

Solon Stars Swim Club On-line Quick Reference Guide

Website:

- Visit the Solon Stars Swim Club homepage @ www.solonstars.com
- You will be redirected to <http://www.teamunify.com/Home.jsp?team=lessssc>, which is the hosting location of our website on the Team Unify system.

Logging In:

- Select the “Sign In” button in the upper left corner of the home page.
- Enter the email address you use for Solon Stars communications along with your password. If you do not have a password, you may request a new system generated one by clicking on the “Here” in the message below.

If you forgot your password, please click [Here](#) to request your password.

- If requesting a system generated password, it will be sent to your registered email address within a couple minutes. Please contact the Stars website administrator if you would like another email address used for your Stars account. Once you log in to your account successfully, you are able to change the email address on your own. Using the system password, log into the website and change your password to something easier for you to remember. The change password (“Change Pswd”) button is located at the top, center of the home page.

Managing Your Account (“My Account”):

- From the Stars home page, on the left hand side navigation panel you will see the “My Account” section. In this section, you will be able to review : “My Meet Results”, “My Invoice/Payment”. Under “My Meet Results” you can select the member name (athlete) and specify any other search criteria to obtain your swimming times.
- Under “My Invoices/Payments” you can access you Stars account on-line, review invoices, and review your volunteer hour status. Notice the two tabs at the top for selecting Invoices and Volunteer Hours.
- You also will be able to provide your bank account information to enable electronic payments. This is done under a HTTPS secured connection with 128 bit encryption.

On-line Meet Entry:

- Select “Meets/Events” from the top navigation bar, or see your swim meet on the bottom right corner of the home page.
- Scroll to the meet that you wish to enter.
- Select “Attend this Event” button for that swim meet.
- Select the swimmer name from the member name list.
- Read the important notes and then make your event selections, then select “save changes”
- Repeat above procedure for each swimmer that you are entering in the meet.
- Meet entry fees will be added to your next monthly invoice.

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Monthly Invoicing:

- On a monthly basis (near month end) you will receive an email that contains a link to your monthly invoice. You will need to click on the provided URL and log into your account to view your invoice. This monthly invoice will contain any unpaid swim dues, relay fees, and any unpaid meet entry fees. If you previously provided your bank account information as part of your account maintenance, on the first of every month the total outstanding balance will be automatically withdrawn from your bank account. Otherwise, you will have 15 days to remit payment by check to avoid a system generated, non-refundable late payment fee as defined by our club's financial policy.

"What's New" and "Upcoming Events"

- Make sure to regularly read the news briefs that are posted under the "What's New" section on the home page. Additionally, pay attention to the "Upcoming Events" section for swim meet on-line entry availability as well as other upcoming club functions.

Other Information Currently Available through the Stars website

- USA Swimming News
- Swimming World News
- Solon Weather
- Solon HS/MS swimming schedule & results
- Meet information & results
- Group practice calendars
- Common documents/forms
- Pool locations and directions for common travel meets
- Team apparel, team records
- Other frequently used website links