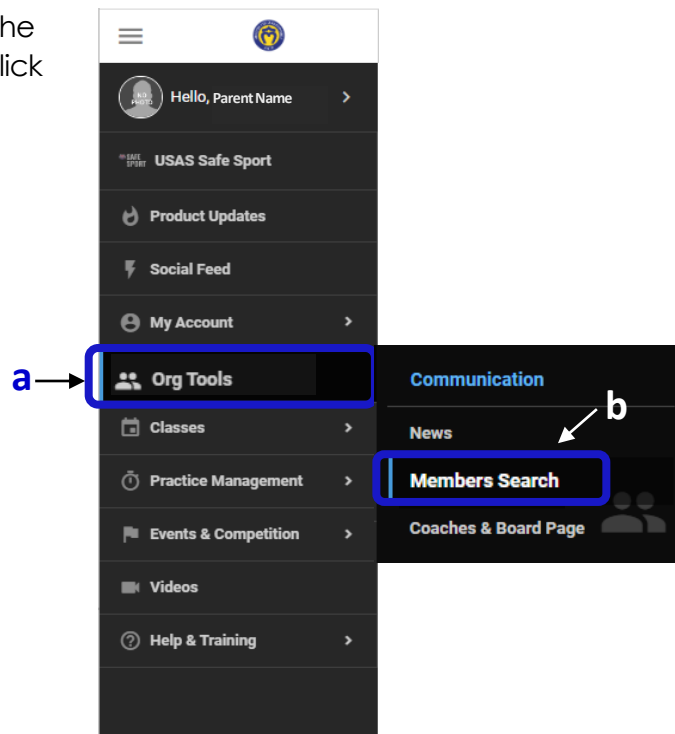# *How Can I Access the Team Directory*

The team directory lists the email address and phone number for team members.

1. Access your account. If you need help, click this link to access the instructions in *How Do I Access My Team Unify Account*:
   https://www.teamunify.com/team/scmvn/page/team-unify-faqs.

2. Click on **Org Tools** (**a**) in the navigation panel, then click on **Members Search** (**b**).

3. The <mark>Members Search</mark> screen displays. You can search for team members by last name (step 4) or team roster (step 5).

swimoffice@mvnadadores.org OR
(949) 380-2552

4. To search by name:

Members Search

a. Click in the **Last Name** field and type the last name of a team member.

> 🔍 Search 🔍 Display ALL
>
> Please click the [Search] button a
>
> Last Name: Price   Roster: --ALL--
>
> Please specify
>
> --ALL--
> **Masters**
> ADMIN
> unknown
> 8 & Under Bronze
> 8 & Under Silver
> 8 & Under Gold
> 9/10 Bronze
> 9/10 Silver
> 9/10 Gold
> 13/14 Bronze
> 13/14 Silver
> 13/14 Gold

Tip

Type the first letter of the last name if you do not know how to spell the last name of a team member.

b. Click the **Roster** drop-down arrow to filter by team.

c. Click 🔍 **Search**.

The search results display the email and phone number for the team member:

Members Search

🔍 Search 🔍 Display ALL

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

Last Name: Price   Roster: Masters   Location: --ALL--

Please select the Members below before performing these commands:

📄 Generate Member Directory

|◄ ◄◄ Page 1 of 1 ►► ►| 1▾   View 1 - 1 of 1

		Member Name	Account Name	E-mail	Phone (h)	Roster
1	☐	Price, First Name	Price, First Name	pricefam94@	(XXX) XXX-XXXX	Masters

5. To search by team roster:

    a. Click the **Roster** drop-down arrow to filter by team.

    Members Search

    | 🔍 Search | 🔍 Display ALL |

    Please click the [Search] button a

    Last Name: [   ] Roster: [--ALL-- ▼]

    --ALL--
    Masters
    Please specify ADMIN
    unknown
    8 & Under Bronze
    8 & Under Silver
    8 & Under Gold
    9/10 Bronze
    9/10 Silver
    9/10 Gold
    13/14 Bronze
    13/14 Silver
    13/14 Gold
    Senior 2
    Senior 1
    Senior Elite

    b. Click 🔍 Search .

The search results display the team roster, along with emails and phone numbers:

Members Search

| 🔍 Search | 🔍 Display ALL |

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

Last Name: [   ] Roster: [13/14 Silver ▼] Location: [--ALL-- ▼]

Please select the Members below before performing these commands:

| ⠿ Generate Member Directory |

|◄ ◄◄ Page [1] of 1 ►► ►| [10 ▼]   View 1 - 10 of 10

	☐	Member Name	Account Name	E-mail	Phone (h)	Roster
1	☐					13/14 Silver
2	☐					13/14 Silver
3	☐					13/14 Silver
4	☐					13/14 Silver
5	☐					13/14 Silver
6	☐					13/14 Silver
7	☐					13/14 Silver
8	☐					13/14 Silver
9	☐					13/14 Silver
10	☐					13/14 Silver

For questions: 3   September 2023
    swimoffice@mvnadadores.org OR
    (949) 380-2552

6. Click this link to continue with other Team Unify instructions:
   https://www.teamunify.com/team/scmvn/page/team-unify-faqs.

   - *How to Add Emails to My Account*
   - *How to Change My Athlete's Apparel Sizes*
   - *How to Enter or Update My Credit Card*
   - *Where Can I See My Billing History*
   - *How Many Service Hours Have I Done or Owe*
   - *How Do I Sign Up for a Meet*
   - *How Do I Sign Up for a Volunteer Job*
   - *How Do I Suspend My Membership*