Farnham Swimming Club Billing: A Parent's Guide

1. The Basics

There are three main types of payment you are likely to make to FSC:

- **Monthly Squad Fees:** you need to setup a standing order to send the money to us each month
- **Meet Entry Fees**: you need to setup a debit or credit card on the TeamUnify system that allows us to charge your card as we generate meet entries
- **Payments for kit and social events**: you need to send the money to us for these via bank transfer

2. Setting up monthly Standing Orders for Squad Fees

We will not bill you for Squad Fees or for Joining Fees, you need to send payment to us for these via standing order each month to the Club's Membership Account:

> Barclays Bank, account in the name of Farnham Swimming Club
>
> Sort Code: 20-31-06
>
> Account Number: 83614506
>
> REFERENCE : <swimmers name>

If you have more than one child swimming with the club, it makes our life MUCH easier if you can setup payments for each child individually.

We prefer to receive Squad Fee payments in the first week of each month.

Joining fees should be paid to the same account.

You can find an up to date list of squad fees on the Club's website here (requires you to log in).

## 3. Setting up a Credit or Debit Card for Meet Payments

Meet entries (NOT monthly squad fees) are billed by credit or debit card. To use this, you need to go through a one-time card setup. The club will then bill this card for each meet as it is invoiced.

Card Setup:

Go to the FSC site: https://uk.teamunify.com/Home.jsp?team=serfsc&from_login_direct=1 click "Sign in" and once you have entered your email and password, click "My Account"

Click "Setup Auto Pay" and then "Add New Card". Follow the instructions from there to setup a card on the system for use in paying meet fees.
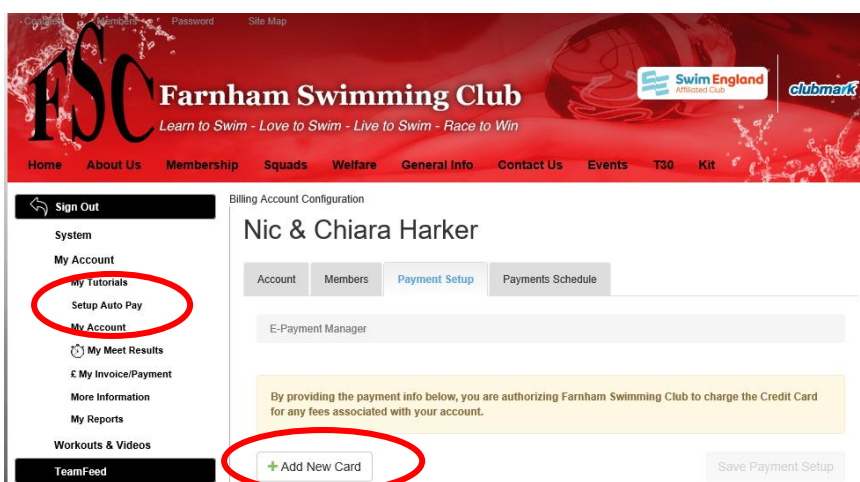
Forget what it says about monthly billing, we aren't using that functionality right now. Your card will be billed when we enter a meet and generate the invoice.

4. Manually clearing an outstanding payment

Card payments occasionally fail, for example if your bank's fraud protection systems block them. In these instances, we need you to login to your TeamUnify account and manually make the payment, which should also unblock the card for future payments.
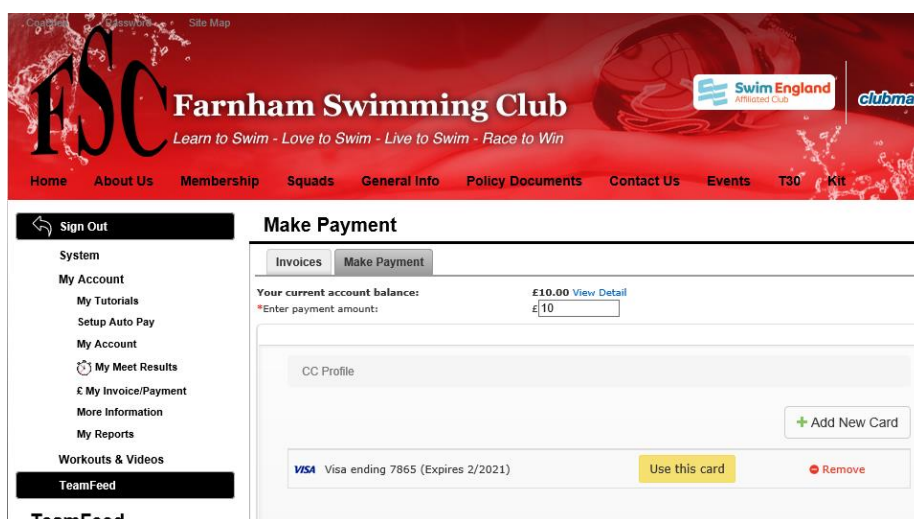
Firstly, logon to Team Unify:

https://uk.teamunify.com/Home.jsp?team=serfsc&from_login_direct=1

Then click "My Account" followed by "My Invoice/Payment", and finally select the "Make Payment" tab.
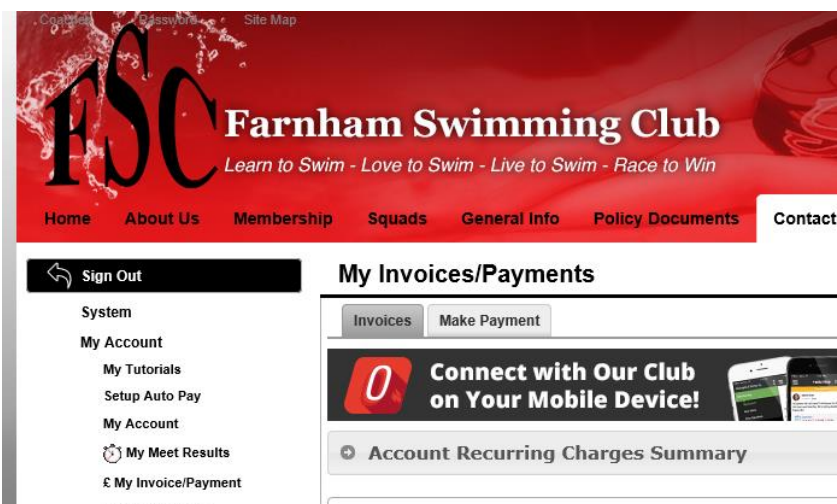
This will allow you to clear the balance on your account with the existing card on file or to add a new card to pay with:

5. Paying for other items (Kit, Social Events, etc)

You may occasionally need to pay us for other items such as social events, trips or kit. Payments for these should <u>not</u> go to the Membership Account, but should instead be paid to the following Events Account:

> Barclays Bank
>
> Sort Code: 20-31-06
>
> Account Number: 63534898
>
> In the name of Farnham Swimming Club
>
> REFERENCE : <event name/kit reference><swimmers name>

You will usually be given a specific reference to include on your payment, which helps us keep track of who has paid!