



# How to use the Waves website

# Our website

The Waves have partnered with Team Unify for our website service needs. Team Unify provides a single platform for swim teams to manage their needs. Our website will provide you with many tools and services at your fingertips from any computer.

This document will help answer some common questions about using the website. Please take some time and explore the web site to see what is available to you.

We are also happy to help you with any questions you may have and there are no "silly" questions. We want you to have a good experience with the site!

Did you know there are video tutorials on the website that can help walk you through many of the functions of the website? Login, Go to My Account and then click on My Tutorials for a list of helpful videos.

#### Access your account

- Go to website and login
- Click on My Account and My Account under the menu to access your account information
- Make sure to verify your email address

### Sign-up for Meets

- Go to website and login
- Go to the Events page to find a list of available meets
- Click on the name of the meet you want
- o Read any information. Some meets have qualifying times and other restrictions.
- Click the Attend button and choose your swimmer
- Some meets will allow you to select events and others you are just declaring that your swimmer is attending. Coaches will determine all events.
- You can add comments to the notes section for coaches
- o Entry fees are non-refundable

## Sign-up for volunteer jobs

- There will be volunteer jobs available for hosted swim meets
- Go to events and find the meet you want to work
- o Click on the Job Sign-up button and choose from a list of events

### OnDeck Parent

- Free App for iOS and Android devices
- Your login and password are the same. Team alias is miegra
- You can see your swimmer's best times, upcoming events/entries, time standards, etc.

# • Billing

- The Waves bill entry fees the 1<sup>st</sup> of each month. All families are required to have a credit card on file to pay for entry fees.
- o Prior to the 1st of each month, an email will be sent out showing any balance owed.

# • Schedule

- o A weekly email is sent out with the weekly schedule
- Also available on the website under Group Calendars. Choose the group you want to display from the drop-down menu

#### Coaches

- A list of coaches is on our website
- There is a link in the upper left corner for coaches