

## **Team Unify Guide**

### **Creating your Account:**

1. You must check the account of the email address you provided.
2. There will be a link that should take you to the Team Unify page to set up your password.
3. Once password is set up, you can update personal information and start registering for events.
4. You will automatically be prompted to set up a type of payment, which can be through a credit card or a bank account.
  - Payments can be made when fees go up or at the first of every month.
  - If fees are not paid by the first of the month, they will be automatically taken from the account/card on file.

### **To make a payment:**

1. Once you are signed in, click My Account > \$My Invoice/Payment
2. Click "Make a Payment" tab
3. Enter the amount that you want to pay. The balance is listed above.
4. The card/account information is listed below.
5. Follow the steps provided.

### **To register for an event:**

1. Sign in to your account
2. Go to the events tab or choose the event on your home page.
3. Next to the event, click "Attend/Decline"
4. Declare for the meet & leave any notes that coaches may need to know
  1. For invitationals, once you choose yes that you will be attending the meet, you will be able to choose which events your want your swimmer to compete in.

**For any additional questions or concerns,** please contact Coach Morganne at [poseidonscoach@ymcacolumbus.org](mailto:poseidonscoach@ymcacolumbus.org).