



2023-2024 ONLINE REGISTRATION FOR RETURNING SWIMMERS INSTRUCTIONS

DEADLINE FOR ONLINE REGISTRATION IS AUGUST 20th

1. Print or fill in the Fees Summary page and print or fill in the Volunteer List page. These can be found on the website in the Members section under Registration Docs.
2. Print the Pre-Authorized Debit form if you plan to switch to this method. If you paid by Pre-Authorized Debit last year, you do not to resubmit it. If you are unsure which payment method you used, please contact the Office.
3. Start Registration.
4. Register each swimmer.
 - CHECK address and phone numbers.
 - CHECK medical information/notes – please be sure that this is correct especially for allergies, dietary restrictions, and medical conditions.
 - CHECK medication – this is where you give permission or deny permission for coaches and chaperones to give your swimmers any of these 4 medications.
5. Select registration group – select the group and then scroll down to the bottom of this page and click “register the member to the selected group.”
6. Read and agree to the required documents.
7. Registration fees online will show as \$0.00 owing. **Please note that we do not do our accounting through the website.** Please complete the fees summary and the Volunteer List and fax the forms to 403-289-8098 or email both forms to ucsc@ucalgary.ca.
8. Submit order.
9. Complete the billing details, these are required by the system.
10. Submit order.
11. **Registration is complete when**
 - you have registered your swimmer online
 - we have received your fees summary page and fees have been paid
 - any outstanding balances on your account have been paid
 - our raffle will be online again this year, so no raffle tickets will need to be collected