

## Electronic Registration using Active Works

Below are instructions to perform a front desk registration/manually register a swimmer as an administrator/organizer after logging into Swim Manager.

**Note:** *Front desk/manual registrations will not create Swim Portal account for registrant. For Swim Portal account to be created, participant must register themselves.*

1. Click **People** tab from Organization Dashboard (Home)
2. Click **Register an athlete** button
3. Search for existing athlete to register using First name, Last name, and/or Date of birth fields
  - a. Searching by First name or Date of birth returns all possible athlete matches
  - b. Searching by Last name returns all possible matches, including related family matches
    - **Note:** *At least one field must be used in order to start search and registration process (aids organizers in avoiding duplicate athletes and entries)*
    - **Note:** *Only one character must be used when searching, however this may result in only "possible matches" displayed as a link - we recommend searching by three (3) or more characters*
4. Click **Add registration** if athlete match is found

Or

4. Click **Register new athlete** if no athlete matches are found
5. Select **Program, Group/Session, and Registration price**
6. Complete registration form
  - Athlete information (required)
  - Primary parent/guardian information (required)
  - Secondary parent/guardian information (optional)
  - Secondary contact information (optional)
  - Additional purchases (section is blank if no additional purchases are available)
  - Record Waiver (section is blank if no applicable waivers exist)
7. Click **Save and Continue**
  - **Note:** *Another option is to click **Register another member of this family** to register someone else within this same order*
8. Review order
  - a. Order summary
  - b. Payment information
    - i. Credit/Debit card
    - ii. Check
    - iii. Cash
  - c. Billing information

9. Click **Complete order** button
  - a. Registration confirmation screen is reached next, showing successful registration along with basic details of order
10. Click **Exit** to return to Organization Dashboard (Home), or click **Register someone else** to start new front desk registration