Entries Doc – Head Coaches 2017

Questions? Email Support@teamunify.com
Team Alias is needed found in SwimOffice > Team Admin> Team Profile> found in red at the top of the page
OR
Click the RED Question Mark in the bottom right corner of your SwimOffice site

Glossary

- Team Unify (TU) - The web based platform that all teams are now using that houses both Swim Office and Touch Pad functions
- Swim Office(SO) - The website side of Team Unify. Athlete commitment, Event selection, Meet Results, and other items such as news, team events, and job sign ups will occur in Swim Office.
- Touch Pad (TP) - The Meet Software that interfaces with your Swim Office site. This is the program that we will use to run our dual/tri meets
- Syncing- This allows TP to connect and talk to your Swim Office site. You need wifi connection to “sync.”

Pre-Meet Planning

TIMING IS KEY – PAY ATTENTION TO DEADLINES

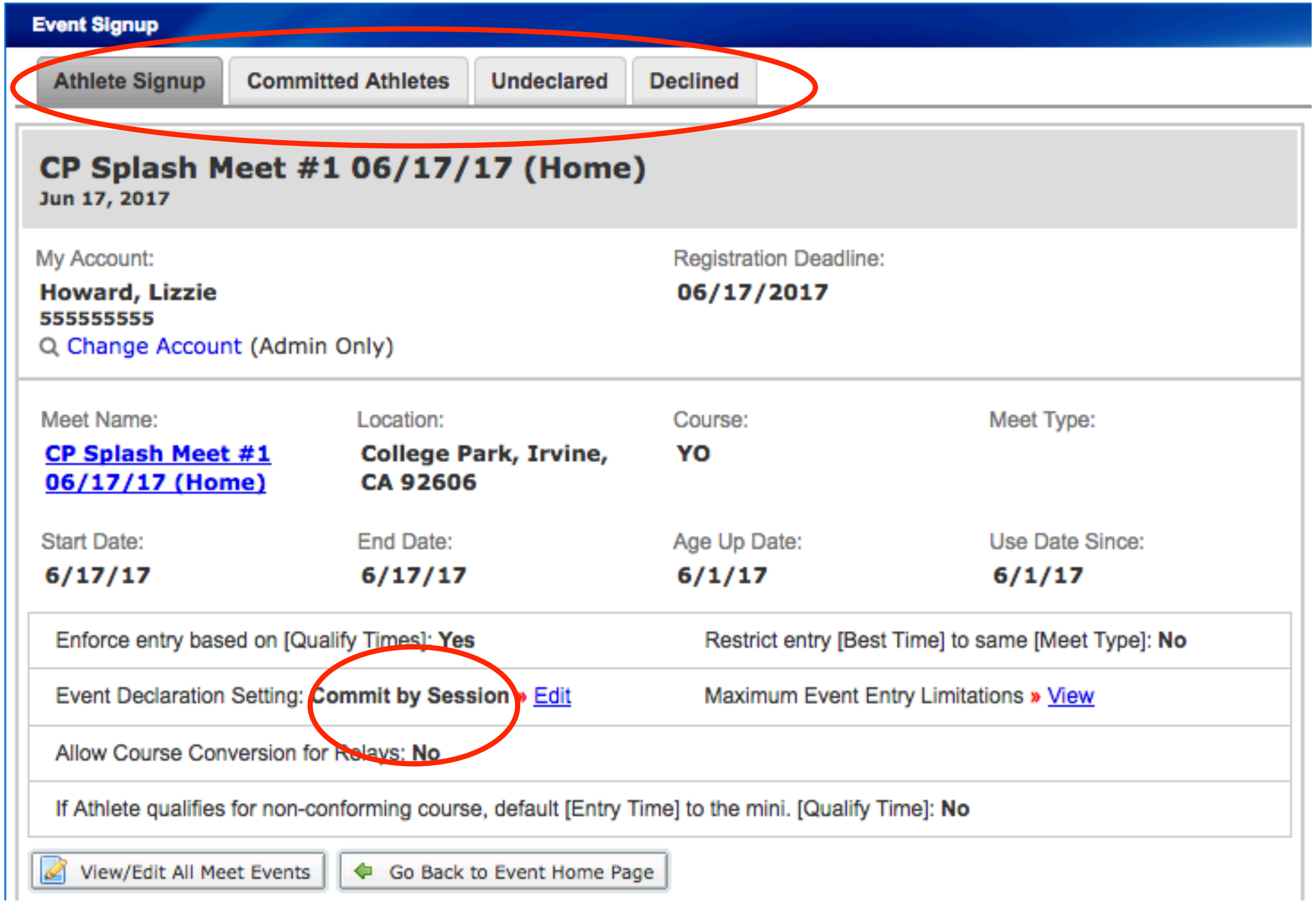
COACHES MUST HAVE ACCESS ADMIN LEVEL - Email/Print/Calendar

- **Get contact info of opposing team’s stats person and make contact in advance of meet**
- Thursday noon – Coaches finish entries
- Thursday – 7pm – Visiting team sends entries(SD3 export) to home team
- Friday – noon – Home team sends Meet Backup File to Visiting Team
- Visiting Team Receives/Imports File - Swimmer cards and Entry reports can be
- ALL LABELS/REPORTS ARE RUN IN TP

Click on Meet> Edit Commitment Tab

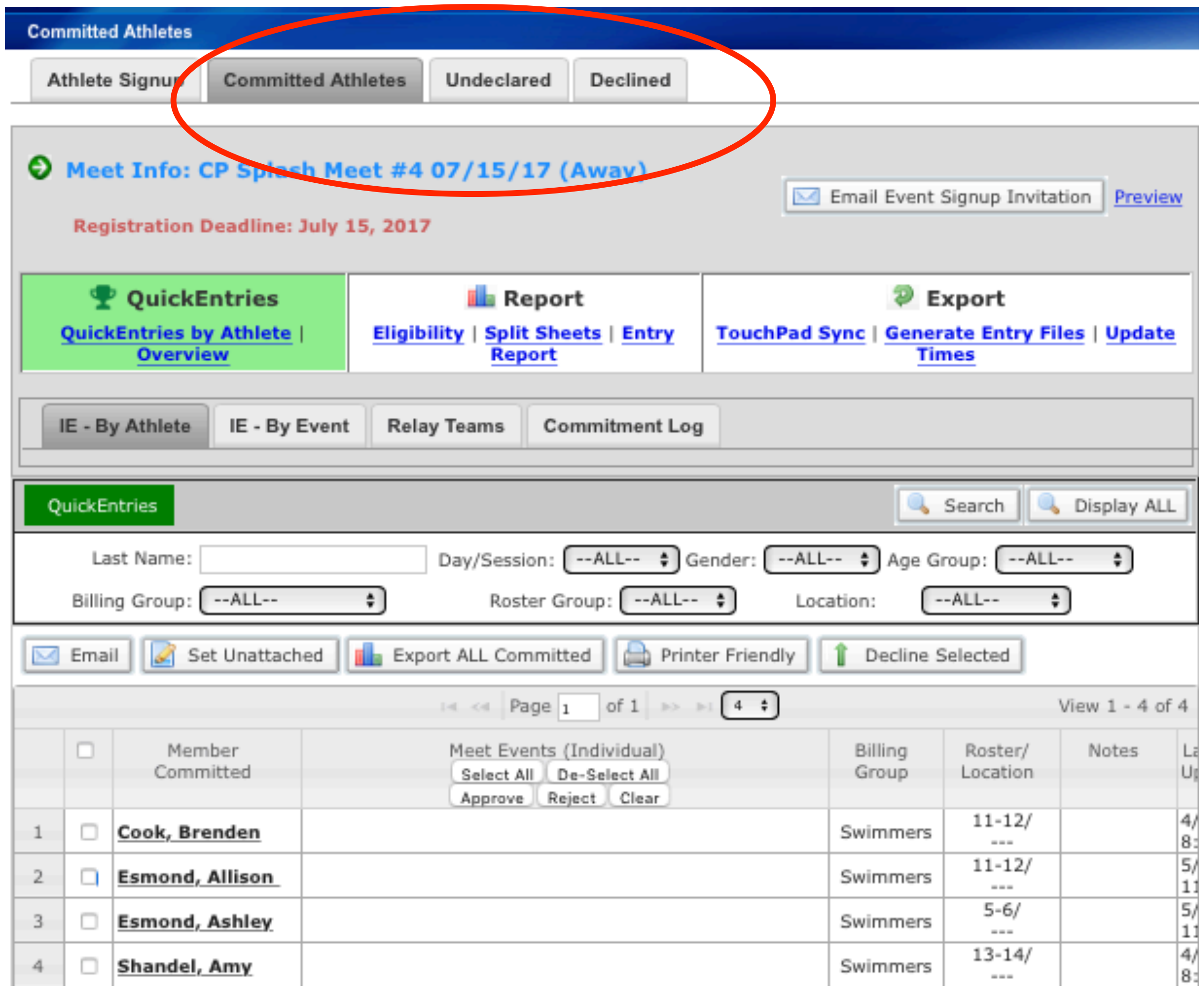
CHECK MEETS FOR COMMIT BY SESSION (easiest way to change is click meet, edit event, and Edit)

- Committed Athletes
- Undeclared
  - Those that have not said yes or no to entering meet
- Declined
  - Swimmers who will not attend
  - Can move swimmer from Declined to Committed but not into undeclared (parents can change commitment)



COMMITTING ATHLETES

- To commit an athlete or athletes for an event:
- Go to the Events tab and find the desired meet
- Click **Attend/Decline** or **Edit Commitment** below the desired meet
- Click **Undeclared Athletes** tab
- Set any desired filters and click **Search** if needed
- Select the athlete(s) you wish to commit by putting a check mark next to their name(s) (click check box next to "Member Name" column header to select all) and click **Multi-Commit to Attend**
- Once this is done they will appear in the **Committed Athlete** Tab
- Alternatively you can click on a single name and sign them up by using the **Signup Record** or **Declaration** pull down
    - If there is an ev3 file attached to the meet (drop down is labeled "Signup Record") you will then be able to commit them for individual events by placing a check mark next to the desired events
    - Click **Save Changes**



Link to Watch Committing Athletes Tutorial
Committing by athlete, event, quick entry and relays
https://teamunify.wistia.com/medias/badedb00fd

KNOWLEDGE BASE – MEET ENTRIES

QUICK ENTRIES (allows you to see events swimmer is eligible for)

https://teamunify.uservoice.com/knowledgebase/articles/56736-how-do-i-use-the-quick-entries-quickentries-syst

ENTERING ATHLETES BY EVENT/IE EVENT (allows you to see swimmers and select to specific event)

https://teamunify.uservoice.com/knowledgebase/articles/159801-enter-athletes-by-event-ie-by-event-or-adding-sw

CREATING RELAYS USING AUTO FIND, FIND BEST RELAY, ADD NT RELAYS

https://teamunify.uservoice.com/knowledgebase/articles/54722-meet-entries-create-a-relay-using-auto-find-add

APPROVING ATHLETES

- **Approving Athletes**
- **To Approve an Athlete for a Event:**
- Sign In
- Go to the **Event** tab and find the desired meet
- Click **Edit Commitment** button for the meet
- Click **Committed Athletes** tab
- This will take you to the view of the athletes and the events they have signed up for (if this option is selected)
- Click on the box next to the event and then click the **Approve** button
- A red **APPROVED** mark should appear next to the event once the approval has been accepted
- You can multi-select events and approve them by putting check marks next to all the events you accepted or select all events at once by clicking on the **white box** next to the approve button.

Backup Swimmers - Relays

- **Can I have Backup Swimmers for my Relays?**
- Yes if you would like to have backup swimmers please follow these steps:
- Sign in with any admin status.
- Click on the event you wish to add the backup athlete too.
- Click on the committed athlete tab
- Click on the Relay tab
- Select Manual Add for the relay you want to have the backup athlete added too(if you have not created the relay you can use the auto find or Manual add feature).
- At the bottom of the screen should be the blank **“Backup Athletes:”** box click the **Add** button located below this box.
- From here you should be able to select from those swimmers who qualify for the event (based on age and gender) by putting a check mark next to their name and clicking the Add Athlete(s) to Relay Team.
- To add a swimup athlete ensure you check 'Show Swimup Athletes' and Search.
- Once added the athlete will populate the entry file under that relay as a backup. (Important if you enter a athlete in a relay this way they will be charged the athlete surcharge if it applies in the meet entries file.

FOR COACHES SYNCING OR EXPORTING FILES (not stats person)
Getting Entries from Swim Office(SO) To Touch Pad(TP)

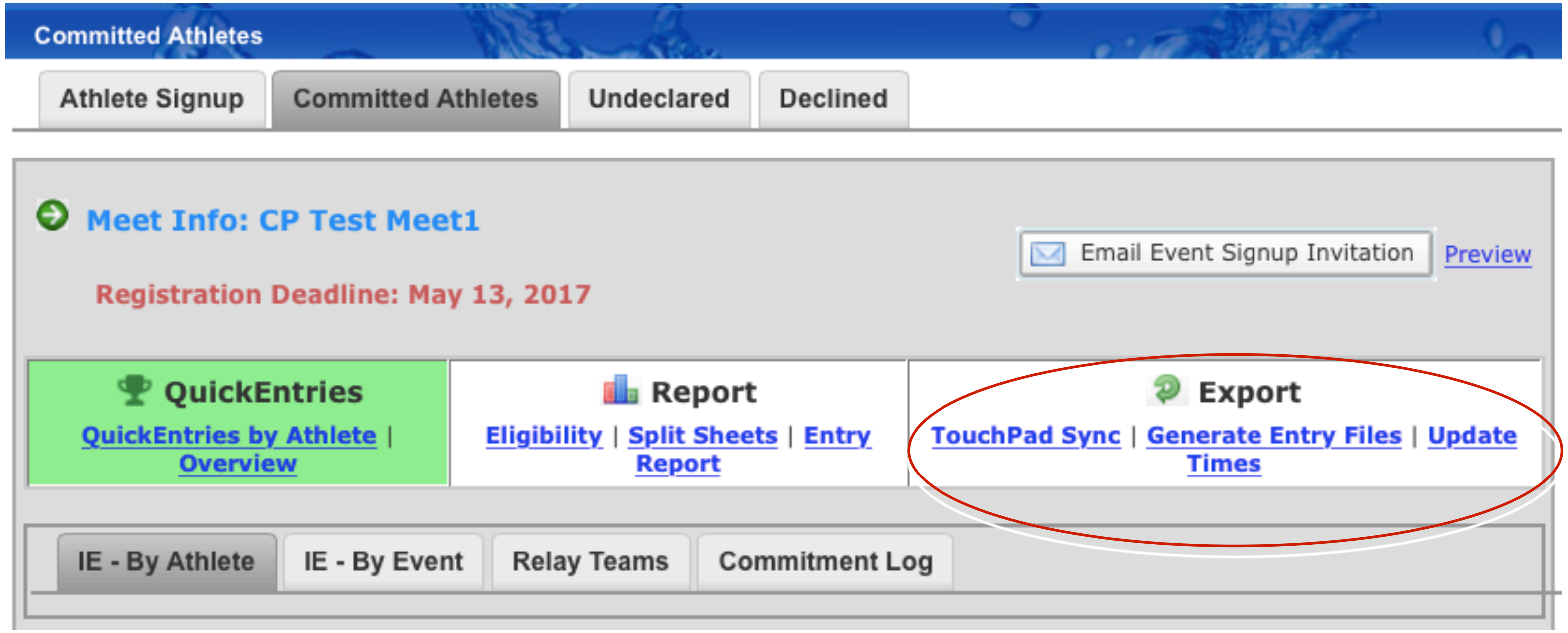
IMPORTANT

The next steps are different for HOME TEAM or AWAY TEAM

- **HOME TEAM: You will *SYNC* your entries in the next step to your Touchpad**
- **AWAY TEAM: You will *EXPORT an SD3* File and send to HOME TEAM by pre-determined deadline**

Syncing/Exporting Entries

In committed athletes tab of current meet

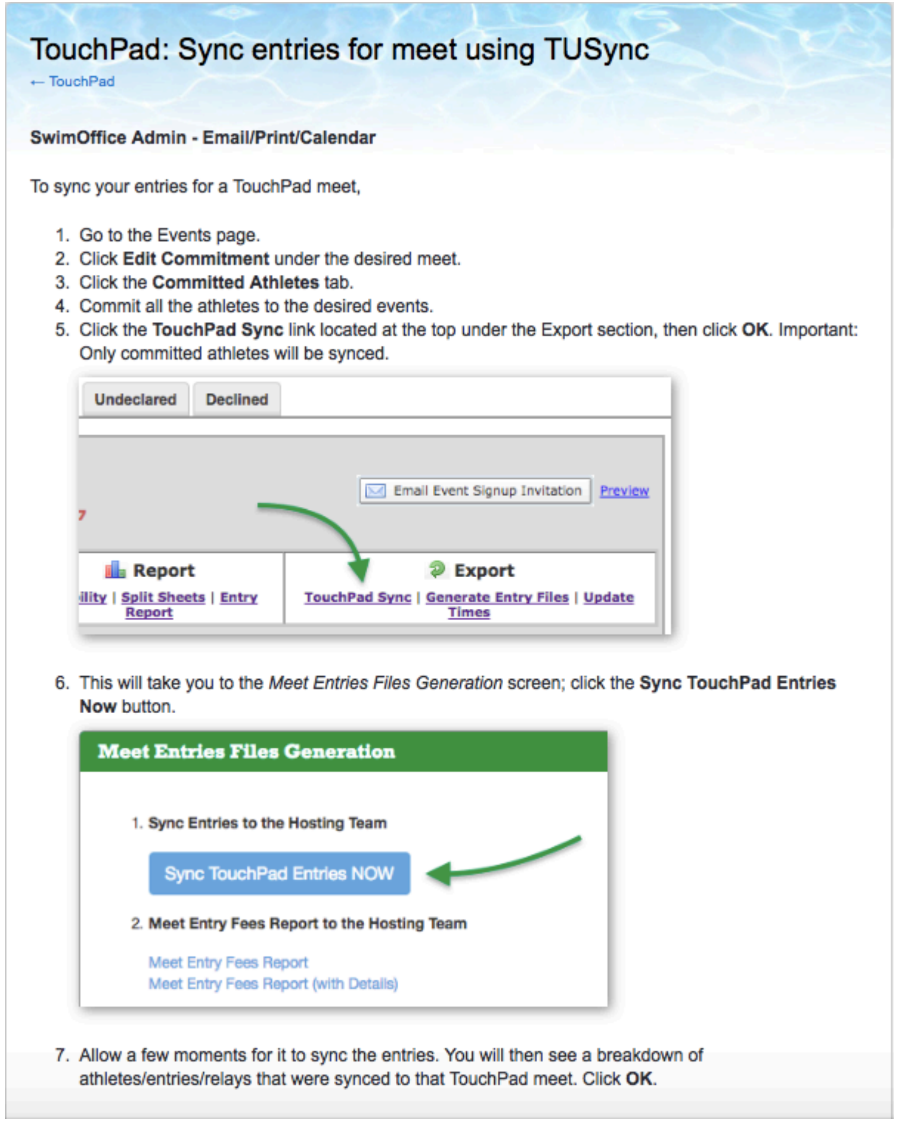


HOME TEAM – Syncing Entries

Sync entries to TouchPad

In Committed Athletes Tab >Export>TouchPad Sync>OK>Sync TouchPad Entries NOW

- Syncing Entries to TouchPad: https://teamunify.uservoice.com/knowledgebase/articles/122116-touchpad-sync-entries-for-meet-using-tusync
- Once you have synced entries in Swim Office, **you will need to also sync your touchpad**
- BE SURE YOU ARE ON THE CORRECT MEET IN TP (current meet shows up in top line of TP next to the version you are running)
- File>Sync Now to SwimOffice
- Meet Entries will sync
- Home Team double check SYNC on home page (Athletes, Athletes in events, Individual Entries, etc. should populate)



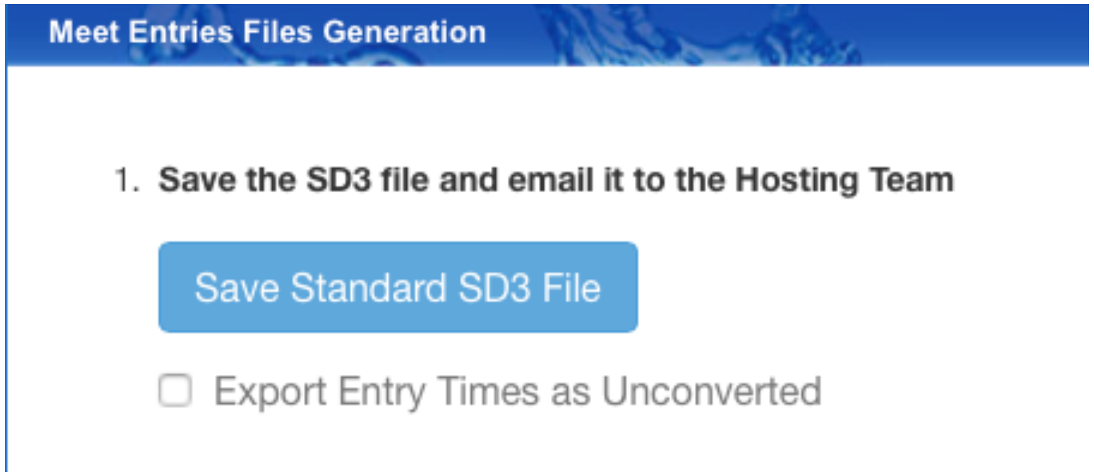
VISITING TEAM - Export

Generate Entries File>OK>Save Standard SD3 File

Click on Save Standard SD3 File

File will download (specify where on computer so you can send)

Send File to Home Team Stats Contact and confirm receipt



Making Corrections to Times/Placements After the Meet

- Home team - in Touchpad (before Syncing back to home team SwimOffice)
  - Edit results/times in Enter Results tab
  - Re-sync to SwimOffice
- Visiting Team − if changes are made in TP to run results reports/labels, you will ALSO need to edit again in SwimOffice once results are released/synced from home team (results will not show up in SwimOffice until home team releases them)
- In SwimOffice
  - Go to My Account > My Meet Results > Results By Meets
  - Click the desired meet
  - Search for a specific swimmer
  - Click the **Edit** link to the right of the time you want to change
  - Make the desired changes and click **Submit**

QUESTIONS AND HELP

Using the Knowledge Base in Swim Office

Click on help and training and then Knowledge Base – use search bar to ask questions. Ask question in a few different ways to try and come up with answer

OR

Please email support@teamunify.com for specific questions or click the Red Question mark on the bottom right of your Swim Office Site

This is new for ALL of us. Please be patient and positive. And THANK YOU all for your time and dedication to ISL and all of our families and swimmers!!