

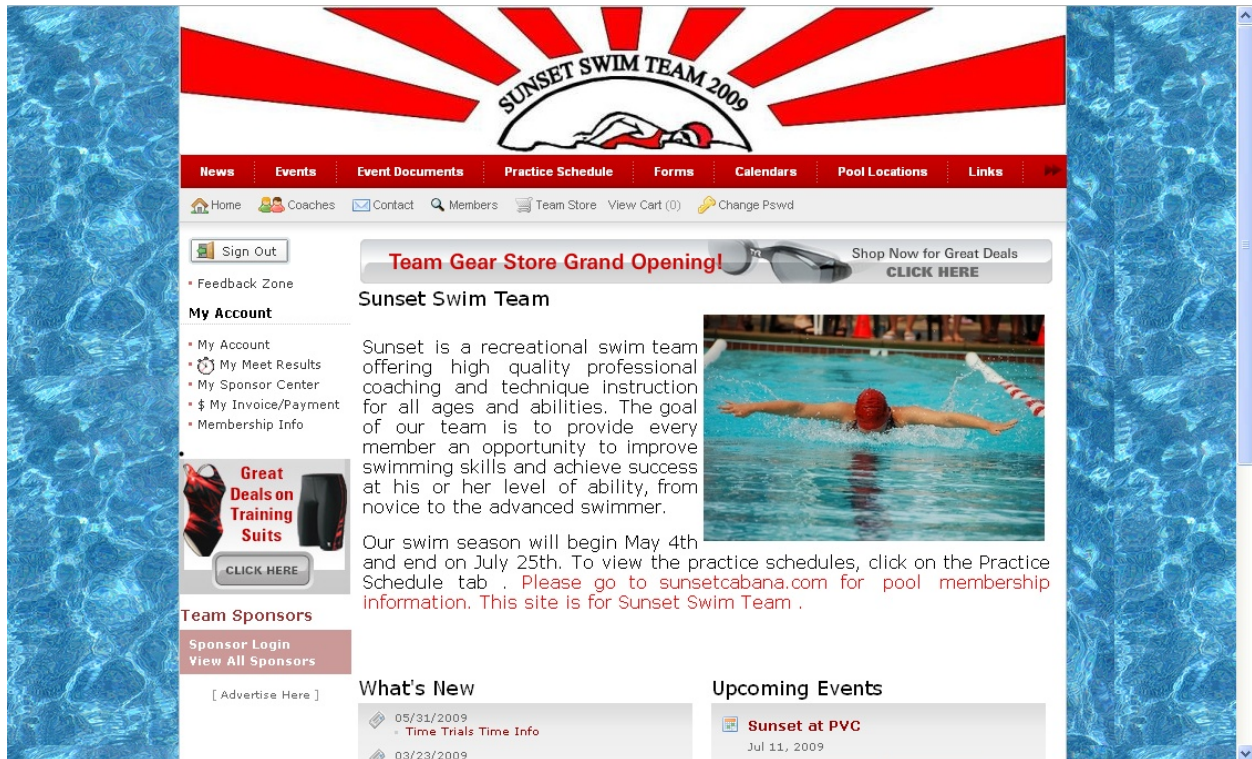
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Introduction

The sunsetswimteam.com web site is hosted by [TeamUnify](#). TeamUnify takes the place of the [Team Manager](#) software that we previously used to manage the swim team.

The home page has a number of red tabs across the top that provide access to a variety of information. The upcoming swim meets (called "events") are listed on the bottom right. Additional information will become available once you sign in using the button on the top left, and the page will look like this for most swim team members:



From the website, you can sign your swimmers up for the meets, sign up for volunteer work, find out which events your swimmers are swimming and get a history of their times, view meet results, and much more.

Signing up for a meet

To sign your swimmers up for a meet, do the following:

1. Sign in
2. Click on the "Events" tab or scroll down to "Upcoming Events"
3. Find the meet you'd like to attend
4. Click on "Attend this Event"
5. Click on your swimmer's name
6. Go to "Signup Record", pull down and select "Yes" (or "No" if not attending)
7. Click on "Save Changes" and then "OK"
8. Repeat for each swimmer
9. Please don't forget to sign up for jobs as well!

Signing up for meet jobs

To sign up for meet jobs, do the following:

1. Sign in
2. Click on the "Events" tab or scroll down to "Upcoming Events"
3. Find the meet you are signing up for
4. Click on "Job Signup"
5. Select the job(s) you are interested in
6. Click on "Signup" and then "OK"

Finding out which events your swimmers are swimming

On the day before the meet (sometimes sooner), you can get a list of the events your swimmers are swimming as follows:

1. Sign in
2. Click on the "Event Documents" tab
3. Under the appropriate meet, click on the "Swimmer Entries" link
4. Find your swimmer's name

Getting meet results after a meet

Soon after each meet, the results from the meet will be posted on the web site (usually later in the same day, but sometimes the day after). View it as follows:

1. Sign in
2. Click on the "Event Documents" tab
3. Under the appropriate meet, click on the "Meet Results" link