University of Denver Hilltoppers: Joining the Team

Below, please find step-by-step directions for completing a 2019-2020 Hilltoppers registration. Please direct any registration questions to hilltoppers@du.edu.

1. Visit our 2019-2020 Hilltoppers online registration site.

2. Select the green + sign next to your swimmer’s assigned TOPS group. Please be sure to choose the correct site location.

3. Log in to your online account.

   [WebTrac Login form]

   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.
4. 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.

5. Select the correct family member for the TOPS registration by checking the box under their name and selecting Continue.

6. If your child is continuing in the same group as 2018-2019, you will get the below message. Please select Yes.
Child1 already has a HBRONZE Pass. Do you want to Renew this Pass?

Yes  No
**7. Answer the questions on the next screen. Any question in red is required.**

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2019 Workout Group *</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Please select your anticipated TOPS season option, *</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Can we add your swimmer to the team directory? *</td>
<td>Yes</td>
</tr>
<tr>
<td>Swimmer’s middle name (please enter * if no middle name) *</td>
<td></td>
</tr>
<tr>
<td>Is this swimmer a U.S. citizen? *</td>
<td>Yes</td>
</tr>
<tr>
<td>Is this swimmer a member of another FINA Federation?</td>
<td>Not Selected</td>
</tr>
<tr>
<td>If yes, which Federation?</td>
<td></td>
</tr>
<tr>
<td>Have they represented that Federation at an international competition?</td>
<td>Not Selected</td>
</tr>
<tr>
<td>Was this swimmer registered with USA Swimming last year? *</td>
<td>Yes</td>
</tr>
<tr>
<td>If registered with a club other than TOPS, enter club code.</td>
<td></td>
</tr>
<tr>
<td>If registered with a club other than TOPS, enter club LSC code.</td>
<td></td>
</tr>
<tr>
<td>If registered with a club other than TOPS, enter last competition date.</td>
<td></td>
</tr>
<tr>
<td>If a high school student, enter graduation year.</td>
<td></td>
</tr>
<tr>
<td>T-Shirt size *</td>
<td>Youth Small</td>
</tr>
<tr>
<td>Would you like to be trained as an Official?</td>
<td>Not Selected</td>
</tr>
<tr>
<td>By initializing, I acknowledge that any changes or cancellations to a TOPS membership requires a 30-day notice. Changes and cancellations can be requested by connecting the aquatic office at 303-871-4484 or <a href="mailto:hilltoppers@du.edu">hilltoppers@du.edu</a>. *</td>
<td></td>
</tr>
</tbody>
</table>

**8. Select your Billing preference. Options include Pay in Full (available through September 15, 2019), Monthly Billing-Credit Card or Monthly Billing-Checking/Savings Account.**

**Billing Option**

- Copy Billing Information
- Pay in Full
9. Select the appropriate facility fee for your family by clicking the box next to the correct fee. **Please only select one fee option to avoid overpayment.**
   a. If your family will have multiple TOPS 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 TOPS swimmer, select the Individual Swimmer Facility Fee option.

<table>
<thead>
<tr>
<th>Add</th>
<th>Description</th>
<th>Amount</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>TOPS Multi-Swimmer Facility Fee (Required if multiple swimmers in household, select only with first swimmer registration)</td>
<td>220.00</td>
<td>1.00</td>
</tr>
<tr>
<td></td>
<td>TOPS Individual Swimmer Facility Fee (Required if one swimmer in household)</td>
<td>160.00</td>
<td>1.00</td>
</tr>
</tbody>
</table>

10. 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.

Parental Permission Form/Acknowledgement and Assumption of Risk and Release

**I agree with the above**

[Continue] [Cancel]
11. If you selected TOPS Membership Billing – New Checking/Savings Account, you will be prompted to the following screen to enter your bank account information.

12. 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.

   b. If you select monthly billing and have previously participated in TOPS monthly billing, your previous credit card may appear as an option in the Billing Options selection box. Please only select this option if the credit card listed is still an active, valid card.
Payment Summary
Please review the following details for this transaction.

Amount $0.00

Billing Information
Enter your payment details below.

Cards Accepted

Credit Card
Test ZZAlumnHousehold
*Name
*Card Number
*Card Number
7 2016 Card CVV/CVC
*Exp Month *Exp Year *Card CVV/CVC

Billing Address
2201 E. Ashby Ave.
*Address
Address (Line 2)
Address (Line 2)
Denver Colorado
*Cty *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

13. 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).

14. 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.

15. If you select monthly billing in the registration process, the first payment will be charged on September 3, 2019.