



Create your TeamUnify Account

This secure account allows you to keep track of all of your best times and records, helps with communication, and is **required** for swim meet participation. Please create your account as soon as possible so that you can swim in the meets! They are lots of fun!

To create a NEW account (Use these steps if you have *NOT EVER* made a TeamUnify account for *ANY* of the following teams: Surfers Swim Team, Junior High Swim Team, High School Spring League, or Summer Swim League (all Aquatic Center Teams)). **Go to www.idahofallsidaho.gov/surfersswimteam**

1. Click "Create an Account"
2. Select the registration group needed and click "Add to Cart" for each participant.
 - a. *If you don't know your level, check the receipt provided or call the Aquatic Center at (208) 612-8519*
3. Click "My Shopping Cart" when all registrations have been added to the cart, and then click "Checkout Now."
4. Click "Sign in/Create Account". This will take you to a new page.
5. Fill in all the appropriate fields and click "Continue" at the bottom of the page.
6. Create a password and click "Create Account."
7. This will send a verification link to the email you provided. Log into your email and click the link to activate your account. This will open your account back up in a new window.
8. Fill in all required information on this page, then click "Next" at the bottom of the page.
9. Under each registration, click the drop-down menu and select "Add New Member."
10. Fill out all required information, and select "Add Member" Do this for EACH registration.
11. When all members have been added, click "Next."
12. On the confirmation page, ensure that everything looks correct. Click "Next."
13. On the final page, click "Pay Now". **THERE IS NO COST ASSOCIATED WITH THIS ACCOUNT.** Everything has been set to \$0.00 – you should NOT have to pay anything.
14. Wait for approval of your account. Each account must be individually approved – please be patient. It will be approved as soon as possible.

To ADD a member to an EXISTING account. (This must be done through a browser, and not through the OnDeck Mobile App).

1. Login to your account – go to www.idahofallsidaho.gov/surfersswimteam
2. Select the registration group needed and click "Add to Cart" for each new participant.
 - a. *If you don't know your level, check the receipt provided or call the Aquatic Center at (208) 612-8519*
3. Click "My Shopping Cart" when all registrations have been added to the cart, and then click "Checkout Now."
4. Under each registration, click the drop-down menu and select "Add New Member."
5. Fill out all required information, and select "Add Member" Do this for EACH registration.
6. When all members have been added, click "Next."
7. On the confirmation page, ensure that everything looks correct. Click "Next."
8. On the final page, click "Pay Now". **THERE IS NO COST ASSOCIATED WITH THIS ACCOUNT.** Everything has been set to \$0.00 – you should NOT have to pay anything.
9. Wait for approval of your account. Each account must be individually approved – please be patient. It will be approved as soon as possible.

Thank you for setting up a TeamUnify account! Please contact the Aquatic Center with any questions.