Webster Swim Association Bluefins

Bluefins checklist for website login - www.wsabluefins.com

We are excited to announce that the Members Only area of the new Webster Swim Association website is ready for you to enjoy!

If you are newly registered, you will be sent a system-generated email with your login credentials to your own private account and email. This email will grant you access to your own secure account.

As we prepare for electronic monthly billing, it is especially important that you update your email addresses with an email address that you use actively as we will rely heavily on email communication from this system to keep you updated on team activities, events and billing. As importantly, please ensure that the rest of your contact information is accurate as well.

Please contact webmaster@wsabluefins.com with any difficulties you may have logging in to your account or questions.

Thank you for your support of our great team,

The Team Administrators

Once you receive the system-generated email please login and take the following "Tour of the WSA Website Member Area."

1. Logging in
   a. Click "Sign In" on the left.
   b. Enter Email (the one at which you received these instructions) and password that was supplied. The login email is the one that receives monthly billing invoices.
2. Changing your password
   a. Click on "Password" at the top left of the website (there is a padlock by the link).
   b. Enter in your current password and the new password that you want and then click "Submit."
3. Updating Account/Member Information
   a. Click on "My Account" on left.
   b. Click on the "My Account" that appears under My Account.
      i. Review Email and Text Messaging setup.
         1. To edit an Email address, click on it and then click the "Edit Selected" button. Click on verify.
         2. To add an email address, click on the "Add Email" button, enter the required information and click "Send."
         3. To add a cell phone number for text messaging, click on the "Add SMS" button, enter the required information and click "Send".
         4. Follow any instructions following these to verify the email or cell phone number.

    ii. Member Search
      1. Use the drop down box to indicate whether or not you wish to participate.
        a. When logged in, members can use the member search option to find other members contact information.
        b. If you opt out you will not be able to see other members information and they will not be able to see yours.
        c. Default is set to "Yes."
    iii. Billing Information tab
      1. Verify and update information.
    iv. Guardians tab
      1. Verify and update information.
    v. Insurance tab
      1. Enter/update insurance and emergency contact information.
    vi. Review and update Member (Swimmer) information for each member
    Note: If swimmer(s) name(s) do not appear under the "(#) Members Under this Account" refresh the page.
      1. Click on Member's name.
        a. If you would like the coach to be able to contact your swimmer directly through email or cell phone using the OnDeck Coach application, please add their information following the same steps as in 3.b.i. above.
        b. Under Biography/Notes feel free to include any information that you might wish to share with the coach (not required).
        c. IMPORTANT -- Please fill in the information requested under the Medical Information tab.
      2. After you are done updating that member's information, click "Save Changes."
    vii. After you are done updating all the Account information click "Save Account Changes."

4. Setup AutoPay
    a. Click on "My Account" on left.
    b. Select payment method (bank or credit card).
    c. Enter requested information for monthly billing.
5. Seeing your swimmers times
    a. Click on "My Meet Results" under the first My Account.
      i. Search for times based on a variety of criteria (distance, stroke, date of swim, or view all times).
        1. Click on the time if you would like to see their splits for that swim.
        2. Choose a "Standard" if you want to see how close their time is to that Standard.
6. Explore the remainder of the top tabs at your leisure.
7. If you have an iPhone, iPod Touch or iPad, consider downloading the free mobile app OnDeck Parent. Information can be found on the Home page when you are logged in.