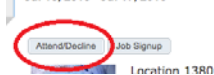


## Team Unify Attend/Decline Process

It doesn't matter if you need to sign up for a swim meet, team function, meeting, or party; our Team Unify website follows the same process. You can follow the link in the email you received or you can go straight from our website.

- | From your EMAIL   | From the WEBSITE   |
|---|--|
| 1. From the email, select the link that starts with "More Information....". | 1. Log in to our website using your credentials.                                 |
| 2. Log in to our website using your credentials.                            | 2. From the "Home" page select the "Greenheads Swimming" and then "Meet Signup". |
| 3. You are taken directly to the event.                                     | 3. Scroll to the event you want to Attend/Decline and click on the event name.   |
- Regardless of how you got to the event, EMAIL or WEBSITE, the steps are the same from this point.
- Review all the information about the event before selecting the ATTEND/DECLINE button.
  - Select the "Attend/Decline" button.
  - Select your athlete's name.

**Metro LC Champs**  
Jul 15, 2016 - Jul 17, 2016



Member Name  
**Jesse Bown**  
Active

- Change your "Declaration" to "Yes" or "No" and enter any notes that you want. If there is a special request in the "Important Notes" section please make sure you follow/answer them.

### BGH Summer BBQ (Aug 18, 2017 05:30)

Member Athlete:

**Jesse Bown**

#### Important Notes:

Please indicate the following in the notes column:  
 \* Number of athletes  
 \* Number of free guests (1 per athlete)  
 \* Number of additional guests (\$10 cash paid at door)  
 Don't forget to sign up to bring a side dish, drinks, or de items.

\*Declaration

Yes, please sign [Jesse] up for this event

Notes

(days cannot attend, etc.):

1 Athlete  
1 Free Guest

- If you are going to decline, select "No" in the "Declaration" drop down field and then select "Save Changes". Then skip to step 11.
- If this a swim meet that you can select events for, please do so by selecting the "check box" next to the event your athlete would like to swim.

Day 1 Session 1		Max Entries this Session IE = 4   Rel =					
Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event
<input type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>		2	B	Open 200 Back
<input type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>		6	B	Open 100 Breast

- Select the "Save Changes" button.



- You'll see the confirmation once your changes have been saved.

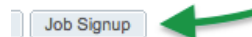
Member Name	Member Commitment	Coach Approve	Last Updated
test Tester *Active	✓ Committed	# 2 (d1/s1): B Open 200 Back (NT) # 14 (d1/s1): B Open 100 Free (NT) # 42 (d2/s3): B Open 200 Free (NT)	08/25/16 11:28 AM

- Repeat this process starting at step 6 for each of your athletes.

## Team Unify Job Signup Process

It doesn't matter if you need to do a JOB sign up for a swim meet, team function, meeting, or party; our Team Unify website follows the same process. You can follow the link in the email you received or you can go straight from our website.

- | From your EMAIL   | From the WEBSITE   |
|---|--|
| 1. From the email, select the link that starts with "More Information....". | 1. Log in to our website using your credentials.                                 |
| 2. Log in to our website using your credentials.                            | 2. From the "Home" page select the "Greenheads Swimming" and then "Meet Signup". |
| 3. You are taken directly to the event.                                     | 3. Scroll to the event you want to sign up for a JOB.                            |
- Regardless of how you got to the event, EMAIL or WEBSITE, the steps are the same from this point.
- Review all the information about the event before selecting the "Job Signup" button.
  - Select the "Job Signup" button.



### Location 13806

- Check the boxes by jobs you will work. Be careful not to pick conflicting times!
- Click Signup.

Job Name/Notes	Time Periods Signup
<b>Announcer</b> Announce events and awards on PA.	07/15/2016 08:00 AM - 07/15/2016 04:00 PM (8.00 Hrs.) 1 Anderson, Mark 07/16/2016 08:00 AM - 07/16/2016 04:00 PM (8.00 Hrs.) 1 Barnes, Johnny & Rebecca
<b>Awards</b> Work at awards table. Places labels on awards and distributes to eligible swimmers.	07/15/2016 11:00 AM - 07/15/2016 03:00 PM (4.00 Hrs.) 1 Barnes, Johnny & Rebecca 07/15/2016 12:00 PM - 07/15/2016 04:00 PM (4.00 Hrs.) 1 Bryant, Louis 07/16/2016 11:00 AM - 07/16/2016 03:00 PM (4.00 Hrs.) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 07/16/2016 12:00 PM - 07/16/2016 04:00 PM (4.00 Hrs.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> -----
<b>BBQ Cook</b> Set up, operate and breakdown the grill for the snack bar	07/15/2016 10:30 AM - 07/15/2016 02:30 PM (4.00 Hrs.) 1 <input checked="" type="checkbox"/> ----- 2 <input type="checkbox"/> -----

- In the popup box, enter the name of the person doing the job, their name and number.

It is very important that we know who is doing the job; especially when you are signing up for more than one job. If different folks are performing a job you will have to sign them up separately.

In the case of a party, please indicate what you are bringing, such as pasta salad.

Click **Sign Up**.

**Please Supply Your Volunteer's Information**

Please provide any additional contact information for the person who will actually be doing the work.

Optional Contact Info:

Go Back Sign Up

- If you accidentally sign up for the wrong job, or later discover you can't work a job, select the job and click **Remove Signup**. You can do this up until 11:59pm of the *Job Signup Deadline* at the top of the page.
- You may click **Print My Job Signup Summary** near the top for a handy reference of all the jobs you signed up for.

**Signup Job for Account:** Collins, Anna (540-555-3412)

**Event:** Metro LC Champs (Jul 15, 2016 - Jul 17, 2016)

**Registration Deadline:** 07/13/2016

**Job Signup Deadline (till midnight):** 07/14/2016

[Print My Job Signup Summary](#)

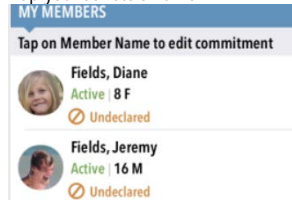
## OnDeck Attend/Decline Process

Just like the website, you can attend/decline a swim meet, team function, meeting, or party using the OnDeck app.

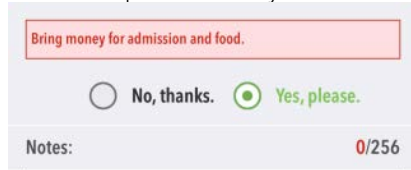
1. Open the OnDeck app and login with your TeamUnify credentials.
2. From the menu (in the top left), tap **Events > Events & Meet Entries**.
3. Scroll to the event you want to view, then tap the event name.
4. Review all information.
5. The DECLARE and JOB SIGNUP buttons will be at the top.
6. Tap the DECLARE button.

DECLARE

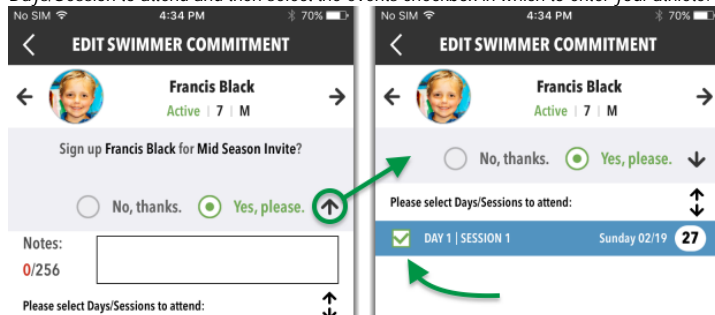
7. Tap your athlete's name.



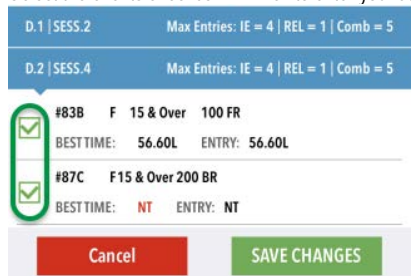
8. Select "No, thanks" or "Yes, please" and enter any notes that you want. If there is a special request in the "Important Notes" section please make sure you follow/answer them. If you are selecting "No, thanks" skip to step 11.



9. You may tap the **up arrow** by the Yes/No radio buttons to hide notes and make more room for days/sessions. Select the Days/Session to attend and then select the events checkbox in which to enter your athlete.



10. Select the events checkbox in which to enter your athlete.

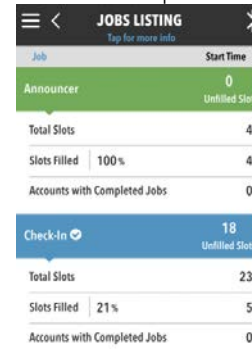


11. Tap **SAVE CHANGES** and then **OK**.
12. Repeat this process starting at Step 6 for each of your athletes.

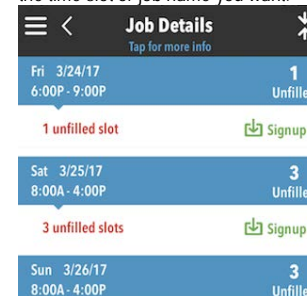
## OnDeck Job Signup Process

Just like the website, you can sign up for Jobs using the OnDeck app.

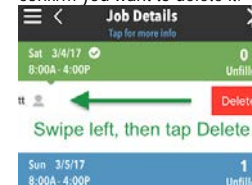
1. Open the OnDeck app and login with your TeamUnify credentials.
2. From the menu (in the top left), tap **Job Manager**.
3. Tap the desired upcoming meet to see which jobs are available for you to sign up for. A list of jobs is displayed. If the job title is green all the slots have been filled for that position.
4. Tap the Job you wish to sign up for. It will give you the name of the job, the date and times for the job and how many slots are needed.



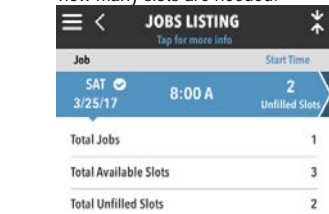
5. Once you have tapped a job name or time slot that you want to signup for, tap the **Signup** button under the time slot or job name you want.



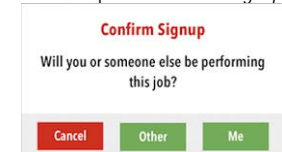
7. If you signed up for the wrong job or need to cancel, you can delete your entry by swiping your name left and then tapping the **Delete** button. Tap **Yes** to confirm you want to delete it.



9. This will bring up a screen that gives you a summary of how many events and jobs you have signed up for.

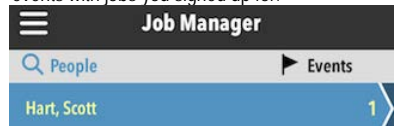


6. This will open the *Confirm Signup* dialog



- Tap the **Other** button. On the next screen you will be prompted to enter in the Name and Contact Info of the person who will be working the job. **ALWAYS select OTHER, so you can enter the name of who will be working.**
- Tap the **Cancel** button if you picked the wrong Job or Time Slot.

8. Tap the **People** tab and then your name to show all events with jobs you signed up for.



10. Tap the **person icon** by a job name to change or add contact information. Add the name of the person who is working that job, such as a family member.

11. You are not able to sign up for any new jobs from this area. Go back to the **Events** tab to do that