

Registration for our 2009-2010 Short Course swim season will be held at the Cheshire YMCA on September 2nd and 3rd from 6:00-7:30pm. Each family must register their swimmer(s) on-line starting August 27th, using our *On-Line Registration* process on the team website (www.c-dog.net), **prior to** Sept. 2nd. Please print off copies of the registration paperwork, sign them, and bring them with you to the YMCA for Registration on September 2nd and 3rd. You will also need to bring at least 2-3 checks to pay your STPA and Escrow fees, and for any team apparel you wish to purchase.

NEW THIS SEASON!!! Families will need to pay their YMCA Program Fees **on-line prior to the registration nights**. After you complete your Swim Team forms while registering on-line, in the last step, you link to the Cheshire YMCA website's Program Fees Page. You can then pay your YMCA program fees securely on-line with a credit card, using a variety of payment schedules. Remember to bring a copy of your YMCA program fees payment confirmation to Registration. Yearly YMCA Membership fees need to be renewed at the YMCA, in person or via telephone, using a credit card, check or bank draft. YMCA New families must come into the Cheshire YMCA to pay for their membership before registration.

INSTRUCTIONS TO REGISTER ON-LINE FOR THE SEA DOG SWIM CLUB **beginning August 27.**

TO BEGIN: You register on-line for the Sea Dog Swim Club through the team's website (www.c-dog.net). Log onto the website. Click onto *Online Registration* (under *Team Info*). Click onto *Registration*.

*****To determine your child's SWIM GROUP, click on the *Roster/Group List* on the *Registration* page heading.*****

STEP ONE: You need to fill out a **Swimmer Registration form** for each swimmer. After you complete the information, enter your initials, and submit the information, you need to print a copy of the form before continuing. If you only have one swimmer, you should proceed to Step 2. If you have more than one swimmer, please complete, submit and print **Swimmer Registration forms** for each of your swimmers. When you are finished, you should continue to Step 2.

STEP TWO: You need to fill out a **Medical/Photo Release form** for each swimmer. After you complete the information, enter your initials, and submit the information, you need to print a copy of the form before continuing. If you only have one swimmer, you should proceed to Step 3. If you have more than one swimmer, please complete, submit and print **Medical/Photo Release forms** for each of your swimmers. When you are finished, you should continue to Step 3.

STEP THREE: You only need to fill out one **Code of Conduct form** for your family. After you complete the information, enter your initials, and submit the information, you need to print a copy of the form before continuing. Now you proceed to Step 4.

STEP FOUR: You only need to fill out one **Volunteer Policy form** for your family. After you complete the information, enter your initials, and submit the information, you need to print a copy of the form before continuing. Now you proceed to the next step, which is Payment of YMCA Fees see below).

NEXT STEP: You access the Cheshire YMCA's Program Fees Page through the Sea Dog Swim Club On-Line Registration. **Click onto YMCA Program Fees Page** at the end of Step 4 – after completion of the Volunteer Policy form. You may also select the **YMCA Program Fees page** option from the *Registration* page heading. See Instructions for Payment of YMCA Membership and Program Fees On-line below.

INSTRUCTIONS FOR PAYMENT OF YMCA MEMBERSHIP AND PROGRAM FEES ON-LINE

TO BEGIN: This link brings you to the YMCA [FIND YOUR PROGRAM](#) page. Please fill out the following Search Criteria (you fill in the [blue words](#)).

Branch: [Cheshire](#)

Program Session: [All](#)

Department: [Aquatics](#)

Keywords: (Please enter your child's swim practice group): [Buccaneers I](#), [Buccaneers II](#), [Age Group I](#), [Age Group II](#), [Age Group III](#), [Juniors](#), [Seniors I](#), [Senior II](#), [High School Boy](#), or [High School Girls](#). (NOTE: There are not separate categories for Junior HSB, Senior I HSB, and Senior II HSB; or for Junior HSG, Senior I HSG and Senior II HSG. Please enter either High School Boy or High School Girls).

Click on [SEARCH](#). The [PROGRAM LISTING](#) for your practice group is now displayed. You may click on [View Program Details](#) to see program details and fees. To pay, click on [Sign In](#).

STEP ONE: You are now on the [SIGN IN TO MEMBERLINK](#) page. If you are already a Southington-Cheshire Community YMCA member, you will need to register for a MemberLink ID. (If you are not currently a Southington-Cheshire Community YMCA member, you need to come into the YMCA to pay your membership before Registration.)

Since this is your first time paying your YMCA fees on-line, you will need to set-up a MemberLink ID. To do so, click onto [SIGN UP](#) under "*Don't have MemberLink ID? Signing up is easy. Click SIGN UP.*"

Use any of the 4 methods available to register for a MemberLink ID. Under method #2, you can search by your child's information (name, birthdate, home phone).

NOTE: If you have a YMCA Family Membership, you only need one MemberLink ID. If your swimmers have individual YMCA Memberships, they will each need their own MemberLink ID.

Select a *USER ID* and *PASSWORD* for your swimmer. **Record your MemberLink User ID and password** (you will use it in the future when you sign up for Y programs). Click on [Sign Up](#). You will return to the [PROGRAM LISTING](#) page.

STEP TWO: To purchase this program, click on [Add to Cart](#).

STEP THREE: When you are ready to check-out, click on [View Cart](#) (near top of page).

STEP FOUR: On the [ITEM\(S\) IN CART](#) page, you select your payment schedule option. You can pay your program fee in three payments (select [Deposit](#)) or in one full payment (select [Fee](#)). You may continue shopping (adding more programs to your cart) or you may pay. To pay, click on [PROCEED TO CHECK-OUT](#).

STEP FIVE: On the [PAYMENT INFO](#) page, enter your credit card information. Click onto [CONTINUE CHECK OUT](#).

STEP SIX: Review your bill. If everything is correct, click on [FINALIZE CHECK OUT](#).

STEP SEVEN: Print a copy of your receipt and bring it with you to Registration.

LAST STEP: Sign Off.

Please bring copies of all your on-line registration paperwork and YMCA Fees Payment Confirmation with you to Short Course Registration on Sept. 2 & 3. Remember to bring at least 2-3 checks or cash to pay your STPA and Escrow fees, and for any team apparel you wish to purchase or order.