

How to Guide for Registering Online.


Click here to reveal dropdown menu

The screenshot shows a web browser window with the URL `cui.active.com/sports-reg/login?a=0925c884-a65e-4e14-9b46-8509cb78e74d`. The page title is "City of Newport Swimming & Waterpolo Club". The main content area is titled "Sign in" and includes a "NEW USER" section with a "CONTINUE" button. There is a "FACEBOOK" button and a "SIGN IN" button. A "Stay signed in" checkbox is also visible. A blue arrow points to a "USA English" button with a US flag icon, which is circled in blue.

Click here to change to UK English

cui.active.com

cui.active.com/sports-reg/login?a=0925c884-a65e-4e14-9b46-8509cb78e74d



City of Newport Swimming & Waterpolo Club

Sign in

NEW USER

You can create an account later.

Email address

CONTINUE

f FACEBOOK

Or


Sign in with your email address


Email address


Password


A SIGN IN Stay signed in

[Forgot your password?](#)

USA English 

Australian English 

Canadian English 

UK English 

If you don't have UK English showing here, your swimmer's date of birth will be wrong.

The screenshot shows a web browser window with the URL `cui.active.com/sports-reg/login?a=0925c884-a65e-4e14-9b46-8509cb78e74d`. The page header features the club's logo and name: "City of Newport Swimming & Waterpolo Club". Below the header is a "Sign in" section. On the right side of the sign-in area, there is a language selector showing "UK English" with a small UK flag icon, which is circled in blue. A blue arrow points from the text above to this language selector. The sign-in form includes a "NEW USER" section with a "CONTINUE" button, a "FACEBOOK" login button, and a "Sign in with your email address" section with fields for "Email address" and "Password", a "SIGN IN" button, and a "Stay signed in" checkbox. A "Forgot your password?" link is also present.

Adults please don't register yourselves unless you are a swimmer in Masters, registration of non swimmers at this point will only confuse the system.

Only Click here if you are the swimmer otherwise click the above option.

WHO ARE YOU REGISTERING?

Your child (or a child in your legal custody)
 Yourself

SWIMMER'S INFORMATION

* First name
* Last name
* Gender Male Female
* Date of birth
Enter as DD/MM/YYYY

*Please input **your** information below*

YOUR INFORMATION

* First name
* Last name
* Gender Male Female
* Date of birth [Why we ask for this](#)
Enter as DD/MM/YYYY
* Email jane.bloggs@hotmail.com

* You are this person's parent or legal guardian.
You must be the parent or legal guardian to register someone under 18 years old. By registering a child under 13, you are consenting to the collection of the child's information you are providing for the purposes of registration.

CONTINUE

Select the Squad your swimmer is currently in, This list will alter depending on the age of the swimmer. Then click continue at bottom left of the page

1 SEPTEMBER 2016 TO 31 AUGUST 2017

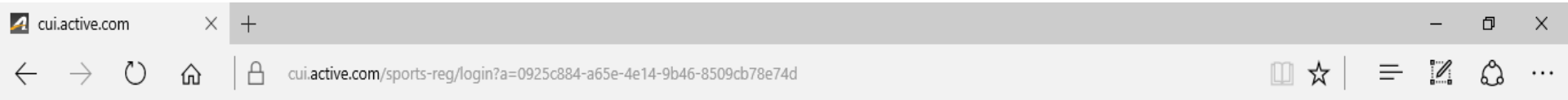
SELECT GROUP

Show: Eligible groups | [All groups](#)

<input type="radio"/> National Performance	£0.01
Ages 13 to 30	
<input type="radio"/> National Performance/Potential Link	£0.01
Ages 12 to 16	
<input type="radio"/> National Potential	£0.01
Ages 10 to 16	
<input type="radio"/> National Potential/Regional Performance Link (Aged 10 & Over)	£0.01
Ages 10 to 16	
<input type="radio"/> Regional Performance 2	£0.01
Ages 13 to 24	
<input type="radio"/> Academy 2B (Aged 10 & Over)	£0.01
Ages 11 to 14	
<input type="radio"/> Academy 1B (Aged 10 & Over)	£0.01
Ages 10 to 14	
<input type="radio"/> Waterpolo (Aged 10 & Over)	£0.00
Ages 10 to 80	
<input type="radio"/> Masters	£0.00

https://cui.active.com/embedded/sports-reg/select-participant?locale=en_GB

Fill in as much information as you can, as this will enable us to contact you if we need to. All fields marked with a * are compulsory and will need to be filled in before you can proceed. This is a long page (about 21 screens full), so make sure you scroll all the way to the bottom (after the additional purchases and waivers), and click continue to open the next page.



First name Joe
Last name Bloggs
Gender Male
Date of birth 01/01/1990
Email address joe.bloggs@hotmail.com

- Sign Up for Free Newsletters
- Active Offers**
Exclusive Deals & Discounts
 - Local Events**
Local Events Near You
 - Active Swimming**
Expert Swimming Advice
 - ACTIVEkids**
Kid-Focused Activities, Recipes, And More!

Only leave these ticked if you really want the info as they send rather frequent newsletters.

Home phone (Evening phone) Ext.
Mobile phone
Business phone (Day phone) Ext.
* Country
* Address
Address line 2
* City
* Country

Kid-Focused Activities, Recipes, And More!

Home phone (Evening phone) Ext.

Mobile phone

Business phone (Day phone) Ext.

* Country

* Address

Address line 2

* City

* County

* Postal code

[ADD ANOTHER PARENT/GUARDIAN](#)

[ADD SECONDARY CONTACT](#)

Click here to open contact information boxes for second parent / Guardian Please fill these in where possible (especially where one parent doesn't live with the swimmer).

SWIMMER'S INFORMATION

Gender Female

First name Jane

* Middle name

SWIMMER'S INFORMATION

Gender Female

First name Jane

* Middle name
 No middle Name

Last name Bloggs

* W.A.S.A. number

Date of birth 01/01/2002

Email address joe.bloggs@hotmail.com

* Home phone Ext.

Mobile phone

* Country

* Address

Address line 2

* City

* County

* Postal code

If you don't know this number it can be found by typing in your surname into <https://www.swimmingresults.org/individualbest/> and searching the list.

Postal code

* Emergency contact name
1
Please list someone other than the child's parent/guardian.

* Emergency contact phone
1
Ext.

Does the athlete have any special needs, medical conditions or require any accommodations?
If so, please list them here.

Please list current medications for athlete:
Please list medication name, dosage and administration times.

Please list the athlete's allergies, if any:

Doctor's name

Doctor's phone number
Ext.

T-shirt size
-Select one-

Swimmer's name to be used for personalized clothing
Insert preferred name or nickname.

Please list anything relevant, as it would be important should your swimmer require medical treatment whilst with the club.

This will be used for any online kit orders where personalization is requested.

This will be a way for parents to contact other parents within the club.

Team directory

Do you want to be included in the team directory?
This is a database of contact information that only other club members will have access to
 Yes. Include my contact information in the team directory

ADDITIONAL PURCHASES

* Postal code: NP20 6PC

* Emergency contact name: Grandad
1
Please list someone other than the child's parent/guardian.

* Emergency contact phone: 01633456789 Ext.
1

Does the athlete have any special needs, medical conditions or require any accommodations?
Asthma
If so, please list them here.

Please list current medications for athlete:
inhaler
Please list medication name, dosage and administration times.

Please list the athlete's allergies, if any:

Doctor's name:

Doctor's phone number: Ext.

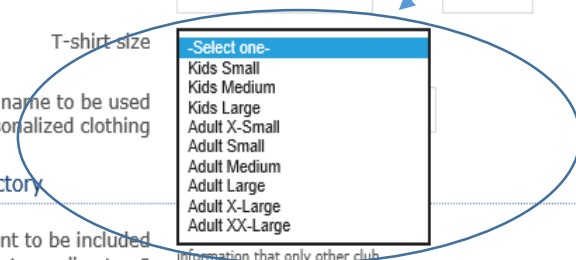
T-shirt size:

Swimmer's name to be used for personalized clothing:

Team directory

Do you want to be included in the team directory?
Information that only other club members will have access to
 Yes. Include my contact information in the team directory

This will be used for reference if your swimmer represents the club at a gala where we provide clothing for participants.



- Select one-
- Kids Small
- Kids Medium
- Kids Large
- Adult X-Small
- Adult Small
- Adult Medium
- Adult Large
- Adult X-Large
- Adult XX-Large

At the time of registration there is also the opportunity to purchase club kit, if you require personalization of the kit the name listed previously will be used. We don't currently list any kit here as we now have an online shop on our website. (There is also a 4.95% online transaction charge on all purchases through your Swim Portal)

ActiveWorks - Swimming | cui.active.com

cui.active.com/sports-reg/login?a=0925c884-a65e-4e14-9b46-8509cb78e74d&PreviewMode=true

Please list current medications for athlete:
Please list medication name, dosage and administration times.

Please list the athlete's allergies, if any:

Doctor's name

Doctor's phone number Ext.

T-shirt size

Swimmer's name to be used for personalized clothing
Insert preferred name or nickname.

[Team directory](#)

Do you want to be included in the team directory? Yes. Include my contact information in the team directory
This is a database of contact information that only other club members will have access to

ADDITIONAL PURCHASES

Swim Cap
Swim Cap (for Training/Racing) with the Club Logo on.

Select:	Price:
<input type="checkbox"/> One Size fits all	GBP 5.00

Bullet Caps
Bullet caps (for Racing) with the Club Logo on.

Once you have read the waivers and signed, scroll down and click continue. Sometimes the continue button doesn't appear at first. If you are unable to scroll down to it, press the tab key and this will have the same result.

ActiveWorks - Swimming | cui.active.com

GBP 12.00
GBP 12.00

Pink
 Blue
 No thanks

WAIVERS AND AGREEMENTS

Please read the following waivers and agreements carefully. They include releases of liability and waiver of legal rights, and deprive you of the ability to sue certain parties. By agreeing electronically, you acknowledge that you have both read and understood all text presented to you as part of the registration process.

- I agree to the [Active Agreement and Waiver](#)
- I agree to the [Photographic Images for Media Use consent form](#) (optional)
- I agree to the [Photographic Images for Club use consent form](#) (optional)

By entering my name below, I assert that I have reviewed and agree to all of the waivers and agreements I have selected above.

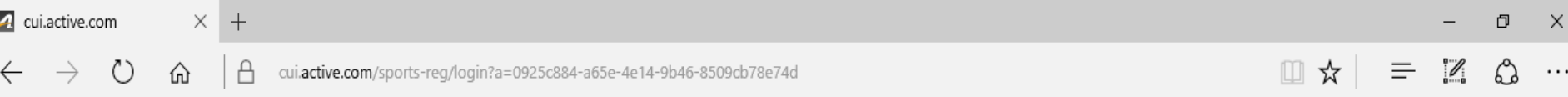
* Electronic signature

CONTINUE

Click on the waiver to access the full description; the first waiver is compulsory, the second waiver is a photographic consent form for media to be used by outside organizations, the third is a photographic consent form for media to be used by the club.

Type in Signature.

There is a small £0.01 charge, which is used to confirm payment details for future purchases such as annual membership or gala entry fees. If you don't have a credit card, click the Pay a deposit button. This will allow you to register (and access your swim portal), but until you submit credit card details you will be unable to enter galas online. If this is the case, please contact Chris Jones to make arrangements for paper entries.



Review basket & check out

ORDER DETAILS

[Add Another Registration](#)

ITEMS	TOTAL
City of Newport Swimming & Waterpolo Club 2016/17 registration Athlete: Jane Bloggs Group: Regional Performance 2 Edit Remove	£0.01
Coupon code	Sub-total £0.01
<input type="text"/> APPLY	Total £0.01

If you have more than one swimmer in the family click here to enter the remaining swimmers. All family members will appear on the same swim portal (if registered with the same email address).

CHECK OUT

PAYMENT OPTIONS

* PLEASE SELECT A PAYMENT OPTION

PAY IN FULL
 Pay £0.01 now

Please choose this option as it is required to set up your payment account. Then fill in your credit card details on the section that opens up.

PAY A DEPOSIT + PAY BALANCE MANUALLY
 Pay £0.00 now and then pay £0.01 manually



BILLING INFORMATION

Joe Bloggs
999 Letsbe Avenue
Newport, Gwent
NP20 6PC
United Kingdom
joe.bloggs@hotmail.com

[Make Changes](#)

ACCOUNT CREATION

An ACTIVE.com account enables you to save registration receipts, check out faster and more.

E-mail address

* Password
Must be six or more characters. Passwords are case-sensitive.

* Verify password

This information will be used to allow you access to your swim portal which contains details of all your swimmers results and lists all future galas (allowing online entry).

By clicking "COMPLETE" below, I agree to the ACTIVE Network [Terms of Use](#) and [Privacy Rights](#).

COMPLETE

If a pop up window opens, scroll to the bottom and click “No Thanks” as this is an invite to a premium rate membership which isn’t relevant. The confirmation email will contain a link to your personal family swim portal.

cui.active.com

cui.active.com/sports-reg/login?a=0925c884-a65e-4e14-9b46-8509cb78e74d

Thank you! Your transaction is complete.

YOU WILL RECEIVE A CONFIRMATION EMAIL SHORTLY. [Print](#)

ORDER DETAILS

Order date: 09 August 2016

ORDER ID: C-1GFZS50T

ITEMS	TOTAL
City of Newport Swimming & Waterpolo Club 2016/17 registration Athlete: Jane Bloggs Group: Regional Performance 2	£0.01
Sub-total	£0.01
Total	£0.01

If you have any questions about your order, please contact:

City of Newport Swimming & Waterpolo Club j.knight15@sky.com
Newport International Sports Village
Velodrome Way
Newport, Gwent NP19 4RA
United Kingdom

[Print](#)

Swim Portal Guide.

Once you have logged in to your swim portal, you will see 4 tabs under the City of Newport Swimming & Water polo Club heading:-

1. View Programs – this is basically your home page and lists all family members (swimmers). By clicking on the swimmer's squad you can edit their/your contact details
2. Attendance - this will allow you to check on sessions and view past attendance (start date to be confirmed).
3. View Meets – this lists all upcoming meets with the ability to enter online (and pay for) any events your swimmer qualifies for; below these meets are listed all the completed meets your swimmer has previously entered, with all events, placings, times and improvements listed.
4. Personal Best – this lists all your swimmer's personal bests, which you can filter by distance, stroke, course and date.

*Results will be populated once all swimmers have registered.

Once all swimmers have registered more features will become active such as; the options on the top banner (order history, schedule and team) and a list of volunteer roles required for upcoming meets organised by the club (which will be listed below payment notifications when they get posted), with the ability to volunteer online.

This is a new piece of software to the club, and the more we use it the more options will become available. It should make everyone's life easier and allow the coach additional resources, such as the ability to set performance targets for each individual swimmer. Please bear with us if there are any initial teething troubles. If you do have any difficulty registering, either contact Chris Jones on christopher.jones@ntlworld.com or we will be having drop in sessions (to be arranged shortly) to give parents an opportunity to register, ask questions and see the software in action.

Many Thanks for your patience, and I hope you enjoy the benefits of this new software.