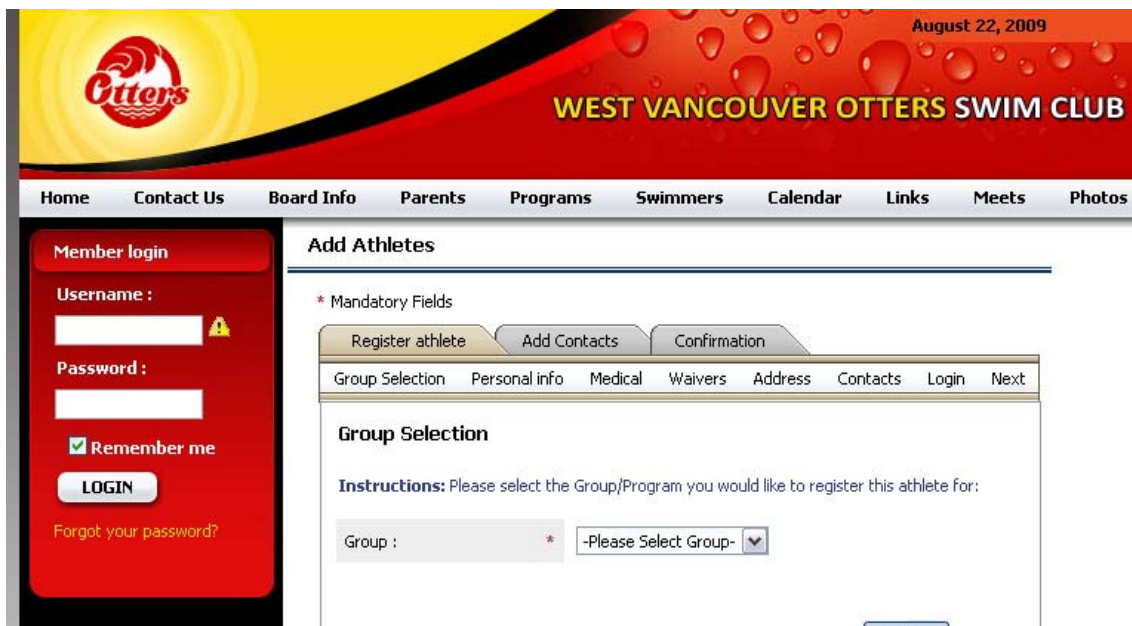


STEP 1: REGISTER ATHLETE

REGISTER ATHLETE TAB

You must complete all of the steps (Group Selection, Personal Info, Medical, Waivers, Athlete Address, Athlete Contact Numbers, Login and Next Steps) before you can move ahead to Add Contacts and Confirmation tabs.

You can see where you are in the process by watching the red arrow in the header >



Select Group as assigned by WVOSC coach. If your swimmer has not been assigned to a group you will need to contact khosro@westvancouverotters.ca to book an appointment for an assessment.

Click Next

Complete Personal Information

Click Next

Complete Athlete Information/Medical Information

- Medical conditions YES or NO
- Description of medical condition
- BC Medical Services Number

Click Next

Complete Waiver Agreements

Read the *Otters Waiver* by clicking on "I have read and agree..." link and accept by checking off the box

Read the *Photo Consent* by clicking on Photo Consent Form 2009/2010 link and choose YES or NO.

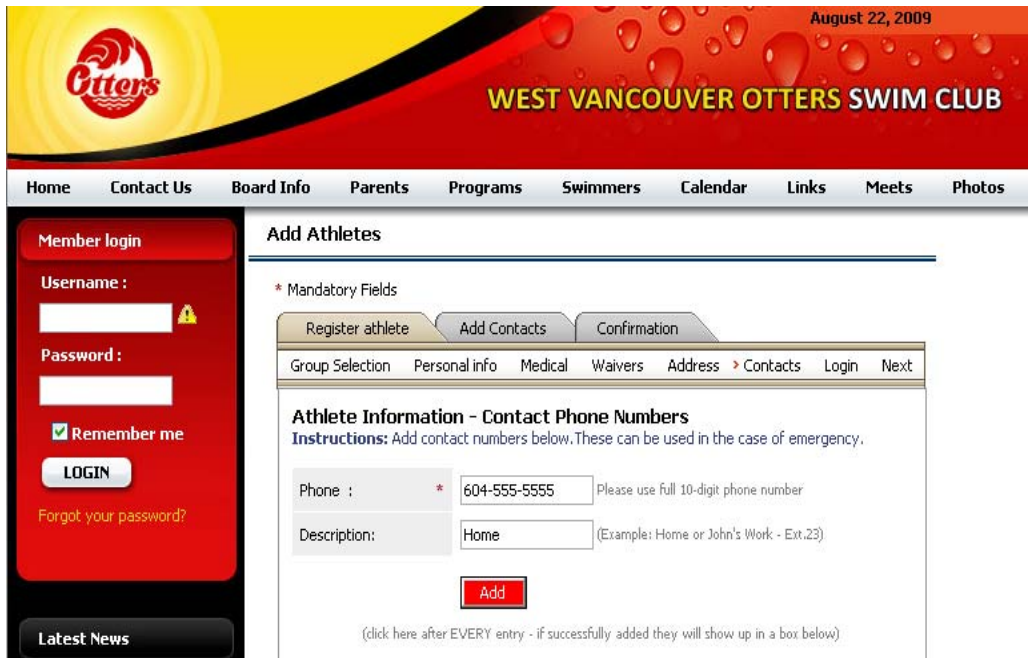
Click Next

A pop up screen will ask if you ACCEPT WAIVERS, click ok, click next

Complete Athlete Information/Address Information

Click Next

Complete Contact Phone Numbers



The screenshot shows the website header for the West Vancouver Otters Swim Club, dated August 22, 2009. The navigation menu includes Home, Contact Us, Board Info, Parents, Programs, Swimmers, Calendar, Links, Meets, and Photos. On the left, there is a 'Member login' section with fields for Username and Password, a 'Remember me' checkbox, a 'LOGIN' button, and a 'Forgot your password?' link. The main content area is titled 'Add Athletes' and contains a form with tabs for 'Register athlete', 'Add Contacts', and 'Confirmation'. The 'Add Contacts' tab is active, showing a sub-menu with 'Group Selection', 'Personal info', 'Medical', 'Waivers', 'Address', 'Contacts', 'Login', and 'Next'. The 'Contacts' sub-section is titled 'Athlete Information - Contact Phone Numbers' and includes instructions: 'Add contact numbers below. These can be used in the case of emergency.' There are two input fields: 'Phone' with a red asterisk and a value of '604-555-5555', and 'Description' with a value of 'Home'. A red 'Add' button is located below the fields. A note at the bottom of the form states: '(click here after EVERY entry - if successfully added they will show up in a box below)'. A 'Latest News' button is visible at the bottom left of the page.

Click Add

Once you have added the contact number you can add additional phone numbers

Click Next when you have added all athlete contact information

Complete Log In Information

- Create a User Name
- Create a Password

A User Name and Password will allow you access to the Members Section on our web site. Later you will be requested to create a user name and password for each parent or guardian that registers.

Click Next

Next Steps

The screenshot shows the 'Add Athletes' page on the West Vancouver Otters Swim Club website. The page has a red and yellow header with the club's logo and the date 'August 22, 2009'. A navigation menu includes 'Home', 'Contact Us', 'Board Info', 'Parents', 'Programs', 'Swimmers', 'Calendar', 'Links', 'Meets', and 'Photos'. On the left, there is a 'Member login' section with fields for 'Username' and 'Password', a 'Remember me' checkbox, and a 'LOGIN' button. Below the login section is a 'Latest News' box. The main content area is titled 'Add Athletes' and features a progress bar with tabs for 'Register athlete', 'Add Contacts', and 'Confirmation'. The 'Add Contacts' tab is active, showing a sub-progress bar with 'Group Selection', 'Personal info', 'Medical', 'Waivers', 'Address', 'Contacts', 'Login', and 'Next'. The 'Athlete Information - Next Step' section contains instructions: '* Instructions: Select one of the options below to continue.' There are three radio button options: 'Add another athlete', 'Add a parent/guardian contact' (which is selected), and 'Exit without saving any information'. A 'Next' button is located at the bottom right of the form.

From this screen you can now

- Add another Athlete
- Add a parent/or guardian
- Exit - will not save

Add Parent or guardian

The screenshot shows the 'Family Registration' page on the West Vancouver Otters Swim Club website. The page has the same red and yellow header and navigation menu as the previous screenshot. The 'Member login' section is visible on the left. The main content area is titled 'Family Registration' and features a progress bar with tabs for 'Register athlete', 'Add Contacts', and 'Confirmation'. The 'Add Contacts' tab is active, showing a sub-progress bar with 'Personal info', 'Address', 'Contacts', 'Expertise', 'Officiating', 'Login', and 'Next'. The 'Parent Details' section contains four required fields: 'Parent First Name', 'Parent Last Name', 'Parent Email', and 'Relation to Athlete'. Each field has a red asterisk indicating it is mandatory. The 'Parent Email' field has a note: '* Please ensure proper spelling'. The 'Relation to Athlete' field has a note: '(Example: Father or Mother or Guardian)'. A 'Next' button is located at the bottom right of the form.

Click Next

ADD CONTACTS TAB

You must complete all of the steps before you can move ahead to the confirmation tab.

Complete Parent Personal Information

Click Next

WEST VANCOUVER OTTERS SWIM CLUB

Home Contact Us Board Info Parents Programs Swimmers Calendar Links Meets Photos

Member login

Username :
Password :
 Remember me
LOGIN
[Forgot your password?](#)

Latest News

August 11, 2009
Canadians Break four world records at British SC Grand Prix
[...Read More](#)

July 30, 2009
Otters takes home best times and medals at Canadian Age Group Nationals in Montreal

Family Registration

* Mandatory Fields

Register athlete Add Contacts Confirmation

Personal info Address Contacts Expertise Officiating Login Next

Parent Details

Parent First Name : * Johnny
Parent Last Name : * Swimmer
Parent Email : * j.swimmer@telus.net * Please ensure proper spelling
Relation to Athlete : * Father (Example: Father or Mother or Guardian)

Next

Athletes Added :

First Name	Last Name	Date Of Birth	Group
SAmmy	Swims	Aug 15, 1992	National

Complete Parent Address

If the parents address is the same as the athletes address click next, if not click Use Different Address

WEST VANCOUVER OTTERS SWIM CLUB

Home Contact Us Board Info Parents Programs Swimmers Calendar Links Meets Photos

Member login

Username :
Password :
 Remember me
LOGIN
[Forgot your password?](#)

Latest News

August 11, 2009

Family Registration

* Mandatory Fields

Register athlete Add Contacts Confirmation

Personal info Address Contacts Expertise Officiating Login Next

Parent Details - Address Details

Instructions: Input the address information for the parent you are registering.
Johnny Swimmer
20 Forest rd
North Vancouver, British Columbia
Canada V7G 2R9

Use Different Address

Back **Next**

Complete Parent Contact Information

Click Add for each number added

Click Next

Complete Expertise

The screenshot shows the website header with the Otters logo and navigation menu. The main content area is titled 'Family Registration' and includes a 'Member login' sidebar. The 'Expertise' step is active, showing a list of expertise areas with an 'Add' button next to 'Website maintenance'.

Member login

Username :
Password :
 Remember me
LOGIN
Forgot your password?

Family Registration

* Mandatory Fields

Register athlete | Add Contacts | Confirmation

Personal info | Address | Contacts | Expertise | Officiating | Login | Next

Parent Details - Area of Expertise

Instructions: Select an area of Expertise you possess and click the 'Add' button.
click 'ADD' Button after EVERY entry - if successfully added they will show up in a box below

Website maintenance [Add]

Indicate in which areas you have talents or expertise which might be helpful to the club. After finishing with each selection click **ADD**.

Click Next

Complete Officiating

Indicate with a check mark which official positions or volunteer responsibilities you would consider taking on next season. When you click on the position, a summary description of what the position would entail appears.

Remember, we are an organization which relies on a very strong volunteer base of parents and a reminder that members are eligible for credits when volunteering as timers, stroke and turn judges or officials.

Click Next

Complete Parent Log In Information

- Create a User Name
- Create a Password

NEXT STEPS

From this screen you can now

- Add another Athlete
- Add a parent/or guardian
- Exit - will not save

Or you can Save and Finish. If you click **SAVE** and **FINISH** and **NEXT** you will be directed to a screen where you can confirm your information.

A pop up will appear to remind you to click **SUBMIT REGISTRATION** after you have reviewed your information.

NOTE: To change or add information use the Register Athlete or Add Contacts tabs do use the BACK button on your browser or you will Exit and your information will be lost.

Click **OK** to remove the Pop up window.

CONFIRMATION TAB

WEST VANCOUVER OTTERS SWIM CLUB

Home Contact Us Board Info Parents Programs Swimmers Calendar Links Meets Photos

Member login

Members Information [Print](#)


Username :

Family Details: as on August 23, 2009 [Back](#)

Microsoft Internet Explorer

Please review the information on this page. If all information is correct, you must click the 'Submit Registration' at the bottom of the page. To change or add information, click the 'Add parents' or the 'Add athletes' tab. Do not click your browser 'Back' button.

OK

Johny Swimmer 

j.swimmer@telus.net

20 Forest rd
North vancouver, British Columbia
Canada, V7G 2R9

Forgot your password?

Latest News

August 11, 2009
Canadians Break Four world

Click **Submit Registration** at the bottom of the page and you are now registered with Otters. The Registrar will review your information and notify you once your account has been activated. Once your account is activated you will log back in to complete the payment process.

WEST VANCOUVER OTTERS SWIM CLUB

Home Contact Us Board Info Parents Programs Swimmers Calendar Links Meets Photos

Member login

Registration Completed

Username :

Password :

Remember me

LOGIN

Forgot your password?

Latest News

August 11, 2009

Thank you for registering.

The Club Administrator will review your registration details. You will be notified via email once your account has been activated.

If you have any questions, please contact the administrator by email at registrar@westvancouverotters.ca

Step 2: 2009/2010 Payment of Fees

You will log back into the website at www.westvancouverotters.ca

Using the Member Login area on the left hand side of the page you will enter your Username and Password.

- If you cant recall your Username and Password you will need to contact info@streamlinesport.com



The screenshot shows the top of the website with the Otters logo. Below the logo is a navigation bar with links for Home, Contact Us, and Board In. The main content area features a red 'Member login' box with fields for Username and Password, a 'Remember me' checkbox, and a 'LOGIN' button. A 'Forgot your password?' link is also present. To the right of the login box, the text 'The West Vancouver Otters' is partially visible. At the bottom of the login box is a 'Latest News' button.

Click on the Member Accounts



The screenshot shows the top of the website with the Otters logo and the text 'WEST VANCOUVER OTTERS S' on a red background. Below the logo is a navigation bar with links for My Info, Member Accounts, Admin Area, and Logout. The main content area is titled 'Login Information'.

On this page you will be able to review the fee schedule.

June 23, 2009

WEST VANCOUVER OTTERS SWIM CLUB

My Info Member Accounts Admin Area Logout

Member Accounts

Logged in as Lana Zjadic

Instructions: To pay for an item, select the item by checking the box in the left column then click the "Pay Now" button.

Payment Status:

Paid:	\$0.00
Current:	\$0.00
Future:	\$4142.00
Total:	\$4142.00

<input type="checkbox"/>	Due Date	Athlete	Item	TotalAmount	Discount	Amount Due	Paid	Date Paid	Invoice #
<input checked="" type="checkbox"/>	2009-07-15	Leila Zjadic	Registration Fee	\$250.00	\$0.00	\$250.00			
<input type="checkbox"/>	2009-09-15	Leila Zjadic	Annual Swim Fees	\$361.00	\$0.00	\$361.00			
<input type="checkbox"/>	2009-09-15	Leila Zjadic	Swim Bc Fees	\$182.00	\$0.00	\$182.00			
<input type="checkbox"/>	2009-09-15	Leila Zjadic	Officials / Volunteer Fee	\$100.00	\$0.00	\$100.00			
<input type="checkbox"/>	2009-10-15	Leila Zjadic	Annual Swim Fees	\$361.00	\$0.00	\$361.00			
<input type="checkbox"/>	2009-11-15	Leila Zjadic	Annual Swim Fees	\$361.00	\$0.00	\$361.00			
<input type="checkbox"/>	2009-12-15	Leila Zjadic	Annual Swim Fees	\$361.00	\$0.00	\$361.00			
<input type="checkbox"/>	2010-01-15	Leila Zjadic	Annual Swim Fees	\$361.00	\$0.00	\$361.00			
<input type="checkbox"/>	2010-02-15	Leila Zjadic	Annual Swim Fees	\$361.00	\$0.00	\$361.00			
<input type="checkbox"/>	2010-03-15	Leila Zjadic	Annual Swim Fees	\$361.00	\$0.00	\$361.00			
<input type="checkbox"/>	2010-04-15	Leila Zjadic	Annual Swim Fees	\$361.00	\$0.00	\$361.00			
<input type="checkbox"/>	2010-05-15	Leila Zjadic	Annual Swim Fees	\$361.00	\$0.00	\$361.00			
<input type="checkbox"/>	2010-06-15	Leila Zjadic	Annual Swim Fees	\$361.00	\$0.00	\$361.00			

1 Page 1 of 1 (13 items)

If you choose not to use the on-line payment program through PayPal, please complete the following steps:

1. Print a copy of Member Account page (if printer available)
2. Write postdated cheques as stated on Account page
3. Mail cheques to the following address:
 WVOSC Registrar
 1185 Canyon Blvd.
 North Vancouver BC V7R 2K5

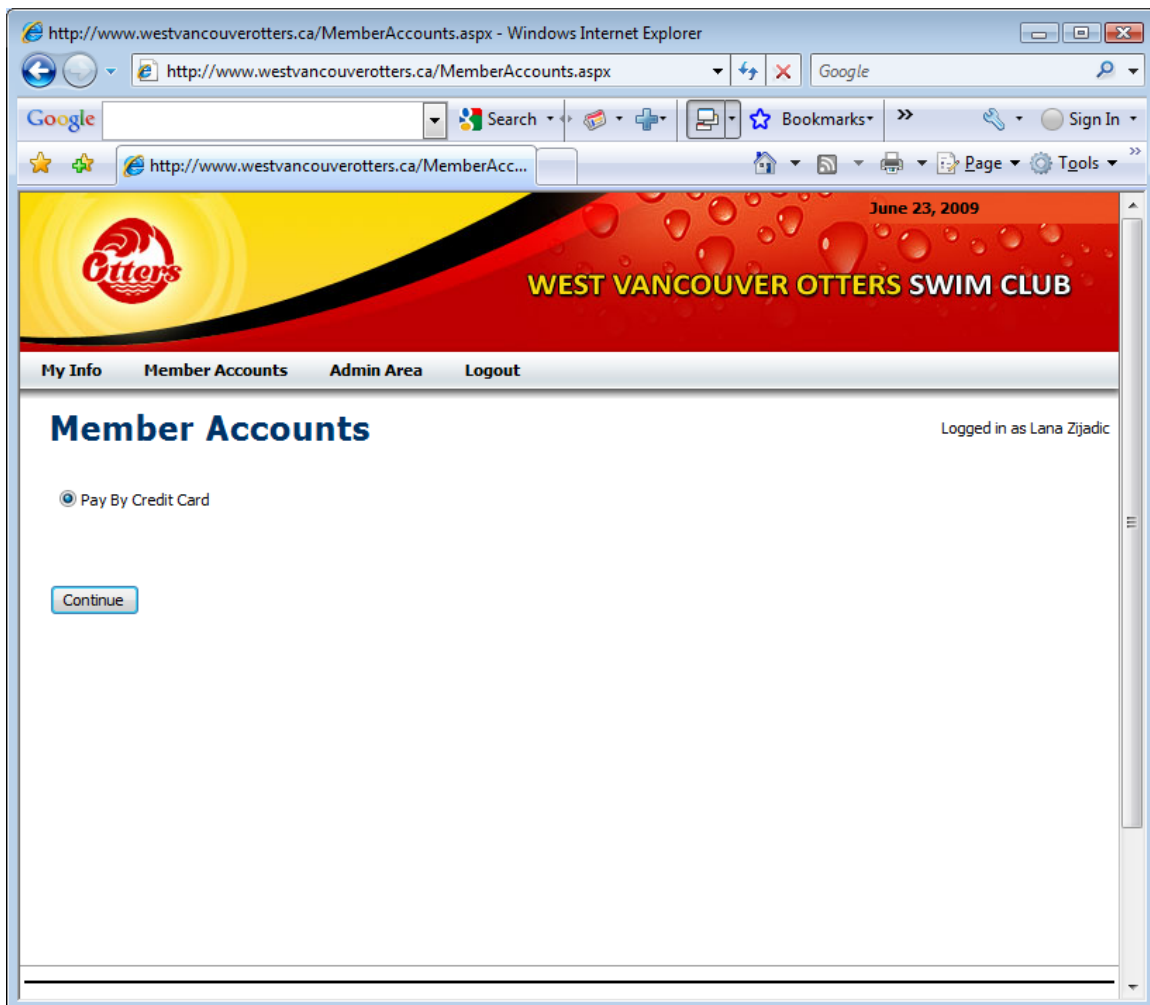
WELCOME TO OUR ON-LINE PAYMENT PROGRAM!

The first fee due is the WVOSC Registration Fee which is due before July 15th. Please select and choose **Pay Now**.

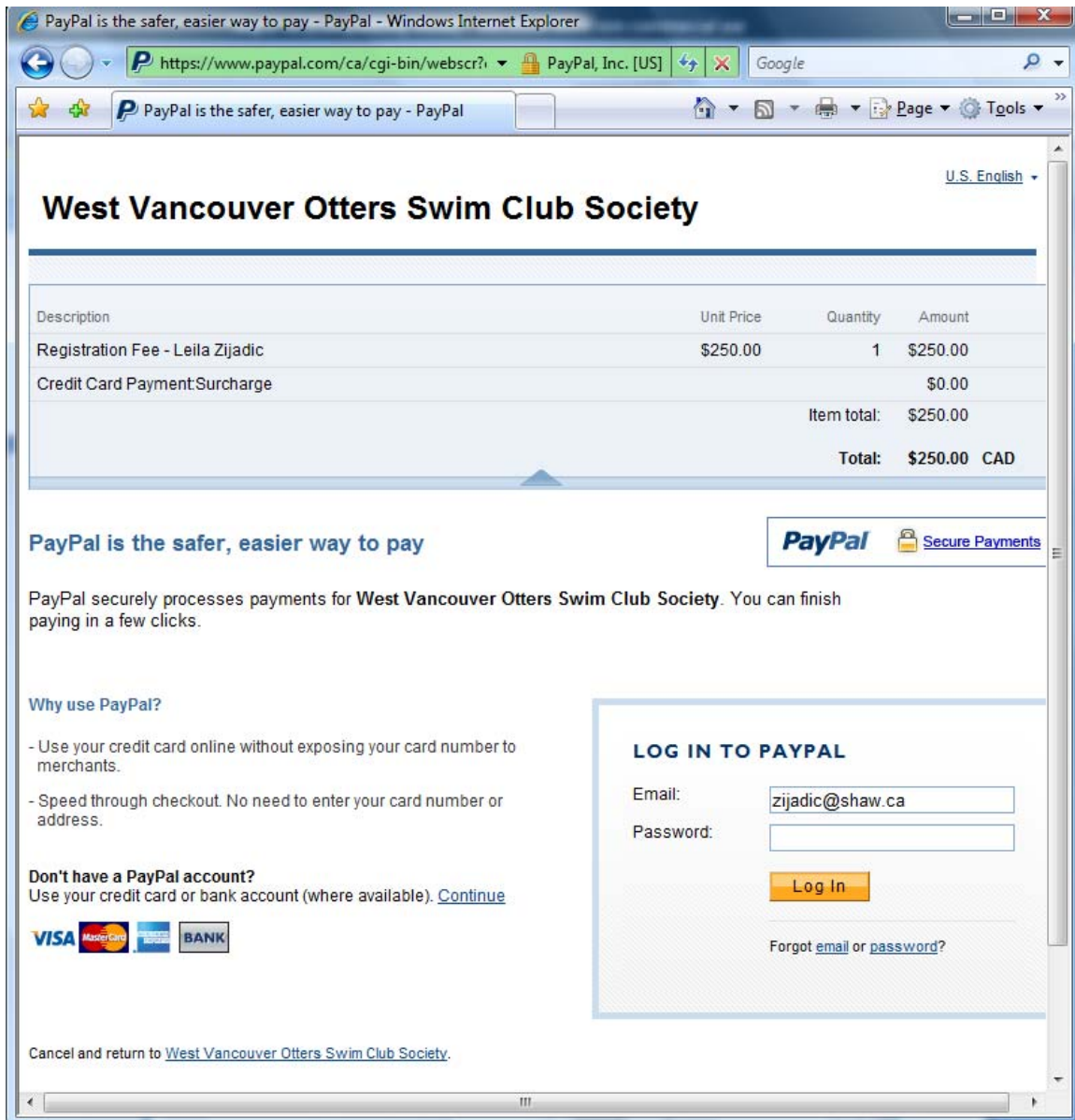
In August you will be reminded by email to pay Swim BC Fees, Officials Fee and the fee for the month of September. The September fees need to be paid by September 15. The remaining months October to June will be paid monthly by 15th of the month.

By choosing **Pay by Credit Card** you will be directed to Paypal page. Paypal processes both debit and credit cards as well as you can direct the payment to be taken from a chequing or savings account.

Click **Continue**



If you have chosen to use PayPal you will be directed to the secure web site where you can log on with your PayPal password or you can sign up for a PayPal account.



Note: If you wish to return to the WVOSC Registration Process during the payment process you will need to click on Cancel and return to registrar@westvancouverotters.ca in the bottom left corner of the PayPal screen.

Complete your billing information and click on Agree and Continue

The screenshot shows a web browser window with the URL <https://www.paypal.com/ca/cgi-bin/webscr?>. The page title is "Billing Information - PayPal". The main heading is "Create a PayPal Account or Log In".

Create a PayPal account

Country:

Credit Card Number:

Payment Type:

Expiration Date: / CSC: [What's this?](#)

First Name:

Last Name:

Billing Address Line 1:

Billing Address Line 2: (optional)

City:

Province:

Postal Code:

Home Telephone:

Email:

Create PayPal Password: (8 characters minimum)

Confirm Password:

By clicking the button below, I agree with PayPal's [User Agreement](#) and [Privacy Policy](#).

Cancel and return to registrar@westvancouverotters.ca.

Already have a PayPal account?

Please log in

Email:

Password:

Forgot [email](#) or [password](#)?

Please review your payment and select Pay Now.

The screenshot shows a web browser window with the address bar displaying "https://www.paypal.com/ca/cgi-bin/webscr?cm". The page title is "Review your payment - PayPal". The main heading is "Review your payment" with the PayPal logo and "Secure Payments" icon to the right. Below the heading, there is a message: "If the information below is correct, click **Pay Now** to complete your payment." and a link: "[Learn more](#) about how PayPal withdraws funds."

Description	Unit Price	Quantity	Amount
Registration Fee - Leila Zijadic	\$250.00	1	\$250.00
Credit Card Payment:Surcharge			\$0.00
Add special instructions to merchant			Item total: \$250.00
			Total: \$250.00 CAD

[Enter gift certificate, reward, or discount](#)

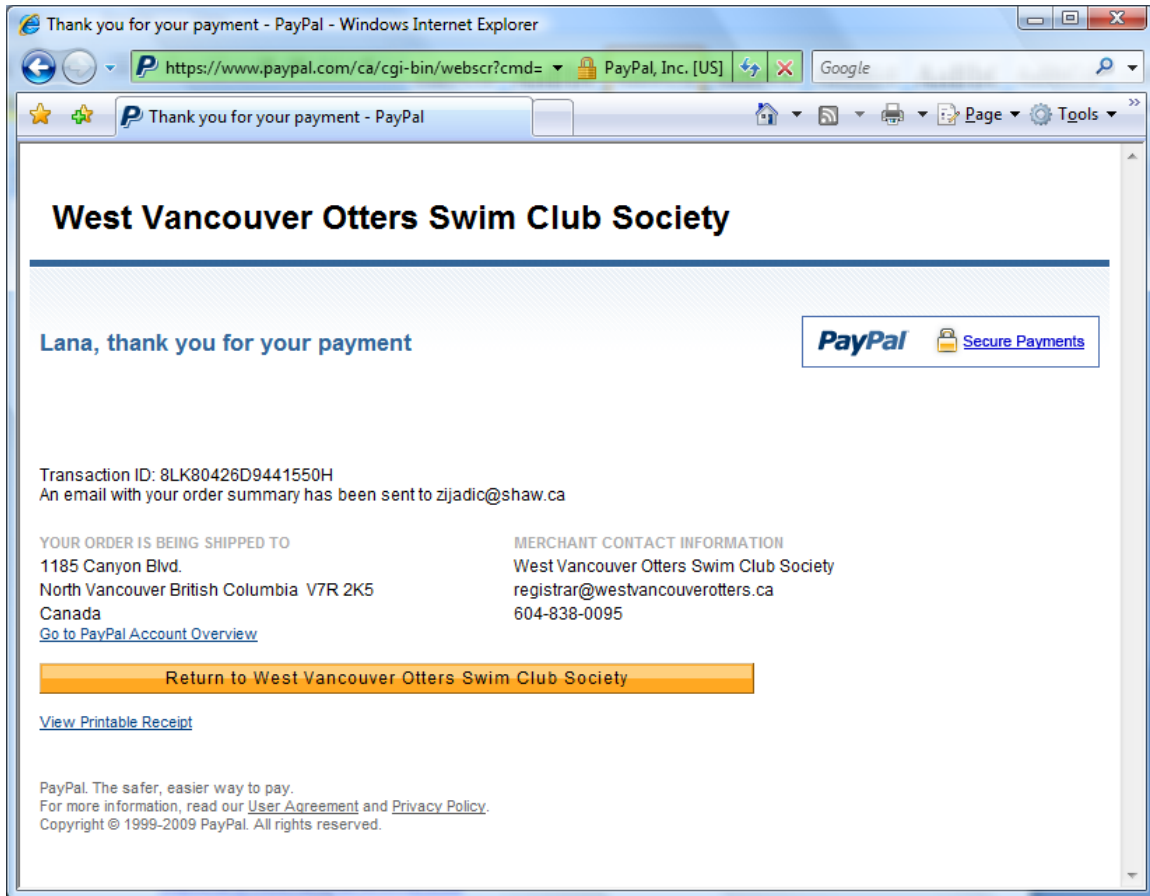
Payment Method: Instant Transfer : Royal Bank Chequing (Confirmed) \$250.00 CAD
xxxxx7280
PayPal will use Visa XXXX-XXXX-XXXX-7804 to fund this transaction if your bank does not have enough funds.
[Change](#)

Ship to: Lana Zijadic
1185 Canyon Blvd.
North Vancouver British Columbia V7R 2K5
Canada
[Change](#)

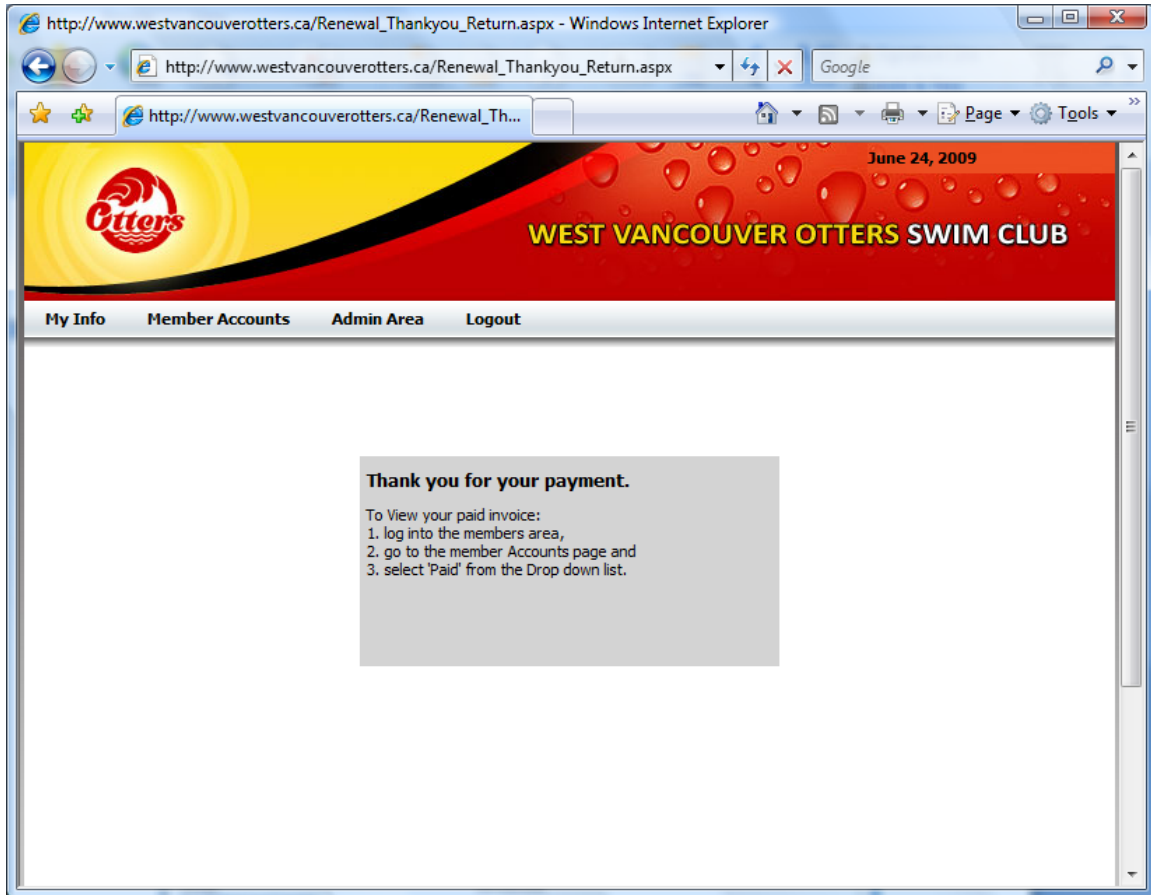
Contact Information: zijadic@shaw.ca

Pay Now

Now you will be presented with the Confirmation Page. After reviewing please click on **Return to West Vancouver Otter Swim Club Society**.



YOU HAVE SUCESSFULLY COMPLETED ON-LINE REGISTRATION AND PAYMENT



If you have any further questions please contact registrar@westvancouverotters.ca