

A Herne Bay Swimming Club Guide

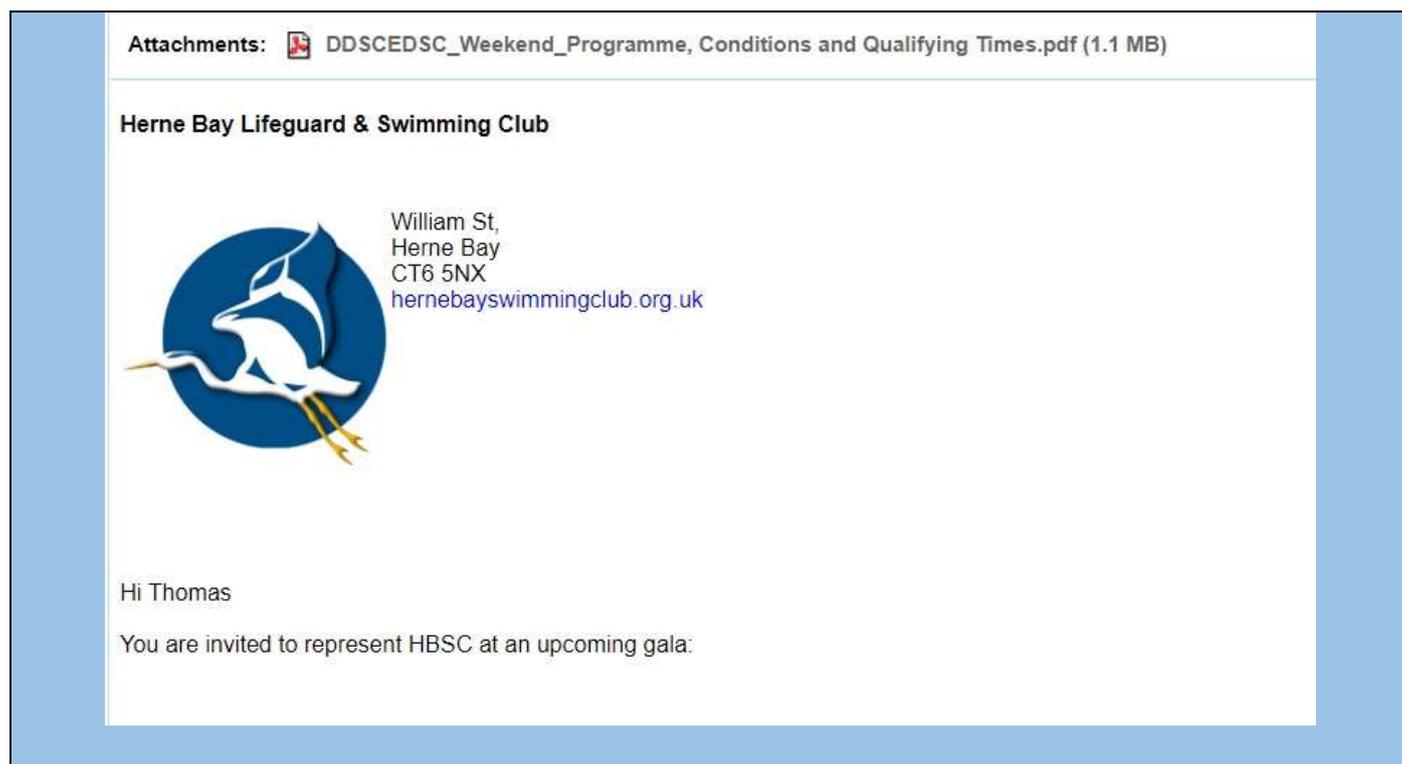
How to complete an invitation to a gala and make payment online

Introduction

Herne Bay Swimming Club use a system called Swim Club Manager to send out invitations to galas and invoice members for those galas they enter. Payment can now easily be made online through the invoice itself – no more forms to print off, no more bank transfers to be made or cheques to be written out. This guide will take you through the process; from the invitation to the gala through to online payment. We hope it helps!

Applying for a gala

1. When a new gala is announced by a club, you will receive an email from our gala secretary inviting your swimmer to it.



The email will provide details about the gala (venue, date, time) as well as who the gala is aimed for and the closing date for applications. As you scroll down, there will be links to help those who are new to the process.

If this is all new to you we have put together some documents that offer some guidance and advice on gala entry and competitive swimming in general. These can be found on our website at <http://www.hernebayswimmingclub.org.uk> under public documents/useful documents.

It is a condition of entry that you consent to allowing photo and video to be taken during this event according to ASA guidelines. Swim Meet entries and results will be managed on a computer. By submitting entries consent is thereby given, as required, under the Data Protection Act 1984 to the holding of personal information on a computer.

Junior Herons: If you aren't sure whether you should enter then please speak to one of the coaches for advice either poolside or via email or Facebook. Senior Herons swimmers are reminded that they shouldn't be entering more than 2-3 events per session in order to perform at their best. If in doubt, please discuss your entries with a senior coach.

Please ensure that you have completed the below form by 02/09/2018.

Many thanks

Ashley

Please Note: To select which events you would like to swim OR to tell us you can not attend, please click this link <https://app.swimclubmanager.co.uk/view-meet/4189aad8-900f-41b1-9079-2e06121366ad/fa6bb848-e6be-4a35-9e55-4cd038c8ef49>.

At the bottom there will be a link to submit your application.

2. Once you click on the link, you can either choose to enter events you want to swim in or let us know you are unable to attend.

Hi Thomas, please review the events at the bottom and select any that you are interested in swimming in.

Meet Details

Type	Open Meet	Facility	Crook Log Leisure Centre		
Start Date	03/11/2018	Age Up Date	04/11/2018	Entry Deadline	09/08/2018
Fees	Athlete Surcharge £3.00				

To remove yourself from an event, click on the  icon.

Events

Session	Day	Event	Event Fee	Gender	Age From	Age To	Distance	Stroke	PB	Qualification Times	PB	Notes	Select
1	1	106A	£5.00	Boys	9	9	50	Back	00:49.61S	Slower SC 00:41.99	00:49.61	Notes (if applicable)	

3. Tick the events your swimmer wants to enter,

Fees Athlete Surcharge £3.00

To remove yourself from an event, click on the  icon.

Events Selected Event fees: 10

Session	Day	Event	Event Fee	Gender	Age From	Age To	Distance	Stroke	PB	Qualification Times	PB	Notes	Select
1	1	106A	£5.00	Boys	9	9	50	Back	00:49.615	Slower SC 00:41.99	00:49.61	Notes (if applicable)	<input type="checkbox"/>
1	1	108A	£5.00	Boys	9	9	100	Free	01:35.625	Slower SC 01:22.49	01:35.62	Notes (if applicable)	<input checked="" type="checkbox"/>
3	2	303A	£5.00	Boys	9	9	50	Breast	01:07.095	Slower SC 00:49.99	01:07.09	Notes (if applicable)	<input checked="" type="checkbox"/>
4	2	409A	£5.00	Boys	9	9	50	Free	00:43.065	Slower SC 00:36.99	00:43.06	Notes (if applicable)	<input type="checkbox"/>

[Make Selection \(10 fees\)](#)

If you CAN NOT attend this meet, please let us know why in the box below:

Reason

Please tell us why you can't attend

[NO I can't attend](#)

Then click, **Make Selection**

Making payment

1. Once we have received your entry, we will send you an email invoice. The email will have a PDF invoice attached to it.

Herne Bay Lifeguard invoice [Expand view] [Print View]

From: Herne Bay Lifeguard [noreply@swimclubmanager.co.uk] [add contact]

[Redacted]

[Show header]

[Reply](#) [Reply All](#) [Forward](#)

Attachments:  Invoice-300.pdf (82.7 KB)

Herne Bay Lifeguard

16 July 2018

Dear [Redacted] please find your invoice attached.

This email was sent by Ashley Kimble who is the Coach

2. Click on the PDF invoice to open it.

- The athlete surcharge is used by the club to cover our administration costs and where necessary, coaches passes for the event.
- Any fees charged per event are passed straight over to the club running the gala. Herne Bay Swimming Club do not make any money from our swimmers entering a gala. Payment for your entry must be received by the payment deadline to ensure that the money is paid over to the club organising the gala and your entry is able to be processed. Non-payment will unfortunately mean the swimmer is unable to be entered for the event.

DESCRIPTION	QUANTITY	UNIT PRICE	LINE TOTAL
Athlete surcharge	1	2.00	2.00
Event no 108 - Girls 200 Backstroke	1	4.50	4.50
Event no 302 - Girls 13/14 Yrs 100 IM	1	4.50	4.50
Event no 308 - Girls 100 Backstroke	1	4.50	4.50
TOTAL			£15.50
LESS PAYMENTS			£0.00
LESS CREDIT NOTES			£0.00
OUTSTANDING			£15.50

[Pay this invoice online here](#)

- Click on **Pay this invoice online now** to open our online payment system 'Stripe'. The following payment screen will now open:

Herne Bay Lifeguard & Swimming Club Invoice
Login

To pay this invoice via credit/debit card, click on the "Pay with Card" button. Your payment will be taken via a secure server and we DO NOT see or store your card details.

Herne Bay Lifeguard & Swimming Club

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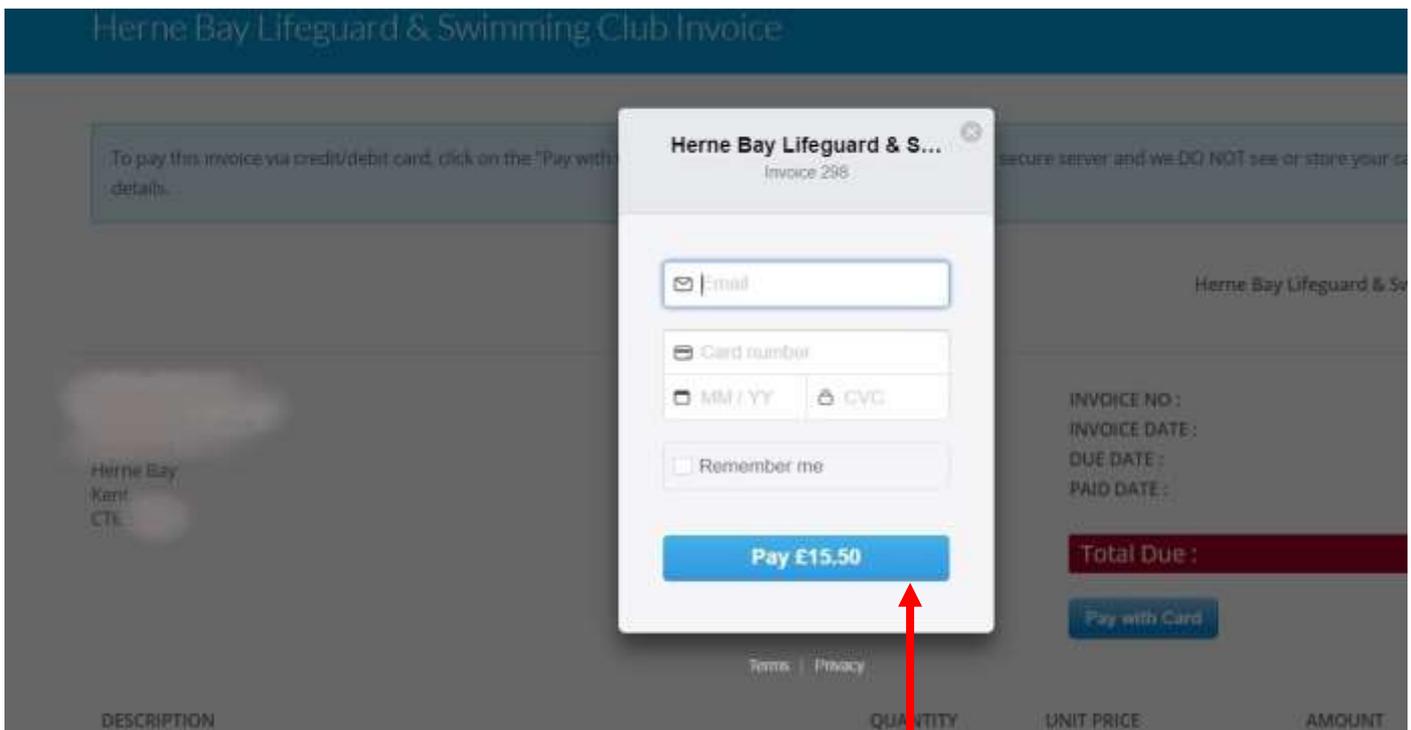
INVOICE NO : 300
 INVOICE DATE : 03/07/2018
 DUE DATE : 19/07/2018
 PAID DATE : NOT PAID

Total Due : £15.50

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Athlete surcharge	1	2.00	2.00
Event no 108 - Girls 200 Backstroke	1	4.50	4.50
Event no 302 - Girls 13/14 Yrs 100 IM	1	4.50	4.50
Event no 308 - Girls 100 Backstroke	1	4.50	4.50

- Click on **Pay with Card**.

7. The following screen will appear:



8. Enter:

- your email address (so a receipt can be sent to you),
- your long 16 digit card number,
- card expiry date
- CVC (last 3 digits on the back of your card)

When all details have been entered, click on **Pay**.

9. You should now get a message to say your payment has been successful and the invoice will show as £0.00 outstanding.



10. You can now close the PDF invoice and will receive a receipt confirmation via email for your records.

11. You can always check whether you have any outstanding invoices by logging in to Swim Club Manager via our [website](#) using your personal log in details. This is also where you can keep all your personal details, contact information and permissions up to date for both parents and swimmers.

Still having problems?

We hope you have found this guide useful but if you are still having problems or have a question for us about the system, please do not hesitate to get in touch via email:

swimming@hernebayswimmingclub.org.uk

Your enquiry will be directed to the most relevant person.

