

Greenwich Royals Swimming Club – Team Unify – Open Meets



First, you will need to register a payment card.....this can be done by:

- 1) Log into your Greenwich Royals account via the website (<https://uk.teamunify.com/Home.jsp?team=lgrsc>)
- 2) Click on My Account on the left-hand side, then click on My Account
- 3) Select the payment setup tab
- 4) Click on Add New Card
- 5) Enter the required information, then click on save

To enter a meet please follow the steps below:

- 1) Log into your Greenwich Royals account via the website (<https://uk.teamunify.com/Home.jsp?team=lgrsc>)
- 2) Click on Events & Galas
- 3) Scroll down to the meet that you wish to enter
- 4) Click on the attend/decline button (or edit commitment button)
- 5) Scroll down to your swimmer's name and click on your swimmer
- 6) Select Yes (you wishto sign up for the event) under declaration
- 7) Scroll down and the events for the gala should be shown along with any previous licensed times (if you have not done any previous licensed gala then NT (No Time) will be shown.
- 8) Click in the box next to each event that you wish to enter
- 9) If you want to edit the times/have time trial times then please enter these in the notes section at the top of the page
- 10) Once Finished click on save changes.

Once the accepted entries come out for the meet (usually one or two weeks before the event), any updates to events will be made and payment will be taken from your payment card!

The price per race is usually listed in the meet conditions which is available as a downloadable document if you click on the meet name.