

## New Hy-Tek Active Team Manager Platform

### Creating a Family Portal and “Registering” Your child

- Please note, this system does not handle money or credit cards even though it will create you an invoice and show that items cost \$0.
- A “Family/Swimmer” portal link will be created and email. This portal will eventually allow you to sign up for meets and volunteer opportunities, see times, etc.
- The Coaches and Mary will be able to send “push” notifications via text with this system.

Registration Link: [https://cui.active.com/sports-reg/select-participant?locale=en\\_US](https://cui.active.com/sports-reg/select-participant?locale=en_US)

Click the link above to start registration process

- Here you will fill in your information as a parent (your b-date is necessary to prove you are over 18 and can fill out this registration for a minor).
- The next screen you will select your swimmer’s training group.
  - Click on the group then select the group name once again from the drop-down menu
  - Click the bullet next to pay in full (note the \$0 amount) then continue
- At the next screen you will fill in the family and the child’s information.
  - Everything with a red dot MUST be filled in.
  - I don’t know why the child’s address info, etc won’t auto-populate with the parent’s address info.
  - You will have to fill in this information again later if you have a 2<sup>nd</sup> or 3<sup>rd</sup> child on the Team, sorry.
  - The program will not allow you to use the same email for two people so please note do not list your email for the child’s. Leave it blank if you don’t want the child’s email listed or used for blasts.
  - Under USA Membership, choose either new or renewal.
  - Under “Additional Purchase” choose “year-round membership” and “LSC fees”.
    - Not sure why this has to be this way, but it what we in the programming biz call “hard coded” and I can’t change it.
  - Lastly, agree to the Active Agreement (the provider of the on-line platform) and the Piranha Handbook and e-sign.
  - If you missed anything required, you will be prompted to fill it in.
- The next screen is the “Check-out” screen where you will see an invoice for \$0.00. Click “complete order”.
- Then a printer friendly invoice will pop up again for a whopping \$0.00!
- You will receive an email with your portal link.

Once you set up your family portal, you can make changes to your personal information. You can see your swimmer’s best times, meets entered and family volunteering opportunities and fulfillment.