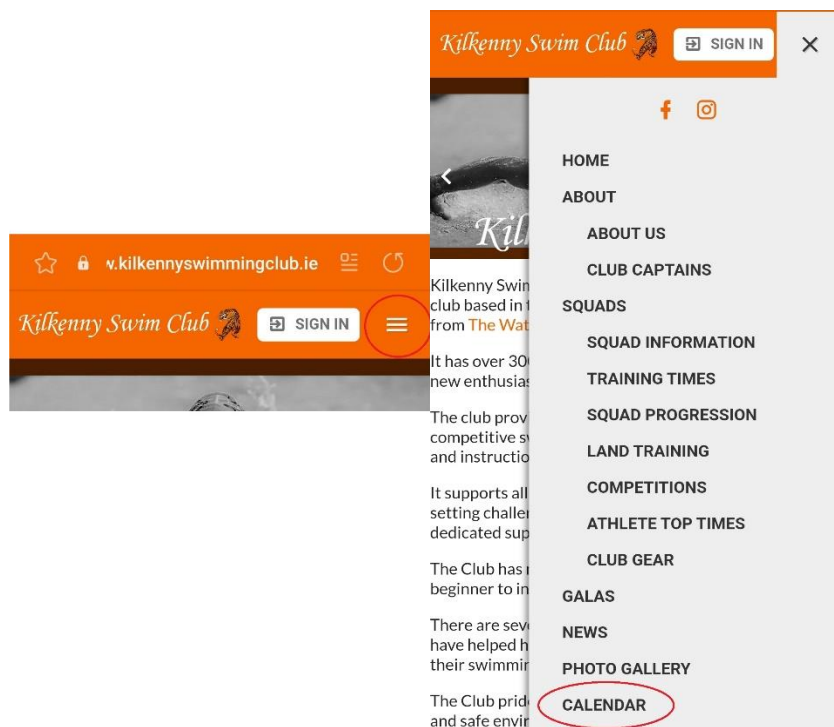


Kilkenny Swim Club

How to sign up for club trials

Go to www.kilkennyswimmingclub.ie using your internet browser.

The club website will load. Select Calendar this will either be a tab at the top of the screen or shown on a drop down once the 3 lines are selected if using a mobile browser. All shown below.



This will bring you to the events page. Make sure the Team events tab is selected and beside the event titled “Club Trials” is a “Register Online” button. Select it.

The screenshot shows a web interface for team events. At the top, there are tabs for 'Team Events', 'General', and 'Practices'. Below these are sub-tabs for 'Current & Upcoming' and 'Past & Archived'. A search bar and a 'Customise Filters' button are visible. The main content area lists four events:

- New Ross Level 2** (Apr 16 2023) - Event Category: Meet. Button: Attend / Decline.
- Club Trials** (Apr 19 2023) - Event Category: Miscellaneous. Description: Club Trials for swimmers who wish to become members of Kilkenny Swimming Club. Any acceptance will be at the discretion of the assessing coach and is based on ability shown during the trial. Button: Register Online (circled in red).
- D Squad Dash** (Apr 22 2023) - Event Category: Meet. Description: D Squad dash is a 25m race for all D Squad swimmers. They receive a lovely certificate with their time on at the end of the event and get to experience what a competition environment is like. Please register here, be sure to sign in first. <https://www.kilkennyswimmingclub.ie/te>. Button: Register Online.
- Kilkenny Spring Gala 22nd April 2023** (Apr 22 2023) - Event Category: Meet. Description: Warm up times for each Kilkenny Squad are now included in the updated information note. Button: Attend / Decline.

This will bring you to the booking page. Select the time slot that you wish to book by selecting the “Add To Cart” button.

Club Trials

Club Trials for swimmers who wish to join Kilkenny Swimming club. All swimmers will be assessed by a club coach who will decide based on ability whether each entrant is successful.

GROUP		
Trials 17.00-17.15	€0.00 10 slots available	Add To Cart
Trials 17.15-17.30	€0.00 9 slots available	Add To Cart (circled in red)
Trials 17.30-17.45	€0.00 10 slots available	Add To Cart

Open for Returning Members:

01 Apr, 2023 - 17 Apr, 2023

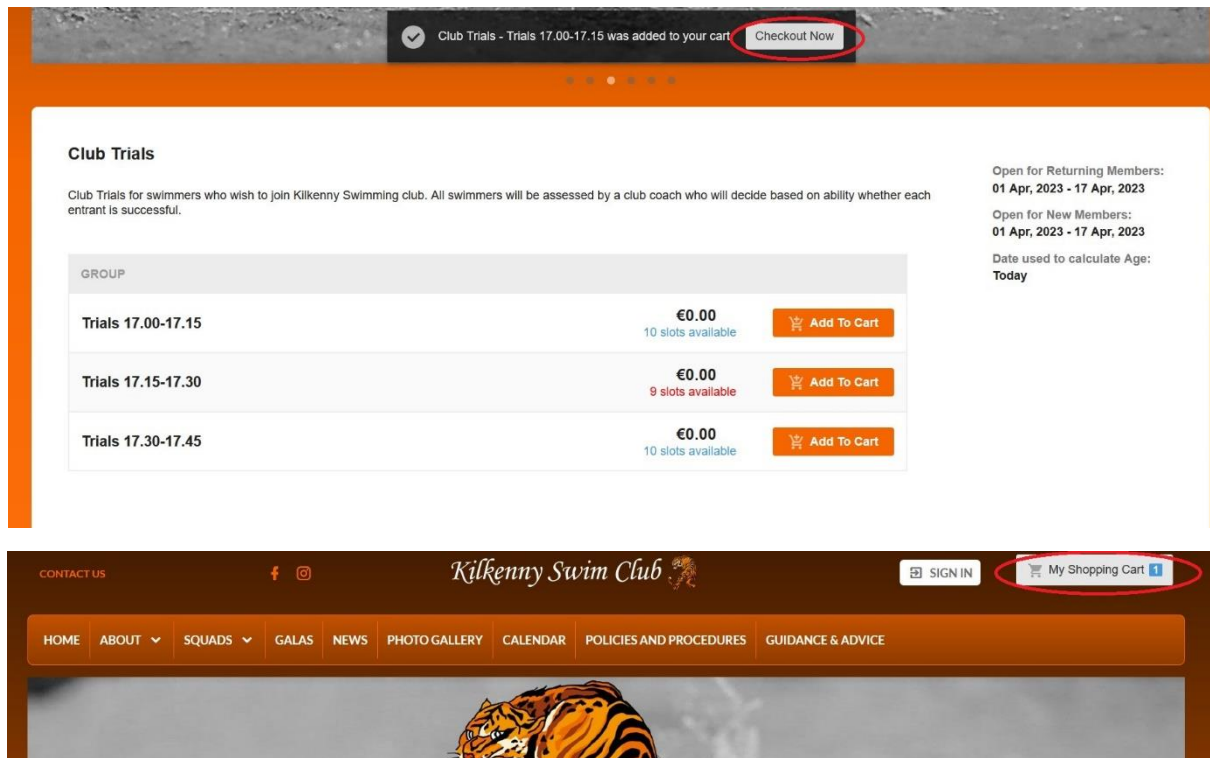
Open for New Members:

01 Apr, 2023 - 17 Apr, 2023

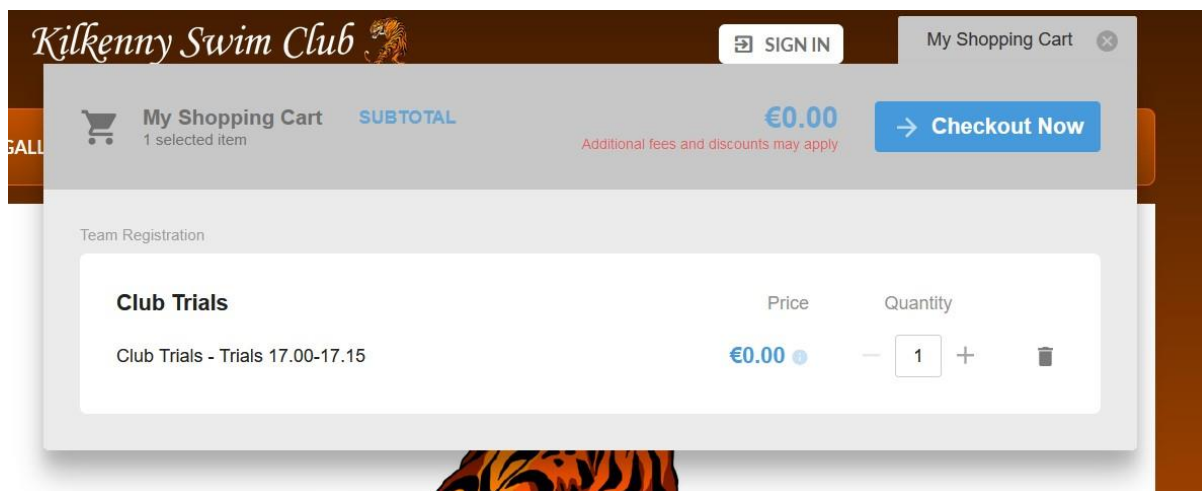
Date used to calculate Age:

Today

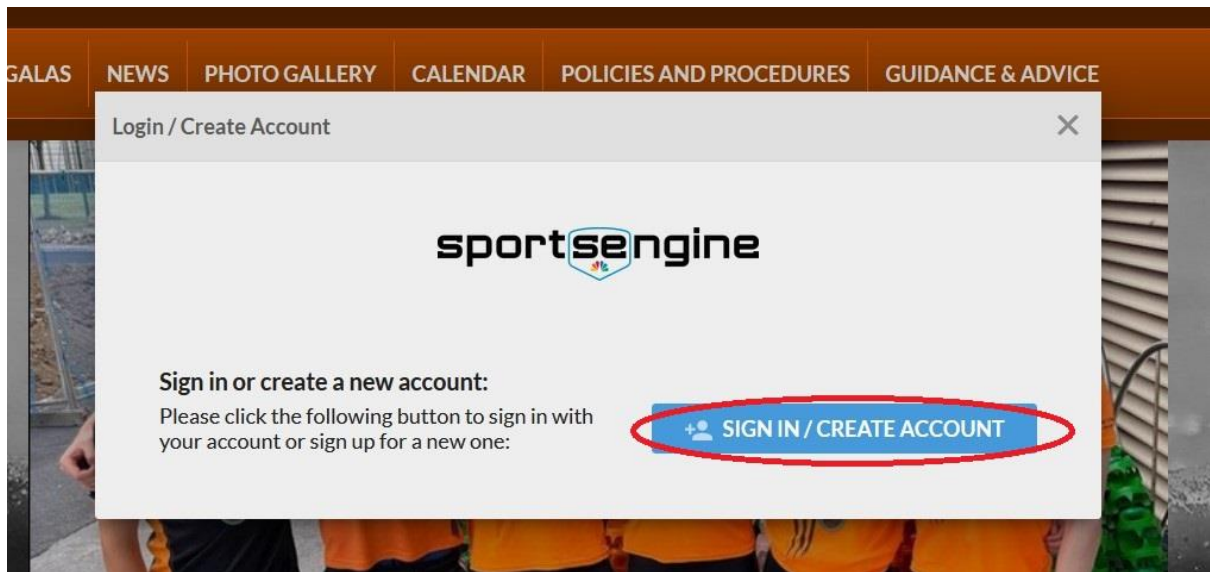
A window will pop up at the top of the screen stating “Checkout Now” select this, or if it disappears scroll to the top of the screen and select the “My Shopping Cart” button.



If you selected the “My Shopping Cart” button a drop down will appear, select “Checkout Now” from that drop down.



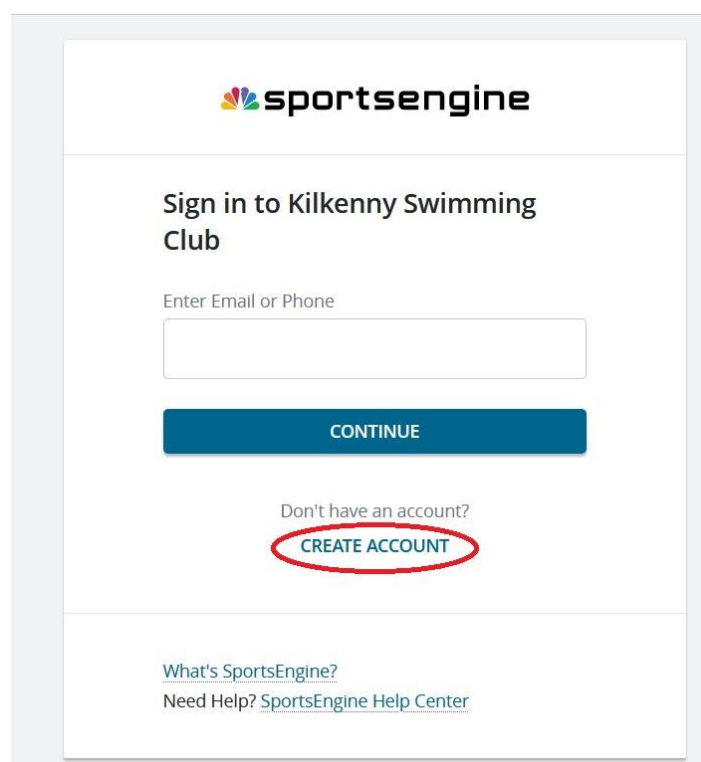
A window will pop up stating to Login or Create a new account. Select the “Sign in/Create Account” button shown circled below.



This will bring you to a sign in screen.

If you already have a member in the swim club, use the sign in details you currently use to access the system to sign in, skip the next 5 steps and follow the instructions from the [“add New Member”](#) step onwards .

If you currently do not have any members in the club select “create account” shown circled below.



After selecting “create account” follow the on screen instructions in order to create an account. Use the details that you will be using with the swim club if your swimmer is successful as this will be your swim club membership account to access all swimming club administration including paying term fees, gala entries and any other information. Be sure to use the email address that you would like all swimming club information to be sent to as the log in email address and the phone number you would like any account recovery sent to. Select continue at the bottom of the page

sportsengine

CREATE ACCOUNT • STEP 1 OF 2

Add Account Info

First Name
Mary

Last Name
Test

Date of Birth
01/01/2001

You must be at least 13 to create an account. [Learn more](#)

Select if you are a Canadian resident

How you'll sign in

Email
loginemail@email.com

Phone
086123456789

This will help you sign in. [Learn more](#)

CONTINUE

Already Have an Account?
SIGN IN

[What's SportsEngine?](#)
[Need Help? SportsEngine Help Center](#)

Select a password, making sure it as Uppercase letters, lowercase letters and at least 1 number AND 1 symbol. Select “Create Account” shown circled below

sportsengine

CREATE ACCOUNT • STEP 2 OF 2

Create your password

Password
P@sswordYouWant2Use

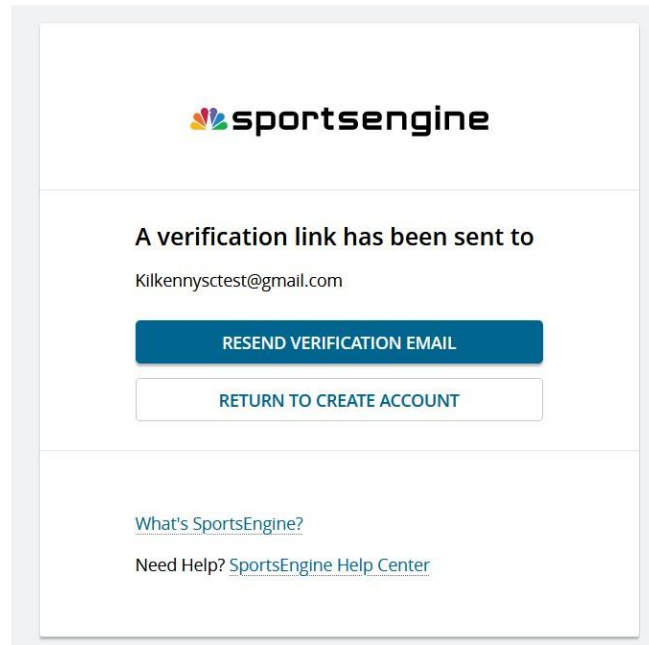
Password must be at least 8 characters and include one uppercase letter, one lowercase letter, and one number or symbol.

CREATE ACCOUNT

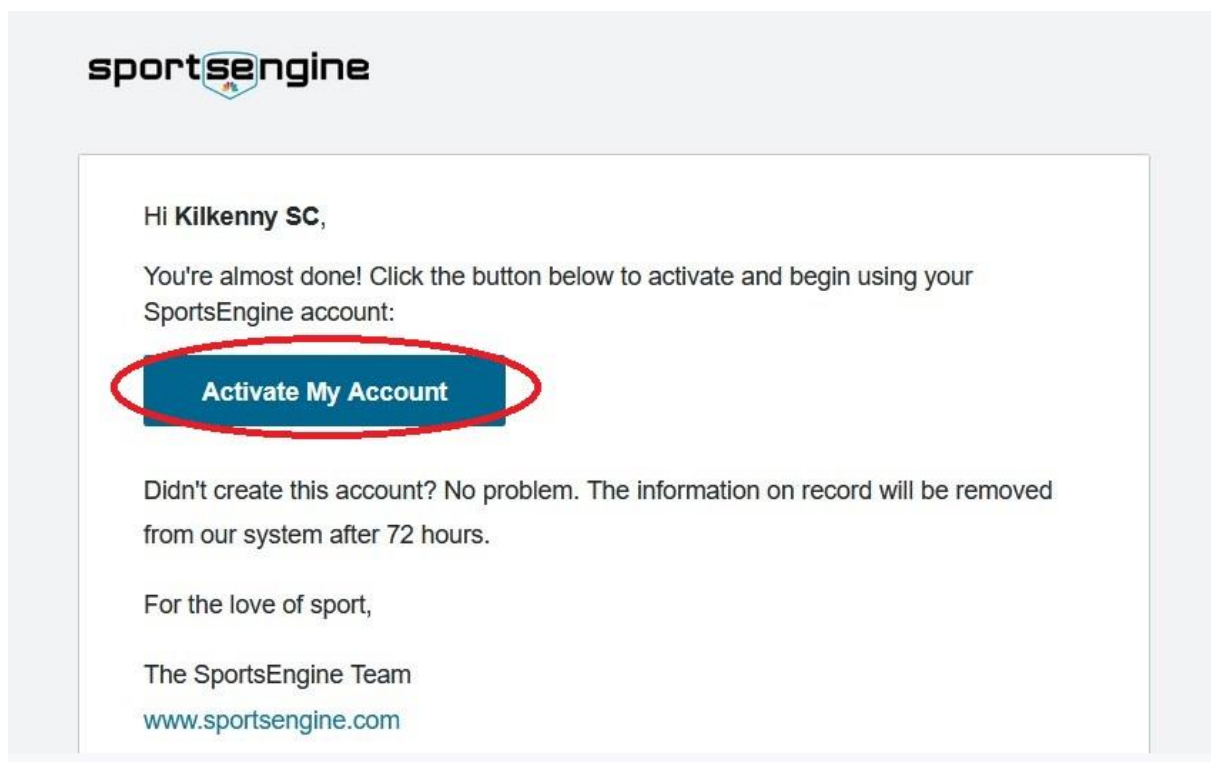
By creating an account you acknowledge and agree that your use of our platform is subject to the SportsEngine [Terms of Use](#) and [Privacy Policy](#). Use of websites is subject to that site's Privacy Policy and Terms of Use.

Already Have an Account?
SIGN IN

A verification email will be sent to the email address that has been inputted in to the log in email section




Log on to your email account, open the email that has arrived from Sports Engine and select the "Activate My Account" button, shown circled below



Selecting the “Activate Account” button will open a new tab and bring back up the checkout process in order to allow completion. Fill in all the empty spaces with up to date and accurate information as this information will be used for your swimmer if they are a successful candidate and accepted in to the club. All details will be handled in a confidential manner adhering to GDPR and only used for club administration. When all details are entered select “Next”.

Checkout

€0.00 Additional fees and discounts may apply



Account Information

SE First Name: SE Last Name: Email (for sign in):

Alternate Email 1: Alternate Email 2:

Billing Information

First Name: * Last Name: *

Billing Address: *

City: * County: * Postcode: *

Guardian 1

First Name: *

Last Name: *

Home Phone: *

Work Phone: *

Mobile Phone: *

Guardian 2

First Name: *

Last Name: *

Home Phone: *

Work Phone: *

Mobile Phone: *

Emergencies

Emergency Contact: * Emergency Phone: *

Secondary Emergency Contact: * Secondary Emergency Phone: *

Discard Next >

This will bring you to the member registration page. Select the arrow on the drop down menu and then select “Add New Member” shown circled below.

The image shows a registration flow with five steps: CREATE ACCOUNT, TEAM REGISTRATION - ASSIGN MEMBERS (highlighted), SIGN AGREEMENTS, CONFIRM, and PAY & FINISH. Below the flow is a button for 'Register for Additional Groups...'. The main section is titled 'Club Trials' and includes a description: 'Club Trials for swimmers who wish to join Kilkenny Swimming club. All swimmers will be assessed by a club coach who will decide based on ability whether each entrant is successful.' A '1 REGISTRATION' badge is present. The form has fields for 'Group' (Trials 17.00-17.15), 'Assign Member' (with a dropdown menu where 'Add New Member...' is circled in red), and 'Reg. Fee' (€0.00). Navigation buttons include '< Back', 'Discard', and 'Next >'.

A pop up will appear. Enter all the details for the swimmer that wishes to apply for the club trials.

Make sure all information is correct as again this will be used for the membership database if your swimmer is successful. Be sure to fill in the Medical Information/Notes with any information that may help the coach instruct your swimmer eg Jane is a visual learner who struggles to process oral instructions and learns better with written instructions or demonstrations. Include any medical diagnoses and medication that the swimmer may take. This information again will be confidential and shared only with permission as per GDPR rules. Select “Add Member”

The 'Add New Member' form contains the following fields: 'Legal First Name' (Jane), 'Middle Name' (empty), 'Legal Last Name' (Test), 'Suffix' (dropdown), 'Preferred First Name' (empty), a checked checkbox 'This member has no middle name', 'Gender' (Female), 'Cell Phone' (086123456789), 'Date of Birth' (01/10/2011), 'Age' (11, As of 13/04/2023), 'Member Custom Question' (empty), 'Doctor Name' (Dr Doctor), 'Doctor Office Phone' (056123456), 'Medical Information / Notes' (Please include any information that will help the coach instruct the swimmer including for example, Jane is a visual learner, she has difficulty processing oral instructions and learns better with written instructions and demonstrations), and 'Medication' (Please include all long term medication including inhalers or any other medication). The 'Add Member' button at the bottom right is circled in red.

This will bring back the checkout process. Double check the correct member has been selected and then select the “Next” button shown circled below.

Checkout €0.00 Additional fees and discounts may apply

CREATE ACCOUNT **TEAM REGISTRATION - ASSIGN MEMBERS** SIGN AGREEMENTS CONFIRM PAY & FINISH

[Register for Additional Groups...](#)

Club Trials

Club Trials for swimmers who wish to join Kilkenny Swimming club. All swimmers will be assessed by a club coach who will decide based on ability whether each entrant is successful. 1 REGISTRATION

Group:	Assign Member:	Reg. Fee:
Trials 17.00-17.15	NEW Jane Test (Age 11)	€0.00

[Add Registrations](#)

[Discard](#) **Next**

In order to proceed all agreements must be read and agreed to. To read them select the “View agreement” link on each agreement. Select all the check boxes beside the “I have read and agree” statements and then select “Next”.

Checkout €0.00 Additional fees and discounts may apply

CREATE ACCOUNT TEAM REGISTRATION - ASSIGN MEMBERS **SIGN AGREEMENTS** CONFIRM PAY & FINISH

Jane Test
Registration: Club Trials

Young Person Code of Conduct REQUIRED

The Code for Young People As an athlete you have rights and responsibilities. The following code will help identify these for you – if you are not sure ask your parent or yo...

[View agreement...](#)

I have read and agree.

Parent Code of Conduct REQUIRED

The Code for Parents/Guardians You should help and support the implementation of best practise policies in your child's/children's Club by following the code below. Become...

[View agreement...](#)

I have read and agree.

Photography and Video Consent REQUIRED

Photography and Video Form Individual Permission Form for taking or use of images and/or video Kilkenny Swimming Club request permission to photograph and/or record...

[View agreement...](#)

I have read and agree.

Parental Participation Agreement REQUIRED

Parental Participation Agreement As a parent (guardian) of an athlete who is a member of Kilkenny Swimming Club, there are a certain number of mandatory duties that must be...

[View agreement...](#)

I have read and agree.

[Discard](#) **Next**

A confirmation page will appear, double check all the information is correct including Member name, Time slot, email details and phone number and then select "Next"

Checkout **€0.00** ⓘ
Additional fees and discounts may apply

PURCHASE DETAILS

Team Registration	Member	Registration Details	Price
Club Trials	Jane Test	Trials 17.00-17.15	€0.00 ⓘ

ACCOUNT INFORMATION

Kilkenny SC Test
Email: kilkennysctest@gmail.com
Phone: 86123456789

[Back](#) [Discard](#) [Next](#) >

A payment screen will appear, there is no need to enter any credit/debit card details at this point, just select "Pay Now"

Checkout **€0.00** ⓘ
Additional fees and discounts may apply

SELECT PAYMENT METHOD

Credit/Debit Card
No credit/debit card in Payment Setup

[Add Credit/Debit Card...](#)

PURCHASE SUMMARY

Team Registration	€0.00
1 registration	
Apply coupon codes	
TOTAL	€0.00

[Back](#) [Discard](#) [Pay Now](#) ✓

An order confirmation will appear on screen and a confirmation email will be sent to the email address used as the log in address.



Account: **Kilkenny SC Test**

Payment amount: **€0.00**

Order number: **SC-151803**

[Print Order...](#)

Club Trials

Your registration and payment has been successfully processed! Thank you. A receipt of the charges has been emailed to **kilkennysctest@gmail.com**. If you are registering as a new Member, after your registration is approved by our team, you will receive a separately emailed **Sign In** instructions granting you access to your private online Account.

As a registered member of the **Kilkenny Swimming Club**, signing into your private account delivers you access to job sign-ups, declaring for swim meets, private time tracking participation and much more.

You can start with your newly created account by signing in:

[Sign in](#)

[Or, go to the home page](#)