Ashburn Farm Barracudas
Meet Declaration Procedures

	Lineup Selection	Declaration	Communication	Deadlines
A Meets, Divisionals, and All Stars	Coach selects swimmers for events	Declarations already open for all meets of this type; can set declarations for future meets now	Coach needs confirmations from those in lineup email	FIRM - both for initial declaration and for confirming if in lineup
B Meets and Time Trials	Swimmers / families select events (ultimately at coach's discretion)	Declarations open a few days before the meet (usually on Saturdays) - you will be notified via email	Swimmers / families should confirm swimmers' stroke assignments once posted on website	FIRM

A Meet, Divisionals, and All Stars Declaration Procedures

The steps that follow describe how to declare availability for A Meets (coach-selected meets). Please note that you are only declaring availability here; whether swimmers are put in any events is done by the coach. There is a cutoff date for all meets so it's important to declare accurately so our coach can set lineups in the quick turnaround. It's a good idea to submit these A Meet, Divisionals, and All Stars declarations for the full season and then adjust accordingly if anything changes.
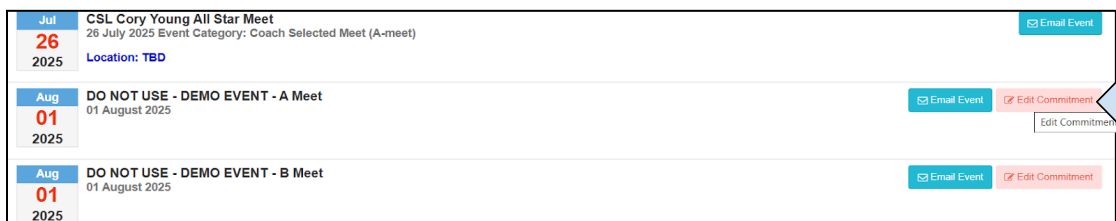
Team Unify Website

1. Access Team Unify at https://www.gomotionapp.com/team/reccslafb/page/home.
2. Click the Events option from the top navigation bar.
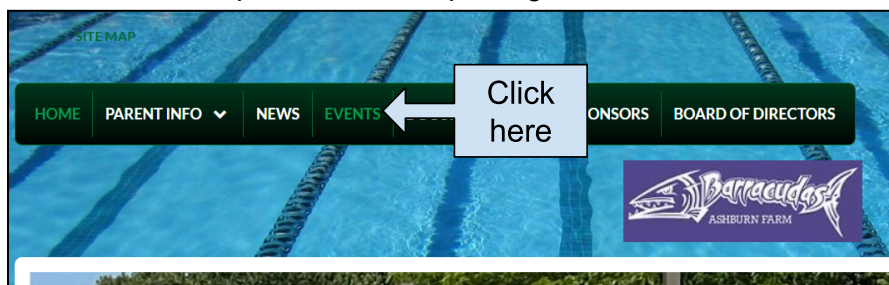
3. Scroll down the page, find the event you want to make your declaration for, and click the Attend/Decline button (the button might be labeled Edit Commitment).

OR

4. Scroll down until you see the name(s) of your swimmer(s).
5. Click a swimmer's name.

6. From the dropdown, select Yes (to indicate they would be available to swim this meet) or No (to indicate they are not available on this date).

7. Click SAVE CHANGES.

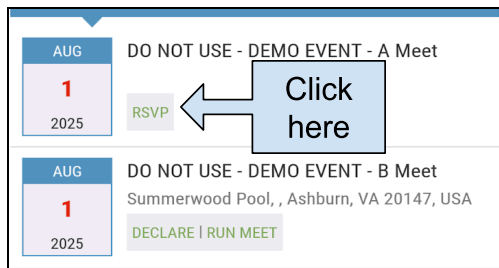8. To declare any other swimmers on your account, repeat this process, being sure to Save Changes after each declaration.

The head coach will use this availability declaration, along with the team ladder, to compile the swimmers for each event in the upcoming meet. Keep an eye out for an email with the lineup on Thursdays, confirm whether you have any swimmers listed, and if so, respond promptly to the coach so he knows whether adjustments need to be made.

Sports Engine App

1. Log into the Sports Engine App.
2. From the menu, choose Events & Jobs, then Events & Meet Entries.
3. From the Events page that opens, navigate to the Event for which you are declaring.
4. Click the RSVP button underneath the meet heading.

AUG 1 2025 DO NOT USE - DEMO EVENT - A Meet
RSVP
Click here

AUG 1 2025 DO NOT USE - DEMO EVENT - B Meet
Summerwood Pool, , Ashburn, VA 20147, USA
DECLARE | RUN MEET

5. Click a swimmer's name.

MEET SIGNUP

DO NOT USE - DEMO EVENT - A Meet
YES/NO

My Account: ACCOUNT NAME

Registration Deadline: **Aug 1, 2025**

MORE INFO ⬇

MY MEMBERS 1 ⟳ Tap on a member to edit c

SWIMMER NAME
Active | Male
⊘ Undeclared

Click here

6. Choose the option (yes or no) in accordance with your availability.
7. Click Save Changes at the bottom of the screen. You should receive a pop-up confirmation of your selection.

EDIT MEMBER COMMITMENT

SWIMMER NAME

Sign up SWIMMER **DO NOT USE - DEMO EVENT - A Meet**?
○ No, thanks. ○ Yes, please

Choose one

Notes:

Cancel SAVE CHANGES

Click here

SAVED

Member Commitment Saved!

OK

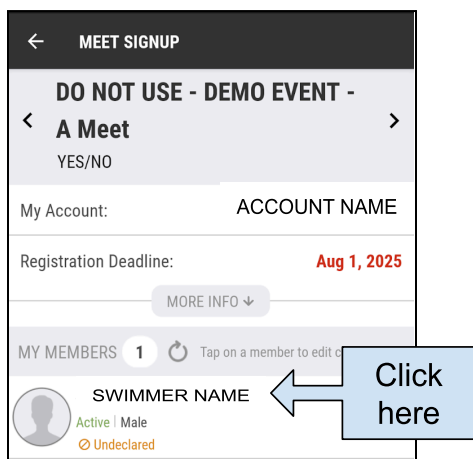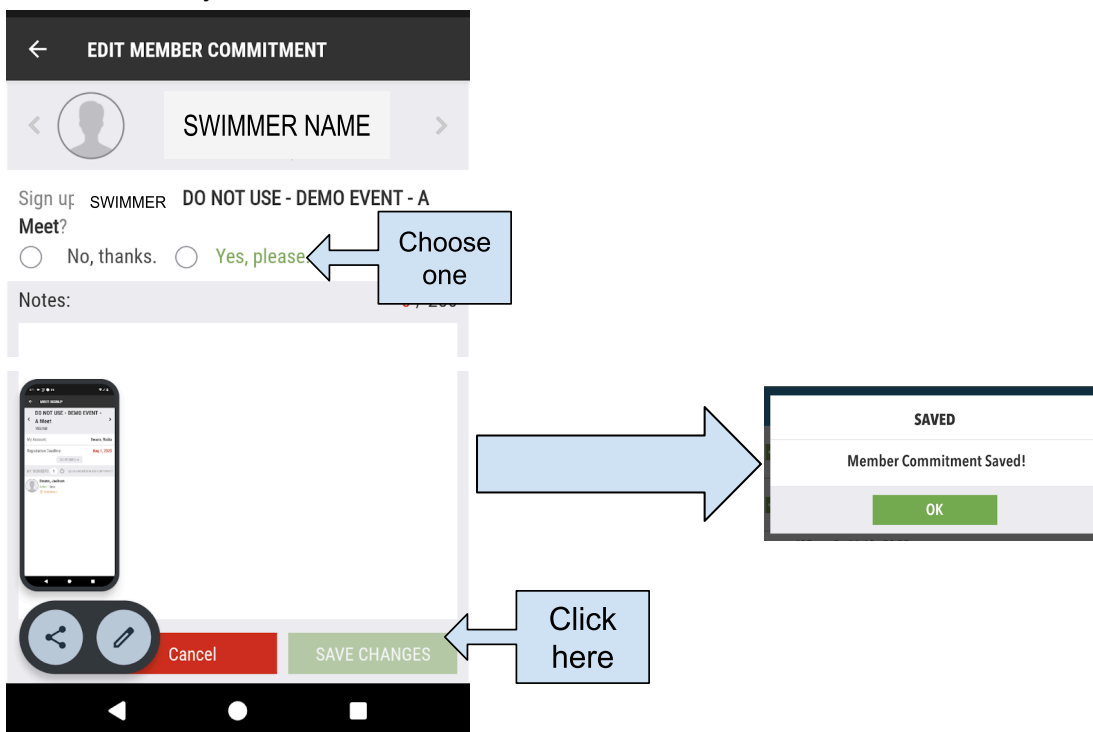8. Repeat for any other swimmers on your account.

The head coach will use this availability declaration, along with the team ladder, to compile the swimmers for each event in the upcoming meet. Keep an eye out for an email with the lineup on Thursdays, confirm whether you have any swimmers listed, and if so, respond promptly to the coach so he knows whether adjustments need to be made.

# B Meet and Time Trials Declaration Procedures

TeamUnify Website

The steps that follow describe how to declare desired events for B Meets (swimmer-selected meets) on the TeamUnify website. Please note that B Meet declarations will open only after the preceding A Meet (usually by Saturday afternoon). You will make selections for the preferred strokes you swimmer will swim, but it's ultimately up to the coach's discretion. Should you have any questions about a coach's decision, please reach out to him at coaches@ashburnfarmbarracudas.org.

1. Access Team Unify at https://www.gomotionapp.com/team/reccslafb/page/home.
2. Click the Events option from the top navigation bar.

3. Scroll down the page, find the event you want to make your declaration for, and click the Attend / Decline button.
4. Scroll down until you see the name(s) of your swimmer(s).
5. Click a swimmer's name.
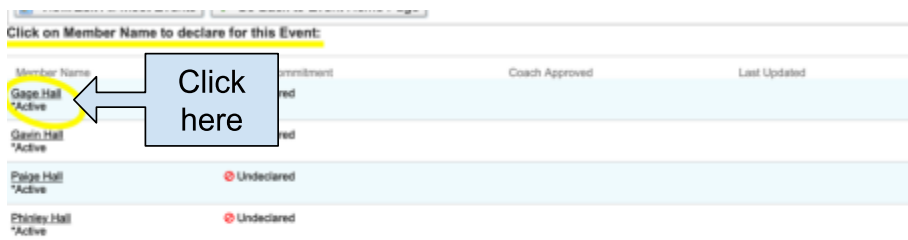
6. Declare whether your swimmer(s) will swim in this meet via the Declaration dropdown.
   a. If not swimming this meet, choose No, then skip ahead to Save Changes.
   b. If swimming this meet, choose Yes.

DO NOT USE - DEMO EVENT - B Meet (Aug 1, 2025)

Member Athlete:

SWIMMER NAME

*Declaration

--SELECT--

Choose Yes or No from dropdown

💾 Save Changes

7. Scroll to the bottom, where you will see the actual events (strokes) listed for the selected swimmer's age group. Select the strokes the swimmer would like to swim.

Day 1 Session 1									Max Entries this Session **IE = 4 | Rel = 0 | Comb = 4**
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Competitive Category	Event	Qualify Time
☑	NT	NT	☐	☐		7	B	13-14 50 Free	
☑	NT	NT	☐	☐		17	B	13-14 50 Back	
☐	NT	NT	☐	☐		27	B	13-14 50 Breast	
☑	NT	NT	☐	☐		37	B	13-14 50 Fly	
Day 1 Session 2									Max Entries this Session **IE = 1 | Rel = 0 | Comb = 1**
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Competitive Category	Event	Qualify Time
☐	NT	NT	☐	☐		47	B	13-14 100 Medley	

💾 Save Changes

8. Click SAVE CHANGES.
9. Repeat this process for any other swimmers for this meet, being sure to Save Changes after each declaration.

You can make changes up until the submission deadline. Once the submission deadline closes, the head coach will review these selections and may make minor adjustments. Keep an eye out for the meet file to be posted to the website, and confirm with your swimmer what they will be swimming.

Sports Engine App

1. Log into the Sports Engine App.
2. From the menu, choose Events & Jobs, then Events & Meet Entries.
3. From the Events Home page that opens, navigate to the Event for which you are declaring.
4. Click the Declare button.

AUG	DO NOT USE - DEMO EVENT - A Meet
1 2025	RSVP

AUG	DO NOT USE - DEMO EVENT - B Meet
1 2025	Summerwood Pool, 47, USA DECLARE

Click here

5. Click a swimmer's name.
6. Select the radio button in accordance with swimmer availability for participation, then:
   a. If you are declaring YES, expand Session 1 at the bottom of the screen.
   b. If you are declaring NO, skip to step 8 to apply your changes.

7. Select the checkboxes for the events you would like the swimmer to participate in (in accordance with the event limits for that meet). Notice each selection turns to Pending status; this will be updated after event entries have closed and coach has reviewed for approval. Also keep in mind that if your swimmer placed 1st-3rd in the previous weekend's A Meet, they can not swim that event on the Wednesday meet.

8. Click Save Changes.

9. Repeat for any other swimmers under your account.

You can make changes up until the submission deadline. Once the submission deadline closes, the head coach will review these selections and may make minor adjustments. Keep an eye out for the meet file to be posted to the website, and confirm with your swimmer what they will be swimming.