

Dayton Raiders Website 101

Powered by Team Unify

In November 2008, the Dayton Raiders partnered with “Team Unify” to bring a full suite of Information Technology (IT) business management functionality to the team. This “101” course provides Raider families with a quick overview of features and “How To’s”

Last Updated 09/01/2010

Homepage

- Your username and password will be emailed to you after you join the program
- It is recommended (although not required) to click the “change password” link in the top right corner of the homepage when you first access Team Unify. Your password can never be seen by anyone, not even team administrators or coaches.
- Once you log in, the home screen will look something like this:

The screenshot shows the Dayton Raiders Team Unify homepage. At the top, a navigation bar includes links for Home, Coaches, Contact, and Member. In the top right corner, a red circle highlights the user's name 'Anissa & Carl' followed by links for 'Change Pswd' and 'TU Invoices'. An arrow points from the text 'Change Password' to the 'Change Pswd' link. Below the navigation bar is a large banner featuring the Dayton Raiders logo, 'OHIO SWIMMING', and a swimmer. A red rectangle highlights a horizontal menu bar containing links: Team Info, Swim Meets, Monthly Calendar, Team Involvement, Resources, Board, Other Programs, and Masters Swim Team. An arrow points from the text 'Menu Bar' to this red rectangle. Below the menu bar is a vertical sidebar with a yellow border containing links: Sign Out, Training & Webinars, Feedback Zone, My Account, My Meet Results, My Sponsor Center (highlighted in red), \$ My Invoice/Payment, and Membership Info. An arrow points from the text 'Tabs' to this sidebar. The main content area includes a 'Welcome to Dayton Raiders' message with links to Edit Home, Upload Home Graphic, and Upload Banner. Below this is a large photo of an indoor swimming pool. To the right, a 'News & Announcements' section lists several updates with dates and links.

Menu Bar

Change Password

Tabs

Homepage

- The latest news, recent updates to the website, and daily/weekly “FYI” info will be posted in the **News & Announcements** area of the homepage.
- Major events, such as swim meets, are shown in the **Upcoming Events** area on the homepage. You can sign up for meets or volunteer jobs associated with those meets directly from here, so long as the deadline has not passed.
- Both of these areas, along with most menu headings, are public viewing for anyone visiting the site.

DAYTON RAIDERS
OHIO SWIMMING

Monthly Calendar | Team Involvement | Resources | Board | Other Programs | Masters Swim Team

Welcome to the Dayton Raiders
» [Edit Home](#) | [Upload Home Graphic](#) | [Upload Banner](#)

SWIMconnection
OHIO TIMES DATABASE

USA National Times database
[Ohio Swimming, Inc Homepage](#)

The Dayton Raiders, located in Southwest Ohio, is a USA-Swimming year round competitive swim team offering high quality professional coaching and technique instruction for all ages and abilities. The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to international competitor.

News & Announcements

- » Nov 13, 2008 - Reminder! Cookie Dough Fundraiser P/U is Fri Nov 14th, 6-8PM. Extras available!
- » Nov 10, 2008 - Top Times Spreadsheet updated for winter 2008-2009
- » Nov 10, 2008 - Today is the deadline to enter WTRC WINTER and MAKOS HOLIDAY
- » Nov 9, 2008 - Timers Needed for MAKOS December "Away Meet" - 75 Volunteer Points
- » Nov 9, 2008 - Complete Results & Scores posted from KCST Meet
- » Nov 8, 2008 - Saturday Results Posted for KCST Swim Meet
- » Nov 8, 2008 - Begin following the WINTER practice schedule on Mon Nov 10th
- » Nov 7, 2008 - New Raider website to launch in the next few days
- » Nov 6, 2008 - Reminder about this weekend's practice schedule due to meet at KCST
- » Nov 5, 2008 - Hotel info posted for SOS "Puppy Mania" Meet, Jan 24-25 in Fremont (OH)

[SHOW ALL NEWS...](#)

Upcoming Events

- » Nov 21 ~ 23, 2008 - LESD Mark Braun Invite - Cleveland, Ohio

News &
Announcements

Upcoming
Events

My Account Tab

- Use this tab to review your contact info and billing information

The screenshot shows the website for the Dayton Raiders Ohio Swimming team. At the top, there is a navigation bar with links for Home, Coaches, Contact, and Member. On the right, it displays the user's name 'Anissa & Carl' and links for 'Change Pswd' and 'TU Invoices'. The main header features the team's logo, 'OHIO SWIMMING', a photo of a swimmer, and the USA Swimming logo. Below the header is a horizontal menu with tabs: Team Info, Swim Meets, Monthly Calendar, Team Involvement, Resources, Board, Other Programs, and Masters Swim Team. On the left side, there is a vertical sidebar with a list of links: Sign Out, Training & Webinars, Feedback Zone, My Account (highlighted with a red arrow), My Meet Results, My Sponsor Center (highlighted in red), My Invoice/Payment, and Membership Info. The main content area displays a 'Welcome to Dayton Raiders' message with links to 'Edit Home', 'Upload Home Graphic', and 'Upload Banner'. Below this is a photo of an indoor swimming pool. To the right, there is a 'News & Announcements' section with several news items dated November 10, 2008, and November 9, 2008, regarding spreadsheets, deadlines, and meet results.

Home Coaches Contact Member Anissa & Carl » Change Pswd TU Invoices

DAYTON RAIDERS
OHIO SWIMMING

USA SWIMMING

Team Info Swim Meets Monthly Calendar Team Involvement Resources Board Other Programs Masters Swim Team

Sign Out
Training & Webinars
Feedback Zone
My Account
My Meet Results
My Sponsor Center
My Invoice/Payment
Membership Info

Welcome to Dayton Raiders
» [Edit Home](#) | [Upload Home Graphic](#) | [Upload Banner](#)

News & Announcements
» [Nov 10, 2008 - Top Times Spreadsheet updated for winter 2008-2009](#)
» [Nov 10, 2008 - Today is the deadline to enter WTRC WINTER and MAKOS HOLIDAY](#)
» [Nov 9, 2008 - Timers Needed for MAKOS December "Away Meet" - 75 Volunteer Points](#)
» [Nov 9, 2008 - Complete Results & Scores posted from KCST Meet](#)

My Account Tab

- Within the My Account page, there are three sub-tabs: **Account Info**, **Payment Setup**, and **Membership Dues Schedule**. The next (3) pages describe each.

Monthly Calendar | Team Involvement | Resources | Board | Other Programs | Masters Swim Team

Billing Account Configuration

» **Account Info** | Payment Setup | Membership Dues Schedule

*Email (for sign in): myemail1@mail.com *Account Status: Active
Additional Email 1: myemail2@mail.com *Admin Type: Super User Admin
Additional Email 2: myemail3@mail.com *Member Search: Yes-I want to participate

Billing Information | Guardians | Insurance/Emergency Contact

Person who is responsible to pay the bill:

*First Name: Anissa & Carl *Billing Address: 123 Main Street
*Last Name: Kanzari *City: Dayton
M.I.: *State/ZIP: OH / 45432
*Home Phone: 937-123-4567
Work/Mobile Phone: 937-456-7890

Email Password Save Account Changes

(2) Members Under this Account:

Add New Delete X

	Member Name	Member Status	Joined	Billing Group	Sub Billing Group	Roster Group	Location
<input type="checkbox"/>	Kanzari, Colin	*Active	09/24/08	GOLD	ANNUAL	Gold	
<input type="checkbox"/>	Kanzari, Katrina	Canceled/Hidden	09/24/08	MINI			

Add New Delete X

My Account Tab

- Account Info
 - You have control over most of the content on this sub-tab!
 - Information is not accessible to non-team members
 - Make sure your contact information is accurate. You can change your email address, name, & address
 - You can have up to (3) email addresses to receive information
 - The first email address is your username for logging in
 - **Account Status** or **Admin Type**: you cannot edit
 - **Member Search** (Select Yes or No) Enables other members of our team to look for you. They must be signed in to search for you. If you choose “No”, then you will not be able to search for other team members. The team will default this setting to “Yes” upon joining.
 - The **Members Under this Account** area near the bottom of the page lists all swimmers associated with your account. It is possible that non-athlete members (such as ‘Coaches’ or ‘Board Members’) are also listed here if a member of your family is in one of those roles

My Account Tab

- Payment Set Up

- This sub-tab contains payment option information. This functionality is not available at this time.
- The default setting within Team Unify is set to “manually mail payments to team”, although this is not the payment method for DR.
- **All payments will continue to be paid via ACH.**

Swimming

ets Monthly Calendar Team Involvement Resources Board Other Programs Masters Swim Team

Account Configuration

Account Info > \$ Payment Setup \$ Membership Dues Schedule

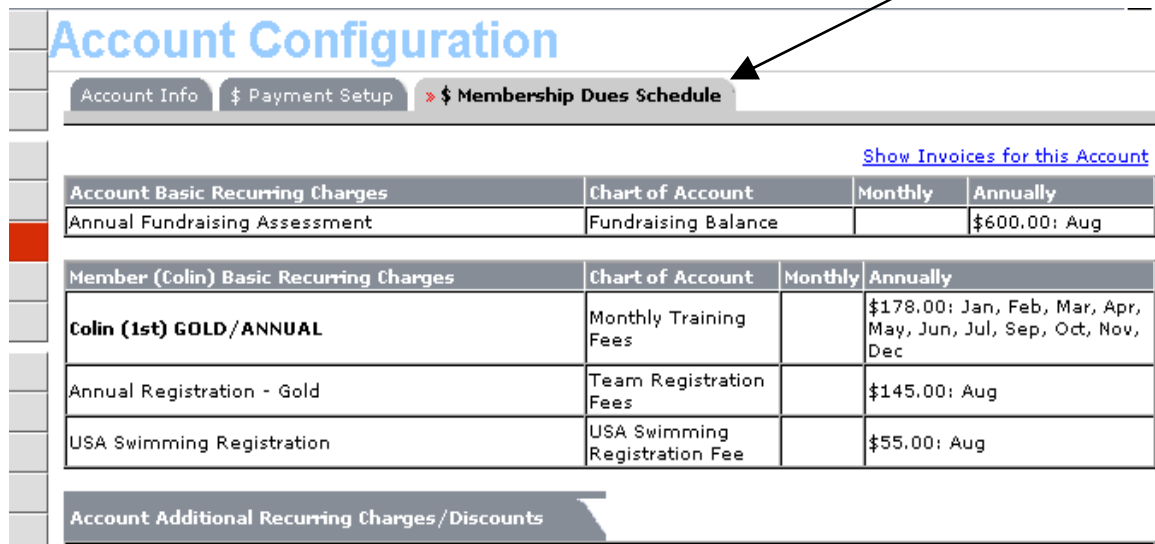
Choose Payment Method for this Account

Account Name: Kanzari, Anissa & Carl
Current Payment Method: Manually mail payment to Team

Save Changes

My Account Tab

- Membership Dues Schedule
 - These are the scheduled fees you will be charged each month or year for each swimmer
 - Meet fees and other charges are displayed on other tabs



Account Configuration

Account Info \$ Payment Setup **> \$ Membership Dues Schedule**

[Show Invoices for this Account](#)

Account Basic Recurring Charges	Chart of Account	Monthly	Annually
Annual Fundraising Assessment	Fundraising Balance		\$600.00: Aug

Member (Colin) Basic Recurring Charges	Chart of Account	Monthly	Annually
Colin (1st) GOLD/ANNUAL	Monthly Training Fees		\$178.00: Jan, Feb, Mar, Apr, May, Jun, Jul, Sep, Oct, Nov, Dec
Annual Registration - Gold	Team Registration Fees		\$145.00: Aug
USA Swimming Registration	USA Swimming Registration Fee		\$55.00: Aug

Account Additional Recurring Charges/Discounts

My Meet Results Tab

- Use the **My Meet Results** tab to lookup times and stats for all swimmers in your account

Home Coaches Contact Member Anissa & Carl » Change Pswd | TU Invoices

DAYTON RAIDERS
OHIO SWIMMING

USA SWIMMING

Team Info Swim Meets Monthly Calendar Team Involvement Resources Board Other Programs Masters Swim Team

Sign Out
Training & Webinars
Feedback Zone
My Account
My Meet Results
My Sponsor Center
My Invoice/Payment
Membership Info

Welcome to Dayton Raiders
» Edit Home | Upload Home Graphic | Upload Banner

News & Announcements

- Nov 10, 2008 - Top Times Spreadsheet updated for winter 2008-2009
- Nov 10, 2008 - Today is the deadline to enter WTRC WINTER and MAKOS HOLIDAY
- Nov 9, 2008 - Timers Needed for MAKOS December "Away Meet" - 75 Volunteer Points
- Nov 9, 2008 - Complete Results & Scores posted from KCST Meet

My Meet Results Tab

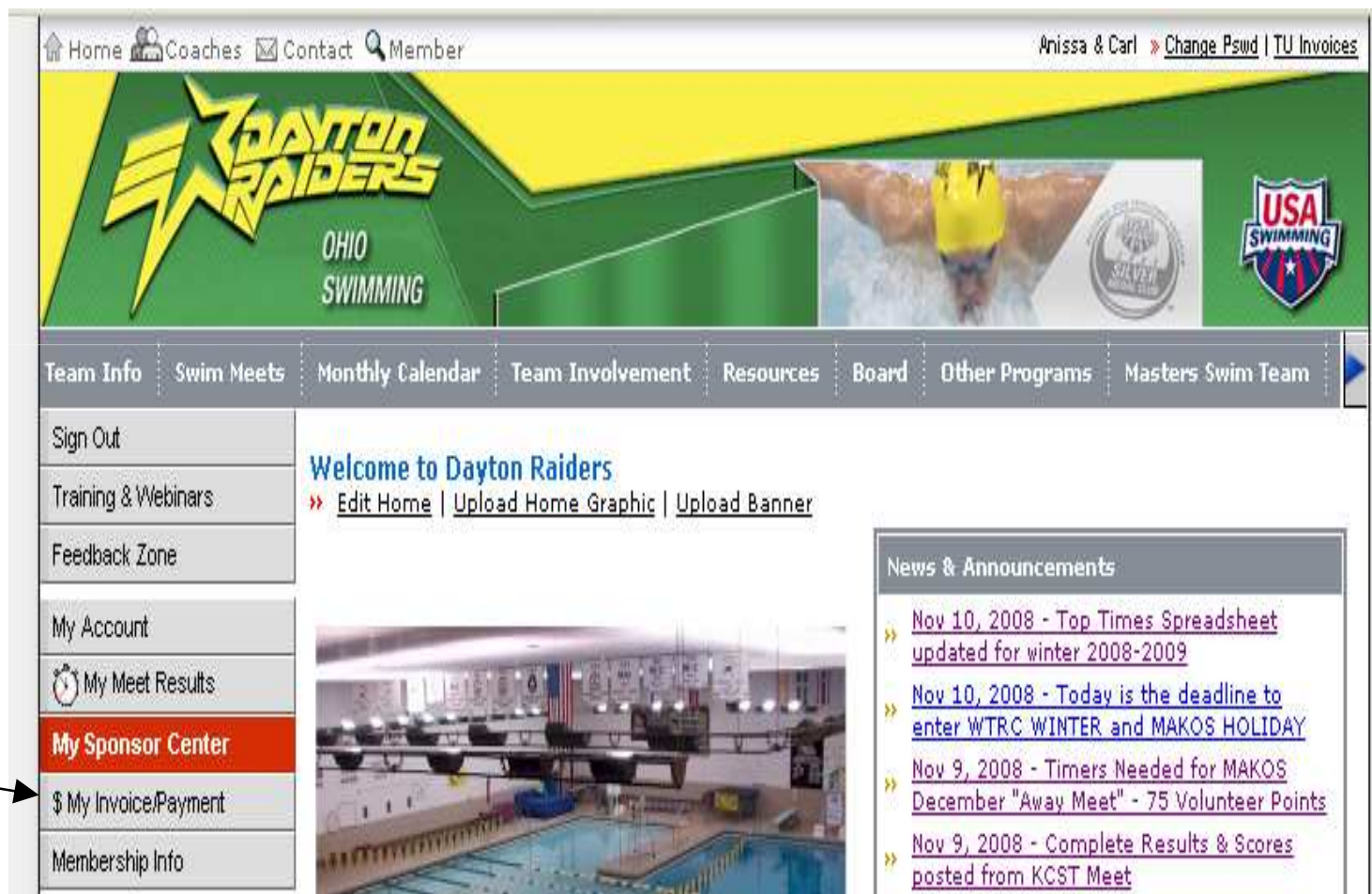
- Use drop-downs and lookup fields to narrow your search
- This database is our “local” db of times; results from all sanctioned USA meets are imported following competitions
- Summer League, YMCA, and High School meets are generally not sanctioned competitions; although a few meets from these arenas may become USA approved and therefore be included.
- We use this db to seed DR athletes in swim meets and setup relays

The screenshot shows a web application titled "My Results" with a navigation bar at the top containing links: "ets", "Monthly Calendar", "Team Involvement", "Resources", "Board", "Other Programs", and "Masters Swim Team". Below the navigation bar, the "My Results" section is active, with sub-tabs: "> My Results", "Results By Meets", "Results By Athletes", "Standards Setup", and "Time Reports". A "Printer Friendly" button and a search bar are present. The search bar contains the text "Filter using the fields below; only up to 400 records are returned." and a "Search" button. Below the search bar, the user's account is displayed as "My Account: Kanzari, Anissa & Carl" with a "Change Account (Admin Only)" link. The "Standard" is set to "--Do Not Use--" and "Time Conversion" is set to "--SELECT--". There is a "View Factors" link. The "Member" is set to "Kanzari, Colin J", "Course" is "--ALL--", and "Top Times" is "--ALL--". The "Distance" field is empty, "Stroke" is "--ALL--", and "Date of Swim" is set to "07/10/07". A table at the bottom displays the results for "Kanzari, Colin" in the "Male (Open)" category, showing a time of "13" and a "Date of Swim" of "07/10/07" at the "CM Championship".

Athlete Name	Event	Prelim.	Finals	Pos	Pts	Age	Date of Swim	Meet
Kanzari, Colin	Male (Open)					13	07/10/07	CM Championship

My Invoice/Payment Tab

- Use the **My Invoice/Payment** tab to review detailed invoices, fundraising assessment info, and volunteer hours



The screenshot shows the website for the Dayton Raiders Ohio Swimming team. The header includes navigation links: Home, Coaches, Contact, and Member. The user is logged in as 'Anissa & Carl' with links to 'Change Pswd' and 'TU Invoices'. The main banner features the team logo, a swimmer in action, and the USA Swimming logo. Below the banner is a horizontal menu with tabs: Team Info, Swim Meets, Monthly Calendar, Team Involvement, Resources, Board, Other Programs, and Masters Swim Team. On the left, a vertical sidebar contains links: Sign Out, Training & Webinars, Feedback Zone, My Account, My Meet Results, **My Sponsor Center** (highlighted in red), \$ My Invoice/Payment (indicated by an arrow), and Membership Info. The main content area displays a 'Welcome to Dayton Raiders' message with links to 'Edit Home', 'Upload Home Graphic', and 'Upload Banner'. Below this is a photo of an indoor swimming pool. To the right, a 'News & Announcements' section lists several updates from November 2008, including spreadsheet updates, deadlines for WTRC WINTER and MAKOS HOLIDAY, volunteer points for a December 'Away Meet', and results from the KCST Meet.

Home Coaches Contact Member Anissa & Carl » Change Pswd | TU Invoices

DAYTON RAIDERS
OHIO SWIMMING

USA SWIMMING

Team Info Swim Meets Monthly Calendar Team Involvement Resources Board Other Programs Masters Swim Team

Sign Out
Training & Webinars
Feedback Zone
My Account
My Meet Results
My Sponsor Center
\$ My Invoice/Payment
Membership Info

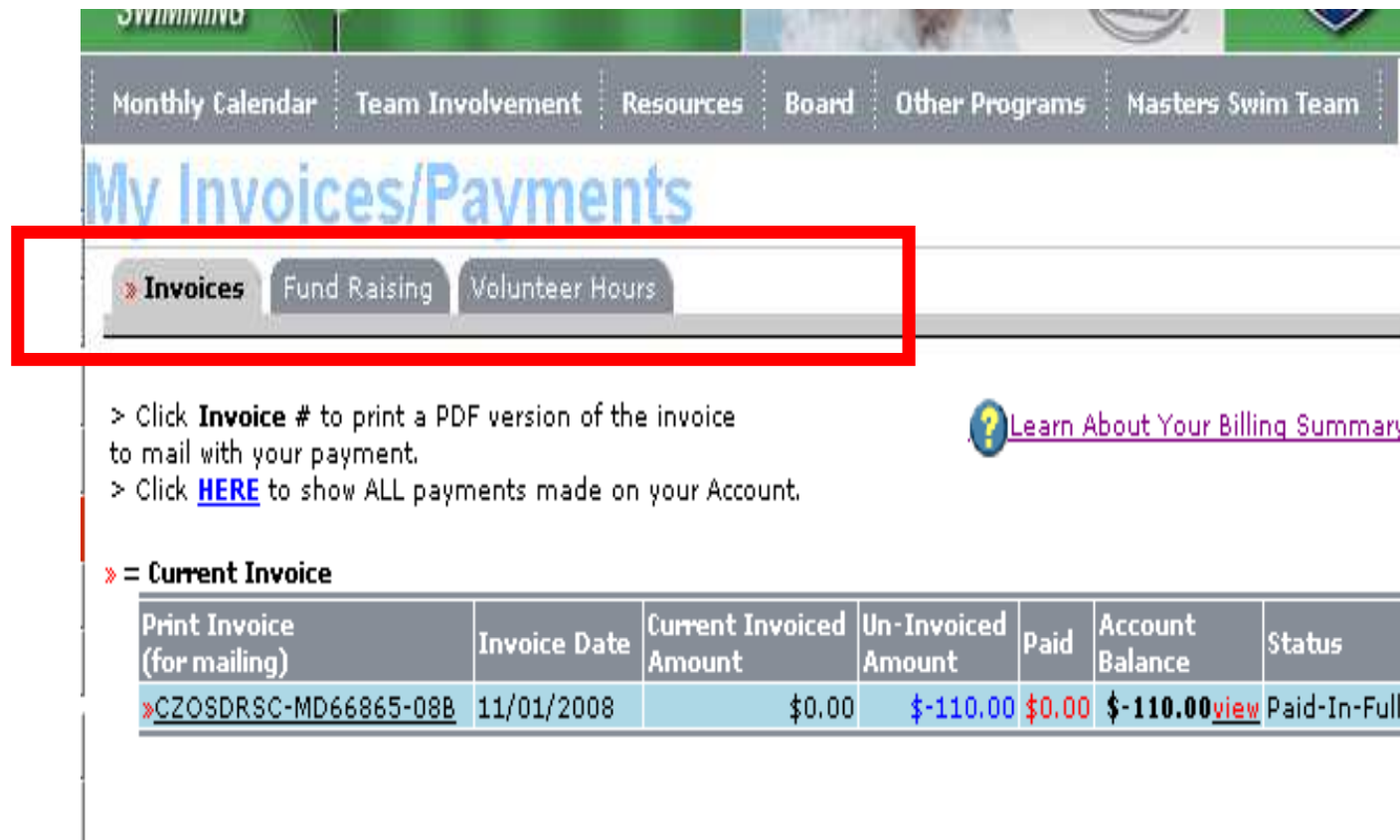
Welcome to Dayton Raiders
» Edit Home | Upload Home Graphic | Upload Banner

News & Announcements

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My Invoice/Payment Tab

- The next few pages describe each of the following sub-tabs: **Invoices**, **Fundraising (not using)**, and **Volunteer Hours**.



Monthly Calendar | Team Involvement | Resources | Board | Other Programs | Masters Swim Team

My Invoices/Payments

Invoices | Fund Raising | Volunteer Hours

> Click **Invoice #** to print a PDF version of the invoice to mail with your payment.
> Click [HERE](#) to show ALL payments made on your Account.

[? Learn About Your Billing Summary](#)

» = Current Invoice

Print Invoice (for mailing)	Invoice Date	Current Invoiced Amount	Un-Invoiced Amount	Paid	Account Balance	Status
» CZOSDRSC-MD66865-08B	11/01/2008	\$0.00	\$-110.00	\$0.00	\$-110.00 view	Paid-In-Full

My Invoice/Payment Tab

- Invoices

Email sent to all families with link to current invoice

21st

Final day to dispute any invoiced or un-invoiced charges

25th

ACH applied for amount shown in the **Account Balance Column** on invoice.

Acc Bal Col= Un-Invoiced Charges + Invoiced Charges – Pmts Received or Prior Arrangements
(prior arrangements include 'level billing')

1st

Sample Month

- Notes

- Billing cycle runs from 1st of the month to the 20th of the month.
- Charges & Payments will be applied to your account from the 1st – 20th of each month and can appear in the **Un-Invoiced** or **Invoiced Column**.
- At 00:00 am PST on 21st of each month the charges from the **Un-Invoiced Column** will be applied to the **Invoiced Column** along with monthly training fees.
- You can look at the un-invoiced charges & payments at any point in time, however, an email will be sent to you on the 21st of the month with a link to your current invoice.
- You have until the 25th of the month to dispute the invoiced/un-invoiced charges. Contact the Billing Manager (Billing@DaytonRaiders.com) to dispute charges
- If there is an error, a credit/debit will be applied to your account to correct the error and will appear in the **Un-Invoiced Column**.
- ACH will occur on the 1st of the month (or next business day).

Appearance of Invoice

- Below is what the invoice will look like when you open it. Emails are sent on the 21st of each month that will allow you to link to the invoice. However, you may log in at any time to view it.

http://www.teamunify.com/_editorTmp_/PrintOneInv25437.pdf

Dayton Raiders Swim Team
9251 Olde Woods Court
Dayton, OH 45458

Anissa & Carl Kanzari
5301 Ferngrove Dr.
Dayton, OH 45432

----- Please return the top portion with your payment -----

Invoice 'CZOSDRSC-MD66865-08B' Details:

Previous Invoice	\$ 0.00
Total Payment/Credit - Thank You	\$ 0.00
New Amount Due	\$ 0.00

Important Team Message:
At this time, please ignore the payment setup tab and the indication that all payments must be manually mailed to the team. All payments will be processed as previously done via ACH Draft. If you have any questions, please email the billing coordinator at billing@daytonraiders.com

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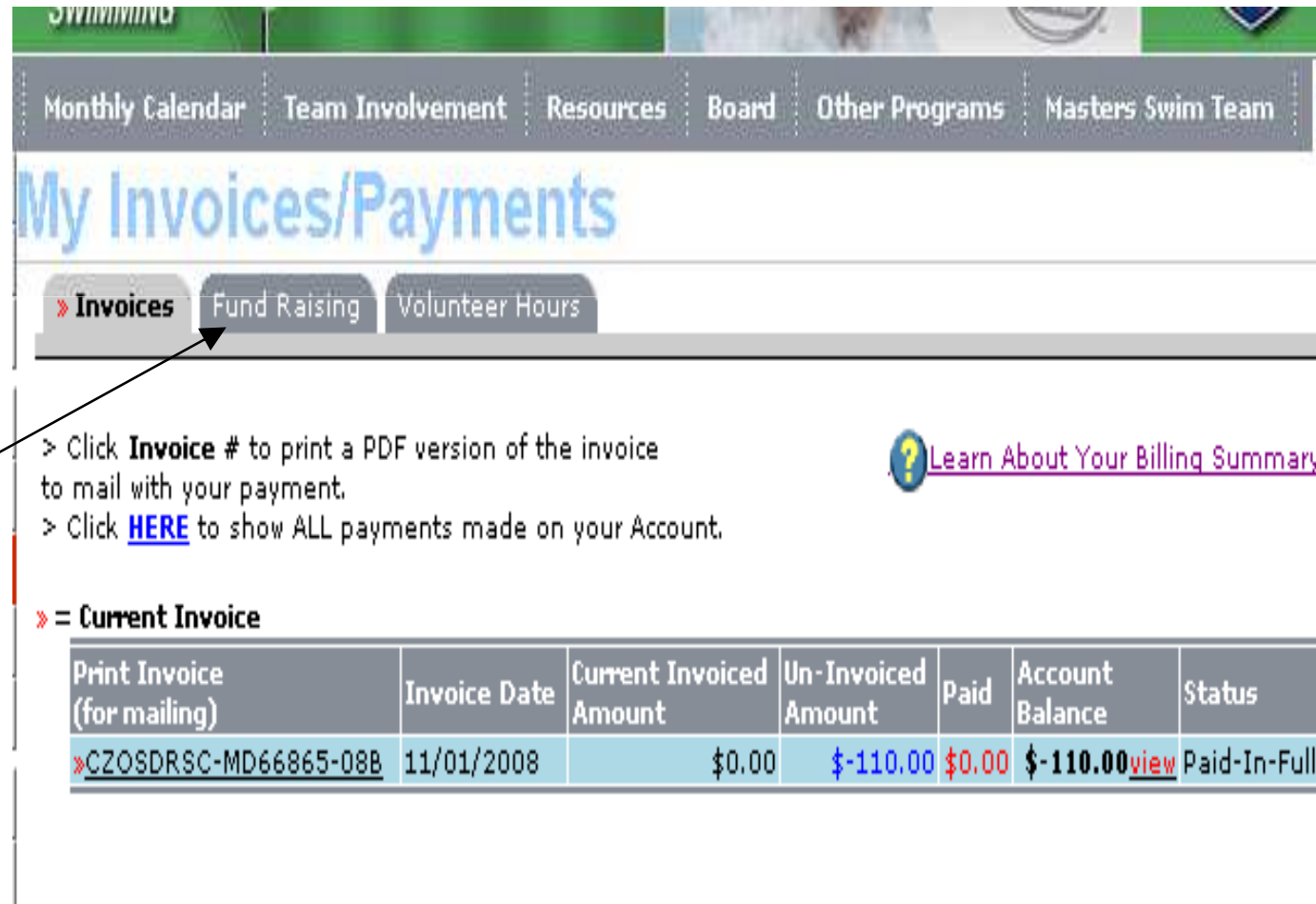
Dayton Raiders Swim Club Recurring Invoice

Account Name	Anissa & Carl Kanzari
Account #	1000614
Invoice #	CZOSDRSC
Invoice Date	11/01/08
Amount Due	\$ 0.00
Amount Enclosed	Do Not Pay

Make Check Payable to: Dayton Raiders Swim Team, Inc.
Send Payment to: Dayton Raiders Swim Team
9251 Olde Woods Court
Dayton, OH 45458

My Invoice/Payment Tab

- The **Fundraising** Sub tab is not going to be used this year. All fundraising credits will appear directly on your invoice.



» Invoices Fund Raising Volunteer Hours

> Click **Invoice #** to print a PDF version of the invoice to mail with your payment.

> Click [HERE](#) to show ALL payments made on your Account.

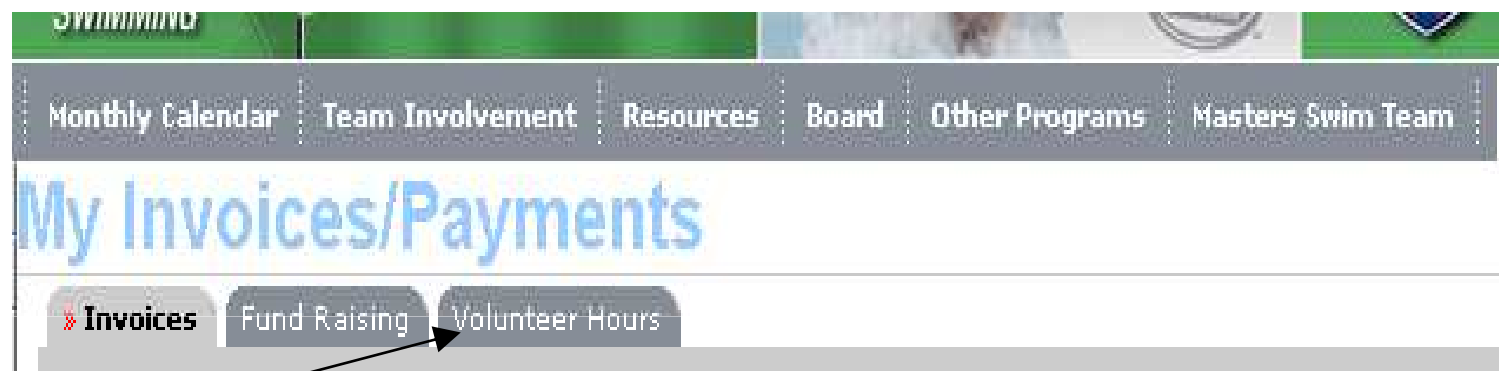
[? Learn About Your Billing Summary](#)

» = Current Invoice

Print Invoice (for mailing)	Invoice Date	Current Invoiced Amount	Un-Invoiced Amount	Paid	Account Balance	Status
»CZOSDRSC-MD66865-08B	11/01/2008	\$0.00	\$-110.00	\$0.00	\$-110.00 view	Paid-In-Full

My Invoice/Payment Tab

- The **Volunteer Hours** Sub tab displays your current fund assessment, credits applied, and running balance throughout the year.
- Note: Prior to 2008-2009, Volunteer Hours was referred to as "Volunteer Points".



- > Click **Invoice #** to print a PDF version of the invoice to mail with your payment.
- > Click [HERE](#) to show ALL payments made on your Account.

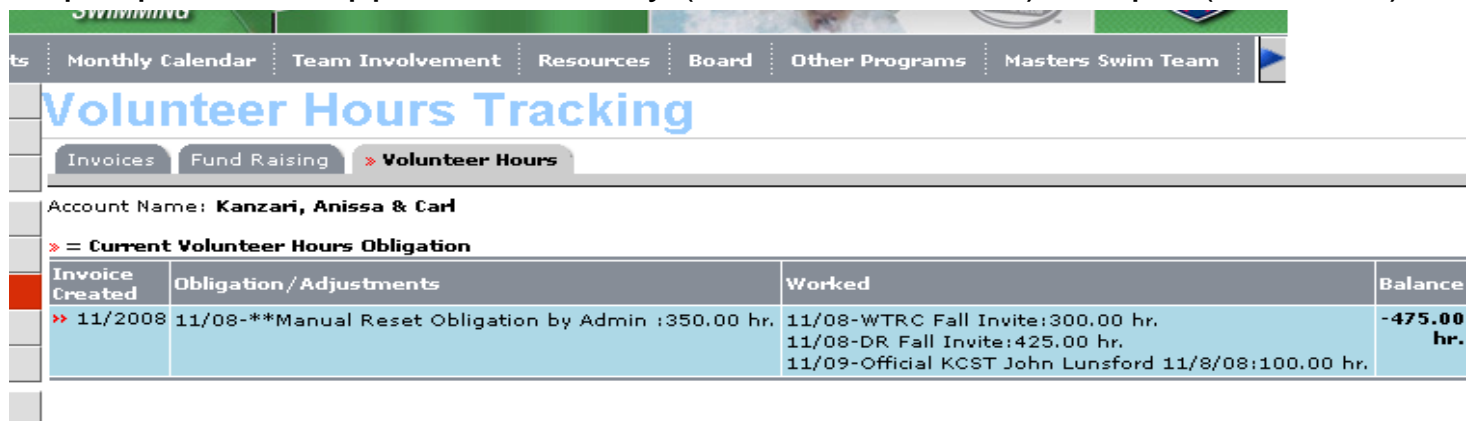
 [Learn About Your Billing Summary](#)

» = Current Invoice

Print Invoice (for mailing)	Invoice Date	Current Invoiced Amount	Un-Invoiced Amount	Paid	Account Balance	Status
»CZOSDRSC-MD66865-08B	11/01/2008	\$0.00	\$-110.00	\$0.00	\$-110.00 view	Paid-In-Full

My Invoice/Payment Tab

- Volunteer Hours
- Team Unify is built on the “hours worked” platform instead of the “points earned” the DR program used prior to 2009. There are two (2) ways to earn your family’s required number of Volunteer Hours:
 - Jobs signed up for via our website
 - Jobs are “hour based” and are automatically tracked in Team Unify once the job is complete. The Volunteer Coordinator will make a manual adjustment to convert any “hours” to “points” for seamless tracking in your account. Ex: the DR team awards “75 points” for one session of timing at a home meet. In Team Unify, this will net you a credit of 5 hours and will appear in the **Worked Column**. The Volunteer Coordinator will make a manual adjustment by adding “5 + 70” so that you receive the entire 75 point credit.
 - Jobs signed up for outside of the website
 - Will be “point based” and be manually entered in Team Unify by the volunteer coordinator.
 - Volunteer Hour Balance can be reviewed any time; please allow at least 2 weeks following any event for points to be inputted into the tracking system.
 - Points must be accumulated prior to June 15th each year for Annual & Session II swimmers or March 15th for Session I swimmers. Any un-worked points will be charged \$1.00 per point and applied to the July (Annual/Session II) or April (Session I) invoice.



Invoice Created	Obligation / Adjustments	Worked	Balance
>> 11/2008	11/08-**Manual Reset Obligation by Admin :350.00 hr.	11/08-WTRC Fall Invite:300.00 hr. 11/08-DR Fall Invite:425.00 hr. 11/09-Official KCST John Lunsford 11/8/08:100.00 hr.	-475.00 hr.

Meet Entry

- Review meet information and sign up for events before the deadline by one of two methods:
 - Select **Meet Info** from the top menu bar then click through to the meet homepage. From the meet homepage, click the “Attend this Event” button.
 - Click on “Attend This Event” button from the **Upcoming Events** area on the homepage
- Both methods will direct you to the meet signup page.

offering high quality professional coaching and technique instruction for all ages and abilities. The goal of our team is to provide every member an opportunity to improve swimming skills and achieve success at his or her level of ability, from novice to international competitor.

All of our coaches, as members of the American Swim Coaches Association, have access to the most comprehensive training and certification program for youth coaches of any sport in the United States. They provide assurances that the time children spend in swimming will be quality time.

The Dayton Raiders, a non profit club, is run by its elected Parents Board of Directors which meets each month. All members are encouraged to be involved in team activities and fundraisers to provide the highest level of techniques and training opportunities for our athletes.

We are constantly growing and training young swimmers to maintain a well rounded competitive swim team. Thank you for joining us. We are looking forward to meeting you. Please feel free to [ask another member or coach](#) any question you may have.

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blem using this web site? Click [here](#) to get help.

Powered By
TeamUnify

Swimming

Team Info | Swim Meets | Monthly Calendar | Team Involvement | Resources | Board | Other Programs | Masters Swim Team

Sign Out | Training & Webinars | Feedback Zone | My Account | My Meet Results | **My Sponsor Center** | My Invoice/Payment | Membership Info | Team Profile | Website Design

Swim Meets

Current & Upcoming | Past & Archived | New Event | Delete

☐ [Nov 21 ~ 23, 2008 - LESD Mark Braun Invite - Cleveland, Ohio](#) [Edit]

Meet: LESD Mark Braun Invite Location: Cleveland (OH) State University - Robert F. Busbey Natatorium, 2451 Euclid Ave., Cleveland, OH (downtown Cleveland) Euclid Avenue at East 24th Street) Dat...

☐ [Dec 6 ~ 7, 2008 - WTRC Winter Invite - Centerville, Ohio](#) [Edit]

Meet: WTRC Winter Invitational Location: Washington Township Recreation Center Pool, Centerville, Ohio Directions: from I-675 South take Exit 7 Mansfield/Centerville Road (64

Meet Entry

- Click on the swimmer you are signing up

Event Signup

My Account: **Kanzari, Anissa & Carl (937-252-5098)** [Change Account](#) (Admin Only)
Event: **Dayton Raiders "Swim Your Own Age" Meet - Trotwood (OH) (Jan 9 ~ 11, 2009)**
Registration Deadline: **December 31, 2008**

Meet Name: **DR Winter "Swim Own Age" Invite** Location: **Dayton, Ohio** Course: **YO** Meet Type:
Start Date: **01/09/09** End Date: **01/11/09** Age Up Date: **01/09/09** Use Date Since:
Enforce entry based on [Qualify Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **No**
Allow Athletes to commit by Event: **Yes, by Event**
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

[View/Edit All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to sign up the member to attend this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Colin Kanzari	Not Committed		

- From the drop down menu select one of the options: "Yes" or "No"

Athlete Event Signup

Member **Colin** Athlete: **Kanzari** Event: **Dayton Raiders "Swim Your Own Age" Meet - Trotwood (OH) (Jan 9 ~ 11, 2009)**

*Signup Record: **--SELECT--**
Notes: **--SELECT--**
Yes, please sign [Colin] up for this event
No, thanks, [Colin] will NOT attend this event

[Save Changes](#)

Meet Entry

- If you select “Yes” a list of eligible events will be displayed.
- Click in the left hand boxes to enter each desired event.
- Click on Save Changes.

www.teamunify.com/EvSignupEdit.do?team=c20dsc&act=edit&m=149570&e=0&e=21976

Meet Name: **DR Winter "Swim Dev Ase" Invite** Location: **Dayton, Ohio** Course: **YO** Meet Type: **Start Date: 01/09/09** End Date: **01/11/09** Age Up Date: **01/09/09** Use Date Since: **Enforce entry based on [Qualify Time]: No** Restrict entry [Best Time] to same [Meet Type]: **No**

Allow Athletes to commit by Event: **Yes, by Event** If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

Athlete Qualifying Age: **15** Gender: **Male**

Important Notes:
 1. Please pick the individual events below that the Athlete wants to attend and enter [Entry Time]. Please enter NT if no Entry Time is available.
 2. Relay teams are solely determined by the coaches. If you have problem attending the relay teams, please contact coaches directly.
 3. You cannot make changes after the coach approved or rejected your application. Please contact admin to change your records.
 4. Please enter [Entry Time] in this format: mm:ss.Jh.
 5. [Bonus] is not a standard option; send Entry Report to the meet host in addition to the SD3 file.
 6. Only Admin can customize [Entry Time] and set [Bonus] fields.

Best Time	Entry Time	Bonus	Approval	Day	Sex	Ev #	Gen	Event	Qualify Time
<input type="checkbox"/> 4:17.12Y	4:17.12Y	<input type="checkbox"/>		1	1	108	B	Open 400 Medley	
<input type="checkbox"/> 4:46.84Y	4:46.84Y	<input type="checkbox"/>		1	1	116	B	Open 500 Free	
<input type="checkbox"/> 59.03Y	59.03Y	<input type="checkbox"/>		2	3	250	B	Open 100 Back	
<input type="checkbox"/> 2:18.11Y	2:18.11Y	<input type="checkbox"/>		2	3	256	B	Open 200 Breast	
<input type="checkbox"/> 24.80Y	24.80Y	<input type="checkbox"/>		2	3	262	B	Open 50 Free	
<input type="checkbox"/> 2:08.43Y	2:08.43Y	<input type="checkbox"/>		2	3	268	B	Open 200 Fly	
<input type="checkbox"/> 1:50.53Y	1:50.53Y	<input type="checkbox"/>		2	3	274	B	Open 200 Free	
<input type="checkbox"/> 1:04.84Y	1:04.84Y	<input type="checkbox"/>		3	5	346	B	Open 100 Breast	
<input type="checkbox"/> 53.16Y	53.16Y	<input type="checkbox"/>		3	5	352	B	Open 100 Free	
<input type="checkbox"/> 52.16Y	52.16Y	<input type="checkbox"/>		3	5	358	B	Open 100 Fly	
<input type="checkbox"/> 2:07.17Y	2:07.17Y	<input type="checkbox"/>		3	5	364	B	Open 200 Back	
<input type="checkbox"/> 2:03.72Y	2:03.72Y	<input type="checkbox"/>		3	5	370	B	Open 200 Medley	
<input type="checkbox"/> 16:35.54Y	16:35.54Y	<input type="checkbox"/>		3	5	372	B	Open 1650 Free	

Save Changes

NOTE: Events listed as “OPEN” are generally reserved for 15-over or 13-over ages. Swimmers in the younger groups should not enter these events. In some cases, an experienced 12 & under may enter an OPEN event – this must be discussed with your group coach prior to entering the meet

Meet Entry

- If you are not going to attend the event, please select “No”
- You have until the deadline listed to enter and/or make any changes to entered events.
- Once the deadline has passed you see this banner outlined in red: “Registration Deadline has passed”

Event Signup

[Athlete Signup](#) [Committed Athletes](#) [NOT Committed Athletes](#)

Registration Deadline has passed.

My Account: **Kanzari, Anissa & Carl (937-252-5098)** [Change Account](#) (Admin Only)

Event: **MAKOS Holiday Classic - Oxford, Ohio (Dec 12 ~ 14, 2008)**

Registration Deadline: **November 11, 2008**

Meet Name: [MAKO Holiday Spirit Invitational 2008](#) Location: **Oxford, Ohio** Course: **YO** Meet Type:

Start Date: **12/12/08** End Date: **12/14/08** Age Up Date: **12/12/08** Use Date Since:

Enforce entry based on [Qualify Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **No**

Allow Athletes to commit by Event: **Yes, by Event**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

[View/Edit All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to sign up the member to attend this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Colin Kanzari	Committed	#104 (d1/s2): M 13-14 400 Medley (4:17.12Y) #114 (d1/s2): M 13-14 500 Free (4:46.84Y) #206 (d2/s9): M 13-14 200 Back (2:07.17Y) #214 (d2/s9): M 13-14 200 Free (1:50.53Y) #218 (d2/s9): M 13-14 200 Breast (2:18.11Y) #306 (d3/s11): M 13-14 200 Fly (2:08.43Y) #314 (d3/s11): M 13-14 200 Medley (2:03.79Y) #326 (d3/s11): M Open 1000 Free (10:19.70Y)	11/08/08 07:59

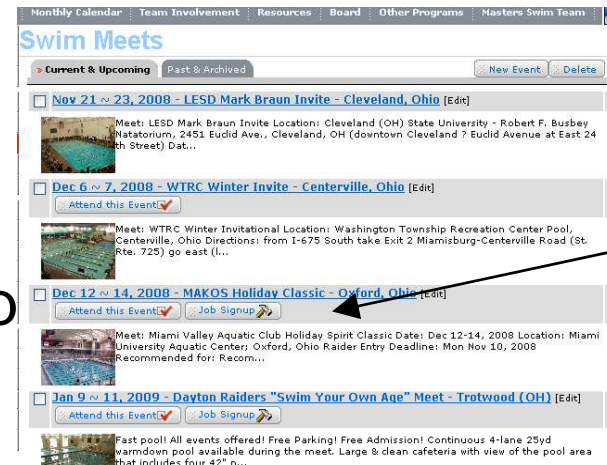
Registration Deadline has passed.

Meet Entry

- Once the meet entry deadline has passed, coaches will review the entries, make any corrections, set up draft relays, “approve” the events, then submit the entries to the host team for processing. The coaches will post a team entry report to the meet homepage (the report link is shown at the bottom of every meet homepage).
- You will notice a change in the way meet entries are billed on your invoices.
 - Once the entries have been submitted to the meet host by the team, charges will appear on your invoices.
 - Corrections, if necessary, to relay entries will appear on your invoice after the meet takes place.

Job Sign Ups

- If there are job signups for a meet, there will be a “Job Signup” icon next to the “Attend This Event” icon. To sign up click on it.
- Scroll to the job you wish to sign up for
- Follow the instructions listed at the top of the page to sign up.
- As with the meet entry, there is a deadline to signup. Usually this will be the day before the meet.



The screenshot shows the job signup form with a table of job names and time periods. The jobs listed are 'Announcer', 'Boy's Locker Room Attendant / Security', 'Clerk of Course', and 'Computer'. Each job has a 'Time Periods Signup' column with checkboxes for different time slots. The 'Announcer' job has a deadline of 01/11 05:00 PM. The 'Boy's Locker Room Attendant / Security' job has a deadline of 01/11 05:00 PM. The 'Clerk of Course' job has a deadline of 01/11 05:00 PM. The 'Computer' job has a deadline of 01/11 05:00 PM.

Job Name/Notes	Time Periods Signup
Announcer	01/09 05:00 PM - 01/09 10:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/10 08:00 AM - 01/10 01:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/10 12:00 PM - 01/10 05:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/11 08:00 AM - 01/11 01:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/11 12:00 PM - 01/11 05:00 PM (5.00 Hr.) <input type="checkbox"/> -----
Boy's Locker Room Attendant / Security	01/09 05:00 PM - 01/09 10:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/10 08:00 AM - 01/10 01:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/10 12:00 PM - 01/10 05:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/11 08:00 AM - 01/11 01:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/11 12:00 PM - 01/11 05:00 PM (5.00 Hr.) <input type="checkbox"/> -----
Clerk of Course Coordinator - Sean Fry	01/10 08:00 AM - 01/10 01:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/10 12:00 PM - 01/10 05:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/11 08:00 AM - 01/11 01:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/11 12:00 PM - 01/11 05:00 PM (5.00 Hr.) <input type="checkbox"/> -----
Computer YOU MUST HAVE EXPERIENCE TO SIGN UP	01/09 05:00 PM - 01/09 10:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/10 08:00 AM - 01/10 01:00 PM (5.00 Hr.) <input type="checkbox"/> ----- 01/10 12:00 PM - 01/10 05:00 PM (5.00 Hr.) <input type="checkbox"/> -----

Meet Results

- Once a meet has passed, the swim meet homepage will move over to the Past & Archived Tab
- Following the completion of a meet, a link to the host team's results will be linked to our website; in some cases, the actual results will be posted on our website.
- Top times are updated in Team Unify and your times will be updated when you click on the **My Meet Results** tab.



Questions

- Regarding billing/invoices, fundraising, account setup, or how to enter a meet should be directed to the **Billing Manager**
- Regarding volunteer points and job signups should be directed to **Volunteer Coordinator**
- Regarding what events to enter should be directed to your **Group Coach**