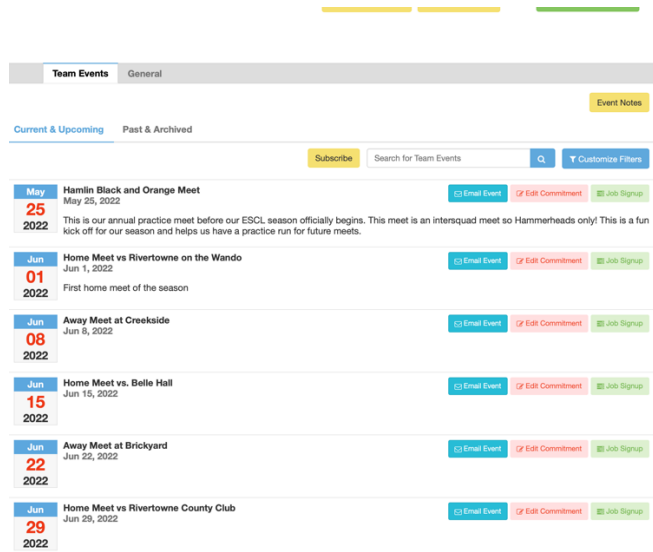


## How to declare your swimmer for a swim meet in Team Unify

First you need to click on the event tab at the top menu tab of the website home screen <https://www.teamunify.com/team/rececsllh/page/home> . Below is the what the Event page looks like.



Next you need to click on the pink Edit Commitment button for each individual event. You need to declare your swimmer whether they CAN make to meet or they CANNOT make the meet. There is a cutoff date for all meets, to declare so our coach can have time to place swimmers in events.

The next screen shot is what you will see on the edit commitment page

**Hamlin Black and Orange Meet**  
May 25, 2022

My Account:  
Hall, Paige  
843383256  
[Change Account](#) (Admin Only)

Registration Deadline: **05/20/2022**

Meet Name: [Hamlin Black/Orange Meet 2022](#) Location: Hamlin Clubhouse Pool, 100 Amenity Drive, Mt Pleasant, SC 29466, USA Course: SO Meet Type:

Start Date: 05/25/2022 End Date: 05/25/2022 Age Up Date: 06/01/2022 Use Date Since: 01/01/1970

Enforce entry based on [Qualify Times]: No Restrict entry [Best Time] to same [Meet Type]: No

Event Declaration Setting: [Commit by Session](#) • [Edit](#) Maximum Event Entry Limitations • [View](#)

Allow Course Conversion for Relays: No

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No

[View/Edit All Meet Events](#) [Go Back to Event Home Page](#)

**Click on Member Name to declare for this Event:**

Member Name	Member Commitment	Coach Approved	Last Updated
<a href="#">Gage Hall</a> *Active	Undeclared		
<a href="#">Gavin Hall</a> *Active	Undeclared		
<a href="#">Paige Hall</a> *Active	Undeclared		
<a href="#">Phinley Hall</a> *Active	Undeclared		

To declare your swimmer for the meet click on the member name.

## How to declare your swimmer for a swim meet in Team Unify

The next screen will look like below

Hamlin Black and Orange Meet (May 24, 2022 (09:00 PM))

Member Athlete:  
Gage Hall

\*Signup Record  
--SELECT--

Notes:

Please limit the size of the notes to no more than 256 characters.

Save Changes

You need to click on the drop down menu with the red asterisk and choose yes or no

Team Events

Hamlin Black and Orange Meet (May 24, 2022 (09:00 PM))

Member Athlete:  
Gage Hall

\*Signup Record  
✓ --SELECT--  
Yes, please sign [Gage] up for this event  
No, thanks, [Gage] will NOT attend this event

Notes:

Please limit the size of the notes to no more than 256 characters.

Save Changes

Next you need to hit the day 1/Session 1 then save changes. If you have more than one swimmer you will need to do this for each one.

Hamlin Black and Orange Meet (May 24, 2022 (09:00 PM))

Member Athlete:  
Gage Hall

\*Signup Record  
( Yes, please sign [Gage] up for this event )

Meet Name: Hamlin Black/Orange Meet 2022	Location: Hamlin Clubhouse Pool, 100 Amenity Drive, Mt Pleasant, SC 29466, USA	Course: SO	Meet Type:
Start Date: 05/25/2022	End Date: 05/25/2022	Age Up Date: 06/01/2022	Use Date Since: 01/01/1970

Enforce entry based on [Qualify Times]: No	Restrict entry [Best Time] to same [Meet Type]: No
Event Declaration Setting: Commit by Session	Maximum Event Entry Limitations
Allow Course Conversion for Relays: No	
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No	

Please select the Days/Sessions that this Athlete would like to attend below:  
☒ Day 1/Session 1

Notes:

Please limit the size of the notes to no more than 256 characters.

Save Changes

## How to declare your swimmer for a swim meet in Team Unify

Then you are done and you can see the swimmer will be changed from undeclared to committed or declined. You can go back in to change your declaration if need be up until the registration deadline listed on the event page at the top.

**\*\*If it is past the deadline please notify Coach Jackson ASAP @ [jacksonweeks16@gmail.com](mailto:jacksonweeks16@gmail.com)**

Please note that relays have 4 swimmers in the event and if someone doesn't show then 3 swimmers are unable to swim that relay event.

Hamlin Black and Orange Meet			
May 25, 2022			
My Account: <b>Hall, Paige</b> 8433883256 <a href="#">Change Account</a> (Admin Only)		Registration Deadline: <b>05/20/2022</b>	
Meet Name: <a href="#">Hamlin Black/Orange Meet 2022</a>	Location: Hamlin Clubhouse Pool, 100 Amenity Drive, Mt Pleasant, SC 29466, USA	Course: SO	Meet Type:
Start Date: 05/25/2022	End Date: 05/25/2022	Age Up Date: 06/01/2022	Use Date Since: 01/01/1970
Enforce entry based on [Qualify Times]: <b>No</b>		Restrict entry [Best Time] to same [Meet Type]: <b>No</b>	
Event Declaration Setting: <b>Commit by Session</b> <a href="#">Edit</a>		Maximum Event Entry Limitations <a href="#">View</a>	
Allow Course Conversion for Relays: <b>No</b>			
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: <b>No</b>			
<a href="#">View/Edit All Meet Events</a>		<a href="#">Go Back to Event Home Page</a>	

Click on Member Name to declare for this Event:

Member Name	member commitment	Coach Approved	Last Updated
<a href="#">Gage Hall</a> *Active	✓ Committed		05/02/22 5:35 AM
<a href="#">Gavin Hall</a> *Active	✗ Undeclared		
<a href="#">Paige Hall</a> *Active	✗ Undeclared		
<a href="#">Phinley Hall</a> *Active	✗ Undeclared		

Any questions or concerns with declaring your swimmer in Team Unify please contact Paige Hall at [paigeandgreg@me.com](mailto:paigeandgreg@me.com).