**Instructions for New Members**

Please follow the link to the new member page:

<https://www.teamunify.com/team/recphsc/page/team-registration?event_id=1194325>

-Click on the "Membership Registration" tab, then "New Member Registration"

-Read through the info and click "Continue" at the bottom

-Click "Create New Account".  Enter your e-mail and birth date

-Complete all required account information and click "continue"

-In the upper right corner, click "add member". Add yourself (even though you are the account holder) and complete the process adding each additional member to be on the account.

**\*Important\*** Toward the bottom of the page there is a pull-down menu that says "Register to this Group". For the account owner, you must select the type of membership you are choosing. For the rest of the members, select "Additional Member - no charges" - This is how the system calculates your invoice total. Once you have added all your members to the membership, you should see their names listed.

-Select whether or not you would like your initiation fee split over 2 years.

-Check the boxes for each of the waivers

-Click "Continue" at the bottom

-You should then see your account information with invoice total. Select from the pull down whether you want to pay by credit card or check. The system defaults to credit card and adds a 4% fee if you do not select check.

-Click "Proceed to checkout"

-Enter Credit Card info if paying by credit card. Otherwise just click "Submit Registration".

-You will then see the SUCCESS screen. Your registration is then complete.