HIGH SCHOOL MEET RESULTS & TEAM UNIFY

Because Virginia Swimming uses the Team Unify platform for its website, we have the capability to upload meet results directly to it. By doing this, the meet results immediately become available to any VSI teams who use TU for as the team management software. This means high school meet results for a team's athletes will automatically populate provided the appropriate information for the athlete is included in the meet database.
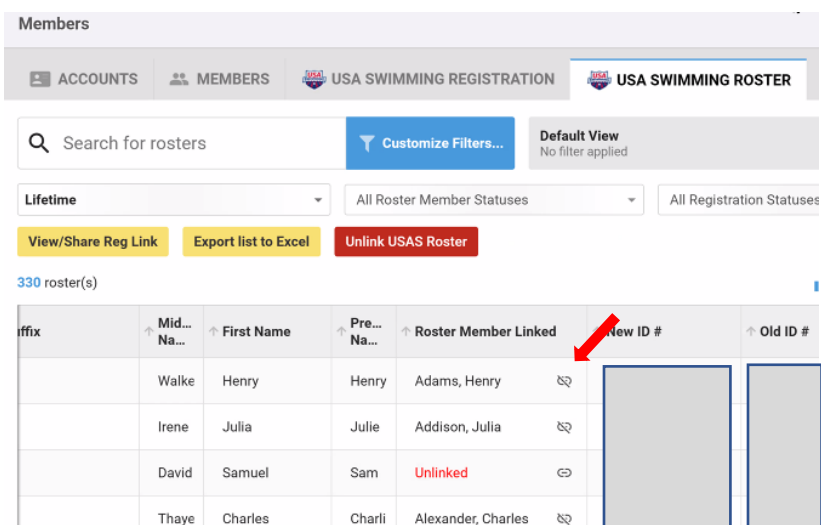
Here's what is required in the entry file:
- Athlete's legal first name (not a nickname)
- **middle initial** (this is not required for the times to upload in SWIMS but is needed for matching in TU.)
- last name
- correct birthdate

Please ensure that each of your athletes provides this information to his/her high school coach and that it used for meet entries. In the meet files that I have loaded to date the DOB is missing for <u>many</u> athletes which causes additional work for the times to load properly in SWIMS. Additionally, without the required information listed above in the meet database, times <u>will not</u> populate in the athlete's TU account.
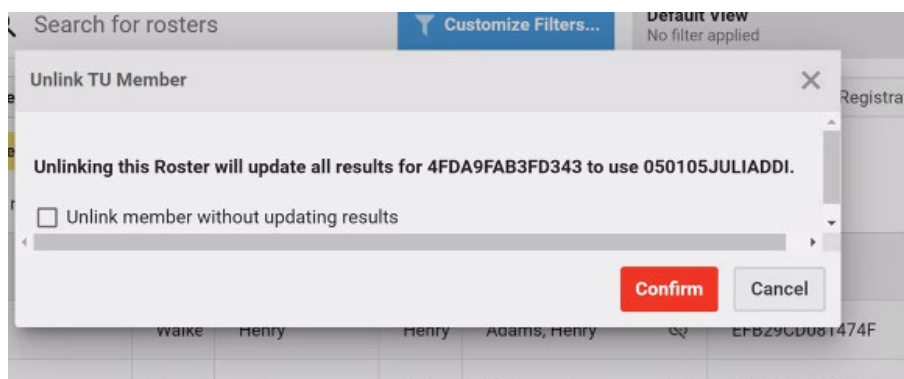
If the meet and times do not appear for an athlete you might be able to correct it by following these steps:
- Go the USA Roster tab in your TU account
- Navigate to the athlete's name and scroll over to the Roster Member Linked column:

- Click on the icon beside the athlete's name to unlink the athlete. (Indicated by arrow.)
- Click Confirm in the popup that opens **but do not check the box**.

- Then click the icon beside the athlete's name again to link the athlete again.

This process should cause the athlete's ID to update in the meet results file and shortly thereafter the athlete's times from the meet should appear in his/her account.

If this does not fix the situation with the athlete, please give me a call and as there might be additional steps that we can take. Before calling, please check all of the athletes who participated in the meet so that we can take care of everyone at once.

That's all there is to it but keep reading if you want to know the background:

Apparently an ID number using the old format is created when the file is uploaded to TU even if there isn't one showing in the athlete's record in the meet database. It generates that ID based on the information that is included in the file: first name, middle initial, last name and DOB. That's why it's so important to have all of that information included for each athlete. (Again, SWIMS doesn't require the MI to upload times into the athlete's record but TU does.)

When the results file is loaded into TU, if the athlete's old ID does happen to be in his/her record in Meet Manager, TU automatically updates it to the new ID. Once that happens, the high school meet and times that the athletes swam at the meet should appear in their records. On the other hand, if the old ID is not included in the athlete's record and it is generated when the file is uploaded to TU, TU does not automatically update it to the new ID. The unlink/relink process fixes most of those issues.

If the athlete's new ID is in the record, the times upload from the meet with no issues (or should!).

1/28/23