Hilltoppers Swimming Online Registration Guide


2. Log in to your online account.

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.

If your child attends the Ricks Center and you are selecting monthly billing, please contact Hilltoppers@du.edu after completing your registration and we will apply the Ricks Center discount to your monthly bills. Please note the Ricks Center discount does not combine with other monthly billing affiliation-based discounts.
4. Select Memberships > Hilltoppers Swimming 2017-18 TOPS Membership from the top navigation.

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.

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.
7. If your child is continuing in the same group as 2016-2017, you will get the below message. Please select Yes.

Child 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 for your preferred TOPS season, your billing months will be modified prior to the start of the season.

<table>
<thead>
<tr>
<th>Billing Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Billing Information</td>
</tr>
<tr>
<td>Pay in Full</td>
</tr>
</tbody>
</table>

10. Select the correct facility fee for your family by clicking the box next to the fee.
   a. 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.
   b. If your family has one swimmer, select the Individual Swimmer Facility Fee option.

<table>
<thead>
<tr>
<th>Fees</th>
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<tbody>
<tr>
<td>Add</td>
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<tr>
<td>-----</td>
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<td></td>
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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.

<table>
<thead>
<tr>
<th>Waivers</th>
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<tbody>
<tr>
<td>Participant:</td>
</tr>
<tr>
<td>Program: Hilltoppers Bronze Group - DU Site</td>
</tr>
<tr>
<td>Enrollment Date: 07/25/2017</td>
</tr>
</tbody>
</table>

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.

![Banking Info Form](image)

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*.

   a. 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.

Credit Card

Test ZZZAlumniHousehold

*Name

Card Number

Card Number

7

2016

Card CVV/CVC

*Exp Month

*Exp Year

*Card CVV/CVC

Billing Address

2201 E. Ashbury Ave.

*Address

Address (Line 2)

Address (Line 2)

Denver

Colorado

*City

*State/Province

Province (Outside US/Canada)

Province (Outside US/Canada)

80208

UNITED STATES

*Zip/Postal Code

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.

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, 2017.