

Hilltoppers Swimming Online Registration Guide

1. Visit <https://signup.recreation.du.edu>.
2. Log in to your online account.

WebTrac Login

Username *

Password *

[If you have an account with us, but you've forgotten your username, please click here.](#)

[If you have an account with us, but you've forgotten your password, please click here.](#)

[If you're a brand new patron with us, please click here to register for a new account.](#)

Login

3. If you have a DU affiliation (Faculty/Staff, Student, Alumni), please view My Account > Household & Member > Category from the top menu to ensure your affiliation is correctly tagged in our system. If it is not, please contact us at recreation@du.edu or Hilltoppers@du.edu so that we may update your household category before you complete your registration.

Home | My Account ▾ | Open Online Registration ▾ | Memberships ▾ | Punch Passes ▾ | Reservations ▾

Update

Account Settings

Household & Member

Household Primary Person Information

Category	DU Alumni ▾	First Name *	Test	Last Name *	ZZZAlumniHousehold
Address Line 1 *	2201 E. Asbury Ave.	Address Line 2		City *	Denver
State *	CO ▾	Zip Code *	80208	Phone Number 1	(303)871-3845
Extension 1	0	Phone 1 Type	Work Phone ▾	Email Address 1 *	recreation@du.edu
Gender	Male ▾	Birthday	01/01/1980		

4. Select Memberships > Hilltoppers Swimming 2016-17 TOPS Membership from the top navigation.

Ritchie Center
Online Registration

Welcome, Guest | Login | Shopping Cart (0)

Home Open Online Registration Memberships Punch Passes Reservations

Coors Fitness Center Gold Level Coors Fitness Center Crimson Level Hilltoppers Swimming
Annual Gold Membership Annual Crimson Membership 2016-17 TOPS Membership
Monthly Gold Membership Monthly Crimson Membership

5. Select the green + sign next to the TOPS group in which your swimmer is assigned. Please be sure to choose the correct site location.

Search Results

Showing 1 To 15 Total Results (15)

Hilltoppers Bronze Group - DU Site - HBRONZE

Pass Code	Description	Valid For	Ages	Price						
<input type="checkbox"/>	HBRONZE	Hilltoppers Bronze Group - DU Site	09/01/2016 - 07/31/2017		\$972.10					

Hilltoppers Bronze Group - Lincoln Site - HBRONZE-L

Pass Code	Description	Valid For	Ages	Price						
<input type="checkbox"/>	HBRONZE-L	Hilltoppers Bronze Group - Lincoln Site	09/01/2016 - 07/31/2017		\$972.10					

6. Select the correct family member for the TOPS registration by checking the box under their name and selecting *Continue*.
- a. Please note - the system will only show family members who are eligible to purchase the selected TOPS membership.

Child1 ZZZAlumniHousehold

Hilltoppers Bronze Group - DU Site

7. If your child is continuing in the same group as 2015-2016, you will get the below message. Please select Yes.

Child1 already has a HBRONZE Pass. Do you want to Renew this Pass?

Yes No

8. Answer the questions on the next screen. Any question in red is required.
- a. If you select High School or Short Season & Lincoln for your preferred TOPS season, your billing months will be modified prior to the start of the season.

Questions

2015-2016 Workout Group *	--- Not Selected ---
Please select your preferred TOPS season option. *	--- Not Selected ---
Can we add your swimmer to the team directory? *	--- Not Selected ---
Swimmer's middle name (please enter * if no middle name) *	
Is this swimmer a US citizen? *	--- Not Selected ---
Is this swimmer a member of another FINA Federation?	--- Not Selected ---
If yes, which Federation?	
Have they represented that Federation at an international competition?	--- Not Selected ---
Was this swimmer registered with USA Swimming last year? *	--- Not Selected ---
If registered with a club other than TOPS, enter club code.	
If registered with a club other than TOPS, enter club LSC code.	
If registered with a club other than TOPS, enter last competition date.	
If a high school student, enter graduation year.	
T-Shirt size *	--- Not Selected ---
Would you like to be trained as an Official?	--- Not Selected ---

9. Select your Billing preference. Options include Pay in Full, Monthly Billing-Credit Card or Monthly Billing-Savings/Checking Account.

Billing Option

Copy Billing Information

Pay in Full

10. Select the correct facility fee for your family by clicking the box next to the fee.
- If your family will have multiple swimmers, select the Multi-Swimmer Facility fee when registering your first child and then do not select the fee on future registrations.
 - If your family has one swimmer, select the Individual Swimmer Facility Fee option.

Fees

Add	Description	Amount	Quantity
<input type="checkbox"/>	TOPS Multi-Swimmer Facility Fee	220.00	1.00
<input checked="" type="checkbox"/>	TOPS Individual Swimmer Facility Fee	160.00	1.00

11. You will then need to agree to the Acknowledgement of Risk form. If you do not click the “*I agree with the above*” at the bottom of the screen, you will not be able to complete your registration.

Waivers

Participant: Child1 ZZZAlumniHousehold
Program: Hilltoppers Bronze Group - DU Site
Enrollment Date: 07/26/2016

Parental Permission Form/Acknowledgement and Assumption of Risk and Release

I agree with the above *

Continue **Cancel**

12. If you selected *TOPS Membership Billing – New Checking/Savings Account*, you will be prompted to the following screen to enter your bank account information.

ePay Info Update - Banking Info

Account Holder	<input type="text"/>
AccountType	Checking Account <input type="button" value="v"/>
Check Number	<input type="text"/> 0
Routing Number *	<input type="text"/> 0
Account Number *	<input type="text"/> 0

13. If you selected *TOPS Membership Billing – New Credit Card*, you will be prompted to the following screen to enter your credit card information. This may take a few minutes. **You will not be charged anything when you enter your credit card information on this screen, it is authorizing your credit card for future billing.** Once your information is entered, click *Submit Payment*.
- If you select monthly billing and are registering multiple children, your credit card should appear in the Billing Options selection box once you've completed the first authorization.

Payment Summary

Please review the following details for this transaction.

Amount \$ **0.00**

Billing Information

Enter your payment details below.

Cards Accepted



Credit Card

Secure

Test ZZZAlumniHousehold

*Name

Card Number

*Card Number

7

*Exp Month

2016

*Exp Year

Card CVV/CVC

*Card CVV/CVC



Billing Address

2201 E. Asbury Ave.

*Address

Address (Line 2)

Address (Line 2)

Denver

*City

Colorado

*State/Province

Province (Outside US/Canada)

Province (Outside US/Canada)

80208

*Zip/Postal Code

UNITED STATES

Country

recreation@du.edu

*E-mail Address

3038713845

Phone Number

Submit Payment

Cancel

You will receive the following message after selecting "Submit Payment." This process may take a few minutes.

Your credit card is being processed.

To avoid Duplicate Credit Card charges,

Do **NOT** CLOSE or REFRESH your web browser or click the BACK button.

Please be patient and wait for your receipt / confirmation in order to complete your transaction.

You will be redirected momentarily.

Please Wait

14. You will then be prompted to the Shopping Cart where you can view your fees and complete your transaction.
 - a. You will automatically be taken to this page if you select the billing option *Pay in Full*.
 - b. If you are not registering any other swimmers, click *Proceed to Checkout*.
 - c. If you are registering other swimmers, select *Continue Shopping* and repeat the registration process (starting with step #4).
15. Select *Proceed to Checkout* once you have registered all swimmers.

Shopping Cart

Showing 1 To 1 Total Results (1)

Description	Name	Total Fees		
<input type="checkbox"/> Hilltoppers Bronze Group - DU Site (27778) (Future)	Child1	\$ 251.00	<input type="checkbox"/>	<input type="checkbox"/>
Grand Total Fees Due		\$ 251.00		
Total Old Balances Not in Shopping Cart		\$ 0.00		

Apply Gift Certificate/Coupons/Rewards

Type Code

A few notes regarding the Shopping Cart screen:

- Your initial charge will include the following fees: USA Swimming Fee, TOPS Annual Fundraising Fee, TOPS T-shirt Fee and the Individual or Multi-Swimmer Facility Fee.
- If you are eligible for any monthly billing DU affiliation or multi-swimmer discounts (applied to the second and future swimmers), these discounts will be detailed in the fee details (one discount for each monthly billing cycle will appear in the fee details). Please note: no additional discounts will be applied to full season, pay-in-full payments.

16. If you select monthly billing in the registration process, the first payment will be charged on September 3, 2016.