2024-2025 ONLINE REGISTRATION FOR RETURNING SWIMMERS
INSTRUCTIONS

<mark>DEADLINE FOR ONLINE REGISTRATION IS AUGUST 11th</mark>

1. Print or fill in the Fees Summary page and complete the Volunteer List Survey. These can be found on the website in the Members section under Registration Docs.

2. Print the Pre-Authorized Debit form if you plan to switch to this method. If you paid by Pre-Authorized Debit last year, you do not to resubmit it. Families may choose to pay by credit card if they wish (VISA or MasterCard). All credit card charges will be charged a 2% convenience fee, per transaction. If you are unsure which payment method you used, please contact the Office.

3. When your fees summary is complete, please either scan or take a photo of it and send to accounting@calgaryswimming.com

4. Each swimmer will need to be registered individually. If you have multiple swimmers, please complete the process below for each swimmer.

5. Start Registration by clicking on "Registration for Returning Swimmers",select the group for your swimmer, then sign in. Select the swimmer for the group you selected

   - Select the group for your swimmer
   - Sign in, select the swimmer you are registering for the group
   - Select time (all times listed as Tu 10 – 11am, actual schedules are on the group pages)
   - CHECK medical information/notes – please be sure that this is correct especially for allergies, dietary restrictions, and medical conditions.
   - CHECK medication – this is where you give permission or deny permission for coaches and chaperones to give your swimmers any of these 4 medications (Tylenol, Advil, Reactine, Gravol)

6. Read and agree to the required documents.

7. Confirm.

8. Double check the account info. If something needs to be updated, you can do so by clicking your email at the top right of the page, then clicking "my account" → "my profile" → "save".

9. <mark>Registration is complete when</mark>
   - <mark>you have registered your swimmer online</mark>
   - <mark>we have received your fees summary page and fees have been paid</mark>
   - <mark>any outstanding balances on your account have been paid</mark>