

Chicago Blue Dolphins – Web Site User Guide

The Chicago Blue Dolphins web site will provide each member with access to up-to-date information about the team, past practice sheets, team roster information, and sign-up forms for clinics, lessons, and competitions. In addition, the web site will provide a facility to manage personal profile and billing to help me and the other coaches to better services your aquatic needs.

Secured Login Feature

Since your privacy is important, we will to hide our members' profile information and other day-to-day team management information behind a secured login id. You've already received an email from us containing your member login and password. You'll login to the bottom left of the web site's home page under "Members" to access your personal profile section on the web site.

On the member main page is a link, "Change Password", that will allow you to change your web site password as well as your login ID. You'll need to have your old password to change to your security profile; the only requirement is that the password be at least four characters long.

Maintaining your Profile Information

As many have noticed on the "Join" and "Trial Workout" forms, the web site has the capability to track a lot of information about each swimmer including such diverse information as T-shirt size, emergency contact, and weight. I have only entered name, email, and USMS member information on your member record. To edit this profile, you'll click on the "Edit Profile" link on the member main page.

My suggestion is to add as much information as you know and feel comfortable adding. The only items other members will be able to see are your email address, basic address information, and gender (in case you couldn't guess or tell at practice). If you are concerned about me knowing such information as your weight, feel free to leave out that information.

If you don't want information displayed other members, check boxes exist to the side of the data entry fields to hide email, cell phone number, etc. Checking these boxes will give me access to this information for an emergency but not make the information public knowledge to the broader team. By clicking on the "View Profile" link on the main member page, you can see the information accessible to others through the roster screen.

Beyond the address, phone, and email information, I would highly recommend that members enter emergency contacts, their USMS registration number (for insurance purposes), date of birth including year (age grouping purposes).

Maintaining your Billing Information

The web site allows you to store your credit card information in the database. As I suggested in a previous email, I want to move to credit card billing as much as I possibly can. It's too difficult and risky to be taking checks and cash on the deck when trying to run the practice. Plus, paying by credit card will earn you frequent flier miles and gift points while you get yourself in shape. What could be better than that?

Click on the "Edit Profile" link and scroll down to the "Accounts" section and fill in the information under the credit card section. Only the last four digits of the credit card number will display to me on your member record.



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Although the section lists information for bank account transfers, our sponsors, Swim.net, don't offer that feature to us.

For those going on the bi-monthly billing plan, we will eventually go to an automated billing format in which your credit card will be billed on a given business day at the beginning of the two month cycle. Up until that point, I will be billing your credit card manually. An email will follow notifying you that the automated billing will begin.

Viewing the Team Roster

You can get a listing of team members and find basic information for contacting the member under the team roster section. Click on the "Member Roster" link at the bottom right corner of your member home page.

To sort by a given field, click the heading at the top of the "Member Roster" page. For example, to sort the roster by the members' last names, click on the "Last" link at the top of the page.

Click on the member's name and a page containing contact information for that member will open. The member's email address and basic address information will be displayed.

Access to Basic Web Site Features

The member section also gives you access to announcements, the calendar, practices, clinics, and other features so you don't need to go back to the home page to get at that information.

Competition Information

We'll use competition information to help the coaching staff and other team members know who is going to the meets. People can use the meet roster to find or offer rides to the meet. The system will allow us to send messages specifically out to those going to the meet or race in the event for last minute scheduling or notification

At the bottom of your member login page, you'll see the current list of competitions defined on the team calendar. Those for which you have signed up will have a red asterisk by the name (*). To put yourself on the roster for the meet, click on "Edit My Competitions". You'll come to a new page with a list of the competitions with check boxes to the left. Click on or off the check box depending on whether you are signing up for the meet or backing out. When you return to the member login page, you'll see that an asterisk now appears by the name.

Birthdays

If you enter your birthday into your personal profile, the system will list it under the Birthdays section. We'll give you a rousing "Happy birthday to ye!" and try to embarrass you at the next swim practice. Note: In the interest of public safety, Kean Chew's birthday will be celebrated on August 8th.

Logging out of the Member Section

Click the "Logout" link at the top of the member home page. Clicking this link will allow you to safely



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close your browser or it will take you back to the Chicago Blue Dolphins web site home page.

