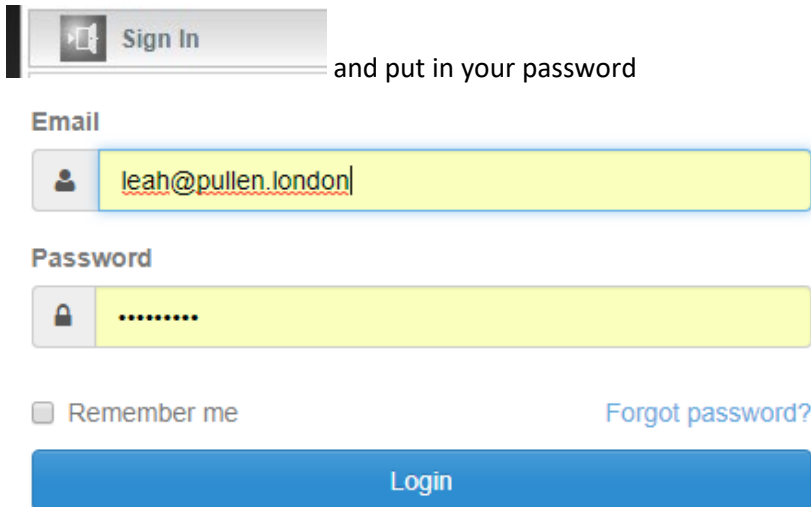


Registration Instruction for Middx Website

1. Log onto MCASA website: www.middlesexswimming.com
2. If you have already got your password and login sorted; please log in as usual by going to



and put in your password

Email

leah@pullen.london

Password

Remember me [Forgot password?](#)

Login

3. If you have NOT registered, you would have received an email inviting you to do so - it looks like this

Dear Middlesex County Amateur Swimming Association Team Member,

You are receiving this email from your team's administrator and are being granted access to your own personal member account with in the team website located at: <https://uk.teamunify.com/reczzmcauk/>

The following are your credentials to access your account:

- E-mail: ==EMAIL==
- Click on the following link (or copy/paste it into a browser) to set your initial password:

==PASSWORD_RESET_LINK==

This secure account is very important as your personal information as well as all current and historical billing information will reside here for your review. Our team will be exclusively using this system to invoice you your dues or any other expense that arise in being part of our team via EMAIL. It is very important that you maintain an active email address for purposes of the billing and team communication needs we are working on delivering.

How to Sign Into Your Account:

1. Sign In to your account through the Sign In button at the team website
2. After you are logged in please click on My Account button;
3. Review/Change the visible account information for accuracy then click;
4. Save Account Changes button in the lower right of this entry window
5. Review Members Under This Account box at the bottom of the General Info window. Clicking on the member name will bring you to the Member Profile page where you can edit the information for changes.
6. If a change is made please, click on Save Changes

Personal Dues Summary Information:

1. Click on the £ My Invoice/Payment heading
2. Click the "? Learn about your billing summary"
3. Click the £ Membership Payments Schedule tab to see how your dues are set-up
4. Please click on Feedback Zone to submit any questions

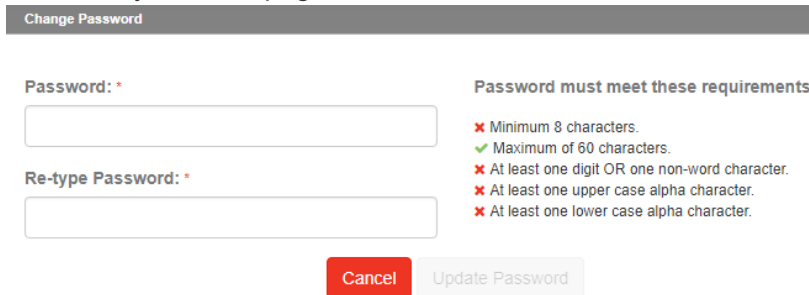
View Your Invoices and Payments Summary:

- Click on £ My Invoices/Payments button

All information will remain strictly confidential and will be used only to communicate and deliver you billing information, team functions alerts, news, events or other related team activities. You may change your email address and password anytime you like, but please use the email address that you access most frequently.

4. Select the hyperlink:
<https://uk.teamunify.com/NewPassword.jsp?team=reczzesc&id=2881368&token=7aa97e57863811185562b78f326c3cf49ba9d0da> on your email that you have been sent (not the one copied here.)

5. It will take you to the page that looks like this:



Change Password

Password: *

Re-type Password: *

Password must meet these requirements:

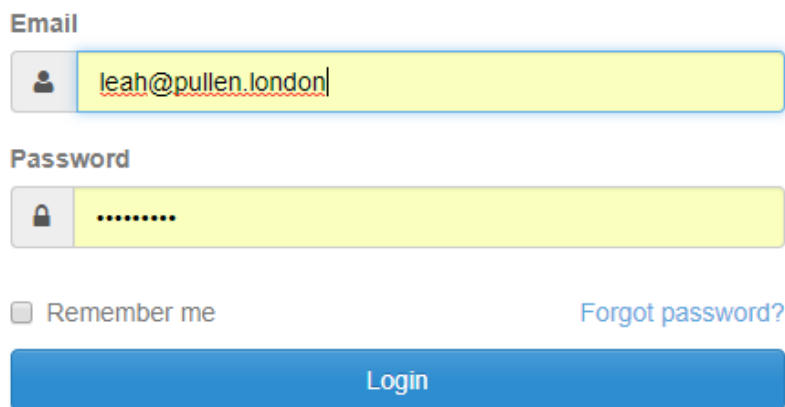
- ✗ Minimum 8 characters.
- ✓ Maximum of 60 characters.
- ✗ At least one digit OR one non-word character.
- ✗ At least one upper case alpha character.
- ✗ At least one lower case alpha character.

Cancel Update Password

Type in a password you can remember; take note of it as you will now use this to log into Ealing website from now on and click on the update password button

Click OK to the box that tells you your password has been reset

6. In the Signing box that comes up; type in your email and new password and login



Email

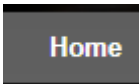
leah@pullen.london


Password

Remember me [Forgot password?](#)

Login

Congratulations you are now signed in and ready to start.

7. Go to HOME  to see important information. From here you can keep up with news and volunteering for various jobs for different meets.



Events

Fixtures Events, Courses & Meetings

Middx Age Group County Championshi...
19 Jan 2019 - 20 Jan 2019 Edit Job Signup

Middx Youth County Championships 2...
26 Jan 2019 - 27 Jan 2019 Edit Job Signup

Middx Age Group County Championshi...
02 Feb 2019 - 03 Feb 2019 Edit Job Signup

Development Meet
23 Mar 2019 - 24 Mar 2019 Job Signup

Development Meet
30 Mar 2019 Job Signup

Development Meet
07 Apr 2019 Job Signup

- 8.