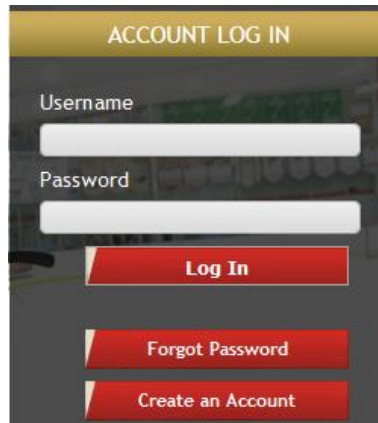


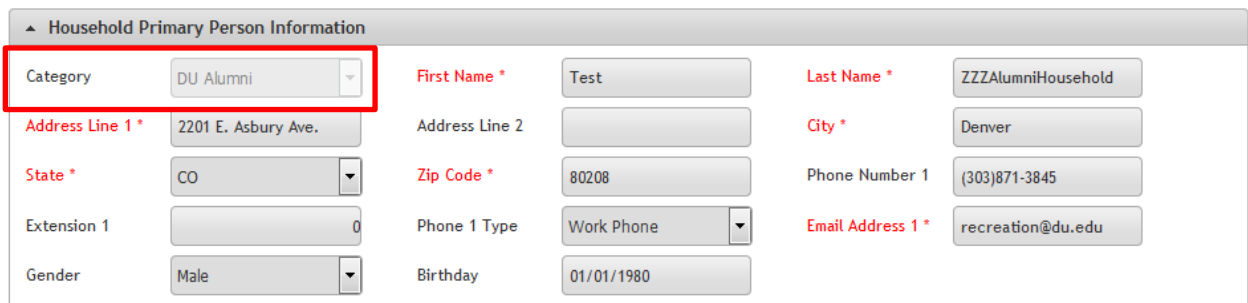
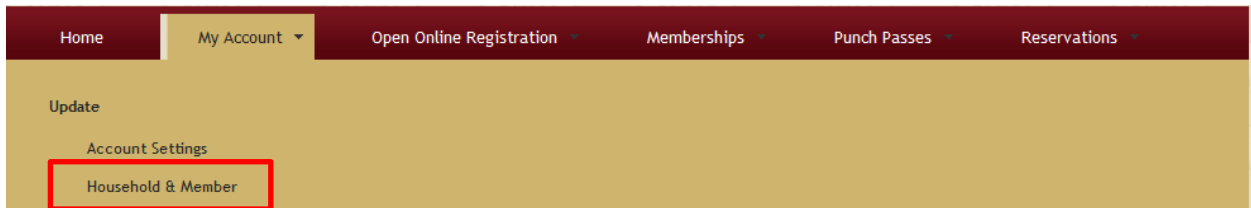
Hilltoppers Swimming Online Registration Guide

1. Visit <https://signup.recreation.du.edu>.
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.



- Select Memberships > Hilltoppers Swimming 2017-18 TOPS Membership from the top navigation.



- 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 13 Total Results (13)

Hilltoppers Bronze Group - DU Site - HBRONZE										
	Pass Code	Description	Valid For	Ages	Price					
<input checked="" type="checkbox"/>	HBRONZE	Hilltoppers Bronze Group - DU Site	09/01/2017 - 07/31/2018		\$974.10					

Hilltoppers Bronze Group - Lincoln Site - HBRONZE-L										
	Pass Code	Description	Valid For	Ages	Price					
<input checked="" type="checkbox"/>	HBRONZE-L	Hilltoppers Bronze Group - Lincoln Site	09/01/2017 - 07/31/2018		\$972.10					

- Select the correct family member for the TOPS registration by checking the box under their name and selecting *Continue*.
 - 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 2016-2017, you will get the below message. Please select Yes.

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

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.

Questions

2016-2017 Workout Group *	<input type="text" value="--- Not Selected ---"/>
Please select your preferred TOPS season option. *	<input type="text" value="--- Not Selected ---"/>
Can we add your swimmer to the team directory? *	<input type="text" value="--- Not Selected ---"/>
Swimmer's middle name (please enter * if no middle name) *	<input type="text"/>
Is this swimmer a US citizen? *	<input type="text" value="--- Not Selected ---"/>
Is this swimmer a member of another FINA Federation?	<input type="text" value="--- Not Selected ---"/>
If yes, which Federation?	<input type="text"/>
Have they represented that Federation at an international competition?	<input type="text" value="--- Not Selected ---"/>
Was this swimmer registered with USA Swimming last year? *	<input type="text" value="--- Not Selected ---"/>
If registered with a club other than TOPS, enter club code.	<input type="text"/>
If registered with a club other than TOPS, enter club LSC code.	<input type="text"/>
If registered with a club other than TOPS, enter last competition date.	<input type="text"/>
If a high school student, enter graduation year.	<input type="text"/>
T-Shirt size *	<input type="text" value="--- Not Selected ---"/>
Would you like to be trained as an Official?	<input type="text" value="--- Not Selected ---"/>
By initialing, I acknowledge that any changes or cancellations to a TOPS membership requires a 30-day notice. Changes and cancellations can be requested by contacting the aquatics office at 303-871-4484 or hilltoppers@du.edu. *	<input type="text"/>

9. Select your Billing preference. Options include Pay in Full (available through September 19, 2017), 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 (Required if multiple swimmers in household, select only with first swimmer registration)	220.00	1.00
<input type="checkbox"/>	TOPS Individual Swimmer Facility Fee (Required if one swimmer in household)	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:
Program: Hilltoppers Bronze Group - DU Site
Enrollment Date: 07/25/2017

Parental Permission Form/Acknowledgement and Assumption of Risk and Release

I agree with the above *

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 (47493) (Future)		\$ 253.00	<input type="checkbox"/>	<input type="checkbox"/>
Grand Total Fees Due		\$ 253.00		
Total Old Balances Not in Shopping Cart				

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, 2017.