

Steps to Register Online

1. Go to TeamUnify Home Page www.killerwhaleswim.com
2. Click on the **Start Registration** Button right below the **Sign In** Button
3. Will take you to the Registration Entry Screen
4. From here you will see this information about the registration:
 - Open For Returning Members Date
 - Open for New Members Date
 - Date used to Calculate Athlete's Age
 - Maximum # of registrants
 - Remaining Available Registrants
 - Intro Letter
5. At the Bottom of the Page you will have Two Buttons
 - **Register Now**- You will have two options
 - I am Not Currently signed in but I already have a Billing Account on this team:
 - Email
 - Password
 - I am not sure if I have a Billing Account on this team. This is the email address I want to use:
 - Email
 - **Check Submitted Registration**
 - Login to see the status of your registration
6. If you are an existing member of the team and login using Billing account info the fields will be automatically populated with existing information (you can update the fields if desired and it will update the database). Input Insurance and Emergency Contact information. After all information is correct then click next.
7. This will take you to register pull down from here you can select any existing member to Register and there member information will automatically populate the fields. Enter apparel sizes.
8. From here you can Pick a group by clicking the **Select** button
9. Once the correct group is selected click the **Register Member to the Selected Group** button.
10. This should populate that field with the group you will click the **Next** button if all information is correct.
11. This will take you to a overview of these parameters:
 - Billing Account Info
 - Returning Members Added to Register
 - New Members Added to Register
12. You can at this point add another existing Member or a New Member to the registration
13. Once all the members are registered you will click the **Pay by Check** Button.
14. This will take you to the checkout page. You will be required to read and Check Mark the Waivers. You will also be able to print these waivers from this screen by clicking Printer Friendly Version.
15. At the bottom will be a synopsis of the charges associated with the Registration which you can review.
16. Once all the information is correct you will click the **Complete Registration and Pay by Check** Button.