Parents: Sign up athlete for meet / Commit to events

1. Sign in to your team's TeamUnify website.

2. Go to your Events page.

a. Chameleon users: Click your **Events** tab in the top menu, or **More...** on the home page Events section.
b. New CMS users: In the side menu click **Events & Competition** > **Team Events**.
3. Click your desired event's **Attend/Decline** (or **Edit Commitment**) button.
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:

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Emily cannot attend on Sunday.
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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
☐	NT	Not Qualified	☐	☐		1	G	Open 1000 Free	<=14:59.99Y <=12:59.99L
☑	22:12.42L	22:12.42L	☐	☐		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
☐	NT	Not Qualified	☐	☐		45	G	Open 400 Medley	<=6:27.99Y <=6:59.99L
☐	NT	NT	☐	☐		47	G	Open 50 Free	
☑	1:19.89L	1:19.89L	☐	☐		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. Otherwise select which days and sessions your athlete will attend and a coach will then pick which events your athlete will enter.

Please select the Days/Sessions that this Athlete would like to attend below:

☑ **Day 1/Session 1**

Ev#	Best Time	Gen	Event	Qualifying Time
1	NT	G	Open 1000 Free	<=14:59.99Y <=12:59.99L
3	22:12.42L	G	Open 1650 Free	<=25:59.99Y <=23:59.99L

☑ **Day 2/Session 3**

☐ **Day 3/Session 5**

a. You may click a day/session button to see what events are scheduled.

9. When finished, click **Save Changes**.

10. Repeat for all other athletes you may have.