

TEAM UNIFY QUESTIONS AND ANSWERS

Following our switch to Team Unify (our new website) we have had several questions we thought it would be worth the time to address. We understand that with any new and exciting technology there will be a learning curve as the coaches, board members, and team membership adjust to the improved way of doing things. This new website puts a lot of information in your hands once you have taken the time to log on and get familiar with the new features. We thank you in advance for taking the time to do so and having patience during the transition. We promise following the completion of this transition we will have made BLAST even better than it has been in the past.

1. AUTOPAY

This feature will allow you to eliminate your check writing to BLAST and make sure that you stay on top of your bill without worrying about it. The way this works is you put a credit card or debit card on file. On the 21st of the month you will receive a notice that your bill is ready for billing. Please take the time to check out this bill for any questions. Fees included will be group dues, meet entries, USA registration (these are now down through the system so you don't have to worry about filling this out and turning it in), and fundraiser (this will be billed on December 1 so make sure you get your Hy Vee books now). Following this 10 day window to review your account your credit card will be charged for the amount of your bill on the 1st of the month. In order to activate this feature click on **"Setup Auto Pay"**, which appears on the right side of the home screen when you are signed in. If you prefer not to use this feature you will be charged a \$20 fee per season for processing your checks. Also, if you write checks, we ask that you write 1 check per month and deposit in the box at Peet or Jamie's bag between the billing date (the 21st of each month) and the due date (the 1st of each month). The autopay feature is monitored by the third party which specializes in internet security. No one at BLAST or Team Unify will ever have access to your account number. There should be no concerns about the safety of this process.

2. MEET SIGN UP AND CONFIRMATION

This is one of the best features of the new site. All information BLAST receives will be loaded into the event page, which includes official meet information, event order, split warm up announcements, hotel information, etc. Just click on the name of the meet in order to check out this information. If you would like to go to a meet go to the home page and click on "Attend this Event." This will allow you to sign up for the meet. Previously when you had signed up for a meet you had received a confirmation email generated by the coaches when they had a chance to get to it. Now you will have instant feedback. In order to confirm your entry you can at any time click "Attend this Event" from the home screen and it will show your children's names and if they are signed up it will say "confirmed" and have a check mark next to their name. This way you can check confirmation anywhere you can access the internet. Entries will still be sent out in a pdf file for all members prior to the meet, if you prefer to wait.

3. VOLUNTEER SIGN UP

Gone are the days of having to track down the volunteer books or emailing Kim to find out what positions were available. Now our home meets (one of the most important sources of club revenue) will all have online sign up for volunteer positions. As soon as the meet has been set up you will receive an email letting you know that the job sign up is open. Remember you can receive \$50 per swimmer credit towards next season by fulfilling your volunteer credit responsibility. From

the home screen, under the event section, appears “Job Sign Up” on our home meets (IMX, Holiday Classic, Winter Invite, Regionals, and Sizzler). Click on “Job Sign Up” and it will show the available positions. Just click on a position to sign up. Following this you can print your “Job Signup Summary” which will list the positions you have signed up for, along with the start and approximate finish time of each position.

4. BEST TIMES REPORTS

You will now have instant access to your child’s best times, meet results, splits, and everything else that coaches previously had access to. This allows you to track your child’s progress without having to contact coaches to track down best times, etc. This will come in especially handy when doing entries for All Stars and Zones (which our coaching staff does not do as they are Team Iowa Events), and when doing college recruiting questionnaires (which require best times).