

# Signing Up for a Swim Meet

1. First, sign in to Team Unify (teamunify.com/ilrys)

2. Once signed in, your screen should resemble what I have below:

The screenshot shows the main dashboard of the YMCA Stingrays website. At the top, there are logos for 'the Y YMCA' and 'YMCA OF ROCK RIVER VALLEY YMCA STINGRAYS'. A navigation bar includes links for Home, Schedules, Calendar, Time Standards, Records, Hosted Meets, Documents, and Parents. On the left, a sidebar contains buttons for Sign Out, Help & Training, TU Updates (84), System, Feedback Zone, My Account, Team Admin, YMCA Admin, and Contact Us. The main content area features a 'Welcome to the RAYS!!' message, a 'Questions? Email RAYS@rockriverymca.org' link, and an 'Events' section. The Events section lists two swim meets: 'SAGE/ELY @ Sage (10/8/2016)' and 'DC ST Barb Wire Classic'. Each event has an 'Edit Commitment' button.

3. Click on "Edit Commitment" in the bottom right corner for the meet you would like to sign up for. Your screen will now look like this:

The screenshot shows the 'Event Signup' page for the 'SAGE/ELY @ Sage (10/8/2016)' meet. The page is titled 'Event Signup' and has tabs for Athlete Signup, Committed Athletes, Undeclared, and Declined. The main content area displays the meet details: Meet Name: Sage vs. ELY and RRY; Location: Sage; Course: YO; Meet Type: YO; Start Date: 10/8/16; End Date: 10/8/16; Age Up Date: 12/1/16; Use Date Since: 1/1/70. There are several settings and options, such as 'Enforce entry based on [Qualify Times]: No' and 'Restrict entry [Best Time] to same [Meet Type]: No'. At the bottom, there is a table showing member commitment status for Melissa Hendrix, who is currently 'Undeclared'.

Member Name	Member Commitment	Coach Approved	Last Updated
Melissa Hendrix *Active	Undeclared		

# Signing Up for a Swim Meet

4. At the bottom you will see your swimmer's name. Click on your swimmer:

Member Name	Member Commitment	Coach Approved	Last Updated
<a href="#">Melissa Hendrix</a> *Active	Undeclared		

5. In the dropdown you can say "Yes, I am coming to meet" or "No"

**Athlete Event Signup - By Day/Session**

**SAGE/ELY @ Sage (10/8/2016) (Oct 8, 2016 (08:00 AM))**

Member Athlete:  
**Melissa Hendrix**

\*Signup Record  
--SELECT--

Notes:

Please limit the size of the notes to no more than 256 characters.

6. For meets you get to pick the events, you will see events to choose. For meets where the coaches get to choose the events, you will see that you need to commit to the "Session"

**Athlete Event Signup - By Day/Session**

**SAGE/ELY @ Sage (10/8/2016) (Oct 8, 2016 (08:00 AM))**

Member Athlete:  
**Melissa Hendrix**

\*Signup Record  
Yes, please sign [Melissa] up for this event

Meet Name: <b>Sage vs. ELY and RRY</b>	Location: <b>Sage</b>	Course: <b>YO</b>	Meet Type:
Start Date: <b>10/8/16</b>	End Date: <b>10/8/16</b>	Age Up Date: <b>12/1/16</b>	Use Date Since: <b>1/1/70</b>

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

Event Declaration Setting: **Commit by Session**      Maximum Event Entry Limitations

Allow Course Conversion for Relays: **No**

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

Please select the Days/Sessions that this Athlete would like to attend below:

**Day 1/Session 1**

Notes:

Please limit the size of the notes to no more than 256 characters.

7. SAVE CHANGES