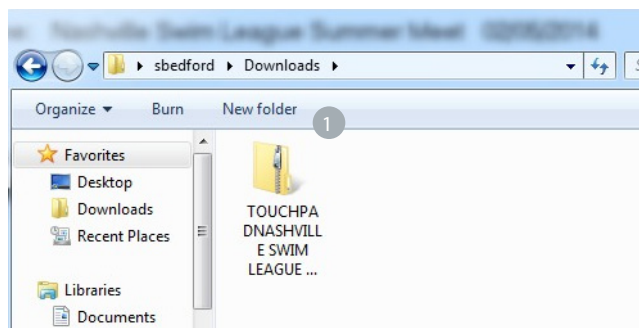


TouchPad and Nashville Swim League

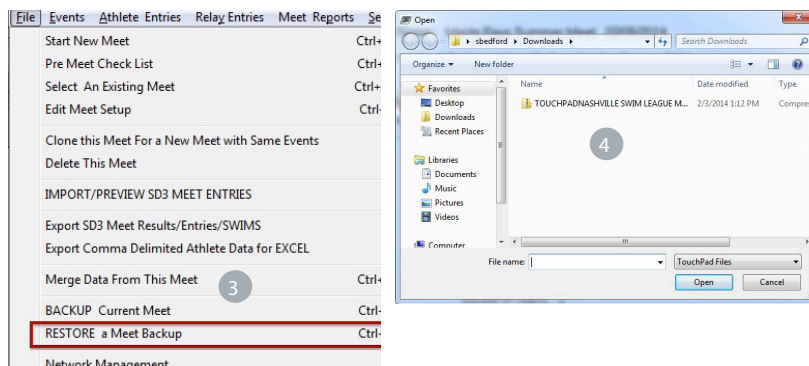
- Step 1 - Download your **Nashville Dual Meet Template.zip**. ENSURE you know where you download this file. This backup contains **the meet structure** produced by Nashville Swim League.

- Step 2 - Open up TouchPad by selecting your desktop icon



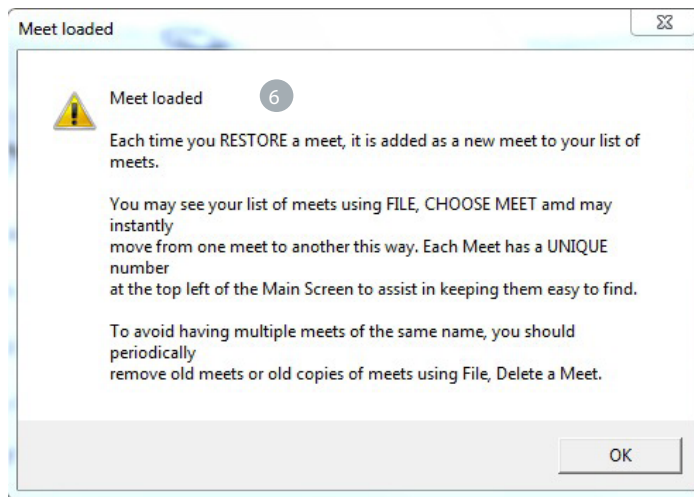
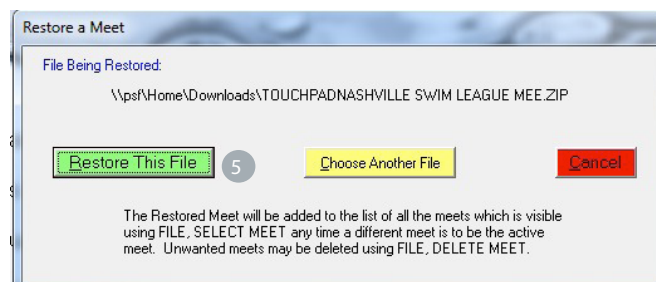
- Step 3 - In TouchPad select File > Restore a Meet Backup.

- Step 4 - Navigate to your saved template from step 1 select and open.



- Step 5 - You will select 'Restore This File'

- Step 6 - Say 'Ok' to the information about a restored meet.





TouchPad and Nashville Swim League

- Step 7 - This screen is your actual, final meet that will be used. You must now update all relevant information to the actual meet. You will update: Meet Name, Pool Address, Meet Director Name, Host Name and **START/END** dates. Also confirm all other information is correct.

- Step 8 - Select OK to create your meet.



You are now ready to confirm the events contained in the restore. In TouchPad select the Event tab on the top and you will be shown the following;



- Events- The listing of all events cloned from the backup/restore.
- Print/Preview Event List - Select this option for a printout of all events

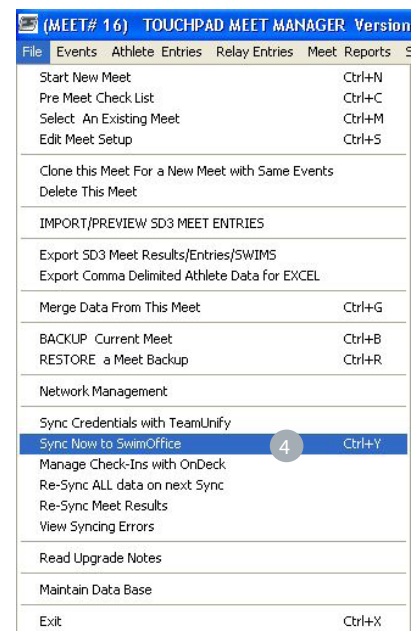
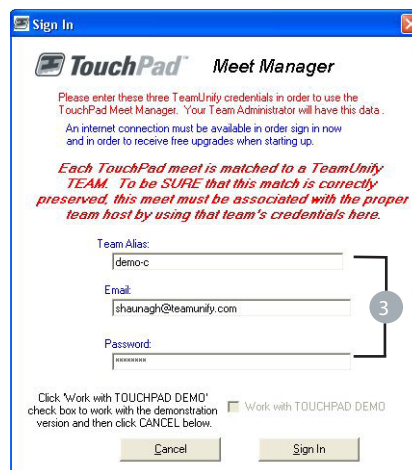
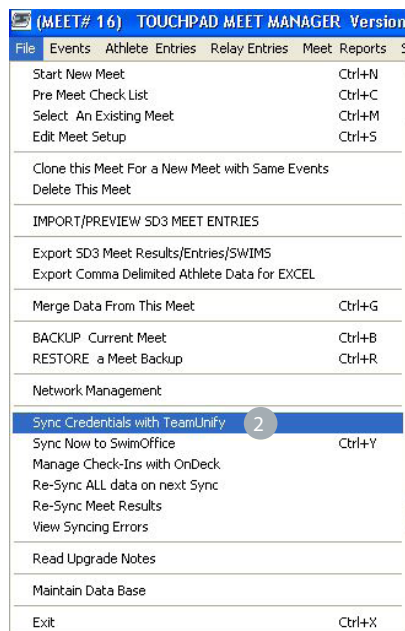


TUSync - TouchPad Sync to SwimOffice



You're now ready to seamlessly sync this meet and event structure to your TeamUnify site. Once it's created on your site, you can easily invite your visiting team, creating the same meet and meet structure on their site! Simply follow the steps below.

1 Step 1 - Turn your syncing on in TouchPad



- 2 Step 2 - Sync your credentials to TeamUnify by going File > Sync Credential to TeamUnify. This will create the connection between TouchPad and your TeamUnify site but will not sync any information.
- 3 Step 3 -Use you SwimOffice credentials including your alias, login and password. Click [HERE](#) for instructions on how to find your alias.
- 4 Step 4 - Sync NOW to SwimOffice. This will push this meet and all meet information into your SwimOffice site.



TUSync - Meet Creation and Invitation

- 5 Step 5 - Login to your SwimOffice site and go to your events tab to view your Meet synced from TouchPad. Select Edit to adjust the information for both host and invited team. See page 5 for instructions on how to send a TouchPad meet invitation.
- 6 Step 6 - Ensure all of the START/END and REGISTRATION deadline dates are accurate. ENSURE you update STEP 3 with the TouchPad sync information. Please **NOTE** this information will be included on the visiting team site within their meet.
- 7 Step 7 - Update step #6 with a meet description or other pertinent meet information. You can also update the Invited Team Tab. Please **NOTE** this information will be included on the visiting team site within their meet. They CAN edit this.
- 8 Step 8 - Update all other meet information necessary including uploading a logo and any documents and pictures. Please **NOTE** this information will be included on the visiting team site within their meet. Save Changes!



TUSync - Meet Creation and Invitation

- 9 Step 9 - Click, 'Select Teams' to choose your teams to invite.

The screenshot shows the 'Events' management interface. At the top, there are tabs for 'Current & Upcoming', 'Past & Archived', 'Reports', and 'TouchPad Meet Admin'. Below these, there's a search bar for 'Event Category' set to 'ALL'. A calendar shows 'February 5, 2014' as the selected date. The event title is 'Feb 5, 2014 - TouchPad Manta Rays Summer Meet'. At the bottom, the 'Select Teams' button is highlighted with a red box.

- 10 Step 10 - Use your filters to locate the team(s) to invite. Place a checkmark to the left of the team and select 'Save and Invite'. ****Note** the League/LSC filter makes it easy to show all teams in the Nashville Swim League.

The screenshot shows the 'Select Teams' page for the 'Feb 5, 2014 - Manta Rays Summer Meet'. It has tabs for 'Select Teams', 'Invited Teams', and 'Meet Time Estimate'. The 'Select Teams' tab is active. There are search and display filters. The 'League/LSC' dropdown is set to 'NS-Nashville Swim League' and is highlighted with a red box. Below the filters, a table lists teams. The first team, 'Belle Meade Country Club', has a checkmark in the 'Team Name' column.

- 11 Step 11 - Once you select 'Save and Invite' you will receive the following message to optionally email the meet invitation. Make your yes/no selection and the meet and event structure will be added to their site to accept/deny.

The screenshot shows a dialog box titled 'Email meet invitation now?'. It asks, 'Do you want to also send an email invitation to the selected team's Super Users?'. There are 'Yes' and 'No' buttons at the bottom. The dialog box is overlaid on the 'Select Teams' page.



Email Invite - The email invitation that the host sends will contain all relevant meet information as well as a link to Accept or Decline the Invitation. This will direct them to the meet on their site.

The Manta Rays have invited the Belle Meade Country Club to Submit Your Intent to Participate in Our Upcoming Swim Meet. This is a Time Sensitive Invitation

Hi Belle Meade Country Club,

The Manta Rays have invited you to submit your intent to participate in our upcoming swim meet! The meet details can be seen by team administrators only on your events listing page once you have Signed In. This is NOT a guarantee that your team will be accepted into the meet. Here are the meet details:

Meet Name: Manta Rays Summer Meet
Meet Date: Feb 5, 2014
Location: 123 Juniper, Nashville, TN 98885
Entry Submission Open Date/Time: 02/03/2014 | 12:00 AM PST
Entry Close Date/Time: |

Primary Meet Contact: Coach Jenny (sbedford@team.com)

Your team utilizes the TeamUnify SwimOffice platform and enables the meet entry process to be a completely paperless process. Making the meet entry process incredibly easy. Click on the link below and you'll be redirected to the event to accept or decline your intent to participate in our swim meet. You will be required to Sign In.

[Accept or Decline the Invitation](#)



Visiting Team Accept/Decline - The visiting team will login to their site and go to their events tab where they will now have the meet in view. They will either Accept or Decline your invitation.

The screenshot shows the 'Events' page for the 'Feb 5, 2014 - TouchPad Manta Rays Summer Meet'. At the bottom, there are two buttons: 'Accept' (highlighted with a red box) and 'Decline'.

Cloning your Meet - The Final Steps

Follow these steps below for the easiest way to create the meet structure for your other Dual Meets that you will be hosting after you have restored the initial backup.

- Step 1** - Clone the current meet by going File > Clone this Meet for a new Meet With same Events. This will keep all current meet information including pool location, meet director, events, Records and All-Star cut times produced by ODSL but erase all entries, times etc.
- Step 2** - Select 'Yes' to the information concerning the cloning of your current meet.
- Step 3** - Select 'Ok' once you have read the information regarding clone.
- Step 4** - This screen is your actual, final meet that will be used. You must now update all relevant information to the actual meet. You will update: Meet Name, Pool Address, Meet Director Name, Host Name and **START/END** dates. Also confirm all other information is correct.
- Step 5** - Select Events on the top tab to confirm all events, records, and All-Star cut times are correct if applicable.
- Step 6** - Once you have confirmed all information Sync this meet to your TeamUnify site following the steps on page 3 and invite the visiting team.

