

LCY Instructions

Adding Cell Phone (SMS) Numbers to TeamUnify for Text Message Alerts

In order to receive text message alerts, you must include a cell phone number in your TeamUnify account AND verify that number:

1. Log into our TeamUnify website.
2. On the left side, click on the “My Account” button.
3. Below that button, click on “My Account” again. All of your account contact information will be displayed.
4. Locate SMS on the 4th line down on the left. If there is a cell phone number entered in that field and “Verified” is displayed in green, you have already set up this function. If not, enter the cell phone number and then select the Carrier from the drop-down list.
5. Click on “Save” (the green button on the right, towards the top).
6. “Unverified” will then be displayed in yellow. TeamUnify will send a text message to the cell phone for verification. Click on the link in the text message to complete the verification process. Once completed, if you refresh the TeamUnify page, “Verified” will be displayed in green. You will then begin to receive text message alerts sent out via TeamUnify.
7. You may also enter a secondary number for text messages. Follow Step Nos. 4-7 above to complete the information for the second SMS field.

If you have a swimmer in the 4:00 – 6:00 pm practice group, you may want text messages to go directly to them since they sometimes drive themselves to practices and meets. Updating a swimmer’s cell phone (SMS) is done in the same manner as above. Select the appropriate “Member” (swimmer) within your Member profile and then enter the SMS and Carrier information. The verification process is the same. PLEASE NOTE: When a text message is sent to a Member (that is, a swimmer), TeamUnify automatically sends the text message to the parent as well.