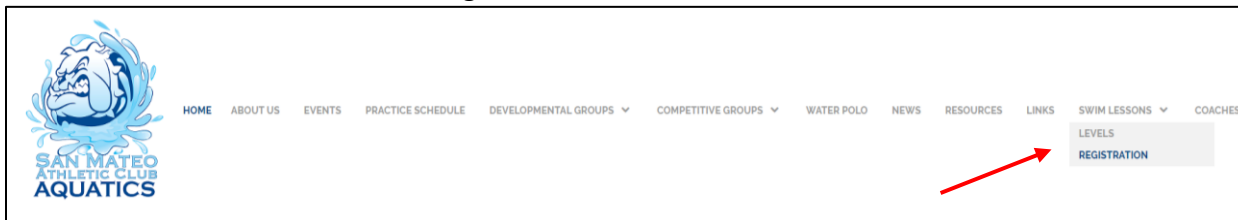


REGISTRATION



1. Go to: <https://www.teamunify.com/pcbcs>
2. Click “Swim Lessons” and select Registration



3. Begin by select your group/instructor time slot to initiate registration.
Private lessons are separated by teacher while group lessons are separated by level.
4. Once you have selected a class/instructor with available spots, select the green “Register” button.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
X	X	X	X	X	X	09:30am
1 Slot Open						
Register						

This class would be on Sunday’s at 9:30am and there is one available spot.

5. If you already have an account, you will sign-in with your usual information.
If you do **not**, you will click:



You may see this screen:

Please re-confirm your Billing Account info below before registering Lessons to your Account.

Email (for sign in):

Insurance Carrier:
Insurance Carrier Phone:

Emergency Contact:
Contact Phone:

[Cancel](#) [Continue](#)

This information is not required. If you do not wish to provide this information, click “continue.”

6. On the next screen, select “add student”

- a. If you already have registered swimmers on your TeamUnify account, you will see their names on the popup screen. You may add those students or select “add new.”

Select Student

Select Student + Add New

Select on existing student below, or add new. Continue

Gaddis, Brody: Continue

7. Once you have either selected your existing student or added a new one, select “continue.” You should now see this screen with your selected class time and your student’s name:

BULLDOG SWIM CLUB + AQUATICS Lessons

[← Back](#)

Private Lessons with Shannon
Location: San Mateo Athletic Club
[Location Map](#)
Class Date : 02/02/2020 to 05/31/2020
Duration : 30 min
Age : Open

Mon	Tue	Wed	Thu	Fri	Sat	Sun
X	X	X	X	X	X	09:30am

+ Add Student

Student	Gender	Phone	Age
x Remove Gaddis, Brody Location: San Mateo Athletic Club	Male		12yr

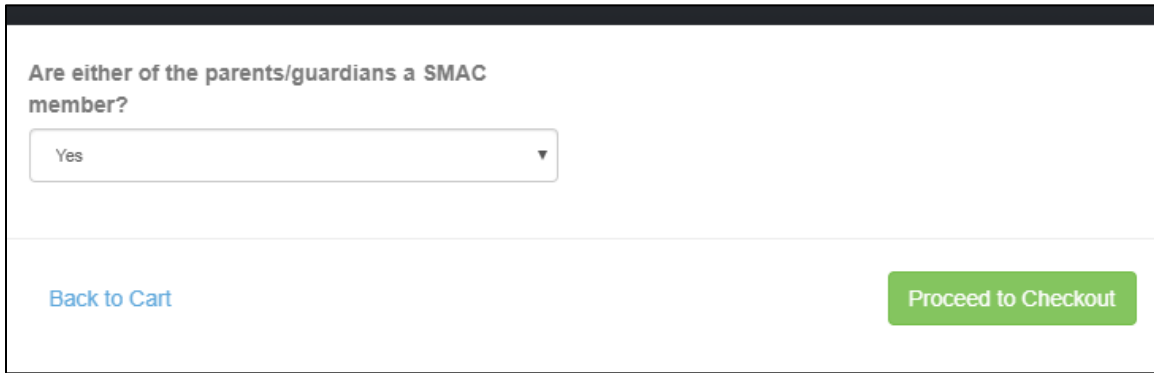
Place in Shopping Cart

8. Select “Place in Shopping Cart”

- 9. If you wish to take multiple classes, you may select “Add Additional Class” from this screen and repeat the steps.

10. Once you are finished adding your classes, select **“Pay by Check”** even though you will pay by credit card.

11. You will then be taken to this screen:



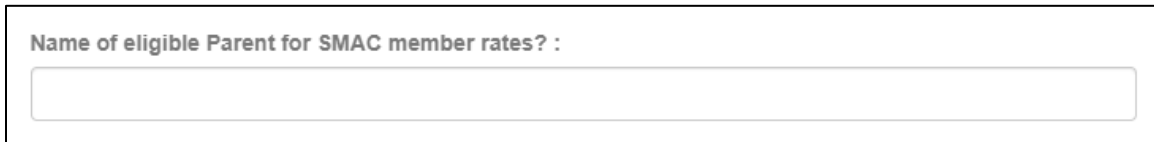
Are either of the parents/guardians a SMAC member?

Yes ▼

[Back to Cart](#) [Proceed to Checkout](#)

12. If either of the parents/guardians are SMAC members you will select **“Yes.”** If not, you will select **“No.”** Select **“Proceed to Checkout”**

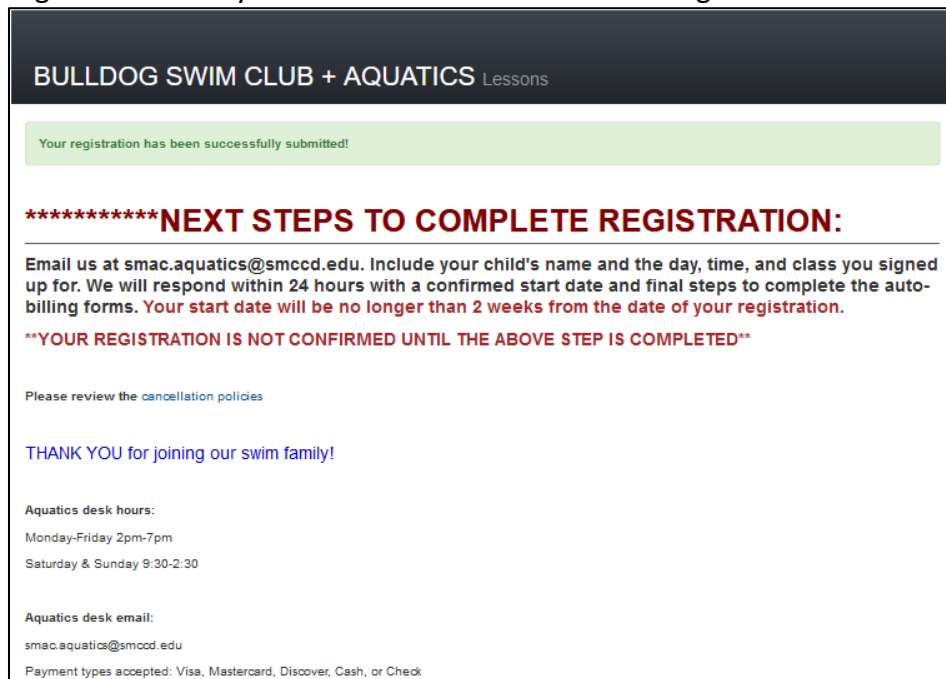
13. *If applicable;* on the following screen, please enter the name of the SMAC member.



Name of eligible Parent for SMAC member rates? :

14. Read the policy and waivers and indicate that you have understand them by checking the boxes.

15. Select **“submit registration”** and you should be taken to the following screen:



BULLDOG SWIM CLUB + AQUATICS Lessons

Your registration has been successfully submitted!

*******NEXT STEPS TO COMPLETE REGISTRATION:**

Email us at smac.aquatics@smccd.edu. Include your child's name and the day, time, and class you signed up for. We will respond within 24 hours with a confirmed start date and final steps to complete the auto-billing forms. **Your start date will be no longer than 2 weeks from the date of your registration.**

****YOUR REGISTRATION IS NOT CONFIRMED UNTIL THE ABOVE STEP IS COMPLETED****

Please review the [cancellation policies](#)

THANK YOU for joining our swim family!

Aquatics desk hours:
Monday-Friday 2pm-7pm
Saturday & Sunday 9:30-2:30

Aquatics desk email:
smac.aquatics@smood.edu

Payment types accepted: Visa, Mastercard, Discover, Cash, or Check

16. Email us at smac.aquatics@smccd.edu to confirm your start date.

17. Come to the aquatics desk before your lessons begin to fill out the auto-billing paperwork.