

MEET REGISTRATION INSTRUCTIONS

Parents: Sign up athlete for meet / Commit to events on the website

Note: See below if you are using the OnDeck app. You may commit to meets on the app or the website

- Sign into your team's TeamUnify website.
- Go to your Events page. In the side menu click **Events & Competition > Team Events**.
- Click your desired event's **Attend/Decline** (or **Edit Commitment**) button.
- Click the name of your athlete whom you want to attend.
- Click the *Declaration* dropdown and click **Yes, please sign [Name] up for this event** (or **No, thanks, [Name] will NOT attend this event**, enter any *Notes*, and then click **Save Changes**).

Pumpkin Invitational (Oct 20, 2017 - Oct 22, 2017)

Member Athlete:

Emily Black

*Declaration

Yes, please sign [Emily] up for this event

Notes:

Emily cannot attend on Sunday.

- Enter any *Notes* you want the coach to see.
- Falcons allows parents/swimmers to select their own events at most meets. Check the boxes of the events you want your athlete to enter.

Day 1 Session 1									
Max Entries this Session IE = 0 Rel = 0 Comb = 0									
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	Not Qualified	<input type="checkbox"/>	<input type="checkbox"/>		1	G	Open 1000 Free	<=14:59.99Y <=12:59.99L
<input checked="" type="checkbox"/>	22:12.42L	22:12.42L	<input type="checkbox"/>	<input type="checkbox"/>		3	G	Open 1650 Free	<=25:59.99Y <=23:59.99L
Day 2 Session 3									
Max Entries this Session IE = 5 Rel = 1 Comb = 6									
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	Not Qualified	<input type="checkbox"/>	<input type="checkbox"/>		45	G	Open 400 Medley	<=6:27.99Y <=6:59.99L
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		47	G	Open 50 Free	
<input checked="" type="checkbox"/>	1:19.89L	1:19.89L	<input type="checkbox"/>	<input type="checkbox"/>		49	G	Open 100 Back	

Red times indicate your athlete is not qualified to enter those events. NT means there has not been a time recorded in that event for your swimmer.

- Occasionally Falcons coaches will pick events. Just choose the days/sessions your athlete will attend.

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

<input checked="" type="checkbox"/>	Day 1/Session 1
<input type="checkbox"/>	Day 2/Session 2
<input type="checkbox"/>	Day 2/Session 3
<input type="checkbox"/>	Day 3/Session 5

Ev#	Best Time	Gen	Event	Qualifying Time
1	NT	G	Open 1000 Free	<=14:59.99Y <=12:59.99L
3	22:12.42L	G	Open 1650 Free	<=25:59.99Y <=23:59.99L

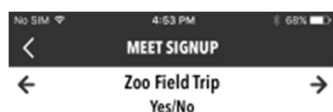
You may click a day/session button to see what events are scheduled.

- When finished, click **Save Changes**. Repeat for all other athletes you may have.

OnDeck: Declare/commit/sign up for upcoming meets on your phone through the app

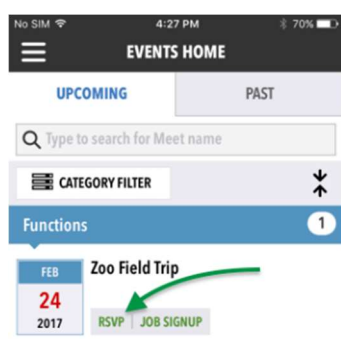
OnDeck allows you to sign up your athletes for upcoming meets and events. There are three kinds of events and the process is almost identical for each—select an athlete, select Yes or No if they will attend, enter any notes, and possibly select days/sessions or events in the meet.

To access any of these, tap **Menu > Events > Events & Meet Entries**. Once you tap **RSVP** or **DECLARE/EDIT COMMITMENT** for a meet, you can tell what kind of meet it is at the top:



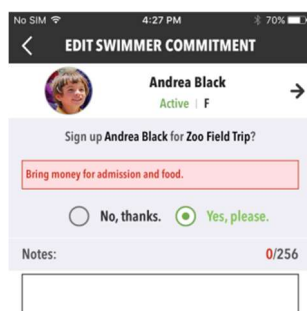
Yes/No Events

-Tap RSVP by event.



-Tap an athlete's name

-Select **No, thanks** or **Yes, please** if they will attend.



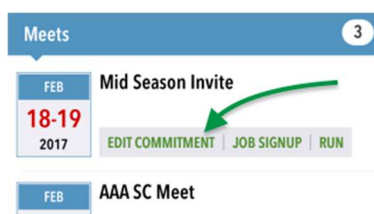
-Optionally enter any *Notes*.

-Tap **SAVE CHANGES** and then **OK**.



Commit by Session Meets

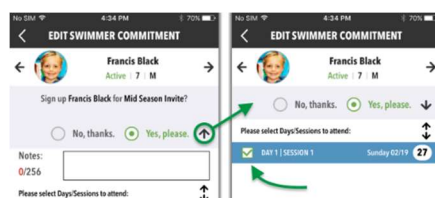
-Tap **DECLARE** or **EDIT COMMITMENT** by meet (it will say **VIEW COMMITMENT** if the registration deadline has passed, in which case you can view but not edit your commitments).



-Tap an athlete's name.

-Select **No, thanks** or **Yes, please** if they will attend. Optionally enter any *Notes*.

-You may tap the **up arrow** by the *Yes/No* radio buttons to hide notes and make more room for days/sessions.



-Select Days/Sessions to attend.

-Tap a Day/Session blue bar to see all events for that session.

-Tap **SAVE CHANGES** and then **OK**.



Commit by Event Meets

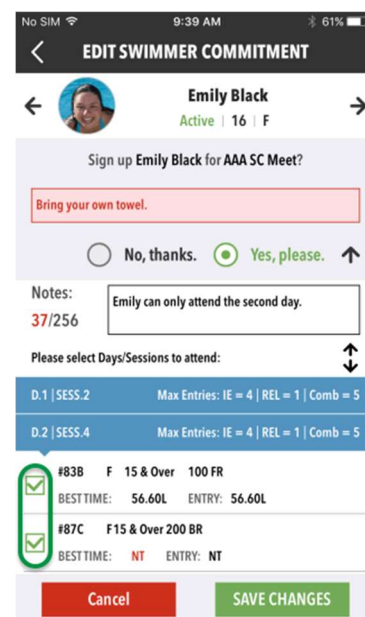
-Tap **EDIT COMMITMENT** by meet.

-Tap an athlete's name.

-Select **No, thanks** or **Yes, please** if they will attend. Optionally enter any *Notes*.

-You may tap the **up arrow** by the *Yes/No* radio buttons to hide notes and make more room for days/sessions.

-Tap a Day/Session blue bar to see all events for that session.



-Check the boxes by events you want them to attend. A coach will need to approve them.

-Tap **SAVE CHANGES** and **OK**