

2016  
2017

# Metro Swim Shop

BLUEFISH SWIM CLUB TEAM PORTAL – USER GUIDE

## Metro Swim Shop – User Guide

This document contains information relating to placement of team portal and other purchases through Metro Swim Shop. If you need to check uniform and equipment policies for the team, go to Uniform Policy under Team Info on Bluefish Swim Club site.

### Step 1:

- Login by going to –


<http://www.metroswimshop.com/>

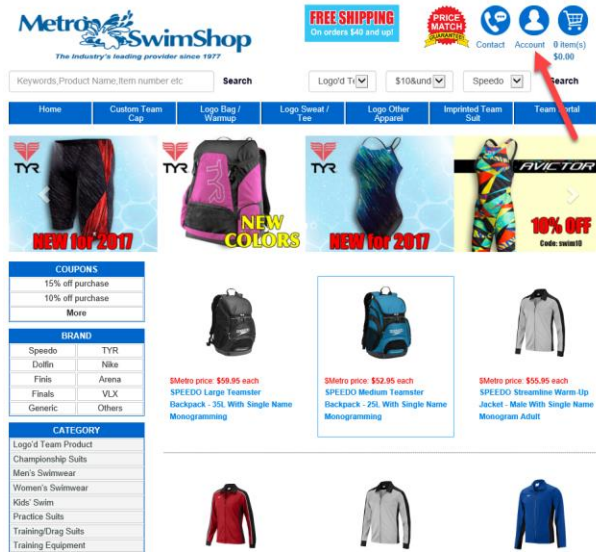
- If you are successful, you will see the following page:

The screenshot shows the Metro Swim Shop website interface. At the top left is the logo with the tagline "The Industry's leading provider since 1977". To the right are promotional banners for "FREE SHIPPING" and "PRICE MATCH GUARANTEE". Navigation icons for Contact, Account, and a shopping cart showing 0 items for \$0.00 are present. A search bar and filter dropdowns for "Logo'd Te", "\$10&und", and "Speedo" are visible. A horizontal menu lists categories: Home, Custom Team Cap, Logo Bag / Warmup, Logo Sweat / Tee, Logo Other Apparel, Imprinted Team Suit, and Team Portal. Below this are four featured product tiles: TYR swim trunks (NEW for 2017), TYR backpack (NEW COLORS), TYR swimsuit (NEW for 2017), and AVICTOR swimwear (10% OFF, Code: swim10). On the left side, there are three filter sections: COUPONS (15% and 10% off), BRAND (Speedo, TYR, Dolfin, Nike, Finis, Arena, Finals, VLX, Generic, Others), and CATEGORY (Logo'd Team Product, Championship Suits, Men's Swimwear, Women's Swimwear, Kids' Swim, Practice Suits, Training/Drag Suits, Training Equipment). The main product area displays three items with their prices and descriptions: a black backpack (\$59.95), a blue backpack (\$52.95), and a grey jacket (\$55.95). At the bottom, three more jackets are shown in red, grey, and blue.

## Step 2:

If you have not yet registered to access the team portal **STOP**, go to the document for Metro Swim Shop Registration to set up your online account. If you already have a team portal account set up, do the following:

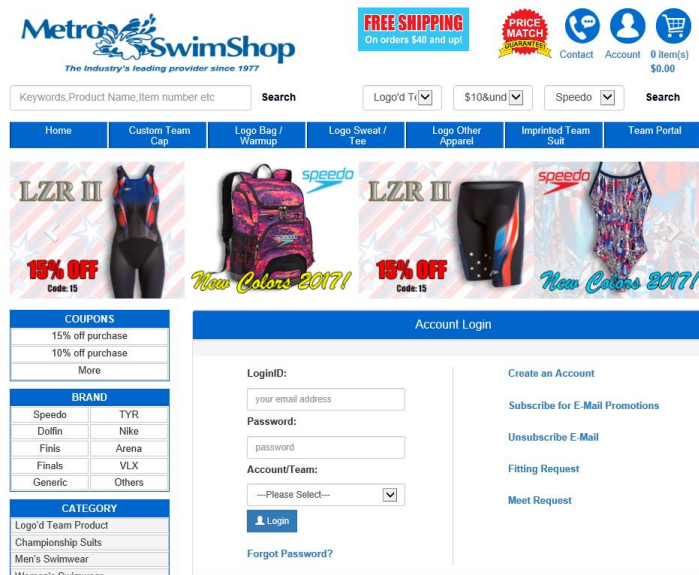
- Click on “Account” icon, , in the top right corner.



Note: If you want items outside of team portal, you can still put items in your cart at this stage before logging in and proceed with the following steps. Check your cart after logging into team portal. This will ensure all your Speedo purchases give the team credit.

## Step 3:

- If you are successful, you will see the following page:



- Enter the email address you used during registration into the value field labeled “LoginID”
- Enter the password you created during registration into the value field labeled “Password”
- In the dropdown under “Account Team”, select “Attleboro Bluefish Swim Club” (this will ensure all your Speedo purchase credit goes to the team)
- Click on “Login” button

## Step 4:

- If you are successful, you will see the following page:

The screenshot shows the Metron SwimShop website interface. At the top, there is a logo for Metron SwimShop with the tagline "The Industry's leading provider since 1977". To the right, there are promotional banners for "FREE SHIPPING" (on orders \$40 and up) and "PRICE MATCH GUARANTEE". Navigation icons for Contact, Account, and a shopping cart (showing 0 items for \$0.00) are also present.


The main navigation bar includes links for Home, Custom Team Cap, Logo Bag / Warmup, Logo Sweat / Tee, Logo Other Apparel, Imprinted Team Suit, and Team Portal. A search bar is located below the navigation bar, with filters for Logo'd Tee, \$10&und, and Speedo.

The account page is titled "Attleboro Bluefish Swim Club". On the left, there is a sidebar menu with options: Account (highlighted with a red arrow), Team Portal, OrderHistory, Logout, Team Website, Team Info, Set Password, Order Form, Order Status, Suggestion, Fitting Pre-Order, Pre-Order Status, Fund Raising, Swim School Package, and Edit Package.


The main content area shows the account name "Attleboro Bluefish Swim Club" and a "Hello!" message. Below this, there are buttons for "Mini & Junior 1" and "all". A message states: "You have 0 items / \$0.00 now in your shopping cart. Click here to view shopping cart." Below this, there is a section for "Attleboro Bluefish Swim Club - all Order Form" with two items:

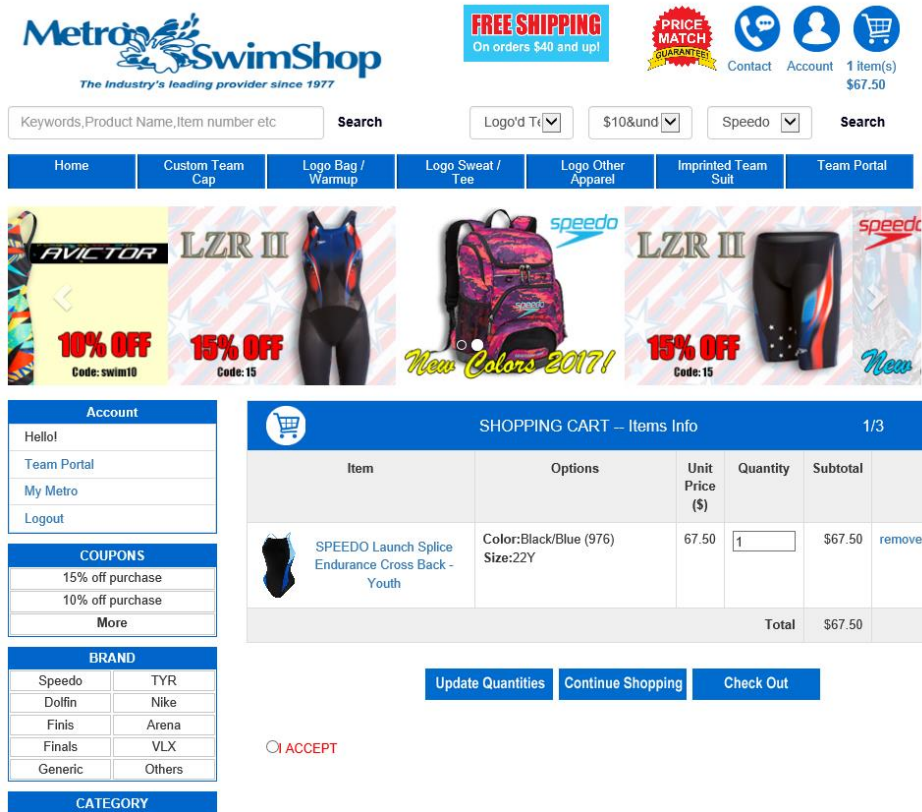
Item Name	Size	Color	Qty	Price
SPEEDO Launch Splice Endurance Cross Back - Youth	22Y	Black/Blue (976)	<input type="text"/>	\$67.5
SPEEDO Launch Splice Endurance Cross Back - Adult	26	Black/Blue (976)	<input type="text"/>	\$67.5

Each item has a "Group:" label and an "Add" button. A "Team Logo Description" is provided: "Black/Blue w/ team logo on center chest".

- Your account name will display under “Account” section on the left side as shown above.
- You can proceed to place your orders now. Enter value under Qty and click on “Add” button.
- The items you Add will be placed in the shopping cart,  .

## Step 5:

- When ready to checkout, click on shopping cart, .
- If you are successful, you will see the following page:



**Account**

Hello!

Team Portal

My Metro

Logout

**COUPONS**

15% off purchase

10% off purchase

More

**BRAND**

Speedo	TYR
Dolphin	Nike
Finis	Arena
Finals	VLX
Generic	Others

**CATEGORY**

**SHIPPING**  
On orders \$40 and up!

**PRICE MATCH GUARANTEE**

Contact Account 1 item(s) \$67.50

Keywords, Product Name, Item number etc **Search**

Logo'd Tee \$10&und Speedo **Search**

Home Custom Team Cap Logo Bag / Warmup Logo Sweat / Tee Logo Other Apparel Imprinted Team Suit Team Portal


**10% OFF**  
Code: swim10

**15% OFF**  
Code: 15

**15% OFF**  
Code: 15

**15% OFF**  
Code: 15

**SHIPPING CART – Items Info** 1/3

Item	Options	Unit Price (\$)	Quantity	Subtotal	
	Color:Black/Blue (976) Size:22Y	67.50	1	\$67.50	remove
<b>Total</b>				\$67.50	

**Update Quantities** **Continue Shopping** **Check Out**


ACCEPT

- If you want to change **Quantity**, update the Quantity field and click on “**Update Quantities**” button. You will see the **Quantity** changed as well as the **Subtotal** column value.
- If you would like to continue shopping on the team portal page, click on “**Continue Shopping**” button. You will return to the team portal home page.
- If you would like to check out, click on “I ACCEPT” radio button corresponding to the policies appearing in this section and then “**Check Out**” button.



## Step 6:

- If you are successful, you will see the following page:




Account	
Hello!	
<a href="#">Team Portal</a>	
<a href="#">My Metro</a>	
<a href="#">Logout</a>	

COUPONS	
15% off purchase	
10% off purchase	
<a href="#">More</a>	

BRAND	
<a href="#">Speedo</a>	<a href="#">TYR</a>
<a href="#">Dofin</a>	<a href="#">Nike</a>
<a href="#">Finis</a>	<a href="#">Arena</a>
<a href="#">Finals</a>	<a href="#">VLX</a>
<a href="#">Generic</a>	<a href="#">Others</a>

CATEGORY	
<a href="#">Logo'd Team Product</a>	
<a href="#">Championship Suits</a>	
<a href="#">Men's Swimwear</a>	
<a href="#">Women's Swimwear</a>	
<a href="#">Kids' Swim</a>	
<a href="#">Practice Suits</a>	
<a href="#">Training/Drag Suits</a>	
<a href="#">Training Equipment</a>	
<a href="#">Footwear</a>	
<a href="#">Bags &amp; Backpacks</a>	
<a href="#">Swim Apparel</a>	
<a href="#">Water Polo</a>	
<a href="#">Triathlon</a>	
<a href="#">Fitness</a>	
<a href="#">Electronics</a>	
<a href="#">Team Apparel</a>	
<a href="#">Custom Team Products</a>	
<a href="#">Lifeguard</a>	
<a href="#">Goggles</a>	
<a href="#">Swim Caps</a>	
<a href="#">Fashion &amp; Popular</a>	
<a href="#">Kids/Learn2Swim</a>	
<a href="#">Accessories</a>	
<a href="#">University Products</a>	
<a href="#">Pool Equipment</a>	
<a href="#">Educational Books &amp; Videos</a>	
<a href="#">Personal Care</a>	
<a href="#">Detail Products</a>	

SHOPPING CART -- Shipping Info					2/3
Item	Options	Unit Price(\$)	Quantity	Subtotal (\$)	
 SPEEDO Launch Splice Endurance Cross Back - Youth	Color:Black/Blue (076) Size:22Y	67	2	135.00	
				<b>Total</b>	135.00

Your Credit Amount (\$) : 0.0 Use (\$)

[Item Info](#) [Continue Shopping](#) [Check Out](#)

Shipping Address	Shipping Method
<p><b>The following * fields are required for order form</b></p> <p>*E-mail: <input type="text"/></p> <p>*First Name: <input type="text"/></p> <p>*Last Name: <input type="text"/></p> <p>*Address: <input type="text"/></p> <p>*City: <input type="text"/></p> <p>*Country: <input type="text" value="The United States"/> <input checked="" type="checkbox"/></p> <p>*State: <input type="text"/> <input checked="" type="checkbox"/></p> <p>*Zip: <input type="text"/></p> <p>*Cellphone: <input type="text"/> - <input type="text"/> - <input type="text"/> Format: <a href="#">908-647-8121</a></p> <p>*Alt phone: <input type="text"/> - <input type="text"/> - <input type="text"/> Format: <a href="#">908-647-8121</a></p>	<p>UPS Team Flat Rate <input type="text"/> *</p> <p><b>FREE Super Saver Shipping:</b> FREE for orders over \$40.00; Time is 5-9 business days.</p> <p><b>STANDARD SHIPPING:</b> \$4.5 for the 1st item; \$1 each additional item. Estimated shipping time is 4-6 business days.</p> <p><b>1) AK, HI:</b> UPS NEXT DAY: \$25.0</p> <p><b>2) AZ, CA, CO, ID, KS, MT, ND, NE, NM, NV, OK, OR, SD, TX, UT, WA, WY:</b> UPS Team Flat Rate: \$12.0 UPS SECOND DAY: \$18.0 UPS NEXT DAY: \$25.0</p> <p><b>3) AL, AR, FL, GA, IA, IL, IN, KY, LA, MI, MN, MO, MS, NC, OH, SC, TN, VA, WI, WV:</b> UPS 3-DAY SELECT: \$12.0 UPS SECOND DAY: \$18.0 UPS NEXT DAY: \$25.0</p> <p><b>4) CT, DE, MA, MD, ME, NH, NJ, NY, PA, PR, RI, VI, VT:</b> UPS 3-DAY SELECT: \$12.0 UPS SECOND DAY: \$18.0 UPS NEXT DAY: \$25.0</p>

- Enter all required (\*) values and click on “Check Out” button.

## Step 7:

- If you are successful, you will see the following page:

The screenshot displays a shopping cart interface. At the top, there are promotional banners for 'LZR II' swimwear with a 15% discount and 'New Colors 2017!' for Speedo backpacks. Below the banners is an 'Account' section with links for 'Hello!', 'Team Portal', 'My Metro', and 'Logout'. A 'COUPONS' section offers 15% and 10% off purchases. A 'BRAND' section lists various brands like Speedo, TYR, Dofin, Nike, Finis, Arena, VLX, and Generic. A 'CATEGORY' list includes items like 'Logo'd Team Product', 'Championship Suits', 'Men's Swimwear', 'Women's Swimwear', 'Kids' Swim', 'Practice Suits', 'TYR', 'Training/Drag Suits', 'Training Equipment', 'Footwear', 'Bags & Backpacks', 'Swim Apparel', 'Water Polo', 'Triathlon', 'Fitness', 'Electronics', 'Team Apparel', 'Custom Team Products', 'LifeGuard', 'Goggles', 'Swim Caps', 'Fashion & Popular', 'Kids/Learn2Swim', 'Accessories', 'University Products', 'Pool Equipment', 'Educational Books & Videos', and 'Personal Care'.

The main content area is titled 'SHOPPING CART - Payment Info' and shows a table with the following data:

Item	Options	Unit Price(\$)	Quantity	Subtotal (\$)
SPEEDO Launch Splice Endurance Cross Back - Youth	Color:Black/Blue (676) Size:22Y	67.50	2	135.00
Subtotal				135.0
Shipping				11.0
Tax				0.00
Reward Credit Used(\$)				-0.0
Total				146.0

Below the cart summary, there are sections for 'Payment Method' and 'Billing Address'. The 'Payment Method' section includes a dropdown for 'Payment method' (set to Visa), a field for 'Card or account number', a 'CVV2' field, and an 'Expiration date' dropdown. The 'Billing Address' section includes a checkbox for 'Use shipping address' and fields for 'First Name', 'Last Name', 'Address', 'City', 'State', 'Zip', 'Cellphone', 'Alt phone', and 'Country'. A 'Special Instructions or Comments' text area is also present. At the bottom, there are navigation buttons: 'Item Info', 'Shipping Info', 'Continue Shopping', 'Cancel Order', and 'Check Out'.

- Enter all required (\*) values. When ready to submit order, click on "Check Out" button and complete remainder of the process.

You have completed an order through the team portal.