***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 - Go to the SYSTEM tab on the left and click on START REGISTRATION.*** This season's registration page should then appear (2020 Spring Registration). 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 - Additionally, this is where you will fill in pool location (see below for level assignments and pool locations) and the level for which you are registering.

  c - When registering for your level/group you will also pick your payment option at this point (see below for payment option descriptions).

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

   e - For Levels 1, 2, 3, 4, 5, and Novice, you will next be asked complete the USA Swimming Registration information section if you have not done already for the fall/winter season.

***4 - Next, read through and accept 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.*** You may select check or credit card. We do not yet have ACH available so please pick one of those 2 options. Credit Card is preferred. 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. If you choose to pay by ACH, cash or check please note that there is a $1.25 per transaction fee for those types of payments on team fees.

**POOL Options**

Level 4 & 5 Swimmers: Columbus Academy is the location option to select.

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

Novice Swimmers: “Columbus Academy/St. Charles” is your only option (since practices are split evenly between both pools). Do not choose Columbus Academy or St. Charles separately.

**LEVEL Options**

Novice, Level 1, 2, 3 & 4 are your Level options. All levels are also available for the MDP (Multiple Daily Pass) option.

If your athlete swam with us this past fall/winter please register your athlete for the same training group/level that they finished up in for that fall/winter season unless otherwise instructed differently by your fall/winter coach. If this is wrong we will change that from our end at the administrative approval portion of this process.

Brand new swimmers to GCSTO trying the team out for the very first time should sign up as TRIAL SWIMMERS when registering even if they believe they know which level it is that they will be in here on the team. 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 and we will simply switch you to the appropriate group and then push your payment through. **TRIAL SWIMMERS**… *in the question where it asks you if you are new to GCSTO please answer NO even though you are or it will automatically charge you a registration fee.*

Swimmers previously on GCSTO but who simply did not swim last fall/winter should register for the same training group/level that they finished up in the last season that they were with us unless otherwise instructed differently by a coach member of our staff.

**MULTIPLE DAILY PASS (MDP) Options**

For swimmers that may be involved in other activities and who may be only able to attend a limited number of practices in the spring, GCSTO has a MDP program available for Novice, Levels 1, 2, 3 & 4. This program allows athletes to attend up to one half of the practices offered to their practice group for a pro-rated price. This is the second price that you see in all of the cost information. Swimmers wanting this payment option must declare the use of this option at registration. This option is open, only, if the level is not filled with athletes signed up for full-time swimming. Athletes signing up for full time swimming may not back down to MDP swimming once the season has started.

NOTE: IF YOU ARE SWIMMING OUR PART-TIME MULTIPLE DAILY PASS (MDP) PROGRAM MAKE SURE TO SIGN UP FOR THAT PROGRAM FOR YOUR LEVEL (i.e. Level 1 MDP).

**PAYMENT Options**

Novice, Level 1, 2 & 3 full-time and MDP swimmers have only one payment option which is the “FULL PAYMENT” option. This is the same for Level 4-MDP swimmers.

Level 4 full-time swimmers may choose the FULL PAYMENT option or the 2-PAYMENT option. If you select the "2-PAYMENT" option half of your total fees will be charged at registration check-out while the other half will then be charged on May 1. USAS registration fees for new swimmers will also be paid at registration checkout. Any Seasonal Corporation fees due for new swimmers will be added in after checkout with payment pushed through at the time that they are added in.

 ***PAYMENT 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.

Note that there is a $1.25 processing fee for each transaction made for team fees via these forms of payments.

***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**... you will not have to pay anything at this time. However... if you do decide to join please note that when we switch you to your appropriate level we will add in your Corporation/Re-Association Fees at that point in time to the total amount that you will have due.

***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!**