



Registration

1. Main Page

- a. From the main page click on Wildkit Swimming to go to WSO Page

2. WSO Page

- a. Click on Team Information dropdown menu and select Register Now
OR Click on Registration under Team Information
- b. To register you must be logged in with a guardians email. Do NOT create a new member unless you are new this year to the team! If you forgot your password. Enter your email and click on Forgot Password. Use the email you received this notice from or email Kevin at swim@wildkitaquatics.com to find out what email we have on file for you.
- c. If you are logged in click on Start Registration and go to Step 3. Below.
- d. Otherwise click on Log In and you will be taken to the Log In page.
- e. Enter your email and password and click Login.
- f. You will be taken back to the Registration page but now the Log In has changed to a Start Registration button.
- g. Click on Start Registration button

3. Athletes

- a. You should see a list of your kids. If you don't you are likely logged in with the wrong email address.
- b. If you have new swimmer this year, not in the list, click Add Athlete and enter all of his/her information. You do not have to add their Student Id, Email or Cell. All other fields must be filled out. If they do not have a middle initial leave it blank. Click Save.
- c. You should click on Edit for each athlete in your list to confirm that the information we have is correct and complete.
- d. Click on the RED Don't Register button to turn it to a GREEN Register Athlete button to select the swimmers you wish to register.



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- e. If you do not wish to register an athlete make sure this button is RED and says Don't Register.
- f. If you have already registered this swimmer there will not be a button but there will be a note saying that this Athlete is Already Registered.
- g. Now click Continue or Click on the Guardians link.

4. Guardians

- a. To add an additional Guardian fill out the Green Add New Guardian form in full. Fill out all information. Passwords must be more than 8 characters and include at least one lowercase and uppercase character and a number. Click Green Add Guardian button.
- b. You may edit any of Guardian information. Make sure to click Save.
- c. After you are sure the Guardian information is accurate then click Continue or Click on Waiver link.

5. Waiver

- a. Read each of the sections carefully
- b. Once you have read each section click on the checkbox to show that you agree with the statement.
- c. You must agree to each statement except for the permission to use photographs statement in order to register.
- d. After you have checked each agreement then click Continue or click on the Billing link.

6. Billing

- a. Make sure to fill out the Billing Name and Address and the Home Address. Then click Save.
- b. Click Continue or click on the Checkout link.

7. Checkout

- a. On the checkout page you should see a table with each of your swimmers listed by row.



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- b.** Column Initial + Monthly is the Initial and Monthly costs if you wish to pay monthly. The first month you will be charged the initial payment then in subsequent months you will pay the monthly amount.
- c.** Season 1 Fall/Winter is the cost for swimming from Sept-March. This cost includes the initial cost.
- d.** Season 2 Spring/Summer is the cost for swimming from April-July. This cost includes the initial cost.
- e.** Yearly is the cost for swimming from Sept – July. It is assumed High School swimmers will be swim with their high school teams. Yearly is less than Season 1 + Season 2 as the initial fee is only charged once per year.
- f.** Select one of the orange payment buttons and you will be taken to the Confirmation page.

8. Confirm

- a.** The confirm page will appear when you click a payment button on the Checkout page. It will also disappear if you click away from it.
- b.** Confirm that the Billing Information and Membership Payments are correct.
- c.** Confirm that the Total Payment Amount is correct. If you are paying monthly the total payment will reflect the total of the initial payment(s).
- d.** The Total Payment Amount is the amount your credit card will charged.
- e.** If you need to make changes feel free to click on any of the links at the top and make those changes. The confirm page will disappear and you will need to go through Checkout again.
- f.** Once you are sure that the information is correct and you are ready to make payment click on the Make Payment button.

9. Make Payment



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- a. When you click Make Payment a small box with Wildkit Swimming Logo name and Learning to Swim Fast! will appear.
- b. Enter your card number, expiration date and code on back of your card into the appropriate fields and then click on Blue Pay button.
- c. If everything is fine, your Pay button will turn Green with a checkmark.
- d. The screen will change to show the Receipt page.

10. Receipt

- a. The Receipt page looks similar to the Confirmation page except with different colors and a statement thanking you for your payment.
- b. You may also print a receipt by clicking on the Print button. This will create a pdf of your receipt. In Internet Explorer the receipt may be a pdf file that will download on your computer.