How To Use TeamUnify

ASSA video:

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

<u>Step one:</u>

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.

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.

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	swimming.ca
Entry Deadline	13.Jul 2021 ± ±
Date	17 Jul 2021
Meet name	OSSSC Open for Summer 2021
Province	AB
Club	OKOT
Course	sc
Meet type	Summer
Status	Sanctioned
Entry Deadline	13 Juli 2021 ± 🛓
Date	23 Jul 2021

vim

🧿 Allow Onli	ne Registration; I	Meet Manager	/ Meet Events	s File to Allo	w Online Meet I	Entry
+.ev3 / .zip						

Athlete Signup	Committed Athletes	Undeclared Athletes	Declined Athlet	es
O Meet Info: Course C Mee	2014 ST AAAA Loi t - 2	ng Registration Dead	line: May 16, [Email Event Signup Invitation
	💼 Report		×	Export

ALBERTA SUMMER SWIMMING



- 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 Fileor Save Extended SD3 File.
- After saving the SD3 File, attach it to an email and send it to the meet host.

1.	Save the SD3 file and email it to the Hosting Team
	Save Standard SD3 File
	Export Entry Times as Unconverted
2	Meet Entry Fees Report to the Hosting Team -
	Meet Entry Fees Report Meet Entry Fees Report (with Details)
3.	Member Meet Entry Fees Invoices - Right click this link and choose "Save Target As" to save the XLS file directly to your loc disk so you can give to your teams treasurer to import meet entry fees to the Invoice system.
	disk so you can give to your teams treasurer to import meet entry fees to the invoice system.

Additional Resource:

https://support.teamunify.com/en/articles/643-events-view-and-use-swim-up-swimup-athletes

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