

OCCS COMPETITIVE SWIMMING REGISTRATION GUIDELINES

1 Log In OR Create a New Account

Visit our website: WWW.SwimOccs.org and click on **2023 OCCS Registration** in the upper left navigation bar.

Please have your medical insurance and emergency contact information readily available.

If you are a returning member:

1. Log in with your registered email address.
2. Verify and update your information.

If you are a new member:

1. Select "I am a new user."
2. Enter your email address to register a new account.
3. Create your account by entering the following information: Address, Contact Number, Medical Insurance & Emergency Contacts.

2 Verify & Add Your Swimmers As Members

If you are a returning member:

Verify & update the information for returning members on your account (i.e., sizes for team suits, shirts & warm up apparel).

If you are a new member:

Please add your swimmer(s) as new members.

3 Register

Please be sure you are clear about which level is best for your swimmer based on a coach's feedback (assessment or recommendation). If you sign up for the incorrect program, your swimmer will be moved to the proper level for their age and background during the first few weeks of the season.

A. Choose swimmer's registration group.

B. Choose payment & contract length.

C. Sign up for waiting list if the group you want to register for is full.

4 Waivers

Read through and commit to all the required waivers and click '**continue.**'

OCCS will waive or discount registration fees for those who register between May 18th and June 30th.

- **May 18th - May 31st: Free Early Registration for Returning Families.**
- **June 1st - June 30th: Discounted Early Registration for Returning Families.**

5 Payment & Confirmation

A registration fee (deposit) of \$250 for each registered swimmer is due at registration and is non-refundable. To pay your registration fee and your tuition installments, please enter your payment information and click '**Process.**'

After your payment is processed successfully, you should receive an email confirmation. If you did not receive it, please check your SPAM and junk folders, as your email provider may have flagged it as SPAM. If you still did not receive the confirmation after checking these folders, please contact us via email or phone to verify that your registration was processed correctly.

If you are a new member, your account activates September 1, 2022.