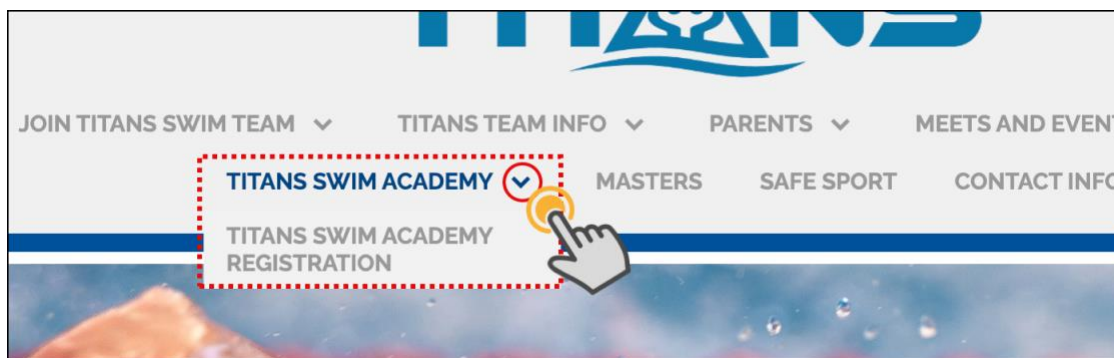# TAC TITANS SWIM ACADEMY
REGISTRATION GUIDE

1. Registration works best on a computer, rather than a mobile device.
   Google Chrome and Firefox browsers tend to work better than MS Edge.

2. Go to www.tactitans.org

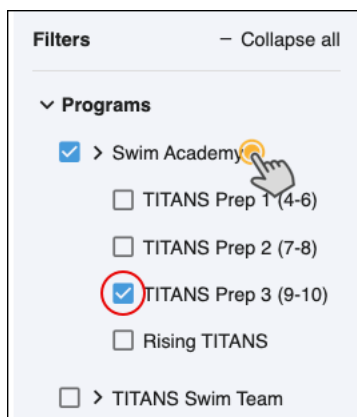3. Look for **TITANS SWIM ACADEMY** at the top of the page

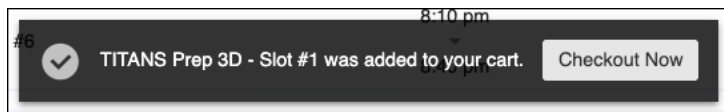   The **TITANS SWIM ACADEMY** page has information about the program.

   The **TITANS SWIM ACADEMY REGISTRATION** page is where to go if you're ready to register.

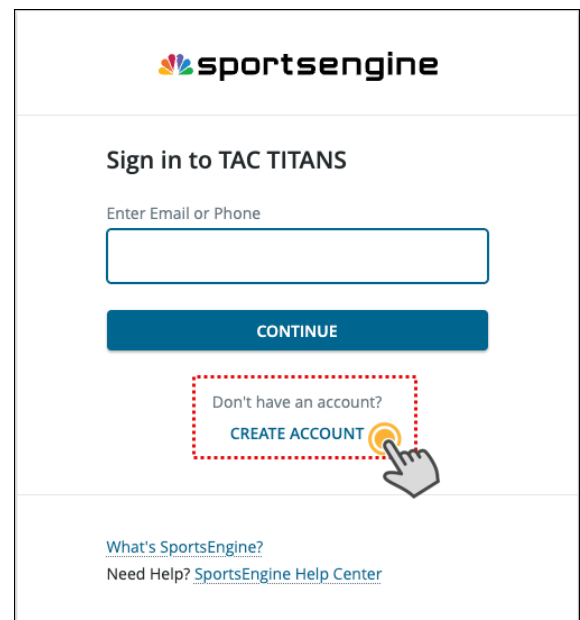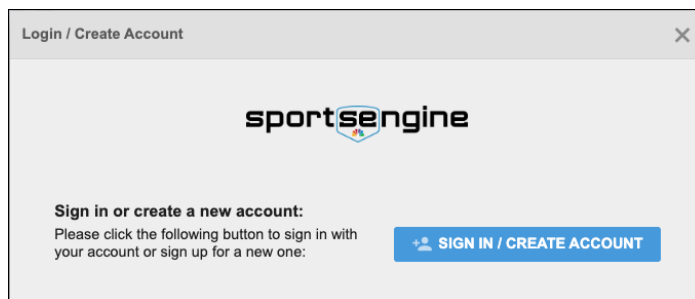4. On the Registration page you'll see "Our Programs and Classes" at the top.

   Look for the **filters** along the left side of the page and select the age of your child(ren) under "Swim Academy". This will display classes appropriate for your child.

5. Select the time/date slot that works best for your schedule and click the "Add to Cart" button.
   Note: you may need to click the "Show all Classes…" button at the bottom.

6. If you have multiple swimmers, select more than one class, then click the **"Checkout Now"** button.

7. If you're new to the SportsEngine application (formerly known as Team Unify), you'll be prompted to create an account and sign in.

IMPORTANT: You MUST verify your email address as part of the process – be sure to check your junk folder if you don't get the confirmation message within a minute or two.

If you have an account already for a TITANS Swim Team member of the family, you'll log in with your existing credentials.

8. Once in the cart, *before clicking the blue "Next" button*, you must "Add New Member" (or select) the swimmer assigned to a class
    a. Click on the down arrow in the blank box

    b. Select the swimmer being assigned to that slot/class
    c. If you do not have a swimmer in the drop down or need to add another swimmer to your account, click "Add New Member"
    d. Follow the prompts and fill in all required information and then click "Add Member"
    e. Once all swimmers are assigned, then click the blue "Next" button

9. Acknowledge three required documents and click "Next"
    a. Financial Policy
    b. Waivers
    c. Photo/Media Release

10. Confirm the selected slots/swimmers are all correct, then click "Next"
    (time is not shown – click "Back" if you need to remember what time you selected)

11. Click "Add Credit Card" and follow all prompts to add card details.
    Then click "Pay Now".

12. After paying, you will see a success confirmation message.

    You will also receive two emails:
    a. Order confirmation
    b. Payment confirmation

    NOTE: Both of these emails will come from finance@tactitans.org. If you have questions about the TITANS Swim Academy class you signed up for, need more information about the program or what to expect, etc, please do not respond and instead send a message to:
    swimacademy@tactitans.org

CONGRATULATIONS! You've registered!