



## **2019-2020 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.

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

### **Getting Started**

1. Load the GO Kingfish Swim Club Registration website powered by Team Unify: [teamunify.com/cangoksc](https://teamunify.com/cangoksc) (right-click on this link to open it in a new tab or paste the URL into a separate browser tab/window)
2. Select and click on the “**Comp. Registration tab**” located on the top toolbar underneath the GO Kingfish logo.
3. You should now be on the GO Kingfish registration page, titled “2019-2020 GO Kingfish Swim Club Registration”
4. Ensure you read through the registration page, as it contains very important information for the 2019-2020 season.
5. Select/click on **Continue or Check Status** which is located at the bottom of the registration title page.
6. **IMPORTANT:** For all returning GO Kingfish Swim Club members, please fill in your login and password, and click on the **Continue** button. (If you do not recall your password, use the forgot password tool on the Registration website)
7. For all new members to the GO Kingfish Swim Club please Click on the **Create New Account** button. You will be prompted for your email address and your date of birth (this is just to verify you are of legal age). Hit Continue.



## Completing the Account Info Page

1. This page is quite straightforward.
2. If you have additional people in your household who want to receive the GO Kingfish bulletins and communications, please add their email addresses into the Alternate Email fields.
3. **NOTE:** If your swimmer's last name is different than your last name entered in the Billing Information section, please add the swimmer's last name in brackets after your Billing Information last name like this example: Smith (Jones) - which would be used if Smith is your last name and Jones is your swimmer's last name.
4. Please complete all fields and click on the **Continue** button at bottom of page

## Completing the Member Selection Page

1. This is the section where you will fill out information for each of your swimmers.
2. If you already have swimmers in the system, click on the box beside their name and update the information. **You must know which group your swimmer will be swimming in to complete this page!** Group placement info for returning swimmers can be found here: <https://gokingfish.ca/swimmers/schedules/>
3. To add a new swimmer, click on the "**Add a New Member**" button and fill in all required information fields. **Please ensure you are registering your highest level swimmer first.**
4. When filling out the members' information section for your swimmer, please ensure you complete the "**T-shirt Size**" section as all swimmers receive a GO Kingfish team shirt with their registration.
5. Review all required GO Kingfish documents listed and please click on the box indicating that you have read and agree to the above statements.
6. The **GO Kingfish Code of Conduct and Ethics is a required hard copy document.** Upon reviewing, please ensure you print off one copy for each swimmer you are registering and sign. This can be handed in during our registration session on September 7th (you can see the location and time of the in-person registration session on this page: <https://gokingfish.ca/swimmeets/calendar>) or you may hand-deliver your signed document to your GO Kingfish Swim Club coach at your first practice of the season.
7. Once you have completed the documents section, please click on the **Continue** button, located at the bottom of the documents section.



## Completing the Fee Summary Page

1. Please review the fee summary for your swimmer(s).
2. You will now need to select your PC Gift Card Program option. The PC Gift Card Program is a **mandatory** club fundraiser and you must choose one of the three available options.
  - a) Option #1 - you agree to purchase 4 PC Gift Cards per month totaling \$400.00
  - b) Option #2a and #2b - you agree to pay a 50% buyout (a one-time fee of \$150) in addition to your monthly purchase of 2 PC Gift Cards per month totaling \$200. If you choose the 50/50 option, please select **BOTH** 2a and 2b when filling out the form!
  - c) Option #3 – You agree to pay a one-time fee of \$300 to opt-out of the PC Gift Card program.
3. Once completed, click on **Proceed to Checkout**

## The Registration Summary Page

1. Please do a final review of the information displayed on this page. The total initial registration amount will be displayed in the yellow-colored box near the bottom of the page. This includes your 1<sup>st</sup> month of swim fees, the GO Club Fee, the Swim Ontario Fee, and your PC Gift Card selection.
2. If you need to make any changes to your registration, use the Edit buttons at the top of the page.
3. If all details are correct, click on the “**Submit Registration**” button. This will submit your registration to the GO Billing team for review and approval.
4. You should receive a confirmation email within a few minutes listing all of your registration details.



## The Success Page

1. You should now be on the **Success** page where you will see the available payment options. The selected payment option will be used for your monthly invoices throughout the swim season.
2. Select your desired payment option, and comply with the instructions detailed with it.
  - a. **Credit Card** payments – (this is the recommended payment option) payments will be processed on the 1<sup>st</sup> of each month (the first payment will be processed on Sept. 1)
    - i. **Returning Parents** – log into the main GO Kingfish website and navigate to the Payments page and verify you have a payment profile which contains an active credit card (if your old card has expired, please provide new card info)
    - ii. **New Parents** – register for an account on the main GO Kingfish website – once your account has been activated (which may take up to 24 hours), navigate to the Payments page and create a payment profile (see next page below for more info)
  - b. **PAD** - you must print off the PAD form (<https://gokingfish.ca/bin/file?id=2064>), fill in all required banking information, sign it, and submit the form to a GO Kingfish Swim Club Representative at our live registration on September 7th at Canterbury Community Centre. If you choose PAD, all amounts owing will be automatically withdrawn from your bank account each month (starting on September 10). Please send an email to [billing@gokingfish.ca](mailto:billing@gokingfish.ca) stating you intend to pay via PAD for this swim season. You can optionally submit your completed and scanned form and void cheque via email to [billing@gokingfish.ca](mailto:billing@gokingfish.ca).
  - c. **EFT** payments – this is only available for members wishing to pay their entire year of swim fees and PC cards in full upfront – you must send an electronic transfer to [billing@gokingfish.ca](mailto:billing@gokingfish.ca) (note that a \$2 admin fee will be applied to all EFT payments).
3. Please do not hesitate to contact the GO Kingfish Administrator at [billing@gokingfish.ca](mailto:billing@gokingfish.ca) with any questions you may have.



## GO Kingfish Website

The main GO website (<https://gokingfish.ca/>) is separate from the Team Unify billing website. If you do not yet have an account on the main GO Kingfish website, please register here: <https://gokingfish.ca/registration/existing/>

New website registrations will be approved within 24 hours.

You need a website account for the following reasons:

1. To view training schedules, swim meet documents, and many other member-only documents
2. To maintain your credit card payment profile
3. To volunteer for swim meets (volunteering is mandatory for all parents)

**CREDIT CARD PAYMENTS** - Once you have an active account on the main GO website, please navigate to the Payments tab and enter your credit card information.

