

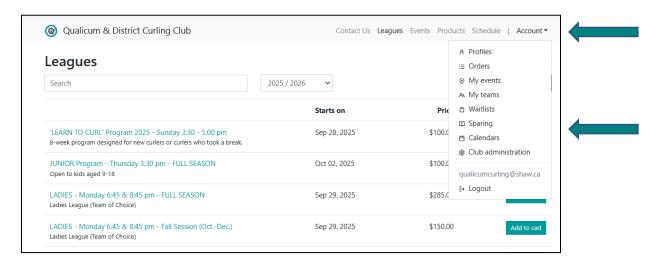
This document outlines how to choose the leagues you would like to spare in and how to find spares when you need one.

Start by going to the Curling I/O Leagues page: https://qualicum-district.curling.io/en/leagues

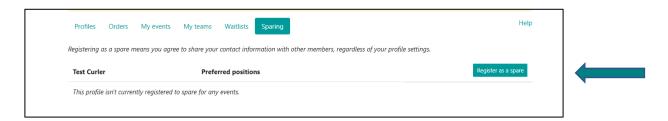
If you are not already logged into the system, you will need to do that first. Select 'Login' from the top right corner of the page and follow the instructions.

PART 1 - HOW TO ADD YOUR NAME TO LEAGUE SPARE LIST

Step 1 - Once you are logged in, go to the top right corner and choose 'Account' then 'Sparing'.



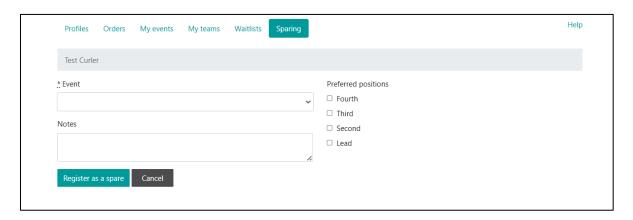
Step 2 - Click on 'Register as a Spare'



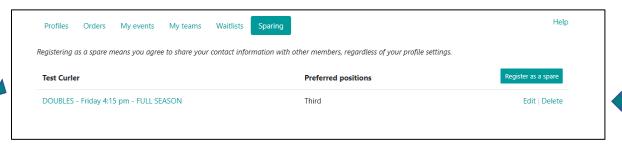
See the screen image on the next page for Steps 3, 4 & 5.

- **Step 3** Select 'Event' which will display all the leagues. You can only add your name to Full Season leagues, even if you only want to spare for part of the year. You can remove your name at any time.
- **Step 4** Check your preferred positions and add any notes you may want curlers to know (eg. Fall session games only). Click on 'Register as a spare' each time you add your name to a league.

Step 5 - Do Steps 3 & 4 for each league that you'd like to spare for.



Step 6 – Click on Sparing (top right corner under Account) at any time to view the leagues you've registered to spare for. From here you can edit the notes for that league or delete the league from your spare list.

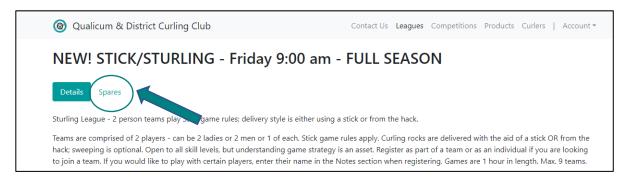


PART 2 - HOW TO FIND A SPARE

Start by going to the Curling I/O Leagues page: https://qualicum-district.curling.io/en/leagues

If you are not already logged into the system, you will need to do that first. Select 'Login' from the top right corner of the page and follow the instructions.

Step 1 - Once you are logged in, search for the league you need a spare for or scroll through the pages to find the league. Click on the league name. When the league is displayed, click on 'Spares'.



Step 2 - After clicking on 'Spares', the list of spares for that league will appear. Review the list and contact the curler to see if they are available.



Step 3 - To view spares in additional leagues, follow the same process above.

Questions? Contact Bev at qualicumcurling@shaw.ca or 250-752-6162. Ready, set, curl!