

How to register for a Meet

Franklin Knolls Gators

STEP 1: LOGIN to TEAM UNIFY

Go to the Gators Team Unify Home Page:

<https://www.teamunify.com/Home.jsp?team=recpvfst>

STEP 2: SIGN IN (login info from registration)

The screenshot shows a web browser window displaying the Franklin Knolls Gators Swim Team website. The browser's address bar shows the URL `teamunify.com/Home.jsp?team=recpvfkst`. The website has a green theme and a navigation menu with the following items: Home, About, Parent Info, Events, Records, Calendar, Pool Locations, Team Merchandise, and Team Records. A yellow arrow points to the 'Sign In' button in the left-hand navigation menu. Below the navigation menu is a large image of a swimming pool. To the right of the pool image is a sidebar with four buttons: Online Registration, About the Gators, Events, and Practice Schedule. Below the pool image is an 'Events' section and a 'News' section. The 'News' section contains two items: '6/4/21 Officials Needed' and '6/3/21 Coaches Breakfast Sign Up'. At the bottom of the page, there is a copyright notice and a 'Privacy Statement' link.

Franklin Knolls
GATORS SWIM TEAM

Home About Parent Info Events Records Calendar Pool Locations Team Merchandise Team Records

Sign In
Start Registration
More Information
Contact Us

Online Registration
About the Gators
Events
Practice Schedule

Events

News

- 6/4/21
Officials Needed
- 6/3/21
Coaches Breakfast Sign Up

© Copyright SportsEngine, Inc. This website is powered by TeamUnify but is owned by and subject to the Organization's privacy policy. Having problems using this website? Get Help.

Privacy Statement

TeamUnify

STEP 3: CLICK ON EVENTS

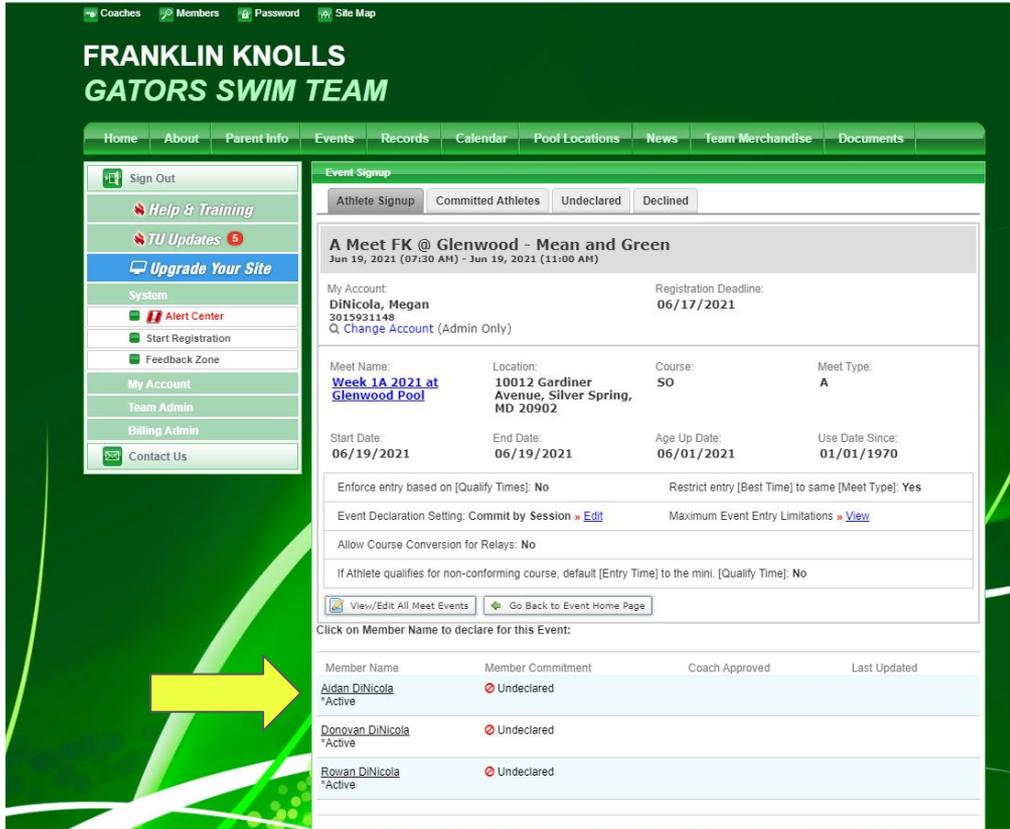
The screenshot shows the Franklin Knolls Gators Swim Team website. At the top, there are navigation links for Coaches, Members, Password, and Site Map. The main header reads "FRANKLIN KNOLLS GATORS SWIM TEAM". Below this is a horizontal menu with items: Home, About, Parent Info, Events, Records, Calendar, Pool Locations, News, Team Merchandise, and Documents. A yellow arrow points to the "Events" menu item. On the left side, there is a sidebar with various utility links such as Sign Out, Help & Training, TU Updates (with a red notification bubble containing the number 5), Upgrade Your Site, System, Alert Center, Start Registration, Feedback Zone, My Account, Team Admin, Billing Admin, and Contact Us. The main content area features a large photograph of an outdoor swimming pool surrounded by trees and a white lamp post. Below the photo is an "Events" section with a white background. On the right side, there is a vertical column of buttons for Online Registration, About the Gators, Events, and Practice Schedule. At the bottom right, there is a "News" section with two entries: "6/4/21 Officials Needed" and "6/3/21 Coaches Breakfast Sign Up".

STEP 4: FIND MEET, CLICK “Attend/Decline”

The screenshot shows the Franklin Knolls Gators Swim Team website. The main navigation bar includes Home, About, Parent Info, Events, Records, Calendar, Pool Locations, News, Team Merchandise, and Documents. The Events page is active, displaying a list of upcoming events. The first event is 'Fun Friday 7 pm' on June 11, 2021, from 07:00 PM to 08:00 PM. The second event is 'TIME TRIALS 2021' on June 12, 2021, from 08:00 AM to 12:00 PM. Below the 'TIME TRIALS 2021' event, there are two buttons: 'Edit Commitment' (highlighted with a yellow arrow) and 'Job Signup'. The 'Edit Commitment' button is red, indicating that the user has already declared their commitment to the event.

The “Attend/Decline” button will be red on each meet. *If you have already declared the button will say “Edit Commitment”

STEP 5: Click on Swimmer's Name



The screenshot shows the Franklin Knolls Gators Swim Team website. The main navigation bar includes Home, About, Parent Info, Events, Records, Calendar, Pool Locations, News, Team Merchandise, and Documents. The left sidebar contains links for Sign Out, Help & Training, TU Updates (6), Upgrade Your Site, System, Alert Center, Start Registration, Feedback Zone, My Account, Team Admin, Billing Admin, and Contact Us. The main content area is titled 'Event Signup' and shows details for 'A Meet FK @ Glenwood - Mean and Green' on June 19, 2021. The registration deadline is 06/17/2021. The user is logged in as Megan DiNicola. The event details include Meet Name: Week 1A 2021 at Glenwood Pool, Location: 10012 Gardiner Avenue, Silver Spring, MD 20902, Course: SO, Meet Type: A, Start Date: 06/19/2021, End Date: 06/19/2021, Age Up Date: 06/01/2021, and Use Date Since: 01/01/1970. Below the event details is a table of swimmers to be declared for this event.

Member Name	Member Commitment	Coach Approved	Last Updated
Aidan DiNicola *Active	⊗ Undeclared		
Donovan DiNicola *Active	⊗ Undeclared		
Rowan DiNicola *Active	⊗ Undeclared		

You will declare each swimmer individually.

STEP 6: Declare Attendance

The screenshot shows the Franklin Knolls Gators Swim Team website interface. At the top, there are navigation links for Coaches, Members, Password, and Site Map. The main header displays "FRANKLIN KNOLLS GATORS SWIM TEAM". Below this is a secondary navigation bar with links for Home, About, Parent Info, Events, Records, Calendar, Pool Locations, News, Team Merchandise, and Documents. On the left side, there is a sidebar menu with options like Sign Out, Help & Training, TU Updates (with a notification badge), Upgrade Your Site, System, Alert Center, Start Registration, Feedback Z, My Account, Team Admin, Billing Admin, and Contact Us. A yellow arrow points from the "Feedback Z" link to the main content area.

The main content area is titled "Athlete Event Signup - By Day/Session". It displays the event details: "A Meet FK @ Glenwood - Mean and Green (Jun 19, 2021 (04:30 AM) - Jun 19, 2021 (08:00 AM))". Below this, the "Member Athlete" is listed as "Aidan DiNicola".

The "Signup Record" section features a dropdown menu with the following options:

- SELECT--
- SELECT--
- Yes, please sign [Aidan] up for this event
- No, thanks, [Aidan] will NOT attend this event

A yellow arrow points to the "No, thanks, [Aidan] will NOT attend this event" option. Below the dropdown is a text input field with a note: "Please limit the size of the notes to no more than 256 characters." At the bottom right of the form, there is a "Save Changes" button, which is also indicated by a yellow arrow.

At the bottom of the page, there is a copyright notice: "Copyright SportsEngine, Inc. This website is powered by TeamUnify but is owned by and subject to the Organization's privacy policy. Having problems using this website? Get Help."

You Select attendance from the pull-down menu.

If you select "No, Thanks", Click Save Changes.

STEP 6: Declare Attendance

Coaches Members Password Site Map

FRANKLIN KNOLLS GATORS SWIM TEAM

Home About Parent info Events Records Calendar Pool Locations News Team Merchandise Documents

Sign Out
Help & Training
TU Updates 5
Upgrade Your Site
System
Alert Center
Start Registration
Feedback Zone
My Account
Team Admin
Billing Admin
Contact Us

Athlete Event Signup - By Day/Session

A Meet FK @ Glenwood - Mean and Green (Jun 19, 2021 (04:30 AM) - Jun 19, 2021 (08:00 AM))

Member Athlete:
Aidan DiNicola

*Signup Record
[Yes, please sign [Aidan] up for this event]

Meet Name: Week 1A 2021 at Glenwood Pool	Location: 10012 Gardiner Avenue, Silver Spring, MD 20902	Course: SO	Meet Type:
Start Date: 06/19/2021	End Date: 06/19/2021	Age Up Date: 06/01/2021	Use Date Since: 01/01/1970

Enforce entry based on [Qualify Times]: No Restrict entry [Best Time] to same [Meet Type]: Yes

Event Declaration Setting: Commit by Session Maximum Event Entry Limitations

Allow Course Conversion for Relays: No

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No

Please select the Days/Sessions that this Athlete would like to attend below:

Day 1/Session 1

Notes:

Please limit the size of the notes to no more than 256 characters.

Save Changes

If you select to attend the meet:

1. Select attendance from the pull-down menu.
2. Select Day1/Session 1
3. Notes are not necessary.
4. Click “Save Changes” at bottom left.

Step 8: Declare all Swimmers

**FRANKLIN KNOLLS
GATORS SWIM TEAM**

Home About Parent Info Events Records Calendar Pool Locations News Team Merchandise Documents

Sign Out
Help & Training
TU Updates 5
Upgrade Your Site
System
Alert Center
Start Registration
Feedback Zone
My Account
Team Admin
Billing Admin
Contact Us

Event Signup

Athlete Signup Committed Athletes Undeclared Declined

A Meet FK @ Glenwood - Mean and Green
Jun 19, 2021 (07:30 AM) - Jun 19, 2021 (11:00 AM)

My Account: **DiNicola, Megan** 3015931148
Registration Deadline: **06/17/2021**
[Q Change Account \(Admin Only\)](#)

Meet Name: [Week 1A 2021 at Glenwood Pool](#) Location: **10012 Gardiner Avenue, Silver Spring, MD 20902** Course: **SO** Meet Type: **A**

Start Date: **06/19/2021** End Date: **06/19/2021** Age Up Date: **06/01/2021** Use Date Since: **01/01/1970**

Enforce entry based on [Quality Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **Yes**

Event Declaration Setting: **Commit by Session** » [Edit](#) Maximum Event Entry Limitations » [View](#)

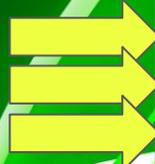
Allow Course Conversion for Relays: **No**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Quality Time]: **No**

[View/Edit All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Aidan DiNicola *Active	✔ Committed		06/10/21 4:59 AM
Donovan DiNicola *Active	✔ Committed		06/10/21 5:06 AM
Rowan DiNicola *Active	✔ Committed		06/10/21 5:06 AM



Repeat Steps 5-7 for each Swimmer

STEP 7: Confirm Declaration

Coaches Members Password Site Map

FRANKLIN KNOLLS GATORS SWIM TEAM

Home About Parent Info Events Records Calendar Pool Locations News Team Merchandise Documents

Sign Out
Help & Training
TU Updates 5
Upgrade Your Site
System
Alert Center
Start Registration
Feedback Zone
My Account
Team Admin
Billing Admin
Contact Us

Event Signup

Athlete Signup Committed Athletes Undeclared Declined

A Meet FK @ Glenwood - Mean and Green

Jun 19, 2021 (07:30 AM) - Jun 19, 2021 (11:00 AM)

My Account: **DiNicola, Megan** 3015931148
Registration Deadline: **06/17/2021**
[Change Account](#) (Admin Only)

Meet Name: [Week 1A 2021 at Glenwood Pool](#) Location: **10012 Gardiner Avenue, Silver Spring, MD 20902** Course: **SO** Meet Type: **A**

Start Date: **06/19/2021** End Date: **06/19/2021** Age Up Date: **06/01/2021** Use Date Since: **01/01/1970**

Enforce entry based on [Quality Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **Yes**

Event Declaration Setting: **Commit by Session** » [Edit](#) Maximum Event Entry Limitations » [View](#)

Allow Course Conversion for Relays: **No**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini, [Quality Time]: **No**

[View/Edit All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Aidan DiNicola *Active	✔ Committed		06/10/21 4:59 AM
Donovan DiNicola *Active	⊘ Undeclared		
Rowan DiNicola *Active	⊘ Undeclared		

Your athlete is now committed to attend the meet. The Coaches will approve their race commitments.

If your athlete qualifies with a Best Time to swim in a Saturday Morning “A” meet, they will automatically be approved for that race.

If your athlete swims a particular stroke/race on Saturday, they will automatically be disallowed from swimming that race the following Wednesday, per league rules.

You do not have to go back and change commitments or declarations on Team Unify.

Step 9: Repeat for all Meets

1. At Start of Season, declare your swimmer for ALL meets “A” and “B”.
 - a. It’s the easiest way to not forget to sign them up.
 - b. It is MUCH MUCH easier for Coaches and Automation to remove the swimmer from the lineup than to do a last minute addition.
 - c. Meet Sign-ups will be due by Tuesdays at NOON for all Wednesday Meets
 - d. Meet Sign-ups will be due by Wednesdays at 6 pm for all Saturday Meets
 - e. It is CRITICAL that you sign you swimmer’s up ahead so their availability can be known for team lineups
 - f. For **Time Trials**, sign up your swimmer for each stroke.

Step 10: Changing Commitments

Please check your swimmers commitments prior to the deadline for each meet. Your commitments may have changed in terms of availability or which races your swimmer would like to swim.

1. If you can no longer attend a meet:
 - a. If the signup deadline has NOT passed, simply login to Team Unify and Edit Commitment. You do not need to email the Coaches and Reps
 - b. If the signup deadline has passed, and the Coaches have approved your swimmer, Please email the reps immediately at fkpswim@gmail.com
 - c. This is critical for Saturday morning meets as your swimmer will need to be replaced.
 - d. If it is the morning of the meet, and your swimmer is sick, you can text Megan at 410.493.6771

2. If your swimmer would like to change which races they are signed up for:
 - a. If the signup deadline has not passed, login to team unify and edit their commitments to reflect the strokes they would like to swim. Some swimmers elect to swim only some of the available races.
 - b. If the signup deadline has passed, please send an email to the Coaches and Reps so that we can alter their signup in automation.

Step 10: Confirm Approval

Athlete Signup Committed Athletes Undeclared Declined

TIME TRIALS 2021

Jun 12, 2021 (08:00 AM) - Jun 12, 2021 (12:00 PM)

My Account: **DiNicola, Megan** Registration Deadline: **06/10/2021**
3015931148
[Q Change Account](#) (Admin Only)

Meet Name: [Time Trials at Franklin Knolls Pool](#) Location: **820 E. Franklin Avenue, Silver Spring, MD 20901** Course: **SO** Meet Type: **TT**

Start Date: **06/12/2021** End Date: **06/12/2021** Age Up Date: **06/01/2021** Use Date Since: **06/01/2021**

Enforce entry based on [Quality Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **No**

Event Declaration Setting: **Commit by Event** » [Edit](#) Maximum Event Entry Limitations » [View](#)

Allow Course Conversion for Relays: **No**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Quality Time]: **No**

[View/Edit All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Aidan DiNicola *Active	✔ Committed	# 1 (d1/s1): B 12 & Under 100 Medley (NT Approved) # 11 (d1/s1): B 11-12 50 Free (NT Approved) # 23 (d1/s1): B 11-12 50 Back (NT Approved) # 33 (d1/s1): B 11-12 50 Breast (NT Approved) # 43 (d1/s1): B 11-12 50 Fly (NT Approved)	06/10/21 5:11 AM
Donovan DiNicola *Active	✔ Committed	# 5 (d1/s1): B 8 & Under 25 Free (NT Approved) # 17 (d1/s1): B 8 & Under 25 Back (NT Approved) # 29 (d1/s1): B 8 & Under 25 Breast (NT Approved) # 39 (d1/s1): B 8 & Under 25 Fly (NT Approved)	06/06/21 7:58 PM
Rowan DiNicola *Active	✔ Committed	# 1 (d1/s1): B 12 & Under 100 Medley (NT Approved) # 7 (d1/s1): B 9-10 50 Free (NT Approved) # 19 (d1/s1): B 9-10 25 Back (NT Approved) # 31 (d1/s1): B 9-10 25 Breast (NT Approved) # 41 (d1/s1): B 9-10 25 Fly (NT Approved)	06/06/21 7:59 PM

Before each meet sign-up deadline, please confirm their commitments. You can confirm if your swimmer is approved through automation on the event homepage.

Step 11: Sign up for Jobs

The screenshot shows the Franklin Knolls Gators Swim Team website. The main navigation bar includes Home, About, Parent Info, Events, Records, Calendar, Pool Locations, News, Team Merchandise, and Documents. The Events page is active, displaying a list of upcoming events. A yellow arrow points to the 'Job Signup' button for the 'TIME TRIALS 2021' event, which is scheduled for June 12, 2021, from 08:00 AM to 12:00 PM. The event description states: 'Hello Gator Families! Please plan to have your swimmers arrive at 7:20 ...'. The 'Job Signup' button is highlighted in red.

Date	Event Name	Time	Action
June 11, 2021	Fun Friday 7 pm	07:00 PM - 08:00 PM	[Edit]
June 12, 2021	TIME TRIALS 2021	08:00 AM - 12:00 PM	[Edit Commitment] [Job Signup]
June 18, 2021	Fun Friday - Pep Rally	08:45 AM - 11:00 AM	[Edit]
June 19, 2021	A Meet FK @ Glenwood - Mean and Green	07:30 AM - 11:00 AM	[Edit]

Each meet requires more than 20 volunteers per team!! Please check the Job Signup weekly, or sign up in advance. While we do not mandate volunteering, we ask that each family volunteer for a job at a meet 2x per season, or look for a swim team committee to volunteer with.

Not sure what to do or what you're doing? Just ask - we've all been there.

Step 11: Sign up for Jobs

Step 3: Select [Signup] button to sign up for the slots that you selected.

Note: If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

Sign Up Remove Signup

Job Name/Notes	Time Periods/Signup
Automation Automation assistants to read and verify score sheets - no training required	06/12/2021 08:00:00 AM - 06/12/2021 12:00:00 PM(4.00 Hrs.) 1 <input type="checkbox"/> <i>Dennis_Epper & Mimi (2024945026)</i> 2 <input type="checkbox"/> <i>Kunich_Devina (Cerna Kunich_443-966-6080)</i> 3 <input type="checkbox"/> <i>Humpert_Joietta</i>
Clean up after the meet Responsible for breaking down all equipment required to run the meet and picking up trash.	06/12/2021 11:00:00 AM - 06/12/2021 11:30:00 AM(0.50 Hrs.) 1 <input type="checkbox"/> <i>Cara_Donna (Donna & Cara)</i> 2 <input type="checkbox"/> <i>Glaudrone_Andrea</i> 3 <input type="checkbox"/> ----- 4 <input type="checkbox"/> -----
Concession Sales Help sell food and beverages	06/12/2021 08:00:00 AM - 06/12/2021 10:00:00 AM(2.00 Hrs.) 1 <input type="checkbox"/> <i>Blank_Molly</i> 2 <input type="checkbox"/> <i>Hutton_Caroline</i> 3 <input type="checkbox"/> <i>Gillon_Vanessa (Ed Gillon)</i> 06/12/2021 10:00:00 AM - 06/12/2021 12:00:00 PM(2.00 Hrs.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 3 <input type="checkbox"/> -----
Head Timer Supervises the timers. Provides timer backup with two stop watches.	06/12/2021 08:00:00 AM - 06/12/2021 12:00:00 PM(4.00 Hrs.) 1 <input type="checkbox"/> -----
Referee Must have attended training.	06/12/2021 - 06/12/2021(4.00 Hrs.) 1 <input type="checkbox"/> -----
Starter Must have attended training.	06/12/2021 08:00:00 AM - 06/12/2021 12:00:00 PM(4.00 Hrs.) 1 <input type="checkbox"/> <i>Cara_Donna (2024945026)</i>
Stroke and Turn Judges Must have attended annual training session.	06/12/2021 08:00:00 AM - 06/12/2021 11:00:00 AM(3.00 Hrs.) 1 <input type="checkbox"/> <i>Fisher_Edward (201-906-4569)</i> 2 <input type="checkbox"/> <i>Hellers_Edward (314-308-7268)</i> 3 <input type="checkbox"/> <i>LaRosa_Sandra</i> 4 <input type="checkbox"/> -----
Timer (18 needed, plus backups) If you can only do first half or second half, please add a comment in the "Optional Contact Info" field when you sign up	06/12/2021 08:00:00 AM - 06/12/2021 12:00:00 PM(4.00 Hrs.) 1 <input type="checkbox"/> <i>Selinger_Sallyann (202306163)</i> 2 <input type="checkbox"/> <i>O'Connor_Milana (2023558351 - available for second half)</i> 3 <input type="checkbox"/> <i>McNeill_Jeffrey (4108896067)</i> 4 <input type="checkbox"/> <i>Bleche_Alyanna (571-205-0752 - 1st half)</i> 5 <input type="checkbox"/> <i>Bleche_Alyanna (Mark Allender_2022761981 - second half)</i> 6 <input type="checkbox"/> <i>Hallock_Carrie (Billy Hallock_703-283-9132)</i> 7 <input type="checkbox"/> <i>Blasdel_Jean-Marie (Danni Blasdel_202-452-9092)</i> 8 <input type="checkbox"/> <i>Baynano_Matthew & Samantha (240-271-3539)</i> 9 <input type="checkbox"/> <i>Nermark_Monica (202-550-8478)</i> 10 <input type="checkbox"/> ----- 11 <input type="checkbox"/> ----- 12 <input type="checkbox"/> ----- 13 <input type="checkbox"/> ----- 14 <input type="checkbox"/> ----- 15 <input type="checkbox"/> ----- 16 <input type="checkbox"/> ----- 17 <input type="checkbox"/> ----- 18 <input type="checkbox"/> ----- 19 <input type="checkbox"/> ----- 20 <input type="checkbox"/> -----

Sign Up Remove Signup

Sign up for a job!

Automation, Referee, Stroke & Turn, Starter are all jobs that require training. See Reps for more details!

All other jobs do not require training!

Clean up, concessions, timers, set up....all are excellent ways of meeting other parents, learning more about swimming, and having fun.