

How to Set Up MAAPP Acknowledgement via Team Unify

1. Notify your parents and adult athletes. Here is a sample of one sent. It includes the link to the Event (see #2).

On April 26, the USA Swimming Board of Directors reviewed and revised national policy regarding our athlete protection measures. All USA Swimming Clubs and staff are subject to these policies for the protection of our athletes. **{YOUR TEAM}** welcomes and supports these policies, as we are committed to a safe environment for our athletes to participate. No form of abuse is ever tolerated in our sport. Foxjet staff and other non-athlete members annually receive training/certifications for Athlete Protection and SafeSport.

The US Center for SafeSport is the governing authority for all SafeSport policies (and enforcement) for all sports within the Olympic and Para-Olympic movements. The Center oversees all national governing bodies, including USA Swimming, for compliance with SafeSport policies and best practices.

This year, The Center implemented additional procedures to further safeguard our athletes. One of the new procedures requires that all members who are 18/Older who have interaction with minor athletes (this includes athletes, all (both) parents, coaches, officials and other Applicable Adults) **must affirm/sign their agreement to MAAPP, the Minor Athlete Abuse Prevention Policy.**

Full compliance is required by The Center and USA Swimming by **Sunday, June 23**. The process is straightforward – go to our MAAPP Policy page, carefully read the documents and click on “Register Online”. Once inside the registration portal, sign up (like for a banquet, picnic or other non-swim event) and affirm the policy. Parents will need to register as a “New Member”, note that is not to join the team. The online system requires an electronic process to affirm the documents, so the term “New Member” really means “New Signature” – the website does not retain your birthdate or other info, it will merely retain your signature.

[Click here to access our Event Page for all parents, coaches and 18/Older athletes who are required to register/sign](#)

Thank you for your support of SafeSport!

Name of Head Coach and/or Board President

2. Create an Event – using the EReg option just as you would an event for your team. In the example below, it’s under the Other Events tab, not Meet tab.

Events/New Event

Step 1: Fill in Event Name (USA Swimming Safe Sport – MAAPP Policy)

Step 2: Leave as a Public Event

Step 3: YES – Send Declaration Confirmation Emails

Choose the 3rd option (Allow On-line Reg: Connect to eReg System)

Step 4: Leave blank

Step 5: Un-check all boxes

Step 6: Select E-mail to ALL active members

Step 7: Enter the details of the event (Using the sample wording from above)

Step 8: Leave Blank

Step 9: Ignore

Step 10: Ignore

Step 11: Ignore

Step 12: Fill in name and email address

For the time-being do NOT email the event or set to send reminder (Need to finish setting up the event in the eReg system.)

CLICK SAVE CHANGES

Once event is saved, go back into the event thru the EDIT option.

Under Step 3 – click on the [eReg Setup](#) link. This will open the eReg system screens for you to complete the setup for the event.

- 1) Registration Title (MAAPP Acknowledgement & Confirmation)
Start Date: (Use a date that is past as the start date so that it will remain at the top of your EVENTS tab for all members to easily see)
End Date: 8/31/19 (next season will be part of your registration)
Registration Deadline: 6/23/19
Event Category: Select/add a category for your team. I created/selected MAAPP Policy as the category for our team
Home Page Tab: Team Function
Show on calendar: YES
- 2) Short Title (MAAPP)
- 3) Turn on for Registration – YES
- 4) Date used to calculate athlete's age – LEAVE BLANK
Hide this field – YES
- 5) Open for Returning Members – fill in dates (suggested today thru 8/31/19. For next season it can be embedded into your registration for your team.)
Hide this field – YES
- 6) Allow returning accounts to add members...- YES
- 7) Open for New Members – fill in dates (use same dates as #5)
Hide this field – YES
- 8) Display on Sports Engine – NO
- 9) Enforce Age Group... - NO
- 10) Maximum registrants – Leave as Zero
Hide this field – YES
- 11) Email address (fill in)
- 12) Name used to send emails (fill in)
- 13) Hide Check Registration Button – YES

- 14) Hide Check Groups Button – YES
- 15) Check Groups Button Label – Leave Blank
- 16) Preferred First Name – OPTIONAL
 - Insurance – HIDE
 - Emergency – HIDE
 - Parents/Guardians – HIDE
 - Medical Information – HIDE
 - Swimsuit Size – HIDE
 - Shirts – HIDE
 - Warm-Up Jacket – HIDE
 - Ask USA Swimming Transfer Question – HIDE
 - Email notifications to select – NONE
 - Admins to email... - Leave Blank

Now to fill in the Title Page, Agmt 1 and the Success tabs (others can be disabled) as recommended below.

Fees Set-Up Tab

- Member Must Select Location – NO
- Setup Payment Options for Groups – NO
- Registration Groups for Members to Select
 - Hit the blue Select Link
 - Add a New Group for MAAPP Acknowledgement and Confirmation
 - Select This Group

Accepted Payment Methods

- Checks Accepted -NO
- Credit Cards – YES
- Allow Credit card to be Saved – NO
- Charge... - NO
- Custom Payment – NO
- Connect Outstanding Balances – NO
- Hit the NEXT tab to go to the next screen

Select a chart of accounts and set amount to \$0.00

Click Save Changes

Be sure to SAVE CHANGES when you're done. Once you're done with all pages you can go back to your EVENTS page to email event to Active members and to set to send a reminder.

Sample Wording for eReg Title Page, Agmt 1 and Success tabs:

Title Page sample wording (edit for your team)

Adults (parents) who are not athlete members (or coaches) must "Add New Member" as themselves in order to facilitate this online acknowledgement process. Your information will not be retained by the website, other than your signature/affirmation of this policy.

The US Center for SafeSport is the governing authority for all SafeSport policies (and enforcement) for all sports within the Olympic and Par-Olympic movements. USA Swimming, Minnesota Swimming and our own team are all governed by the US Center for SafeSport.

This year, The Center has implemented new policies and enhancements to continue our commitment to safeguard our athletes in USA Swimming. We are very supportive of all of these new policies. Feel free to read the letter from USA Swimming President & CEO Tim Hinchey.

[Letter from Tim Hinchey, USA Swimming President and CEO](#)

CLICK ON THE GREEN CONTINUE BUTTON BELOW TO COMPLETE YOUR ACKNOWLEDGEMENT PROCESS FOR THE MAAPP POLICY MANUAL

Agmt 1 sample wording (edit for your team)

Adults (parents) who are not athlete members or coaches must add themselves as a "New Member" for purposes of this process - your information will not be retained by the site, other than to keep a record of your agreement.

As a parent/guardian, I acknowledge that I have received, read and understood the Minor Athlete Abuse Prevention Policy and that the Policy has been explained to me and my family. I further acknowledge and understand that I am agreeing to comply with the contents of this policy, and this compliance is a condition of all of our family members' membership with Alexandria Swim Club, a member club of USA Swimming and Minnesota Swimming.

As a parent/guardian, I also give my express permission for my 17/Under minor athlete(s) to be transported by team staff (and/or other designated 18/Older athletes, non-athlete members and Applicable Adults) to team functions, including but not limited to, practices, meets, training trips and other team-related events. I acknowledge that this permission is an exception to the MAAPP Policy regarding transportation - but that such exceptions are permitted by the Policy - with my written consent. I also acknowledge that the specific permission for transportation surrounding a particular event will be provided via documentation prior to that event.

(if you're an athlete) As an 18/Older athlete member of USA Swimming, Minnesota Swimming and Alexandria Swim Club, I hereby agree to all policies and procedures established by the US Center for SafeSport and USA Swimming to safeguard our athletes and all members. **I further acknowledge that I have fully read and understood the current MAAPP policy and that I will maintain compliance with all provisions. I will complete all appropriate trainings associated with MAAPP in a timely fashion and I understand that my membership is dependent upon compliance.**

[MAAPP POLICY HERE](#)

I further agree that I and my family members will adhere to all rules and any certifications (as applicable) necessary for continued membership, as required by the US Center for SafeSport and USA Swimming, including Background Checks, Athlete Protection Training or other such trainings as required.

Success tab sample wording (edit for your team)

Thank you for your commitment to SafeSport and your acknowledgement of/adherence to the MAAPP policies. A receipt of your acknowledgment has been emailed to **==EMAIL==**. For future seasons, the MAAPP documentation will be part of all registration portals and will include every membership-

connected
functionality for our team.

No further action is necessary.

3. Upon clicking “Register Online” the following is a sample of introductory information. The blue text “Letter from Tim Hinchey, USA Swimming President & CEO” is a clickable link to his letter.

MAAPP Acknowledgement & Confirmation

Adults (parents) who are not athlete members (or coaches) must "Add New Member" as themselves in order to facilitate this online acknowledgement process. Your information will not be retained by the website, other than your signature/affirmation of this policy.

The US Center for SafeSport is the governing authority for all SafeSport policies (and enforcement) for all sports within the Olympic and Par-Olympic movements. USA Swimming, Minnesota Swimming and our own team are all governed by the US Center for SafeSport.

This year, The Center has implemented new policies and enhancements to continue our commitment to safeguard our athletes in USA Swimming. We are very supportive of all of these new policies. Feel free to read the letter from USA Swimming President & CEO Tim Hinchey.

[Letter from Tim Hinchey, USA Swimming President and CEO](#)


CLICK ON THE GREEN CONTINUE BUTTON BELOW TO COMPLETE YOUR ACKNOWLEDGEMENT PROCESS FOR THE MAAPP POLICY MANUAL

[Continue](#)

4. Upon clicking the Green “Continue” button above, the following window appears:

MAAPP Acknowledgement & Agreement

Please check the known members associated with your account that you'd like to register.

 [Edit Account Info](#)

[+ Add Member](#)

Existing Members

Registration for Returning Members starts on 5/24/19 and closes on 8/31/19

These are the existing Members associated with your Account. Please check the Members that you'd like to register. Certain fields are required before you can continue with the registration.

<input type="checkbox"/>	[REDACTED]
<input type="checkbox"/>	[REDACTED]

5. Click on the Green “Add Member” button from the above screen and the following window appears:

Add New Member ✖

*Legal First Name	*Middle Name	*Legal Last Name	Preferred First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gender	<input type="checkbox"/> This member has no middle name Athlete's Cell Phone	*Birthday (MM/DD/YYYY)	Age (on 06/04/2019)
<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--"/>

*Register to this Group | [View Details](#)

6. When clicking of the blue “View Details” words, the following appears:

Add New Member ✖

*Legal First Name	*Middle Name	*Legal Last Name	Preferred First Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
*Gender	<input type="checkbox"/> This member has no middle name Athlete's Cell Phone	*Birthday (MM/DD/YYYY)	Age (on 06/04/2019)
<input type="text" value="Select..."/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--"/>

Registration Group Descriptions

Acknowledge & Agree to MAAPP

*Register to this Group | [View Details](#)

7. Complete the Legal First Name, Middle Name, Legal Last Name, Gender, and Birthdate fields. Then click on the down arrow under *Register to this Group,” the following opens:

Add New Member

*Legal First Name: Albert

*Middle Name: A
 This member has no middle name

*Legal Last Name: Citizen

Preferred First Name:

*Gender: Male

Athlete's Cell Phone:

*Birthday (MM/DD/YYYY): 12/31/1968

Age (on 06/04/2019): 50

Registration Group Descriptions: Acknowledge & Agree to MAAPP

*Register to this Group | [View Details](#)

Acknowledge & Agree to MAAPP

Cancel Add

8. Click on the green “Add” button and the New Member – the parent or acknowledging MAAPP appears as follows:

MAAPP Acknowledgement & Agreement

Please check the known members associated with your account that you'd like to register.

[Edit Account Info](#) [+ Add Member](#)

Existing Members

Registration for Returning Members starts on 5/24/19 and closes on 8/31/19

These are the existing Members associated with your Account. Please check the Members that you'd like to register. Certain fields are required before you can continue with the registration.

[Redacted Name]

[Redacted Name]

Albert Citizen

Adults (parents) who are not athlete members or coaches must add themselves as a "New Member" for purposes of this process - your information will not be retained by the site, other than to keep a record of your agreement.

As a parent/guardian, I acknowledge that I have received, read and understood the Minor Athlete Abuse Prevention Policy and that the Policy has been explained to me and my family. I further acknowledge and understand that I am agreeing to comply with the contents of this policy, and this compliance is a condition of all of our family members' membership with Foxjets Swim Team, a member club of USA Swimming and Minnesota Swimming.

As a parent/guardian, I also give my express permission for my 17/Under minor athlete(s) to be transported by team staff (and/or other designated 18/Older athletes, non-athlete members and Applicable Adults) to team functions, including but not limited to, practices, meets, training trips and other team-related events. I acknowledge that this permission is an exception to the MAAPP Policy regarding transportation - but that such exceptions are permitted by the Policy - with my written consent. I also acknowledge that the specific permission for transportation surrounding a particular event will be provided via documentation prior to that event.

(if you're an athlete) As an 18/Older athlete member of USA Swimming, Minnesota Swimming and [REDACTED] Swim Team, I hereby agree to all policies and procedures established by the US Center for SafeSport and USA Swimming to safeguard our athletes and all members. I further acknowledge that I have fully read and understood the current MAAPP policy and that I will maintain compliance with all provisions. I will complete all appropriate trainings associated with MAAPP in a timely fashion and I understand that my membership is dependent upon compliance.

[MAAPP POLICY HERE](#)

I further agree that I and my family members will adhere to all rules and any certifications (as applicable) necessary for continued membership, as required by the US Center for SafeSport and USA Swimming, including Background Checks, Athlete Protection Training or other such trainings as required.

[Required] I have read and agree to the above statement

[Go Back](#)

[Continue](#)

- The MAAPP Acknowledgement is read and a check box is included. Once checked, the green "Continue" button is selected. The following window appears and the final green "Submit Registration" must be selected as shown below:

MAAPP Acknowledgement & Agreement


Please confirm the account information we have on file before registering your account

Account Info

[Redacted Account Information]

[Edit Account Info](#)

Registration Fees [Add/Edit Members...](#)

Athlete to be registered	Group	Birthdate	Age	Gender	Fees
Albert Citizen 	Acknowledge & Agree to MAAPP	12/31/1968	50	Male	Reg: \$0.00

Subtotal: \$0.00

Total: \$0.00

[Back](#)

[Submit Registration](#)

- After selecting the green “Submit Registration” button, the following window appears and provides the opportunity for the acknowledging party to print a copy.

MAAPP Acknowledgement & Agreement

Success!

Registration Fees \$0.00

Total of 1 member(s) registered.

[Print-friendly Receipt](#)

Thank you for your commitment to SafeSport and your acknowledgement of/adherence to the MAAPP policies. A receipt of your acknowledgment has been emailed to [Redacted Email Address]. For future seasons, the MAAPP documentation will be part of all registration portals and will include every membership-connected functionality for our team.

No further action is necessary.

Note: For security reasons, after a successful registration, you have to re-login by using the Sign In button below.

[Back to Homepage](#)

[Sign In](#)