

DESC Self Service Operation Guide

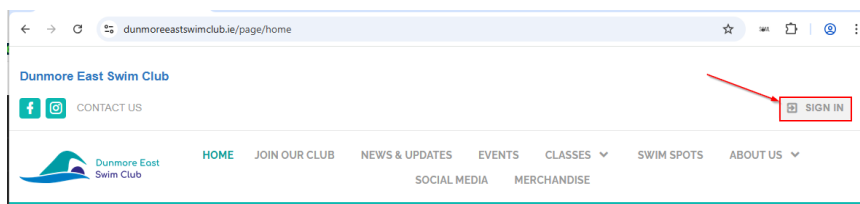
INTRODUCTION

1. UPDATE ACCOUNT INFO - ADDRESS, PHONE NUMBER, ETC.
2. GET INVOICE

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Introduction

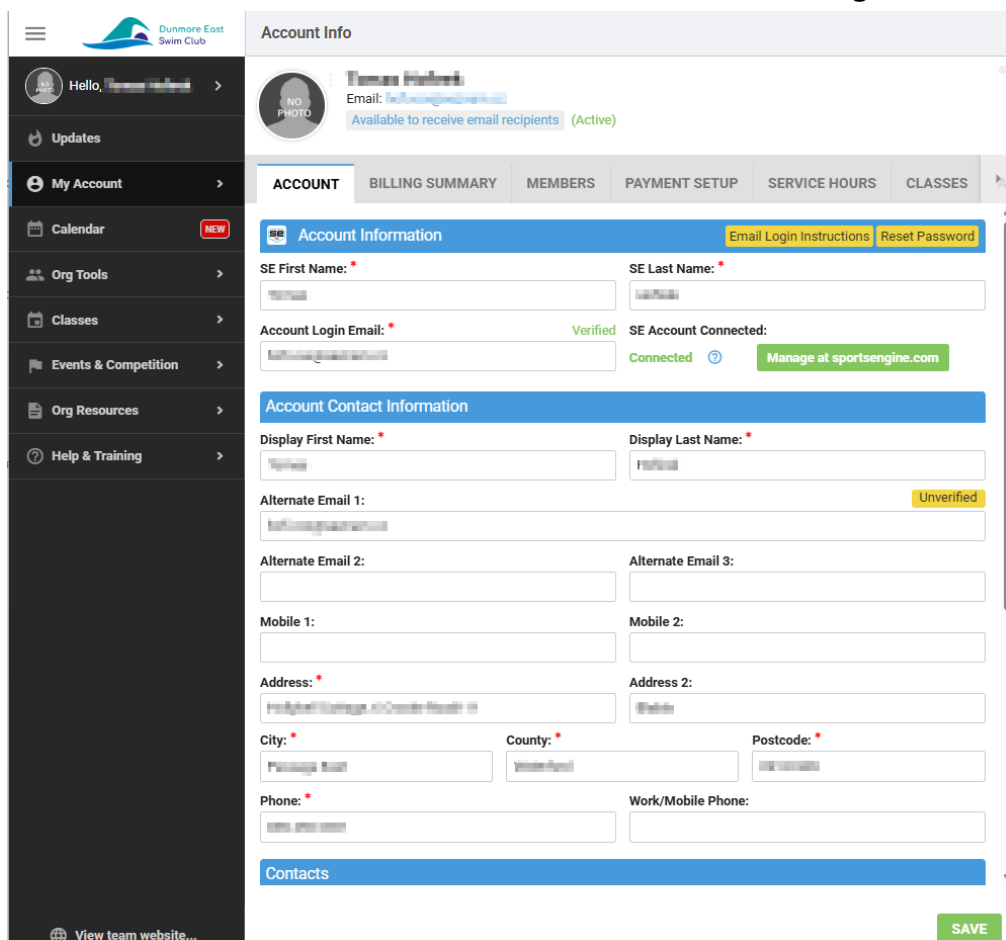
The guide demonstrates the operations that registered users can perform.
All self-service operations can be completed after successfully signing in to our website: [Dunmore East Swim Club](https://dunmoreeastswimclub.ie).



Alternatively, you can access them directly via this link: [My Account](#).

1. Update Account Info - address, phone number, etc.

Modify details such as address, phone number, and more. Update the necessary information and click the **Save** button located at the bottom right.



Account Info

Hello, [User Name] >

Updates

My Account >

Calendar **NEW**

Org Tools >

Classes >

Events & Competition >

Org Resources >

Help & Training >

Account Information [Email Login Instructions](#) [Reset Password](#)

SE First Name: * [Field] SE Last Name: * [Field]

Account Login Email: * [Field] **Verified** SE Account Connected: **Connected** [Manage at sportsengine.com](#)

Account Contact Information

Display First Name: * [Field] Display Last Name: * [Field]

Alternate Email 1: [Field] **Unverified**

Alternate Email 2: [Field] Alternate Email 3: [Field]

Mobile 1: [Field] Mobile 2: [Field]

Address: * [Field] Address 2: [Field]

City: * [Field] County: * [Field] Postcode: * [Field]

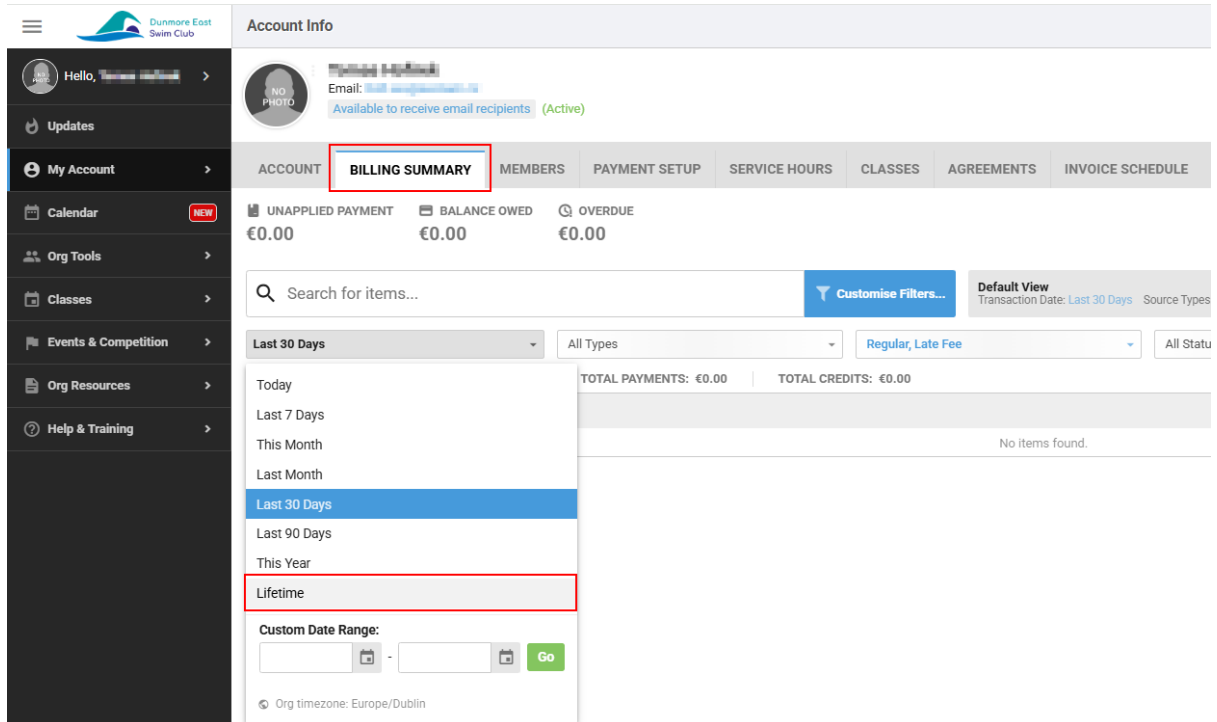
Phone: * [Field] Work/Mobile Phone: [Field]

Contacts

SAVE

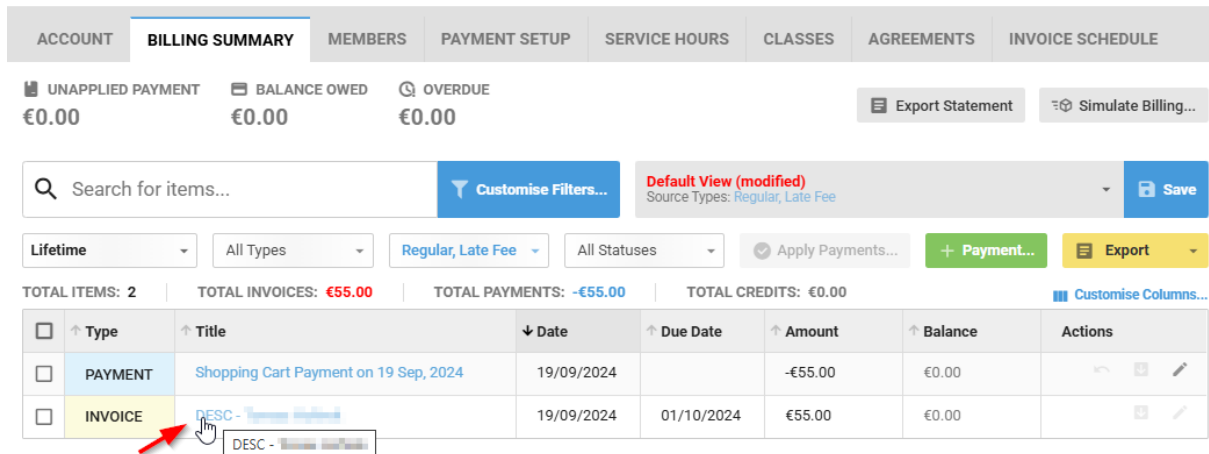
2. Get invoice

Navigate to the **Billing Summary** tab. In the dropdown menu labeled **Last 30 Days**, select **Lifetime**.



The screenshot shows the account interface with the **BILLING SUMMARY** tab selected. A dropdown menu for **Last 30 Days** is open, showing options: Today, Last 7 Days, This Month, Last Month, **Last 30 Days**, Last 90 Days, This Year, and **Lifetime** (highlighted with a red box). Below the dropdown is a **Custom Date Range** section with input fields and a **Go** button. The main content area shows **UNAPPLIED PAYMENT €0.00**, **BALANCE OWED €0.00**, and **OVERDUE €0.00**. A search bar and **Customise Filters...** button are also visible.

This will display all processed invoices. Click on the desired invoice to view it.



The screenshot shows the account interface with the **BILLING SUMMARY** tab selected. The **Lifetime** filter is applied. The table displays the following data:

Type	Title	Date	Due Date	Amount	Balance	Actions
PAYMENT	Shopping Cart Payment on 19 Sep, 2024	19/09/2024		-€55.00	€0.00	
INVOICE	DESC - [redacted]	19/09/2024	01/10/2024	€55.00	€0.00	

A red arrow points to the **INVOICE** row. The table also shows summary statistics: **TOTAL ITEMS: 2**, **TOTAL INVOICES: €55.00**, **TOTAL PAYMENTS: -€55.00**, and **TOTAL CREDITS: €0.00**.

A new pop-up window will appear. Click the **Print** button to proceed.

Invoice Details

INVOICE: DESC - [REDACTED]
Type: Manual - Source: Team Registration - At: 19/09/2024 10:32 am IST

AMOUNT: €55.00
BALANCE: €0.00
DUE DATE: 01/10/2024
DESCRIPTION: Fee for Team Registration: Dunmore East Swim Club

Details:

Sub Item	Type	Amount	Description
DESC: [REDACTED] - Under 65's	INVOICE	€55.00	

Related Items:

Item	Type	Amount	Date
Shopping Cart Payment on 19 Sep, 2024	PAYMENT	-€55.00	19/09/2024 10:32 am

Apply Payments...
Print
Close

You will then have the option to **print** or **download** the invoice.

PDF Export

ChargeDetail5117693261480717959003...
1 / 1
79%

1

Dunmore East Swim Club
Dunmore, [REDACTED]

INVOICE
DESC - [REDACTED]

Account Info

INVOICE AMOUNT: €55.00
BALANCE: €0.00
DUE DATE: 01/10/2024

DETAILS:

SUB ITEM	TYPE	AMOUNT	DESCRIPTION
DESC: [REDACTED] - Under 65's	INVOICE	€55.00	

RELATED ITEMS:

ITEM	TYPE	APPL .AMT.	DATE
Shopping Cart Payment on 19 Sep, 2024	PAYMENT	-€55.00	19/09/2024 10:32 AM

Printed at 21/03/2025 12:51 PM

If the Account Info requires adjustments, please update it and try again.