

Committing a swimmer

Step 1.

Log into the Knights TeamUnify Site (<https://www.teamunify.com/Home.jsp?team=islnti>)

Step 2.

Click the “Events” tab and scroll to the event you are committing to. Select “Edit Commitment” under that event.

The screenshot shows the North Irvine Knights website interface. The top navigation bar includes links for Home, News, Parent Information, **Events**, Results, Volunteer, Records, Coaches, Sponsors, and Group Calendars. The 'Events' tab is highlighted with a red box. Below the navigation bar, there is a sidebar with various links such as Sign Out, Help & Training, TU Updates (30), System, My Account, Team Admin, Team Profile, Time Reports, Website Design, Account/Member Admin, E-Mail Center, Documents/Images, Event Reports, and Contact Us. The main content area displays a list of events. The first event is '2018 Time Trial North Irvine' on June 13, 2018, from 03:30 PM to 07:00 PM. The 'Edit Commitment' button for this event is highlighted with a red box. Other events listed include '2018 #1 Portola Springs at North Irvine' on June 23, 2018, and '2018 #2 Northwood Points at North Irvine'.

Step 3.

This will guide you to the Event Signup page where you will see your swimmer(s) towards the bottom with the Member Commitment status of "Undeclared". From here, click on the swimmer's name.

Event Signup

Athlete Signup | **Committed Athletes** | **Undeclared** | **Declined**

2018 #1 Portola Springs at North Irvine
Jun 23, 2018 (02:00 PM) - Jun 23, 2018 (07:00 PM)

My Account: **Sanson, Erica** | Registration Deadline: **06/23/2018**
[Change Account](#) (Admin Only)

Meet Name: **2018 #1 Portola Springs at North Irvine** | Location: **4515 Portola Pkwy, Irvine, CA 92620** | Course: **YO** | Meet Type:

Start Date: **6/23/18** | End Date: **6/23/18** | Age Up Date: **6/1/18** | Use Date Since: **6/1/18**

Enforce entry based on [Qualify Times]: **Yes** | Restrict entry [Best Time] to same [Meet Type]: **No**

Event Declaration Setting: **Commit by Session** » [Edit](#) | Maximum Event Entry Limitations » [View](#)

Allow Course Conversion for Relays: **Yes**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

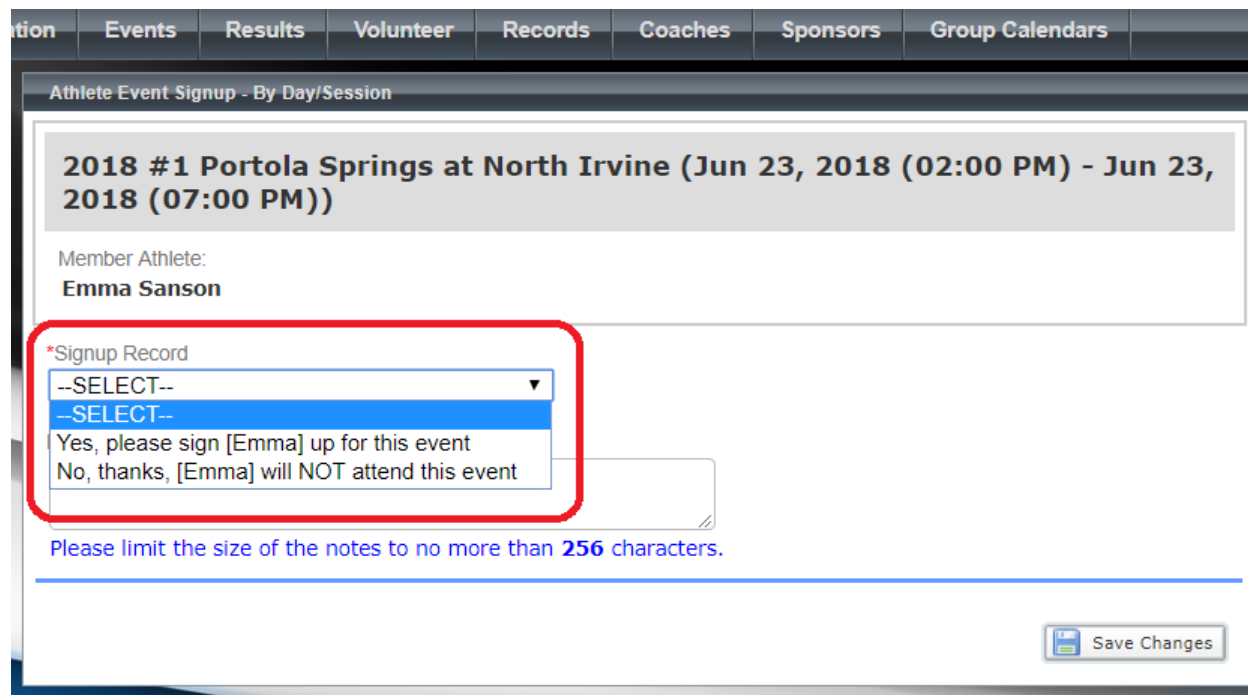
[View/Edit All Meet Events](#) | [Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Emma Sanson *Active	Undeclared		
Isabel Sanson *Active	Undeclared		
Summer Sanson *Active	Undeclared		

Step 4.

From here, you will select either **Yes or No**, but regardless, **we need you to commit** one way or another. Since you can do this far in advance, if you know of a vacation or meet you will miss, go ahead and No commit for that event(s). If you commit Yes and something comes up, you have 48hours before the meet to change you commitment from a Yes to a No or vice versa, after that it locks in and you must reach out to a Coach or Stats to change. Committing is important because we seed meets based on this info and adding a swimmer who didn't commit the day of the meet is difficult and some host teams may not allow.



The screenshot shows a web interface for "Athlete Event Signup - By Day/Session". The event is "2018 #1 Portola Springs at North Irvine (Jun 23, 2018 (02:00 PM) - Jun 23, 2018 (07:00 PM))". The member athlete is "Emma Sanson". A dropdown menu labeled "*Signup Record" is open, showing options: "--SELECT--", "--SELECT--", "Yes, please sign [Emma] up for this event", and "No, thanks, [Emma] will NOT attend this event". Below the dropdown is a text area with a character limit of 256. A "Save Changes" button is at the bottom right.

Step 5.

If you committed Yes, you will be taken to this page. Check the Day / Session box. You can also click on the link (Day 1 / Session 1) and it will show your swimmer's eligible events, their best time and the ISLQ time.

At the bottom, there is a Comment box. Please use this box for any message you would like to send to the coaching staff. Examples:

"We must leave by 11am" – Coaches will only place swimmer in events that should complete prior to the time.

"Please only Fly or Back stroke" – Coaches will commit swimmers to only these strokes. However, if your swimmer is struggling on a stroke, it is always a good idea to challenge them to swim that stroke for the exposure, after speaking with the coach.

Any other comment that you would feel that the coaches should be aware of can be placed here.

Be sure to press the "Save Changes" button!

Athlete Event Signup - By Day/Session

2018 #1 Portola Springs at North Irvine (Jun 23, 2018 (02:00 PM) - Jun 23, 2018 (07:00 PM))

Member Athlete:
Emma Sanson

*Signup Record
Yes, please sign [Emma] up for this event ▾

Meet Name: 2018 #1 Portola Springs at North Irvine	Location: 4515 Portola Pkwy, Irvine, CA 92620	Course: YO	Meet Type:
Start Date: 6/23/18	End Date: 6/23/18	Age Up Date: 6/1/18	Use Date Since: 6/1/18

Enforce entry based on [Qualify Times]: **Yes** Restrict entry [Best Time] to same [Meet Type]: **No**

Event Declaration Setting: **Commit by Session** Maximum Event Entry Limitations

Allow Course Conversion for Relays: **Yes**

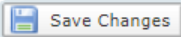
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

Please select the Days/Sessions that this Athlete would like to attend below:

Day 1/Session 1

Notes:
We will need to leave at 11am, please only swim Fly and Back, no Relays, Please swimm Free, etc...]

Please limit the size of the notes to no more than 256 characters.



Step 6.




The final step, confirm that your swimmer is committed to the event, the "Uncommitted" status should now reflect "Committed" with a check mark or "Declined" if a No response was entered.

Meet Name: 2018 #1 Portola Springs at North Irvine	Location: 4515 Portola Pkwy, Irvine, CA 92620	Course: YO	Meet Type:
Start Date: 6/23/18	End Date: 6/23/18	Age Up Date: 6/1/18	Use Date Since: 6/1/18

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

 View/Edit All Meet Events	 Go Back to Event Home Page
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Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Emma Sanson *Active	 Committed		06/10/18 12:29 PM
sabel Sanson *Active	 Undeclared		
Summer Sanson *Active	 Undeclared		
