

# Aquadart Website Tutorial

**Davis Aquadarts**

USA SWIMMING | SIERRA NEVADA SWIMMING | LEVEL 3 USA SWIMMING CLUB RECORDS | SILVER

Home | News | Family Handbook | Meets/Events | Fundraising | Seasonal Programs | Team Records | Calendar | Photos

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**Fundraising**

**Coaches**

**Joining the team**

**Donate/Make Payment**

Welcome to Davis Aquadarts and the world of swimming! We have a history of being one of the finest teams in the Sierra Nevada Area and our swimmers, coaches and parents are all proud of our accomplishments. The Aquadarts just celebrated their 50th anniversary!

DAVIS AQUADARTS  
PO BOX 186  
DAVIS, CA 95617

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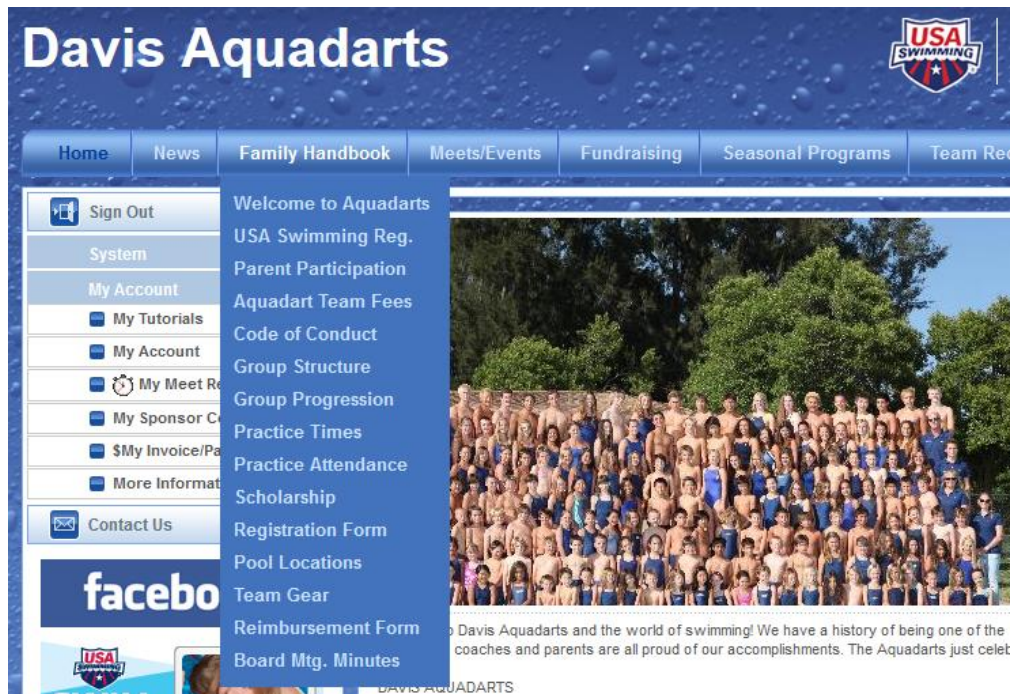
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Note: 'Finding Parent Information' and 'Making an Online Payment' can be completed without signing in to the website. However, 'Updating your Account Information' and 'Checking your Current Invoice' do require being signed in.

## Finding Parent Information

The Aquadart Parent Handbook is available on the Aquadart Website by hovering over the “Family Handbook” heading ...



Note that you'll find the team's fee and parent participation policies, the team's Code of Conduct, the swim group structure and practice times, and additional forms and resources useful to the swim team parents.

## Updating your Account Information

Having accurate and up-to-date information in your website account ensures that email notifications from the team will reach you, that coaches have access to emergency contact information, and that billing information will be accessible.

Your account information can be updated via the “My Account” tab on the left of the screen, and then by clicking the “My Account” menu item.

The screenshot shows the Davis Aquadarts website interface. At the top, there is a navigation bar with links: Home, News, Family Handbook, Meets/Events, Fundraising, Seasonal Programs, Team Records, Calendar, and Photos. The main header includes the Davis Aquadarts logo and logos for USA Swimming, Sierra Nevada Swimming, and Level 3 Club Swimming. A left sidebar contains a menu with items like Sign Out, System, My Account (with sub-items: My Tutorials, TeamUnify Invoices, My Account, My Meet Results, My Sponsor Center, \$My Invoice/Payment, More Information), Team Admin, Billing Admin, and Contact Us. The main content area is titled "Billing Account Configuration" and has three tabs: Account Info, Payment Setup, and Membership Dues Schedule. The "Account Info" tab is active, showing "ACCOUNT Email and Text Messaging Setup (click for instructions)". Below this is a table with columns: Type, Value, Carrier, Verified, and an "Add Email" button. The table contains one entry: Login Email: aquadartreasurer@hotmail.com, with a checked "Verified" box. Below the table are several dropdown menus: \*Account Status: Active, \*Admin Type: Super User Admin, \*TouchPad PC Admin: No, and \*Member Search: Yes-I want to participate. At the bottom, there is a "Billing Information" section with tabs for Guardians, Insurance/Emergency Contact, and Notes. It includes a form for "Person who is responsible to pay the bill:" with fields for \*Mail To First Name: Aquadart, \*Billing Address: 23 Russell Blvd, and \*City: Davis.

Note that while coach messages will be sent to all email addresses in the account, the monthly invoices will be sent to only the ‘Login Email’ address.

### Checking your Current Invoice

The Aquadarts handle the invoicing of quarterly and annual fees, in addition to select other charges, through the websites account and invoice system. The invoice information is available under the “My Account” tab on the left of the screen.

Click the “\$My Invoice/Payment” menu item to view your Current Invoice Summary, the Projected Amount Owed by the next due date, and your “Billing History”.

The screenshot shows the Davis Aquadarts website interface. At the top, the logo 'Davis Aquadarts' is displayed on the left, and several logos for 'USA SWIMMING', 'SIERRA NEVADA SWIMMING', 'LEVEL 3 CLUB RESORT', and 'USA SWIMMING SILVER & BRONZE CLUB' are on the right. A navigation bar contains links for Home, News, Family Handbook, Meets/Events, Fundraising, Seasonal Programs, Team Records, Calendar, and Photos. On the left side, a 'My Account' menu is visible, with '\$My Invoice/Payment' highlighted in red. The main content area is titled 'My Invoices/Payments' and has two tabs: 'Invoices' (selected) and 'Service Hours'. Under the 'Invoices' tab, there are sections for 'Account Recurring Charges Summary', 'Account Charges Summary', 'Current Invoice Summary', 'Your Total Projected Amount Owed on 2/1: \$0.00', and 'Billing History'. The 'Account Charges Summary' section shows 'Current Total Owed this Month: \$0.00', 'Account Status: Paid-In-Full', and 'Your Total Outstanding Balance: \$0.00'. A link to 'Learn About Your Billing Summary' is also present, along with 'New Charges Posted this Month: \$0.00' and 'Payments You've Made this Month: \$0.00'. At the bottom left, there are social media links for Facebook and a 'SWIM TODAY' banner.

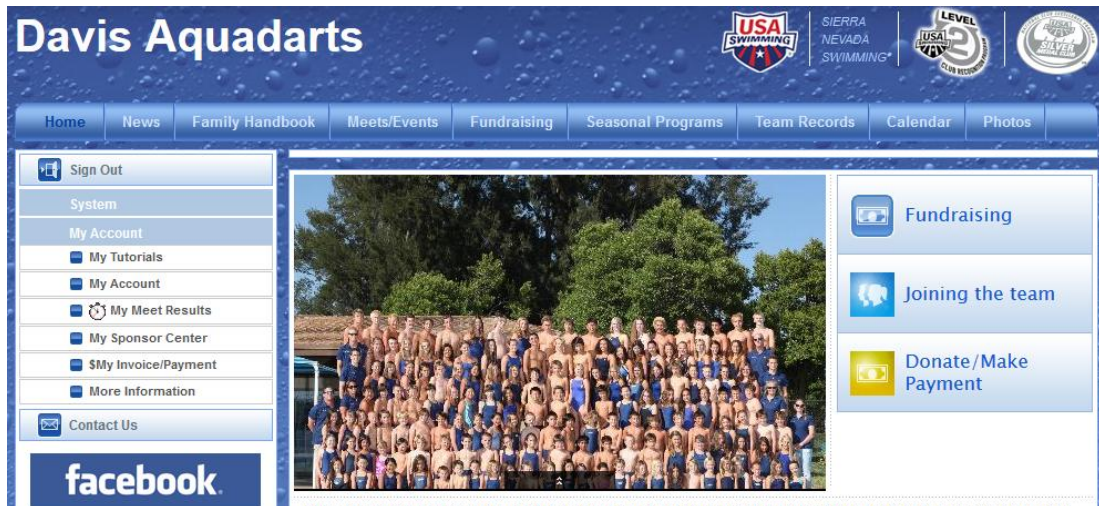
You can also view the record of your Parent Participation hours by clicking the “Service Hours” tab.

## Making an Online Payment

Payment of any Aquadart fee or charge can be paid online via PayPal and the “Donate/Make Payment” button on the home page of the website.

To make an online payment, follow these steps...

- 1) From anywhere on the website, click the “Home” tab



- 2) Click the “Donate/Make Payment” button on the right of the page

### Davis Aquadarts Inc

The screenshot shows the PayPal checkout page. On the left, there's a 'Your order summary' section with a table:

Descriptions	Amount
<input type="text" value="Enter description"/>	0.00
Item price: <input type="text"/>	
Quantity: 1	
<a href="#">Update</a>	
<b>Item total</b>	<b>0.00</b>

On the right, there's a 'Choose a way to pay' section. It says 'PayPal securely processes payments for Davis Aquadarts Inc.' Below that, there are two options: 'Have a PayPal account?' with a 'Log in to your account to pay' link and a 'PayPal' logo, and 'Don't have a PayPal account?' with a 'Pay with your debit or credit card as a PayPal guest' link. There are input fields for 'Email' and 'PayPal password', and a 'Log In' button. A link for 'Forgot your email address or password?' is also present. At the bottom, there's a link to 'Cancel and return to Davis Aquadarts Inc.'

- 3) Under “Description”, enter what the payment is covering
- 4) Enter the amount of the payment in the Item Price box
- 5) If you have a PayPal account, enter the account information, and click “Log In”. Otherwise, click the “Don’t have a PayPal account?” link.