***GCSTO Polar Bears...***

***Electronic Registration is now open!***

Whether you're a returning family or new family joining our team, the registration process is simple and takes only a few minutes.

**1 - Make sure to sign up for the appropriate POOL option. Note:**

High School, Level 4 & 5 Swimmers: Columbus Academy is your only option.

Level 1, 2 or 3 Swimmers: Please choose either Columbus Academy OR St. Charles

Novice Swimmers: The option showing "Columbus Academy/St. Charles" is your only option (since practices are split evenly between both pools). Do not choose one or the other singularly to register. Please use the "Columbus Academy/St. Charles" option to register.

**2 - Make sure to sign up for the appropriate LEVEL option when you register.** Register for the level in which you finished the fall/winter season unless you have been instructed otherwise by the staff to do so. If this is wrong we will change that from our end at the administrative approval portion of this process. The appropriate financial changes will then occur at that time.

***NOTE:*** IF YOU ARE SWIMMING OUR PART-TIME MULTIPLE DAILY PASS (MDP) PROGRAM MAKE SURE TO SIGN UP FOR THAT PROGRAM FOR YOUR LEVEL.

Example: AGT - SC1 MDP would be St. Charles Level 1 Multiple Daily Pass.

***3 - Billing Groups:***

Novice will be seen as "Novice".

Columbus Academy Level 1 as AGT - CA1 (Age Group Team - Columbus Academy Level 1), St. Charles Level 1 as AGT - SC1, (Age Group Team - St. Charles Level 1), and so on for Levels 2 & 3.

Level 4 will be seen as SRS - IV (Seniors - Level 4) and Level 5 will be seen as SRS - V (Seniors - Level 5).

High School program swimmers will be seen as High School Session.

**Trial Swimmers:**Even though you may know the level you will be in on the team if you want your 1-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. Your first charge will be pushed through immediately and then your next charge (if there is one) will then go through on May 1.

***4 - SUB BILLING group.***This will be SPRING FULL PAYMENT. Only Level 4 swimmers swimming full time have another option and that would be SPRING 2-PART PAYMENT SCHEDULE as everyone else (Level 4 multiple daily pas swimmers included) will be required to submit full payment upon registration.

***5 - ROSTER GROUPS:***These will show up as CA/SC Novice, SC Level 1,  SC Level 2,  SC Level 3,  CA Level 1,  CA Level 2, CA Level 3, CA Level 4, CA Level 5, High School Session or TRIAL SWIMMER (for the new swimmers to the team) regardless of whether you're swimming full time or part time (MDP).

***6 - Make sure to read through & approve all of the AGREEMENTS associated with registration.*** The CONCUSSION & LINDSAY'S LAW portion is important for you to go through and agreement to these are now Ohio laws just FYI.

***7 - NEW SWIMMERS TO GCSTO & USA Swimming in all Levels but Novice:*** You will be required to pay the Spring Team Registration Fee of $50 on top of your team fees at check-out. This is a required fee so if you happen not to answer that question correctly we will double-check everyone's accounts upon registration and add that to your account if needed. NOVICE SWIMMERS: Do NOT answer that question "yes" as it will automatically charge you $50. Your Spring Team Registration Fee is only $15 and the system cannot take 2 different levels of this fee so we will simply add this into your account upon your registration and upon our double-check of new swimmers accounts.

***8 - REGISTRATION:***You will be requested to pay during the last step of the registration process. Note that there is a 2.95% processing fee for each transaction as that is exactly what we are charged for this service. The amount of that payment that you will be charged at check-out will be based on which payment option it is that you select. It will either be your full payment of team fees (required for all swimmers except full-time Level 4 swimmers) and your spring team registration fee (new swimmers in any level except Novice, only) OR if you are in Level 4 and choose the 2-part payment option it will be half of your team fees and your spring registration fee (the latter, again, ONLY for new swimmers to the team and to USA Swimming). Your 2nd payment for fees will then be due May 1.

***9 - PAYMENT:*** 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. It's at this time that if we find that a mistake has been made in terms of an over-payment or an underpayment we will adjust that accordingly and notify you of that adjustment. **NEW FAMILIES TO GCSTO**... you will not have to pay anything at this time if you sign up as a trial swimmer. However... if you do decide to join please note that when we switch you to your appropriate level we will add in your Seasonal Fees at that point in time to the total amount that you will have due.

**PAST TEAM MEMBERS VITAL INFORMATION BEFORE CHECKING OUT:**

Due to the fact that we use 2 different bank accounts we CANNOT automatically apply your credit at check-out by linking any credits you might have with the team to registration. As such, we ask that YOU account for those by first checking to see if you have a credit in your account. If you do, you can apply that yourself by simply deducting that off the total you are to pay at registration.

EXAMPLE: You are a returning Level 3 swimmer swimming full time with us this spring. Your spring team fee would be $280. Let’s say you have a $102.50 credit with the team however. Simply subtract $102.50 from $280. The difference is $177.50. As such, even though you are told to pay $280 at check out for registration, simply change that figure to $177.50 and pay that. You’ll be good to go from there!

***Note For YEAR AROUND Swimmers – Those of you who signed up for and paid your fees for year around swimming DO NOT need to register again for the spring. You are good to go for the spring (and for summer, as well, actually)!***

***10 –Multiple Swimmer Discounts:***

Due to the intricacy of our multiple swimmer discounts these cannot be set up into the system for you all at registration. They can be for subsequent billings within a season but not for initial registration so, as such, YOU all need to account for those just like I noted for any credits that you might have. It'll be pretty easy. First, here are those discounts:

*Level 4 swimmer - $40*

*High School or Level 3 swimmer - $30*

*Level 2 swimmer - $25*

*Level 1 swimmer - $20*

*Novice swimmer - $15*

Remember that this discount IS additive for each ensuing swimmer. Let's say you have 3 full-time swimmers... a Level 4 swimmer, a level 3 swimmer and a level 2 swimmer. Your Level 4 swimmer is full price, your level 3 swimmer receives a $30 discount and your level 2 swimmer receives a $50 discount ($25 & $25). Another way to say this is that your 3rd swimmer would receive double their discount and your 4th swimmer would receive triple their discount.

***Multiple daily pass athletes will receive half of these discounts so compute that accordingly.***

***11 - TEAM PORTAL:***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!**