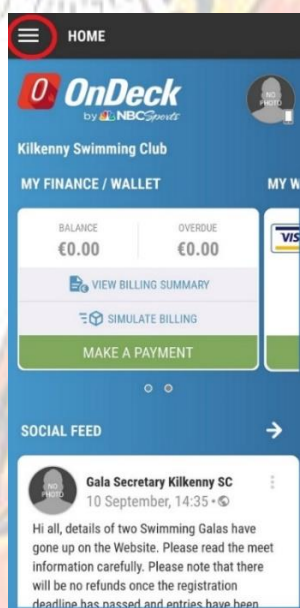


Kilkenny Swim Club

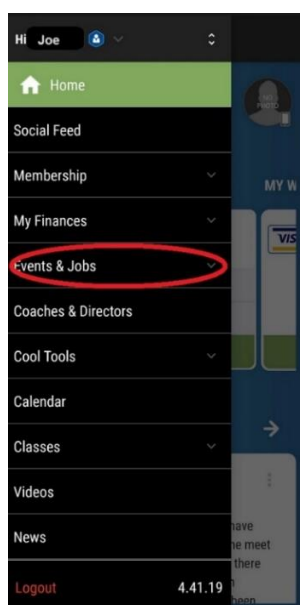


How to Pre-order Club Gear using OnDeck

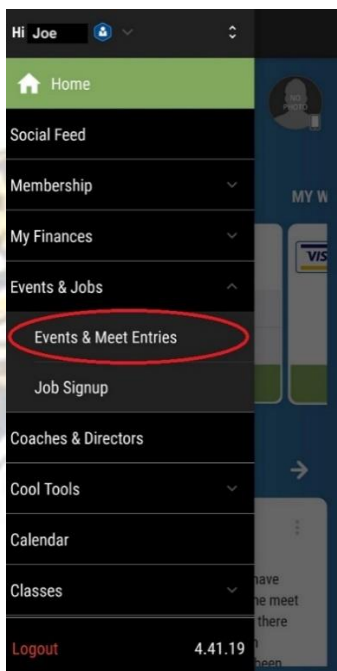
Open the app, sign in using your log in details and tap the 3 lines in the corner of the screen. Shown circled below



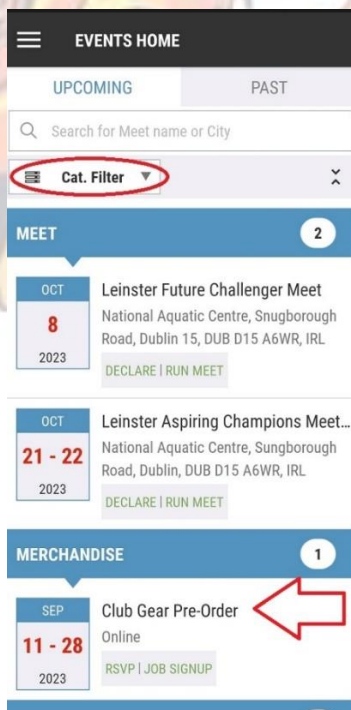
On the menu drop down click on “Event & Jobs” shown circled below.



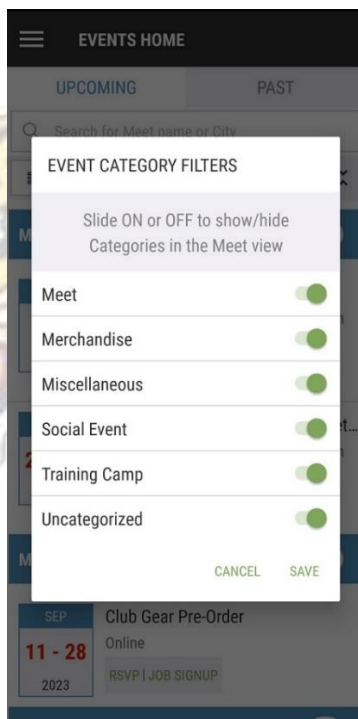
On the menu drop down that appears tap on “Event & Meet Entries” shown circled below



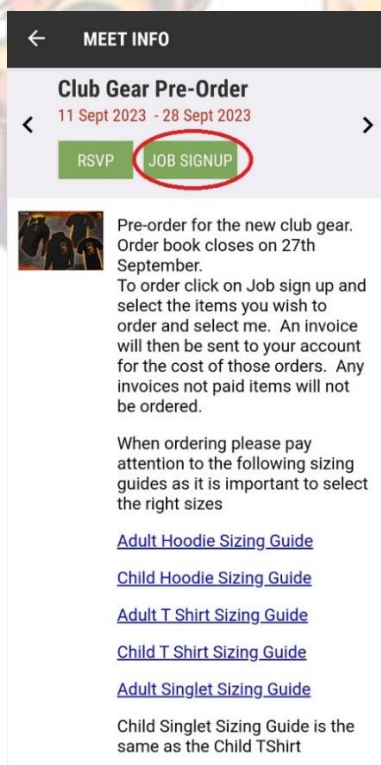
This should bring up the events home as shown below. “Club Gear Pre-order” should appear, tap on the area the arrow points to and ignore the next step. If it does not appear click on the “cat. Filter” shown circled below and follow the next step.



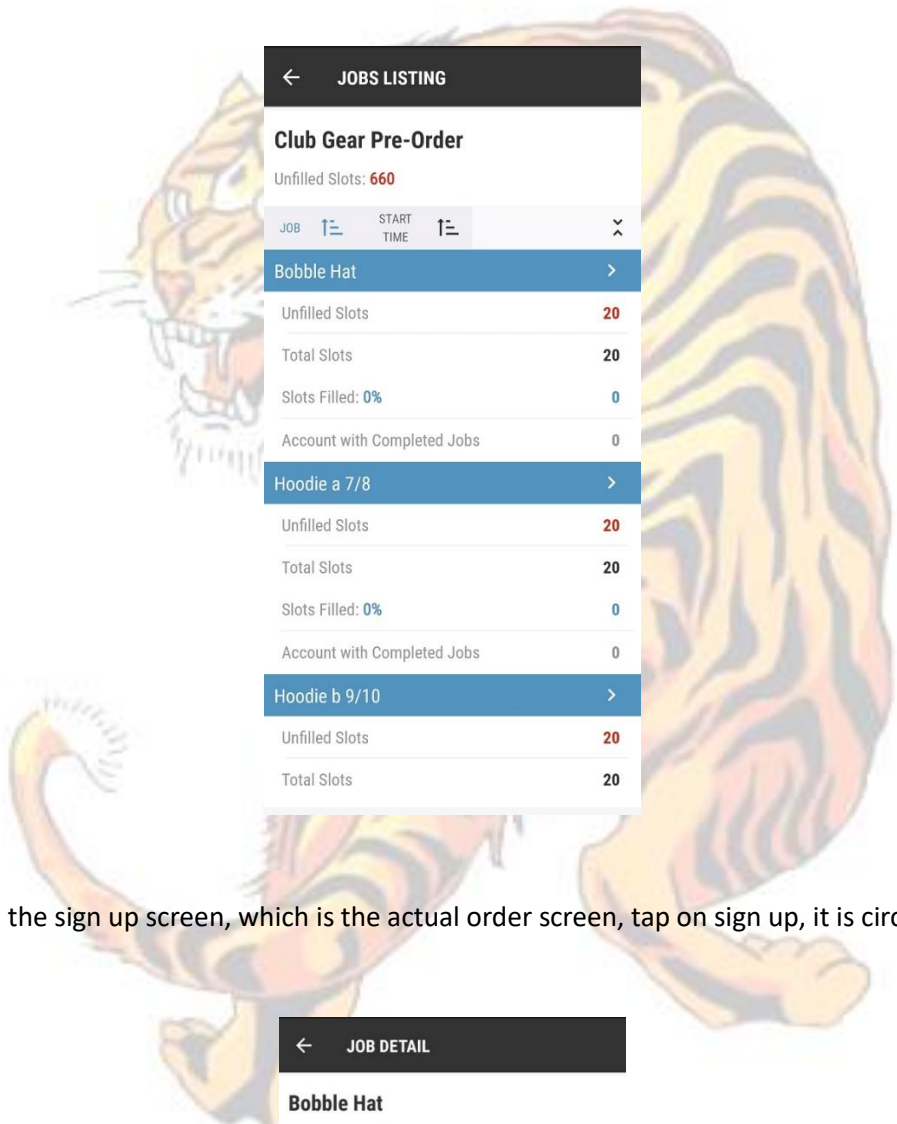
In order to make sure that all events are showing, tap on all the slide buttons on the right of the box that appears and make sure they are all green before tapping on save.



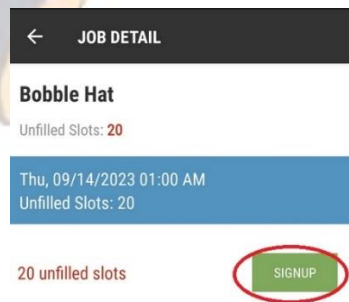
This brings up the full information for the pre-order including size guides and examples of the items. To order items tap on "Job signup" shown circled below.



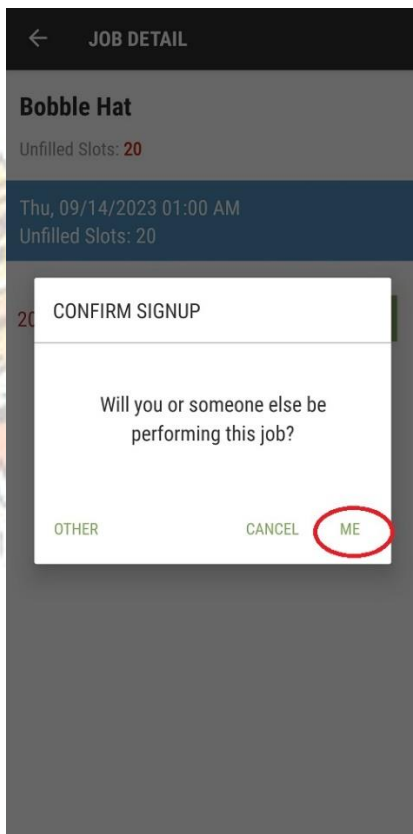
This will bring up all the item available for pre-order. They are separated by size and type so be sure to select the item you wish to order by tapping on the small arrows to the right of the item names.



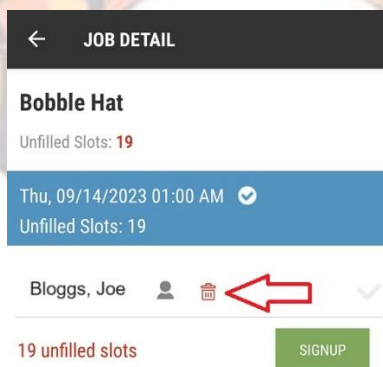
This will bring you to the sign up screen, which is the actual order screen, tap on sign up, it is circled below.



This will bring up a confirmation window that you wish to sign up, tap the button that states me, shown circled below, so we know which account to invoice for payment



This will bring you back to the item screen and your name will now be displayed here. If the order needs cancelling, prior to the deadline the delete button (as shown by the arrow below) can be selected and the pre-order for that item will be cancelled. This does not apply after the deadline has passed and invoices will be sent and payment expected based on the items selected at the deadline.



If several items are desired for pre-order, tap the back arrow shown circled below and repeat the steps above showing how to select the items for all the items you wish to pre-order.

