

Swimming Luxembourg Club Management System – Member User Guide

1 Register Swimmer

Once you have created your family account and added your swimmer(s) you are ready to register your swimmer(s) to their training groups.

In terms of registration, there are certain groups which only accept swimmers who have been invited by the coaches. Typically these are the "competition groups" as defined on the swimming.lu website, which, at the time of publishing are Elite, Espoir, Avenir and Jeunesse. In these cases, you will only be able to register for the group if we have pre-authorised it in the system, which can only be done after the family and swimmer have been added. If you believe that one or several of your swimmers will be registered in any of these groups, please contact us after you have added the so that we can perform the pre-authorisation.

All other groups are open to registration without further intervention.

In all cases the following steps are to be performed.

- 1) Click on the registration icon
- 2) Choose a group
- 3) Select your swimmer
- 4) Proceed to the shopping cart and follow the three steps all steps must be done within 30 minutes or the registration will have to be redone
- a) Check that you have received the invoice if you do not receive an invoice, your registration is not complete. Only if you receive the invoice have you successfully completed the registration process. If you do not receive it your swimmer is <u>not</u> registered in the course, and you should contact us for clarification.

For the sake of illustration the below worked example consists of only one swimmer registration. If you wish to register several swimmers at the same time, simply repeat above steps 2) and 3) for each group/swimmer whom you wish to register.

1.1 The Registration Tab

This is available from the top of most pages in Uplifter

SWIMMING LUXEMBOURG

			NDEE EN 1919
	Registration		
Johann Schwim	mer 🖋	1	
Member since 2019-08-07	n • 1352 12345678 🗐 1352	456789	
Primary Address: 13A Boul	evard Royale, Luxembourg Luxemb	urg, L-2015, LUX	
Account Status			
Active V			
• #	49		
Account Calendar	Swimmers	Invoices Communication	
		Preferences	
wimmers			
Add New Swimmer			
			« Previous 1 Next
Conner Coloniamer (M. C.)			
Birthdate 2013-01-01 (YYYY-MM-DD) (Age 6)	Swimmer since 2019-08-07	Coach Not Set	
	Membership Number	Social Security Number	
		2013010112345	
	Place of Birth Luxembourg	Languages Spoken Letzebuergesch,English	
	School System	Splash Groups	
	Letzebuergesch	-	
Johann Schwimmer (Male)	Swimmer since	Coach	
Birthdate 1970-01-01 (YYYY-Mil-DD) (Age 49)	2019-08-07	Not Set	
	wembersnip Number	-	
	Place of Birth	Languages Spoken	
	United Kingdom	Français,English,Deutsch,Other	
	ouriou oyuun	-	
Peppa Schwimmer (Female) 2	Suimmar since	Coach	
Birthdate 2009-01-01 (YYYY-MIL-DD-(Age 10)	2019-08-07	Not Set	
	Membership Number	Social Security Number	
	 Place of Birth	Languages Spoken	
	Luxembourg	Letzebuergesch, English, Deutsch	
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			« Previous 1 Next
			« Previous 1 Next

1 : You can access the registration process from the top of more or less any page – here it is illustrated from the top of a family Swimmers page

2 : we are going to work through a registration for Peppa Schwimmer into the Avenir group ... you do not need to click on the name here ... otherwise you will go into the screen to edit her details instead of registration. This highlight is purely to show who we are registering in

this worked example

Having clicked on the REGISTRATION tab above, you will be directed to the Group Registrations screen.

1.2 Choose a Group



AS	SOCIATION SANS BUT LUCF	UXEMBOU	JRG	SL NDEE EN 1919
Find Groups Filter the groups in the main area by selecting options from the dropdown below. Iocations Show All Groups In Each Category Level by: V	Avenir 71001 » View Details 216 Event(s) Start & End Date: 1 Sep 2019 - 31 Aug 2020	Ations 1 Swimming - High Per Description Day / Time / Location: Many times per weak Bonnevoie, Piscine	erformance Fees	2 CALENDAR VIEW 4 REGISTER
	Sponso VINTERSPORT			

In the Group Registrations screen we choose the group into which we wish to register the swimmer. There are several ways in which to narrow down the search, as can be seen in highlights 1,2,3

4 : Once the appropriate group has been chosen, click on "REGISTER"

A shopping cart screen will briefly appear and disappear, and your shopping cart will have a new item added to it.

This is a North American system, so the registration is linked to the invoice – hence the need to go through the shopping cart to complete the process

1.3 Select your Swimmer

Having chosen the group, and clicked on the REGISTER tab, you will be presented a pop-up screen with a drop down menu of your swimmers.

SW	IMMING LUXEMBOU ATION SANS BUT LUCRATIF • SOCIETE GRANE Registration	RG SSC D-DUCALE FONDEE EN 1919	
Find f Filed f selection below Location The file of the selection of	Many times per week this group?	CONSTRA	 1 : Click on your selected swimmer 2 : Click on ADD to continue



1.4 Proceed to the Shopping Cart

Once you have selected the swimmer, you will be returned to the Group Registrations page. The next mandatory step is to complete the process through following the three stages in the shopping cart.

Note : you only have 30 minutes to complete the process from this point to the production of the invoice, otherwise you have to start again from this stage.

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by:	Start & End Date: 1 Sep 2019 - 31 Aug 2020	Day / Time / Location: Many times per week Bonnevoie, Piscine	0.00	REGISTER
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	© 2019 powered by	Uplifter Inc.		

1 : You will notice that you have an additional item in your shopping cart.

You must click on the shopping cart to complete the registration process



Once in the shopping cart you will be presented with a three step process which

- 1) Itemises what you are purchasing
- 2) Gives you the opportunity to change the billing information
- 3) Allows you to review the payment information and to accept it if you wish to complete the purchase (registration) process
- 1.5 Your Purchase Items



1 : Please note the timer clock, which shows you how long remains before the checkout process times out!

2 : The mandatory annual membership fee and swimming licence are added automatically to the invoice at this stage

3 : Once you are happy with the details shown here, please click on either of the two "BILLING INFORMATION" tabs to go to the next stage



1.6 Billing Information

Normally you would skip straight past this stage and go to Payment Information, but if you wish to change the billing account, this is the time to do it



1 : Don't forget the clock

2 : Check this box if you wish to change the billing account. Normally this will not be necessary

3 : Once you are happy with the content of this page, click on either one or the other of the PAYMENT INFORMATION tabs to go to the third and final step



1.7 Payment Information

You are now almost at the end of the process. You should now find yourself at the Payment Information stage, and just one click away from completing the registration process.

		Shopping Cart (1) Johann 🕶
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SW	IMMING LUXE	MBOURG	SL EE EN 1919
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ve vere v		Groups (1)	€370.00
2. Billing Information	0	Products and Subscriptions (2)	€37.00
3. Payment Information		Subtotal	€407.00
		Total	€407.00
CONFIRM & PAY IN PERSON 1		*All prices are in EUR.	
		THIS IS A TRIAL WEBSITE. DO INVOICE	NOT PAY THIS
	Sponsors		
		•	
	FRANÇAIS		
	© 2019 powered by Uplifter Inc.		

1 : This is your final opportunity to review the invoice. Once you are happy, click on the CONFIRM & PAY IN PERSON tab This will generate an invoice which will both be displayed on the screen (see next screen shot) AND sent to your primary mailbox ...

if you do not receive the mail or see the next screen, you have **not** completed the process.

1.8 Review Invoice

If you now see the screen below, you have successfully completed the registration process ... congratulations!

Please now note that you need to pay the invoice by virement.

You will see on the invoice that there are instructions in red which request that the rubric of the virement contain certain key information. This is important to streamline and improve the accuracy of our administration process.



	Shopping Cart	Johann	•
THIS IS A TRIAL WEBSITE 🕥			
SWIMMING LUXEMBOURG	ALE FONDEE E	EN 1919	
Registration			

Registration Receipt

Please see your registration receipt as follows. A copy of this receipt has been emailed to you for your convenience

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	THIS IS	A TEST I		EASE DO	NOT PA	YI
Invoice D 7 August 201)etails # (9 14:58	00000066				
Swimmin	ig Luxembou	pro	Billing Informa	ition	Contact	Information
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Luxembourg L-2015 Tel: +352 22 Email: supp	, Luxembourç 85.28 art@swimmin	a Luxer L-201 Tel: 4 IngJu Emai	nbourg, Luxembour 5 352 12345678 I: jschwimmer1888;	9 @gmail.com	13A Bouleva Luxembourg L-2015 Tel: +352 12	rd Royale , Luxembourg (345678
Registratio	on Details					
Groups						
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Pappa S	chwimmer	Cabacon	Contempore	Mich Declaration		
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		Day/Time	Many times	per week		
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1 : The rubric of the virement should include the invoice number and FOR EACH SWIMMER IN THE INVOICE the group name <u>and</u> number.

So in this worked example the rubric would be

Inv 66, Avenir 71001



1.9 Time Out Error

In the event that you take more than 30 minutes to complete the registration process, you will receive a message as follows. Simply restart from the shopping cart if this happens.

		Shopping Ca	rt (1) Johann 👻
THIS IS A TRIAL WEB	SITE 🕜		
SWIMMING LU ASSOCIATION SANS BUT LUCRA			DEE EN 1919
Registration			
1. Your Cart (3 items)	0	Invoice Summary	© 21:41
	-	Groups (1)	€370.00
2. Billing Information	0	Products and Subscriptions (2)	€37.00
3. Payment Information		Subtotal	€407.00
Yed have encountered the following error(s) on this page:	/	Total	€407.00
Your current invoice has timed out due to browser inactivity of more than 30 minute Your registration spots are no longer reserved. CONFIRM & PAY IN PERSON	95.	"All prices are in EUR. THIS IS A TRIAL WEBSITE. INVOICE	DO NOT PAY THIS
Sponsors			
	arena	•	
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