How to Enter a Meet with Machine

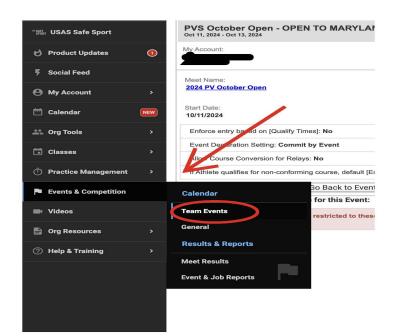
We use Team Unify for our meet entry system for all meets. You will receive an email from our Team Administrator letting you know that a meet is open for entries.

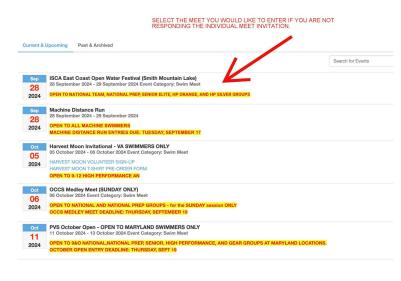
Meets are posted on the Team Unify site under the Events tab.

STEP ONE:

Access the meets on Team Unify:

- 1. Select Events and Competition on the side navigation panel.
- 2. Select Team Events.
- 3. Click on the Meet information provided. The name of the meet will be listed with the event dates.

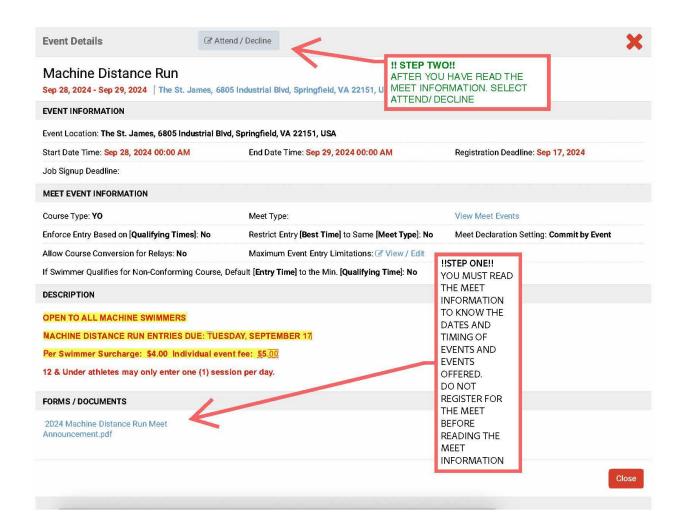




STEP TWO:

Review the meet information provided:

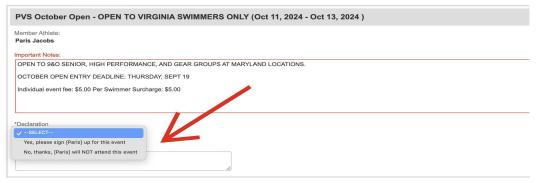
- 1. Read the information provided in the top frame of the page. This will include information we receive from the host about meet entry fees, meet entry deadline, who is eligible for the meet. About a week before the meet, we will update this section with estimated timelines and volunteer opportunities.
- 2. Read the meet announcement. This is provided by the meet host and includes all information about the meet, including location, date, time, session times, event schedule, fees, etc.



STEP THREE:

Declare your intent to participate in the meet:

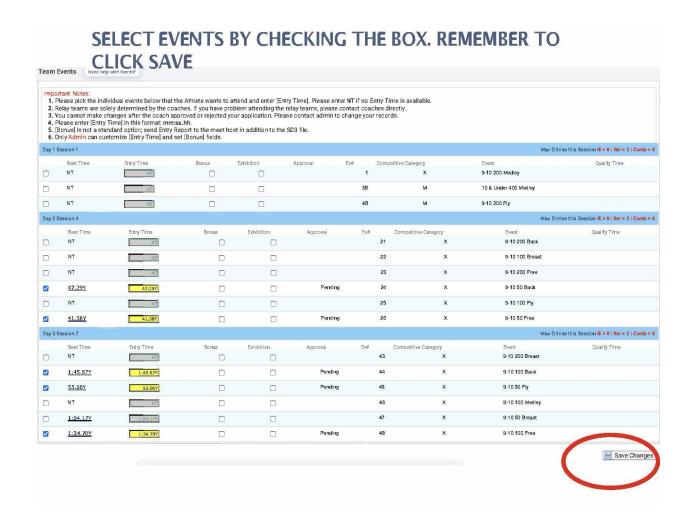
- 1. Select Edit Commitment -> Declaration -> Choose Yes or No.
 - a. If you choose No -> please click save and close the window.
 - b. If you choose Yes > A panel will open at the bottom of the window with the events offered at the meet.



STEP FOUR:

Select your events:

- 1. After you review the meet announcement, you will choose your events for the meet. You can choose any events for the meet.
- 2. If you have competed in an event before, you will see a time listed next to the event. If you have not participated, you will have NT for the event. If you notice an NT in an event where you think your swimmer should have a time, please email: becky@machineaquatics.com.
- 3. If you have questions about which events to choose, you can contact your coach for advice on selecting events.
 - a. As a new swimmer, try to swim all of the events. Shorter distances are a good opportunity to learn how to race and set a benchmark from which to follow progress through the season.
 - b. It is not necessary to swim the same events at each meet. Swimming in different events is an opportunity to learn and develop as an athlete.



Finish the registration:

- 1. After you have reviewed your entries, you will click SAVE and close the window.
- 2. You are now registered for the meet and will receive a confirmation email for your records.