

How to Register: Toronto Swim Club 2011 – 2012

Follow these instructions if you have never registered with TSC online

- 1) Click the link "Online Registration NOW OPEN" on the Registration Page.
- 2) You will see the **QE EMAIL HELP** page. Enter the 4 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) Click on the third statement that indicates that you have NEVER used QuickEnrollment to register online before.
- 4) You will see a page that will display instructions on how to proceed. Click the **SETUP MAIN CONTACT** button located at the bottom of the page.
- 5) You will see a form displayed that asks for the **Main Contact** information. This pertains to the **parent or guardian**, not the swimmer (unless the swimmer is an adult and chooses to be the main contact for all email communication and payments). Complete the form then click the **SUBMIT** button. Note: a navigation bar appears at the top to let you know where you are in the process. Helpful tips are also located to the right of the form throughout. An email address is required.
- 6) You will now see the **Create Your Security Information** page. You will be asked to enter security details that will protect the information you enter. You will set up a User ID and Password that will be used to re-enter the registration system; please keep this information safe as you will need it throughout the year. Follow the instructions located on the page, complete the information, then click the **SUBMIT** button.
- 7) The confirmation page will be displayed. You have now successfully set up yourself as the parent/ guardian. Click the **PRINT** button if you wish a copy for your records. Click the **DONE** button to move on to the next step.
- 8) You will now see your personal family profile with your name on the list of people you can register. Your next step will be to add the children you will be registering to your profile. The QE system will store this information so you will not have to re-enter data each time you register. To start, click the **NO** button located beside the phrase:
"Do **ALL** the participants you would like to register appear on the list below".
- 9) You will now see the Add Participant To My Profile page. Complete the form on this page. Click the "Same address as Main Contact or Parent/Guardian" tick box to pre-fill the address. Once complete, click the **SUBMIT** button.
- 10) The review page is now displayed. Click the **CHANGE** button to edit or click the **SUBMIT** button to move on. You will be on the Confirmation page. If you have more than one child to register, click the **ADD ANOTHER PERSON** button. If you do not have other children to register click the **DONE** button.
- 11) Your profile is now set up. Your next step will be to register your children into the TSC groups to which they have been assigned. To start click the **YES** button located beside the phrase: "Do **ALL** the participants you would like to register appear on the list below".
- 12) A list of TSC groups will be displayed, within two general categories: **Toronto Swim Club 2009/10 Registration ``A``** and **Toronto Swim Club 2009/10 Registration ``B-C``**.

Within each category, you will see each of the TSC groups such as Bronze 1, Silver 2, etc., but further identified as "A" or "B-C".

**Choose the "A" grouping if you have only one swimmer in your family, OR
Choose the "A" grouping for the first swimmer in your family if registering more than one swimmer, where the first swimmer is the one to be registered in the group**

with the highest Registration Fees

(You may choose the “B – C” groupings to obtain your sibling discount for the second (and third) swimmer in your family; this will be later on – see step 21)

Refer to the Payment Policies download on the TSC website – Registration Tab)

- 13) Click the **REGISTER** button located beside the “A” grouping.
- 14) You will now see the Information page for the “A” groupings. Read the details, scroll to the bottom and click the **CONTINUE** button.
- 15) A legal click through agreement will be displayed, detailing the Participation Consent Agreement, the Publication Consent Agreement, the Personal Information Protection & Electronic Documents Act and the TSC Code of Conduct. (You may download and print copies of these agreements from our website by going to the Registration Downloads column under the Registration Tab – and download “TSC Waivers”). You will need to agree with the content by typing in “I AGREE” then click the **CONTINUE** button to proceed. Note: The E-commerce Act states that this is as legal as a signature.
- 16) A list of people, including you as the main contact plus all the swimmers you may register, will appear. If you have more than one swimmer to register, **click only on the tick boxes located beside the first child, the one in the group with the highest fees, and select the group in which your first child is to be registered.** Remember, this is specific to children to be registered in the “A” groupings. Refer to instruction 12 above. Click the **CONTINUE** button located at the bottom of the page.
- 17) A personal info form that is pre-filled with information from your profile is displayed for the selected swimmer. Complete the rest of the required information. Remember that this information will form the database for the Club – please take care to avoid errors. You may enter an additional contact email address if you wish emails of a financial or administrative nature to be sent to both addresses. The participant email is optional and should not be included if you do not wish your child to receive emails of a financial or administrative nature. Click the **SUBMIT** button located at the bottom of the form.
- 18) You will now see your summary page. You can do one of two things: **One**: register another child – Click “Register Another” OR **Two**: Proceed to Payment. If you choose the “Register Another” option, please follow steps 19 through to the end. If you have only the one child to register, continue on to the payment stage, by skipping to instruction # 25.
- 19) You have chosen “Register Another” as you have two or more swimmers to be registered with the Club. This will return you to the list of TSC groups, within two general categories: **Toronto Swim Club 2009/10 Registration “A”** and **Toronto Swim Club 2009/10 Registration “B-C”**.

This time, choose the “B - C” grouping for the second (and third) swimmer in your family if registering more than one swimmer, where the second swimmer is the one to be registered in the group with the second highest Registration Fees and the third swimmer is the one to be registered in the group with the lowest Registration Fees.

This ensures that you obtain your sibling discount for the second (and third) swimmer in your family.

- 20) Click the **REGISTER** button located beside the “B-C” grouping.
- 21) You will now see the Information page for the “B-C” groupings. Read the details, scroll to the bottom and click the **CONTINUE** button.
- 22) A legal click through agreement will be displayed (see Instruction 15 above). Type in “I AGREE” then click **CONTINUE**

- 23) A list of people, including you as the main contact plus all the swimmers you may register, will appear. Click on the tick boxes located beside your **second** swimmer (the one with the second highest annual fees) and choose the appropriate group, "B" category. If you have a third swimmer, you may also click register him/her at this time. Click on the tick boxes located beside your **third** swimmer (the one with the lowest annual fees) and choose the appropriate group "C" category. Click the **CONTINUE** button located at the bottom of the page.
- 24) You will repeat these steps for your second and third swimmer. Click **SUBMIT**
- 25) You will be back to the summary page which will contain information about all of your swimmers. You should have registered all of your swimmers now, so this time you continue on to payment of fees. You will see a list of each of the swimmers you are registering, detailing the group, and the TSC Registration Fee and meet fee deposit specific to the group. Additionally, there are two other parts to the fees / deposits.
- a. SNC / SO Registration Fee – a series of four yes/no questions regarding the age of your child will determine the specific Swimming Natation Canada / Swim Ontario affiliation fees payable. You must answer each question – there should be only one yes and three no's.
 - b. The Family Participation Deposit – you will be required to answer a series of three yes/no questions which will determine whether you are required to pay the Family Participation Deposit. If factual, you may answer "no" to all three and no deposit will be payable. **DO NOT ANSWER YES TO MORE THAN ONE QUESTION OR YOU WILL BE CHARGED TWICE FOR THIS DEPOSIT**
- 26) You may choose to pay the entire amount or make a minimum payment. The minimum payment will consist of 25% of the Registration Fees of each swimmer plus 25% of the meet fee deposit plus 100% of the SNC / SO fees plus 100% of the Family Participation Deposit (if applicable). Choose your payment method from the drop box then click the **PROCEED WITH PAYMENT** button.
- Payment by Credit Card: 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).
- 27) You will receive an invoice via email, confirming your payment.
- 28) In order for registration to be complete, Toronto Swim Club must accept your registration. This means that within the few days following your on-line registration, a Club administrator will review your registration to ensure that your swimmer is in the correct group (as assigned) and that fees have been correctly charged (based on age for the SNC / SO affiliation fee and based on policy for the Family Participation Deposit). You will receive confirmation from TSC via email if your registration is accepted, or alternatively, you will be asked to contact the office if any adjustments are required.