

Initial Login/Account creation

I have created an account for your family. Each family will have a primary email address associated with their account as the log-in email. If I have more than one email address on file for your family, I chose one at random. The first time you log-in you MUST use this email. Instructions on how to change your log-in email are listed below. Soon after this email, the Log-in email address will receive instructions and a password for the new site. Once you get this email please follow the steps below

*Keep in mind the log-in email may be your significant others, please check with them first if you do not get a separate email. If neither of you get it within 24 hours please let me know.

1. Open link (sent in the next email)

- Click on the following link (or copy/paste it into a browser) to set your initial password:

<https://www.teamunify.com/NewPassword.jsp?team=missst&id=1749529&token=cdc84d936e20ab60f8362c1cc59d87bcf566b5bf>

This secure account is very important as your personal information as well as all current and historical billing information will reside here for your review. Our team will be exclusively using this system to invoice you your dues or any other expense that arise in being part of our team via EMAIL. It is very important that you maintain an active email address for purposes of the billing and team communication needs we are working on delivering.

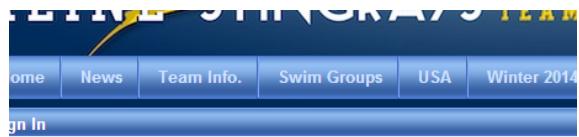
How to Sign Into Your Account:

1. Sign In to your account through the Sign In button at the team website
2. After you are logged in please click on My Account button;
3. Review/Change the visible account information for accuracy then click;

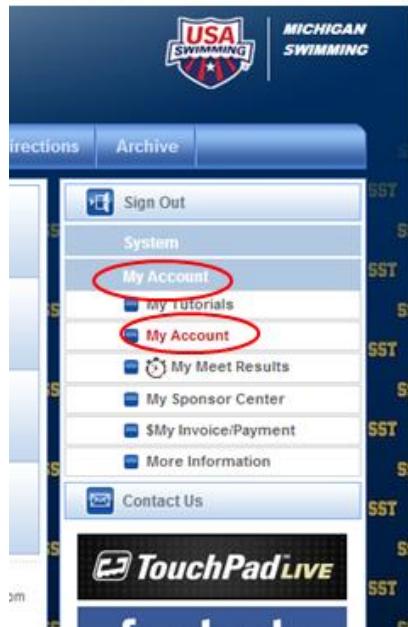
2. Enter and confirm password



3. Sign In to your account through the "Sign In" button at the team website



4. After you are logged in please click on the "My Account" button;



5. Review/Change the visible account information for accuracy then click;

6. "Save Account Changes" button in the lower right of this entry window

ACCOUNT Email and Text Messaging Setup (click for instructions)

Type	Value	Carrier	Verified
Login Email	Test@test.com		<input type="checkbox"/>

Account Status: *Active TouchPad PC Admin: No
 Admin Type: Not an Admin Gear Admin: No
 Member Search: Yes-I want to participate

Billing Information Guardians Insurance/Emergency Contact

Person who is responsible to pay the bill:

Mail To: Test
 First Name: Test
 Last Name: Account
 M.I.:

Billing Address: 2
 City: 2
 State: MI
 Zip Code: 41860
 Home Phone: 5555555555
 Work/Mobile Phone:

Save Account Changes

(1) Members Under this Account:

Member Name	Member Status	Joined	Billing Group	Sub Billing Group	Roster Group	Location
1 swimmer, test	*Active	1/27/14	ISST Winter 2014	ISST Winter 2014	High School	SST Only (non US)

7. Review Members Under This Account box at the bottom of the General Info window. Clicking on the member name will bring you to the Member Profile page where you can edit the information for changes. You may not be able to edit all information for your swimmers. If something is incorrect that you cannot change please let me know.

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First Name: test ID Card #: 080808TES*SWIM
 Last Name: swimmer Billing Group: ISST Winter 2014
 Middle Name: Sub Billing Group: Winter
 Preferred Name: Roster Group: High School
 Phone #: Location: SST Only (non US)
 Gender: Male Member Status: *Active
 Birthday: 08/08/2008 Swimsuit Size: --SELECT--
 Date Joined: 01/27/2014 Shirt Size: --SELECT--
 Inactive Date: Warm-Up: Jacket Size:
 Attach Date: Warm-Up: Pant Size:
 Racing Start: Certified Date:

MEMBER Email and Text Messaging Setup (click for instructions)

Type	Value	Carrier	Verified
No items to show.			

Add Email
 Add SMS
 Edit Selected
 Verify

Biography/Notes Medical Information USA Registration

Design Mode | HTML Code Mode

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8. If a change is made please, click on Save Changes

*** Please ignore the section that talks about dues and billing! This part of the site is NOT yet active, we will use it in the future but it is not relevant at this time.**

As stated above you must log in using the email that the site gave you to do the initial log-in but you may change it if you like after that. At the top of the account screen click on the login email so it is highlighted, then click edit selected, then you will be able to change it. You can also add up to 3 additional email addresses.