

WYOMING SWIMMING, INC. OFFICIALS

DIRECTORY INSTRUCTIONS

Wyoming Swimming's new officials directory is designed to streamline and simplify collecting the ever-changing database of official contact information. In the new system, it is up to the clubs and coaches to add and update official contact information.

ADDING NEW CONTACT INFORMATION

1. Access the WSI Officials Directory Google Form by visiting the Wyoming Swimming Website (https://www.teamunify.com/SubTabGeneric.jsp?team=wzwyslsc&_stabilid=187699) or by following the direct link to the Google Form (<https://goo.gl/forms/AKcxX7aThWolH3Ij2>).
2. Fill out each question with your contact information.
3. Submit the form. It will automatically populate a spreadsheet that will serve as the directory.

ACCESSING OFFICIALS DIRECTORY

1. Access the WSI Officials Directory Google Sheet by visiting the Wyoming Swimming Website (https://www.teamunify.com/SubTabGeneric.jsp?team=wzwyslsc&_stabilid=187699) or by following the direct link to the Google Sheet (<https://docs.google.com/spreadsheets/d/1Xpgf88TNk3lCBKB8cqqma2WQs3DZstihoZTNAyjpNZo/edit?usp=sharing>)

CHANGING CONTACT INFORMATION

1. Access the WSI Officials Directory Google Sheet by visiting the Wyoming Swimming Website (https://www.teamunify.com/SubTabGeneric.jsp?team=wzwyslsc&_stabilid=187699) or by following the direct link to the Google Sheet (<https://docs.google.com/spreadsheets/d/1Xpgf88TNk3lCBKB8cqqma2WQs3DZstihoZTNAyjpNZo/edit?usp=sharing>)
2. Navigate to the column titled: Edit URLs
3. Click the corresponding URL for the directory information that you are trying to change.
4. Make needed changes and re-submit Google Form.