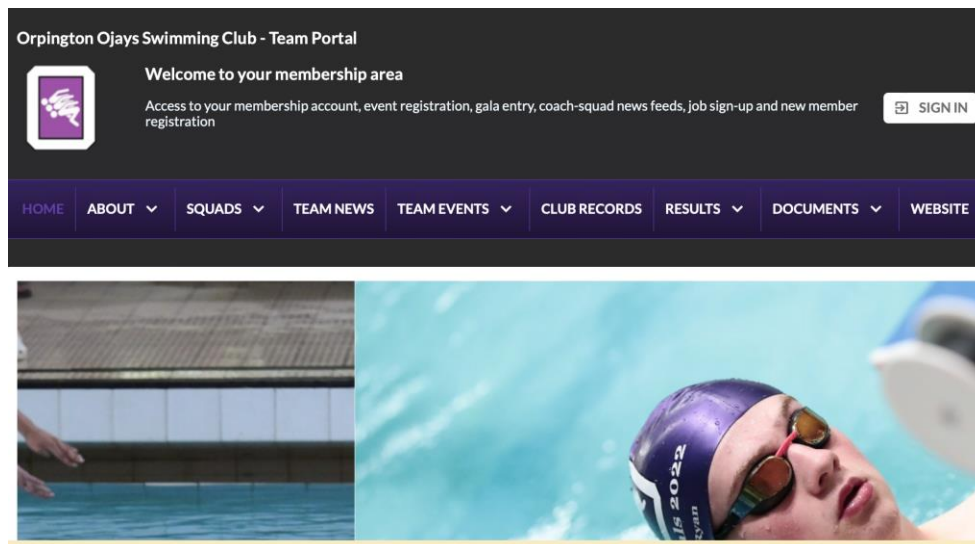


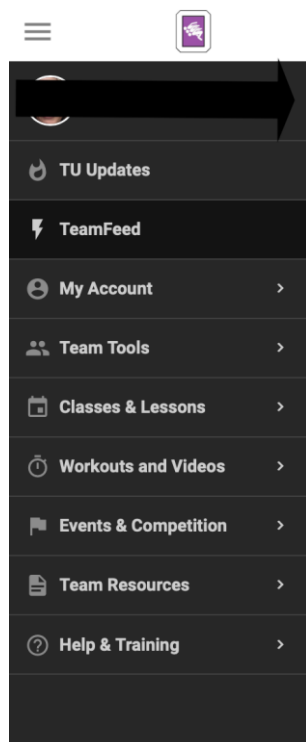
## How to enter a gala using the Team Unify Website

Team Unify is the software that the club uses to manage many aspects of the club, one of its main uses is for swimmers to enter galas.

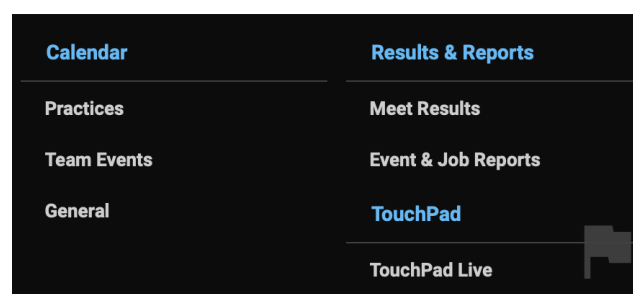
To enter galas you will need to sign in. This is in the top right-hand corner. Use your email address and password.



Once you have signed in you are in our secure area and it is personal to your account and any Ojay's members attached to it.



To enter a gala, you will need to click on the Events & Competitions → Team Events



This will then bring up a window like the one below.

Practices

Team Events

General

Please remember no event can take place without parent volunteers signing up to help. Please use the Job Sign up link after signing up your swimmer.  
Contact [competitions@orpingtonojays.com](mailto:competitions@orpingtonojays.com) for further information.

Online Timekeeper course [Swimming Technical Officials - Timekeeping](#)

Current & Upcoming

Past & Archived

Subscribe

Search for Team Events

Q

Customize Filters

Apr 22 2023

**Learn to Swim (Saturdays) - Summer Term 2023**  
22 April 2023 - 15 July 2023 Event Category: Swimming Lessons

Register Online

**Summer Term Registration for L2S at Warren Road**


Please register your child/children for the Summer term 2023  
The Team Unify system will be used for coaches to take registers, track childrens level and record badges awarded.

Apr 22 2023

**SE London Summer Championships 2023**  
22 April 2023 - 01 May 2023 Event Category: Gala

Edit Commitment

Edit Job Signup

 **Swim England London Summer Championships 2023 Level 1 Meet**

Apr 25 2023

**Learn to Swim (Tuesdays) - Summer Term 2023**  
25 April 2023 - 11 July 2023 Event Category: Swimming Lessons

Register Online

**Summer Term Registration for L2S at Warren Road**

This is a list of all the galas (and other events) that the club is attending in the future. Some will be open for entry and on others the deadline for entry will have passed.

To enter a gala scroll down until you find the one you are looking for and click on it. When the club first opens up a gala for entries you will receive an email inviting you to enter. If you forget there will be a reminder email one week before the registration deadline.

Team Event Details

Edit Commitment

Job Signup

X

## Bexley Summer Sizzler

15 July 2023 - 16 July 2023 | [Crook Log Leisure Centre, Brampton Road, Bexleyheath, KEN DA7 4HH, UKR](#) |

**EVENT INFORMATION**

Event Location: **Crook Log Leisure Centre, Brampton Road, Bexleyheath, KEN DA7 4HH, UKR**

Start Date Time: **15 July 2023 08:00 AM** End Date Time: **16 July 2023 17:00 PM** Registration Deadline: **28 May 2023**

Job Signup Deadline: **28 May 2023**

**MEET EVENT INFORMATION**


Course Type: **SLY** Meet Type: [View Meet Events](#)

Enforce Entry Based on **[Qualifying Times]: No** Restrict Entry **[Best Time]** to Same **[Meet Type]: No** Meet Declaration Setting: **Commit by Event**

Allow Course Conversion for Relays: **No** Maximum Event Entry Limitations: [View / Edit](#)

If Swimmer Qualifies for Non-Conforming Course, Default **[Entry Time]** to the Min. **[Qualifying Time]: No**

**DESCRIPTION**



**Bexley's Summer Sizzler**  
**Bexley Swimming Club Short Course Open Meet**  
**Saturday 15<sup>th</sup> & Sunday 16<sup>th</sup> July 2023**  
**Level 3 Licence Number: 3LR230606**  
**Crook Log Leisure Centre, Brampton Road, Bexleyheath, Kent DA7 4HH**  
  
Saturday 15th July Session 1 warm up starts 08:00 am  
Saturday 15th July Session 2 warm up starts 12:35 pm  
Sunday 16th July Session 3 warm up starts 08:00 am  
Sunday 16th July Session 4 warm up starts 12:35 pm  
  
*Please note these times are approximate and may be subject to change.*  
  
Please read the attached conditions and qualifying times carefully.

Once you have clicked on the gala you wish to enter you will see a screen similar to the one above. It holds a lot of important information relating to the event. The schedule of events, conditions of entry and qualifying times will be an attachment at the very bottom. Please make sure you read everything, not all galas the club attends are suitable for every swimmer all of the time.

To enter the gala, you need to click on Edit Commitment in the top left.

That will bring up a screen like the one below.

**Bexley Summer Sizzler**  
15 Jul 2023 (08:00 AM) - 16 Jul 2023 (05:00 PM)

My Account:

Registration Deadline:  
**28/05/2023**

Meet Name:  
[Bexley Summer Sizzler](#)

Location:  
**Crook Log Leisure Centre,  
Brampton Road,  
Bexleyheath, KEN DA7 4HH,  
UKR**

Course:  
**SLY**

Meet Type:

Start Date:  
**15/07/2023**

End Date:  
**16/07/2023**

Age Up Date:  
**16/07/2023**

Use Date Since:  
**01/01/1970**

Enforce entry based on [Qualify Times]: **No**

Restrict entry [Best Time] to same [Meet Type]: **No**

Event Declaration Setting: **Commit by Event**

Allow Course Conversion for Relays: **No**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

↑ View All Meet Events

← Go Back to Event Home Page

Click on Member Name to declare for this Event:

Declaration has been restricted to these groups: Bronze,Gold,Masters,New Bronze,Platinum,Silver,Top,Youth Development at Ojays

Member Name	Member Commitment	Coach Approved	Last Updated
*Active	❌ Declined		25/04/23 1:13 PM

Under My Account you will see your name. Down the bottom of the screen will be your swimmer's name. This screen gives also has information relating to which squads the gala is open to. Next to your swimmer's name will be Undeclared.

To enter click on your swimmer's name and you will get a screen like the one below.

\*Declaration

--SELECT--

Notes:

Once you click on Select and two statements appear

Yes, please sign up (Your swimmers name)

**Or**

No, thanks (your swimmers name) will not be attending this event.

We ask that if for some reason you cannot attend the gala or if the qualifying times have restricted your swimmers from entering that you say No, thanks. This stops you receiving emails regarding final sign-up deadlines, and also lets the club and your coach know that you cannot attend.

You can enter notes in the box to ask for advice or to tell the coach why you cannot attend.

To start your entries please click Yes, please sign up. This will then bring you up a screen like the one below.

Day 1 Session 1										Max Entries this Session IE = 0   Rel = 0   Comb = 0
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time	
<input type="checkbox"/>	4:54.65S	4:54.65S	<input type="checkbox"/>	<input type="checkbox"/>		1G	G	15 & Over 400 Free	>4:39.00S	
<input type="checkbox"/>	36.62S	36.62S Not Qualified	<input type="checkbox"/>	<input type="checkbox"/>		3G	G	15 & Over 50 Breast	>37.20S	
<input type="checkbox"/>	2:20.81S	2:20.81S	<input type="checkbox"/>	<input type="checkbox"/>		5G	G	15 & Over 200 Free	>2:13.00S	
<input type="checkbox"/>	1:15.58S	1:15.58S	<input type="checkbox"/>	<input type="checkbox"/>		7G	G	15 & Over 100 Fly	>1:09.10S	
Day 1 Session 2										Max Entries this Session IE = 0   Rel = 0   Comb = 0
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time	
<input type="checkbox"/>	2:38.68S	2:38.68S	<input type="checkbox"/>	<input type="checkbox"/>		10G	G	15 & Over 200 Medley	>2:30.00S	
<input type="checkbox"/>	1:19.56S	1:19.56S	<input type="checkbox"/>	<input type="checkbox"/>		12G	G	15 & Over 100 Breast	>1:18.50S	
<input type="checkbox"/>	33.22S	33.22S	<input type="checkbox"/>	<input type="checkbox"/>		14G	G	15 & Over 50 Fly	>31.80S	
<input type="checkbox"/>	3:01.10S	3:01.10S	<input type="checkbox"/>	<input type="checkbox"/>		16G	G	15 & Over 200 Fly	>2:34.00S	
Day 2 Session 3										Max Entries this Session IE = 0   Rel = 0   Comb = 0
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time	
<input type="checkbox"/>	1:13.61S	1:13.61S Not Qualified	<input type="checkbox"/>	<input type="checkbox"/>		18G	G	15 & Over 100 Medley	>1:14.50S	
<input type="checkbox"/>	2:44.71S	2:44.71S	<input type="checkbox"/>	<input type="checkbox"/>		20G	G	15 & Over 200 Back	>2:26.00S	
<input type="checkbox"/>	1:04.99S	1:04.99S	<input type="checkbox"/>	<input type="checkbox"/>		22G	G	15 & Over 100 Free	>1:01.00S	
<input type="checkbox"/>	35.63S	35.63S	<input type="checkbox"/>	<input type="checkbox"/>		24G	G	15 & Over 50 Back	>32.80S	
Day 2 Session 4										Max Entries this Session IE = 0   Rel = 0   Comb = 0
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time	
<input type="checkbox"/>	6:18.17S	6:18.17S	<input type="checkbox"/>	<input type="checkbox"/>		25G	G	15 & Over 400 Medley	>5:08.00S	
<input type="checkbox"/>	1:15.39S	1:15.39S	<input type="checkbox"/>	<input type="checkbox"/>		27G	G	15 & Over 100 Back	>1:07.50S	
<input type="checkbox"/>	29.88S	29.88S	<input type="checkbox"/>	<input type="checkbox"/>		29G	G	15 & Over 50 Free	>28.80S	
<input type="checkbox"/>	2:48.72S	2:48.72S Not Qualified	<input type="checkbox"/>	<input type="checkbox"/>		31G	G	15 & Over 200 Breast	>2:51.00S	

This screen shows all the events that are open for entry. The times in red mean you are not be able to enter as they do not meet the qualifying times. Galas can have no qualifying limits, an upper limit (must be slower than) and/or a lower limit (must be faster than). The times in black mean you are eligible for entry. The system will always the best available time within the qualifying criteria and covert it to the course type of the gala being entered. It breaks the gala down by day and session. It is important to bear in mind that it only shows events for the gender of your swimmer and not the full meet programme, so keep that in mind as you plan your entries (the next event is usually the opposite gender).



When entering think about the length of each race and how much energy each event takes. Be sensible with your choices. If you want your swimmers to perform at their best it is advised to enter a maximum of 2 events per session and these should be evenly spaced apart. We would not advise in this case entering on Day 1 session one the 400m free and leaving a gap and doing the 200m free. If your swimmer wants to do the 400m free it should be the only event they enter. But you could enter the 50m Breast and the 100m Fly as these are nicely spaced out and allow for recovery.

Once you have selected the events you wish to enter you must always remember to click **Save Changes** button at the bottom right of the screen. You can return to this screen and make amendments to events or decline to go right up until midnight on the deadline date (after which no changes can be made and you are committed to the gala and will be invoiced at the beginning of the month in which the gala occurs. Ojays will send payment on your behalf as soon as the deadline has passed in order to secure your entry).

This will return you to a screen like the one below

<b>Bexley Summer Sizzler</b> 15 Jul 2023 (08:00 AM) - 16 Jul 2023 (05:00 PM)			
My Account:		Registration Deadline: 28/05/2023	
Meet Name: <a href="#">Bexley Summer Sizzler</a>	Location: Crook Log Leisure Centre, Brampton Road, Bexleyheath, KEN DA7 4HH, UKR	Course: SLY	Meet Type:
Start Date: 15/07/2023	End Date: 16/07/2023	Age Up Date: 16/07/2023	Use Date Since: 01/01/1970
Enforce entry based on [Qualify Times]: No		Restrict entry [Best Time] to same [Meet Type]: No	
Event Declaration Setting: Commit by Event			
Allow Course Conversion for Relays: No			
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No			
<a href="#">View All Meet Events</a> <a href="#">Go Back to Event Home Page</a>			

Click on Member Name to declare for this Event:

Declaration has been restricted to these groups: Bronze,Gold,Masters,New Bronze,Platinum,Silver,Top,Youth Development at Ojays

Member Name	Member Commitment	Coach Approved	Last Updated
*Active	✔ Committed	# 1G (d1/s1): G 15 & Over 400 Free (4:54.65S) # 10G (d1/s2): G 15 & Over 200 Medley (2:38.68S) # 16G (d1/s2): G 15 & Over 200 Fly (3:01.10S) # 22G (d2/s3): G 15 & Over 100 Free (1:04.99S) # 27G (d2/s4): G 15 & Over 100 Back (1:15.39S)	25/04/23 1:12 PM


You will now see that there is a list of events against your swimmer's name and that the member commitment has changed to committed.


If you say No, thanks to a gala the member commitment will show as declined.

You are now entered pending your coach's approval. As you will see the Coach Approved section is blank. Once your entries have been approved by your coach this will change.


## Checking galas past and present


☰




Hello, 


>

 TU Updates


 TeamFeed

 My Account


>

 Team Tools


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 Classes & Lessons


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 Workouts and Videos


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 Events & Competition

>

 Team Resources


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 Help & Training


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Event & Job Reports


Reports


 [Job Signup Report for My Account](#)


 [Meet Attendance for My Account](#)


 [Volunteering Time Forecast for My Account](#)


 [Admin Only]

 [Job Signup Admin Report to Excel](#)

 [Admin Only]

 [Meet Attendance Admin Report to Excel](#)

 [Admin Only]

 [Volunteering Time Forecast to Excel](#)

Calendar

Practices

Team Events

General

Results & Reports



Meet Results

Event & Job Reports

TouchPad

TouchPad Live

Should you wish to check galas you have entered select Events & Competitions → Event & Job Reports → Meet Attendance for My Account

Meet Attendance Report		
<div><div> Print Now</div><div> Search</div></div> <div>Please click the [Search] button after each filter selection change.</div> <div><div>Account Name:</div><div>Meet Attendance In This Period: <input type="text" value="01/02/2023"/> To <input type="text" value="01/07/2023"/></div><div>Athlete: <input type="text"/></div><div><input type="checkbox"/> Approved Events Only</div></div>		
Meet Date	Meet Name	Attendance
11/02/2023	Kent Champs 2023	#12 LCM M 12-12 200 Breast #16 LCM M 12-12 50 Free #18 LCM M 12-12 100 Breast #24 LCM M 12-12 50 Breast #26 LCM M 12-12 100 Free #32 LCM M 12-12 50 Fly #34 LCM M 12-12 100 Back #39 LCM M 12-12 50 Back
04/03/2023	Erith & OJAYS Spring Meet	#102 SCM B 12-12 50 Breast #104 SCM B 12-12 100 Back #203 SCM B 12-12 50 Free #302 SCM B 12-12 50 Back #304 SCM B 12-12 100 Free #405 SCM B 12-12 100 Breast #407 SCM B 12-12 200 Free
20/03/2023	Gala 1 Club Champs 400m Free	#1 SCM M 13 & Under 400 Free
01/04/2023	NUEL SC National Qualifier Open Meet 2023	#102 LCM B 12-12 100 Free #203 LCM B 12-12 50 Back #302 LCM B 12-12 100 Breast #304 LCM B 12-12 200 Back #502 LCM B 12-12 200 Free #504 LCM B 12-12 50 Breast #603 LCM B 12-12 100 Back
07/04/2023	Crawley Spring Long Course L1 Meet 2023	#6 LCM B 12-12 100 Free #12 LCM B 12-12 100 Breast #17 LCM B 12-12 50 Free #21 LCM B 12-12 50 Fly #23 LCM B 12-12 50 Breast