Dayton Raiders Website 101

Powered by Team Unify

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

Last Updated 9/20/2016

Homepage

- 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:

Homepage

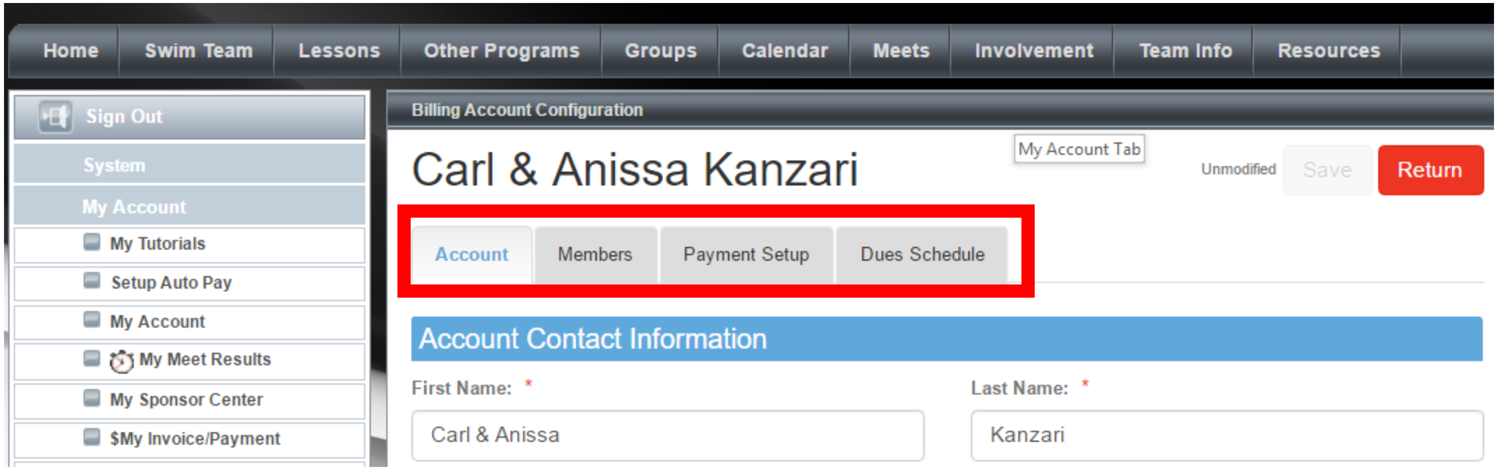
- The latest news, recent updates to the website, and daily/weekly “FYI” info will be posted in the **News & Announcements** area of the homepage.
- Major events, such as swim meets, are shown in the **Upcoming Events** area on the homepage. You can sign up for meets or volunteer jobs associated with 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.

My Account Tab

- Use this tab to review your contact info and billing information

My Account Tab

- Within the My Account page, there are four sub-tabs: **Account, Members, Payment Setup**, and **Dues Schedule**. The next (4) pages describe each.



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, & address
  - You can have up to (3) email addresses to receive information. Click “Verify” for each.
  - The first email address is your username for logging in
  - **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.
  - **Account Status** or **Admin Type**: you cannot edit

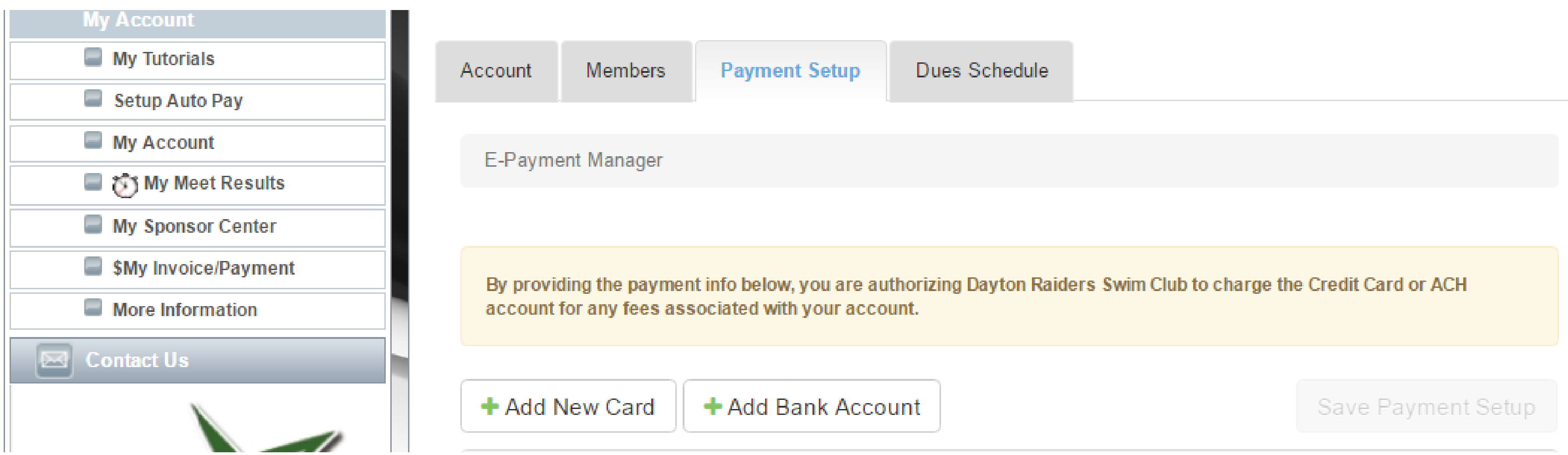
Members Tab

- The **Members Under this Account** 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
- If the name or date of birth is incorrect for your swimmers, you must email daytonraidersbillling@gmail.com to make a correction.

My Account Tab

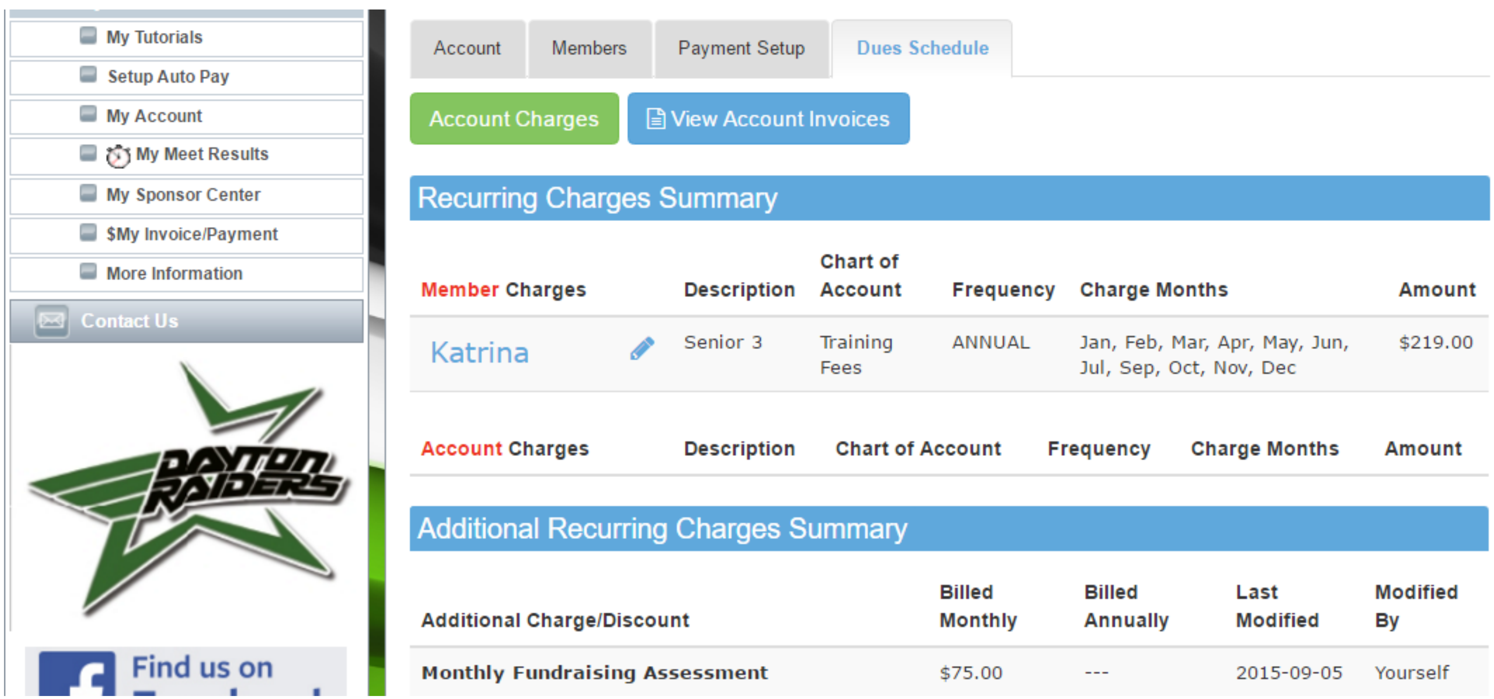
Payment Set Up

- This sub-tab contains payment option information.
- **All payments must be paid via ACH or credit card.**
- If you choose credit card, bank fees of $0.28 plus 2.9% of the transaction amount will be added.



My Account Tab

* Membership Dues Schedule
  * These are the recurring fees you will be charged each month for each swimmer.
  * Meet fees and other charges are displayed on other tabs

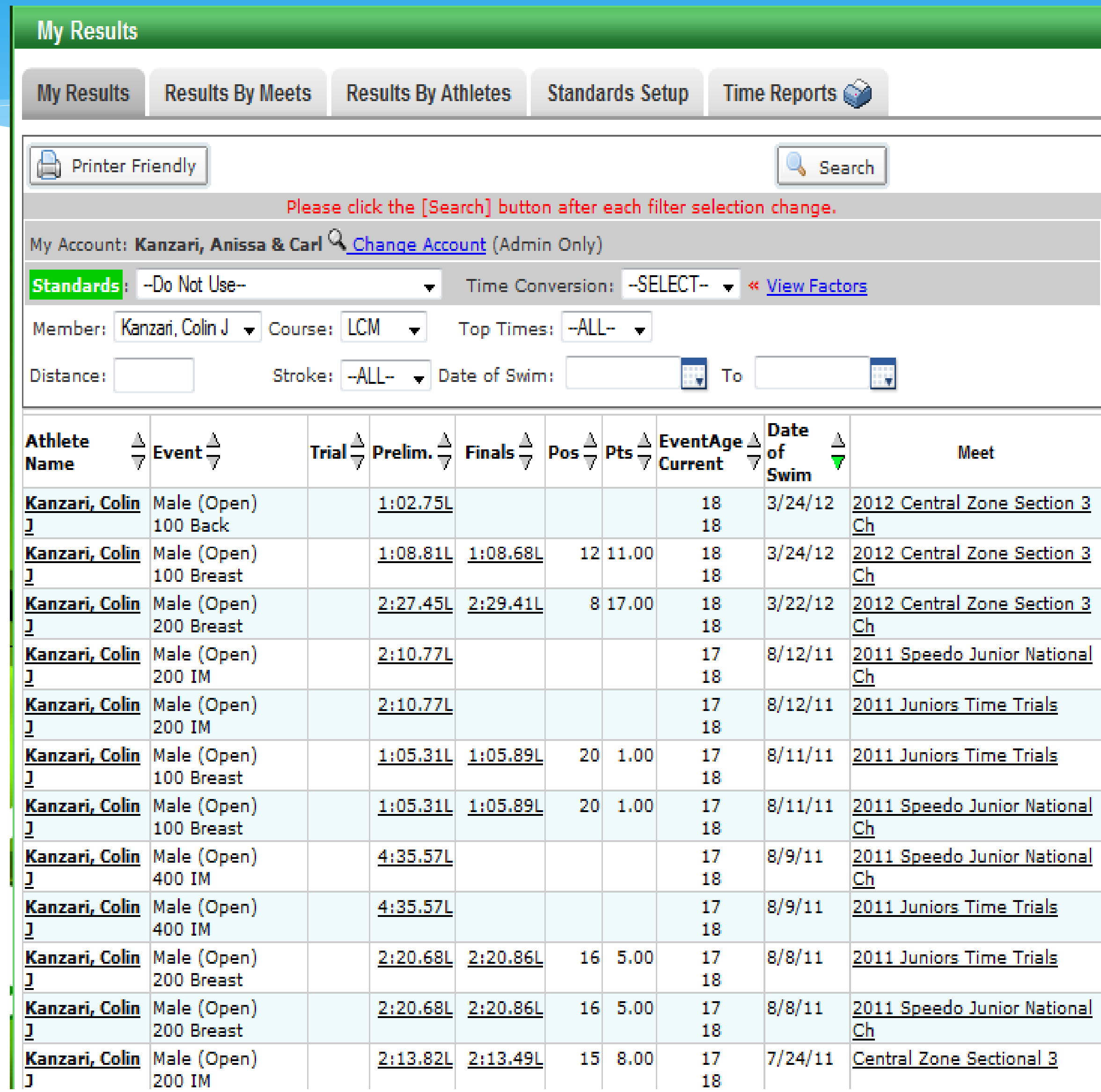


My Meet Results Tab

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

My Meet Results Tab

* 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, YMCA, 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 DR athletes in swim meets and setup relays



My Results

My Results | Results By Meets | Results By Athletes | Standards Setup | Time Reports

Printer Friendly   Search

Please click the [Search] button after each filter selection change.

My Account: **Kanzari, Anissa & Carl** Change Account (Admin Only)

Standards: --Do Not Use-- Time Conversion: --SELECT-- « View Factors

Member: Kanzari, Colin J Course: LCM Top Times: --ALL--

Distance: Stroke: --ALL-- Date of Swim: To

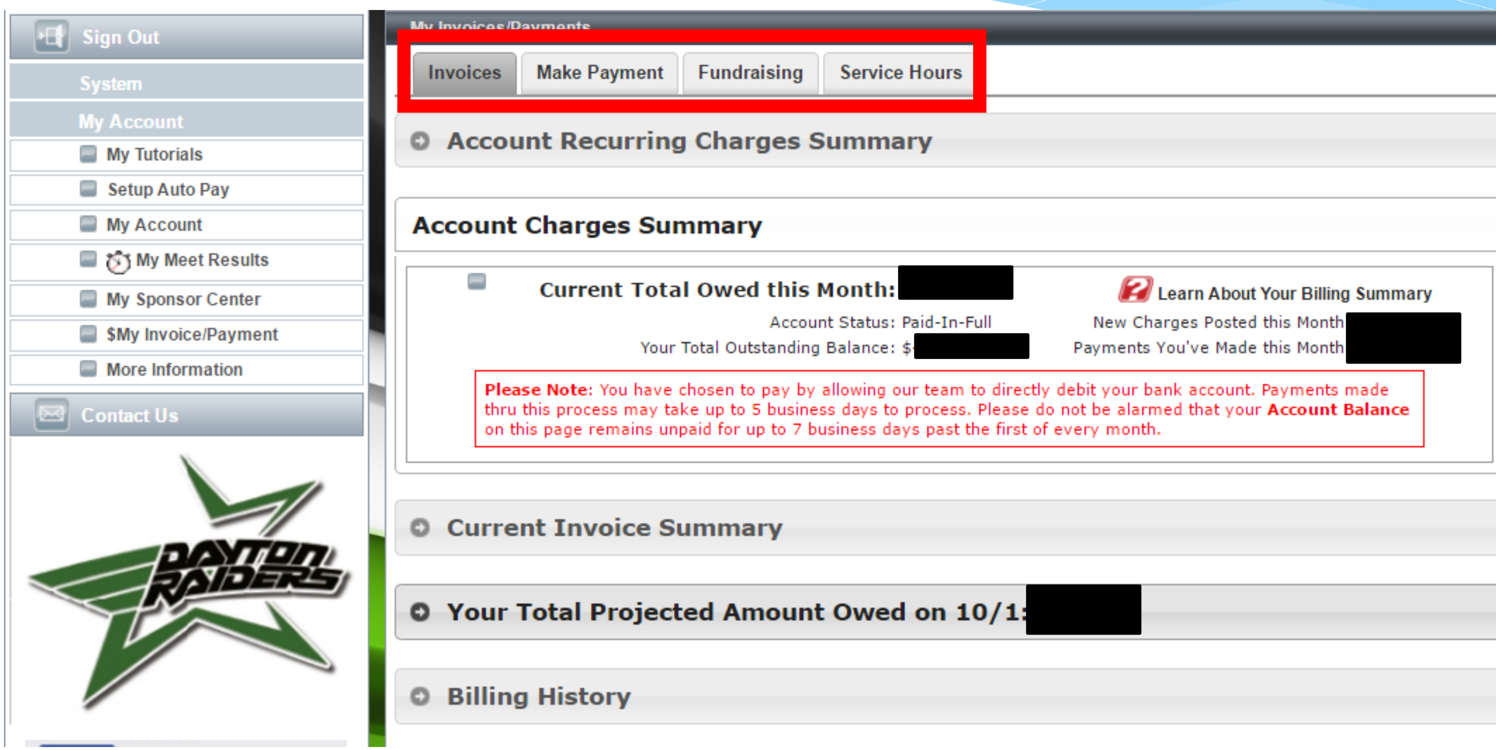
Athlete Name	Event	Trial	Prelim.	Finals	Pos	Pts	EventAge Current	Date of Swim	Meet
Kanzari, Colin J	Male (Open) 100 Back		1:02.75L				18 18	3/24/12	2012 Central Zone Section 3 Ch
Kanzari, Colin J	Male (Open) 100 Breast		1:08.81L	1:08.68L	12	11.00	18 18	3/24/12	2012 Central Zone Section 3 Ch
Kanzari, Colin J	Male (Open) 200 Breast		2:27.45L	2:29.41L	8	17.00	18 18	3/22/12	2012 Central Zone Section 3 Ch
Kanzari, Colin J	Male (Open) 200 IM		2:10.77L				17 18	8/12/11	2011 Speedo Junior National Ch
Kanzari, Colin J	Male (Open) 200 IM		2:10.77L				17 18	8/12/11	2011 Juniors Time Trials
Kanzari, Colin J	Male (Open) 100 Breast		1:05.31L	1:05.89L	20	1.00	17 18	8/11/11	2011 Juniors Time Trials
Kanzari, Colin J	Male (Open) 100 Breast		1:05.31L	1:05.89L	20	1.00	17 18	8/11/11	2011 Speedo Junior National Ch
Kanzari, Colin J	Male (Open) 400 IM		4:35.57L				17 18	8/9/11	2011 Speedo Junior National Ch
Kanzari, Colin J	Male (Open) 400 IM		4:35.57L				17 18	8/9/11	2011 Juniors Time Trials
Kanzari, Colin J	Male (Open) 200 Breast		2:20.68L	2:20.86L	16	5.00	17 18	8/8/11	2011 Juniors Time Trials
Kanzari, Colin J	Male (Open) 200 Breast		2:20.68L	2:20.86L	16	5.00	17 18	8/8/11	2011 Speedo Junior National Ch
Kanzari, Colin J	Male (Open) 200 IM		2:13.82L	2:13.49L	15	8.00	17 18	7/24/11	Central Zone Sectional 3

My Invoice/Payment Tab

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

My Invoice/Payment Tab

- The next few pages describe each of the following sub-tabs: **Invoices, Make Payment, Fundraising (not using),** and **Service Hours**.



My Invoice/Payment Tab

- Invoices

Billing Cycle Ends — 25th

Final day to dispute any invoiced or un-invoiced charges — 27th

ACH applied for amount shown in the **Account Balance Column** on invoice.
Acc Bal Col= Un-Invoiced Changes + Invoiced Charges – Pmts Received — 1st

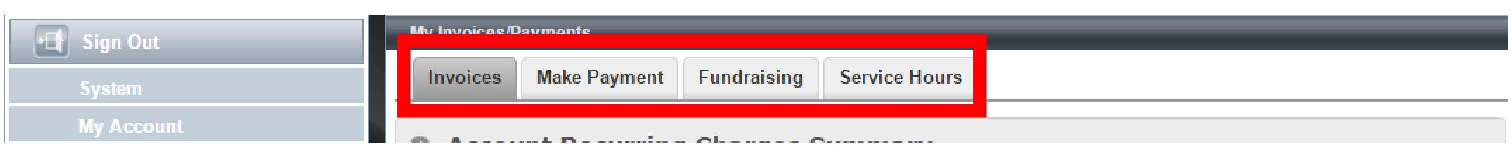
Sample Month

- Notes
  - Billing cycle runs from 1st of the month to the 25th of the month.
  - Charges & Payments will be applied to your account from the 1st – 25th of each month and can appear in the **Un-Invoiced** or **Invoiced Column.**
  - At 00:00 am PST on 1st of each month the charges from the **Un-Invoiced Column** will be applied to the **Invoiced Column** along with monthly training fees.
  - You can look at the un-invoiced charges & payments at any point in time.
  - You have until the 27th of the month to dispute the invoiced/un-invoiced charges. *Contact the Billing Manager (daytonraidersbilling@gmail.com) to dispute charges*
  - If there is an error, a credit/debit will be applied to your account to correct the error and will appear in the **Un-Invoiced Column.**
  - ACH or credit card payment will automatically occur on the 1st of the month.

Appearance of Invoice

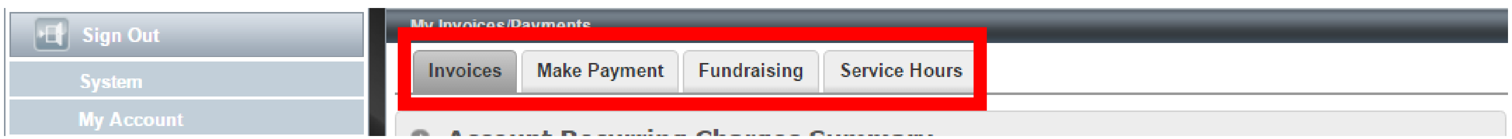
- Account Recurring Charges Summary
  - Monthly Training Fees
  - Monthly Fundraising Assessment
- Current Invoice Summary
  - Previous Charges / Payment
  - Current Charges / Credits
    - Includes Non-Recurring Charges posted the previous month
    - Includes Recurring Charges posted on the 1st of the current month.
  - Payments / Refunds Made This Month
    - Posted after the 1st of the current month
  - New Non-Recurring Charges / Credits Posted After the 1st of the Month Invoice Creation
- Your Total Projected Amount Owed on ?/1:
  - This is the amount that will be ACH or paid via credit card on the 1st
- Billing History

* Make Payment Subtab (aka "OnDemand" Payment)
  * A payment can be made at any time during the month. Please remember, a payment will AUTOMATICALLY be made on the 1st business day of each month with NO intervention on your part.
  * This payment can only be made via Credit Card. It CANNOT be made via ACH.
  * It is subject to the same bank fees of 2.9% of the amount, plus a $0.28 per transaction fee as previously described.



My Invoice/Payment Tab

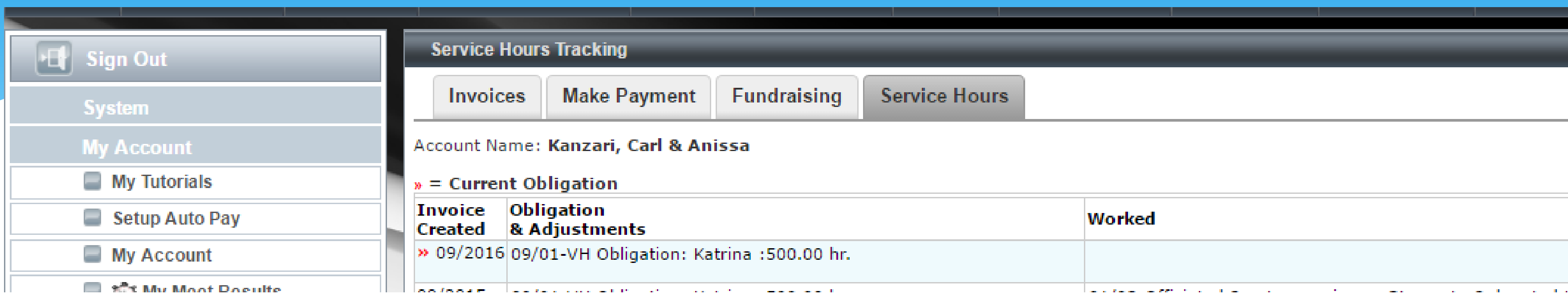
- The **Fundraising** Sub tab is not used. All fundraising credits will appear directly on your invoice.



My Invoice/Payment Tab

- The **Service Hours** Sub tab displays your current assessment, credits applied, and running balance throughout the year.
- Volunteer Hours is also referred to as "Volunteer Points".
- This point total is reset every September 1 at the beginning of the swim "year."
- The volunteer requirements and points assessed to most activities can be found under Involvement>Volunteer Points.
- This will also show a historical account of your record.
- The coordinator / contact information can be found under Team Info>Team Contacts

My Invoice/Payment Tab – Volunteer Hours



- There are two (2) ways to earn your family's required number of Volunteer Hours:
  - Jobs signed up for via our website
    - Ex: the DR team awards "50 points" for one session of timing at an away meet. After the meet, email the Volunteer Coordinator who will apply a credit to your account.
  - Jobs signed up for outside of the website
    - Will be manually entered in Team Unify by the volunteer coordinator once the information is received by the coordinator for the activity
  - Volunteer Balance can be reviewed any time; please allow at least 2 weeks following any event for points to be credited.
  - Points must be accumulated prior to June 15th each year. Any un-worked points will be charged $1.00 per point and applied to the July invoice.

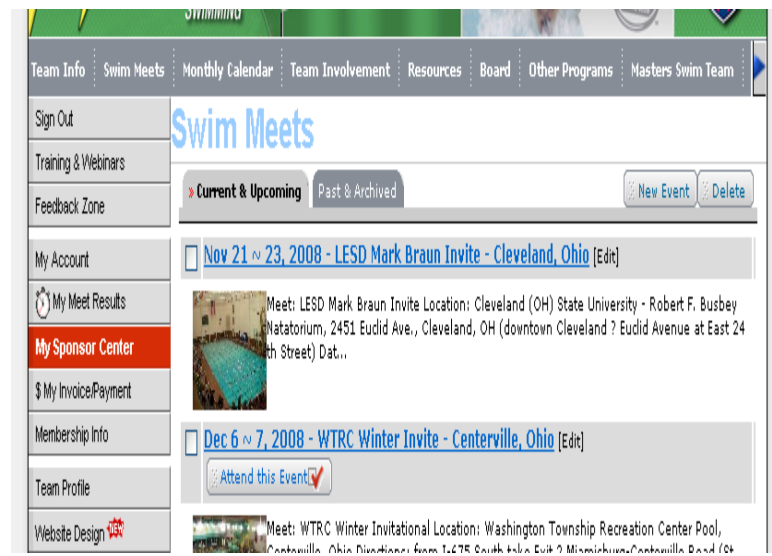
Meet Entry

* 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.

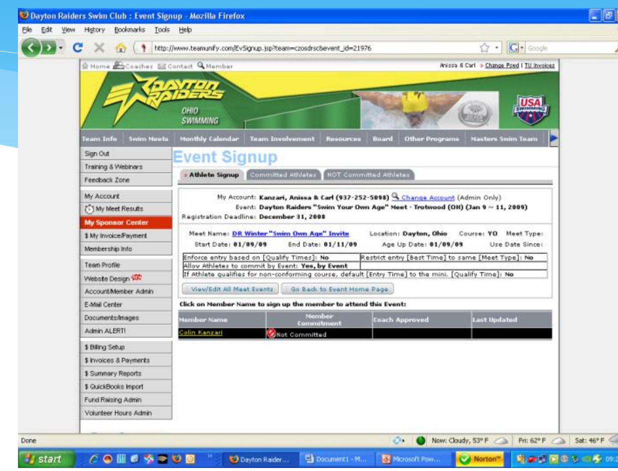
    2. Click on "Attend This Event" button from the **Upcoming Events** area on the homepage

* Both methods will direct you to the meet signup page.

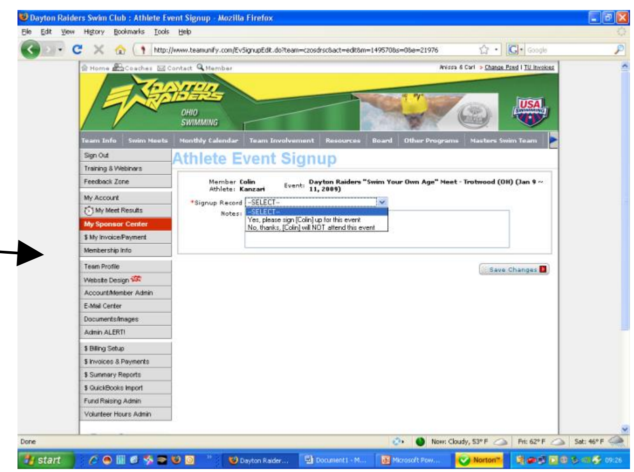


Meet Entry

- Click on the swimmer you are signing up

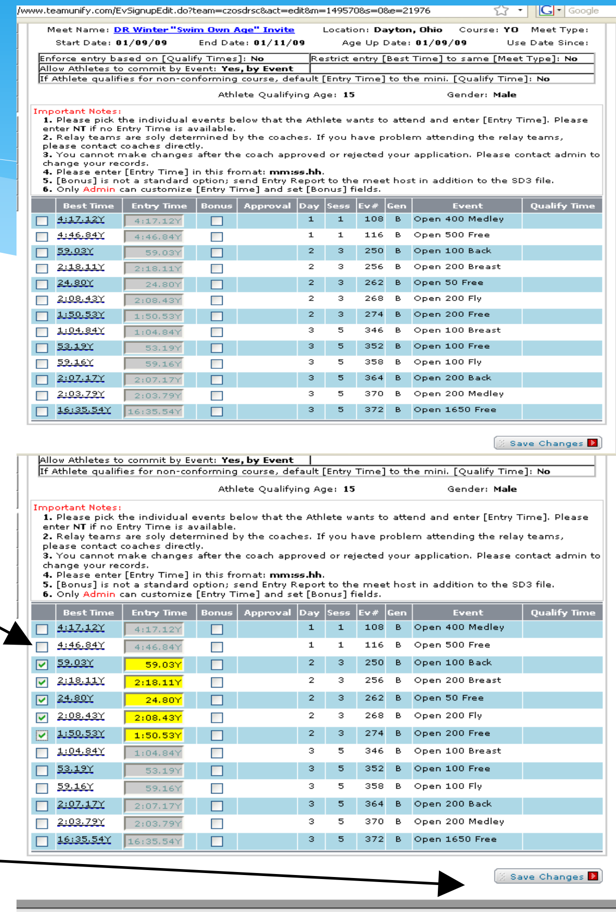


- From the drop down menu select one of the options: “Yes” or “No”



Meet Entry

- If you select “Yes” a list of eligible events will be displayed.
  - Note – If there are time standards, you can only sign up for the events whose times are in **BLACK** not **RED**



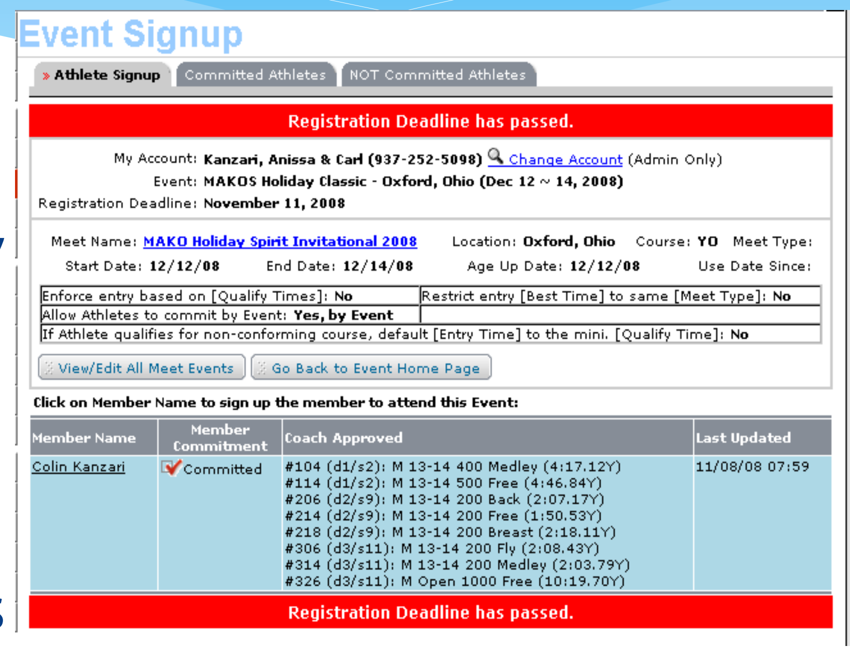
- Click in the left hand boxes to enter each desired event.

- Click on Save Changes.

NOTE: Events listed as “OPEN” are generally reserved for 15-over or 13-over ages. Swimmers in the younger groups should not enter these events. In some cases, an experienced 12 & under may enter an OPEN event – this must be discussed with your group coach prior to entering the meet

Meet Entry

- If you are not going to attend the event, please select "No"
- You have until the deadline listed to enter and/or make any changes to entered events.
- Once the deadline has passed you see this banner outlined in red: "Registration Deadline has passed"

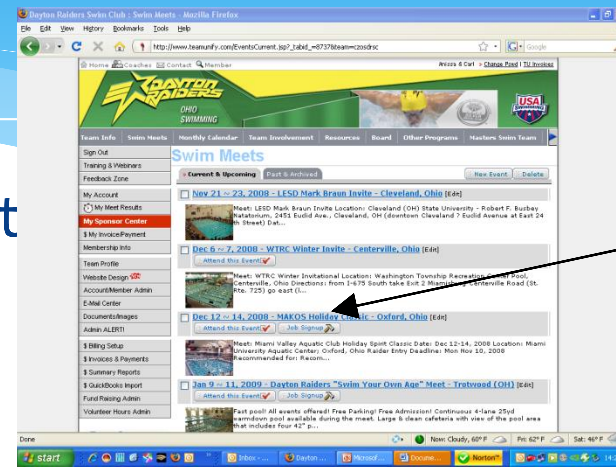


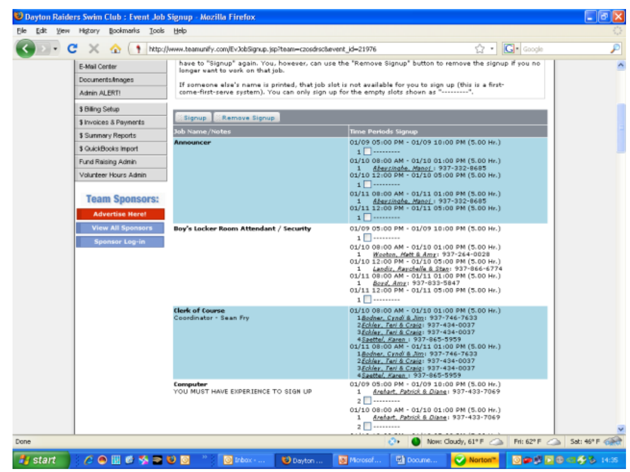
Meet Entry

* Once the meet entry deadline has passed, coaches will review the entries, make any corrections, set up draft relays, "approve" the events, then submit the entries to the host team for processing. A team entry report will be posted to the meet homepage (the report link is shown at the bottom of every meet homepage).
* Meet entries are billed on your invoices.
  * Once the entries have been submitted to the meet host by the team, charges will appear on your invoices.

Job Sign Ups

* If there are job signups for a meet, there will be a “Job Signup” icon next to the “Attend This Event” icon. To sign up click on it.
* Scroll to the job you wish to sign up for
* Follow the instructions listed at the top of the page to sign up.
* As with the meet entry, there is a deadline to signup. Usually this will be the day before the meet.





Meet Results

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

Other Tabs

* Swim Team
  * Normal Practice Schedules
* Involvement
  * Volunteer Points Information
  * Fundraising Information
  * Officiating Information
* Resources
  * FAQs page
  * Carpool
  * DRAC Facility
  * Times
  * Equipment

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**