

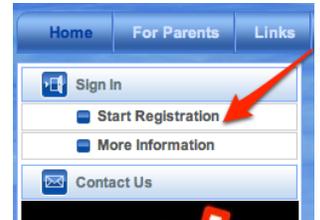
How to Complete HSC Online Registration

Updated August 2021

Online registration is easy and will take about 15-30 minutes, depending on whether you pre-read the registration materials in advance. Please note: Once you begin the registration process, you can't save your work and return to it later.

Questions: Email info@thehinsdaleswimclub.com

1. Go to <http://www.teamunify.com/MemRegStart.jsp?team=ishsc>
You can also access this link by going to www.hinsdaleswimming.org and clicking "Start Registration" on the left side.



2. Read the opening page, and click Register Now.

3. Choose the option that applies to you:

- If you are an existing HSC member, click "I am logged in and will use this account" or "I am not logged in but have an existing account"
- If you are a new member without a password, click "I am a new user or I am not sure if I already have an account. This is the email address I want to use (type in email address)."

A screenshot of a registration options form. It has three radio button options: 1. "I am logged in and will use this account: rmthrana@gmail.com (Thrana, Robin)" (selected). 2. "I am not logged in but have an existing account". 3. "I am a new user or I am not sure if I already have an account. This is the email I want to use". At the bottom, there are two buttons: "Continue" (in a red box) and "Cancel".

4. Click the Continue button

5. New members will have a blank form; existing members will have a form pre-populated with personal info. **New members: Please write down in a safe place the email address and password you choose.** This is how you will log into the HSC website and access practice calendars, meet signups, etc. Enter or update log-in information, password and any additional email addresses. Note: HSC uses email extensively for communication. Enter email addresses accurately and make certain they are checked daily.

A screenshot of a registration form. The top section is titled "EMAIL ADDRESSES" and contains a "Sign-In Email" field with the value "harrycat@gmail.com". Below it are fields for "Password" (with a note "(at least 6 characters)"), "Confirm Password", "Alternate Email 1", and "Alternate Email 2". The bottom section is titled "BILLING INFORMATION" and contains fields for "First Name", "Middle Initial", "Last Name", and "Billing Address".

6. Also enter/update required Billing Info, Guardians, Insurance and Emergency Contact details.

- Click the Continue button.
- If you are new to HSC, this is where you will enter the first swimmer you are registering. You will need first, middle and last name as well as birth date and shirt size. Click the Add New Member button. You will see the following (see below).



*First Name
 *Middle Name (Enter * if no middle name)
 *Last Name
 Preferred Name
 *Gender
 Athlete's Cell Phone
 *Birthday (MM/dd/yyyy)
 Age (on 07/11/2013)
 *Shirt Size

If you are an existing HSC member, you will instead see a screen like this (see below), with name(s) of your existing swimmers. Put a checkmark next to the first swimmer you are registering. That swimmer's info will appear. Update outdated info (shirt size, cell number, etc.).

EXISTING MEMBERS

These are the existing Members associated with your account. Please check the members that you'd like to register. Certain fields are required before you can continue with the registration.

[Grace Thrana](#)
 [Paige Thrana](#)

- Both new and existing members must answer these questions for each swimmer:

- * Is Swimmer a New or Existing HSC Member?
- * Are you transferring from another team?
(It is the swimmer's responsibility to complete the [Illinois Swimming Athlete Transfer form](#) available here and again on the final page of online registration.)

*Is Swimmer a New or Existing HSC Member?
 *Are you transferring from another team?

- Both new and existing members must *Register to this Group. (see below)

*Register to this Group

11. Click the blue Select link. This is where you choose your swimmer's practice group, called a Registration Group. Choose the group your swimmer has been assigned. If you have a Senior swimmer, please choose high school student or not a high school student. All swimmers should have received an email with practice group assignments for next season.

Select Registration Group

- 1. Blue (The Lodge)
- 2. White (The Lodge)
- 3. Red
- 4. Bronze
- 5. Silver
- 6. Senior (high school student)
- 7. Senior (not a high school student)

12. Click the gray bar/button that says, "Register the Member to the Selected Group"

13. When done adding first new member, click the gray ADD button.

14. You'll see the new member's name at the top of the screen.

REGISTRATION FEES [Add/Edit Members...](#)

| Athlete to be registered Group | Birthdate |
|--------------------------------|---|
| Jimbo Smith | 7. Senior (not a high school student) 09/24 |

15. To register another existing member, put a checkmark next to the next swimmer on the list.

To add another new member, click the Add New Member button.

16. You're almost done!

17. Scroll down and read the Volunteer Agreement, the Refund Policy, Member Handbook, Parent Code of Conduct, Waivers and optional Photo Release. Click the boxes indicating you agree to the statements. We of course hope you read all materials, but if you can't, we strongly encourage you to make time to read the Parent Volunteer Agreement and the Refund Policy.

[Required] I have read and agree to the above statement

18. Click the Continue button.

19. This screen summarizes the swimmers you have registered. Confirm all swimmers are listed. You also have the option to Add/Edit Member details. Click the button that applies.

REGISTRATION FEES [Add/Edit Members...](#)

20. If you are done adding swimmers, click the Proceed to Checkout button. (Note: You'll see that Credit Card is the payment method listed, but you'll also be able to pay with a debit card or via check.)

Proceed to Checkout

21. Enter Billing and Payment information on our secure site to pay fees for the season, which runs through July 31, 2022. Credit card and debit cards are accepted by the Hinsdale Swim Club in addition to checks (checks only accepted for registration fees).

22. Click the Submit Order button.

Submit Order

Only click this button once to avoid double billing.

Your account status will stay in Pending status until the end of Registration period.

23. You will be taken to a Success page. Shortly after you register, you will receive an email from Doc Hub with various waivers and policies that need to be completed. As soon as this step is complete and payment has been processed, your swimmer will be accepted into the system.

You're done! Thank you! Welcome to the 2021-2022 season with HSC!