

## ONLINE REGISTRATION/ACCOUNT SIGN-UP

- 1) Go to [lcbswim.com](http://lcbswim.com).
- 2) Click on "Start Registration" under "Sign In" on the left side bar.
- 3) Click on "Register Now."
- 4) a) RETURNING SWIMMERS: Choose "I am not logged in but have an existing account" if you were registered with LCB online last season. Use the same email address and password you used at that time so the website can find you and your swimmer(s). After registration, once your account is activated again, if you want to change your email address and password, feel free to do so.  
  
b) NEW SWIMMERS: Choose "I am a new user or I am not sure..." if you are a NEW swim family to LCB or have not registered online with us before and enter the email address you would like to use for logging in. Follow the prompts and register each of your swimmers to your account.
- 5) When choosing t-shirt size, if you want a YXL (youth x-large), please choose AXS (adult x-small). We are unable to adjust the defaults in the system, so we will use AXS as our substitution for YXL.
- 6) I know it will take a little bit of time, but PLEASE READ THE WAIVERS before signing off on them. They will answer some of the questions you might have during the registration process.
- 7) Make your payment online by credit card OR prepare your checks for in-person registration or the first day of practice (if your child has already tried out). The website will give you the proper amount to pay whether paying in full or with 2 installments. If paying by 2 installments, the website will show you the amount for the first installment ONLY. You can refer to the Fee Schedule table provided if you would like to know what your second installment payment will be. If you are registering online AFTER in-person registration and you already submitted your checks, you obviously do not need to pay again. Just choose the "check" option so the registration process can be completed.
- 8) Once registration is cleared by a board member, you should receive an email with login instructions.

*\*If you have any questions at all, email Shelly or Jen at [president@lcbswim.com](mailto:president@lcbswim.com).\**