#### https://uk.gomotionapp.com/team/reczzesc/page/team-registration?event\_id=19453

# IF YOUR ARE ON A MOBILE / TABLET PLEASE DO NOT PROCEED. YOU MUST ONLY FILL IN THIS FORM USING A LAPTOP OR COMPUTER.

ESC welcomes you to our club registration and management application, TeamUnify.

Please note this form is only applicable after you/your child has been assessed and you have been offered a confirmed place by the coach. If you have not had your assessment, please click HERE to book an assessment.

New Members: once you have completed this registration process, you will have access to your own private account that will enable you to maintain your contact information, monitor your swim times and more. Please read carefully the section 'System Information' then proceed to 'Working through the registration forms'.

#### System Information

- Please ensure to insert your postcode in CAPS and properly formatted
- when entering your information please do not use all UPPERCASE or all lowercase but proper mixed case typing
   Dates are entered using the Uk format; dd/mm/yyyy. (You may need to type this in)

#### Working through the registration forms:

- 1. To begin registration:
  - New Members: at the bottom of this page, see New Members: at the bottom of this page, select the red button 'register now' and then select the option 'New Member' as this is the first time you will be logging in. You will be asked to create your own unique password and it will take you through the steps for setting up an account.
- 2. An Account is a household. All of the swimmers in one household are part of one Account. Under Account contact details, you will be asked to provide the billin name, this should be the main contact person/parent. When completing this section:
  - · Fields with red stars are required fields.
  - Please enter as many details as possible except for 'SMS' and 'Insurance' information which are not required
     Please ensure the 'First name' field is the first name of the main contact person/parent for the account.
- 3. The 'Member Section' is where the swimmer information is located, siblings should be entered under the same account.
  - · You must click to add a swimmer to your Account.
  - Please check that all current swimmers are listed and that their details are correct, if not, please add/amend as required.

You will then need to scroll to the bottom of the page in order to tick each box to accept the agreements, then click the continue button.

- 4. Under the medical information, please use the fields to enter any important medical information, such as allergies, medicines and any other information that yo think the Club and coaches should be aware of.
- 5. For each swimmer, please select your allocated squad/class as advised by your invitation email.
- 6. All training fees are payable by monthly Direct Debit only.
- 7. FOR MASTERS your member information and account information will be the same. Please fill out both.
- 8. On joining you will be asked to make an Initial payment of the joining fee and the first month's fee.

Do not hesitate to contact us, if you have any queries as you complete this registration process business@swimesc.co.uk; Tel: 07716 219331

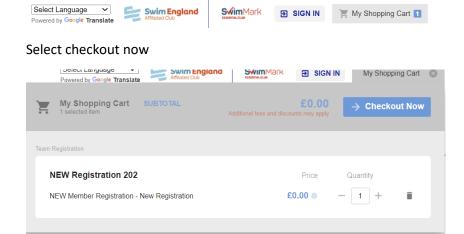
ESC is a registered Charity in England and Wales No 142189, that is organised with a two-tier board structure. There is an Operating Board which oversees the day-to-day running of the Club, and a Trustee Board that ensures accurate governance and compliance. The Club holds an AGM each year when it reports to the membership and elects the Trustees. Volunteers are active in all areas of the Club from administration to becoming ASA Officials. We would really appreciate if you could give up your time in any capacity.

We are looking forward to the new season and if you have any questions please do not hesitate to contact us.



#### Once you click on Add to cart

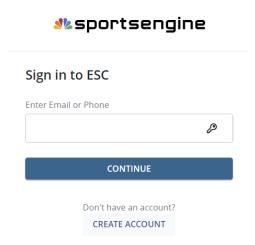
Look to the top right corner of the page and select My Shopping Cart



Select Checkout. There will be nothing to pay at present as EalingSC uses Direct Debit and you will given a direct debit form to fill out and return.

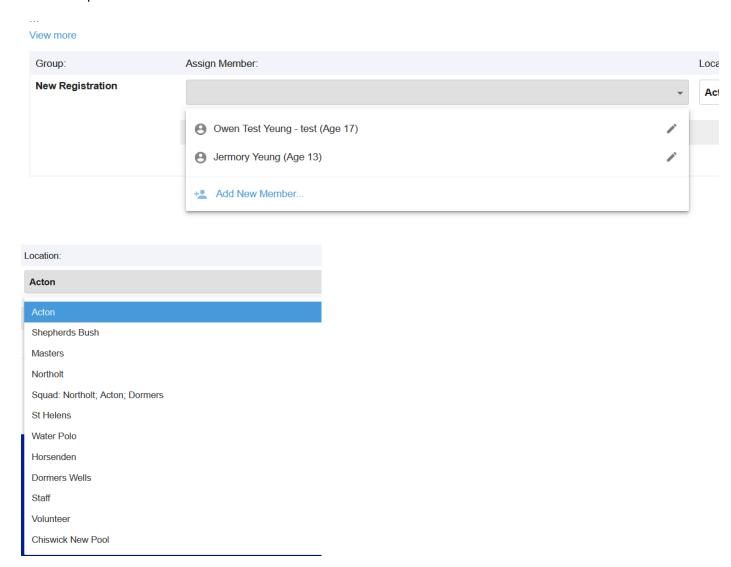
In the next window select Sign in/Create account

#### Select Create Account



### SIGN INTO your account using your email and password

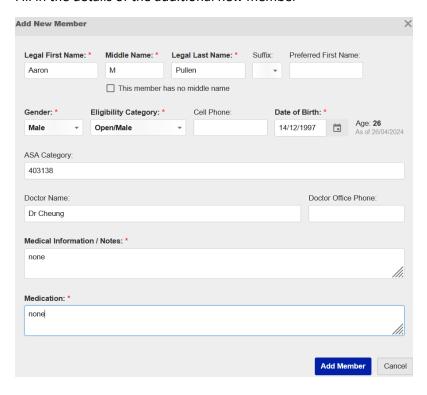
In the window that comes up click on Assign Member and select ADD New Member, and ensure you have selected the correct location – so if you are in Acton please ensure Location is Acton, if you are in Shepherd Bush please ensure Shepherd Bust is selected...



\*Please click on the button you are NOT transferring from another team



Fill in the details of the additional new member



• The Female category is for birth sex females in accordance with Swim England's Transgender and Non-Binary Competition Policy. By entering the 'Female' category, a swimmer confirms that their birth sex is female.

If you have more than one new member to add, please click on +Add Registration button, if not please click on the next button



Eligibility Category: \*
Open/Male

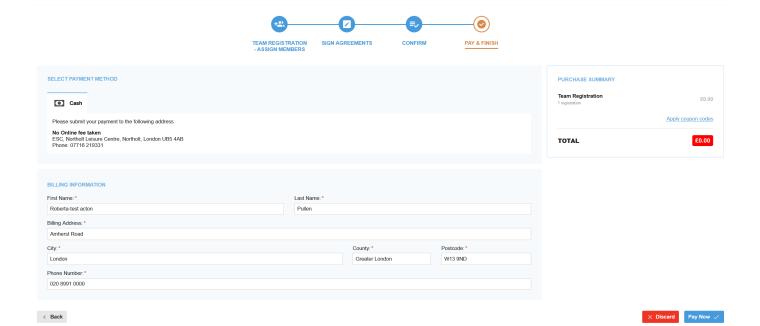
Please READ and agree to all the conditions by clicking on the I have read and agree boxes and click NEXT



In the window that comes up please click on the next button



In the window that comes up please click on the PAY NOW button (There will not be any payment necessary at this stage)



Account: Roberta-test acton Pullen

Payment amount: £0.00
Order number: \$C-177067

Print Order...

## **NEW Member Registration**

Your registration request has been successfully received! Thank you. Confirmation has been emailed to **leah@pullen.london**.

After your registration is approved by our team, you will receive an email inviting you to **Sign In** to your account and a request to register with Swim England, who provide our club insurance. Please do this ASAP.

Please ensure you make your initial payment as advised by the coach and bring your completed and signed Direct Debit mandate to your first sesison.

As a registered member of **ESC**, signing into your private account offers you the opportunity to keep your contact information up to date, gives you access to your child's class details and any recorded times. It also allows you to declare for House Championships, job sign ups and much more.

IF any of your details are incorrect, PLEASE click here to contact our Membership section immediately.