Instructions for Exporting Rosters Using Team Unify.

Before exporting rosters, first thing you will have to do is set up your dual meet teams in Team Unify. If you are unsure how to create your dual meet rosters, email or call me and I will walk you through it.

To export the rosters:

1. After logging into your web site, click on ACCOUNT/MEMBER ADMIN
2. On the next screen click on the MEMBERS tab.
3. Select your dual meet roster group and click SEARCH
4. Click on the box right next to MEMBER NAME, this will select all members in this group.
5. Click on EXCEL
6. On the next screen, follow option 2 to save the roster
7. When you open the excel file you will see that there is a lot of unnecessary and private information that is not needed when for our dual meet rosters. Delete every column except for MEMBER FIRST NAME, MEMBER LAST NAME, GENDER, BIRTHDAY, and AGE.
8. After that you will have to sort the swimmers from youngest to oldest.
9. To do that, highlight the BIRTHDAY column and click the SORT & FILTER button and select SORT Z TO A and then click ok.
10. Once the athletes are sorted save the file
11. Repeat the process for all the dual meet rosters for your team

If you have any questions please feel free to contact me

Chris Karelus

[ckarelus@fspymca.org](mailto:ckarelus@fspymca.org)

(908)889-8880 ext. 29