

TEAM UNIFY BOOKING INSTRUCTIONS

NOTE YOU MUST BE LOGGED ON TO SEE THE BOOKINGS AVAILABLE

From the Home page select



A calendar snippet showing the month of August 2020. The date "10" is highlighted in red. To the right of the calendar, the text reads "Swim Training w/c 10th August 2020" and "Aug 10, 2020 - Aug 16, 2020". Below that, it says "Swim Training Booking and Registration for week starting 10th August".

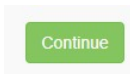
Then select the session you are booking for e.g.

A screenshot of a booking page titled "Swim Training w/c 10th August 2020". At the top right is a green button labeled "View Groups". Below this is a light grey box containing the text: "Welcome to the Elbridge Phoenix Swimming Club Electronic Booking and Registration platform", "Please ensure all health questionnaire and covid-19 related forms have been completed", and "For training at ACS additional registration must also be performed". At the bottom right of this box is a green button labeled "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



If you have any outstanding balance on your account, then the following will appear instead:

A screenshot of a billing notice screen. A light blue box contains the text: "PLEASE NOTE : Your account currently has an outstanding balance of £7.50. This balance will be added to your registration fees to be paid at checkout. Please click [View Billing History] below to view your account's billing history before proceeding." Below this box, on the left, is a blue link "View Billing History". On the right is a large green button with the text "I've reviewed the Billing History & want to Proceed".

You can review your Billing History and when ready click the green button.

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

Select the swimmer (tick the box next to the name), and the group you are registering for

In the following example, the swimmer is requesting 3 sessions in Senior Competitive squad.

[Redacted]

*Legal First Name <input type="text" value="[Redacted]"/>	Middle Name <input type="text"/> <input type="checkbox"/> This member has no middle name	*Legal Last Name <input type="text" value="[Redacted]"/>	Preferred First Name <input type="text"/>
*Gender Male	Member's Mobile Phone Number <input type="text"/>	*Date of Birth (DD/MM/YYYY) <input type="text" value="[Redacted]"/>	Age (on 29/12/2021) 16

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

* Please [contact a team administrator](#) if a registration group you are interested in is full.

Perform this for each swimmer you are booking for

Review the booking details

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

Athlete to be registered	Group	Date of Birth	Age	Gender	Fees
[Redacted]	SCDS - Up to 3 Sessions	12/07/2005	16	Male	Reg: £384.00

Subtotal: **£384.00**
 Outstanding Account Balance: **£7.50**
 Total: **£391.50**

Payment Method

[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.

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