



City of Cambridge Swimming Club Software Management System - 'TeamUnify'

Member Log in:

When requested as a new member or renewing, you will be sent a system generated email with your login credentials to your own secure private account. When you click on the password link it takes you to a screen where you can set your own password. This will be your password for your account linked with this email address. This will also be your password for the mobile 'OnDeck' app (separate invitation will follow to invite you to download 'OnDeck').

If you have an account set up, log in via the Sign In button on the homepage.

Once you have created your password and access the site, you need to go into My Account, where you will be able to update the details. Main points to note:

Accounts: The Account name should be the parent, or person, that is responsible for paying the membership, training & meet entry charges.

Members: The Member section is for those who are members of the club, ie. swimmers, parent helpers, volunteers, officials etc. In some cases, the same person will be both Account and Member.

Fill out mandatory fields where required.

Important to update address/telephone/emergency contact details.

Additional email addresses in the Account page (Email 1, Email 2, Email 3) and Member page (Email) to receive copies of all club emails.

Any changes required to the fields that are unavailable for updating, please email:

admin@cocsc.org.uk

Always Save the page you are on if updated, before navigating away.

Participate in Member Search: This section defaults to "Do not participate". This function is for Members who may want to share top level info (member name, account name, email, phone, squad group) with other Members.

For any queries or requests on account structure, please email: admin@cocsc.org.uk

Once logged into your account there are several tools to help you learn about the new system, click the "My Tutorials" link located on the left hand side to access them.



The App “On Deck”:

A separate invitation will be sent for the mobile app you can download onto a mobile device. When you have logged in to the App you can view your swimmer’s details and times and makes changes to your account (e.g. contact details).

Log in is the same username (email address) and password as your main account.

Please ensure you are logged in to your member account within TeamUnify or OnDeck to view the Payments Schedule within your account.

TRAINING FEES

The training fees will show on the account which are applied on the 1st of each month. You can see the fees that are applicable to your account within:

Payments Schedule – Account Charges

Following a squad transfer, the new squad fee can be viewed here to help ensure that standing orders are updated.

Deborah Barker (ADMIN OFFICER)

Account Members **Payments Schedule**

Account Charges Manage Charges View Account Invoices

Recurring Charges Summary

Member Charges	Description	Chart of Account
Account Charges	Description	Chart of Account

Additional Recurring Charges Summary Manage Charges

Additional Charge/Discount	Billed Monthly
----------------------------	----------------

MEET ENTRY FEES

Following closing of meets and accepted entries being received from the host club, accounts will be billed and an email will be sent when the invoices are ready for payment. The charges will then show on your account.

Please make payment to the club bank account within 14 days of the invoice being posted.



PLEASE CHECK YOUR ACCOUNT BALANCES

You can view your current account balance and anything that is outstanding for payment.

If you would like to check if you have an outstanding balance on the account, the quickest way is to log in to the OnDeck App, scroll down and you will see the outstanding balance on the account. Click on this section to see the *breakdown of charges*).

For further detail of the charges, please log in to your Account online and go to:

[‘Payments Schedule’](#)

[‘View Account Invoices’](#)

Click on [‘Current Invoice Summary’](#)

This will show you the invoices raised, payments made, credits applied and anything outstanding.

(If you have any questions on what is outstanding please email admin@cocsc.org.uk – please remember it takes 2/3 days for payments made to show on account)

My Invoices/Payments				
Account Recurring Charges Summary				
Account Charges Summary				
Current Total Owed this Month: £0.00				
Account Status: Paid-In-Full				
Your Total Outstanding Balance: £0.00				
Learn About Your Billing Summary				
New Charges Posted this Month: £0.00				
Payments You've Made this Month: £0.00				
Current Invoice Summary				
PREVIOUS CHARGES / PAYMENTS				
Previous Invoice Total	£0.00			
Previous Period Payments	£0.00			
Previous Account Balance	£0.00			
Posted Date	Admin	Invoice Item Name	Chart of Account	Amount
CHARGES / CREDITS THIS INVOICE				
Charges / Credits this Invoice				£0.00
Current Total Owed this Month				£0.00
PAYMENTS / REFUNDS MADE THIS MONTH				
Payments / Refunds Made this Month				£0.00
NEW NON-RECURRING CHARGES / CREDITS POSTED AFTER December 1 INVOICE CREATION				
New Non-Recurring Charges / Credits				£0.00
Total Outstanding Balance				£0.00
Your Total Projected Amount Owed on 1/1: £0.00				
Billing History				

Rejected Swims – Credit Due

Any credit due resulting from rejected swims or withdrawals at events will be applied to the account. If the balance is £0, this will show as a -£ figure which you can take off another event payment.

PLEASE NOTE: When payments are made and uploaded to this TU account, that amount comes off the balance owed and what it is applicable for is in the comment section.



OTHER SECTIONS SHOWN ON THE ACCOUNT INCLUDE:

Total Projected

The Total Projected will show you what is coming up on the 1st of the next month, including any outstanding balance.

Billing History

The Billing History will show you the history of payments made.

Thank you for making prompt payments. If you have any questions please let me know on email admin@cocsc.org.uk.

Many thanks.

Deborah Barker
CoCSC Admin Officer