

Team Unify/Touch Pad Tech Workflow 2023

This is not an all-inclusive guide. This is a short summary of a workflow that will allow use of TouchPad with TeamUnify, now that there is no sync function.

In TU,

- Create a **New Calendar Item** as a **Team Event**
 - Enter **Event Information**
 - **Title, Start and End Date, Registration Deadline, Meet Visibility, etc**
 - In **Event Signup/Register**
 - Select **Allow Online Registration; Meet Manager/Meet Event File to Allow Online Meet Entry**
 - An **.ev3** file upload button will appear (use TM Event Files from [CMSL website](#))
 - Enter **Organized Hosted Event, Financial Registration, Event Description, Important Notes, Forms/Documents, Photos, Email Notification**
 - **Touchpad live link may be copied into event description**
 - Save event
- Reopen the event
 - Select **Edit**
 - Under **Course Order** select **Y-convert all best times to yards** (or **S-convert all best times to SCM**)
 - Correct **Age-up Date** to current year ex: 05/30/202
 - Under View Meet Events you can change commitment
 - Select events- parents can enter events
 - Commit by session-coaches enter events
- Swimmers or Coaches can now select events and approve
- Once all event entries are approved, open the event and select **Edit Commitment**
 - Select **Committed Athletes** tab
 - Select **Generate Entry Files** under the **Export** Pane
 - Save as a **Standard SD3 File**

In TP,

- Open meet
- Select **Entry Manager** tab
 - Select the **Browse** button in the **File** pane
 - Select your SD3 file location
 - Select the **Import Now** button
 - Click on Recc Team, Central Maryland Swim League (ZM)
 - Enter opposing team entry files, as well
- Continue to seeding and run meet as usual

To export results from touchpad back to teamunify

In TP,

- When meet is over, select **Export SD3 Meet Results** under the **File** tab

In TU,

- Under **Events and Competition**, select **Meet Results**
- Select the **Results by Meet** tab
- Select **Import Meet Results for my Team** button
- Select Choose File button and locate SD3 file you just saved