



How to Register Online

We're pleased to offer a completely paperless registration system for new divers joining our team! Registration is fast and easy, but if you have any questions during the process, please ask for help using the "Contact Us" option on our website.

There are two parts to the registration process. The initial enrollment is where you will enter your account, diver and emergency information and agree to several policy forms presented to you along with paying your initial registration and tuition fee.

The second part CAN NOT be completed until AFTER you receive an approval email, showing that your enrollment was approved, so please watch for this email. Once approved, you should log into your account and update your diver profile.

In the future we will be adding a "purchase" page that will allow you to add such things as team suits, punchcards, window stickers and team apparel to your account.

The most important thing to keep in mind with our new billing system is that **your account or credit card is only debited ONCE per month between the 1st and 5th.** In other words you may purchase a punchcard (or suit or tshirt) in the middle of the month and the charge will be added to your bill, but the debit will be made only once per month for any outstanding charges.

Most months the only debit will be your monthly tuition, but we will be making other items available for purchase from time to time as well (such as banquet tickets, etc). **We encourage you to arrange for your payments to be processed by checking or savings ACH** which is secure and costs our club dramatically less in processing fees.

We've included a step by step guide on the next page to follow along with as you register.

TUTORIAL - TURN N BURN DIVING REGISTRATION

GETTING STARTED:

1. Go to our website at www.TurnNBurnDiving.com
2. Click "Register Online" then "Register Now" button
3. New Registrations: Select "Not Sure" to establish a new account
4. Enter Account Setup information. Include Name, Address, Insurance Info. Click "Next"
5. Enter Diver/Member Information. Click "Next"
 - a. NOTE: When selecting **Registration Group** in the popup window, choose carefully then **scroll to bottom** to click the "Register this Member to the Selected Group" button.
6. Verify Member information, then click "Check Out Using Secure Server" to proceed.
 - a. NOTE: If registering more than one diver, click "Add New Member" until all divers are added.
7. Read and accept each waiver and consent form then enter payment information for registration fees and first month's tuition. (If joining mid-month, you will receive a credit toward your 2nd month's tuition according to our guidelines)
 - a. NOTE: Please open, read and print DIVER PARENT GUIDELINES contained in third approval. It contains important rules and requirements you need to be aware of.

WHAT HAPPENS NEXT:

You'll receive an email confirming your enrollment showing "pending approval". Your enrollment will be forwarded to administration for approval and placement on a roster. Once approved, **you will receive a 2nd email** with information on accessing your personal member account. You will not be able to access your account until your registration is approved.

ONCE APPROVED:

1. Log into your account and Select "My Account" under the "My Account" drop down list on the left
2. Under the "Account Info" tab, select "Add SMS" to enter a parent's text enabled cell phone number(s). This SMS entry will be used to communicate account-related information (bills,etc)
3. Click on the "\$ Payment Setup" tab and **enter or confirm the financial information** for your monthly tuition deductions.
4. Scroll down to the "Member" area and click on your diver's name. Here you can update profile information, upload a diver profile picture and add. Be sure to click on "Add SMS" in this area to add a text enabled cell number(s), which can be the same or different than the ones added under the Account Info tab. This SMS number, along with our team hotline, will be the primary means of communicating last minute information about practices and meets (such as pool closings, weather alerts, etc.)
5. COMING SOON: "Team Store" on the website will allow you to purchase Punchcards, Team Gear, Free practice suit and other items. Costs (if any) will be added to your monthly bill.