

# TeamUnify - Registration Setup and Approval

[Fees Setup](#)

[Page Setup](#)

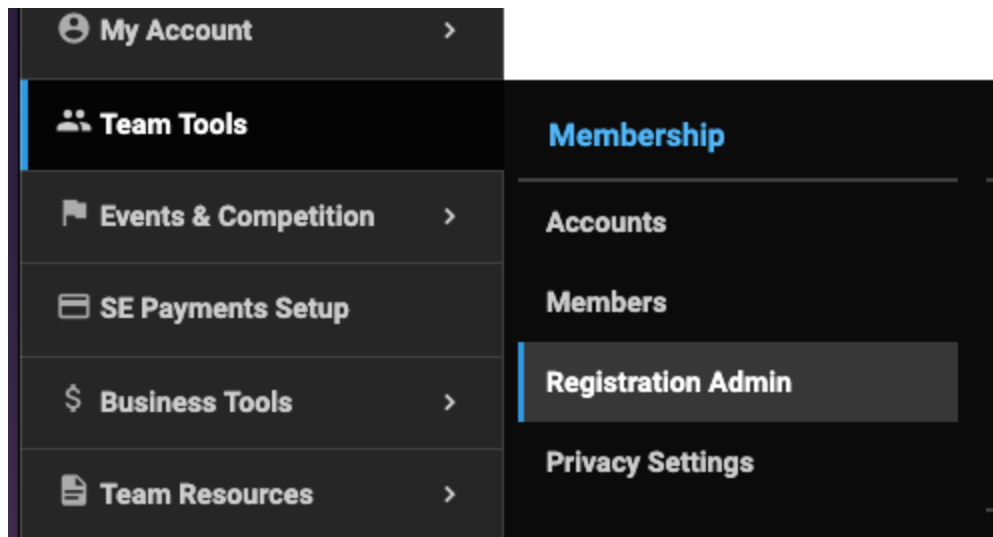
[View/Approve Registrations](#)

[Archive Swimmers Not Registered](#)

Review and update the User Agreements before set-up

- [LLD Informed Consent and Liability Waiver](#)
- [FSSL Team Participation Waiver](#)
- [LLD Volunteer Policy](#)
- [LLD Swimmer Code of Conduct](#)
- [LLD Health Screening and Expectations](#)

Login to TeamUnify and select **Team Tools > Registration Admin**



Under the **Basic Setup** tab, select the most recent registration to edit

Add New

Set as CURRENT

Undelete

Delete

Page 1
of 1
2

View 1 - 2 of 2

	<input type="checkbox"/>	Registration Title	Status		Open to Returning	Open to New Mem	AgeGroup	Max.
1	<input type="checkbox"/>	* 2018 LLD Summer Swim	ON	<a href="#">Manage</a>	3/15/18 - 6/8/18	4/26/18 - 6/8/18	---	160
2	<input type="checkbox"/>	2017 LLD Summer Swim	OFF	<a href="#">Manage</a>	3/15/17 - 4/26/17	4/10/17 - 6/12/17	---	170

Update all required fields (red asterisk)

\*Registration Title: (Show externally to the Users) 2018 LLD Summer Swim Registration

\*Short Title: (Used internally by the System) LLDSummer18 (<= 20 characters)

\*Turn on for Registration: YES

Date used to calculate Athlete's Age: 06/01/2018 (Leave it blank to use the date of the member registers) Hide this field NO

\*Open For Returning Members: 03/15/2018 ~ 06/08/2018 Hide this field NO

Allow returning accounts to add new members regardless of the setting in 'Open for New Members': YES

\*Open For New Members: 04/26/2018 ~ 06/08/2018 Hide this field NO

\*Display on SportsEngine? Yes No

\*Enforce Age Group Defined by Registration Group: NO

\*Maximum Registrants: Global Limit 160 (0 or [Blank] for unlimited) Per Registration Group Limit Hide this field NO

\*Email Address used to send receipt emails: lldolphinsswim@gmail.com

\*Name used to send receipt emails: Lake Liganore Dolphins

Change the <b>Date used to calculate Athlete's Age</b> field to June 1st of the current swim year	Date used to calculate Athlete's Age: 06/01/2018 (Leave it blank to use the date of the member registers) Hide this field NO
Change the <b>Turn on for Registration</b> dropdown to <b>NO - Disabled</b>	*Short Title: LLDSummer18 (Used internally by the System) *Turn on for Registration: NO - Disabled
Select <b>Daily Summary</b> for <b>Email Notifications to Select Admins</b>	[Warm-up Pants] Entry Field: --SELECT-- [Ask USA Swimming Transfer Question] Entry Field: None Email Notifications to Select Admins when Registration Occurs: Instant Notification Daily Summary

Review and update the user agreements on each tab



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## Page Setup

Select the **Page Setup** tab

Update the information in the **Account Setup Msg** and **Member Selection Msg** tabs.  
Select the **Save Changes** button

Account Setup Msg Member Selection Msg

The following message will be shown on the Account Setup page of the registration:

Welcome to the Lake Linganore Dolphins Summer 2018 swim season.

TeamUnify is our team management software. Returning members will find their basic account and member settings while new members will create their unique account.

Please read all of the information in the required team and league waivers as well as our volunteer policy and swimmer code of conduct.

Thank you for registering, we are looking forward to a great season!

Cancel Save Changes

Once setup is complete, select the **Registration Admin** link

Select the checkbox next to the current year's registration title

Select the **Set as CURRENT** button. The title will turn red and include an asterisk

Add New Set as CURRENT

	<input type="checkbox"/>	Registration Title	Status	
1	<input checked="" type="checkbox"/>	* 2018 LLD Summer Swin	ON	Manage

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## View/Approve Registrations

Select the **Manage** button next to the current year's registration title

Add New Set as CURRENT

	<input type="checkbox"/>	Registration Title	Status	
1	<input checked="" type="checkbox"/>	* 2018 LLD Summer Swin	ON	Manage

Registered
Not Registered

Export ALL Registered & Financial
Export Chart of Account (for ALL Registered)
Search

Please click the [Search] button after each filter selection change.

Member:
Account:
Approval Status: Pending Approval

Age: -
Gender: --ALL--
Location: --ALL--

Reg Date: To
Reg. Group: --ALL--

Change the **Approval Status:** dropdown to **Pending Approval** and enter **Age** ranges if needed. NOTE: to filter for Pre-Team change the **Reg. Group:** dropdown to LLD Pre-Team

Select the **Search** button

Select the checkbox(s) for the swimmer(s) that you want to approve for that age group. Select the **Approve & Assign Roster Group** button

Approve & Assign Roster Group
Move Group & Location
Email

	Account Financial Info	Member Name
<input checked="" type="checkbox"/>		[R]

Returning swimmers will have an [R] next to their name

There are different settings for returning and new members:

Returning Members	New Members
Change the Member Status: to <b>Active</b> Leave Billing Group as <b>Keep Existing Setting</b> Select the appropriate <b>Roster Group</b> Leave Location as <b>Keep Existing Setting</b>	Change the Member Status: to <b>Active</b> Change the Billing Group to <b>SL</b> Select the appropriate <b>Roster Group</b> Leave Location as <b>Unassigned</b> Select <b>YES</b> for Build ID Card#

**For [Returning Members]**

Member Status: \*Active  
 Billing Group: --Keep Existing Setting--  
 Roster Group: Pre-Team  
 Location: --Keep Existing Setting--

If -Keep Existing Setting- is selected the member will stay in the current group(s) selected in Account/Member Admin not the registration group they selected.

**For [New Members]**

\*Member Status: \*Active  
 \*Billing Group: SL  
 Roster Group: Pre-Team  
 Location: Unassigned  
 \*Build ID Card#  
 Using USA Swimming format: YES

Change the email account info dropdown to **YES** to send registration approval to the family

Select the **Save Changes & Approve** button

## Archive Swimmers Not Registered

Select the **Manage** button next to the current year's registration title

Add New
Set as CURRENT

		Registration Title	Status	
1	<input checked="" type="checkbox"/>	* 2018 LLD Summer Swin	ON	Manage

Select the **Not Registered** tab

Registered
 Not Registered

Export Not Registered
 Search

Please click the [Search] button after each filter selection change.

Member:
 Account:
 Member Status: --ALL Non-Canceled--
 Age:
 Gender: --ALL--
 Location:

Multi-Change Member Status
 Set as Registered
 Email

Member	Account	Member Status	Birthday	Age	Gender
<input type="checkbox"/>					

Select the **checkbox next to Change Member Status** to select all of the previous season's swimmers who did not register. Change the dropdown to **Canceled/Hidden** (this will remove them from the Members area but does not delete the account)

Select the **Save Changes for ALL Members listed NOW** button

☒ Change "Member Status"

New "Member Status": Canceled/Hidden

☐ Change "Racing Start Certified Date"

☐ Change "Inactive Date"

Number of Members to be changed: 42