



# 2011 Booster Club Online Registration Instructions

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- 1) Go to <http://signup.roswellrapids.org>
- 2) On the home page, click on the “Start Registration” link just under the “Sign In” button on the top left or click on the “Booster Club Signup” button on the right side of the home page.



- 3) Click on the “Register Now” button
- 4) Please follow the instructions below based on whether you are new to the team or a returning family
  - a. First-year Rapids family - please skip ahead to step #14 below
  - b. Returning Rapids families – please continue on to step #5
- 5) Please click on the radio button where it states “I am NOT currently signed in but I already **have an Account** on this team:” and enter the primary email account and password for your account in the boxes that appear.

- 6) Please confirm your billing account information/Guardians and email addresses. Please update any information that might have changed from last season, and then click “Next”
- 7) Your swimmers that were registered in 2010 should be listed. Select “Yes” in the drop-down by each swimmer being registered for 2011
- 8) Update each swimmer’s info and click on the “select” link at the right of the text box labeled “Register this Member to this Group:”
- 9) A browser window entitled “Select Registration Group” will open. Pick the radio button beside the correct age group for your swimmer based on their age on 6/1/2011 and click on the button labeled “Register the Member to the Selected Group” at the bottom of the browser window.
- 10) The correct age group should now appear in the “Register this Member to this Group:: text box. Click on the “next” button to proceed

- 11) Once you have added all your returning swimmers, you can add any new swimmers by clicking on the “Add New Member” button in the “New Members Added to Register” section and repeating steps 8 through 10 above.
- 12) Proceed to step 22 below for registration payment.
- 13) Payment by Credit card is preferred as we will be able to approve your registration more quickly. For those members paying by check, we will need to receive your check before we can approve the registration.
- 14) First-year Rapids Families - select the radio button which says “I am **not sure** if I have a Billing Account on this team. This is the email address I want to use:” and an email text box should appear.
- 15) Enter your email address and click “Next”
- 16) You will enter in your billing information on the ensuing screen. Please enter a password which you will use to access this site for the season. You may also enter in up to two additional email

addresses to receive emails (Note: you will receive payment receipt to all emails you enter in on this page). The “Billing Information” tab at the bottom of the page is required. The “Guardians” and “Insurance/Emergency Contact” tabs are optional. Once finished, click “Next”

17) On the following screen, fill in your first swimmer’s information and select the appropriate age group for this swimmer by clicking on the “Select” link to the right of where it says “Register this Member to a Group”.

18) A new browser window entitled “Select Registration Group” will open. Select the radio button for the appropriate age group for the swimmer and click on the “Register the Member to the Selected Group” button

19) Click on “Next” and you will be taken to your “Cart”.

20) If you are registering multiple swimmers, click on  and you will be taken to the swimmer information screen again (Ste #7 Above) to enter in your next swimmer’s info.

Repeat this process (Steps 7 to 10) until all of your swimmers are in your “Cart”.

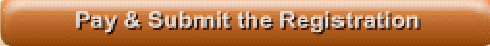
21) Once you have all of your swimmers listed in your cart, you can modify your billing information by clicking on the “Edit Billing Account” link in your cart or your swimmer information by clicking on the swimmer’s name.

22) Once all of your information is correct, click on one of the following two buttons



Payment by Credit card is preferred as we will be able to approve your registration more quickly.

23) If paying with credit card, you will be taken to a screen to enter in your credit card information.

Once you have entered in your credit card info, click on  to complete your registration process.

24) If you choose to pay by check, PLEASE DO NOT MAIL YOUR CHECK. Instead, we ask that you deliver your checks in-person to our Treasurer Aileen Bolger. Your registration will show as “not paid” until we have received your check. Verify your info on the ensuing screen and click on



- 25) You will see a pop-up screen that says ‘You are submitting your registration to the team, click “OK” to continue’ – click “OK”
- 26) If successful, you will be taken to a screen that states “Your registration has been successfully submitted”, and there will be a link that will allow you to print your receipt. In addition, you will receive a registration confirmation email at all of the email addresses you entered in step #6. The email will be from the “Roswell Rapids Booster Club” ([communications@roswellrapids.org](mailto:communications@roswellrapids.org)) with the subject “Roswell Rapids Swim Team: Rapids Booster Club 2010 Registration”, you’re your account will be in “Pending Team Approval” status.
- 27) At this point, the Booster Club will go into the online system and approve your registration request (usually within a few hours if you have paid by credit card).
- 28) Once your registration is approved, you will receive an email from Russ Thomas ([communications@roswellrapids.org](mailto:communications@roswellrapids.org)) entitled “Your password to access Roswell Rapids Swim

Team On-Line” that contains the link to our online registration site, the email you used to register and your password to access our registration site.

29) Please keep your log-in information handy as the Rapids will be using this same online site to register for volunteer hours and meets for the 2011 season. More information on volunteer and meet registration will be sent to you in the near future. Please make sure you are successfully registered with the site so that you do not have issues when we open up meet and volunteer registration to the team.

30) If you have any issues or questions with registration, please contact Russ Thomas at [communications@roswellrapids.org](mailto:communications@roswellrapids.org)

