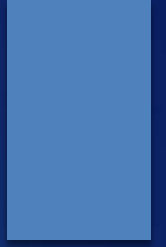


Working with Team Unify



Team Unify Uses

- ▶ Managing your Team Roster
- ▶ Managing Meet Entries
- ▶ Storing/Tracking Meet Results

Working with Your Roster

- ▶ Accounts vs. Members
 - ▶ Accounts define the family
 - ▶ Members describe each swimmer
 - ▶ One account will have one or more members

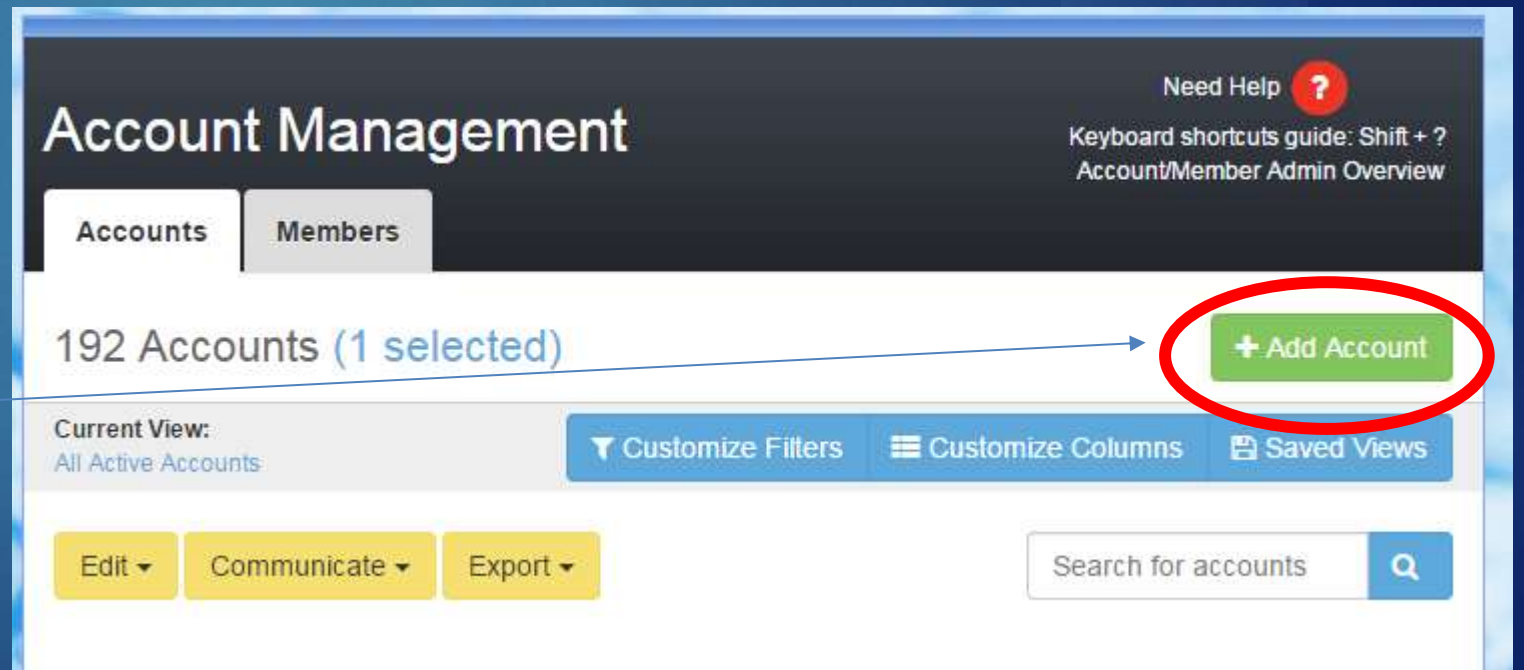
Adding an Account

On the left-hand side, you will select “Team Admin” – “Account/Member Admin”

The right-and side of the screen will show Account Management.



Click “Add Account” button to create a new account.



Adding the New Account

The screenshot shows a web form titled "Add Account" with a red close button in the top right corner. Below the title is a sub-header "New Account" and three tabs: "Account Info" (selected), "Add Members", and "Membership Dues Schedule". On the right side of the form, there are buttons for "Unmodified", "Save", and "Cancel". A blue bar highlights the "Account Contact Information" section, which includes two buttons: "Email Login Instructions" and "Reset Password". The form contains several input fields, some of which are outlined in red to indicate they are required. These red-outlined fields include: "First Name", "Last Name", "Login Email" (with a red "Unverified" label next to it), "Address", "Home Phone", "City", "State", and "Zip". Other fields, such as "Email 1", "Email 2", "Email 3", "SMS", "Carrier", "Work/Mobile Phone", and "Participate in Member Search", are not outlined in red. The "SMS" and "Carrier" fields are grouped together in two columns.

A form shows up with the required fields outlined in red.

Enter the account (family) information. You can enter as much additional information as you desire – this information is not used by MCSL.

Note the “Email Login Instructions” button on the top right. You will want to use this to let your families know how to access any password protected information you have set up.

There are additional fields on the form – only those required are shown above.

Editing an Account

- ▶ From the Account view, check the box to select one or more accounts.
- ▶ From the Edit drop-down, select “Edit Account(s)”
- ▶ The same form used to add an account and member appears, but filled in with the selected account. Make the necessary edits and then save those changes.

Add/Edit Members

The screenshot shows a user profile for 'Robert'. At the top left is a circular placeholder for a photo with the text 'NO PHOTO'. To the right, the name 'Robert' is displayed above a status indicator 'Active'. Below the name are two buttons: 'Upload Image' (green) and 'Delete Image' (red). A message says 'Drag an image anywhere in this window to upload'. Below this is a tabbed interface with 'Details' selected. The 'Details' tab contains several input fields: 'Legal First Name' (filled with 'Robert'), 'Middle Name' (empty), 'Legal Last Name' (redacted), 'Preferred First Name' (filled with 'Robert'), 'Gender' (dropdown menu set to 'Male'), 'Email' (empty), 'Phone' (empty), 'SMS' (empty), 'Carrier' (dropdown menu set to 'None'), 'Birthday' (filled with '11/2' and a redacted day), and 'ID Card #' (filled with '11249' and a redacted number). At the bottom of the form are two buttons: 'Build Swimmer ID' (green) and 'Merge ID' (yellow).

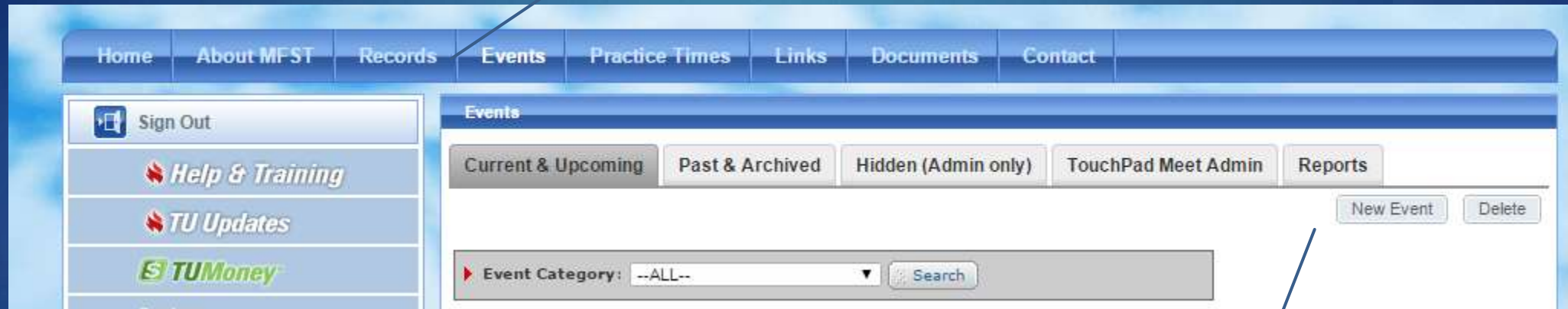
Required member information are the swimmer's name, gender and birthdate. You can have Team Unify generate the unique swimmer Id. Please note – if you change this ID, you may lose reference to the swimmer's data on the MCSL site!

Working with Events

- ▶ Creating a New Event
- ▶ Managing Meet Entries
- ▶ Exporting entries for Meet Manager
- ▶ Importing Results into Team Unify

Create a New Event

First, make sure you are on the Events Tab



Click "New Event" to create your Event

Create New Event Cont'd

STEP 1: Enter Event Information:

*Event Title:

Note: Leave the Time fields blank, if this is a full-day event.

*Start Date/Time: AM Registration Deadline:

End Date/Time: AM Event Category: « [Select](#)

Home Page Tab: Team Function

Do you want to show this Event on the Calendar? Yes

STEP 2: Team Member Only Private Event?

This is a Hidden Event visible only to Webmaster and above on the [Hidden] tab.
Team Member MUST Login to view this Private event? No (This is a Public Event)

Team Unify provides a multi-step form for creating the event. In step 1 you enter in the event title (e.g. MCF vs Poolesville). Provide the meet date and registration deadline (typically 2 days before the meet.)


For event category, the Saturday meets should be flagged with an “A Meet” category.

In step 2, keep the event as a public event so that it shows up on your site for members to see.

Create New Event – Import Events

STEP 3: Event Signup/Register Enabled?

Send Declaration Confirmation Emails?

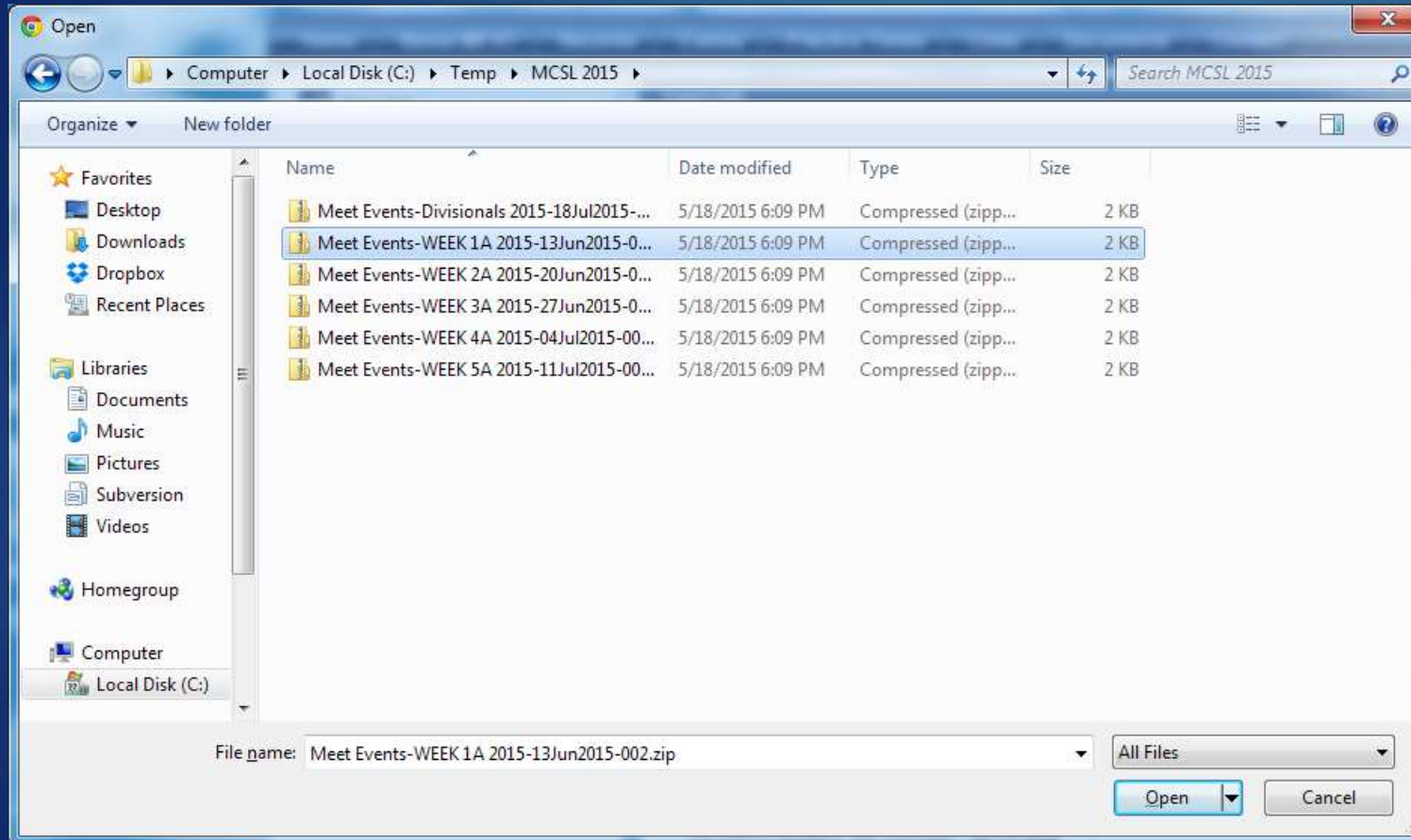
- Do **NOT** Allow Team Member to Signup/Register for this Event
- Allow On-line Reg; Response with Yes/No.
- Allow On-line Reg; Connect to eReg System 
- Allow On-line Reg; **Meet Manager/Meet Events** file to allow On-Line meet entry

Import Meet Events file below:
Meet Event File (.ev3/.zip): No file chosen

In step 3, you will want to select the fourth option – using Meet Manager/Meet Events file for on-line meet entry.

Click “Choose File” – a dialog will appear allowing you to navigate to and select a meet template file downloaded from the MCSL web site.

Create New Event – Import Events



In the zip file downloaded from MCSL.ORG you will see events for weeks 1-5 and divisionals.

Select the meet you wish to import.

Create New Event – Import Meet Events

Once they are imported, you will be able to click the View/Edit Button that appears next to the name of the meet events file.

STEP 3: Event Signup/Register Enabled?

Send Declaration Confirmation Emails?

- Do NOT Allow Team Member to Signup/Register for this Event
- Allow On-line Reg; Response with Yes/No.
- Allow On-line Reg; Connect to eReg System ^{NEW}
- Allow On-line Reg; Meet Manager/Meet Events file to allow On-Line meet entry

Use this Meet Events file:

WEEK 1A 2015 06/13/2015 - 06/13/2015 (MCSL)

Remove Meet Events file above & re-import:

[View/Edit](#)

Manchester Farm Swim Team: View Meet Events - Google Chrome
TeamUnify, LLC [US] https://www.teamunify.com/MeetView.jsp?team=recpvmfstmd&id=507478

View Meet Events

Meet Name: **WEEK 1A 2015** Location: **MCSL** Course: **SO** Meet Type:

Start Date: **6/13/15** End Date: **6/13/15** Age Up Date: **6/1/15** Use Date Since: **1/1/70**

Enforce entry based on [Qualify Times] **No** Restrict entry [Best Time] to same [Meet Type] **No**

Event Declaration Setting: **Commit by Event** [Edit](#)

Allow Course Conversion for Relays: **No**

If Athlete qualifies for non-conforming course, default [Entry Time] to the min. [Qualify Time] **No**

Meet Events: (Fee Column is ONLY visible to SuperUser and Webmaster Admin Accounts.)

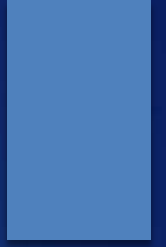
Multi-Edit Events

Day	Sex	Event	Course	I/R	Gen	Age Group	Distance	Stroke	Host Charges	Team Charges	Qualifying (SCY)	Qualifying (SCH)	Qualifying (LCM)	Admin Only
1	1	#1	SCM	I	B	12 & Under	100 Medley		\$0.00	\$0.00				Edit
1	1	#2	SCM	I	G	12 & Under	100 Medley		\$0.00	\$0.00				Edit
1	1	#3	SCM	R	B	Open	200 Medley		\$0.00	\$0.00				Edit
1	1	#4	SCM	R	G	Open	200 Medley		\$0.00	\$0.00				Edit
1	1	#5	SCM	I	B	0 & Under	25 Free		\$0.00	\$0.00				Edit
1	1	#6	SCM	I	G	0 & Under	25 Free		\$0.00	\$0.00				Edit
1	1	#7	SCM	I	B	9-10	50 Free		\$0.00	\$0.00				Edit
1	1	#8	SCM	I	G	9-10	50 Free		\$0.00	\$0.00				Edit
1	1	#9	SCM	I	B	13-14	50 Free		\$0.00	\$0.00				Edit
1	1	#10	SCM	I	G	13-14	50 Free		\$0.00	\$0.00				Edit
1	1	#11	SCM	I	B	11-12	50 Free		\$0.00	\$0.00				Edit
1	1	#12	SCM	I	G	11-12	50 Free		\$0.00	\$0.00				Edit
1	1	#13	SCM	I	B	15-18	100 Free		\$0.00	\$0.00				Edit
1	1	#14	SCM	I	G	15-18	100 Free		\$0.00	\$0.00				Edit
1	1	#15	SCM	I	B	13-14	100 Medley		\$0.00	\$0.00				Edit
1	1	#16	SCM	I	G	13-14	100 Medley		\$0.00	\$0.00				Edit
1	1	#17	SCM	I	B	0 & Under	25 Back		\$0.00	\$0.00				Edit
1	1	#18	SCM	I	G	0 & Under	25 Back		\$0.00	\$0.00				Edit
1	1	#19	SCM	I	B	9-10	25 Back		\$0.00	\$0.00				Edit
1	1	#20	SCM	I	G	9-10	25 Back		\$0.00	\$0.00				Edit

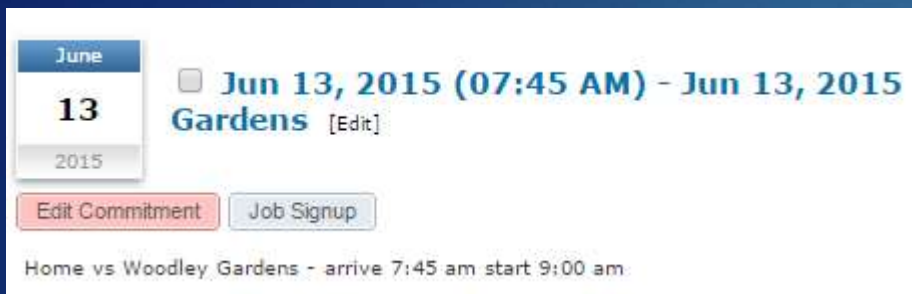
Create Events for the Remaining Meets/Weeks

- ▶ Repeat this process for each of the dual meets for the season.
- ▶ Steps 5 through 12 are optional and each team can manage their events as they see fit.

Managing Meet Entries



Exporting Entries for Meet Manager



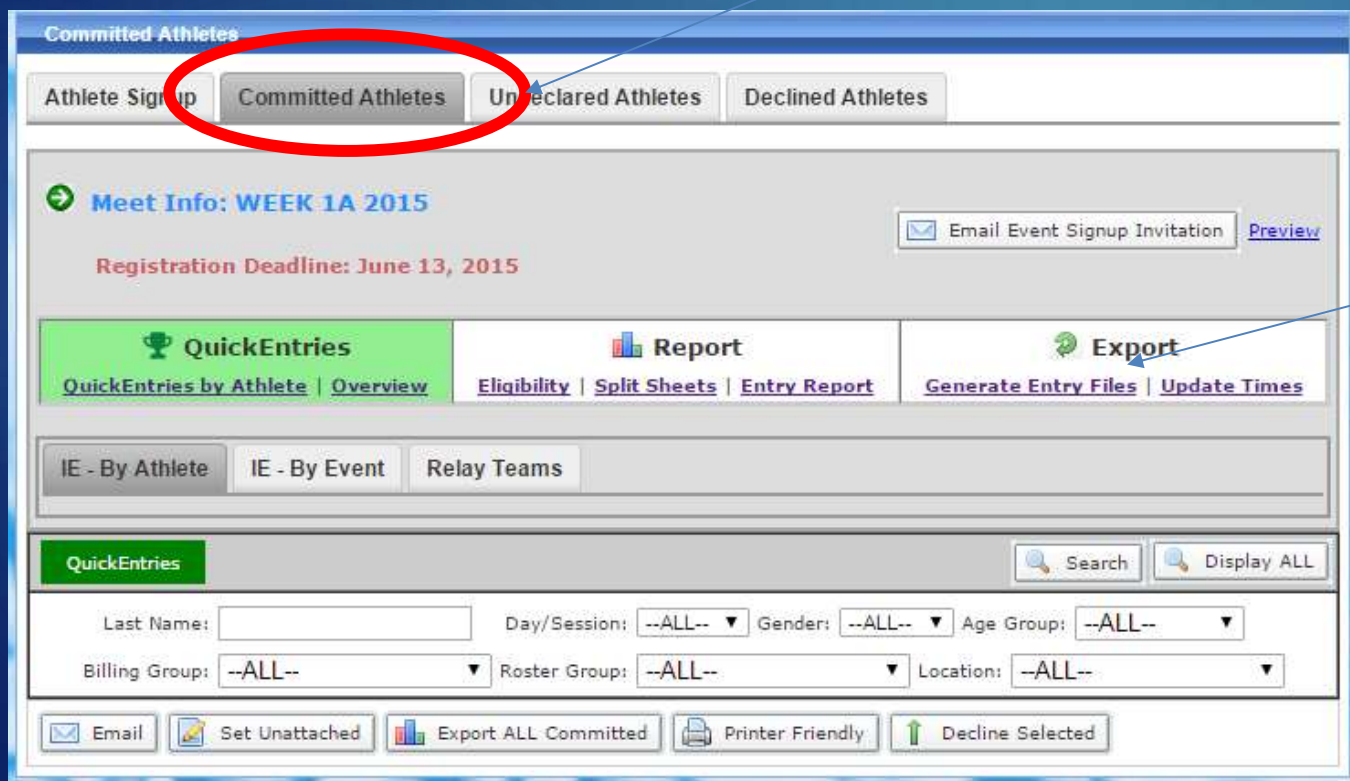
June
13
2015

Jun 13, 2015 (07:45 AM) - Jun 13, 2015
Gardens [Edit]

Edit Commitment Job Signup

Home vs Woodley Gardens - arrive 7:45 am start 9:00 am

For an event, as an admin, you will see the “Edit Commitment” button next to an upcoming event. Click on the link and then select the “Committed Athletes” tab



Committed Athletes

Athlete Signup **Committed Athletes** UnDeclared Athletes Declined Athletes

Meet Info: WEEK 1A 2015
Registration Deadline: June 13, 2015

Email Event Signup Invitation [Preview](#)

QuickEntries Report Export

QuickEntries by Athlete Overview Eligibility Split Sheets Entry Report Generate Entry Files Update Times

IE - By Athlete IE - By Event Relay Teams

QuickEntries Search Display ALL

Last Name: Day/Session: --ALL-- Gender: --ALL-- Age Group: --ALL--
Billing Group: --ALL-- Roster Group: --ALL-- Location: --ALL--

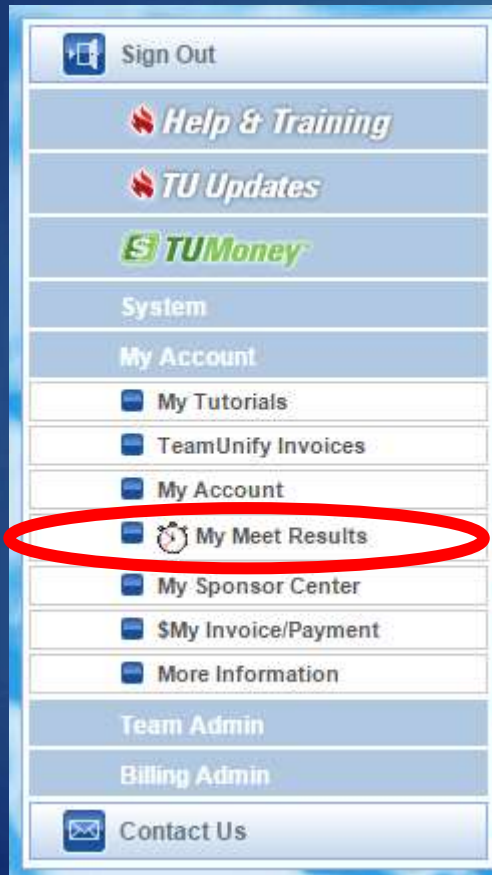
Email Set Unattached Export ALL Committed Printer Friendly Decline Selected

Click on the “Generate Entry Files” link in the Export section. You will be asked to confirm the export operation. The screen then displays an option to save a standard SD3 file. Click that, and select a location to save the file.

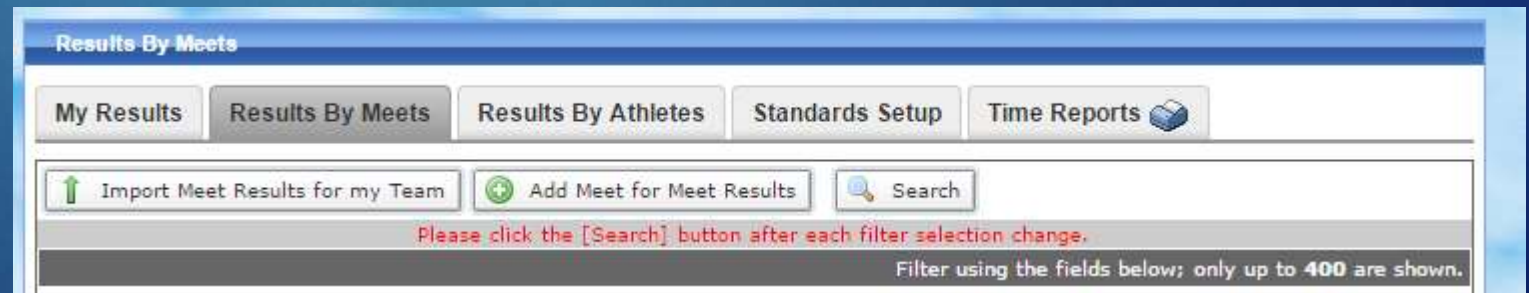
This is the file you must provide to the home team for import into Meet Manager.

Importing Results from Meet Manager

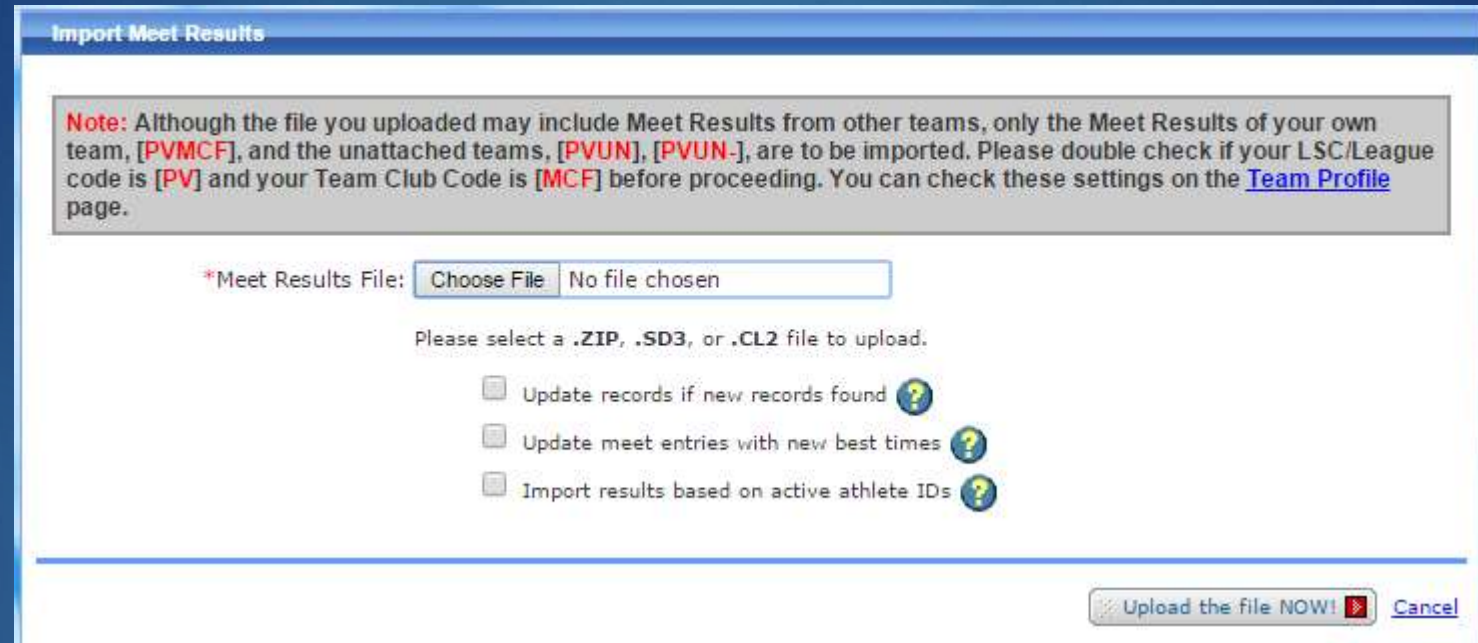
On the left-hand side of the screen, select “My Account and then “My Meet Results”



On the right-hand side of the screen, select “Results by Meets” and then click on the “Import Meet Results for My Team”






Import Meet Results Cont'd



Note: Although the file you uploaded may include Meet Results from other teams, only the Meet Results of your own team, [PVMCF], and the unattached teams, [PVUN], [PVUN-], are to be imported. Please double check if your LSC/League code is [PV] and your Team Club Code is [MCF] before proceeding. You can check these settings on the [Team Profile](#) page.

*Meet Results File: No file chosen

Please select a .ZIP, .SD3, or .CL2 file to upload.

- Update records if new records found 
- Update meet entries with new best times 
- Import results based on active athlete IDs 

Click “Choose File” to select the export from Meet Manager that contains your team’s results. You can choose to update records, meet entries with best times and import results using the active athlete Ids.