Thank you for your commitment to join the TeamUnify network. To help the process of deploying your team on your new team website and team management tools from TeamUnify, we have created a check list of tasks that will help speed the process of deployment.

- ☐ Submit any team logo that you may have (Photoshop or Illustrator File is preferred) but .jpg or .gif will be fine as well

- ☐ Team Colors

- ☐ Team account and member database (Please see the attached documents for the format that we would like you to follow if possible)

- ☐ Names of your swim groups and associated fee structure for each group

- ☐ Name of coaches and email address for each coach. If you have or can create a bio for your coaches this would be great. Also include a high resolution photo of each coach as well.

- ☐ Name of all board members with phone numbers and email addresses

- ☐ Any and all team registration forms if available in any format

- ☐ Pool or team photo

- ☐ If you have a team website domain name (www.teamname.org) we will need the username and password for **where the domain name is registered** not hosted. From here we will initiate the process of being able to transfer the hosting of your current website to the TeamUnify hosting system.

  If you DO NOT have a domain name then please let us know the domain name you desire and we will see if it available. Also remember that if you are a non profit - you will probably want .org website address.

- ☐ Full team contact information
  - ▪ Address, city, state and zip
  - ▪ Team Email address
  - ▪ All phone numbers, including mobile phones

Please submit these items as you get them. Please email them to tom@teamunify.com and call 925-931-0160 anytime with questions you may have.