

# Maxwell Swim Club Ltd

## COVID-19 – Phasing In

### How to digitally re-register

#### PLEASE NOTE THE FOLLOWING WHEN RE-REGISTERING:

- You must complete the registration process (parents) with your swimmer. It will be the parent that signs into Team Unify (swimmers U16) however swimmers must be present when re-registering.
- It is essential that when re-registering you read through the COVID19 procedures, Maxwell Swim Club Ltd have put in place, with your swimmer.
- You must also read through all agreements with your swimmer ensuring they understand the points made.
- You are required to complete the registration process correctly for your swimmer(s)/member(s) under your account to be permitted back to the training facility.
- You are required to agree to ALL agreements, despite some possibly not having the most relevance to you personally, to be permitted back to training facilities.

#### How to re-register:



Go to [maxwellswimclub.org](http://maxwellswimclub.org) to arrive at our club website.

You then need to click the **sign in** button in the top right corner of the website.



sport**s**engine

### Sign in to Maxwell Swim Club Ltd

Enter your email address to sign in or create an account

Email Address

youremail@gmail.com

Next

[What's SportsEngine?](#)

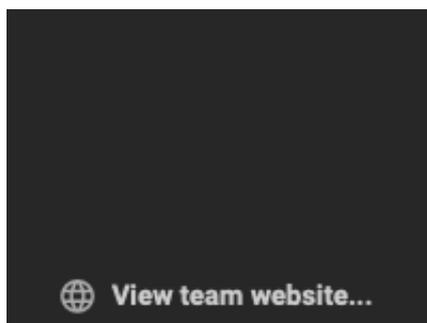
[Need Help? SportsEngine Help Center](#)

When clicking **sign in** you should be navigated to this screen.

Here you need to enter the email address you have registered with the club for your team unify account. This is the account that you use to sign into our website normally and the account you use to sign into the Team Unify OnDeck mobile application.

Once the website recognises your email address, you will be asked to enter a password.

**PLEASE NOTE:** For this process you must only use an **email/account already registered with the club**. Using another email address will start a new registration process. Please only use an existing account.



You should now be returned to our website home page signed in.

If you cannot see the home page but you can see a page with other info e.g. your account info. This is the 'back office' where you manage your account.

You need to click 'view team website' in the bottom left corner **if you do not see the website homepage**.

**If you already see the homepage ignore this step.**

### UPCOMING EVENTS

TEAM EVENTS      MEET CALENDAR

#### YOUNG VOLUNTEERS PROGRAMME 2019/2020

24 Sep 2019 - 17 Nov 2020

Ayles Performance, Ayles Age Group Devt, Ayles County A, Ayles County B, Ayles Junior Development, Ayles Masters, Ayles Regional, Ayles Youth Devt 2 sessions, Ayles Youth Devt 4 sessions, Buck Age Group Devt, Buck County A, Buck County B, Buck Junior Development, Buck Regional, Buck Youth Devt 2 sessions, Buck Youth Devt 5 sessions, Coaches, Workforce

Edit Commitment

#### INVITATION TO THE HOME TRAINING PROGRAMME

20 Mar 2020 - 30 Dec 2020

Ayles Performance, Ayles Academy 1 Bronze / 1 session only, Ayles Academy 2 Silver, Ayles Academy 3 Gold, Ayles Academy 4 Platinum, Ayles Age Group Devt, Ayles County A, Ayles County B, Ayles Junior Development, Ayles Masters, Ayles Regional, Ayles Youth Devt 2 sessions, Ayles Youth Devt 4 sessions, Ayles Youth Sprint, Buck Academy 1 Silver, Buck Academy 2 Gold, Buck Academy 3 Platinum, Buck Age Group Devt, Buck County A, Buck County B, Buck Junior Development, Buck Regional, Buck Youth Devt 2 sessions, Buck Youth Devt 5 sessions, Coaches, Show Swimmers, University

Edit Commitment

#### COVID19 PHASING IN RE-REGISTRATION PROCESS

Register Online

MORE EVENTS

You now need to scroll down the home page until you can see our upcoming events section. It looks like the image on the left ←.

You need to click **'register online'** in the same box titled **'COVID19 PHASING IN RE-REGISTRATION PROCESS'**.

### COVID19 Phasing In Re-Registration Process

Open for Returning Members

04/07/20 - 01/09/20

Date used to calculate Athlete's Age:  
Today

Remaining Available Registrants:  
Unlimited.

View Groups

Welcome to the **Maxwell Swim Club Ltd** Electronic Registration platform for our COVID19 Phase In! We are pleased to welcome existing members back to training through this event sign up. Please note you will not be able to return to training if this process has not been correctly completed.

Thank you for your continued support during this time. We look forward to having you back at training.

Continue or Check Status

You should now see the title page for the Re-registration process as shown on the left. ←.

To start the re-registration process please click **'Continue or Check Status'**.

### COVID19 Phasing In Re-Registration Process

During account registration, you will have an opportunity to submit sensitive personal information about club members you are registering (e.g., allergies) or yourself. By submitting this information here, you provide your explicit consent to its processing by your club in relation to the services provided to you by the club.

Please enter your account information for our records.

#### Account Info

Sign-In Email

First Name      Last Name

Alternate Email 1      Alternate Email 2

#### Billing Information

\*Billing Address

Address 2

Continue

Once you have clicked the green continue button. You should see a similar page to the one on the left. You need to scroll through this page and make sure all the relevant information for yourself is up to date. You can then click the green continue button at the bottom of the page.

## COVID19 Phasing In Re-Registration Process

Please check the known members associated with your account that you'd like to register.

### Existing Members

Registration for Returning Members starts on 04/07/20 and closes on 01/09/20

These are the existing Members associated with your Account. Please check the Members that you'd like to register. Certain fields are required before you can continue with the registration.

| Swimmer 1

| Swimmer 2

COVID19 Phase In Procedures Print

Phase in procedures attached

[Required] I have read and agree to the above statement

COVID-19 Risk Awareness Declaration Print

Risk Awareness Declaration attached

Once you have clicked continue, you should see a page like this. The first thing you need to do is select your swimmers by clicking the check boxes next to their names.

Then you can click on your swimmers(') name(s) to expand their member details. **You must do this to select the registration group (Buckingham swimmer, Aylesbury swimmer, coach, volunteer etc.)**

**At this point it is extremely important that you ensure their medical details and any other info is completely up to date.**

Once you have updated their details and selected them by clicking the check boxes. You can start to agree to the procedures and agreements.

**It is essential that you do this part with your swimmer to allow them to understand the in-place procedures going back to a training facility.**

Once you have then read through the agreements please click the checkboxes on each agreement to digitally sign them.

Some of the agreements may not have the most relevance to you however, we need you to agree to them to acknowledge that you understand the protocols and advice given.

Once you have selected your members, updated details, selected their registration group, read the agreements and digitally signed the agreements you are able to click continue.

Continue

Please confirm the account information we have on file before registering your account

Account Info

Account info displayed here

[Edit Account Info](#)

Registration Fees [Add/Edit Members...](#)

Athlete to be registered	Group	Date of Birth	Age	Gender	Fees
Members to be registered here					
					Subtotal: £0.00
					Total: £0.00

[Back](#) [Submit Registration](#)

In this page you have a final opportunity to add any existing members on your account you haven't selected successfully. You also have an opportunity to edit any account info for your Team Unify/Sports Engine account you use to log in to our website.

When you have double checked the details shown and you are sure you have added everything needed, please click the green **submit registration** button.

### COVID19 Phasing In Re-Registration Process

Registration Total:

£ 0.00

[Edit Registration](#) [Edit Cart](#)

### Billing Details

CC Profile / New Card

#### Card Information

Please complete the form below and press save to change payment method. By providing the card info below, you are authorizing this card to be charged for any associated fees with your account. Please contact your admin if you want to terminate this authorization.

Accepted Cards:

Card Number:  Expiration:  CVV:  Card Type:

#### Billing Information [Copy From Account Info](#)

First Name (printed on card):  Last Name (printed on card):

Billing Address:  City:

County:  Postcode:  Phone:

[Cancel](#) [Next](#)

You should now see a final registration page where you can update billing info if needed.

**PLEASE NOTE: There is no charge for the re-registration process as shown the total is £0.00**

If you need to update billing info please do so and click next, if you don't just click next to continue.

If you don't need to update info just select your payment method as a verification to submit the registration. You are still not being charged any fee.

Then at the bottom of the page you can click **submit registration**.