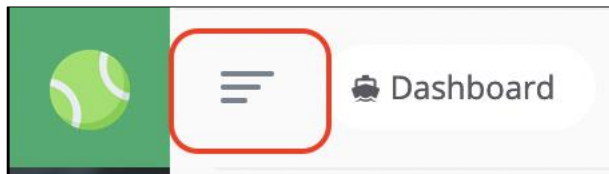
YOUR PASSWORD IS: ota2015

As the OTA is currently transitioning to a new website platform, all club passwords have been reset to **ota2015**. Please use this password when you first log in. See instructions below on how to change your password after logging in.

For any issues logging in, please reach out to Andrew Chappell and Joline Joseph at: achappell@tennisontario.com | jjoseph@tennisontario.com

Accessing the 2023 Club Insurance Application

3. Click the menu icon to open the left-hand menu. Then, click "Club Insurance".



4. To begin the 2023 application, click "Add New".



Notes on Filling Out the Application

5. Click the *Clubs* dropdown and select the name of your club. The CLUB INFORMATION fields will be automatically populated.

Ensure that the contact information is up-to-date and make any edits if needed.



6. Description of Operations: In the text box, please provide a short description of your club's operation and main activities.

Please Note that premium calculations are determined by:

- (1) Liquor Liability Exposure,
- (2) Length of Operation (year-round vs seasonal), and
- (3) Number of Courts

Description of Operations

Liquor Liability Exposure Yes No

Operating Year Round Yes No

A. COMMERCIAL GENERAL LIABILITY

Number of Courts

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7. Abuse coverage: 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.

Abuse liability - has club ratified the OTA Abuse Policy?

Yes No

Limit

0
▼

Please note that clubs must have ratified the OTA's abuse policy in order to be eligible for coverage.

Saving or Submitting the Application

- 8. In the SIGNATURE section, type your full name into both the **Name** and **Signature** fields.
- 9. Select your payment method at the bottom of the page (Cheque or Credit Card)
- 10. Saving your application: If you do not intend to submit the application right away, click 'Save'. To continue working on the application at a later time, follow the steps below on accessing a saved form.
- 11. If you are satisfied with your application, click 'Submit'. Please note that no changes can be made to the form after submitting.

SIGNATURE

Name (please print)

Title

Signature

Date

mm / dd / yyyy
📅

Payment Pay by Cheque Pay by Credit Card

Save

Submit

12. Process Your Payment

If Paying by Credit Card: You will receive an automatic email with a copy of your insurance application and a link to pay your invoice. Please note that this email will be sent to the address that you entered in the Email field under CLUB INFORMATION.

Contact Person	Email	
John Doe	email@email.com	
Telephone Number (home)	Telephone Number (business)	Fax Number

Click the Pay Your Invoice link provided in the email. Fill out all fields and submit your payment.

XYZ Club has submitted their insurance form.

Please click [here](#) to pay your invoice.




Please click [here](#) to access the insurance form pdf.

If Paying by Cheque: Print & mail your application to the OTA office along with your cheque. (See steps below on accessing your submitted application).

Attn: Gulshad Punja
Ontario Tennis Association
1 Shoreham Drive, Suite #200
Toronto, ON
M3N 3A7

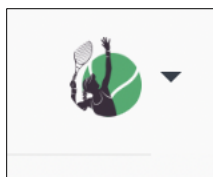
*To access your saved or submitted application:




1. Log in to your account (Steps #1-3 above).
2. Under the **Actions** column, click the blue Edit icon to update/make changes to your form.
3. To print your application or save a copy to your computer, click the green 'Get PDF' button.

Actions		
 View	 Edit	 GET PDF

*To change your password.

1. Log in to your account (Steps #1-3 above).
2. Click the icon in the top right corner. Then, click *Profile*.



 Profile
 Home
 Logout

3. Click the blue 'Edit My Profile' button.
4. Enter your new password into the 'Password' field. Enter it again in the 'Confirm Password' field.
5. Click Save.

If you have any technical issues completing the application, please contact Rimzy at rkuthubdeen@tennisontario.com