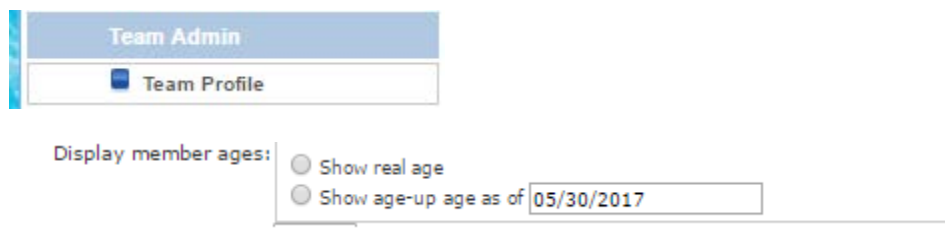


Using Team Unify and Exporting your Team Rosters

First go to **Team Admin** and the **Team Profile** and update the **Display Member Ages** as listed below. This will ensure your ages are always showing correctly.



Team Admin

Team Profile

Display member ages:

☐ Show real age

☒ Show age-up age as of 05/30/2017

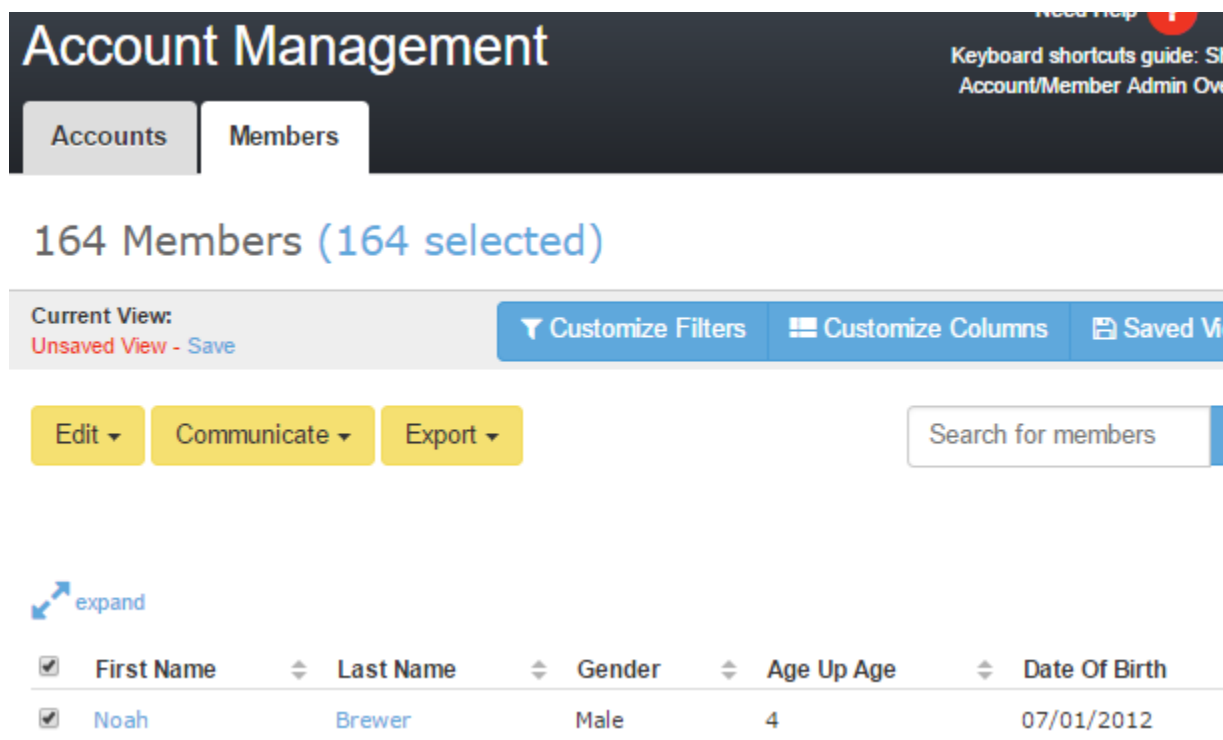
Then go to **Team Admin and Account\Member Admin**



Team Admin

- Team Profile
- Registration Admin
- Time Reports
- Website Design
- Account/Member Admin

Go to the members tab and select all of your swimmers



Account Management

Keyboard shortcuts guide: Sh Account/Member Admin Over

Accounts Members

164 Members (164 selected)

Current View: Unsaved View - Save

Customize Filters Customize Columns Saved View

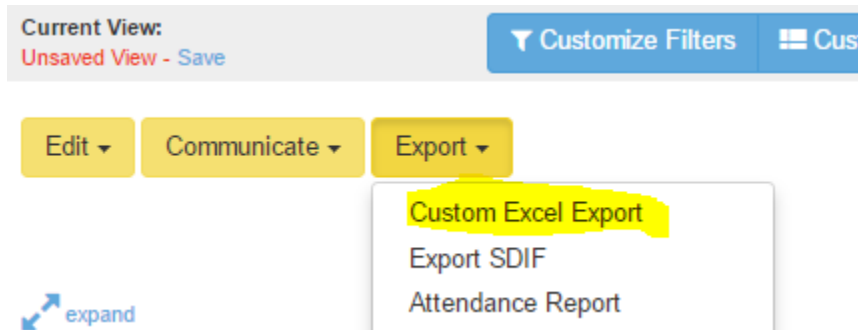
Edit Communicate Export

Search for members

expand

☒	First Name	Last Name	Gender	Age Up Age	Date Of Birth
☒	Noah	Brewer	Male	4	07/01/2012

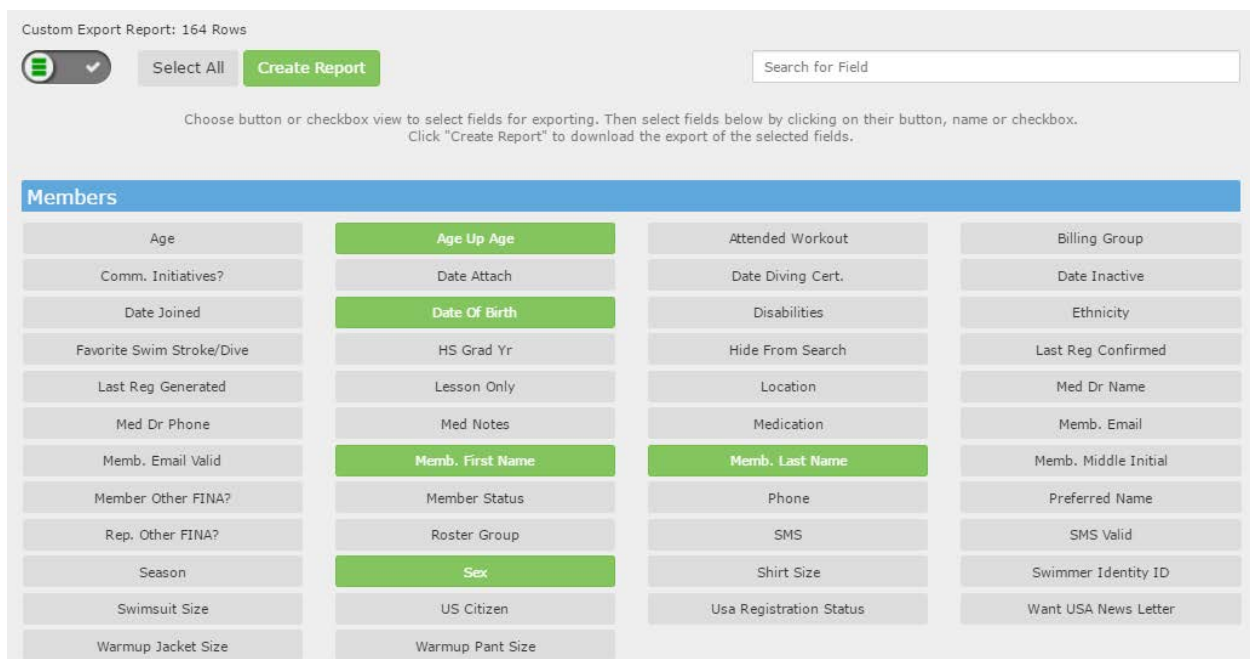
Then select **Custom Excel Export**



Then select the fields below or have those fields in your view as columns and they will be selected for you.

Age up age, Date of Birth, Member First Name, Member Last Name, Sex

Then select **Create Report** and an Excel file will be created and downloaded.



The file will be downloaded as an excel file

