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| <b>Team Code:</b>      | <b>Northkitsapboys18</b>                |
| <b>Order Deadline:</b> | <b>Sunday, November 18<sup>th</sup></b> |

1. Go to [www.goswim.com](http://www.goswim.com).
2. Click on [My Teams™ Login](#) located in the upper right hand portion of the home page.
  - If at any point during ordering you navigate away from your team page – you can return by clicking this button again.
3. Create a new account or log into your existing account.
4. Enter the [Team Code](#) provided above into the [Add a Team](#) section. Click Add Team or press Enter key.
5. [Click on the Team Name](#) to enter your team specific My Teams™ page.
6. If you wish to browse by your teams categories you can do so via the menu on the left-hand side.
7. Select products and sizes desired and [Add to Cart](#).
  - You may wish to browse our site for optional discounted items such as practice suits or other gear. These additional products may be added to your cart and will be delivered with your order, subject to availability. *NOTE: If you wish to receive these optional products (or non-custom team-specific products, such as training equipment) sooner than the estimated team delivery, we recommend you place them as a separate order.*
  - Note: Be sure to size your swimmer(s) for all products you wish to order: All size charts should be used as a guideline only. Teams have various opportunities for sizing (sizing kits, team fittings or at a Sylvia's location).
  - Custom products may have an option for a logo and/or name. Names are automatically added when any entry is made into the Add Name box. *Check your order over carefully as all custom orders are final - No cancellations, returns, exchanges, or refunds.*
8. Follow the online instructions for [Checkout](#) to complete your order. In the Ship to Information section you will have the option of selecting [Ship to Team Manager for FREE](#) or direct for \$5.99 to an address you choose. Orders over \$75 will qualify for free direct shipping.
  - Tip: When shipping to your team, you can change the First and/or Last Name to your swimmer if desired.
  - Billing Address: Both street and zip code must match your credit card billing statement exactly for the order to process correctly. If they do not match you will receive an error message. "An error occurred on the server. Please try to place the order again."
  - Order Changes/Cancellations: Due to the nature in which we handle orders, changes and/or cancellations may not be possible after your order has been received. Should you find an error with your order please contact us immediately.

Product Delivery: Order delivery is typically 2-4 weeks from the "Order Deadline" date listed. This time frame directly depends on the products/services chosen by your team.



**SYLVIA'S SWIMWEAR**

[info@goswim.com](mailto:info@goswim.com)