

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

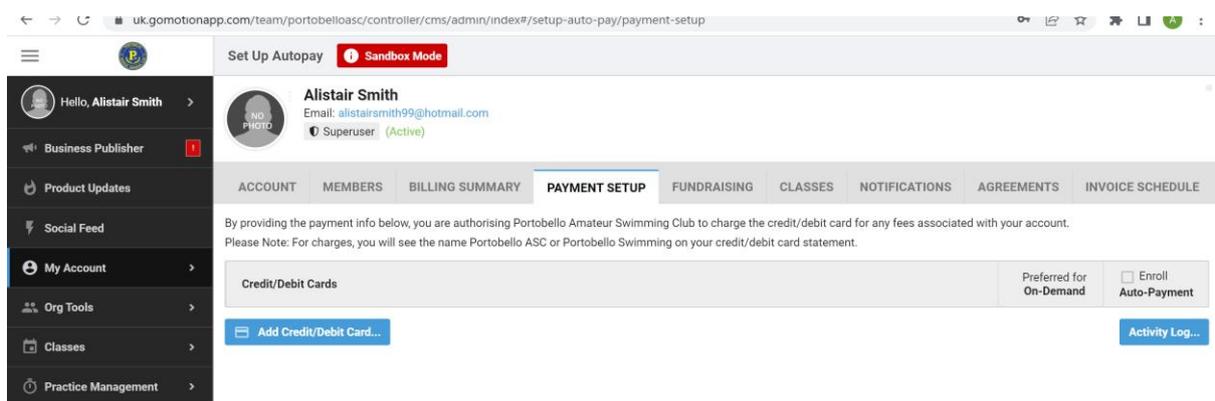
You can also use this online help article but much more detailed help below

<https://support.gomotionapp.com/en/articles/6424463-parents-how-to-add-a-credit-card-or-ach-to-account-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.

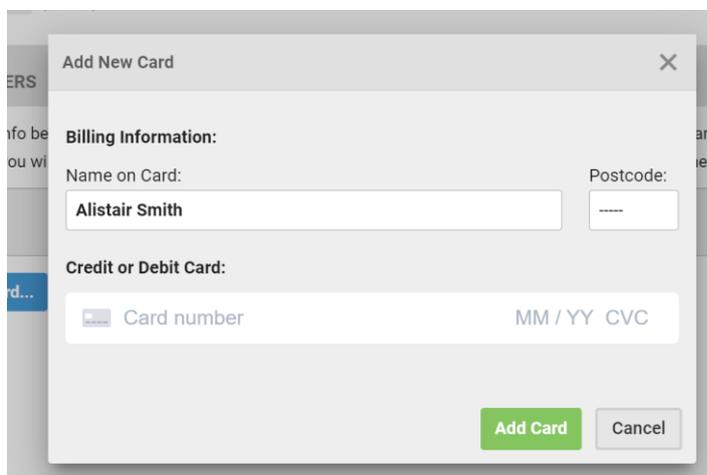
Go to My Account – Set Up Autopay

You should see this screen



Click Add Credit/ Debit Card . . .

Complete details

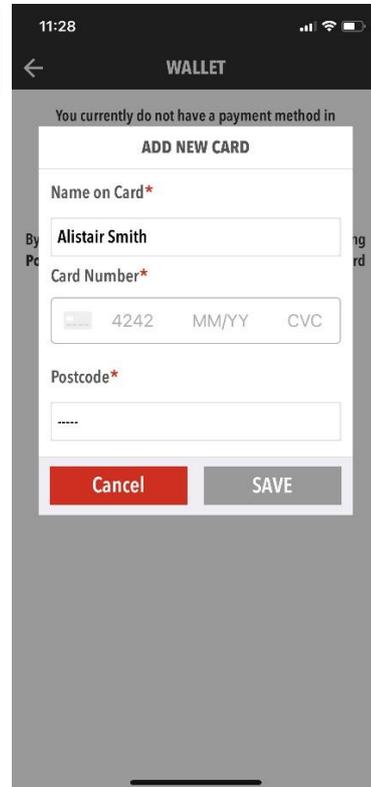
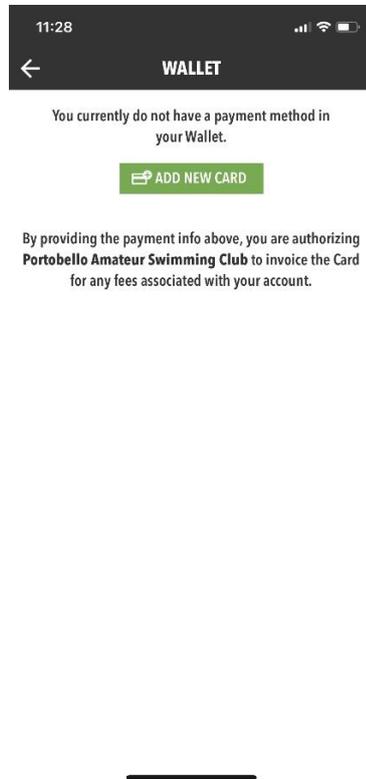


Go Motion/ On Deck App

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, brief 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**).

The screenshot shows a web interface for 'Event Details'. At the top, there is a title bar with 'Event Details', an 'Edit Commitment' button, and a close icon. The main content area is titled 'Musselburgh Summer Fun Meet' and includes the following 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:** (blank)

The 'MEET EVENT INFORMATION' section contains:

- Course Type:** SO
- Meet Type:** (blank)
- View Meet Events:** (link)
- Enforce Entry Based on [Qualifying Times]:** No
- Restrict Entry [Best Time] to Same [Meet Type]:** No
- Meet Declaration Setting:** Commit by Event
- Allow Course Conversion for Relays:** No
- Maximum Event Entry Limitations:** (link: View / Edit)
- If Swimmer Qualifies for Non-Conforming Course, Default [Entry Time] to the Min. [Qualifying Time]:** No

The 'DESCRIPTION' section states: 'This meet is aimed at younger and less experienced swimmer so probably mostly for Development swimmers.'

The 'FORMS / DOCUMENTS' section shows a link for 'Musselburgh Summer Fun Meet'.

Click on Edit Commitment

Athlete Signup

Musselburgh Summer Fun Meet
11 Jun 2023

My Account: **Smith, Louise** 07828 873762 Registration Deadline: **23/05/2023**

Meet Name: [Musselburgh Summer Fun Meet 2023](#) Location: **Musselburgh Sports Centre, , Musselburgh, ELN EH32 9EN, GBR** Course: **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 [Qualify Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **No**

Event Declaration Setting: **Commit by Event**

Allow Course Conversion for Relays: **No**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

[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	⊘ Declined		03/05/23 10:36 AM
Katie Smith *Active	⊘ 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 timings). Scroll to the bottom to Declare. This will initially show

*Declaration

Notes:

[Save Changes](#)

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

Committed Terms: **None** Athlete Qualifying Age: **8** Gender: **Male**

Important Notes:

- Please pick the individual events below that the Athlete wants to attend.
- Relay teams are solely determined by the coaches. If you have a problem attending the relay teams, please contact the coaches directly.
- You cannot make changes after a coach has approved or rejected your events. Please contact a coach to request any changes.
- Only an **Admin** can customise [Entry Times] and set [Bonus] and [Exhibition] fields.

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
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		102A	B	8 & Under 25 Fly	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		106A	B	8 & Under 50 Breast	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		108A	B	8 & Under 50 Back	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		110A	B	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
Finlay Smith *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	❌ 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--

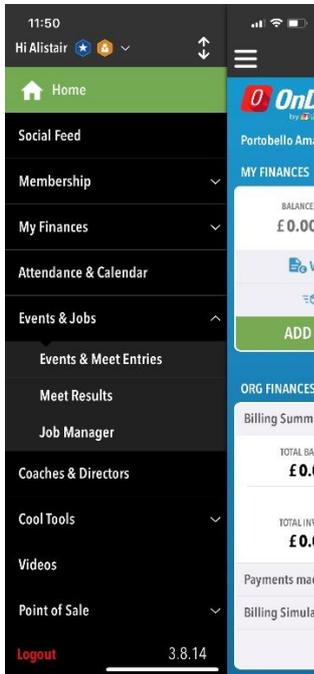
Notes:

We apologize but your swimmer does not qualify for this meet. Please contact your coach for more information.

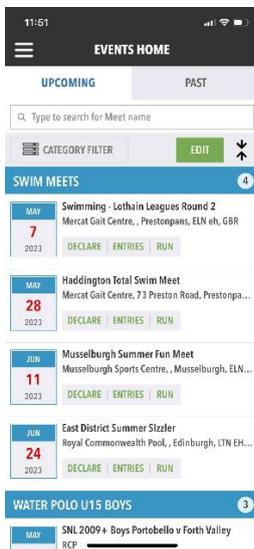
Go Motion/ On Deck App

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

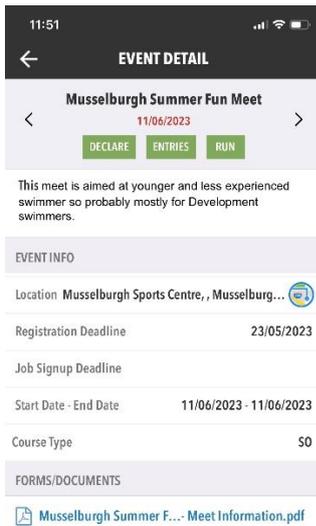
Go to Events & Jobs – Events and Meet Entries



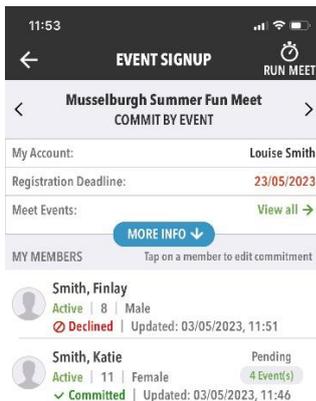
Click on the Meet you want to enter



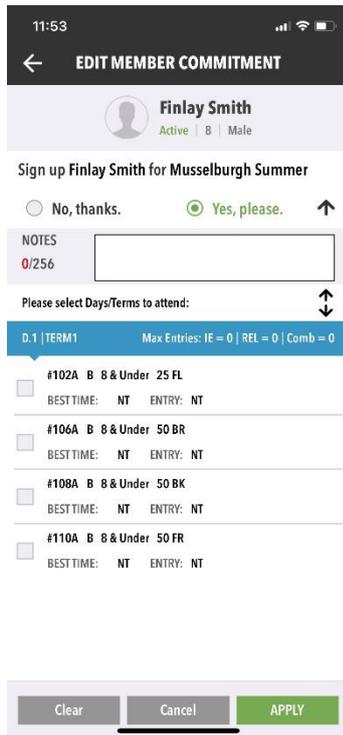
Click on the Declare button at top



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.



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

