

# 2009-10 Registration Instructions



## Evaluation Sessions

If this is your first time joining the team, you must come to an evaluation session at the DCRC or obtain a reference from your summer team coach. At the evaluations the coach determines if each swimmer is swim-team ready or if more personal and fundamental attention is needed in swim lessons. A referral or evaluation is required before registration, as this determines eligibility and group placement. BEING EVALUATED DOES NOT GUARENTEE A SPOT ON THE TEAM. An evaluation schedule can be found online at [www.dublin.oh.us/recreation/aquatics/teams/index.php](http://www.dublin.oh.us/recreation/aquatics/teams/index.php) or scheduled through David Kuck at [dkuck@dublin.oh.us](mailto:dkuck@dublin.oh.us) or call 410-4566.

## Team Registration

**New swimmers must attend an evaluation session prior to registering and must bring proof of City of Dublin or Dublin School District residency (State ID)!**

2008-09 Registered Participants Online or In-Person at DCRC	New Participant Online Registration	New Participant Walk Registration at DCRC
Aug 19 6:00 am (online) 10:00 am (in-person)	Sept 1 6:00 am	Sept 9 10:00 am

This year swimmers are able to register online. This eliminates the need to come to the Recreation Center and wait in line. Below are instructions on how to register.

### **Returning Swimmers (Registration Starts Aug 19)**

#### **Online Registration**

**Steps 1 and 2 must be completed prior to the 8/19 registration date to ensure a successful registration!**

1. Verify that you are in our online system. Go to [www.dublin.oh.us/recreation/dcrc/swim/index.php](http://www.dublin.oh.us/recreation/dcrc/swim/index.php). Login using your home phone number and last name as instructed at the top of the web page. (or login using your current User ID and Password)
2. Verify we have record of you being on the team. Click on the "My Account" tab on the right side of the screen. Next click on "View My Shopping History". Make sure that each returning swimmer is enrolled in activity 44701.XX or 34701.XX. These classes are used as a prerequisite for the 09 registration.

**If you have any problems with the steps above, please call the Recreation Center at 614-410-4550.**

#### **Steps 3-7 cannot be completed until 8/19**

3. Move your mouse over the "Shop" tab on the left of the screen, then click on "Activity Enrollment".
4. Enter the activity and section number you wish to enroll in.

5. Select the family member to enroll.
6. Click on the “Add to Cart” button at the bottom of the page.
7. Follow steps 4-6 above if you have any other swimmers, then click “Checkout” and pay for the registration with your credit card.
8. **Print the receipt for your records, this is very important!**

**New Swimmers (Registration Starts Sept 1)**

1. You must first attend an evaluation session (see info above)
2. If the swimmer passes the evaluation session they will be given a form to take to the front desk.
3. The front desk will enroll the swimmer in a prerequisite class that will allow them to register on Sept 1.
4. Verify that you are in our online system. Go to [www.dublin.oh.us/recreation/dcrc/swim/index.php](http://www.dublin.oh.us/recreation/dcrc/swim/index.php). Login using your home phone number and last name as instructed at the top of the web page. (or login using your current User ID and Password)
5. Verify the swimmer has been placed in the prerequisite class. Click on the “My Account” tab on the right side of the screen. Next click on “View My Shopping History”. Make sure that each swimmer is enrolled in activity 44702.XX. These classes are used as a prerequisite for the 09 registration.

**If you have any problems with the steps above, please call the Recreation Center at 614-410-4550.**

**Steps 3-7 cannot be completed until 9/1**

6. Move your mouse over the “Shop” tab on the left of the screen, then click on “Activity Enrollment”.
7. Enter the activity and section number you wish to enroll in.
8. Select the family member to enroll.
9. Click on the “Add to Cart” button at the bottom of the page.
10. Follow steps 4-6 above if you have any other swimmers, then click “Checkout” and pay for the registration with your credit card.
11. **Print the receipt for your records, this is very important!**

## EVALUATION

Swimmer Name: \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Evaluation Status:                      Approved for Team                      Not Approved for Team

Please take this form to Front Desk and enroll in this section **TODAY**\* This does not guarantee a place on the team!

Starting Sept 1, you may enroll in this section\*  
Once enrolled you will have a place on the team.

- 44702.01 Senior Prerequisite
- 44702.04 Junior Prerequisite
- 44702.05 Junior Elite Prerequisite
- 44702.06 Age Group Elite Prerequisite
- 44702.07 Age Group 2 Prerequisite
- 44702.09 Age Group 1 Prerequisite

- 44701.01 Senior
- 44701.04 Junior
- 44701.05 Junior Elite
- 44701.06 Age Group Elite
- 44701.07 Age Group 2 (M/W)
- 44701.08 Age Group 2 (T/Th)
- 44701.09 Age Group 1 (M/W)
- 44701.10 Age Group 1 (T/Th)