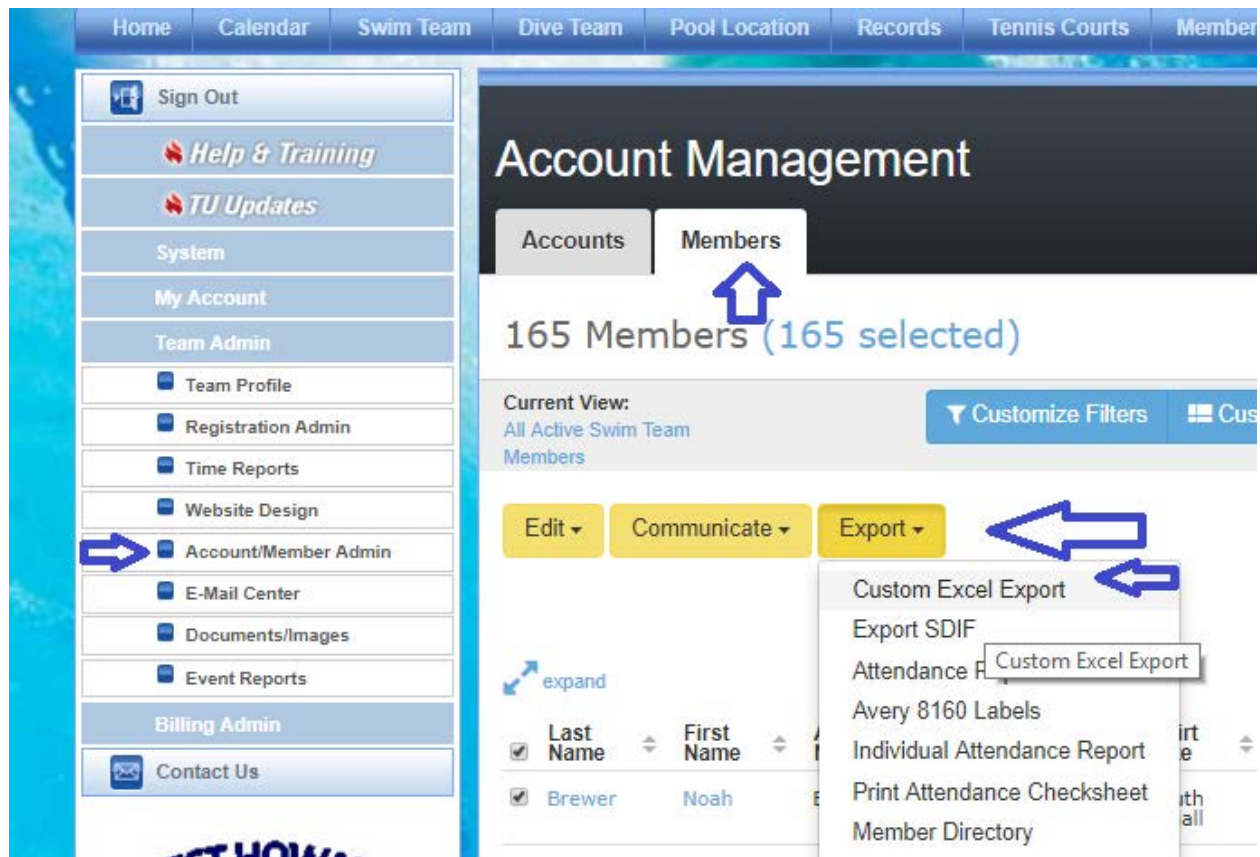


# Team Unify and Preparing Rosters for CMSL/AAU Bulk Verification

1. Log into Team Unify's Website and then go to
  - a. Team Admin\Members\Export\Custom Excel Export

*Be sure to select all members of the team.*



2. From the Custom Excel Export, Select the required fields for AUU Bulk Verification.  
Member First Name, Member Middle Initial, Member Last Name, Date of Birth, zip code

| Members                   |                         |                         |                             |
|---------------------------|-------------------------|-------------------------|-----------------------------|
| Age                       | Age Up Age              | Attended Workout        | Billing Group               |
| Comm. Initiatives?        | Date Attach             | Date Diving Cert.       | Date Inactive               |
| Date Joined               | <b>Date Of Birth</b>    | Disabilities            | Ethnicity                   |
| Favorite Swim Stroke/Dive | HS Grad Yr              | Hide From Search        | Last Reg Confirmed          |
| Last Reg Generated        | Lesson Only             | Location                | Med Dr Name                 |
| Med Dr Phone              | Med Notes               | Medication              | Memb. Email                 |
| Memb. Email Valid         | <b>Memb. First Name</b> | <b>Memb. Last Name</b>  | <b>Memb. Middle Initial</b> |
| Member Other FINA?        | Member Status           | Phone                   | Preferred Name              |
| Rep. Other FINA?          | Roster Group            | SMS                     | SMS Valid                   |
| Season                    | Sex                     | Shirt Size              | Swimmer Identity ID         |
| Swimsuit Size             | US Citizen              | Usa Registration Status | Want USA News Letter        |
| Warmup Jacket Size        | Warmup Pant Size        |                         |                             |

| Accounts                |                       |                                |                          |
|-------------------------|-----------------------|--------------------------------|--------------------------|
| Account Balance         | Account Status        | Acct. First Name               | Acct. Last Name          |
| Acct. Middle Initial    | Address               | Admin Type                     | City                     |
| Date Created            | Date Last Signed On   | Email                          | Email Opt 1              |
| Email Opt 1 Valid       | Email Opt 2           | Email Opt 2 Valid              | Email Opt 3              |
| Email Opt 3 Valid       | Email Valid           | Emergency Contact              | Emergency Phone          |
| Guardian 1 First Name   | Guardian 1 Home Phone | Guardian 1 Last Name           | Guardian 1 Mobile Phone  |
| Guardian 1 Work Phone   | Guardian 2 First Name | Guardian 2 Home Phone          | Guardian 2 Last Name     |
| Guardian 2 Mobile Phone | Guardian 2 Work Phone | Home Phone                     | Include In Member Search |
| Last ACH/CC Modified    | Lesson Account Status | Lesson Admin                   | Med Carrier              |
| Med Carrier Phone       | Member Since          | Pay Method - Lessons Recurring | Pay Method - On Demand   |
| Pay Method - Team Fees  | SMS 1                 | SMS 1 Valid                    | SMS 2                    |
| SMS 2 Valid             | State                 | TU Money Admin                 | Touchpad Admin           |
| Work Phone              | <b>Zip</b>            |                                |                          |

### 3. Then select **Create Report**

Custom Excel Export

Custom Export Report: 165 Rows

✓

Select All

Create Report

Search for Field

Choose button or checkbox view to select fields for exporting. Then select fields below by clicking on their button, name or checkbox.  
Click "Create Report" to download the export of the selected fields.

Members

|                           |                  |                         |                      |
|---------------------------|------------------|-------------------------|----------------------|
| Age                       | Age Up Age       | Attended Workout        | Billing Group        |
| Comm. Initiatives?        | Date Attach      | Date Diving Cert.       | Date Inactive        |
| Date Joined               | Date Of Birth    | Disabilities            | Ethnicity            |
| Favorite Swim Stroke/Dive | HS Grad Yr       | Hide From Search        | Last Reg Confirmed   |
| Last Reg Generated        | Lesson Only      | Location                | Med Dr Name          |
| Med Dr Phone              | Med Notes        | Medication              | Memb. Email          |
| Memb. Email Valid         | Memb. First Name | Memb. Last Name         | Memb. Middle Initial |
| Member Other FINA?        | Member Status    | Phone                   | Preferred Name       |
| Rep. Other FINA?          | Roster Group     | SMS                     | SMS Valid            |
| Season                    | Sex              | Shirt Size              | Swimmer Identity ID  |
| Swimsuit Size             | US Citizen       | Usa Registration Status | Want USA News Letter |
| Warmup Jacket Size        | Warmup Pant Size |                         |                      |

Accounts

*Be sure to open your spreadsheet and put the columns in the proper order as indicated.*

First Name, Middle Name or Initial, Last Name, Date of Birth MM/DD/YYYY) and Zip code

4. Go to this website for **AAU Bulk Verification** - <http://play.aausports.org/bulkverify.aspx>  
Then open the format and select the **Cent MD Swim League (Team Unify)** option

play.aasports.org/bulkverify.aspx

ATHLETICS BASEBALL BASKETBALL FOOTBALL MARTIAL ARTS VOLLEYBALL WRESTLING MORE SPORTS

Sunday, June 11, 2017 whstswimrep@gmail.com | Logout

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## AAU Membership - Bulk Verification Tool

Select your file format: AAU - Default [Get Sample File \(AAU\)](#)

AAU - Default  
 Cen. MD Swim League (Meet Man. -  
 Cen. MD Swim League (Team Unify)  
 Cen. MD Swim League (HyTek v7)

To bulk verify AAU Members, please follow these steps:

1. Create a CSV (comma separated values) file that contains the following fields (in order and do not include a header row):
  - First Name
  - Last Name
  - Gender (M=Male, F=Female)
  - Date of Birth (MM/DD/YYYY)
  - AAU Membership Number
2. Click the 'Select' button next to 'Roster File', select the CSV file that you created and then click 'Open'.
3. Click the 'Process Roster' button to upload and process the file.
4. The system will process the file and display results.

Roster file:

5. Once you select this option, it will show you the format of the file that must be used to upload:

First Name, Middle Name or Initial, Last Name, Date of Birth MM/DD/YYYY) and Zip code  
 Be sure to **remove the header file**.

Then enter:

Team Rep Name

Team Rep Email

And Team Rep Phone Number

Team Name

Attach the spreadsheet and then process Roster.

## AAU Membership - Bulk Verification Tool

Select your file format: Cen. MD Swim League (Team Unify) ▼

[Get Sample File \(Team Unify\)](#)

To bulk verify AAU Memberships from a CSV file, just follow these steps:

1. Create a CSV (comma separated values) file that contains the following fields (in order and do not include a header row):

- First Name
- Middle Name or Initial
- Last Name
- Date of Birth (MM/DD/YYYY)
- Zip Code

2. Fill in the fields in the form below about your team and contact details.

3. Click the 'Select' button next to 'Roster File', select the CSV file that you created and then click 'Open'.

4. Click the 'Process Roster' button to upload and process the file.

5. The system will process the file and then display and email you the results.

Team Rep. Name:

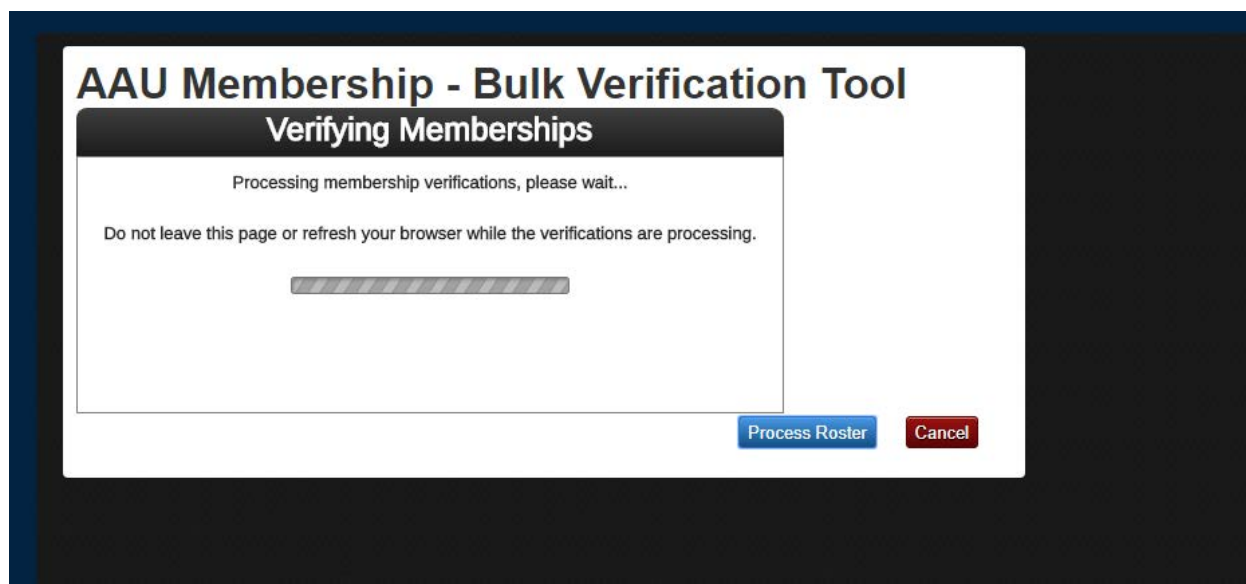
Team Rep. Email:

Team Rep. Phone #:

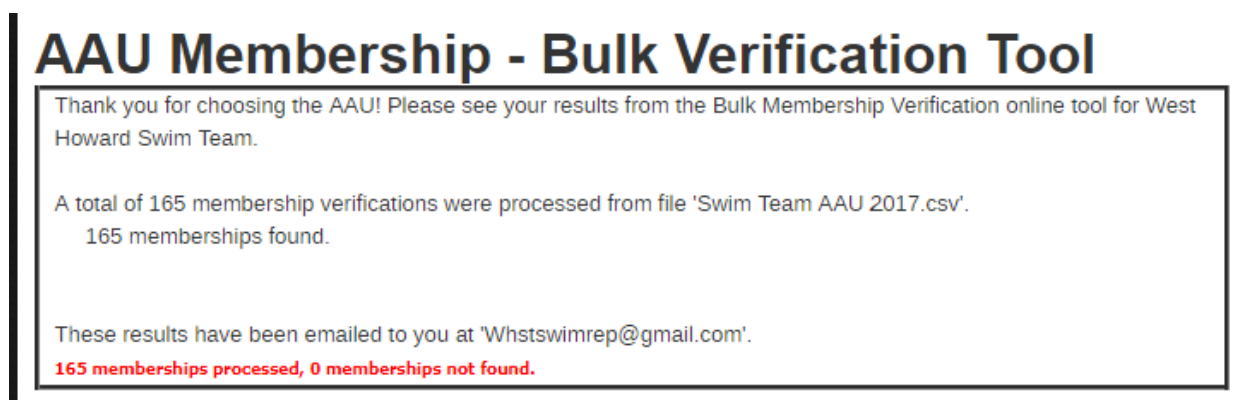
Team Name:

Roster file:

6. This is the message you get as it is processing.



7. Then take a screen print of the results and copy this into a Word .doc and then you can send this out to the other teams in the division and to CMSL secretary - Hilary.



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