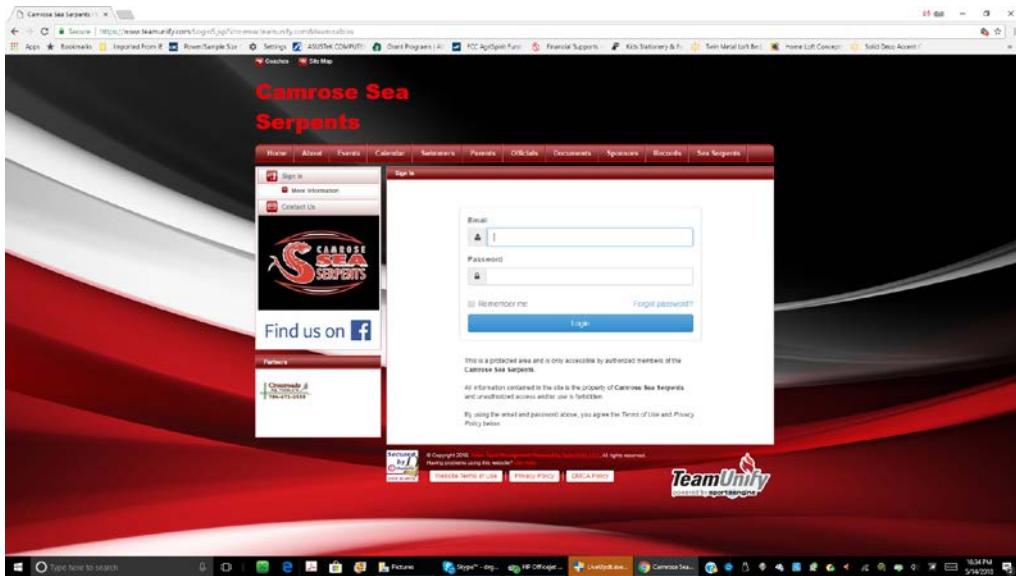


## Swim Meet Sign up Detailed Instructions

### **Step 1.** Log into your account in Team Unify



### **Step 2.** Once you log in, click the “home” button in the top left corner. This should give you the screen below.

A screenshot of the Camrose Sea Serpents Team Unify home page after logging in. The top navigation bar is now fully visible with links for Home, About, Events, Calendar, Swimmers, Parents, Officials, News, Documents, Sponsors, and Records. A red arrow points to the "Home" link in the top left. The sidebar on the left remains the same as in the previous screenshot. The main content area features a large image of swimmers at a pool. To the right of the image are four boxes: "Coaches and Board" (with a coach icon), "Events" (with an event icon), "News" (with a news icon), and "Calendar" (with a calendar icon). Below the image, there are sections for "Team Functions" (listing events like Officials Clinic, Parent 101, Bottle Drive, Dive Practice, etc.) and "Swim Meet" (listing events like Dive Practice at Wetaskiwin Pool). At the bottom, there's a "Secured by iThawte" logo, copyright information, and links for Website Terms of Use, Privacy Policy, and DMCA Policy. The "TeamUnify" logo is at the bottom right.

**Step 3.** Under the events Ribbon in the middle of the screen click on the Swim meet tab. Once you open this tab, click on the swim meet you want to open, in this case the “Practice Swim sign up meet” where the red arrow is. This will open up the meet information and you will see the events available.

The screenshot shows the Camrose Sea Serpents website with a dark red header and footer. The top navigation bar includes links for Coaches, Password, and Site Map. The main title "Camrose Sea Serpents" is displayed prominently. Below the title is a red ribbon menu with the following items: Home, About, Events, Calendar, Swimmers, Parents, Officials, News, Documents, Sponsors, and Records. On the left side, there is a sidebar with links for Sign Out, Help & Training, TU Updates (with a red notification dot), System (Alert Center, Online Registration /off, Feedback Zone), My Account, Team Admin, Billing Admin, and Contact Us. The central content area features a photo of a group of swimmers and officials labeled "ASSA Region C Champs". To the right of the main content are four boxes: Coaches and Board, Events, News, and Calendar. The main content area has a section titled "Events" with tabs for Team Functions and Swim Meet. A red arrow points to the "Swim Meet" tab. Below it, a list of swim meets is shown with "Practice Swim sign up Meet" highlighted by another red arrow. Other listed meets include Vermilion Swim Meet, Wetaskiwin Swim Meet, and Lloydminster Swim Meet. Each meet entry includes dates, times, and buttons for Edit Commitment and Job Signup. The footer contains a logo for "CAMROSE SEA SERPENTS" and a "Find us on" link with a Facebook icon. The footer also includes a "Partners" section.

**Step 4.** Once you see the available events, you can decide which ones your swimmer/s may want to swim. Each swimmer can swim up to 4 events plus relays. If you are unsure what events your swimmer should enter or how many, talk to your swimmers coach or just put coaches choice. If you are not sure if your swimmer is ready for a meet, again please speak with your coach. If they are interested in participating in relays, put their events plus “yes to relays”. If they are not interested in relays do not enter any relay information.

Once you know what events you will enter, click on the “edit commitment” red button where the arrow is.

The screenshot shows a navigation bar with links: Home, About, Events, Calendar, Swimmers, Parents, Officials, News, Documents, Sponsors, Records. Below the navigation is a sidebar with links: Sign Out, Help & Training (with 6 notifications), TU Updates (with 6 notifications), System (Alert Center, Online Registration off, Feedback Zone), My Account (Team Admin, Billing Admin), Contact Us. The main content area displays an event titled "Practice Swim sign up Meet" from May 19, 2018, to May 19, 2018. It shows registration and job signup deadlines as May 16, 2018. A description states it's a make believe meet to practice the sign up process. A list of events includes: 200 Free, 6&U Flutter, Short Breast, Short Free, Free Relay, Short Fly, Long Free, Short Back, Short IM, Medley Relay. Below this is a section for Forms/Documents and Photos, each with upload and delete buttons. At the bottom is a footer with a Secured by Thawte logo, copyright information, and links to Website Terms of Use, Privacy Policy, and DMCA Policy. The TeamUnify logo is also present.

**Step 5.** Once you click on the edit commitment button, you will see your swimmers names and they will be “undeclared”. Click on your swimmers name.

The screenshot shows a sidebar with Team Admin, Billing Admin, Contact Us, and the Camrose Sea Serpents logo. The main content area shows a table titled "Click on Member Name to declare for this event". The table has columns: Member Name, Member Commitment, and Last Updated. It lists three swimmers: Gail Cunningham Flemming (Undeclared, Last Updated 05/14/18 9:36 PM), Grayce Flemming (Committed, Last Updated 05/14/18 9:36 PM), and Shayne Flemming (Declined, Last Updated 05/14/18 9:36 PM). A red arrow points to the "Undeclared" status of Gail Cunningham Flemming. The TeamUnify logo is at the bottom.

**Step 6.** Once you click on their name you will get a declaration area where there is a drop down menu where you can select to “yes” sign them up or “not” they will not attend. We ask that you do one or the other for each meet so that we know you have not accidentally missed signing up for a meet you meant to attend.

The screenshot shows the Camrose Sea Serpents website. The top navigation bar includes links for Home, About, Events, Calendar, Swimmers, Parents, Officials, News, Documents, Sponsors, and Records. On the left, a sidebar menu lists Sign Out, Help & Training, TU Updates (with 6 notifications), System (Alert Center, Online Registration /off, Feedback Zone), My Account, Team Admin, Billing Admin, and Contact Us. The main content area is titled "Athlete Event Signup" for a "Practice Swim sign up Meet (May 19, 2018 (07:00 AM) - May 19, 2018 (05:00 PM))". It shows a member athlete named "Grayce Flemming". A dropdown menu under "Declaration" is open, showing options: "No, thanks, [Grayce] will NOT attend this event" (selected), "Yes, please sign [Grayce] up for this event", and "No, thanks, [Grayce] will NOT attend this event". At the bottom right is a "Save Changes" button. The footer includes a "Secured by thawte" logo, copyright information, and links for Wichita Terms of Use, Privacy Policy, and DMCA Policy.

**Step 7.** If your swimmer is a yes to attend the meet, then complete the next step. Type the events they will swim at the meet into the “notes” box below the declaration area and then save your changes. Remember if they are interested in relays to type “yes to relays” after their events. Be sure to hit save!

This screenshot shows the same Athlete Event Signup page as above, but with a red arrow pointing to the "Notes" input field. The field contains the text "200 free, 50 fly, 25 free, 25 back, yes to relays". Another red arrow points to the "Save Changes" button at the bottom right of the form.

**Once you have saved your athlete information, it should either say committed or declined by their name.**

**Practice Swim sign up Meet**  
May 19, 2018 (07:00 AM) - May 19, 2018 (05:00 PM)

My Account: Cunningham, Gail 7803753905 [Change Account](#) (Admin Only)

Registration Deadline: 05/16/2018

Click on Member Name to declare for this Event:

[VIEW DEMO](#)

Member Name	Member Commitment	Last Updated
Gail Cunningham Flemming *Active	✗ Undeclared	
Grayce Flemming *Active	✓ Committed	05/14/18 9:36 PM
Shaye Flemming *Active	✗ Declined	05/14/18 9:36 PM

**AND YOU ARE DONE!**