Team Unify - Commonly Asked Instructions

The TeamUnify platform is designed specifically for swimming and delivers easy-to-use centralized business process optimization to thousands of swim teams.

Team unify provides a mobile app called OnDeck that functions like the desktop version. You can management and sign up for volunteers, check stats and meet results, commit to meets and manage entries and it also works as a communication hub.

Setting up Accounts

Membership: Add / create new Account

Admin Level - Super User

To add a new account,

- Go to Account Admin.
    - New CMS users: In the side menu click Team Tools > Accounts.
- Click Add Account.
- Fill in the form as required/desired.
- If admin access is to be given, use the drop-downs under Account Access Settings.
- When finished, click Save.
- If this is a new account, click Email Login Instructions.

Roster Check (to upload into Swimming Canada)

The roster in the file is sometimes referred to as a splash format (TeamUnify). You can upload this into Swimming Canada to make sure you information is correct.

As a superuser -

- Go to Member Admin.
- From the left navigation menu click Team Tools > Members.
- Set any desired filters using Customize Filters and click Done
- Check the box next to the "Last Name" column header to select all
- Click Export > Export SDIF and you will get the following message: "This SDIF Export is for the Meet Host to import Rosters into Meet Manager.

From within Meet Manager, please ask the Meet Host to use: [File >> Import >>Entries] to import and IGNORE the Exception Report."

- Enter the Age update.
- Click Generate
- Log in as Meet Manager or Registrar on the Swimming Canada Database
- unzip the file downloaded from teamUnify
- upload the sd.3 file in the RTR and it will give you the errors list if any

How to Approve Athletes for Events

Admin Level - Webmaster or superuser

- Go to your Events page.
    - home page Events section.
    - New CMS users: In the side menu click Events & Competition > Team Events.
- Click your desired event's Edit Commitment button.
- Click Committed Athletes tab.
- Click the box(es) next to the desired event(s) (or click the Select All button)
- Click the Approve button.
- Click OK to confirm.
- Approved will appear next to the event(s).

How to do entries

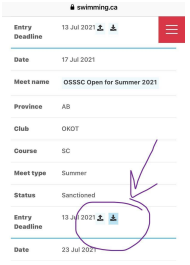
ASSA video:
https://www.dropbox.com/s/k9hc5i78cn8wdkp/ASSA%20-%20TeamUnify%20Tutorial.mp4?dl=0

Step one:

Click on the following link to access the Swimming Canada Events:

https://www.swimming.ca/en/events-results/live-upcoming-meets/?province=1&season=21&month=7

- Filter Alberta events and look for your events
- Click the Arrow down button to download the entry file. In the download there should be 2 files. If you are using teamUnify, save the .ev3 file

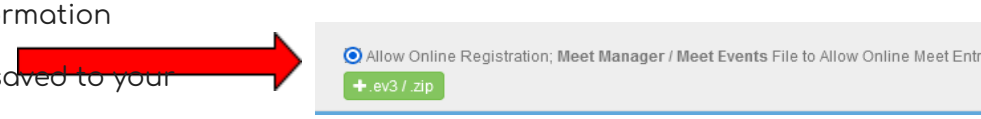


Step two:

_____Open Teamunify * to do entries you must have website manager access or superuser access.

Go to Practice and events tab in the left side

- Create an event in teamunify. (upper right side green box)
  - events could be set up by the club super user.
- Fill in all necessary information
- Click the following box*
- Select the .ev3 file you saved to your computer
- upload the meet entry file from swimming Canada.

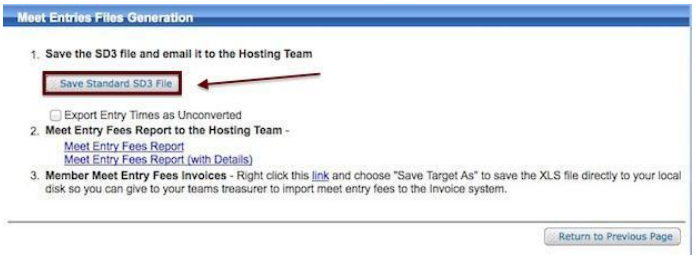


** if the green box is missing then you must contact Team Unify to get them to add it

When you go to edit commitment the swimmers should show up with the events you can select.

Entries without setting up an event:

- Go to your Events page.
  - In the side menu click **Events & Competition** > **Team Events**.
- Click your desired event's **Edit Commitment** button.
- Click the **Committed Athletes** tab.
- Click the Generate **Entry Files** button.
  Important: Only the APPROVED individual entries and RELAY entries will be processed.
- From the File Generation Screen,
  - Step 1 generates the SD3 file to send to the host.
  - Click either **Save Standard SD3 File**or **Save Extended SD3 File.**
- After saving the SD3 File, attach it to an email and send it to the meet host.



Events: View and use swim-up/swimup athletes

Admin Level - Webmaster or Superuser

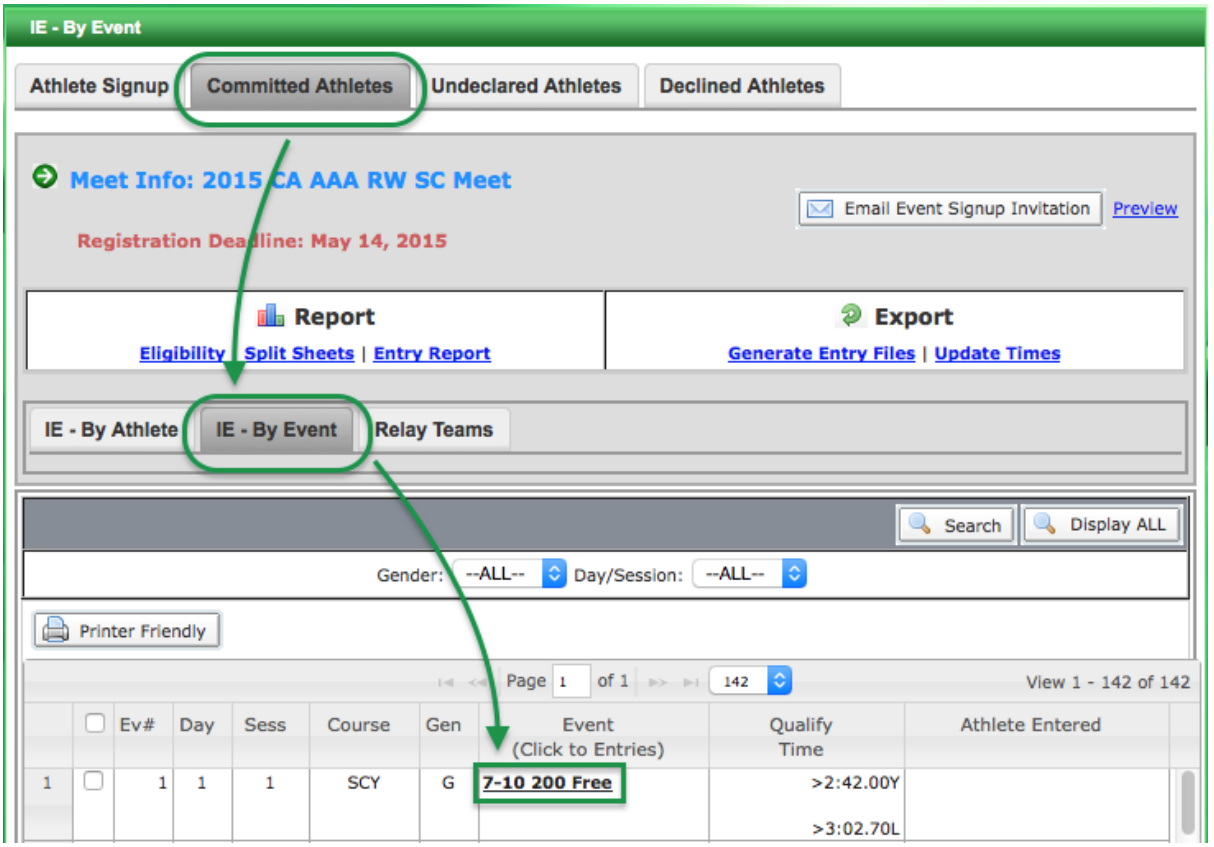
To see the Swim-Up Athletes for an event or relay please follow the below steps.

- Go to your Events page.
  - home page Events section.

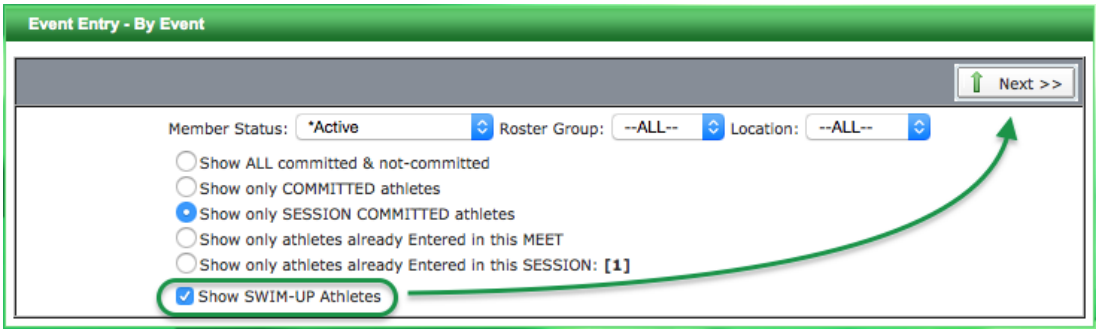
- New CMS users: In the side menu click Events & Competition > Team Events.
- Click your desired event's Edit Commitment button.
- Click the Committed Athletes tab.
- There are three tabs located above the committed athletes: IE-By Athlete, IE- By Event, and Relay Teams. See the below sections for individual events and relays.

Individual Event swim up athletes

- Click the IE - By Event tab which will bring up all the events that are set-up for the meet.



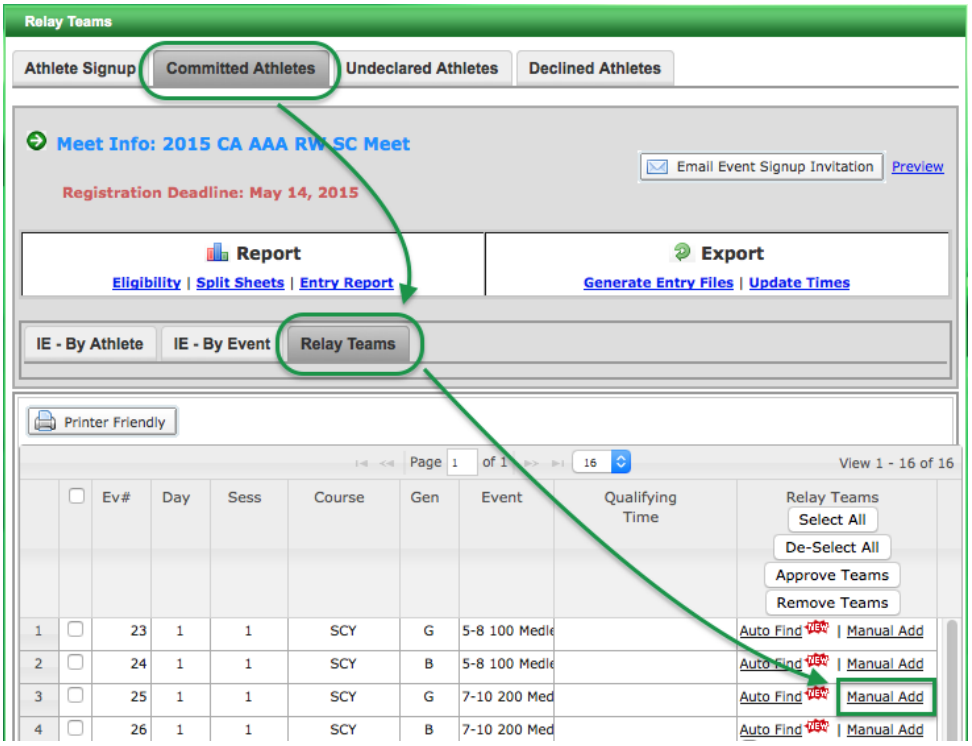
- Click the desired event name for which you wish to see swim up athletes.
- On the "Event Entry - By Event" screen click the bottom check box Show SWIM-UP Athletes.
- Click the Next >> button. This will bring up a list of both age-group and swim up athletes.



- Select the athletes you want.
- Click Save Changes.

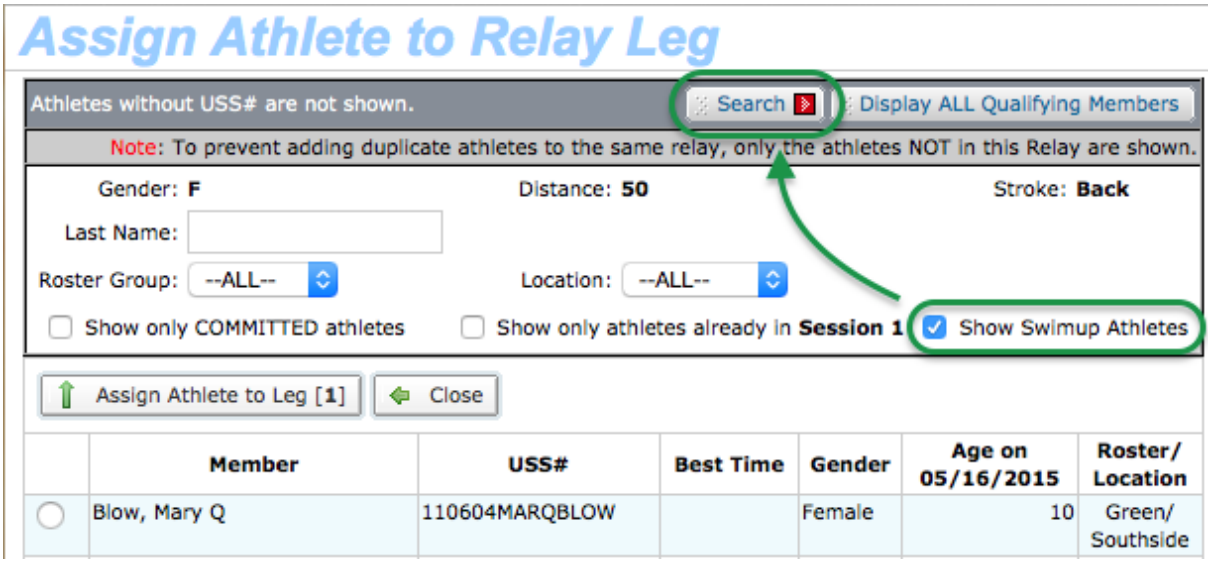
Relay swim up athletes

- Click the Relay Teams tab which will display all relays for the meet.
- Click Manual Add by the desired relay which will take you to the "Relay Team Edit" screen. (This is not available for Auto Find.)



- Click the Select button by a relay leg.
- Check the box Show Swimup Athletes.

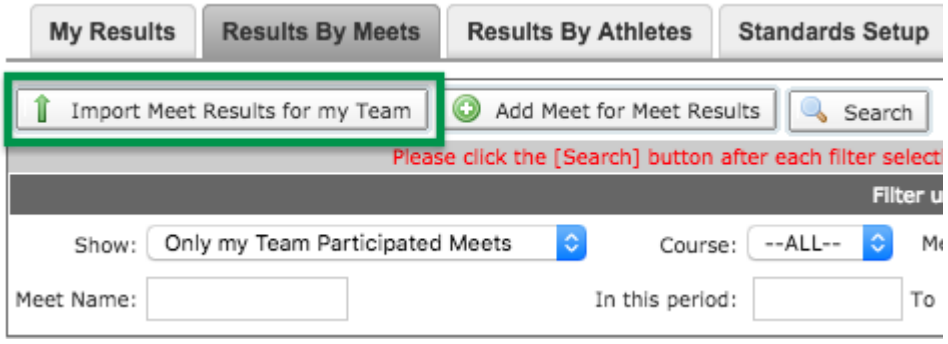
- Click Search. This will add swimup athletes to the list.



- Select the desired athlete.
- Click Assign Athlete to Leg [X].

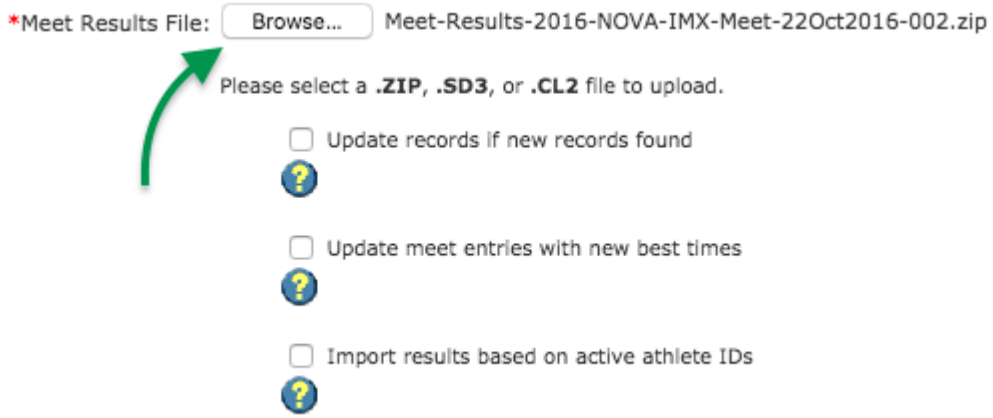
To import a Meet Results file,

1. Go to Results by Meets.
    a. From the left navigation menu, click Events & Competition > Meet Results.
2. Click the Results By Meets tab.
3. Click the Import Meet Results for my Team button.



4. Click the Browse or Choose File button.
5. Navigate to find and select/open the meet results zip file, .cl2 file, or the .sd3 file.

6. Select any of the additional options (hover over the question marks for additional info).



   a. Update records if new records found — All team records will update if new.
   b. Update meet entries with new best times — Team records update with new bests.
   c. Import results based on active athlete IDs — Only necessary if any of the athletes' results are from swimming in a non-team meet where the team code is different, such as zone meets or high school meets.
7. Click the Upload the File NOW! button.
8. After uploading they will appear in your Results By Meets tab.

For anything else you can use team Unify's Complete Guide or search their support portal

Trouble Shooting:

ASSA RTR & Entries – **When coaches upload entries to the RTR, the system performs a registration check. If a coach receives a rejected entry notice, an exception report will be sent to them indicating the issue. It is most likely one of the following:**

- **Swimmers** – are they registered (account updated, and online waivers signed), when completed it will show with a green checkmark in RTR
- **Date of Birth, Name, Gender and Swimming Canada Number** – must match in the RTR to what is in the Team Manager program
- **Club Code** – must match in the RTR to what is in the Team Manager program
- **Duplicate swimmer file** – more than one account for swimmer - Swim Alberta can clean up and fix duplicate swimmer accounts.

Your club registrar will need to verify the information in the team management software is the same by doing a roster check.