

How to enter or remove your swimmer from a meet. (Or make changes) Please read both pages here.

Hi Parents,

This is an informational letter to explain how to deal with swim meets for your child. Please follow the steps I have outlined for you and it should make this process very easy to monitor.

*****Parents, just as a reminder, I enter all swimmers that are at the competitive level into all the meets. This means that our Red, Blue, Senior Prep, and Senior swimmers (Not Novice) will be entered throughout the year in the swim meets that are designated for them.**

Now, please know that all swim meets are ALWAYS optional and you can remove yourself from any meet that you choose to. The reason we enter swimmers into swim meets is because we are a competitive team and swim meets are both fun for the child as well as it tells the coaching staff how well the swimmer is learning throughout the season.

***** This might seem like a long process, but it actually will only take you about a minute to do once you get used to doing it.**

What do you do first?

1. You must log into your Team Unify account.
2. You will scroll down on the home page until you see a section called events and there you will see a list of all our swim meets for the year.
3. Look at the swim meet
4. You will put your mouse over those words in Blue and click it.
5. This will take you to a page that now gives you more information about that particular swim meet.
6. At the top of that page, you will see the name of the meet, the event date, the registration deadline, and the job sign up deadline (*if we are hosting that meet*).
7. Under that, the description will let you know who the meet is for (which particular practice group). I then tell you a little more information there.
8. The grid below that is a tentative timeline for the meet. This is possibly a little different than what might be listed in the official meet packet. (More on this below).
9. Under the grid, you will see some links. The first is the official meet packet in a PDF that we want you to familiarize yourself with. Most meet packets all around the country are similar but have things specific to their own meet.
10. The 2nd link is the PDF of the meet entries. When you click them, you will see all the swimmers that are entered in the meet as of the day I posted. This is **NOT** the official entry. This is just a list I posted on that day and it is a quick reference.

2nd Step

1. Go back to the list of swim meets on the home page and where it says the name of the swim meet, you will see the words Edit commitment. All of the STAR hosted meets will also have a JOB SIGN UP button next to that.
2. Please click on the Edit commitment button.
3. Scroll down and you should see your child(s) name with a line under it. You will also see the word Committed with a **GREEN** check mark next to the name and then finally you will see a list of events to the right of that with or without **Red** check marks.
4. When you look at the events, you will see a number and sometimes there might be a letter next to that. The number correlates to the event number in the meet packet. The next thing is in parentheses and it says (d2/s2) or something like that. This tells you the day it is on. D2 would mean the event is on DAY 2. The /s2 does not mean anything so do not worry about that. You then see the name of the event with either a time next to it or a NT. For our new families, the NT stands for No Time and that just means that your child has not competed in that event before.
5. It is here that you look at the events and decide if everything looks correct or not.
6. If you want to make changes, then you will need to click your child's name with the underline. This will now take you to one last page.
7. Scroll down and you will now see a light blue and white grid. This is separated into each of the days of the swim meet.
8. There should be events highlighted in yellow as well.
9. To the LEFT of the yellow highlighted events, you will see a black checkmark.
10. If you click that checkmark, the yellow highlight goes away and then your child will not be entered in that particular event.
11. You would continue doing that for any and all events that you want to remove.
12. If you want to switch to a different event, you can do that as well.
13. You must make sure they are swimming in the age group that they should be in.
14. Once all changes have been made, **you must press the SAVE CHANGES** button on the bottom of that screen which is located on the bottom right.

As always, you can always contact me and I will walk you through this. My number is 716-851-1209. Please remember that there is ALWAYS a deadline to doing entry changes, removals, or additions. Once the deadline passes, then your account will be charged for each swim your child is entered in.

Thank you,

Coach Rick