



Webster BlueFins Registration Help

This document is intended to help new and returning BlueFin families register their swimmers for the Webster BlueFins. While going through this process, a family can sign more than 1 swimmer up by repeating a few of the steps below. The steps to repeat are identified in the process steps.

Please note that when going through the process, if you are new to the BlueFins, you will be creating an account that will allow you to register. After registration is approved, this account will then have login rights to the BlueFins site. In some cases, a family who has made a prior inquiry or has previously registered for a trial swim may need to set a password. These accounts do not have login rights but may register for membership. Sometimes, these accounts may need to be activated prior to registration. Should this happen, please contact a BlueFins representative through the "contact us" tab on the website. Returning families may login using their primary email address to register.

Step 1:

Click on the Register NOW button on the launch page.

BLUEFINS REGISTRATION 2013-14 (REG 1)

Open for Returning Members 08/28/13 - 09/30/13 Open for New Members 08/28/13 - 09/30/13
 Date used to calculate Athlete's Age Today Remaining Available Registrants Unlimited

Welcome to the Webster Swim Association (WSA) BlueFins Electronic Registration platform for our upcoming swim season! You'll get access to your own private account that will enable you to easily declare for swim meets, sign-up for jobs, see your child's swim time histories, maintain your own contact information, and more. We are currently accepting electronic payment for registration.

Fields with a red asterisk * are required. Other fields are optional but preferred. For other problems or issues during the registration process, or if the system indicates that you already have an existing account and won't let you continue, please contact a BlueFins representative for assistance.

Returning BlueFins should register for the group they were in at the end of last season unless otherwise noted in the linked document. (You must be logged in to view this.)

Please refer to the Terms and Conditions and Volunteer Agreement documents prior to beginning registration for detailed information regarding membership fees and required commitment to the organization. You will be asked to electronically agree to these and additional waivers prior to submitting your registration. Any outstanding balance from last year's swim account will be added to your total during registration.

Membership Fee Summary	Includes membership rates.
2013-14 WSA Terms and Conditions	Includes pertinent information regarding rates, groups, summer swim, discounts, installment plan, no refund policy, electronic payment.
2013-14 WSA Volunteer Agreement	Includes volunteer commitment requirements

For those new to the BlueFins, refer to Practice Group Descriptions. Prior to registration, please ask a coach to assist you in selecting the appropriate group for your swimmer. We also offer a two week trial swim session to try it out before committing for the season.

We look forward to having you join the Webster Swim Association BlueFins and are excited for another great season!

Register Now **Check Registration**

Read the linked Terms and Conditions and Volunteer Agreement Documents to familiarize yourself with the policies of the organization.

Click here to begin registering a swimmer for the Webster BlueFins.

Step 2:

Select the Radio button which matches your situation, whether you are a returning or new family. If you are a new family, this will allow you to create an account and associate an email address to it. The account you associate is the one that will be used to log into the BlueFins site after you decide to join as well as the account that will be used to receive BlueFins communications.

BLUEFINS REGISTRATION 2013-14 (REG 1)

I am not logged in but have an existing account

I am a new user or I am not sure if I already have an account. This is the email I want to use

Email:

Continue Cancel

Choose the appropriate radio button, depending on whether you have an existing account or not. Enter primary email address.

*Note - should you have difficulties with this step, please contact a BF representative for assistance.

Click Continue when done.



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Please note: If you have previously requested information with this email address, the system may have already created an account for you already. If after entering your email address, the system indicates that you have an account but no password, click on "forgot password."

The system found "janedoe@yahoo.com" has a valid account with the Team. Please enter password below to login.

Email

Password [Forgot your password?](#)

Click on "Forgot your password?"

The following screen will be displayed for you to confirm your email address.

Tea... (US) | https://www.teamunify.com/ForgetPasswordPop.do?team=niwebs&act=new

Request Password

If you believe you do have an account with the Team, please enter your E-Mail Address associated with your account below and click Submit. An email with password reset instructions will be sent to that address.

Your Account E-Mail Address:

Enter your email address. You will receive further instructions via email.

Tea... (US) | https://www.teamunify.com/ForgetPasswordSuccess.jsp?team=niwebs

Password reset instructions have been successfully sent to your email address. Please click [Here](#) to close this window.

New Password

New Password:

Confirm Password:

Enter and confirm password. Click on "Change Password."

New Password

Your Password has been Reset.

You may [Log in now](#).

Do NOT log into the website.
Go to the home page and access the online member registration page. You may now use the password you created when prompted for it in the registration system.



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Step 3:

You need to enter information related to Billing for the account. On the Billing tab fill in all fields that have a red asterisks (*). (This page should be filled in already for existing families.)

BLUEFINS REGISTRATION 2013-14 (REG 1)
Please enter your account information for our records

EMAIL ADDRESSES

Sign-In Email: anyuser@gmail.com

*Password: [masked] (at least 6 characters)
*Confirm: [masked]
Password: [input]
Alternate Email 1: [input]
Alternate Email 2: [input]

BILLING INFORMATION

*First Name: Any
Middle Initial: M
*Last Name: User
*Billing Address: 123 Street Address
*Billing City: Any City
*State: NY
*Zip Code: 10920
*Primary Phone: 585-111-2222
Alternate Phone: [input]

Create and verify a password for your account (if you have not previously done so).

Enter or update contact name and address information in the Billing Information section. All fields with a red asterisks (*) are required.

Step 4:

Scroll to the Parents/Guardians and Insurance/Emergency Contact sections of the same window and complete or update the necessary information.

PARENTS/GUARDIANS

FATHER/GUARDIAN 1		MOTHER/GUARDIAN 2	
First Name	Joe	First Name	Mary
Last Name	User	Last Name	User
Primary Phone	585-111-1112	Primary Phone	585-999-9998
Alternate Phone	585-222-1112	Alternate Phone	585-888-9989

INSURANCE AND EMERGENCIES

*Insurance Carrier: BCBS
*Insurance Phone: 111-2222
*Emergency Contact: Joe Schmoe
*Emergency Phone: 222-2223

Continue Cancel

Scroll to the Parents/Guardians section.
Enter / confirm information for the swimmer's guardians.

Scroll to the Insurance / Emergency Contact section.
Enter / confirm information for the swimmer's health insurance carrier.
Enter name and contact information for the swimmer's emergency contact.
Click Continue when done.



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Step 5:

Complete the Member Selection window for the swimmer. Click on "Add Member" and fill in information on all fields that have a red asterisks (*). For existing members, click on the name and update information as needed.

Note: You will be able to add additional swimmers after completing the first one if you need to do so.

BLUEFINS REGISTRATION 2014-15
Please check the known members associated with your account that you'd like to register.

Add New Member

*First Name

Middle Name (Enter * if no middle name)

*Last Name

Preferred Name

*Gender

Athlete's Cell Phone

*Birthday (MM/dd/yyyy)

Age (on 08/27/2014)

WAC Member # (if applicable)

*Payment Option

*Are you transferring from another team?

*Physician Name

*Physician Office Phone

Medical Information/Notes

Medication

*Register to this Group

ADDITIONAL FEE/DISCOUNT QUESTION

Did you pay for a trial swim this season (beginning Sept 2014)?

Complete the form for the name of the swimmer that you want to register (if a new swimmer).

If existing member, click on the name.

All fields with a red asterisks (*) are required.

In Payments option field, select either:

Payment in Full OR
Two installments.

If you are transferring from another USA Swim team, select "Yes" from the associated drop down box.

Click on Select to register for a Group to see the list of options available.



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Step 6:

You will be presented with a Registration Group window. Scroll through the listed options and select the radio button next to the appropriate group. Click on Register the member to the Selected Group.

Select Registration Group

01-Bronze (school year)
 Sept-June membership fee: \$445
 Register and pay in full by 9/30: \$430 (Includes \$15 discount) OR
 2 installments: \$282 at registration/\$193 billed on Jan 1 (Includes \$15 fee per installment)
 USA Registration fee: \$62

02-Silver (school year)
 Sept-June membership fee: \$580
 Register and pay in full by 9/30: \$565 (Includes \$15 discount) OR
 2 installments: \$363 at registration/\$247 billed on Jan 1 (Includes \$15 fee per installment)
 USA Registration fee: \$62
 Optional Summer Swim: \$100 (may be added at time of checkout - discounted until 12/15)

03-Gold (school year)
 Sept-June membership fee: \$630
 Register and pay in full by 9/30: \$615 (Includes \$15 discount) OR
 2 installments: \$393 at registration/\$267 billed on Jan 1 (Includes \$15 fee per installment)
 USA Registration fee: \$62
 Optional Summer Swim: \$100 (may be added at time of checkout - discounted until 12/15)

04-High School/Modified (7 months)
 Discounted rate for swimmers who take approximately 3 months off to swim for HS/modified teams during the season.
 Sept-June membership fee: \$510
 Register and pay in full by 9/30: \$495 (Includes \$15 discount) OR
 2 installments: \$321 at registration/\$219 billed on Jan 1 (Includes \$15 fee per installment)
 USA Registration fee: \$62
 Optional Summer Swim: \$100 (may be added at time of checkout - discounted until 12/15)

On the window that appears, scroll and read through the available options and fees. Select the appropriate group for your swimmer(s).

For returning swimmers, refer to published list for any changes in roster group recommended by a coach.

If swimming for high school or modified teams, select the 7 month option regardless of the swimmer's roster group.

New swimmers should consult a coach to assist proper roster group selection.

Scroll to the bottom and click on "Register the Member to the Selected Group."

Step 7:

The completed Member Registration form should be filled out like this. Click on "Add" unless USA Swimming information displays below this.



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BLUEFINS REGISTRATION 2014-15
Please check the known members associated with your account that you'd like to register.

Add New Member

*First Name: Catherine
 Middle Name: M (Enter * if no middle name)
 *Last Name: User
 Preferred Name:
 *Gender: Female
 Athlete's Cell Phone:
 *Birthday: 08/15/2001 (MM/dd/yyyy)
 Age (on 08/29/2014): 13
 WAC Member # (if applicable):
 *Payment Option: Two Installments
 *Are you transferring from another team?: NO
 *Physician Name: Duck
 *Physician Office: 234-8789
 Phone:
 Medical Information/Notes: asthma - must swim with goggles on.
 Medication: albuterol inhaled
 *Register to this Group: 04-High School/Modified (7 months) [Select]

On the window that appears, click on "Add" to save the information unless USA Swimming questions appear below.

Answer USA Swimming registration questions next, if they display.

Are you a US citizen: Yes No

Disability: (leave blank if not applicable)

Legally Blind or Visually Impaired Deaf or Hard of Hearing

Physical Disability such as amputation, cerebral palsy, dwarfism, spinal injury, mobility impairment Cognitive Disability such as severe learning disorder, autism

Ethnicity: (you may select up to two)

Black or African American Asian White

Hispanic or Latino American Indian & Alaska Native Some Other Race

Native Hawaiian & Other Pacific Islander

Year of High School Graduation

Check if you would like to learn more about the USA Swimming Foundation's initiatives

Are you a member of another FINA Federation? Yes No

Have you represented another FINA Federation at international competition? Yes No

Would this athlete like to receive USA Swimming Newsletter (must be >= 13 years old)? Yes No

Add **Cancel**

Answer US citizen question.

Answer Disability and Ethnicity Questions.

Leave Year of HS Graduation blank unless swimmer has already graduated.

Answer other questions if desired.

Click on "Add" to save information.

Step 8:



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The Registration for the swimmer is complete. If you are registering existing swimmers, you may select their name to view and edit previous information. If you are registering any additional swimmers click on the "Add New Member" button and repeat steps 5-7. If you are done adding swimmers, read and answer the "Additional Fee/Discount Question." Trial swim fees incurred during the same season will be credited. Read and acknowledge the medical and liability agreements. (Note that answering "Yes" will reduce your total fee by \$20. Any additional trial swim credits will be manually processed.)

A screenshot of the registration form titled "BLUEFINS REGISTRATION 2013-14 (REG 1)". Below the title is a sub-header: "Please check the known members associated with your account that you'd like to register." There is a list of members with a checkbox and a name: " Catherine User". Below this list is a red button labeled "Add New Member". Underneath the button is the section "ADDITIONAL FEE/DISCOUNT QUESTION" with a question: "Did you pay for a trial swim this season (beginning Sept 2013)?" followed by a dropdown menu labeled "Select...".

If you need to add New Swimmers, click on Add New Member and repeat steps 5-7. For existing swimmers, click on their name.

Answer the Additional Fee/Discount Question.

Step 9:

When you are done adding swimmers, read and acknowledge the Medical and Liability agreements and the WSA Terms and Conditions and Volunteer Agreements. Click Continue when done.



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MEDICAL RELEASE WAIVER (PRINTER FRIENDLY VERSION)

I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the Webster Swim Association BlueFins to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. 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 Webster Swim Association BlueFins and 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 Webster Swim Association BlueFins activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.

[Required] I have read and agree to the above statement

LIABILITY WAIVER (PRINTER FRIENDLY VERSION)

By registering my child(ren) with the Webster Swim Association BlueFins, I agree to participate (or allow my child(ren) and family members to participate) in the Webster Swim Association BlueFins, and hereby release Webster Swim Association BlueFins, its directors, 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 Webster Swim Association BlueFins 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 Webster Swim Association BlueFins program.

[Required] I have read and agree to the above statement

TERMS AND CONDITIONS INCLUDING VOLUNTEER AGREEMENT (PRINTER FRIENDLY VERSION)

I understand and agree to the 2013-14 TERMS and CONDITIONS for PARTICIPATION (including the Webster Swim Association BlueFins Volunteer Agreement 2013-2014) in exchange for the participation of my child(ren) in the Webster Swim Association BlueFins Swimming program. I shall honor the member commitments described herein and understand that all these forms constitute a legally binding contract.

[Required] I have read and agree to the above statement

[Continue](#)

Read the Medical Release Waiver and indicate your agreement by checking the box below it .

Read the Liability Release Waiver and indicate your agreement by checking the box below it.

Read the Terms and Conditions, including Volunteer Agreement and indicate your agreement by checking the box below it.
Click Continue when done.

Step 10:

Review the data on the fee summary page. Note that here is where you would see any discounts, including multi-athlete discounts for registering multiple family members for the BlueFins at the same time. To add summer swim option, select "Yes - Pay this fee now."

BLUEFINS REGISTRATION 2014-15

REGISTRATION FEES [Add/Edit Members...](#)

Athlete to be registered	Group	Birthdate	Age	Gender	Fees
Catherine User	02-Silver (school year)	02/02/2002	12	Female	Reg: \$357.00 USA Registration Fee: \$62.00
Summer Swim (Optional) (\$90.00)					<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes - Pay this fee now
					\$90.00
Subtotal:					\$509.00
Total:					\$509.00

Payment Method:

TOTAL FEES

Registration Fees [Payment by Credit Card]: \$509.00
Grand Total: \$509.00

[Go Back](#) [Proceed to Checkout](#)

Click on Add/Edit members if additions or corrections are needed.

Select "Yes - Pay this fee now" for optional summer swim if desired. Otherwise, answer "No."

If you are done registering swimmers, click on Proceed to Checkout.

Step 11:

Review the billing details on the Payment screen.



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BLUEFINS REGISTRATION 2013-14 (REG 1)

Registration Total: \$487.00

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

1/ Billing Details

- * anyuser@gmail.com
- * Any
- * User
- * 585-111-2222
- * 123 Street Address
- street address two
- * Any City
- NY
- * 10920
- * United States

Click on Edit Registration or Edit Cart to make any corrections if necessary.

Step 12:

Complete the credit card information at the bottom of the page.

2/ Payment Information

Your team registration fees of \$20.00 will be charged to your credit card immediately by this organization.

- * Visa
- * card number
- * Expires: 01 2013
- * card security code

[Submit Order](#)

Enter necessary credit card information. Required fields are identified with a red asterisk (*).

Click on "Submit Order" button to complete the transaction.

Step 13:

You will receive a confirmation message saying that you have completed the registration process. The registrar will approve your registration and activate your account.

Welcome (or welcome back) to the Webster BlueFins!