

Team Unify's Touchpad

Touchpad: This software is for running the swim meets and printing the reports from the meet, just like Meet Manager with HyTek.

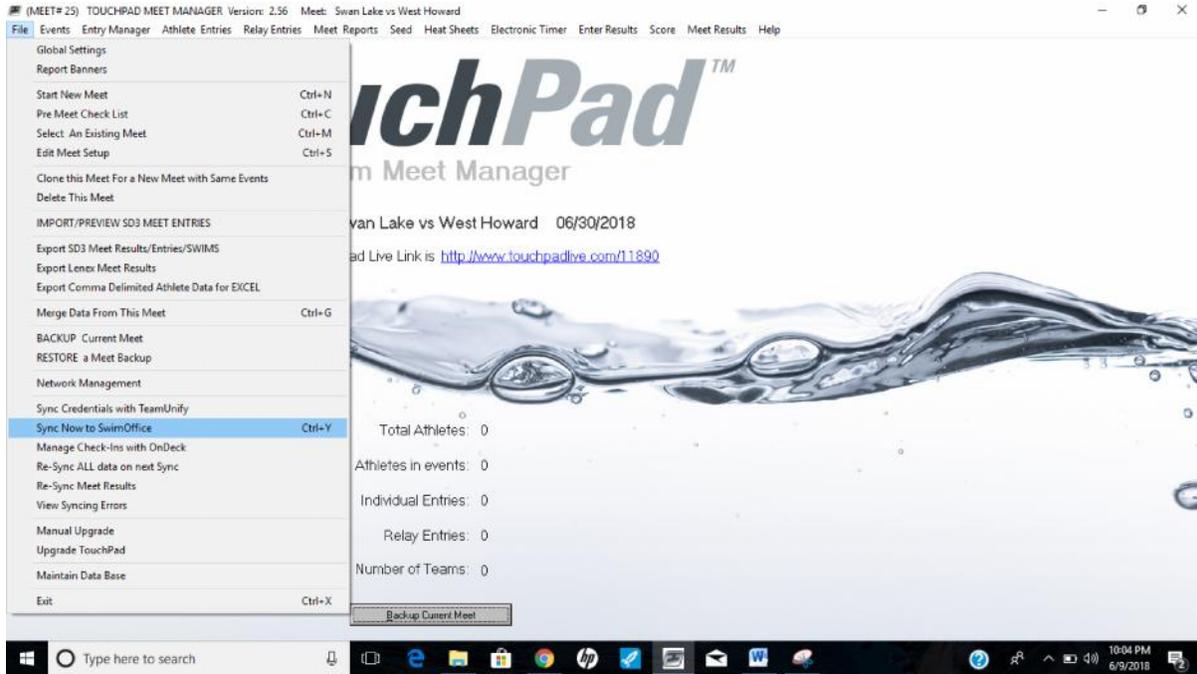
Swim Office: This is your Team's website and how you manage your team, events, volunteers, billing and everything for your team.

OnDeck: This is the phone application that you and the parents can use to see everything on the websites on the application.

Team Unify has a great set of training modules and webinars. Within Swim Office select Help and Training and then you can open the Knowledge Base or TU University.

The screenshot displays the 'Help & Training Tools' section of the Team Unify Customer Help Center. At the top, there is a navigation bar with 'Help & Training Tools' on the left and a red button labeled 'Learn at TU University' on the right. Below this, the main heading 'Customer Help Center' is centered. A row of five navigation buttons follows: 'Knowledge Base' (with a megaphone icon), 'Video Tutorials' (with a film strip icon), 'Webinar Schedules' (with a book icon), 'Future Features' (with a checkmark icon), and 'TeamUnify TV' (with a television icon). The central content area features a text block stating: 'The TeamUnify Knowledge Base will help you find answers to hundreds of common questions. Simply start typing your question into the search field and possible answers will immediately appear. Try rephrasing your questions to change the search results.' Below this text are three prominent buttons: a green 'Launch TU University' button, a blue 'Launch Knowledge Base' button, and a cyan 'Contact Support' button with an envelope icon. To the right of the text is a preview of the Knowledge Base search interface, showing a search bar, a list of categorized articles (Management, Account & Member Management, Billing, etc.), and a sidebar with 'Related support' links.

When you are hosting a meet and you use Team Unify and you will run the meet with Touchpad, then 1st setup the meet in Touchpad. Then Sync the meet with Swim Office. This will create an event within Swim Office.



Within Swim Office here is you would see the event on the event page



If you are using Touchpad and Team unify and NOT hosting the meet, but going to a pool that uses HyTek. Then you would just create the Event within Swim Office and attach the Meet Manager events file or you can use any meet manager event file from the CMSL Website. Or you can just create a meet in Touchpad as a shell, but you won't be syncing from Swim Office to Touchpad since you won't be running the meet there.

West Howard vs Westminster Riding Club (Away)

Jul 22, 2017 (09:00 AM) - Jul 22, 2017 (01:00 PM)

[\[Edit\]](#)

STEP 3: Event Signup/Register Enabled?

Send Declaration Confirmation Emails?

- Do NOT Allow Team Member to Signup/Register for this Event
- Allow On-line Reg; Response with Yes/No.
- Allow On-line Reg; Connect to eReg System
- Allow On-line Reg; **Meet Manager/Meet Events** file to allow On-Line meet entry

Use this Meet Events file:

[View/Edit](#)

Remove Meet Events file above & re-import:

Setting up a Meet:

First Time Users: to setup your 1st swim meet, you can start with our CMSL Backup meet file that will allow you to setup a meet with all event files and settings.

Clone a Meet: You can select a meet and then clone it to a new meet with all the same entry files.

When setting up a meet there are a few key fields to update.

Meet Name: Enter the name of your meet

Pool Address, City, State, Zip: address of the hosting team

Host team name: host team name

Meet Start Date and Meet End Date

Age-up Date: This is always 5/30/YY - where YY is the current year

Use Times Since: this will be the date you will use the seed times

Entry Event Limits: This will depend on your CMSL Division

Meet Type: This should be set to High School/College in order for the entries to pull in from teams properly.

Pool Length: set to your pools length

Number of Pool Lanes: this is your pool lanes.

Meet Setup For the CURRENT MEET

These three are headers for all reports. Use all three for dates, location etc. for your meet reports.

Meet Name: West Howard vs Westminster Swim Team
Headline 1:
Headline 2:
Meet Director Name: West Howard Swim Club
Pool Address: 16131 Old Frederick Road
City: MT Aity
State: MD Zip: 21771

HOST TEAM NAME: West Howard Swim Team

Date Format: MM/DD/YY
Meet Start Date: 06/24/17
Meet End Date: 06/24/17
Age-Up Date: 05/30/17
Use Times Since: 07/01/16
Date by which ages are calculated for this meet.

Entry Event Limits
MAX INDIVIDUAL Entries per Swimmer: 4
MAX RELAY Entries per Swimmer: 1
MAX TOTAL Entries per Swimmer: 4

Surcharges
(Enter 2.75 for \$2.75)
TEAM Surcharge: 0.00
FACILITY Surcharge: 0.00
ATHLETE Surcharge: 0.00

Enforce Qualifying Times
Allow Relay Course Conversions
Minimum Qualifying Time for NonConforming Times
Use Preferred First Names

Course Order: SO
Course Orders Explained

Meet Type
Age Group Meet
High School/College
YMCA
Recreational

Minimum Age for OPEN Events: 12
Number of Pool Lanes: 8
Elevation in Feet:
Sanction #:

Type of User
Novice User
Experienced User
Determines number of pop-up reminders

Pool Length
25 YARDS (Y)
25 METERS (S)
50 METERS (L)

Choose the Default Printers for your printed reports:
Print/Preview Size: 100 87% Shows Whole Page
Scoring Preferences

Primary Printer: PrimoPDF
Label Printer: DMP ON LPT3
OK

Review the Events and setup Standards files:

You will see the 6& Unders set to Score = NO

Also Under the Event Records you can setup the Straehle qualifier times and the CMSL Records. – When you score the meet, then the reports will show the records when met.

Swan Lake vs West Hower: 06/30/2018 (F1 for HELP)

Specify the EVENT NUMBER of the event with which you are working.

Events in Meet #1

Terminology Used Here

Print/Preview Event List

Set MEET Sessions

Exit Delete Event

Re-Number Events

ACTIVE EVENT IS EV# 1

Click on header to SORT

Alternate Gender as entered Gender: GIRLS

Age Group: 3&UN, 8&LN, 7-8, 10&LN, 3-1C, 2&UN, 11-12, 13&UN, 14&UN, 3-14, 15&UN, 5-16, 10&UN, 7-18, 15-18, 5&OV, OFEN, SENICR, CTHFR

Distance: 25, 50, 100, 200, 400, 500, 300, 1000, 1500, 1600, CTHFR

Type: Individual, Feat

Stroke: Freestyle, Backstroke, Breaststroke, Butterfly, Indiv. Med., Medley Relay, IM Diving, 3M Diving, Platform Diving

Event Qualifying Times: Event Records, Event Messages, Event Cut Times

Entry Fee \$: ALL, Deck Entry \$: ALL, Score This Event: ALL, Score Prelms as extended Finals: ALL

Report Events

ADD/CHANGE Active Event #1

Click ADD/CHANGE to commit choices made for each event. Enter new number in ACTIVE EVENT box for new event.

Add an event then click below to make it a Multi-Age Event

Alternate Heats by Gender

EV#	Sub	Gender	Age Group	Sub Age	Dist	Stroke	Rounds	Lanes	I/R	Fee	Deck	DESC	Prelms	Finals	Type	Score	Multi/Age	ALT-HT	SEP	SCORE PRE
1		GIRLS	3-10		100	I.M.	F	8	I			1		S->F	STANDARD	YES	NO			N/A
2		BOYS	3-10		100	I.M.	F	8	I			1		S->F	STANDARD	YES	NO			N/A
3		GIRLS	11-12		100	I.M.	F	8	I			1		S->F	STANDARD	YES	NO			N/A
4		BOYS	11-12		100	I.M.	F	8	I			1		S->F	STANDARD	YES	NO			N/A
5		GIRLS	13-14		100	I.M.	F	8	I			1		S->F	STANDARD	YES	NO			N/A
6		BOYS	13-14		100	I.M.	F	8	I			1		S->F	STANDARD	YES	NO			N/A
7		GIRLS	15&OV		100	I.M.	F	8	I			1		S->F	STANDARD	YES	NO			N/A
8		BOYS	15&OV		100	I.M.	F	0	I			1		S->F	STANDARD	YES	NO			N/A
9		GIRLS	6&LN		25	FFEE	F	8	I			1		S->F	STANDARD	NO	NO			N/A
10		BOYS	6&LN		25	FFEE	F	8	I			1		S->F	STANDARD	NO	NO			N/A
11		GIRLS	8&LN		25	FFEE	F	0	I			1		S->F	STANDARD	YES	NO			N/A
12		BOYS	8&LN		25	FFEE	F	8	I			1		S->F	STANDARD	YES	NO			N/A
13		GIRLS	3-10		50	FFEE	F	8	I			1		S->F	STANDARD	YES	NO			N/A
14		BOYS	3-10		50	FFEE	F	0	I			1		S->F	STANDARD	YES	NO			N/A
15		GIRLS	11-12		50	FFEE	F	8	I			1		S->F	STANDARD	YES	NO			N/A
16		BOYS	11-12		50	FFEE	F	8	I			1		S->F	STANDARD	YES	NO			N/A
17		GIRLS	13-14		100	FFEE	F	0	I			1		S->F	STANDARD	YES	NO			N/A
18		BOYS	13-14		100	FFEE	F	8	I			1		S->F	STANDARD	YES	NO			N/A
19		GIRLS	15&OV		100	FFEE	F	8	I			1		S->F	STANDARD	YES	NO			N/A

You can import the records from the CMSL website.

Event Records

Import Records Group Export Records Group Help

Below you can create/modify records groups that can be used for reporting. Once you add a records group you will be able to update the associated record for each event.

Add a Records Group

Short name	Display	Course	Record Type	Description	
	4	S	Team		Add
Short name	Display	Course	Record Type	Description	
<input type="checkbox"/>	STR	1	Meet	Straehle 2018 (Meters)	Delete
<input type="checkbox"/>	CMSL	2	LSC	CMSL Records 2018 (Meters)	Delete