



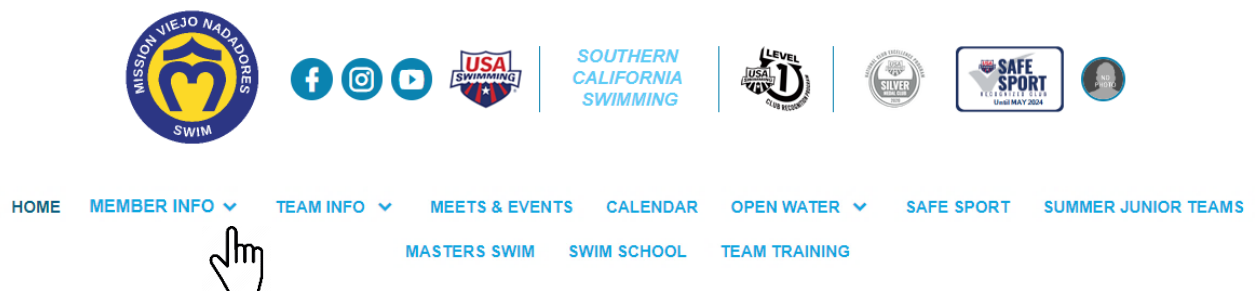
How Do I Suspend My Membership

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 **View team website** at the bottom of the navigation bar on the left side.

The screenshot shows a user account page with the following elements:

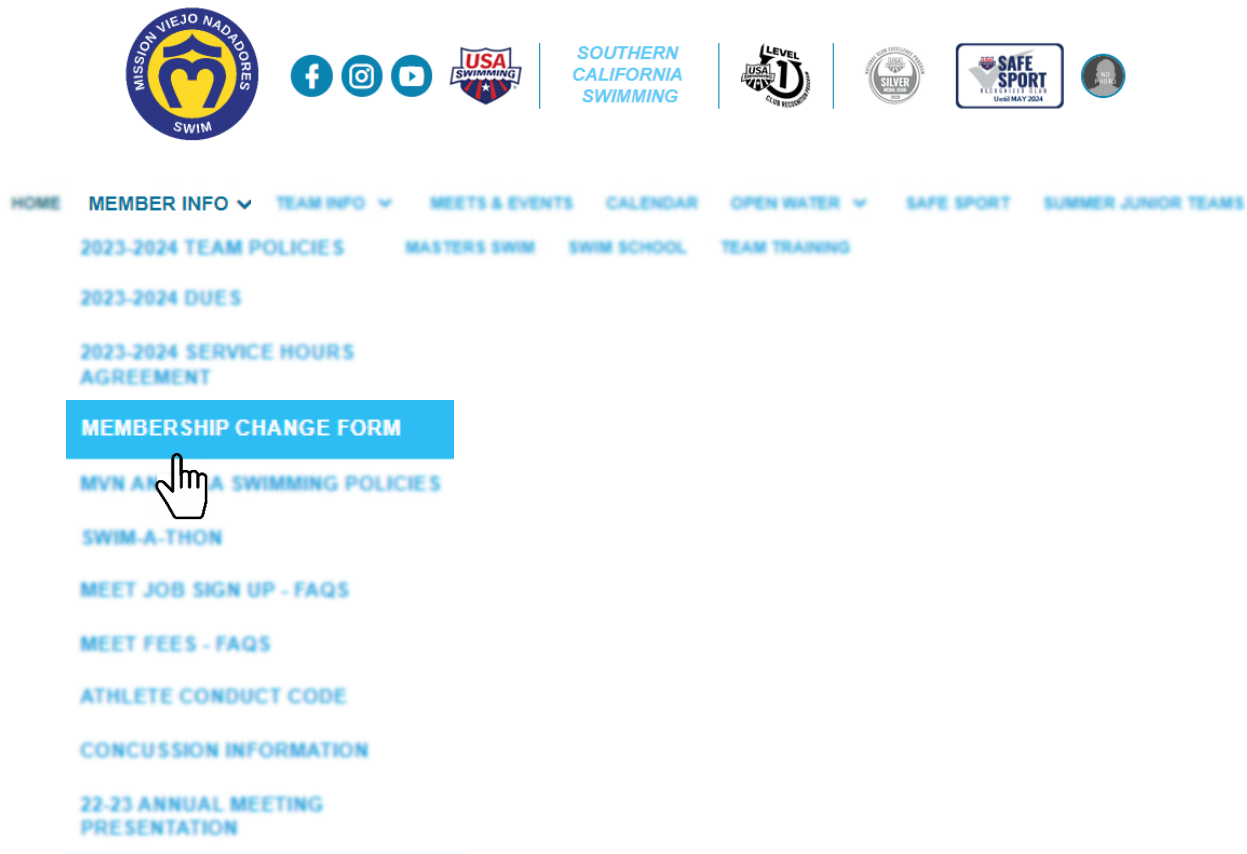
- Account Info:** Parent Name, Email: parent_name@gmail.com, Not an admin (Active).
- Navigation Tabs:** ACCOUNT (selected), MEMBERS, BILLING SUMMARY, FUNDRAISING, HISTORICAL BILLING INFORMATION, PAYMENT SETUP, SERVICE HOURS.
- Account Information Section:**
 - SE First Name, SE Last Name (input fields)
 - Account Login Email: Verified
 - SE Account Connected: Connected (Manage at sportsengine.com)
- Account Contact Information Section:**
 - Display First Name, Display Last Name (input fields)
 - Alternate Email 1, 2, 3 (input fields)
 - Mobile/SMS, Carrier (input fields and dropdowns)
 - Address, Address 2, City, State, Zip (input fields)
- Left Navigation Menu:** Hello, Parent Name, USAS Safe Sport, Product Updates, Social Feed, My Account, Org Tools, Classes, Practice Management, Events & Competition, Videos, Help & Training. A blue box highlights the "View team website..." link at the bottom.

3. Click on the drop-down arrow to the right of **Member Info**.





4. Select **Membership Change Form**.



5. Read the instructions on the Team Unify website, then click on **Membership Change Form** to download the form.

Policy to go inactive with the Mission Viejo Nadadores (as per the registration agreement)

1) You must inform the swim office via completion of "STATUS CHANGE FORM" (see link) prior to the 25th of the previous month you wish to go inactive.

[Membership Change Form](#) (click to download form)

Example: If you want to go inactive March 1 you must fill out and submit the status change form to the swim office by February 25.

If form is received after the 25th you will be place inactive 30 days later. Ex: if you submit the form February 26, you will still be active and billed for March and placed inactive at the end of March.

2) Inform your coach.


3) Make sure you have completed your service hours and fundraising requirements.

Swim-A-Thon Fundraising Requirements: If you leave the team prior to the Swim-a-thon you will automatically be billed a prorated amount of \$35.00 per month for each month from September through the month of your departure from the team. This prorated amount will need to be paid before your account can be suspended or canceled.

Service Hours: Make sure you have completed your service hours requirement. If a family suspends all their memberships, they will be responsible for a pro-rated amount of service hours for each month they were active with the team. If those service hours have not been worked and recorded, the member will be billed \$40/hr for each hour of service not provided prior to suspension. If a family takes a Leave of Absence (i.e. vacation, or other recreational/club sport, etc.) for a period of less than 4 months, they will be responsible for the volunteer hours requirements, including any mandatory events during that time period. If a family leaves the team for 4 months or longer, they are considered a new swimmer upon rejoining so they will be responsible for a prorated volunteer commitment.



- 6. Print the **Membership Change Form**, complete the form, then sign and date the bottom of the form.



MISSION VIEJO NADADORES MEMBERSHIP CHANGE FORM

You must inform the Swim Office via completion of this form prior to the 25th of the previous month you wish to go inactive. No refunds will be granted. Dues will not be pro-rated. Once form is complete, please email to swimoffice@mvnadores.org.

Name of Swimmer Leave Request Applies to:

	Name	Current Group	Coach
1.			
2.			
3.			

Fill out one of the following areas corresponding to the type of leave you are requesting:

MEDICAL LEAVE	<p>Use this section when a swimmer has sustained an injury or is presenting with a medical issue of some type that is expected to keep the swimmer out of the water for at least one month. Medical Note REQUIRED. All dues are suspended and rates may be credited upon return. No Service Hours accrue during this time period.</p> <p>Nature of Injury/Illness: _____</p> <p>Has swimmer seen a doctor? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Anticipated date of return: _____</p> <p>Medical Note attached? <input type="checkbox"/> Yes <input type="checkbox"/> No (please provide ASAP to finalize leave)</p>
TEMPORARY LEAVE	<p>Use this section when the swimmer is in need of a short-term break from MVN, typically due to involvement in an outside activity (eg: High School Swimming or Water Polo). Temporary leave suspends dues for up to four months and there is no accrual of service hours during this time. Prior to suspension, accounts will be billed for any outstanding balances, pro-rated service hours unworked @ \$20/hr and pro-rated fundraising requirement (\$25/month) from September through the month of departure. There is a \$100 reactivation fee when returning to the team. Other fees may be credited upon return.</p> <p>Reason for Leave: _____</p> <p>Anticipated date of return: _____</p>
PERMANENT LEAVE	<p>Use this section when swimmer wants to terminate their membership with MVN. Ending of membership is effective the first day of the month following notice. Prior to suspension, accounts will be billed for any outstanding balances, pro-rated service hours unworked @ \$20/hr and pro-rated fundraising requirement (\$25/month) from September through the month of departure.</p> <p>Reason for Leave: _____</p> <p>Is this something you discussed with the Coach and/or Division Director? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Will Swimmer be moving to a new swim team? <input type="checkbox"/> No <input type="checkbox"/> Yes, specify _____</p>

Completed by:

Name	Signature	Date

OFFICE USE ONLY: Date Received _____ Date Change Effective _____

- 7. Email the completed form to swimoffice@mvnadores.com.



8. 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 Can I Access the Team Directory*
- *How Do I Sign Up for a Meet*
- *How Do I Sign Up for a Volunteer Job*