

Fort Thomas Swim & Dive Team Registration Instructions

Here is how to register your swimmer(s) and/or diver(s):

Those who were members of the team in 2014 should have an account and a username and password.

- I. Go to the [Fort Thomas Swim and Dive Team Website](#)
- II. Click the [START REGISTRATION](#) button. At the bottom of the screen, click on the [REGISTER NOW](#) button. The screen will give you three options:

- A. I am currently **signed in** and I want to register Members under this Billing Account:

This will appear if you are already signed into the Team Unify site

- B. I am NOT currently signed in but I already **have an account**:

If you chose this option, the following box will appear. Enter your use e-mail and password

E-mail:

Password:

[Forgot your password? Click HERE to retrieve...](#)

1. If you already have an account, once you sign in, your Billing Account Information will appear.
 - a. Review the information, make any necessary corrections
 - b. If you have additional e-mail addresses you wish the team to communicate through, you may add them on this screen
 - c. Click the NEXT button.
2. On the next screen, the name(s) of any swimmers and/or divers already linked to your account will appear.
3. Use the drop-down box next to their name to choose YES. This means you want to register this swimmer/diver for the 2014 season.
4. Information pertaining to the swimmer will appear. Confirm the information is correct
5. **REGISTER THIS MEMBER TO THIS GROUP** – Click on the **SELECT** Button and you will see a drop down menu with four choices:
 - a. Dive Team
 - Select this group if your child is only going to dive.
 - b. Pre-Swim Team
 - Select this group if your child has been assigned to the Pre-Swim Team.
 - c. Swim Team
 - Select this group if you child is going to only swim.
 - d. Swimming & Diving
 - Select this group if your child is going to swim and dive.
6. Click the group applicable group and click on the **REGISTER THE MEMBER TO THE SELECTED GROUP** button.
7. Click the **NEXT** button to continue with registration.
8. You may add additional swimmers and/or divers at this point or click on the **PAY BY CHECK** button.
9. Once you have added all of your swimmers and/or divers, click on the **PAY BY CHECK** button to continue the registration process.
10. The next screen includes the NKSL Waiver form which needs to be signed as part of the registration process. You must click the **I AGREE** box to proceed with registration.
11. The total amount for your registration will appear on the screen.

You will be directed to mail a check for that amount payable to the Fort Thomas Swim Team Booster. Your registration is not considered complete until payment is made. You may mail the check or make payment on May 28 at the annual Meet the Team Night.

C. I am **not sure** if I have an account. This is the email address I want to use:

If you choose this button, the following field will appear. Enter the E-mail address you may have submitted in the past.

E-mail:

1. If the e-mail you entered is linked to an existing account, you will be asked to enter your password. If you have forgotten your password, you can retrieve it.
 - If you have an existing account, follow the steps outlined above.
2. If your e-mail address is not linked to an existing account, you will be asked to create one by entering the following:
 - a. An e-mail address which will serve as your username
 - b. You will be asked to enter and confirm an account password
 - c. You will be required to enter the following pieces of information:
 - 1) First Name
 - 2) Last Name
 - 3) Billing address (city, state, zip)
 - 4) Home phone
 - d. You will then be asked to fill in the following information to register a member to the team.
 - 1) First name
 - 2) Last Name
 - 3) Middle Name (used for ID creation)
 - 4) Preferred name (i.e. Nick as opposed to Nicholas) – optional
 - 5) Gender
 - 6) Athlete's cell phone (optional)
 - 7) Birthdate
3. **REGISTER THIS MEMBER TO THIS GROUP** – Click on the **SELECT** Button and you will see a drop down menu with four choices:
 - a. Dive Team
 - Select this group if your child is only going to dive.
 - b. Pre-Swim Team
 - Select this group if your child has been assigned to the Pre-Swim Team.
 - c. Swim Team
 - Select this group if you child is going to only swim.
 - d. Swimming & Diving
 - Select this group if your child is going to swim and dive.
4. Click the group applicable group and click on the **REGISTER THE MEMBER TO THE SELECTED GROUP** button.
5. Click the **NEXT** button to continue with registration.
6. You may add additional swimmers and/or divers at this point or click on the **PAY BY CHECK** button.
7. Once you have added all of your swimmers and/or divers, click on the **PAY BY CHECK** button to continue the registration process.
8. The next screen includes the NKSL Waiver form which needs to be signed as part of the registration process. You must click the **I AGREE** box to proceed with registration.
9. The total amount for your registration will appear on the screen.

You will be directed to mail a check for that amount payable to the Fort Thomas Swim Club. Your registration is not considered complete until payment is made. You may mail the check or make payment on May 26 at the annual Meet the Team Night.