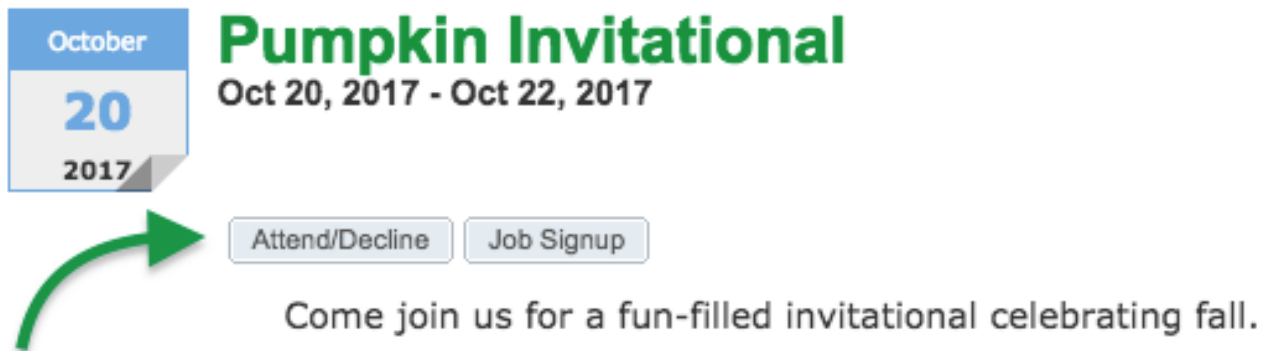


Parents: Sign-up athlete for meet / Commit to events – TeamUnify Website

Declaring/signing up your athlete(s) for events is easy in TeamUnify. Note: You can also sign-up using the OnDeck App – there are tutorials in the app under “Help.”

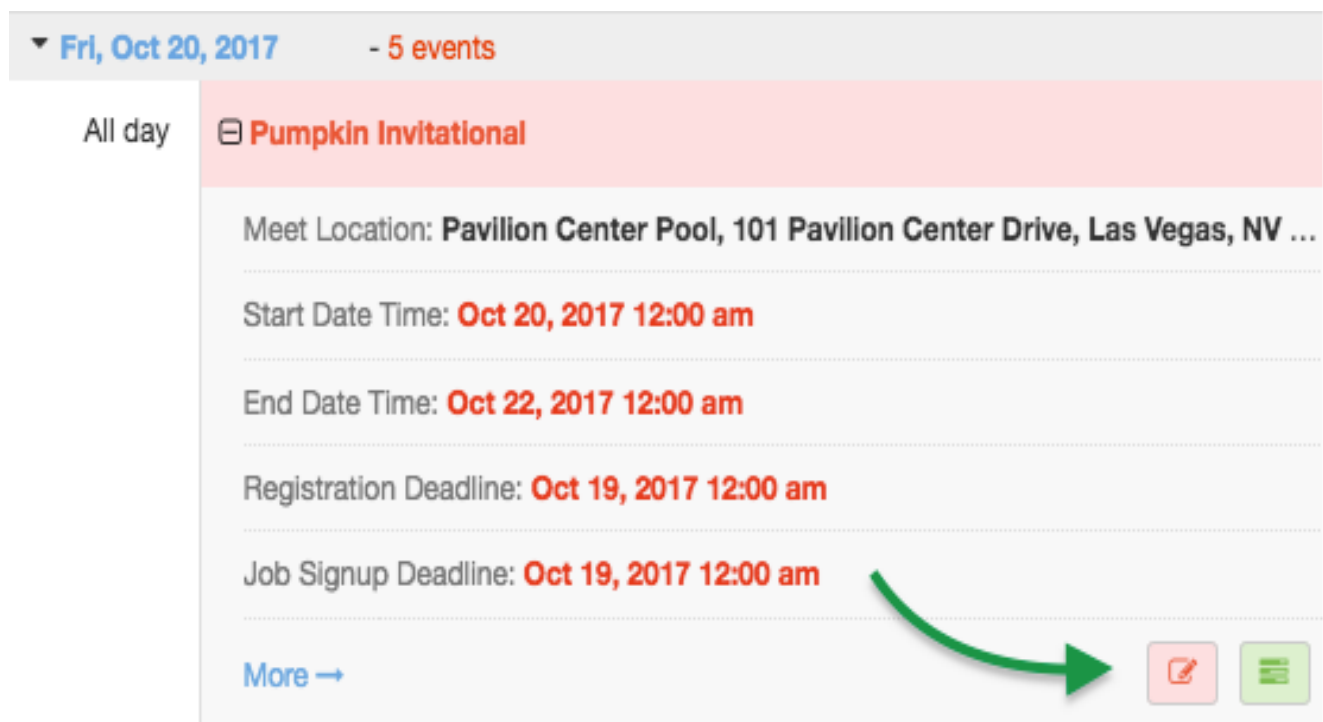
- 1 Sign in to your team's TU website.
- 2 Go to the Events or Calendar page.
- 3 Click the **Attend/Decline** button.

A. On the Events page, it looks like this.



The screenshot shows a calendar view for October 20, 2017. A green arrow points from the date to the event details. The event is titled "Pumpkin Invitational" in green text, with the dates "Oct 20, 2017 - Oct 22, 2017" below it. There are two buttons: "Attend/Decline" and "Job Signup". Below the buttons is the text: "Come join us for a fun-filled invitational celebrating fall."

B. On the Calendar, it looks like this.



The screenshot shows a calendar view for Friday, October 20, 2017, with 5 events. The event "Pumpkin Invitational" is highlighted in a pink bar. The event details are listed below:

- Meet Location: Pavilion Center Pool, 101 Pavilion Center Drive, Las Vegas, NV ...
- Start Date Time: Oct 20, 2017 12:00 am
- End Date Time: Oct 22, 2017 12:00 am
- Registration Deadline: Oct 19, 2017 12:00 am
- Job Signup Deadline: Oct 19, 2017 12:00 am

At the bottom, there is a "More →" link and two icons: a red square with a white pencil and a green square with a white list icon. A green arrow points from the "Job Signup Deadline" to the red icon.

- 4 Click the name of your athlete whom you want to attend.

5 Click the *Declaration* dropdown and click **Yes, please sign [name] up for this event** (or **No, thanks, [name] will NOT attend this event**, enter any *Notes*, and then click **Save Changes**).

Pumpkin Invitational (Oct 20, 2017 - Oct 22, 2017)

Member Athlete:

Emily Black

*Declaration

Yes, please sign [Emily] up for this event

Notes:

Emily cannot attend on Sunday.

6 Enter any *Notes* you want the coach to see

7 If a team admin has allowed you to select events, check the boxes of the events you want your athlete to enter.

Day 1 Session 1					Max Entries this Session IE = 0 Rel = 0 Comb = 0				
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	Not Qualified	<input type="checkbox"/>	<input type="checkbox"/>		1	G	Open 1000 Free	<=14:59.99Y <=12:59.99L
<input checked="" type="checkbox"/>	<u>22:12.42L</u>	22:12.42L	<input type="checkbox"/>	<input type="checkbox"/>		3	G	Open 1650 Free	<=25:59.99Y <=23:59.99L

Day 2 Session 3					Max Entries this Session IE = 5 Rel = 1 Comb = 6				
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	Not Qualified	<input type="checkbox"/>	<input type="checkbox"/>		45	G	Open 400 Medley	<=6:27.99Y <=6:59.99L
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		47	G	Open 50 Free	
<input checked="" type="checkbox"/>	<u>1:19.89L</u>	1:19.89L	<input type="checkbox"/>	<input type="checkbox"/>		49	G	Open 100 Back	

A.) Red times indicate your athlete is not qualified to enter those events.

B.) Events you choose are subject to coach approval.

8 Click **Save Changes**.

9 Repeat for all other athletes you may have.