



Appendix: PARENT RESOURCES AND INFORMATION

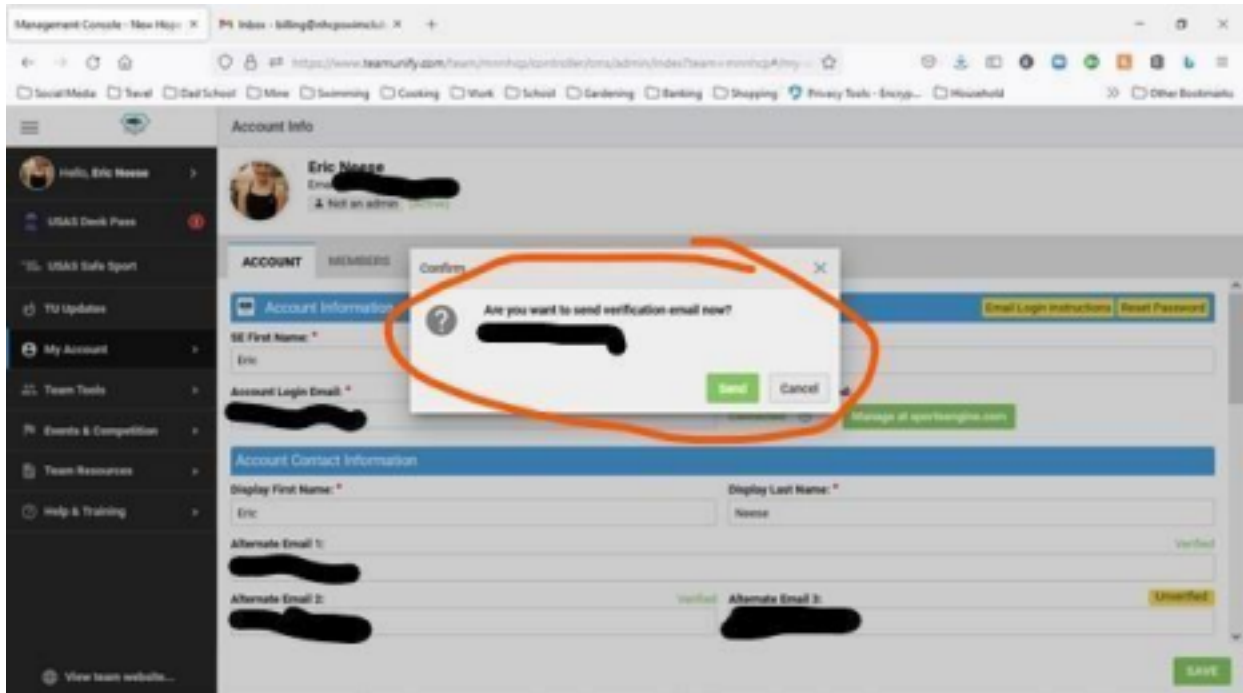
Email verification and adding alternate email addresses to TU Account:

- Sign into your main club account and click "Account Info". A screen similar to this will pop up:

The screenshot shows a web browser window with the URL <https://www.teamunify.com/teams/showup/controls/team/submy/index?team=www.teamunify.com>. The page title is "Account Info". The user is logged in as "Eric Neese". The page has tabs for "ACCOUNT", "MEMBERS", "PAYMENT SETUP", and "DUES SCHEDULE". The "ACCOUNT" tab is selected. The "Account Information" section has fields for "SE First Name" (Eric), "SE Last Name" (Neese), "Account Login Email" (verified), and "SE Account Connected" (Connected). The "Account Contact Information" section has fields for "Display First Name" (Eric), "Display Last Name" (Neese), "Alternate Email 1" (verified), "Alternate Email 2" (verified), and "Alternate Email 3" (Unverified). A "SAVE" button is at the bottom right.

- Under the "Account Information" section is the "Acct Login Email". There is a green "Verified" next to this section (circled in red). This email address will automatically receive all communications sent from NHCP.
- The next section is "Account Contact Information". There are spaces to add "Alternate Email 1" and "Alt Email 2". Looking above, you will see to the far right of these that they are "verified" (circled in red). These emails will receive all emails that the login email receives.
- There is also "Alternate Email 3". On the far right you can see it as "Unverified"

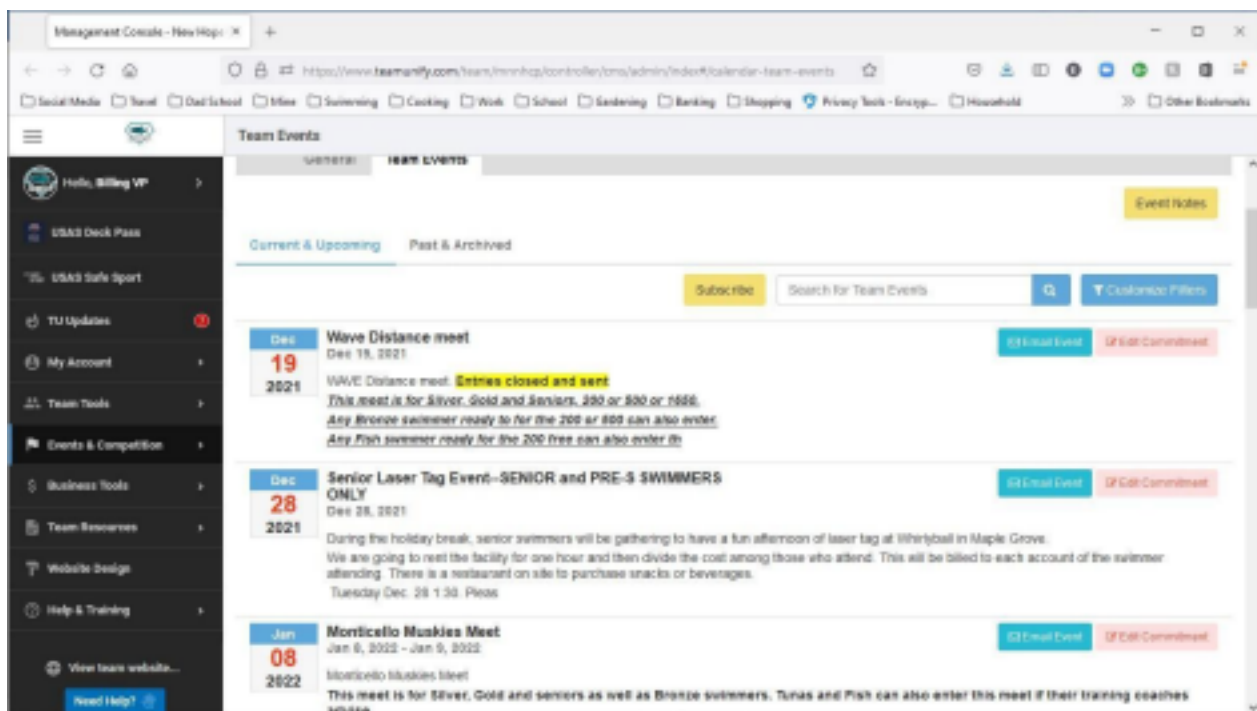
(circled in blue). This email will not be receiving any team emails. To fix that, click “Unverified” and this will pop up:



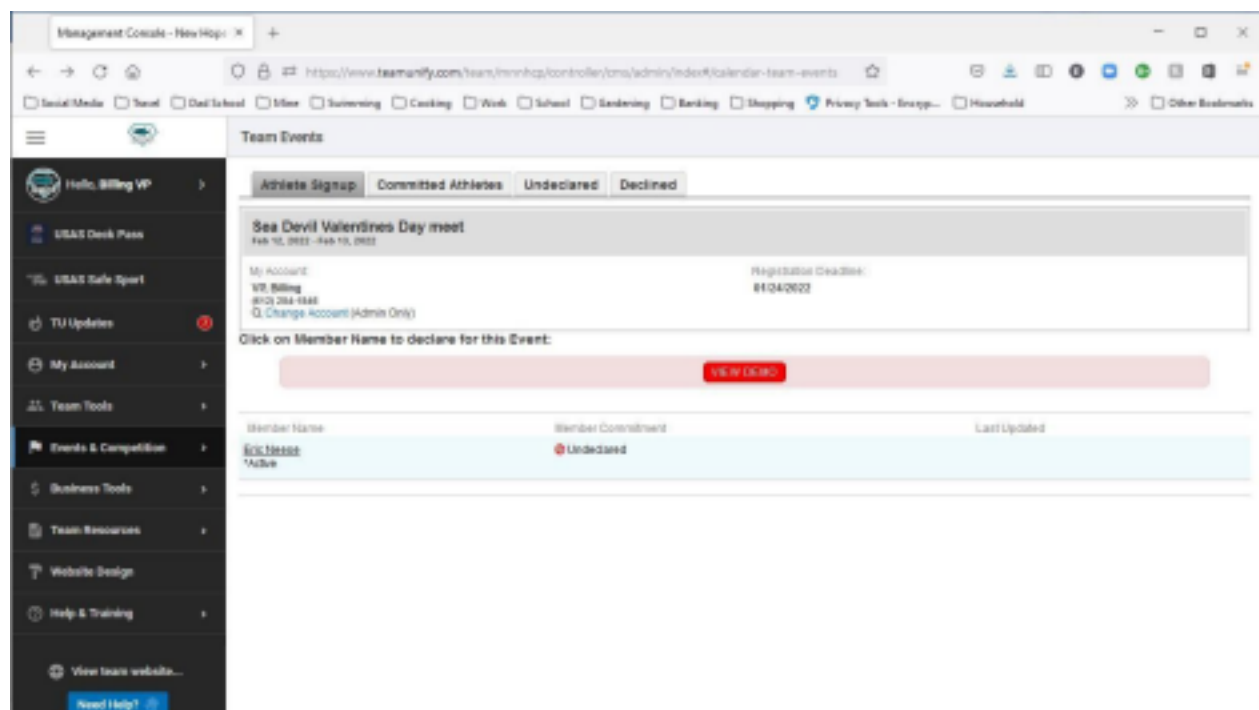
- Click “Send” on the pop up and an email will be sent to that email. Login to that account and click the verification tab to finish the process.

Registering for Meets and Events:

- To register your swimmer for a meet, navigate to the meet information. It will look similar to this:



- Scroll to the meet you want to register your swimmer for. If you have a question about which meets your swimmer should attend, contact their coach.
- For more details, including meet fees, click on the meet and it will bring you to all of that information.
- to register for a meet, click on the pink “Edit Commitment” box and this screen will pop



- -click on the swimmer you wish to register, and this comes up:

The screenshot shows a web browser window with the URL <https://www.teamify.com/team/teamify/controller/oms/admin/index#/calendar-team-events>. The page is titled "Team Events" and displays a specific event: "Sea Devil Valentines Day meet (Feb 12, 2022 - Feb 13, 2022)". Below the event title, there is a form for registration. The "Member Address" field is populated with "Eric Neese". The "Card number" field is a dropdown menu currently showing "-SELECT-". There is a "Notes" section with a text area labeled "(Check cannot attend, etc.)". A "Save Changes" button is located at the bottom right of the form.

- select yes or no from the drop down and enter any comments in the “Notes” box (if it’s a two day meet and they can only swim one day or anything else you want the coaches to note about that meet). When you are done, don’t forget to click “Save Changes”.

Billing Info:

- To view current and past billing information, upcoming payments etc., log on to the main screen and click “My Account”. This screen will come up:

The screenshot shows the "My Account" page in the Teamify system. The user's name is "Eric Neese" and their email is "e_neese@yahoo.com". The page has several tabs: "ACCOUNT", "BILLING SUMMARY", "MEMBERS", "HISTORICAL BILLING INFORMATION", "PAYMENT SETUP", "SERVICE HOURS", "AGREEMENTS", and "DUES SCHEDULE". The "ACCOUNT" tab is currently selected, showing "Account Information". This section includes fields for "SE First Name" (Eric), "SE Last Name" (Neese), "Account Login Email" (e_neese@yahoo.com, Verified), and "SE Account Connected" (Connected). There is also a "Manage at sportsengine.com" button. Below this is the "Account Contact Information" section, which includes fields for "Display First Name" (Eric), "Display Last Name" (Neese), "Alternate Email 1" (e_neese@yahoo.com, Verified), "Alternate Email 2" (jullie_neese@yahoo.com, Verified), and "Alternate Email 3".

- Select the “Billing Summery” tab and the following screen comes up:

Hello, Eric Neese
USAS Safe Sport
Product Updates
My Account
Org Tools
Events & Competition
Org Resources
Help & Training

Eric Neese
Email: e_neese@yahoo.com
No roles assigned (Active)

ACCOUNT
BILLING SUMMARY
MEMBERS
HISTORICAL BILLING INFORMATION
PAYMENT SETUP
SERVICE HOURS
AGREEMENTS
DUES SCHEDULE

UNAPPLIED PAYMENT
BALANCE DUE
OVERDUE

\$0.00
\$0.00
\$0.00

Export Statement
Simulate Billing...

Search for items...
Customize Filters...

Default View
Transaction Date: Last 30 Days Source Types: Regular, Late Fee
Save

Last 30 Days
All Types
Regular, Late Fee
All Statuses
Apply Payments...
Payment...
Export

TOTAL ITEMS: 3
TOTAL CHARGES: \$75.00
TOTAL PAYMENTS: \$371.55
TOTAL CREDITS: \$0.00
Customize Columns...

<input type="checkbox"/>	Type	Title	Date	Due Date	Amount	Balance	Actions
<input type="checkbox"/>	PAYMENT	Shopping Cart Payment on Sep 06, 2024	09/06/2024		\$75.00	\$0.00	
<input type="checkbox"/>	CHARGE	50th - Evelyn Neese	09/06/2024	10/01/2024	\$75.00	\$0.00	
<input type="checkbox"/>	PAYMENT	On Demand Credit Card Payment	08/21/2024		\$296.55	\$0.00	

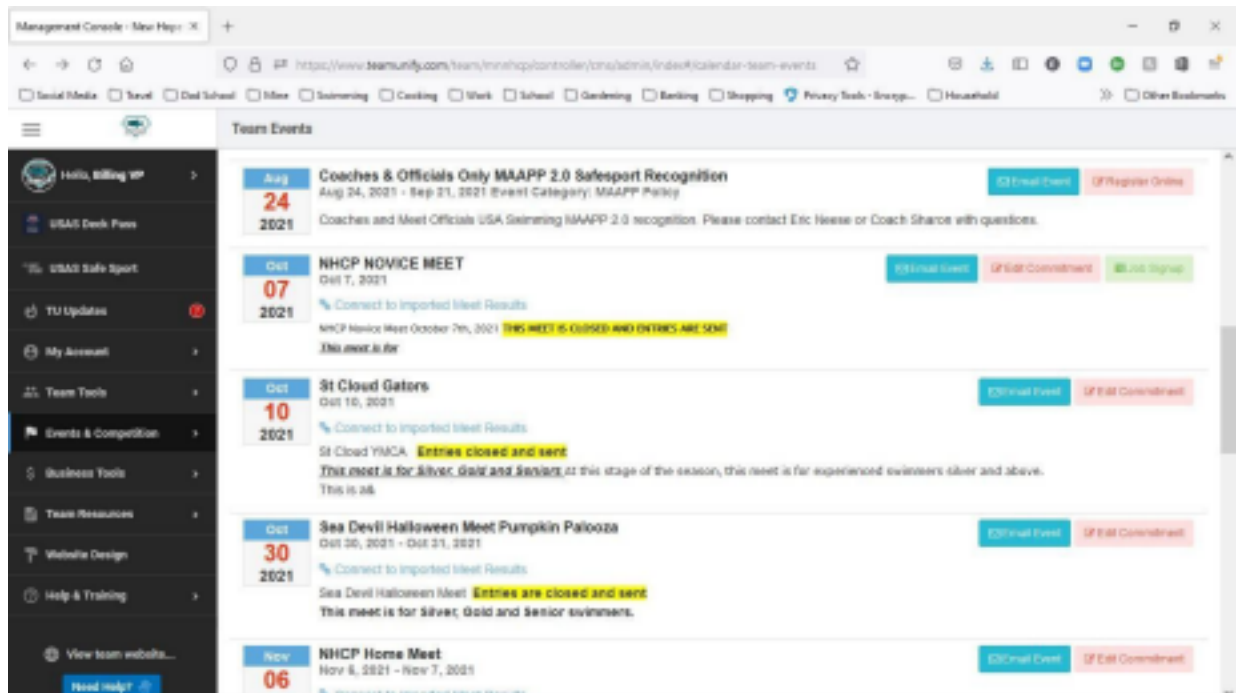
112 transactions not shown due to filters

- The “Billing Summary” screen is where you see all of the details of what is being charged to your account and what has been paid on it. You can select a view for the current month or search for any date range you want to see.
- One thing to note, all meet fees (such as splash, coaching, facility, t-shirt) show up as “Meet Entry Fee” – if you want to know what that is specifically, just click it for the description.

Additional Information:

- Volunteer Job Registration:
 - navigate to the “Current Meets” tab on the website (this is the same screen discussed above under how to register for a meet).
 - Home meets and events with open volunteer positions will have a green “Job Signup” button (see below).

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-select the “Job Signup” button and a screen will come up with all available jobs for the given event. To sign up for a position navigate to an open one, select the box next to it, scroll to the bottom, and hit save. There will be a new popup that appears, on it is a space to put the volunteer’s name if you are signing up for someone else.