

Verifying Your Email Address(es) and SMS Numbers

In an emergency, the Mako Head Coach or Administrator may need to send out an urgent message through the Team Unify mobile application On Deck. On Deck restricts those messages to only go to verified email addresses and verified SMS numbers.

We strongly encourage you to take the following steps to ensure that both your email addresses and SMS numbers are correct and verified. While the Head Coach and Administrator can enter your email address(es) and SMS numbers (if you provide the cell phone carrier), only you can take the steps necessary to verify those email addresses and SMS numbers.

Verifying Email Addresses

To verify your email addresses, you must login to the Mako website. Once you have logged in, click on the “My Account” button, and then the “My Account” submenu (yes, that isn’t the best UI design) to get this screen:

The screenshot shows the account management page for Cathy Summers. At the top, the name "Cathy Summers" is displayed in large blue text. To the right of the name are three buttons: "Unmodified" (grey), "Save" (grey), and "Return" (red). Below the name is a navigation bar with three tabs: "Account" (blue), "Members" (grey), and "Dues Schedule" (grey). The main content area is titled "Account Contact Information" in a blue header. It contains several input fields and labels:

- First Name:** * Cathy
- Last Name:** * Summers
- Login Email:** * cathy.summers@cathysummers.com (Verified)
- Email 1:** cathysummers@verizon.net (Unverified)
- Email 2:** (empty)
- Email 3:** (empty)
- SMS:** (empty) **Carrier:** None
- SMS:** (empty) **Carrier:** None

You can see that I’ve added an alternate email address in a different domain, and that email address isn’t verified. Having a secondary email address in an alternate domain is a good idea, so I can get emails even if the primary server is down.

By clicking on the “Unverified” button, you will be prompted as to whether to send the Verification Email now. You will receive an email from Team Unify with the subject line of “Verify your email”. Click on the link in that email, or copy and paste the link into a browser window if you prefer, to verify that email address.

Verifying your SMS Number

Enter your cell phone number in the SMS field:

SMS: Unverified Carrier:

and then hit the Save button. NOTE: you must enter the information into the SMS field, even if it is in the “Work/Mobile” field, and you have to select your carrier for the verification to work.

The Team Unify system will automatically send a message to your cell phone.

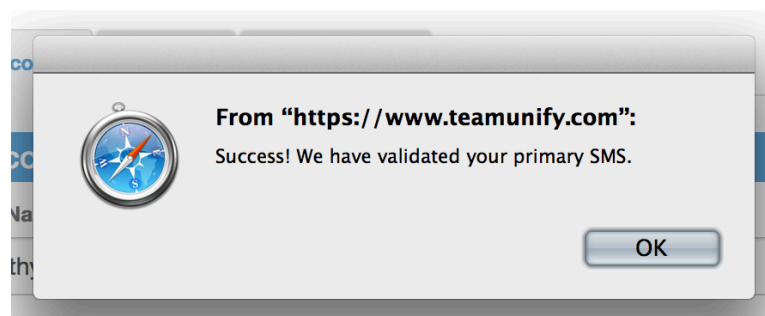
Click on the “Unverified” button to get this:

SMS: Unverified Carrier:

Enter the verification number into the field below and click "Verify" to verify this phone number.

Verification Code:

Copy the verification code into the text box and then click on the “Verify” button, and you should get a popup window like this:



To be thorough, and to avoid a “bug” with the current Team Unify notification system, also add your cell phone number to the SMS field in your swimmer’s or swimmers’ records, and follow the verification steps