FEES: ANNUAL MEMBERSHIP REGISTRATION RENEWAL PROCEDURE.

for Account Holders/ Members using the club's *TeamUnify/SportsEngine* System.

Type or cut and paste this registration link into your browser:

https://uk.teamunify.com/team/stow/page/team-registration?reg_id=35336

Green bar – "**Continue or check status**"

Returning members so sign in top right.

My Account >> Team Registration.

(If you cannot see Team Registration it could well be because you are using Safari *as the browser which seems to have a problem with the Team Registration link. Please try another browser such as* Chrome. *Probably best to use a laptop rather than an* iPad *for this re-registration.)*

Green bar – "**Continue or check status**"

Check the info is correct >> Green "**Continue**" in the bottom right.

Choose first listed member by **clicking in box next to name.**

Scroll down to "**Register to this group**" and click on appropriate group in drop-down menu.

Further information then appears.

Confirm (by leaving unchanged) or change the **Swim England category** and double check the other information.

Choose the next member by **clicking in box next to name** and repeat above steps.

Repeat for all members.

Now at the declaration stage (effectively the signing of the form):

Click in the box under each declaration marked with a red [Required] (after reading each declaration!)

Click on the green "**Continue**" in the bottom right.

Fee will show as zero because fees will be taken on 1st February.

Note the message in the blue box.

If all the information is correct click green "**Submit Registration**". Should get a success message.

All finished for another year!

Thank you.