

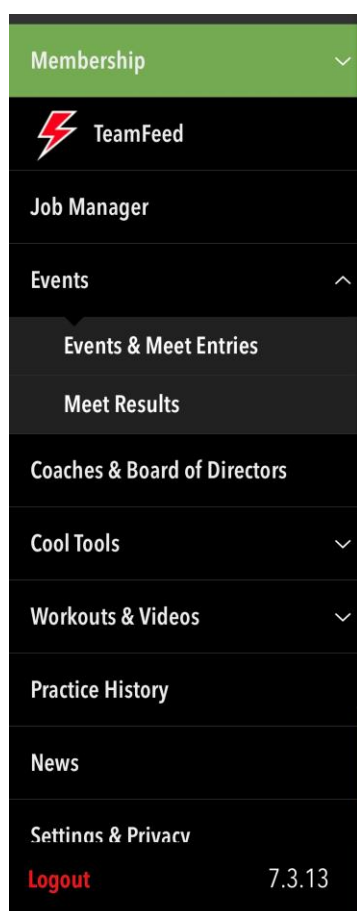
## How to enter galas through the OnDeck App


The OnDeck app is Team Unify for your mobile phone, meaning you do not have to access your swimmer's information through the website.

Download OnDeck

- On [iOS](#).
- On [Android](#).

The passwords and sign in details are the same for both OnDeck and the Team Unify website. Ensure Team Region is set to **UK**. If you have forgotten your password, simply click on the Forgot Password link and follow the reset instructions.

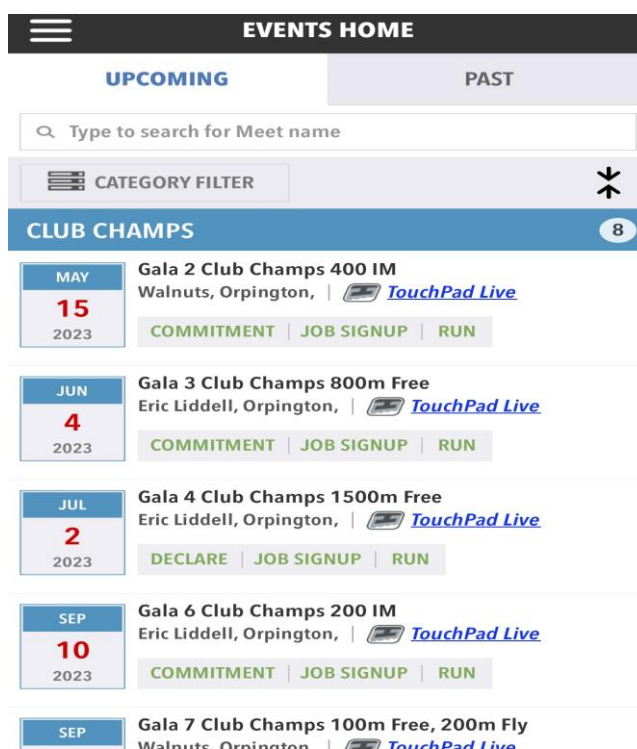


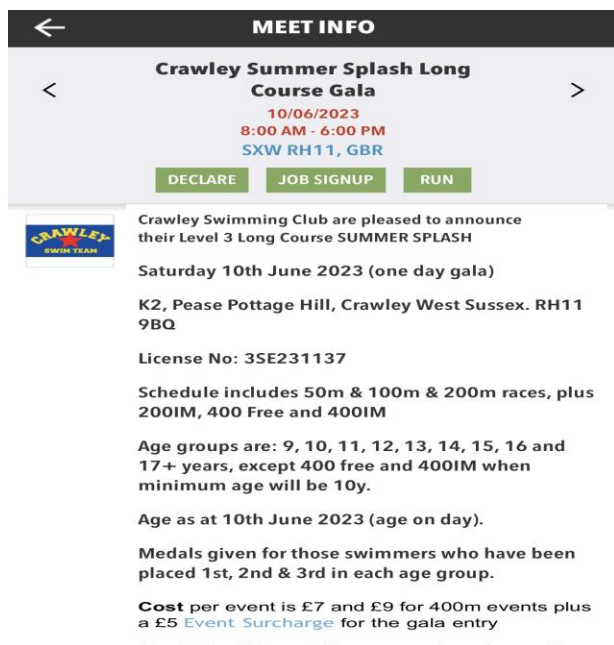
Once a gala is open for entry you will receive an email from the club. To enter a gala using the app. Sign in, click the menu button  → **Events** → **Events & Meet Entries**

You will get a list of all the galas that the club is attending. Some will be open for entry and some the deadline for entries will have passed. The events are categorised into:

- Club Champs
- Club Function
- Gala
- League

Scroll down the gala you wish to enter and click on it. Your screen will then look like this:



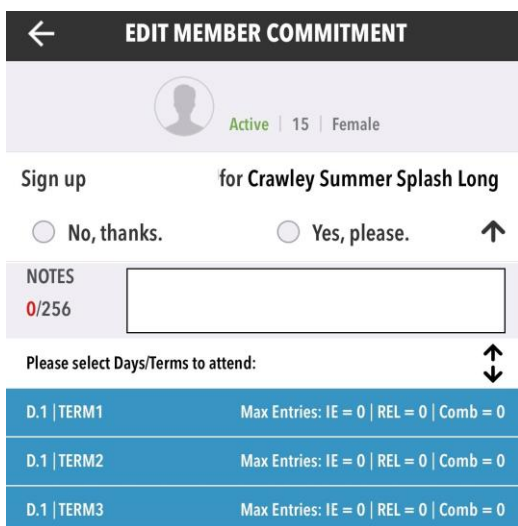
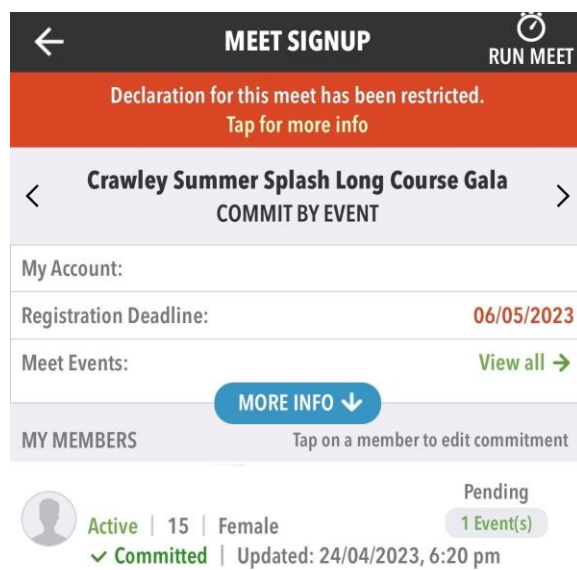


It will have the name of the gala and all the details about it. Qualifying time, conditions and the programme of event documents should read these as they do contain important information and can be access by scrolling down to the bottom

Click on **Declare** and you will be presented with Meet Signup. This will list your swimmer's names (which at this point will show as undeclared), and the registration deadline.

You can click Meet Event View All → If you want to look at events and the designated qualifying times.

Click on the name to sign up and you will see the member commitment screen.



At this point you must choose

No, thanks  
**OR**  
Yes, please.

If you do not wish to attend or are unable to enter due to qualifying restrictions, we ask that you select No thanks. By doing this you will not receive final email sign up calls and it lets your coach know that you are unable to attend.

To enter Click **Yes, please.**

The blue lines are the Days and sessions for the gala. D1 Term 1 means Day 1 Session 1, etc.

To see events, you need to click on each **blue line or ↕** to open all sessions



←
EDIT MEMBER COMMITMENT

Active | 15 | Female

Sign up Crawley Summer Splash Long

No, thanks.
  Yes, please.
 ↑

NOTES 0/256

Please select Days/Terms to attend: ↑↓

D.1 | TERM1 Max Entries: IE = 0 | REL = 0 | Comb = 0

<input type="checkbox"/>	#1K	F	15-15	400 IM	BEST TIME: 6:19.39L	ENTRY: 6:19.39L
<input type="checkbox"/>	#2M	F	15-15	200 BR	BEST TIME: 2:49.17L	ENTRY: 2:49.17L
<input checked="" type="checkbox"/>	#3G	G	15-15	100 FL	BEST TIME: 1:15.37L	ENTRY: 1:15.37L
<input type="checkbox"/>	#5G	G	15-15	100 BK	BEST TIME: 1:16.40L	ENTRY: 1:16.40L
<input type="checkbox"/>	#7G	G	15-15	50 FR	BEST TIME: 30.60L	ENTRY: 30.60L

Clear

Cancel

APPLY

You will now see a list of events per session that apply to the swimmer.

The events in red mean you cannot enter as you are outside the qualifying conditions

The events in black mean you are eligible to enter.

You can enter a note to your coach or administrator if you have questions or say why you can't attend.

To make an informed decision about events you should refer to the event programme. Galas can have no qualifying limits, an upper limit (must be slower than) and/or a lower limit (must be faster than).

The system will always choose the best available time within the qualifying criteria and convert it to the course type of the gala being entered. 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).

Select the events you wish to enter, or uncheck to remove events.



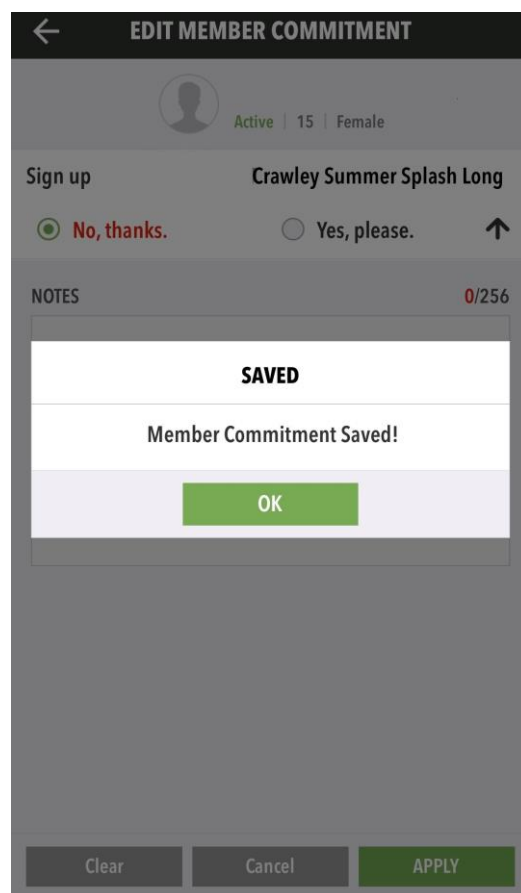
*When entering think about the length of each race and how much energy each event takes. Be sensible with your choices. If you want your swimmers to perform at their best it is advised to enter a maximum of 2 events per session and these should be evenly spaced apart. We would not advise in this case 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 all the events you wish to enter click **Apply** to save your choices.

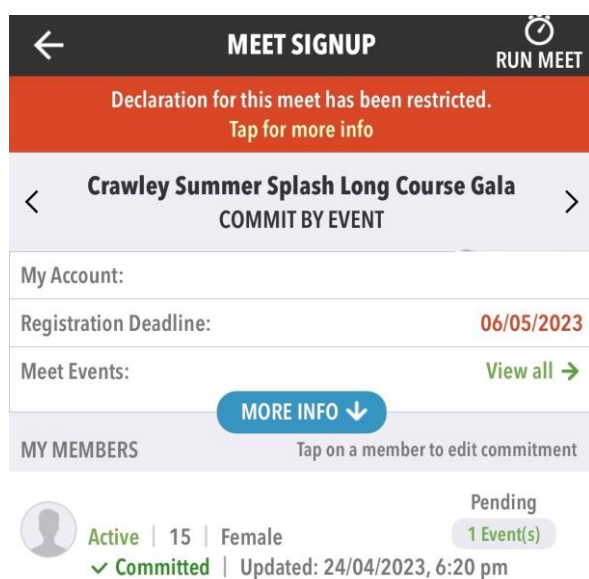
Click **OK** on the confirmation.

You can return 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).

Next you will be asked if you would like to sign up for jobs. This requires you to have completed the necessary Swim England qualifications. If you do not have these then click No. If you do, then please sign up, every gala we attend we are required to send officials and Team Managers.



In some circumstances there will be galas where we will need you to sign up for jobs where no qualifications are necessary, like our Spring Meet held in March every year with Erith & District Swimming Club. But we will let you know if this is the case.



Once you have said either yes or no to sign up you will be returned to this screen. The difference now is that you will see there is a box on the right-hand side by the swimmer's name with Events. This will show how many events you have entered, in this case 1 and pending.

Pending means that your swimmers coach will check through their entries. It will change to approved before the entry file for the club is submitted to the host. In some cases, a coach may decide that the events selected are not right for that swimmer and one event maybe rejected.