

Parents Guide to Team Unify



Why Team Unify

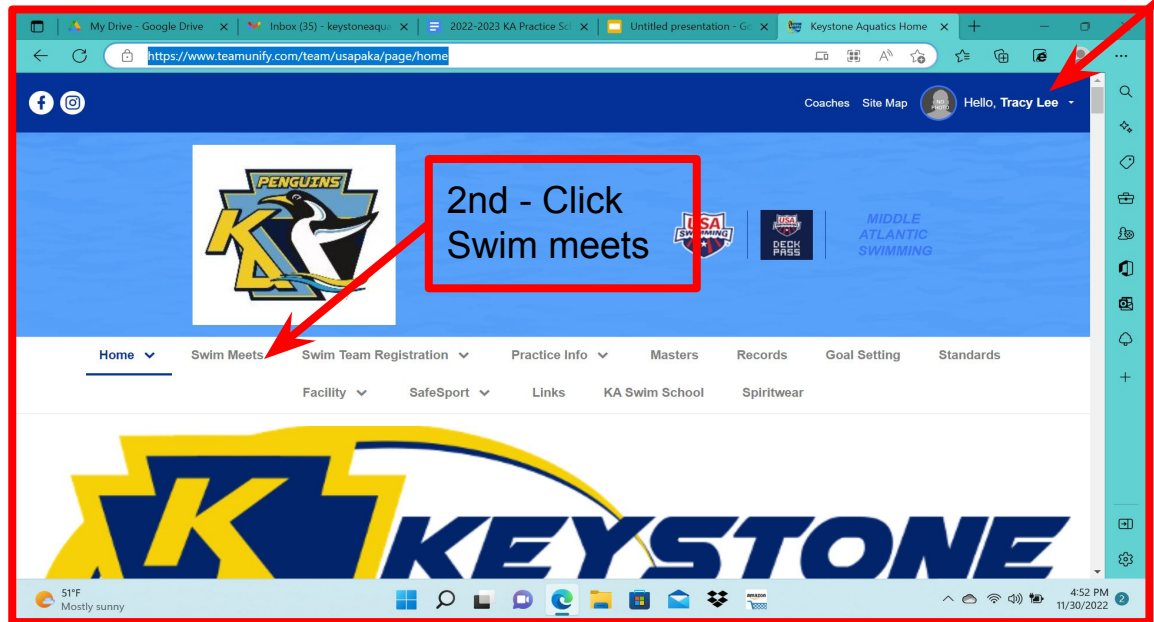
1. This is how you communicate to the coach that your swimmer wants to swim in a meet.
2. This is where you pick your swimmers events.
3. You pick what day(s) you want to swim.
4. Where to find meet information.

Reasons for Deadlines in Team Unify

- *Ensure the meet runs smoothly and on time.
- *Safe sport documents are checked.
- *Meet fees will NOT be refunded after the deadline.
- *To ensure that we as a team are able to get into a meet.

Where to log on to Team Unify

Go to: [Keystone Aquatics Home \(teamunify.com\)](https://www.teamunify.com/team/usapaka/page/home)



First - Sign in here.

If you are having trouble signing in please email Tracy @ keystoneaquatics.t.lee@gmail.com

How to find meet info

*You may need to scroll down a little.

*Pick your meet and click on meet announcement

Click
Meet Announcement
for all the meet
information

The screenshot shows a web browser window with the URL <https://www.teamunify.com/team/usapaka/page/events#/team-events/upcoming>. The page displays a list of upcoming swim meets. A red box on the left contains the text "Click Meet Announcement for all the meet information", with a red arrow pointing to the "Email Event" button for the "2023 KA Penguin Plunge" event.

Month	Event Name	Event Category	Location	Buttons
Jan 22, 2023	2023 HAC Mighty Mini	Swim Meet	Derry Township Community Center, Hershey PA	Email Event, Edit Commitment
Jan 27, 2023	2023 KA Winter Invite	Swim Meet	Meet Announcement	Email Event, Edit Commitment
Feb 19, 2023	2023 HAC Sweetheart Developmental	Swim Meet	Derry Township Community Center, Hershey PA	Email Event, Edit Commitment
Feb 24, 2023	2023 KA Penguin Plunge	Swim Meet	Meet Announcement	Email Event, Edit Commitment
Mar	2023 MA 10 & Under Championship			Email Event

How to sign up for a meet

My Drive - Google Drive | Inbox (37) - keystoneaquatics.com | 2022-2023 KA Practice Schedule | Untitled presentation - Google Slides | Keystone Aquatics - Events

https://www.teamunify.com/team/usapaka/page/events#/team-events/upcoming

Keystone Aquatics Meet Announcement

Date	Event Name	Event Category	Location	Buttons
Jan 22, 2023	2023 HAC Mighty Mini	Swim Meet	Derry Township Community Center, Hershey PA	Email Event, Edit Commitment
Jan 27, 2023	2023 KA Winter Invite	Swim Meet		Email Event, Edit Commitment
Feb 19, 2023	2023 HAC Sweetheart Developmental	Swim Meet	Derry Township Community Center, Hershey PA	Email Event, Edit Commitment
Feb 24, 2023	2023 KA Penguin Plunge	Swim Meet		Email Event, Edit Commitment
Mar	2023 MA 10 & Under Championship			Email Event

50°F Temps drop | 4:58 PM 11/30/2022

Click
Edit
Commitment

Signing up - next steps

The screenshot shows the 'Team Events' page in the Management Console. The event details for 'KA Penguin Plunge 2023' are as follows:

Meet Name:	Location:	Course:	Meet Type:
KA Penguin Plunge 2023	Keystone Aquatic Center, 103 Midway Drive, Carlisle, PA 17015, USA	YO	USA-S
Start Date:	End Date:	Age Up Date:	Use Date Since:
02/23/2023	02/26/2023	02/23/2023	01/01/1970

Additional settings include: Enforce entry based on [Qualify Times]: No; Restrict entry [Best Time] to same [Meet Type]: Yes; Event Declaration Setting: Commit by Event; Allow Course Conversion for Relays: No; If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No.

Buttons: View/Edit All Meet Events, Go Back to Event Home Page

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Approved
Ryan Lee *Active	✔ Committed		08/02/22 5:54 AM
Tracy Lee *Active	⊘ Undeclared		

*Watch for deadline dates

*Click on swimmers name

Signing up - next steps

Click drop down
arrow and choose
Yes OR No

CLICK SAVE CHANGES

Can add notes for the
coach here. (ie - Coach
pick events Sat only)

The screenshot shows the 'Team Events' page for the '2023 KA Penguin Plunge' event. The user is Tracy Lee. The page features a sidebar with navigation options like 'USAS Deck Pass', 'USAS Safe Sport', 'TU Updates', 'TeamFeed', 'My Account', 'Team Tools', 'Classes & Lessons', 'Coaching Tools', and 'Events & Competition'. The main content area displays the event details and a declaration dropdown menu. The dropdown menu is open, showing options: 'Yes, please sign [Tracy] up for this event' and 'No, thanks, [Tracy] will NOT attend this event'. A 'Save Changes' button is located at the bottom right of the form. A red arrow points from the text box 'Click drop down arrow and choose Yes OR No' to the dropdown menu. Another red arrow points from the text box 'CLICK SAVE CHANGES' to the 'Save Changes' button. A blue arrow points from the text box 'Can add notes for the coach here...' to the notes field.

**If you say NO, you are not swimming then you are done after you click
save changes**

Signing up-next steps

If you say yes, attending the meet, then continue with the following steps

Click boxes to choose events

**CLICK
SAVE**

The screenshot shows the 'Team Events' management interface. The table lists various events with columns for selection, status, date, gender, and event name. The interface includes a sidebar with navigation options and a top navigation bar with the user's name 'Hello, Tracy Lee'.

	NT	NT							
<input type="checkbox"/>	NT	NT			7	G	Open 200 Back		
<input type="checkbox"/>	NT	NT			11	G	Open 100 Breast		
<input type="checkbox"/>	NT	NT			15	G	Open 200 Fly		
<input type="checkbox"/>	NT	NT			19	G	Open 100 Free		
<input type="checkbox"/>	NT	NT			23	G	Open 200 Medley		
Day 2 Session 3 Max Entries this Session IE = 1 Rel = 0 Comb = 1									
	NT	NT	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		25	G	Open 1650 Free	
Day 3 Session 5 Max Entries this Session IE = 4 Rel = 0 Comb = 4									
	NT	NT	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		43	G	Open 200 Free	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		47	G	Open 100 Fly	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		51	G	Open 50 Free	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		55	G	Open 100 Back	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		59	G	Open 200 Breast	

You are signed up - STEP 1 Look for updated info.

About 10 days before the meet look for updates

*Click on the meet you are attending

The screenshot shows a web browser window with the URL <https://www.teamunify.com/team/usapaka/page/events#/team-events/upcoming>. The page displays a list of upcoming swimming events. The first event is highlighted with a red box and a red arrow pointing to it from the text '*Click on the meet you are attending'.

Event Name	Event Category	Location	Buttons
Dec 2022 2022 HAC Frosty Frolic A/BB/C MEET ADULTS CLUB	Swim Meet	Derry Township Community Center, Hershey PA Meet Announcement	Email Event Edit Commitment
Dec 08 2022 2022 Club Mountaineer Holiday Meet GM	Swim Meet	Morgantown, WV (West Virginia University) Aquatic Center @ Mylan Park, 1847 Fitness Way Morgantown, WV 26501	Email Event Edit Commitment
Jan 06 2023 2023 KA New Years Meet KEYSTONE AQUATICS	Swim Meet	Meet Announcement Entry Report 11-3	Email Event Edit Commitment
Jan 2023 2023 KA New Years Mini	Swim Meet		Email Event Edit Commitment

You are signed up - STEP 2 volunteer and information

Here you will find:
Meet Announcement,
Entry Report, Timeline,
Warm up times, Psych
Sheet, Official sign ups,
Volunteer sign ups

The screenshot shows a web browser window displaying an event page on TeamUnify. The URL is <https://www.teamunify.com/team/usapaka/page/events#/team-events/upcoming/1399670>. The event is titled "2023 KA New Years Mini" and is categorized as a "Swim Meet". The page includes various settings such as "Enforce Entry Based on [Qualifying Times]: No", "Restrict Entry [Best Time] to Same [Meet Type]: Yes", and "Meet Declaration Setting: Commit by Event". A red box highlights the "DESCRIPTION" section, which contains the Hershey Aquatics Club logo and a table of session details. A red arrow points from the text box on the left to the "DESCRIPTION" section.

HERSHEY AQUATICS CLUB

Location: Derry Township Community Center, Hershey PA
Meet Announcement 11-17-22 Entry Report 11-30-22
Session Time Line Psych Sheet 11-30-22
Officials Sign Up Volunteer Sign Up

	Session	Warm Up	Meet Start	#Swimmers	Coach
Friday	200 Free	5:00pm	6:00pm	5	GF
Saturday	13&Over	7:45-8:15am	9:00am	10	MB GF
	9-12yo	12:15-12:45pm	1:30pm	15	KC MB
Sunday	13&Over	7:45-8:15am	9:00am	11	MB GF
	9-12yo	12:15-12:45pm	1:30pm	16	KC DC

2023 KA New Years Mini
Jan 7, 2023 Event Category: Swim Meet

37°F Partly sunny 10:59 AM 12/1/2022

Helpful app - MEET MOBILE



Get access to meet programs, including heat sheets, psych sheets and real-time results