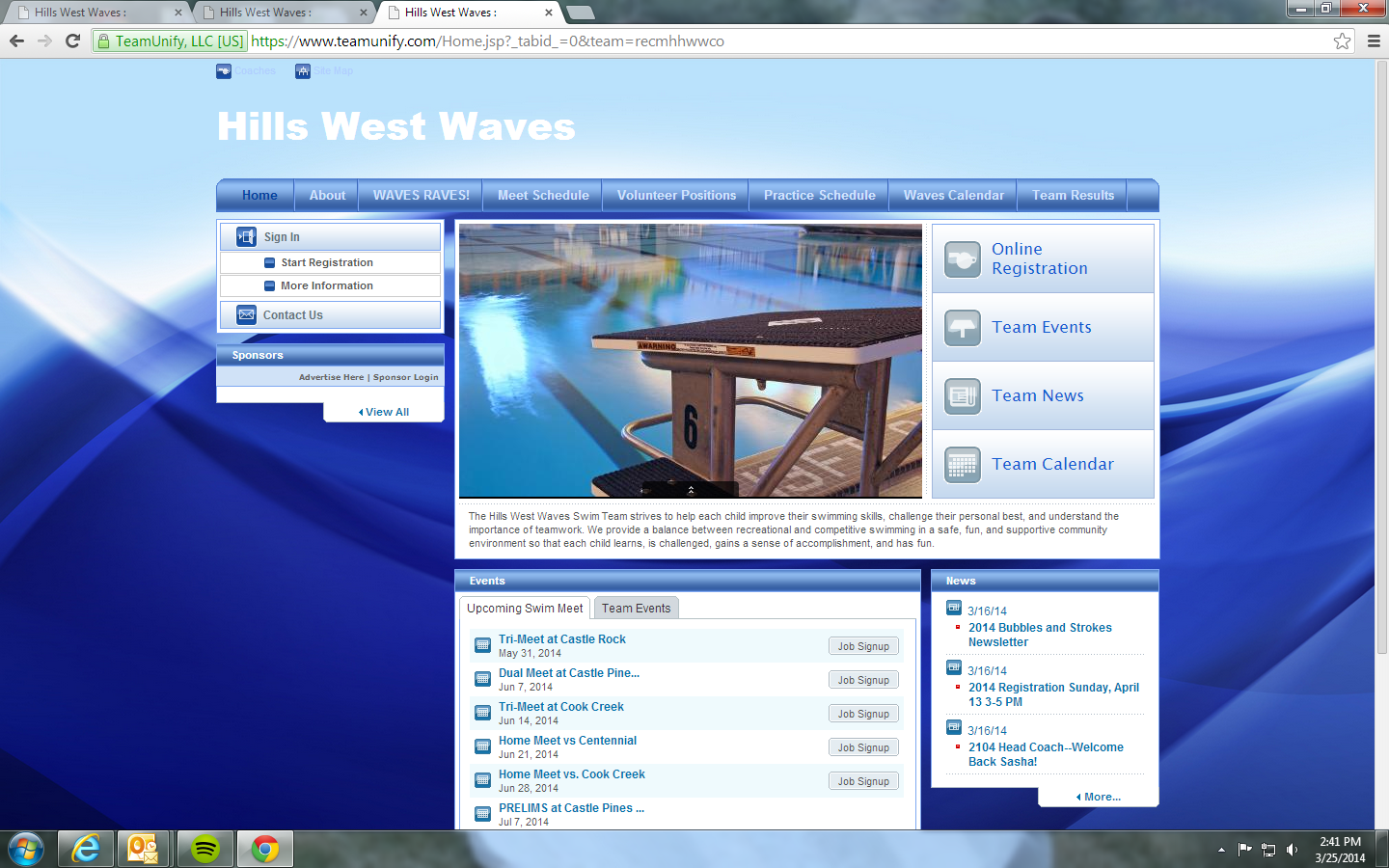
**REGISTERING FOR 2014 HILLS WEST WAVES**

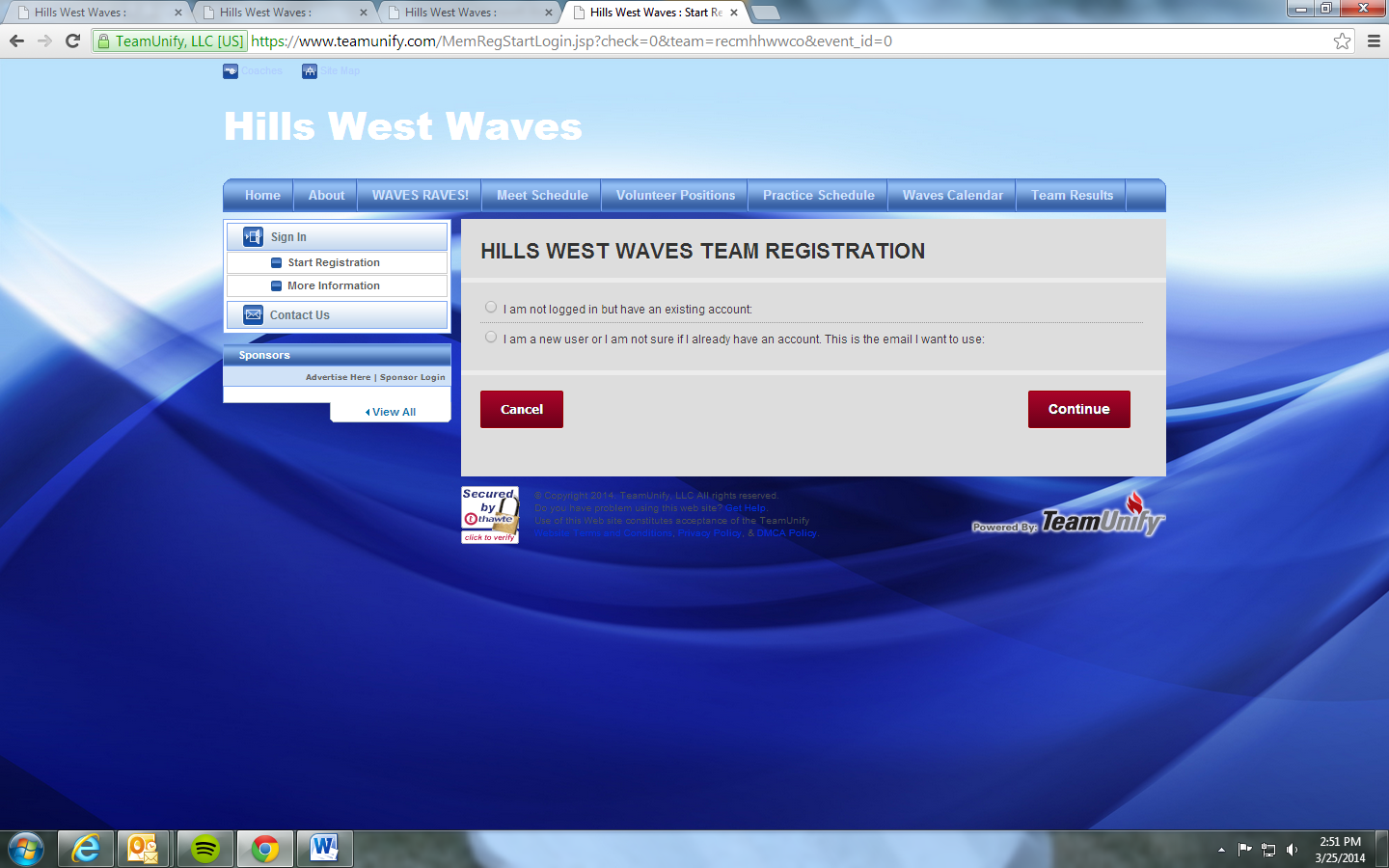
We have moved to Team Unify as our new platform for registration, volunteer sign up, and meet sign up. This platform is used by many swim teams, and we hope you find that it improves the communication among the families, the coaches, and the committee chairs.

**GETTING STARTED-REGISTERING YOUR FAMILY (CALLED ACCOUNT) AND YOUR SWIMMERS (CALLED MEMBERS)**

****Go to [www.hillswestwaves.com](http://www.hillswestwaves.com). The home page looks like this. You can go to Online Registration by clicking here

Then click on **REGISTER NOW** on the next screen.

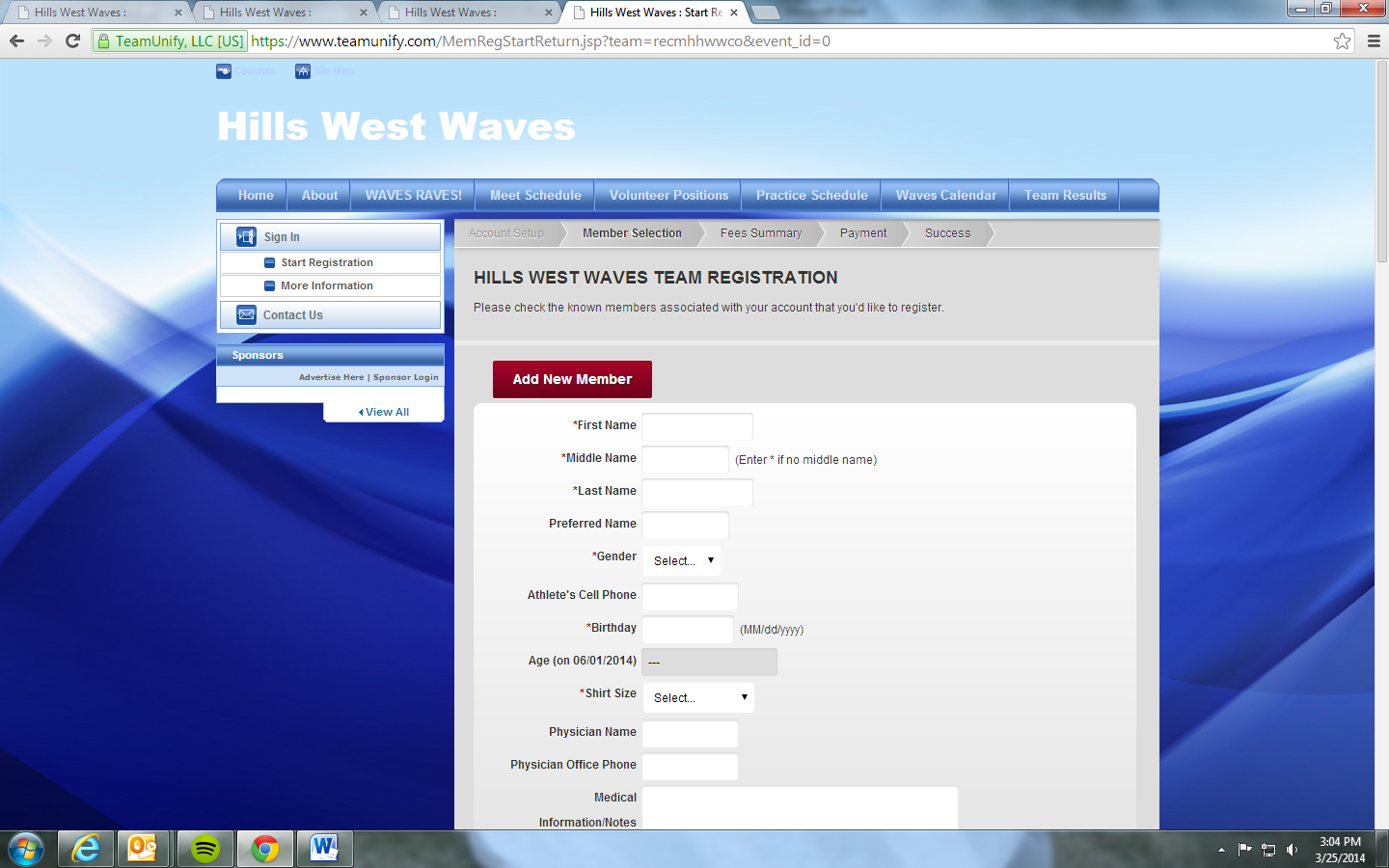
This will bring up this screen. Click on second line (everyone is a new account this year) and then click on **Continue**.



Then enter the PRIMARY email address you want to use for your family. Don’t worry, you will be able to add other email addresses, including email addresses for your children, if you desire.

You will then enter your account information, such as your name and address. **YOU ARE REQUIRED TO ENTER INFORAMTION IN ANY BOX WITH A RED \*.** All the other boxes are optional.

Enter **Continue** when all your information has been entered. This will then take you to the page to register your swimmers. Click on **ADD A NEW MEMBER** to start registering your swimmers. Adding a swimmer will look like the screen below. (Don’t worry that you can’t read this; it’s very readable on your computer!)



**The most important step to do correctly is to select the correct registration group. You will do this by clicking on the blue Select to the right of the “Register to this Group” box.**  This will bring up a window with the following 4 choices; pick one! You will need to make this selection for each swimmer you register. *(NOTE: The No Meet Participation group is for families who will have none of their swimmers participating in meets. Use the other options if at least 1 swimmer will be participating in meets.)*

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**1-Hills West Waves Homeowner**

Select this option if you are a Hills West homeowner.

**2-Hills West Waves-Not Hills West Homeowner**

Select this option if you do not live in Hills West (even if you purchase a pool membership).

**Hills West Waves 14 and Over Swimmer**

Swimmers 14 and over are not charged.

**Hills West Waves-No Meet Participation**

This group is for families that want ALL their swimmers to attend practices and team events, but will not be participating in any meets. These families will NOT have any volunteer commitments.

YOU NEED TO CLICK **ADD** after entering the data for each swimmer. When you are done entering all your swimmers, you need to indicate if all your swimmers are either over 14 or are not participating in the meets. Entering “YES” will delete the $25 Concession Fee at Checkout.

Then agree to the releases (yeah, no more paper, except for MHSL release form), and click on **Continue**. The next page is your Fee Detail, where you can then select to purchase optional trophy per swimmer and to buyout of your volunteer slots.

The remaining steps are just like purchasing something online. At the end, you can print your bill, and it will also be emailed to you. It includes the names of all the swimmers you registered. Here is my sample (I didn’t order a trophy):

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| **Hills West Waves** |

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| --- |
| http://www.teamunify.com/_images/_spacer.gif |

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| --- | --- |
| **Registration Receipt** |  |

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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | |  | | --- | | Account Info | | Jazz Z xxxxxx xxxxxx, CO 80111 303-721-7775 [zelasko@colorado.edu](mailto:zelasko@colorado.edu) | | http://www.teamunify.com/_images/_spacer.gif | |  | | --- | | Billing Detail | | Jazz Z xxxxxx xxxxxx, CO 80111 303-721-7775 [zelasko@colorado.edu](mailto:zelasko@colorado.edu) | |  |  | | --- | | http://www.teamunify.com/_images/_spacer.gif |   **Athlete(s) registered on 03/25/2014** **Payment Method: Check** **Invoice: REG-RECMHHWWCO.14905.250400.1**   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Athlete** | **Group** | **Status** | **Gender** | **Fee** | | Z, jj | 1-Hills West Waves Homeowner | **[Not Paid]** | Female | Reg: $135.00 | | |  |  |  |  | | --- | --- | --- | --- | | |  | | --- | | **Remit Payment to Address:** **Hills West Waves N/A N/A, CO N/A** | | |  | | --- | | **Subtotal $135.00 Per Family Charge Concession Fee $25.00 Total Paid $0.00 Balance Owed $160.00 Thank You** | | | | | | |  |  | | --- | | http://www.teamunify.com/_images/_spacer.gif | |

**ACCOUNT ACTIVATION AND EMAIL VERIFICATION**

YOU WILL GET AN EMAIL WHEN YOUR ACCOUNT HAS BEEN ACTIVATED. The email will look like this. Please make sure you follow the instructions for validating your login and password.

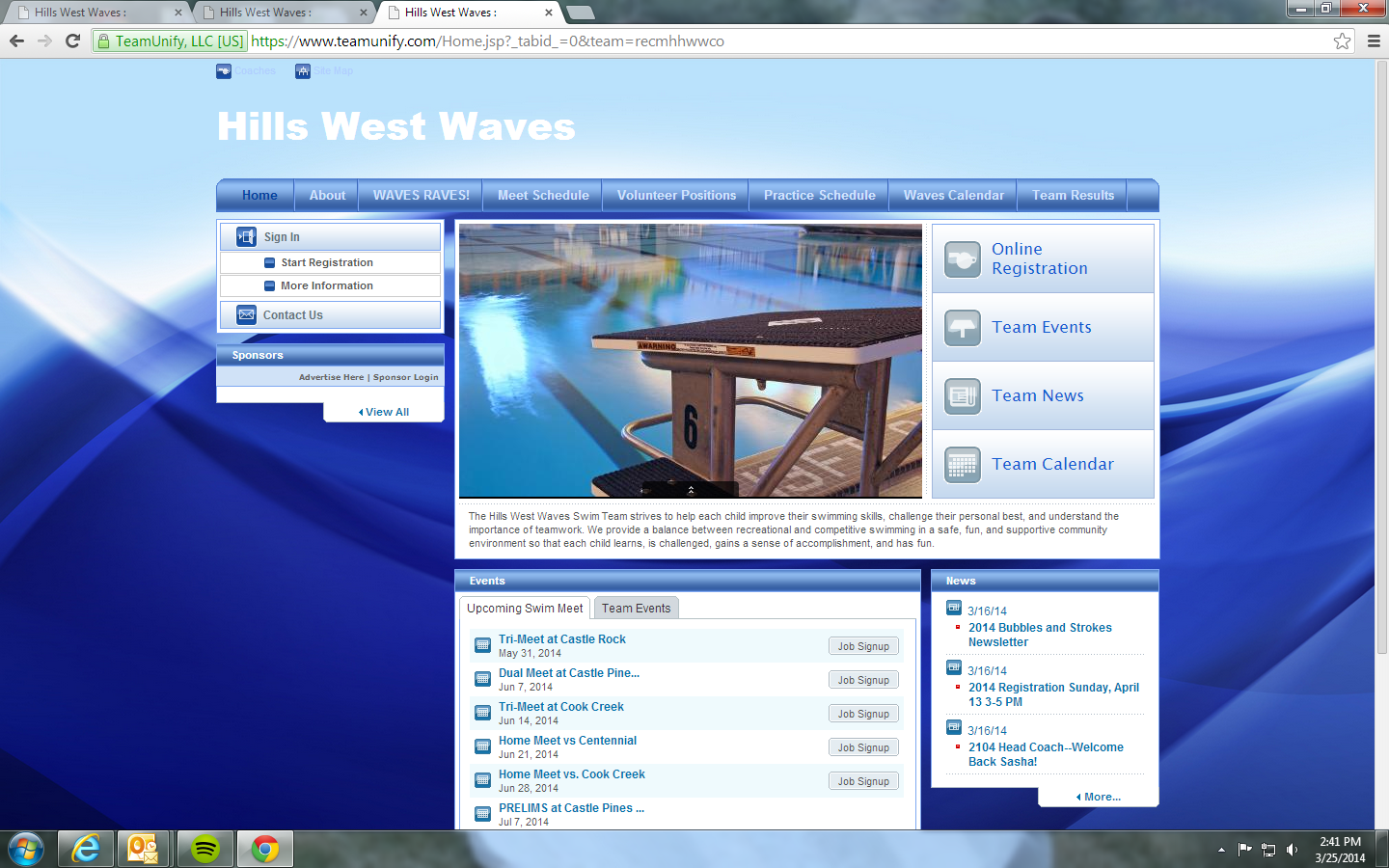
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| --- |
| **Hills West Waves** |

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| http://www.teamunify.com/_images/_spacer.gif |

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| **Your password to access Hills West Waves On-Line** |

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| Dear **Hills West Waves** Team Member,   You are receiving this email from your team's administrator and are being granted access to your own personal member account with in the team website located at: [**http://www.teamunify.com/recmhhwwco/**](http://www.teamunify.com/recmhhwwco/)   The following are your credentials to access your account:   * E-mail: [**zelasko@colorado.edu**](mailto:zelasko@colorado.edu) * Click on the following link (or copy/paste it into a browser) to set your initial password:  [**https://www.teamunify.com/NewPassword.jsp?team=recmhhwwco&id=1815655&token=939736b04054351cfbffe91d28b8b286a14c8042**](https://www.teamunify.com/NewPassword.jsp?team=recmhhwwco&id=1815655&token=939736b04054351cfbffe91d28b8b286a14c8042)   This secure account is very important as your personal information as well as all current and historical billing information will reside here for your review. Our team will be exclusively using this system to invoice you your dues or any other expense that arise in being part of our team via EMAIL. It is very important that you maintain an active email address for purposes of the billing and team communication needs we are working on delivering.   How to Sign Into Your Account:   1. Sign In to your account through the Sign In button at the team website 2. After you are logged in please click on My Account button; 3. Review/Change the visible account information for accuracy then click; 4. Save Account Changes button in the lower right of this entry window 5. Review Members Under This Account box at the bottom of the General Info window. Clicking on the member name will bring you to the Member Profile page where you can edit the information for changes. 6. If a change is made please, click on Save Changes |

**SIGNING UP FOR YOUR SIX VOLUNTEER COMMITMENTS**

****If you did not buy out of your volunteer commitments, here is how you sign up. YOU CAN SIGN UP AFTER YOUR ACCOUNT IS ACTIVATED.Go back to the Hills West Waves home page ([www.hillswestwaves.com](http://www.hillswestwaves.com)) and look at the Team Events and note the Job Signup box for each event at which you want to work.

This will take you to the signup page for the event you selected. (You will need to login into your account before you can sign up for jobs.) Then select your job, and add your name. Note that if someone will be staffing the job other than you, you should add that person’s name. This will be a big help at meet check-in.

If you ever need to check your volunteer job, return to this page to delete a commitment and/or add a new commitment.