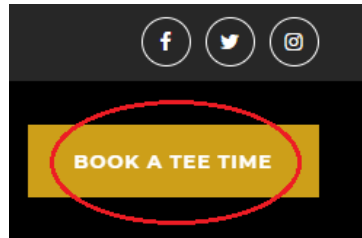


# How to Edit or Add a Credit Card to Your Online Account

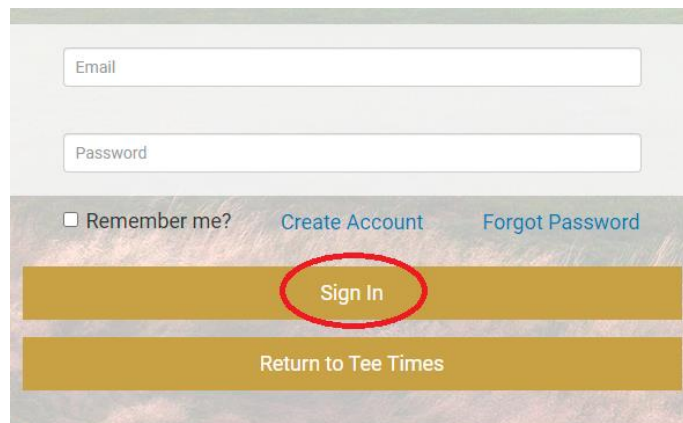
1. Go to [www.clovelly.ca](http://www.clovelly.ca) and click on **Book a Tee Time**



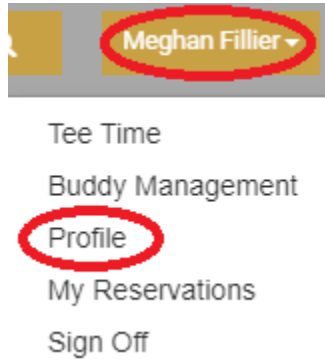
2. Click **Sign In**



3. Enter your online account email and password and hit Click **Sign In**

A screenshot of the login form. It has a light green background. At the top, there are two white input fields labeled "Email" and "Password". Below these fields are three links: "Remember me?" with a checkbox, "Create Account", and "Forgot Password". At the bottom of the form is a large yellow button with the text "Sign In" in white, which is circled with a red oval. Below this button is another yellow button with the text "Return to Tee Times".

4. Click on your name in the top right corner & click **Profile**.



5. Click **Edit Card on File**

A form for editing card information. It contains four input fields: "Address", "Postal", "City", and "State/Province", each with a red asterisk to its right. Below these fields are two links: "Password" and "Change Password". At the bottom, there is a "Credit Card" label followed by the link "Edit Card On File", which is circled in red.

6. Complete form and click **Submit**

A form titled "Please enter credit card information" for "CLOVELLY GOLF COURSE". It is divided into two sections: "Cardholder Details" and "Account Details".  
The "Cardholder Details" section includes a "PO Box" checkbox, and input fields for "Street Number", "Street Name", and "Postal Code".  
The "Account Details" section includes input fields for "Cardholder Name", "Credit Card Number", "Expiration Date" (with month and year dropdowns), and "Card Security Code" (with a small icon to its right).  
At the bottom of the form are two buttons: a green "Submit" button (circled in red) and a red "Cancel" button.