

## Swim Meet Registration Process on Team Unify

The process is simple. Go to our Website and click on the 'Sign In' button on the top left of the page.

<http://www.sleepyhollowsealions.com/>

Here are the steps if you **ARE NOT GOING**:

- Sign in to Team Unify
- Click on "events" upper left
- Click on "Edit Commitment"
- Click on the Member Name
- Then click on the Declaration pull-down and elect either **No**
- If No, just click on the [Save Changes] button to save the changes
- If you have more than one child, repeat the same task as listed above

Here are the steps if you **ARE GOING**:

- Click on the Declaration pull-down and **select Yes**
- Once yes is selected, you will see the events your child **MAY** be eligible to swim
  
- You will also see the best times inserted into the Entry Time field and highlighted in red
- Check the Checkbox to the left of the name for those events you would like to swim
- Please take careful notice of and time standards that must be met in the right-side columns
- Once you have finished, click on the Submit Button in the lower right
- Repeat the process for additional swimmers
- You will notice that Coach Approval column will indicate Pending after you submit
- **Please pay careful attention to:**
  - **Maximum Event Entry Limitations IF PRESENT. Click on the >>View if present.**
  - **Add any notes that you want the Coach or Administrator to see**