How to make Installment Payments: Toronto Swim Club 2011 – 2012

1) Click on **"QUICK ENROLLMENT REGISTRATION LINK"** on the Registration Page of the website

2) You will see the **QE EMAIL HELP** page. If you did not already do so at registration, enter the four email addresses in your email address book. This is done to ensure that important emails generated by the system are not blocked by your SPAM filters. Click the **CLICK HERE** link at the bottom when done.

3) This page will read "Welcome to Toronto Swim Club Inc. on-line registration". Click on either the first or second statement that indicates that you have registered online before:
Click the first statement if you know your ID and password (from your initial registration), then proceed to step 5. **OR**
Click the second statement if you forget either your ID and/or your password; follow the steps to retrieve this information, then proceed to step 4.

4) You will come to the TSC Quick Enrollment User Log In page. Enter your ID and password and click "GO".

5) You will now see your Quick Enrollment family profile with your name as the main contact plus each of your children who are currently registered with TSC.
DO NOT ANSWER THE QUESTION "Do **ALL** the participants you would like to register appear on the list below" **AS THIS WILL TAKE YOU BACK INTO THE REGISTRATION SIDE.**
Proceed directly to step 7

6) Directly under the gray box listing the contact and swimmers, you will see an option "Pay by Credit Card Now?" Click on this option.

7) There will be two choices. Select "Pay Outstanding Registration Balance"

8) This will take you to the installment payment page. You will see the payments made to date for each of your swimmers and tick boxes for installments due each of the date of registration, Nov. 1st, Jan. 1st, and March 1st. You choose one or more installments you wish to pay at this time (**note the due dates**), by clicking the boxes beside the installment payments. Select **PAY NOW** to enter your credit card details.

9) Fill out your credit card details then click the **PROCEED WITH PAYMENT** button. Wait for your credit card to be processed – DO NOT CLICK ANY BUTTONS UNTIL YOU SEE YOUR RESPONSE. If your transaction is DECLINED, you may enter information for another credit card. If APPROVED, you will receive a printable receipt (you are now done).