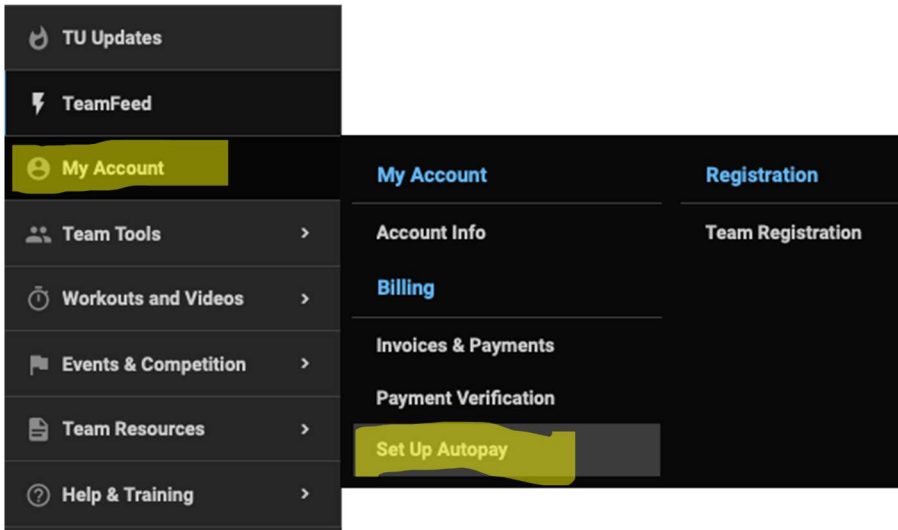


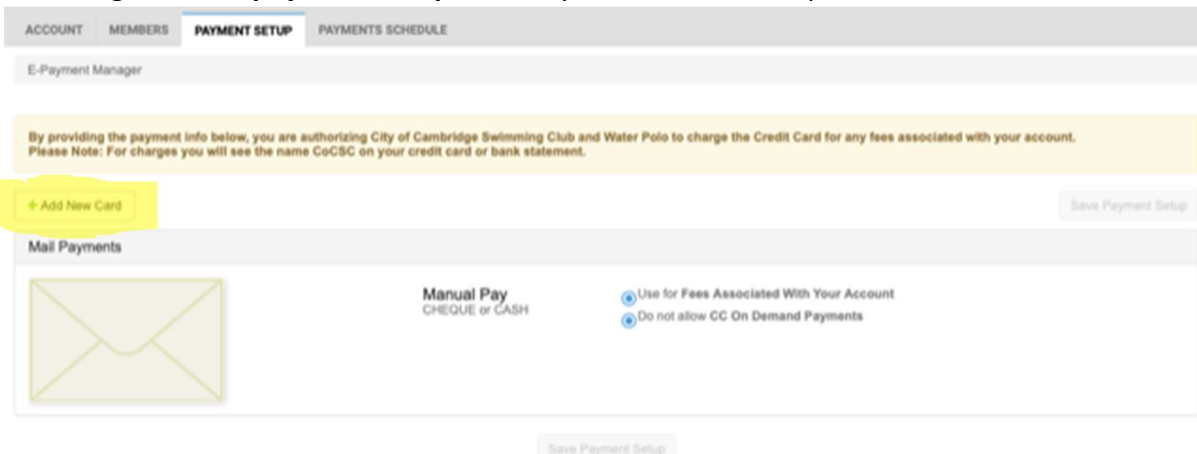
How to add a credit or debit card onto your Team Unify CoCSC account

Important: card payment is ONLY use for gala entry fees.

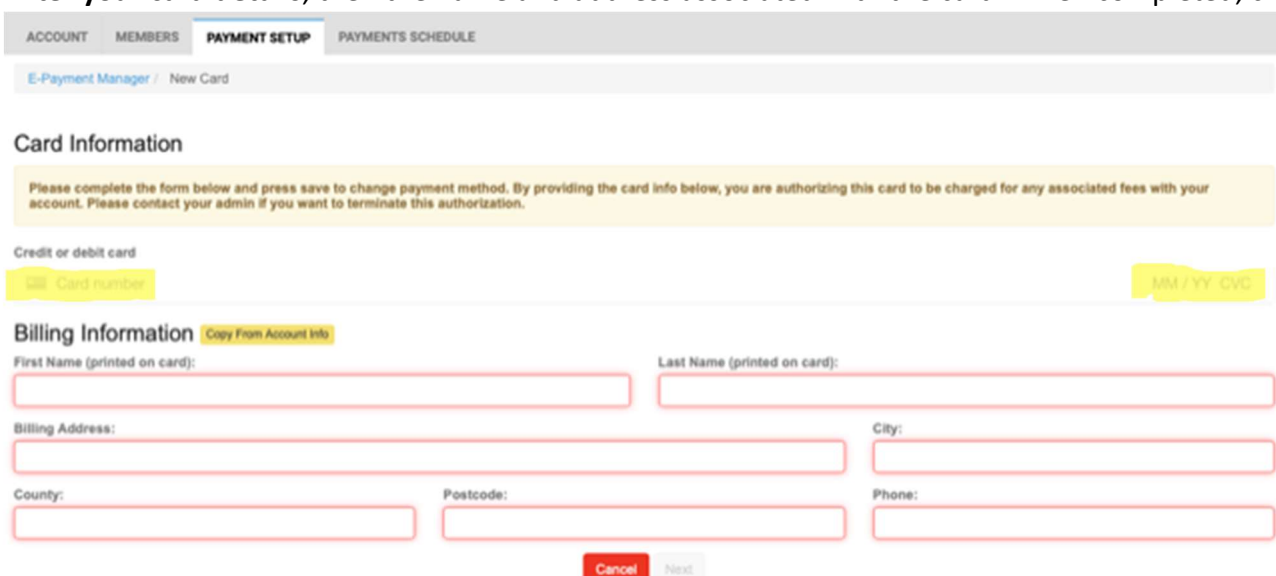
1. Login to your account at [City of Cambridge Swimming Club Home \(teamunify.com\)](http://teamunify.com).
2. Once logged to your account, click 'my account' in the left panel and select 'Set-Up Autopay'.



3. You will get to the 'payment setup' tab on your account; now please click on '+Add New Card'.



4. Enter your card details, then the name and address associated with the card. When completed, click 'Next'.



Card Information

Please complete the form below and press save to change payment method. By providing the card info below, you are authorizing this card to be charged for any associated fees with your account. Please contact your admin if you want to terminate this authorization.

Credit or debit card

Card number MM/YY CVC

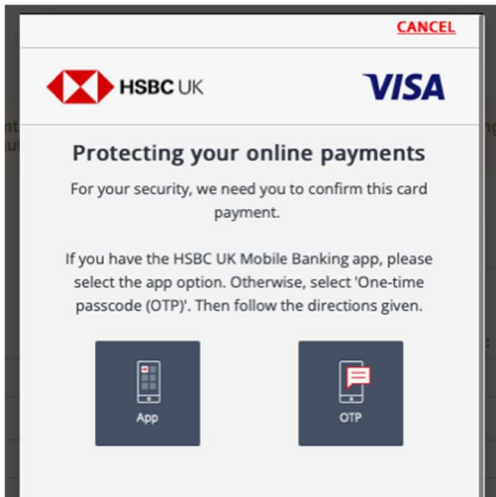
Billing Information Copy From Account Info

First Name (printed on card): Last Name (printed on card):

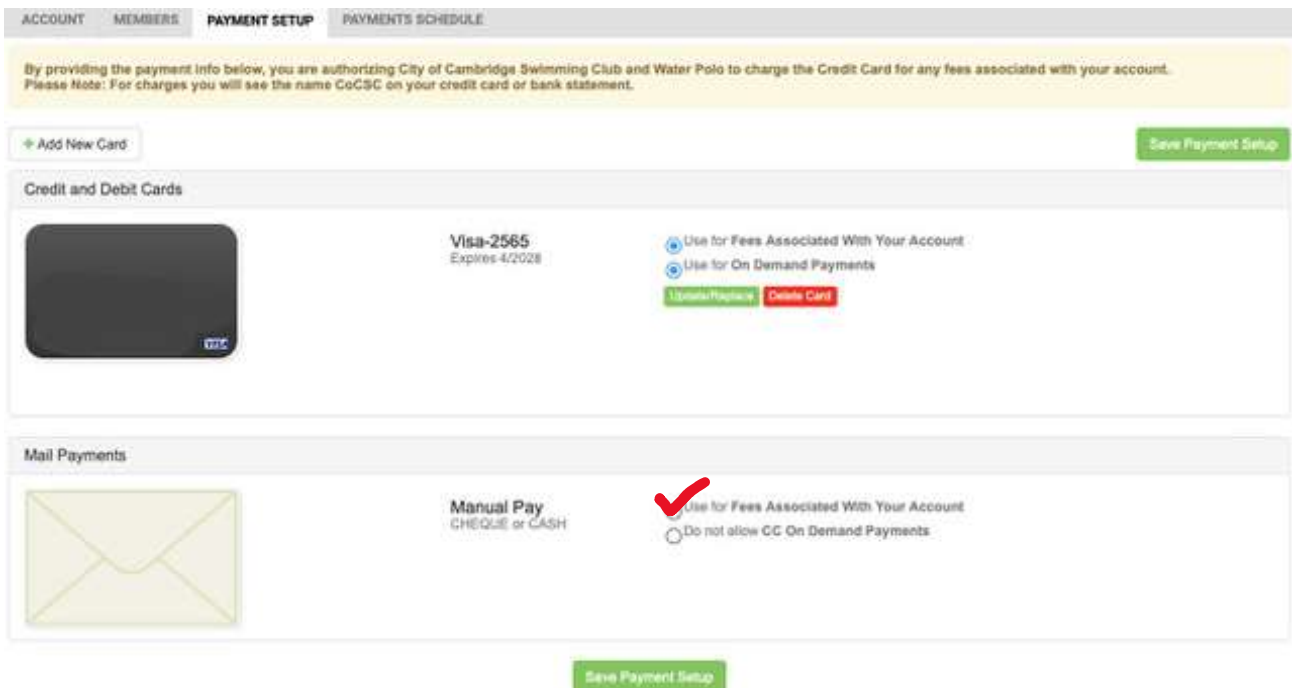
Billing Address: City:

County: Postcode: Phone:

5. You may have to go through a validation sequence with your card issuer.



6. When validation is complete, the default setup will look like this, but the **card should only be used for 'On Demand Payments'** while the **'Fees associated with your account' (training fee, annual membership) should come from 'Manual Pay'** so you need to select this.



7. The final setup should look like this, then you need to click on **'save Payment Setup'** and that's all done.

