

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-authorized 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-authorization.

All other groups are open to registration without further intervention.

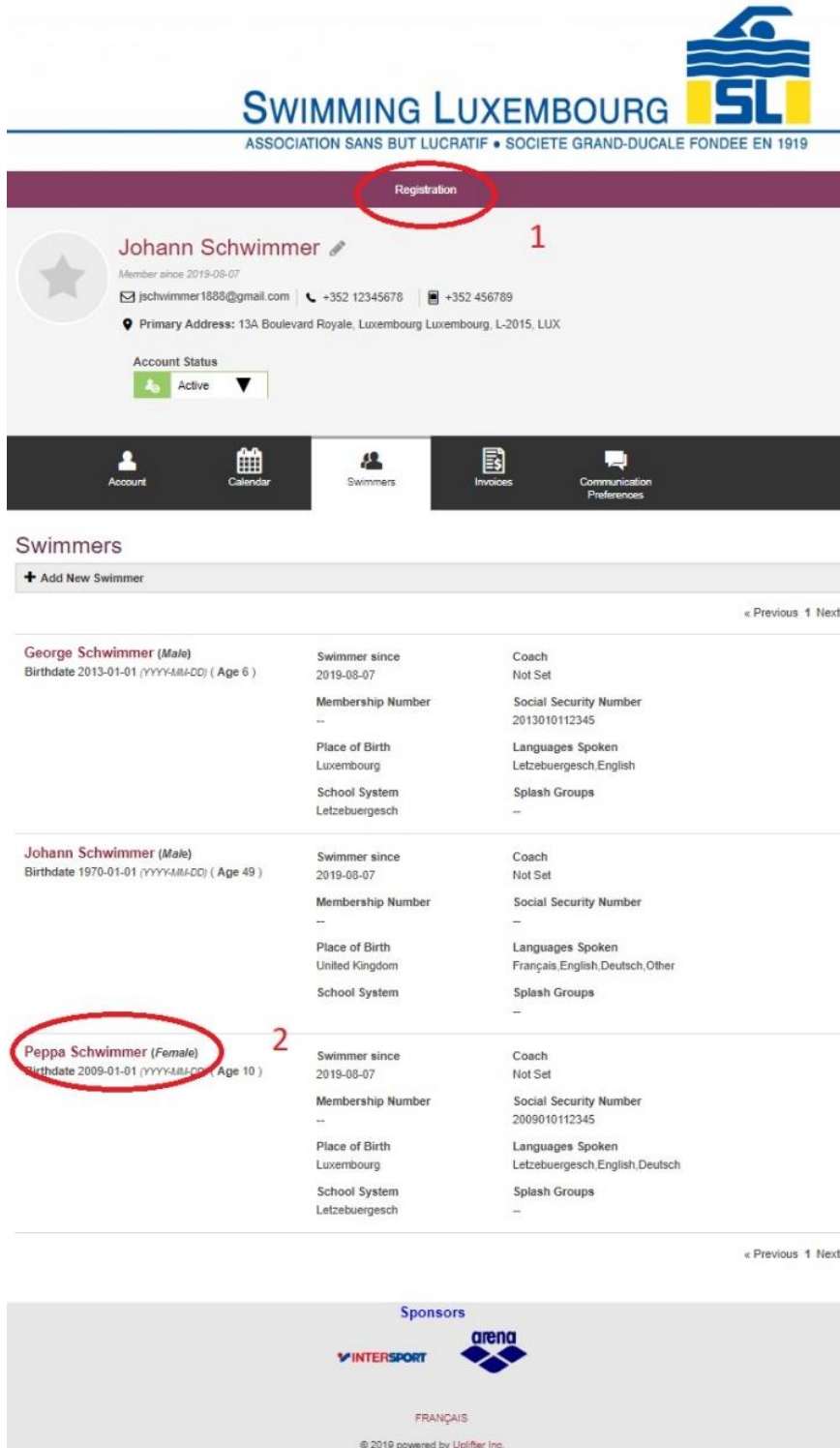
In all cases the following steps are to be performed.

- 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 not 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



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Registration 1

Johann Schwimmer ✎

Member since 2019-08-07

✉ jschwimmer1888@gmail.com | ☎ +352 12345678 | 📠 +352 456789

📍 Primary Address: 13A Boulevard Royale, Luxembourg Luxembourg, L-2015, LUX

Account Status
Active ▼

Account | Calendar | Swimmers | Invoices | Communication Preferences



Swimmers

➕ Add New Swimmer « Previous 1 Next »

George Schwimmer (Male) 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 Letzebuergesch	Splash Groups --	
Johann Schwimmer (Male) Birthdate 1970-01-01 (YYYY-MM-DD) (Age 49)	Swimmer since 2019-08-07	Coach Not Set
Membership Number --	Social Security Number --	
Place of Birth United Kingdom	Languages Spoken Français,English,Deutsch,Other	
School System --	Splash Groups --	
Peppa Schwimmer (Female) 2 Birthdate 2009-01-01 (YYYY-MM-DD) (Age 10)	Swimmer since 2019-08-07	Coach Not Set
Membership Number --	Social Security Number 2009010112345	
Place of Birth Luxembourg	Languages Spoken Letzebuergesch,English,Deutsch	
School System Letzebuergesch	Splash Groups --	

« Previous 1 Next »

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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

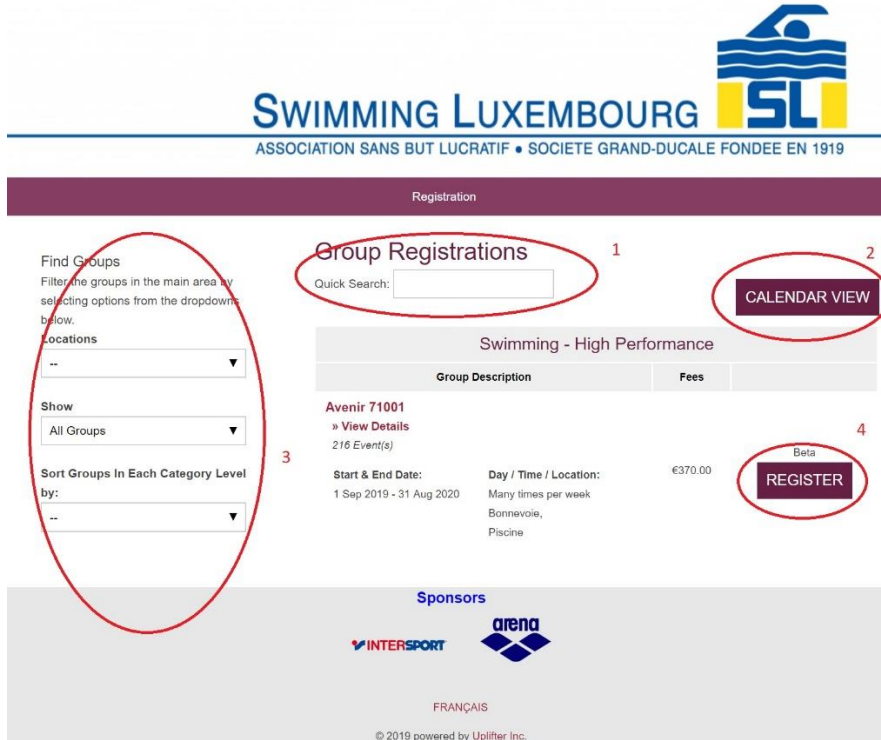
Having clicked on the REGISTRATION tab above, you will be directed to the Group Registrations screen.

1.2 Choose a Group

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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

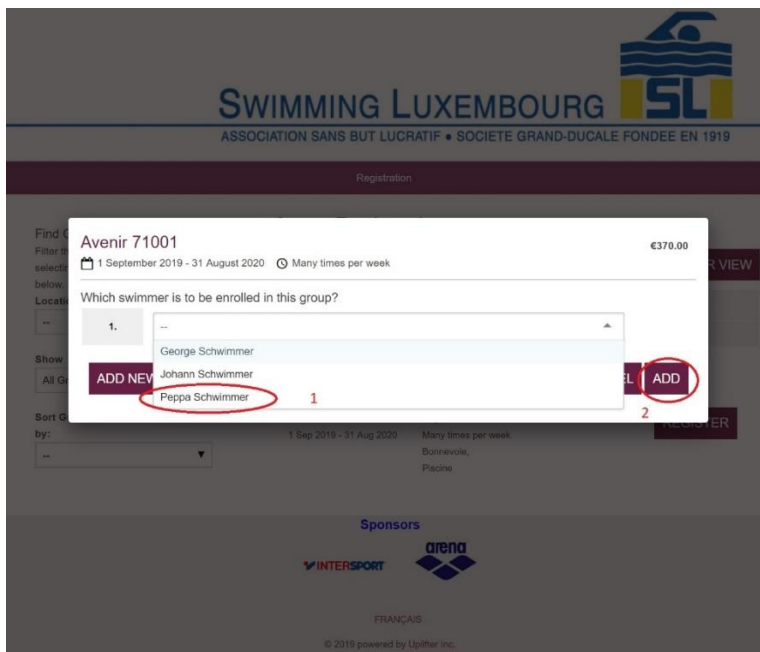
4 : Once the appropriate group has been chosen, click on "REGISTER"

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.



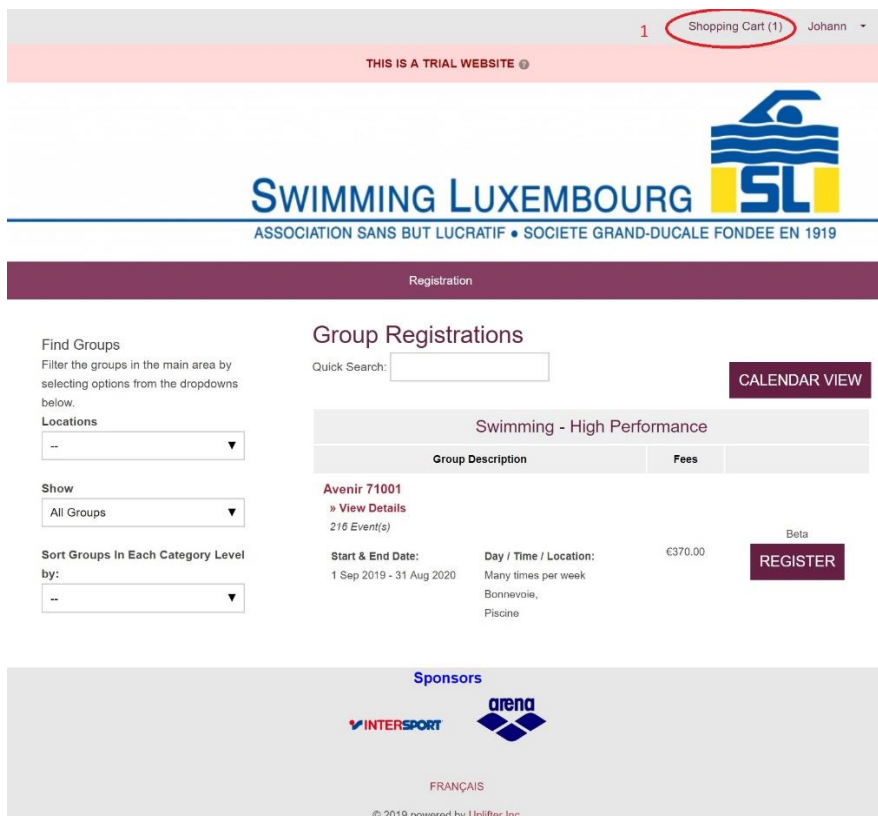
1 : Click on your selected swimmer

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.



1 Shopping Cart (1) Johann

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Registration

Find Groups
Filter the groups in the main area by selecting options from the dropdowns below.

Locations
--

Show
All Groups


Sort Groups In Each Category Level by:
--

Group Registrations

Quick Search:

CALENDAR VIEW

Swimming - High Performance		
Group Description	Fees	
Avenir 71001 » View Details 216 Event(s)	€370.00	Beta
Start & End Date: 1 Sep 2019 - 31 Aug 2020	Day / Time / Location: Many times per week Bonnevoie, Piscine	REGISTER

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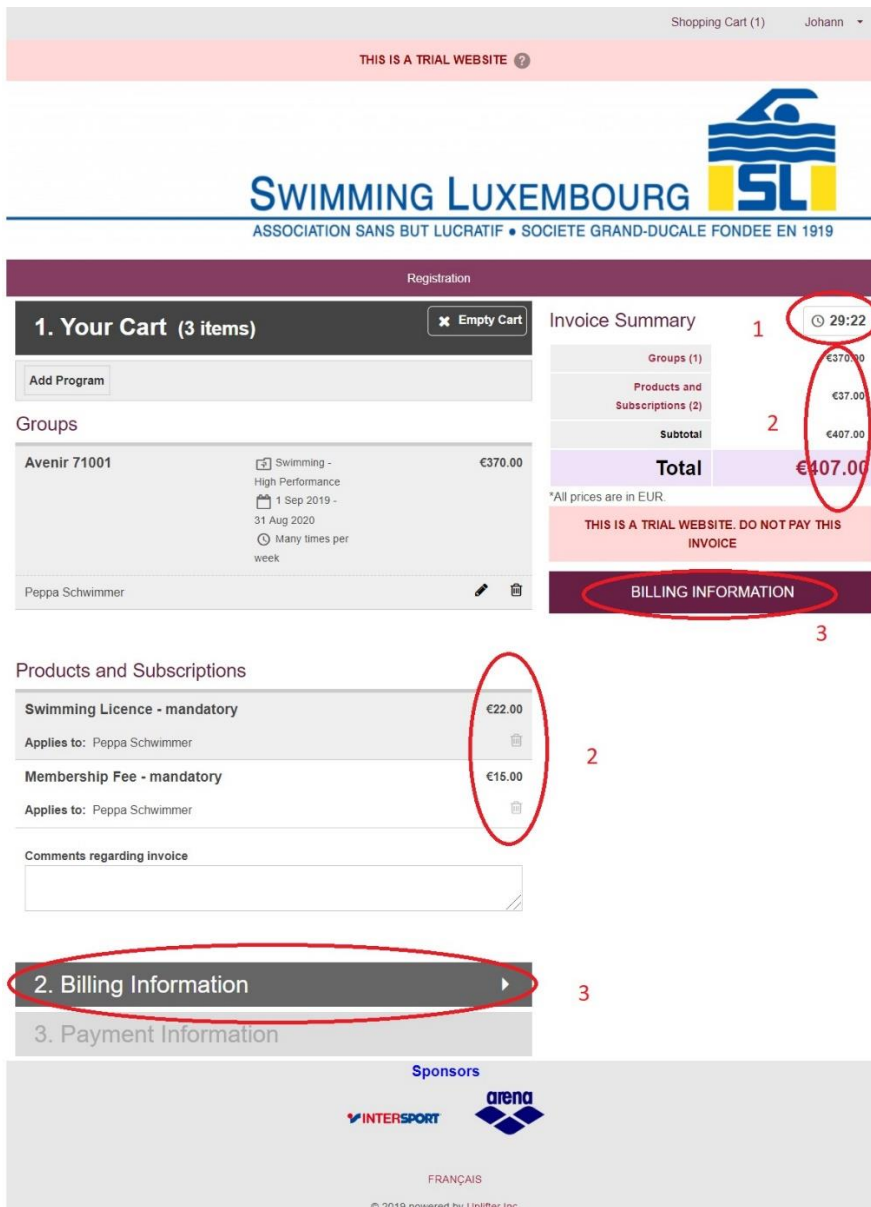
1 : You will notice that you have an additional item in your shopping cart.

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



The screenshot shows the SLU shopping cart interface. At the top, it says 'Shopping Cart (1) Johann'. Below that, a banner reads 'THIS IS A TRIAL WEBSITE'. The SLU logo and name are prominently displayed. The main content area is titled 'Registration' and is divided into three steps:

- 1. Your Cart (3 items)**: This section shows an 'Add Program' button and a list of items. One item is 'Avenir 71001' (Swimming - High Performance) for €370.00, starting on 1 Sep 2019 and ending on 31 Aug 2020, with 'Many times per week' frequency. The name 'Peppa Schwimmer' is listed below. To the right, an 'Invoice Summary' table shows:

Groups (1)	1	€370.00
Products and Subscriptions (2)	2	€37.00
Subtotal		€407.00
Total		€407.00

 A timer shows 29:22 remaining. A red circle highlights the timer, and another red circle highlights the 'Subtotal' and 'Total' rows. A red circle also highlights the 'BILLING INFORMATION' button below the invoice summary.
- 2. Billing Information**: This section shows 'Products and Subscriptions' with two items: 'Swimming Licence - mandatory' for €22.00 and 'Membership Fee - mandatory' for €15.00, both applying to 'Peppa Schwimmer'. A red circle highlights the prices. A red circle also highlights the '2. Billing Information' step header.
- 3. Payment Information**: This section is partially visible at the bottom of the screenshot.

At the bottom of the page, there are logos for sponsors 'INTERSPORT' and 'arena', a language selector for 'FRANÇAIS', and a footer note '© 2019 powered by Uplifter Inc.'.

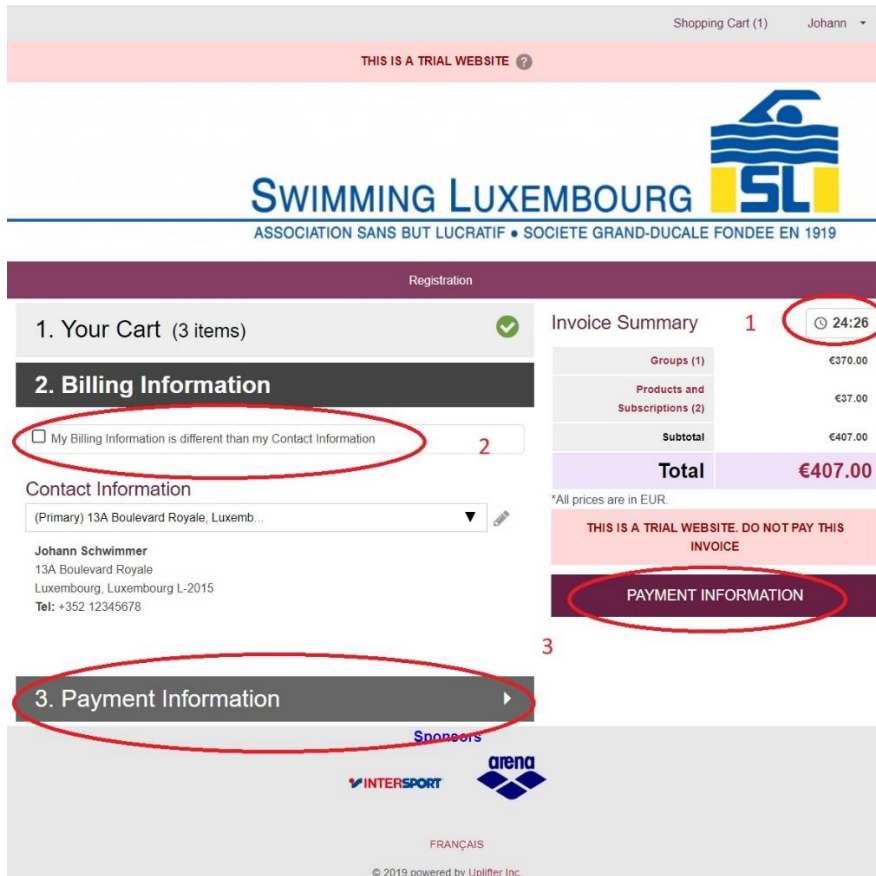
1 : Please note the timer clock, which shows you how long remains before the checkout process times out!

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



Shopping Cart (1) Johann

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Registration

1. Your Cart (3 items) ✓

2. Billing Information

My Billing Information is different than my Contact Information 2

Contact Information

(Primary) 13A Boulevard Royale, Luxemb...

Johann Schwimmer
13A Boulevard Royale
Luxembourg, Luxembourg L-2015
Tel: +352 12345678

Invoice Summary 1 24:26

Groups (1)	€370.00
Products and Subscriptions (2)	€37.00
Subtotal	€407.00
Total	€407.00

*All prices are in EUR.

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PAYMENT INFORMATION

3

3. Payment Information

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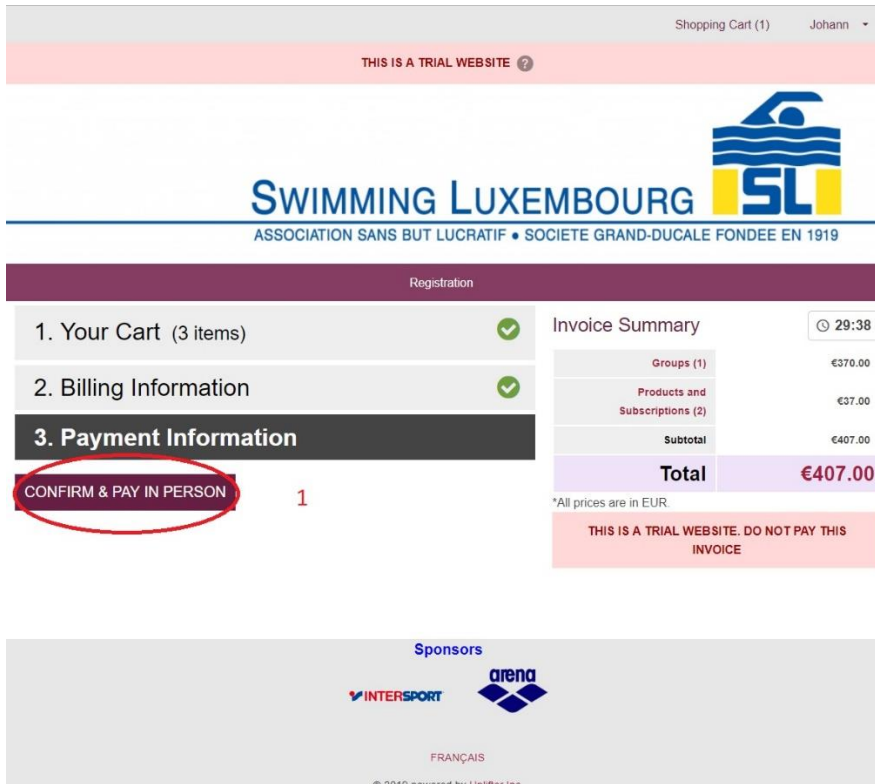
1 : Don't forget the clock

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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Registration

1. Your Cart (3 items) ✓

2. Billing Information ✓

3. Payment Information

CONFIRM & PAY IN PERSON 1

Invoice Summary 29:38

Groups (1)	€370.00
Products and Subscriptions (2)	€37.00
Subtotal	€407.00
Total	€407.00

*All prices are in EUR

THIS IS A TRIAL WEBSITE. DO NOT PAY THIS INVOICE

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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.

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 Cart (1) Johann ▾

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Registration

- 1. Your Cart (3 items) ✔
- 2. Billing Information ✔
- 3. Payment Information

You have encountered the following error(s) on this page:

- Your current invoice has timed out due to browser inactivity of more than 30 minutes. Your registration spots are no longer reserved.

CONFIRM & PAY IN PERSON

Invoice Summary

🕒 21:41



Groups (1)	€370.00
Products and Subscriptions (2)	€37.00
Subtotal	€407.00
Total	€407.00

*All prices are in EUR.

THIS IS A TRIAL WEBSITE. DO NOT PAY THIS INVOICE

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