

Directions on setting up your Wisconsin Swimming Team Unify club account and how to make an electronic payment once you are setup.

Setting Up Your Club Account: Click “Start Registration”

There is only 1 e-mail address and username per team, so make sure your Head Coach, Treasurer, and Registration Chair, know the login e-mail and password so they can access your club’s account.

Please use your club name for the first name: Badger Aquatic Club

Use your club logo as your last name: BAC

(This will simplify billing for our treasurer. Accounts are sorted by last name)

Add members for each of the positions (along with their e-mail address): Club President, Head Coach, Athlete Rep, Meet Director, Registration Chair, and Voting Delegate.

Add your Payment setup information. You can input your checking account or credit card information or nothing, which would indicate that you will pay with a check, not electronically.

How to Make An Electronic Payment:

Sign In

Click **My Account**

Click **\$My Invoice/Payment**

Click **Make a Payment**

Enter Amount To Pay

Click **Pay Now** (on bottom of screen)

If using electronic payment, go into your Wisconsin Swimming Team Unify club account and make a payment. You will receive a receipt for your payment.

Submitting a Registration File and Payment

Email the following:

1. Registration file from your club program.
2. Pdf of the registration file from your club program.
3. Financial Summary Form
4. Receipt of electronic payment
If paying by check you must state that in your e-mail and mail the check.