***Potential 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 – There is a SPRING SWIMMING registration button on the bottom right of our web page*** [*www.gcsto.com*](http://www.gcsto.com)***.*** [**CLICK HERE**](https://www.teamunify.com/team/ohgcst/controller/cms/admin/index#/team-registration) to see that. Click the green Continue or Check Status button at the bottom.

***2 - Complete all of the required information on the next page*** (Account Info, Billing Info, etc.). Click the Continue button at the bottom of the page.

***3 - Check the box next to your athlete's name(s).*** If you need to add an athlete simply click on the green Add Member button to do so.

  a - Fill in all information that may be needed for each participant.

  b - This is where T-shirt size will be required.

  c - Additionally, this is where you will fill in pool location (Columbus Academy) and the level for which you are registering.

  d - When registering for your level/group you will also pick your payment option at this point. Select "Spring Full Payment".

  e - Swimmers from other teams will also need to declare that here.

  f - You will next be asked complete the USA Swimming Registration information section.

***4 - Next, read through and accept (where required and where optional if you wish to do so) the waivers.*** Once you do that simply click CONTINUE at the bottom. If you've missed anything that's required you will be prompted at this point to complete that. Once all that is required is completed you will be sent to the account confirmation screen.

***5 - At the bottom of that page you will see a Registration Fee section that summarizes your charges.*** Due to COVID restrictions we only accept credit cards. Click on the Proceed to Checkout button on the bottom. Next you will see the Total Fees to us along with the credit card processing fee (2.95% of your total fees due plus a $0.30 per transaction fee) which is what we are charged by the CC companies. On this page fill in your credit card information and then click on SUBMIT REGISTRATION at the bottom of the page.

**Appropriate POOL Options**

All Swimmers: Columbus Academy is your only option

**Appropriate LEVEL Options**

New swimmers to GCSTO should sign up as TRIAL SWIMMERS when registering unless they are 100% sure that they are joining the team. If they are joining the team for sure then they should sign up for the appropriate Level in which their athlete should be in to train with us. This will secure your spot on the team a TRIAL swimmers will be allowed to try us out for 2 practices before deciding whether or not they want to join. If they decide not to continue for whatever reason this could create an issue where we locked out other swimmers who may have wanted to join the team so we will give first preference to those who are 100% sure they are joining and sign up as a full member at registration.

Families who are unsure of what level it is that their athlete(s) should be in should contact coach Steve Nye at 614-478-5445 or stevenye@sbcglobal.net to work with him as to which level it is that your athlete(s) should be in on GCSTO.

Novice swimmers will sign up as Novice full season swimmers.

Level 1, 2, 3, 4 and 5 swimmers should sign up for their appropriate level.

**Trial Swimmers:** Even though you may know the level you will be in on the team if you want your 2-day trial period before making a decision to join the team MAKE SURE to sign up as a TRIAL SWIMMER. You will only have to pay $1 at the time of check out to register as a TRIAL swimmer. Once you decide to join the team you will simply let us know and we will simply manually add in your registration fee (the $50 or $110 registration fee less the $1 you paid at registration).

**Appropriate PAYMENT Options**

You will select "Spring Full Payment" as your payment option. You will not pay any hourly fees with this, only your registration fees. Once the training schedule rosters are set we will manually invoice your accounts for the time that you reserved. We've been doing that monthly this past season to help us maintain the accuracy of these charges.

***Credit Card Processing Fees***

Note that there is a 2.95% processing fee & a $0.30 per transaction fee for each transaction as that is exactly what we are charged for this service.

***ACH, Cash & Check Processing Fees***

We are not accepting any other forms of payment at this time.

***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. 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**... when registering as a trial swimmer answer NO to the question that asks you if you are new to GCSTO if you are asked. Yes, you are new but if you answer yes the system will charge you the registration fee so answer NO to that question. It's simply a system limitation so if you decide to join we will simply add in the registration fee manually once you join. Once you do decide to join we will switch you to your appropriate level and manually add in your registration fee.

***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!**