

## Registration Directions

**\*IMPORTANT\*** -- Refer back to this page for detailed registration instructions.

### STEP 1:

**This is to create your TeamUnify & your Sports Engine Accounts and pay the \$125 Registration Fee.**

**If you have a TeamUnify Account, please sign in FIRST.**



If you do NOT have a TeamUnify Account, click on the Registration Button on the right.

“2022-2023 Registration” (see below picture with the pink arrow)



Then, scroll to the bottom

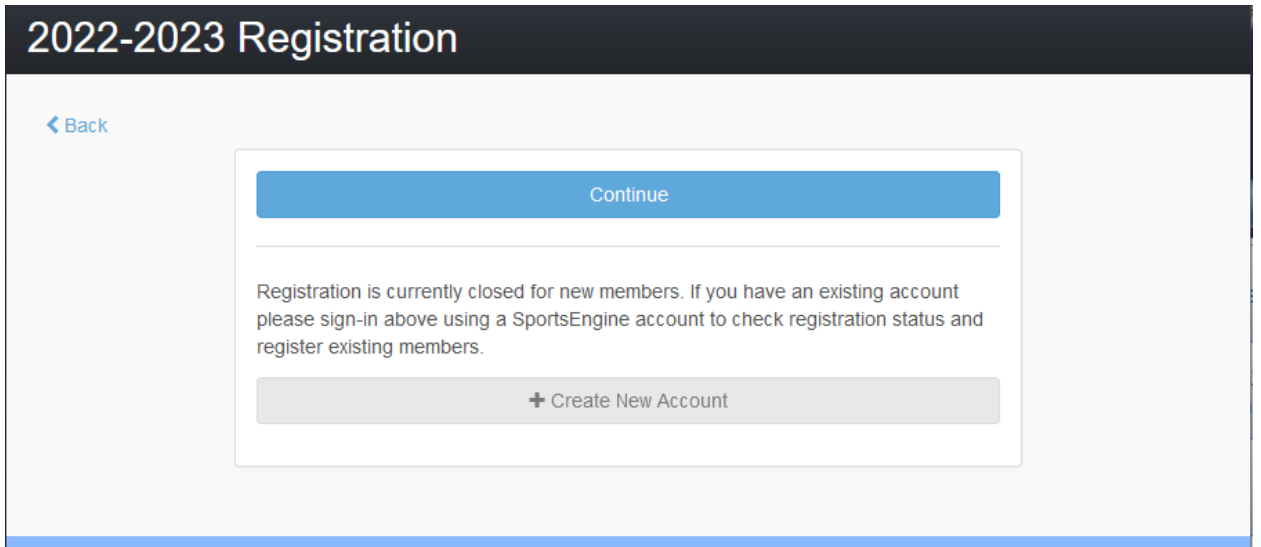
Click Green Button at the Bottom

"Continue or Check Status"

Continue or Check Status

\*\*\*\*\*

Next Screen looks like this:



If the BLUE “Continue” works, then you are already logged into SportsEngine.

If it does NOT work, then you will need to click the Button

“+Create New Account”

\*\*\*\*\*

CREATE NEW ACCOUNT:

After you click on the Button “+ Create New Account”, you will see this:

The image shows a web form for signing in to Arena Club Aquatics on the SportsEngine platform. At the top is the SportsEngine logo. Below it, the heading reads "Sign in to Arena Club Aquatics". Underneath the heading is the instruction "Enter your email address to sign in or create an account". There is a text input field labeled "Email Address" containing the placeholder text "youremail@gmail.com". Below the input field is a prominent blue button with the text "NEXT". At the bottom of the form area, there are two links: "What's SportsEngine?" and "Need Help? SportsEngine Help Center". The footer of the page contains the text "Terms of Use | Privacy Policy" and "© 2022 SportsEngine. All Rights Reserved."

Enter your email address to **sign in** or **create an account**

Click Blue Button “NEXT”

If you **have** a SportsEngine Account, Enter your password here. Then you will be able to click on each of your swimmer, as well as add a member. Verify all the information.

If you do **NOT** have a SportsEngine Account, you will need to do that here. So, complete the SportsEngine information –see below

Welcome Arena Club  
Aquatics! Let's create an  
account.




Sheritiller831@gmail.com Not  
You?

First Name

Last Name

Password

Password must be at least 8 characters  
and include one uppercase letter,  
one lowercase letter, and one number or  
symbol. 

6:43    ...  47% 

Password must be at least 8 characters  
and include one uppercase letter, one  
lowercase letter, and one number or  
symbol.

Select if you are a Canadian resident

Date of Birth

To comply with the Children's Online  
Privacy Protection Act, you must be at  
least 13 years old to create a  
SportsEngine account.

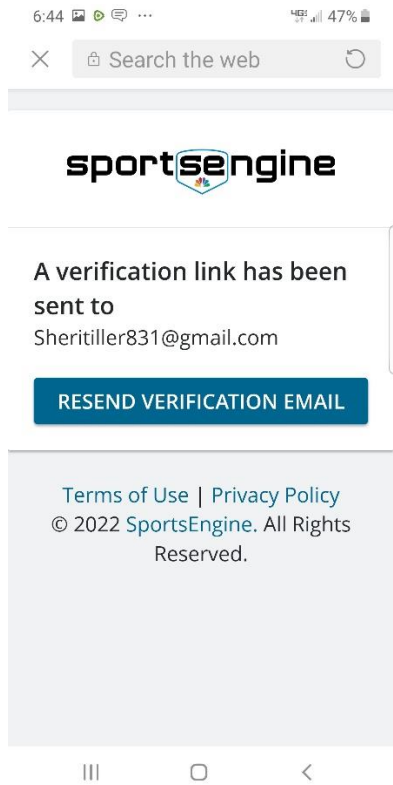
By creating an account you  
acknowledge and agree that your use of  
our platform is subject to the  
SportsEngine [Terms of Use](#) and [Privacy  
Policy](#). Use of websites is subject to that  
site's Privacy Policy and Terms of Use.

**SIGN UP**

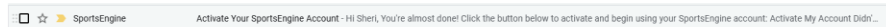
Already have an account?



||| ○ <

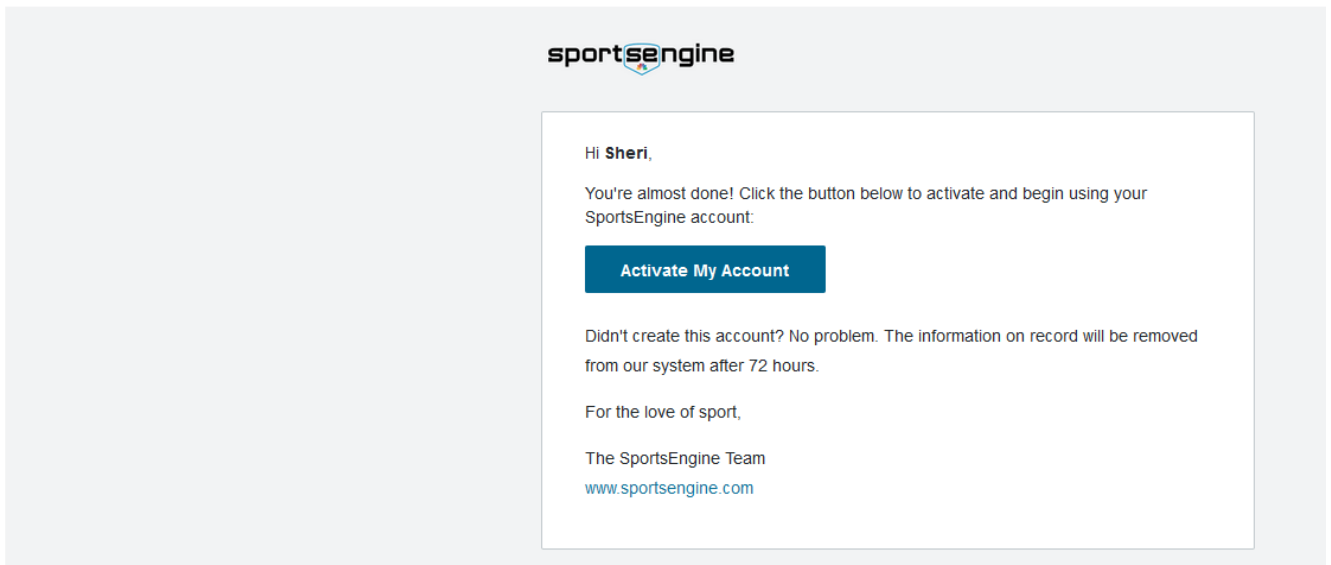


**\*\* CHECK your email**



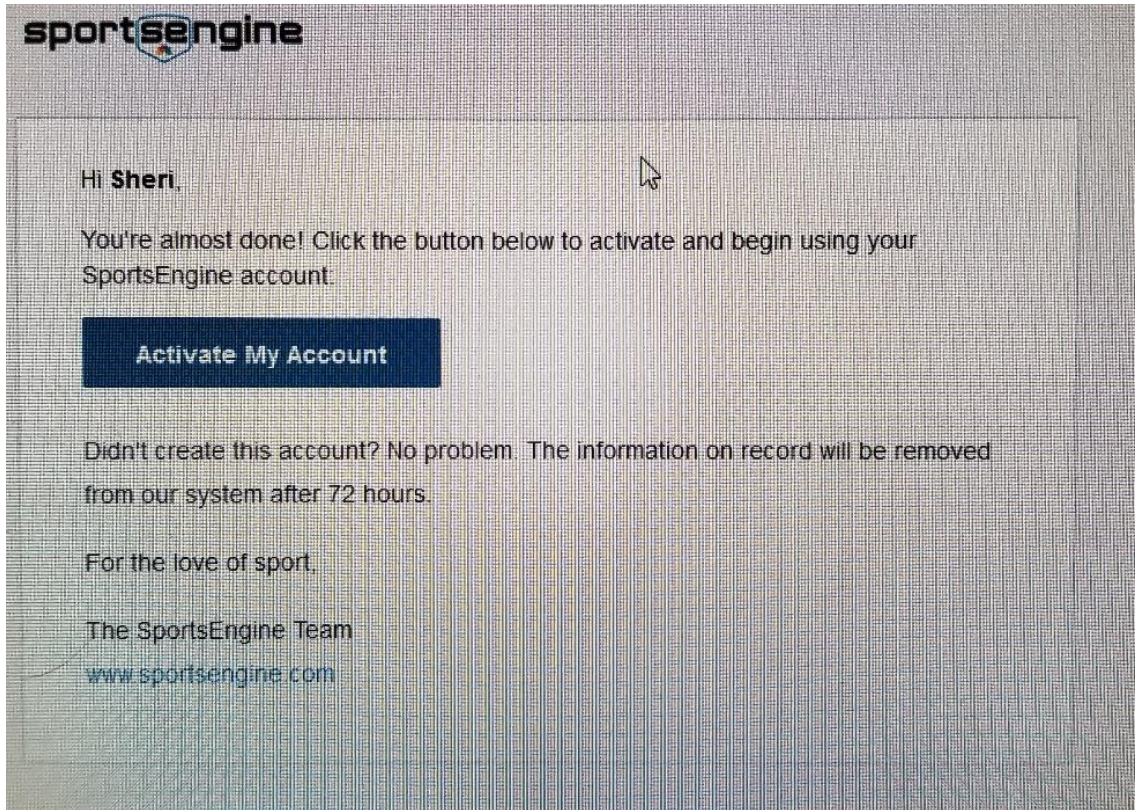
**Activate Your SportsEngine Account** > Inbox x

**SportsEngine** <no-reply@mailers-h.sportsengine.com>  
to me ▾



From this email, Click on Blue Button “Activate My Account”

You will be directed to the SportsEnging Activation page—see below pic.



Click the Blue Button “Activate My Account”

Now, you should be at the ACA Registration / Account Info page—see below pic.

A screenshot of a web registration page titled "2022-2023 Registration". Below the title is a welcome message: "Welcome to the Arena Club Aquatics Summer STARZ - 2022! We look forward to a fantastic summer!!". The page is divided into two main sections: "Account Info" and "Billing Information".  
Under "Account Info", there are several input fields:

- Sign-In Email: sheritiler831@gmail.com
- SE First Name: Sheri
- SE Last Name: McCann
- Alternate Email 1: (empty)
- Alternate Email 2: (empty)

Under "Billing Information", there are more input fields:

- \*First Name: (empty)
- Middle Initial: (empty)
- \*Last Name: (empty)
- \*Billing Address: (empty)
- \*Billing City: (empty)
- \* State: --SELECT-- (dropdown menu)
- \*Zip Code: (empty)

Complete all information

Click the Green Button at the bottom:

“Continue”

Click on Green Button “+Add Member”

**Here is where you add your swimmer – see below pic**

### Add New Member ✕

*Legal First Name	*Middle Name	*Legal Last Name	*Preferred First Name
<input type="text"/>	<input type="text"/> <input type="checkbox"/> This member has no middle name	<input type="text"/>	<input type="text"/>
*Gender	Athlete's Cell Phone	*Birthday (MM/DD /YYYY)	Age (on 08/07/2022)
<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	<input type="text" value="---"/>

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Swimsuit Size	*Shirt Size
<input type="text" value="Select..."/>	<input type="text" value="Select..."/>

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Physician Name	Physician Office Phone
<input type="text"/>	<input type="text"/>


Medical Information/Notes

Medication

\*Are you transferring from another team?

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

  
 **USA Swimming Registration**  
The following information is used to register each athlete. Please complete ALL information below.

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Are you a US citizen

Yes  No

Disabilities (Optional)

Complete the information

Click the GREEN button at the bottom

“Add”

NOTE: If you already had an account and are logged in, you will just need to verify the information of your swimmer.

Read through Policies, then check the box for each policy that you have read through:

- Practice Groups
- Medical Release Waiver
- Liability Waiver
- Photography Policy
- Handbook, Code of Conducts, MAAPP 2.0

Click "Continue" (Green button at the bottom)

(If you need to add a swimmer, you can do that at this time.)

Registration Fees [Add/Edit Members...](#)

Athlete to be registered	Group	Birthdate	Age	Gender	Fees
aaa aaa <small>NEW</small>	NEW ACA Swimmer - Registration (2022-2023)	08/07/2022	0	Male	Reg: \$125.00

Subtotal: \$125.00  
Total: \$125.00

Payment Method  
Credit Card

[Go Back](#) [Proceed to Checkout](#)

Click Green Button "Proceed to Check out"

**NOTE: This is for the \$125 per swimmer REGISTRATION FEE ONLY**

**(You will see the Billing Details here. This is where you will add your Credit Card information.)**

Click the Green Button "Submit Registration"

(You may need to Sign In again to access your account.)

*Your Swimmer(s) is/are now Registered. You should receive an email confirmation.*



**STEP 2:**

**AFTER you receive an email from either Coach Brad Hudak or Sheri Tiller, indicating that the Arena Club Front Desk has your paperwork, THEN visit the Front Desk at Arena Club to Pay the Account Fee**

Once at the Arena Club Front Desk, let them know that you have registered your swimmer(s) for the ACA Swim Team and have received an email that your paperwork is at the Front Desk.

You will set up your payment arrangements with the Arena Club.

Then you are set.

Check the Arena Club Aquatics website frequently for all updates.

We look forward to a fun and exciting swim season!

If you have any questions, please reply to this email.

**Registration DATES:**

Returning ACA Swimmers -- OPENS --> Monday, 8/1/2022

New ACA Swimmers -- OPENS --> Monday, 8/8/2022