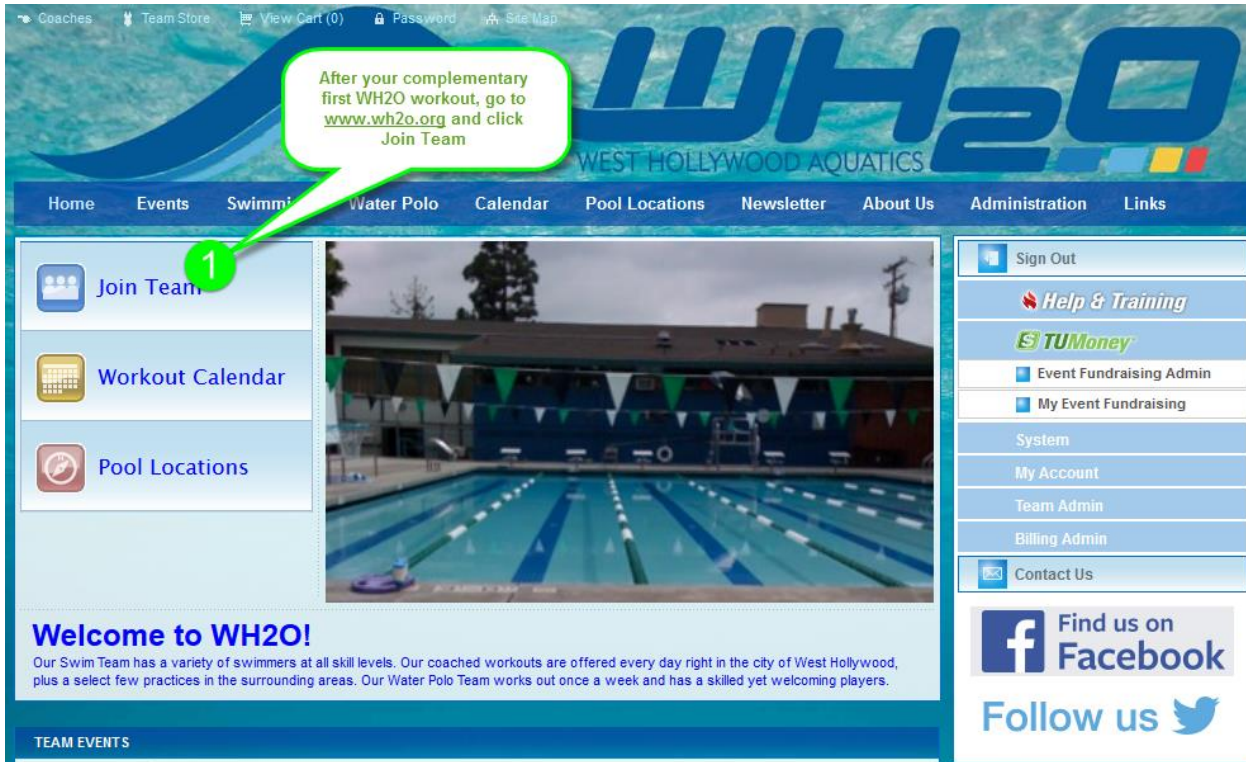


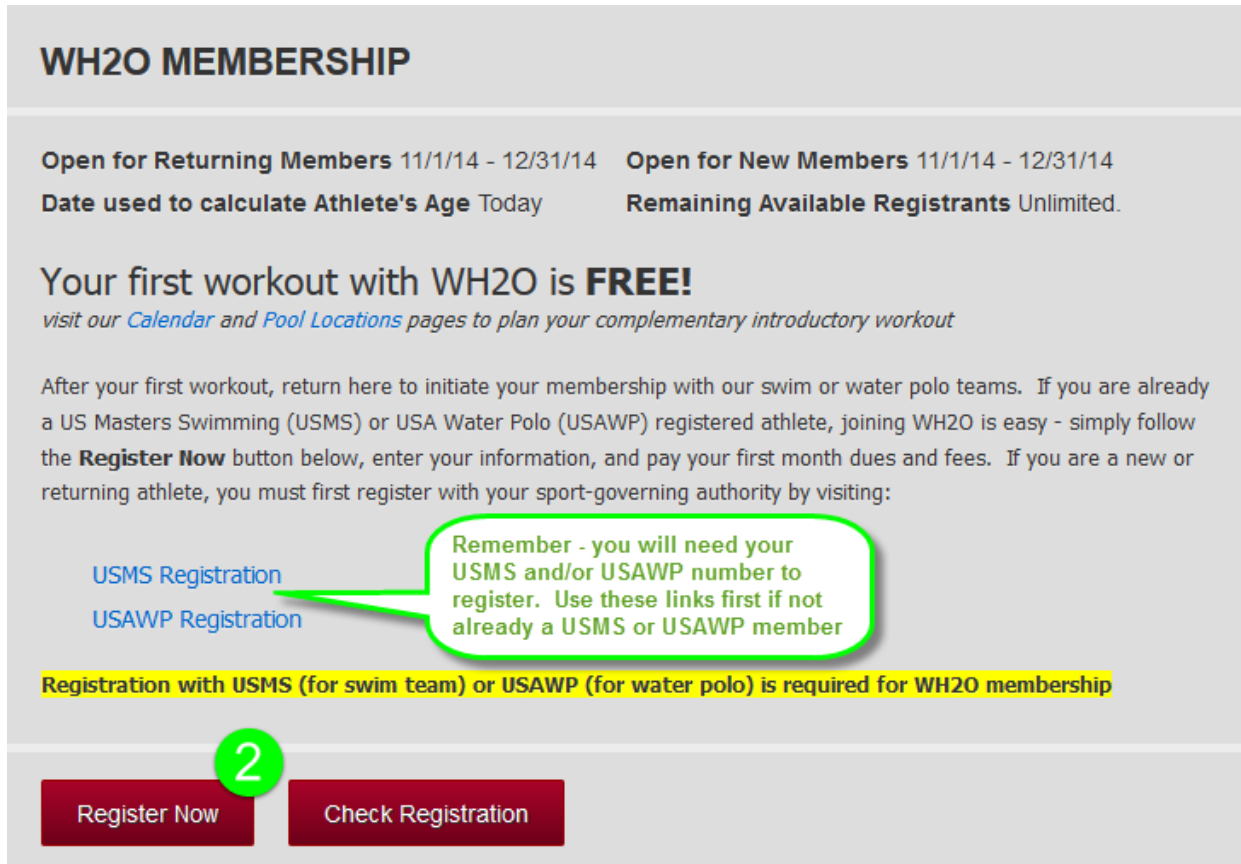
1. Click the **Join Team** link on the homepage of [www.wh2o.org](http://www.wh2o.org)



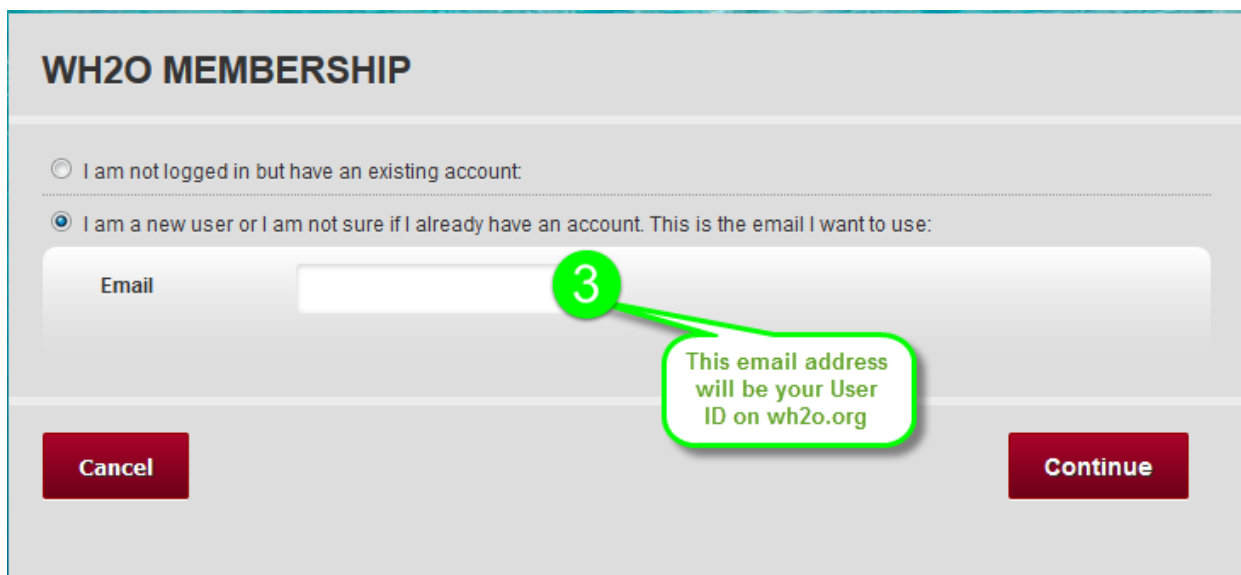
The screenshot shows the WH2O website homepage. At the top, there is a navigation bar with links for Coaches, Team Store, View Cart (0), Password, and Site Map. Below this is a main navigation menu with links for Home, Events, Swimming, Water Polo, Calendar, Pool Locations, Newsletter, About Us, Administration, and Links. A callout box with a green border and a white background contains the text: "After your complementary first WH2O workout, go to [www.wh2o.org](http://www.wh2o.org) and click Join Team". A red circle with the number "1" is placed over the "Join Team" link in the left sidebar. The sidebar also contains links for "Workout Calendar" and "Pool Locations". The main content area features a large image of a swimming pool and a "Welcome to WH2O!" message. On the right side, there is a sidebar with various utility links including "Sign Out", "Help & Training", "TUMoney", "Event Fundraising Admin", "My Event Fundraising", "System", "My Account", "Team Admin", "Billing Admin", "Contact Us", and "Find us on Facebook".

Review the information noting the USMS/USAWP prerequisite. If necessary, complete these registration(s) first by following the links. You will need your USMS/USAWP membership number to join WH2O.

2. Click the **Register Now** button

A screenshot of the WH2O Membership registration page. The page has a grey header with the title "WH2O MEMBERSHIP". Below the header, there are two columns of text: "Open for Returning Members 11/1/14 - 12/31/14" and "Date used to calculate Athlete's Age Today", and "Open for New Members 11/1/14 - 12/31/14" and "Remaining Available Registrants Unlimited.". A large heading reads "Your first workout with WH2O is FREE!" followed by a link to "visit our Calendar and Pool Locations pages to plan your complementary introductory workout". A paragraph explains that after the first workout, users can initiate membership with swim or water polo teams, and that joining is easy for US Masters Swimming (USMS) or USA Water Polo (USAWP) athletes. Below this, there are two blue links: "USMS Registration" and "USAWP Registration". A green callout bubble points to these links with the text: "Remember - you will need your USMS and/or USAWP number to register. Use these links first if not already a USMS or USAWP member". A yellow highlighted bar states: "Registration with USMS (for swim team) or USAWP (for water polo) is required for WH2O membership". At the bottom, there are two red buttons: "Register Now" and "Check Registration". A green circle with the number "2" is placed over the "Register Now" button.

3. Enter your email address – this will become your Account User ID on [www.wh2o.org](http://www.wh2o.org)

A screenshot of the WH2O Membership registration form. The page has a grey header with the title "WH2O MEMBERSHIP". Below the header, there are two radio button options: "I am not logged in but have an existing account" and "I am a new user or I am not sure if I already have an account. This is the email I want to use:". The second option is selected. Below the options is a white input field labeled "Email". A green callout bubble points to the input field with the text: "This email address will be your User ID on wh2o.org". At the bottom, there are two red buttons: "Cancel" and "Continue". A green circle with the number "3" is placed over the "Email" input field.

Account Set **4** Member Selection Fees Summary Payment Success

### WH2O MEMBERSHIP

Please enter your account information for our records

You will be setting up an account for [www.wh2o.org](http://www.wh2o.org) login and member charges. Password and Billing information is required; Parental, Insurance, and Emergency information is not (our system was designed for US Swimming teams where, generally, parents maintain an account with member children. Enter the required information and click Continue.

#### EMAIL ADDRESSES

Sign-In Email

\*Password  (at least 6 characters)

\*Confirm

Password

Alternate Email 1

Alternate Email 2

This will be your password to login to [www.w2ho.org](http://www.w2ho.org)

#### BILLING INFORMATION

\*First Name

Middle Initial

\*Last Name

\*Billing Address

\*Billing City

\*State

\*Zip Code

\*Home Phone

Work/Mobile Phone

#### PARENTS/GUARDIANS

<p>FATHER/GUARDIAN 1</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Work Phone <input type="text"/></p> <p>Mobile Phone <input type="text"/></p>	<p>MOTHER/GUARDIAN 2</p> <p>First Name <input type="text"/></p> <p>Last Name <input type="text"/></p> <p>Work Phone <input type="text"/></p> <p>Mobile Phone <input type="text"/></p>
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#### INSURANCE

Insurance Carrier

Insurance Phone

#### EMERGENCIES

Emergency

Contact

Emergency Phone

4. Enter your password and billing information to establish your account with WH2O

*(Parent/Guardian, Insurance, and Emergency Contact information is optional – our website and payment processing system was designed for US Swimming families rather than US Masters swimmers or USA Water Polo players)*

5. Click the **Add New Member** button. If you are a returning member, you will see your name listed. You can select your name to update/validate your member information.

Account Setup   **Member Selection**   Fees Summary   Payment   Success

### WH2O MEMBERSHIP

Please check the known members associated with your account that you'd like to register.

**5** **Add New Member**

Click to add yourself as a New Member. If you are recognized as returning member, you name will appear here

#### ADDITIONAL FEE/DISCOUNT QUESTION

Are you joining WH2O after July 1st of the current year?

#### CERTIFICATION AND WH2O RULES AND ETIQUETTE REVIEW ([PRINTER FRIENDLY VERSION](#))

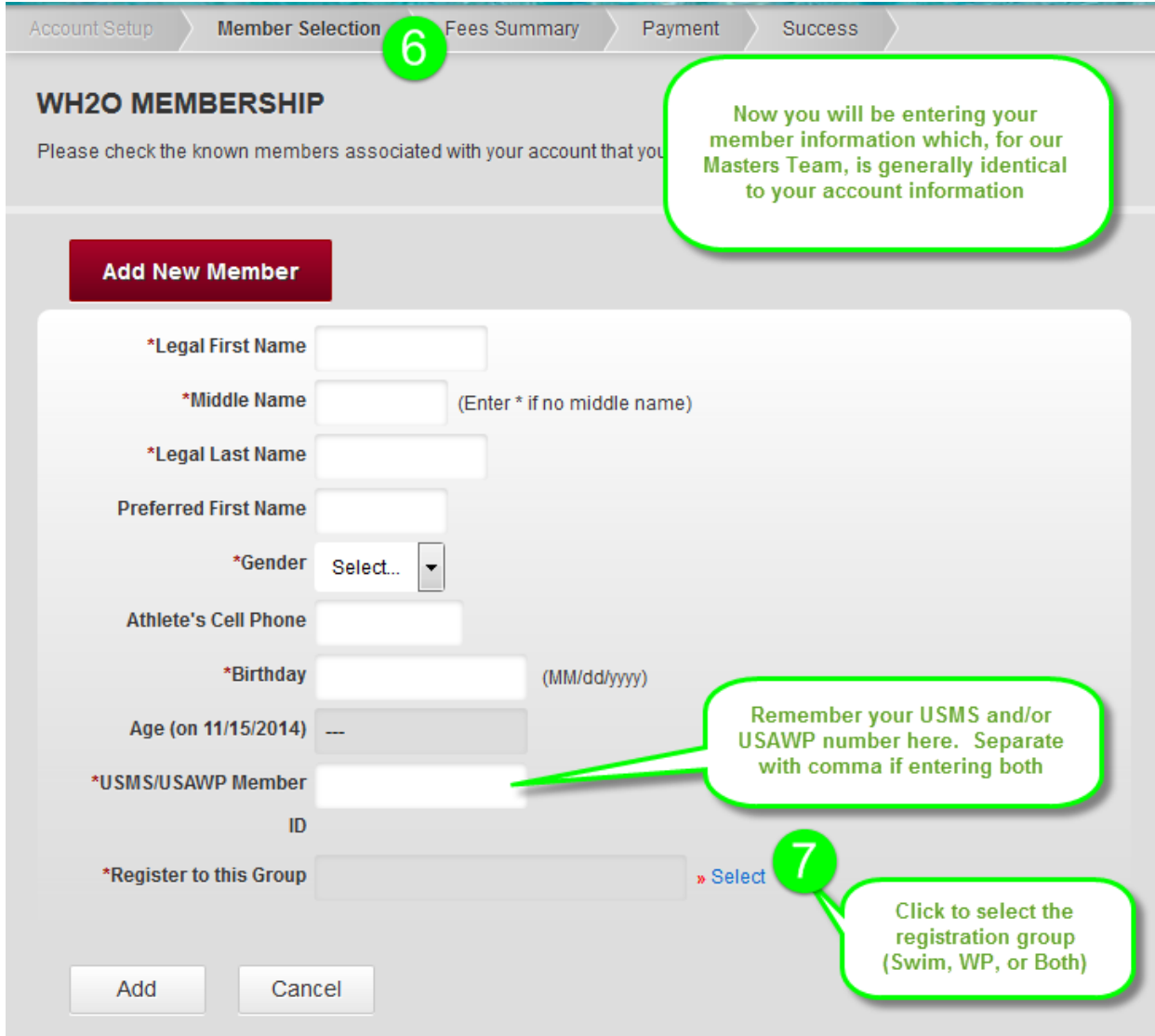
I certify that I am a registered member of US Masters Swimming (for swim team) or USA Water Polo (for water polo). I understand that my **West Hollywood Aquatics (WH2O)** membership is contingent upon keeping my membership with my sport-governing authority current and in good standing.

I have reviewed the [WH2O Rules and Etiquette](#)

**[Required]** I have read and agree to the above statement

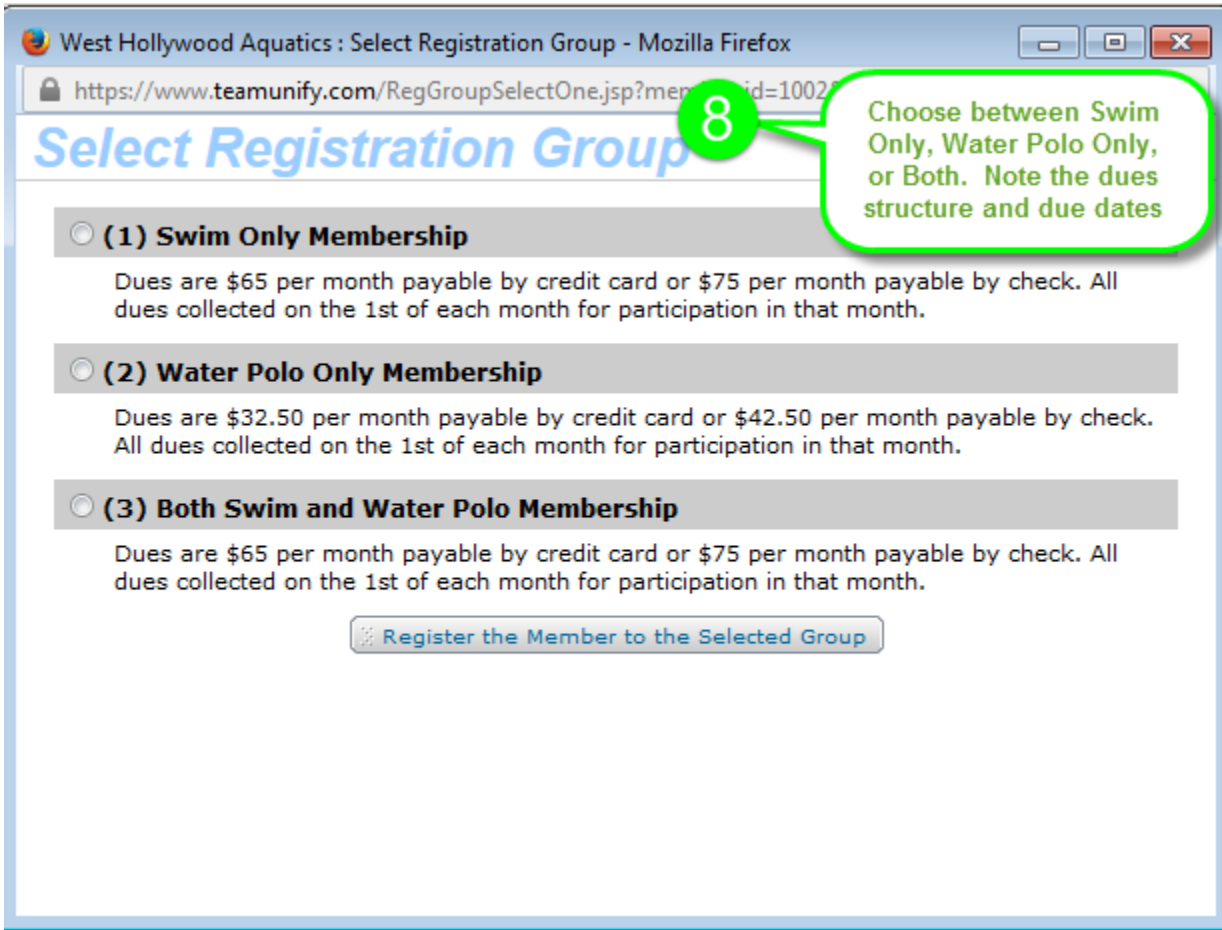
**Go Back** **Continue**

- 6. Enter your member information (generally a repeat of your account information). Your USMS and/or USAWP Member ID number(s) are required, (separate with a comma if entering both)
- 7. Click the **Select** link to specify the type of WH2O membership you want (swimming, water polo, or both)



The screenshot shows the 'Member Selection' step of the registration process. A green circle with the number '6' is placed over the 'Member Selection' tab in the navigation bar. Below the navigation bar, the page title is 'WH2O MEMBERSHIP' and the instruction reads: 'Please check the known members associated with your account that you wish to add to your account.' A callout box with a green border contains the text: 'Now you will be entering your member information which, for our Masters Team, is generally identical to your account information'. Below this is a red button labeled 'Add New Member'. The form contains several fields: '\*Legal First Name', '\*Middle Name' (with a note '(Enter \* if no middle name)'), '\*Legal Last Name', 'Preferred First Name', '\*Gender' (a dropdown menu), 'Athlete's Cell Phone', '\*Birthday' (with a note '(MM/dd/yyyy)'), 'Age (on 11/15/2014)', '\*USMS/USAWP Member ID', and '\*Register to this Group' (with a dropdown menu and a '» Select' link). A second callout box with a green border points to the '» Select' link and contains the text: 'Remember your USMS and/or USAWP number here. Separate with comma if entering both'. A third callout box with a green border points to the '» Select' link and contains the text: 'Click to select the registration group (Swim, WP, or Both)'. At the bottom of the form are 'Add' and 'Cancel' buttons.

8. Select the type of WH2O membership you want- note the dues schedule



West Hollywood Aquatics : Select Registration Group - Mozilla Firefox

https://www.teamunify.com/RegGroupSelectOne.jsp?memberid=1002

## Select Registration Group

**(1) Swim Only Membership**

Dues are \$65 per month payable by credit card or \$75 per month payable by check. All dues collected on the 1st of each month for participation in that month.

**(2) Water Polo Only Membership**

Dues are \$32.50 per month payable by credit card or \$42.50 per month payable by check. All dues collected on the 1st of each month for participation in that month.

**(3) Both Swim and Water Polo Membership**

Dues are \$65 per month payable by credit card or \$75 per month payable by check. All dues collected on the 1st of each month for participation in that month.

[Register the Member to the Selected Group](#)

8. Choose between Swim Only, Water Polo Only, or Both. Note the dues structure and due dates

9. Remember to click the **Add** button after entering your information and selecting your membership type

Account Setup > **Member Selection** > Fees Summary > Payment > Success

### WH2O MEMBERSHIP

Please check the known members associated with your account that you'd like to register.

**Add New Member**

\*Legal First Name

\*Middle Name  (Enter \* if no middle name)

\*Legal Last Name

Preferred First Name

\*Gender

Athlete's Cell Phone

\*Birthday  (MM/dd/yyyy)

Age (on 11/15/2014)

\*USMS/USAWP Member ID

\*Register to this Group

9 **Add**

After entering your member information and selecting Swim, WP, or Both, click Add

#### ADDITIONAL FEE/DISCOUNT QUESTION

Are you joining WH2O after July 1st of the current year?

#### CERTIFICATION AND WH2O RULES AND ETIQUETTE REVIEW ([PRINTER FRIENDLY VERSION](#))

I certify that I am a registered member of US Masters Swimming (for swim team) or USA Water Polo (for water polo). I understand that my **West Hollywood Aquatics (WH2O)** membership is contingent upon keeping my membership with my sport-governing authority current and in good standing.

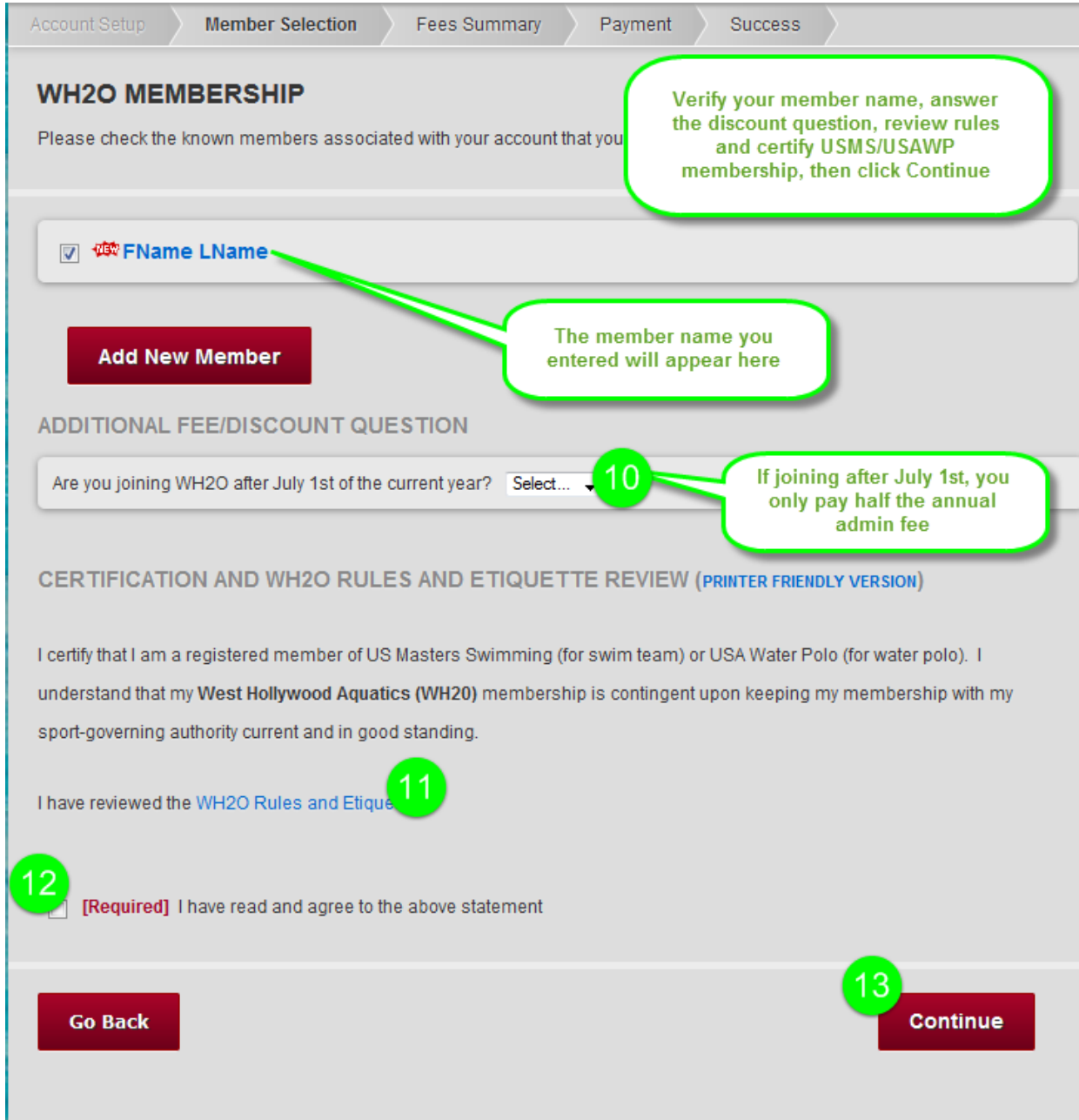
I have reviewed the [WH2O Rules and Etiquette](#)

**[Required]** I have read and agree to the above statement

**Go Back**

Your name should now appear as a new or returning member at the top of the screen with the selection checkbox checked.

10. Answer **Yes/No** for joining after July 1<sup>st</sup> of current year (annual administration fees will be discounted)
11. Review the [WH2O Rules and Etiquette](#) document
12. Check **Checkbox** to certify that your USMS and/or USAWP membership(s) are current and in good standing
13. Click the **Continue** button to advance and enter your payment information

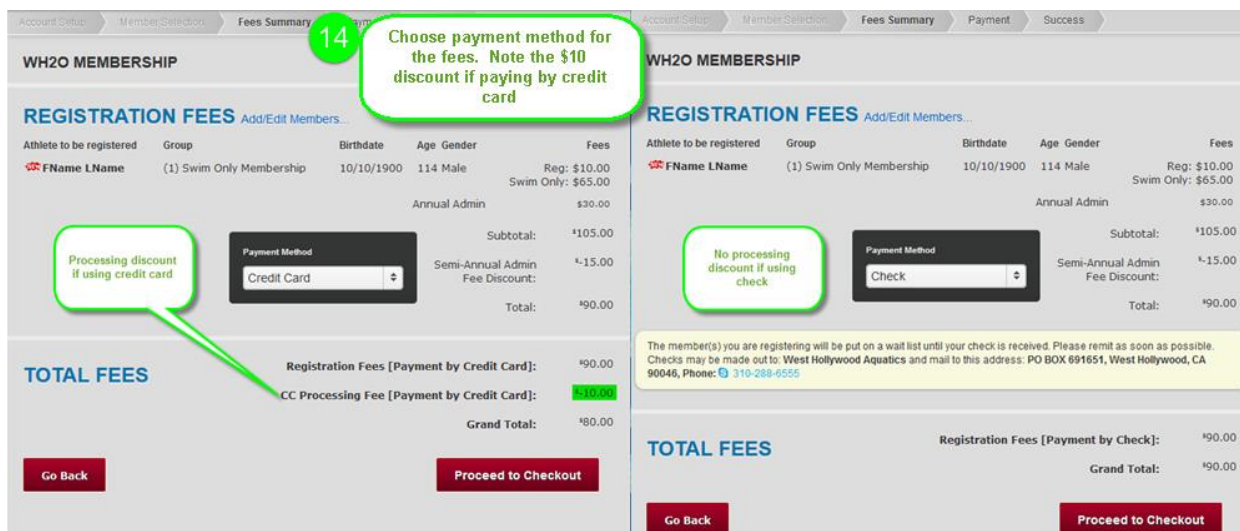
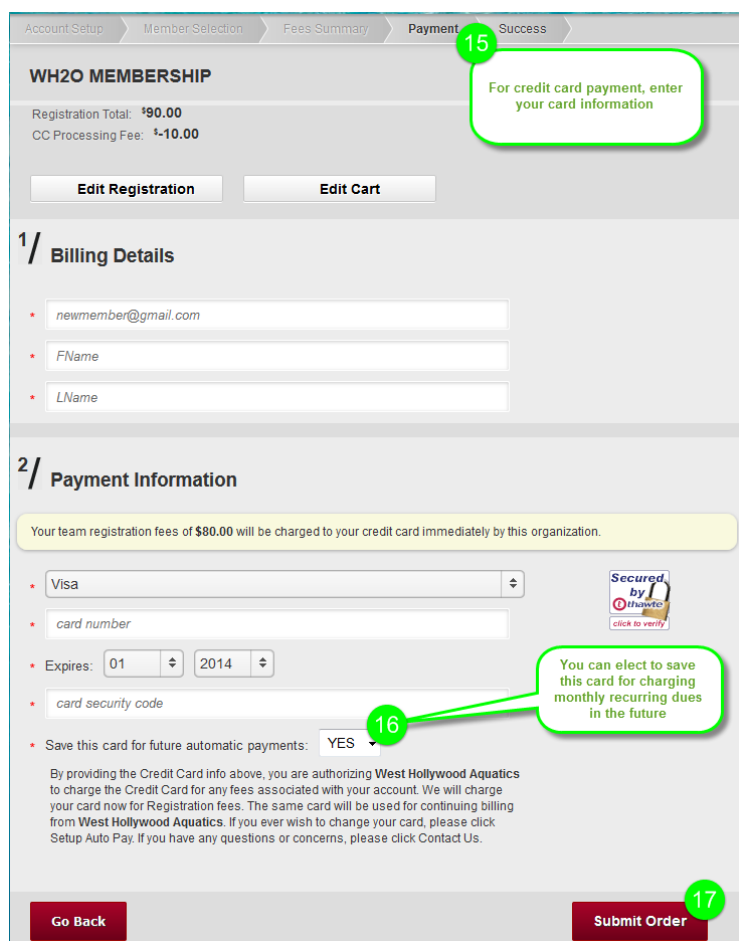


The screenshot shows the 'Member Selection' step of the registration process. At the top, a progress bar indicates the steps: Account Setup, Member Selection, Fees Summary, Payment, and Success. The main heading is 'WH2O MEMBERSHIP' with a sub-instruction: 'Please check the known members associated with your account that you'. A callout box (10) points to a dropdown menu for the question 'Are you joining WH2O after July 1st of the current year?' with the text: 'Verify your member name, answer the discount question, review rules and certify USMS/USAWP membership, then click Continue'. Below this is a text input field for 'FName LName' with a callout (11) stating: 'The member name you entered will appear here'. A red 'Add New Member' button is positioned below the name field. The next section is 'CERTIFICATION AND WH2O RULES AND ETIQUETTE REVIEW (PRINTER FRIENDLY VERSION)'. It contains a paragraph of text and a callout (11) pointing to a link for 'WH2O Rules and Etiquette'. Below this is a checkbox (12) with the text: '[Required] I have read and agree to the above statement'. At the bottom, there are two buttons: a red 'Go Back' button on the left and a red 'Continue' button on the right, with callout (13) pointing to the 'Continue' button.



The system will calculate your total for registration, annual administrative fees, and your first month of WH2O membership dues based upon your previous selections.

14. Choose your **Payment Method** from the drop down list. If paying by credit card, you will receive an additional \$10.00 discount. If paying by check follow the instructions for mailing your payment

15. For credit card payment, enter your card information

16. Select **Yes/No** to have this credit card information used for your monthly recurring WH2O dues payment

17. Click **Submit Order** to complete the transaction

## Congratulations and Welcome to WH2O!

*Upon validation of your USMS/USAWP membership and payment information, our membership representative will send the instructions to activate your WH2O account to the email address you supplied. If you have any questions contact:*

[vpadmin@wh2o.org](mailto:vpadmin@wh2o.org)