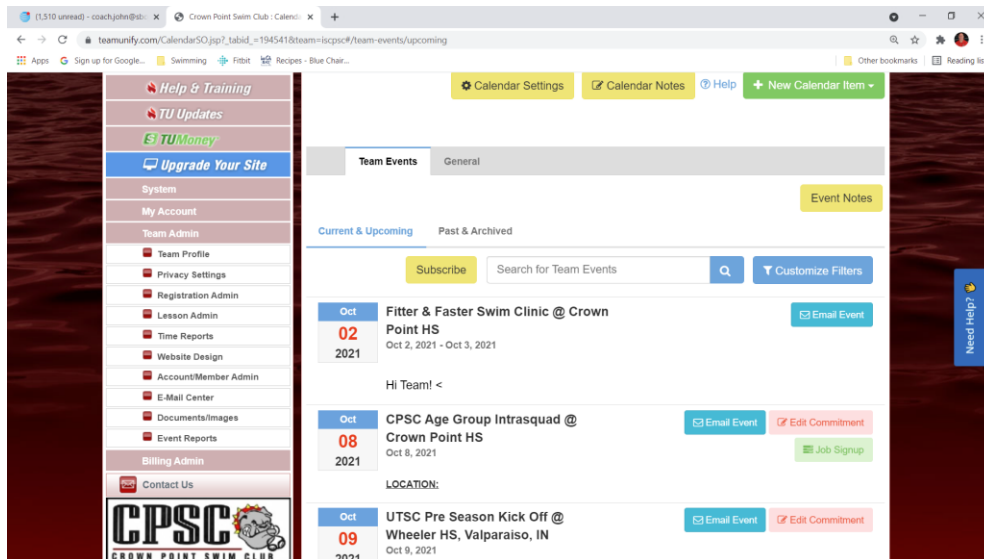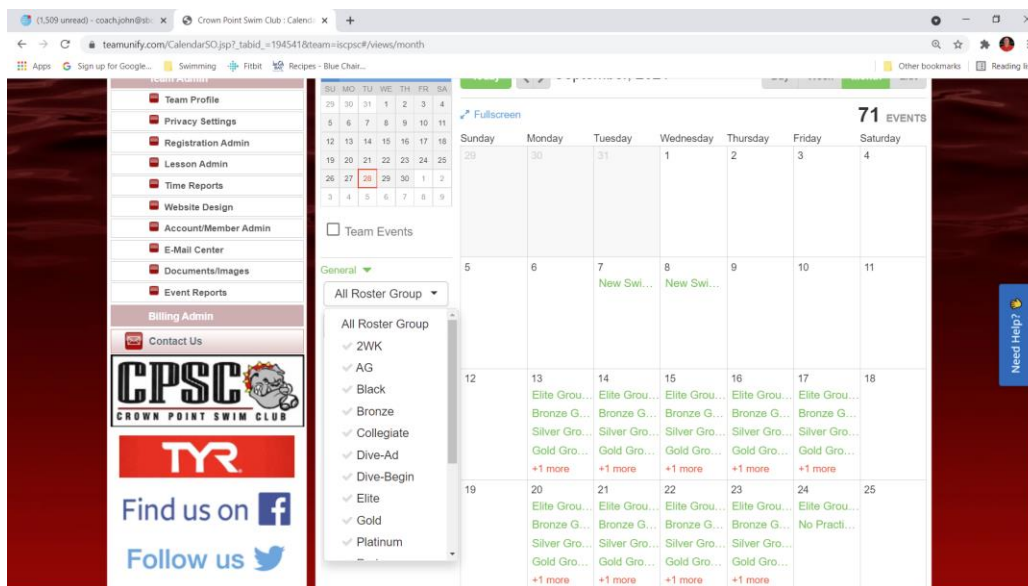## To Subscribe to the Calendar Items

1. Log Into the website
2. Click on the **Calendar** tab on the top of the website
3. Click **Subscribe** while in the **Team Events** view and then **Copy Link** for the team evens calendar to include all team events in your calendar, then paste the link into any calendar program that uses ICS files, such as Google Calendar, Apple iCal, or Microsoft Outlook. Any filters used are applied to the subscription.

4. Next go to the **General** view, on the left hand side, select the training group(s) that your swimmer(s) are in, then paste the link into any calendar program that uses ICS files, such as Google Calendar, Apple iCal, or Microsoft Outlook. Any filters used are applied to the subscription.

Add and verify a cell number for SMS/texting

To add a cell number for texting messages please follow the steps below. This MUST be done for the number to be activated for use through OnDeck. Ideally an account holder will perform the below steps, as it requires retrieving a verification code from their cell phone and entering it on the site.

Admin Level - Not an Admin

1. Sign In to your team's TeamUnify SwimOffice website.
2. Go to your account profile.
   a. Chameleon users: In the side menu click **My Account** > **My Account**.
   b. New CMS users: In the side menu click **My Account** > **Account Info**.
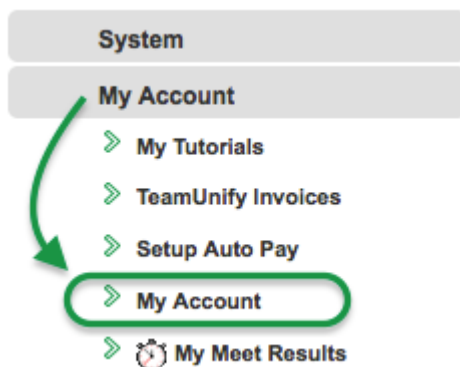
3. To add an SMS number for one of the athletes in the account, click the **Members** tab and then click their name; otherwise stay on the current screen.

4. Enter an *SMS* cell number and select its *Carrier*.

SMS: Unverified   **Carrier:**

541-555-1212   Verizon

5. Click **Save** in the upper right and it will send that number a verification text.

6. Check your cell phone for a "Verify your SMS" text from *notifications+alias*, where *alias* is your team's alias, and open it. Note that some cell carriers can take awhile to deliver the message.
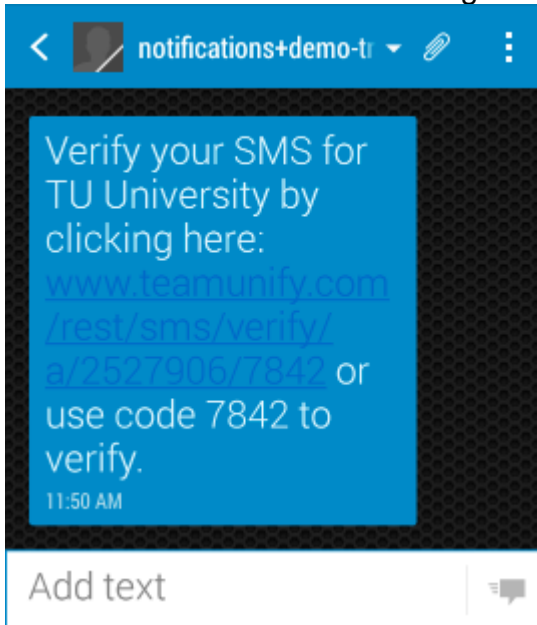
7. Tap the link and you should see one of three possible messages.

    a. "Success! We have validated your primary SMS." (or "secondary SMS" if that's what you were verifying) The SMS number is verified and ready to receive texts from the team. You may skip the rest of the steps.

    b. "Sorry, your primary SMS has already been validated." Sometimes just opening the text will verify the number, resulting in this message. The SMS number is verified and ready to receive texts from the team. You may skip the rest of the steps.

    c. "Sorry, the code XXXX did not match any codes." Continue to the next step.

    d. If tapping the link doesn't work, note the four digit code number in the text message.

8. Back in your team's SwimOffice website, click the **Unverified** button above the SMS number.

SMS: Unverified **Carrier:**

541-555-1212   Verizon

Enter the verification number into the field below and click "Verify" to verify this phone number.

Verification Code:

Resend Verification

Verify   Cancel

9. If you got the error in step 7c on your mobile device, click **Resend Verification** and go back to step 6.

10. Enter the four digit code from your text message in the *Verification Code* field and click **Verify**.

11. You will see *Verified* in green above the SMS number. You may need to refresh the screen to see this.

SMS: Verified

541-555-1212

Admin Level - Superuser

If you are an admin and want to assist with the process, you will need to be in direct contact with the person wanting to verify their number while you do these steps, either in person or over the phone.

1. Go to Account Admin.

   a. Chameleon users: In the side menu click **Team Admin** > **Account/Member Admin**.
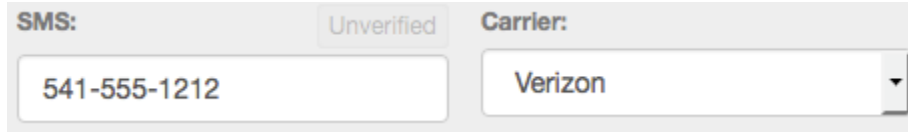
   b. New CMS users: In the side menu click **Team Tools** > **Accounts**.

2. To add an SMS number for an athlete click the **Members** tab, otherwise stay on the Accounts tab.

3. Search for and **click the name** for whom you would like to add a cell number.

4. Fill in the cell number in the *SMS* field.

5. Pick the cell *Carrier* for that phone from the drop down menu.

6. Click **Save** in the upper right and it will send that number a verification text.

7. Have the owner of that SMS number check their mobile device for a "Verify your SMS" text from *notifications+alias*, where *alias* is your team's alias, and open it. Note that some cell carriers can take awhile to deliver the message.
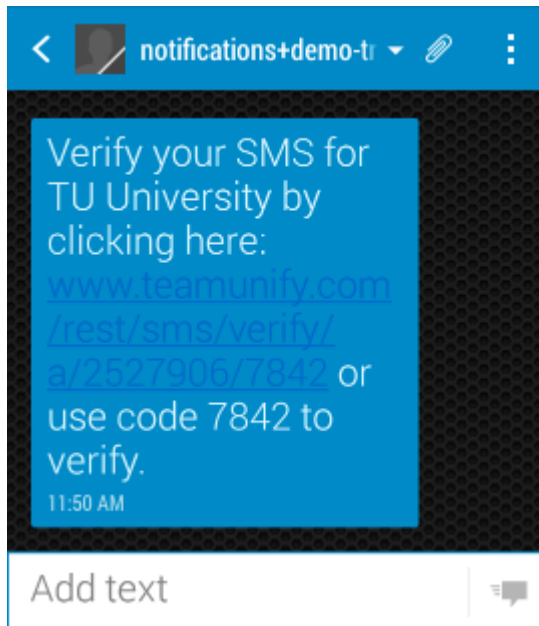
8. When they tap the link they should see one of three possible messages.

   a. "Success! We have validated your primary SMS." (or "secondary SMS" if that's what you were verifying) The SMS number is verified and ready to receive texts from the team. You may skip the rest of the steps.

   b. "Sorry, your primary SMS has already been validated." Sometimes just opening the text will verify the number, resulting in this message. The SMS number is verified and ready to receive texts from the team. You may skip the rest of the steps.

   c. "Sorry, the code XXXX did not match any codes." Continue to the next step.

   d. If tapping the link doesn't work, have them tell you the four digit code number in the text message.

9. Click the **Unverified** button above the SMS number.

10. If they got the error in step 8c on your mobile device, click **Resend Verification** and go back to step 7.

11. Enter the four digit code from their text message in the *Verification Code* field and click **Verify**.

12. You will see *Verified* in green above the SMS number. You may need to close their profile and reopen it to see this.

Verify Email Addresses

1. Go to your account profile.
    a. Chameleon users: In the side menu click **My Account** > **My Account.**
    b. New CMS users: In the side menu click **My Account** > **Account Info**.
2. Above the login email, click **Unverified**.
3. Under "Resend Verification Email Now?" click **Yes**.
4. Go to your mailbox, open the verification email, and follow the instructions to verify.