

Event Registration Quick Reference Guide

1 Login

Click on “My Account” from the USA Synchro homepage

Click 

New to our system? Click  and enter required information.

- **Customer Type:** Choose your club if you are located within the US, otherwise choose “Unaffiliated”
- **Geographic Area:** Choose your zone if you are located within the US, otherwise choose “International”

Current members access your account by entering your Login ID and password and clicking





2 Register for Events

In the left column, click **Register for Events** in the **Other Services** column. Scroll down to locate the event for which you need to register.

Depending on the event you are entering, there may be different options.

- Other items such as Judge, Coach and Personnel Credentialing; Tickets; Programs; Pictures; Scoreboard Cheers; and Banquets. ***These items will be listed separately of athlete registration.***
- Athletes - Individual events such as Solos and Figures (Technical).
- Athletes - Team events such as Duets, Trios, Team and Combo.

✓ Other Items

Click 

Choose the participant (athlete, coach, judge) by using the drop down arrow and click **Next**.

- **Select Event** – Depending on the event, you may need to choose 1 or more items such as a coach and/or judge credential. Click the needed check boxes and click **Next**.
- **Answer Questions** - Depending on the event, there may be questions to answer. All questions are important, but only questions marked with * are required.
- **Include Charges** – In some cases (usually tickets and programs) you must click the check box and enter a quantity for the item(s) that you are purchasing
- **Choose payment method** - A payment plan is available for members that would like to mail in payment. If choosing to mail in a check; you will need to choose the payment plan on every athlete, every event that you enroll for the system to defer all charges. If you miss even one, you will be asked for a credit card upon checkout.

Click **continue**.

✓ Athletes

Click [Add to Cart](#)

Choose the participant (athlete) by using the drop down arrow.

Check the boxes under the **Event** list for each routine that the athlete is entering and click **Next**.

Follow directions below for completing enrollment detail for each routine

Note: Make sure that you know all routines an athlete is participating in, as you must choose all routines at once for each athlete. If you neglect to enter an athlete in a routine you must contact the office, attempting to correct your entry after checkout will be prevented as it would result in a duplicate sponsor fee.

Select	Event
<input type="checkbox"/>	Duet - 2019 US Collegiates - 3068
<input type="checkbox"/>	Mixed Duet - 2019 US Collegiates - 3070
<input checked="" type="checkbox"/>	Solo - 2019 US Collegiates - 3072
<input checked="" type="checkbox"/>	Team - 2019 US Collegiates - 3073
<input type="checkbox"/>	Trio - 2019 US Collegiates - 3075

Individual Events (Solo & Figures)

Read the screen carefully so that you are aware of which routine you are being asked about (For example, if your athlete is competing in 3 events there will be 3 sets of questions):

Answer Questions - There will be questions to answer, required questions are marked *.

Answer some questions for this activity.

*Is this a provisional entry: (Required)
 No
 Yes

*Choose category of technical elements for athlete: (Required)
 Category A
 Category B
 Category C
 Category D

Team Events (Duet, Trio, Team, Combo)

Read the screen carefully so that you are aware of which routine you are being asked about (If the athlete is competing in 3 events there will be 3 sets of questions):

Click +**Create a New Routine** or Choose your Routine from the drop down box if you have previously created your routine.

* Select your Routine
Choose your Routine ▾
[+ Create a New Routine](#)

Click on the **Create Your Routine** tab.

- **Routine Name** – Assign a team name. Each routine needs a team name and it is necessary that you use the club abbreviation as part of the name (ex. XYZ Duet 1). There can be no duplication of team names.
- **Maximum # of Routine Members** – enter the number of athletes in the routine. Remember to allow for your alternates.
- **Sub-Event Division for Routine** – In most cases this will only be required when the event has age divisions.

Routine

Routine Details

* Routine Name
KCS 13-15 Team A

* Maximum # of Routine Members
10

***Required* DO NOT IGNORE Security fields.** This is to ensure an athlete isn't placed into another club's routine.

- Enter a Routine Registration Code and re-enter to verify

Security
You may also set a registration code for your Members will be required to enter this code to

Routine Registration Code

Re-enter Registration Code

Click on the **Custom Questions** tab

- **Answer Questions** –There will be questions related to the routine and most questions are required.

Click **Save and Close**.

Payment Plan

Once all event questions are answered click **Next**.

A pop-up screen for the payment plan will appear.

A payment plan is available for members that would like or need to mail in payment. If choosing to mail in a check; you will need to click **Agree to Payment Plan** on every athlete that you enroll for the system to defer all charges. If you miss even one, you will be asked for a credit card upon checkout.

If you DO NOT WANT the payment plan, click the **X** in the upper right corner.

Provisional Entries – Using the payment plan is highly recommended if you have any provisional entries. It is much easier if you wait to pay for your entries until all of the entries have been finalized. If you find that you have a routine that did not qualify, send an email to have the entry withdrawn and balance adjusted before you pay

Due Today	\$0.00
Mar 4, 2019	\$72.70
Total: 72.70	

Fees & Alternate Adjustments

On this screen you will see all of the charges applied to the athlete that you just finished registering.

If you have an alternate swimming in another routine, do not miss marking the check box to adjust that fee.

Team - 2019 US Collegiates Fees		
2019 Collegiate - Team	1	\$15.00
<input checked="" type="checkbox"/> Check box if athlete is an alternate entered into another routine.	1	(\$15.00)
Sub-total for Team - 2019 US Collegiates:		\$0.00

Add another athlete (same event)

Click **Register Another Participant for this Activity**.

Use the dropdown arrow to choose the athlete and click **Continue**.

Use the dropdown arrow to choose same routine, or click **Create a New Routine** to create your next team.

Note: It is very important that if you have multiple routines within the same category, that each team be named separately. (Ex: If you have 3 Duets competing, they should be labeled XYZ Duet 1, XYZ Duet 2 and XYZ Duet 3.)

Pay in full Total: \$57.70
 Use payment plan

[Proceed to Shopping Cart](#)
[Register Another Participant for this Activity](#)
[Add to Cart & Continue Shopping](#)

Add another person (different event)

Click **Add to Cart & Continue Shopping**

Scroll to find the event

Click **Add to Cart**

Use the dropdown arrow to choose the participant and either:

Click the check box(es) in the **Event List**, if applicable, and click **Continue**.

Or just click **Continue**.

Pay in full
 Use payment plan

Total: \$57.70

Proceed to Shopping Cart

[Register Another Participant for this Activity](#)

Add to Cart & Continue Shopping

3 Check Out

Click **Proceed to Shopping Cart**

Review your shopping cart carefully to ensure all entries are correct.

Click the checkbox to acknowledge the waiver.

Click **Checkout**

Pay in full
 Use payment plan

Total: \$57.70

Proceed to Shopping Cart

[Register Another Participant for this Activity](#)

[Add to Cart & Continue Shopping](#)

✓ **Payment**

If paying by credit card:

- Enter credit card information; including card number, expiration date, and security code.
- Click **Edit** to change billing address if necessary.
- Click **Pay** to complete the registration.

If mailing check:

- Click **Pay** to complete the registration.

Notes:

The system is set to only allow you to be logged in for 1 hour. We recommend that you finish your transactions and check out around the 45 minute mark to avoid losing your work.

Verify that all your athletes are visible in the participant drop-down before beginning.

The system will be checking for current memberships. If the athlete's file has been duplicated, you may get an error. Each member needs accurate information in their account for proper enrollment in events.

If you want to register your club in stages, use the payment plan even if you plan to pay by credit card. For example; you could register all of your seniors on Monday and juniors on Tuesday. Once all entries are complete, you would then click "Pay on Account" to finalize payment.