

1. **Create an account on our self-service website.** If you have already used our facility and are a client in our system, follow the “Old Customers” instructions. Otherwise, follow the “New Customers” instructions.

- a. **For Old Customers:** To make sure the account you create on our self-service website is synced with your account in our system, you must request an invitation at the front desk. Once requested, we will send an email inviting you to create an account. Click “Accept invitation” and create your username and password



TRIANGLE  
TABLE  
TENNIS

## Self-Service Invitation

Hi Logan Rietz,

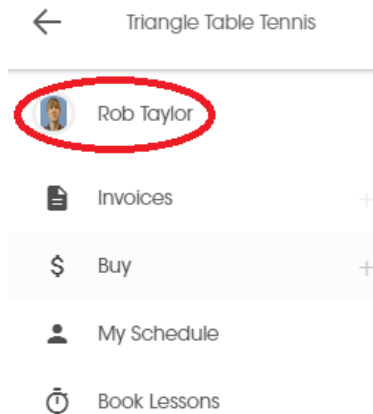
You have been invited to register for an account on the self-service website of Triangle Table Tennis. Review your schedule and billing online, twenty-four hours a day. Follow the link below to get started!

[Accept Invitation](#)

- b. **For New Customers:** in a web browser, visit <https://triangletabletennis.ezfacility.com/Sessions>. Click the login button on the left side of the screen, then in the pop up window, click register and fill in your name and username and password.

**2. Update billing information.** All members are required to update their billing information on the self-service website. Memberships will be processed using this system. This information is also used for non-members if you would like to purchase packages or lessons.

- a. Once your account is made and you have logged in to the [self-service site](#), click on your name in the top left of the screen. This will bring you to your profile where you can view and make changes to your personal and payment information.



- b. Click on the “PAYMENT INFORMATION” tab on the top right side of your profile page. From here you can set up your payment information and billing address. All members are required to update their payment information and billing address so that they may maintain membership status.

