



## WOLVERHAMPTON SWIMMING CLUB

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



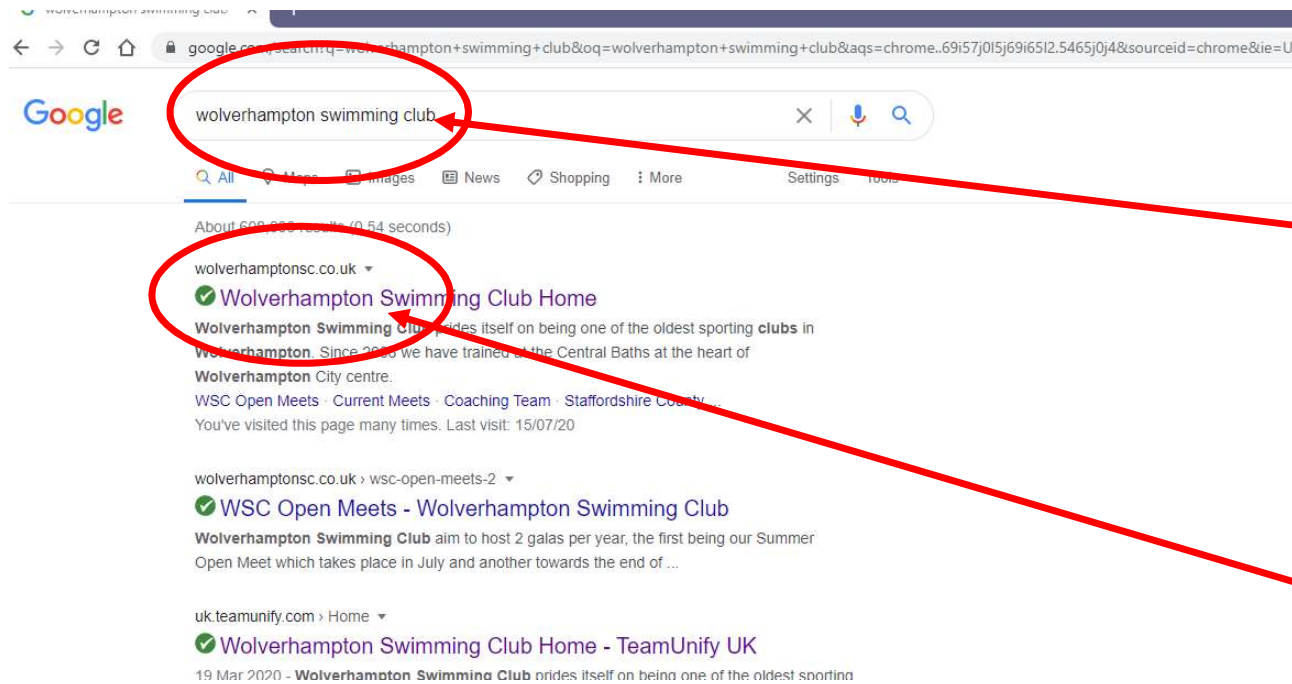
# *A GUIDE TO...* **ONLINE MEMBERSHIP REGISTRATION USING TEAMUNIFY**



Revised 01/01/2022



# FIND OUR NEW SITE



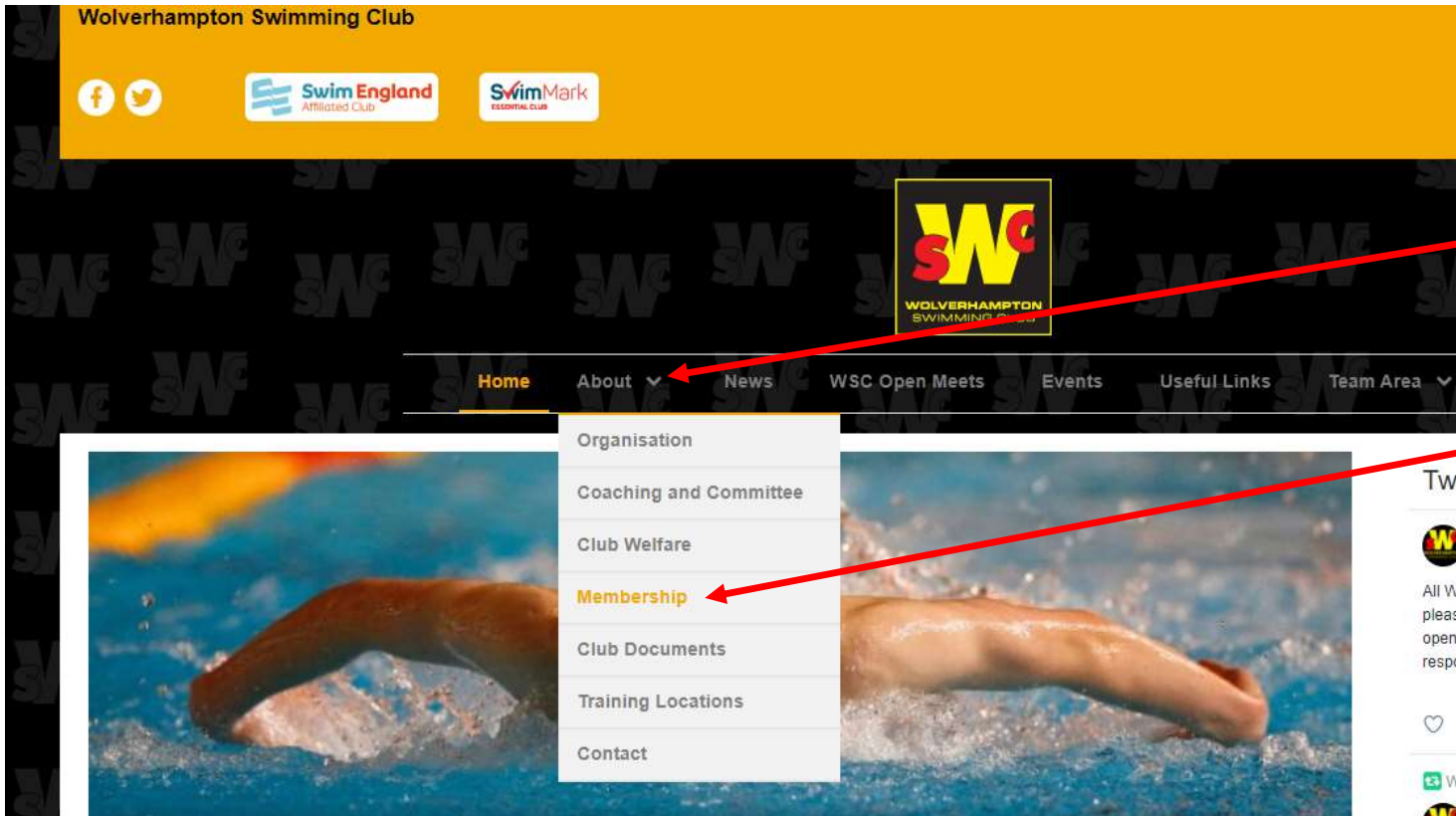
Search for Wolverhampton Swimming Club

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

TU ONLINE MEMBERSHIP REGISTRATION



# WSC HOMEPAGE



Click ABOUT on the menu options

From the dropdown list, select MEMBERSHIP

TU ONLINE MEMBERSHIP REGISTRATION



# MEMBERSHIP PAGE

**MEMBERSHIP INFORMATION**

**New Members**  
Online Club registration for New Members is **OPEN NOW**.  
Click **HERE** for further information and to complete your 2021 registration.

**Returning Members**  
Current members can still renew their WSC Membership online for 2021.  
Click **HERE** for further information and the chance to complete your 2021 registration.

The renewal event is open now but will close at midnight on **25 February 2021**.  
It is imperative that you complete your renewal registration by this date to avoid any issues with returning to training, competition entry, coaching/volunteering etc.

**Useful Documents**  
The 2021 Consolidated Codes of Conduct can be found **HERE**  
The 2021 Fee Tariff can be found **HERE**  
Online Renewal Instructions can be found **HERE**

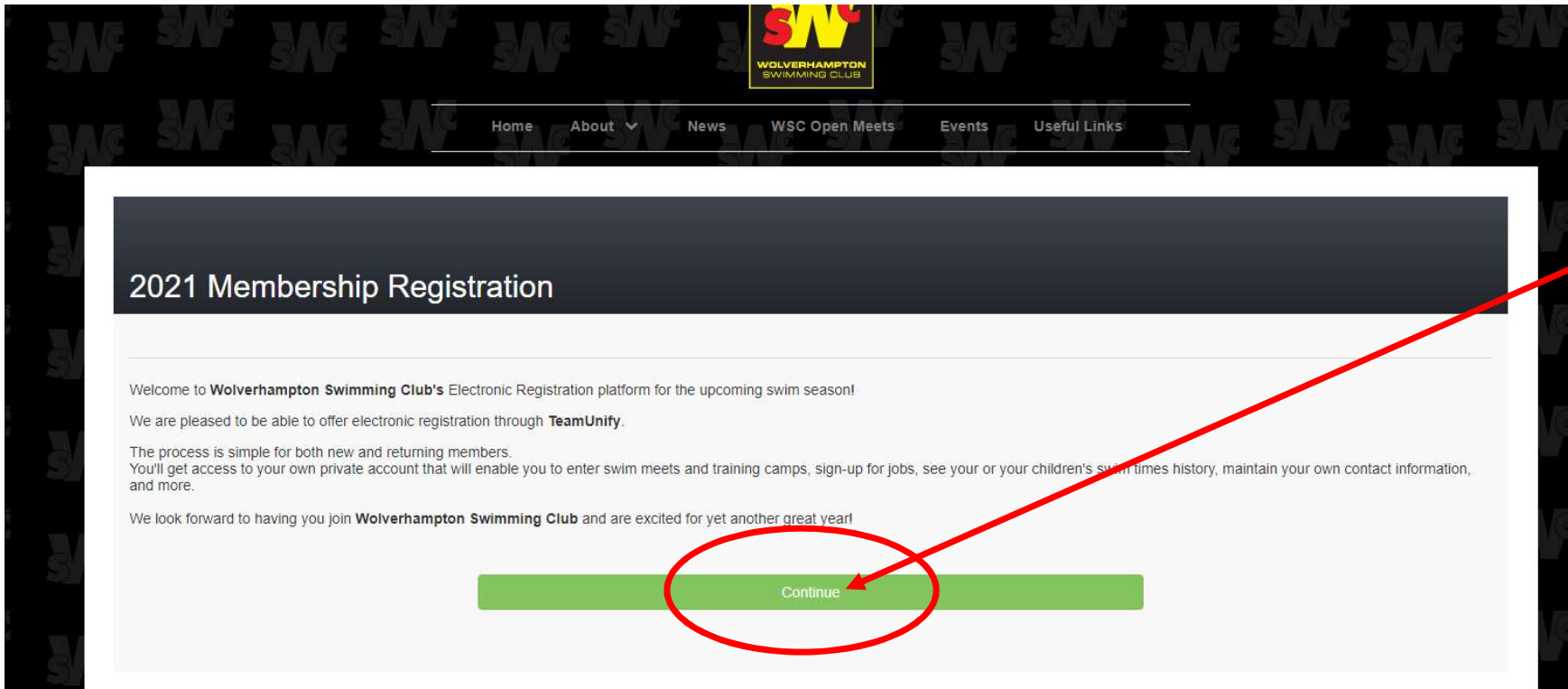
Click **HERE** on the **NEW MEMBERS** option

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

TU ONLINE MEMBERSHIP REGISTRATION



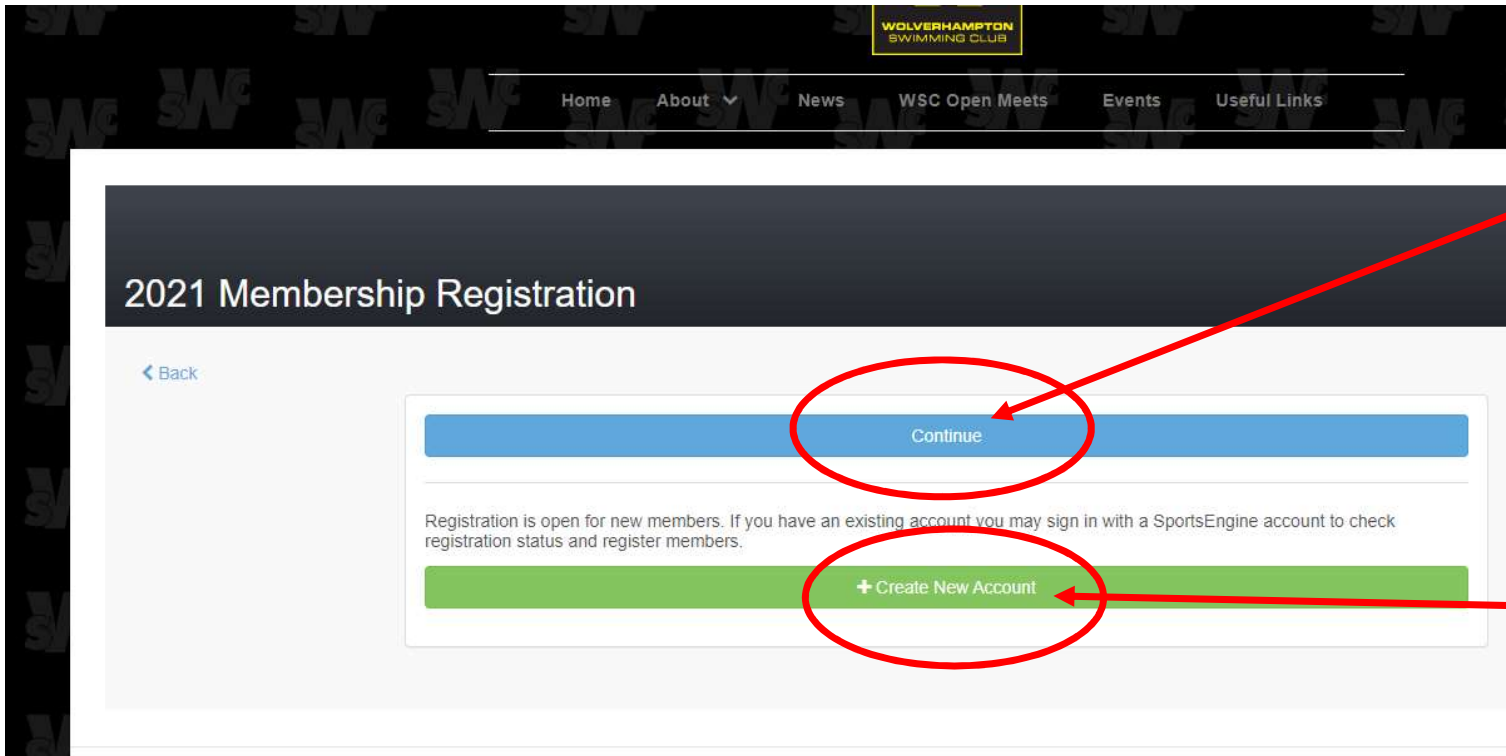
# ONLINE REGISTRATION



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

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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**

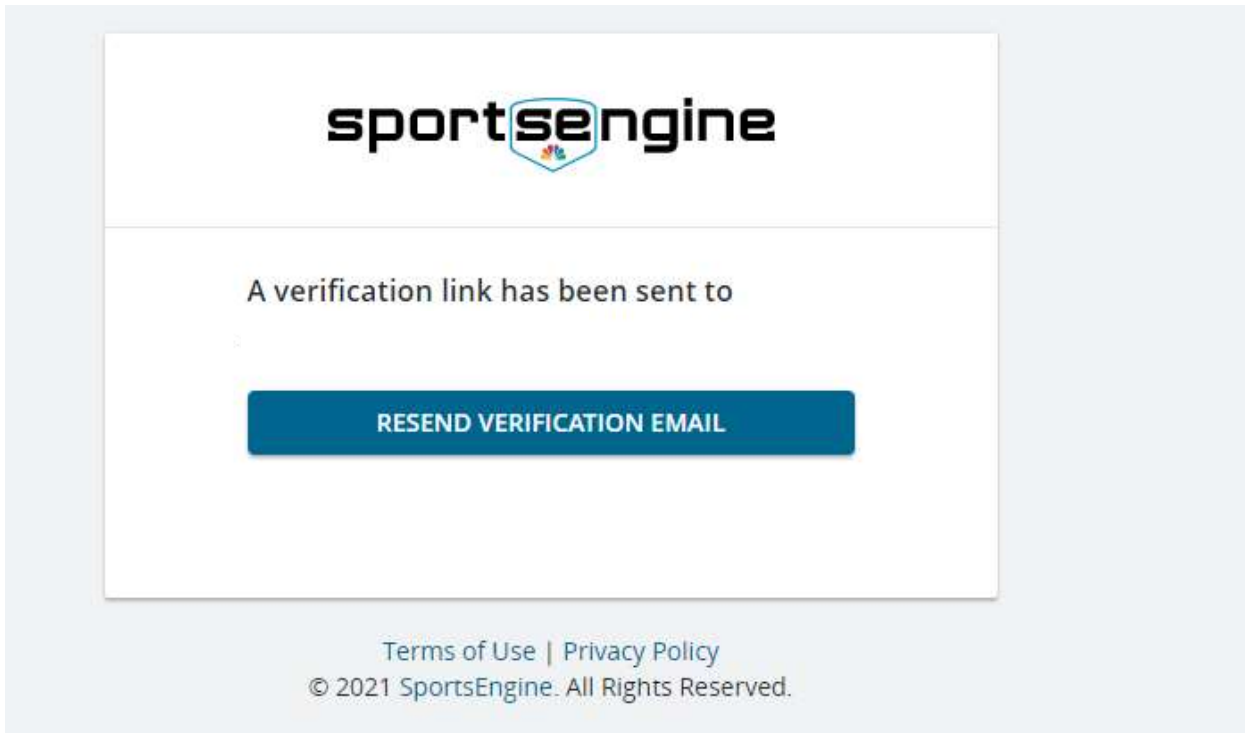
Enter your name and a password for your account. Your Date of Birth is also required.





# 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)



[Sign In](#) • [Terms of Use](#) • [Privacy Policy](#) • [Communication Preferences](#)  
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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

**sportengine**

### Sign in to Wolverhampton Swimming Club

Enter your email address to sign in or create an account

Email Address

**NEXT**

What's SportsEngine?  
Need Help? SportsEngine Help Center

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

**sportengine**

### Nice to see you again!

glh3010@gmail.com Not You?

Password

Forgot your password?

**SIGN IN**

What's SportsEngine?  
Need Help? SportsEngine Help Center

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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

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

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

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.

[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

Add New Member
✕

This member has no middle name

Medical Information/Notes

Medication

\*Register to this Group | [View 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

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

Swim England Registration

\*Are you a Swim England Member:  
 Yes  No

Swim England Category:  
[Dropdown]

\*Country Of International representation  
 England  Scotland  Wales  Other: [Text]

\*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: [Text]  Rank Dual Club

Join Date: [Text]

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.

**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

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## 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

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## 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

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## WSC Club Rules

[Print](#)

I acknowledge receipt of 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 new "Attendance and Expectations" criteria in the "Code of Conduct for Swimmers"**.

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 Print

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

## 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: <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: <b>£161.50</b>
					Multi-Athlete Discount: <b>£-10.00</b>
					Total: <b>£151.50</b>

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

Any multi swimmer discounts will be confirmed here

TU ONLINE MEMBERSHIP REGISTRATION



**WOLVERHAMPTON  
SWIMMING CLUB**

# CONFIRMING DETAILS

Subtotal: 161.50  
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

### 2021 Membership Renewals

Registration Total:  
€ 151.50

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

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#### Billing Details

E-mail Address  First Name  Last Name  Phone

Street Address One

Street Address Two

City  County  Post Code

#### Payment Information

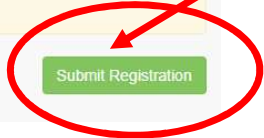
Your team registration fee is **€151.50**. Please pay by the custom payment method:  
Account Name: Wolverhampton Swimming Club Sort Code: 40 - 47 - 11 Account Number: 70883107

[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

## 2021 Membership Renewals

### 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: [Redacted]



## Wolverhampton Swimming Club

**Registration Receipt**

Account Info		Billing Detail	
Testey McTest 52 Festival Road London, Londonsire EC1 2CE 018118055		Testey McTest 52 Festival Road London, Londonsire EC1 2CE 018118055	
Athlete(s) registered on 28/12/2020 Payment Method: Custom Payment Invoice: REG-WDWS.35331.1311514.902107			
Athlete	Group	Status	Fee
MCTEST, Daughtler	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
			<b>Subtotal £161.50</b>
			<b>Per Family Charge £0.00</b>
			<b>Multi-Athlete Discount -£10.00</b>
			<b>Total Paid £0.00</b>
			<b>Balance Owed £151.50</b>
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

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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
- Problems with the registration process..?
  - Please contact [membership@wolverhamptonsc.co.uk](mailto:membership@wolverhamptonsc.co.uk)

