TeamUnify Team Member Import Format Guidelines

In an effort to streamline the process of getting your member data within the TeamUnify system we ask that you take time to follow the format guidelines below. An excel file is also provided to guide you in the correct data structure that we need to ease the 1x import process.

1. First **row** defines what data is needed. **Bold** header items are required fields.
2. Do **NOT** have blank rows in the data area
3. Separate the **Account** name to three fields:
    a. First Name
    b. MI
    c. Last Name
4. Separate the **Member** name to three fields:
    a. First Name
    b. MI
    c. Last Name
5. Separate **Address** to these fields:
    a. Address (all in one line).
    b. City
    c. State
    d. Zip
6. USA Swim Registration number is required
7. One Email address is required
8. Gender field is required
9. Date of Birth is required
10. Group field is required and please match name of the group with the group that has been defined in TeamUnify system. This information is accessed from the Team Profile tab.

For families with more that one swimmer, please replicate (copy and paste) the row with the **Account** data (parents information) and then replace the **member** (swimmer) data with the 2nd swimmer and repeat when needed to support more than 2 swimmers. The example data in the Excel files show how this would look for a family of 2 swimmers.

Please contact TeamUnify at support@teamunify.com for more information.