



## How to Create an Account for Surfers Swim Team

Thank you for taking the time to set up an account for the Surfers Swim Team. This secure account is very important as this is how the Aquatic Center will communicate with the Surfers Swim Team, 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.

Go to <https://www.idahofallsidaho.gov/SurfersSwimTeam>

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 member
  - a. You may put only your middle initial instead of your full middle name
  - b. You do not have to fill out any physician information.
  - c. Register for the level that your swimmer is in.
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.