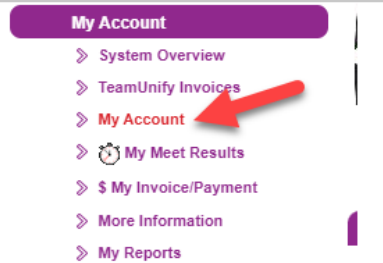


# Team Unify Account Set-Up Tutorial

[canyudas.org](http://canyudas.org) is the address for our team unify website.

If you are new - you should have received an email asking you to confirm your email address. You will need to do that.

1. Login and go to your account to fill in as much additional information as possible. Go to your Member pages, click on each child and fill in information for each child on the details tab. Always "save" your changes.



A screenshot of the 'Account Information' form. It has a blue header with 'Account Information' and two links: 'Email Login Instructions' and 'Reset Password'. The form contains fields for 'SE First Name' (Nikki), 'SE Last Name' (Hand), 'Account Login Email' (nicolesuehand@gmail.com, marked as 'Verified'), and 'SE Account Connected' (Connected, with a 'Manage at sportsengine.com' button).

A screenshot of the 'Account Contact Information' form. It has a blue header with 'Account Contact Information'. The form contains fields for 'Display First Name' (Nikki), 'Display Last Name' (Hand), 'Alternate Email 1' (with a red arrow pointing to it), 'Alternate Email 2', 'Alternate Email 3', 'SMS' (with a 'Verified' status), 'Carrier' (Verizon), 'Address' (23871 Autumn Lane), 'City' (Canton), 'State' (IL), 'Zip' (61520), 'Home Phone' ((309) 635-0631), and 'Work/Mobile Phone'. There is also a 'Participate in Member Search' dropdown set to 'Participate'.

A user profile card for 'Nelson Hand'. It features a circular placeholder for a photo with 'NO PHOTO' text. Below the name, it shows 'Status: Active', a group icon with '15' members, and 'Male'.

A screenshot of the 'DETAILS' tab for Nelson Hand. It has a header with 'DETAILS', 'ATTENDANCE', 'BEST TIMES', and 'MEET RESULTS'. The form contains fields for 'Legal First Name' (Nelson), 'Middle Name', 'Preferred First Name', and 'Gender' (Male).

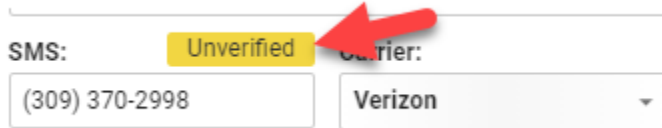
A screenshot of the 'MEMBERS' tab. It has a header with 'ACCOUNT', 'MEMBERS', and 'DUES SCHEDULE'. Below the header is a member profile for 'Nelson Hand' with 'Status: Active', a group icon with '15' members, and 'Male'. A red arrow points to the profile. Below the profile is a dashed green box containing a '+ Add Member...' button.

2. Go back to your account page. Enter one cell phone number at a time. This is tricky and honestly a pain in the rump, but it's necessary.

a. Do one cell at a time and verify that one before doing another.

b. DO NOT USE THE LINK THAT IS DELIVERED TO YOUR PHONE ... USE THE CODE TO VERIFY ON THE COMPUTER.

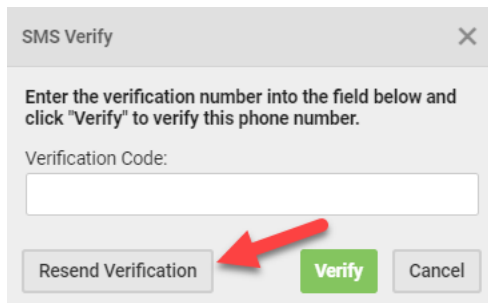
c. Click on "Unverified" .... Then, enter the verification code if you got one. If you need one, click "resend verification" and wait. Try all codes that you get - it could take just a bit. If it doesn't work, try deleting the cell numbers, save the account (at bottom) then re-enter the cell number and try the process again. I know it's a pain, but please try.



SMS: **Unverified** Carrier: Verizon

(309) 370-2998

A red arrow points to the 'Unverified' status.



SMS Verify

Enter the verification number into the field below and click "Verify" to verify this phone number.

Verification Code:

Resend Verification Verify Cancel

A red arrow points to the 'Resend Verification' button.

Always remember to hit "save" at the bottom before closing out.