

Thank you for showing an interest in joining Berkhamsted Swimming Club.

For us to be able to collect just enough information about you and your swimmer and to ensure we have enough details to deal with any issue that may occur at the trial, we would very much appreciate it if you could complete all fields on this Trial Registration.

The Trial Assessment will normally take place on a Saturday morning and swimmers under 16, we would require the parent/guardian be present.

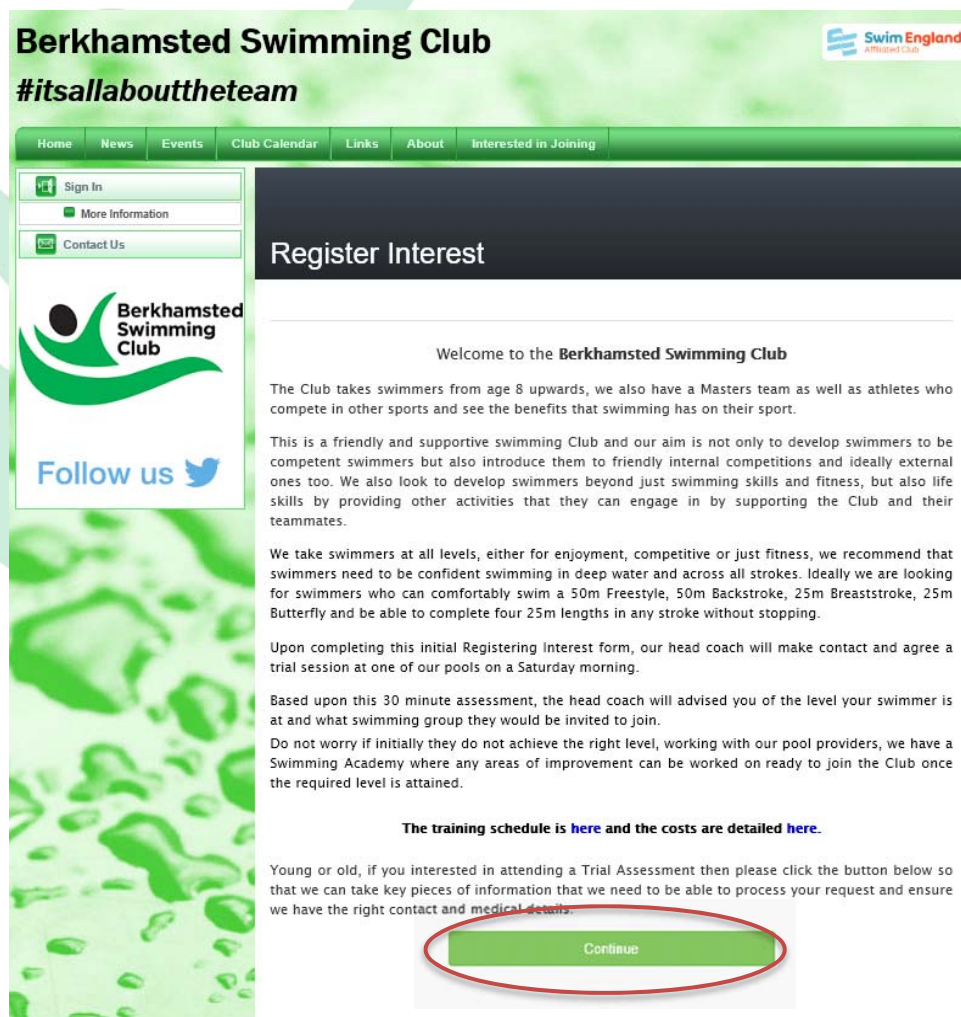
If your swimmer is unsuccessful initially, then we have an Academy at Sportspace or a similar group at Knox Johnston. If you are still interested, there could be a further Trial Assessment in three months' time.

We will hold the details you provide for four months, at which point we will delete them from our system.

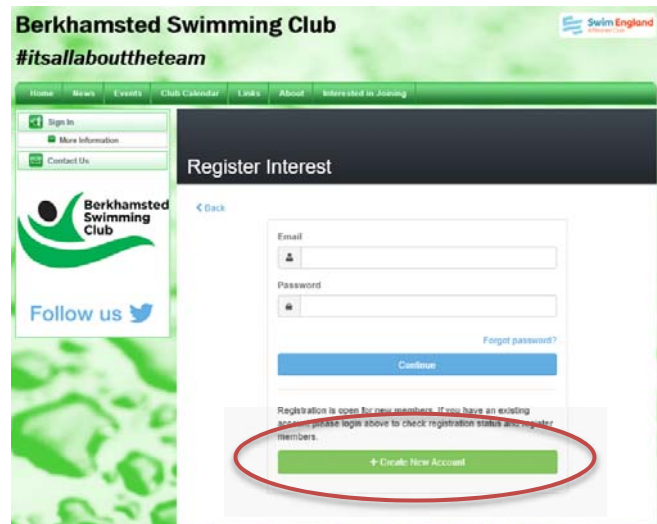
To initiate your initial request to register, please follow the instructions below. If you have any issues please contact [webmaster@berkosc.org.uk](mailto:webmaster@berkosc.org.uk).

Initially you will need to register an "Account", once created you will be asked to create a "Member" for the swimmer(s) detail, create a Member for each swimmer you are registering.

1. From the top menu click on **Interested in Joining** and from the drop down box select **Register for a Trial**.
2. By clicking this will see the following screen, please click **Continue** at the bottom of the screen.



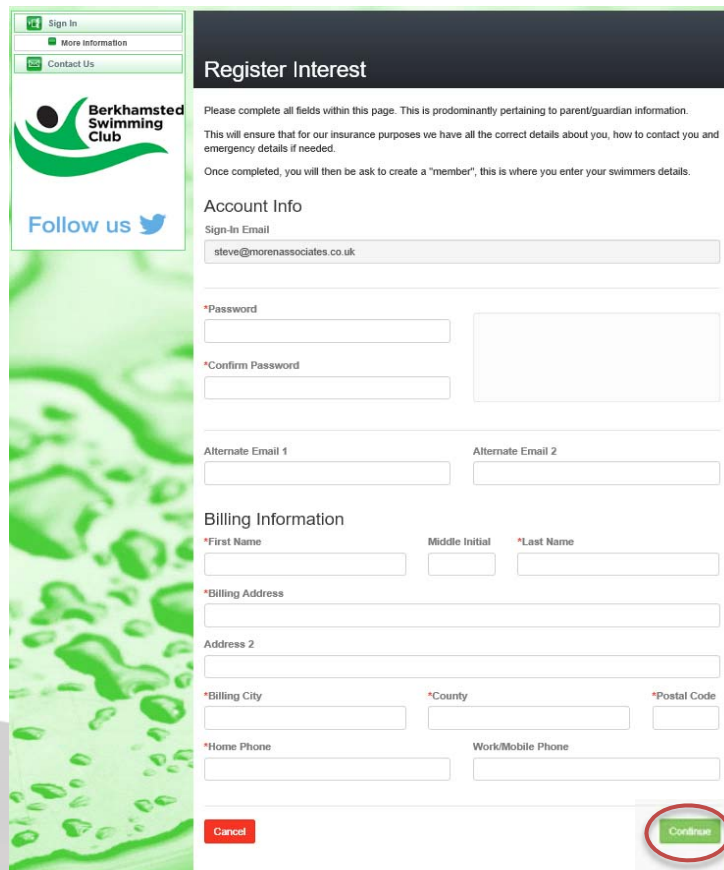
3. Next you will see the following screen.



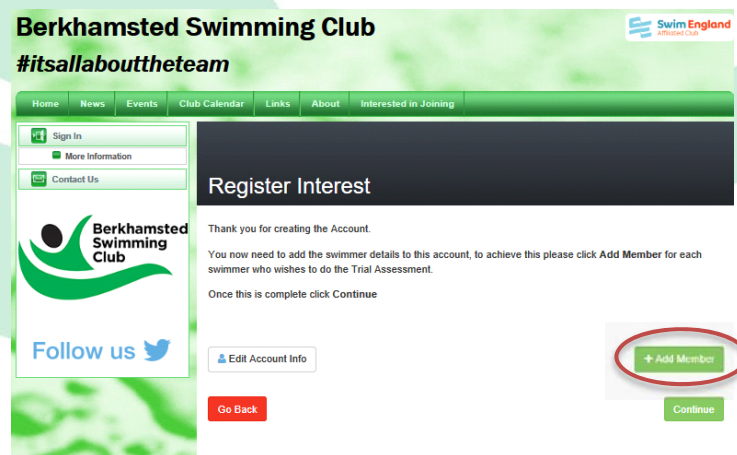
4. Unless you are a returning swimmer registering for a trial, click **Create New Account** at the bottom of the screen. You will then be presented the following screen.



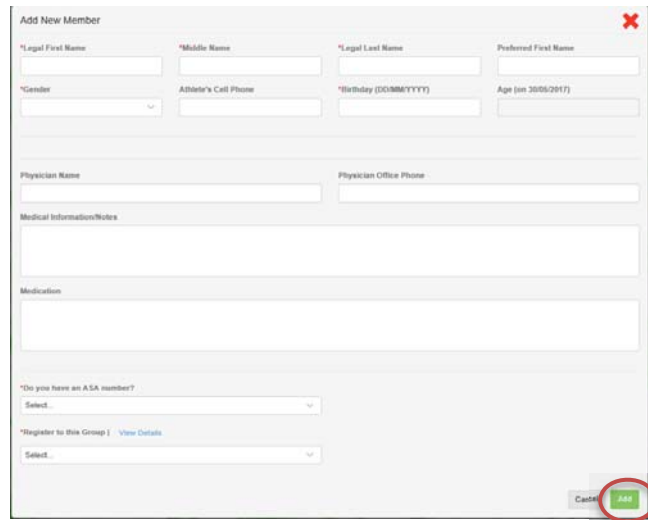
5. Enter your email address, this will be the “username” for this main account holder going forward.
6. Please also enter **your** date of birth, this is to ensure the owner of the account is of the correct age. Format for DoB is dd/mm/yyyy i.e. 01/09/2001
7. Click **Continue**
8. The next screen will ask you to enter details about the main account holder, please complete all fields.
  - a. The password required must meet the following criteria
    - Minimum 8 characters, maximum of 60 characters.
    - At least one digit OR one non-word character.
    - At least one upper case alpha character.
    - At least one lower case alpha character.
  - b. Alternative email address(es) we find sometimes some providers have rules in place or issues that stop emails, therefore we would appreciate at least a second email address for the main account.
  - c. Billing Information, although there is no charge for the trial, we do need your contact name and address along with a primary landline/mobile/work contact number.
9. Click **Continue** once all fields are completed. (see screen shot on next page)



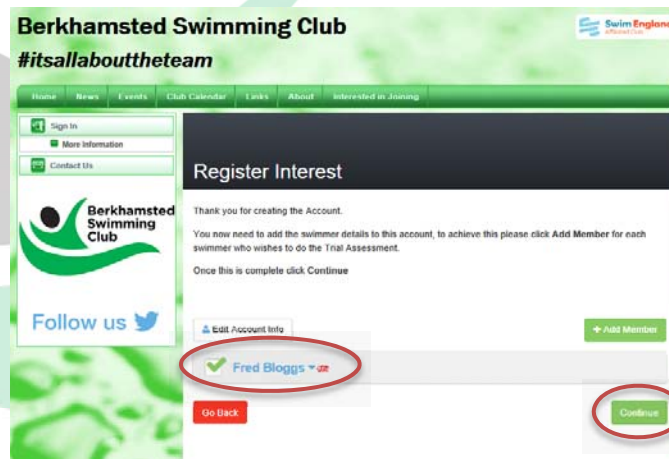
10. You have now created the main account holder Account, you now need to add a swimmer(s) “Member”. Click “+Add Member” to add one swimmer at a time, at least one swimmer must be added.



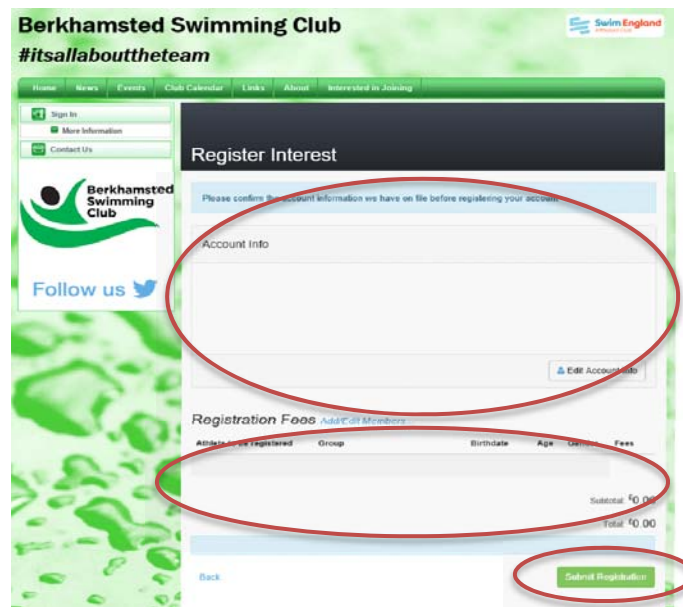
11. The next screen allows you to add details about your swimmer.
- Legal First Name and Last Name
  - If your swimmer does not have a Middle name, enter \*
  - Gender, and if your swimmer has one a mobile phone number & Date of Birth of the swimmer.
  - For any emergency reasons, we need your Doctor and the Surgery number in the Physicians fields.
  - Medical Information/Notes and Medications, please enter details of the swimmers medical situation i.e. asthma, epilepsy as well as any medication they are taking, that the coaches may need to be aware of for the protection of the swimmer.
  - If you are already registered with the ASA, then please provide the ASA number, otherwise select **No**.
  - Finally you will then be able to select the date of your Trial by selecting one of the available dates under “Register to the Group”.
  - Once complete Click **Add**.



- You will then be returned to the screen below showing you the member/swimmer you have added. If you have more than one swimmer to register then Click **+Add Member** and it will take you back to step 11, otherwise Click **Continue**.

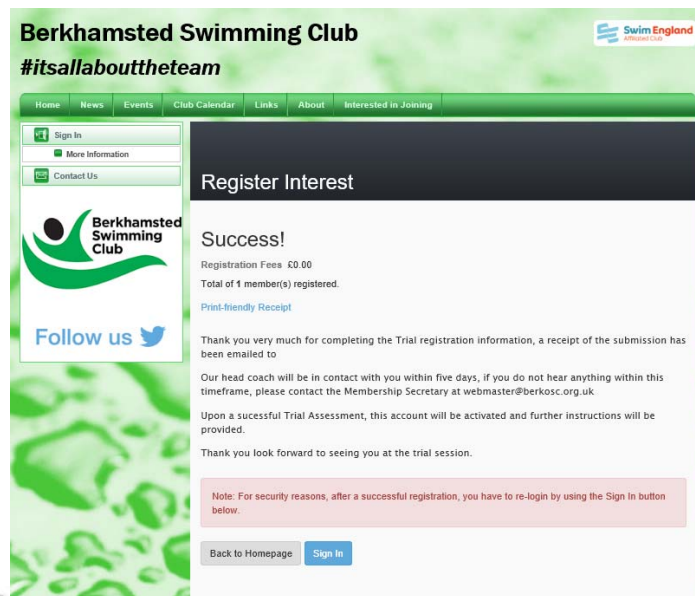


- The next screen will show you a summary of the Account & Swimmer information you have entered. In the second box you will see the selected Trial Assessment day you have selected.
- If you are happy with the data entered, Click **Submit Registration**, otherwise select the relevant button to edit that Account or Member details.





- The final screen will advise you that the submission has been successful. You can if you wish print a local copy of the Trial Assessment summary. You will also receive this same summary via your designated email address as defined in step 4.



Please note – unlike stated on this screen, you will not be able to logon to our website until the Trial Assessment has been completed and the account has been activated, you will be advised about this on the day of the Trial.

Any queries regarding the Trial Assessment, please contact our Head Coach at [headcoach@berkosc.org.uk](mailto:headcoach@berkosc.org.uk).  
If any details change regarding yourself or the swimmer(s) please contact our Membership Secretary at [membership@berkosc.org.uk](mailto:membership@berkosc.org.uk).

Thank you for taking time to complete the submission and we look forward to seeing your swimmer(s) at the Trial date.