

# TEAM UNIFY BOOKING INSTRUCTIONS

**NOTE YOU MUST BE LOGGED ON TO SEE THE BOOKINGS AVAILABLE**

From the Home page select



Aug  
**10**  
2020

**Swim Training w/c 10th August 2020**  
Aug 10, 2020 - Aug 16, 2020  
Swim Training Booking and Registration for week starting 10th August

Then select the week you are booking for e.g.

**Swim Training w/c 10th August 2020**

[View Groups](#)

Welcome to the **Elmbridge Phoenix Swimming Club** Electronic Booking and Registration platform

Please ensure all health questionnaire and covid-19 related forms have been completed

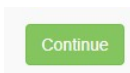
For training at ACS additional registration must also be performed

[Continue or Check Status](#)

Then select Continue or Check Status (as below)

From the next screen please check your contact details and emergency contact.

Click



Then, for each of your swimmers that you are registering for:

Select the swimmer (tick the box next to the name)

Then in the 'session preference' box **list the days you would like to train in priority order**, and in the 'Register to this Group' box, select the squad and the number of sessions you would like to book.

In the following example, the swimmer is requesting 3 sessions in Senior Competitive squad, with session preference of Wednesday, Friday, then Tuesday. This means that if only 2 sessions are available we would try and allocate Wednesday and Friday.

[Redacted Name]

*Legal First Name	Middle Name	*Legal Last Name	Preferred First Name
[Redacted]	<input type="checkbox"/> This member has no middle name	[Redacted]	
*Gender	Athlete's Cell Phone	*Birthday (DD/MM/YYYY)	Age (on 08/03/2020)
Male	[Redacted]	[Redacted]	14

Session Preference

Wed, Fri, Tue

\*Register to this Group | [View Details](#)

SCDS - 3 Sessions

\* Please contact a team administrator if a registration group you are interested in is full.

**Note: If we cannot provide you with all sessions requested you will be refunded the difference.**

Please read and accept the Agreements

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

**Note: even if you do not train at ACS you will need to accept the ACS Agreement.**

Then click

Continue

**Check the booking details**

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

Athlete to be registered	Group	Birthdate	Age	Gender	Fees
[REDACTED]	SCDS - 3 Sessions	[REDACTED]	[REDACTED]	Male	Reg: <b>\$22.00</b>
[REDACTED]	Youth Performance	[REDACTED]	[REDACTED]	Female	Reg: <b>\$26.00</b>
[REDACTED]	Masters - 3 Sessions	[REDACTED]	[REDACTED]	Female	Reg: <b>\$22.00</b>

Subtotal: \$70.00  
Total: \$70.00

Payment Method  
Credit Card

[Go Back](#) [Proceed to Checkout](#)

**Then click on Proceed to Checkout**

Follow instructions.

Payment is either made by credit/debit card, or if you have any on account credits, these can be used.

The \$ symbol can be ignored. You will be billed in £.

On your debit/credit card statement, payments will show up as Sse\* Epsc Fees