

## How to Create an Account for Surfers Swim Team (For Jr High Swim Team)

Thank you for taking the time to set up an account for the Jr High Swim Team. This secure account is very important as this is how the Aquatic Center will communicate for swim meets for the Jr High Swim Team program, it will also be the only platform for swim meet signups. It is very important that you maintain an active email address for purposes of team communication.

You only need to register each swimmer ONCE – do not make multiple accounts for different sessions. If your swimmer has previously made an account because they have been on **SURFERS SWIM TEAM** (Not any other swim team), then that account is already created and no action needs to be taken.

For new accounts, go to <https://www.idahofallsidaho.gov/SurfersSwimTeam> (though this is the website for the Surfers Swim Team, the Jr. High teams will also be managed through the same platform).

1. Click on Create an Account on the right
2. Click on Continue or Check Status
3. Click on Create New Account on the bottom
4. Fill in an email that you'll use for sign-in purposes, as well as YOUR date of birth.
5. Click Continue
6. Fill in a password according to the specifications that the site gives you.
7. Fill in all required information.
8. Click on Add Member
9. Fill in all information for each member on the swim team.
  - a. You may put only your middle initial instead of your full middle name.
  - b. Only fill out the physician information if there are conditions you feel the Aquatic Center needs to be made aware of.
  - c. Register for the team (Dragons, Eagles, Panthers, Spartans or Wolverines) that your swimmer is signed up for.
10. Click "Save Information".
11. Read the waivers.
12. Click "Continue".
13. Click "Submit Registration".

### Important Information:

- Though the system registration asks for billing information, be aware that the Aquatic Center will still be doing all fee processing through the current system. Nothing will be charged, and all fees associated with the new site have been set to \$0.
- When setting up an account, you will set the account first and then add members. Think of the parents as the account and the swimmers as the members. Parents do not need to be members unless they wish to be.
- Every account that is created must be approved. Please be patient, accounts will be approved as soon as possible.