

How to Register Swimmers for Meets

One important thing that we need all parents to do before every meet, including this one, is to tell us in advance whether your child will be swimming in the meet. This is a recreational summer league, so we know that not every athlete will always be able to attend every meet – people go on vacation, families have other commitments on certain dates, kids get sick, etc. We need to have as accurate an idea as possible about who will and who will not be available to swim each meet, so that the coaches can assemble relay teams and decide who will swim the “main event” heats, and so that the meet organizers can seed the meet into as few heats as possible. **We need you to do this by each Sunday night at the latest,** though you are welcome to enter it all in advance if you wish – you can always go back and change an attendance intention later if your plans change.

For those of you who are new to the team, or those of you who need a refresher on how to do this, here’s how to perform this task, in four easy steps:

First, log in to your account on www.kfswimteam.com and click the “Events” tab. You will then see a screen that looks like this:



The screenshot shows a web browser window displaying the website for Kildaire Farms Killer Whales. The browser's address bar shows the URL: https://www.teamunify.com/EventsCurrent.jsp?tabid_w31591&team=rectsafd. The website has a blue water-themed background and a navigation menu with tabs for Home, News, Events, Group Calendars, Team Suits, Documents, Links, and About. The 'Events' tab is selected. On the left side, there is a sidebar with links for Sign Out, TUMoney, My Sponsor Center, System, My Account, and Contact Us. Below these are sponsor links and a 'View All' button. The main content area is titled 'Events' and has sub-tabs for 'Current & Upcoming', 'Past & Archived', and 'Reports'. A banner for a 'FREE MOBILE APP' is visible, along with 'GET IT NOW' buttons for iOS and Android. Below the banner, there is a search bar for 'Event Category' set to '-ALL-'. The event list shows three items:

- April 1, 2015**: Apr 1, 2015 - Jul 31, 2015 - Non-Meet Positions for 2015 Season. Includes a 'Job Signup' button.
- June 9, 2015**: Jun 9, 2015 (05:00 PM) - Jun 9, 2015 (08:00 PM) - Time Trials 2015. Includes 'Attend/Decline' and 'Job Signup' buttons. Description: 'The annual time trials meet and team picture day.'
- June 16, 2015**: Jun 16, 2015 (05:15 PM) - Jun 16, 2015 (10:00 PM) - Away Meet at

The event we're interested in for this example is the June 9 Time Trials meet, so press the "Attend/Decline" button below the June 9 calendar icon. Your next screen will look something like this:

The screenshot shows a web browser window with the URL https://www.teamunity.com/EvSignup.jsp?team=rectsakt&event_id=510261. The page title is "Kildaire Farms Killer Whales". The navigation menu includes Home, News, Events, Group Calendars, Team Suits, Documents, Links, and About. On the left, there are links for Sign Out, TUMoney, My Sponsor Center, System, My Account, and Contact Us. The main content area is titled "Event Signup" and "Athlete Signup". The event details are:

- Time Trials 2015**
- Jun 9, 2015 (05:00 PM) - Jun 9, 2015 (08:00 PM)
- My Account: **Goudreau, Renee** (919-481-2290)
- Registration Deadline: **June 7, 2015**

Below the details, there is a section "Click on Member Name to declare for this Event:" with a "VIEW DEMO" button. A table shows the member commitment status:

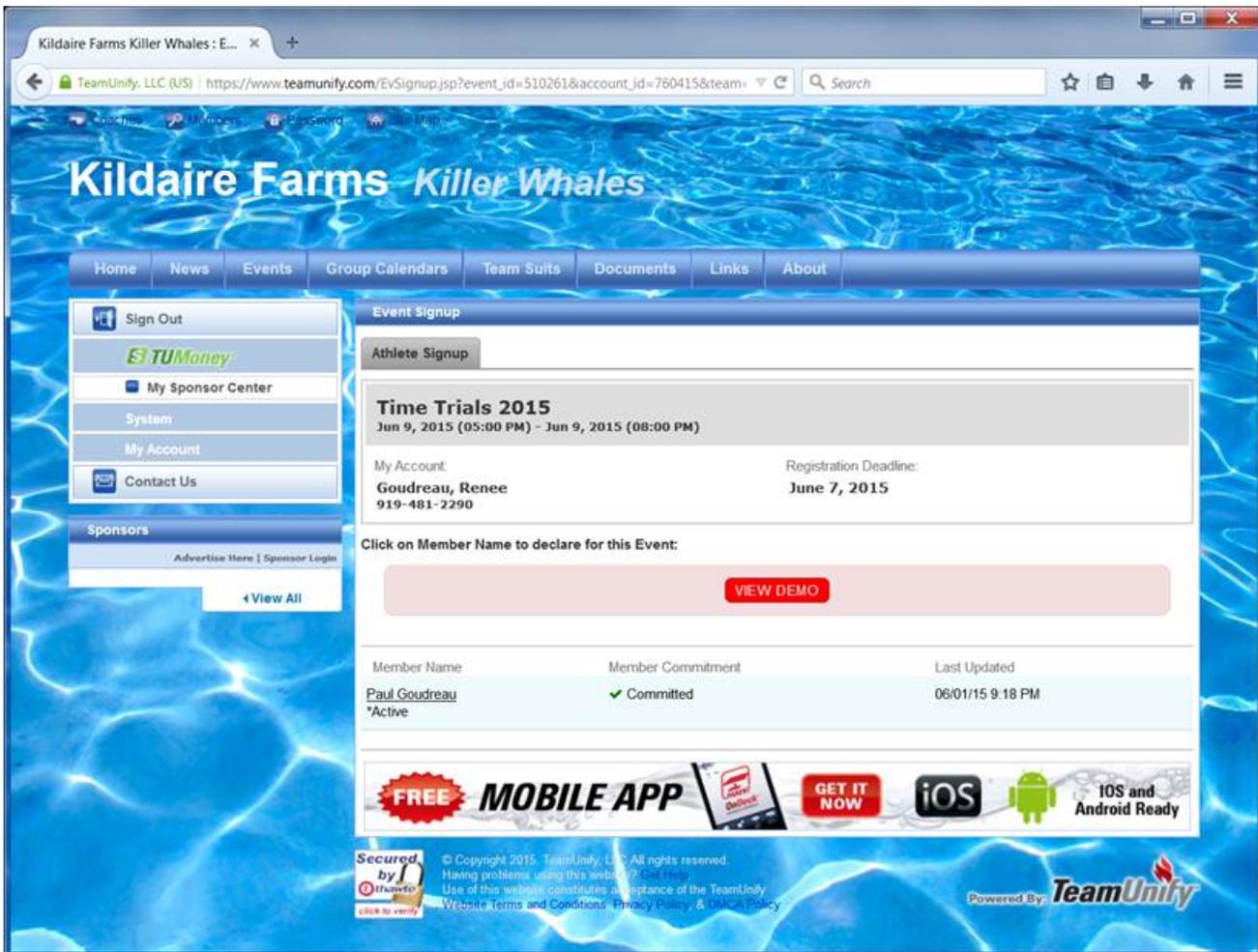
Member Name	Member Commitment	Last Updated
Paul Goudreau *Active	Undeclared	

At the bottom, there is a "FREE MOBILE APP" banner with "GET IT NOW" and "iOS and Android Ready" logos. The footer includes a "Secured by" logo, copyright information for 2015 TeamUnity, LLC, and a "Powered By TeamUnity" logo.

If you have more than one child on the team, you will see multiple athlete entries. You will need to enter your attendance intentions separately for each athlete by clicking on each one's name in succession. Each time you do so, you will be taken to a screen for that particular athlete:

The screenshot shows a web browser window with the URL <https://www.teamunify.com/EvSignupEdit.do?team=rectsakt&act=edit&m=981525&s=C>. The page title is "Kildaire Farms Killer Whales". The navigation menu includes Home, News, Events, Group Calendars, Team Suits, Documents, Links, and About. On the left sidebar, there are links for Sign Out, TUMoney, My Sponsor Center, System, My Account, Contact Us, and Sponsors. The main content area is titled "Athlete Event Signup" and features a "FREE MOBILE APP" banner with "GET IT NOW" and "iOS and Android Ready" buttons. Below the banner, the event is "Time Trials 2015 (Jun 9, 2015 (05:00 PM) - Jun 9, 2015 (08:00 PM))". The member athlete is "Paul Goudreau". A "Declaration" dropdown menu is open, showing options: "--SELECT--", "--SELECT--", "Yes, please sign [Paul] up for this event", and "No, thanks, [Paul] will NOT attend this event (only current athletes, etc.)". A "Save Changes" button is at the bottom right. The footer includes a "Secured by" logo, copyright information for TeamUnity LLC, and the "Powered By: TeamUnity" logo.

Choose either “Yes, please sign [Name] up for this event” or “No thanks, [Name] will NOT attend this event”. **Make sure you click the “Save Changes” button, or your entry will not be registered!** You will then be returned to your family’s list of athletes, this time showing that the status of the member you just modified has changed from “Undeclared” to “Committed” (or “Not Committed” if your child will be absent):



The screenshot shows a web browser window with the URL https://www.teamunity.com/EvSignup.jsp?event_id=510261&account_id=760415&team=. The page title is "Kildaire Farms Killer Whales". The navigation menu includes Home, News, Events, Group Calendars, Team Suits, Documents, Links, and About. The main content area is titled "Event Signup" and "Athlete Signup". It displays the event "Time Trials 2015" from June 9, 2015 (05:00 PM) to June 9, 2015 (08:00 PM). The member's account information is shown as "My Account: Goudreau, Renee" with "Registration Deadline: June 7, 2015" and phone number "919-481-2290". A "VIEW DEMO" button is present. Below this, a table shows the member's commitment status.

Member Name	Member Commitment	Last Updated
Paul Goudreau *Active	✓ Committed	06/01/15 9:18 PM

At the bottom, there is a "FREE MOBILE APP" banner with "GET IT NOW" and "iOS and Android Ready" text. The footer includes "Secured by InfoClick", copyright information for TeamUnity, LLC, and the TeamUnity logo.