

SMS/Texting Messages

In the order for us to communicate with parents and swimmers faster (practice updates/changes, etc), we first need you to verify/validate your cell phone numbers.

Account validation and member validation – are two separate things.

Here are the steps that you need to follow:

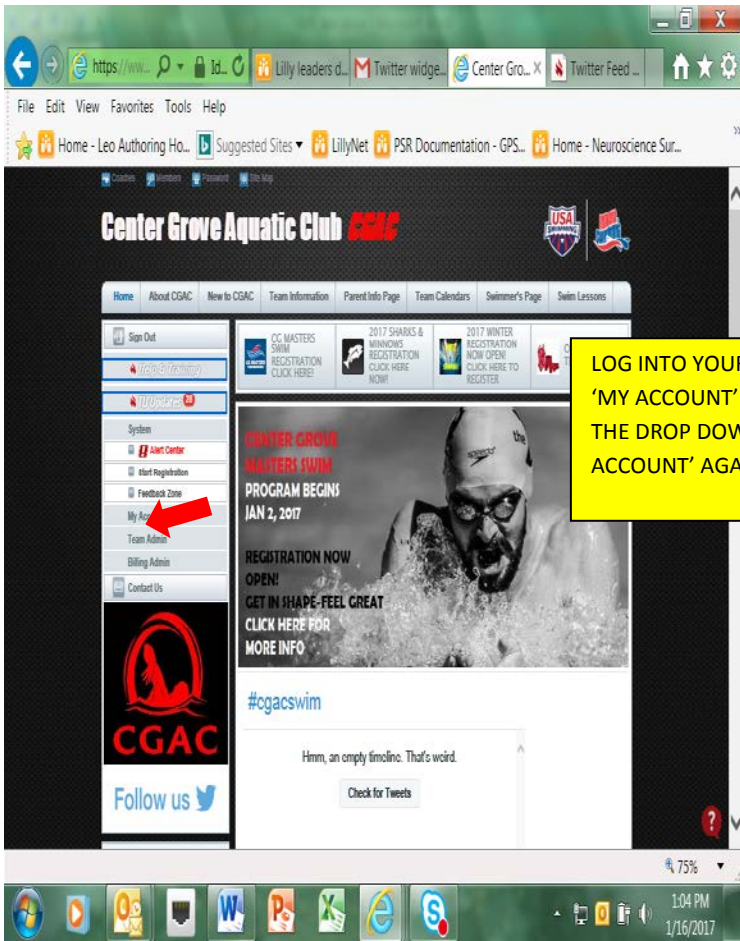
1. Log into your account on the CGAC website.
 2. Click on "My Account", under the log in button, a drop down box will appear
 3. Click on "My Account" again in the drop down box, this will open your "Account Contact Information".
 4. In the 1st section called "Account Contact Information" toward the bottom are SMS and Carrier options with open boxes next to them.
 5. Enter your cell phone number and your cell phone company and click **SAVE**. If both parents/guardians want to receive text message alerts, you have the option to enter a second cell phone number. Follow Step 4 above if entering more than one cell phone number.
 6. You will receive a text message on your phone within a few moments.
 7. Click on the blue words in the text that you received to verify your account.
- **You will not receive text messages until the setup is verified.

If you want your swimmer to also receive texts: Click the Members tab on the account page and then on the swimmers' name that you would like to receive text message alerts. Enter their cell phone number and the carrier name and then click **SAVE**. They will need to confirm the text on their phone to activate the texting.

If you have any issues with set up or need help, please send an email to Lena Roby: Webadmin@cgacswim.org Lena will work with you to help set up your text alerts.

You can also visit the team website under Parents Page and see instructions on how to verify your account and members to receive text alerts.

See the screenshots below in the following pages for visual instructions:



LOG INTO YOUR ACCOUNT. CLICK 'MY ACCOUNT'. WHEN YOU SEE THE DROP DOWN, CLICK 'MY ACCOUNT' AGAIN.

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https://ww... Lilly leaders d... Twitter widg... Center Gro... Twitter Feed ...

File Edit View Favorites Tools Help

Home - Leo Authoring Ho... Suggested Sites LillyNet PSR Documentation - GPS... Home - Neuroscience Sur...

TU Updates 28

- System
- My Account
 - My Tutorais
 - TeamUnity Invoices
 - Setup Auto Pay
 - My Account
 - My Meet Results
 - My Sponsor Center
 - My Invoice/Payment
 - More Information
- Team Admin
- Billing Admin
- Contact Us

CGAC

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Credit Card ACH Balance Older Than Outstanding Balance

Account Contact Information [Email Login Instructions](#) [Reset Password](#)

First Name: Last Name:

SMS: Carrier: SMS:

Account Access Settings

Account Status: Admin Level: Lesson Admin:

75% 1:12 PM 1/16/2017

THIS IS ACCOUNT VALIDATION STEP:

THE ACCOUNT CONTACT INFORMATION PAGE WILL APPEAR. SCROLL TO THE SMS AND CARRIER FIELDS.

Account Contact Information

Last Name: *

alena.robby@yahoo.com

Email 2:

Email 3:

SMS: **Verified** Carrier: Verizon

SMS: **Verified** Carrier: Verizon

317-605-8129

317-557-2177

Participate in Member Search: Credit Card ACH Balance Older Than Outstanding Balance

Account Access Settings

Account Status: Admin Level: Lesson Admin:

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1:12 PM
1/16/2017

ONCE YOU ENTER AND VERIFY YOUR CELL PHONE NUMBER, 'VERIFIED' WILL APPEAR IN GREEN TEXT AS SHOWN BELOW.

Center Grove Aquatic Club **CGAC**

USA Swimming

Home About CGAC New to CGAC Team Information Parent Info Page Team Calendars Swimmer's Page Swim Lessons

Sign Out Help & Training TU Updates 28 System My Account My Tutorials TeamUnity Invoices Setup Auto Pay My Account My Meet Results My Sponsor Center My Invoice/Payment More Information Team Admin Billing Admin Contact Us

Billing Account Configuration

Vince & Alena Roby

Account **Members** Payment Setup

Anthony [Add New Member](#)

Anthony Gipson
Status: Active
15 Male Not Registered
[Upload Image](#) [Delete Image](#)

Drag an image anywhere in this window to upload

Details Attendance Best Times Meet Results

Legal First Name: * Anthony Middle Name: Daniel Legal Last Name: * Gipson
Preferred First Name: Gender: * Email: Unverified

CLICK ON THE MEMBERS TAB TO SEE YOUR SWIMMER'S NAME

Browser window showing a user profile page for Anthony Gipson. The browser address bar shows the URL https://www... and the page title is "Home - Leo Authoring Ho...". The page content includes a navigation menu on the left, a profile header for Anthony Gipson (Status: Active, 15 Male, Not Registered), and a "Details" tab. A yellow callout box contains the text: "IF YOUR SWIMMER HAS A CELL PHONE AND WOULD LIKE TO RECEIVE TEXTS, THEN FOLLOW THE SAME STEPS TO ENTER THEIR CELL NUMBER AND VERIFY." The "Details" form includes fields for Legal First Name (Anthony), Middle Name (Daniel), Preferred First Name (Tony), Gender (Male), Phone, SMS, and Carrier (Verizon). Red arrows point to the Preferred First Name, Phone, and SMS fields. The bottom of the screen shows the Windows taskbar with various application icons and the system clock displaying 1:21 PM on 1/16/2017.

TeamUnify Invoices
Setup Auto Pay
My Account
My Meet Results
My Sponsor Center
My Invoice/Payment
More Information
Team Admin
Billing Admin
Contact Us

CGAC
Follow us

Anthony Gipson
Status: Active
15 Male Not Registered
Upload Image Delete Image

IF YOUR SWIMMER HAS A CELL PHONE AND WOULD LIKE TO RECEIVE TEXTS, THEN FOLLOW THE SAME STEPS TO ENTER THEIR CELL NUMBER AND VERIFY.

Details Attendance Best Times Meet Results

Legal First Name: * Anthony Middle Name: Daniel
Preferred First Name: Tony Gender: * Male
Phone: SMS: Carrier: Verizon Unverified

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