

How to check session credits

To check your session status:

- www.nyacswimming.ca
- Click 'Sign In' (on left hand column) – to log into your account
- Click 'My Account' (on the left hand side column)
- Under 'My Account' click '\$ My Invoice/Payment'
- Choose the 'Service Hours' Tab

The screenshot shows the NYAC (North York Aquatic Club) website. The sidebar on the left contains a 'My Account' link and a '\$ My Invoice/Payment' link, both of which are circled in red. The main content area is titled 'Service Hours Tracking' and has three tabs: 'Invoices', 'Make Payment', and 'Service Hours', with the last one circled in red. Below the tabs, the account name is listed as 'Entry Coordinator, Charlotte Carroll'. The table below shows the current obligation and worked sessions.

Invoice Created	Obligation & Adjustments	Worked
07/2016		01/05-Event (4832377.1): Clerk of Course/Ontario Summer LC F 01/05-Event (4832384.2): HLT/Inspector Turns/Safety Marshal/C 01/05-Event (4832384.3): HLT/Inspector Turns/Safety Marshal/C 01/05-Event (4832384.2): HLT/Inspector Turns/Safety Marshal/C 01/05-Event (4832384.3): HLT/Inspector Turns/Safety Marshal/C 01/05-Event (4832377.1): Clerk of Course/Ontario Summer LC F
02/2016		
07/2015	02/01-==>Zero out extra Volunteer Hours at year end :2.00 hr.	12/27-Event (4160749.1): Head Lane Timer/NYAC Cup:1.00 hr. 12/27-Event (4160804.1): Session Referee/NYAC Cup:1.00 hr. 12/27-Event (4160779.2): Starter/NYAC Cup:1.00 hr. 12/27-Event (4160744.19): Head Lane Timer/NYAC Cup:1.00 hr. 12/27-Event (4160742.1): Inspector of Turns & Safety Marshal/N 12/27-Event (4160870.2): Inspector of Turns & Safety Marshal/N 12/27-Event (4160760.8): Timekeeper/NYAC Cup:1.00 hr. 12/27-Event (4160744.19): Head Lane Timer/NYAC Cup:1.00 hr. 12/27-Event (4160749.1): Head Lane Timer/NYAC Cup:1.00 hr. 12/27-Event (4160742.1): Inspector of Turns & Safety Marshal/N 12/27-Event (4160870.2): Inspector of Turns & Safety Marshal/N 12/27-Event (4160760.8): Timekeeper/NYAC Cup:1.00 hr.
02/2015		
09/2014		

- This will show your current session status (in the top row of the table). Here's how to interpret the info in the columns (you may need to scroll over to see columns to right):
 - **Obligation & Adjustments** – this area should show your current requirement – sessions required to be worked by end of January 2017 (note this table uses the term 'hr' but this is equivalent to 'session'). There may be multiple lines in this column if adjustments were made the bottom line (of the first row) contains the current requirement.
 - **Worked** – This area lists the role worked, the meet, and the sessions earned (stated as hours) – example 'Chief Finish Judge/NYAC Cup 2016:1.00 hr. Note - the date in this column only reflects when the session/work was credited to your account not when it was actually worked
 - **Balance** – This is your current session balance – Your session requirement less the sessions worked. A positive number indicates that you still need to

work sessions to meet your requirement – remember you will be billed \$100 at the end of period for any missed sessions. A negative number means that you have worked/earned more sessions than your requirement – and you will earn a \$20 credit towards next season's fees for each session over your requirement.

If you have any questions or concerns please let us know:

- Charlotte Carroll – meets@nyacswimming.ca – for any issues related to meet sessions worked/credited or the balance
- Olga Macel – admin@nyacswimming.ca – for any Bingo/billeting session issues