



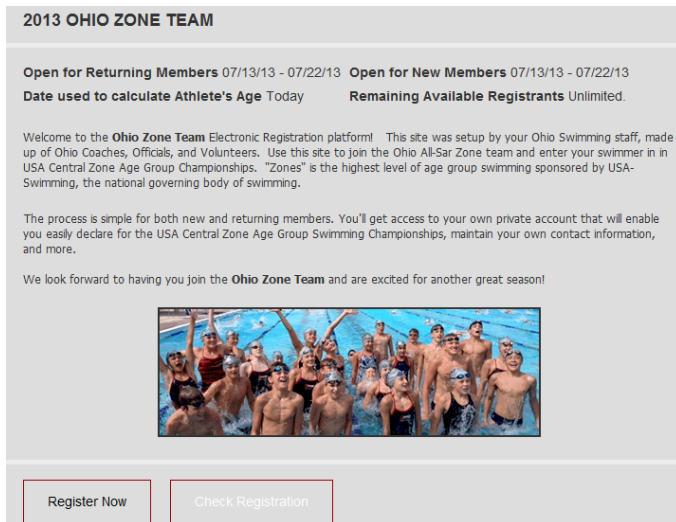
Online Entry Instructions

Beginning in 2013, all Ohio families entering the USA Central Zone Age Group Championships will enter the meet through the Ohio Zone *Team Unify* website. This website is a different website than the Ohio Swimming, Inc. website. Parents will enter their swimmers by following this process; do not go through your team coach or manager. The process involves two steps: (1) setup your Team Unify account. Then, after you receive a log-in access email, (2) enter the Zone meet.

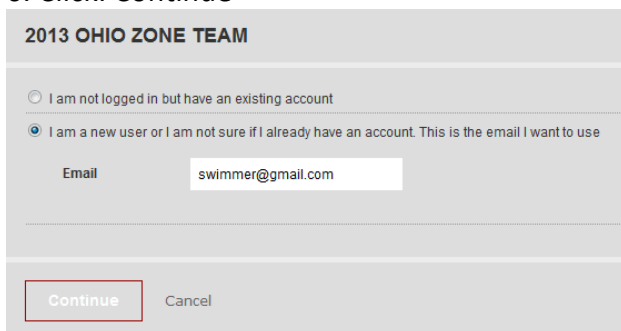
STEP 1 – SETUP YOUR ACCOUNT

Do this as soon as you know your athlete is going to Zones. Follow these steps:

1. Go to: www.teamunify.com/ohlsczone
2. Click button on left side: Start Registration
3. Click button on bottom center: Register Now



4. Select: I am **not sure** if I have a Billing Account on this team. This is the email address I want to use:
5. Enter your email address. This will be the method to contact you with updates on the meet so enter an email that you check often!
6. Click: Continue





7. Complete the following screen: Enter all of your account information under EMAIL ADDRESSES, BILLING INFORMATION, PARENTS/GUARDIAN, and INSURANCE AND EMERGENCIES. All information is required

8. Click: Continue

9. Click: Add New Member

10. Enter all of your athlete's information in the available fields. **Important:** Make sure you enter all swimmer information accurately as it is on file with your current team and USA-Swimming; if not, your swimmer will not reconcile properly with his/her information on file with USA-Swimming and therefore entries may be rejected

11. For the field titled Register to this Group, select **2013 Ohio Zone Team**.

12. Click: Add

13. If you have additional swimmers to register under this account click: Add New Member and repeat the process above. If not, go to next step.

14. Read and approve by selecting each checkbox:

- Medical Release Waiver
- Liability Waiver
- Code of Conduct

15. Click: Continue

16. Review Registration Fees: \$0 at this point

17. Click: Proceed to Checkout



Account Setup > Member Selection > **Fees Summary** > Payment > Success

2013 OHIO ZONE TEAM

REGISTRATION FEES [Add/Edit Members...](#)

Athlete to be registered	Group	Birthdate	Age	Gender	Fees
	2013 Ohio Zone Team	08/15/2003	9	Male	Reg: \$0.00
					Subtotal: \$0.00
					Total: \$0.00

TOTAL FEES

Registration Fees	\$0.00
Grand Total:	\$0.00

[Submit Order](#)

18. Click: Submit Order, a receipt showing \$0 charges will be emailed to you

Account Setup > Member Selection > Fees Summary > Payment > **Success**

SUCCESS!

Registration Fees \$0.00

Total of 1 member(s) registered.

The member(s) you are registering will be put on a wait list until your check is received. Please remit as soon as possible. Checks may be made out to: **Ohio Swimming, Inc** and mail to this address: **5020 B College Corner Pike, Oxford, OH 45056, Phone: 513-673-3326**

[Print-friendly Receipt](#)

19. Within 24 hours, (likely faster in most cases), you will receive a separately emailed **Sign In** instructions granting you access so that you can long in, declare your swimmer to enter the meet, and select events

20. Follow the link from within the email to establish/confirm your password and login

[Sign In](#)

This is a protected area and is only accessible by authorized members of the **Ohio Swimming Zone Team**. All information contained in the site is the property of **Ohio Swimming Zone Team** and unauthorized access and/or use is forbidden.

By giving the E-Mail and Password below, you agree the [Terms of Use](#) and [Privacy Policy](#) below.

E-mail:

Password:

Keep me signed in on this computer

If you forgot your password, please click [Here](#) to reset your password.

[Sign In](#)

STEP 2 – ENTER THE ZONE MEET

Do this after your last meet or after Ohio Junior Olympics so your athlete's times will be in the database

21. To enter the Zone meet, make sure you are logged in and then select the meet under the **Swim Meet** tab in the middle of the web page. This will open up the meet page



22. Click **Attend / Decline** in the top right corner of the meet page

23. Select your swimmer's name in the to declare for this Event (meet)

24. Select "Yes, please sign up for this event" from the drop-down

25. Check the box next to each individual events you wish to enter

- Maximum 6 individual events for the meet, no more than three per day
- If your best times from recent meet (Junior Olympics) do not appear, you can select the events now (they will be updated!) or wait until the Ohio Team staff uploads results to the Team Unify website
- Events not qualified will show in red as "Not qualified". If you have a qualifying time from a meet that was outside of Ohio, or may have occurred at a meet that was not imported to the Team Unify site (Ex: YMCA, High School, etc.), you can select the event, but you will need to contact the Ohio Team Coordinator and provide proof of the time. Times do not match what is recorded in the master USA-Swimming database will get rejected as a falsely entered time.
- Relays will be entered by coaches after all entries are received

27. Click: Save Changes

28. Ohio staff will post entry reports after the deadline and send out email reminders for you to verify