



LAKE AUDUBON TEAM UNIFY INSTRUCTIONS

Lake Audubon (along with all other RSTA teams) uses TeamUnify for communications, job signups, meet entries, and meet results. You will find just about everything you need to know on our website and all communications will be generated through our Team Unify mailing list, once our new roster has been uploaded, including email and text messaging. This information will include team news, calendar events, meet sheets, meet results, weather cancellations, photos, etc. Please be sure to do these five things:

1. Create your account.
2. Update your personal information in your family account, including information for the team members.
3. Sign up for meet volunteer jobs.
4. Indicate your swimmer's availability (as soon as possible but no later than 12:00 pm on the Tuesday before each meet).
5. Check back often. We will be updating the website as needed, adding Team News, and posting on social media regularly.

1. Creating Your Account

You will receive an email from TeamUnify with your logon credentials. Please click on the link at the bottom of the email to set your initial password.

We recommend that you bookmark this link to get to our TeamUnify website:

<https://www.teamunify.com/rstalab/>

You can also download the OnDeck mobile app, which links to your TeamUnify account: <https://www.teamunify.com/swim-team-management-software/swim-app/>

If you already have a TeamUnify account with another team, you will still need to create a TeamUnify account for Lake Audubon (using the unique link you received). However, you will be able to access all of your TeamUnify accounts in the OnDeck app without having to log out and back in.

2. Updating Your Personal Information

Step 1: Please click on the **Account** tab (pictured below) and check your profile and contact information for accuracy. If you would like, you can add a secondary email here. Also make sure you have entered mobile numbers in the SMS fields (two numbers can be added for each account) to receive text updates when practices are rained out and to be notified of other time sensitive announcements. You will receive a text from "notifications+rstalab@teamunify.com" to verify

your cell number, please follow the instructions in that text to set up your messaging account. Each family only has one login account.

Account Members Dues Schedule

Rosemary [Redacted]
Status: Active

Drag an image anywhere to upload

Upload Image Delete Image

Account Contact Information

First Name: *
Rosemary

Last Name: *
[Redacted]

Login Email: *
[Redacted] Unverified

Email 1
[Redacted]

Email 2: *
[Redacted] Unverified

Email 3:
[Redacted]

SMS: *
[Redacted] Verified

Carrier: *
AT&T Wireless

SMS: *
[Redacted] Unverified

Carrier: *
AT&T Wireless

Step 2: Click on the **Members** tab (pictured below) to add SMS numbers and emails for individual swimmers if you would like them also to receive notifications. (Note: the **Accounts** tab refers to the family account and generally includes the parents' contact information, but the **Members** tab refers to the specific swimmers, i.e. team members.)

Rosemary [Redacted]

Account Members Dues Schedule

Max Add New Member

Max [Redacted]
Status: Active

14 Male

Upload Image Delete Image

Drag an image anywhere to upload

Details Attendance Best Times Meet Results

Legal First Name: *
Max

Middle Name:
[Redacted]

Legal Last Name: *
[Redacted]

Preferred First Name:
Max

Gender: *
Male

Email:
[Redacted]

3. Signing Up for Volunteer Jobs

As in past years, each family is required to earn volunteer credits. From the **HOME** page, click on **TEAM CALENDAR**.

General

Team Events

Print

Subscribe

MAY 2019

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SU	MO	TU	WE	TH	FR	SA
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

☒ Practices
 ☒ Team Events

Today

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May, 201

Fullscreen

Sunday	Mon
28	29
5	6

There are two views on the gray shaded header – **General** and **Team Events**. The **General** tab displays our events in a calendar format. When using this view, make sure the small blue box “Team Events” is checked as shown above.

Now click on the **Team Events** tab in the gray shaded header above. This is the important part! You will see each of our meets listed. For example, our first meet at Glade on June 8:

Jun

08

2019

Away Meet: LA @ Glade

Jun 8, 2019 Event Category: Swim meet

Theme: WACKY TACKY

Each meet has two buttons – one to sign up for a volunteer job and one to declare your swimmer’s commitment/availability.

Edit Commitment

Edit Job Signup

Click on the **Job Signup** button for an individual meet to volunteer for a job. You will also be able to see a description of the job and the approximate time commitment. Click the job you are interested in and your name will automatically populate the box. Be sure to go to the bottom of the page and click **+Signup**. If you need to change your sign up, click on **Edit Job Signup**, uncheck the box of the job you want to remove and click the **Remove Signup** button at the bottom of the page. If you are signing up someone else in your family, please add their name in the optional line.

4. Indicating your swimmer's availability

From the **TEAM EVENTS** section noted above, as soon as you know your schedule, please click on the **Edit Commitment** button for each individual meet to indicate whether your swimmer will or will not be attending that meet. Under the instructions “**Click on member name to declare for this event**” you will see your swimmer(s) name(s). Indicate whether each of your swimmers will be at that meet and add any relevant notes, such as if they will be arriving late or leaving early.

5. Stay connected! The more you and your family are involved, the better the experience. We look forward to a great summer.