

NHCP SWIM PARENT RESOURCES AND INFORMATION

Updated April 2023

This document is an introduction to many of the basics of competitive swimming – such as how our Club website works, how to find out what gear your swimmer needs, when and where practices are held, meet information, and much more. If you have questions – PLEASE ASK! Speak to another parent, reach out to a board member, or contact a coach. Click [HERE](#) for our complete Board of Directors & coaches email list.

NHCP Website Logins:

The TeamUnify platform only provides access for one login ID/ password per account. This means that parents/guardians need to share one set of login information between themselves. However, it is possible to add multiple emails to an account so multiple individuals will receive all club communications.

Club Email Info:

Often people reach out saying they haven't been receiving email communications from NHCP. 99.9% of the time this is because there is an unverified email on their account. Please take a moment to follow the steps below to ensure that all of the emails on your account have been verified:

Sign into your main club account and click "Account Info". A screen similar to this should pop up:

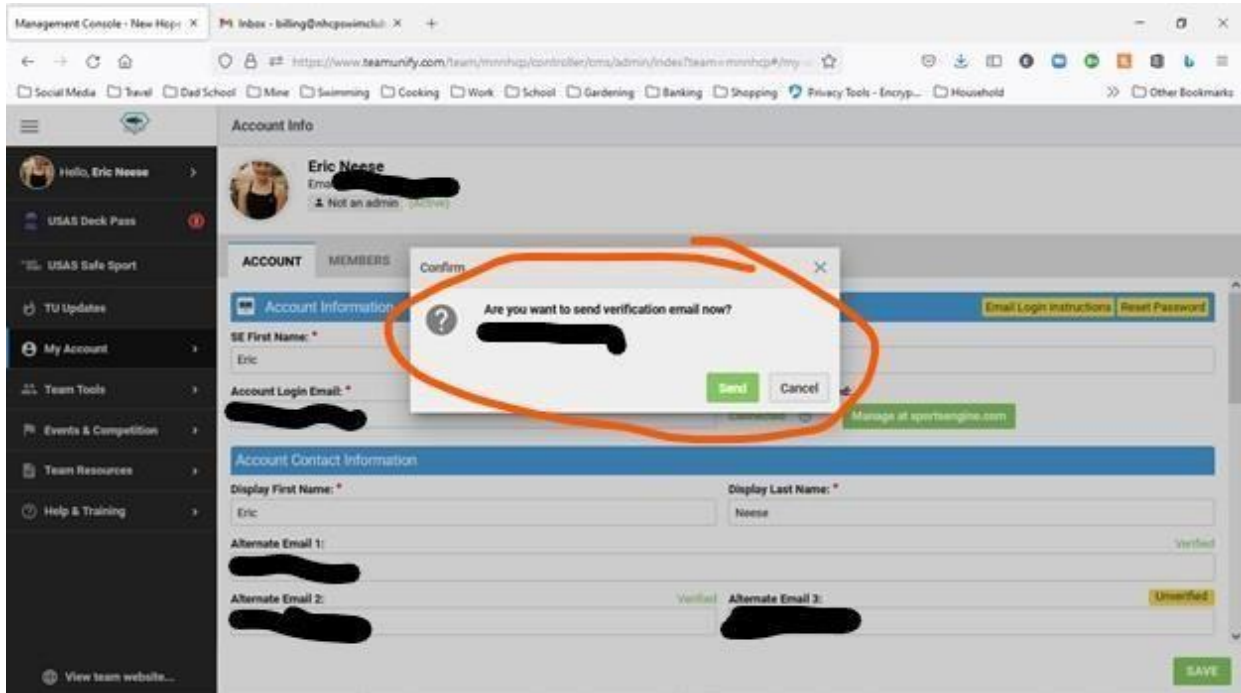
The screenshot shows the 'Account Info' page for Eric Neese. The page is divided into several sections:

- Account Information:** Fields for SE First Name (Eric), SE Last Name (Neese), and Account Login Email (redacted). A green 'Verified' label is next to the login email, circled in red. There is also a 'SE Account Connected' section showing a connection to 'sportsengine.com'.
- Account Contact Information:** Fields for Display First Name (Eric) and Display Last Name (Neese). Below are fields for Alternate Email 1, Alternate Email 2, and Alternate Email 3. Alternate Email 1 and 2 have 'Verified' labels (circled in red), while Alternate Email 3 has an 'Unverified' label (circled in blue).

A 'SAVE' button is located at the bottom right of the form.

- 1) Under the "Account Information" section is the "Acct Login Email". There is a green "Verified" next to this section (circled in red). This email address will automatically receive all communications sent from NHCP.
- 2) The next section is "Account Contact Information". There are spaces to add "Alternate Email 1" and "Alt Email 2". Looking above, you will see to the far right of these that they are "verified" (circled in red). These emails will receive all emails that the login email receives.
- 3) There is also "Alternate Email 3". On the far right you can see it as "Unverified"

(circled in blue). This email will not be receiving any team emails. To fix that, click “Unverified” and this will pop up:



- 4) Click “Send” on the pop up and an email will be sent to that email. Login to that account and click the verification tab to finish the process.

PLEASE NOTE:

-Unverified emails have a chain effect. If the primary account login email is unverified, no other emails on the account will receive emails (even if they are verified). If Alternate Email 1 is unverified, Alternate email 2 (if using) will not receive emails.

-There is an option to opt out of receiving club emails on every email that is sent. If any of the emails on your account clicks the opt out option, it will trickle down to all other emails on the account automatically and they will all stop receive all emails regardless of verification status. If someone wishes to stop receiving emails, they need to be removed manually from your account info page.

NHCP Club Website Navigation:

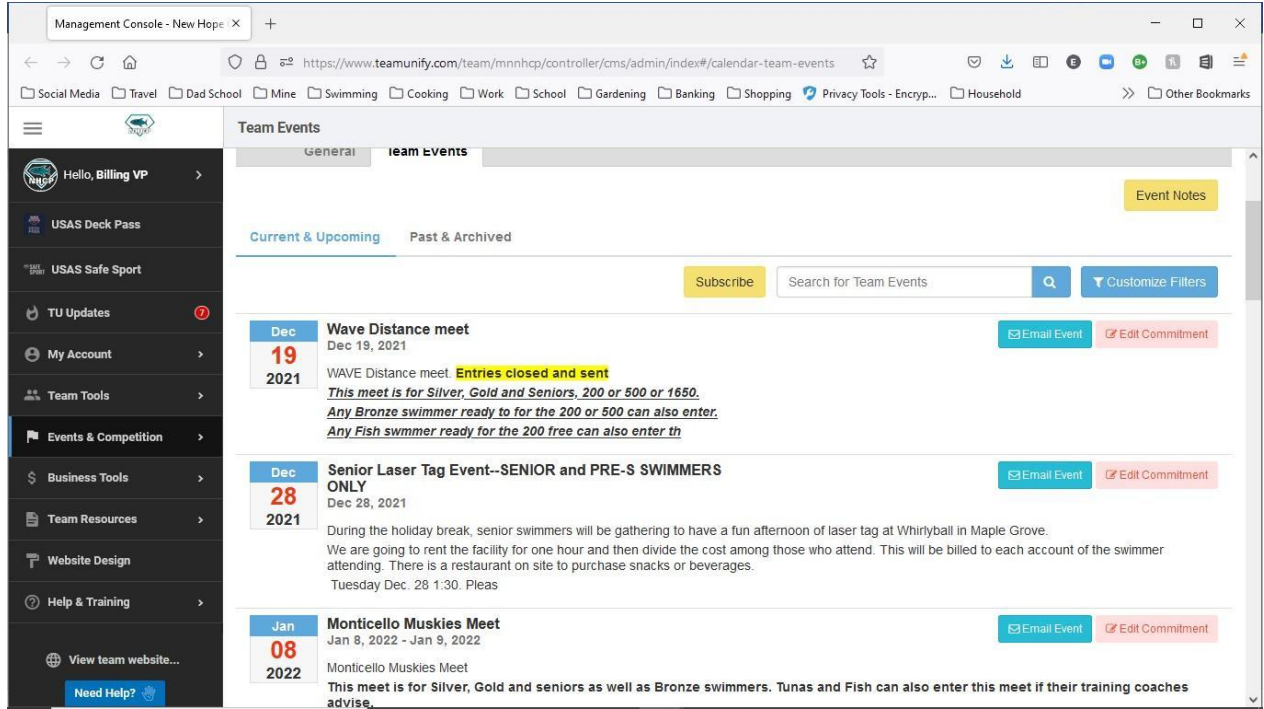
[NHCP Club Website](#) – Your one stop for all things Club related. This is also home to your *Team Unified* account, which shows you billing info, etc. Please log on and click around to explore the site. Here are a few highlights:

- [Training Teams](#) – Details on each training group.
- [Swim Gear by Training Group](#) – Information on what gear your swimmer needs.
- [Elsmore Swim Shop](#) – Our team page with training gear and team logo wear. Please shop through the link on our website to get your discount. You can also get our club discount in their two metro area stores; just mention you are with NHCP. Our club gets a percentage of sales from all transactions using our NHCP discount code.
- [Practice Info](#) – This link goes directly to our team calendar. For directions

on how to add your swimmer's practice schedule to your Google calendar, click [HERE](#).

- [Meet Information](#) – You can also navigate here from the main page by clicking on the “Meet Info” dropdown. This is where you can view and register your swimmer for upcoming meets.

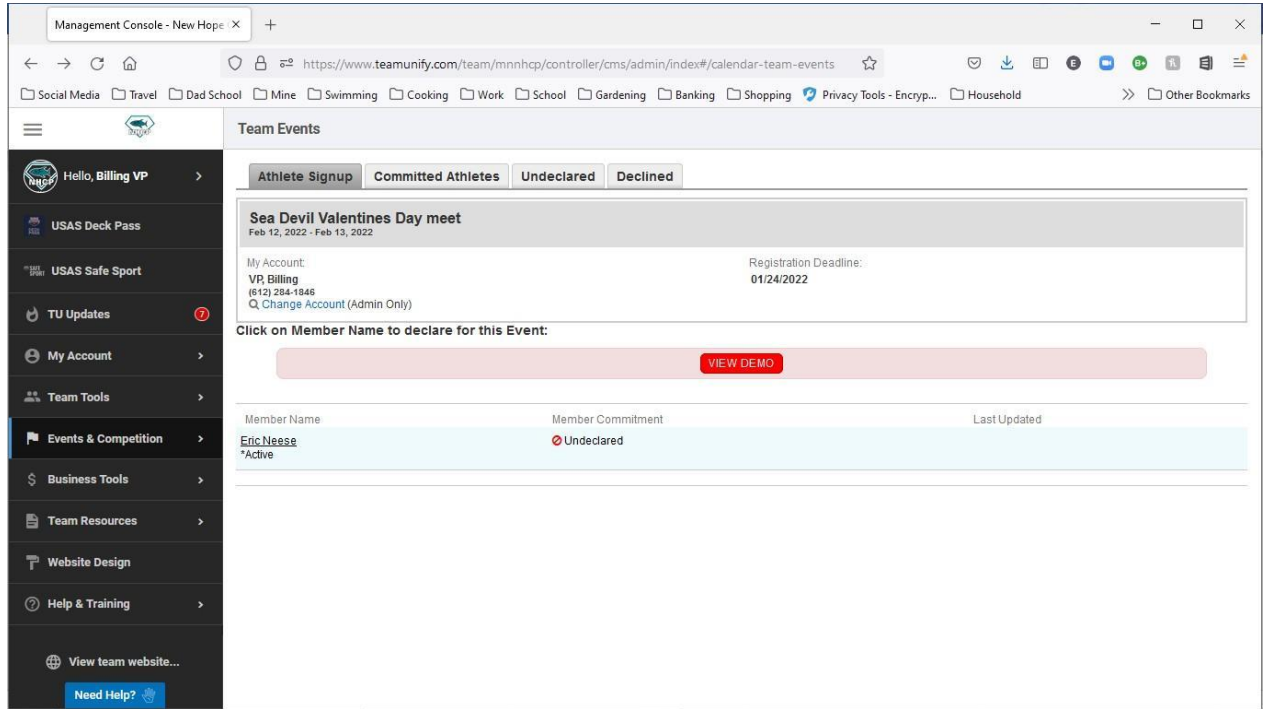
-To register your swimmer for a meet, navigate to the meet information. It will look similar to this:



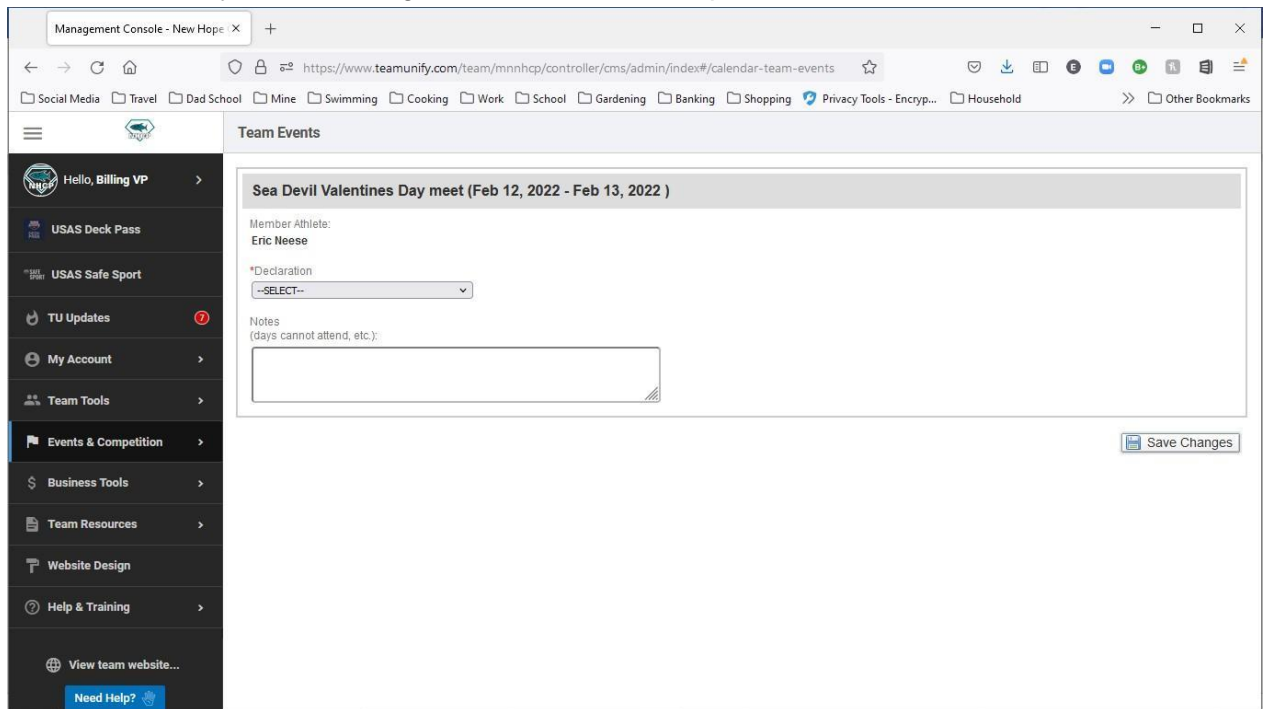
-scroll through the meets and read the details to see if it is a meet your swimmer should register for (if you have a question about which meets your swimmer should attend, contact their coach). For more details, including meet fees, click on the meet and it will bring you to all of that information.

-to register for a meet, click on the pink “Edit Commitment” box and this screen will pop

up:



-click on the swimmer you wish to register, and this comes up:

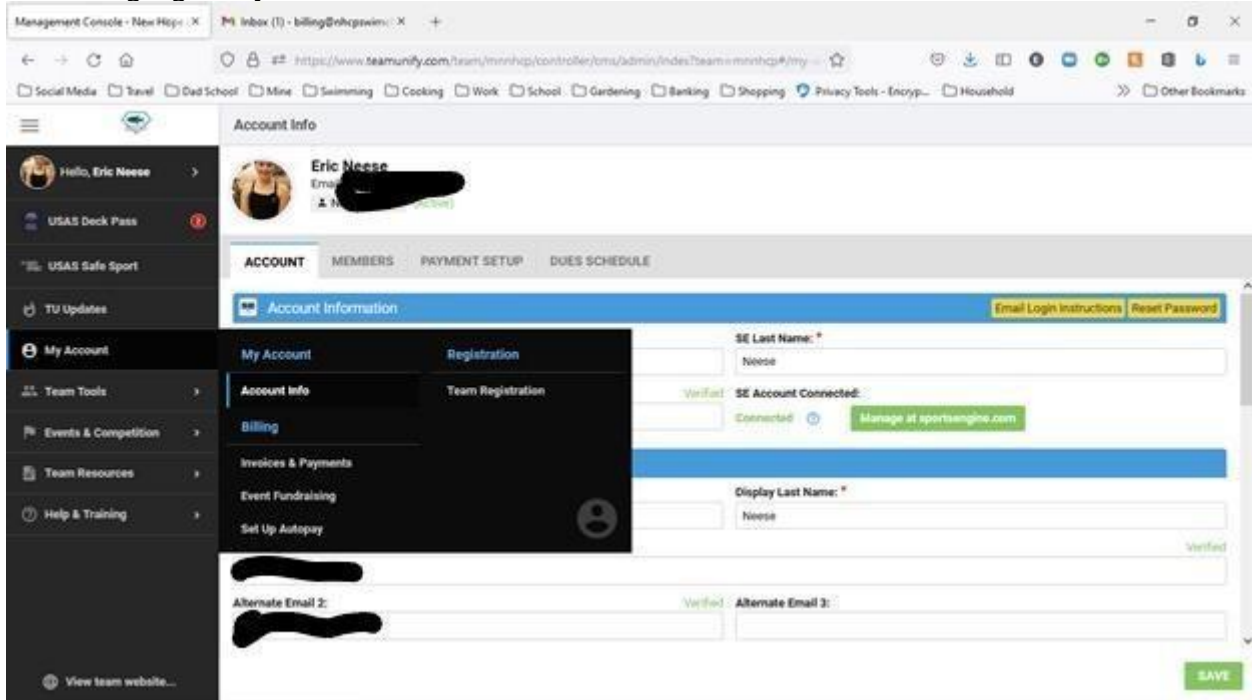


-select yes or no from the drop down and enter any comments in the "Notes" box (if it's a 2 day meet and they can only swim one day or anything else you want the coaches to note about that meet). When you are done, don't forget to click the "Save Changes" button.

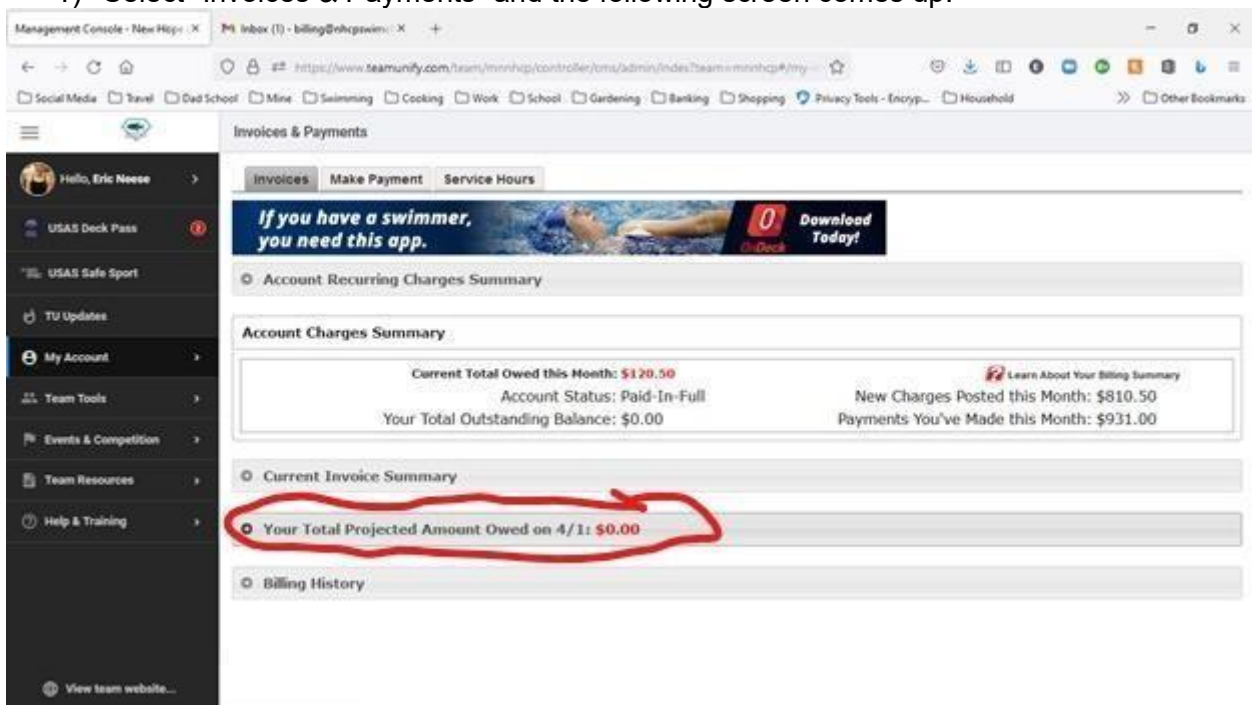
- **Billing Info:**

To view past invoices, upcoming payments due, etc., log on to the main screen and h

highlight “My Account”:



1) Select “Invoices & Payments” and the following screen comes up:



- 2) This brings up your account recap screen. It provides a broad recap of account activity. You can see that there has been \$810.50 in new charges, \$931.00 paid, and an outstanding balance of \$0 this month.
- 3) Many people ask what the above fees are for. Select “Your total Projected Amount Owed” (circled above in red) to view the details and the following screen pops up:

Invoices & Payments

Your Total Projected Amount Owed on 4/1: **\$0.00**

Neese, Eric: PROJECTED INVOICE SUMMARY on 4/1/2022

Current Total Owed this Month	\$120.50
Payments / Refunds Made this Month	
Credit Card [REDACTED]	\$120.50
Credit Card [REDACTED]	\$810.50
Sub-Total of Payments / Refunds	\$931.00
New Non-Recurring Charges / Credits Applied to 4/1/2022 Invoice	
Non-Recurring: Spring 2022: Evelyn (Hosp./cons. Fee)	\$5.00
Non-Recurring: Spring 2022: Evelyn (Reg)	\$667.00
Non-Recurring: 2022 Team Banquet X 4	\$88.00
Non-Recurring: Winter session billing adjustment	-\$54.00
Non-Recurring: Evelyn-2022 MN STRM MRC Champ. Packag (71 + 3R)	\$15.00
Non-Recurring: Evelyn-2022 MN STRM MRC Coaching Fee (71 + 3R)	\$5.00
Non-Recurring: Evelyn-2022 MN STRM Minnesota Regiona (71 + 3R)	\$84.50
Sub-Total of New Non-Recurring Charges / Credits	\$810.50
Total Outstanding Balance:	\$0.00
Upcoming Recurring Charges / Credits Applied to 4/1/2022 Invoice	
Total Projected Invoice on 4/1/2022	\$0.00

The Total Projected Amount Owed, is NOT what you owe now, rather is a projection of what you will be charged on the first of the next month based on all billing activity during the current month.

4) This is the screen where you see all of the details of what is being charged to your account and what has been paid on it MTD.

Additional Information:

1) [Volunteer Commitment](#) - NHCP is a non-profit organization. As such, our parental volunteers are critical to the financial success of our club. We typically host 2-3 swim meets each year. Running a meet requires MANY volunteers, so we need ALL families to participate in these efforts. Each session the Board sets a volunteer commitment for all members based on the number of meets and other activities we have on the calendar. If your household does not fulfill a given session’s volunteer commitment, you will be charged \$250.00.

-Our volunteer coordinator will notify everyone when there are open volunteer positions.

-To register, navigate to the “[Current Meets](#)” tab on the website (this is the same screen discussed above under how to register for a meet).

-home meets and events with open volunteer positions will have a green “Job Signup” button (see below).

The screenshot shows a web browser window with the URL <https://www.teamunify.com/team/mnnhpc/controller/cms/admin/index#/calendar-team-events>. The page title is "Team Events". On the left is a dark sidebar menu with options like "Hello, Billing VP", "USAS Deck Pass", "USAS Safe Sport", "TU Updates", "My Account", "Team Tools", "Events & Competition", "Business Tools", "Team Resources", "Website Design", "Help & Training", and "View team website...". The main content area lists several events:

- Aug 24 2021**: Coaches & Officials Only MAAPP 2.0 Safesport Recognition (Aug 24, 2021 - Sep 21, 2021). Event Category: MAAPP Policy. Description: Coaches and Meet Officials USA Swimming MAAPP 2.0 recognition. Buttons: Email Event, Register Online.
- Oct 07 2021**: NHCP NOVICE MEET (Oct 7, 2021). Description: NHCP Novice Meet October 7th, 2021. **THIS MEET IS CLOSED AND ENTRIES ARE SENT**. Buttons: Email Event, Edit Commitment, Job Signup.
- Oct 10 2021**: St Cloud Gators (Oct 10, 2021). Description: St Cloud YMCA. **Entries closed and sent**. **This meet is for Silver, Gold and Seniors**. Buttons: Email Event, Edit Commitment.
- Oct 30 2021**: Sea Devil Halloween Meet Pumpkin Palooza (Oct 30, 2021 - Oct 31, 2021). Description: Sea Devil Halloween Meet. **Entries are closed and sent**. **This meet is for Silver, Gold and Senior swimmers.** Buttons: Email Event, Edit Commitment.
- Nov 06 2021**: NHCP Home Meet (Nov 6, 2021 - Nov 7, 2021). Buttons: Email Event, Edit Commitment.

-select the “Job Signup” button and a screen will come up with all available jobs for the given event. To sign up for a position navigate to an open one, select the box next to it, scroll to the bottom, and hit save. There will be a new popup that appears, on it is a space to put the volunteer’s name if you are signing up for someone else.

- 2) [Safe Sport](#) - USA Swimming’s Safe Sport program is a comprehensive abuse prevention program, consisting of a multi-layered approach to keeping our kids safe. All new parents/guardians and swimmers (ages 12-18) must undergo Safe Sport training. Safe Sport training opportunities are found [HERE](#).
- 3) [Time Standards](#) – swimmers obtain official race times by competing at sanctioned meets. All time standards are broken down by age group and within each group there is a progression of ratings as swimmers progress. Short Course standards are for 25-yard pools (used primarily in the fall, winter, and early spring) and Long Course standards are for 50-meter pools (used primarily in the summer). PLEASE NOTE: for the meets our club attends, you should be using the standards under “Championship MN Swimming Time Standards” these are MSI’s state standards.
- 4) Swim Meets – What should your swimmer bring?
 - Team suit, team cap, goggles
 - Towels (at least 1 for meet, 1 for after)
 - Healthy snacks & water bottle
 - Sharpie (writing event/heat/lane on swimmer)
 - Dry clothes or team parka to stay warm between events.
 - Deck shoes (most wear Crocs)

- Something to do between events (books, cards, etc.)
- 5) Swim Meets – What should a parent bring?
- Printout of meet program (if available ahead of time)
 - Sharpie/highlighter for programs
 - Download Meet Mobile or other apps (see Mobile Apps below)
 - Snacks or money for concessions
 - Chairs or bleacher seats, if allowed
 - Something to do between events.
 - Some people bring ear plugs; it can get VERY loud inside.
 - Dress for warm weather. Indoor pools can be VERY warm (even in winter).
- 6) Swim Meet Basics
- Swimmers only are allowed on the pool deck.
 - Parents - BE EARLY for the best seats. Chances are that if you arrive after the start of warmups, it will be tough to find a seat in the stands. They fill up FAST.
 - “Camping” – Sitting in the stands for a full meet can be very uncomfortable. Many locations provide gyms or cafeterias for families to set up chairs, etc. so there is more room between events.
 - Awards – Swimmers LOVE their awards. Award offerings vary by meet. Make sure to check out the meet information to let your swimmers know what to expect.
- 7) Mobile Apps – these are all optional but come in handy to access info on the go. Meet Mobile and Swimmetry are nice tools, and many swim families use them. However, it is possible that they may not always have final results. Final results will always be posted to your TeamUnify account after a delay (typically overnight).



- On Deck – this app provides a mobile version of your TeamUnify account. It is free. Note – it does not provide live meet results.
- Meet Mobile – this is a paid subscription app that provides live time race results at most meets.
- Swimmetry – This is an inexpensive app that provides live time results at most meets. It is fed data from the same feed as Meet Mobile. It allows you to see your swimmer’s progress in a stroke for a given period of time. You can also compare multiple swimmer’s times in a given event.