

# Registering a New Swimmer (Member)

## Step 1: Complete an assessment

All new swimmers must be assessed. Getting assessed will ensure that they are placed in the appropriate group.

Email [coachxiaoping@gmail.com](mailto:coachxiaoping@gmail.com) to schedule an assessment. Provide Coach Xiaoping with the following information:

### Swimmer

Name:

Birthdate:

Gender:

### Parent

Email Address:

Phone number:

Mailing Address including postal code:

The coach will email this information to the registrars ([registrar@gatorswimclub.ca](mailto:registrar@gatorswimclub.ca)) along with the assessed group level.

## Step 2: Register Online

You only need one account per family. If you are registering a sibling of a current swimmer, see "Registering a sibling".

### To create an account

1. On the Home page, click Register 2018-2019.
2. Read the registration instructions.
3. Click **Continue** or **Check status**
4. Click **Create New Account**
5. Enter your email address and date of birth
6. Enter your contact info, billing info, the parent/guardian info, and click **Continue**.
7. Click **Add member** to add new swimmers (members) and enter their information.
8. Middle Name: If your child does not have a Middle Name, simply enter an asterisk \*.
9. In the Register for this Group drop-down, select the swim group that your child was assigned to during assessment.
10. Click **Add**.
11. Read the waivers and agree to them.
12. Click **Continue**.
13. Review the the account information.
14. Click **Submit Registration**.

## Step 3: Complete and Sign the Swim BC Form

All swimmers must complete and sign the 2018-2019 Swim BC form in order for us to register them. Please download it [here](#) and email back to the [registrar@gatorswimclub.ca](mailto:registrar@gatorswimclub.ca).

## Step 4: Await confirmation from the registrar

If your child has been assigned to a roster group, you will receive an email confirmation. Your child's status will be "Approved".

**Step 5: Payment information**

1. Once the registrar has placed your account into "Approved" status, you will receive an email alerting you to complete payment and Swim BC form.
2. You will receive a separate email notification on how to add your credit card payment information.