



ANNUAL SWIMMING GALA 2022 ENROLMENT PROCEDURES

Please complete the **two-step registration** i.e. (1) payment of entrance fee, and (2) submission of personal particulars and events enrolment, on or before **Wednesday, 31 August 2022**. Registration and payment via other means will **NOT** be entertained.

STEP 1: Payment of entrance fee

1. Please complete payment of relevant entrance fee via The Law Society's Electronic Registration and Payment System (the "System"). Pre-registration of your mobile number is required for accessing the System (both Web and App versions). To register your mobile number, please click [here](#) (Member's zone login is required).
 - (A) [The Law Society's Electronic Registration and Payment System](#) ("Web version"); or
 - (B) The Law Society's App ("App version").

Notes:

- (i) The App is only currently available to full members and trainee solicitors.
 - (ii) To download and activate the App, please follow the steps illustrated in the [Installation and Activation Guide](#).
 - (iii) In the System (both Web and App versions), please add the event into your shopping cart AND **proceed to payment** to complete the registration.
 - (iv) Successfully registered events would be listed under "My Enrolment Record" in the System.
 - (v) Click [here](#) for the "User Guide for Law Society members with FAQ".
2. Please refer to the table below for the corresponding event code for enrolment via the System.

| No. of child(ren) | Event to be added to the shopping cart | Event code |
|-------------------|---|-------------|
| 1 | RSC-Swimming Gala 2022 (sign up for one child) | MS_20220011 |
| 2 | RSC-Swimming Gala 2022 (sign up for two children) | MS_20220012 |
| 3 | RSC-Swimming Gala 2022 (sign up for three children) | MS_20220013 |
| 4 or above | Please contact RnS@hklawsoc.org.hk for assistance. | |

3. A system-generated email will be sent to you upon successful payment. For enquiries relating to the Registration and Payment System, please email us on epayment@hklawsoc.org.hk.

STEP 2: Submission of personal particulars and events enrolment

4. Upon completion of payment via the System, please submit the personal particulars of your child(ren)/grand-child(ren) and indicate the event(s) that he/she (they) would like to sign up for via this [link](#). **Please submit ONE form per child.**



Important notes regarding enrolment confirmation and event communication

5. Enrolment will only be completed upon completion of the two steps above i.e. (1) full payment of the entrance fee **AND** (2) submission of personal particulars and event enrolment by the stated deadline.
6. Upon successful registration, you will receive an email confirmation, which is the only official confirmation of your enrolment, from the Law Society. **You will be required to show the email confirmation, to the organiser at the event**, so please be reminded to check your email (including spam mails/junk mail box) for the confirmation. **If you do not receive the email confirmation by Wednesday, 31 August 2022, please contact us on RnS@hklawsoc.org.hk, otherwise you may treat your enrolment as UNSUCCESSFUL.**
7. The organiser will provide updates of the event from time to time and these updates will be made available via Law Society weekly Circulars, social media platforms and/or emails. Please be reminded to check your emails (the email address you provided in the online enrolment form in paragraph 4) to ensure you receive the updates.
8. **Members are required to join the Recreation and Sports Programme 2022 (the "Programme") before the Swimming Gala for eligibility to enrol their child(ren)/grandchild(ren) and/or family members in all the events.** For those members who have not joined the Programme (Event Code: MS_20210017), please sign up and settle the enrolment fee via [The Law Society's Electronic Registration and Payment System](#) or The Law Society's App (please refer to paragraph 1 above for detailed login and installation instructions).