

## Signing up for meets on the TeamUnifySystem

1. Login to your account on the NTSC website. Login information was emailed to you.
2. Click on “Swim Meets” located in the information bar across the top of the page directly under the NTSC Banner.
3. On the Swim Meets page, find a meet that your swimmer(s) wishes to attend. At this point, you have a couple of options.

A. If you want to find out more information about this meet, click on the name of the meet. This will take you to a page that includes an event description, dates of the meet, roster groups eligible for this meet, a link to the meet packet if available, and a button to click when you want to register your swimmer(s) for this meet. If you decide to register your swimmer(s) for this meet, click on the button labeled “Attend this Event”.

B. If you know you want to register for this meet, click on the button “Attend this Event”.

4. On the Event Signup page, you will see much of the same information about the meet you have chosen as well as a list of all eligible swimmers in your family. To signup a swimmer for this meet, click on that swimmer’s name. On the Athlete Event Signup page, you will have a drop down menu labeled “Signup Record”. This menu gives you two choices to say yes or no to this event. Choose whichever is appropriate for your swimmer. If you choose no, please click the “Submit” button and you are finished responding for that swimmer. Repeat the process for other swimmers in your family if necessary. If you choose yes, go on to the next step.

5\*\*\*. The next page that loads will be titled: Athlete Event Signup – By Day/Session. On this page you will see the name of the swimmer being registered, some meet information and a list of days/sessions for this meet. Simply click the box next to the session(s) your swimmer(s) will attend and when you are done, click “Submit” at the bottom of the page. You can find out session information by clicking on the “View All Meet Events” button. This will take you back to the Event Signup page and you will see that swimmer as “Committed”. Repeat this process for other swimmers in your family if necessary.

6. Repeat this process for any other meets in which your swimmer(s) will participate. Once you register for any meet, you are responsible for the fees for that meet unless you remove your registration for the meet from the website prior to the registration deadline.

7. PLEASE CLICK ON “JOB SIGNUP” AND VOLUNTEER TO HELP.

\*\*\*We have not yet received meet information for all meets. For these meets when you select “Yes, please sign my athlete up for this event”, you will be given a box in which you can list the day or days your swimmer(s) will attend this meet.