

Glacier Swim Club

Website 101

Powered by TeamUnify

In November 2008, the Glacier Swim Club partnered with “Team Unify” to bring a full suite of Information Technology (IT) business management functionality to the team. This “101” course provides GSC families with a quick overview of features and “How To’s”

Homepage Basics

- Your username and password will be emailed to you after you join the program
- It is recommended (although not required) to click the “change password” link in the top right corner of the homepage when you first access Team Unify.
- Your password can never be seen by anyone, not even team administrators or coaches.
- Once you log in, the home screen will look something like this:

The screenshot shows the homepage of the Glacier Swim Club (GSC) and USA Swimming. The page features a navigation menu at the top with links for Home, Coaches, Contact, Members, Team Store, View Cart (0), and Change Pswd. Below the navigation menu is a blue bar with links for News, Events, Our Team, Records, Library, SE Corner, Contact Us, and Links. The main content area includes a banner for the Team Gear Store Grand Opening, a welcome message, a description of the club, a photo of a swim team, and sections for What's New and Upcoming Events. Annotations include a red box around the navigation menu, a yellow box around the left sidebar, and arrows pointing to the 'Change Pswd' link, the 'Menu Bar', and the 'Tabs'.

Menu Bar

Change Password

Sign Out

Feedback Zone

My Account

- My Account
- My Meet Results
- My Sponsor Center
- My Invoice/Payment
- Membership Info

Great Deals on Training Suits

CLICK HERE

Corporate Sponsors Thank You Juneau!
click here to check them out

Team Sponsors

Team Gear Store Grand Opening!
Your One-Stop Shop for all of Your Gear Needs!

Welcome to Glacier Swim Club (GSC) and USA Swimming!

GSC is a non-profit organization founded by parents of swimmers in 1973. GSC works in cooperation with Parks and Recreation to provide a year-round competitive swim program for the youth of Juneau. GSC is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues. GSC provides the remainder of the necessary funding through monthly dues and fund raising.

The sport of swimming has many benefits, including the people you and your child will meet. The camaraderie among swimmers is unique, and many swimmers and their parents become lifelong friends. Swimming as a competitive sport is second to none in fostering the development of many valuable life skills.

If your interested in joining click [here](#).

What's New

- 03/19/2009
• Cody Brunette Selected to USA Swimming Diversity Camp
- 03/19/2009
• NEW RULE - ONLY ONE SUIT ALLOWED IN COMPETITION
- 03/02/2009
• Yoga!

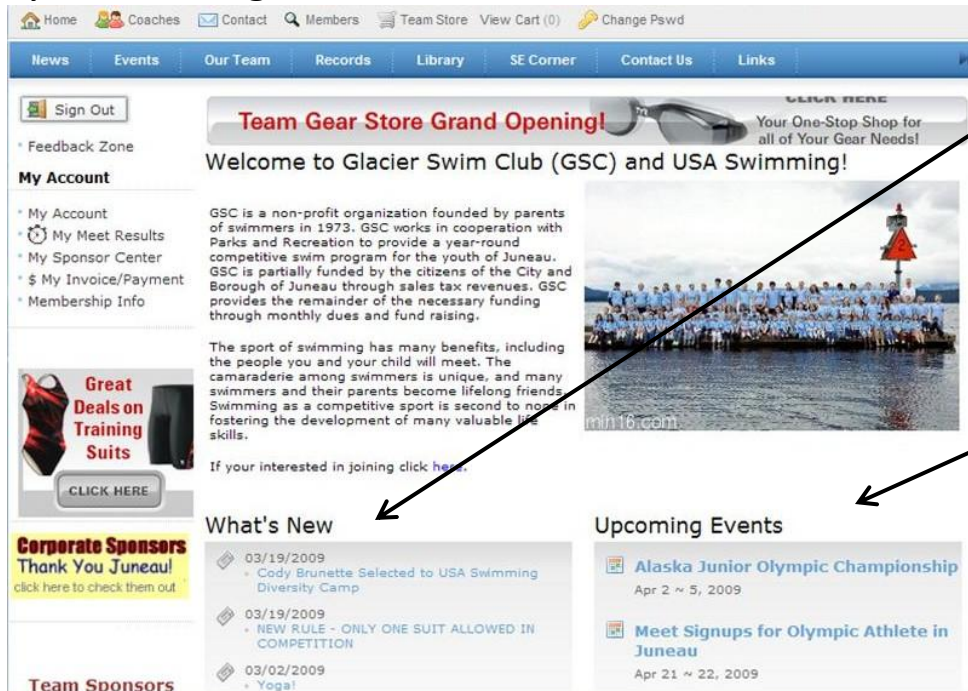
Upcoming Events

- **Alaska Junior Olympic Championship**
Apr 2 ~ 5, 2009
- **Meet Signups for Olympic Athlete in Juneau**
Apr 21 ~ 22, 2009

min 16.com

Homepage - News

- The latest news, recent updates to the website, and “FYI” info will be posted in the **What’s New area of the homepage.**
- Major events, such as swim meets, are shown in the **Upcoming Events area on the homepage.** You can sign up for meets or volunteer jobs associated with those meets directly from here, so long as the deadline has not passed.
- Both of these areas, along with most menu headings, are public viewing for anyone visiting the site.



What's New

Upcoming Events

My Account Tab

- Use this table to review your contact info and billing information.



The screenshot shows the website's navigation bar with links for Home, Coaches, Contact, Members, Team Store, View Cart (0), and Change Pswd. Below the navigation bar is a blue menu with links for News, Events, Our Team, Records, Library, SE Corner, Contact Us, and Links. The main content area is divided into several sections:

- Sign Out** button and a **Feedback Zone** link.
- My Account** section with a list of links: My Account, My Meet Results, My Sponsor Center, My Invoice/Payment, and Membership Info.
- Team Gear Store Grand Opening!** banner with a pair of sunglasses and the text "Your One-Stop Shop for all of Your Gear Needs!".
- Welcome to Glacier Swim Club (GSC) and USA Swimming!** section with a large group photo of swimmers in blue suits on a pier.
- My Account** text: "GSC is a non-profit organization founded by parents of swimmers in 1973. GSC works in cooperation with Parks and Recreation to provide a year-round competitive swim program for the youth of Juneau. GSC is partially funded by the citizens of the City and Borough of Juneau through sales tax revenues. GSC provides the remainder of the necessary funding through monthly dues and fund raising."
- Swimming benefits** text: "The sport of swimming has many benefits, including the people you and your child will meet. The camaraderie among swimmers is unique, and many swimmers and their parents become lifelong friends. Swimming as a competitive sport is second to none in fostering the development of many valuable life skills."
- Joining link**: "If your interested in joining click [here](#)."
- Great Deals on Training Suits** advertisement with a "CLICK HERE" button.
- Corporate Sponsors Thank You Juneau!** advertisement with a "click here to check them out" link.
- Team Sponsors** section.
- What's New** section with three entries:
 - 03/19/2009: Cody Brunette Selected to USA Swimming Diversity Camp
 - 03/19/2009: NEW RULE - ONLY ONE SUIT ALLOWED IN COMPETITION
 - 03/02/2009: Yoga!
- Upcoming Events** section with two entries:
 - Alaska Junior Olympic Championship (Apr 2 ~ 5, 2009)
 - Meet Signups for Olympic Athlete in Juneau (Apr 21 ~ 22, 2009)

My Account Tab

- Within the My Account page, there are three sub-tabs: **Account Info**, **Payment Setup**, and **Membership Dues Schedule**. The next (3) pages describe each.

Our Team Records Library SE Corner Contact Us Links Top Times

Billing Account Configuration

Account Info \$ Payment Setup \$ Membership Dues Schedule

*Email (for sign in): *Account Status: *Active

Additional Email 1: *Admin Type: Super User Admin

Additional Email 2: *Member Search: Yes-I want to participate

Billing Information

Guardians Insurance/Emergency Contact

Person who is responsible to pay the bill:

*First Name: *Billing Address:

*Last Name: *City:

M.I.: *State/ZIP: /

*Home Phone:

Work/Mobile Phone:

Email Password

(2) Members Under this Account:

<input type="checkbox"/>	Member Name	Member Status	Joined	Billing Group	Sub Billing Group	Roster Group	Location
<input type="checkbox"/>	Krogstad, Erin	*Active	09/30/08	Pre Senior	Monthly	Pre Senior	
<input type="checkbox"/>	Krogstad, Susan	*Active	10/01/05	Board Members (FREE)	Monthly		

My Account Tab

- Account Info
 - You have control over most of the content on this sub-tab!
 - Information is not accessible to non-team members
 - Make sure your contact information is accurate. You can change your email address, name, and billing address
 - You can have up to (3) email addresses to receive information
 - The first email address is your username for logging in
 - **Account Status or Admin Type:** you cannot edit
 - **Member Search (Select Yes or No) Enables other members of our team to look for you.** They must be signed in to search for you. If you choose “No”, then you will not be able to search for other team members. The team will default this setting to “Yes” upon joining.
 - The **Members Under this Account area near the bottom of the page** lists all swimmers associated with your account. It is possible that non-athlete members (such as ‘Coaches’ or ‘Board Members’) are also listed here if a member of your family is in one of those roles.

My Account Tab

- Payment Set Up

- This sub-tab contains payment option information. This functionality is not available at this time.
- The default setting within Team Unify is set to “manually mail payments to team”, although this is not the payment method for DR.
- **All payments will continue to be paid via your previous method.**
- The team will look to provide additional payment options available within Team Unify in the coming seasons.

Our Team Records Library SE Corner Contact Us Links Top Times

Account Configuration

Account Info \$ Payment Setup \$ Membership Dues Schedule

Choose Payment Method for this Account

Account Name: Krogstad, Susan
Current Payment Method: Manually mail payment to Team

Save Changes

My Account Tab - Membership Dues Schedule

- Membership Dues Schedule
 - These are the scheduled fees you will be charged each month or year for each swimmer
 - Meet fees and other charges are displayed on other tabs

Our Team Records Library SE Corner Contact Us Links Top Times

Account Configuration

Account Info \$ Payment Setup **\$ Membership Dues Schedule**

[Show Invoices for this Account](#)

Account Basic Recurring Charges	Chart of Account	Monthly	Annually
Member (Erin) Basic Recurring Charges	Chart of Account	Monthly	Annually
Erin (1st) Pre Senior/Monthly	Dues		\$60.00: Jan, Feb, Mar, Apr, May, Jun, Jul, Sep, Oct, Nov, Dec
Annual Membership Fee	Membership Fee		\$350.00: Sep
USA Swimming Registration	USA Registrations Payments		\$62.00: Sep

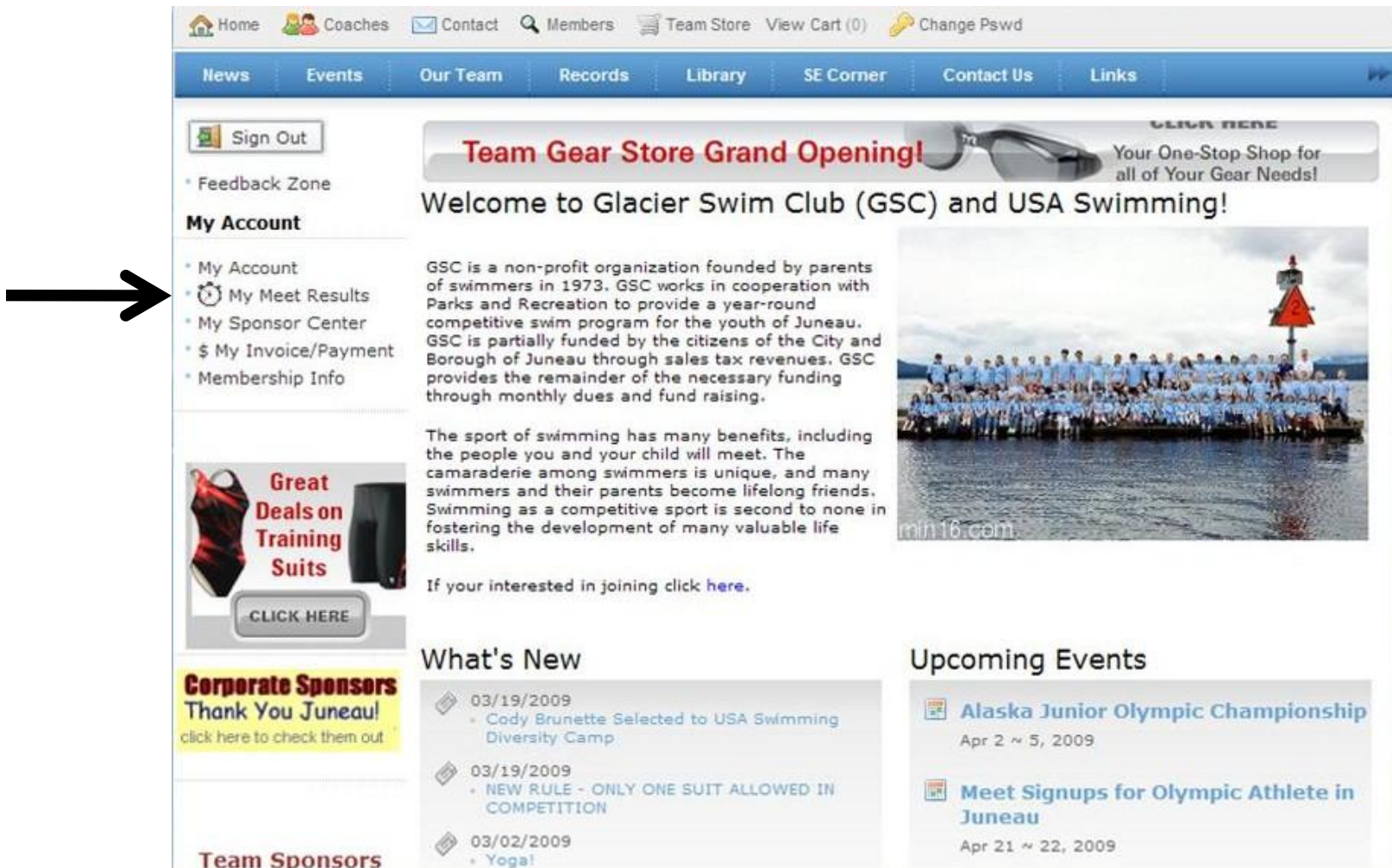
Account Additional Recurring Charges/Discounts

[Add New](#) [Delete](#)

[Show ALL Deleted Records](#)

My Meet Results Tab

- Use the **My Meet Results** tab to lookup times and stats for all swimmers in your account



The screenshot shows the Glacier Swim Club website interface. At the top, there is a navigation bar with links for Home, Coaches, Contact, Members, Team Store, View Cart (0), and Change Pswd. Below this is a secondary navigation bar with News, Events, Our Team, Records, Library, SE Corner, Contact Us, and Links. A 'Sign Out' button is visible in the top left. A large banner for 'Team Gear Store Grand Opening!' is featured, along with a 'CLICK HERE' button and the text 'Your One-Stop Shop for all of Your Gear Needs!'. The main content area is titled 'Welcome to Glacier Swim Club (GSC) and USA Swimming!' and includes a paragraph about the club's history and funding, a photo of a swim team, and a link to 'here' for more information. A sidebar on the left contains a 'My Account' section with links for My Account, My Meet Results (highlighted by a black arrow), My Sponsor Center, My Invoice/Payment, and Membership Info. Other sidebar sections include 'Great Deals on Training Suits' with a 'CLICK HERE' button, 'Corporate Sponsors Thank You Juneau!' with a link to check them out, and 'Team Sponsors'. The main content area also features a 'What's New' section with three entries dated 03/19/2009 and 03/02/2009, and an 'Upcoming Events' section with two events: 'Alaska Junior Olympic Championship' (Apr 2 ~ 5, 2009) and 'Meet Signups for Olympic Athlete in Juneau' (Apr 21 ~ 22, 2009).

My Meet Results Tab – My Results

- Use drop-downs and lookup fields to narrow your search
- This database is our “local” db of times; results from all sanctioned USA meets are imported following competitions
- Summer League and High School meets are generally not sanctioned competitions; although a few meets from these arenas may become USA approved and therefore be included.
- We use this db to seed GSC athletes in swim meets and setup relays

Our Team
Records
Library
SE Corner
Contact Us
Links
Top Times

My Results

Printer Friendly
Search

Filter using the fields below; only up to 400 records are returned.

My Account: **Krogstad, Susan** [Change Account \(Admin Only\)](#)

Standard: --Do Not Use--
Time Conversion: --SELECT--
[View Factors](#)

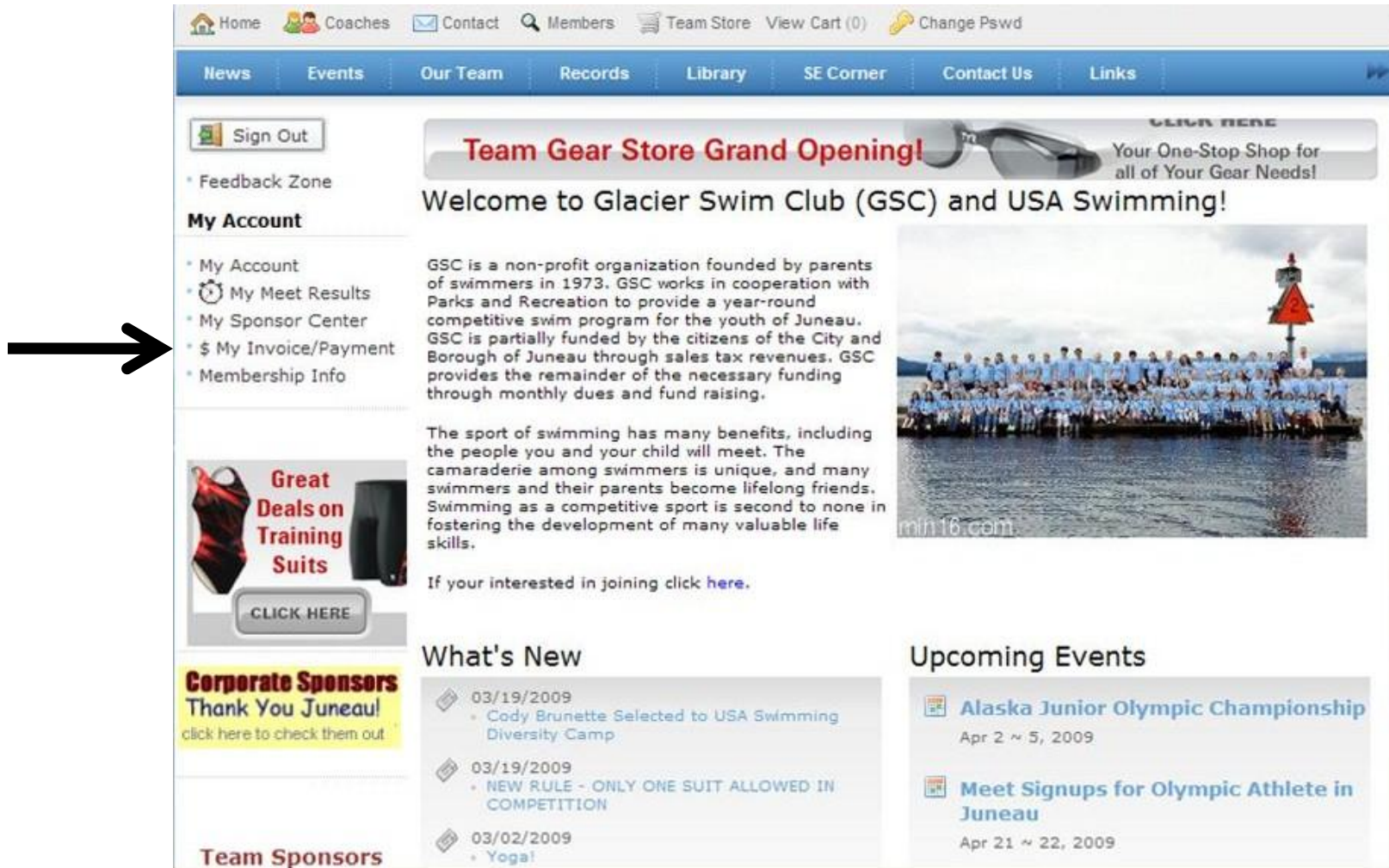
Member: Krogstad, Erin L
Course: --ALL--
Top Times: --ALL--

Distance:
Stroke: --ALL--
Date of Swim: To

Athlete Name	Event	Prelim.	Finals	Pos	Pts	Age	Date of Swim	Meet
Krogstad, Erin L	Female (13-14) 50 Free	31.38Y				13	02/15/09	2009 Mike Smithers SE Champion
Krogstad, Erin L	Female (13-14) 100 Breast	<u>1:31.38Y</u>				13	02/15/09	2009 Mike Smithers SE Champion

My Invoice/Payment Tab

- Use the **My Invoice/Payment** tab to review detailed invoices and volunteer hours



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- Sign Out** button and a **Feedback Zone** link.
- My Account** sidebar with a list of links: My Account, My Meet Results, My Sponsor Center, **\$ My Invoice/Payment** (highlighted with a black arrow), and Membership Info.
- Team Gear Store Grand Opening!** banner with a pair of sunglasses and the text "Your One-Stop Shop for all of Your Gear Needs!".
- Welcome to Glacier Swim Club (GSC) and USA Swimming!** section with a paragraph about the club's history and funding, and a photo of a swim team.
- Great Deals on Training Suits** advertisement with a "CLICK HERE" button.
- Corporate Sponsors Thank You Juneau!** section with a link to check them out.
- Team Sponsors** section.
- What's New** section with a list of recent updates: Cody Brunette Selected to USA Swimming Diversity Camp (03/19/2009), NEW RULE - ONLY ONE SUIT ALLOWED IN COMPETITION (03/19/2009), and Yoga! (03/02/2009).
- Upcoming Events** section with two events: Alaska Junior Olympic Championship (Apr 2 ~ 5, 2009) and Meet Signups for Olympic Athlete in Juneau (Apr 21 ~ 22, 2009).

My Invoice/Payment Tab

- The next few pages describe each of the following sub-tabs: **Invoices and Volunteer Hours**.

Our Team Records Library SE Corner Contact Us Links

My Invoices/Payments

Invoices Volunteer Hours

? Learn About Your Billing Summary

- > Click **Invoice #** to print a PDF version of the invoice to mail with your payment.
- > Click [HERE](#) to show ALL payments made on your Account.

» = Current Invoice Show Billing/Payment History

Print Invoice (for mailing)	Invoice Date	Current Invoiced Amount	Un-Invoiced Amount	Paid	Account Balance	Status
» AZGSC-MD146877-094	04/01/2009	\$0.00	\$0.00	\$0.00	\$0.00 view	Paid-In-Full
AZGSC-MD146877-093	03/01/2009	\$0.00	\$0.00	\$0.00	\$0.00 view	Paid-In-Full
AZGSC-MD146877-092	02/01/2009	\$0.00	\$0.00	\$0.00	\$0.00 view	Paid-In-Full

Appearance of New Invoice

- Below is what the invoice will look like when you open it. Emails are sent on the first of each month that will allow you to link to the invoice.

The screenshot shows a Windows Internet Explorer browser window displaying a PDF invoice. The address bar shows the URL: http://www.teamunify.com/_editorTmp_/PrintOneInv9983.pdf. The browser toolbar includes icons for print, save, and navigation, along with a search box and a zoom level of 74%.

The invoice content is as follows:

Glacier Swim Club
PO Box 20553
Juneau, AK 99801

Susan Krogstadtest
11111
juneau, ak 99803

Glacier Swim Club Recurring Invoice

Account Name	Susan Krogstadtest
Account #	1000779-146877
Invoice #	AZGSC-MD146877-094
Invoice Date	04/01/09
Amount Due	\$ 0.00
Amount Enclosed	Do Not Pay

Make Check Payable to: **Glacier Swim Club**
Send Payment to: **Glacier Swim Club**
PO Box 20553
Juneau, AK99801

----- Please return the top portion with your payment -----

Invoice 'AZGSC-MD146877-094' Details:

Previous Invoice	\$ 0.00
Total Payment/Credit - Thank You	\$ 0.00
Paul (1st) [Unknown]/Monthly	\$ 0.00
New Amount Due	\$ 0.00

Important Team Message:
Payment is due on the 1st of the month. Checks can be mailed to the above address or dropped in the black box hanging on the office door at the pool.
Payments received after the 15th of the month may not be reflected on this invoice.
Thank you!

Meet Entry

Meet Entry

- Review meet information and sign up for events before the deadline by one of two methods:

1. Select **Meet Info** from the top menu bar

then click through to the meet homepage. From the meet homepage, click the “Attend this Event” button.

2. Click on “Attend This Event” button from

the **Upcoming Events** area on the homepage

- Both methods will direct you to the meet signup page.

The screenshot shows the Glacier Swim Club (GSC) homepage. At the top, there is a navigation bar with links for Home, Coaches, Contact, Members, Team Store, View Cart (0), and Change Pswd. Below this is a secondary menu with News, Events, Our Team, Records, Library, SE Corner, Contact Us, and Links. A 'Sign Out' button is visible in the top left. The main content area features a 'Team Gear Store Grand Opening!' banner with a 'CLICK HERE' button. Below the banner, there is a 'Welcome to Glacier Swim Club (GSC) and USA Swimming!' message. A large photo shows a group of swimmers in a pool. To the right, there is a 'CLICK HERE' button with the text 'Your One-Stop Shop for all of Your Gear Needs!'. Below the photo, there is a paragraph about GSC's history and mission, followed by a 'CLICK HERE' button. To the left, there is a 'Great Deals on Training Suits' banner with a 'CLICK HERE' button. Below that, there is a 'Corporate Sponsors Thank You Juneau!' banner with a 'click here to check them out' link. At the bottom, there is a 'Team Sponsors' section with a list of sponsors and their dates.

The screenshot shows the Glacier Swim Club event sign-up page. The browser address bar shows the URL: http://www.teamfy.com/EventPost.asp?label_4=steam-waggs. The page features a list of events with checkboxes and buttons for 'Attend this Event' and 'Job Signup'. The events listed are:

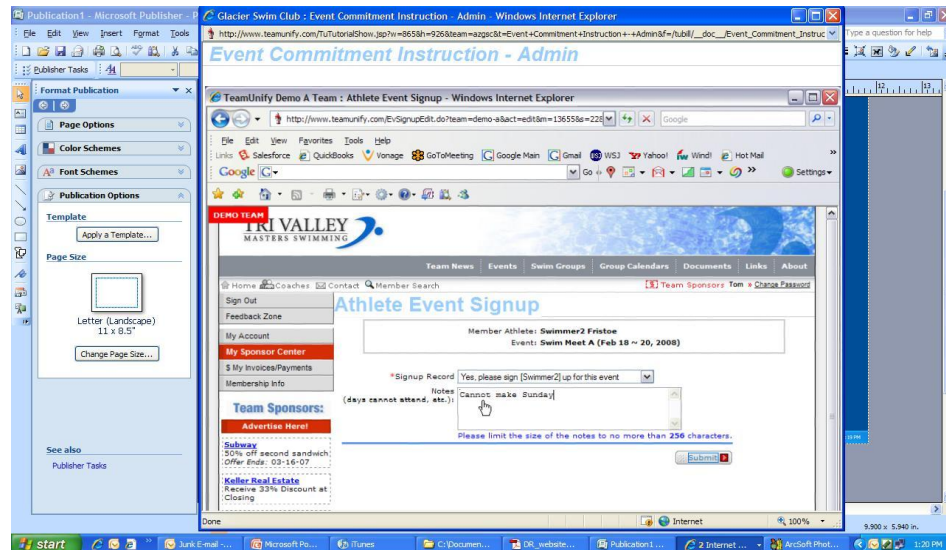
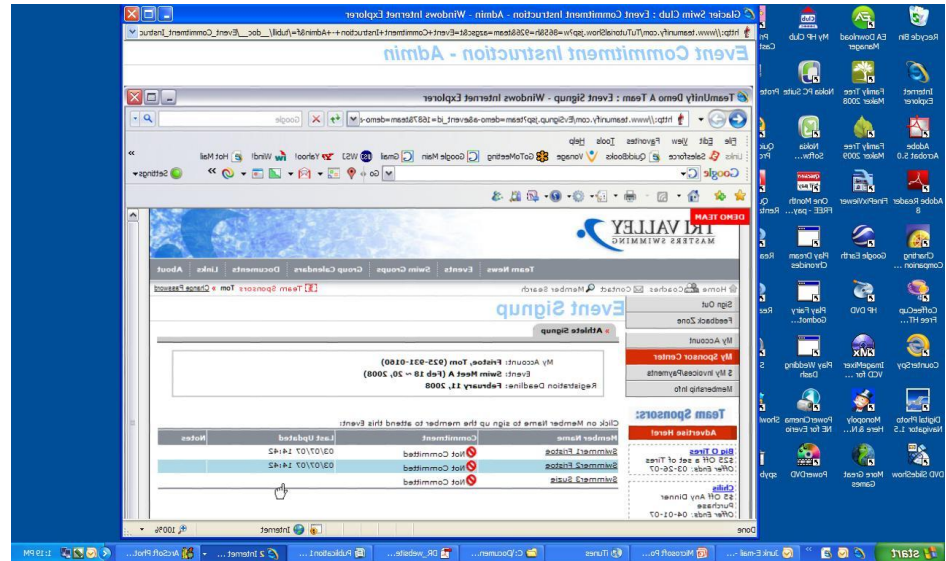
- Feb 4, 2009 - GSC Board Meeting
- Jan 28, 2009 - Last Chance for Southeast signups
- Jan 23 ~ 25, 2009 - Great AK Open (QT)
- Jan 20 ~ 21, 2009 - SE Champs Sign Ups
- Jan 18, 2009 - Time Trial #3
- Jan 17 ~ 18, 2009 - Winter Games North
- Jan 13, 2009 - Chaperone/Sr Asst Signups for SE Championships
- Jan 7, 2009 - GSC Board Meeting
- Jan 7, 2009 - Meet Signups for Winter Games in Haines and Great AK Open in Soldotna (QT)

Meet Entry

Meet Entry

- Click on the swimmer you are signing up

- From the drop down menu select one of the options: “Yes” or “No”

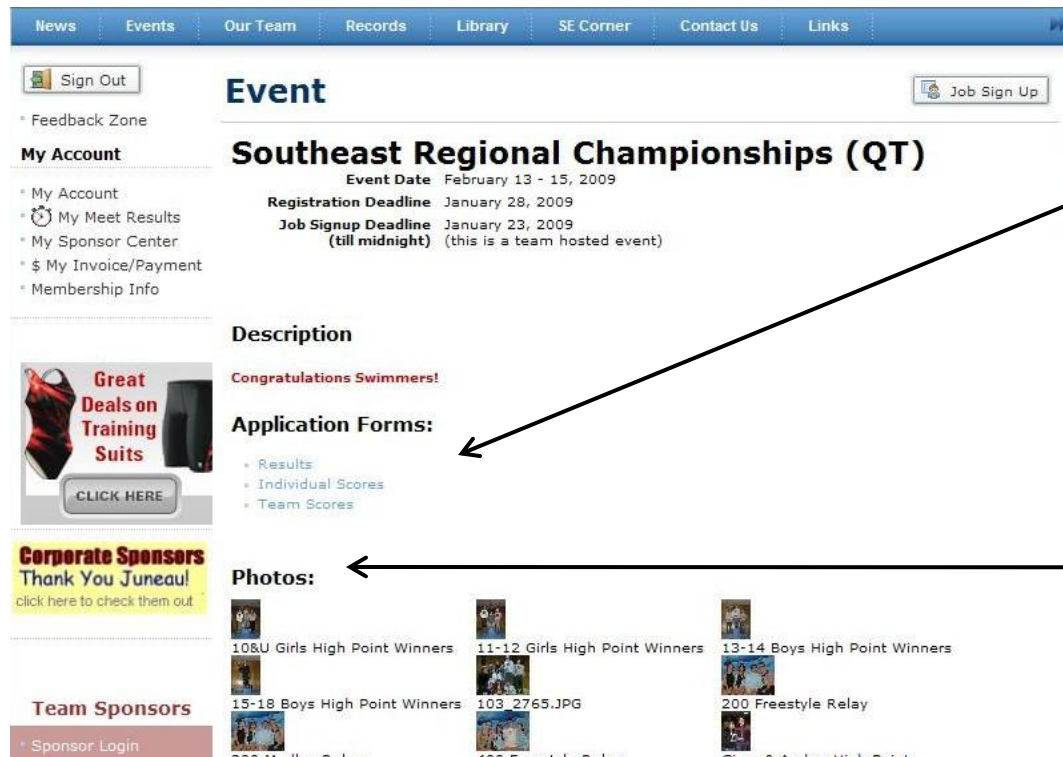


After a Meet

- Top times are updated in Team Unify and your times will be updated when you click on the **My Meet Results** tab.



Once a meet has passed, the swim meet homepage will move over to the **Past & Archived Tab**



Following the completion of a meet, a link to the host **team's results** will be linked to our website; in some cases, the actual results will be posted on our website.

Photos: if you have pictures to share please send them to the Webmaster

Future of Website

- ❖ Online Yearly Registration
- ❖ Gear Store
- ❖ Sponsor Center/fundraising

Questions

- ❖ Regarding billing/invoices, fundraising, account setup, or how to enter a meet should be directed to the **Billing Manager**
- ❖ Regarding volunteer points and job signups should be directed to **Volunteer Coordinator**
- ❖ Regarding what events to enter should be directed to your **Group Coach**