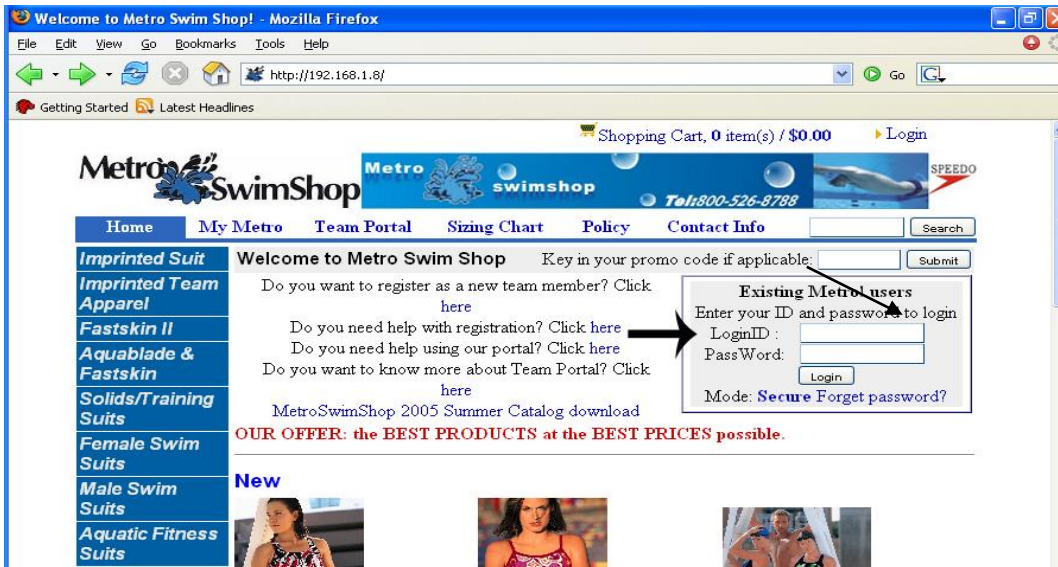


Metro Swim Shop
Team Portal
User Guide

May 2005
Version 6

Step 1: Login by typing the following url <http://www.metroswimshop.com/teamname>

You will see the following screen.

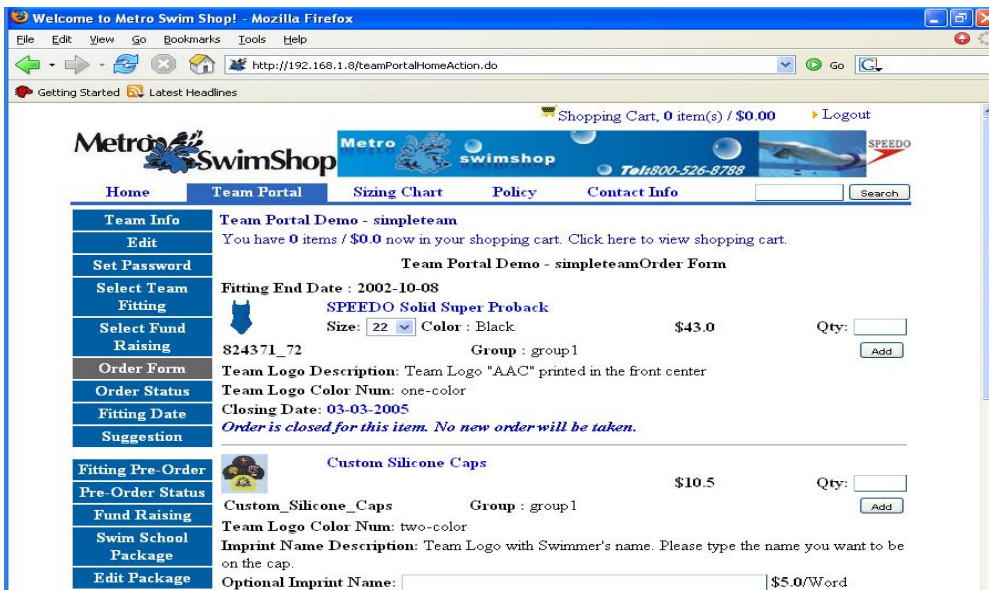


Type in your User Login ID (your e-mail address) and password and then click "Login". You will login into the team portal site and see your team order form.

Step 2: Order Form and Place Order

Once at the Order Form, one will automatically be sent to the Place Order screen.

- 1) To order suits to be shipped to your home, select suit size and quantity. Then click "Add". After adding all of your items, click "Place Order".
- 2) To place a pre-fitting order, select suit size and quantity. Then click "Add". After adding all of your items, click "Pre-Order".
- 3) To participate in fund raising, click the "Fund Raising" button where you will be asked for your shipping and payment information. The items will be shipped to your home.
- 4) To order the same item in different sizes, enter the size first and then the quantity and click "Add". Repeat for each size.



Step 3: Check Out and Continue Shopping

After filling in the quantity and clicking the "Place Order" button, you should see the following screen.

Welcome to Metro Swim Shop! - Mozilla Firefox

Shopping Cart, 2 item(s) / \$66.00 Logout

Metro SwimShop Metro swimshop Tel:800-526-8788

Home Team Portal Sizing Chart Policy Contact Info Search

Shopping Cart
(If you imprint name, unit price would be added \$7.00-8.00 per word.)

Item	Options	Unit Price(\$)	Quantity	Subtotal	
Custom Silicone Caps	Size:none	18.00	1	\$18.00	remove
Team Logo ImprintType: two-color					
SPEEDO Solid Super Proback	Color:Black Size:22	48.00	1	\$48.00	remove
Team Logo Description: Team Logo "AAC" printed in the front center Team Logo ImprintType: one-color					
Total				\$66.00	

Check Out Continue Shopping Update Quantities

Click "Continue Shopping" to continue ordering.

Click "Update Quantities" to update the number of each item you wish to order.

Click "Check Out" to type in your credit card information.

Step 4: Payment Information and Shipping Information

After clicking the "Check Out" button, you will see the following screen. To enter your payment information, click "Next".

Welcome to Metro Swim Shop! - Mozilla Firefox

Order Form 1 of 2

Item	Options	Unit Price(\$)	Quantity	Subtotal(\$)
Custom Silicone Caps	Size:none	18.00	1	18.00
Team Logo ImprintType: two-color				
SPEEDO Solid Super Proback	Color:Black Size:22	48.00	1	48.00
Team Logo Description: Team Logo "AAC" printed in the front center Team Logo ImprintType: one-color				
Total				66.00

Shipping Address
The following * fields are required for order form

First Name: stiven *
Last Name: weeks *
Address: 3 Hillside Terrace *
City: Mountain Side *
Country: The United States
State: Maryland *
Zip: 08909 *
Phone: 345-234-8990 *

Shipping Method

STANDARD SHIPPING - UPS GROUND *
STANDARD SHIPPING - UPS GROUND:
\$7 for the 1st item; \$1 each additional item. Estimated shipping time is 4-6 business days.
UPS 3-DAY SELECT:
Extra \$6, Estimated shipping time is 3-4 business days.
UPS SECOND DAY:
Extra \$10, Estimated shipping time is 2 business days.
UPS NEXT DAY:
Extra \$25, Estimated shipping time is 1 business days.
All standard deliveries are handled by the United Parcel Service (UPS).

After clicking "Next", you will see the following screen:

Welcome to Metro Swim Shop! - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://192.168.1.8/orderAction.do?op=next

Getting Started Latest Headlines

Metro SwimShop

Order Form 2 of 2

Item	Options	Unit Price(\$)	Quantity	Subtotal(\$)
Custom Silicone Caps	Size:none	18.00	1	18.00
Team Logo ImprintType: two-color				
SPEEDO Solid Super Proback	Color:Black Size:22	48.00	1	48.00
Team Logo Description: Team Logo "AAC" printed in the front center Team Logo ImprintType: one-color				
Subtotal				66.00
Shipping				8.00
Tax				0.00
Total				74.00

... Please enter billing name and address exactly as it appears on credit card statement.
Only credit cards with a United States billing address will be accepted.

Payment Method
The following * fields are required for order form

Payment method: *

Card or account number: *

C V V 2 : *What is CVV2?

Expiration date: - / - *

Email Address

*

Billing Address
If you are not select Use shipping address, the following * fields are required for order form

Use shipping address

First Name: *

Last Name: *

Address: *

City: *

State: *

Zip: *

Done 192.168.1.8

Enter your payment method and billing address and then click "Place Order".

Step 5: Completing an Order

Congratulations! Your team order has been placed with the Metro Team Portal. Thank you!!!!
Clicking the home button will lead you to the Team Info home page.

Welcome to Metro Swim Shop! - Mozilla Firefox

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https://192.168.1.8/orderAction.do?op=next

Getting Started Latest Headlines

Metro SwimShop

Order Complete !

Thank You For Shopping!

[Home](#)