WOLVERHAMPTON SWIMMING CLUB

Founded 1876

(Affiliated to Staffordshire ASA & Swim England West Midlands)

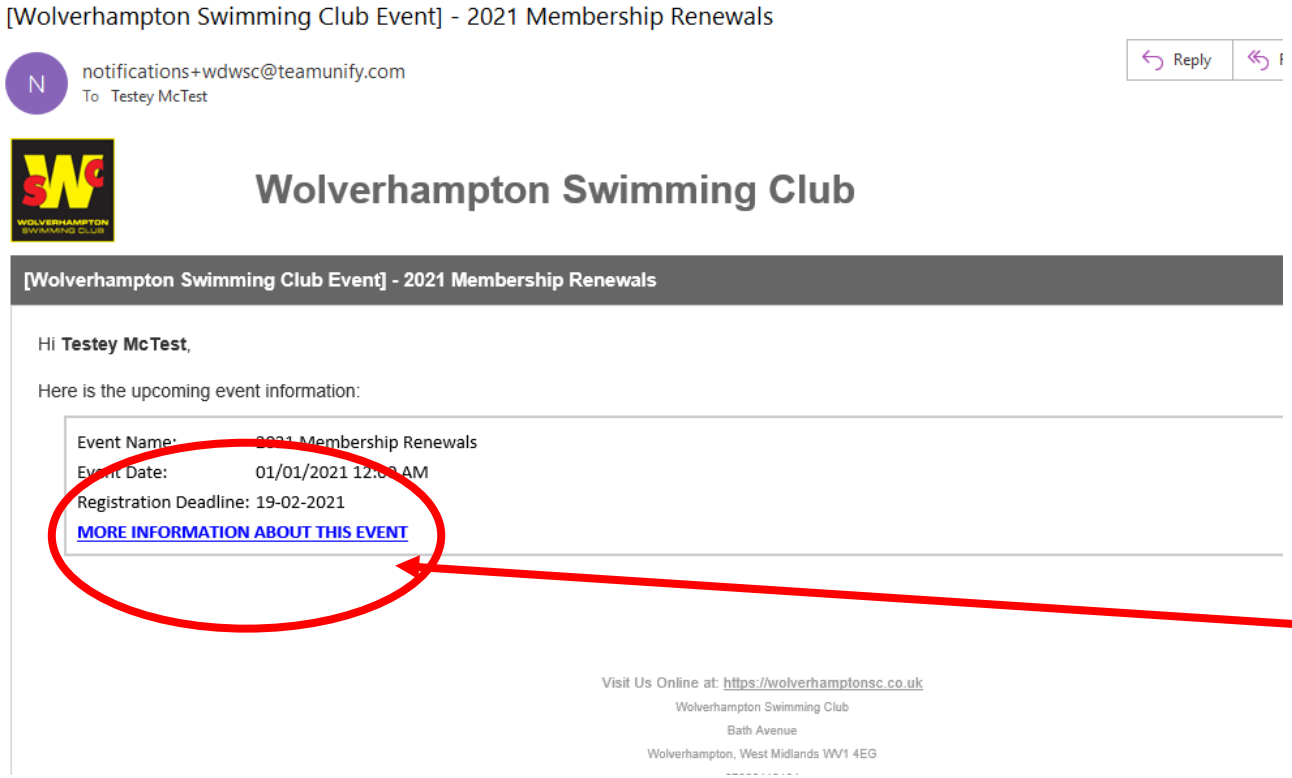
A GUIDE TO…

ONLINE MEMBERSHIP REGISTRATION FOR… RETURNING MEMBERS (ANNUAL MEMBERSHIP RENEWAL)

INTRODUCTION

- The implementation of TeamUnify in March 2020 has opened up many opportunities and advantages for WSC
- A new website, much improved management and communication tools, control of member data to name but a few of the developments this year
- We are now pleased to roll out the Annual Membership Renewal process - online and paper free
- Please read through the following guidelines, and hopefully you'll be able to renew your membership(s) quickly and efficiently

RENEWAL EMAIL



[Wolverhampton Swimming Club Event] - 2021 Membership Renewals

N notifications+wdwsc@teamunify.com
To Testey McTest

Reply

Wolverhampton Swimming Club

[Wolverhampton Swimming Club Event] - 2021 Membership Renewals

Hi **Testey McTest**,

Here is the upcoming event information:

Event Name: 2021 Membership Renewals
Event Date: 01/01/2021 12:00 AM
Registration Deadline: 19-02-2021
MORE INFORMATION ABOUT THIS EVENT

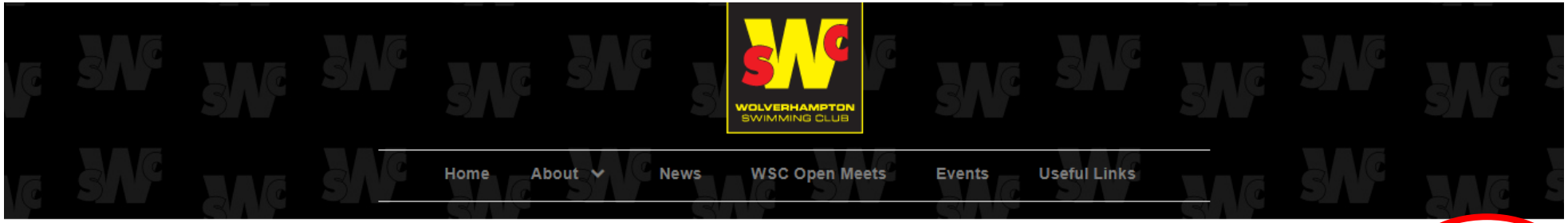
Visit Us Online at: https://wolverhamptonsc.co.uk
Wolverhampton Swimming Club
Bath Avenue
Wolverhampton, West Midlands WV1 4EG

You will receive an email from TeamUnify about the Club membership renewal event for 2021

Click on the MORE INFORMATION.. link on the email

This will take you to the renewal area on the Club website

ONLINE RENEWAL: STEP 1



2021 Membership Renewals

01 Jan 2021 - 31 Dec 2021 **Registration Deadline** February, 19 2021

Only For Squad(s) TEST (WV ACTIVE CENTRAL)

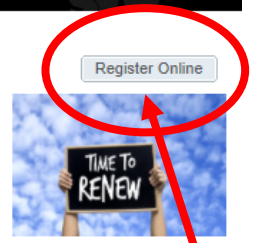
Description

Membership Renewal event for returning members.
Please take a moment to review the attached Codes of Conduct.
A condition of the Club membership agreement is your acknowledgement and acceptance of the appropriate Code(s).
As part of the registration process you will be asked to confirm your acceptance.

Forms/Documents:

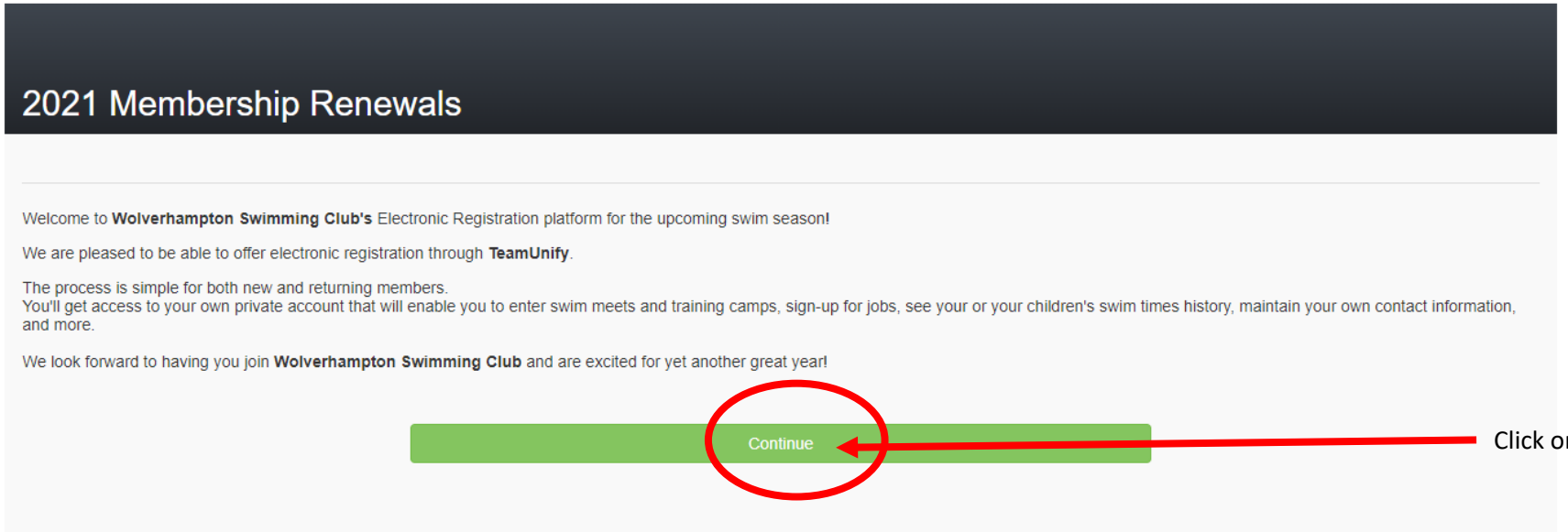
WSC Codes of Conduct 2021 Consolidated Ver.pdf
WSC Fee Tariff rev Dec 20.pdf

Click on the Codes of Conduct and Fee Tariff documents to review/save. It is important that you take time to read the Codes of Conduct as you will have to acknowledge receipt and acceptance as part of the membership agreement.



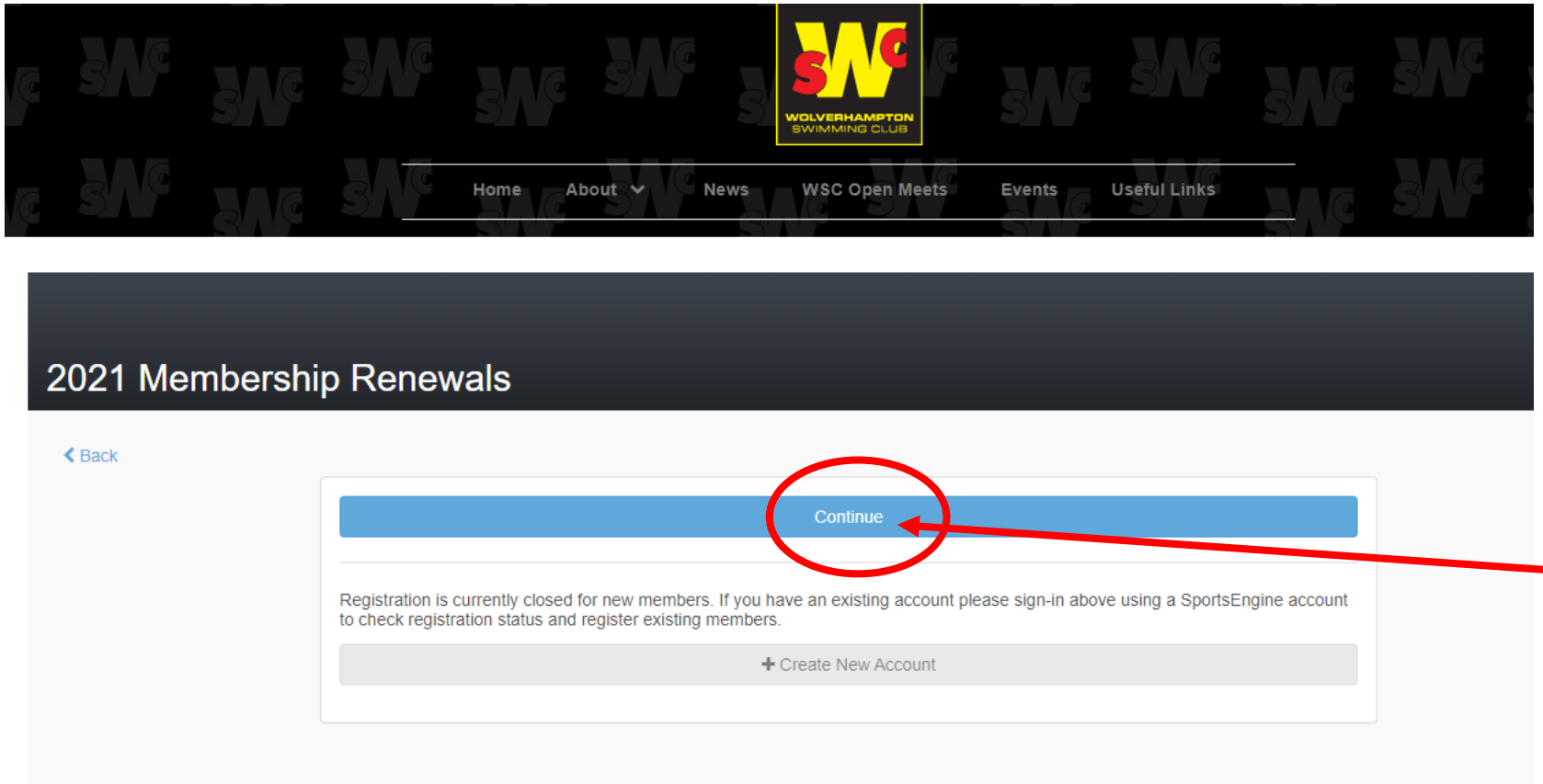
Once you have reviewed/saved the Codes of Conduct and the latest Fee Tariff, click on the Register Online button to proceed

ONLINE RENEWAL: STEP 2



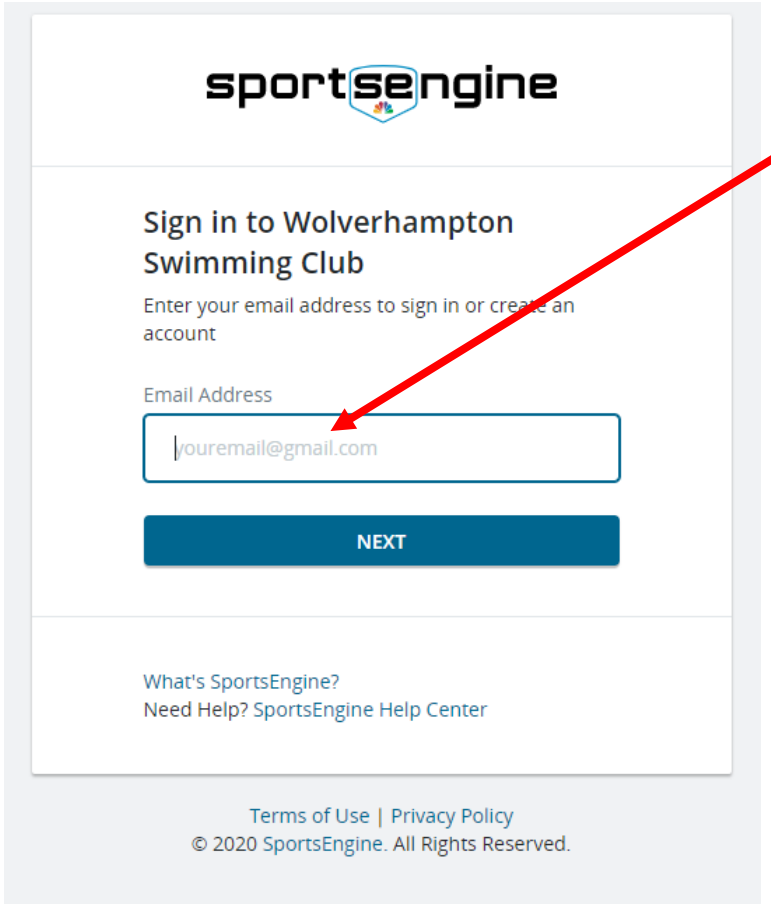
Click on the green CONTINUE button

ONLINE RENEWAL: STEP 3



Click on the CONTINUE button to sign in to your account

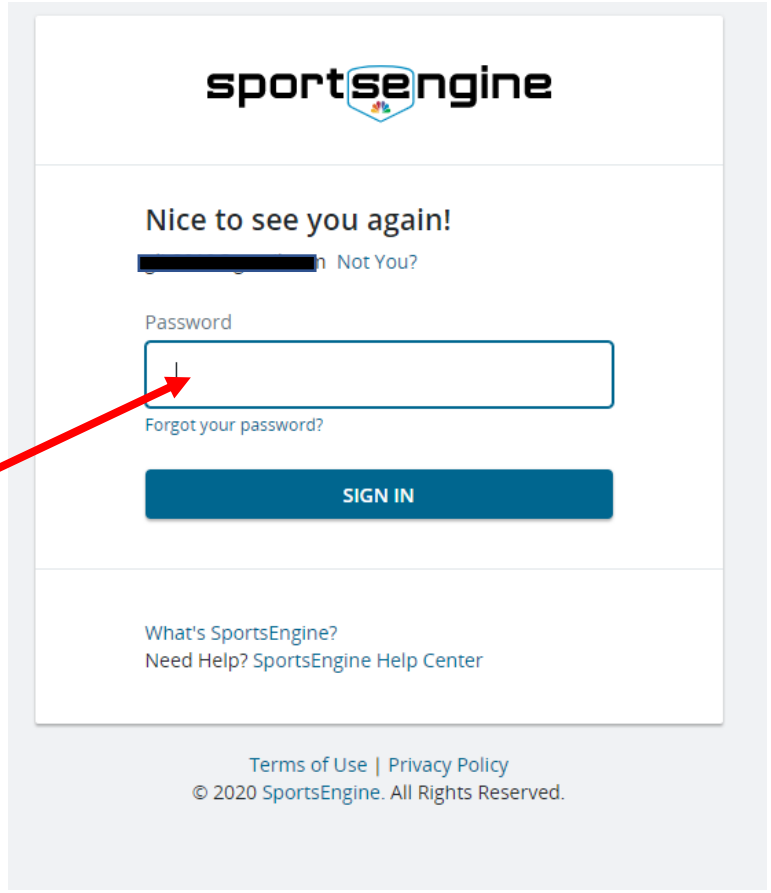
ONLINE RENEWAL: STEP 4



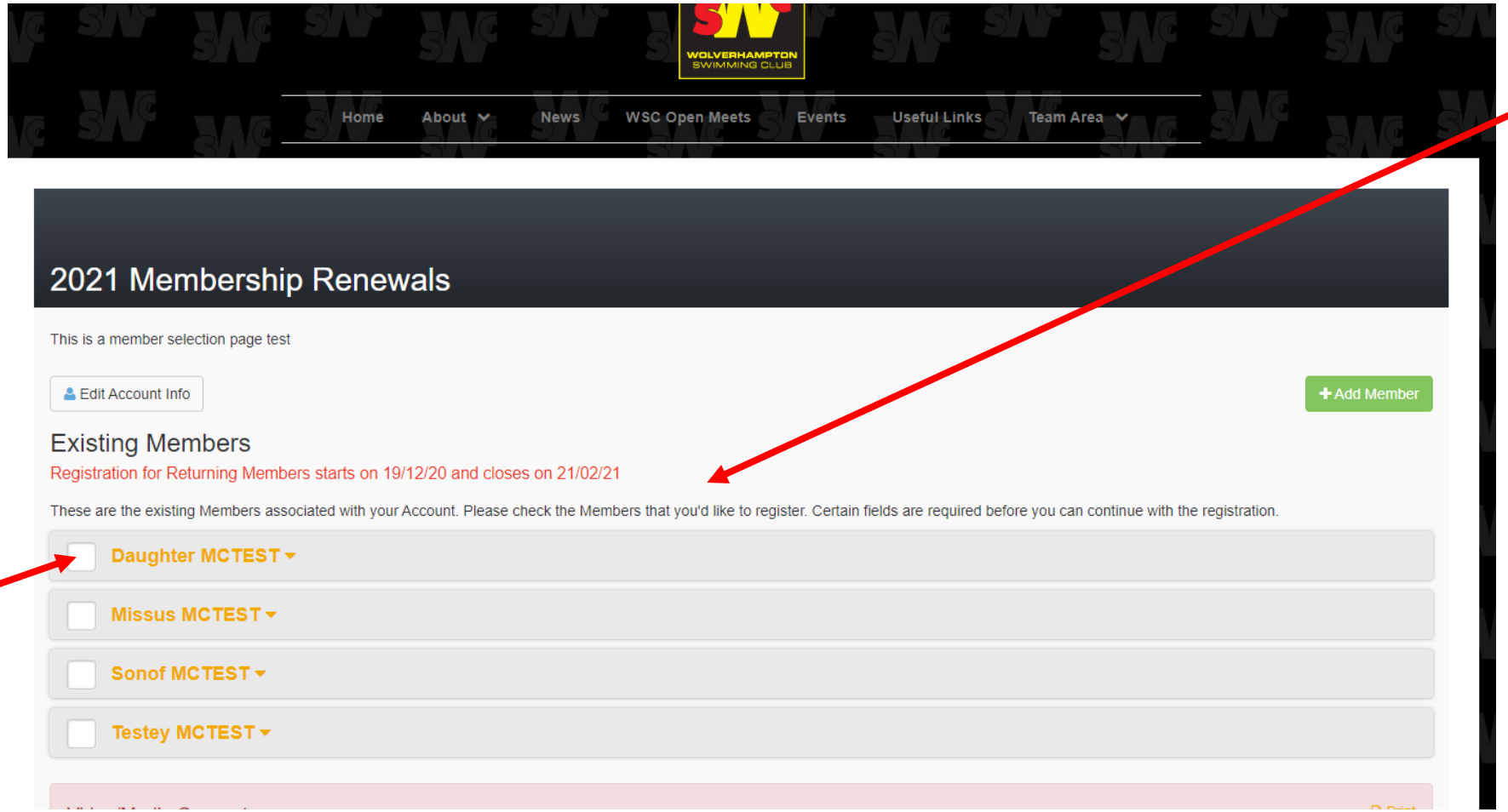
Enter your email address – the one you used to register your account with TeamUnify

Now the password for your account.

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



EXISTING MEMBERS



Once you have signed into your ACCOUNT, you will see all existing members connected to your ACCOUNT who are currently registered with the club

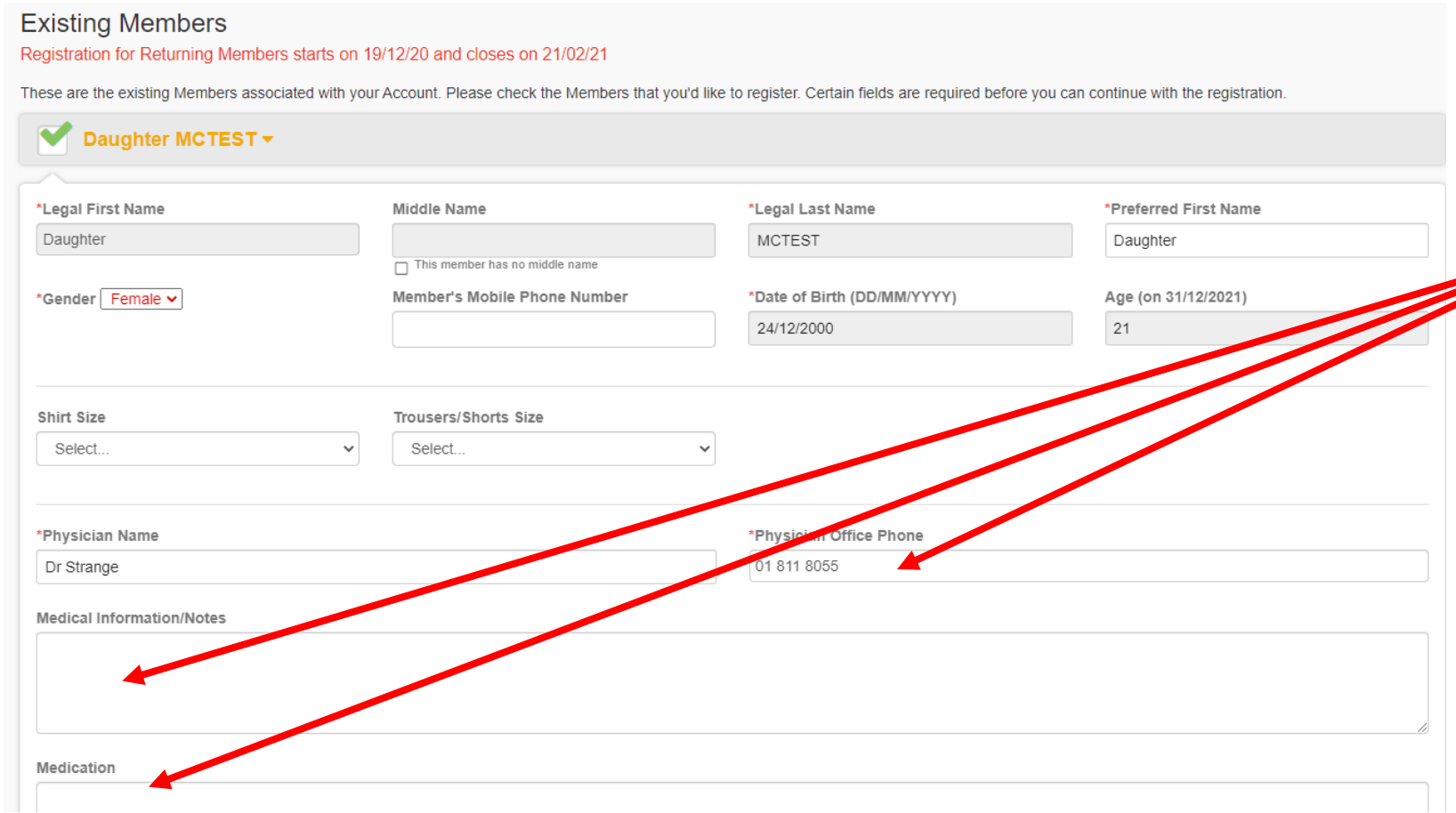
You have the option to review/edit your ACCOUNT info if you wish

Tick the box next to the first member to get started

You will have to check details of all members wishing to renew their membership

If any do not wish to renew, DO NOT tick the box alongside their name

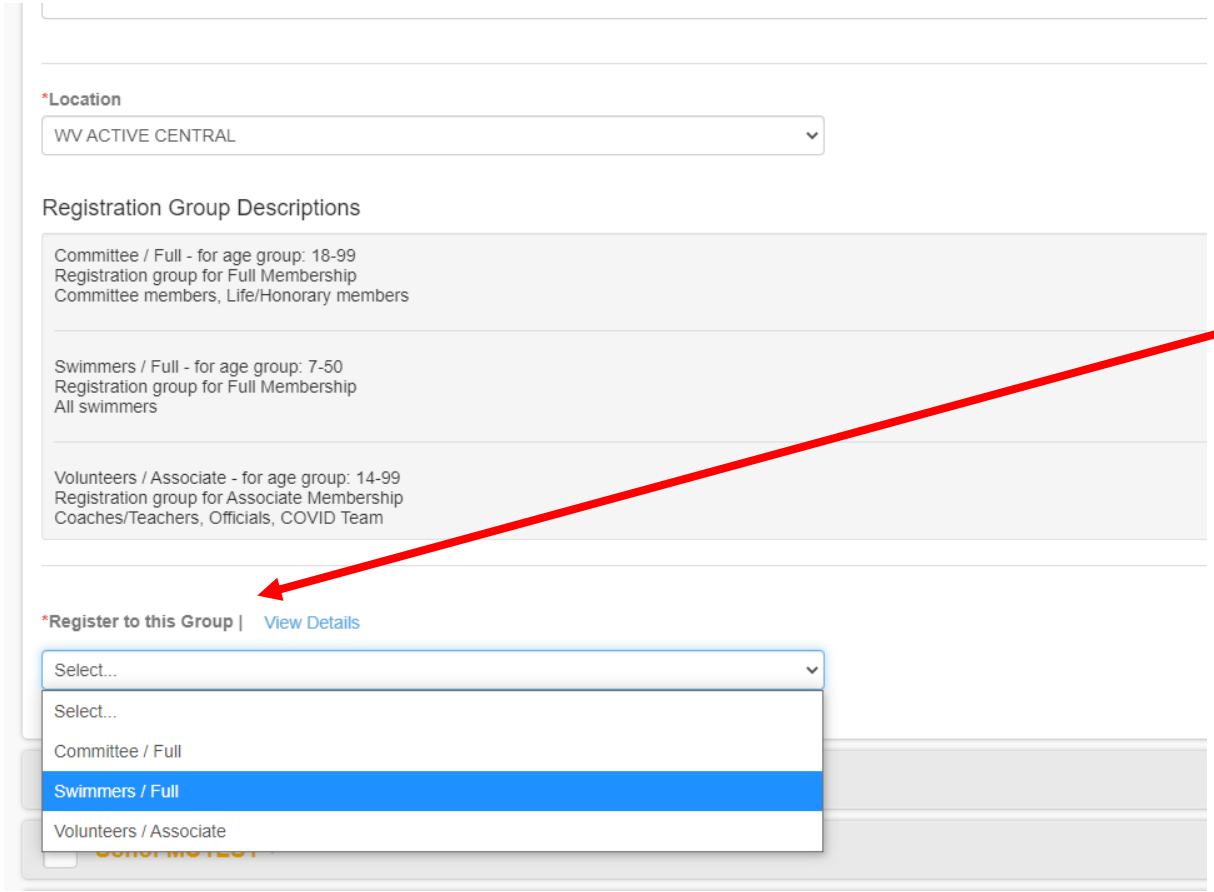
REVIEW AND UPDATE DETAILS



For each returning member, please review all key data, and PLEASE REMEMBER to UPDATE the MEDICAL INFO and MEDICATION areas.

This is important for the safety of each member.

REGISTRATION GROUP



Please take care to select the correct registration group.

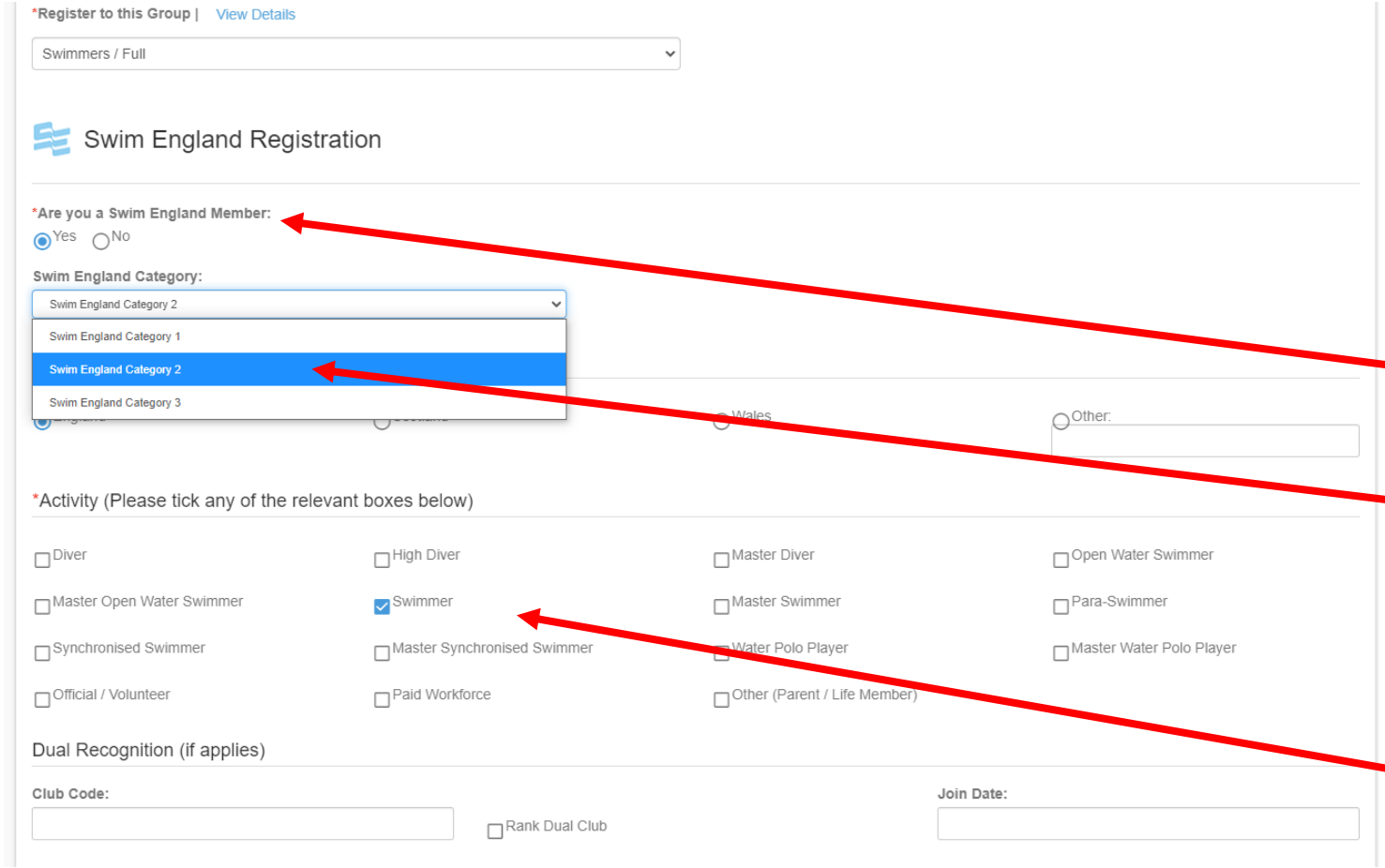
It is as simple as it seems, but must be selected correctly.

If the member is a swimmer then select SWIMMERS

If the member is a coach, official, COVID team member, timekeeper etc then select VOLUNTEERS

If the member is a Committee member, or a Life member then select COMMITTEE

SWIM ENGLAND MEMBERSHIP



Once the REGISTRATION group has been selected you will be asked to confirm Swim England membership details.

The options here will automatically default to those we currently hold for the member.

You only need to amend anything that has changed.

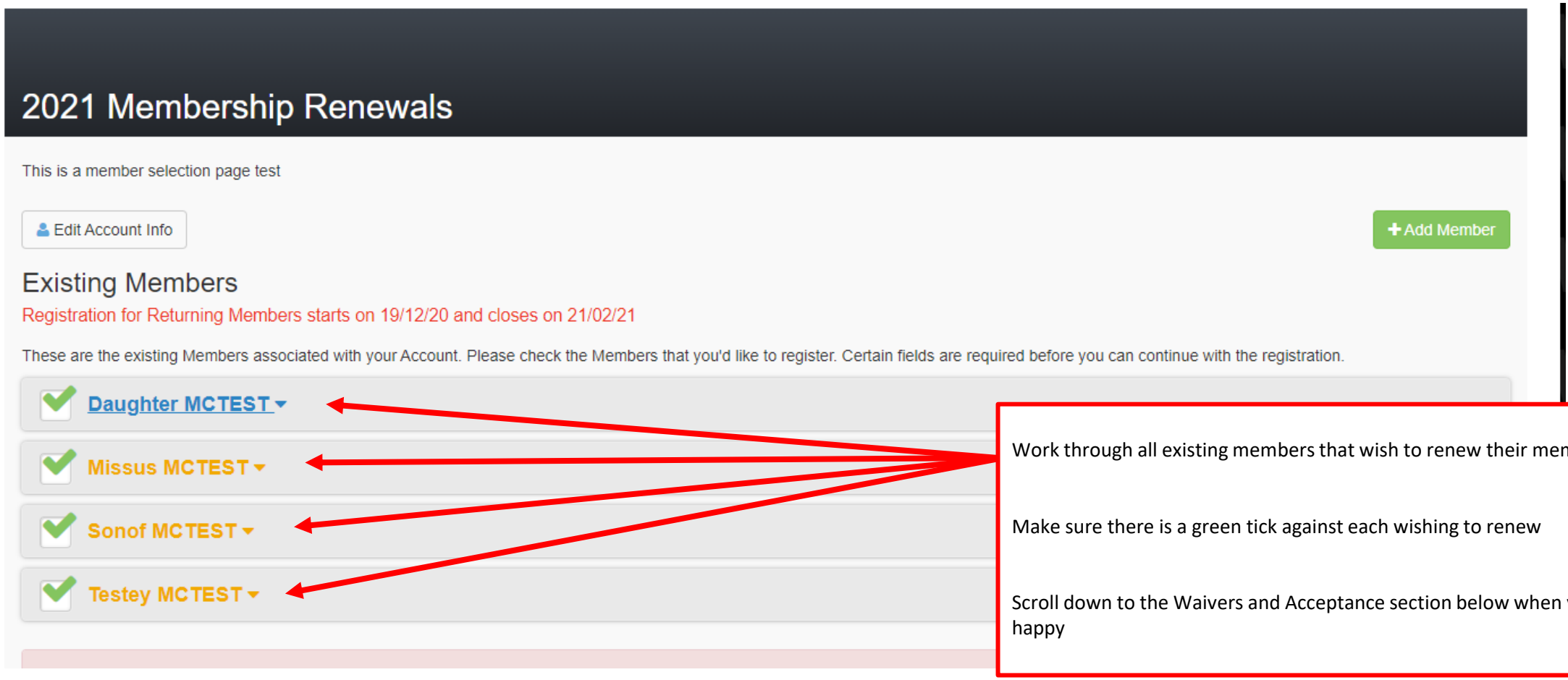
The member will already be a Swim England member.

Take care to check the Swim England membership category. The default selection will be the existing category.

CAT1 = non competitive swimmer
CAT2 = competitive swimmer
CAT3 = volunteer, committee member etc

Check the member's activity. More than one can apply if appropriate

ALL DONE..?

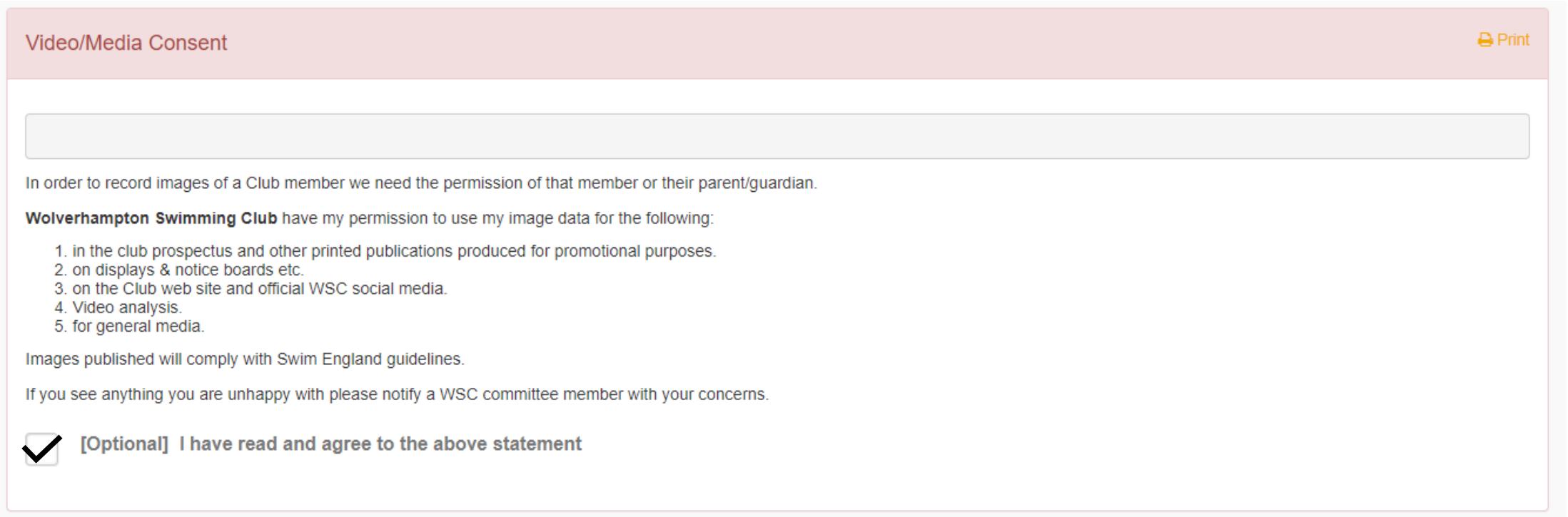


Work through all existing members that wish to renew their membership

Make sure there is a green tick against each wishing to renew

Scroll down to the Waivers and Acceptance section below when you are happy

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.

Wolverhampton Swimming Club have my permission to use my 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.

Images published will comply with Swim England guidelines.

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

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.

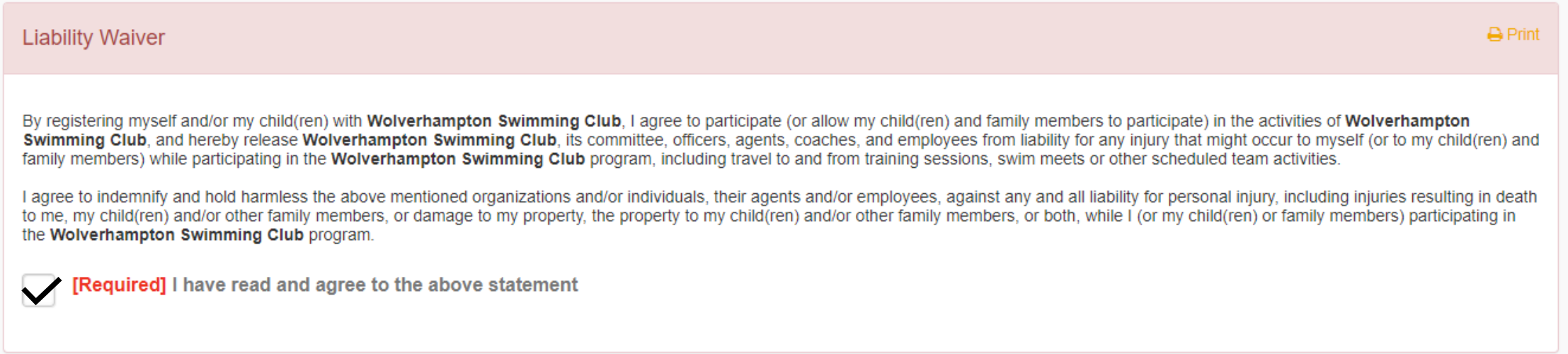
I hereby waive, release and forever discharge **Wolverhampton Swimming Club** and any associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in **Wolverhampton Swimming Club**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

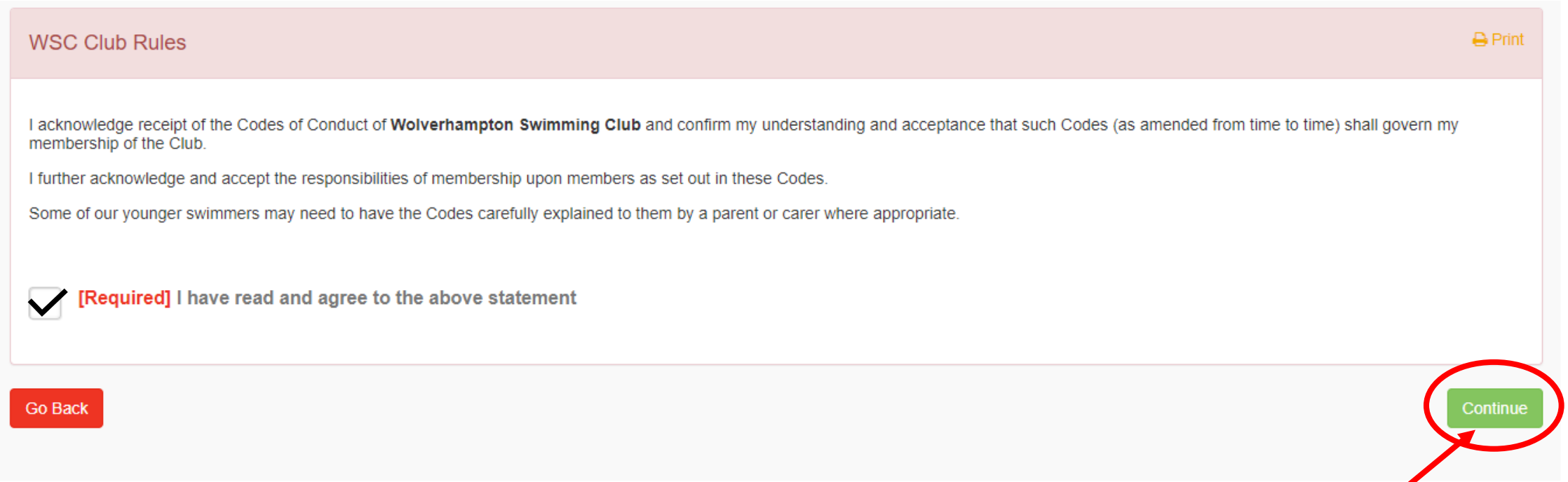
All have to be accepted – it is a requirement that the boxes are ticked to proceed.

WAIVERS AND ACCEPTANCE 3



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

WAIVERS AND ACCEPTANCE 4

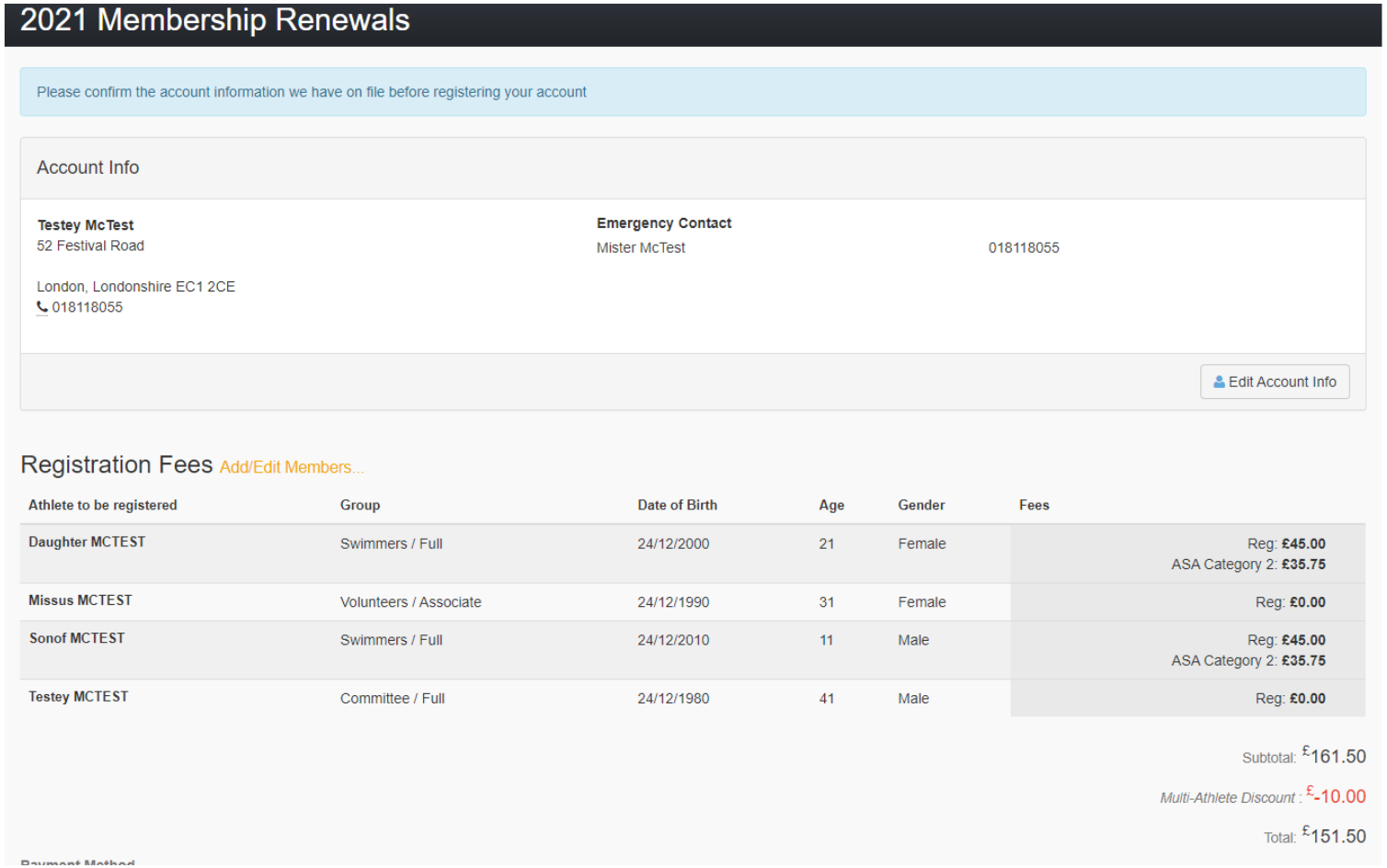


It is a requirement that the box is ticked to proceed.

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 About/Club Documents section.

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

CONFIRMING DETAILS 1



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

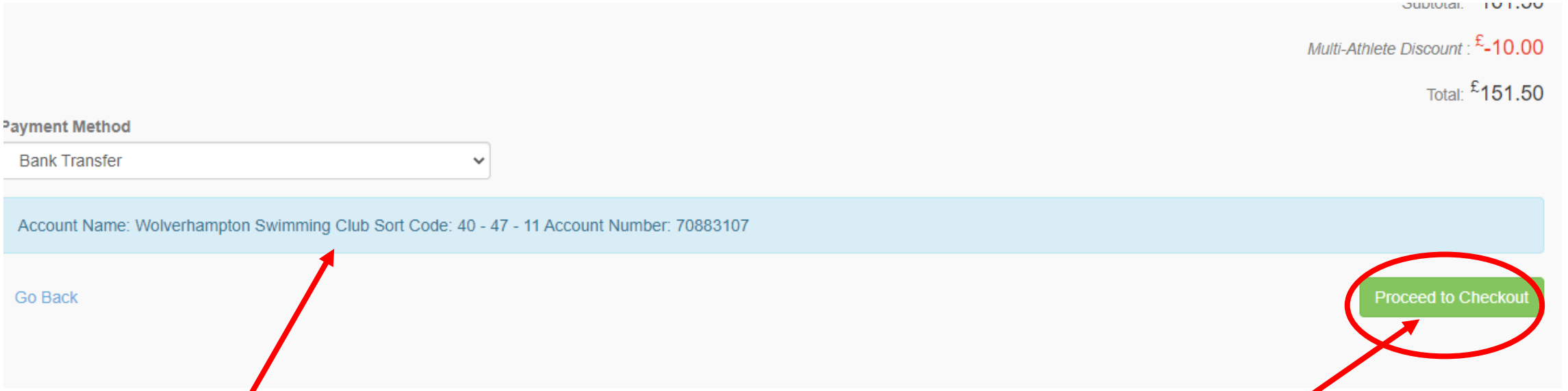
Total: £151.50

Payment Method

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

Any multi swimmer discounts will be confirmed here

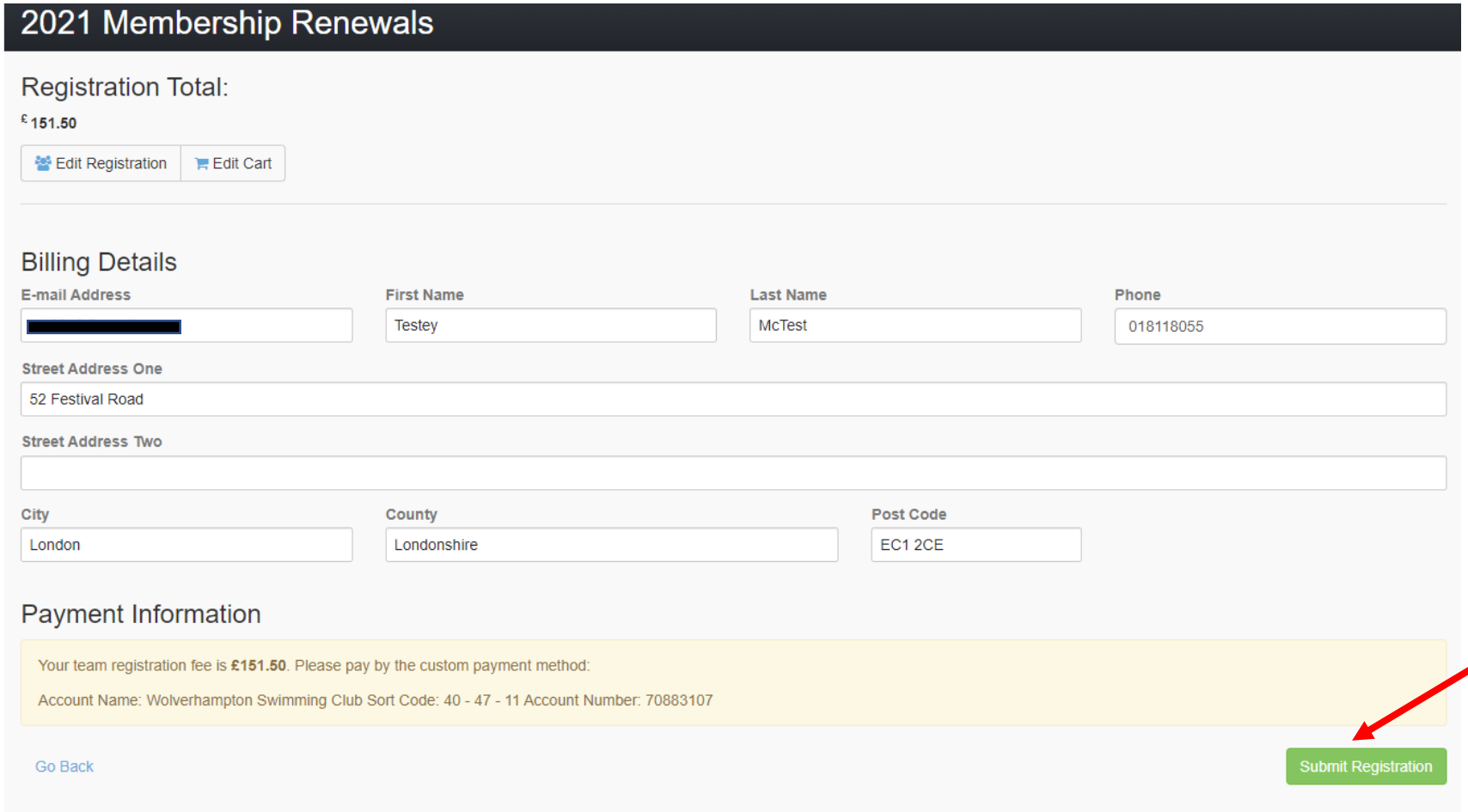
CONFIRMING DETAILS 2



Club bank account details are confirmed for all membership payments

Click PROCEED TO CHECKOUT

SUBMIT REGISTRATION

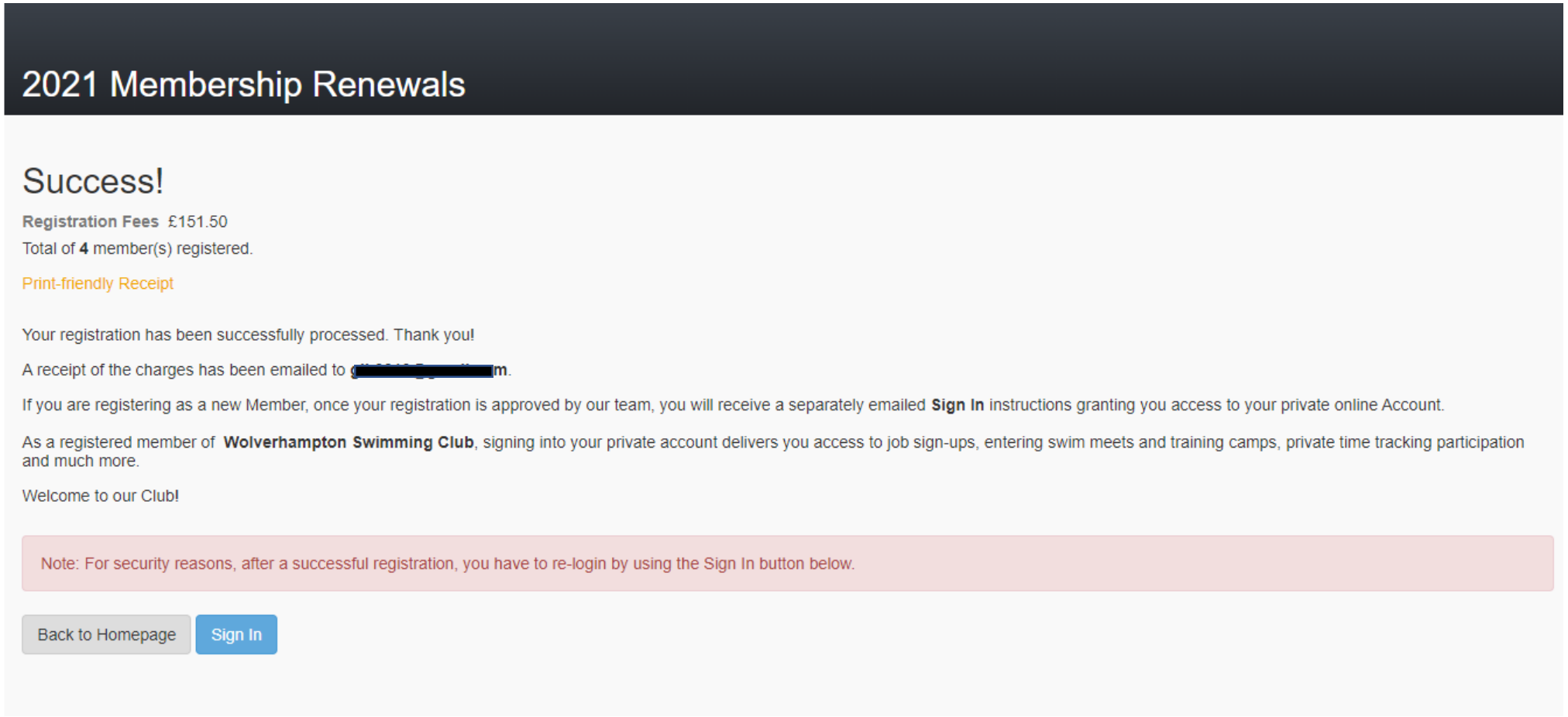


Almost there!

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

Click SUBMIT REGISTRATION to complete the process

PROCESS COMPLETE



EMAIL CONFIRMATION

Wolverhampton Swimming Club: 2021 Membership Renewals

N notifications+wdwsc@teamunify.com
To [redacted]

Wolverhampton Swimming Club

Registration Receipt

Account Info	Billing Detail
Testey McTest 52 Festival Road London, Londonshire EC1 2CE 018118055 [redacted]	Testey McTest 52 Festival Road London, Londonshire EC1 2CE 018118055 [redacted]

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 for 2021

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

NEXT STEPS

- IMPORTANT – the deadline for completing this process is **Fri 19 February 2021**
  - The Club will be under time pressure from Swim England to submit its renewal batch
  - Any renewals not received AND PAID by this date may result in membership being lapsed
- WSC Club admin will check and approve your registration once membership fees have been paid
- Payment via bank transfer is preferred. Credit/Debit card options are available.
  - Please ask a member of the committee for further details
- Problems with the registration process..?
  - ➢ Please contact Gareth Haynes (glhaynes@sky.com)