



ONLINE REGISTRATION SHORT COURSE 2010-2011

Opens – July 28th 2010

Log on to www.WestCookYMCA.org

On the right side of the home page, find the link “Click here to register for classes”

This will take you to the West Cook YMCA on-line registration pages. Here you can browse and register for most YMCA classes and programs – including TOPS!

You will be prompted to log-in:

Click “OK” and follow the on-screen instructions in the LEFT column to log-in and set up your member account. You can use your first & last name if you don't have your member number handy. If your swimmer has a child membership, then log in using your swimmer's information. Your 6 digit membership ID number can be found on your YMCA ID Card, just below the bar code.

Once you are logged in, you can use the buttons at the right to select family members, update family information, pay outstanding balances, search for programs and more!

1) Select the family member you wish to register. “Family Members” button click on the person you wish to register.

2) Search for the Programs you wish to register that person for: “Program Search” Button to navigate to Search page.

3) ISI/USA Swimming Annual Registration

. In the “Session Code” box, type 2011. All Programs with Session 2010 will appear

. Select ISI Registration. Click the green button to add it to your cart; your current Shopping Cart contents will appear. Select the “Programs/Balances” button on the left to pay your TOPS Meet Escrow.

4) Meet Escrow Balance

Returning Swimmers are automatically enrolled in the program “TOPS Meet Escrow”

at the start of the new season. To pay your meet escrow balance: Click on the Programs/Balance” button (this will show you a history of all programs you have registered for in the last 2 years, and any balances owed).

Select the program “TOPS Meet Escrow” (AQ941) (the Balance Due will bring your account to current with the recommended Meet Escrow amount for each training squad).

Click the green button to add it to your cart; your current Shopping Cart contents will appear, with the total in the upper right corner. Select the “Program Search” button on the left to return to the Search Page

5) Search for all other current season TOPS Programs

In the “Session Code” box type ‘SC10’ for Short Course 2010

A list of Open TOPS Programs will appear, with check boxes on the right for selecting the program. Select the Training Squad you wish to register for

*Be sure to select either the “Full Payment (A)” or “Monthly Bill (C)” option

6) Volunteer Requirement (scroll down past all training squads)

If you agree to volunteer during TOPS meets and events, please select the “Volunteer” Program (AQ942). If you are unable or do not wish to volunteer, please select the “Work Escrow” program (AQ943).

7) After you have selected your TOPS programs, click the green button.

8) A list of programs now in your cart should appear. If you wish to remove any programs, you can do that from the Shopping Cart screen.

9) To register another child, click the “Family Members” button on the left, and then repeat steps 1-5 above (you do not need to select the Volunteer/Work Escrow program more than once).

10) After you have selected all TOPS programs for each child, follow the green button to proceed to checkout, or click the “Shopping Cart” link, and proceed to check out from there.

Emergency Information, Medical Release, & Photo Release

11) If your child(ren) does not have a current digital waiver on file, you will be asked to complete this before checking out. You can update this information at any time by clicking the “My Waiver” button on the left (NOTE: the waiver will be displayed for whichever family member was selected; each member has their own waiver; please complete one waiver per child).

12) Please take the time fill out the waiver for EACH Child. This digital release will replace the previous TOPS medical release. A completed form ensures the best possible care be given to your child in the event of an emergency. While it

may take a few extra minutes the first time you complete this, once it is filled out, you will only need to update the form each season. An accurate form is very important-TOPS will be taking these with the team on any trips/events.

13) Please list at least 2 Emergency Contacts.

14) Please use the extra "Contacts" boxes (3-6) in addition to the "Any Known Medical

Problems" box to tell us about any:

- a. Allergies
- b. Current Medications
- c. Disability or Recurring Illness
- d. Dietary Modifications
- e. Operations/Serious Injuries/ Activity Limitations

Example:

Contact 3: Allergies Telephone 3: Peanuts Relation 3: Penicillin

Contact 4: Current Meds Telephone 4: Albuterol Relation 4: for Asthma

Contact 5: Diet Restrict Telephone 5: Vegetarian Relation 5:

15) Once completed, click the green button to proceed to the checkout page. Again, if you need to complete information & waivers for more than one swimmer, please click the "Family Members" button, select the child, and then click the "My Waiver" button.

16) After you checkout, a receipt will automatically be sent to the e-mail address you provide. Thank you for familiarizing yourself with the YMCA on-line registration system. We hope that by making use of this system we can simplify the registration & payment process for all TOPS programs, as well as use less paper resources. Please contact the office if you have any questions or feel there may be an error in your registration.