Team Unify and Go Motion/ On Deck App – Cheat Sheet for Credit Card and Gala Entries

When entering swim galas you will now be charged the entry fee on your credit card when the meet file is generated after the sign up deadline. Therefore, you need to know how to enter a meet and how to add a credit card. You won't be able to enter a meet without a credit card on file. Please note there is now 2.95% per transaction plus 20p fee. Therefore, the meet entry prices have been adjusted accordingly e.g. a £5 race entry becomes £5.15; £6 race becomes £6.18; £9 race becomes £9.27; £12 race becomes £12.36 etc. Plus 20p on top of any total.

Adding a Credit Card

Team Unify Site

You can also use this online help article but much more detailed help below

https://support.gomotionapp.com/en/articles/6424463-parents-how-to-add-a-credit-card-or-ach-toaccount-in-your-wallet

NB: there is a link from the Meet Entries site to enter CC details if you haven't already. But this sometimes doesn't work so it's better to do it this way.

Go to My Account – Set Up Autopay

You should see this screen

← → C 🚺 uk.gomo	ptionapp.com/team/portobelloasc/controller/cms/admin/index#/setup-auto-pay/payment-setup	• 6 7 7 1 🚺 :
=	Set Up Autopay 🕕 Sandbox Mode	
Hello, Alistair Smith	Alistair Smith Email: Alistairemith99@hotmail.com	
📢 Business Publisher	U Superuser (Active)	
Product Updates	ACCOUNT MEMBERS BILLING SUMMARY PAYMENT SETUP FUNDRAISING CLASSES NOTIFICATIONS AGREE	MENTS INVOICE SCHEDULE
🔻 Social Feed	By providing the payment info below, you are authorising Portobello Amateur Swimming Club to charge the credit/debit card for any fees associated with you Please Note: For charges, you will see the name Portobello ASC or Portobello Swimming on your credit/debit card statement.	ir account.
e My Account	Credit/Debit Cards	Preferred for Enroll
🔐 Org Tools	·	On-Demand Auto-Payment
Classes	Add Credit/Debit Card	Activity Log
Practice Management	s	

Click Add Credit/ Debit Card . . .

Complete details



Go Motion/ On Deck App

On home screen click Add Credit/ Debit Card

Then click Add New Card

Then complete details



Gala Entries

Team Unify Site

Please note a new club email address for dealing with gala entries -

portyascgalaentries@gmail.com. It is still Gail Hogarth behind the scenes doing all the hard work though.

You can also see this online help article – but much more detailed help below.

https://support.gomotionapp.com/en/articles/6650818-how-to-commit-sign-up-for-a-meet-event

Go to Events & Competitions – Team Events

Click on the event you wish to enter – you should then see this screen. This gives some basic details including the registration deadline, breif description and the gala organisers meet programme (if you look at this programme in detail then please ignore the details about paying for entries – members pay the club and the club pays the organiser i.e this information is for the club, not the member).

Event Details	C Edit Commitment	×
Musselburgh Summer	Fun Meet selburgh Sports Centre, , Musselburgh, ELN EH32	9EN, GBR
EVENT INFORMATION		
Event Location: Musselburgh Sports	Centre, , Musselburgh, ELN EH32 9EN, GBR	
Start Date Time: 11 June 2023	End Date Time: 11 June 2023	Registration Deadline: 23 May 2023
Job Signup Deadline:		
MEET EVENT INFORMATION		
Course Type: SO	Meet Type:	View Meet Events
Enforce Entry Based on [Qualifying 1 No	Times]: Restrict Entry [Best Time] to Same [Mee Type]: No	et Meet Declaration Setting: Commit by Event
Allow Course Conversion for Relays:	No Maximum Event Entry Limitations: Via Edit	ew /
If Swimmer Qualifies for Non-Conform	ning Course, Default [Entry Time] to the Min. [Qualify	ing Time]: No
DESCRIPTION		
This meet is aimed at younger and les	as experienced swimmer so probably mostly for Devel	opment swimmers.
FORMS / DOCUMENTS		
Musselburgh Summer Fun Maetory:	Swim weets	

Click on Edit Commitment

Athlete Signup			
Musselburgh Summe	r Fun Meet		
My Account: Smith, Louise 07628 873762		Registration Deadline: 23/05/2023	
Meet Name: Musselburgh Summer Fun M	Location: Meet 2023 Musselburgh Sports Centre, ELN EH32 9EN, GBR	Course: , Musselburgh, SO	Meet Type:
Start Date: 10/06/2023	End Date: 10/06/2023	Age Up Date: 09/06/2023	Use Date Since: 31/12/1969
Enforce entry based on [Qua	Enforce entry based on [Qualify Times]: No Restrict entry [Best Time] to same [Meet Type]: No		
Event Declaration Setting: Co	Event Declaration Setting: Commit by Event		
Allow Course Conversion for	Relays: No		
If Athlete qualifies for non-cor	nforming course, default [Entry Time] to the mini. [Q	ualify Time]: No	
1 View All Meet Events	Go Back to Event Home Page		
Click on Member Name to	declare for this Event:		
Member Name	Member Commitment	Coach Approved	Last Updated
Finlay Smith *Active	O Declined		03/05/23 10:36 AM
Katie Smith *Active	O Declined		03/05/23 10:40 AM

You swimmers will initially show as "Undeclared" rather than "Declined" (sorry – I had already done mine before putting this together!). Click on the swimmer you wish to enter.

There will be some more notes (events and timinings). Scroll to the bottom to Declare. This will initially show

*Declaration [SELECT V]	
Notes:	
	🖺 Save Changes

Declare to attend or not. If you Decalare to attend then the events will drop down to tick.

Comi None 1. F 2. F 3. V 4. (mitted Terms: a a brtant Notes: Please pick the Relay teams ar You cannot mal Only an Admin	individual events below e solely determined by th e changes after a coach can customise [Entry Tin	Athle 8 that the Athlete the coaches. If you has approved of hes] and set [Bo	te Qualifying Age: wants to attenc ou have a probl or rejected your nus] and [Exhil	l. lem attending the r events. Please c bition] fields.	relay teams, p ontact a coact	Gend Male lease col h to reque	ler: ntact the coaches direct est any changes.	ly.
Day 1	Term 1							Max Entries this	Term IE = 0 Rel = 0 Comb = 0
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
	NT	NT				102A	в	8 & Under 25 Fly	
	NT	NT				106A	В	8 & Under 50 Breast	
	NT	NT				108A	В	8 & Under 50 Back	
	NT	NT				110A	в	8 & Under 50 Free	
									Save Changes

Tick the events and then Save Changes. You will then be taken back to the Athlete Sign up page and it will show your swimmer as Declared. Then repeat for any other swimmers.

Click on Member Name to declare for this Event:			
Member Name	Member Commitment	Coach Approved	Last Updated
<u>Finlay Smith</u> *Active	✓ Committed	# 102A (d1/11): B 8 & Under 25 Fly (NT) # 106A (d1/11): B 8 & Under 50 Breast (NT) # 108A (d1/11): B 8 & Under 50 Back (NT) # 110A (d1/11): B 8 & Under 50 Free (NT)	03/05/23 10:45 AM
Katie Smith *Active	O Declined		03/05/23 10:40 AM

Note that if you try to Declare a swimmer that doesn't qualify for the event (usually too young/ slow or too old/ fast) you will see the following.

*Declaration SELECT V]
Notes:		
We apologize but your swimmer does not qualify for this meet. Please contact your coach for more information.	,	1
2023_EAST_DISTdocx ^ O Musselburgh Sumpdf ^	Show all	>

Go Motion/ On Deck App

Click three line icon at top left to get drop down menu.

Go to Events & Jobs – Events and Meet Entries

11:50		al 🗢 🗊
Hi Alistair 😒 🙆 🗸	÷ +	\equiv
🔒 Home		OnD
Social Feed		Portobello Ama
Membership		MY FINANCES
My Finances		£ 0.00
Attendance & Calendar		B _G VI
Events & Jobs		≂œ ADD (
Events & Meet Entri	es	
Meet Results		ORG FINANCES
Job Manager		Billing Summa
Coaches & Directors		10TAL BAL
Cool Tools		TOTAL INVO
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		Payments mad
Point of Sale		Billing Simulat
Logout	3.8.14	

Click on the Meet you want to enter



Click on the Declare button at top

11:51	.ul ≎ ∎.
÷	EVENT DETAIL
Muss <	elburgh Summer Fun Meet 11/06/2023 > SCLARE ENTRIES RUN
This meet is ain swimmer so pro swimmers.	ed at younger and less experienced bably mostly for Development
EVENTINFO	
Location Musse	burgh Sports Centre, , Musselburg 🧿
Registration Dea	dline 23/05/2023
Job Signup Dea	lline
Start Date - End	Date 11/06/2023 - 11/06/2023
Course Type	SO
FORMS/DOCUM	INTS
A Musselbur	gh Summer F Meet Information.pdf

Your swimmers should show Undeclared (I'd already entered mine!). Click on the swimmer you want to enter.



Click on Yes Please. You may need to click on the blue bar to get the individual entries to drop down. Then tick each event to enter and click Apply.

11:53 🔐 🕈 🗈
← EDIT MEMBER COMMITMENT
Finlay Smith Active B Male
Sign up Finlay Smith for Musselburgh Summer
No, thanks. (Yes, please.
NOTES 0/256
Please select Days/Terms to attend:
D.1 TERM1 Max Entries: IE = 0 REL = 0 Comb = 0
#102A B 8 & Under 25 FL BESTTIME: NT ENTRY: NT
#106A B 8 & Under 50 BR BESTTIME: NT ENTRY: NT
#108A B 8 & Under 50 BK BESTTIME: NT ENTRY: NT
#110A B && Under 50 FR BESTTIME: NT ENTRY: NT
Clear Cancel APPLY

You should be taken back a stage to show your swimmer is now committed.

