

In the order for us to communicate with swimmers and parents faster for practice updates/changes and meet information, we need you to verify/validate e-mail addresses and cell phone numbers for both yourself and your swimmers.

Here are the steps that you need to follow:

1. Login into your account
2. Click on My Account button on the left



3. Add your SMS and your cell phone provider. You must use the same format shown.

A screenshot of a 'Billing Account Configuration' form for a user named Matthew DeWitt. The form has several sections: 'Account' (with tabs for 'Account', 'Members', 'Payment', and 'Dues Schedule'), 'Account Contact Information', and 'SMS' configuration. The 'SMS' section is highlighted with a blue box and contains a text input field with '847-996-3488' and a dropdown menu for 'Carrier' set to 'Verizon'. Other fields include 'First Name' (Matthew), 'Last Name' (DeWitt), 'Login Email' (dewitt.m@live.com, marked as 'Verified'), 'Email 1', 'Email 2', 'Email 3', 'Address' (700 Lakeview Parkway), 'City' (Vernon Hills), 'State' (Illinois), 'Zip' (60061), 'Home Phone' (847-996-3488), 'Work/Mobile Phone' (847-996-3488), and 'Participate in Member Search' (Participate). Annotations include a blue arrow labeled '1' pointing to the 'Email 1' field, a blue arrow labeled '2' pointing to the 'Save' button, and a blue arrow labeled '3' pointing to the 'Members' tab.

4. Click "Save"
5. Click "Members"
6. Click on your swimmer's name

Billing Account Configuration

Matthew DeWitt

Unsaved changes **Save** **Cancel**

Account **Members** Payment Setup Dues Schedule

George

George DeWitt
Status: Active
1 Male Not Registered

Details Attendance Best Times Meet Results

Legal First Name: * George Middle Name: Legal Last Name: * DeWitt

Preferred First Name: **2** Email:

Phone: **1** SMS: 847-996-3488 Carrier: Verizon Unverified Birthday: * 12/25/2014

ID Card #:

Hide From Member Search
 Not USA Registered

Apparel Sizing Important Dates Roster | Location | Billing Setup

7. Add SMS number, the cell Phone Provider and an email.
8. Click "Save"
9. Your swimmer will now receive e-mails from the Team and text messages.
10. YOU WILL RECEIVE AN EMAIL/TEXT VERIFICATION ON ALL CHANGES YOU MADE. MAKE SURE YOU VERIFY ON YOUR CELL PHONES AND EMAIL ADDRESSES!!!

Note: You may update any information on these pages; just make sure you hit "Save" after any change you make. All information you provide will stay within the Park District/TeamUnity and will not be shared with any outside agency.