WEBSITE TIPS

HOW TO LOG ONTO YOUR SPLASH ACCOUNT

You should have received a password for your Splash account when you registered for the team. If you did not, please let Marianne Feldman know so that she can send it to you. The password will be numeric and your logon ID is your email address.

Log onto your account with this ID and password.   This will bring you into our home page. If you would like to change your password, click on "Change Password" in the top right corner of the home page.

Once you are logged in, you can access all of your account and invoice information as well as the calendar for the season, volunteer job information and much more.

ACCOUNT INFORMATION

You can access all of your account information by clicking on "My Account". This will enable you to view your email addresses that are associated with your account, your address information and the like. You can also see the information for your athlete(s).

UPDATING MEDICAL INFORMATION

By clicking on the name of your athlete you can access their profile. Click on the "Medical Information" Profile and complete the information requested. This is very important as it enables you to keep this current and allows us to access the correct information should there be an emergency.

HOW TO ACCESS YOUR INVOICE and
VOLUNTEER HOUR INFORMATION

Click on "My Invoice/Payment" on the left side of the home page to view all of your invoice history and Volunteer Hour Information.

There will be two (2) Tabs. The "Invoice" Tab will show you the details of each invoice month over month. The "Volunteer Hours" Tab will show you the history of your Volunteer Hours.

HOW TO SIGN UP FOR VOLUNTEERING

To sign up for a job please do the following:

      1) Login – you will need your email address and website password.
      2) Click on the job sign up tab for the event you would like to help with
      3) When you locate the desired job and shift you would like to work click on the corresponding box
      4) Next click on the sign up tab, this will secure the job slot for you.

If you find that you are unable to attend the event and need to remove yourself from the sign up you may do so by repeating the above steps 1 through 3 and click on the "Remove Sign Up" tab.

HOW TO ACCESS YOUR INVOICE FROM EMAIL NOTIFICATION

Each month you will receive a monthly invoice notification. If you would like to see the details of you invoice, click on the web address above your shown total. Then login to the website with your ID and password. This will take you to the "Print Recurring Invoice" screen with the following options: You can perform one of the following actions:

* Click Here to print the invoice due on 01/01/18.
* Click Here to view all of your current and past Recurring invoices.
* Click Here to go back to Home page.

You can choose which amount of detail you would like to see.

We do the majority of communication to the team via email and the website. It is very important that you read your emails regularly and have your account information updated at all times. This will ensure that you know the latest happenings and schedule changes in a timely manner.

Please contact Lorraine Valenzuela at lvalenzuela@vcs.net should you need assistance with anything on the website or in email.

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