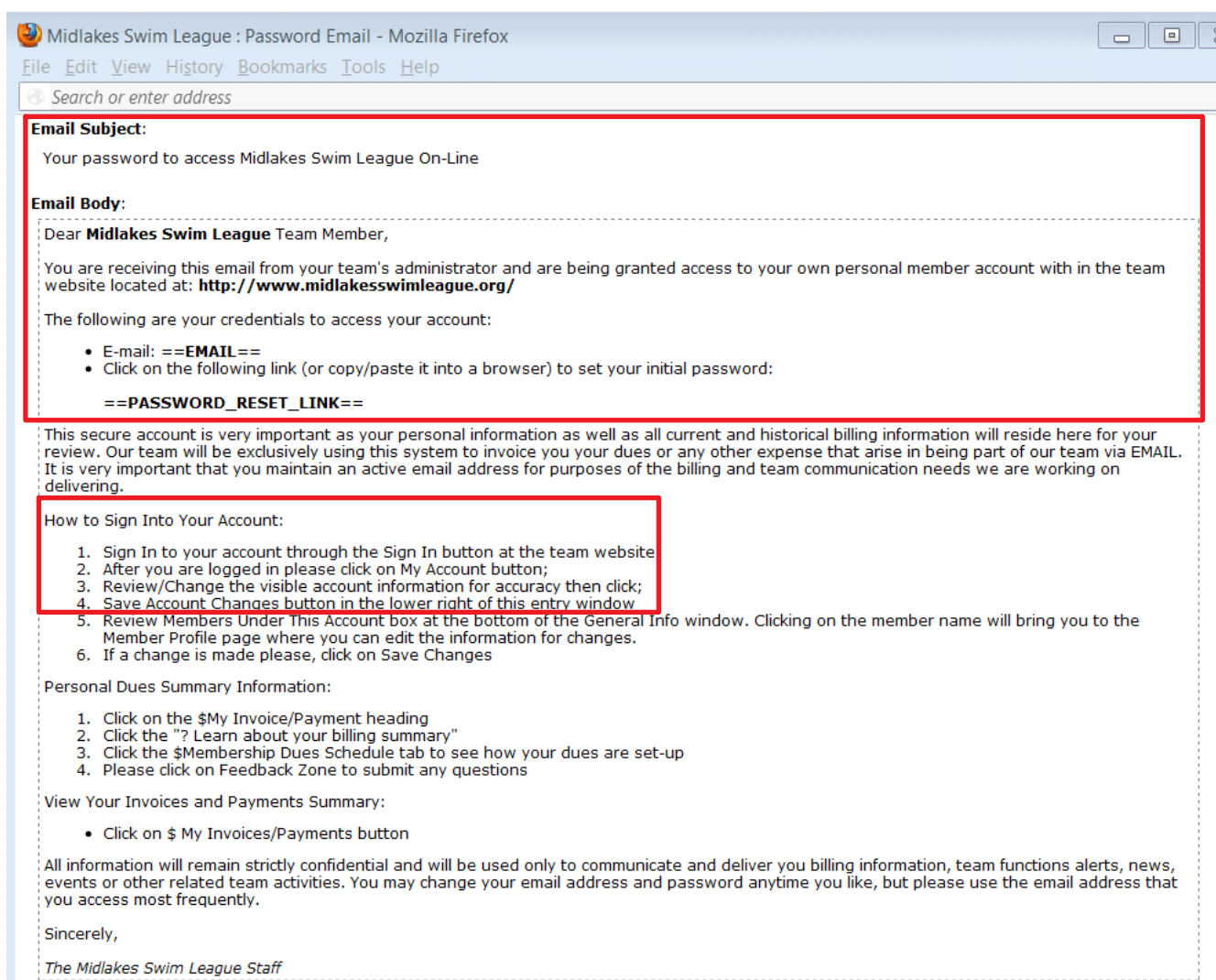


Lesson #2 - How do I sign in, and why?

The Team Unify site is designed for an individual team to track membership and payment...but Midlakes has adapted it to work for the League. Part of the draw to the site was to be able to incorporate member contact information to make communication easier.

League 'members' include Board members, League Support, Parent Reps, Coaches and Champ Meet Directors. The site is open and available to the League's general membership (parents and swimmers) and to the general public without logging on.

In order to initiate the membership process it is important to provide your name, club, volunteer title and email address to the League Communication Director/Webmaster. Once that information is entered you will receive an email asking that you logon and create a unique password for the site.



Midlakes Swim League : Password Email - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Search or enter address

Email Subject:
Your password to access Midlakes Swim League On-Line

Email Body:
Dear **Midlakes Swim League** Team Member,
You are receiving this email from your team's administrator and are being granted access to your own personal member account with in the team website located at: <http://www.midlakesswimleague.org/>
The following are your credentials to access your account:

- E-mail: ==EMAIL==
- Click on the following link (or copy/paste it into a browser) to set your initial password:
==PASSWORD_RESET_LINK==

This secure account is very important as your personal information as well as all current and historical billing information will reside here for your review. Our team will be exclusively using this system to invoice you your dues or any other expense that arise in being part of our team via EMAIL. It is very important that you maintain an active email address for purposes of the billing and team communication needs we are working on delivering.

How to Sign Into Your Account:

1. Sign In to your account through the Sign In button at the team website
2. After you are logged in please click on My Account button;
3. Review/Change the visible account information for accuracy then click;
4. Save Account Changes button in the lower right of this entry window
5. Review Members Under This Account box at the bottom of the General Info window. Clicking on the member name will bring you to the Member Profile page where you can edit the information for changes.
6. If a change is made please, click on Save Changes

Personal Dues Summary Information:

1. Click on the \$My Invoice/Payment heading
2. Click the "? Learn about your billing summary"
3. Click the \$Membership Dues Schedule tab to see how your dues are set-up
4. Please click on Feedback Zone to submit any questions

View Your Invoices and Payments Summary:

- Click on \$ My Invoices/Payments button

All information will remain strictly confidential and will be used only to communicate and deliver you billing information, team functions alerts, news, events or other related team activities. You may change your email address and password anytime you like, but please use the email address that you access most frequently.

Sincerely,
The Midlakes Swim League Staff

It is only necessary to address items 1 through 4 under the *How to Sign Into Your Account* section. Nothing else relates to the League website.

Once logged on/signed in, select 'My Account'



Complete the information in the "Billing Information" section of the "Account Info" page. Please note that because we do not use the billing features for the LEAGUE site you can ignore requests to complete anything other than the asterisked (*) fields. Any additional information is initiated and entered by the League (webmaster/communication director).

Billing Information Guardians Insurance/Emergency Contact

Person who is responsible to pay the bill:

*Mail To First Name:	<input type="text" value="Test"/>	*Billing Address:	<input type="text" value="1111 Midlakes"/>
*Mail To Last Name:	<input type="text" value="Midlakes"/>	*City:	<input type="text" value="Kirkland"/>
M.I.:	<input type="text"/>	*State:	<input type="text" value="WA"/>
		*Zip Code:	<input type="text" value="98034"/>
		*Home Phone:	<input type="text" value="425-222-2222"/>
		Work/Mobile Phone:	<input type="text"/>

Do not forget to SAVE the changes.

Signing in to the site allows the following:

- Access to areas of the site specific to your member position
- Gives members the opportunity to update their own personal information
- Ability to email specific groups from within the website and track recipients.
- Ensure that you receive new information and updates in a timely manner
- Allow you to have easy access to coaches, parent reps and League Board members