

How To Use TeamUnify



ASSA video:

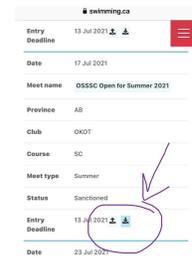
<https://www.dropbox.com/s/k9hc5i78cn8wdkp/ASSA%20-%20TeamUnify%20Tutorial.mp4?dl=0>

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>

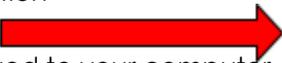
- Filter Alberta events and look for your events
- Click the Arrow down button to download the entry file. In the download there should be 2 files. If you are using teamUnify, save the .ev3 file

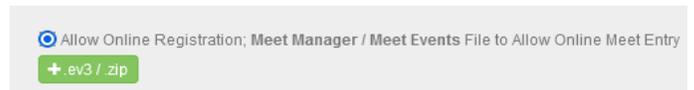


Step two:

_____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.



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

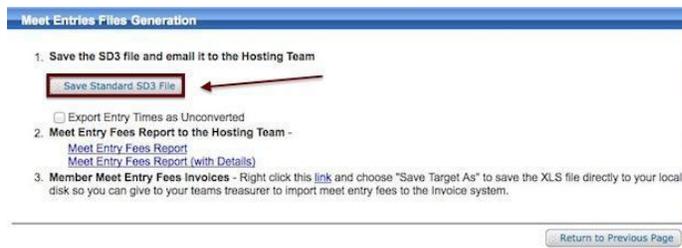
Entries without setting up an event:

- 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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- 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.



Additional Resource:

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

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