



2023-2024
REGISTRATION

HOW-TO

STEP BY STEP GUIDE

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**"EVERYONE DESERVES THE
OPPORTUNITY TO BE GREAT"**

NEW FAMILIES

We recommend using a computer or iPad to sign up as the website doesn't format well to a phone screen.

STEP 1

Please follow this [REGISTRATION LINK](#) to the registration page. You will be greeted with a welcome message from our owners.

STEP 2

Scroll down to the bottom to find our registration groups. Find your group and click "add to cart." If you need to add multiple children be sure to "add to cart" the appropriate group for each child. When you have added all your groups you can find your cart to check out at the top of the page to checkout.

STEP 3

You will be prompted to create an account with SportsEngine. This is the billing and meet entry software company that works with TeamUnify, the company that hosts the KING Aquatic Club website. Please create an account with them using the PARENT/GUARDIAN's information. Individual children will be added later.

STEP 4

On the checkout page, 3 selections need to be made:

Assign member: Please click "add new member" to add your children's information. If you are registering multiple children you will need to complete this action for each child in each practice group.

Location: Location refers to your practice location. Please select the location given to you by the Coach you tried out with. If you are registering multiple children you will need to complete this action for each child in each practice group.

Training Fees: are billed monthly and cannot be changed.

Transferring from another team: If you ARE NOT transferring from another USA Swimming team, please select "no." If you ARE transferring from another USA Swimming team, please select "yes." If you are registering multiple children you will need to complete this action for each child in each practice group. Select next.

STEP 5

On the next page please review/download and agree to all listed agreements: Code of Conduct, Concussion Protocol, Billing agreements, COVID policy, and WorkShare agreements. (Note: WorkShare is not required of our Novice 1 and 2 groups, but your help is always welcome!) If you are registering multiple children you will need to complete this action for each child.

STEP 6

The next page will have you confirm everything thus far is correct. Almost there!

STEP 7

On the billing page please enter and save your billing information to complete the transaction.

STEP 8

On the next screen you will be prompted to register for a USA Swimming membership. USA Swimming will not open their registration UNTIL SEPTEMBER 1ST. When we get closer to September 1st, we will send out more guidance for USA Swimming registration.

RETURNING FAMILIES

We recommend using a computer or iPad to sign up as the website doesn't format well to a phone screen.

STEP 1

Please follow this [REGISTRATION LINK](#) to the registration page. You will be greeted with a welcome message from our owners.

STEP 2

1. Scroll down to the bottom to find our registration groups. Find your group and click "add to cart." If you need to add multiple children be sure to "add to cart" the appropriate group for each child. When you have added all your groups you can find your cart to check out at the top of the page to checkout.

STEP 3

If you haven't already, sign in to your account to continue to checkout.

STEP 4

On the checkout page, 3 selections need to be made:

Assign member: Assign your child(ren) to their practice group. If you have multiple children, PLEASE DOUBLE CHECK you have assigned the correct child to the correct group.

Location: Location refers to your practice location. Please select the location given to you by your Coach. If you are unsure, or want to switch locations, please talk with your Coach before continuing so we are aware of what's going on. If you are registering multiple children you will need to complete this action for each child in each practice group.

Training Fees: are billed monthly and cannot be changed.

Transferring from another team: If you ARE NOT transferring from another USA Swimming team, please select "no." If you ARE transferring from another USA Swimming team, please select "yes." If you are registering multiple children you will need to complete this action for each child in each practice group. Select next.

STEP 5

On the next page please review/download and agree to all listed agreements: Code of Conduct, Concussion Protocol, Billing agreements, COVID policy, and WorkShare agreements. (Note: WorkShare is not required of our Novice 1 and 2 groups, but your help is always welcome!) If you are registering multiple children you will need to complete this action for each child.

STEP 6

The next page will have you confirm everything thus far is correct. Almost there!

STEP 7

On the billing page please enter and save your billing information to complete the transaction.

STEP 8

On the next screen you will be prompted to register for a USA Swimming membership. USA Swimming will not open their registration UNTIL SEPTEMBER 1ST. When we get closer to September 1st, we will send out more guidance for USA Swimming registration.

USA SWIMMING REGISTRATION NEW FAMILIES

Check back here for updated information
once USA Swimming Registration opens on
SEPTEMBER 1ST.

King AQUATIC CLUB

USA SWIMMING REGISTRATION RETURNING FAMILIES

Check back here for updated information
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SEPTEMBER 1ST.

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