

Metro Swim Shop
Team Portal
User Guide

October 2003

Version IV

Step 1: Login by typing the following url <http://www.metroswimshop.com/teamname>

You will get follow screen.

Key in the User Login ID (your email address), password and then click login. (one can use secure connection to key in the login/passwd information. Information will be transmitted via secure channel)

Wellcome SwimShopping - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address: <http://www.metroswimshop.com/wyckof>

Metro SwimShop

Welcome, Guest Shopping Cart | Team Portal | Current Team/Member Login | Index | Info | Search

Welcome to Metro Team Portal

Login with your ID and password to continue.

New to Metro Team Portal

- New Team Registration
- New Team Member Registration

- Metro Swim Team portal provide service for swimming team
- OUR OFFER: the BEST PRODUCTS at the BEST PRICES possible.

Existing Metro! users

Enter your ID and password to login





LoginID:

PassWord:

Mode: Standard | **Secure**

OUR OFFER: the BEST PRODUCTS at the BEST PRICES possible.

New

 Sep 10, 2003	 AMERICANA PROUD GLORY Female Flyback Regular price: \$65.0 Metro price: \$57.0	 Broken Ice Female Super Proback Regular price: \$65.0 Metro price: \$57.0 Color: Blue	 INFERNO Female Geoback w/Piping Regular price: \$65.0 Metro price: \$57.0 Color: Blue
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start 11:03 AM

Step 2: User home page and navigation.

User will see follow screen after login. This is the user Team Info home page. It listed the team suit selection. This is also the central point for your navigation of team portal. To place order, click Order Form and one will see screen on Step 3.

[Home](#)
[Coach Corner](#)
[Female Suits 2004](#)
[Male Suits 2004](#)
[Female Suits Specials](#)
[Male Suits Specials](#)
[Practice Suit Specials](#)
[Basics/Training Suit](#)
[Aquablades&FastSkins](#)
[Goggles](#)
[Caps](#)
[Bags](#)
[Lifeguard Apparel](#)
[Apparel](#)
[Electronics](#)
[Fitness](#)
[Accessories](#)
[Videos & Books](#)
[Gift Certificates](#)
[Training Equipment](#)
[Pool Shoes](#)

Metro SwimShop
 Welcome to Metro Team Portal
[Shopping Cart](#) | [Team Portal](#) | [Logout](#) | [Index](#) | [Info](#)

Mr. Desert Island YMCA
[Team Info](#) | [Edit Profile](#) | [Set Password](#) | [Order Form](#) | [Suggestion](#)

First Name: Jim
Team Name: Mt. Desert Island YMCA
Fax: 207-288-2884
Cell Phone: 207-288-3511 YMCA
Last Name: Willis, Swim Coach
Email: sharks@mdiymca.org
Work Phone: 207-288-0560 Home

Team Fitting Items	Color	Sex	Group	Print Describe
Solid Female Super Proback	Hunter/Green	Female	all	
Solid Male Lycra Jammer	Hunter Green	Male	all	
Solid Male Lycra Brief	Hunter Green	Male	all	
Generic Rubber Swim Fin		Both	all	
Bungee Cord Goggle Strap	Yellow	Both	all	

Coach: _____

Having trouble using teamportal? Please call 908-647-8121 for support!

Step 3: Order Form and Place Order

On the Order Form, one will be defaulted to Place Order screen. If you are:

- 1) Ordering team suit for being shipped to home, filling in the quantities and payment method followed and then click "Place Order" button
- 2) Doing pre-fitting order where the suit will be delivered to you at the fitting, please click "Pre-Fitting Order" tab where you will not be asked for payment information
- 3) Participating Fund Raising will require you to click "Fund Raising" button where shipping information and payment information will be asked. The goods will be shipped to your home.
- 4) To place order on same item with different size, filling the quantity and click "Add" button. One can do this multiple times

The screenshot shows a Netscape browser window displaying the Metro SwimShop website. The page title is "Welcome to Metro! - Netscape". The address bar shows "http://67.106.137.101/teamportal/index.jsp". The website header includes the Metro SwimShop logo and a "Welcome to Metro Team Portal" message. A navigation menu at the top right includes "Shopping Cart", "Team Portal", "Logout", "Index", and "Info". A search bar is also present.

The main content area is titled "Mt. Desert Island YMCA Order Form". It features a left sidebar with a navigation menu containing categories like "Home", "Coach Corner", "Female Suits 2004", "Male Suits 2004", "Female Suits Specials", "Male Suits Specials", "Practice Suit Specials", "Basics/Training Suit", "Aquablades&FastSkins", "Goggles", "Caps", "Bags", "Lifeguard Apparel", "Apparel", "Electronics", "Fitness", "Accessories", "Videos & Books", "Gift Certificates", "Training Equipment", and "Pool Shoes".

The main content area displays a list of products with their prices and options. The products are:

- Solid Female Super Proback**: Price \$43.00, Size: 22, Qty: . Description: "824371_72 Group : all Color : Hunter/Green".
- Solid Male Lycra Jammer**: Price \$29.00, Size: 22, Qty: . Description: "825763_64 Group : all Color : Hunter Green".
- Solid Male Lycra Brief**: Price \$24.50, Size: 22, Qty: . Description: "70800_72800 Group : all Color : Hunter Green".
- Generic Rubber Swim Fin**: Price \$17.95, Size: 1/3, Qty: . Description: "Generic_Rubber_Swim_Fin Group : all Color :".
- Bungee Cord Goggle Strap**: Price \$6.00, Qty: . Description: "Strap Group : all Color : Yellow".


At the bottom of the page, there is a "Place Order" button and a footer message: "Having trouble using teamportal? Please call 908.647.8121 for support!".

Step 4: Check Out and Continue Shopping

After filling in the quantity and click "Place Order" button, one should see the following screen.

Click "Check Out" to key in credit card information

Click "Keep Shopping" to add to existing orders



Welcome to Metro! - Netscape

File Edit View Go Bookmarks Tools Window Help

http://67.106.137.101/teamportal/index.jsp


Search

Mail Home Radio My Netscape Search Bookmarks Swim Shopping

Metro SwimShop

Welcome,mditest1 mdit

Shopping Cart | Team Portal | Logout | Index | Info | Search

Shopping Cart						
Item	Options	Unit Price(\$)	Quantity	Subtotal		
 Solid Female Super Proback	Color: Hunter/Green Size: 22	38.0	<input type="text" value="1"/>	\$43		remove
 Solid Female Super Proback	Color: Hunter/Green Size: 28	38.0	<input type="text" value="2"/>	\$86		remove
 Generic Rubber Swim Fin	Color: Size: 1/3	17.95	<input type="text" value="1"/>	\$17.95		remove
Subtotal for Swimmingshop				\$146.95		

Step 5. Payment Information and Shipping Information

After clicking check out button, user needs to key in the payment and shipping information on the following screen.

Metron SwimShop Order Form 1 of 2

Item	Options	Unit Price(\$)	Quantity	Subtotal(\$)
Solid Female Super Proback	Color: Hunter/Green Size: 22	38.0	1	38.0
Solid Female Super Proback	Color: Hunter/Green Size: 28	38.0	2	76.0
Generic Rubber Swim Fin	Color: Size: 1/3	17.95	1	17.95
Subtotal for Swimmingshop				131.95

Shipping Address

First Name: *
 Last Name: *
 Address: *

 City: *
 State: *
 Zip: *
 Phone: *
 Country:

Shipping Method

*
 Standard Shipping:
 Estimated shipping time is 4-8 business days. All standard deliveries are handled by the United Parcel Service (UPS).

The Next button will allow you to key in the payment information

Metron SwimShop Order Form 2 of 2

Item	Options	Unit Price(\$)	Quantity	Subtotal(\$)
Solid Female Super Proback	Color: Hunter/Green Size: 22	38.0	1	38.0
Solid Female Super Proback	Color: Hunter/Green Size: 28	38.0	2	76.0
Generic Rubber Swim Fin	Color: Size: 1/3	17.95	1	17.95
Subtotal for Swimmingshop				131.95
Shipping				9.0
Tax				0.0
Total for Swimmingshop				140.95

***Please enter billing name and address exactly as it appears on credit card statement.
 Only credit cards with a United States billing address will be accepted.

Payment Method

Payment method: *
 Card or account number: *
 Expiration date: *

Email Address

*
 We will E-mail you a copy of your order.

Ship as a Gift

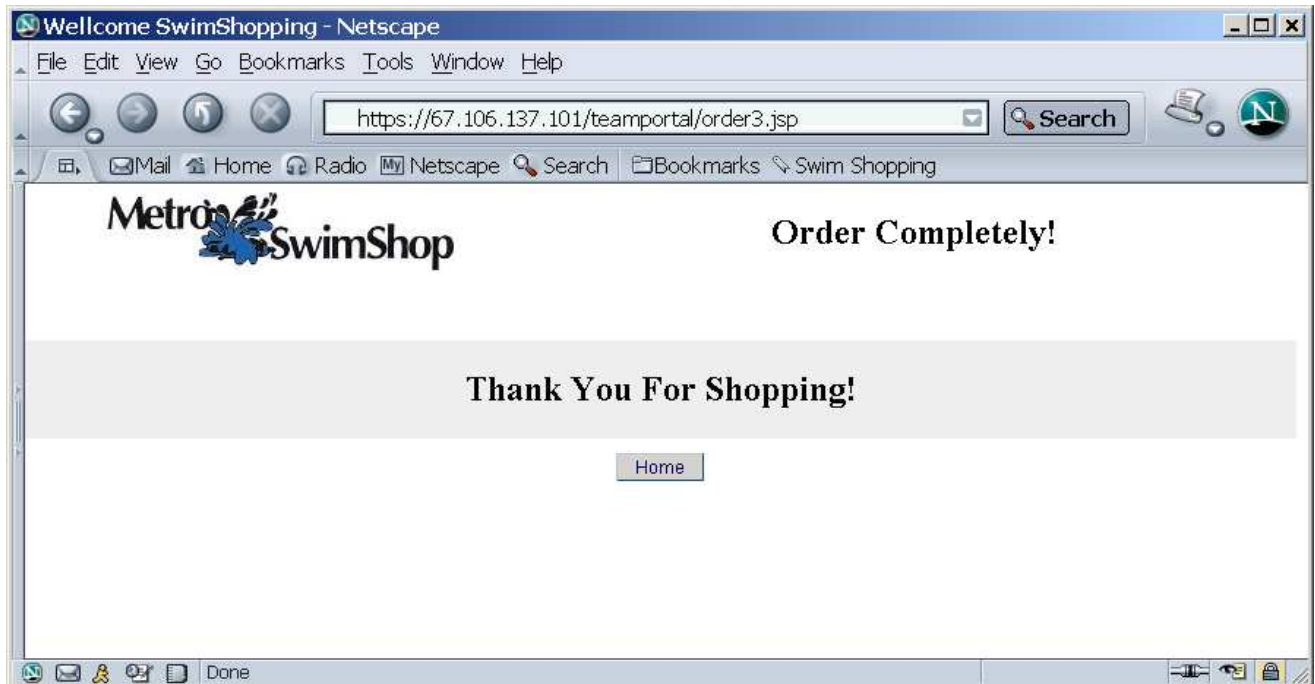
A receipt is sent to the billing address and no prices will be included on the packing slip. Any message typed in the box below will be printed on the packing slip.

Billing Address

Use shipping address
 First Name:
 Last Name:
 Address:

 City:
 State:
 Zip:
 Phone:
 Country:

Step 6: Finishing Order Placement



Clicking home button will lead you to Team Info home page.

Congratulation. You are team order is placed with Metro Team Portal. Thank you!!!!