



## WOLVERHAMPTON SWIMMING CLUB

Founded 1876  
(Affiliated to Staffordshire ASA & Swim England West Midlands)



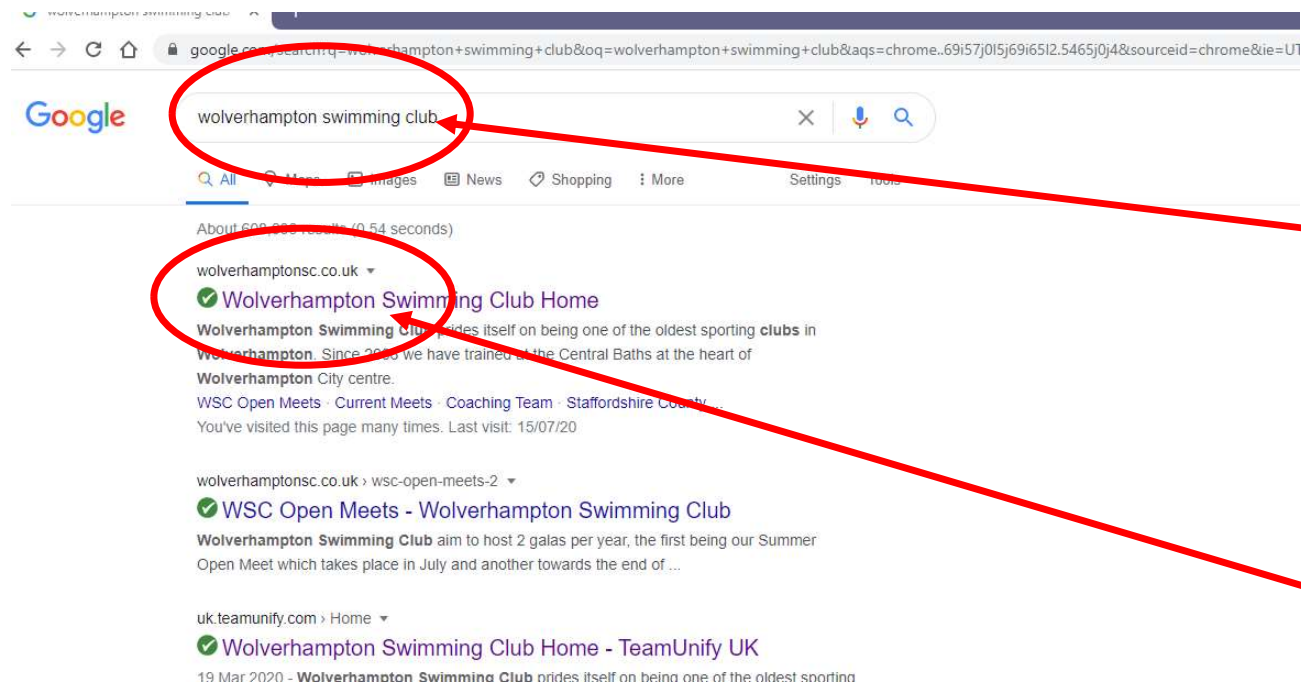
# *A GUIDE TO...* **ONLINE MEMBERSHIP REGISTRATION USING TEAMUNIFY**



Version 4    Revised 31/12/2023



# FIND OUR NEW SITE



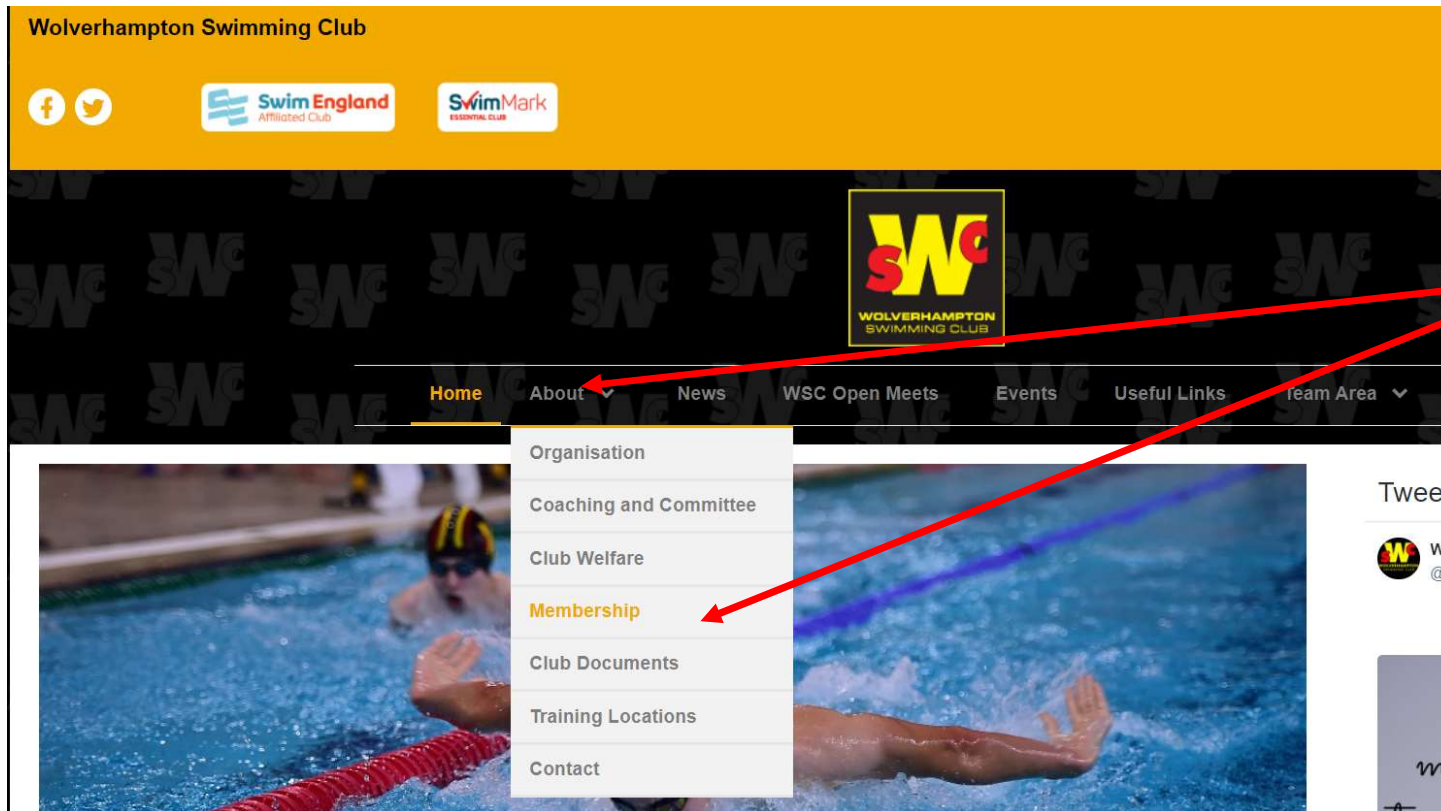
Search for Wolverhampton Swimming Club

The new WSC site should appear towards the top of the search results

TU ONLINE MEMBERSHIP REGISTRATION



# WSC HOMEPAGE



On the home page select “ABOUT” then “MEMBERSHIP”

TU ONLINE MEMBERSHIP REGISTRATION



# WSC HOMEPAGE



## MEMBERSHIP INFORMATION

### New Members

Online Club registration for New Members is OPEN NOW .

**NOTE:** Please only register a new member following agreement with our membership secretary - [membership@wolverhamptonsc.co.uk](mailto:membership@wolverhamptonsc.co.uk)

Read the Useful Documents then click the link to complete your registration

### Useful Documents

The 2022 Consolidated Codes of Conduct can be found [HERE](#)

The 2022 Fee Tariff can be found [HERE](#)

Online Registration Instructions can be found [HERE](#)

Click [HERE](#) for further information and to complete your 2022 registration.

TU ONLINE MEMBERSHIP REGISTRATION



# MEMBERSHIP PAGE

The screenshot shows the Wolverhampton Swimming Club website. At the top is a navigation bar with links: Home, About, News, WSC Open Meets, Events (highlighted), Useful Links, and Team Area. Below the navigation bar is a calendar interface. A red circle highlights the event for January 01, 2023, titled "2023 Membership Registration (Hidden)". The event description states: "01 January 2023 - 31 December 2023 Event Category: Membership Registration. Membership Registration event for new and returning members. Please take a moment to review the attached Codes of Conduct." To the right of the event title is a "2023 Registration" logo. Below the event title are two buttons: "Email Event" and "Register Online". A red arrow points from the text "Choose the current years registration event and click on 'Register Online'" to the "Register Online" button.

Choose the current years registration event and click on "Register Online"

TU ONLINE MEMBERSHIP REGISTRATION





# ONLINE REGISTRATION



## 2022 Membership Registration

Welcome to **Wolverhampton Swimming Club's** Electronic Registration platform for the upcoming swim season!

We are pleased to be able to offer electronic registration through **TeamUnify**.

The process is simple for both new and returning members.

You'll get access to your own private account that will enable you to enter swim meets and training camps, sign-up for jobs, see your or your children's swim times history, and more.

We look forward to having you join **Wolverhampton Swimming Club** and are excited for yet another great year!

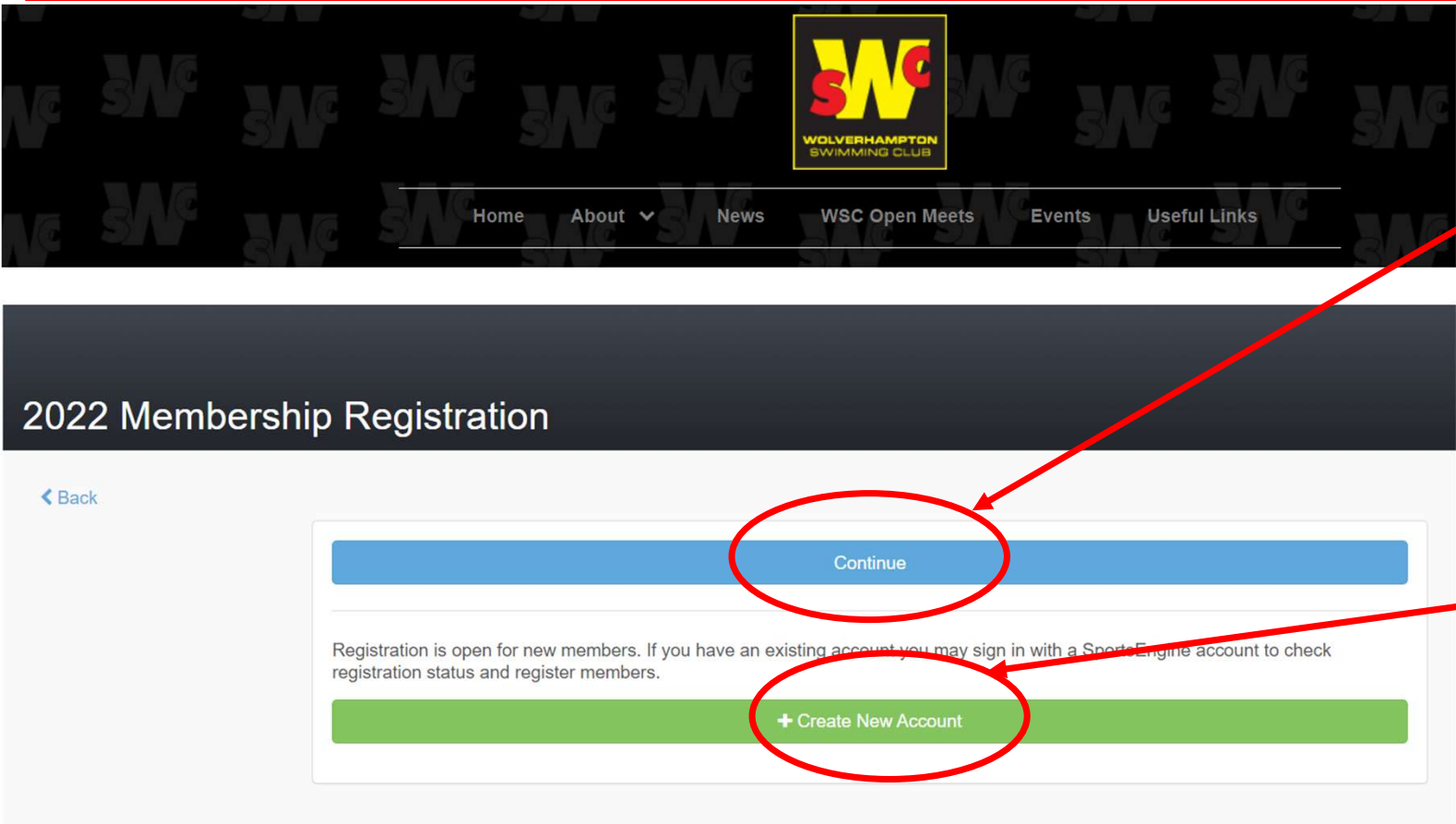
Continue

Click "CONTINUE"

TU ONLINE MEMBERSHIP REGISTRATION



# ONLINE REGISTRATION



If you are an EXISTING account holder with WSC, click “CONTINUE” to sign in to your account. You can then skip to page 12 of this guide.

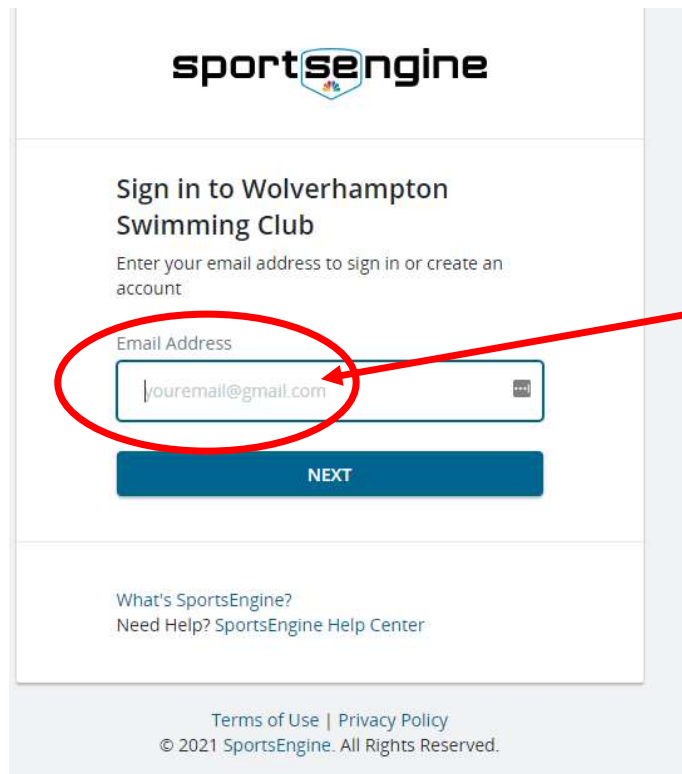
If you are NEW to the Club you will need to CREATE an account first.

Click “+CREATE NEW ACCOUNT” to do this. Please continue to next page of this guide.



# CREATING A NEW ACCOUNT

---



**sportseengine**

**Sign in to Wolverhampton Swimming Club**

Enter your email address to sign in or create an account

Email Address

youremail@gmail.com

**NEXT**

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[Need Help? SportsEngine Help Center](#)

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Enter your email address.  
This will be the one you use to access TeamUnify  
and the accompanying OnDeck app.



# CREATING A NEW ACCOUNT

**sportengine**

Welcome Wolverhampton Swimming Club! Let's create an account.

[gareth.haynes@midshiretelecom.co.uk](#) Not You?

First Name

Last Name

Password

Password must be at least 8 characters and include one uppercase letter, one lowercase letter, and one number or symbol.

☐ Select if you are a Canadian resident

Date of Birth

Month Day Year

To comply with the Children's Online Privacy Protection Act, you must be at least 13 years old to create a SportsEngine account.

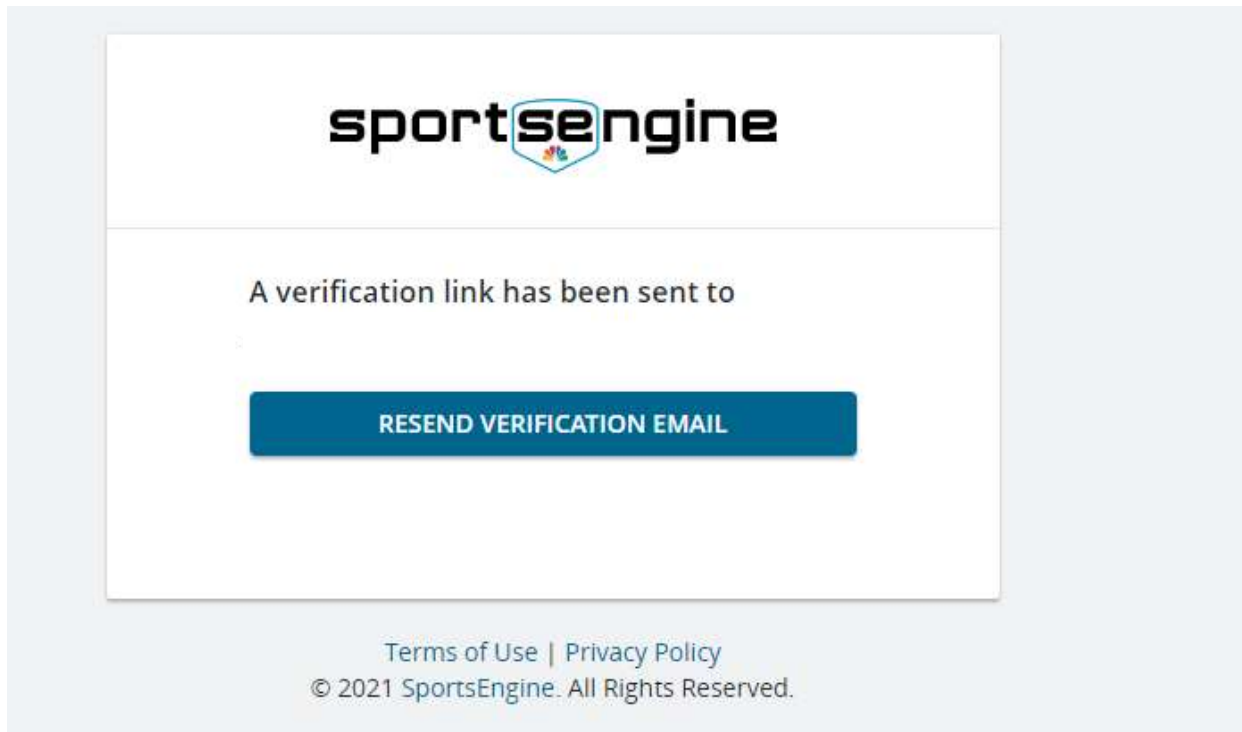
By creating an account you acknowledge and agree that your use of our platform is subject to the SportsEngine Terms of Use and Privacy Policy. Use of websites is subject to that site's Privacy Policy and Terms of Use.

**SIGN UP**

Enter your name and a password for your account. Your Date of Birth is also required.

# ACCOUNT VERIFICATION

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An account verification email will be sent to the email address you supplied.

If you do not receive the email you can click the RESEND link to send the email again.

# ACTIVATE YOUR ACCOUNT

From: SportsEngine <[no-reply@mailers-h.sportsengine.com](mailto:no-reply@mailers-h.sportsengine.com)>

Date:

To:

Subject: Activate Your SportsEngine Account



Hi

You're almost done! Click the button below to activate and begin using your SportsEngine account:

[Activate My Account](#)

Didn't create this account? No problem. The information on record will be removed from our system after 72 hours.

For the love of sport,

The SportsEngine Team  
[www.sportsengine.com](http://www.sportsengine.com)

Once you receive the ACTIVATION email, click on the ACTIVATE MY ACCOUNT button.

This is important.

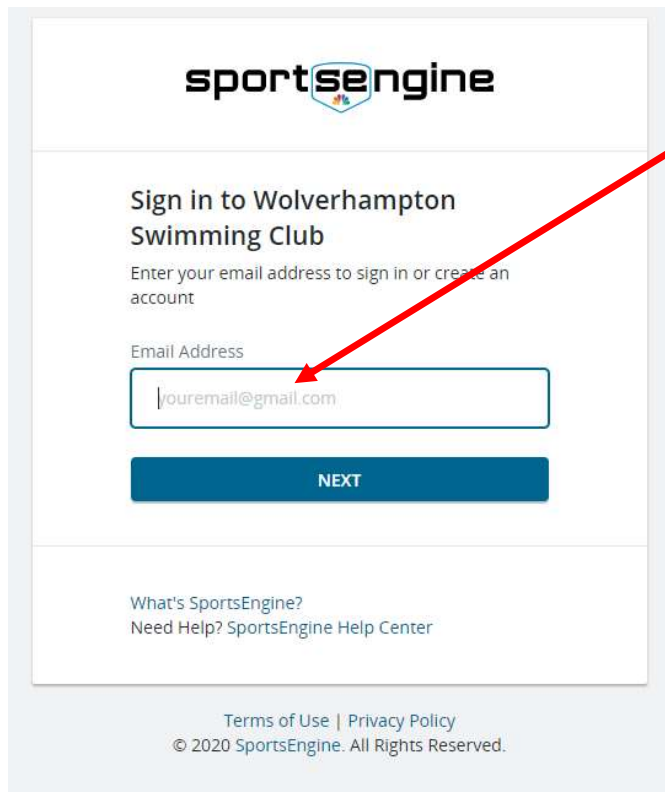
You will then be taken to a log in page where you should sign in with the details you supplied when creating your account earlier.



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# SIGN IN



**sportengine**

**Sign in to Wolverhampton Swimming Club**

Enter your email address to sign in or create an account

Email Address

**NEXT**

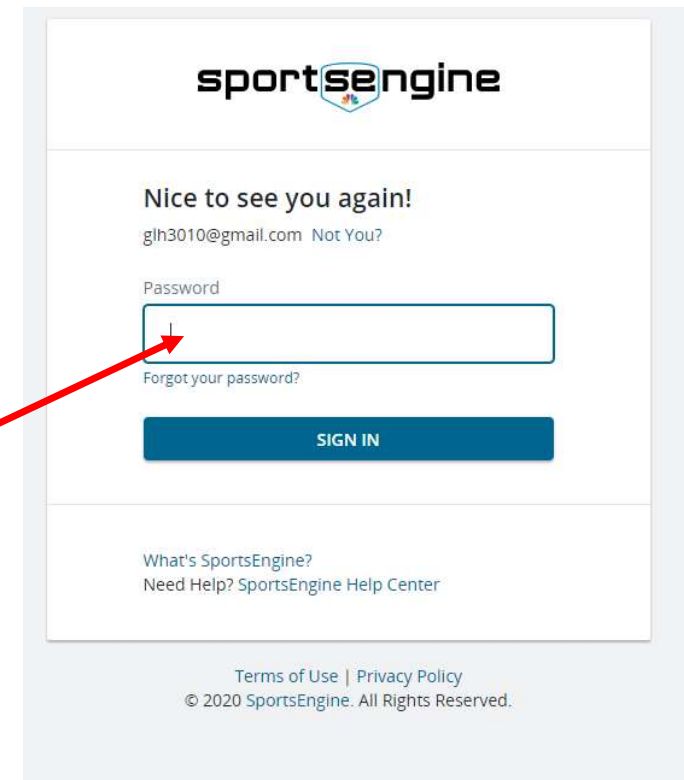
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Enter your email address –  
this will be the one you use to  
access TeamUnify and  
OnDeck

Now the password for your account.

If you have forgot your password you  
can click on the FORGOT YOUR  
PASSWORD link to reset



**sportengine**

**Nice to see you again!**

glh3010@gmail.com [Not You?](#)

Password

[Forgot your password?](#)

**SIGN IN**

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# ACCOUNT INFO

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, 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

\*Billing City

\*County

\*Postal Code

\*Home Phone

Work/Mobile Phone

## NEW ACCOUNTS

If you have just created a new account, you will have to complete the required ACCOUNT INFO before proceeding.

## EXISTING ACCOUNTS

Please check your details and update as necessary.



# ACCOUNT INFO

<p>Work Phone</p> <input type="text"/>	<p>Work Phone</p> <input type="text"/>
<p>Mobile Phone</p> <input type="text"/>	<p>Mobile Phone</p> <input type="text"/>
<p><b>Emergencies</b></p>	
<p>*Emergency Contact</p> <input type="text"/>	<p>*Emergency Phone</p> <input type="text"/>
<p>Cancel</p>	<p>Continue</p>

Make sure you have supplied all emergency contacts.

Then click the **Continue** button when you are ready.



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[Privacy Statement](#)





# ONLINE REGISTRATION

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

[Edit Account Info](#)

[+ Add Member](#)

**Submitted Registration** [View Receipt](#)

Below you will see any submitted registrations you have. You can register additional Members by clicking the **Add Member** button.

Registration	Status
	Not Paid

**Existing Members**

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.

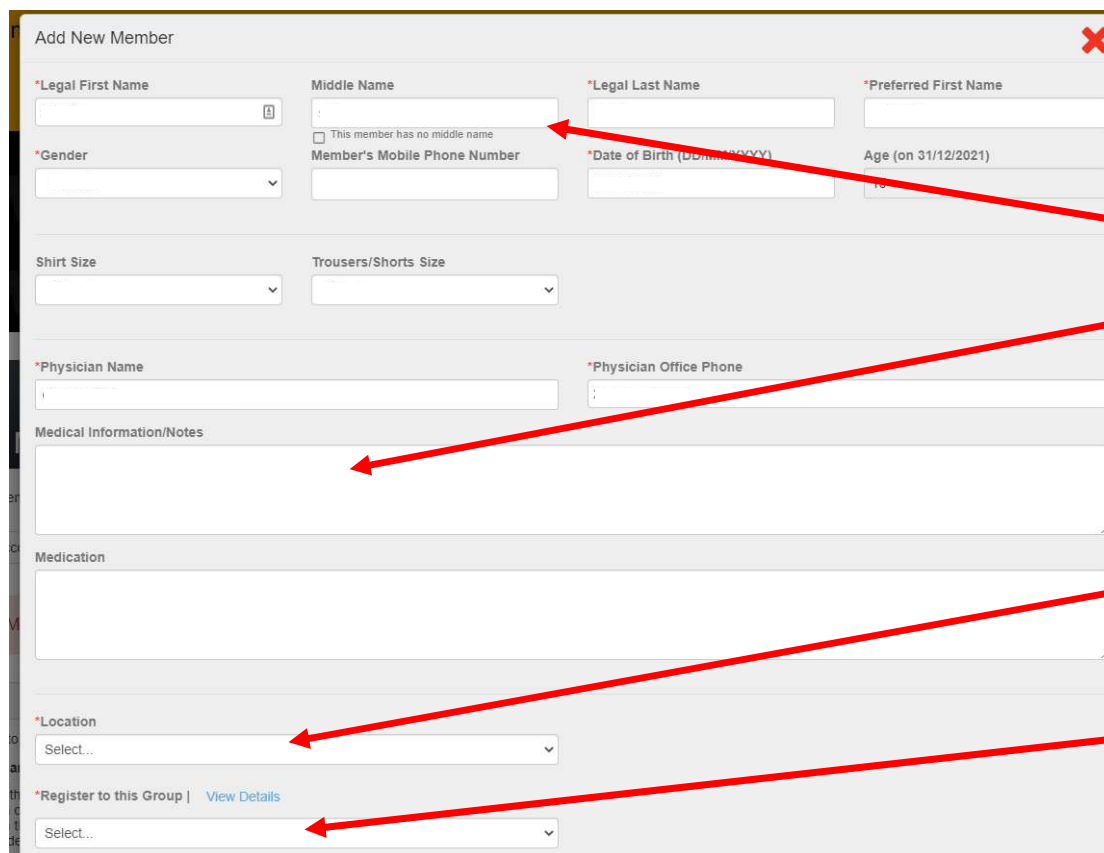
[+ Add Member](#)

Video/Media Consent [Print](#)

Click the +ADDMEMBER button to add a new member to your account.

It could be a new SWIMMER, VOLUNTEER or COMMITTEE member.

# NEW MEMBER DETAILS



The form is titled "Add New Member" and contains the following fields and sections:

- \*Legal First Name**: Text input field.
- Middle Name**: Text input field with a checkbox below it labeled "This member has no middle name".
- \*Legal Last Name**: Text input field.
- \*Preferred First Name**: Text input field.
- \*Gender**: Dropdown menu.
- Member's Mobile Phone Number**: Text input field.
- \*Date of Birth (DD/MM/YYYY)**: Text input field.
- Age (on 31/12/2021)**: Text input field.
- Shirt Size**: Dropdown menu.
- Trousers/Shorts Size**: Dropdown menu.
- \*Physician Name**: Text input field.
- \*Physician Office Phone**: Text input field.
- Medical Information/Notes**: Large text area.
- Medication**: Text area.
- \*Location**: Dropdown menu with "Select..." as the placeholder.
- \*Register to this Group**: Text input field with a "View Details" link next to it.

Red arrows point from the following instructions to the corresponding fields in the form:

- From the first instruction to the "Middle Name" field.
- From the second instruction to the "Medical Information/Notes" field.
- From the third instruction to the "Location" dropdown menu.
- From the fourth instruction to the "Register to this Group" field.

Complete all details for the new MEMBER.  
Remember to add any medical conditions  
we may need to know about.

Select WV ACTIVE CENTRAL from the Location  
dropdown list.

Select one of the following groups as appropriate  
from the dropdown list;  
SWIMMERS  
VOLUNTEERS  
COMMITTEE

# NEW MEMBER DETAILS

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

Swim England Registration

\*Are you a Swim England Member:  
☐ Yes ☒ No

Swim England Category:

\*Country Of International representation  
☒ England ☐ Scotland ☐ Wales ☐ Other:

\*Activity (Please tick any of the relevant boxes below)

<input type="checkbox"/> Diver	<input type="checkbox"/> High Diver	<input type="checkbox"/> Master Diver	<input type="checkbox"/> Open Water Swimmer
<input type="checkbox"/> Master Open Water Swimmer	<input type="checkbox"/> Swimmer	<input type="checkbox"/> Master Swimmer	<input type="checkbox"/> Para-Swimmer
<input type="checkbox"/> Synchronised Swimmer	<input type="checkbox"/> Master Synchronised Swimmer	<input type="checkbox"/> Water Polo Player	<input type="checkbox"/> Master Water Polo Player
<input type="checkbox"/> Official / Volunteer	<input type="checkbox"/> Paid Workforce	<input type="checkbox"/> Other (Parent / Life Member)	

Dual Recognition (if applies)

Club Code:  ☐ Rank Dual Club

Join Date:

If you are already a Swim England member select YES and add your SE membership number. Otherwise answer NO

**\*\* IMPORTANT \*\***

Please pick the Swim England Category CAREFULLY

**\*\*ALL SWIMMERS\*\***

Please select CLUB COMPETE (CAT2)

VOLUNTEERS/COMMITTEE

Please select CLUB SUPPORT (CAT3)

SWIMMERS UNDER 9 YRS OLD

**Only under 9 yr olds may select CLUB TRAIN (CAT1)**

Select the Country of Representation (default will be England) and the type of Activity you wish to register for.

Then click the **Add** button

# WAIVERS AND ACCEPTANCE 1

## Video/Media Consent

[Print](#)

In order to record images of a Club member we need the permission of that member or their parent/guardian.

All images published will comply with Swim England guidelines and the WSC Photography Policy, which can be found in the Consolidated Codes of Conduct document.

**Wolverhampton Swimming Club** have my permission to use image data for the following:

1. in the club prospectus and other printed publications produced for promotional purposes.
2. on displays & notice boards etc.
3. on the Club web site and official WSC social media.
4. Video analysis.
5. for general media.

If you see anything you are unhappy with please notify a WSC committee member with your concerns.



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

Now we have to accept various policies, waivers and rules.

The Video/Media policy is Optional for all.  
However we would like to use your images on the website and for promotional purposes.



# WAIVERS AND ACCEPTANCE 2

## Medical Release Waiver



In a medical emergency affecting a child under 18, the Club will make every effort to contact a parent/guardian. It may be necessary for the Club to obtain emergency treatment for your child for which written consent is required.

I certify that I am the parent or legal guardian for my child(ren).

In the event of accident, injury or illness, I hereby give permission for any Coach, Teacher, Supervisor or other Team Official associated with **Wolverhampton Swimming Club** to obtain appropriate medical attention from a competent medical practitioner, when it would not be in my child(ren)'s interest, in a doctor's opinion, for there to be any delay in seeking my personal consent.

I will be responsible for any, and all costs associated with any necessary medical attention and/or treatment.

I hereby waive, release and forever discharge **Wolverhampton Swimming Club** and any associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Wolverhampton Swimming Club** activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my child(ren) is (are) physically fit and capable of participation in all Swim Team activities.



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

Acceptance of the following 4 sections are mandatory conditions of membership.

All have to be accepted – it is a requirement that the boxes are ticked to proceed.





# WAIVERS AND ACCEPTANCE 3

## Liability Waiver

[Print](#)

By registering myself and/or my child(ren) with **Wolverhampton Swimming Club**, I agree to participate (or allow my child(ren) and family members to participate) in the activities of **Wolverhampton Swimming Club**, and hereby release **Wolverhampton Swimming Club**, its committee, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the **Wolverhampton Swimming Club** program, including travel to and from training sessions, swim meets or other scheduled team activities.

I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the **Wolverhampton Swimming Club** program.

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

It is a requirement that this box is ticked to proceed.



# WAIVERS AND ACCEPTANCE 4

## WSC Club Rules

[Print](#)

I have read through the Codes of Conduct of **Wolverhampton Swimming Club** and confirm my understanding and acceptance that such Codes (as amended from time to time) shall govern my membership of the Club. **This includes the "Attendance and Expectations" criteria, in the "Codes of Conduct for Swimmers", and the "WSC Photography Policy".**

Click [HERE](#) to see the "Consolidated Codes of Conduct".

I further acknowledge and accept the responsibilities of membership upon members as set out in these Codes.

Some of our younger swimmers may need to have the Codes carefully explained to them by a parent or carer where appropriate.



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


It is a requirement that the box is ticked to proceed.

A copy of the consolidated Codes of Conduct was attached to the renewal email, but the Codes can also be downloaded from the website in the Membership section.



# WAIVERS AND ACCEPTANCE 5

WSC Glass Policy



Wolverhampton Swimming Club has a zero tolerance policy regarding glass containers, and any other item that contains glass in any form, being brought into any building that we use for training sessions. This means all swimmers, coaches, parents, etc. must not bring any glass item to sessions and anyone found contravening this rule may be subject to disciplinary action or even expulsion from the club.

The above also applies on poolside with other breakable materials such as ceramics, hard plastics, etc.

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

Go Back

Continue

It is a requirement that the box is ticked to proceed.

Click Continue once all Policies, Waivers and Rules have been accepted



# CONFIRMING DETAILS

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

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**Account Info**

<b>Testey McTest</b> 52 Festival Road  London, Londonshire EC1 2CE ☎ 018118055	<b>Emergency Contact</b> Mister McTest  018118055
--	--

[Edit Account Info](#)

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

Athlete to be registered	Group	Date of Birth	Age	Gender	Fees
Daughter MCTEST	Swimmers / Full	24/12/2000	21	Female	Reg: <b>£45.00</b> ASA Category 2: <b>£35.75</b>
Missus MCTEST	Volunteers / Associate	24/12/1990	31	Female	Reg: <b>£0.00</b>
Sonof MCTEST	Swimmers / Full	24/12/2010	11	Male	Reg: <b>£45.00</b> ASA Category 2: <b>£35.75</b>
Testey MCTEST	Committee / Full	24/12/1980	41	Male	Reg: <b>£0.00</b>

Subtotal: **£161.50**

Multi-Athlete Discount: **£-10.00**

Total: **£151.50**

Next we see confirmation of the new members and the registration fees chargeable

Any multi swimmer discounts will be confirmed here



# CONFIRMING DETAILS

Subtotal: £101.00  
Multi-Athlete Discount: £-10.00  
Total: £151.50

Payment Method

Bank Transfer

Account Name: Wolverhampton Swimming Club Sort Code: 40 - 47 - 11 Account Number: 70883107

[Go Back](#)

[Proceed to Checkout](#)



Club bank account details are confirmed  
for all membership payments

Click PROCEED TO CHECKOUT



# SUBMIT REGISTRATION

Registration Total:  
£ 151.50

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

**Billing Details**

E-mail Address  First Name  Last Name  Phone

Street Address One

Street Address Two

City  County  Post Code

**Payment Information**

Your team registration fee is **£151.50**. Please pay by the custom payment method:  
Account Name: Wolverhampton Swimming Club Sort Code: 40 - 47 - 11 Account Number: 70883107

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

Almost there!

Final confirmation of the billing account details and the amount due to be paid.

Click SUBMIT REGISTRATION to complete the process

# PROCESS COMPLETE

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## Success!

Registration Fees £151.50

Total of 4 member(s) registered.

[Print-friendly Receipt](#)

Your registration has been successfully processed. Thank you!

A receipt of the charges has been emailed to

If you are registering as a new Member, once your registration is approved by our team, you will receive a separately emailed **Sign In** instructions granting you access to your private online Account.

As a registered member of **Wolverhampton Swimming Club**, signing into your private account delivers you access to job sign-ups, entering swim meets and training camps, private time tracking participation and much more.

Welcome to our Club!

Note: For security reasons, after a successful registration, you have to re-login by using the Sign In button below.

[Back to Home page](#)


[Sign In](#)

Click SIGN IN to access your account



# EMAIL CONFIRMATION

Wolverhampton Swimming Club: 2021 Membership Renewals

 notifications+wdwsc@teamunify.com  
To



**Wolverhampton Swimming Club**

## Registration Receipt

### Account Info

Testey McTest  
52 Festival Road  
London, Londonshire EC1 2CE  
018118055

### Billing Detail

Testey McTest  
52 Festival Road  
London, Londonshire EC1 2CE  
018118055

Athlete(s) registered on 28/12/2020  
Payment Method: Custom Payment  
Invoice: REG-WDWSC.35331.1311514.902107

Athlete	Group	Status	Fee
MCTEST, Daughler	Swimmers / Full	<b>[Not Paid]</b>	Swim England Category 2: £35.75 Reg: £45.00
MCTEST, Missus	Volunteers / Associate	<b>[Not Paid]</b>	£0.00
MCTEST, Sonof	Swimmers / Full	<b>[Not Paid]</b>	Swim England Category 2: £35.75 Reg: £45.00
MCTEST, Testey	Committee / Full	<b>[Not Paid]</b>	£0.00

Subtotal £161.50

Per Family Charge £0.00

Multi-Athlete Discount -£10.00

Total Paid £0.00

Balance Owed £151.50

Thank You

Shortly after submitting your registration, you will receive an email receipt confirming the details and the amount payable.

PLEASE NOTE that payment must be received ASAP after receiving this email to avoid any issues with the Club processing your membership.

You will be able to see any payments and the membership charges on your account soon.

TU ONLINE MEMBERSHIP REGISTRATION



**WOLVERHAMPTON  
SWIMMING CLUB**

# NEXT STEPS

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- WSC Club admin will check and approve your registration once membership fees have been received
- Payment via bank transfer is preferred. Credit/Debit card options are available
- Member details will be added to the Swim England OMS database
- A Swim England membership number will be generated within a few days
- Congratulations! You are now a fully fledged member of WSC. Please now install the “OnDeck” app on your phone – see next slide.
- Problems with the registration process..?
  - Please contact [membership@wolverhamptonsc.co.uk](mailto:membership@wolverhamptonsc.co.uk)
- The club is always looking for volunteers to help out – please chat to a committee member if you fancy helping poolside, training to be an official, coming on the committee, etc.



## OnDeck App

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With Team Unify there is a mobile phone app called OnDeck that you can use to keep an eye on events, check your account, see your swimmers PB's and many other things.

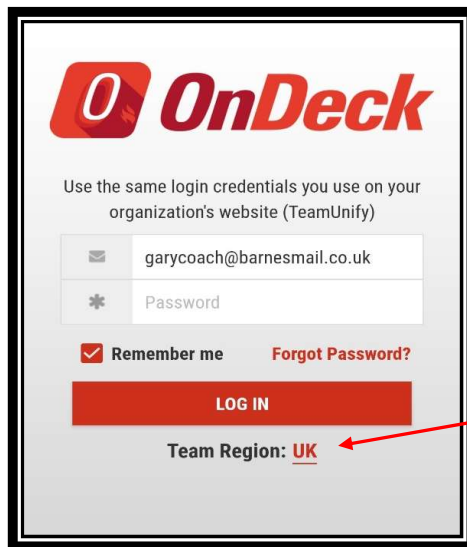
Please install this app as it is also a very valuable communication tool where we can easily pass important messages round such as “pool closed tonight” as well as other useful messages.

Just search for “**OnDeck**” on the Google Play Store or Apple App Store.

# OnDeck App – Login Issues

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To login to OnDeck just use the email address and password that you use to login to Team Unify.



OnDeck

Use the same login credentials you use on your organization's website (TeamUnify)

garycoach@barnesmail.co.uk

Password

☒ Remember me [Forgot Password?](#)

LOG IN

Team Region: UK

If you have problems logging in the first thing to check is that the “Team Region” is set to **UK**

Any other problems just get in touch with Gary at [headcoach@wolverhamptonsc.co.uk](mailto:headcoach@wolverhamptonsc.co.uk)