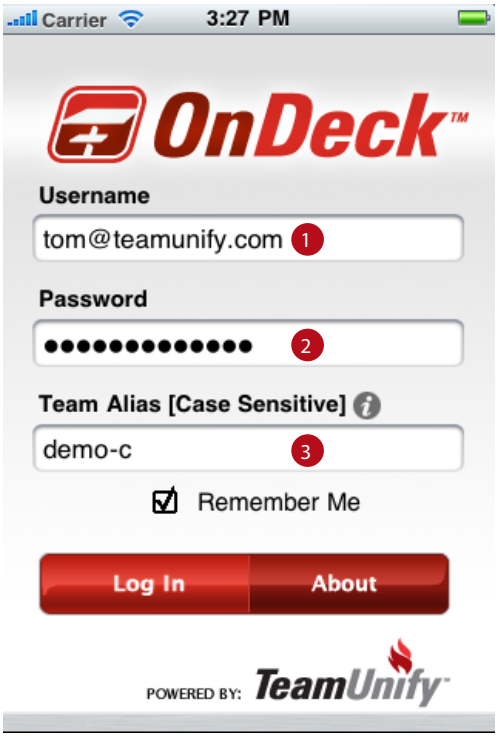
OnDeck™

Set-up Basics

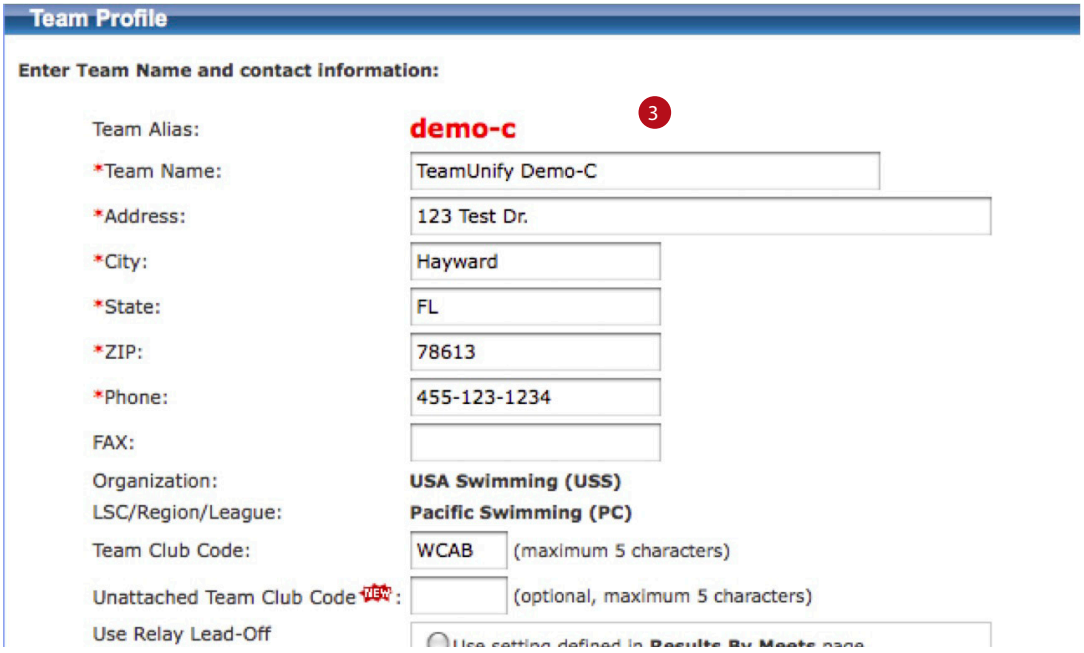
What you'll learn in this Section:

- Setting the General device preferences
- Creating customized views
- Tutorial OnDeck Overview
- Tutorial OnDeck Preferences Management

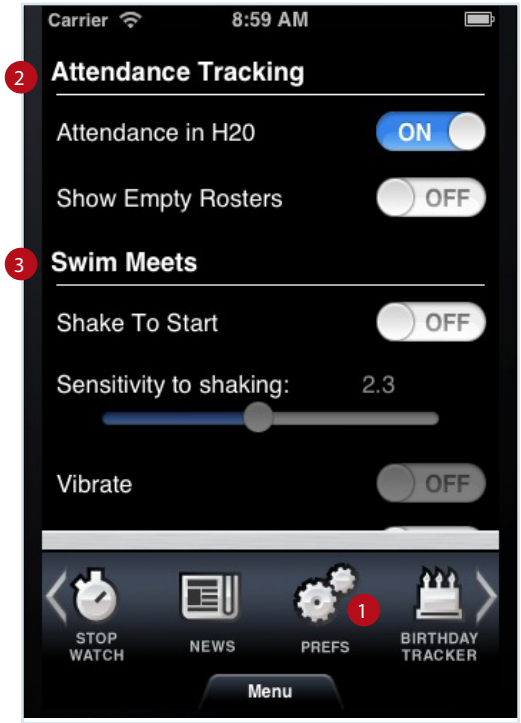


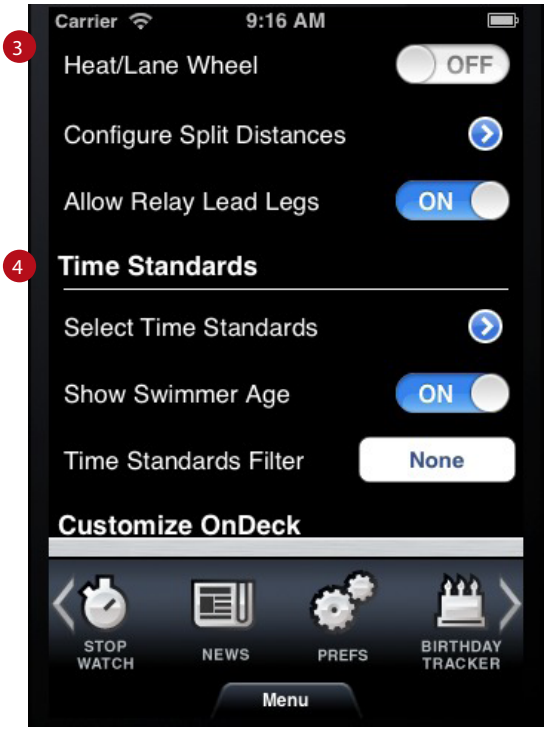
Signing into OnDeck

1. **Username** - This will be the email address you use to sign into your SwimOffice account
2. **Password** - This will be the password you use to sign into you SwimOffice account
3. **Team Alias** - This is your team alias; you can find this by going to the Team Admin menu in SwimOffice and clicking on Team Profile. Your team alias is at the top in red (see screenshot below).



Set-up Basics





1 Prefs Icon - Tap Prefs to access the preferences menu

2 Attendance Tracking -

- **Attendance in H2O** - Turning this feature to ON to default all athletes to be 'IN' the water for attendance. When it is OFF, all athletes will default to being out of the water.
- **Show Empty Rosters**- Show/Hide roster groups that are empty when taking attendance.

3 Swim Meets -

- **Shake to Start** - Turn shake to start to ON and shaking the device will start timing a race.
- **Sensitivity to shaking** - When you select "Shake to Start" this sets the amount of force you need to start the stopwatch. TeamUnify suggests between 2.2-2.4 for an optimal setting.
- **Vibrate** - Set your device to vibrate each time the lap key is tapped.
- **Heat/Lane Wheel** - This will change back to a wheel selection process instead of buttons when selecting heat and lane for athletes.
- **Configure Split Distances** - This will allow you change the Distance at which you record a lap for both SCY or LCM. (See Figure A on following page)
- **Allow Relay Lead Legs** - Allows lead off legs of relays to count as individual time

4 Time Standards

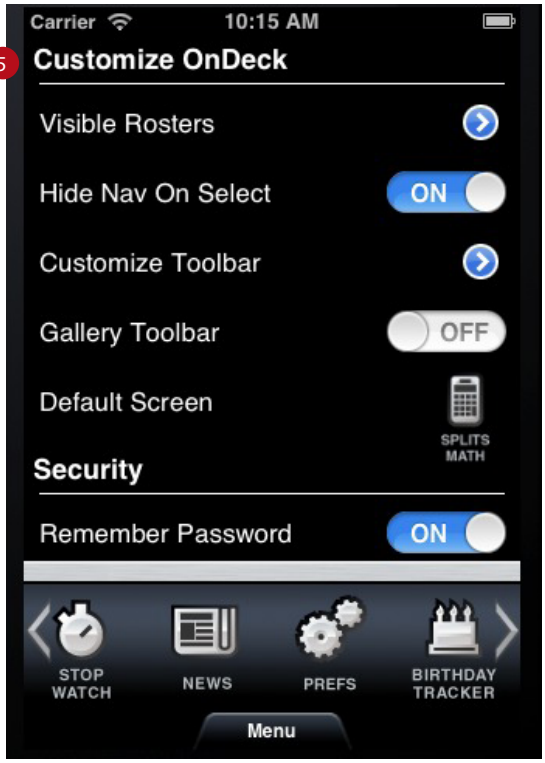
- **Select Time Standards** - his allows you to choose what time standards you would like to have available to compare against. (See Figure C on following pages)
- **Show Swimmer Age** - This controls whether you will see a swimmer age in your view of comparing time standards
- **Time Standards Filter** -

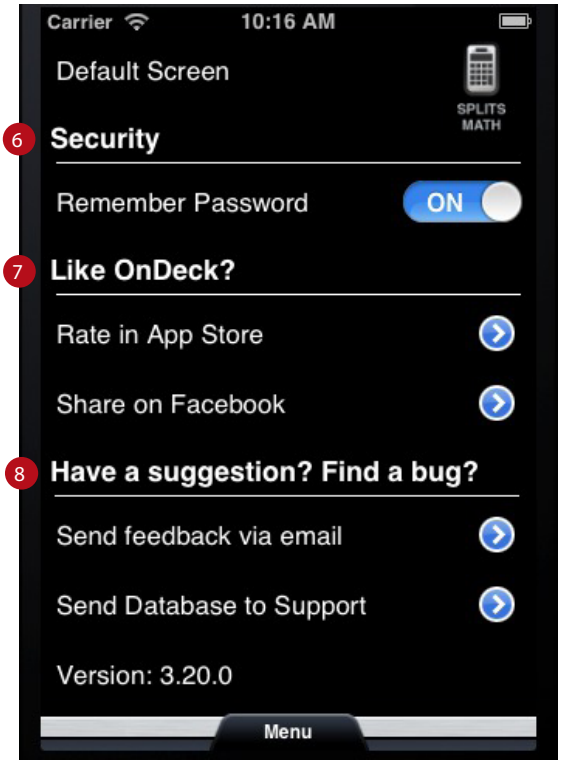
  None - Will not put any age restrictions on the standard meaning you will view all ages that qualify for this standard even thought its age definer is 12yr-13yr.

  Age High - The standard will give you only the high age of qualifying athletes (so 13 in this scenario) athletes that make it who are younger than the top age. For instance a nine year old would show.

  Age High/Low - The standard will only give you the high and low age of qualifying athletes so 12-13 in this scenario and no athlete outside of this age range.

Set-up Basics





5 Customize OnDeck

- **Visible Rosters -** Select the arrow to show only the rosters you are responsible for. This will help to keep attendance more streamlined for your view (Figure D)
- **Hide Nav on Select** - When turned on this will hide the Nav bar at the bottom after you have selected a function. When OFF the Nav bar will always be visible
- **Customize toolbar** - Allows you to move your menu items to be in order that you want or hide them from your view (for instance you can hide the attendance iif you don't use this feature).
- **Gallery Toolbar** - If this is set to off your menu will show as above. If it's on, it will view as a full gallery.
- **Default Screen** - Choose which default screen you want to appear first upon login. Select the icon to change.

6 Security

- **Remember Password** - When selected this will remember your login and password information. (Beware if you lose your device your team's information might be compromised).

7 Like OnDeck

- **Rate in App Store** - Please rate our app!!
- **Share on Facebook** - This will open up your Fb account to send a pretemplated comment complete with the TU URL.

8 Have a suggestion? Find a bug?

- **Send Feedback via email** - Select to email TeamUnify
- **Send Database to Support** - If TU asks for your database due to a bug they'll give you the passcode to access this feature.
- **Version**: xx

Set-up Basics

Figure A 1

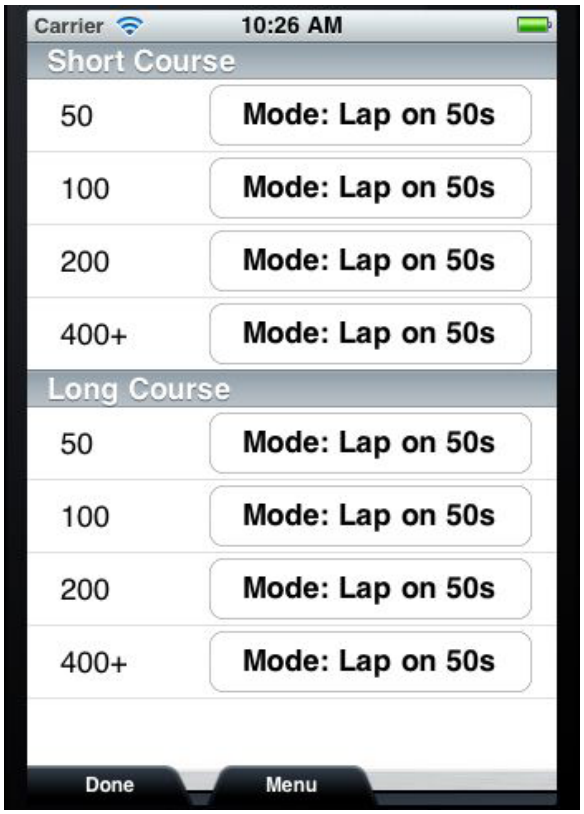


Figure B 2

1 Figure A - Configure Split Distances - from this screen you will be able to set the lap distances for both Short course and Long Course

2 Figure B - Customize Tool Bar - You can turn on/off certain menus and adjust the display order by simply dragging using the triple bar on the right.

Set-up Basics

Figure C 1

Figure D 2

1 Figure C Time Standards -Select from available time standards (up to 50). If you see missing regional or outdated national standards e-mail support@teamunify.com to get them added.

2 Figure D Select Rosters - Select the rosters you would like to show in OnDeck by checking or un-checking the associated box

Set-up Basics

Notes

Set-up Basics

Frequently asked questions.

Q Why can't I download OnDeck?

A If you are having problems downloading OnDeck please try upgrading your iPhone or iTouch to the latest version. You can do this by connecting to the iTunes store. It should ask you to update to the latest version; once this is done try downloading Ondeck again. If you continue to encounter problems email support@teamunify.com.

Q Will OnDeck work on the new iPad?

A Yes, it will. Some image distortion may occur due to screen size.

Accounts/Members & Billing

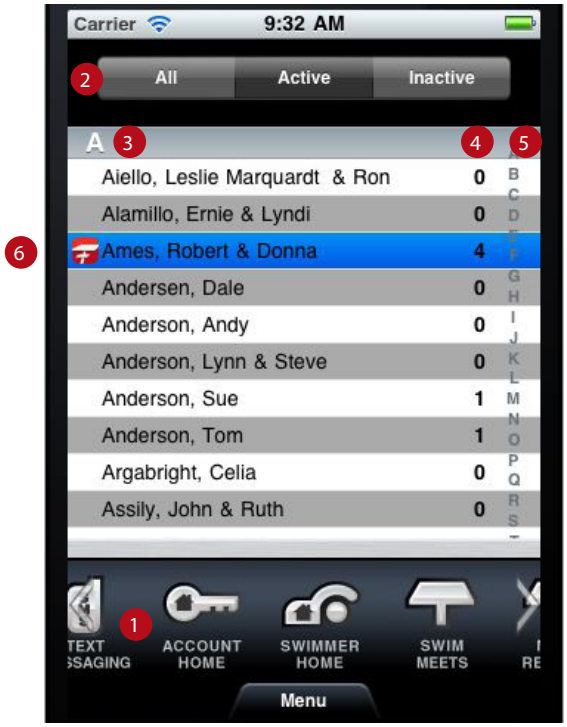
What you'll learn in this Section:

- How to view your active/inactive accounts using OnDeck
- How to bill accounts/send invoices and create payments
- How to view swimmers under those accounts
- How to move up and adjust swimmer's groups
- How to add a photo to a swimmer's profile
- How to view a swimmers Attendance
- How to view a swimmers times history
- How to view upcoming meets for an athlete

Tutorial Account & Member Management

Tutorial Billing

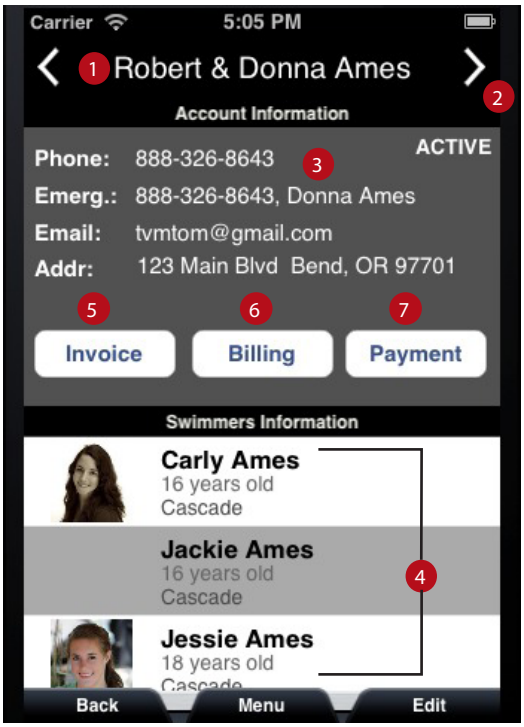
Accounts & Members/Billing



Tips and Tricks

Did you know you can quickly move through your account database by clicking the letter on the right of the screen associated with the first letter of the last name you are searching for?

1. **Account Home Tab** - Tap for Accounts & Members info
2. **Filter** - The control bar will allow you to select between views on accounts. All/Active/Inactive.
3. **Account Names** - The accounts will be sorted based on first letter of last name.
4. **Member Count** - This number represent the number of members per account.
5. **Jump to** - You can jump to a specific letter by clicking on the letter in this menu.
6. **Account Information** - Once you have located the desired account, tap on the name to drill into account details. See below



1. **Account Name**
2. **Arrows** - Using the arrows will allow you to scroll between accounts
3. **Account Information** - Contact details associated with an account are located here as well as the account status. Tap a phone number to call this account.
4. **Swimmer Information** - All swimmers associated with this account will be listed here. You can drill into a swimmer's profile by tapping on the name. This will take you the swimmers profile menu (see Swimmers Home for more details on this)

   Invoice - Create an invoice either a charge or a credit (Fig.A)

   Billing - View all current invoices and payments. You can also easily add either a payment or invoice and see current activity. You can also delete. BE CAREFUL! (Fig.B)

   Payment - Easily post a payment or refund (Fig.C)

Billing

Figure A

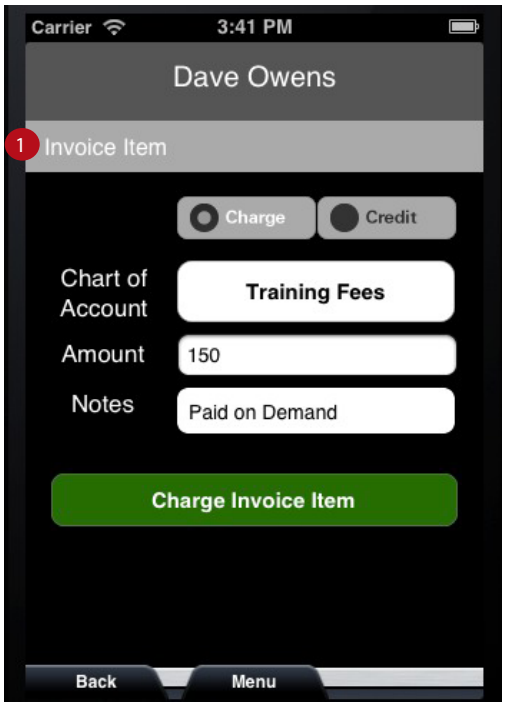


Figure B

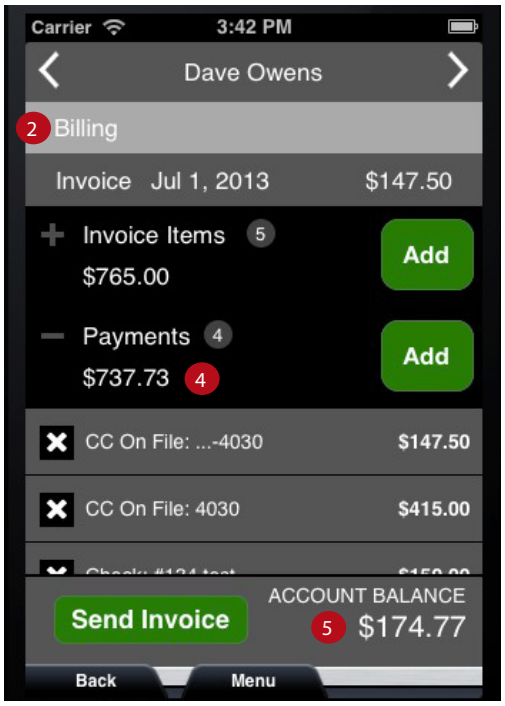
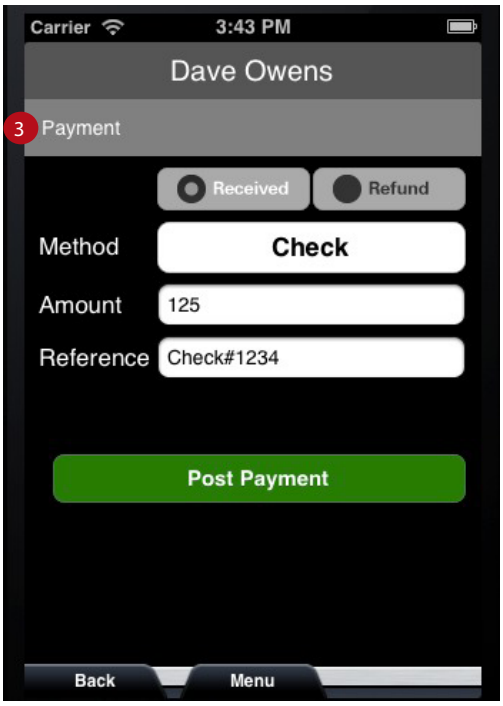


Figure C



1. **Invoice** - Either chose Charge or Credit to initiate the process. Tap on the Chart of Account field to bring up the CoA wheel to select from. Enter in your amount, any notes and select Charge Invoice Item

2. **Billing** - This will allow you to perform all billing functions. Select the + sign to open up the current Invoice/Payment items. BE CAREFUL you can mark these for deletion. Simply select ADD to add a new invoice or payment. Select 'Send Invoice' to send the invoice email to the primary email address. This will send the 'email invoice' that requests the account to select the link to login to the website and locate their PDF invoice.

3. **Payment** - You can either post a payment or a refund. Make your selection, fill in the fields and select Post Payment.

View of the website once the above has been synced. All totals synced and reported.

4. **Payments** - All payments made after the first of the month.

5. **Total Outstanding Balance** - Total owed from invoices posted after the 1st.

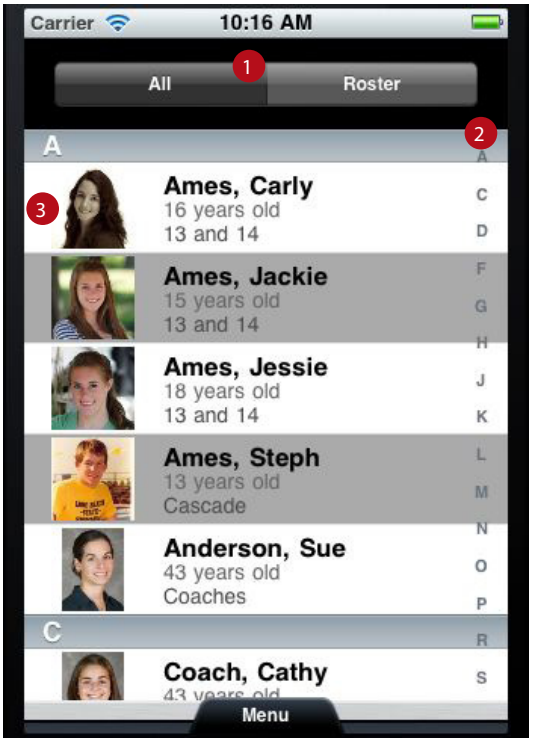
PAYMENTS MADE THIS MONTH — New Payment

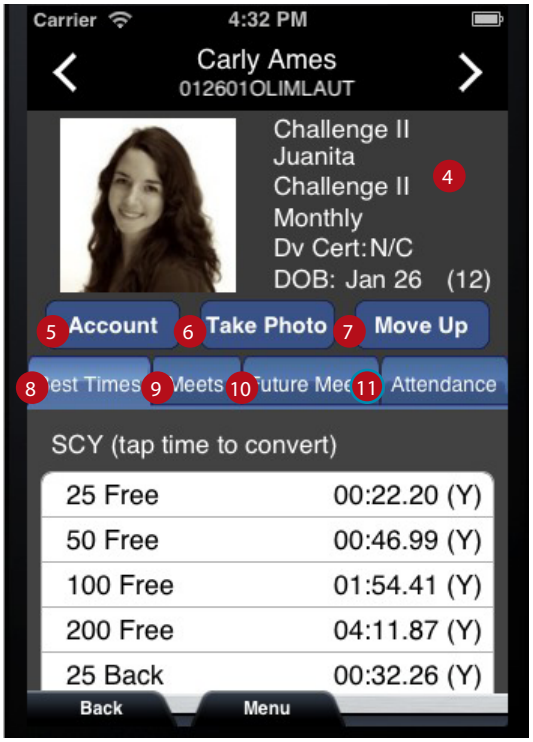
7/1/13		[Refund]Credit Card-...-4030: 1924933707 CC Approved	$147.50
7/9/13	Owens, Dave	[Refund]Credit Card-4030: 1932901758 CC Submitted: $415.0	$415.00
7/30/13	Fristoe, Tom	[Delete]Check-1234:	$25.23
7/30/13	Owens, Dave	[Delete]Check-#134 test:	$150.00
		4 **Payments Made this Month**	**$737.73**

NON-RECURRING CHARGES POSTED AFTER July 1 INVOICE CREATION — New Invoice Item — New Credit

7/9/13		[Delete]Non-Recurring: 2013-14 Season: Claire (Reg)	Registration	$170.00
7/9/13		[Delete]Non-Recurring: 2013-14 Season: Olivia (Reg)	Registration	$170.00
7/9/13		[Delete]Non-Recurring: 2013-14 Season: (Annual Member Initiation Fee)	Annual Member Initiation Fee	$75.00
7/30/13	Fristoe, Tom	[Delete]Non-Recurring: Testing OD	Clinic Fee	$200.00
7/30/13	Owens, Dave	[Delete]Non-Recurring: Pay Now	Meet Fees	$150.00
			New Charges	**$765.00**
			5 **Total Outstanding Balance**	**$174.77**

Accounts & Members





1. **Filter Set** - This will allow you to switch between all swimmers sorted alphabetically by last name or by roster group.
2. **Jump to** - Tap on the letter of the athletes' last name to quickly jump to that athlete.
3. **Swimmer Profile** - You can drill into a swimmers profile by clicking on the picture/profile
4. **Athlete Info** - Swimmers name, athlete ID #, and you can tap the key symbol to go back to the account.
5. **Account** - Select to go back to the Account.
6. **Take Photo** - Take or add an existing photo to an athlete profile
7. **Move Up** - Change an athletes Group, Location, Diving cert date, SMS # (See Fig. A on following page for more details)
8. **Best Times** - This tab will allow you to pull the best times for a given athlete. If you tap on an event you can drill into this event to see details on the meet it was swum at. (See Fig. B on following page for more details.)
9. **Meets** - This tab will show you all results swum by meet for a given athlete; if you tap on a result you can compare it to all like results from all meets
10. **Future Meets** - This will show any future meets that are scheduled for a selected athlete. If you tap on the meet it will move you into the meet (see Swim Meets Section for more details)
11. **Attendance** - Show the practices attended for the past 10 days, you can drill into the actual workout by clicking on a specific date (see the Attendance Section for more details)

Accounts & Members

Figure A 1

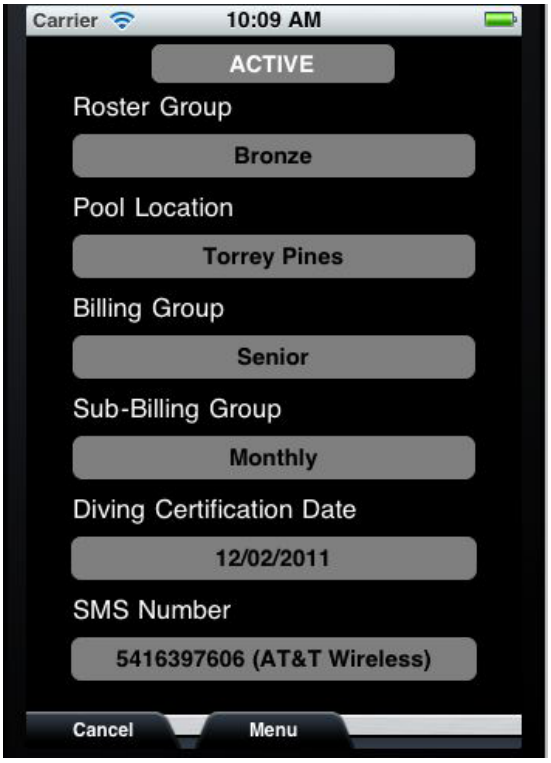
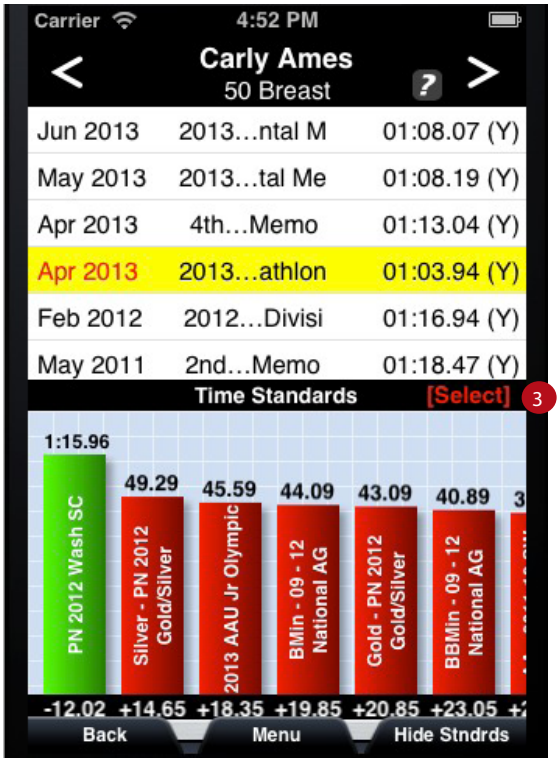


Figure B 2



1 Figure A (SuperUser Only) Move Up - By tapping on any of the buttons you will be able to adjust this parameter. These are Athlete status, Roster Group, Pool Location, Billing Group, Sub-Billing Group, Diving Certification Date, SMS Number. Select SMS to instantly send a code to the athlete's phone for verification.

2 Figure B Best Times - This screen allows you to see and compare the athletes' best time with any standards you have selected. (See Setup Basics for more details.) Those standards in green have been met and those in red have not. You will see how much deviation between an athlete's time and the standard located at the bottom of the standard bar. The best time will stay in red font and the current time being looked at will remain highlighted in yellow.

3 Time Standard Select - Easily add or subtract additional standards by selecting this link.

Accounts & Members

Frequently asked questions.

Q How do athletes view OnDeck voice notes and information on the website?

A The family needs to sign in and select “Attend this Event” for the event in question. There will be an OnDeck button next to athlete. The family can click on this for all information including deltas and voice notes.

Q Can you move a swimmer to a new group in OnDeck?

A Yes, by using the Move Up function you can change a swimmers group, this is a Super Users only function

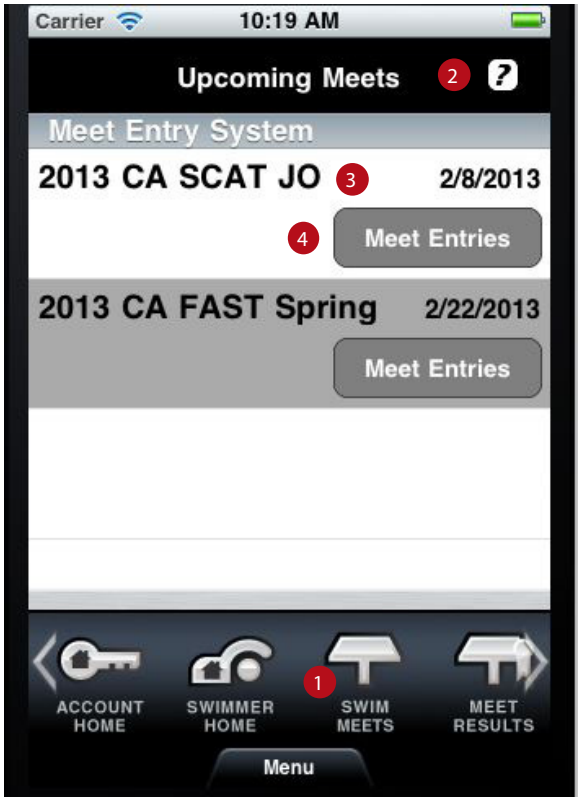
Swim Meet Management

What you'll learn in this Section:

- How to select a meet to view and time
- How to select an event and set heat and lane assignments
- How to time a race
- How to add a voice note so families can review it later
- How to deck enter an athlete or relay

Tutorial Swim Meet Management

Swim Meet Management

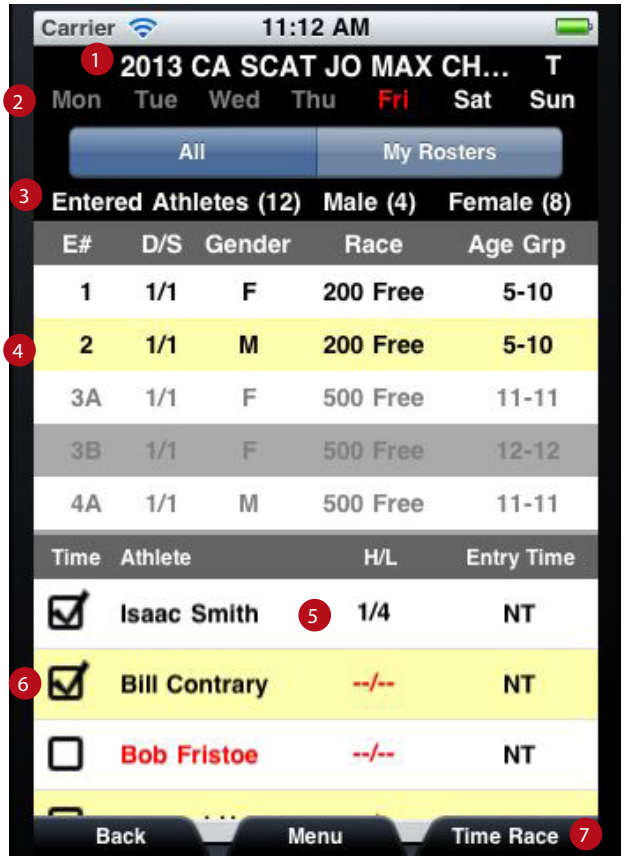


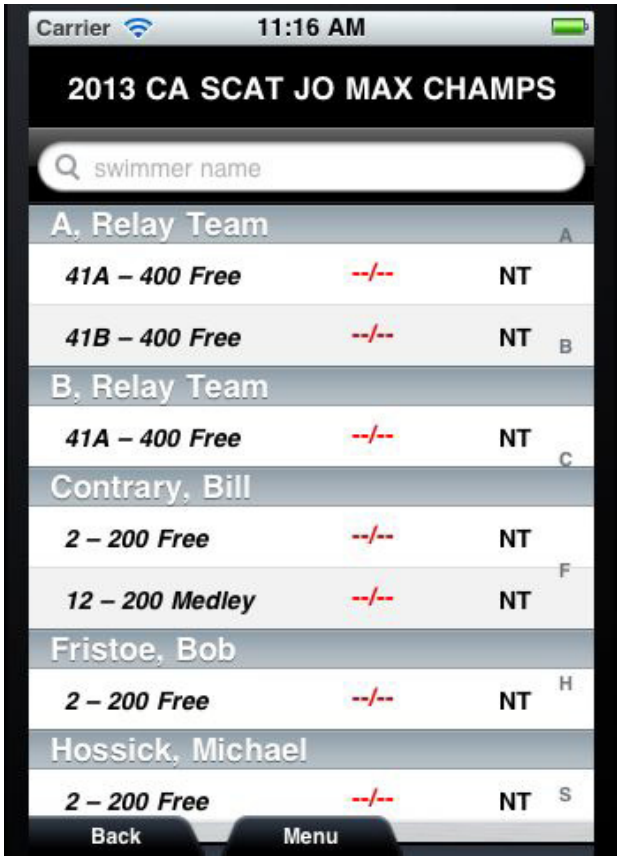
Tips and Tricks

Meet Entries doesn't just do meet entries. You have the ability to record voice notes, take unofficial splits and do deck entries. If you are using TeamUnify's, TouchPad software to run your meets, you will be astounded at how much of the meet can be managed with OnDeck. This is going to change the way you think about meet management..you might even say it's 'FUN'.

1. **Swim Meets Icon** - Tap Swim Meets to access Swim Meet Management
2. **Information** - Tap the ? to access information on how to use this screen and more tips & tricks
3. **Meet Information** - This will show all upcoming meets that have been created in SwimOffice using an event entry file from a meet management program for instance TeamUnify's 'TouchPad', or Hy-Tek's 'MeetManager' (tm)
4. **Meet Entries** - Tap Meet Entries to begin management

Swim Meet Management





1. **Meet Information** - Meet Title and date of meet
2. **Meet Days** - You can tap on a specific day to look at from this menu. If the day is bold there are events scheduled for that day. If day is in red it is the current selection
3. **Entered Athletes** - You can tap on enter athletes to see all athletes entered into this meet. You can also tap on Male or Female to see only gender specific entries. (See Fig A)
4. **Events** - You can see event information from this screen. If you tap on a specific event you will see all athletes entered in that event.
5. **Heat/Lane assignments** - You can see heat and lane assignments from this menu. If you tap on the red --/-- you can assign heat and lane. (See Fig. A on following page for more details)
6. **Committed Athletes** - This will show your entered athletes for the selected event. If you would like to time an athlete(s) simply put a check mark next to their name and tap "Time Race" on the bottom right, you can time up to 3 athletes per race. (See Fig B on following page for more details)
7. **Time Race** - If you tap on the "Time" it will select all the athletes in view for timing

Figure A 1

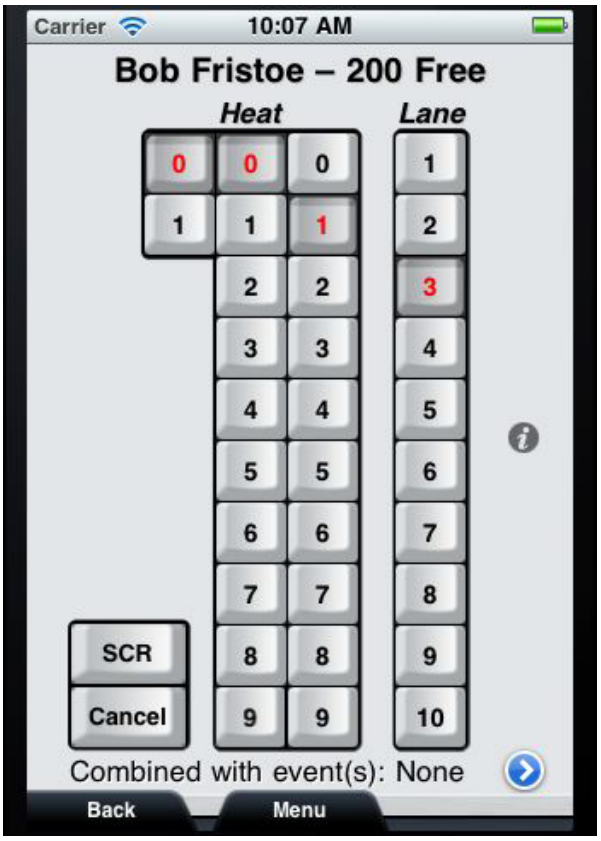
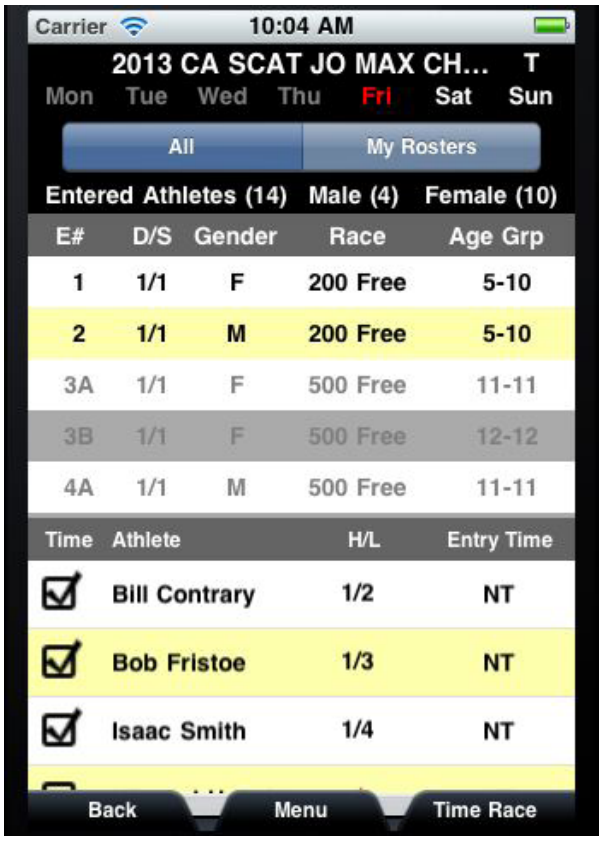


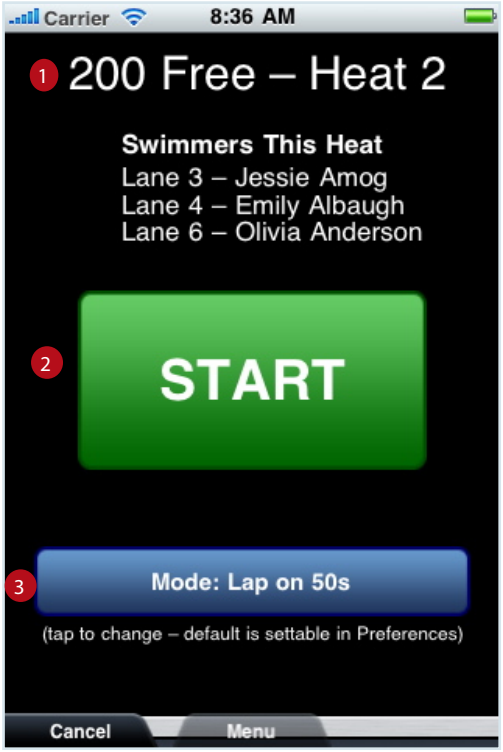
Figure B 2



1 Figure A - Heat and Lane assignment allows you to set heat and lane for each of your swimmers simply by clicking on appropriate buttons. You can scratch a swimmer from the event by clicking the "SCR" button. To combine a swimmer with another event you would click on the Blue arrow and select the event you are combining.

2 Figure B - Allows users the ability to select and time up to three athletes in a single instance (see Fig A on following pages for more details)

Swim Meet Management



Tips and Tricks

Did you know that you can use the shake functionality to start a race. This is great if you hear the starting horn when you are talking to your other swimmers.

If you are timing multiple athletes but different heats, OnDeck has the built in intuition to go in heat order.

1. **Event/Athlete Information** - Shows Heat, Lane, Distance, Stroke as well as swimmers in the event
2. **Start** - Tap to start timing the race. (See following page for timing screen)
3. **Mode** - tap allows you to change lap distance to 25, 50, 100, Free Form. You can change the default by going back to your preferences and setting it.

Swim Meet Management

Figure A

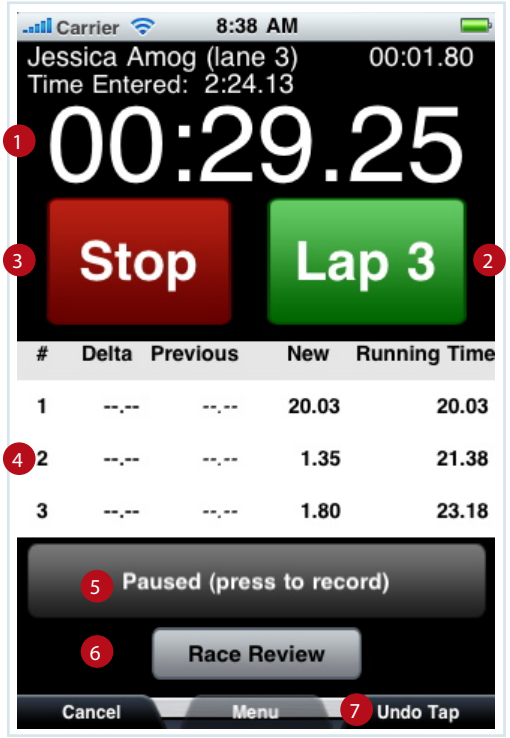


Figure B

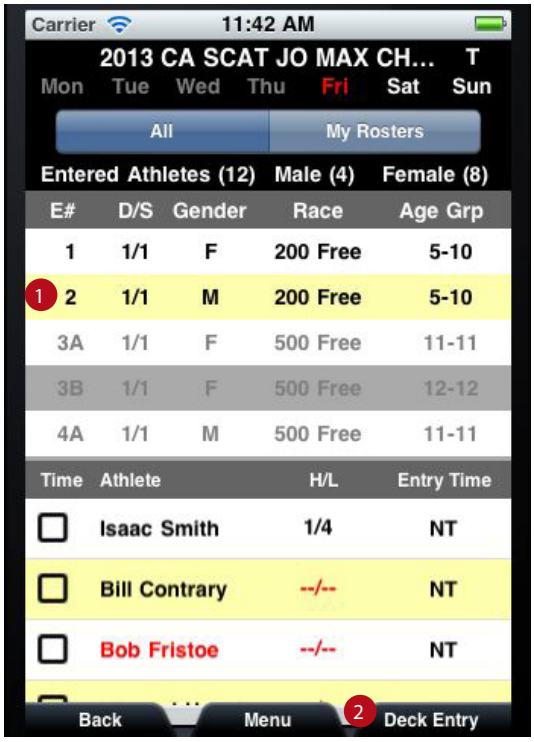
Figure A

1. **Time** - Swimmer(s), Entered Time; Time expired for current lap
2. **Lap Count** - Tap to record lap/split time
3. **Stop** - Tap to stop timing
4. **Dynamic Timing Screen** - Shows recorded lap time, as well as running laps. If the entry time has splits they will be displayed along with the deltas
5. **Voice Note** - This will allow coaches to record voice notes as the race runs. You can pause a recording and start recording again during the race. This is only available when timing a single swimmer. (See Figure A above)
6. **Race Review**- allows a review of already timed races, upcoming races and the ability to delete results. This as well as review/record voice notes on a race
7. **Undo Tap** - Tap to remove the last tap done and continues the timing.

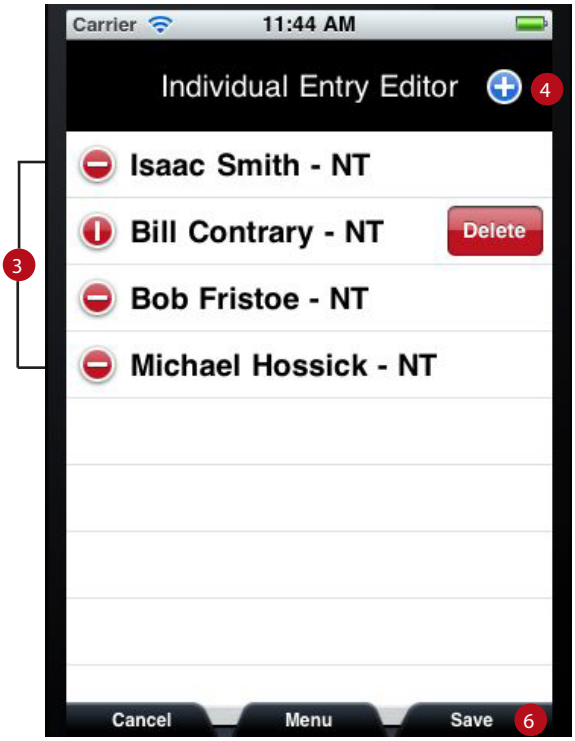
Figure B

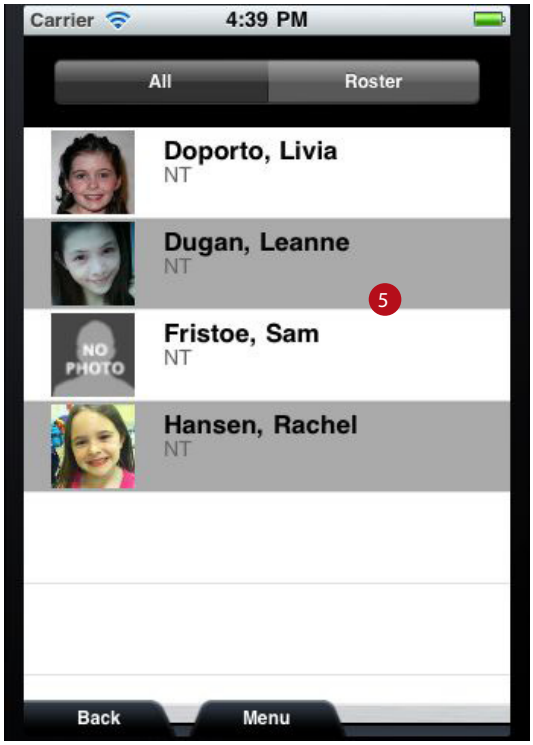
1. **Multiple Athlete Timing** - When you have selected up to three athletes in the same heat, OnDeck will stack them for ease of timing. Each athlete has their own timing/lap functionality. To do a voice note or delete a time, select race review and the athlete.

Swim Meet Management - Deck Entry IE

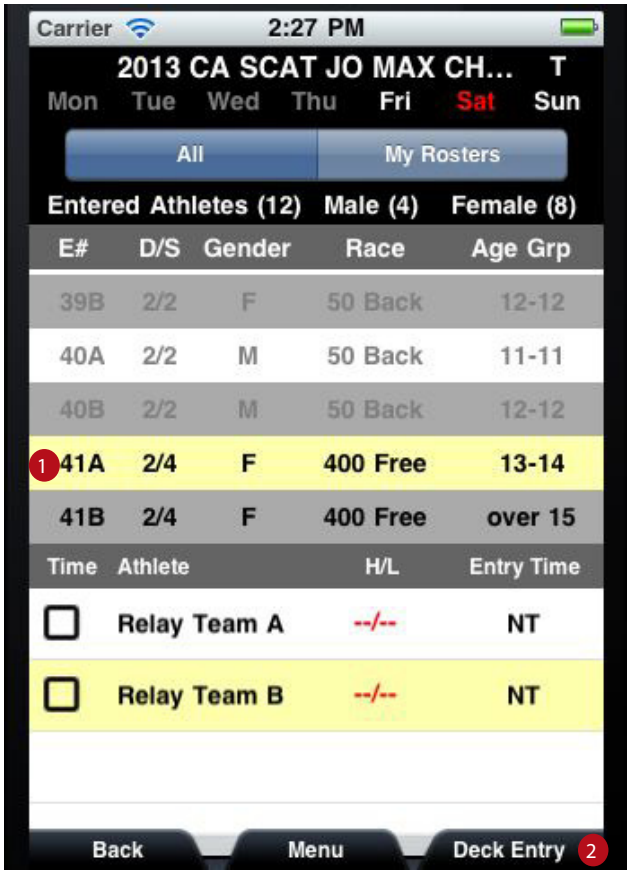


1. Events - Available events to select from, the event that is highlighted in yellow is currently selected
2. Deck Entry - Once the desired event is selected tap on the deck entry button
3. Participants - This will bring up the event with the existing entered athletes appearing. If you wish to remove an athlete from the event you can click on the red bar and click the delete button.
4. Deck Entry - If you wish to add a new athlete to the event click on the Blue plus button.
5. Filter - You can choose from your roster of athletes that are eligible (based on age and gender). Tap on the athlete name to enter them in event
6. Once entered be sure to save

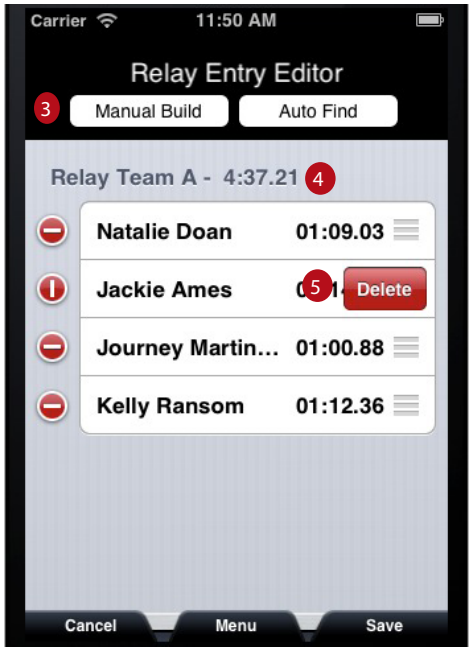


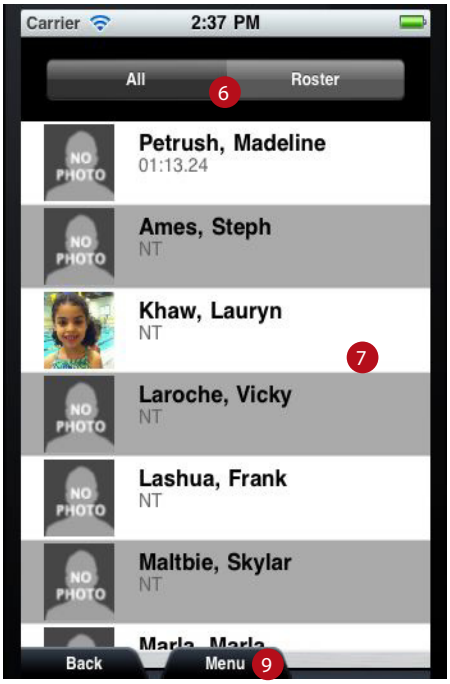


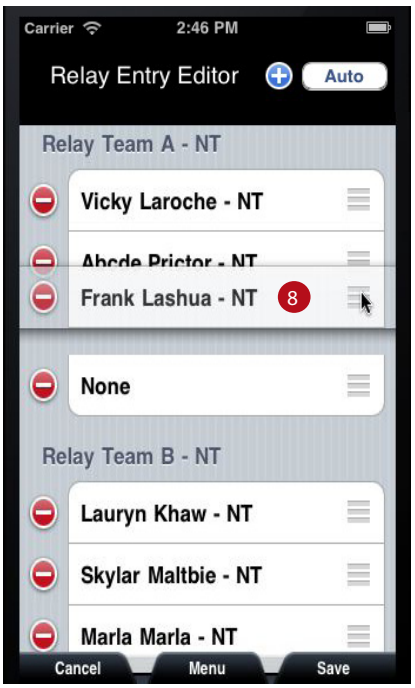
Swim Meet Management - Relay Deck Entry



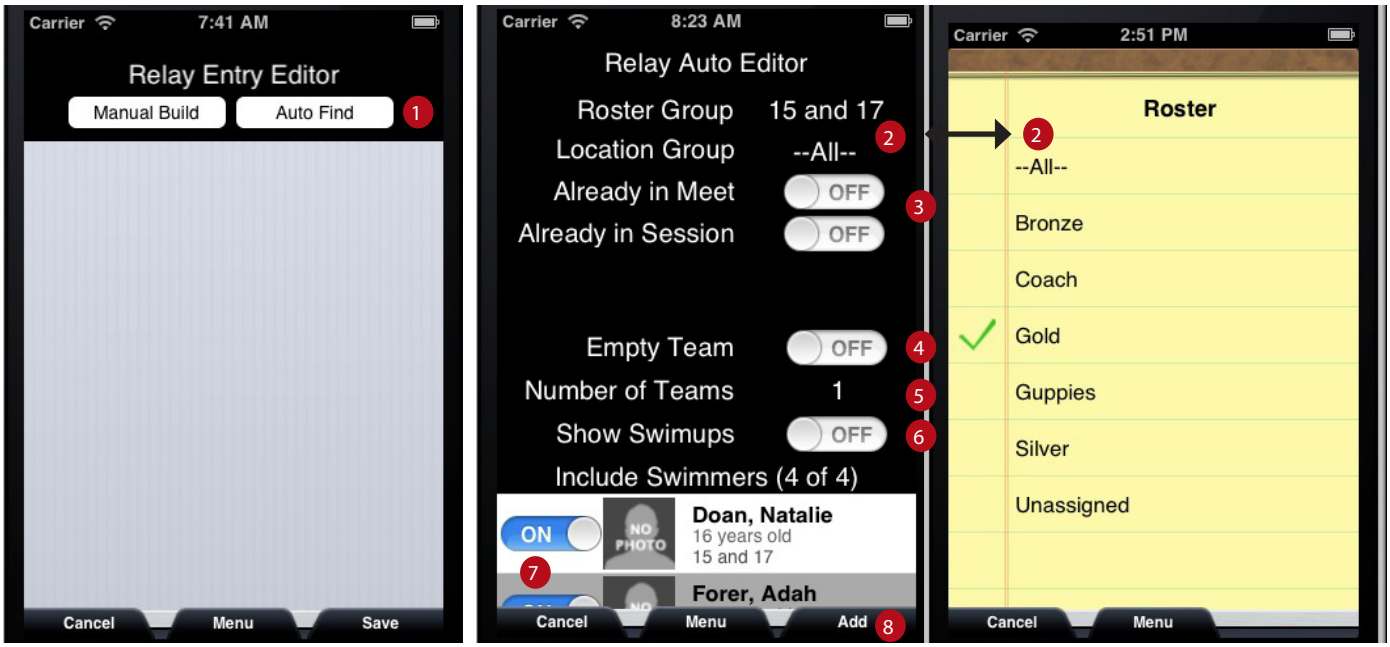
1. **Events** - Select relay event, the event that is highlighted in low is currently selected
2. **Deck Entry** - Select relay and tap Deck Entry. Select Manual b
3. **Add Team** - Tap on Manual Build to add a completely new r team for this event
4. **Relay Team Information** - Existing relay teams with entry ti based on times for each leg.
5. **Delete Athlete** - You can remove an athlete by tapping on red bar button then the delete button. Alternatively if you want to replace an athlete you can tap on the name you w to replace and be taken to the athlete picker screen. You see all relays entered for this event and even move athl between relay teams
6. **Filter** - You can choose to view athletes in the picker scree either alphabetical order or in their existing roster groups.
7. **Qualified Athletes** - You can select an athlete from the pi screen. Only eligible athletes (based on age and gender) be available for selection.
8. **Move Athlete** - To move an athlete within or between relays s ply tap on the triple bar and drag to the desired location.
9. Remember to save changes







Swim Meet Management



1. **Auto Find** - Select your Auto Find to allow OnDeck to find the fastest relay based on your selections, times, etc.

2. **Roster Group/Location Group**- Select the group to open up the selection screen. Tap on the group to select

3. **Already in Meet/Already in Session** - If this is set to off, all athletes will show that have declared regardless whether they are committed. If you use, 'Already in Meet or Session' then it will only show those athletes that meet that criteria ie: already in an event or session.

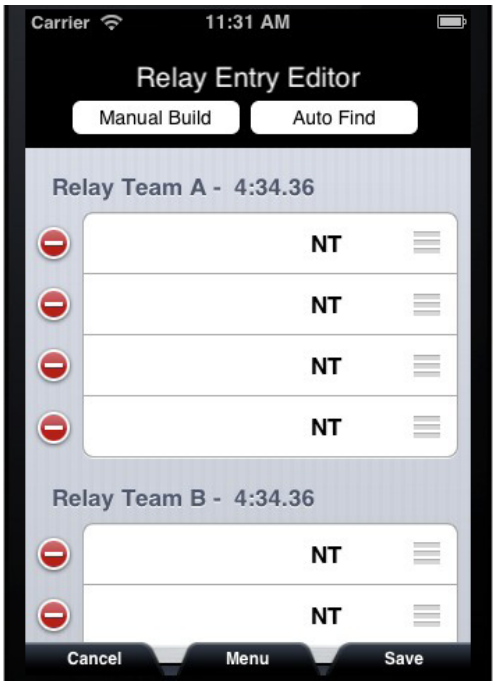
4. **Empty Team** - If you select On, you will be able to create empty relays but the time will be based on actual seed times. See the diagram to the right.

5. **Number of Teams** - Tap to select up to 10 teams to build based on the number of athletes actually available.

6. **Show Swimups** - Use the slider to include swimup athletes in your selection of swimmers below.

7. **Athletes** - All athletes allowed to be a part of the auto find relay selection will appear. Select the on/off slider to exclude from the relay builder function.

8. **ADD**- You MUST select Add each time to ensure the athletes are placed in the relay.



Notes

Time Standards

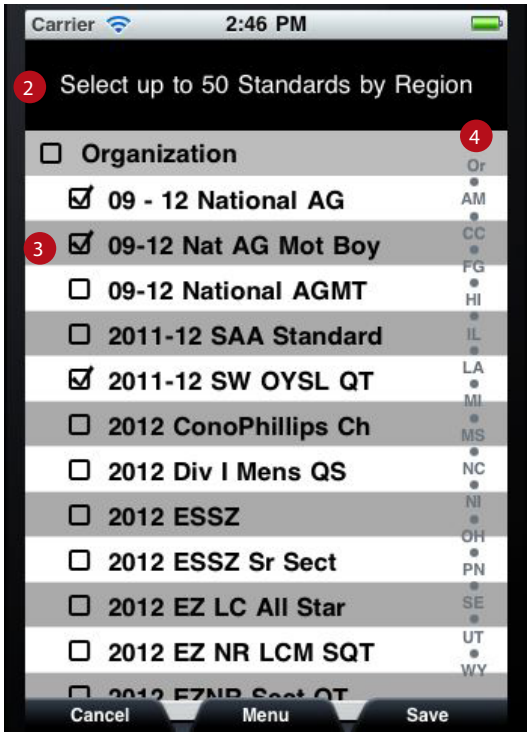
What you'll learn in this Section:

- How to select your desired time standards for comparison
- How to select the gender, course, stroke, and distance to compare against
- How to see who has made the cut and at what meet that cut was made

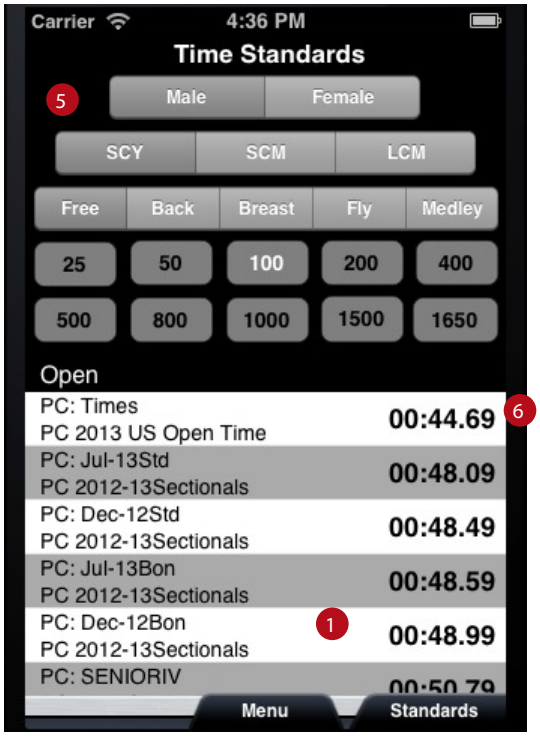
Tutorial

Time Standards Management

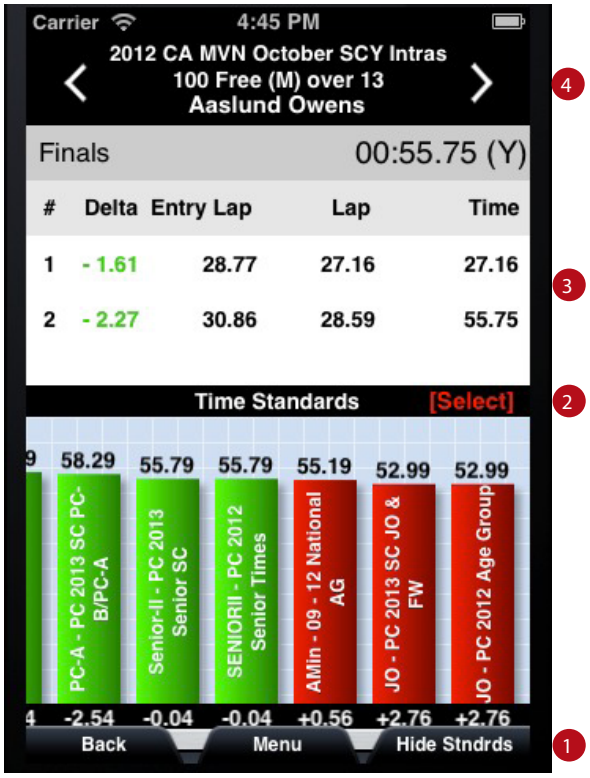
Time Standards

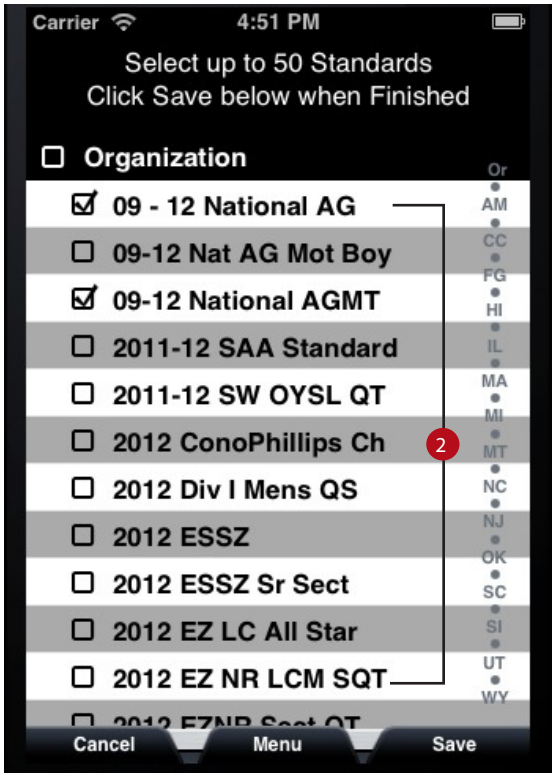


1. **Time Standard Icon** - Tap Time Standards to access the Time standards screen
2. **Information** - You can select up to 50 time standards. To get to the selection go preferences>time standards. (For more details on this see Set-up Basics)
3. **Standards Available** - Select from national or region standards by putting a check mark next to desired standard
4. **Jump To** - You can jump to LSC regional standards by tapping on the LSC code in this bar
5. **Time Standard Selection** - Select gender, course, stroke, and distance by clicking on the appropriate buttons.
6. **Tap to Compare** - Find the standard you wish to compare against and tap (sorted by age group)
7. **Results** - This will pull all active swimmers who have made the cut and not made the cut.
8. **Deviation** - You will also be able to see the deviation above or below the cut time here, if you tap on the name you will be able to see in which meet this result was swum.
9. **Filter** -Select the filter to limit the athlete's age in view



Time Standards





1. **Show/Hide Standards** - Tap Show/Hide standards to view which standards they made (green) and which they didn't (red). Note the time on the bottom which will let you know the + or - time amount for each standard.

2. **[Select]** - Tap on the select to add additional standards to compare against or deselect those that are no longer required.

3. **Delta** - If there is an official delta/split, it will show with the corresponding split times.

4. **Previous/Next Arrows** - Select these arrows to move to the previous or next athlete.

Time Standards

Frequently asked questions.

Q Can I get a new LSC or National Standard added to the time standard list?

A Yes, please notify your LSC. If they are on the TeamUnify platform they will be able to add it to their site which will automatically update all TeamUnify sites within this LSC.

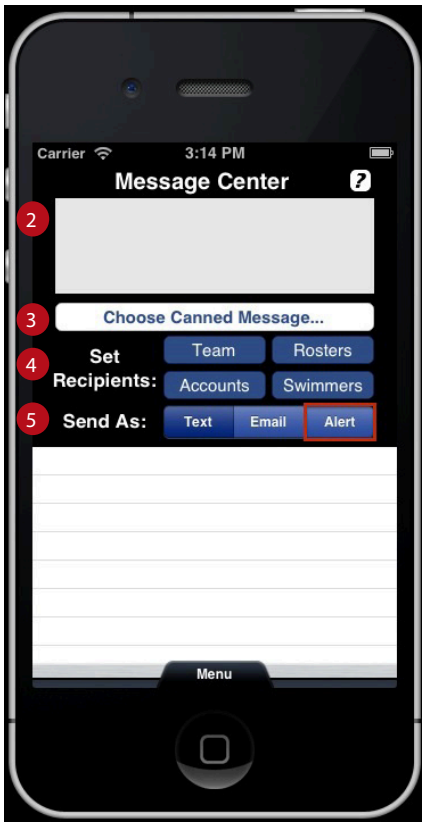
If they are not on the TeamUnify platform please let support know which one it is and provide the URL link to their location for accurate reporting.

E-mail & SMS Communication

What you'll learn in this Section:

- How to create a message for e-mail or SMS
- How to select who you want to receive the message
- How OnDeck integrates with the Communication editor in SwimOffice
- Tutorial: Communication Management

E-mail & SMS Communication



1. **Message Icon** - Tap the Message Center icon to access the message center
2. **Message Editor** - You can create a custom message here (up to 160 characters). Simply tap on the white area and the keyboard will appear
3. **Canned Message** - You can also use the canned message section to select quick messages using the roller. (see Fig. A)
4. **Set Recipients** - You can also select who you would like to receive this message from these lists: Team, Accounts, Rosters, Swimmers. The colors denote verification based on 'Send As:' Selection. (see Fig. B)
5. **Send As** - You can choose to either Text or E-mail as the format. Once selected, depending on the verifications status of either the e-mail or cell number, the accounts or member names will be color coded. Red means that this person will not be getting the communication, black means a person may or may not get communication, and green means that this person has a verified e-mail or cell number(see Figure C).
6. Tap send

Figure A

Figure B

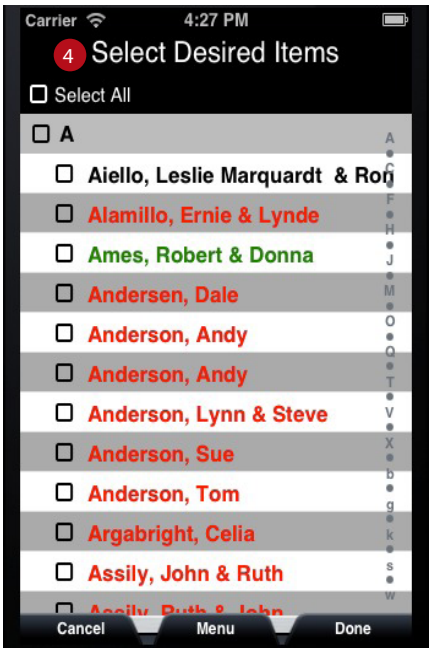
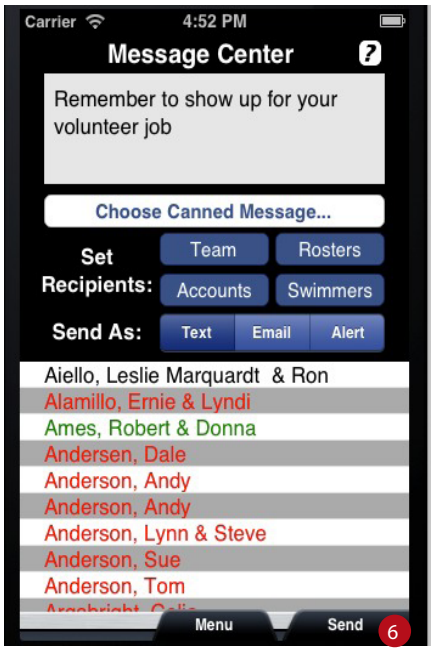


Figure C



E-mail & SMS Communication

Frequently asked questions.

Q What are the limits on E-mail addresses and SMS numbers for the new Comm editor?

A The Communications Editor will allow each Account can have up to 4 e-mails and 2 SMS/Text capable phone Numbers. Each Member can have 1 e-mail and 1 sms number.

Q How do I update a login E-mail address in the New Comm editor?

A If you would like to update a login e-mail address for an account please follow the steps below.

1. Sign in to the site and go to Account/Member admin located under the Team Admin Menu
2. Find the account you would like to update and click on the underlined account name
3. You will see the login e-mail as the top e-mail in the comm editor, double click on the address and you will be able to update
4. Click save changes and send out the password e-mail

E-mail & SMS Communication

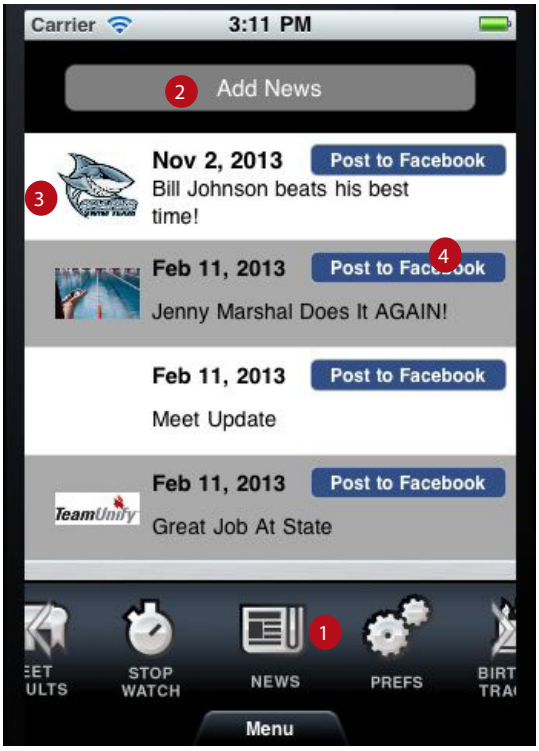
Notes

News Management

What you'll learn in this Section:

- How to create a News item
- How to review/edit an existing news item
- How to post the news item to your team's Facebook Page
- Tutorial: News Management

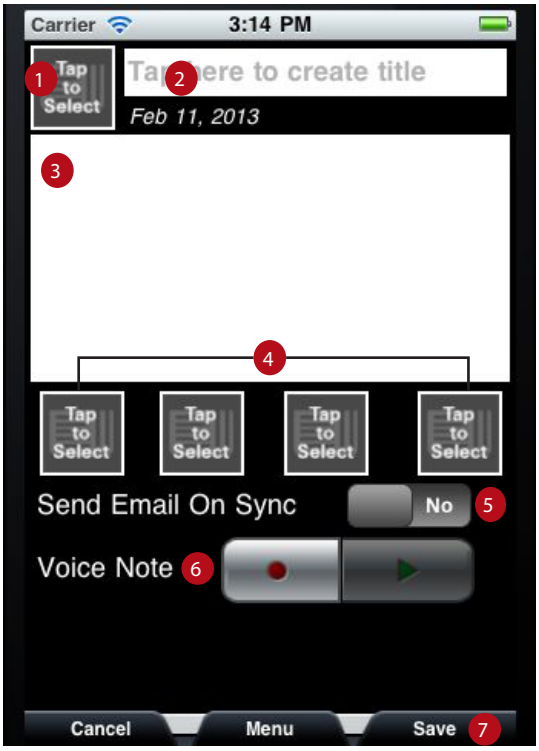
News Management



Tips and Tricks

Did you know that you can e-mail your whole team a big news item by using the e-mail on synch function. This is a great way to keep your members involved and excited about team news

1. **News Icon** - Tap News to access the News functionality.
2. **Add News** - Add a new News item by tapping here (See below for more details on creating a new item)
3. **News Edit** - To edit an existing item tap on the picture, then tap on the edit on the bottom right (see Fig A. on follow page)
4. **Facebook** - Post this item to your target page on Facebook (see Fig. B on the following page). OnDeck will give you an option of what page to post to. Once you have posted, OnDeck will change the button "Post to Facebook" with the fb icon.



Creating a News Item

1. **Headline Photo** - Tap here to either take a photo if your device has the functionality or choose a photo from your library to be added as the title picture
2. **Title** - Tap here to add a title
3. **Body** - Tap here to add the body/copy of the news item
4. **News Photos** - Tap to add an attached picture to this news item
5. **Send email on sync** - Turn to Yes if you want to send a blast e-mail to your whole team with this news item
6. **Voice Note** - Tap to record a voice note that will be attached to this news item.
7. **Save changes**

News Management

Figure A 1

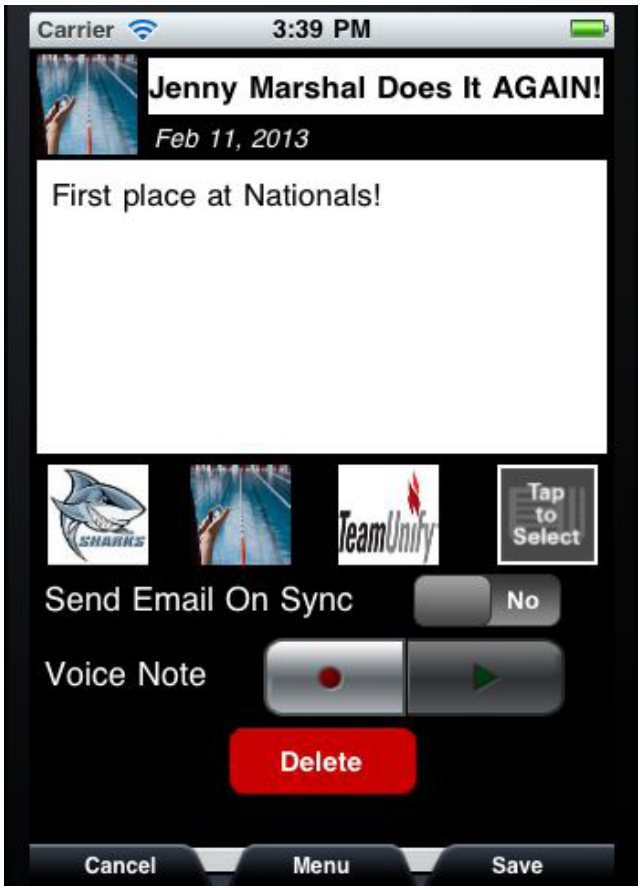
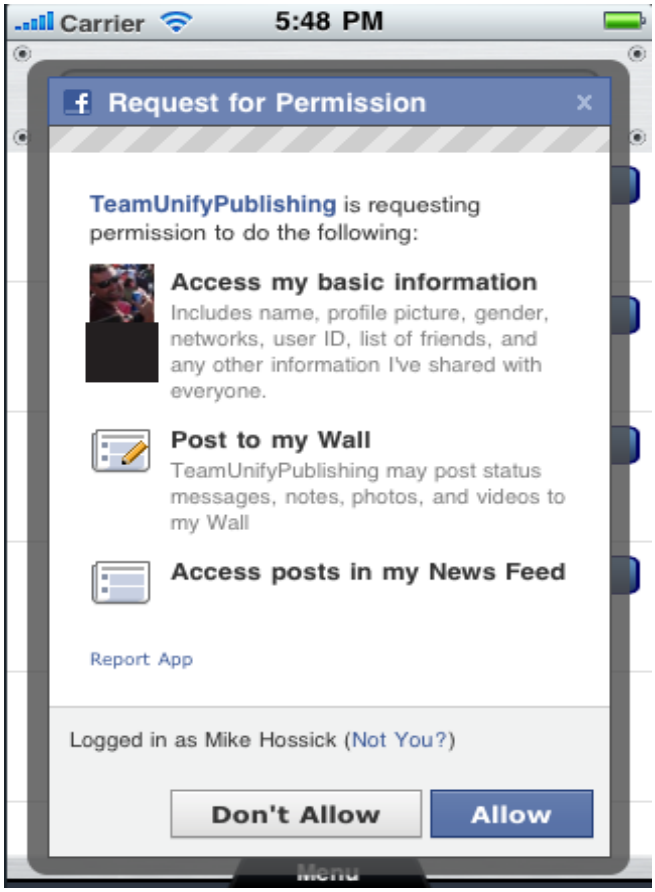


Figure B 2



1 **Figure A** - Review/Edit a news item tap on any of the areas to edit. You can also delete a news item by tapping delete

2 **Figure B** - Enter in the e-mail account and password to your Facebook page then select allow. Once allowed, news items will be posted to your team's Facebook page

News Management

Frequently asked questions.

Q How can I activating the Facebook Icon on my Site?

A
1. Sign in
2. Click on the Website Design located on the left under the Team Admin menu.
3. Click on Website Layout Configuration (Or the Migrate to Chameleon if you have not fully changed over) button
4. Scroll down to the Facebook URL:
5. Enter in the URL address(example http://www.facebook.com) of your Facebook page here and the icon will light up under the sign in area of the site.
6. Always remember to Save Changes

News Management

Notes

Volunteer Job Sign-up

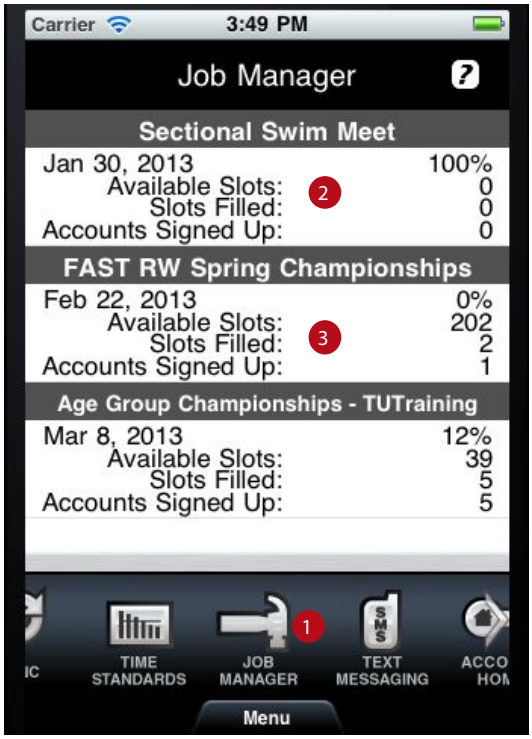
What you'll learn in this Section:

- How to select a meet to manage jobs
- How to Add a job
- How to add a job slot
- How to add a volunteer into a job slot
- How to confirm a job done
- How to communicate updates to volunteers

Tutorial

Jobs Management

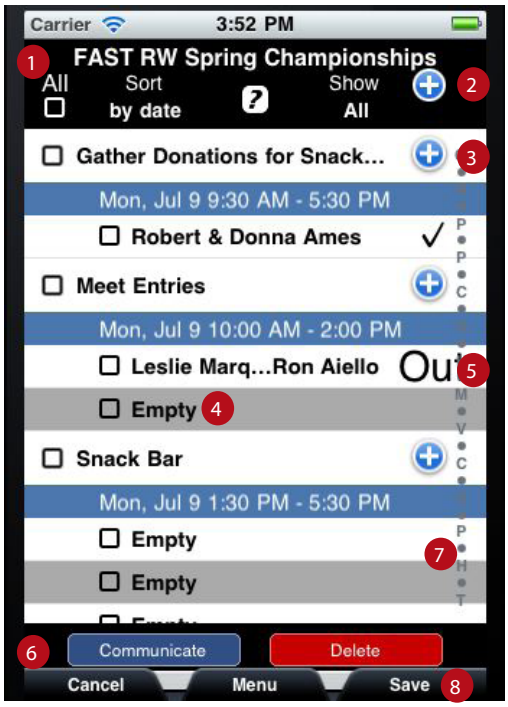
Volunteer Job Sign-up



Tips and Tricks

Did you know that you can quickly add another time slot to a job simply by hitting the plus button. This is very helpful if you have volunteers who are willing to help on meet day.

1. **Job Manager Icon** - Tap Job Manager to access the job functionality
2. **Job List** - After tapping on the job manger icon a list of events will populate this screen.
3. **Job Information** - You can see these items: Name of the event, date of the event, available slots, job slots filled, accounts signed up, and percent of jobs taken. Tap on the event for more detail or to edit.



1. Event Name
2. **Add Job** - Tap the blue plus button to add an entirely new job to this event. (see Fig A on following page)
3. **Add Time Slot** - Tap blue plus button to add a new time slot for this job
4. **Add Account** - Tap empty title to add an existing account to this slot
5. **Job Done** - Tap this field to record if the job was done. Black check mark=done Out=not done
6. **Communication** - Tap the communicate button to e-mail/SMS your volunteers that you have selected with check mark(see Fig B on following page)
7. **Search** - Tap to a time slot, or a job
8. Save Changes

Volunteer Job Sign-up

Figure A

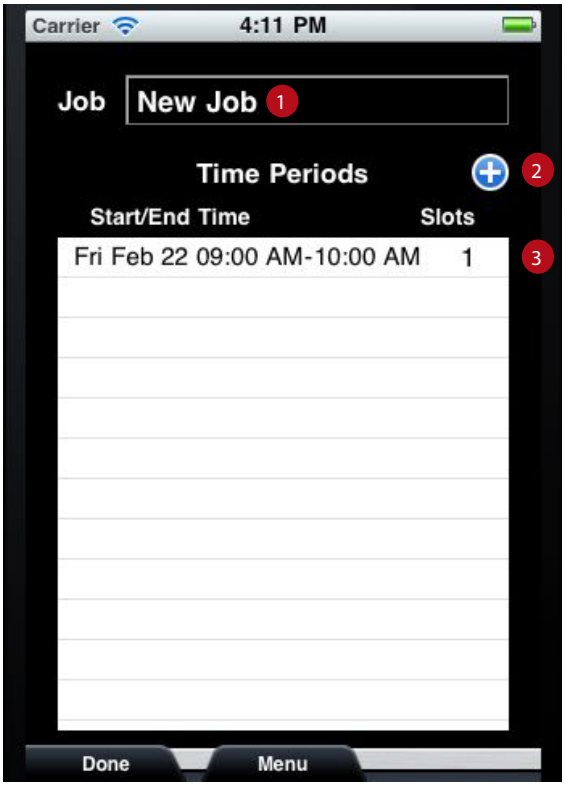


Figure B

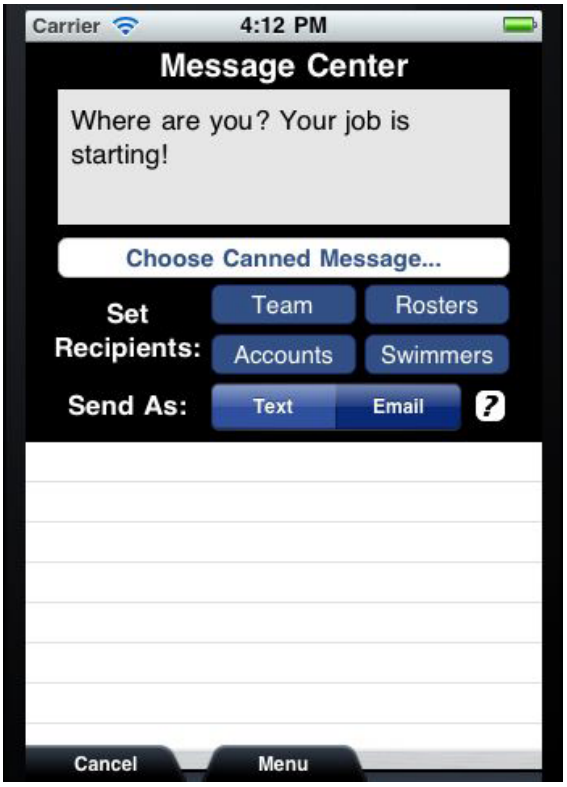


Figure A

1. **Job** - Title of job
2. **Add Time Slot** - Click the blue plus button to add a new time slot for this job.
3. **Time Period Information** - Time date and # of slots will appear here

Figure B

4. **Communication** - Shows the selected accounts in the message center. You can select either e-mail or text to communicate with the these accounts.

Volunteer Job Sign-up

Frequently asked questions.

Q When I synch will my confirmed jobs done in OnDeck update in SwimOffice?

A Yes, once you synch any jobs that have been confirmed in OnDeck it will update the events in SwimOffice. This Synch will also update your Service Hours module if you are using this functionality.

Volunteer Job Sign-up

Notes

Attendance Tracking

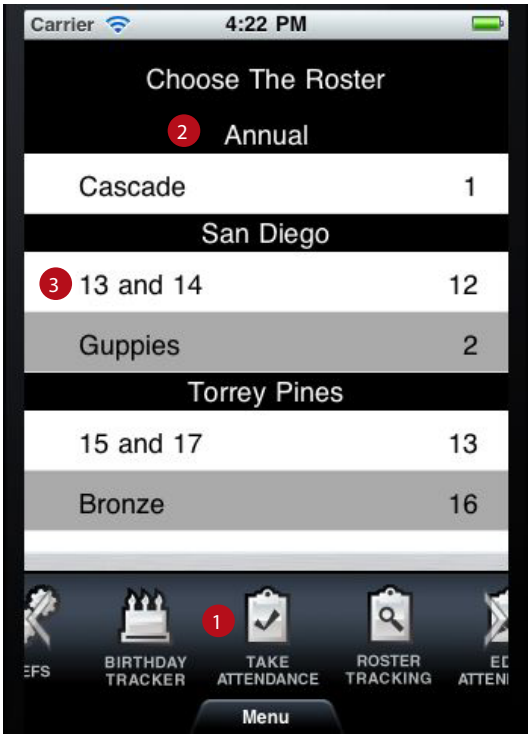
What you'll learn in this Section:

- How to find the roster you are taking attendance for
- How to take and adjust attendance levels
- How to review and modify past attendance
- How to add workout distance to attendance

Tutorial

Attendance Management

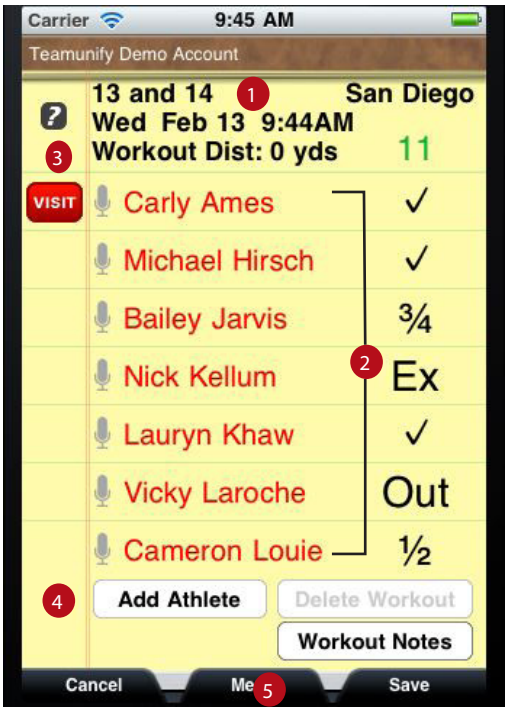
Attendance Tracking



Tips and Tricks

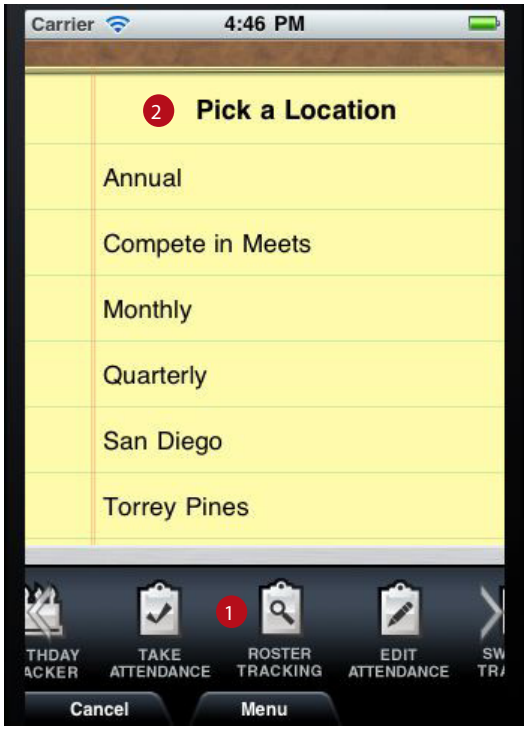
Did you know that can set distances for each workout and then track exactly how far specific groups have swum for any date range.

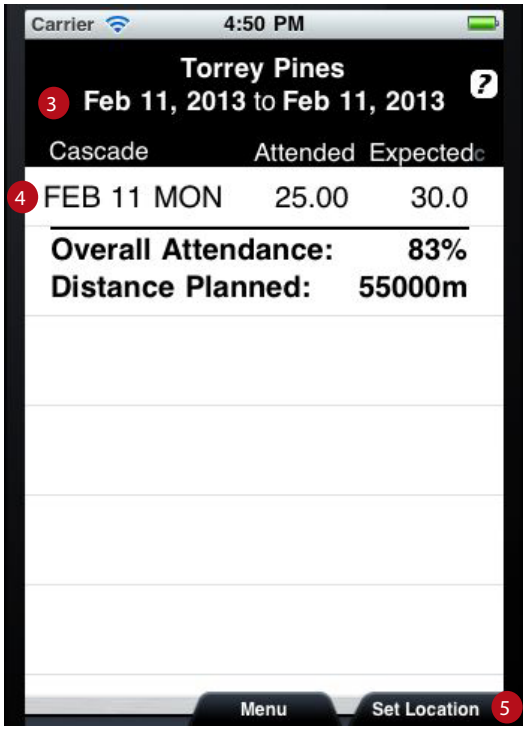
1. Tap on Take Attendance to begin
2. You will see the location here with all roster groups under that location. If you have multiple locations you can scroll down.
3. You will see the roster group name with number of members listed to the right. Tap on the name to take attendance for this group (see below)



1. **Roster Information** - Shows your roster group, location, date, time, workout distance and total athletes attached to this roster. These are tappable and you can update.
2. **Roster Swimmers** - List swimmers in this group. You can select from several states of attendance: full attendance is a green check mark, ¾, ½, ¼, EX (excused), and Out
3. **Edit Information** - You will be able to change date, time, and set distance by tapping on the requisite titles
4. **Add Athlete** - You can add an athlete who is either visiting or making up a workout they will get the red visit tag
5. **Workout Notes** - Select to add a workout or voice note to this athlete. Once you sync, it will go into the attendance records on SwimOffice for admins only, to view.
6. Remember to save

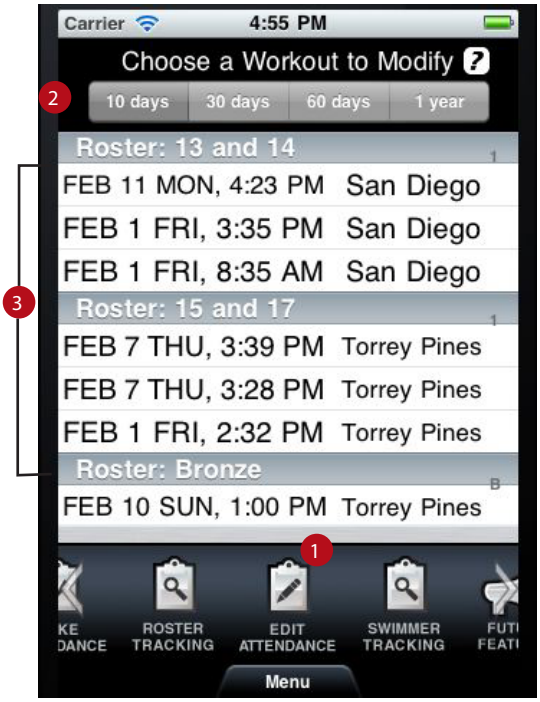
Attendance Tracking



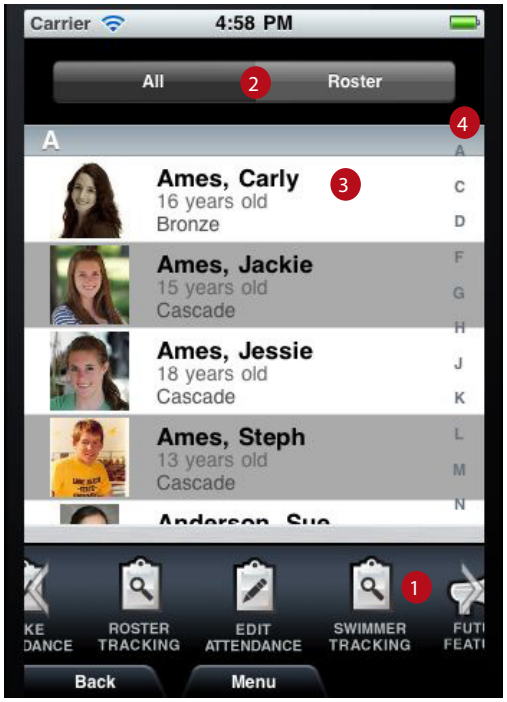


1. **Roster Tracking** - Tap to see an overview of workouts for specific roster group(s)
2. **Pick a Location** - Tap on a location to see attendance for all groups attached to that location
3. **Date Range** - You can adjust the date range to report on desired parameters. This piece defaults to previous day
4. **Date/Attendance Information** - Each date row will indicate overall attendance (actual and expected) for that roster on that day. The summary rows will show overall attendance and distance planned for the selected roster group and date range
5. **Set Location** - You can go back and change locations by tapping here

Attendance Tracking

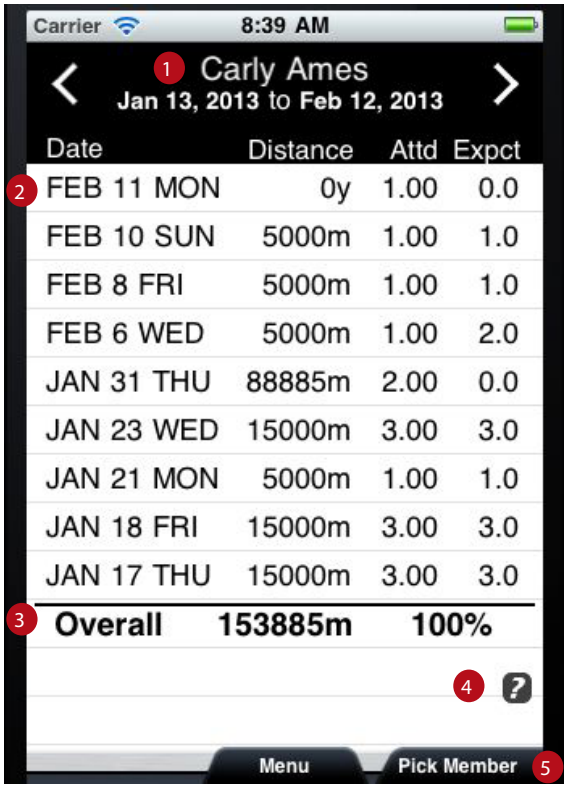


1. **Edit Attendance** - Tap on the Edit Attendance
2. **Date Range** - You can tap on 10, 30, 60, or a year to set how far back you want see recorded workouts
3. **Edit Attendance** - Tap on the desired date under the correct roster name to modify an existing workout. Tap on the information to adjust information for instance the date.



1. **Swimmer Tracking Icon** - Tap on Swimmer Tracking
2. **Filter** - You can view your members by all or by roster group
3. **Swimmer Information** - Tap on the swimmer you would like to review information for (See following page)
4. **Jump to** - You can jump to the last names by clicking on the letter in this column

Attendance Tracking



Tips and Tricks

OnDeck has conversion functionality throughout the application. Make sure you select on any distance function to change the measurement. Select the distance in swimmer tracking to update.

Question marks have been designed to answer many of your questions on usability in OnDeck and offer tips & tricks. Before you contact support, try selecting this tool to find an answer or to give you that trick that makes coaching and administering *FAR* easier.

1. Swimmer Information - You will see a selected swimmer name and the date range (Defaults to 30 days, tap on date to modify the range)
2. Attendance Information - Shows day, distance, attendance, and expected. Tap on any date to modify that workout
3. Total Calculation - This will show total distance swam for the given period and percentage of expected workouts completed. (If expected is equal to 0 it means that you either moved the athlete to a new roster group, or they were counted as a visiting athlete in a different roster group)
4. Question Mark - Always select to find out how to use this menu and for more tips & tricks.
5. Pick Member - You can go back to the member list by tapping here

Frequently Asked Questions

Q Can I add distance to my workouts?

A Yes, simply tap on the workout distance title in the roster attendance screen then adjust the distance accordingly

Attendance Tracking

Notes

More Cool Stuff

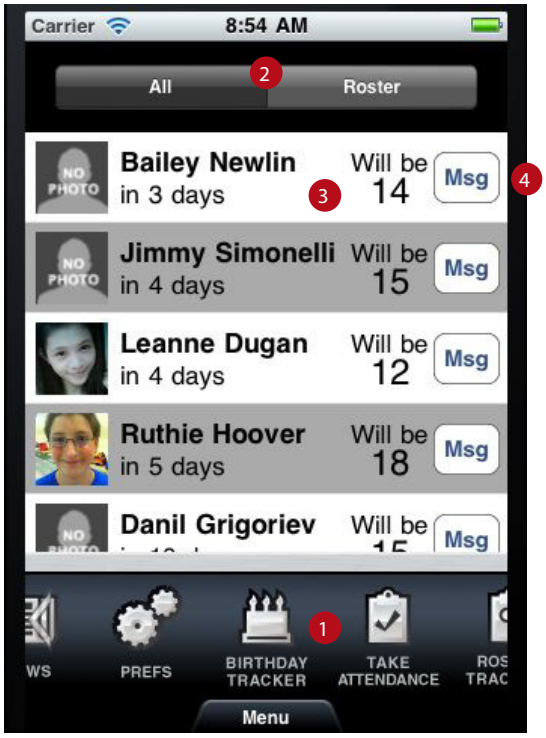
What you'll learn in this Section:

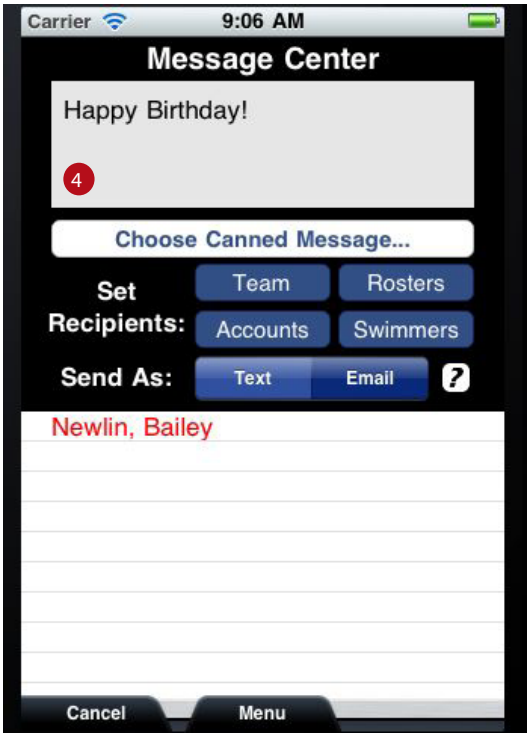
- How to never miss a swimmer's birthday again
- How to use the free form stop watch
- How to use the splits math calculator
- How to view your entire results database

Tutorial

Splits Math Management

More Cool Stuff





1. **Birthday Tracker** - Click on the Birthday tracker to see which swimmer's birthdays are coming up.
2. **Swimmer Filter** - You can choose between all swimmers or view by roster
3. **Swimmer Information** - You will see the swimmer names and they will be arranged by how many days until the swimmer's birthday (those in red are today) and tell you how old the swimmer is going to be
4. **Msg** - Select this to send an instant birthday text provided you have their mobile number in the database and hopefully verified. A great way to let your athletes know you appreciate their commitment to the team!

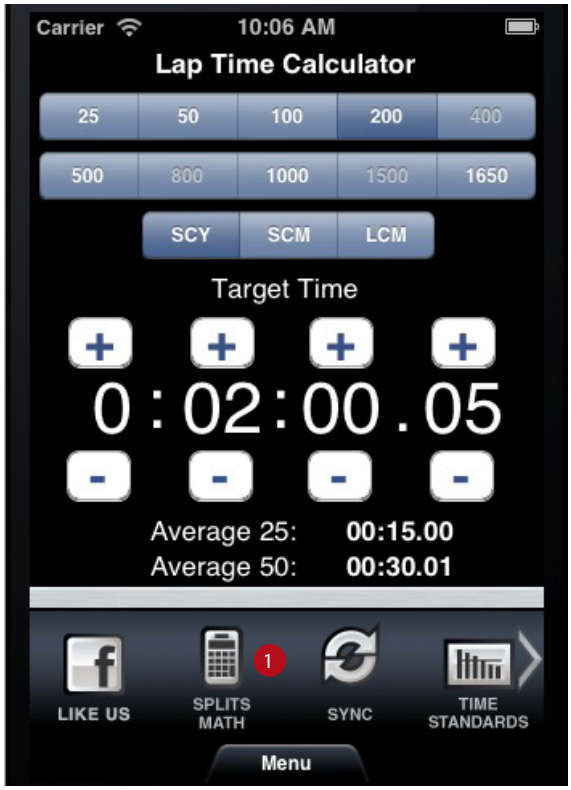
More Cool Stuff

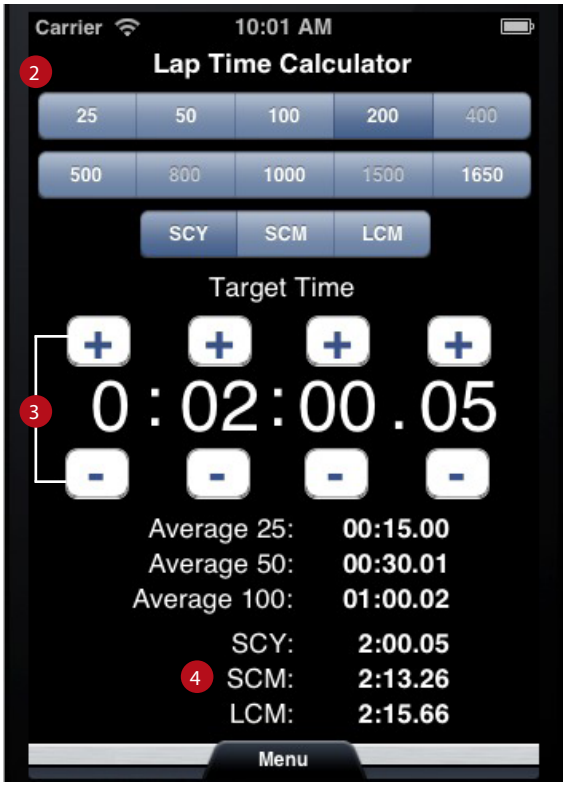
Tips and Tricks

Use the **stopwatch** and **splits math calculator** to help your athletes's achieve their goals. Use the **birthday tracker** to message your athlete's a 'Happy Birthday'. Use your **attendance** to congratulate athletes that have put in their hard hours. Use your tools to build a team that is excited and motivated to come to each practice every day.

1. Stop Watch - Click on the stopwatch icon to individually time
2. Start/Stop/Lap - You will be able to time one swimmer; the laps will be free form and will not be recorded as official results for any athletes
3. Time Review - Your lap time, deltas, and running time dynamically show in this screen
4. Undo Tap - Select undo tap if you need to return to the previous running lap time

More Cool Stuff

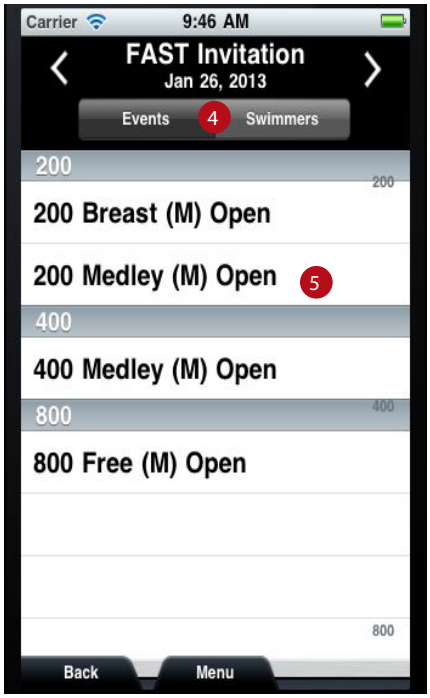


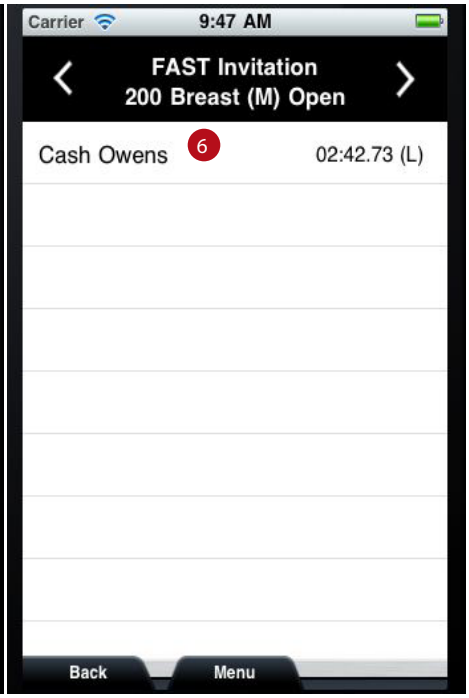


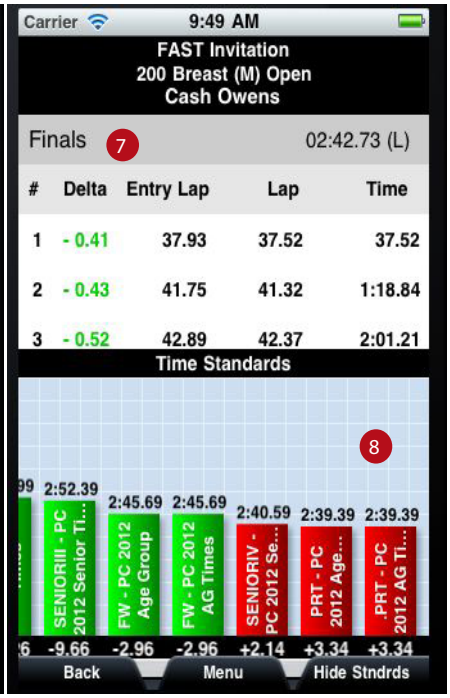
1. **Splits Math icon** - Click on Splits Math to calculate average needed to make a certain time
2. **Distance** - You can select from 25,50,100,200, 400, 500, 800, 1000, 1500, 1650 for distance
3. **Time Adjustment** - You will be able to set your desired target time using the + and - buttons.
4. **Target Time** - This will show the average split a swimmer will need to make the desired time selected. It will show split time at 25, 50, and 100 as applicable. It will also show the SCY, SCM and LCM conversions.

More Cool Stuff

1. **Meet Results Icon** - Click on Meet Results
2. **Meet Information** -Select the desired meet from list
3. **Date Picker** - You can jump to a different year by clicking on the date here
4. **Results Filter** - You can see the result by either event or swimmer
5. **Event Information** - Tap on the desired event you would like to review
6. **Event Participant(s)** - All swimmers that swam in this meet for this event will appear
7. **Swimmer Information** - Tap on the desired swimmer and all of details for this event will appear
8. **Time Standards** - You can compare this swim to select standards (see time standards for more detail)







More Cool Stuff

Frequently Asked Questions

Q Who can access the OnDeck application?

A Only accounts that have email/print/calendar admin level or higher can access the OnDeck application.

OnDeck Best Practices

- Retention & Performance Strategies

  Using the Birthday Tracker functionality to highlight swimmers big day. This will make swimmers feel appreciated and improve team morale overall.

- Speed

  Setup your Preferences to only include the interface and roster groups that pertain to your needs. This will increase the speed in moving through OnDeck's different functionality.

- Communication

  Use the News and facebook functionality often when you are at meets and swim club events. Highlight personal achievements and team functions. This will keep families and swimmers excited about your team.

- Polish

  Take photos of your swimmers and add them to their profiles. This will not only help you when scrolling through their rosters they will also be able to see this on there swimmer profile in their SwimOffice accounts.