1. Sign In to your team's TeamUnify SwimOffice website.
2. In the side menu click **My Account > My Account.**

System

My Account

》 My Tutorials

》 TeamUnify Invoices

》 Setup Auto Pay

》 My Account

》 ⏱ My Meet Results
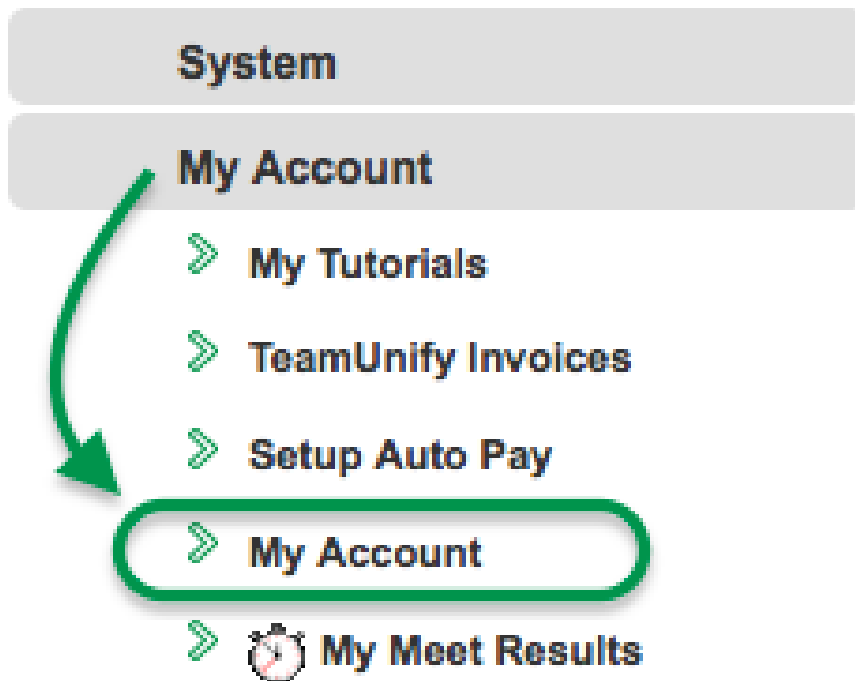
3. To add an SMS number for the ACCOUNT holders (Parents/Guardians):
   - o   Fill in the cell number in the *SMS* field.
   - o   Pick the cell *Carrier* for that phone from the drop down menu.

SMS: Unverified   **Carrier:**

541-555-1212   Verizon

   - o   Click **Save** in the upper right and it will send that number a verification text
4. To add an SMS number for one of the ATHLETES:
   - o   Click the **Members** tab
   - o   Click their name
   - o   Fill in the cell number in the *SMS* field.
   - o   Pick the cell *Carrier* for that phone from the drop down menu.

SMS: Unverified   **Carrier:**

541-555-1212   Verizon

   - o   Click **Save** in the upper right and it will send that number a verification text.

5. Check your cell phone for a "Verify your SMS" text from *notifications+alias*, where *alias* is your team's alias, and open it. Note that some cell carriers can take awhile to deliver the message.
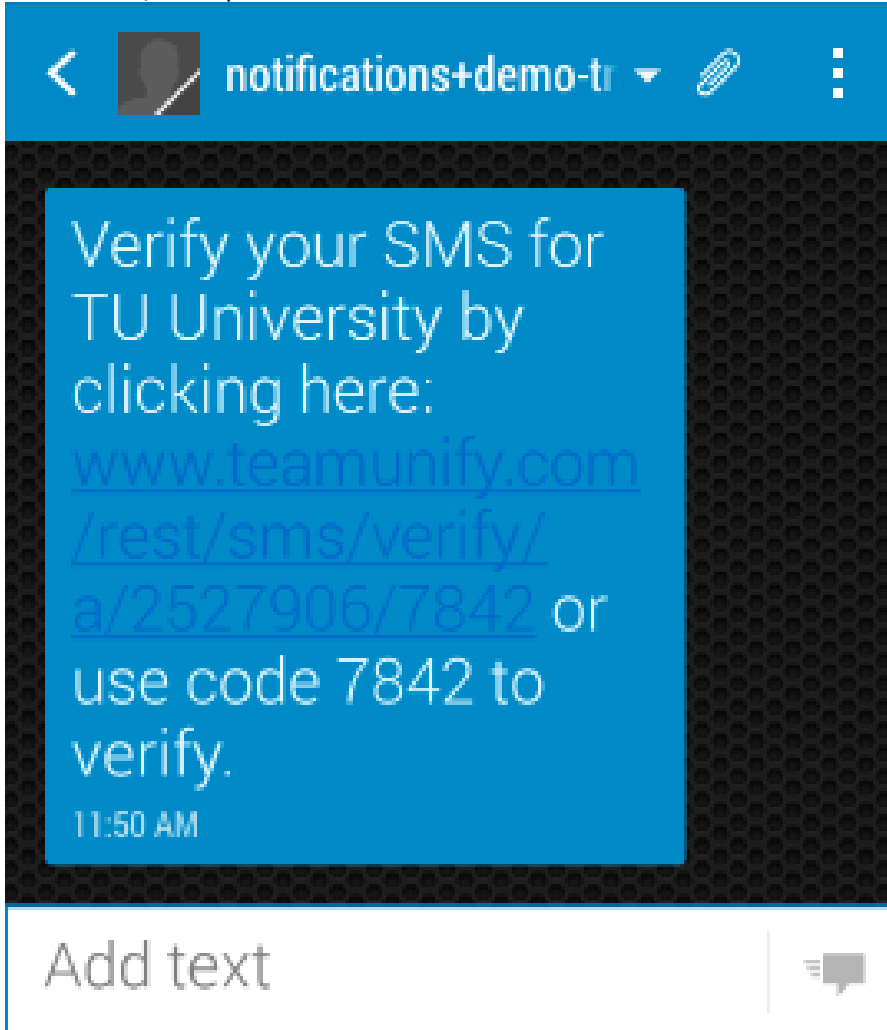
6. Tap the link and you should see one of two possible messages.
   o "Success! We have validated your primary SMS." (or "secondary SMS" if that's what you were verifying)
   o "Sorry, your primary SMS has already been validated." Sometimes just opening the text will verify the number, resulting in this message.
   o In either case the SMS number is verified and ready to receive texts from the team. You are DONE.
7. If tapping the link doesn't work, note the four digit code number in the text message.
8. If you get the message "Sorry, the code XXXX did not match any codes," continue.

9. Back in your team's SwimOffice website, click the **Unverified** button above the SMS number.

SMS: Unverified **Carrier:**

541-555-1212   Verizon

Enter the verification number into the field below and click "Verify" to verify this phone number.

Verification Code:

Resend Verification

Verify Cancel

10. If you got the error in step 8 on your mobile device, click **Resend Verification** and go back to step 7.
11. Enter the four digit code from your text message in the *Verification Code* field and click **Verify.**
12. You will see *Verified* in green above the SMS number. You may need to refresh the screen to see this.

SMS: Verified

541-555-1212