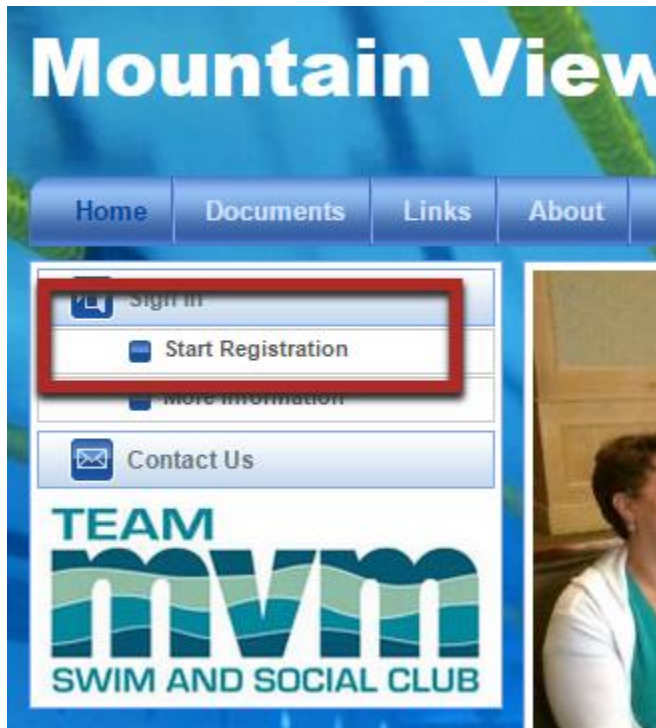


1 – Go to the following link: <http://www.teamunify.com/Home.jsp?team=pcmvm>

2 – On the left hand side of the screen you will see an option to “Start Registration” all new users will need to create an account and link your credit card information to the account so we can bill you.



3 – After reading the information, click on the “Register Now” button to begin new swimmer registration

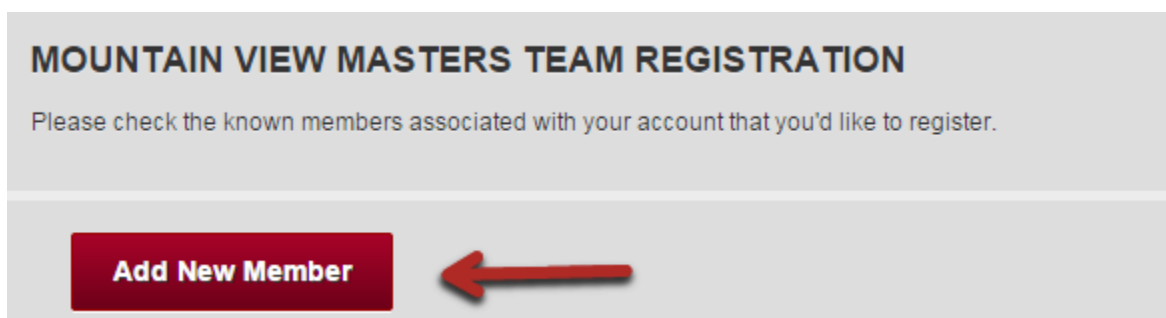
4 – New users should select the option “*I am a new user or I am not sure if I already have an account. This is the email I want to use*”.

5 – Enter your email address and select “*Continue*”. This email address will be your sign-in account name.

6 – Enter your password that will be used to access your account and billing information and confirm the password.

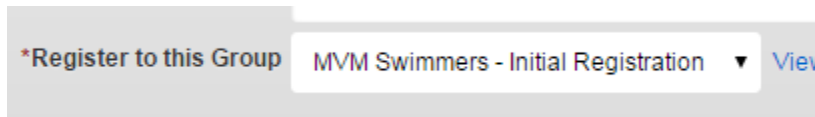
7 – Enter in your billing information. All boxes denoted by an asterisk (*) are required to be filled out. Click “*Continue*” when ready.

8 – Click on the “Add New Member” button.



9 – Fill out the member information. If you are paying couples dues, you can add a second member to the account. All boxes denoted by an asterisk (*) are required to be filled out.

10 – Click the drop down menu for *Register to this Group* and select *MVM Swimmers – Initial Registration*.



11 – Click *Add* and check the boxes (optional) regarding waivers. Scroll down to the bottom right and click *Continue*

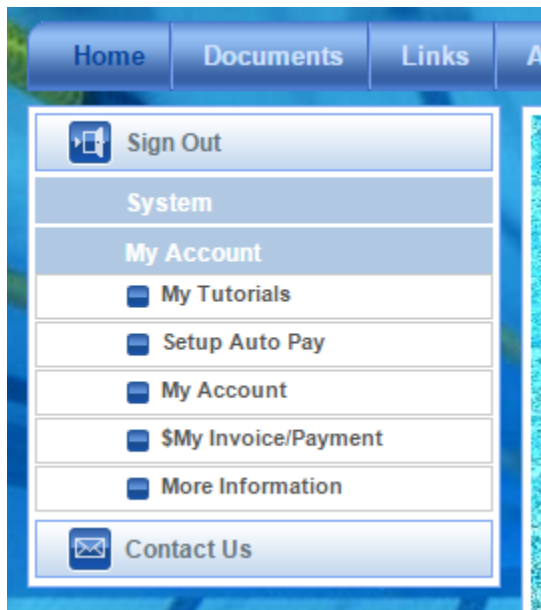
12 – On the billing summary page it should show the names you want to add as members and should show a registration fee of \$0.00. Click *Submit Order*.

13 – The new account should be all set up. Please email treasurer@mvm.org as the team Treasurer must manually activate your account. Please allow for up to 24 hours for account to be activated, if it hasn't been activated yet, please email the Treasurer again.

14 – Once the account is activated you can log-in from here <http://www.teamunify.com/Home.jsp?team=pcmvm>

15 – Once you are able to log-in you will need to input your credit card information.

16 – Click on *My Account* on the left hand part of your screen, and then select *Setup Auto Pay*



17 – From here you can elect to auto pay with ACH (your checking account) or via credit card. Click on the *Edit* button to open up a new window. TeamUnify encrypts their webpages and everything is via https://. Click on *Save Changes* once you have input your Credit Card information.

18 – Email the MVM Treasurer (treasurer@mvm.org) to indicate which billing plan you would like to be on.

Resident:

- Monthly dues (\$45/month, billed 1st of each month)
- Quarterly dues (\$130/quarter, billed 1st of Jan, Apr, July, Oct)
- Couples dues (\$80/month, billed 1st of each month)

Non-Resident:

- Monthly dues (\$55/month, billed 1st of each month)
- Quarterly dues (\$160/quarter, billed 1st of Jan, Apr, July, Oct)
- Couples dues (\$100/month billed 1st of each month)

From there the Treasurer will set you up on recurring payments billed on the above schedule. Any outstanding dues will also be charged as a one time payment. You are now set up on the billing system and can pull copies of your monthly. If you need to stop monthly recurring payments due to time off from team or if you are leaving the team, you must email the Treasurer by the 25th of the month prior to the billing date. Refunds are not given for failure to notify the team in time.