



2015-2016 REGISTRATION GUIDE

Welcome to the GO Kingfish Swim Club! We are looking forward to another new season of fast swims, good friends and fun times.

We know that the registration process can be overwhelming for both new and returning swimmers, especially when a new system has been added. This year the GO Kingfish Swim Club has moved to the Team Unify System for its online registration needs. Team Unify is a very well developed swimming administration system that has been used by many teams in the swimming world.

All returning GO Kingfish Swim Club members, will receive a communication with account login instructions. Once you receive this communication, please create a password for your account. Once your password has been set, all returning members can begin the registration process.

In order to assist you with your registration, we are providing you with a step by step guide to help walk you through the new process.

Here is your step by step GO Kingfish Swim Club registration:

- Login into the GO Kingfish Swim Club website:
- www.teamunify.com/cangoksc
- Select and click on the “**Comp. Registration tab**”, located on the top tool bar underneath the GO Kingfish logo.
- You should now be on the GO Kingfish registration title page, that indicates “Greater Ottawa Kingfish Swim Club Registration”

- Ensure you read the registration page, as it contains very important payment information for the 2015-2016 season.
- Select/click on the **red** box “**Register Now,**” which is located at the bottom of the registration title page.
- For all returning GO Kingfish Swim Club members, please select the “**I am not logged in but have an existing account.**” option, fill in your login and password, and click on the **red Continue** tab.
- For all new member’s to the GO Kingfish Swim Club please select the “**I am a new user or I am not sure if I already have an account. I want to use this email address**” option. Enter the email address you want attached to your account.
- You should now be in the Account Setup Section.
- **Returning members** who have an outstanding balance from the 2014-2015 season will see an alert box at the bottom indicating that you have an outstanding balance of “X dollars”. There will also be two links in **blue**. One indicates “**View Billing History,**” and the other indicates “**I have Reviewed the Billing History & Want to Proceed.**” By selecting View Billing History, a pop up will appear with your outstanding balance invoice. Once viewed you can just exit out, and continue by selecting the link that indicates you have reviewed your billing history and want to continue. **All outstanding balances in this billing history will be added to your payment at the Checkout point of registration.**
- You should now be in the Member Selection Section. This is the section where you will fill out all of your swimmers information. If you already have swimmers in the system, click on the box beside their name and update the information. If you have multiple swimmers you can select and update all information before continuing. **Please ensure you are registering your highest level swimmer first.**
- If you have one swimmer already in the system and want to add a new swimmer, click on the “**Add a New Member**” tab and fill in all required information fields.

- If you are a new member to the GO Kingfish Swim Club, please select the **“Add a New Member”** tab and fill in all required information.
- When filling out the members information section for your swimmer, please ensure you complete the **“Team T-shirt Size”** section as all swimmers receive a GO Kingfish team shirt with their registration.
- Review all required GO Kingfish documents listed and please click on the box indicating that you have read and agree to the above statements.
- **Go Kingfish Code of Conduct and Ethics is a required hard copy document.** Upon reviewing, please ensure you print off one copy for every swimmer you are registering and sign. This can be handed in to one of our GO Kingfish Swim Club representatives that will be available to collect documents at each of our pools during the first practice of the season. There will also be a representative at the Ottawa U pool practices on September 12th and 19th, 2015 to collect member documents.
- Once you have completed the documents section, please click on the **Continue** tab, located at the bottom of the documents section.
- You should now be on the **Registration Fees** page.
- Select your PC Gift Card Program option, and then choose the pay now option from the drop down. PC Gift Card Program is a **mandatory** club fundraiser and you must choose one of the three available options.
- For new and returning members selecting the PC Gift Card Purchase, please indicate the number of cards you would like to purchase. **There is a mandatory minimum of 4 PC Gift Cards per month totaling \$400.00 if you are choosing the purchase option.**
- Once completed, review your fees and click on **Proceed to Checkout**.

- If you find a mistake in your fees at the checkout, click on the **blue link** that says “**Add/Edit Members.**” This will allow you to make the necessary changes to your swimmers registration information.
- Review your billing details. **Members choosing to pay by credit card, will have to make note of their total registration fees amount, as it will have to be manually entered into the credit card payment form.** If all fees are correct, click on the “**Submit Registration**” tab.
- You should now be on the Success page where you will see all payment options.
- Select your desired payment option, and comply with the instructions detailed with it.
- **PAD** payment selection will require you to print off the PAD form, fill in all required banking information, sign and submit to a GO Kingfish Swim Club Representative on the first day of your swimmers training.
- **EFT** payment selection, is only for members wishing to pay their fees in full up front and will send their electronic transfer to financial@gokingfish.ca.
- **Credit Card** payment option will be done via the link to the GO Kingfish Swim Club Payment form. This link is found on the “**Success Page**” of registration.
- You will also receive a confirmation email from GO Kingfish Swim Club via Team Unify with all of your registration details.

Please do not hesitate to contact the GO Kingfish Administrator at info@gokingfish.ca or by phone at (613) 562-5800, ext 2290 with any questions you may have.

Thank you
Greater Ottawa Kingfish Swim Club.