

Over the years we have noticed some members having issues navigating the website. Following is a tutorial for some of the areas you should frequent most often. When searching for the website, it is easiest to search Fort McMurray Mantas. Searching TeamUnify will bring you to their website and not our team site.

First I will show you the tabs available when signed in and not signed in. As you can see below, you can access more information when signed in. You can have your computer 'remember you' and it will become a quick sign in process.



The website is where you can find information regarding the program, email addresses for coaches and admin support. You can view and sign up for upcoming events, review volunteer requirements and schedules. Each tab has valuable information for our parents and I encourage you to familiarize yourself with the website. It will assist you in planning your very busy lives and the activities of your swimmers.

The subjects under some of the tabs also change when signed in vrs not signed in:



Please note the Competitive Registration Package under the Programs tab. This document was emailed to you when your child registered for competitive swimming. You can only access this on the website when signed in. There is a photo gallery under the Members tab. I have posted photos here from the awards barbecue and aerial park. If you have photos from swim meets you would like included in this tab, email the photos to website@fortmcmurrayswimming.com. I am hoping to make an album from each meet involving our club. Please click on each of these tabs to see what information each can provide to you.

Under the equipment tab you will find some discount codes for purchasing equipment for your swimmer. Bylaws and policies are also useful to review.

The fundraising tab is only seen when signed in. All competitive swimmers have fundraising commitments. In the Competitive Registration Package, you can find the level of commitment required for your swimmer. Fundraising commitments vary based on the group your child is registered.



The events tab is where you can sign up for fundraising commitments, volunteering for swim meets(3 volunteer commitments mandatory for each swimmer) and swim meets for your swimmer. This tab is a must to review frequently to find commitments that meet your schedule and details on upcoming swim meets:



In the above event tab, FMSC Halloween Swim Meet is displayed. I picked event category 'swim meets' for ease of demonstration but recommend leaving it on 'all' to display all events that are on the system. Next is the display when I click on the above swim meet:

Event

[Edit Event](#)[Email this Event](#)[Upload Pictures](#)[Edit Commitment](#)[Job Signup](#)

FMSC Halloween Swim Meet

Oct 26, 2019 (09:00 AM) - Oct 26, 2019 (02:00 PM)

Registration Deadline October, 5 2019

Job Signup Deadline October 17, 2019
(till midnight) (this is a team hosted event)

Only For Roster Group(s)

COACHES,COMPETITIVE - JUNIOR,COMPETITIVE - MANTA RAY 1 - STEP UP,COMPETITIVE - MANTA RAYS 1,COMPETITIVE - MANTA RAYS 2,COMPETITIVE - MANTA RAYS 3,COMPETITIVE - MINI MANTAS - GROUP A,COMPETITIVE - MINI MANTAS - GROUP B,COMPETITIVE - MINI MANTAS - GROUP C,COMPETITIVE - MINI MANTAS - GROUP D,COMPETITIVE - PERFORMANCE ([* ALL Locations *])

Description

FMSC Halloween Swim Meet

When: Saturday October 26

Time: Warm-Up 9:00-10:00am Racing 10:00am - ~1:00pm

Who: ALL FMSC COMPETITIVE SWIMMERS

IMPORTANT: All members of the FMSC Competitive Program are expected to attend this swim meet. All swim practices for this Saturday are cancelled as everyone should be racing.

2019/2020 Halloween Meet Package will be posted in the near future.

This is where you will find all the details regarding meets, both in town and out of town. There are more details at the bottom of the page(only a portion is showing). You will need to sign in to the website, go to events and click on the Halloween Swim Meet to see the remaining details. From this page you can sign up for job duties and sign up your child for the meet itself. Please note that deadlines are associated. IF YOUR CHILD IS NOT SWIMMING IN A MEET, you still need to go into the event and decline your child attending the meet. Undeclared swimmers leave organizers without required information. Coaches need to meet entrance deadlines and the travel coordinator needs to book travel, buses, etc.

Below is the screen that you will see when you click on 'job signup' for the above event:

Event Job Signup

Event Job Signup
Setup Event Jobs
Event Job Done Confirmation
Find Workers

Signup Job for Account: Murphy, Julie (7807139579) [Change Account](#)

Event: FMSC Halloween Swim Meet (Oct 26, 2019 (09:00 AM) - Oct 26, 2019 (02:00 PM))

Registration Deadline: 10/05/2019

Job Signup Deadline (till midnight): 10/18/2019

Print My Job Signup Summary
Print ALL By Job (w/ Empty Slots)
Print ALL By Name
Print Volunteer Name Tags

How to signup Event jobs:

Step 1: Find the empty slots shown as "-----".

Step 2: Click on the checkbox in front of the empty slot that you want to sign up for.

Step 3: Select [Signup] button to signup for the slots that you selected.

Note: If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

+ Signup
Remove Signup x

Job Name/Notes	Time Periods Signup
<p>Electronics Must have done Electronics at a previous swim meet</p>	<p>10/26/2019 09:00:00 AM - 10/26/2019 02:00:00 PM(0.00 Pts.)</p> <p>1 <input type="checkbox"/> -----</p> <p>2 <input type="checkbox"/> -----</p> <p>3 <input type="checkbox"/> -----</p> <p>4 <input type="checkbox"/> -----</p> <p>5 <input type="checkbox"/> -----</p>
<p>Marshalling Volunteer needs to understand heats and events. You will need to get the swimmers lined up for the races.</p>	<p>10/26/2019 09:00:00 AM - 10/26/2019 02:00:00 PM(0.00 Pts.)</p> <p>1 <input type="checkbox"/> -----</p> <p>2 <input type="checkbox"/> -----</p> <p>3 <input type="checkbox"/> -----</p>

Now that you have volunteered to work the swim meet, you should probably also sign up your swimmer to participate. Here are some screenshots for signing up your swimmers:

Event Signup

[Athlete Signup](#) [Committed Athletes](#) [Undeclared](#) [Declined](#)

FMSC Halloween Swim Meet

Oct 26, 2019 (09:00 AM) - Oct 26, 2019 (02:00 PM)

My Account: **Murphy, Julie**
7807139579
[Change Account](#) (Admin Only)

Registration Deadline: **10/05/2019**

Click on Member Name to declare for this Event:

[VIEW DEMO](#)

Member Name	Member Commitment	Last Updated
Kaitlyn Murphy *Active	⊘ Undeclared	
Marissa Murphy *Active	⊘ Undeclared	

Home ABOUT US PROGRAMS MEMBERS FUNDRAISING MANTAS IN THE MEDIA EVENTS

Athlete Event Signup

FMSC Halloween Swim Meet (Oct 26, 2019 (09:00 AM) - Oct 26, 2019 (02:00 PM))

Member Athlete:
Kaitlyn Murphy

*Declaration

--SELECT--

--SELECT--

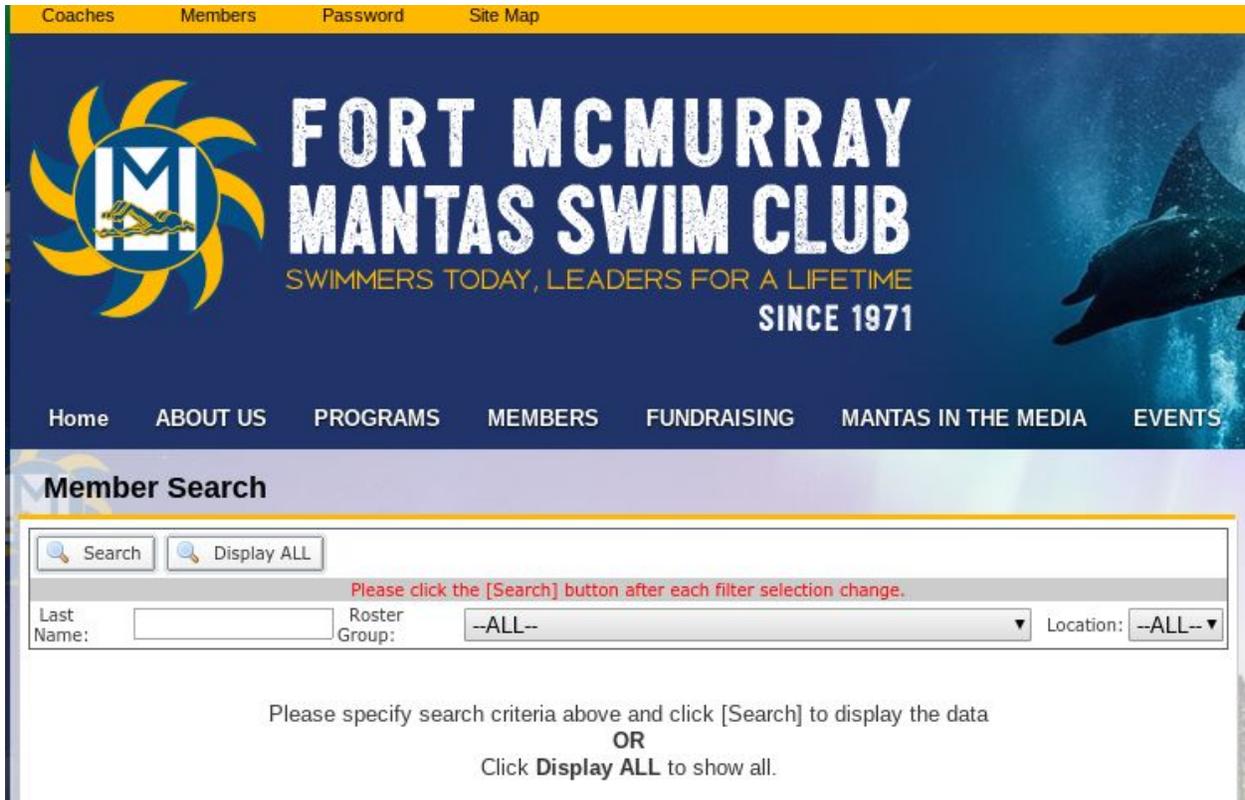
Yes, please sign [Kaitlyn] up for this event

No, thanks, [Kaitlyn] will NOT attend this event

[Save Changes](#)

Remember to 'save changes' after making your declaration for your child.

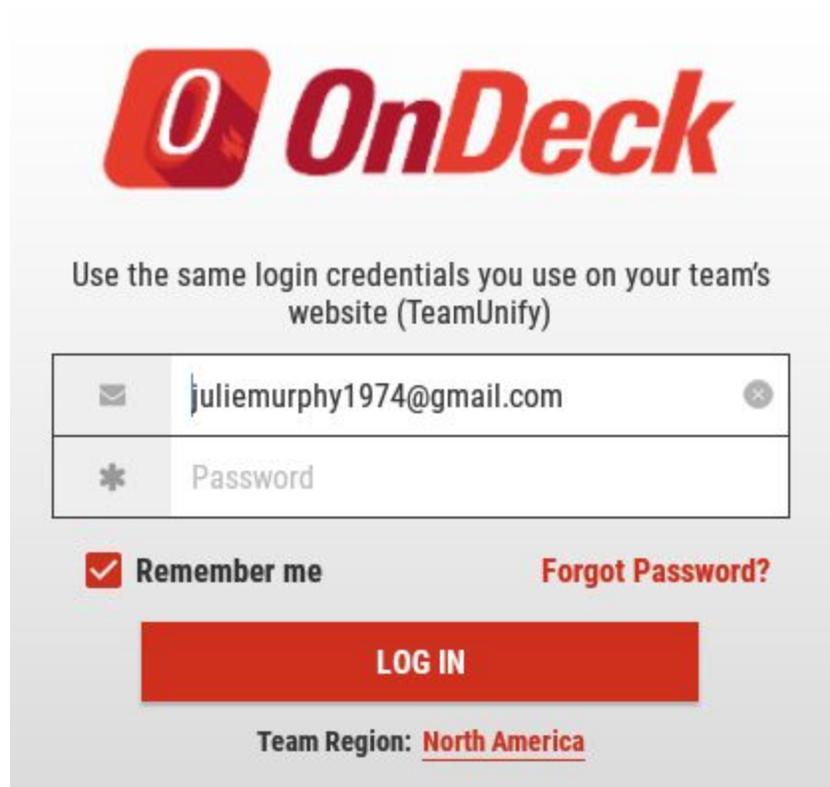
Finally, below is a photo of the members tab at the top left of the screen. If you need to contact another parent, you can locate their email here:



The screenshot shows the website header with navigation tabs: Coaches, Members, Password, and Site Map. The main banner features the club's logo (a stylized 'M' with a swimmer) and the text "FORT MCMURRAY MANTAS SWIM CLUB" and "SWIMMERS TODAY, LEADERS FOR A LIFETIME SINCE 1971". Below the banner is a secondary navigation bar with links: Home, ABOUT US, PROGRAMS, MEMBERS, FUNDRAISING, MANTAS IN THE MEDIA, and EVENTS. The "Member Search" section is highlighted, containing a search interface with a "Search" button, a "Display ALL" button, and a red instruction: "Please click the [Search] button after each filter selection change." The search form includes fields for "Last Name:", "Roster Group:" (set to "--ALL--"), and "Location:" (set to "--ALL--"). Below the form, instructions read: "Please specify search criteria above and click [Search] to display the data OR Click Display ALL to show all."

If you need to reach a parent for any reason - carpooling, Johnny and Sally mixed up their yellow shirts, etc, etc, you can find the contact information for other parents in member search. This feature is only available when you are signed in to the website.

ONDECK APP - For those who prefer to work off a smartphone, the ONDECK App is the app version of TEAMUNIFY. As with most apps, all the information on the website is not available. However, you can sign up for meets and volunteer/fundraising commitments. You can also find information regarding your swimmer under the members tab. Here is a screenshot of the login screen. Login for ONDECK is the same as your TEAMUNIFY login.



OnDeck

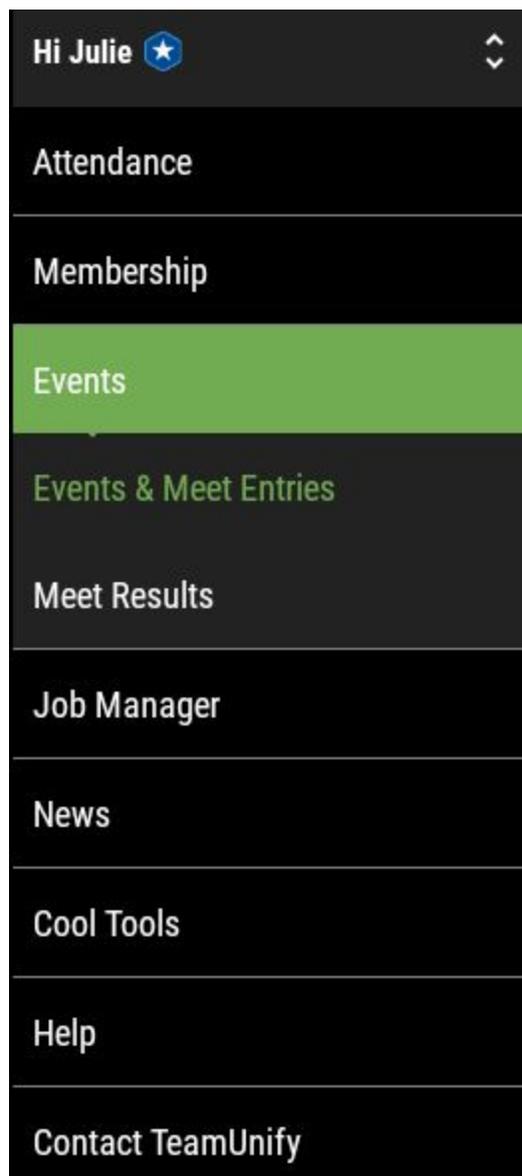
Use the same login credentials you use on your team's website (TeamUnify)

Remember me [Forgot Password?](#)

LOG IN

Team Region: [North America](#)

Next is a screenshot of the events tab. Under this tab you can sign up for volunteer commitments, fundraising commitments and your child for swim meets.



When you click on Events and Meet Entries, the next screen appears. You can scroll through this screen to see the various events and meets.

EVENTS HOME

UPCOMING PAST

Search for Meet name or City

CATEGORY FILTER

SWIM MEETS 15

OCT **FMSC Halloween Swim Meet**
26
2019 [RSVP'S | JOBS](#)

NOV **Poppy Invitational Swim Meet**
2 - 3
2019

NOV **ISC Bennett Cup**
8 - 10
2019

When you click on RSVPs/JOBS you can sign up your swimmer for the meet and a job for the parent for in town meets. I find it quicker and easier to sign up for meets/events through OnDeck but please remember you get more details and need to frequent the website as well. You can not read a description of the job you are signing up for in the OnDeck App. That is only available on the website.

If you have any questions or continue to experience issues with the website or OnDeck App, please email website@fortmcmurrayswimming.com.

If you made it this far, **THANK YOU!!!**