



## ASA Shared Form Sections

### Adding ASA League Fees to Your Registration Forms

Atlanta Swim Association requires an electronic signature on an ASA waiver and payment of ASA league fees for all competitive and non-competitive swimmers on your team.

New for 2023:

- Only one shared waiver will be required on your registration form(s)
- There are only two options for the shared waivers: competitive and non-competitive
- You will need a separate registration form for all non-competitive programs that are related to your swim team.

Below, you'll find tips to help you set up your registration forms.

### Step 1 – Create Your Registration Form(s) for Your Competitive Swim Team

You can copy last year's registration form(s):

Go to Manage Team > Registration and click "Copy" next to the name of last year's registration form.



Edit the name of the form to reflect this year.

Edit any verbiage in your description to reflect the new season.

Scroll down to the Shared Form Section. In yellow, you'll see all of last year's ASA shared waivers attached, but with a warning that the waiver is out of date. Click "Remove Section."

SHARED FORM SECTION: Atlanta Swim Association

[Remove Section](#)

**Notice:** The shared form section has been updated. Please remove and re-add this section to apply updates.

Display order  
1

TITLE **2022 ASA Waiver With Fees**

DESCRIPTION ATLANTA SWIM ASSOCIATION

Next, scroll down to the gray Shared Form Sections and look for the new **2023 ASA Waiver With Fees**, and click “Add to Form.”

SHARED FORM SECTION: Atlanta Swim Association

[+ Add to Form](#)

TITLE **2023 ASA Waiver With Fees**

DESCRIPTION ATLANTA SWIM ASSOCIATION

Release of Liability and Indemnification Form

I, the undersigned parent or legal guardian...

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OPTIONS Acceptance required with signature  
Non-competitive athletes are excluded from fees.

FEES ASA 2023 League Fee (Includes Technology & Convenience Charge of \$2.00)  
\$37.00 per Athlete

Ensure the **2023 ASA Waiver With Fees** is attached to all registration forms that apply to your competitive swim team. This should be the only waiver added to your competitive registration form(s) in the Shared Form Section.

## Step 2 – Create Your Registration Form(s) for Your Non-Competitive Programs

The non-competitive waiver requires acceptance from all users, therefore you will not want to add that waiver to your competitive registration form. **Therefore you must set up a separate registration form for any non-competitive program(s) on your team.** You can follow the above steps to copy an existing registration form, then make the appropriate edits to make it applicable to your non-competitive program.

Scroll down to the gray Shared Form Sections and look for the new **2023 ASA Waiver With Non-Competitor Fees**, and click “Add to Form.”

SHARED FORM SECTION: Atlanta Swim Association

**TITLE** 2023 ASA Waiver With Non-Competitor Fees

**DESCRIPTION**

**ATLANTA SWIM ASSOCIATION**

**Release of Liability and Indemnification Form**

I, the undersigned parent or legal guardian...

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**OPTIONS** Optional  
Non-competitive athletes are excluded from fees.

**FEES** ASA 2023 Non-Competitor League Fee (Includes Technology & Convenience Charge of \$2.00)  
\$22.00 per Athlete

[+ Add to Form](#)

Non-competitive and pre-competitive programs that are part of your swim team (e.g. “Guppies” programs) require an electronic signature of the ASA waiver and payment of the ASA non-competitive fees. Please ensure the **2023 ASA Waiver With Non-Competitor Fees** is attached to all registration forms that apply to your non-competitive or pre-competitive programs that are part of your swim team. This should be the only waiver you’ll need to add to your non-competitive registration form(s) in the Shared Form Section.

*Note: the ASA waivers/fees are not required for pre-season clinics or lessons programs.*

## Step 3 – Preview Your Registration Forms

Click the “Preview” button next to each of your registration forms to ensure they look and work the way you expect them to, including required acceptance of waivers, fees that are charged, etc.

[Edit](#) 2023 Team Registration Form [Preview](#) [Copy](#)

Each registration form for your swim team should only have one ASA Waiver attached, either the waiver for your (competitive) swim team, or the waiver for non-competitors.

Each waiver requires acceptance (and payment of the ASA fees), which is why you'll need a separate registration form for your non-competitive or pre-competitive programs.

## SwimTopia Per-Athlete Technology Fees

Last year, you added a shared form section for the SwimTopia technology fees. This year, SwimTopia has launched a new feature to add this automatically to all of your registration forms, and no additional action is needed on your part.

The \$2.75 Per-Athlete Technology Fee will be added as an itemized line item to the registration payment screen:

### Thank you!

#### Registration Details

Registration Time: 01/09/23, 6:31 PM  
Registration #: 1179

#### Parents/Guardians

Mary Smith

#### Athletes

Stevie Smith (9)

#### Order Summary

Item	Qty	Total
Registration Fee: Each Athlete @ \$100.00	1	\$100.00
ASA 2023 League Fee (Includes Convenience Charge of \$2.00): Each Athlete @ \$37.00 <i>paid to Atlanta Swim Association</i>	1	\$37.00
Per-Athlete Technology Fee @ \$2.75 (Stevie Smith) <i>paid to Atlanta Swim Association</i>	1	\$2.75
<b>Amount Due</b>		<b>\$139.75</b>

The Per-Athlete Technology Fee will be charged only once a year for each athlete (per team they're registered on). So if an athlete registers for a swim clinic and then for the swim team during the same year, the Per-Athlete Technology Fee will only be charged one time. The Per-Athlete Technology Fees are paid directly to SwimTopia.

## Split Payments – Stripe Required for ASA and SwimTopia Fees

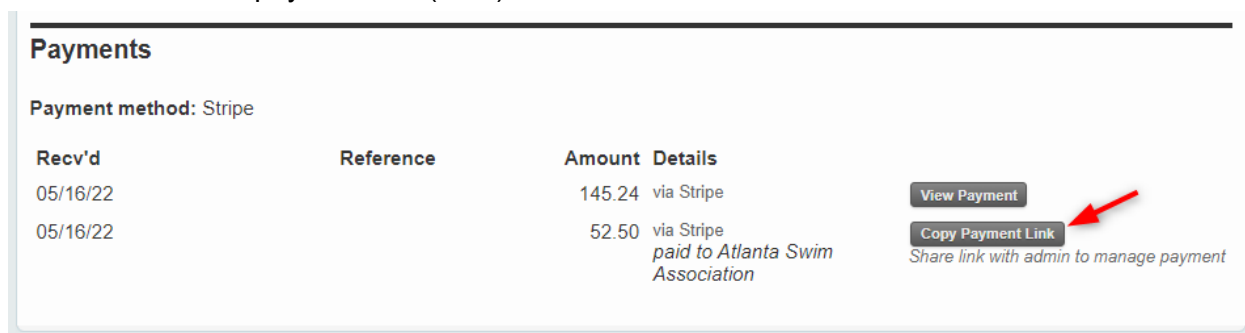
As with last year, Stripe payments are required for the ASA fees and the Per-Athlete Technology (SwimTopia) fees. If you offer check payments as a payment option for your team fees, any families who choose “check” will end up paying with a split payment:

- Payment by check for the team portion of the registration (including team registration fees, merchandise, etc.), and
- Stripe credit card payment for the ASA and SwimTopia portion of the registration

## Refunds

If you need to issue a refund to a family, some things to remember:

- Stripe transaction fees are not refundable
- If the athlete is no longer on the team and you’d like to request a refund for the ASA and SwimTopia portions of the registration, contact ASA with the following information:
  - Your team name
  - The registration ID number
  - The payment link (URL)



Recv'd	Reference	Amount	Details	
05/16/22		145.24	via Stripe	<a href="#">View Payment</a>
05/16/22		52.50	via Stripe paid to Atlanta Swim Association	<a href="#">Copy Payment Link</a> <small>Share link with admin to manage payment</small>

You can find the payment link at the bottom of the Registration Detail for that family:

- Go to Registration > “View Registrations” for the appropriate registration form, or
- Go to Reports > Financial > Payments and click the Order Details for that registration

Click “Copy Payment Link,” and the URL will be copied to your clipboard. This link will make it much easier for ASA to find the corresponding league payment on the ASA site.

## Questions?

Contact [Franke Marsden](#) at ASA, or go to the [SwimTopia Help Center](#), where you can [submit a help request](#).