

Meet Registration Instructions

1. Log into your account and then go to the homepage. (If the homepage says “Sign Out” in the upper right box, you are already logged in.) Under “Events,” on the “Swim Meets” tab, find the meet in question. For purposes of this example, we’re using the “YMCA Dual Meet v. Wallingford.” Click the “Attend/Decline” button. (A button reading “Edit Commitment” will appear instead beside any meet for which you’ve already committed your child. You can use that button to change his/her commitment status.)

The screenshot displays the homepage of the Breakers Swim Team website. At the top, there are navigation links for Coaches, Members, Password, and Site Map. The main header features the team logo and the text "BREAKERS SWIM TEAM INDIAN VALLEY FAMILY YMCA". To the right, there is a logo for "the Y" and a tagline "FOR YOUTH DEVELOPMENT FOR HEALTHY LIVING FOR SOCIAL RESPONSIBILITY". Below the header is a navigation menu with links for Home, About, Meets, Training, Calendar, Resources, and News.

The main content area is divided into several sections. On the left, there is a sidebar with icons and labels for COACHES, PRACTICES, LOCATION, and JOIN. The central area features a promotional banner for "Team Swimsuit Fitting" by Metro SwimShop, scheduled for Friday, May 8, 2015, from 5:00 to 7:00 p.m. On the right, there is a "Sign Out" button circled in red, along with links for System, My Account, and Contact Us. Below this, contact information for Dave Polsky is provided.

The "Events" section is located at the bottom of the main content area. It has two tabs: "Swim Meets" and "Team Functions / Clinics". Under the "Swim Meets" tab, a list of events is shown. The event "YMCA Dual Meet v. Wallingford" is circled in red, and a red arrow points to the "Attend/Decline" button next to it. Other events listed include "Spring Mock Meet", "YMCA Dual Meet v. Wheeling", "YMCA Dual Meet v. Farmington", and "USAS/LCM: Greenwich YMCA".

At the bottom of the page, there is a "Secured by" logo, a copyright notice for TeamUnity, LLC, and a "Powered By: TeamUnity" logo. There are also links for "Web site Terms and Conditions, Privacy Policy, & DMCA Policy" and a "Sponsors" section.

NOTE: If you click on the meet title, you will be directed to the events page for that meet, where you will find information on the dates, times, locations, and other pertinent information about the meet. You will also find an “Attend/Decline” button at the top right of that page.

2. On the next page will appear the “Athlete Signup” window. At the bottom, under “Member Name,” you’ll find a list of all of your children. If you have not yet designated a child as attending or declining the event, he/she will be listed as “Undeclared.” To commit a child, click on his/her name.

BREAKERS SWIM TEAM
INDIAN VALLEY FAMILY YMCA

Home About Meets Training Calendar Resources News

Event Signup

Athlete Signup

My Account: **Polsky, Jennifer (860-429-5556)**
Event: **YMCA Dual Meet v. Wallingford (Away) (May 22, 2015 (05:15 PM))**
Registration Deadline: **May 10, 2015**

Meet Name: **IVY @ Sheehan** Location: **Mark T. Sheehan High School** Course: **YO** Meet Type:
Start Date: **5/22/15** End Date: **5/22/15** Age Up Date: **5/22/15** Use Date Since: **1/1/70**

Enforce entry based on [Qualify Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **No**
Event Declaration Setting: **Commit by Event**
Allow Course Conversion for Relays: **No**
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

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

Click on Member Name to declare for this Event:
Declaration has been restricted to these groups: Breakers 1,Breakers 1/USAS,Breakers 2,Breakers 2/USAS,Breakers 3,Breakers 3/USAS

Member Name	Member Commitment	Coach Approved	Last Updated
Joshua Polsky *Active	Undeclared		
Nathaniel Polsky *Active	Undeclared		

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3. On the next page, click on the “Declaration” menu. Indicate whether your child will attend or will not attend the meet. If not, simply click “Save Changes” and you are done.

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Athlete Event Signup

Member Athlete: **Joshua Polsky**
 Event: **YMCA Dual Meet v. Wallingford (Away) (May 22, 2015 (05:15 PM))**

*Declaration: --SELECT--
 --SELECT--
 Yes, please sign [Joshua] up for this event
 No, thanks, [Joshua] will NOT attend this event

Notes:

Save Changes

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4. If you indicated he/she will attend, enter any notes in the “Notes” box. You can also select events that your child wishes to swim. Then, click the “Save Changes” button.

Athlete Event Signup

Member Athlete: **Joshua Polsky**
 Event: **YMCA Dual Meet v. Wallingford (Away) (May 22, 2015 (05:15 PM))**

*Declaration: Yes, please sign [Joshua] up for this event

Notes:

Meet Name: **IVY @ Sheehan** Location: **Mark T. Sheehan High School** Course: **YO** Meet Type:
 Start Date: **5/22/15** End Date: **5/22/15** Age Up Date: **5/22/15** Use Date Since: **1/1/70**

Enforce entry based on [Qualify Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **No**
 Event Declaration Setting: **Commit by Event** » [Edit](#)
 Allow Course Conversion for Relays: **No**
 If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

Committed Sessions: **None** Athlete Qualifying Age: **12** Gender: **Male**

Important Notes:
 1. Please pick the individual events below that the Athlete wants to attend and enter [Entry Time]. Please enter NT if no Entry Time is available.
 2. Relay teams are solely determined by the coaches. If you have problem attending the relay teams, please contact coaches directly.
 3. You cannot make changes after the coach approved or rejected your application. Please contact admin to change your record.
 4. Please enter [Entry Time] in this format: **mm:ss.hh**.
 5. [Bonus] is not a standard option; send Entry Report to the meet host in addition to the SD3 file.
 6. Only **Admin** can customize [Entry Time] and set [Bonus] fields.

Best Time	Entry Time	Bonus	Exhibition	Approval	Day	Sess	Ev#	Gen	Event	Qualify Time
<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	11	M	11-12 200 medley	
<input type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	19	M	11-12 50 Free	
<input type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	27	M	11-12 50 Fly	
<input type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	39	M	11-12 50 Back	
<input type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	47	M	11-12 50 Breast	

Save Changes

5. When you are done, you will be returned to the "Athlete Signup" page. If you signed up your child for a meet, he/she will be listed as "Committed." If you indicated he/she is NOT attending, "Not Committed" will appear. If you have not yet made a commitment, "Undeclared" will appear.

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Event Signup

Athlete Signup

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 Registration Deadline: **May 10, 2015**


Meet Name: **IVY @ Sheehan** Location: **Mark T. Sheehan High School** Course: **YO**
 Start Date: **5/22/15** End Date: **5/22/15** Age Up Date: **5/22/15** Use Date Sir


Enforce entry based on [Qualify Times]: No	Restrict entry [Best Time] to same [Meet Type]: No
Event Declaration Setting: Commit by Event	
Allow Course Conversion for Relays: No	
If Athlete qualifies for non-conforming course, default [Entry Time] to the minl. [Qualify Time]: No	

[↑ View All Meet Events](#) [← Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:
Declaration has been restricted to these groups: Breakers 1,Breakers 1/USAS,Breakers 2,Breakers 2/USAS,Br

Member Name	Member Commitment	Coach Approved	Last Updated
Joshua Polsky *Active	<input checked="" type="checkbox"/> Committed		05/06/15 9:49 AM
Nathaniel Polsky *Active	<input type="checkbox"/> Undeclared		


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6. Back at the homepage, under the “Swim Meets” tab of the “Events” window, the “Edit Commitment” tab should now appear for that meet, indicating you made a commitment. You can click on that button to change your child’s commitment status.

The screenshot shows a website interface for a swim team. At the top, there is a banner for the "INDIAN BREAKERS SWIM TEAM" with a red text overlay: "Order by Saturday, May 9 (Click here for more information)". Below this is a navigation bar with "Events" selected. Under "Events", there are two tabs: "Swim Meets" and "Team Functions / Clinics". The "Swim Meets" tab is active, displaying a list of events:

Event Name	Date	Action
Spring Mock Meet	May 8, 2015	Edit Commitment
YMCA Dual Meet v. Wallin...	May 22, 2015 (05:15 PM)	Edit Commitment
YMCA Dual Meet v. Wheele...	Jun 5, 2015 (05:00 PM)	Attend/Decline
YMCA Dual Meet v. Farmin...	Jun 12, 2015	Attend/Decline
USAS/LCM: Greenwich YMCA...	Jun 13, 2015 - Jun 14, 2015	Edit Commitment

The "Edit Commitment" button for the "YMCA Dual Meet v. Wallin..." event is circled in red. The footer contains copyright information for TeamUnify, LLC, a "Powered By: TeamUnify" logo, and a "Sponsors" section.

That's it. You're all done. Wasn't that easy?

