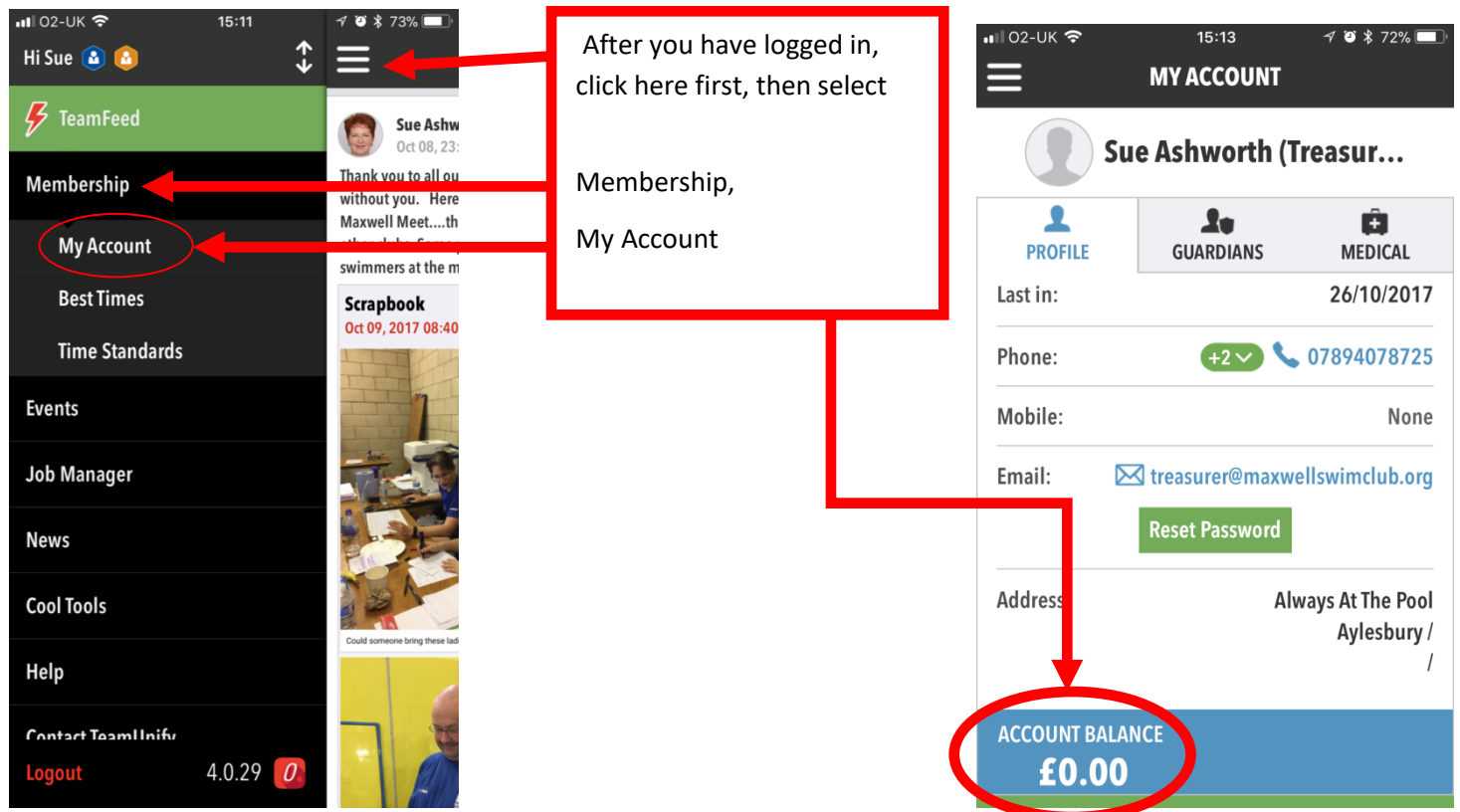


You can do a quick check of your total balance outstanding via the [OnDeck App](#) but you will need to log in to your account on [www.maxwellswimclub.org](http://www.maxwellswimclub.org) to check the detail.

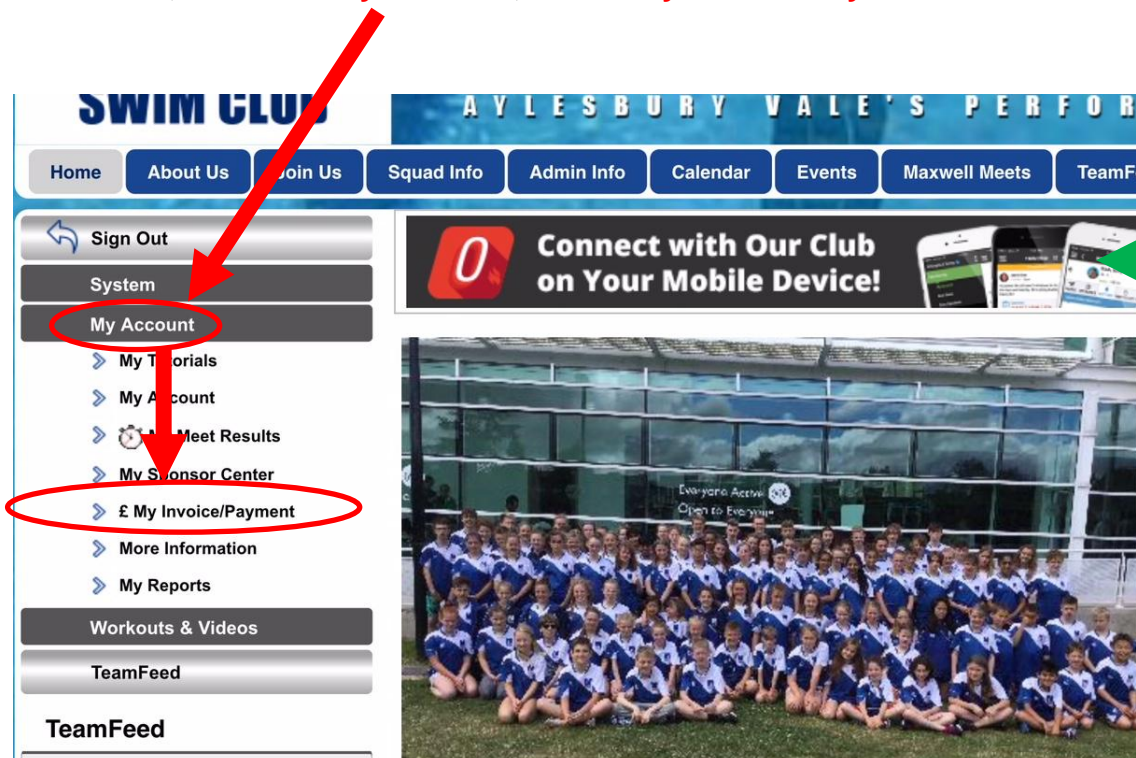
## 1) Checking your balance via the App



Please remember that we currently need to allocate all payments manually = hence it may take us a few days, especially at the beginning of the month, to allocate all payments. But please let us know if you are still showing a balance outstanding more than one week after you have paid.

## 2) Checking your balance via the website

For the detail making up your account balance you need to log into your account on the website, and click **My Account**, then **£ My Invoice/Payment**



If you haven't got the **OnDeck App** then click the banner on the website or go to [www.teamunify.com/swim-team-management-software/swim-app/](http://www.teamunify.com/swim-team-management-software/swim-app/)

Here's how to check what you owe. Forgive the detail – but you will hopefully never have to read this page again!

The final paragraph in purple at the bottom of this page is probably the main one you need!

It's the Total Outstanding Balance you need to look for.

Click on the **Current Invoice Summary** and this will show you all that has happened on your account this month.

**This is my account.** Last month, I actually brought forward a credit balance of £1.03 - which is the -£151.03 shown at the top, less Swim Camp fees which have been billed on 1 September. The **Recurring items** circled in red are Rebecca and Clare's **monthly squad fees for October** – totalling £138.25. (OOPS – I must increase my **monthly standing order**).

The **Recurring items** circled in Orange are **Annual Maxwell membership fees** – billed automatically on 1 of October each year. These go towards the costs of administering our club, training our coaches and sending them to meets. On 1<sup>st</sup> January, the system will also automatically bill the SwimEngland (ASA) subscription.

The **NON RECURRING CHARGES** circled in purple are all the ad-hoc items we have billed you for this month. **These items are the most likely to be included in your current outstanding balance**

02-UK 3G 15:45 48%

TeamUnify, LLC

### Account Recurring Charges Summary

#### Account Charges Summary

Current Total Owed this Month: **£237.22**  
Account Status: Paid-In-Full  
Your Total Outstanding Balance: **£0.00**

Learn About Your Billing Summary  
New Charges Posted this Month: £205.00  
Payments You've Made this Month: £442.22

#### Current Invoice Summary

PREVIOUS CHARGES / PAYMENTS				
Previous Invoice Total				£138.25
Previous Period Payments				£289.28
Previous Account Balance				£-151.03

Posted Date	Admin	Invoice Item Name	Chart of Account	Amount
CHARGES / CREDITS THIS INVOICE				
01/09/17	Gaynor (Pond), Lorraine	Non-Recurring: 2018 Swim Camp 4th deposit (deadline 1/09/2017)	Swim camp (overseas) 2018	£150.00
01/10/17		Recurring: Clare (1st) Ayls Youth Sprint/Monthly	SQUAD FEES Aylesbury	£79.00
01/10/17		Recurring: Rebecca (2nd) Ayls Youth Sprint/Monthly	SQUAD FEES Aylesbury	£59.25
01/10/17		Recurring: Clare: Membership fee	Annual Membership fees Aylesbury Senior Squads	£50.00
01/10/17		Recurring: Rebecca: Membership fee	Annual Membership fees Aylesbury Senior Squads	£50.00
Charges / Credits this Invoice				£388.25
Current Total Owed this Month				£237.22

PAYMENTS / REFUNDS MADE THIS MONTH				
04/10/17	Gaynor (Pond), Lorraine	Check-Bank 03/10/2017: Payment received 03/10/2017	£131.00	
24/10/17	Ashworth, Sue	Check-24/10/17 Bank:	£311.22	
Payments / Refunds Made this Month				£442.22

#### NEW NON-RECURRING CHARGES / CREDITS POSTED AFTER October 1 INVOICE CREATION

01/10/17	Gaynor (Pond), Lorraine	Non-Recurring: 2018 Swim Camp - 5th deposit (deadline 01/10/2017)	Swim camp (overseas) 2018	£150.00
02/10/17	MacNab (Competition Secretary), Sharon	Non-Recurring: Clare-Maxwell October 2017 L3 (4I)		£22.00
02/10/17	MacNab (Competition Secretary), Sharon	Non-Recurring: Rebecca-Maxwell October 2017 L3 (6I)		£33.00
New Non-Recurring Charges / Credits				£205.00
Total Outstanding Balance				£0.00

#### Your Total Projected Amount Owed on 1/11: **£138.25**

#### Billing History

Secured by [click to verify](#)

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As I've made a payment this month to clear my outstanding balance the only amount I'm expected to owe on 1 November is for Rebecca & Clare's monthly squad fees. If I hadn't paid off the other items then these would be shown here too and I can click to expand the Total Projected Amount owed on 1/11 to see the details.