




# ONLINE REGISTRATION TUTORIAL

## Existing Members

Thank you for joining the Marinwood Waterdevils Swim Team! This tutorial will walk you through the online registration process. For those Tadpole registrants, look for special notes designated with a  just for you!

1. Navigate to [www.waterdevils.org](http://www.waterdevils.org) to access your account. To begin registration, click **Sign In** to access your account and then click **Start Registration**. OR, click Start Registration and you will be prompted with the 2<sup>nd</sup> screenshot below – choose the first radio button to enter your email and password. (Note: New members may not register until the date designated for that season, usually a week following existing member registration)

**Marinwood Waterdevils Swim Team**

Home News Our Swim Team Tadpole Program Meet & Practice Info All Team Events Calendars Documents Links

Sign In

Start Registration

More Information

Contact Us

**Sign In**

This is a protected area and is only accessible by authorized members of the Marinwood Waterdevils. All information contained in the site is the property of Marinwood Waterdevils and unauthorized access and/or use is forbidden.

By giving the E-Mail and Password below, you agree the [Terms of Use](#) and [Privacy Policy](#) below.

E-mail:

Password:

Keep me **signed in** on this computer

If you forgot your password, please click [Here](#) to reset your password.

**2015 SEASON REGISTRATION**

I am not logged in but have an existing account:

Email

Password  [Forgot your password?](#)

I am a new user or I am not sure if I already have an account. This is the email I want to use:

2. Registration welcome screen – once step 1. Is complete, this screen will appear that will have important dates and information for the current season. Click **Register Now** to continue.



Date used to calculate Athlete's Age – this checks that a tadpole registrant is at least 5 years old and not older than 8 years old.

## 2015 SEASON REGISTRATION

**Open for Returning Members** 1/4/15 - 6/1/15      **Open for New Members** 2/6/15 - 6/1/15  
**Date used to calculate Athlete's Age** 03/01/2015      **Remaining Available Registrants** Unlimited.

Welcome to the **Marinwood Waterdevils** Electronic Registration platform for our 2015 swim season! You'll get access to your own private account that will enable you easily declare for swim meets, sign-up for jobs, see your children's swim times histories, maintain your own contact information, and more.

[2015 NEWS!](#)

We are offering a two installment payment method, paid at registration and April 1st. **Your second payment will be automatically charged to the credit card saved on your account.** For payment amounts, please see the Membership Fees section of our website under Our Swim Team. (Note: a \$10 fee per swimmer is charged for this method)

Thank you for choosing the Marinwood Waterdevils Swim Team!

[Register Now](#)      [Check Registration](#)

3. Season Registration tabs – Once you click **Register Now** in Step 2, the season registration walks you through the process starting with the Account Setup tab. Update your personal contact information as necessary and click **Continue** to move to the Member Selection tab.

Account Setup    Member Selection    Fees Summary    Payment    Success

## 2015 SEASON REGISTRATION

Please enter your account information for our records

4. Member Selection – Check each existing member to register them for the team. If you have a new child joining the team, click the **Add New Member** button to create their profile. You must also electronically agree to the online waivers/agreements before being allowed to click **Continue** to the Fees Summary.

Account Setup > **Member Selection** > Fees Summary > Payment > Success

## 2015 SEASON REGISTRATION

Please check the known members associated with your account that you'd like to register.

**EXISTING MEMBERS** (Registration For Returning Members starts on 1/4/15 and closes on 8/1/15)

These are the existing Members associated with your account. Please check the members that you'd like to register.  
Certain fields are required before you can continue with the registration.

Emily Erickson

Tanner Erickson

**Add New Member**

**Emily Erickson**

\*Legal First Name: Emily

Middle Name: Judith (Enter \* if no middle name)

\*Legal Last Name: Erickson

Preferred First Name:

\*Gender: Female ▼

Athlete's Cell Phone:

\*Birthday: 11/28/2006 (MM/dd/yyyy)

Age (on 03/01/2015): 8

Swimsuit Size: Select... ▼

\*Payment Schedule: 2 installments (Now and April 1st)

\*Are you transferring from another team?: NO ▼

Physician Name:

Physician Office:

Phone:

Medical Information/Notes:

Medication:

\*Register to this Group: 2015 Swimmer - All Swimmers through 8th Grade ▼ [View Group Details](#)

\* Please contact a team administrator if a registration group you are interested in is full.

\*Payment Schedule: Select...

\*Are you transferring from another team?: Select...  
2 installments (Now and April 1st)  
Pay in Full  
Scholarship


Choose either to split your payment into 2 installments (see website for amounts) or Pay in Full. *Scholarship only with prior board approval.*

\*Register to this Group: Select...

\* Please contact a team administrator if a registration group you are interested in is full.

**Tanner Erickson**

2015 High School Swimmer  
2015 Swimmer - All Swimmers through 8th Grade  
Mon/Weds 3:30-4 Tadpoles  
Mon/Weds 4-4:30 Tadpoles  
Tues/Thurs 3:30-4 Tadpoles  
Tues/Thurs 4-4:30 Tadpoles  
Waitlist - Tadpoles - All Sessions

 Tadpole session limit is 8 swimmers. If your session is full, choose Waitlist and you will be contacted by our coordinator.

5. Fees Summary – Based on Payment Schedule chosen in Step 4, your payment summary will appear below. Each family is charged a \$40 Snack Bar Requirement which covers the entire season’s food purchases for our meet snack bar. If you prefer to buyout your entire season volunteer commitment, select that option below. All registration requires a credit card on file. If your credit card is expired or out of date, you will need to update it by going to My Account>My Account>Payment Setup. Click **Proceed to Checkout** to submit your payment.



If your Tadpole session was full and you selected the Waitlist, there is a \$5 fee to hold a waitlist spot. If your child does not move from the waitlist to Tadpole session, your fee will be fully refunded. If your child is selected for a Tadpole session, your total registration will be reduced by \$5 and any applicable multi-swimmer discounts will be applied.

Account Setup
Member Selection
**Fees Summary**
Payment
Success

## 2015 SEASON REGISTRATION

### REGISTRATION FEES [Add/Edit Members...](#)

| Athlete to be registered  | Group | Birthdate  | Age | Gender | Fees             |
|---|-------|------------|-----|--------|------------------|
| <b>Emily Erickson</b>   |       | 11/28/2006 | 8   | Female | Reg: \$222.50    |
| <b>Tanner Erickson</b>  |       | 08/11/2004 | 10  | Male   | Reg: \$222.50    |
| Snack Bar Requirement   |       |            |     |        | \$40.00          |
| Volunteer Buyout (\$400.00) <span style="border: 1px solid #ccc; padding: 2px;">No - Do NOT pay this fee now ▼</span> |       |            |     |        | ---              |
| <b>Subtotal:</b>  |       |            |     |        | <b>\$485.00</b>  |
| <b>Multi-Athlete Discount:</b>  |       |            |     |        | <b>-\$105.00</b> |
| <b>Total:</b>   |       |            |     |        | <b>\$380.00</b>  |

**Payment Method**  
Credit Card ▼

### TOTAL FEES

|  |                 |
|--|-----------------|
| <b>Registration Fees [Payment by Credit Card]:</b> | \$380.00        |
| <b>Grand Total:</b>                                | <b>\$380.00</b> |

Go Back

Proceed to Checkout

6. Payment and Success! If all goes well you will receive a Success email confirmation. The Waterdevils Treasurer must approve each registration so you may see your status as “Waiting for Approval” until this is complete. If you have any questions, please email [treasurer@waterdevils.org](mailto:treasurer@waterdevils.org) for assistance.

**THANK YOU!** And, **GO WATERDEVILS!**