***GCSTO Tryout Swimmers Registration Instructions***

Registration is required in order for a swimmer to try out with us so that we have a liability waiver on the athlete and all. As such, please do this right away before coming to tryouts. Read through this to familiarize yourself with the process.

**REGISTRATION PROCESS**

***Note: Online registration is required of any and all swimmers.***

***1 - Go to the SYSTEM tab on the left of our home page at*** [*www.gcsto.com*](http://www.gcsto.com)***. Click on START REGISTRATION.*** The registration page should appear. Click the green Continue or Check Status button at the bottom.

***2 - Click the*** Create New Account ***button at the bottom of the page.***

***3 – Fill in the Fall/Winter Registration page.*** Click the green Continue button.

4 – Click on the green Add Member button.

a - Fill in all needed information on your participant.

b - T-shirt size will be required.

c – Choose your swimmer’s pool location and the level for which they are registering.

d - When registering for your level/group you will also pick your payment option at this point. Scroll all of the way to the bottom of that and register as a TRIAL SWIMMER – FW – Full Payment. (Full payment in this case refers to $0 as there is no charge to tryout out so you will not be asked for any payment by selecting this choice). Once you decide to join the team you can then let coach Nye know which payment option it is that you would like and he will set that up for you.

e - Swimmers transferring to GCSTO from other USA Swimming teams will also need to declare that here.

NOTE: If you need to add an athlete simply click on the green Add Member button to do so and then go through the steps with that athlete.

***4 - Read through and accept (where required and where optional if you wish to do so) the waivers.***Click Continue at the bottom.

***5 - At the bottom you will see a Registration Fee section that summarizes your charges and that will show $0.*** Click on the Submit Registration button on the bottom.

**NOTES**

**New/Trial swimmers** to GCSTO should sign up as TRIAL SWIMMERS when registering. Even though you may know the level you will be in on the team if you want your 2-week trial period before making a decision to join the team MAKE SURE to sign up as a TRIAL SWIMMER. This way, you will not have to pay anything at the time of check out. Once you decide to join the team you will simply let us know which payment option it is that you would like and we will simply switch you to the appropriate group and place you on that payment option. As well at that time, we will need to add in the charge for your Corporation/Re-Association Fee as this is not something that we could arrange the system to automatically charge in this situation. As such, we need to do it manually at this point.

**Appropriate PAYMENT Options & Other Payment Information:** The amount of that payment that you will be charged if you decide to join the team after your 2-week trial period will be based on your training group/level assignment and which payment option it is that you select. Note that there is a 2.95% credit card processing fee & $0.30 per transaction fee for each transaction as that is exactly what we are charged for this service. You may also opt to pay by cash, check or ACH once we get to this stage and each carries a $1.25 per transaction fee with them.

**ADMINISTRATIVE APPROVAL:**At the conclusion of the registration process **and upon team admin approval,** you will be granted access to your own private account for the team. You private account/team portal is your one-stop-shop for maintaining your contact information, declaring for swim meets, signing up for jobs, interactively tracking your kids times, and much more. ***PLEASE MAKE SURE TO WRITE DOWN YOUR PASSWORD SOMEWHERE HANDY SO THAT YOU HAVE THAT FOR LATER USE.***

We look forward to having you be part of our incredible swim team. Just click on the link below and you be brought directly to the registration page on our team's website.

<http://www.teamunify.com/MemRegStart.jsp?team=ohgcst>

Sincerely,
**The Greater Columbus Swim Team of Ohio**

**GCSTO STRONG, GCSTO PROUD... STILL GCSTO!**