WOLVERHAMPTON SWIMMING CLUB

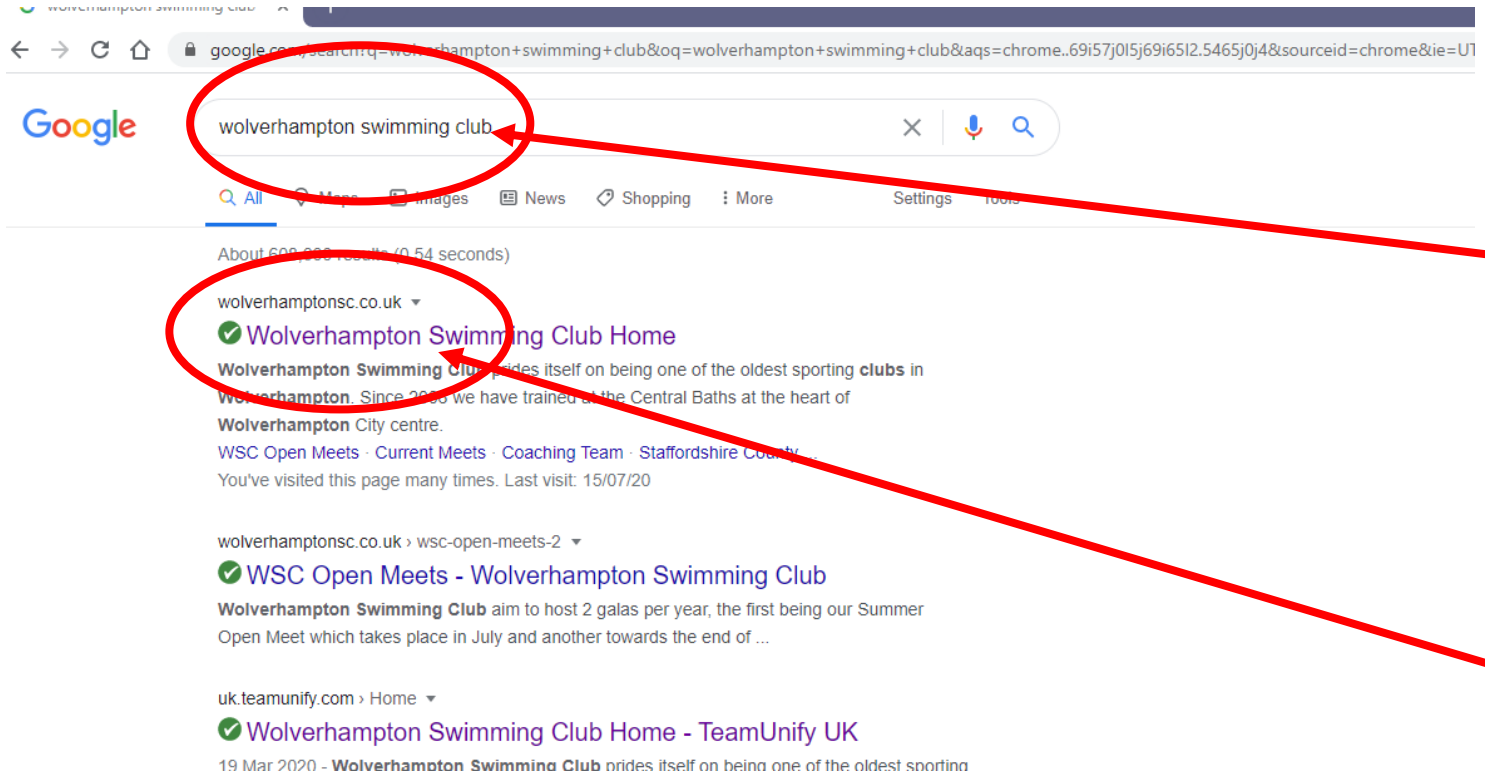
Founded 1876

(Affiliated to Staffordshire ASA & Swim England West Midlands)

A GUIDE TO…

ONLINE MEMBERSHIP REGISTRATION USING TEAMUNIFY

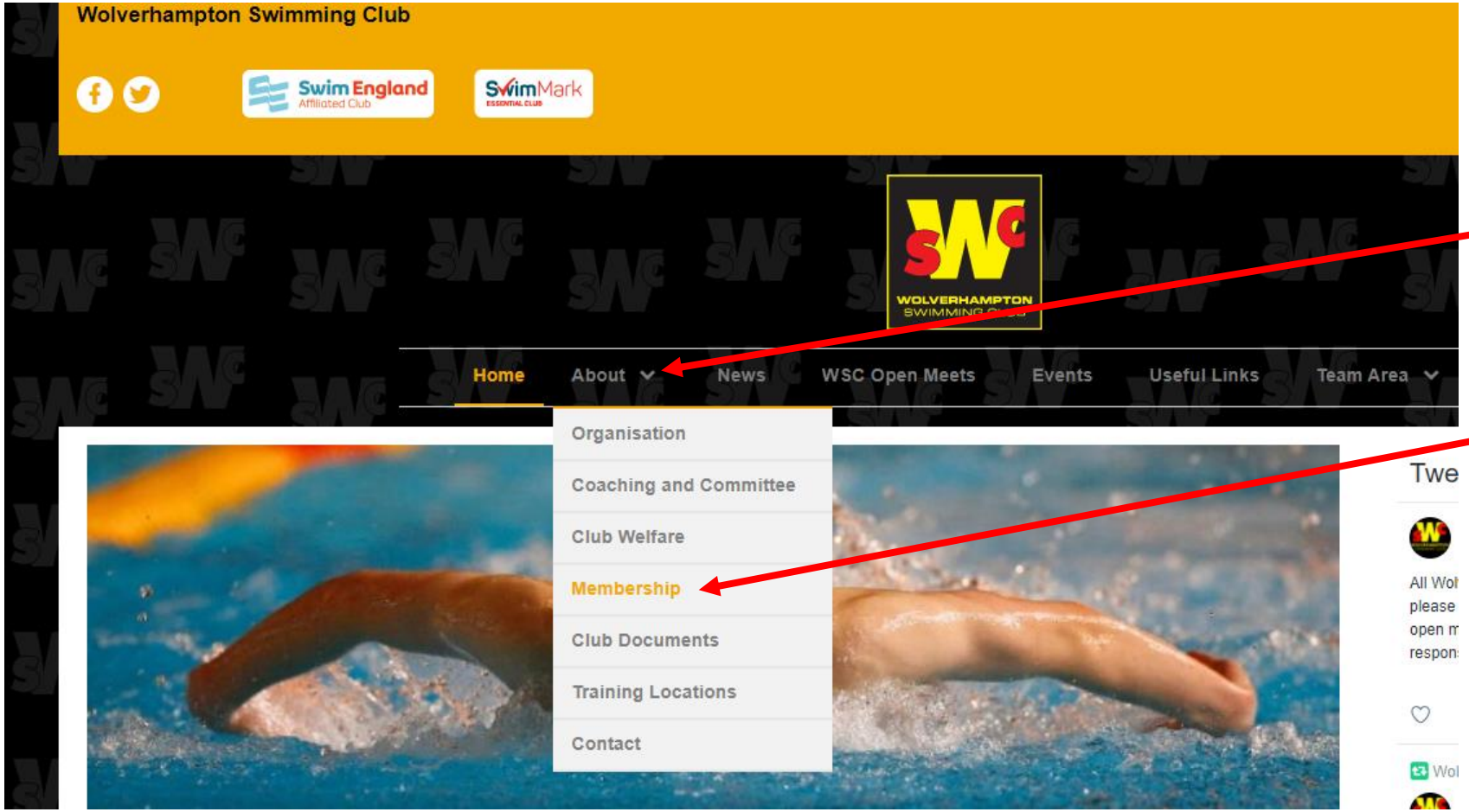
FIND OUR NEW SITE



Search for Wolverhampton Swimming Club

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

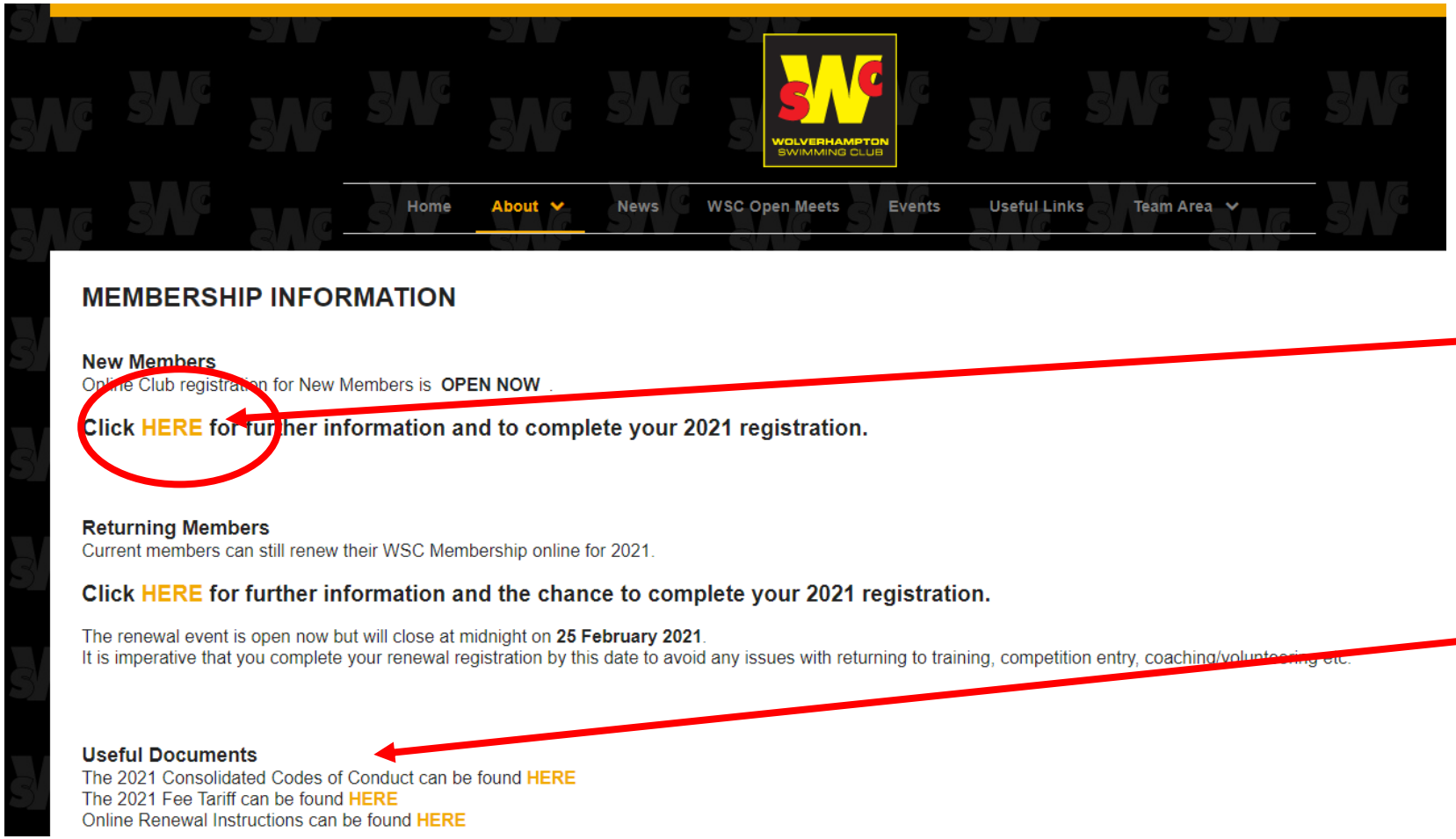
WSC HOMEPAGE



Click ABOUT on the menu options

From the dropdown list, select MEMBERSHIP

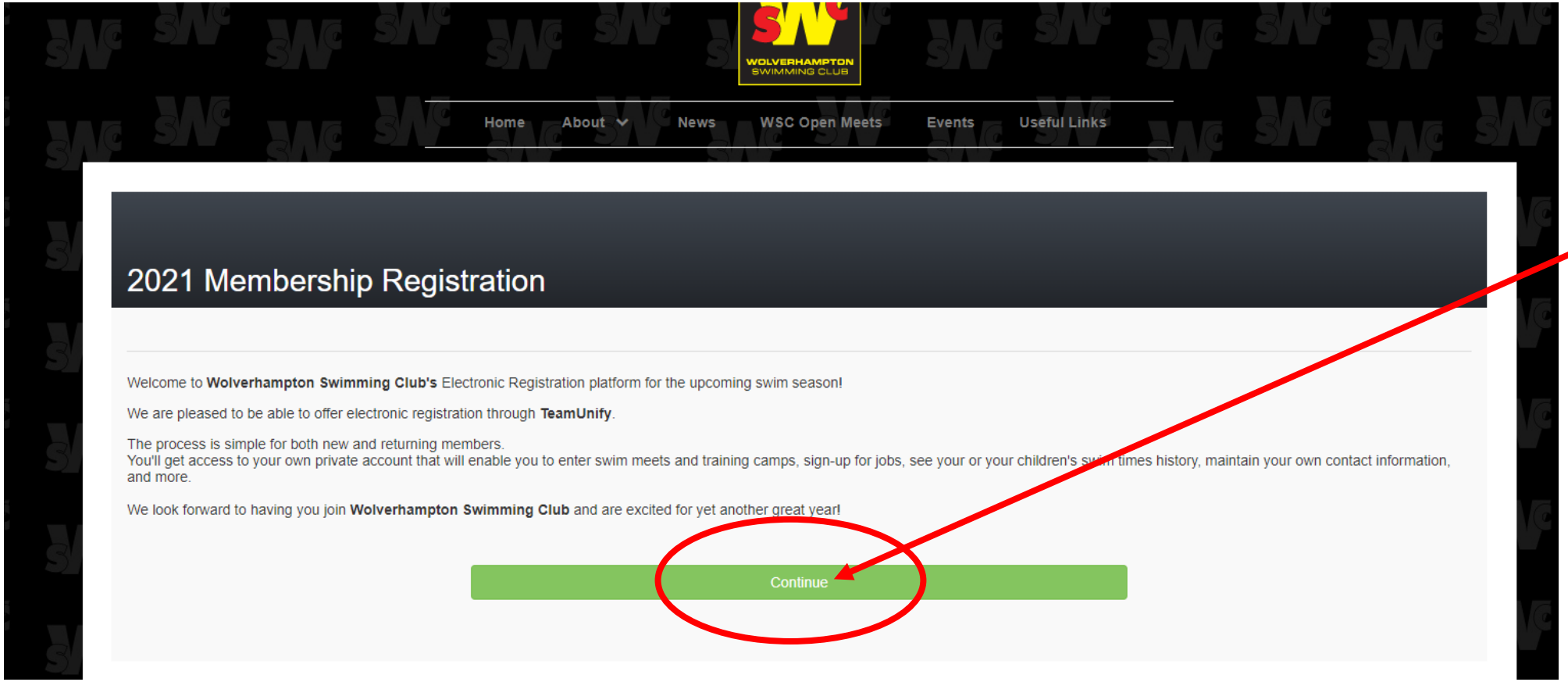
MEMBERSHIP PAGE



Click HERE on the NEW MEMBERS option

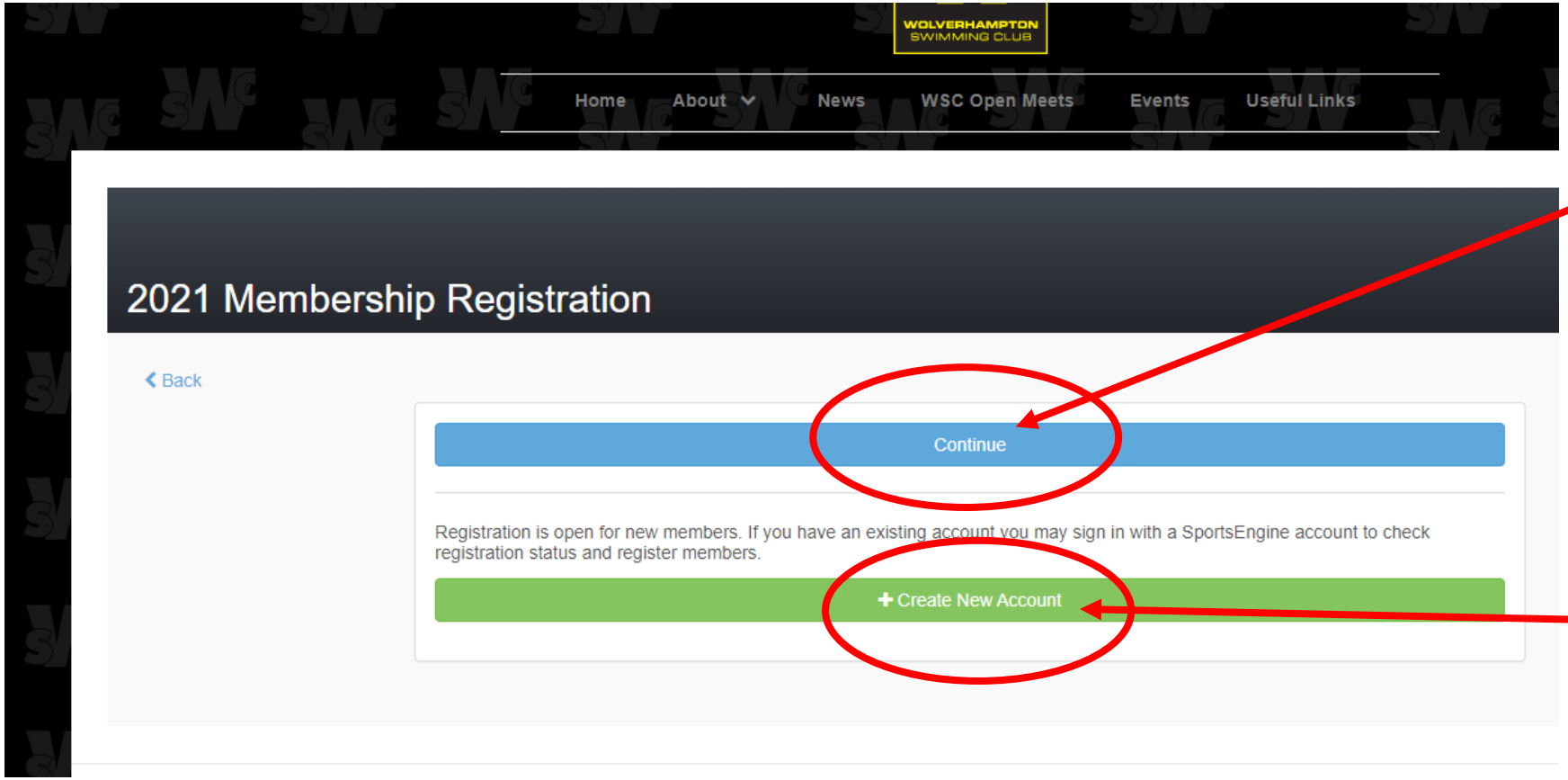
Some useful documents can be downloaded here for future reference…
Current Codes of Conduct
Current Fee Tariff
This Registration Guide

ONLINE REGISTRATION



Click CONTINUE

ONLINE REGISTRATION

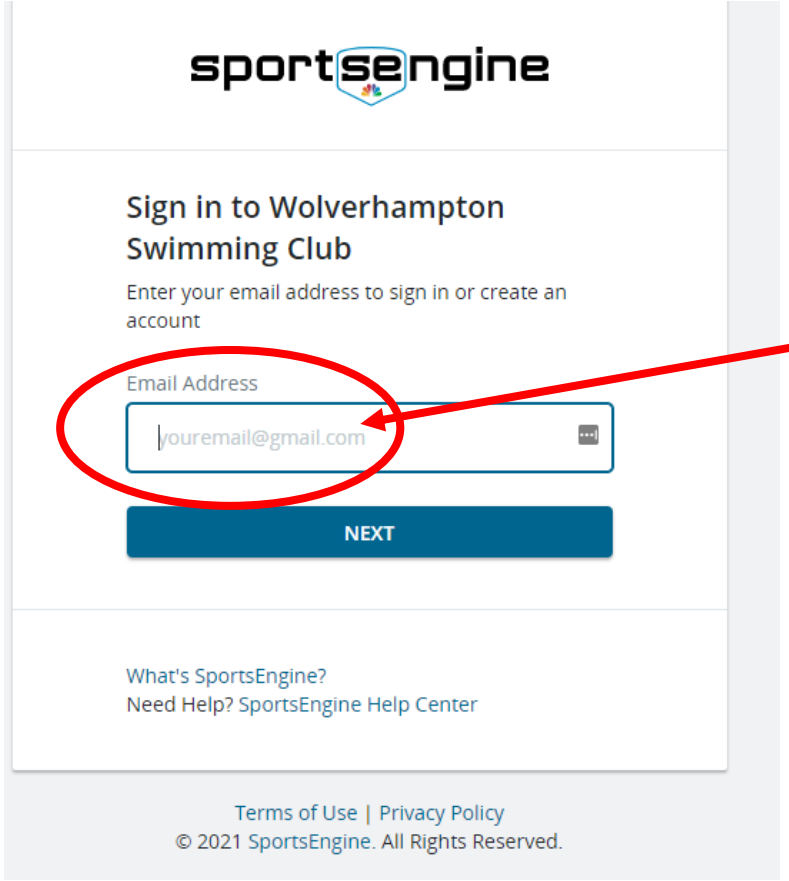


If you are an EXISTING account holder with WSC, click CONTINUE to sign in to your account.
You can skip to page 11 of this guide.

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

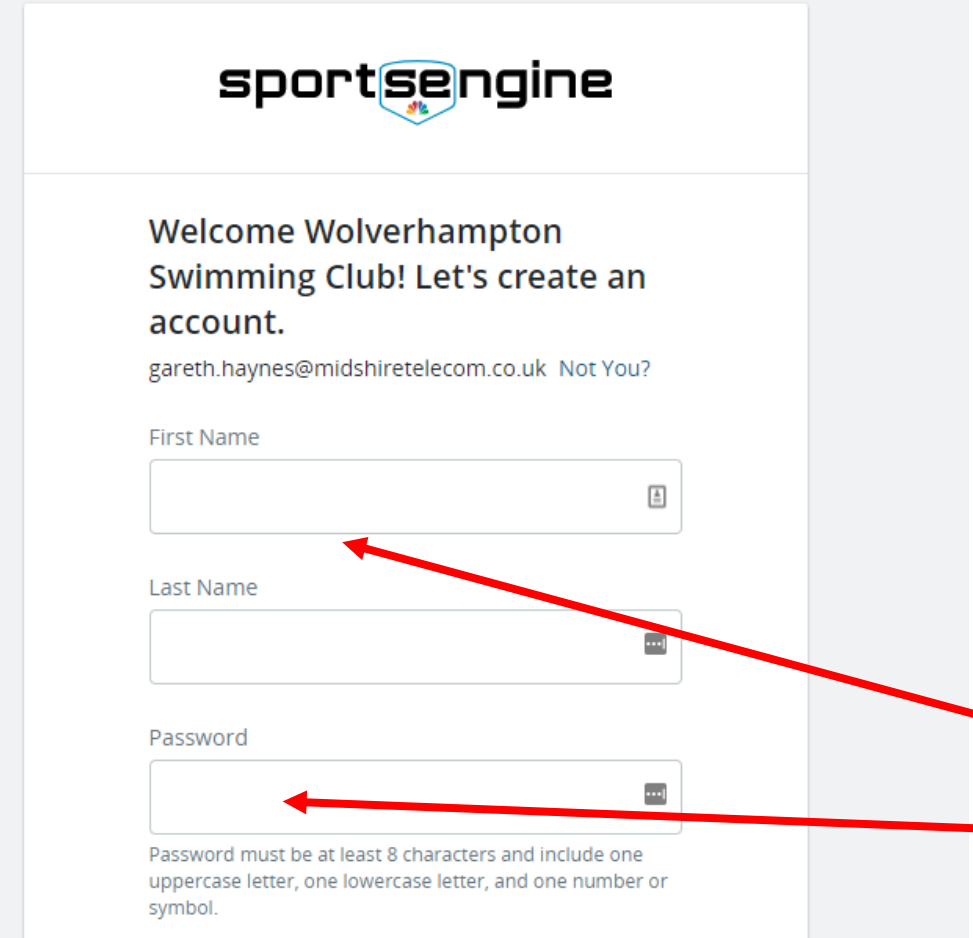
Click +CREATE NEW ACCOUNT to do this.
Please continue to page 7 of this guide.

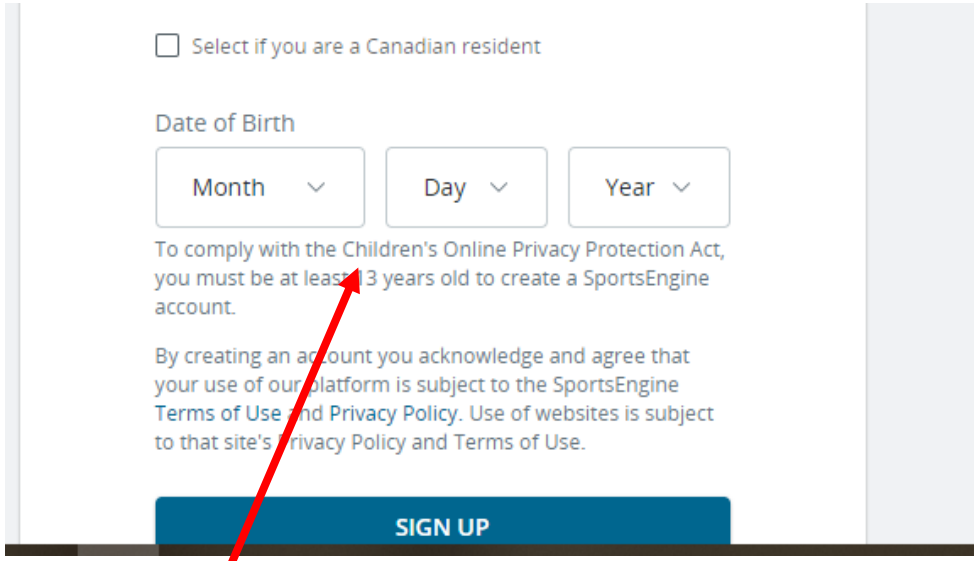
CREATING A NEW ACCOUNT



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

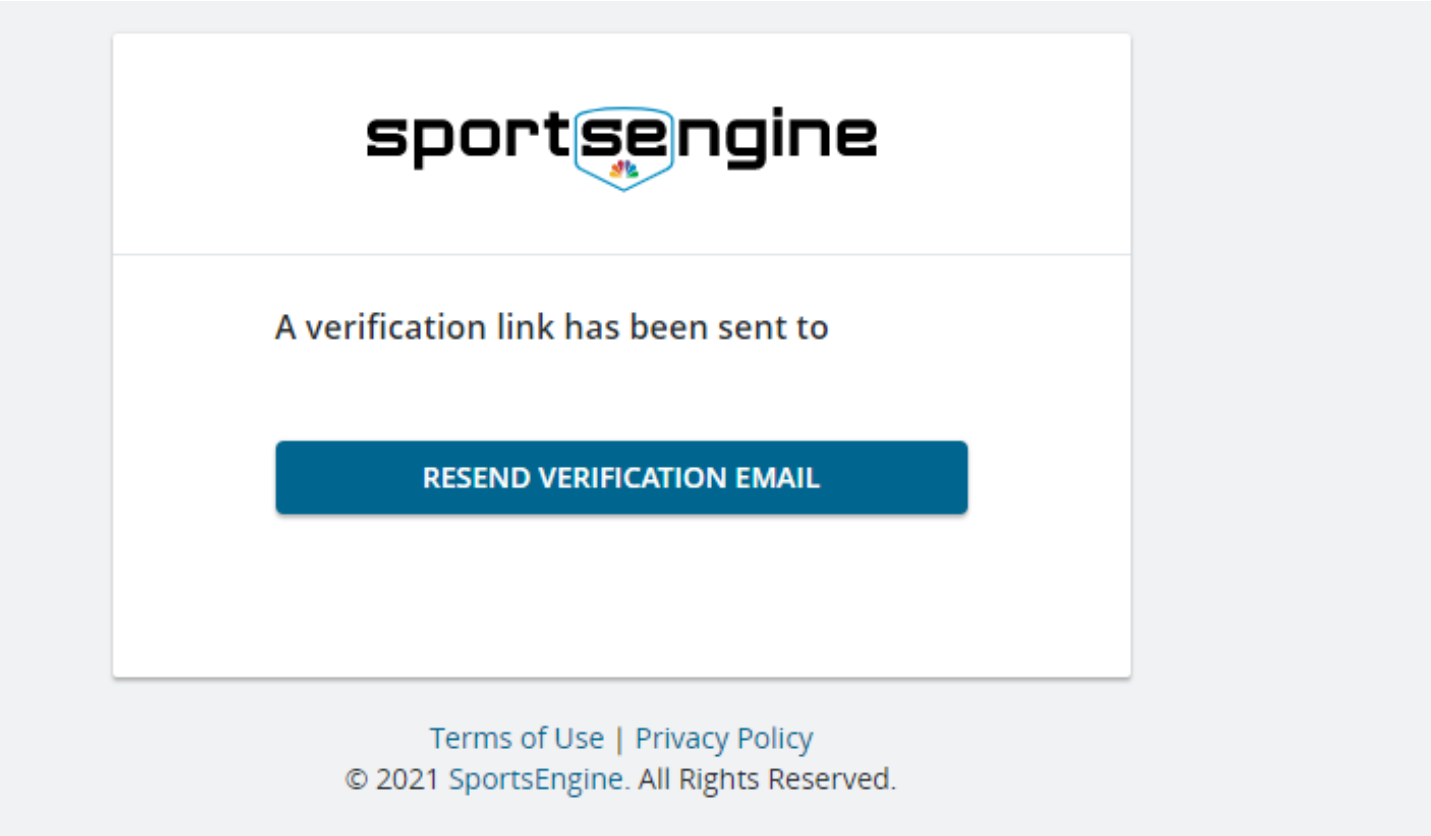
CREATING A NEW ACCOUNT





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

ACCOUNT VERIFICATION

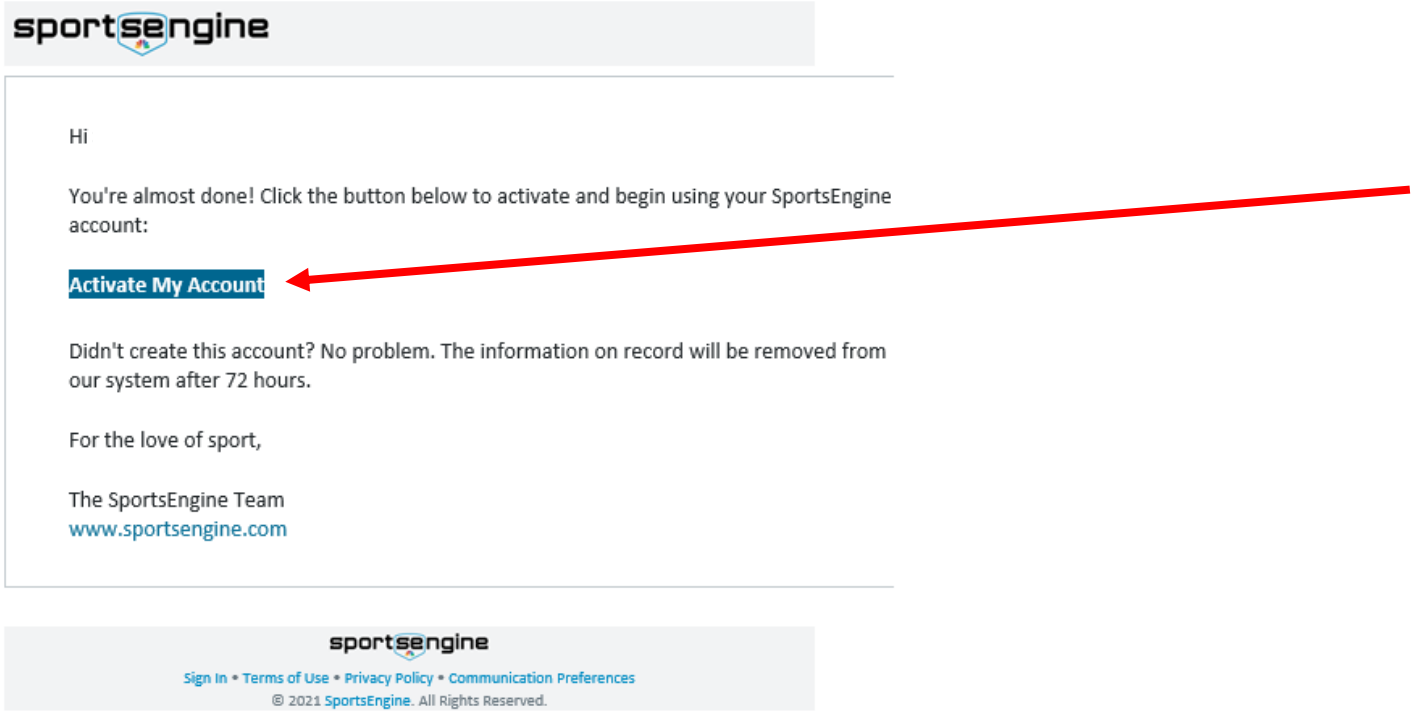


An account verification email will be sent to the email address you supplied.

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@mailer-h.sportsengine.com>
Date:
To:
Subject: Activate Your SportsEngine Account

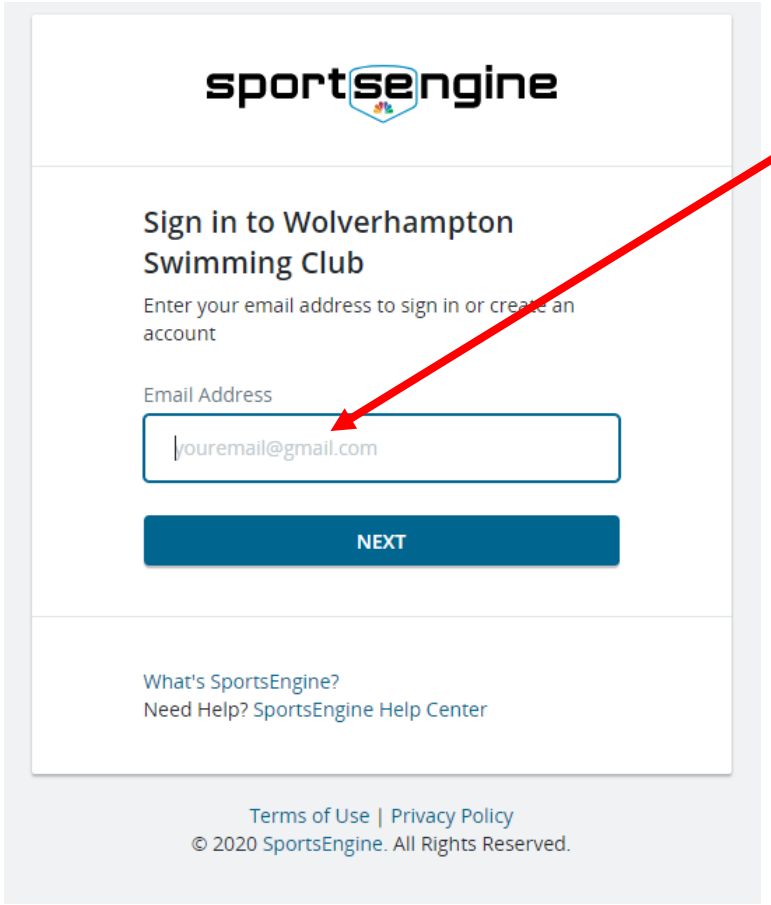


Once you receive the ACTIVATION email, click on the ACTIVATE MY ACCOUNT button.

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.

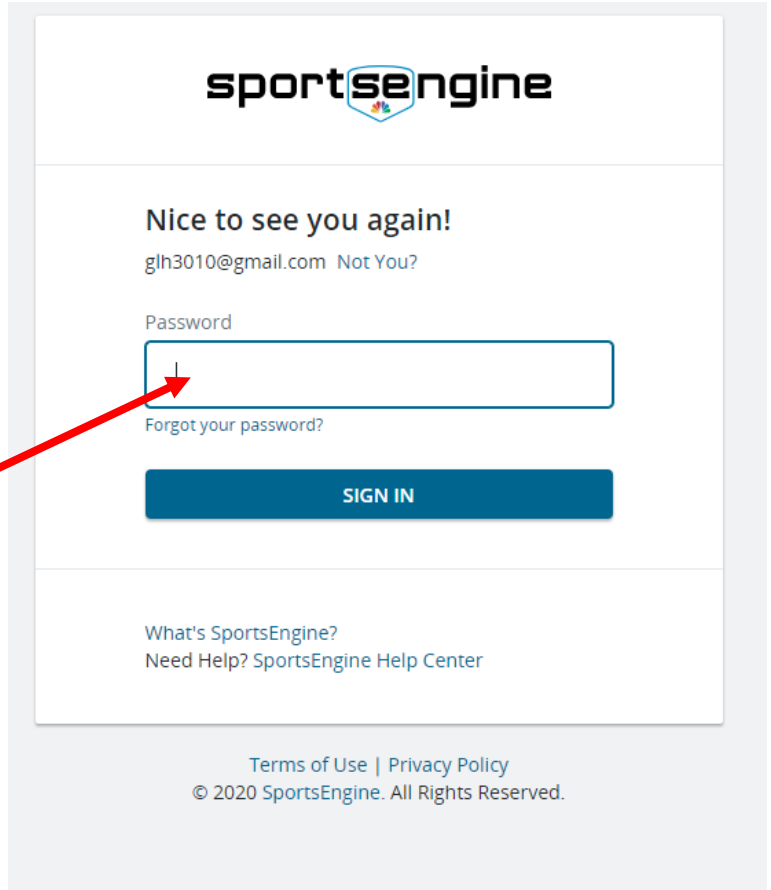
SIGN IN



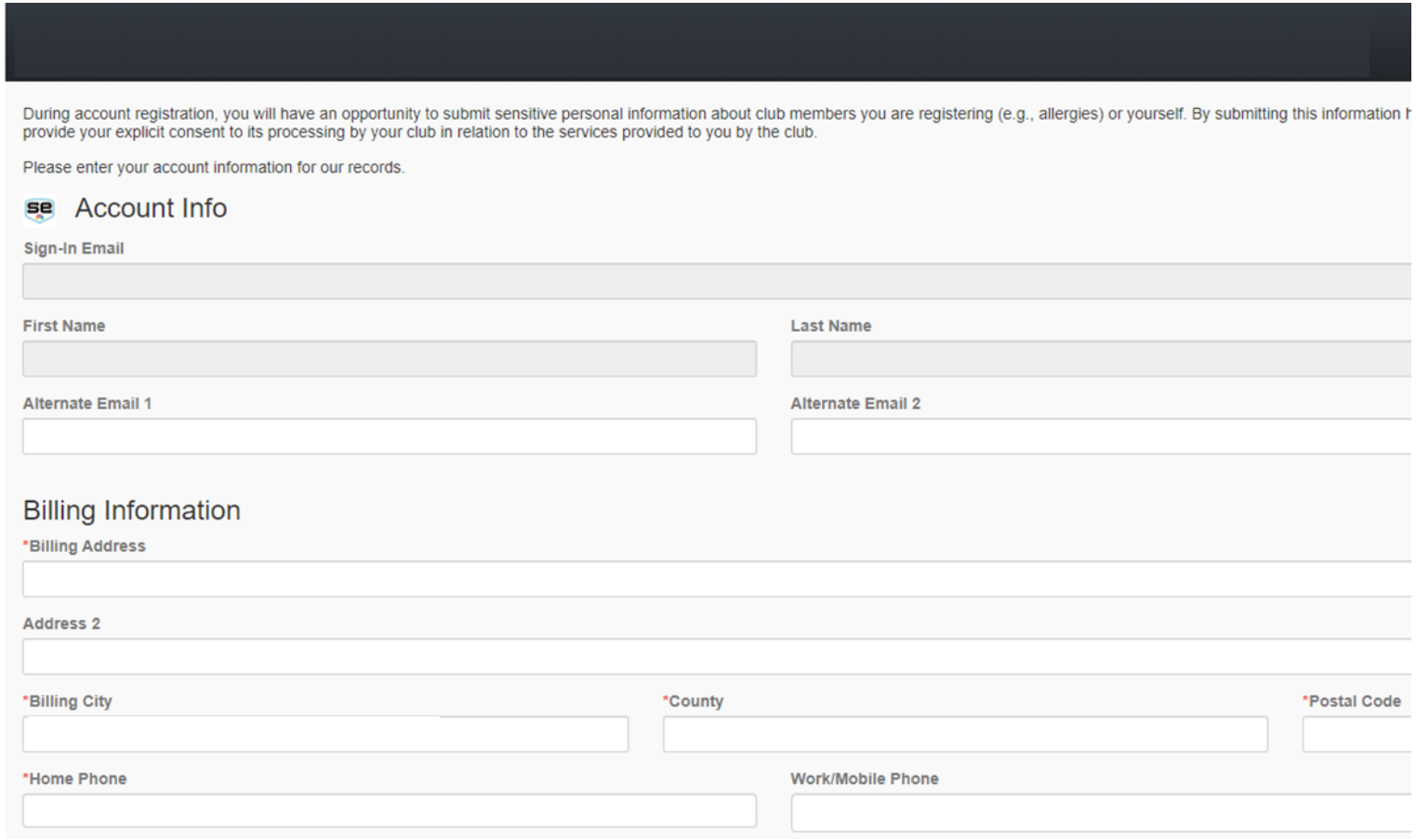
Enter your email address – this will be the one you use to access TeamUnify and OnDeck

Now the password for your account.

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



ACCOUNT INFO



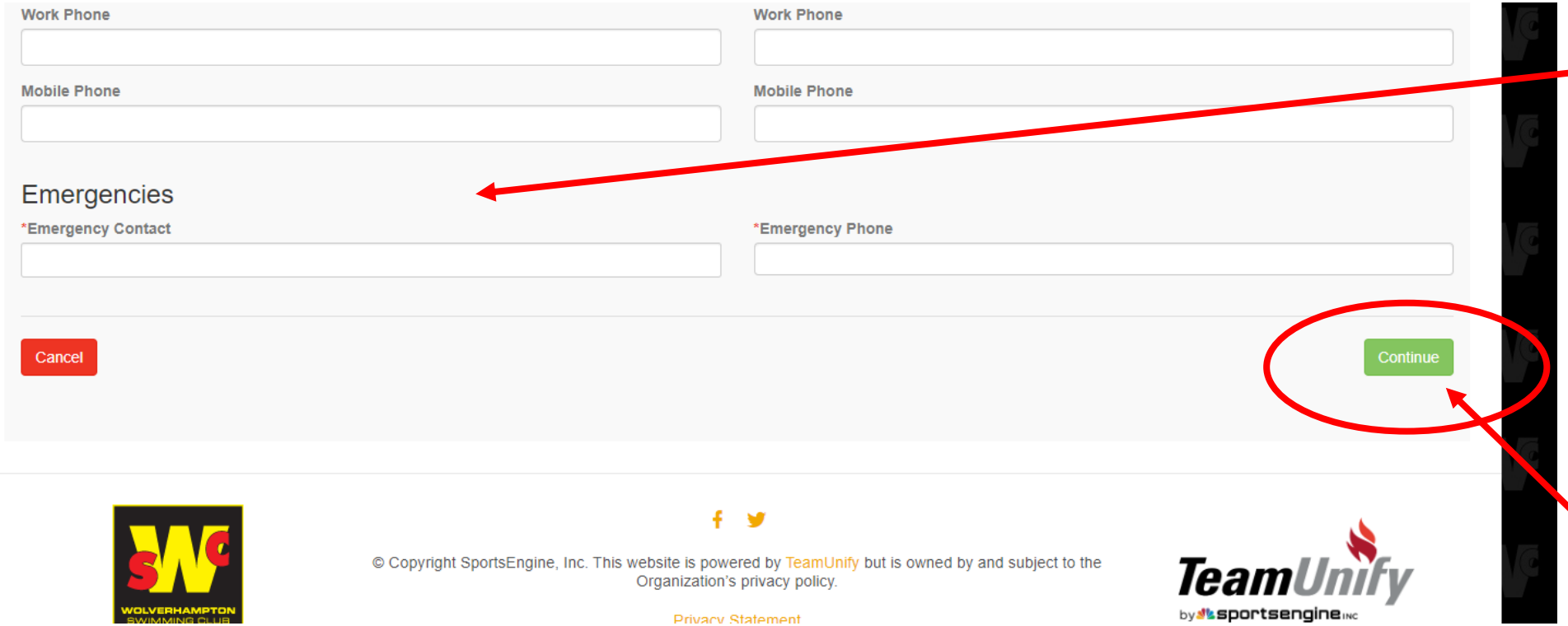
NEW ACCOUNTS

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.

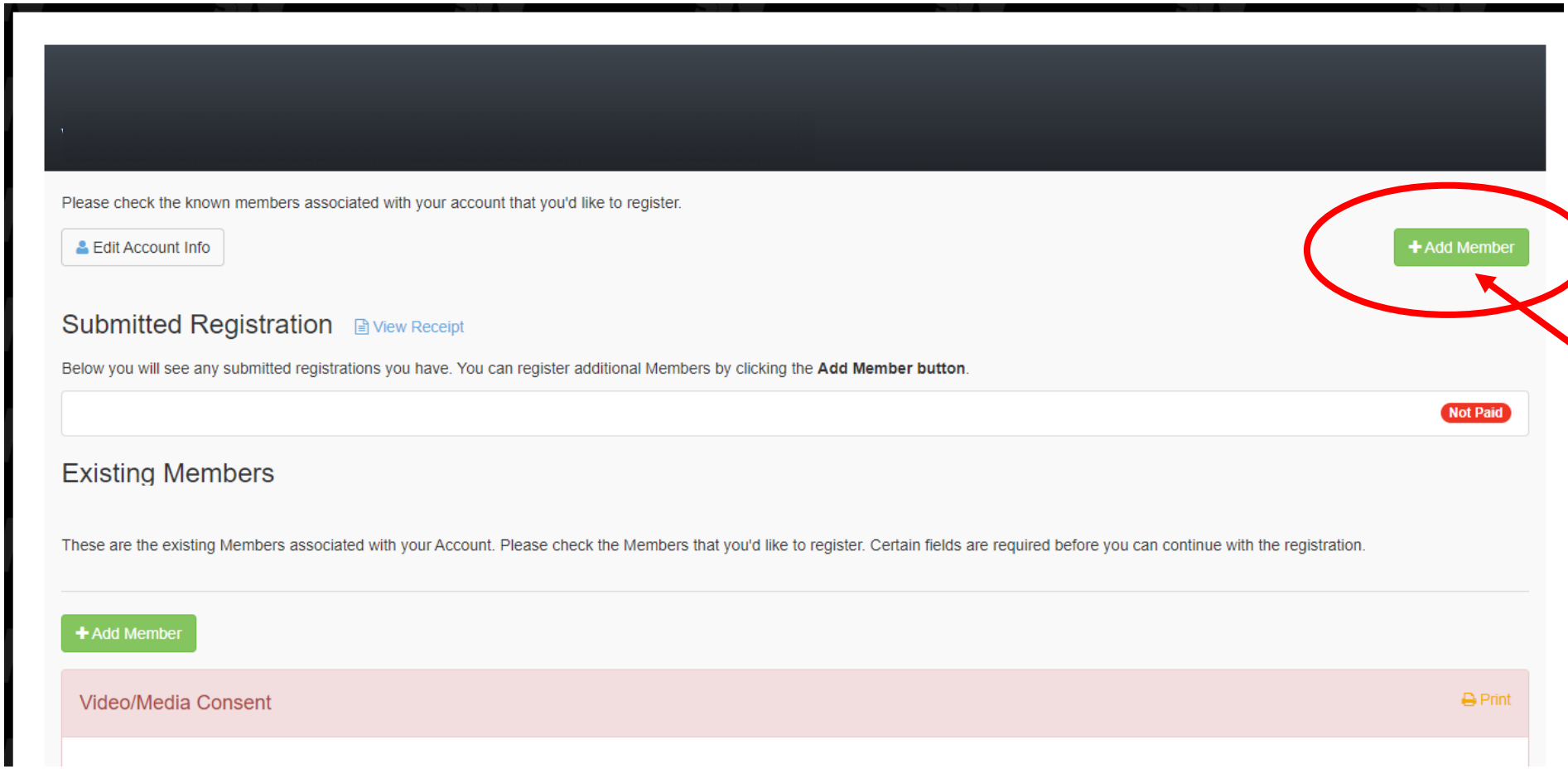
ACCOUNT INFO



Make sure you have supplied all emergency contacts.

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

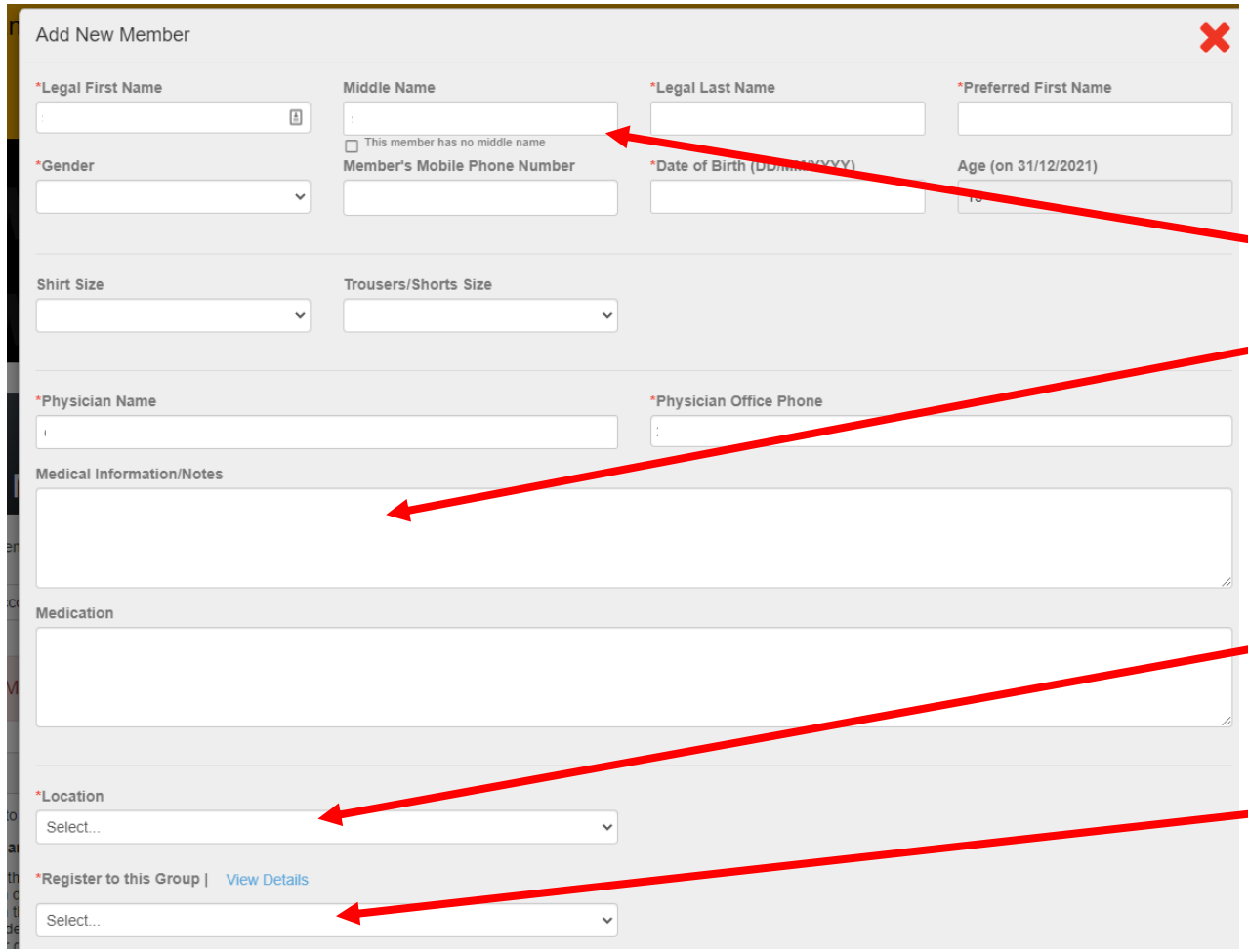
ONLINE REGISTRATION



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

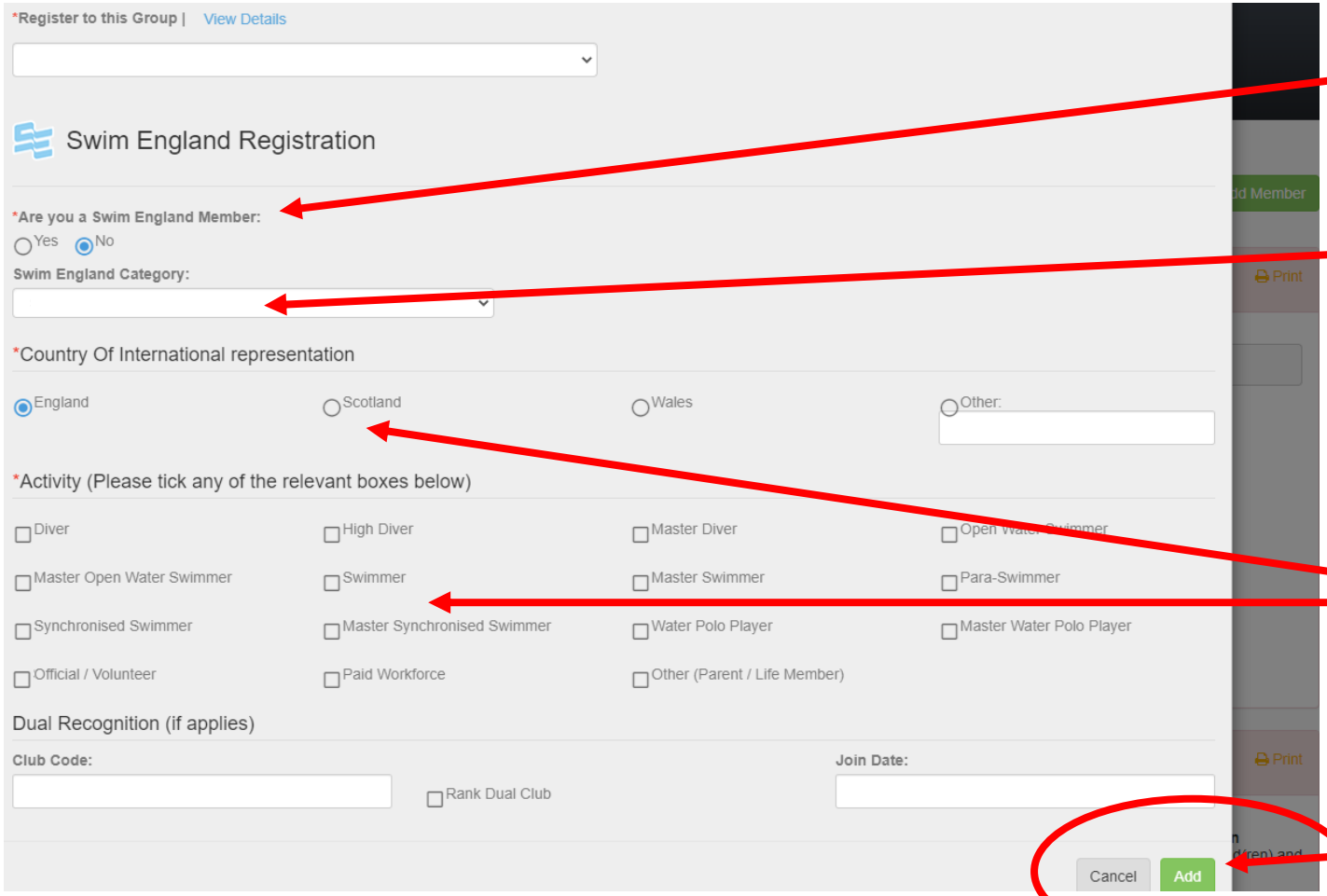


Complete all details for the new MEMBER. Remember to add any medical conditions we may need to know about.

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



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

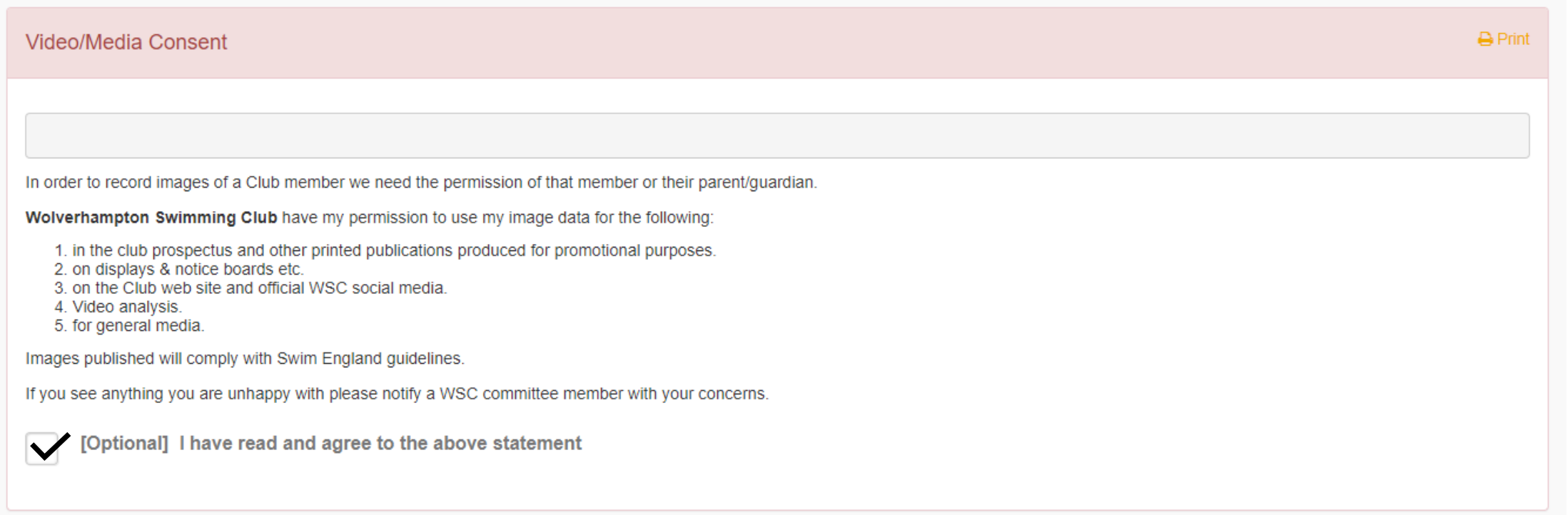
SWIMMERS
Please select CAT2 for competitive swimming

VOLUNTEERS/COMMITTEE
Please select CAT3

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



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

Print

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.

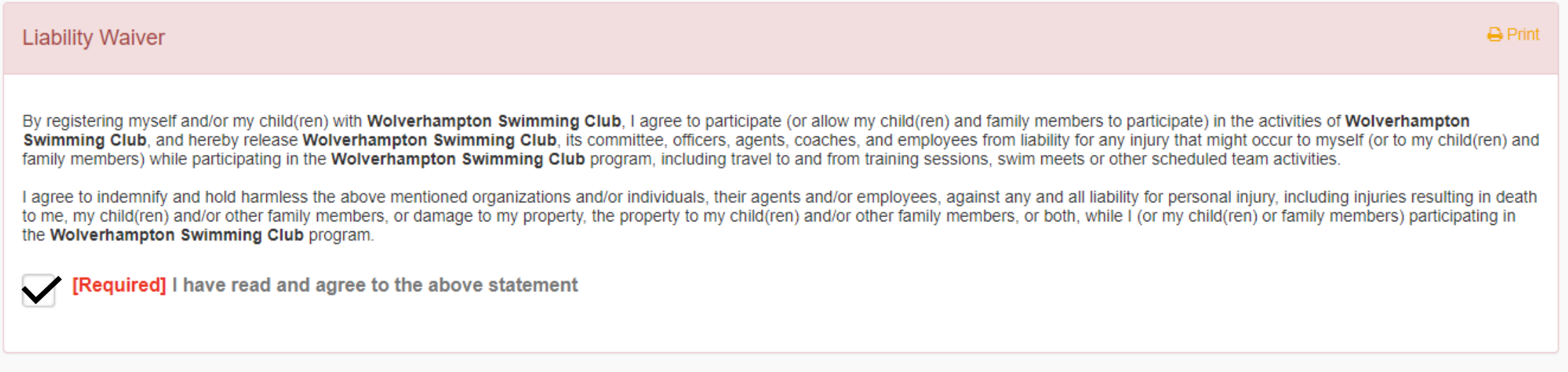
I hereby waive, release and forever discharge **Wolverhampton Swimming Club** and any associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Wolverhampton Swimming Club** 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 3 sections are mandatory conditions of membership.

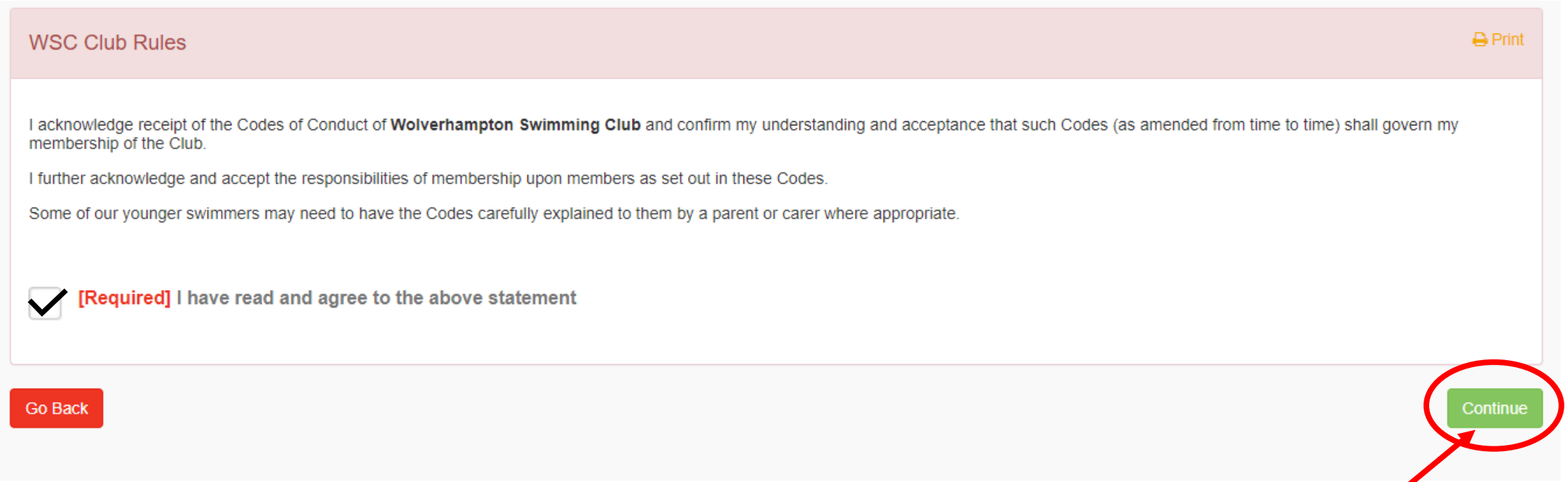
All have to be accepted – it is a requirement that the boxes are ticked to proceed.

WAIVERS AND ACCEPTANCE 3



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

WAIVERS AND ACCEPTANCE 4

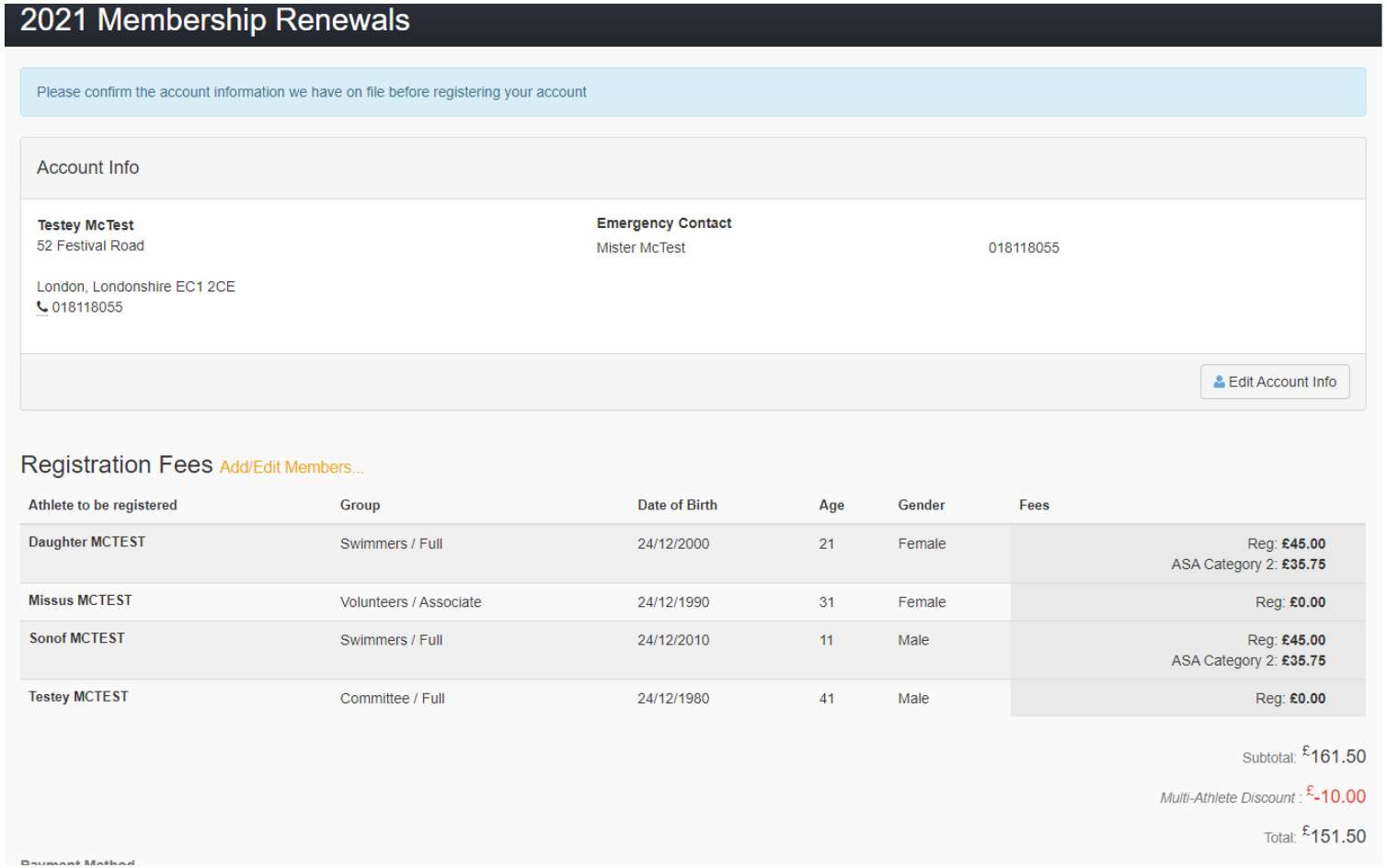


It is a requirement that the box is ticked to proceed.

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.

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

CONFIRMING DETAILS



2021 Membership Renewals

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

Account Info

Testey McTest
52 Festival Road

London, Londonshire EC1 2CE
018118055

Emergency Contact
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: **£45.00** ASA Category 2: **£35.75**
Missus MCTEST	Volunteers / Associate	24/12/1990	31	Female	Reg: **£0.00**
Sonof MCTEST	Swimmers / Full	24/12/2010	11	Male	Reg: **£45.00** ASA Category 2: **£35.75**
Testey MCTEST	Committee / Full	24/12/1980	41	Male	Reg: **£0.00**

Subtotal: £161.50

Multi-Athlete Discount : £-10.00

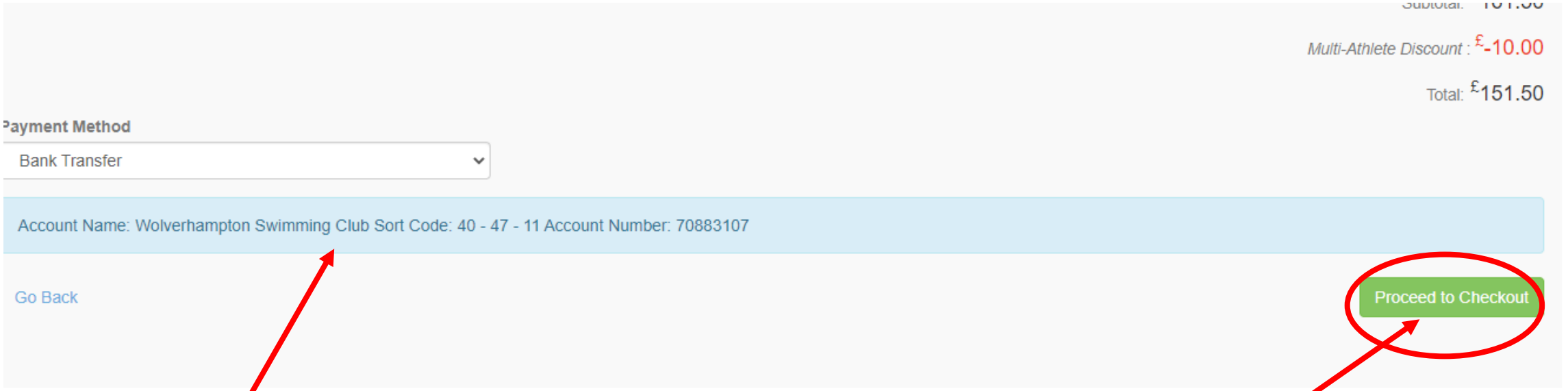
Total: £151.50

Payment Method

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

Any multi swimmer discounts will be confirmed here

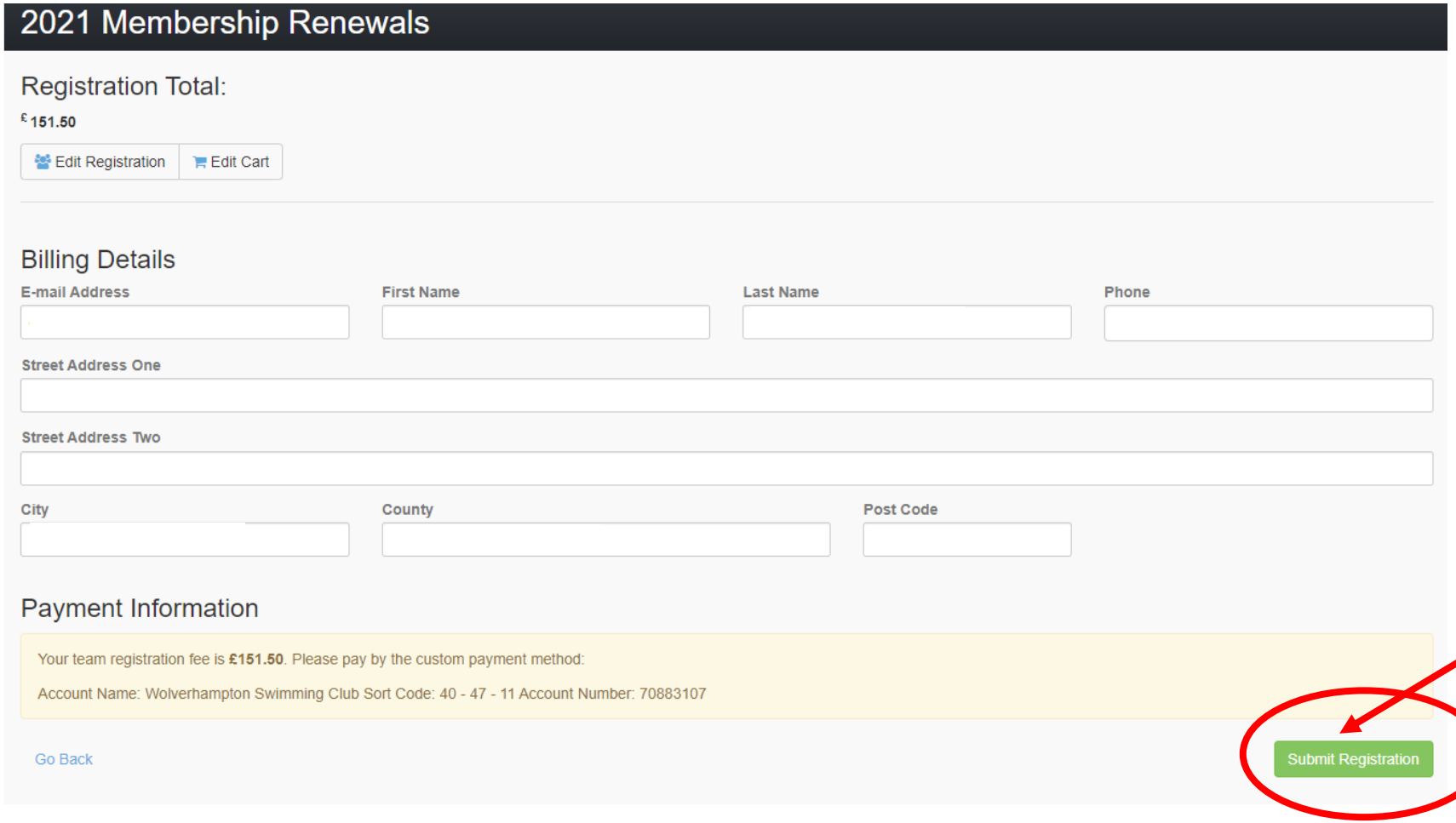
CONFIRMING DETAILS



Club bank account details are confirmed for all membership payments

Click PROCEED TO CHECKOUT

SUBMIT REGISTRATION

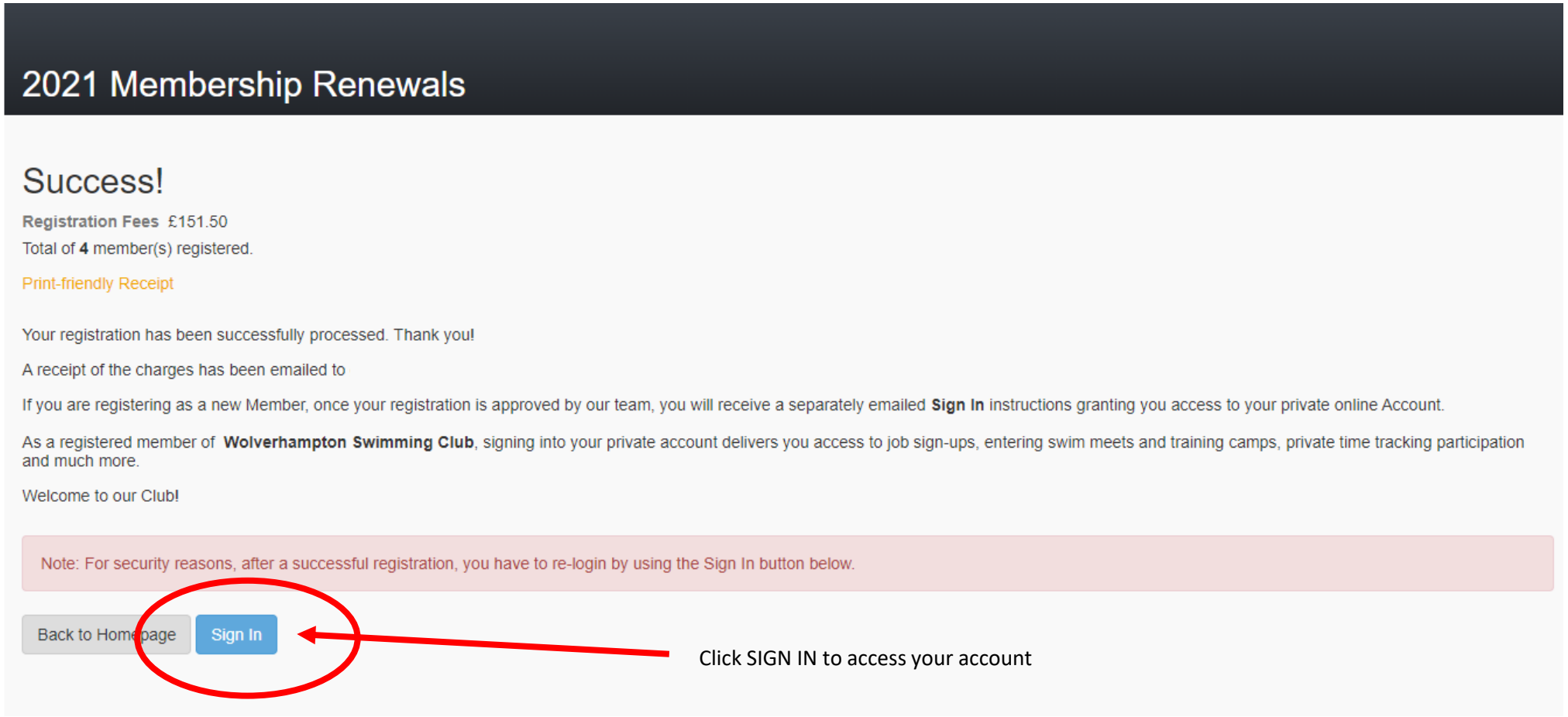


Almost there!

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

Click SUBMIT REGISTRATION to complete the process

PROCESS COMPLETE



Click SIGN IN to access your account

EMAIL CONFIRMATION

Wolverhampton Swimming Club: 2021 Membership Renewals

N 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, Daughter	Swimmers / Full	[Not Paid]	Swim England Category 2: £35.75 Reg: £45.00
MCTEST, Missus	Volunteers / Associate	[Not Paid]	£0.00
MCTEST, Sonof	Swimmers / Full	[Not Paid]	Swim England Category 2: £35.75 Reg: £45.00
MCTEST, Testey	Committee / Full	[Not Paid]	£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.

NEXT STEPS

- 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
- Problems with the registration process..?
  - Please contact membership@wolverhamptonsc.co.uk