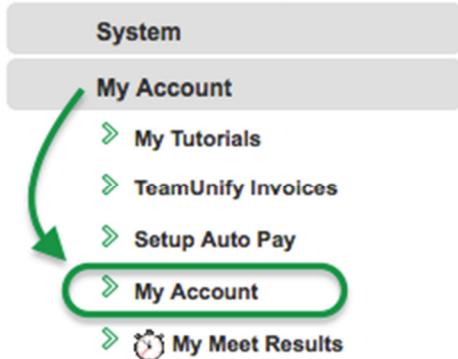


TO BE ABLE TO RECEIVE TEAM TEXT MESSAGES & ALERTS YOU MUST ADD YOUR CELL PHONE NUMBER & VERIFY IT. Follow the instructions below. It will only take a few minutes. Be sure to add both parents and swimmers. There are times when we receive short notice of a pool closure or impending bad weather that would affect outdoor practice. Text messages are the quickest way to notify everyone.

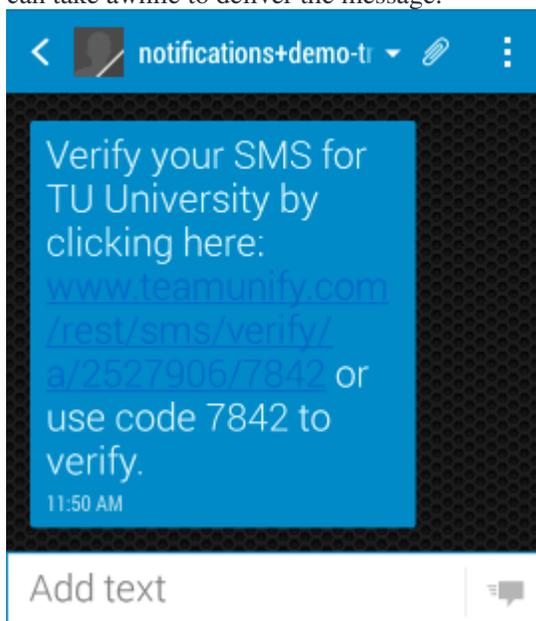
1. Sign In to your team's website.
2. In the side menu click **My Account > My Account**.



3. To add an SMS number for your account
4. Enter an SMS cell number and select its *Carrier*.

SMS: Carrier:

5. Click **Save** in the upper right and it will send that number a verification text.
6. Check your cell phone for a "Verify your SMS" text from *notifications+ohfast*, and open it. Note that some cell carriers can take awhile to deliver the message.



7. Tap the link and you should see one of two possible messages.
 - "Success! We have validated your primary SMS." (or "secondary SMS" if that's what you were verifying)

- "Sorry, your primary SMS has already been validated." Sometimes just opening the text will verify the number, resulting in this message.

In either case the SMS number is verified and ready to receive texts from the team.

8. If tapping the link doesn't work, note the four digit code number in the text message.
9. If you get the message "Sorry, the code XXXX did not match any codes," continue.
10. Back in your team's SwimOffice website, click the **Unverified** button above the SMS number.

SMS: Unverified **Carrier:**

Enter the verification number into the field below and click "Verify" to verify this phone number.

Verification Code:

Resend Verification

Verify

Cancel

11. If you got the error in step 9 on your mobile device, click **Resend Verification** and go back to step 7.

12. Enter the four digit code from your text message in the *Verification Code* field and click **Verify**.

13. You will see *Verified* in green above the SMS number. You may need to refresh the screen to see this.

You can follow the same instructions to add your swimmer's cell phone number. Just click the members tab at the top of the same screen. Click on the swimmer you want to add (if you have more than one), enter the SMS number, carrier and click save again. They will receive a text verification as well.