

## Jaguar Aquatics An Overview of TeamUnify

Jaguar Aquatics is now using the TeamUnify software. The following provides instructions on how to enter or update your account information and how to sign up your swimmer for a meet, as well as an overview of the site.

Jaguar Aquatics team website is <http://www.teamunify.com/inja/>

To begin using Team Unify, you will receive an email from the team's administrator that includes your credentials (email address) and a link to set your password. You will be asked to enter your password and confirm it. Once you hit submit, you may be directed to the sign-in page. If not, go to the Jags TeamUnify site (<http://www.teamunify.com/inja/>) and click on Sign In.

### Sign In

Here is the Sign In page:

The screenshot shows the Jaguar Aquatics website's sign-in interface. The header includes the team name and navigation links. The left sidebar contains social media links and a sponsor section. The main content area features a sign-in form with fields for Email and Password, a Remember Me checkbox, a Forgot password? link, and a Login button. Below the form is a disclaimer and a Terms of Use/Privacy Policy link. Three callout boxes provide instructions: one points to the Sign In link in the sidebar, another points to the form fields, and a third points to the Remember Me checkbox.

**Jaguar Aquatics**

Home About Jaguar Aquatics Team Events Hosted Invites Order

Sign In may be found here.

Enter your email and Password. Then click Login.

If you are using your own computer, you can click Remember Me so you don't have to re-enter your email address each time you access the site.

Sign In

More Information

Contact Us

**JAGUAR** aquatics

Find us on Facebook

Follow us

Sponsors

Advertise Here | Sponsor Login

View All

Partners

NATATORIUM

Email

Password

Remember Me

Forgot password?

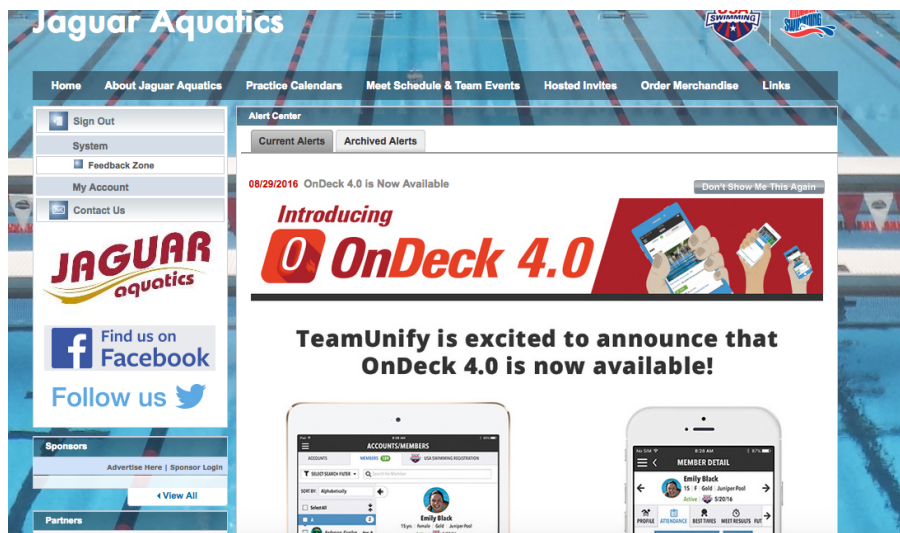
Login

This is a protected area and is only accessible by authorized members of the **Jaguar Aquatics**.

All information contained in the site is the property of **Jaguar Aquatics** and unauthorized access and/or use is forbidden.

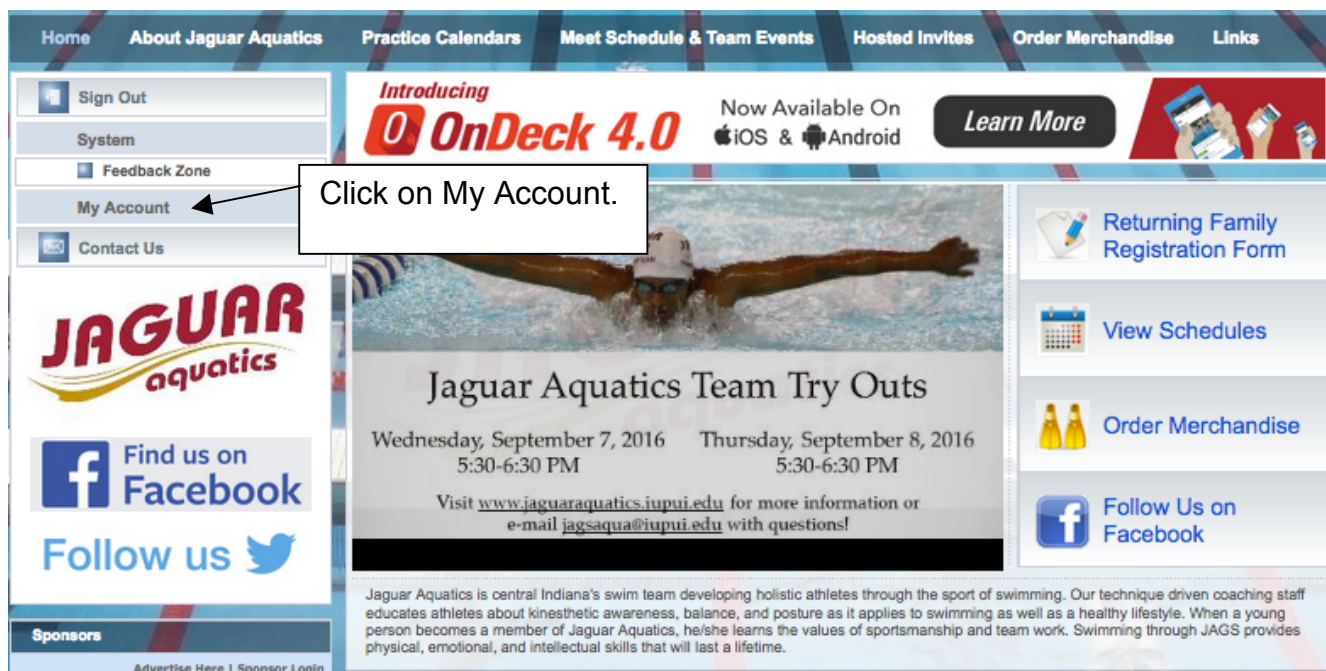
By using the email and password above, you agree the [Terms of Use](#) and [Privacy Policy](#) below.

Once you sign in, you may see an ad, such as this one:

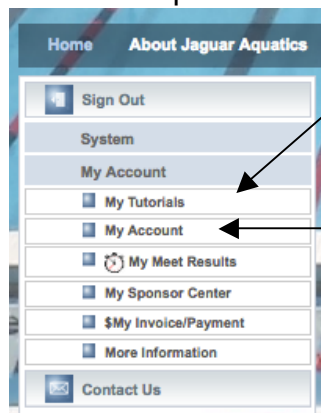


## Entering/Updating Account Information

Let's start with entering or updating your account information. Click on My Account.



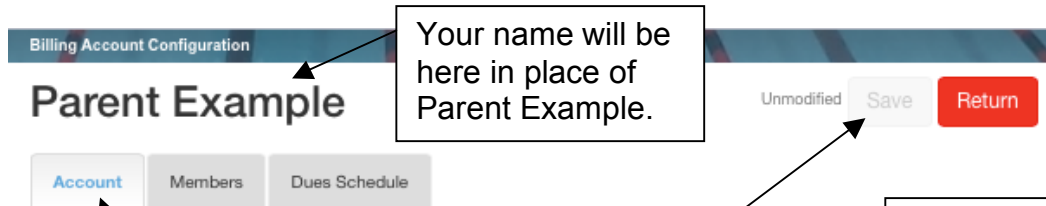
The My Account menu will expand



The My Tutorials section has a video on how to add and then verify an email and/or cell phone number.

Click on the My Account sub-title.

Once you click on sub-title My Account, your account information should appear shortly (it may take a few seconds to load).

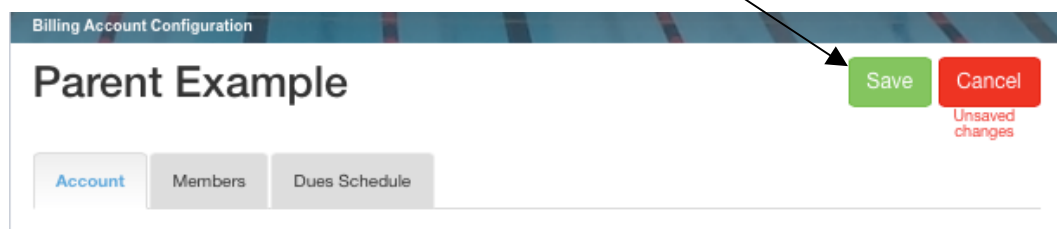


Your name will be here in place of Parent Example.

Account tab

If you have made any changes, Save will turn green and a cancel button will appear on the right.

If you have not made any changes, Return will be within the red box. Clicking Return will take you to the home page.



Click on the Account tab to enter or update your information.

Your account information should then display. It may take a few seconds.

## Parent Example

Save Cancel  
Unsaved changes

Account Members Dues Schedule

### Account Contact Information

First Name: \* Parent Last Name: \* Example

Login Email: \* jagsentries@gmail.com Verified Email 1 abc@yahoo.com Unverified

Email 2:

SMS: Carrier: None SMS:

Add 9

Home 3

Part Sea

Participate

Check your login email address. Notice this one has been verified.

If you enter a new email or your email has not been verified, you will see Unverified in yellow. Once you hit Save (green button), you will be sent an email to that account with a link to verify the email address.

If you want to add a cell phone number for text messages, do so here (SMS). Use the Carrier dropdown button to find your carrier. After entering your number, Unverified will appear. Shortly after you hit Save (green button), you should receive a text message with a link to verify your cell number.

If you continue to scroll down the webpage, you will see the following:

### Account Access Settings

Account Status:	Admin Level :	Lesson Admin:
Active	Not an admin	No Access
TUMoney Admin:	Touchpad PC Admin:	Lesson Account Status:
None	Not an Admin	
Financial Admin:		
None		

Contacts

Guardian 1

First Name:

Last Name:

Home Phone:

Mobile Phone:

Work Phone:

Guardian 2

First Name:

Last Name:

Home Phone:

Mobile Phone:

Work Phone:

Medical Information

Insurance Carrier:

Insurance Phone:

Emergency Contact:

Emergency Phone:

Account Notes

(Only visible to super users.)

Unsaved changes

Save

Cancel

Now, let's look under the Members tab.

Billing Account Configuration

Parent Example

Unmodified

Save

Return

Account

Members

Dues Schedule

Click on Members tab.

**Parent Example** Unmodified Save Return

Account **Members** Dues Schedule

Swimmer

**Swimmer Example** Status: Active 16 Female USA Not Registered

NO PHOTO

Let's look at the Details tab

Check to make sure the details are correct.

**Details** Attendance Best Times Meet Results Videos

Legal First Name: \* Swimmer Middle Name: Legal Last Name: \* Example

Preferred First Name: Gender: \* Female Email:

Phone: SMS: Carrier: None

ID Card #: Birthday: \* 09/01/2000


☐ Hide From Member Search

☐ Not USA Registered

Note: The gray boxes (e.g., name, ID card #) contain information entered by the team administrator. You will not be able to these boxes. If something is incorrect, please notify your swimmer's coach.

As you scroll down the page, you will see the following:




**USA Swimming Registration**

☒ Are you a US Citizen?

Last Confirmed Reg. Date: 
 Registration Generated Date: **Not Registered**
 Registration Status: Not Set
 Season: Not Set

**Disabilities (leave blank if not applicable):**

☐ Legally Blind or Visually Impaired
 ☐ Deaf or Hard of Hearing
 ☐ Physical Disability such as amputation, cerebral palsy, dwarfism, spinal injury, mobility impairment
 ☐ Cognitive Disability such as severe learning disorder, autism

**Ethnicity (select up to two):**

☐ Black or African American
 ☐ Asian
 ☐ White
 ☐ Hispanic or Latino
 ☐ American Indian & Alaska Native
 ☐ Native Hawaiian & Other Pacific Islander
 ☐ Some Other Race

**Additional Info**


Year of High School Graduation:


☐ Are you a member of another FINA Federation?
 ☐ Have you represented another FINA Federation at international competition?
 ☐ Would this athlete like to learn more about USA Swimming's community initiatives?
 ☐ Would this athlete like to receive USA Swimming Newsletter (must be >= 13 years old)?

Unsaved changes
 Save
Cancel

The Members section contains some additional tabs: Attendance, Best Times, Meet Results, and Videos. Click on the tabs to explore each area.

Swimmer



**Swimmer Example**  
 Status: Active  
 16 | Female |  Not Registered

Details

Attendance

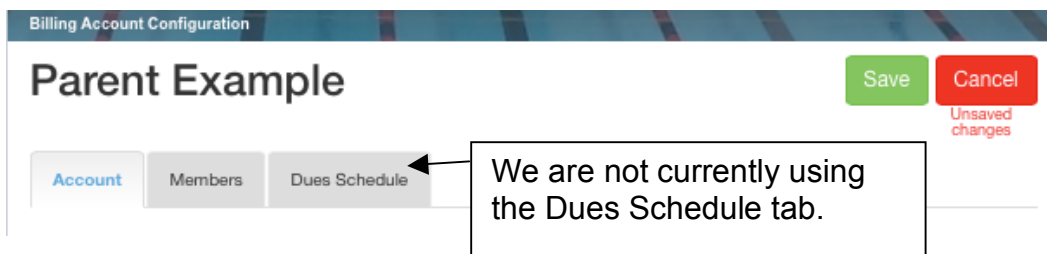
Best Times

Meet Results

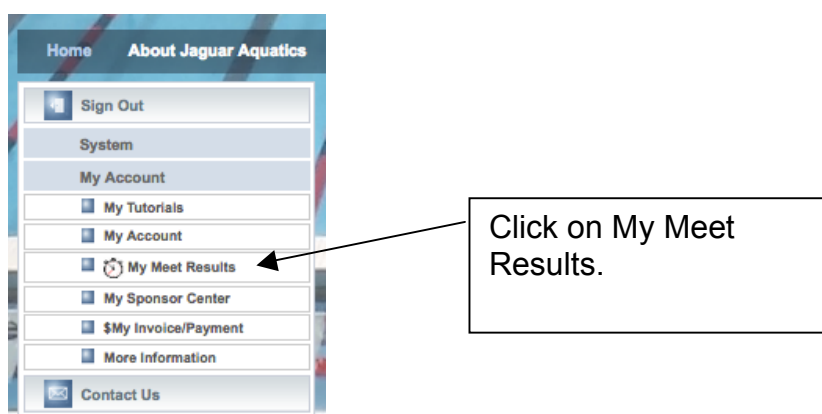
Videos



The My Account section also contains Dues Schedule. Our team is not currently using this feature.



Back to the My Account menu on the left side of the screen.



My Results

My Results

Introducing OnDeck 4.0 Now Available On iOS & Android Learn More

Printer Friendly Search

Please click the [Search] button after each filter selection change.

My Account: Example, Parent

Standards: --Do Not Use-- Time Conversion: --SELECT-- View Factors

Member: Example, Swimmer Course: --ALL-- Top Times: --ALL--

Distance: Stroke: --ALL-- Date of Swim: To

Your swimmer's meet results will be visible here.

You can also access your swimmer's meet results through the Meet Results tab under the Members tab when you select My Account. The results here allow you to narrow results (e.g., only show backstroke results) or click on some of the times to view splits.

Now, let's explore the rest of the site. At the top are various menus: Home, About Jaguar Aquatics, Practice Calendars, Meet Schedules & Team Events, Hosted Invites, Order Merchandise, and Links.

## Home

The screenshot shows the Jaguar Aquatics website. At the top is a navigation bar with links: Home, About Jaguar Aquatics, Practice Calendars, Meet Schedule & Team Events, Hosted Invites, Order Merchandise, and Links. Below the navigation bar is a sidebar on the left with links: Sign Out, System, Feedback Zone, My Account, and Contact Us. The main content area features a large banner for 'Introducing OnDeck 4.0' with a 'Learn More' button. Below the banner is a section for 'Jaguar Aquatics Team Try Outs' with dates and times for Wednesday, September 7, 2016 (5:30-6:30 PM) and Thursday, September 8, 2016 (5:30-6:30 PM). A callout box with an arrow points to this central area, stating 'This center area changes.' To the right of the try out section are links for 'Returning Family Registration Form', 'View Schedules', 'Order Merchandise', and 'Follow Us on Facebook'. Below the try out section is a paragraph about Jaguar Aquatics. At the bottom is an 'Events' section with tabs for 'Swim Meets' and 'Team Functions'. The 'Swim Meets' tab is active, showing a list of events with dates and buttons for 'Attend/Decline' and 'Job Signup'.

Home About Jaguar Aquatics Practice Calendars Meet Schedule & Team Events Hosted Invites Order Merchandise Links

Sign Out  
System  
Feedback Zone  
My Account  
Contact Us

**JAGUAR**  
aquatics

Find us on Facebook  
Follow us

Sponsors  
Advertise Here | Sponsor Login  
View All

Partners  
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Returning Family Registration Form  
View Schedules  
Order Merchandise  
Follow Us on Facebook

**Jaguar Aquatics Team Try Outs**  
Wednesday, September 7, 2016 5:30-6:30 PM Thursday, September 8, 2016 5:30-6:30 PM  
Visit [www.jaguaraquatics.iupui.edu](http://www.jaguaraquatics.iupui.edu) for more information or e-mail [jagsaqua@iupui.edu](mailto:jagsaqua@iupui.edu) with questions!

Jaguar Aquatics is central Indiana's swim team developing holistic athletes through the sport of swimming. Our technique driven coaching staff educates athletes about kinesthetic awareness, balance, and posture as it applies to swimming as well as a healthy lifestyle. When a young person becomes a member of Jaguar Aquatics, he/she learns the values of sportsmanship and team work. Swimming through JAGS provides physical, emotional, and intellectual skills that will last a lifetime.

Events  
Swim Meets Team Functions

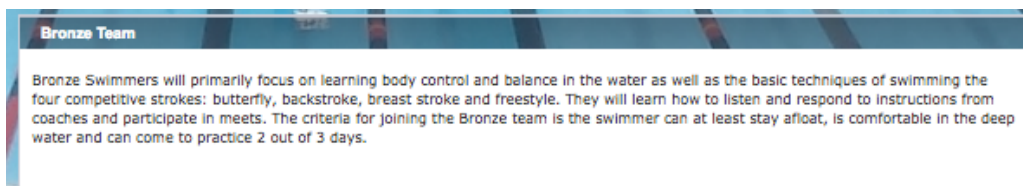
Event	Date	Buttons
2016 Indiana Swimming Open Water C...	Sep 17, 2016	Edit Commitment
2016 SSC Swim Fest	Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM)	Attend/Decline
2016 SCSC Pumpkin Paddle	Nov 4, 2016 - Nov 6, 2016	Attend/Decline
2016 JAGS Winter Invite	Dec 9, 2016 - Dec 11, 2016	Attend/Decline Job Signup
2017 NOB Deep Freeze (Prelim/Final)	Jan 6, 2017 - Jan 8, 2017	Attend/Decline
2016 JAGS February Invite	Feb 3, 2017 - Feb 5, 2017	Attend/Decline Job Signup
2017 CON Last Change Showdown	Feb 24, 2017 - Feb 26, 2017	Attend/Decline

Continue scrolling down the page. In the lower section, you should see upcoming events. These can also be accessed through the upper menu (Meet schedules & Team Events).



## About Jaguar Aquatics

Under this menu you will find descriptions for each level. For example,



## Practice Calendars

You can also click on View Calendars on the Home page to access this page.

The screenshot shows the OnDeck 4.0 calendar interface. At the top, there are tabs for "Month View" and "List View". Below these is a banner for "Introducing OnDeck 4.0" with a "Learn More" button. A dropdown menu labeled "Pick a Calendar:" is set to "--General Calendar--". A callout box points to this dropdown with the text: "From the dropdown menu select General Calendar for Bronze, Silver, Gold, and Gold Elite; or select SE to view the Seniors calendar." Below the dropdown is a "Subscribe" button. Further down, there is a legend: "BR = Bronze Team", "SI = Silver Team", "GO = Gold Team", "GE = Gold Elite Team", and "SE = Gold Elite Team". The main calendar is for "September 2016". A "Jump to:" dropdown is set to "September 2016". A callout box points to this dropdown with the text: "From the dropdown menu select the month you would like to view." The calendar grid shows dates from 1 to 17. Events are listed for various days, including "New Member Try Outs", "GO Practice", "GE Practice", "BR Practice", and "SI Practice", each with a time range. A "EVENT 2016 Indiana Swimming Open Water Championships" is also listed.

**Calendar**

Month View List View

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Pick a Calendar: [--General Calendar--] [Subscribe](#)

The General Calendar Senior Team practice times can be found on the GE Calendar.

BR = Bronze Team SI = Silver Team GO = Gold Team GE = Gold Elite Team SE = Gold Elite Team

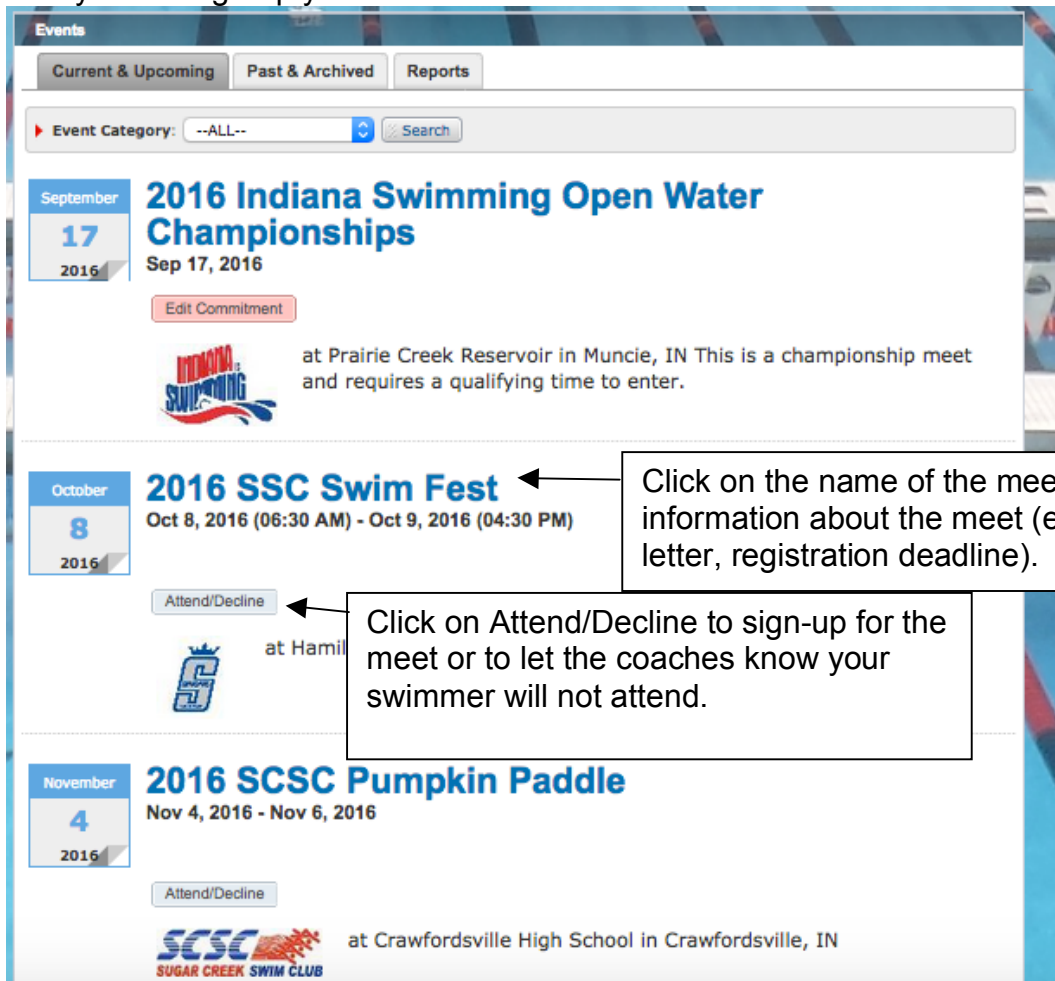
September 2016 Jump to: September 2016

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	
4	5	6	7 » New Member Try Outs 05:30 PM - 06:30 PM	8 » New Member Try Outs 05:30 PM - 06:30 PM	9	
11	12 » GO Practice 05:30 PM - 07:00 PM » GE Practice 05:30 PM - 07:30 PM » BR Practice 05:30 PM - 06:15 PM » SI Practice 06:15 PM - 07:30 PM	13 » GE Practice 05:30 PM - 07:15 PM » GO Practice 05:30 PM - 07:15 PM	14 » GO Practice 05:30 PM - 07:00 PM » GE Practice 05:30 PM - 07:30 PM » BR Practice 05:30 PM - 06:15 PM » SI Practice 06:15 PM - 07:30 PM	15 » BR Practice 05:30 PM - 06:15 PM » SI Practice 06:15 PM - 07:30 PM » GE Practice 05:30 PM - 07:15 PM » GO Practice 05:30 PM - 07:15 PM	16	17 » EVENT 2016 Indiana Swimming Open Water Championships

## Meet Schedule & Team Events

An abbreviated version is on the Home page. You can access the following information through the Home page as well.

Here is where you will sign-up your swimmer to attend a meet.



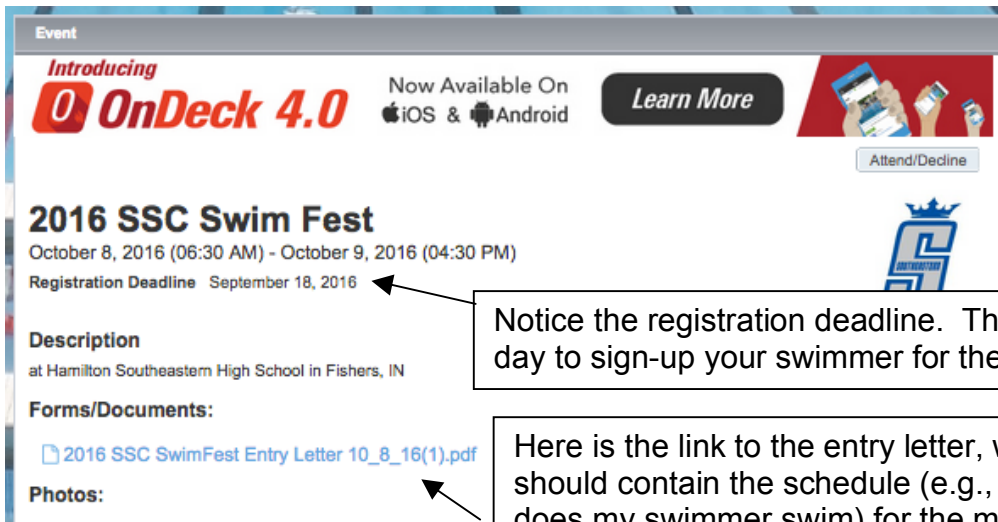
The screenshot shows the 'Events' section of a website. It has tabs for 'Current & Upcoming', 'Past & Archived', and 'Reports'. Below the tabs is a search bar with 'Event Category: --ALL--' and a 'Search' button. The main content area lists three events:

- September 17, 2016: 2016 Indiana Swimming Open Water Championships**  
Sep 17, 2016  
at Prairie Creek Reservoir in Muncie, IN This is a championship meet and requires a qualifying time to enter.
- October 8, 2016: 2016 SSC Swim Fest**  
Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM)  
at Hamilton Southeastern High School in Fishers, IN
- November 4, 2016: 2016 SCSC Pumpkin Paddle**  
Nov 4, 2016 - Nov 6, 2016  
at Crawfordsville High School in Crawfordsville, IN

Annotations with arrows point to the following elements:

- An arrow points to the event name '2016 SSC Swim Fest' with the text: 'Click on the name of the meet for more information about the meet (e.g., Entry letter, registration deadline).'.
- An arrow points to the 'Attend/Decline' button for the '2016 SSC Swim Fest' with the text: 'Click on Attend/Decline to sign-up for the meet or to let the coaches know your swimmer will not attend.'

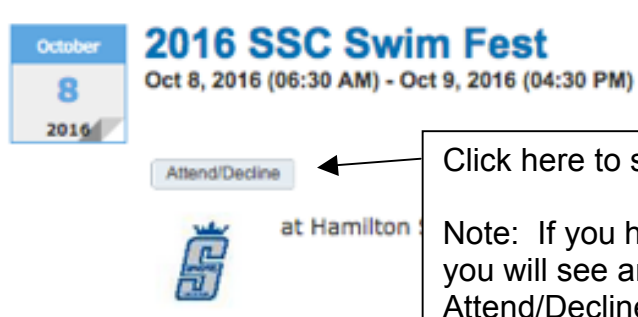
Here is an example of meet information page you will see when you click on the name of a meet:



The screenshot shows the details for the '2016 SSC Swim Fest'. At the top, there is a banner for 'Introducing OnDeck 4.0' with a 'Learn More' button. Below the banner, the event title '2016 SSC Swim Fest' is displayed, followed by the dates 'October 8, 2016 (06:30 AM) - October 9, 2016 (04:30 PM)' and the 'Registration Deadline September 18, 2016'. The 'Description' section states 'at Hamilton Southeastern High School in Fishers, IN'. The 'Forms/Documents' section includes a link to '2016 SSC SwimFest Entry Letter 10\_8\_16(1).pdf'. The 'Photos' section is empty. Annotations with arrows point to the following elements:

- An arrow points to the 'Registration Deadline September 18, 2016' with the text: 'Notice the registration deadline. This is the last day to sign-up your swimmer for the meet.'
- An arrow points to the link '2016 SSC SwimFest Entry Letter 10\_8\_16(1).pdf' with the text: 'Here is the link to the entry letter, which should contain the schedule (e.g., what time does my swimmer swim) for the meet.'

To sign-up for a meet, click on Attend/Decline under the name of the swim meet.



October 8 2016

## 2016 SSC Swim Fest

Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM)

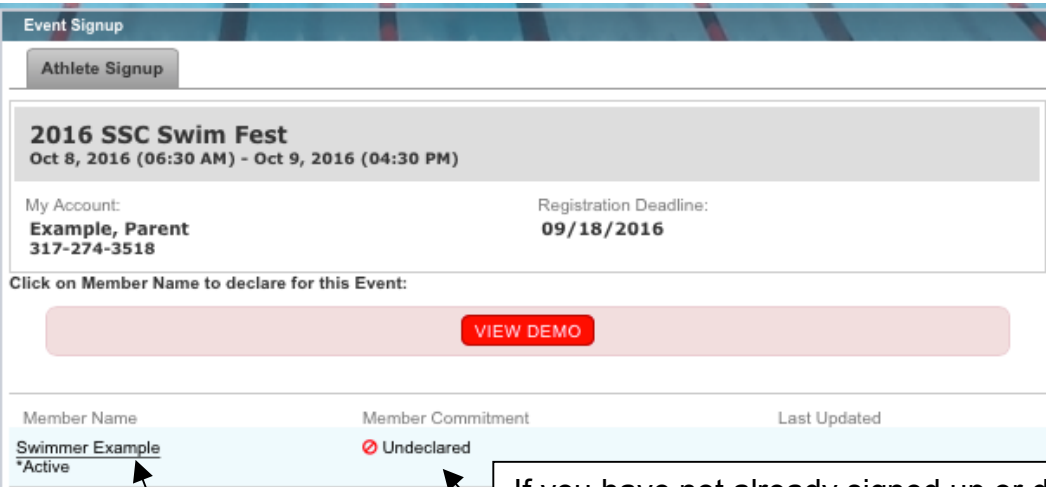
Attend/Decline

at Hamilton

Click here to sign-up for the SSC swim fest or to decline.

Note: If you have already signed up or declined a meet, you will see an Edit Commitment button in place of Attend/Decline.

After clicking Attend/Decline, you should see this screen.



Event Signup

Athlete Signup

## 2016 SSC Swim Fest

Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM)

My Account: Example, Parent 317-274-3518

Registration Deadline: 09/18/2016

Click on Member Name to declare for this Event:

VIEW DEMO

Member Name	Member Commitment	Last Updated
Swimmer Example *Active	Undeclared	

Click on your swimmer's name to register or decline. If you have more than one swimmer, each name should be listed. You will need to register each individually.

If you have not already signed up or declined this meet, you will see Undeclared.

Clicking on your swimmer's name will take you to this page.

Athlete Event Signup

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**2016 SSC Swim Fest (Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM))**

Member Athlete:  
**Swimmer Example**

\*Declaration  
--SELECT--

Notes  
(days cannot attend, etc.):

Save Changes

Use the Declaration dropdown menu to register for the meet or decline attendance.

Include any notes (e.g., swimmer can only swim on Saturday) for the coaches here.

The Declaration dropdown menu options are:

\*Declaration  
Yes, please sign [Swimmer] up for this event

\*Declaration  
No, thanks, [Swimmer] will NOT attend this event

Your swimmer's name will appear in the dropdown menu choices. If you have more than one swimmer, you will need to register each one individually.



Once you save your changes, you will see this screen

Event Signup

Athlete Signup

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**2016 SSC Swim Fest**  
Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM)

My Account: **Example, Parent**  
317-274-3518

Registration Deadline: **09/18/2016**

Click on Member Name to declare for this Event:

[VIEW DEMO](#)

Member Name	Member Commitment	Last Updated
<a href="#">Swimmer Example</a> *Active	✓ Committed	09/02/16 2:52 PM

Check status here. You will see "Committed" if you clicked "Yes, please sign [Swimmer] up for this event" under Declaration.

You will receive a confirmation email, such as the following:

Fwd: 2016 SSC Swim Fest Declaration Confirmation

From: 'Jaguar Aquatics Administrator' via TeamUnity <notifications+inja@teamunity.com>  
Date: September 2, 2016 at 5:52:38 PM EDT  
To: Parent Example <jagsentries@gmail.com>  
Subject: 2016 SSC Swim Fest Declaration Confirmation  
Reply-To: Jaguar Aquatics Administrator <jagsaqua@supui.edu>

**JAGUAR**  
aquatics

Jaguar Aquatics

2016 SSC Swim Fest Declaration Confirmation

Thank you for your declaration for 2016 SSC Swim Fest. This event starts 10/08/2016 and ends on 10/09/2016. Below is a summary of your choices.  
You declared Yes **Example, Swimmer** will be attending this event

Notice this confirms that the swimmer committed to attend this meet.



**Event Signup**

**Athlete Signup**

---

**2016 SSC Swim Fest**  
Oct 8, 2016 (06:30 AM) - Oct 9, 2016 (04:30 PM)

---

My Account: **Example, Parent**  
317-274-3518

Registration Deadline: **09/18/2016**

---

Click on Member Name to declare for this Event:

[VIEW DEMO](#)

---

Member Name	Member Commitment	Last Updated
<u>Swimmer Example</u> *Active	❌ Declined	09/02/16 2:53 PM

Check status here. You will see "Declined" if you clicked "No, thanks, [Swimmer] will NOT attend this event" under Declaration.

Fwd: 2016 SSC Swim Fest Declaration Confirmation

From: 'Jaguar Aquatics Administrator' via TeamUnity <notifications+inja@teamunity.com>  
Date: September 2, 2016 at 5:53:44 PM EDT  
To: Parent Example <jagsentries@gmail.com>  
Subject: 2016 SSC Swim Fest Declaration Confirmation  
Reply-To: Jaguar Aquatics Administrator <jagsaqua@supul.edu>



**Jaguar Aquatics**

2016 SSC Swim Fest Declaration Confirmation

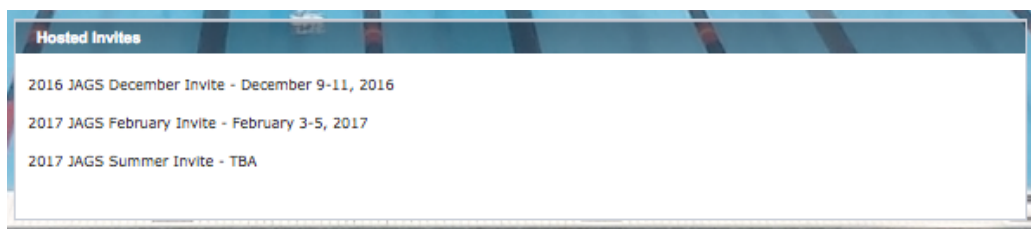
Thank you for your declaration for 2016 SSC Swim Fest. This event starts 10/08/2016 and ends on 10/09/2016.  
Below is a summary of your choices.  
You declared No **Example, Swimmer** will not be attending this event

Notice this email shows that the Swimmer will not be attending this meet.

If you clicked on the wrong declaration (e.g., I wanted my swimmer to attend, but clicked No...), you can edit your commitment. If you are still in the Athlete Signup, just click on the swimmer's name again and change your declaration. If you have already exited the website, login again. Then find the meet listing (either on the Home page or under Meet Schedule & Team Events tab) and click on Edit Commitment.

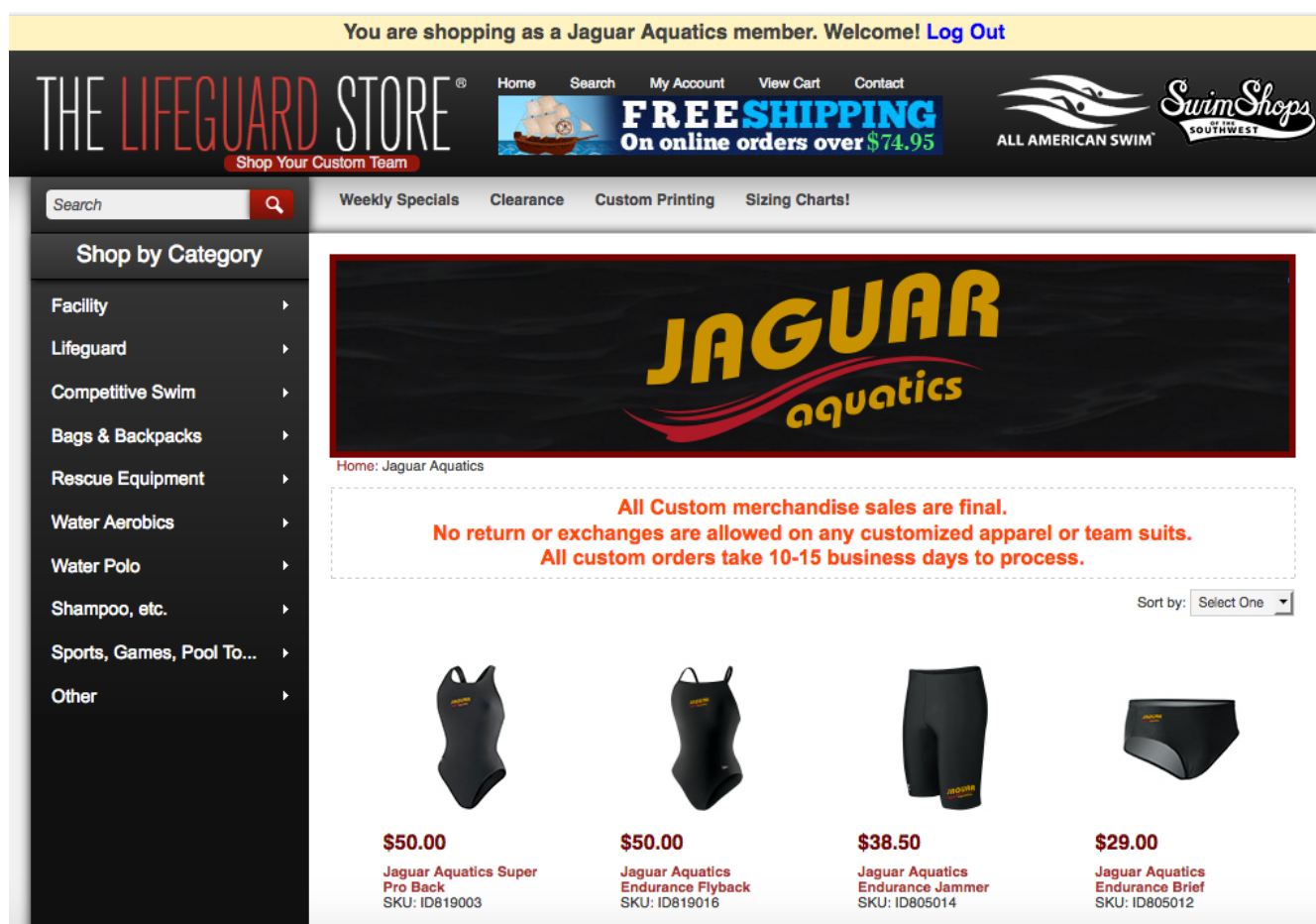
## Hosted Invites

The Hosted Invites tab shows the meets that Jaguar Aquatics is hosting.



## Order Merchandise

Clicking on this menu link will take you to Jaguar Aquatics' page on The Lifeguard Store website. A new tab/window may open.



And that concludes our tour of the Jaguar Aquatics TeamUnify site. If you have questions, please be sure to ask a coach or another parent for assistance.