

# 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 and schedule (see website) for an assessment. Provide Coach Anchie 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 **2019-2020 Registration**.
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 2019-2020 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.