

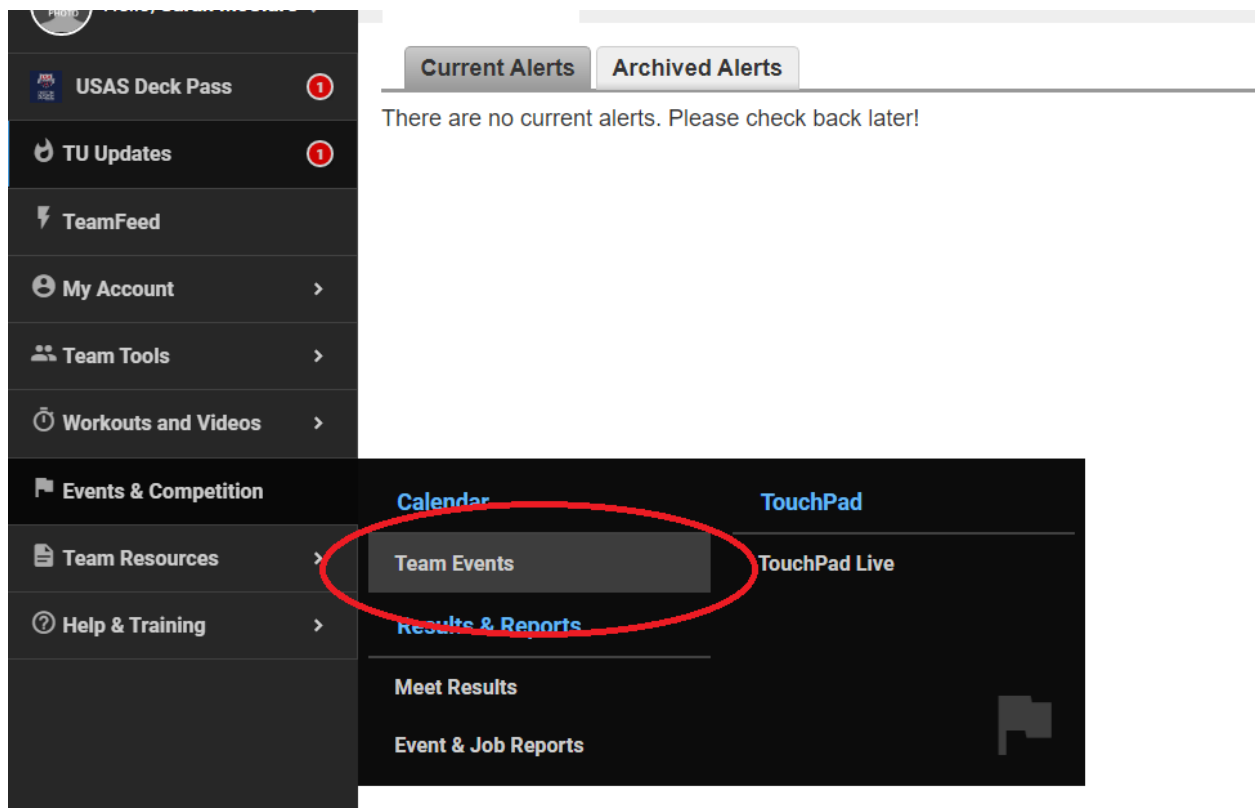
TeamUnify User Guide

How to “Opt In” to a swim meet

If you want to sign your child up for a swim meet that they have not been opted into, you can sign up using the TeamUnify system. Note that there is always a deadline in which to sign your swimmer up and if you don’t sign them up by the deadline, they will not be able to participate. This how-to guide is to demonstrate how to sign up for a meet using the TeamUnify system.

1. Log into your TeamUnify account using your user name (email) and password.

Navigate to the **“Events and Competition”** menu option and then click on **“Team Events”**



2. Scroll to the meet that you want to “sign up” for. Click on the “Attend/Decline” button. In this example, our swimmer wants to attend the Road to Tokyo meet in Lawrence KS.

The screenshot shows the 'Current & Upcoming' events page. The left sidebar contains navigation links: USAS Deck Pass, TU Updates, TeamFeed, My Account, Team Tools, Workouts and Videos, Events & Competition, Team Resources, and Help & Training. The main content area lists three events: '2019-2020 Returning Member Registration' (Aug 15, 2019), 'Road to Tokyo - LCM' (Sep 22, 2019), and 'Intrasquad' (Sep 29, 2019). The 'Road to Tokyo - LCM' event is highlighted with a red circle around the 'Attend / Decline' button.

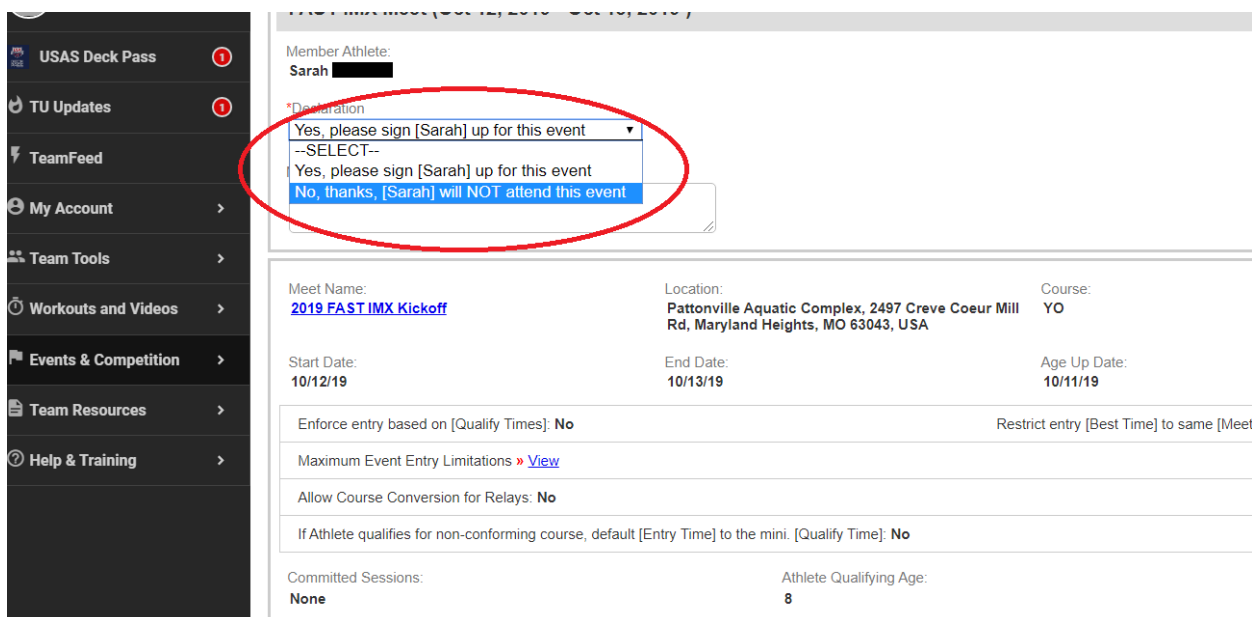
3. The swimmer’s status is **Undeclared**. Click on the swimmer’s name to sign up.

The screenshot shows the 'Road to Tokyo #1 2019' event page. The left sidebar contains navigation links: Team Tools, Workouts and Videos, Events & Competition, Team Resources, and Help & Training. The main content area displays event details: Meet Name (Road to Tokyo #1 2019), Location (Lawrence Indoor Aquatic Center, 4706 Overland Drive, Lawrence, KS 66049, USA), Course (LO), Meet Type, Start Date (9/22/19), End Date (9/22/19), Age Up Date (9/21/19), and Use Date Since (12/31/69). Below the event details, there are buttons for 'View All Meet Events' and 'Go Back to Event Home Page'. A table lists members with their names, commitment status, coach approval, and last updated date. The swimmer 'Sarah' is listed with a status of 'Undeclared'. A red arrow points to the swimmer's name 'Sarah'.

4. Click on the Declaration drop down menu and choose “Yes, please sign [Swimmer name] up for this event”

The screenshot shows the Declaration dropdown menu. The dropdown is open, showing three options: '--SELECT--', '--SELECT--', and 'Yes, please sign [Sarah] up for this event'. The 'Yes, please sign [Sarah] up for this event' option is highlighted in blue. A red circle is drawn around the dropdown menu.

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Member Athlete: Sarah [REDACTED]

*Declaration
 Yes, please sign [Sarah] up for this event
 --SELECT--
 Yes, please sign [Sarah] up for this event
 No, thanks, [Sarah] will NOT attend this event

Meet Name: [2019 FAST IMX Kickoff](#) Location: Pattonville Aquatic Complex, 2497 Creve Coeur Mill Rd, Maryland Heights, MO 63043, USA Course: YO

Start Date: 10/12/19 End Date: 10/13/19 Age Up Date: 10/11/19

Enforce entry based on [Qualify Times]: No Restrict entry [Best Time] to same [Meet]

Maximum Event Entry Limitations [View](#)

Allow Course Conversion for Relays: No

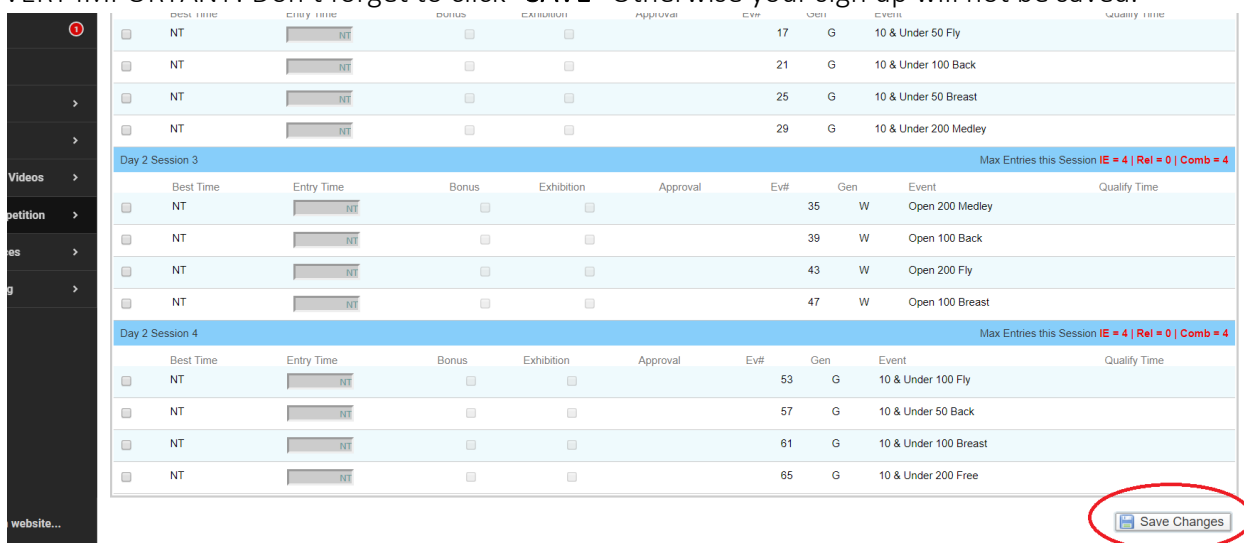
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No

Committed Sessions: None Athlete Qualifying Age: 8

- In the **NOTES** section, you can add any relevant information about the meet. For example, if your swimmer can only attend one day you would note that here.

When you sign up for a meet you will have the option to choose events for your swimmer. You may pick events or leave that part blank if you want coaches to pick events. Coaches will always review the events you pick to make sure they are appropriate for your age and level.

- VERY IMPORTANT! Don't forget to click **"SAVE"** Otherwise your sign up will not be saved.



Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
NT	NT				17	G	10 & Under 50 Fly	
NT	NT				21	G	10 & Under 100 Back	
NT	NT				25	G	10 & Under 50 Breast	
NT	NT				29	G	10 & Under 200 Medley	
Day 2 Session 3 Max Entries this Session IE = 4 Rel = 0 Comb = 4								
Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
NT	NT				35	W	Open 200 Medley	
NT	NT				39	W	Open 100 Back	
NT	NT				43	W	Open 200 Fly	
NT	NT				47	W	Open 100 Breast	
Day 2 Session 4 Max Entries this Session IE = 4 Rel = 0 Comb = 4								
Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
NT	NT				53	G	10 & Under 100 Fly	
NT	NT				57	G	10 & Under 50 Back	
NT	NT				61	G	10 & Under 100 Breast	
NT	NT				65	G	10 & Under 200 Free	

Save Changes

That's it! Your swimmer is signed up for the meet. You can double check by looking at the Member Commitment status, it shows the events you signed up for:

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Member Commitment	Coach Approved	Last Updated
✓ Committed	# 17 (d1/s2): G 10 & Under 50 Fly (NT) # 21 (d1/s2): G 10 & Under 100 Back (NT) # 25 (d1/s2): G 10 & Under 50 Breast (NT) # 35 (d2/s3): W Open 200 Medley (NT) # 39 (d2/s3): W Open 100 Back (NT) # 43 (d2/s3): W Open 200 Fly (NT)	09/10/19 11:21 AM

