

## How to Register for a Meet through the Team Unify registration site:

To be entered in the meet, you must *sign your athlete up* through the webpage.

### Accessing the Meet Info / Meet sign up:

- Crawfish Aquatics website, Meet Info page has meet details and direct link to the event on TU: <http://www.crawfishaquatics.com/swim-team/meet-information/>
- Or directly to that event on TU (note that TU event page does not have the meet details; that is on the CA website, but you can go directly there to Sign Up/Commit to a meet): <https://www.teamunify.com/EventsCurrent.jsp?team=laca>

### Steps to sign up if you ARE GOING:

- Once you are on the Event on the TU site, Click on Edit Commitment for that event
- Click on the Signup Record pull-down and **select Yes**
- Once yes is selected, you will see the sessions that are available for this meet if it is a multi session or multi-day meet.
- Check the Checkbox to the left of the name for those Sessions you would like/can swim. This is helpful if you can only swim in 1 day of a 2 or 3 day meet.
- Once you have finished, click on the Save Changes Button in the lower right
- Repeat the process for additional swimmers
- Add any notes that you want the Coach or Administrator to see. This is helpful information for coaches to know when doing entries if, for example, you can only swim in 1 day of a 2 or 3 day meet or if you need to leave the meet early or arrive late.

One coaches submit the final event entry choices for the athletes, you will be able to review by signing in and clicking on the Attend This Event button for any events listed on our team website. Look at the Coach Approval column for the events that you have been confirmed to swim.

*\*Note- if you are in a group that typically races all meets and you will need to miss a meet, you can also log in and "Decline" from the event. While it is not required, it will let your coach know that you are for sure missing the meet and not just late or forgetting to sign up (this prevents you from getting a bunch of reminder emails to sign up for the meet!)*

### Senior Black athletes- all locations:

Your child is *automatically entered* into each meet (that is within LA), so you must sign in and remove from the meet if you are not going.

Here are the steps if you **ARE NOT GOING:**

- Click on the Member Names [they default to Committed]
- Then click on the Signup Record pull-down and select **No**
- If No, just click on the [Save Changes] button to save the changes
- If you have more than one child, repeat the same task as listed above}