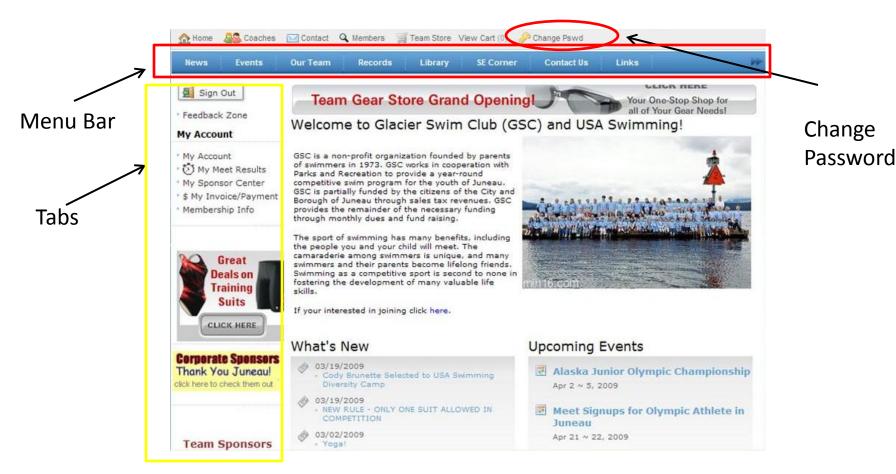# Glacier Swim Club
Website 101
Powered by TeamUnify

In November 2008, the Glacier Swim Club partnered with "Team Unify" to bring a full suite of Information Technology (IT) business management functionality to the team. This "101" course provides GSC families with a quick overview of features and "How To's"

Homepage Basics

- Your username and password will be emailed to you after you join the program
- It is recommended (although not required) to click the "change password" link in the top right corner of the homepage when you first access Team Unify.
- Your password can never be seen by anyone, not even team administrators or coaches.
- Once you log in, the home screen will look something like this:
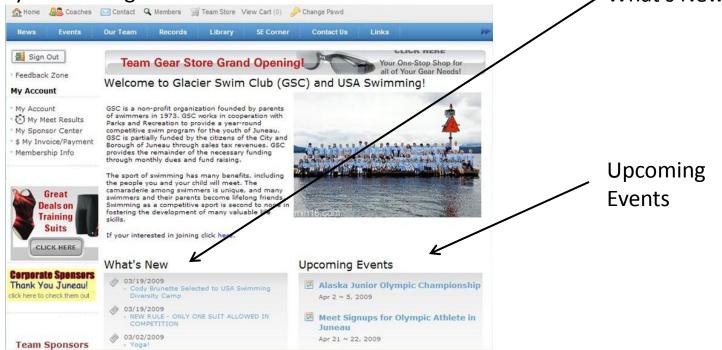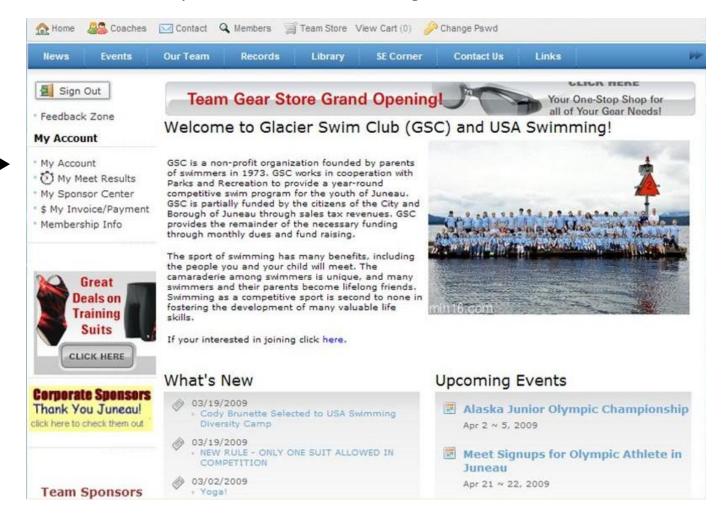

Menu Bar

Tabs

Change Password

Homepage - News

- The latest news, recent updates to the website, and "FYI" info will be posted in the **What's New area of the homepage.**
- Major events, such as swim meets, are shown in the **Upcoming Events area on** the homepage. You can sign up for meets or volunteer jobs associated with those meets directly from here, so long as the deadline has not passed.
- Both of these areas, along with most menu headings, are public viewing for anyone visiting the site.
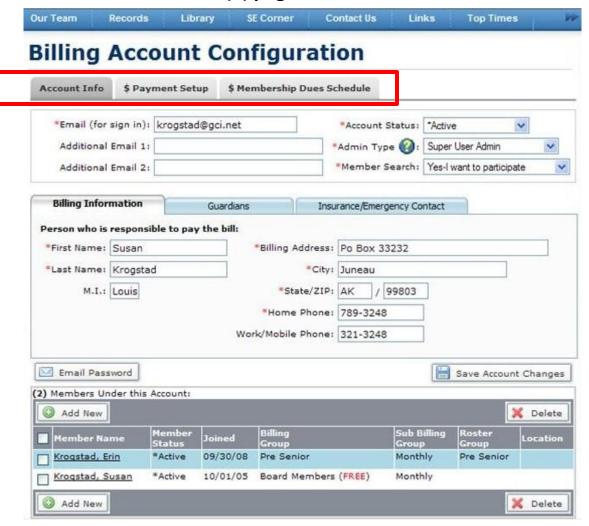
What's New

Upcoming Events

My Account Tab

- Use this table to review your contact info and billing information.

My Account Tab

- Within the My Account page, there are three sub-tabs: **Account Info, Payment Setup, and Membership Dues Schedule. The next (3) pages describe each.**

My Account Tab

- Account Info

  - You have control over most of the content on this sub-tab!
  - Information is not accessible to non-team members
  - Make sure your contact information is accurate. You can change your email address, name, and billing address
  - You can have up to (3) email addresses to receive information
  - The first email address is your username for logging in
  - **Account Status or Admin Type:** you cannot edit
  - **Member Search (Select Yes or No) Enables other members of our team to look for you.** They must be signed in to search for you. If you choose "No", then you will not be able to search for other team members. The team will default this setting to "Yes" upon joining.
  - The **Members Under this Account area near the bottom of the page** lists all swimmers associated with your account. It is possible that non-athlete members (such as 'Coaches' or 'Board Members') are also listed here if a member of your family is in one of those roles.

My Account Tab

- Payment Set Up
  - This sub-tab contains payment option information. This functionality is not available at this time.
  - The default setting within Team Unify is set to "manually mail payments to team", although this is not the payment method for DR.
  - **All payments will continue to be paid via your previous method.**
  - The team will look to provide additional payment options available within Team Unify in the coming seasons.
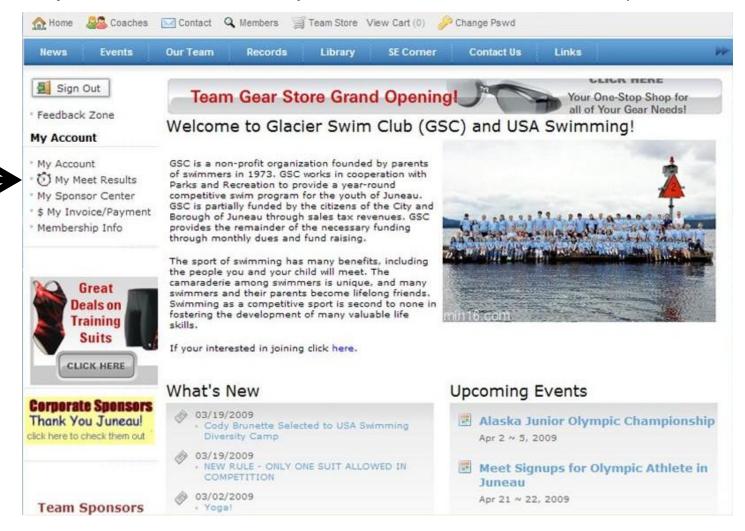
My Account Tab - Membership Dues Schedule

- Membership Dues Schedule
  - These are the scheduled fees you will be charged each month or year for each swimmer
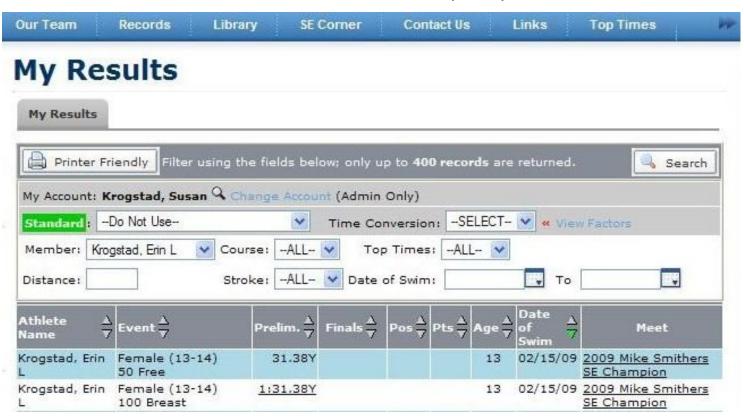 - Meet fees and other charges are displayed on other tabs

My Meet Results Tab

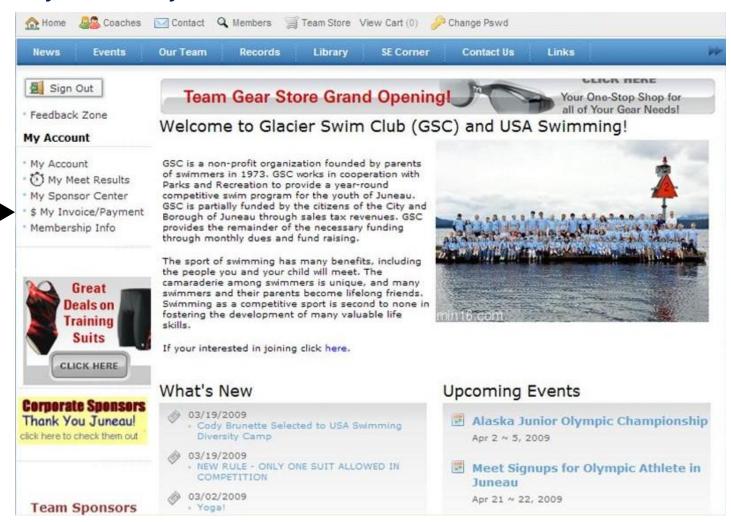- Use the **My Meet Results tab to lookup times and stats for all swimmers in** your account

My Meet Results Tab – My Results

- Use drop-downs and lookup fields to narrow your search
- This database is our "local" db of times; results from all sanctioned USA meets are imported following competitions
- Summer League and High School meets are generally not sanctioned competitions; although a few meets from these arenas may become USA approved and therefore be included.
- We use this db to seed GSC athletes in swim meets and setup relays

My Invoice/Payment Tab

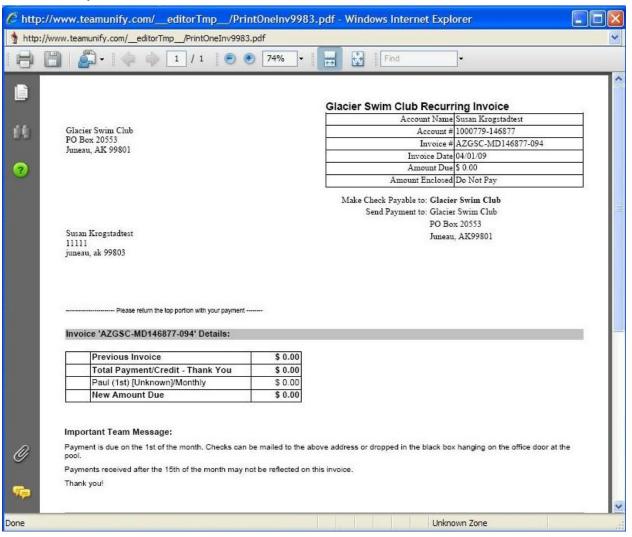- Use the **My Invoice/Payment tab** to review detailed invoices and volunteer hours

My Invoice/Payment Tab

- The next few pages describe each of the following sub-tabs: **Invoices and Volunteer Hours.**

Appearance of New Invoice

- Below is what the invoice will look like when you open it. Emails are sent on the first of each month that will allow you to link to the invoice.
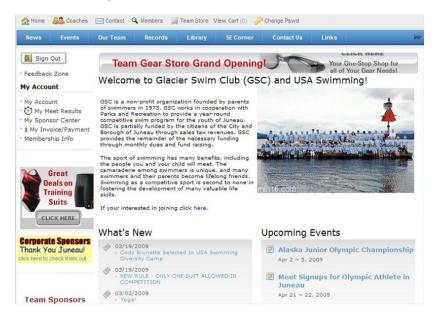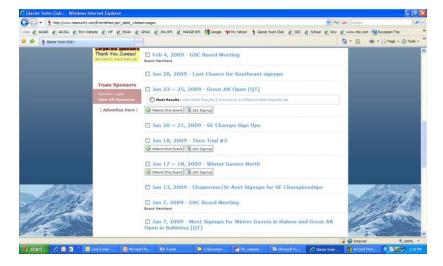
Meet Entry

Meet Entry

• Review meet information and sign up for events before the deadline by one of two methods:

1. Select **Meet Info from the top menu bar**
then click through to the meet homepage. From the meet homepage, click the "Attend this Event" button.

2. Click on "Attend This Event" button from
the **Upcoming Events area on the** homepage
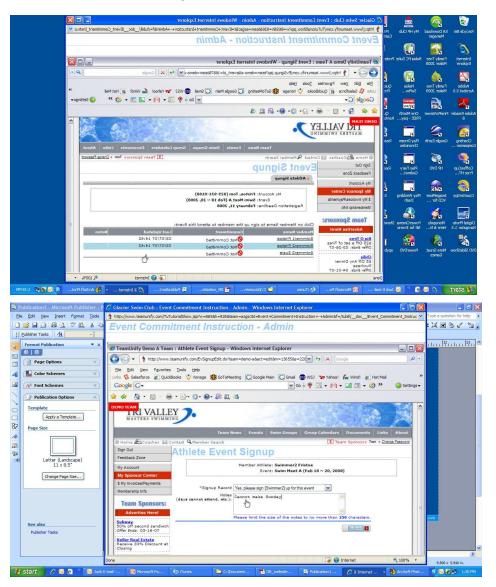
• Both methods will direct you to the meet signup page.

Meet Entry

Meet Entry
• Click on the swimmer
you are signing up

• From the drop down
menu select one of
the options: "Yes" or
"No"

After a Meet

• Top times are updated in Team Unify and your times will be updated when you click on the **My Meet Results tab.**

Once a meet has passed, the swim meet homepage will move over to the **Past & Archived Tab**

Following the completion of a meet, a link to the host **team's results will be linked to our website**; in some cases, the actual results will be posted on our website.

Photos: if you have pictures to share please send them to the Webmaster

Future of Website

❖ Online Yearly Registration
❖ Gear Store
❖ Sponsor Center/fundraising

Questions

❖ Regarding billing/invoices, fundraising, account setup, or how to enter a meet should be directed to the **Billing Manager**
❖ Regarding volunteer points and job signups should be directed to **Volunteer Coordinator**
❖ Regarding what events to enter should be directed to your **Group Coach**