

## **REGISTRATION AND REGISTRATION RENEWAL**

The following is a quick step guide to registering as a single, non-swimmer or family registration.

1. Go to Swimming NSW website and click on the 'MEMBERS PORTAL' section. This will take you to a screen saying:

### **SWIMMING NSW MEMBERS PORTAL**

Welcome to the Swimming NSW Members Page Membership is currently open for the 2010/2011 Season. All NEW and EXISING FAMILY Memberships please click [here](#), All SINGLE EXISTING members please click [here](#).

All SINGLE NEW Members please click [here](#)

When you get to this screen you only need to select the first option new and existing family memberships as this also has single member's options for swimmers and non-swimmers. Click on 'here' for the next step.

2. the next screen will come up with the following information that you just need to be aware of:

#### **FAMILY REGISTRATIONS**

If you are joining as a new family, you will be prompted halfway through the process to enter each member's details. If you are renewing as a family, you will be prompted half way through the process to login for each member. If you are an existing member, please DO NOT manually type your details in, click the 'Login' button instead.

Make sure you check your details once you have logged in, to ensure they are correct. Click 'Here to Continue'

3. The next screen will prompt you to select the Gosford Stingray club using the drop down menu. Then press 'next'.
4. The next screen will show you all the various types of memberships that suit the number of members in your family that are joining. Select the one that best suits you eg: 2 Swimmers, 1 non-swimmer and press 'next' down the bottom of the screen.
5. The next screen will display Member 1, Member 2, Member 3, one under the other. Click on Member 1.
6. The next screen will prompt you to select the member 1 status. This will be either a Swimmer or Non-swimmer (please ignore Life Members). Then press 'next'.
7. You will now enter the Swimming NSW Member Declaration and Parent Declaration. You need to click on both boxes once you have read and understood the declaration and then press 'next'.

8. If you are an existing member then please press on the Login box using your username and password. If you can't remember your password then please contact the registrar and they will email it to you. Once you have your members profile before you, you have the opportunity to update your details. Make sure that you confirm your email address. Then press 'next'.
9. If you have not previously been a member of a swimming club then you will need to enter in the appropriate information when you first go to this screen. Then press 'next'.
10. You will now be prompted to repeat the same process for the remaining 2 members.
11. Once you have entered in all the members you will then be prompted to enter in your credit card details and proceed with payment. Once you have your payment confirmed you should be emailed a receipt.

If you have any problems please let the club registrar know by email and it will be sorted out.