



Webster BlueFins Trial Swim Registration Help

This document is intended to help prospective new BlueFin families register their swimmers for the Trial Swim. While going through this process, a family can sign more than 1 potential swimmer up by repeating a few of the steps below. The steps to repeat are identified in the process steps.

Please note that when going through the process, you will be creating an account that will allow you to register for the Trial Swim. This account will not have login rights to the BlueFins site until AFTER you have decided to join.

Step 1:

Click on the Register NOW button on the launch page.

TRIAL SWIM (FALL)

Open for Returning Members 08/26/13 - 09/18/13 Open for New Members 09/01/13 - 09/18/13
 Date used to calculate Athlete's Age Today Remaining Available Registrants Unlimited.

TRIAL SWIM REGISTRATION FOR PROSPECTIVE SWIMMERS (Fall 2013)
 September 16 - 26, 2013. (Registration open from Sept 1 - Sept 18, 2013)

Welcome to the Webster Swim Association BlueFins Electronic Registration platform! We are pleased to offer electronic payment processing and registration for our 2 week trial swim program.

If you have any problems with online registration, please contact a BlueFins representative for assistance.

The Webster BlueFins invite youths ages 6 and up to try competitive swimming during a two week swim trial. The trial is designed for swimmers with or without previous competitive swimming experience. Swimmers must be able to swim at least 25 yards freestyle or back stroke without stopping. We hold a trial swim starting specific Mondays during the Bronze group practice - Monday through Thursday - at the Webster Aquatic Center (WAC) and lasting for 2 weeks. The cost of the trial is only \$20 and will be credited back to your account after registration if you join the club. After the two weeks, you can decide if you'd like to join as a full time member. The trial swim is a great chance for the swimmers to interact with the coaches and other swimmers and also get a good feel for the sport of swimming. Trial swimmers should come at the same time as the Bronze practice schedule, which varies based on pool availability. Check the calendar (select "bronze" from the Calendar drop down box) or with a coach for specifics.

For currently registered USA or YMCA swimmers, please contact a club representative for other trial swim options outside of the designated sessions. The swimmer's skill will determine which roster group the swimmer will be placed in for the trial.

At the end of the trial swim, the coach will assist in roster group placement if you wish to join the BlueFins.

We look forward to having you by the Webster Swim Association BlueFins!

Register Now **Check Registration**

Click here to begin registering a swimmer for the Trial Swim.

Step 2:

Select the Radio button as below to allow you to create an account and associate an email address to it.

The account you associate is the one that will be used to log into the BlueFins site after you decide to join as well as the account that will be used to receive BlueFins communications.

TRIAL SWIM (FALL)

I am not logged in but have an existing account

I am a new user or I am not sure if I already have an account. This is the email I want to use

Email:

Continue Cancel

Choose the radio button to create an account and enter the email address you want to associate with your account.

Click Continue when done.



Webster BlueFins Trial Swim Registration Help

Please note: If you have previously requested information with this email address, the system may have already created an account for you already. If after entering your email address, the system indicates that you have an account but no password, click on "forgot password."

The system found "janedoe@yahoo.com" has a valid account with the Team. Please enter password below to login.

Email

Password [Forgot your password?](#)

Click on "Forgot your password?"

The following screen will be displayed for you to confirm your email address.

Tea... (US) | https://www.teamunify.com/ForgetPasswordPop.do?team=niwebs&act=new

Request Password

If you believe you do have an account with the Team, please enter your E-Mail Address associated with your account below and click Submit. An email with password reset instructions will be sent to that address.

Your Account E-Mail Address:

Enter your email address. You will receive further instructions via email.

Tea... (US) | https://www.teamunify.com/ForgetPasswordSuccess.jsp?team=niwebs

Password reset instructions have been successfully sent to your email address. Please click [Here](#) to close this window.

New Password

New Password:

Confirm Password:

Enter and confirm password. Click on "Change Password."

New Password

:

Your Password has been Reset.

You may [Log in now](#).

NO!

Do NOT log into the website.

Go to the home page and access the trial swim registration page. You may now use this password when prompted for it in the registration system.



Webster BlueFins Trial Swim Registration Help

Step 3:

You need to enter information related to Billing for the account. On the Billing tab fill in all fields that have a red asterisks (*).

The screenshot shows the 'TRIAL SWIM (FALL)' registration form. The 'BILLING INFORMATION' section is highlighted. It contains the following fields:

- *First Name: Jane
- Middle Initial: [empty]
- *Last Name: Doe
- *Billing Address: 123 Any Street
- *Billing City: Any City
- *State: NY (dropdown menu)
- *Zip Code: 11111
- *Primary Phone: 555-5555
- Alternate Phone: [empty]

Create and verify a password for your account (if not already done in Step 2).

Enter contact name and address information in the Billing Information section. All fields with a red asterisks (*) are required.

Step 4:

Scroll to the Parents/Guardians and Insurance/Emergency Contact sections of the same window and complete the necessary information.

The screenshot shows the 'PARENTS/GUARDIANS' and 'INSURANCE AND EMERGENCIES' sections of the registration form.

PARENTS/GUARDIANS

FATHER/GUARDIAN 1		MOTHER/GUARDIAN 2	
First Name	Jane	First Name	Jack
Last Name	Doe	Last Name	Doe
Primary Phone	444-4444	Primary Phone	444-4444
Alternate Phone	[empty]	Alternate Phone	[empty]

INSURANCE AND EMERGENCIES

- *Insurance Carrier: Med Insurance
- *Insurance Phone: 666-6666
- *Emergency Contact: Ida No
- *Emergency Phone: 987-4321

Buttons: Continue (red), Cancel

Scroll to the Parents/Guardians section.
Enter information for the swimmer's guardians.

Scroll to the Insurance / Emergency Contact section.
Enter information for the swimmer's health insurance carrier.
Enter name and contact information for the swimmer's emergency contact.
Click Continue when done.



Webster BlueFins Trial Swim Registration Help

Step 5:

Complete the Member Selection window for the trial swimmer. Click on "Add Member" and fill in information on all fields that have a red asterisks (*).

Note: You will be able to add additional trial swimmers after completing the first one if you need to do so.

Account Setup | Member Selection | Fees Summary | Payment | Success

TRIAL SWIM (FALL)

Please check the known members associated with your account that you'd like to register.

Add New Member

*First Name John

*Middle Name Michael (Enter * if no middle name)

*Last Name Doe

Preferred Name Johnny

*Gender Male

Athlete's Cell Phone

*Birthday 01/02/2005 (MM/dd/yyyy)

Age (on 08/26/2013) 8

Physician Name Dr. Duck

Physician Office Phone 765-4321

Medical Information/Notes

Medication none

*Register to this Group | **Select**

Add Cancel

Complete the form for the name of the swimmer that you want to register for the trial. All fields with a red asterisks (*) are required.

Click on Select to register for the Trial Swim group.

Step 6:

You will be presented with a Registration Group window. Click on the Trial Swim group radio button. Click on Register the member to the Selected Group.

Select Registration Group

Trial Swim

Two week trial swim for a family to gauge their swimmer's interest in club swimming.
Fee: \$20 (credited to account if register as a member after the trial)

Register the Member to the Selected Group

On the window that appears, click on "Register the Member to the Selected Group."

Step 7:

The completed New Swimmer Registration form should be filled out like this. Click Add to continue.



Webster BlueFins Trial Swim Registration Help

TRIAL SWIM (FALL)
Please check the known members associated with your account that you'd like to register.

Add New Member

*First Name
*Middle Name (Enter * if no middle name)
*Last Name
Preferred Name
*Gender
Athlete's Cell Phone
*Birthday (MM/dd/yyyy)
Age (on 08/26/2013)
Physician Name
Physician Office Phone
Medical Information/Notes
Medication
*Register to this Group

On the window that appears, click on "Add" to save the information.

Step 8:

The Registration for the swimmer is complete. If you are registering any additional swimmers click on the "Add New Member" button and repeat steps 5-7. If you are done adding swimmers, read and acknowledge the medical and liability agreements.

Account Setup **Member Selection** Fees Summary Payment Success

TRIAL SWIM (FALL)
Please check the known members associated with your account that you'd like to register.

John Doe

Add New Member

If you need to add additional Trial Swimmers, click on Add New Member and repeat steps 5-7.

Step 9:

When you are done adding swimmers, read and acknowledge the medical and liability agreements. Click Continue when done.



Webster BlueFins Trial Swim Registration Help

MEDICAL RELEASE WAIVER (PRINTER FRIENDLY VERSION)

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the Webster Swim Association BlueFins to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge Webster Swim Association BlueFins and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in Webster Swim Association BlueFins activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

[Required] I have read and agree to the above statement

LIABILITY WAIVER (PRINTER FRIENDLY VERSION)

By registering my child(ren) with the Webster Swim Association BlueFins, I agree to participate (or allow my child(ren) and family members to participate) in the Webster Swim Association BlueFins, and hereby release Webster Swim Association BlueFins, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the Webster Swim Association BlueFins program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the Webster Swim Association BlueFins program.

[Required] I have read and agree to the above statement

Continue

Read the Medical Release Waiver and indicate your agreement by checking the box below it .

Read the Liability Release Waiver and indicate your agreement by checking the box below it.

Click "Continue" when done.

Step 10:

Review the data on the fee summary page. If any additions or corrections are needed, click on "Add/Edit Members." Otherwise, click on "Proceed to Checkout."

Account Setup Member Selection **Fees Summary** Payment Success

TRIAL SWIM (FALL)

REGISTRATION FEES Add/Edit Members...

Athlete to be registered	Group	Birthdate	Age	Gender	Fees
John Doe	Trial Swim	01/02/2005	8	Male	Reg: \$20.00
					Subtotal: \$20.00
					Total: \$20.00

Payment Method
Credit Card

TOTAL FEES

Registration Fees (Payment by Credit Card)	\$20.00
Grand Total:	\$20.00

Proceed to Checkout

Click on Add/Edit members if additions or corrections are needed.

If you are done registering swimmers, click on Proceed to Checkout.

Step 11:

Review the billing details on the Payment screen.



Webster BlueFins Trial Swim Registration Help

Account Setup Member Selection Fees Summary **Payment** Success

TRIAL SWIM (FALL)

Registration Total \$20.00

Edit Registration Edit Cart

1/ Billing Details

- janedoe@gmail.com
- Jane
- Doe
- 555-5555
- 123 Any Street
- street address two
- Any City
- NY
- 11111
- United States

Click on Edit Registration or Edit Cart to make any corrections if necessary.

Step 12:

Complete the credit card information at the bottom of the page.

2/ Payment Information

Your team registration fees of \$20.00 will be charged to your credit card immediately by this organization.

- Visa
- card number
- Expires: 01 2013
- card security code

Secured by click to verify

Submit Order

Enter necessary credit card information. Required fields are identified with a red asterisk (*).

Click on "Submit Order" button to complete the transaction.

Step 13:

You will receive a confirmation message saying that you have completed the registration process. All you need to do is come to the pool to start your trial swim on the Monday the trial swim starts.