

To Join our team:

- 1) Please click on the contact link at the top of the [www.goalma.org](http://www.goalma.org) website
- 2) Fill out all the \* blanks accurately
- 3) In the comment section state that you are joining the team. Please include the Full name of the swimmers you would like to join the team, including middle Initial and their birthday in MM/DD/YY format. State if you are a member of ASRC. Give your billing address.
- 4) Within a few days you will receive an e-mail with your password for the [www.goalma.org](http://www.goalma.org) website, log into the site and fill in your Emergency contact information and make sure your address is correct.
- 5) Go to [http://www.pacswim.org/page/doc\\_forms.html](http://www.pacswim.org/page/doc_forms.html) and fill out and send in the 2009 year round athlete registration form with \$ to Pacific Swimming. Give us a copy of the card when it arrives in the mail. (Please note swimmers who join our team during September tryouts will turn in these forms to ALMA with their registration packet)
- 6) Welcome to ALMA! You will be automatically added to our distribution list upon registration.

To Leave our team and stop our billing:

- 1) Please click on the contact link at the top of the [www.goalma.org](http://www.goalma.org) website
- 2) Fill out all the \* blanks accurately
- 3) In the comment section include the Full name of the swimmers that are leaving the team and the reason for leaving. If the entire family is leaving please state that the Family account needs to be closed. And complete steps 4-6.
- 4) The date of this email transaction will become the date of record of your notice of termination. We do not pro-rate a trimester, so your swimmer is welcome to swim until the end of that trimester. You will be expected to pay any balances to your Annual Family Fee, Trimester Swim Dues, Trimester Group Surcharge (Blue, Red & Green), USS Registration Annual Fee, Fundraising Fee and any unworked Parent Team Support hours. Note: Trimesters end on December 31<sup>st</sup>, April 30<sup>th</sup>, August 31<sup>st</sup>.
- 5) When you receive your final statement, please send your unpaid balance prior to the completion of that trimester. When your account has been paid in full you will be removed from our system and your account will be closed.
- 6) Thank you for being a part of our team.