

**Dacorum Triathlon Club Registration to Berkhamsted Swimming Club**

We need to ensure that we have up to date information about you and your swimmer(s), in addition the respective waivers for the Club also need to be signed electronically. The following process ensures that this is all completed in one go. We need to ensure everyone goes through this process, so we will be tracking who has done this and we will remind you to complete the process below.

- 1) First you will need to search for Berkhamsted Swimming Club and click on Join and click DTC Registration



This will show the following screen. [Click here to register](#). Note the Registration Help button, this will provide this document.

[Edit](#)

## Welcome to Dacorum Triathlon Club (DTC) Joining Berkhamsted Swimming Club (BSC)

The process is for members of Dacorum Triathlon Club joining Berkhamsted Swimming Club.

This process ensures that we collect all relevant and required data about you and your family. Please use the Help document below to guide you through this process.

BSC is aligned to Swim England and for the Club to provide training sessions, we must ensure that we follow all the necessary requirements even though some may not be relevant to the session we are provide to DTC.

[Click here to register](#)

[Registration Help](#)

- 2) Click [Continue](#) or [Check Status](#).

### Dacorum Triathlon Club Registration

## Welcome to Dacorum Triathlon Club (DTC) Members Joining Berkhamsted Swimming Club (BSC)

The process is for members of Dacorum Triathlon Club joining Berkhamsted Swimming Club.

This process ensures that we collect all relevant and required data about you and your family. Please use the Help document below to guide you through this process.

BSC is aligned to Swim England and for the Club to provide training sessions, we must ensure that we follow all the necessary requirements even though some may not be relevant to the session we are provide to DTC.

It is critical that the Club has up to date information about you and your swimmer(s). Please ensure you complete all fields providing us with up to date information.

- Please make sure you fill out in the Account section the Guardian contacts (parents/guardian contact details) and Emergency contacts (someone who we can contact or come to the pool in an emergency. If there are multiple people please add multiple names in the Emergency Contact field and multiple numbers in order in the Emergency Phone field).
- Please also make sure in the individual Members sections, that your athletes medical details are up to date.

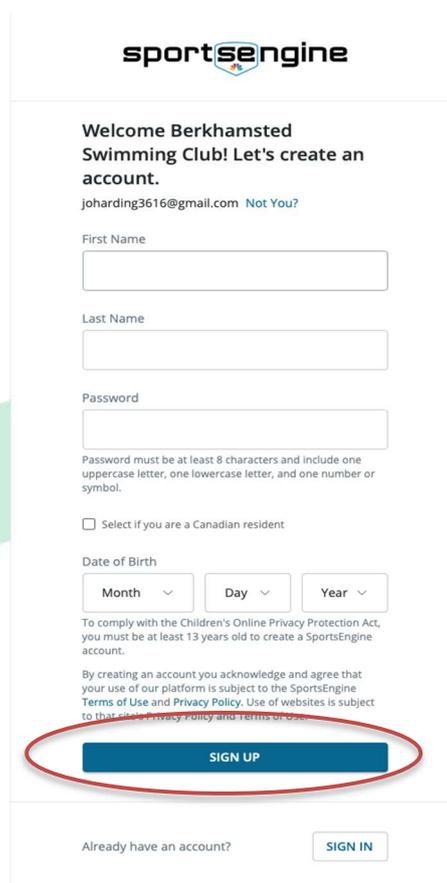
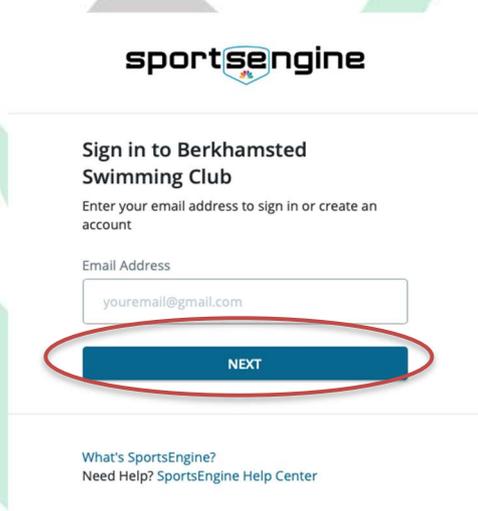
If you have any issues please contact the webmaster at [webmaster@bcsdtk.com](mailto:webmaster@bcsdtk.com)

[Continue or Check Status](#)

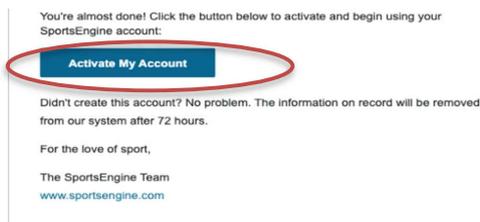
3) Click **Create New Account**.



4) Enter email address and select **next**, enter first name, last name, password and DOB. Click **Sign Up**. An email will be sent to verify account, please check junk folder.

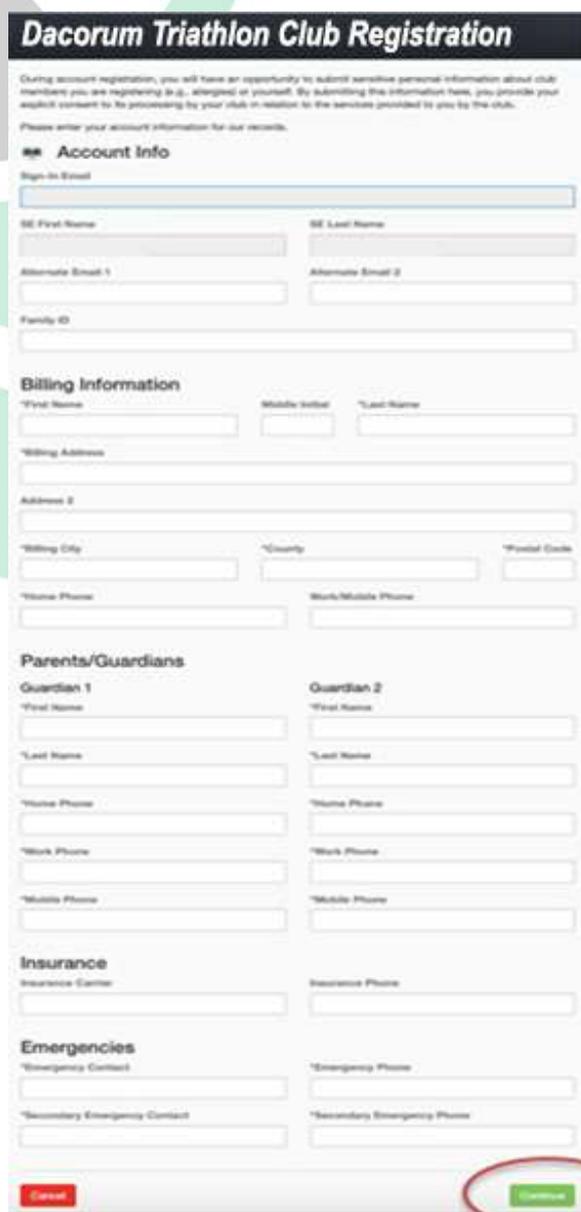


5) Select Activate My Account



- 6) Please ensure you complete all fields making note of the following;  
 Fields with \* are mandatory, we have made most fields mandatory so we ensure we get all information, if you for example do not have a Work Phone, please use your mobile or landline number.
- a. **Parents/Guardians** – we do require two points of contact please as well as all contact numbers, if you are filling this in as an adult swimmer, please put your emergency contacts, **but not you**.
  - b. **Insurance** – as this is a US site, we are using the Insurance Carrier field to depict your Doctors Surgery Name
  - c. **Emergencies** – please enter two Names in the Emergency Contact field and the respective phone numbers. Ideally these are people who can be contacted at all times. We do require two emergency contacts please. i.e. Emergency Contact - **Sid Bloggs, Sophie Bloggs**, Emergency Phone – **01234 576890, 09876 543210**

7) Once complete Click **Continue**.



**Dacorum Triathlon Club Registration**

During account registration, you will have an opportunity to submit sensitive personal information about club members you are registering (e.g., yourself or yourself). By submitting the information here, you provide your explicit consent to its processing by your club in relation to the services provided to you by the club.

Please enter your account information for our records.

**Account Info**

Sign-In Email

SE First Name SE Last Name

Alternate Email 1 Alternate Email 2

Family ID

**Billing Information**

\*First Name \*Middle Initial \*Last Name

\*Billing Address

Address 2

\*Billing City \*County \*Postal Code

\*Home Phone \*Work/Mobile Phone

**Parents/Guardians**

**Guardian 1**

\*First Name \*Last Name

\*Home Phone \*Work Phone

\*Mobile Phone

**Guardian 2**

\*First Name \*Last Name

\*Home Phone \*Work Phone

\*Mobile Phone

**Insurance**

Insurance Carrier Insurance Phone

**Emergencies**

\*Emergency Contact \*Emergency Phone

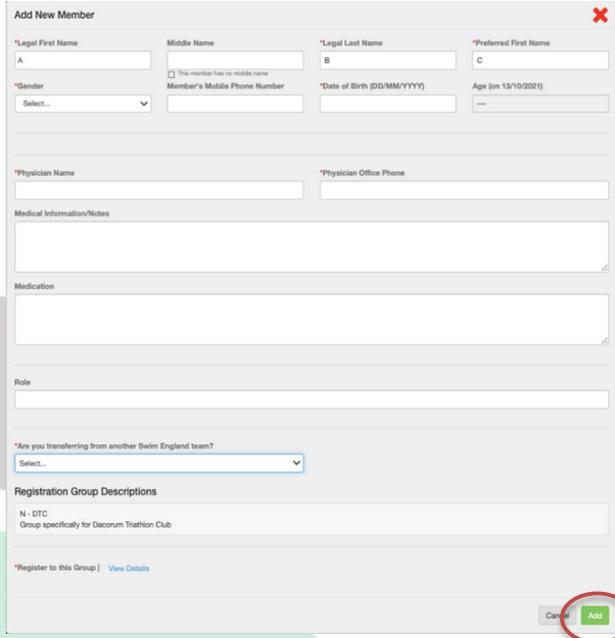
\*Secondary Emergency Contact \*Secondary Emergency Phone

Cancel Continue

8) You will then see a number of sections, click Add Member



a. Complete new member details that are associated to your account and click add



Date of Birth can't be changed, please advise us if this is wrong.

Medical information/Medication fields have been populated based on historical information, please review carefully and amend/add where necessary.

We need the following basic questions answered;

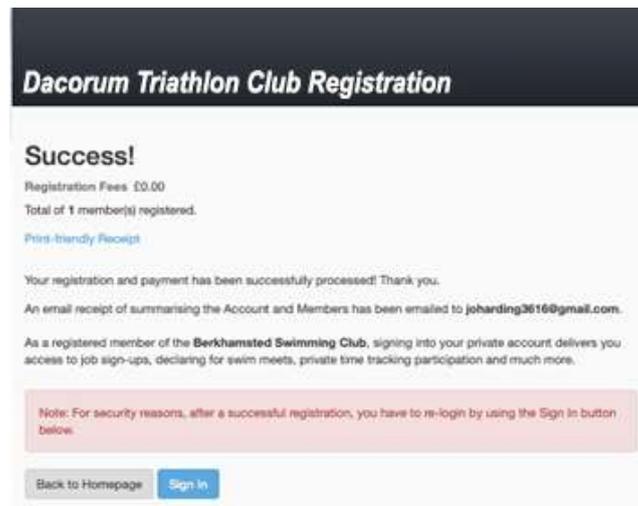
**Medical Information**

- Medical Condition - ?
- Asthma - ?
- Tetanus - ?
- Allergies - ?
- Dietary Needs - ?
- Disabilities - ?

**Medication**

Please list the medication in use or needed  
Where an Epipen is used, please advise where they will be kept

b. followed further down the screen by a number of waivers we need you to sign and agree too. There are five in total. Then finally click continue check information is correct and click Submit Registration.



9) The final screen will show the above.

10) Upon completion of the process within an hour, you will receive an email from the system with subject title "Berkhamsted Swimming Club: Dacorum Triathlon Club Registration" which looks like a financial receipt, this will confirm that all has been completed, if not please email [webmatser@berkosc.org.uk](mailto:webmatser@berkosc.org.uk).

### Additional Notes

- a. Member Specific Contact Information
  - I. With this system you can, once logged on, go into each Member (via **My Account** on the left Menu, then selecting **My Account** again and amend/add more information in the **Account & Members** tab) and setup their own mobile numbers as well as email addresses.
  - II. By doing so this makes it easier for us to make contact with specific targeted information, however we do appreciate that not all parents want this to occur, so as per the Data Privacy Waiver, if the information is there, we may use this.
- b. At any time, you can logon and amend your details when they change at Account or Member level, as outlined above.
- c. When we put up new events i.e. Club Nights, external galas or Club Functions i.e. Awards Evening, we will use the **Events** function to ask you to register for the event, thus negating the current process of emailing the respective Committee members. We are likely also to introduce this during holiday training sessions, this ensure we know how many swimmers are likely to be attending, thus sparing our coaches time if only a handful turn up.
- d. Payments, currently we do not have the facility to take payments online, primarily as there is a service charge and limited functionality. We may in the future activate this but potentially the service charge cost would be included in our payment. In the meantime, please where possible use electronic banking to transfer monies to the club.
- e. Unverified Email Address(es)
  - I. For each email address defined, it must be verified, when you logon and receive the **Unverified Email Address** message, select **Take Me There Now**.
  - II. You will see by each email address, it has to the top right of it an **Unverified** button. This will occur in the Account and each Member tab where an email address has been defined.



  - III. Click on the **Unverified** button, this will then send an email to this address asking you to click a link to verify the email address.
- f. Opting Out of Emails from the Club
  - I. We have no easy way of defining which emails should receive Club communications. We obviously need multiple email addresses for contacting a family, however some people prefer on designated family members to receive this, therefore when you receive an email, there will be a link at the bottom of the email to request no further emails to be sent to this address.
  - II. **Please note financial emails will continue, also please do not “opt out” all addresses from a family, we can’t then communicate with you.**
- g. Billing
  - I. All billing information can be found via **My Account** on the left Menu and **My Invoice/Payment**.
  - II. From here you can see exactly what you owe and payments made, please note we have to manually reconcile from our bank statement to this account, so payments are not instant.
  - III. On The 1<sup>st</sup> of each month your account will be charged the Club fee(s).
  - IV. Any queries please contact [membership@berkosc.org.uk](mailto:membership@berkosc.org.uk) or [treasurer@berkosc.org.uk](mailto:treasurer@berkosc.org.uk).
  - V. We will over the coming days put up any outstanding payments, if applicable.
- h. OnDeck - [http://www.teamunify.com/\\_corp\\_/ondeck/](http://www.teamunify.com/_corp_/ondeck/)
  - I. With this system comes an app for your smartphone, search for OnDeck from the Apple AppStore or Google Store.
  - II. Almost all you can do on the website, can be done on the App.
  - III. Please make sure when setting up that you select Region = UK
- i. On the left-hand menu under **System** is **Feedback**, as outlined it is early days to this site, so any feedback good or bad is appreciated and we will take it into consideration.
- j. Finally, as per our original website, our intention is to ensure the website is the “golden source” for News and Information, therefore if you need to know training times, gala information, please look on the website first.