



TUNA SWIM PARENT RESOURCES AND INFORMATION

This document covers some of the common items and questions people have regarding being part of a swim club. By no means is it complete and it is often updated.

If you have any questions – PLEASE ASK! Speak to another parent, reach out to a board member, or contact a coach. Click [HERE](#) for our complete Board of Directors & coaches email list.

TUNA Website and Your Account:

- TeamUnify/Sports Engine – TeamUnify is the platform our main website operates on. When you log in, it will say “Sports Engine”. SE is another operating system used by many other sports, but it does not work in conjunction with TeamUnify. SE has purchased TU, but you need a separate TU login to view swimming information on the separate system.
- Multiple user logins - The TeamUnify platform only allows one login ID/ password per account. This means that parents/guardians must share the login information.
- Club email and alternate email addresses –
 - Please ensure all email addresses on your TU account have been verified.
 - You will receive all club emails at your login email address. You can add up to three additional email addresses to your account information page. Once verified, these addresses will receive club communications. Directions with screen shots are found [HERE](#).
- Unverified emails have a chain effect. If the primary account login email is unverified, no other emails on the account will receive emails (even if they are verified). If Alternate Email 1 is unverified, Alternate email 2 (if using) will not receive emails.

-Every club email has an opt out option at the bottom. If you, or any of your alternative emails, selects opt out to stop receiving club emails it will trickle down to all other emails on the account automatically and they will all stop receive all emails regardless of verification status. If someone wishes to stop receiving emails, they need to be removed manually from your account info page.

[TUNA Club Website](#) (please click the blue links to access what is being reviewed)– Your one stop for all things TUNA Swim Club related. This is also home to your *Team Unified* account, which shows you billing info, club events, and more. Here are a few highlights:

- [Training Teams](#) – Details on each training group.
- [Swim Gear by Training Group](#) – Information on what gear your swimmer needs.
- [Elsmore Swim Shop](#) – Our team page with training gear and team logo wear. Please shop through the link on our website to get your discount. Your club discount can also be used in their two metro area stores; just mention you are with TUNA. Our club gets a percentage of sales from all transactions using our TUNA discount code.
- [Practice Info](#) – For directions on how to add your swimmer's practice schedule to your Google calendar, click [HERE](#). For Apple calendar, click [HERE](#).
- [Meets/Events](#) – This is where you can view and register your swimmer for upcoming meets as well as commit to volunteering.
- [Registering For Swim Meets](#) (click [HERE](#) for directions with screen shots):
 1. Click on Meets and Events tab and scroll to the meet you are registering for.
 2. Click on the "attend" button
 3. Click on your swimmer's name
 4. Choose the declare "yes" option
 5. Click "save changes" button at the bottom of the page
 6. There is also a space to put comments in for the coaches.

[Billing Info](#): (click [HERE](#) for directions with screen shots)

To view current and past billing information, upcoming payments etc., log on to the main screen and highlight "My Account". This screen will come up with several tabs. Select the "Billing Summary" tab. This tab has many options to choose from. 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 Commitment:](#)

- TUNA Swim Club is a non-profit, parent ran organization. As such, volunteerism is critical to our success. We rely entirely on our families and other volunteers to make our meets run smoothly. Running a meet requires MANY volunteers, so we need ALL families to participate in these efforts.
- Our volunteer commitment changes each session – click [HERE](#) for full details.
- **HOUSEHOLDS THAT DO NOT FULFILL THEIR VOLUNTEER COMMITMENT WILL BE CHARGED \$250 FOR EACH SESSION THEY DO NOT DO SO**

- All volunteer positions will be listed next to the even on the Meets/Events page. To view and register for a volunteer position, click the green “Job Sign Up” button and follow the directions. See directions with screen shots [HERE](#).

[Safe Sport](#) – USA Swimming’s Safe Sport program is a comprehensive abuse prevention program, consisting of a multi-layered approach to keeping our kids safe. All parents and swimmers (ages 12-18) must undergo Safe Sport training every two years. Training information is found [HERE](#).

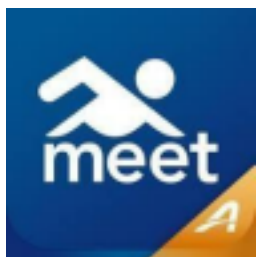
[Time Standards](#) – Swimmers obtain official race times by competing at sanctioned meets. Time standards are broken down by age group and within each group there is a progression of ratings as swimmers progress.

Mobile Apps –

There are many mobile apps on the market. Two of the more useful ones are:



OnDeck - This is a free app. OnDeck is the complete mobile version of your TeamUnify account. Install it for free and login with your TU login info. Anything you can do on your computer in TU you can now do in OnDeck. Going back a couple of years this app didn't do a lot, but they have now put the work into it to make it a useful tool. Many people say it's now easier to use than the web based version.



-Meet Mobile - This is a paid app (4.99 per month & 9.99 annual rate). The majority of meets post near-live time results to Meet Mobile. Most of the time things update fairly quickly and sometimes due to equipment, or other, issues posting may be delayed. Remember that the times are not final times until the meet has been certified and posted to TU (typically the next day) – however, the majority of the time they are spot on and give a good view of your swimmer's view on race days.