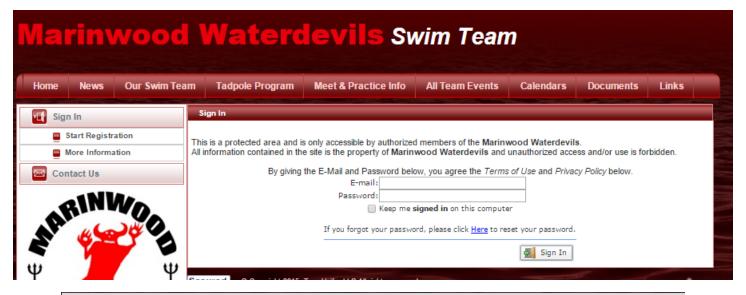


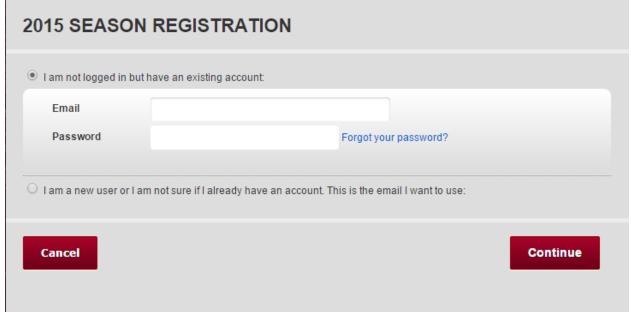
ONLINE REGISTRATION TUTORIAL

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 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 2nd 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)

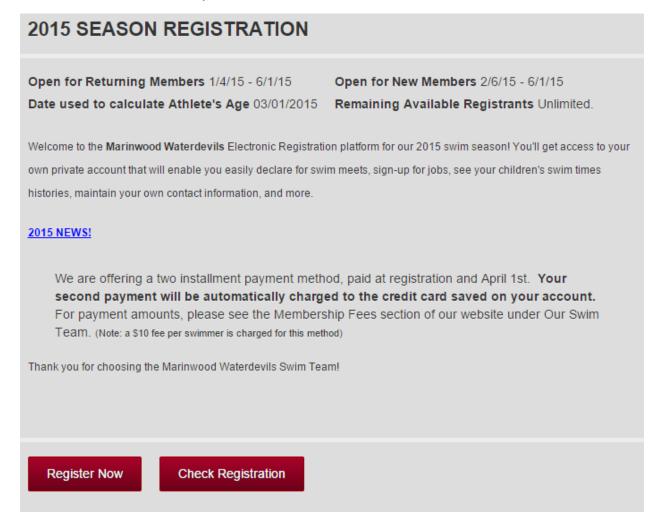




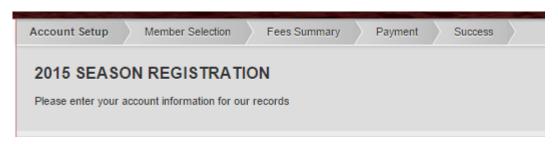
2. Registration welcome screen – once step 1. Is complete, this screen will appear that will have important dates and information for the current season. Click **Register Now** to continue.



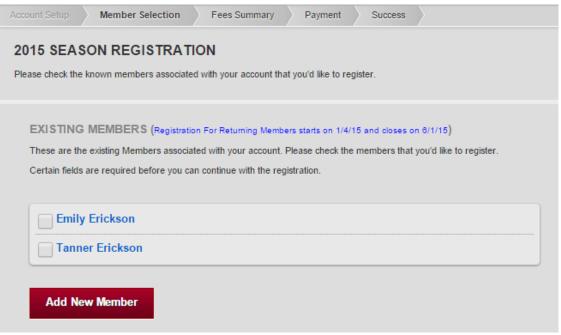
Date used to calculate Athlete's Age – this checks that a tadpole registrant is at least 5 years old and not older than 8 years old.

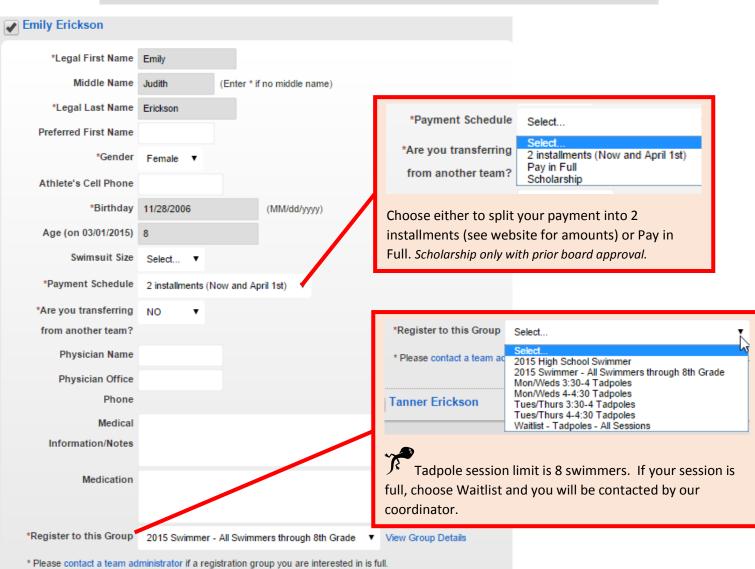


3. Season Registration tabs – Once you click <u>Register Now</u> in Step 2, the season registration walks you through the process starting with the Account Setup tab. Update your personal contact information as necessary and click <u>Continue</u> to move to the Member Selection tab.



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

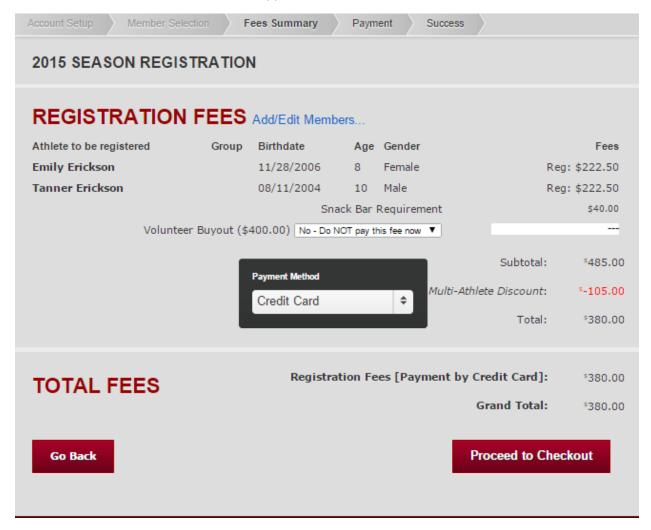




5. Fees Summary – Based on Payment Schedule chosen in Step 4, your payment summary will appear below. Each family is charged a \$40 Snack Bar Requirement which covers the entire season's food purchases for our meet snack bar. If you prefer to buyout your entire season volunteer commitment, select that 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.



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 for assistance.

THANK YOU! And, GO WATERDEVILS!