



# ONLINE REGISTRATION



## 1. Visit Our website

Please visit [nationscapitalswimming.com](http://nationscapitalswimming.com) and go to **Locations**. From there select Tysons to review the **Dues** for 2023-2024. Then select Register when ready.

## 2. Team Unify

You will now be on our Team Unify site. Please read over the Registration Information thoroughly. When you are ready to begin, select **Register Now**.

## 3. Log In

New Members - Select "I am a new user..." and enter an email address you would like to use as the log in email (same will be used for communication) for the account.

Returning Members - Select the log in option and enter your log in information.

## 4. Account Information

- Returning members verify information on file and make corrections and save.
- New members enter the account information including: Email addresses, Billing information, Parents & Guardians, Insurance information, and Emergency Contact.

## 5. Swimmer Registration

Now you will register your swimmer(s) under your account.

- New Members - Select Add New Member. From there enter all the swimmer information in the required fields.
- Returning Members - Select Swimmer and make sure the information from last year is correct – Name > DOB - Outfitting sizing
- Enter in the correct outfitting information. For "Team Suit" type either: Youth or Adult for girls or Jammer or Brief for boys
- Select the "Remaining Payment" option: Monthly (8 payments August-March or Annually (lump sum) due August 1
- Select the correct registration group. After selecting the group scroll down to the bottom and select the button "Register the member to the selected group" in order to continue.

## 6. Waivers

Read over all the waivers and commit to them before continuing.

## 7. Payment & Success email!

After entering all the information, you will then review the registration fees. From there you will proceed to check out and enter your Credit Card information.



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## NCAP 2023-24

### TIPS:

- Register all members at the same time. If you were unable to do so, please let us know.
- Please enter the Swimmer's FULL NAME.
- Sessions will time out! Please be ready with ALL information before beginning to include medical insurance
- Credit Card is the only accepted payment method for registration.
- Please allow 7 days for registration approval by the coach.
- You will be required to settle any outstanding previous balance at the time of registration.

### QUESTIONS:

- **GROUP QUESTIONS:**  
Email the coach of the group or Head Coach of the site.
- **BILLING:**  
Email the site administrator listed on the bottom left.
- All these emails can be found on the FAQ's page on our Team Unify site.

