

HOW TO REGISTER ONLINE FOR SJAC

(Returning Members)

1. Go to our website www.sjacswimming.com
2. From the main page, click the “**Start Registration**” button below the pictures
3. Click on the “Register Now” button at the bottom of the page.
4. Choose the appropriate option (all returning members should use their existing e-mail and password to log-in)
5. Go through each step carefully. Make sure to fill out ALL of the fields, not just the ones that are required. Click continue when finished with the first page.
 - a. ****IMPORTANT:** When registering your swimmers – please register ALL swimmers under your account in one transaction. DO NOT complete a separate registration for each swimmer.
6. Check the box for any “**existing**” swimmer you are going to register for the upcoming season.
7. Check to make sure all boxes are completed.
8. For each swimmer, there will be a text box that will ask “**Year Round or Fall/Winter/Spring.**” You need to manually type either “**Year Round**” or “**Fall/Winter/Spring**” to reflect your commitment. Please make sure this information is accurate as it will determine your monthly swim team dues.
 - a. **This does not apply to Silver II, Gold II, or Senior II – if registering for one of these groups you may skip this text box**
9. To access the group options for the “**register to this group**” question - click “**select**” and register your swimmer for their correct practice group. Please assign your swimmer to the group recommended by your child’s coach.
10. If you are adding a new member (i.e. another member of your family is joining the team), you would choose “**add new member**” and input the correct information.

**** Please note that any new members must attend a try-out before their registration will be accepted****

11. At the bottom of this page, you **MUST** agree to the Refund Policy, Medical Release, the Liability Wavier, Code of Conduct, and the Photo/Video Release Form. Be sure to read each document carefully and agree to the terms by clicking the box at the bottom of each document. If you choose, you may print a copy of each for your records.
12. After all info is complete, choose **“continue”**
13. Please note that if any required info is missing a pop-up will inform you. Simply complete that piece and you may choose continue again.
14. Check that all your information is correct and choose **“Submit Order”**
15. The Fees Summary Page will list your total due.
 - b. **Silver II, Gold II, Senior II** will be required to make the full payment for the session at check-out.
 - c. All other SJAC swim team groups have a **non-refundable \$200 deposit** due at registration.
 - d. All swimmers will be charged a seasonal **\$70 USA Swimming registration fee**.
16. All SJAC accounts will be required to save a credit card in the system to be used for the billing each month. (dues, meet fees, etc.)
17. If you have any unpaid fees on your account from the 2017-2018 season they will be added to your total charge at registration
18. If everything looks good - Choose **Submit Order**.
19. Under **“billing details”** you will re-enter your billing information.
20. Choose **Submit Order**.

WELCOME TO THE TEAM!!

We Look forward to another great season!!