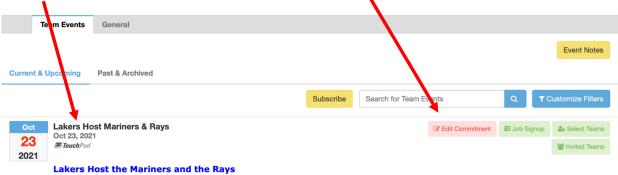
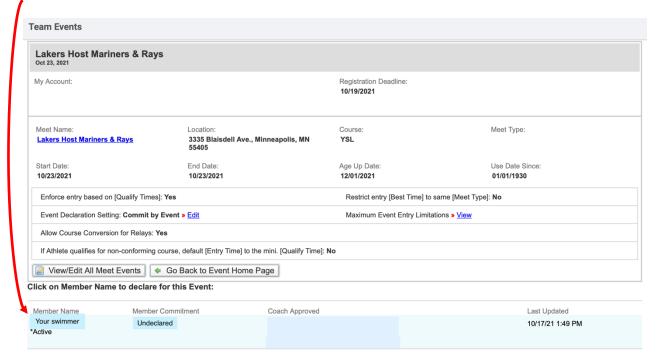
How to Sign up for Meets

When you receive the email for the event the process is simple. Click the link and once you have signed in, you will be brought to a webpage on our team website that will allow you to commit or not commit your child to the meet. If you have more than one child swimming you will see them listed on the same page.

Once on the Teamunify website you will be able to edit your commitment for the meet you will also be able to view meet information.



After selecting edit commitment you will see the below screen where you will select your swimmer.



The below screen will come up. Use the drop-down box to enter yes you are coming or no you are not coming.



Here are the steps if you ARE NOT GOING:

- Then click on the Signup Record pull-down and select No
- Click on the [Save Changes] button to save the changes
- If you have more than one child, repeat the same task as listed above

Here are the steps if you ARE GOING:

- · Click on the Signup Record pull-down and select Yes
- Once yes is selected, you will see the events your child MAY be eligible to swim
- You will also see the best times inserted into the Entry Time field and highlighted in yellow
- · Check the Checkbox to the left of the name for those events you would like to swim
- Once you have finished, click on the Save Changes Button in the lower right
- Repeat the process for additional swimmers
- You will notice that Coach Approval column will indicate Pending after you submit

Notes section – (located below Declaration) This is for you to enter anything you want us to know regarding your swimmer in the meet you are signing up for.

- Relays
 - o If your swimmer wishes to be in Relays (they can be in up to 2 relays) please write that in the notes box.
 - We may not be able to accommodate all swimmers in relays this will be based on number of swimmers signed up for the meet within a specific age group. We may be able to age-up a swimmer into a relay.
 - o Please let us know if your swimmer doesn't want to swim relays or they may be put in one.
- Age up events if your swimmer would like to swim an event above their age grouping.
- Any other information you would like us to know.

