# New CMS: Old menus vs new menus

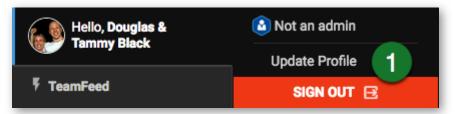
#### Admin Level - Not an Admin

The side menu from the previous system, known as Chameleon, has been reorganized in the new CMS. After signing in, it appears in the "backend" business side of the website. You shouldn't have too much trouble finding things by simply clicking around, but this guide will help you with those you can't find. Briefly, here is where to go to accomplish common tasks.

- Register for team Click **My Account** > **Team Registration**
- Register for swim lessons Click Classes & Lessons > Lessons Registration
- Sign up for events, jobs Click Events & Competition > Team Events
- My Meet Results Click Events & Competition > Meet Results
- TUMoney Click My Account > Event Fundraising

Menu items not noted are the same in the new CMS and Chameleon.

### Hello, Your Name



After you click the **Sign in** button at the top, you will be taken to the backend where this is the first menu item. On the frontend, the **Sign in** button turns into your avatar circle after signing in. Click it to sign out.

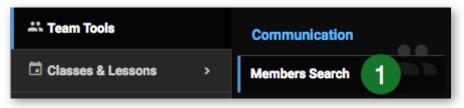
 Same as My Account > My Account in Chameleon, and after clicking it you can upload your photo to fill in the avatar circle (sign out and back in to see it if you upload a photo).

#### **My Account**

| \varTheta My Account                   |   | My Account            | Registration           |
|--|---|-----------------------|------------------------|
| 🐣 Team Tools                           | > | Account Info 1        | Team Registration 4    |
| Classes & Lessons                      | > | Billing               | Lessons Registration 5 |
| $\bar{\mathbb{O}}$ Workouts and Videos | > | Invoices & Payments 2 |                        |
| Events & Competition                   | > | Event Fundraising 3   | Α                      |
| ⑦ Help & Training                      | > | Set Up Autopay        | 0                      |

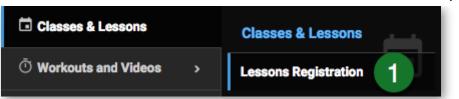
- Same as My Account > My Account in Chameleon, with the same Account, Members, Payment Setup, Dues Schedule, and Swim Lessons tabs.
- Same as My Account > My Invoice/Payment in Chameleon, with the same Invoices, Make Payment, Fundraising, and Service Hours tabs.
- 3. Same as **TUMoney** > **My Event Fundraising** in Chameleon.
- 4. Same as System > Start Registration in Chameleon (also under Sign In). Can also be done on the frontend if your team added a Registration command button on home page.
- 5. Same as **System** > **Swim Lessons** in Chameleon (also under **Sign In**). Can also be done on the frontend like in Chameleon. This only appears if your team offers swim lessons.

## **Team Tools**



1. Same as **Members** link at the very top of Chameleon, where you can search for other parents and athletes on the team.

## **Classes & Lessons**



 Same as System > Swim Lessons in Chameleon (also under Sign In), where you register for lessons. Can also be done on the frontend like in Chameleon. This only appears if your team offers swim lessons.

# **Events & Competition**

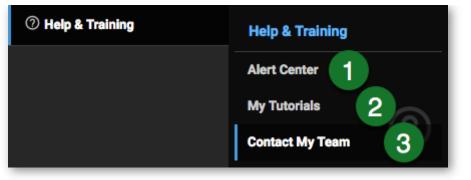
| Events & Competition |   | Calendar      | Results & Reports     |
|----------------------|---|---------------|-----------------------|
| ⑦ Help & Training    | > | Team Events 1 | Meet Results 4        |
|                      |   | Practices 2   | Event & Job Reports 5 |
|                      |   | General 3     | TouchPad              |
|                      |   |               | TouchPad Live         |

The Calendar section lets you access our new calendar that combines three different calendars.

- 1. Same as **Events** menu tab in Chameleon, where you can sign up for meets and jobs. You can still access these in the frontend like in Chameleon.
- Similar to Workouts & Videos > Practice Calendar in Chameleon. Only SwimOffice Pro teams will see this option.
- 3. Same as old **Calendar** menu tab in Chameleon.
- 4. Same as **My Account** > **My Meet Results** in Chameleon.
- 5. Same as **Events** menu tab > **Reports** tab in Chameleon.

## Help & Training

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- 1. Appears when you first login if there are any system alerts from TeamUnify.
- 2. Same as **My Account** > **My Tutorials** in Chameleon.
- 3. Same as **Contact Us** in Chameleon.

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#### **Parents/Non-Admins**

Parents - How to See All Meets My Athlete Has Entered

Parents: How to Add and Verify Cell Number in OnDeck for SMS/Texting

Parents - How to See Jobs I Have Signed Up For

Parents: How to View My Current Invoices and Payments

Parents: Set up fundraising for your athlete

Parents: Strong Customer Authentication [SCA] Approval

Parents: View videos in SwimOffice

Parents: How to Make On-Demand Payments

Parents: Sign up athlete for meet / Commit to events

Parents: Video tutorials

Parents: Volunteer/sign up for jobs

Parents: Add and verify a cell number in SwimOffice for SMS/texting

New CMS: What each side menu item does

New CMS: Old menus vs new menus

Parents: How to Add a Credit Card or ACH to Account for Auto Pay

#### **Suggested articles**

New CMS: Chameleon vs new CMS menus

New CMS: What each side menu item does

Settings: Team Profile

Meet Entries: USA Swimming athlete registration check

Calendar University: Team Events

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