# **Account Overview**





You can review your CPSC account from the main page of the Crown Point Swim Club website\*. The following information is available:

- Fundraising
- Invoices, Billing & AutoPay
- Meet Results



\*You must be signed in to the CPSC web page to view all account information <u>www.crownpointswimclub.org</u>

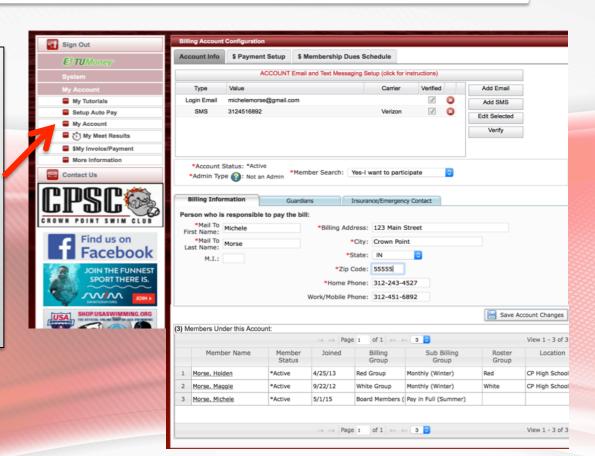




## **ACCOUNT OVERVIEW**

Select the My Account tab.

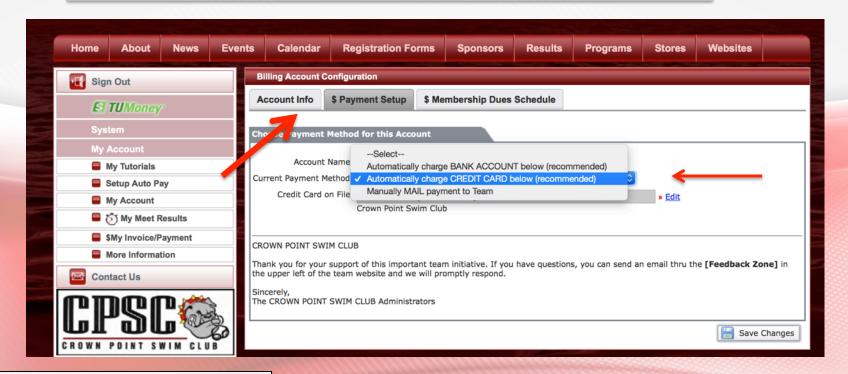
You can review your personal information, verify your contact info & see all swimmers registered to your account.







#### SET UP AUTO-PAY

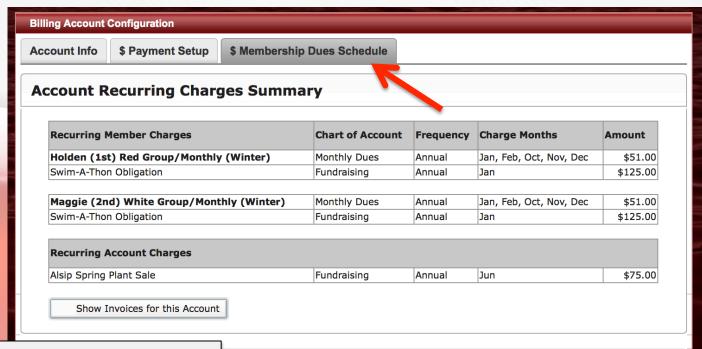


Under My Account, select the <u>Payment Setup</u> tab. You can choose one of three options to set up billing.





## REVIEW MEMBERSHIP DUES



Under My Account, select the Membership Dues tab.

You will see a summary of your dues and fundraising obligations.

Account Charges / Discounts





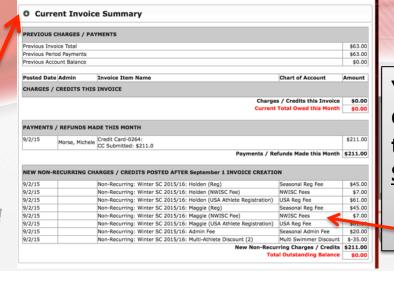


## **REVIEW MY INVOICES**

From the Left Column, select My Invoice Payments tab.

From this view you can see a summary of your monthly invoices and invoice history.





You can expand your invoice detail by clicking the arrow next to your <u>Current Invoice</u>
Summary.

A sample can be seen here.



# **SERVICE HOURS**

From the Invoice view, you can select the Service Hours tab to see a summary of your service hours completed for the season.

Service Hours Tracking		
Invoices	Service Hours	
Account		
» = Current Obligation		
Invoice Created	Obligation & Adjustments	Worked
» 04/2015	04/22-**Manual Reset Balance by Admin :0.00 hr. 04/22-**Manual Reset Obligation by Admin :1.00 hr.	
09/2014	11/02-**Manual Reset Obligation by Admin :8.00 hr. 11/02-**Manual Reset Obligation by Admin :8.00 hr. 04/22-**Manual Reset Obligation by Admin :1.00 hr.	11/17-Event (3084820.11): Lane Timers (back-ups & relief)/CPSt 11/17-Event (3084824.2): Lane Timers (back-ups & relief)/CPSC 11/17-Event (3084824.1): Lane Timers (back-ups & relief)/CPSC 11/17-Event (3084823.5): Lane Timers (back-ups & relief)/CPSC 11/17-Event (3084823.6): Lane Timers (back-ups & relief)/CPSC 01/21-Event (3222915.1): Lane Timers (back-ups & relief)/CPSC 01/21-Event (3222915.2): Lane Timers (back-ups & relief)/CPSC 01/21-Event (3222915.1): Lane Timers (back-ups & relief)/CPSC 01/21-Event (3222915.1): Lane Timers (back-ups & relief)/CPSC 01/21-On site volunteer sessions for the January 2015 invite:1.00
10/2013	10/08-**Manual Reset Balance by Admin :12.00 hr. 09/01-==>Zero out extra Volunteer Hours at year end :8.00 hr.	10/31-Event (2245804.1): Saturday Packet Pick Up/CPSC Sprint: 11/22-Event (2303032.11): Lane Timers (back-ups & relief)/CPS( 11/22-Event (2303031.10): Lane Timers (back-ups & relief)/CPS( 11/22-Event (2303031.11): Lane Timers (back-ups & relief)/CPS( 11/22-Event (2303032.10): Lane Timers (back-ups & relief)/CPS( 11/22-Event (2303030.6): Lane Timers (back-ups & relief)/CPSC 01/12-Event (2415061.17): Lane Timers (back-ups & relief)/CPSC 01/12-Event (2415061.18): Lane Timers (back-ups & relief)/CPSC 01/12-Event (2415060.21): Lane Timers (back-ups & relief)/CPSC 01/12-Event (2415060.20): Lane Timers (back-ups & relief)/CPSC 01/12-Event (2415060.20): Lane Timers (back-ups & relief)/CPSC 01/12-On site volunteer January Meet:1.00 hr. 03/17-Timing, Raffle basket Divisionals:8.00 hr.
04/2013	04/01-VH Obligation: Maggie :6.00 hr.	05/06-Event (1946312.11): Lane Timers (back-ups & relief)/CPS( 05/06-Event (1946308.8): Lane Timers (back-ups & relief)/CPSC 05/06-Event (1946265.2): Hospitality/CPSC Summer Splash Invit 05/06-Event (1946311.4): Lane Timers (back-ups & relief)/CPSC 05/06-Event (1946736.6): Lane Timers (back-ups & relief)/CPSC 05/06-Event (1946310.11): Lane Timers (back-ups & relief)/CPSC

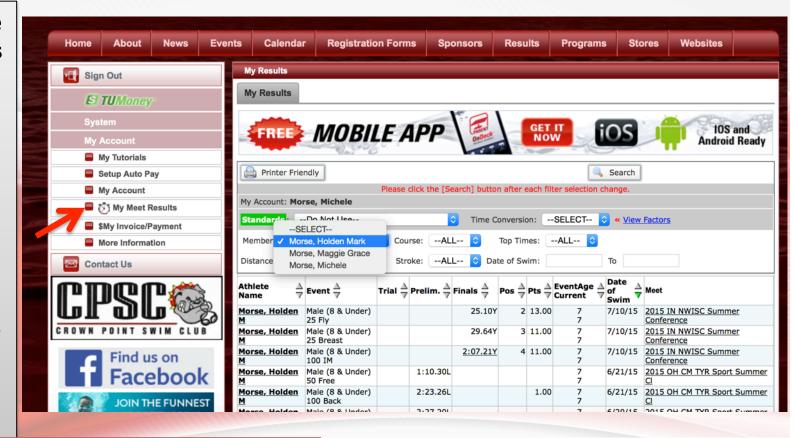




#### **MEET RESULTS**

Parents can see their swimmers summary of meet results under the My Meet Results tab.

Select the swimmer you are searching for, a history of their times will be displayed\*.



\*These results are also available in OnDeck, a mobile app that is very user friendly to check your swimmers times!





