Jaguar Aquatics
An Overview of TeamUnify

Jaguar Aquatics is now using the TeamUnify software. The following provides instructions on how to enter or update your account information and how to sign up your swimmer for a meet, as well as an overview of the site.

Jaguar Aquatics team website is **http://www.teamunify.com/inja/**

To begin using Team Unify, you will receive an email from the team's administrator that includes your credentials (email address) and a link to set your password. You will be asked to enter your password and confirm it. Once you hit submit, you may be directed to the sign-in page. If not, go to the Jags TeamUnify site (**http://www.teamunify.com/inja/**) and click on Sign In.

Sign In

Here is the Sign In page:

Sign In may be found here.

Enter your email and Password.

Then click Login.

If you are using your own computer, you can click Remember Me so you don't have to re-enter your email address each time you access the site.

Once you sign in, you may see an ad, such as this one:
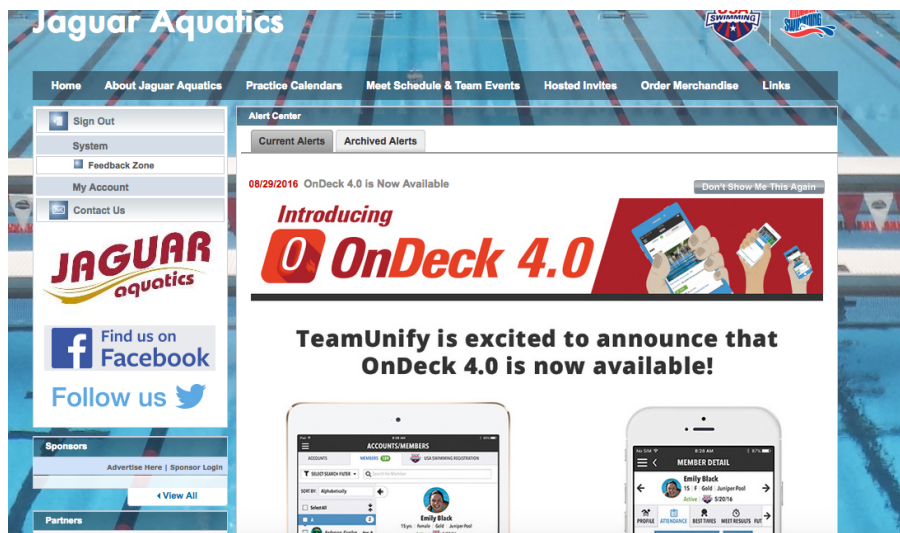
Entering/Updating Account Information
Let's start with entering or updating your account information. Click on My Account.
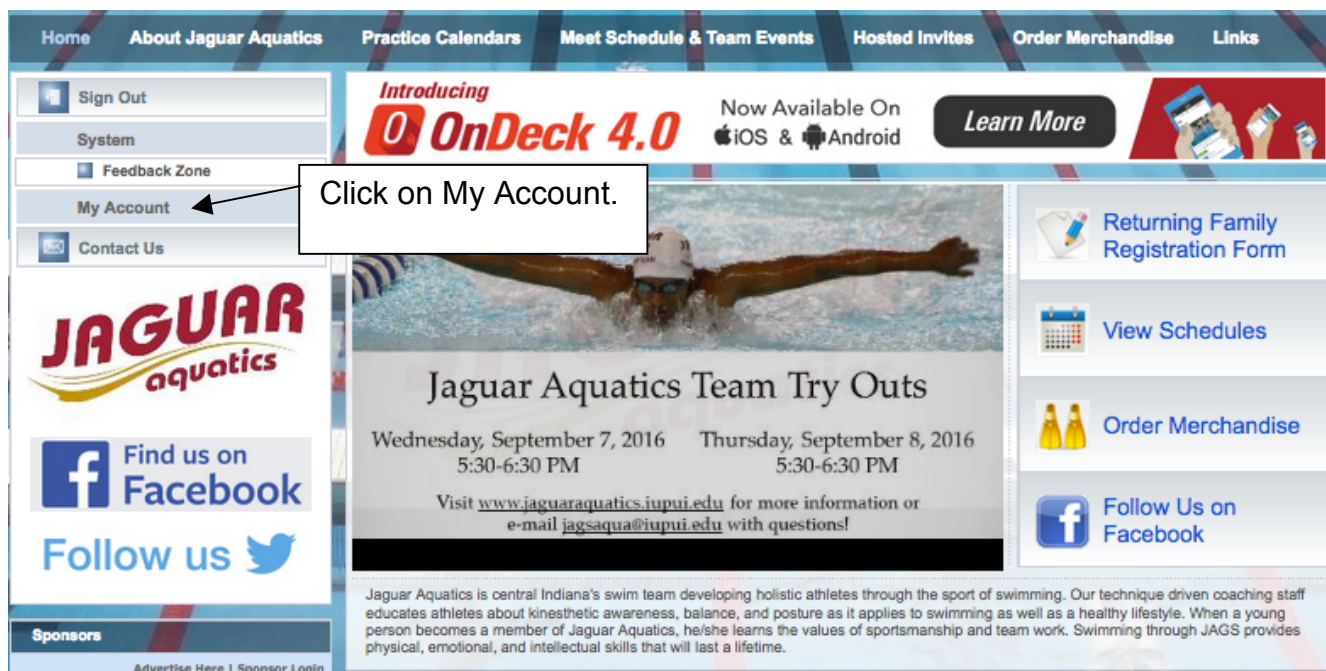
The My Account menu will expand

The My Tutorials section has a video on how to add and then verify an email and/or cell phone number.
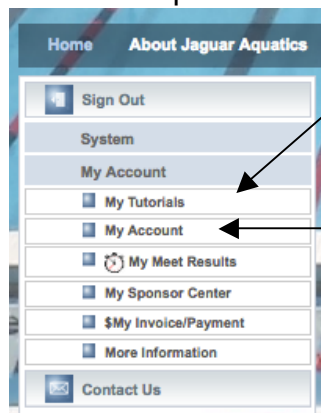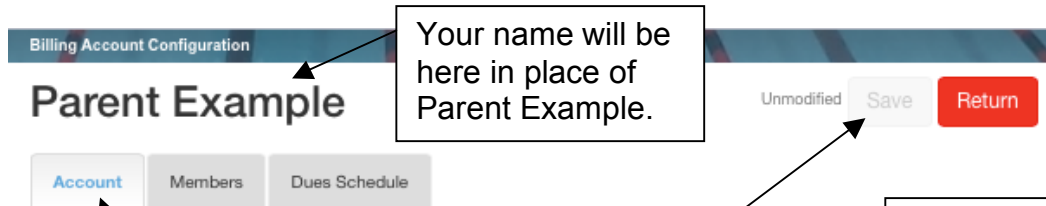
Click on the My Account sub-title.

Once you click on sub-title My Account, your account information should appear shortly (it may take a few seconds to load).
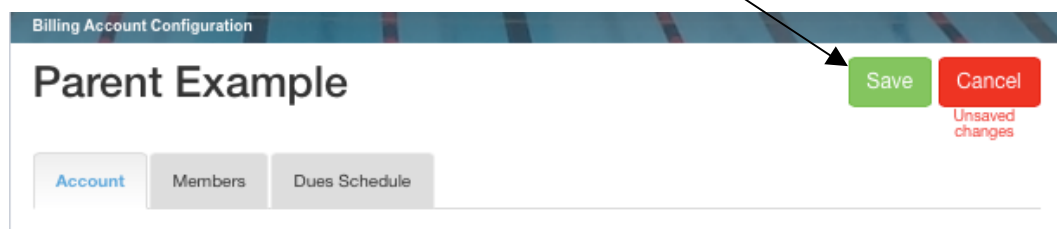
Your name will be here in place of Parent Example.

If you have not made any changes, Return will be within the red box. Clicking Return will take you to the home page.

If you have made any changes, Save will turn green and a cancel button will appear on the right.

Account tab

Click on the Account tab to enter or update your information.

Your account information should then display. It may take a few seconds.

Parent Example

Save   Cancel
Unsaved changes

Account   Members   Dues Schedule

Account Contact Information

First Name: *
Parent

Last Name: *
Example

Login Email: *   *Verified*
jagsentries@gmail.com

Email 1   Unverified
abc@yahoo.com

Email 2:

> Check your login email address. Notice this one has been verified.

> If you enter a new email or your email has not been verified, you will see Unverified in yellow. Once you hit Save (green button), you will be sent an email to that account with a link to verify the email address.

SMS:

Carrier:
None

SMS:

> If you want to add a cell phone number for text messages, do so here (SMS). Use the Carrier dropdown button to find your carrier. After entering your number, Unverified will appear. Shortly after you hit Save (green button), you should receive a text message with a link to verify your cell number.

Add
9

ool or School System:

Hon
3

Par
Sea
Participate

If you continue to scroll down the webpage, you will see the following:

Account Access Settings

Account Status:
Active

Admin Level :
Not an admin

Lesson Admin:
No Access

TUMoney Admin:
None

Touchpad PC Admin:
Not an Admin

Lesson Account Status:

Financial Admin:
None

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Contacts

Guardian 1

First Name:	Last Name:	Home Phone:	Mobile Phone:	Work Phone:

Guardian 2

First Name:	Last Name:	Home Phone:	Mobile Phone:	Work Phone:

Medical Information

Insurance Carrier:	Insurance Phone:	Emergency Contact:	Emergency Phone:

Account Notes

(Only visible to super users.)

Unsaved changes   Save   Cancel

Now, let's look under the Members tab.

Billing Account Configuration

Parent Example

Unmodified   Save   Return

Account   Members   Dues Schedule

Click on Members tab.

Parent Example

Unmodified Save **Return**

Your name will be here.

Account | **Members** | Dues Schedule

Swimmer

Your swimmer's first name will be here. If you have multiple swimmers, each will have his/her own button. Click on the name to view each one.

NO PHOTO

Swimmer Example
Status: Active

16 | Female | Not Registered

Your swimmer's name will be here.

Check to make sure the details are correct.

Let's look at the Details tab

| **Details** | Attendance | Best Times | Meet Results | Videos |

Legal First Name: *

Swimmer

Middle Name:

Legal Last Name: *

Example

Preferred First Name:

Gender: *

Female ▲▼

Email:

Phone:

SMS:

Carrier:

None ▲▼

ID Card #:

Birthday: *

09/01/2000

This is your swimmer's USA ID #. It should be pre-entered.

☐ Hide From Member Search

☐ Not USA Registered

Note: The gray boxes (e.g., name, ID card #) contain information entered by the team administrator. You will not be able to these boxes. If something is incorrect, please notify your swimmer's coach.

As you scroll down the page, you will see the following:

Apparel Sizing

Swimsuit Size:

[▲▼]

Shirt Size:

[▲▼]

Warm-up Jacket Size:

[   ]

Warm-up Pant Size:

[   ]

Important Dates

Date Joined: *

[09/01/2016]

Inactive Date:

[   ]

Attach Date:

[   ]

Racing Start Certified Date:

[   ]

Roster | Location | Billing Setup

Roster:

[BR] ⟵

Location:

[   ]

Billing Group: *

[BR   ▲▼]

Sub Billing Group: *

[Monthly   ▲▼]

Member Status: *

[Active   ▲▼]

This shows your swimmer's team: BR=bronze, SI=silver, GO=gold, GE=gold elite, SE=senior.

Medical Information

Physician Name:

[   ]

Physician Office Phone:

[   ]

Medical Information/Notes:

[   ]

Medication:

[   ]

Biography/Notes

[Rich text editor toolbar]

Styles | Format | Font | Size

USA Swimming Registration

☑ Are you a US Citizen?

Last Confirmed Reg. Date:	Registration Generated Date:	Registration Status:	Season:
	Not Registered	Not Set ⇕	Not Set ⇕

Disabilities (leave blank if not applicable):

☐ Legally Blind or Visually Impaired ☐ Deaf or Hard of Hearing ☐ Physical Disability such as amputation, cerebral palsy, dwarfism, spinal injury, mobility impairment ☐ Cognitive Disability such as severe learning disorder, autism

Ethnicity (select up to two):

☐ Black or African American ☐ Asian ☐ White ☐ Hispanic or Latino

☐ American Indian & Alaska Native ☐ Native Hawaiian & Other Pacific Islander ☐ Some Other Race

Additional Info

Year of High School Graduation:

[⇕]

☐ Are you a member of another FINA Federation?

☐ Have you represented another FINA Federation at international competition?

☐ Would this athlete like to learn more about USA Swimming's community initiatives?

☐ Would this athlete like to receive USA Swimming Newsletter (must be >= 13 years old)?

Unsaved changes   Save   Cancel

The Members section contains some additional tabs: Attendance, Best Times, Meet Results, and Videos. Click on the tabs to explore each area.

Swimmer

NO PHOTO

Swimmer Example

Status: Active

16 | Female | Not Registered

Details | Attendance | Best Times | Meet Results | Videos

The My Account section also contains Dues Schedule. Our team is not currently using this feature.

We are not currently using the Dues Schedule tab.
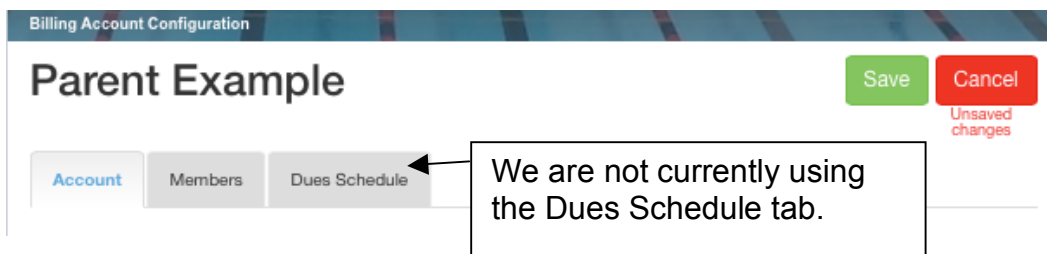
Back to the My Account menu on the left side of the screen.
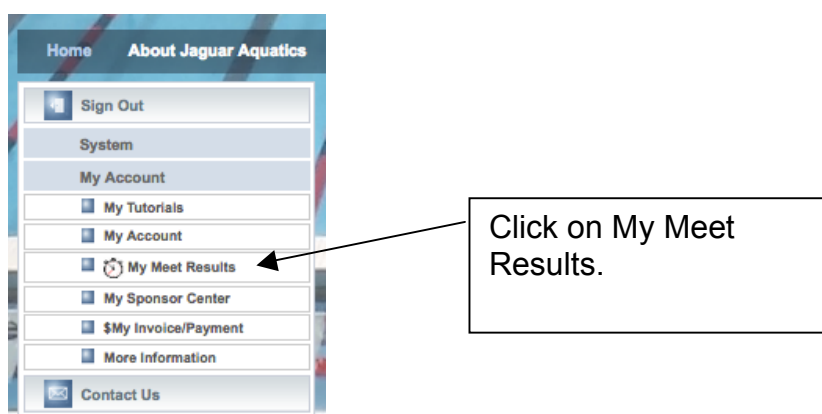
Click on My Meet Results.

Your swimmer's meet results will be visible here.

You can also access your swimmer's meet results through the Meet Results tab under the Members tab when you select My Account. The results here allow you to narrow results (e.g., only show backstroke results) or click on some of the times to view splits.

Now, let's explore the rest of the site. At the top are various menus: Home, About Jaguar Aquatics, Practice Calendars, Meet Schedules & Team Events, Hosted Invites, Order Merchandise, and Links.

Home

This center area changes.

Continue scrolling down the page. In the lower section, you should see upcoming events.
These can also be accessed through the upper menu (Meet schedules & Team Events).

About Jaguar Aquatics
Under this menu you will find descriptions for each level. For example,
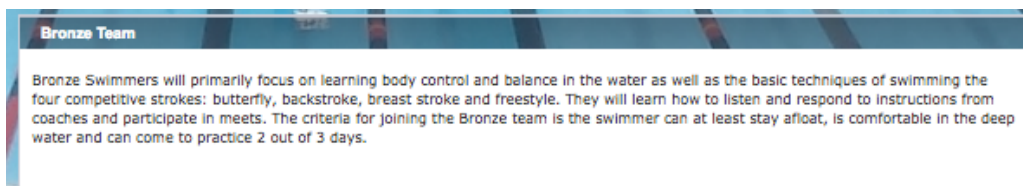
Practice Calendars

You can also click on View Calendars on the Home page to access this page.

Meet Schedule & Team Events
An abbreviated version is on the Home page. You can access the following information through the Home page as well.

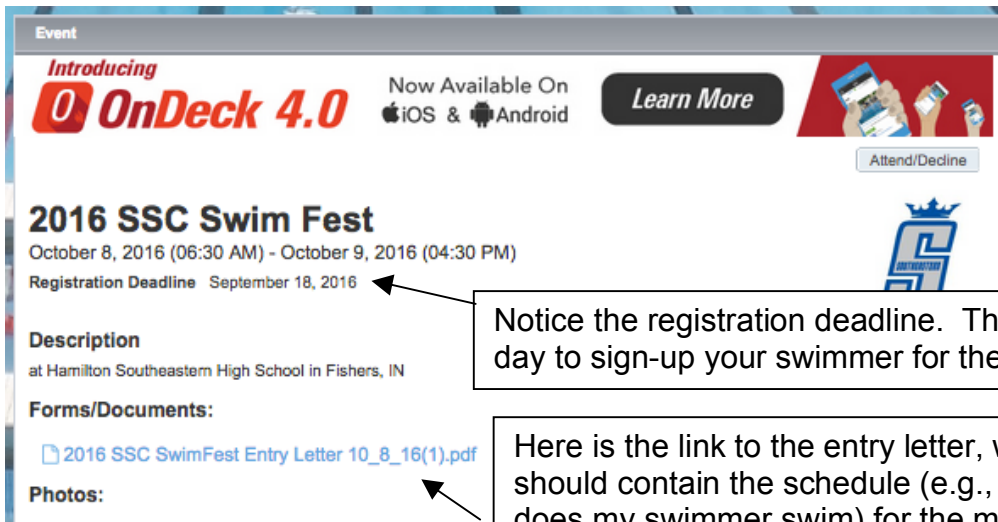Here is where you will sign-up your swimmer to attend a meet.

Click on the name of the meet for more information about the meet (e.g., Entry letter, registration deadline).

Click on Attend/Decline to sign-up for the meet or to let the coaches know your swimmer will not attend.
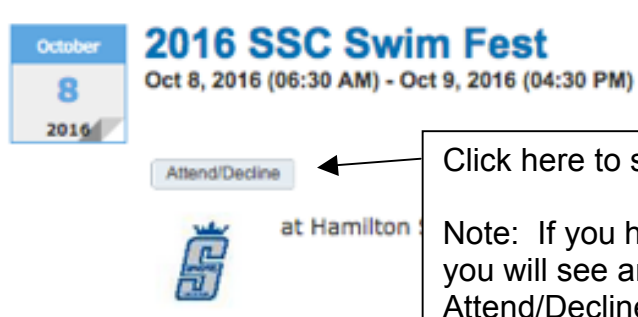
Here is an example of meet information page you will see when you click on the name of a meet:

Notice the registration deadline. This is the last day to sign-up your swimmer for the meet.

Here is the link to the entry letter, which should contain the schedule (e.g., what time does my swimmer swim) for the meet.

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To sign-up for a meet, click on Attend/Decline under the name of the swim meet.

October 8 2016	**2016 SSC Swim Fest** Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM)

Attend/Decline ← Click here to sign-up for the SSC swim fest or to decline.
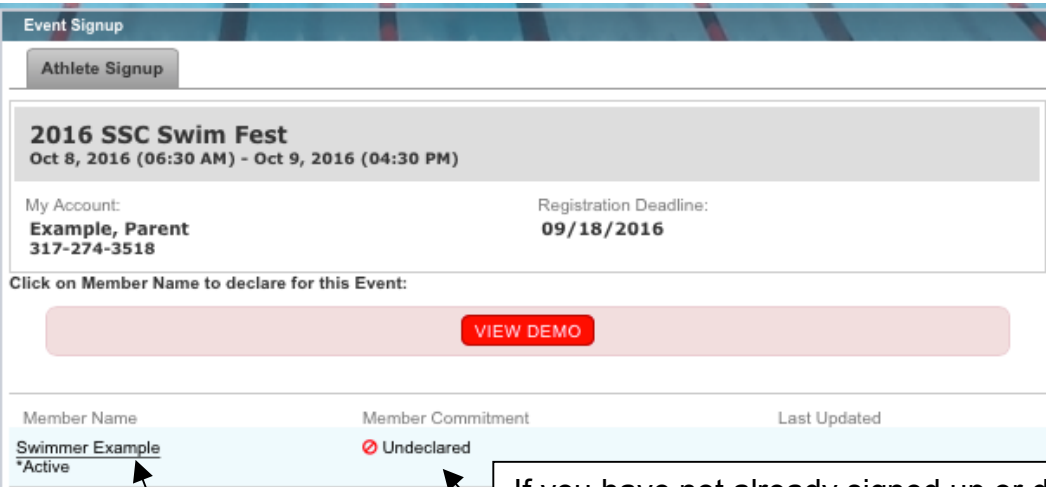
Note: If you have already signed up or declined a meet, you will see an Edit Commitment button in place of Attend/Decline.

at Hamilton

After clicking Attend/Decline, you should see this screen.

Event Signup

Athlete Signup

2016 SSC Swim Fest
Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM)

My Account:	Registration Deadline:
Example, Parent **317-274-3518**	**09/18/2016**

Click on Member Name to declare for this Event:

VIEW DEMO

Member Name	Member Commitment	Last Updated
Swimmer Example *Active	⊘ Undeclared	

If you have not already signed up or declined this meet, you will see Undeclared.

Click on your swimmer's name to register or decline. If you have more than one swimmer, each name should be listed. You will need to register each individually.

Clicking on your swimmer's name will take you to this page.

Athlete Event Signup

Introducing
OnDeck 4.0
Now Available On
🍎 iOS & 🤖 Android
Learn More

2016 SSC Swim Fest (Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM))

Member Athlete:
Swimmer Example

*Declaration
[--SELECT-- ▼]

Notes
(days cannot attend, etc.):
[   ]

Use the Declaration dropdown menu to register for the meet or decline attendance.

Include any notes (e.g., swimmer can only swim on Saturday) for the coaches here.

💾 Save Changes

Be sure to Save Changes before exiting this screen.

The Declaration dropdown menu options are:

*Declaration
[Yes, please sign [Swimmer] up for this event ▼]

*Declaration
[No, thanks, [Swimmer] will NOT attend this event ▼]

Your swimmer's name will appear in the dropdown menu choices. If you have more than one swimmer, you will need to register each one individually.

Once you save your changes, you will see this screen

Check status here. You will see "Committed" if you clicked "Yes, please sign [Swimmer] up for this event" under Declaration.

You will receive a confirmation email, such as the following:

Notice this confirms that the swimmer committed to attend this meet.

Event Signup

Athlete Signup

2016 SSC Swim Fest
Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM)

My Account:
Example, Parent
317-274-3518

Registration Deadline:
09/18/2016

Click on Member Name to declare for this Event:

VIEW DEMO

Member Name	Member Commitment	Last Updated
Swimmer Example *Active	⊘ Declined	09/02/16 2:53 PM

Check status here. You will see "Declined" if you clicked "No, thanks, [Swimmer] will NOT attend this event" under Declaration.

Fwd: 2016 SSC Swim Fest Declaration Confirmation

From: 'Jaguar Aquatics Administrator' via TeamUnify <notifications+inja@teamunify.com>
Date: September 2, 2016 at 5:53:44 PM EDT
To: Parent Example <jagsentries@gmail.com>
Subject: 2016 SSC Swim Fest Declaration Confirmation
Reply-To: Jaguar Aquatics Administrator <jagsaqua@iupui.edu>

JAGUAR aquatics   **Jaguar Aquatics**

2016 SSC Swim Fest Declaration Confirmation

Thank you for your declaration for 2016 SSC Swim Fest. This event starts 10/08/2016 and ends on 10/09/2016. Below is a summary of your choices.
You declared No **Example, Swimmer** will not be attending this event

Notice this email shows that the Swimmer will not be attending this meet.

If you clicked on the wrong declaration (e.g., I wanted my swimmer to attend, but clicked No...), you can edit your commitment. If you are still in the Athlete Signup, just click on the swimmer's name again and change your declaration. If you have already exited the website, login again. Then find the meet listing (either on the Home page or under Meet Schedule & Team Events tab) and click on Edit Commitment.
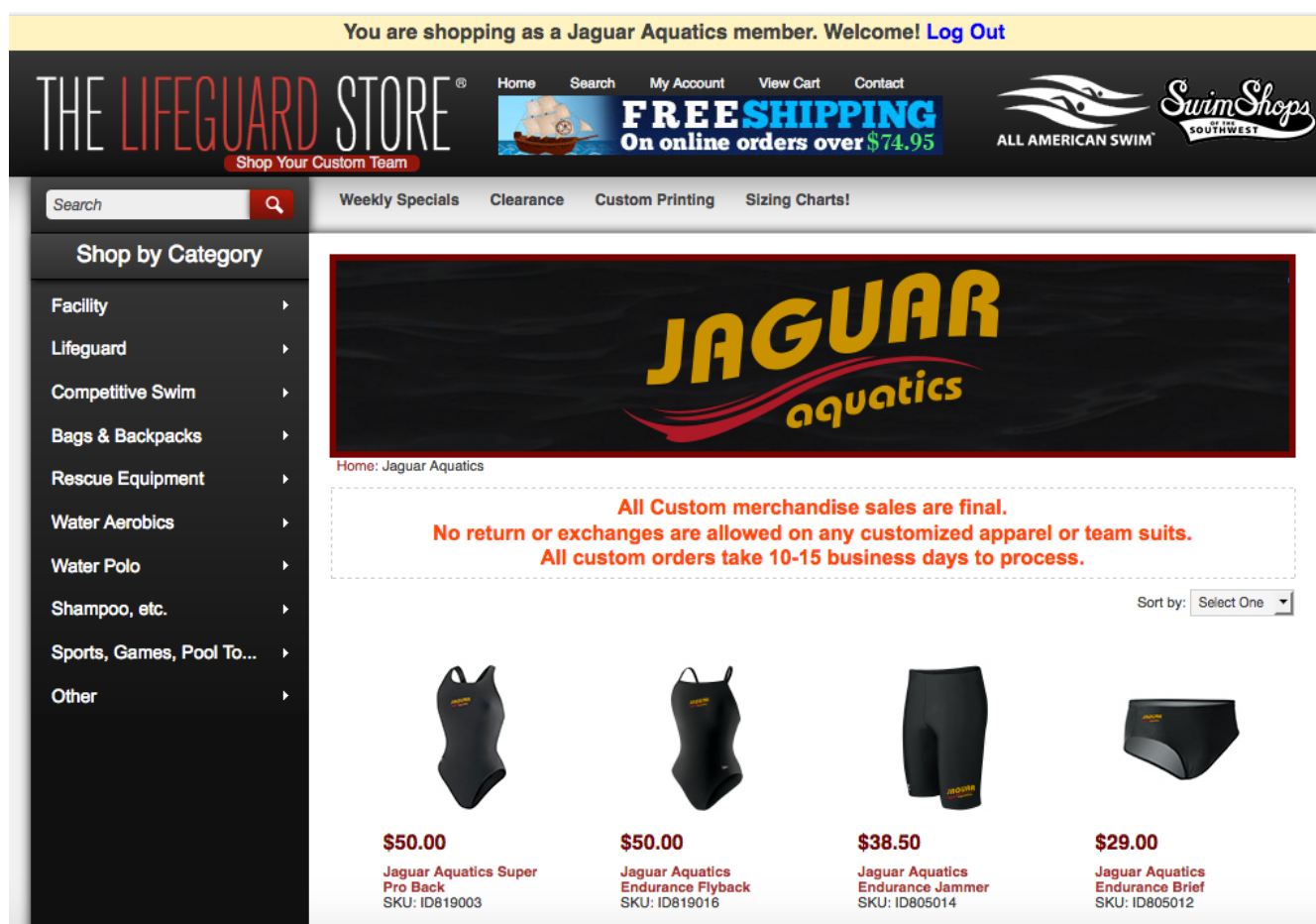
Hosted Invites

The Hosted Invites tab shows the meets that Jaguar Aquatics is hosting.
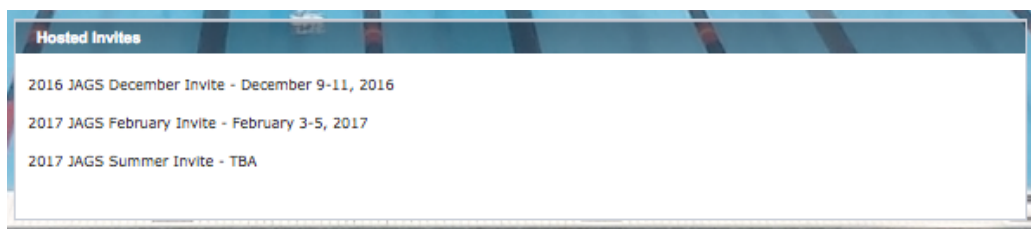
Order Merchandise

Clicking on this menu link will take you to Jaguar Aquatics' page on The Lifeguard Store website. A new tab/window may open.

And that concludes our tour of the Jaguar Aquatics TeamUnify site. If you have questions, please be sure to ask a coach or another parent for assistance.