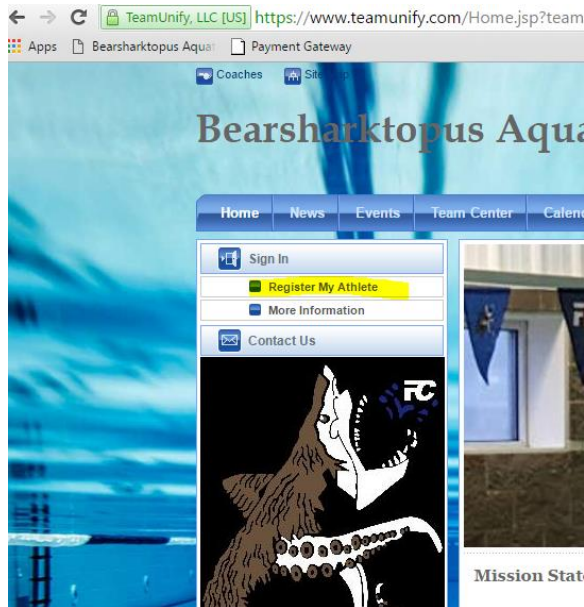


# Bearsharktopus Aquatic Swim Club LLC 2016-2017

## Step by Step Registration Guide

1. Enter [www.teamunify.com/ILBASC](http://www.teamunify.com/ILBASC) in your URL and click on **Register My Athlete** in the lefthand column of the home page.



2. Click the redish-purple button “Register Now”

3. Click on second option “ I am a new user or I am not sure if I already have an account. This is the email I want to use:

- a. Enter a valid email address ( This will be the email we send all important swim team information to, i.e. invoices, swim meet information, notifications, changes etc..)
  - b. Parent’s Date of Birth
    - i. Click “Continue” Button
4. This will bring you the Account Information page. Enter all required information that has an asterisk \*. You will not be able to move to the next

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page unless all information is entered. Type N/A if the information does not apply

- a. Password
  - b. Billing Information
  - c. Parent/Guardian
  - d. Insurance
  - e. Emergencies
    - i. Continue
5. Click "Add New Member Button" Enter all required information

- a. Name
- b. Gender
- c. DOB
- d. Transfer Member- select yes if you were a part of another USA team. A Transfer form is required for first day practice which was given in the Registration packet during the Parent Meeting.

\*Legal First Name

\*Middle Name  (Enter \* if no middle name)

\*Legal Last Name

Preferred First Name

\*Gender

Athlete's Cell Phone

\*Birthday  (MM/dd/yyyy)

Age (on 08/26/2016)

\*Are you transferring from another team?

\*Physician Name

\*Physician Office Phone

Medical Information/Notes

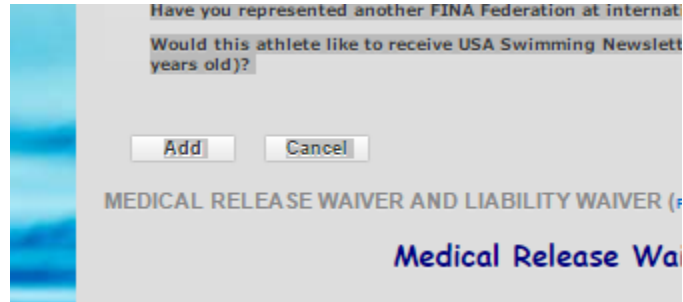
Medication

\*Register to this Group [View Group Details](#)

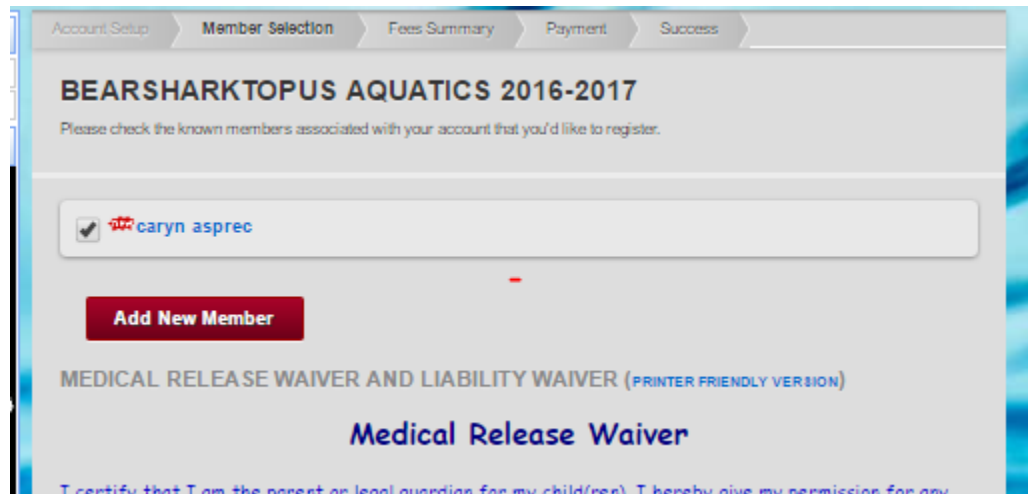
- e. Physician Name & Number- enter any important medical information
- f. Registration Group- Categorized by level group and if you are a member of FitClub.
  - i. FitClub members must select FitClub member for each Athlete
  - ii. Ask Bobby or email [bearsharktopusaquatics@gmail.com](mailto:bearsharktopusaquatics@gmail.com) for which registration group to select if you are not sure.
- g. Answer USA Swimming Registration Questionnaire

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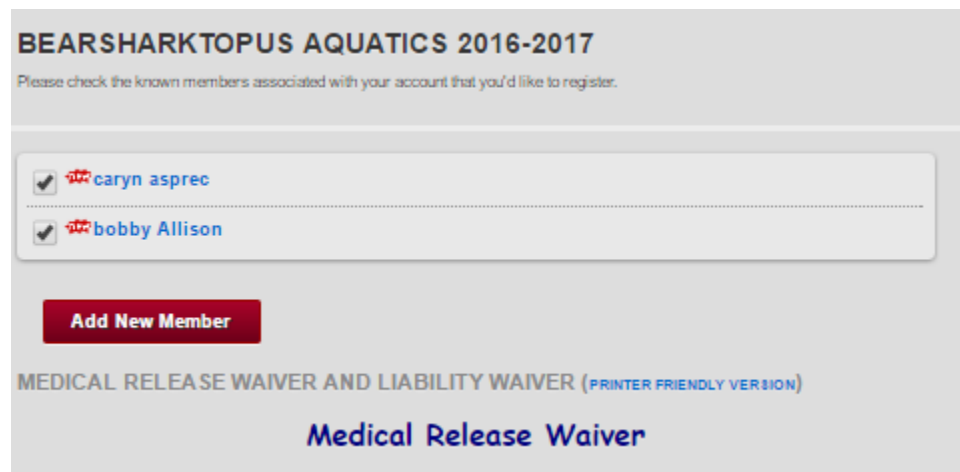
- h. Must click “add” button to save information and to move to next Athlete if needed.
- i. You have entered



and saved your athletes information correctly when the next page is shown as below and there is a check mark by the Athletes name.



- i. If you have more than 1 Athlete, click “Add a New Member” and repeat the step 5.
- ii. Remember to click “Add” after entering registration group to save information.



1. If done correctly both Athletes will appear with check marks by their names.

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2. Click "Add New Member" for each additional Athlete.
- j. You Must read and agree to each Agreement statement to complete continue registration
  - i. Medical and Liability Waiver
  - ii. Code of Conduct
  - iii. Media Release
  - iv. Anti-Bullying Policy and Action Plan
  - v. Electronic Communication
- k. Once all boxes are checked and you have check that all your athletes have check marks by their names click "Continue"
- l. You with then reach the Payment summary page. Make sure the following is correct:
  - i. All your athletes are listed
  - ii. Under Group make sure your athletes either all shows FitClub member or Non FitClub Member.

Athlets to be registered	Group	Birthdate	Age	Gender	Fees
Caryn Asprek	Cubbies Non FitClub Member	02/25/2006	10	Female	Reg: \$110.00 NonMember Registration Fee: \$120.00
Bobby Allison	Sharks FitClub Member	07/24/2007	9	Female	Reg: \$135.00 FitClub Member Registration Fee: \$50.00

Subtotal: \$425.00  
Multi-Athlete Discount: -\$10.00  
Total: \$415.00

Payment Method: Credit Card

Go Back Proceed to Checkout

1. If these are matching, select Add/Edit Member
  - a. Click Athlete name that needs to be corrected
2. The register payment will adjust once the correct registration group is selected.
  - m. Next, check that the correct registration group was selected and the Reg payment

is the correct 1<sup>st</sup> month payment

- i. Cubbies-\$110
  - ii. Octopuses-\$125
  - iii. Sharks-\$135
- n. Lastly, check that the Multi Family discount applied
- i. 2 Athletes -\$10
  - ii. 3 Athletes -\$15
  - iii. 4 Athletes - \$20

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- iv. 5 Athletes- \$25
  - o. If there is any information that does not appear correct please contact [bearsharktopusaquatics@gmail.com](mailto:bearsharktopusaquatics@gmail.com) or text/call 217-816-6220
6. Click "Proceed to Checkout"
  7. You will then reach the Billing Details page
    - a. Enter your credit or debit card information
      - i. Payments will be charged a 2.95%+.30 transaction fee.
        1. This fee is applied to all payments made with a card.
        2. All registration payments must be made by a card
          - a. You can avoid this fee in the future by setting up automatic drafts and saving your banking information under the "My Accounts" link on the left hand column.
            - i. Bank drafts are charged a flat \$1.25 transaction fee
            - ii. This can **only** be completed after registration
  8. Click "Submit Registration"

You have completed the registration process!