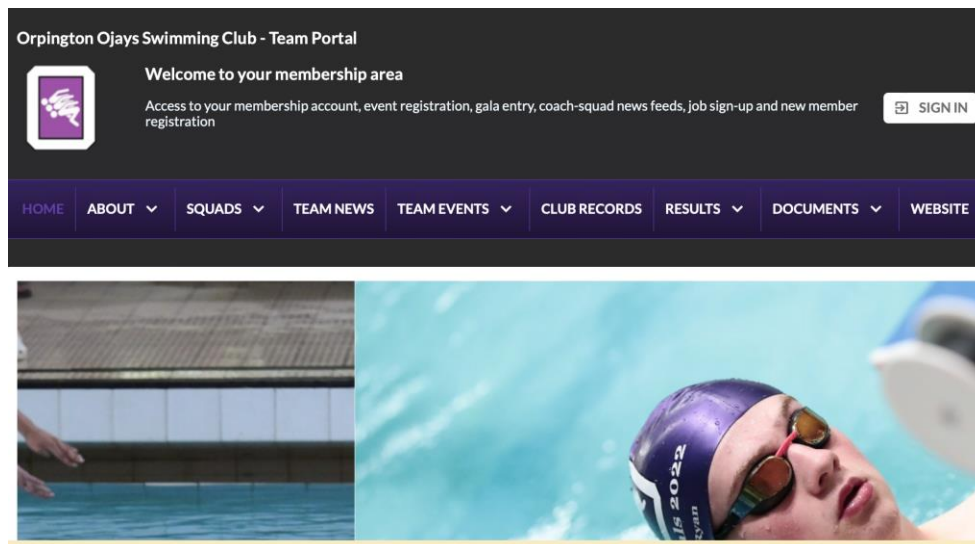# How to enter a gala using the Team Unify Website

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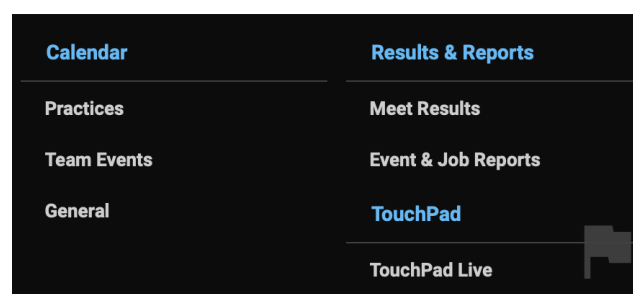
To enter galas you will need to sign in. This is in the top right-hand corner. Use your email address and password.

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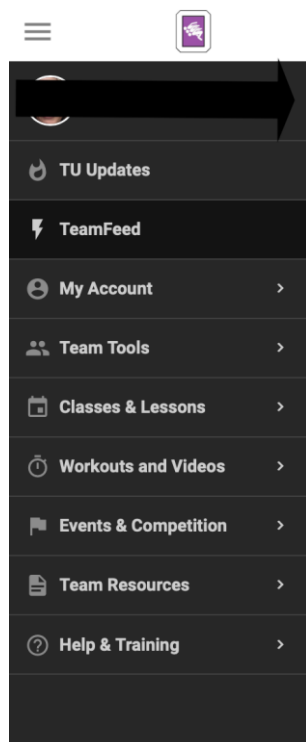
To enter a gala, you will need to click on the Events & Competitions → Team Events

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

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.

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:	Location:	Course:	Meet Type:
Bexley Summer Sizzler	**Crook Log Leisure Centre, Brampton Road, Bexleyheath, KEN DA7 4HH, UKR**	**SLY**	

Start Date:	End Date:	Age Up Date:	Use Date Since:
15/07/2023	**16/07/2023**	**16/07/2023**	**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
	⊘ Declined		25/04/23 1:13 PM
*Active			

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
4:54.65S	4:54.65S		☐		1G	G	15 & Over 400 Free		>4:39.00S
36.62S	36.62S Not Qualified		☐		3G	G	15 & Over 50 Breast		>37.20S
2:20.81S	2:20.81S		☐		5G	G	15 & Over 200 Free		>2:13.00S
1:15.58S	1:15.58S		☐		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
2:38.68S	2:38.68S	☐	☐		10G	G	15 & Over 200 Medley		>2:30.00S
1:19.56S	1:19.56S	☐	☐		12G	G	15 & Over 100 Breast		>1:18.50S
33.22S	33.22S	☐	☐		14G	G	15 & Over 50 Fly		>31.80S
3:01.10S	3:01.10S	☐	☐		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
1:13.61S	1:13.61S Not Qualified		☐		18G	G	15 & Over 100 Medley		>1:14.50S
2:44.71S	2:44.71S		☐		20G	G	15 & Over 200 Back		>2:26.00S
1:04.99S	1:04.99S		☐		22G	G	15 & Over 100 Free		>1:01.00S
35.63S	35.63S		☐		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
6:18.17S	6:18.17S		☐		25G	G	15 & Over 400 Medley		>5:08.00S
1:15.39S	1:15.39S		☐		27G	G	15 & Over 100 Back		>1:07.50S
29.88S	29.88S		☐		29G	G	15 & Over 50 Free		>28.80S
2:48.72S	2:48.72S Not Qualified		☐		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

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

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