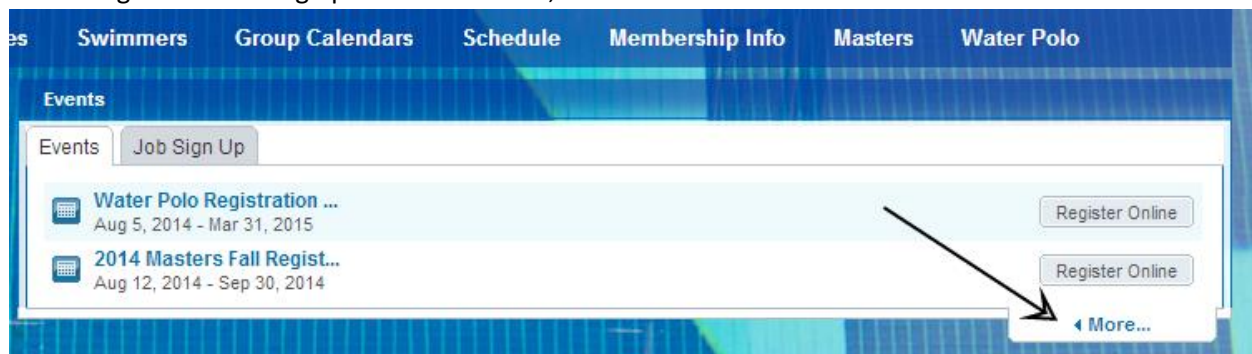


How To Use NAAC TeamUnify to Sign Up for Meets

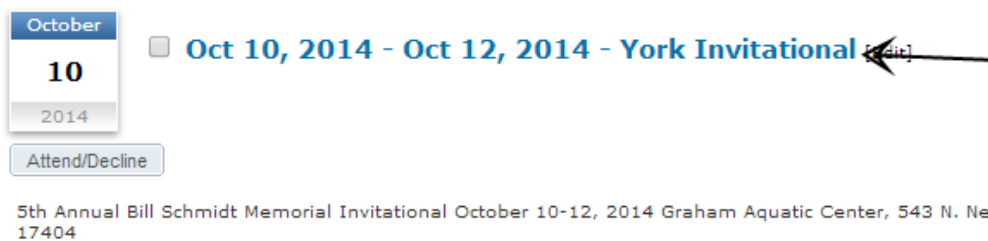
Sign on to TeamUnify.



BE SURE YOU ARE ON THE HOME PAGE. Find the meet. It may be listed right on the NAAC Home Page if it is coming up soon. Otherwise, click on the More tab to find it.



Click on the name of the meet. You could just click on attend/decline, but then you won't be able to see any instructions or the meet sheet



Select **Attend/Decline** to commit your swimmer to days/sessions you will attend. (Once you have committed, the tab will read **Edit Commitment** when you revisit it.) **Click on your swimmer's name.**

Meet Name: [5th Annual Bill Schmidt Memorial Invitational](#) Location: **York YMCA's Graham Aquatic Center** Course: YSL Meet Type:

Start Date: **10/10/14** End Date: **10/12/14** Age Up Date: **10/10/14** Use Date Since: **1/1/70**

Enforce entry based on [Qualify Times]: No	Restrict entry [Best Time] to same [Meet Type]: No
Event Declaration Setting: Commit by Session >> Edit	Maximum Event Entry Limitations >> View
Allow Course Conversion for Relays: No	
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No	

[View/Edit All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Sandy Avery *Active	Undeclared		

After you click the swimmers name you get this screen.

Member Athlete: **Sandy Avery**
Event: **York Invitational (Oct 10, 2014 - Oct 12, 2014)**

Important Notes: Limit 4 Individual Meet Entries Per Day
Friday, Session 1 is 9 & Older
Saturday and Sunday - Sessions 2&4 are 13 and Older / Sessions 3&5 are 12 and under

*Signup Record: --SELECT--

Notes: --SELECT--

Yes, please sign [Sandy] up for this event

No, thanks, [Sandy] will NOT attend this event

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

[Save Changes](#)

Click either Yes, sign up for this event (**if you are attending any sessions**) or No, swimmer will NOT attend the meet. If you click attend, you get to pick your sessions.

Athlete Event Signup - By Day/Session

Member Athlete: **Sandy Avery**
Event: **York Invitational (Oct 10, 2014 - Oct 12, 2014)**

Important Notes: Limit 4 Individual Meet Entries Per Day
Friday, Session 1 is 9 & Older
Saturday and Sunday - Sessions 2&4 are 13 and Older / Sessions 3&5 are 12 and under

*Signup Record: **Yes, please sign up for this event**

Meet Name: **5th Annual Bill Schmidt Memorial Invitational** Location: **York YMCA's Graham Aquatic Center** Course: YSL Meet Type:

Start Date: **10/10/14** End Date: **10/12/14** Age Up Date: **10/10/14** Use Date Since: **1/1/70**

Enforce entry based on [Qualify 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. [Qualify Time]: No	

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

- Day 1/Session 1
- Day 2/Session 2
- Day 2/Session 3
- Day 3/Session 4
- Day 3/Session 5

Notes:

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

[Save Changes](#)

There is a section for notes. Your coach will see these when he/she is selecting events for your swimmer. That is a good place to request an event your swimmer particularly wants to swim, to let your coach know you may not be able to stay for relays, etc.

Be sure to click Save Changes. Your swimmer is committed for the meet.

Once the coach chooses the events your swimmer will compete in you can revisit the Edit Commitment button of a meet to see what your swimmer will swim.

Please take some time to view the other great things TeamUnify can do for you and your swimmer. From the home page, click on My Account and take a few minutes to view My Tutorials.

