

## Titan TeamUnify Registration

The following document will guide you through the steps required to register, modify a profile, and verify contact information using the TeamUnify platform.

**Please complete all procedures within this document to properly register your swimmer(s) and ensure you receive all team communications.**

## Account & Member Registration

Complete the following steps to create an account and register members:

1. Access our website – [www.titanswimming.com](http://www.titanswimming.com)
2. Click the 2021/2022 Season Registration link located on the home page within the main pool photo.
3. Scroll down to the bottom of the page and click the CLICK HERE TO REGISTER link.
4. Click the Continue or Check Status green button.
5. Click the +Create New Account green button.
6. Enter the email address that you would like to use for the account management
  - **Note:** This would be the primary parent/guardian. NOT the swimmer.
7. Click the blue Next button.
8. Enter your information (primary parent/guardian) and click the blue Sign Up button.
9. Access your email and find the SportsEngine email.
10. Click the blue Activate My Account button.
11. Enter the billing information for the account as well as the information for the primary, secondary, and emergency contacts.

### \*\*\*BEFORE REVIEWING THE WAIVERS\*\*\*

12. Click the green +Add Member button. This is where you will add your swimmers.
13. Enter the information for your swimmer.
14. Choose your swimmer's current level (unless otherwise instructed by a TTSC Coach) and your payment method designation for 2021-2022 Titan Membership Fees.
15. Complete the USA Swimming Registration information.
16. Click the green Add button.
17. Complete Steps 11 – 15 for each of your swimmers.
18. Review and acknowledge all of the team waivers.
19. Click the green Continue button.
20. Review the account information. If changes are required, click the Edit Account Info button.
21. Click the green Proceed to Checkout button.
22. Enter your Credit Card information.
23. Click the green Next button.
24. Click the green Submit Registration button.
25. Click the blue Sign In button to re-login into your account.

**Please note:** After registration our administrative team will review your submission and approve it. You will not see your swimmers listed as members on your account until they are

approved for registration. This process may take a few days as we manage the new system. You will still be able to view communications and utilize the website as the account holder.

### **Adding Additional Emails & Phone Numbers and Verification**

During account creation you are only asked to provide a primary email and phone number. If you would like to set up additional email addresses and/or the ability to receive text messages (RECOMMENDED) please complete the following steps.

Adding Additional Emails:

1. Log-in to your TeamUnify Account.
2. Click the Membership menu.
  - If adding an additional email for a parent/guardian, Click the Account.
  - If adding an email for an athlete, Click the Member you would like to add the email to.
3. On the Account/Member Detail screen click the Edit button.
4. Enter the contact email address in the Email/Email1/Email2/Email3 field (as applicable).
5. Click Save.

**IMPORTANT:** Once you add an email it will need to be verified through the system in order for it to be utilized for communications. To do this complete the following steps:

1. Access the Account/Member Detail screen.
2. Click Edit.
3. Click on the yellow Unverified box.
4. Click Yes to the Confirmation message.
5. The email address will receive the following email. Please make sure to click on the link immediately to complete the validation process:

Verify your email  Inbox 



'Team Unify' via TeamUn... 4:03 PM



to me ▾

You are receiving this email to validate your email address with your swim team. Please click (or copy/paste into a browser) the link below to complete the validation process.

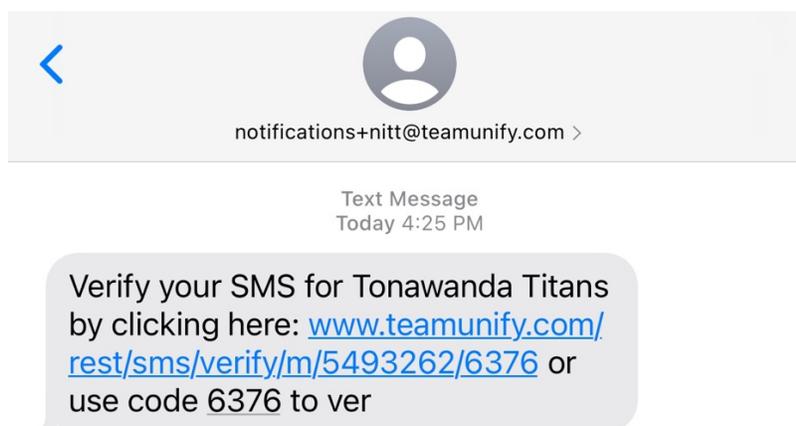
[www.teamunify.com/rest/verifications/members/5515529/16151](http://www.teamunify.com/rest/verifications/members/5515529/16151)

Enabling SMS (Text Messages):

We will be using SMS (text message) communication for important and time sensitive information. In order to successfully do this (RECOMMENDED), please complete the following steps:

1. Log-in to your TeamUnify Account.

2. Click the Membership menu.
  - If adding an SMS phone number for a parent/guardian, Click the Account.
  - If adding an SMS phone number for an athlete, Click the Member you would like to add the text receipt ability to.
2. On the Account/Member Detail screen click the Edit button.
3. Enter your 10-digit (include area code) cell phone number in the SMS/SMS1/SMS2 field.
4. Choose your carrier's name in the Carrier drop-down box.
5. Click Save.
6. The cell phone will receive the following text message. Please make sure to click on the link immediately to complete the verification process:



**PLEASE NOTE:** This is a one-way SMS Communication system. We will not receive any responses back if you reply to a text. Should we require a response we will provide additional instructions on how to do so.