

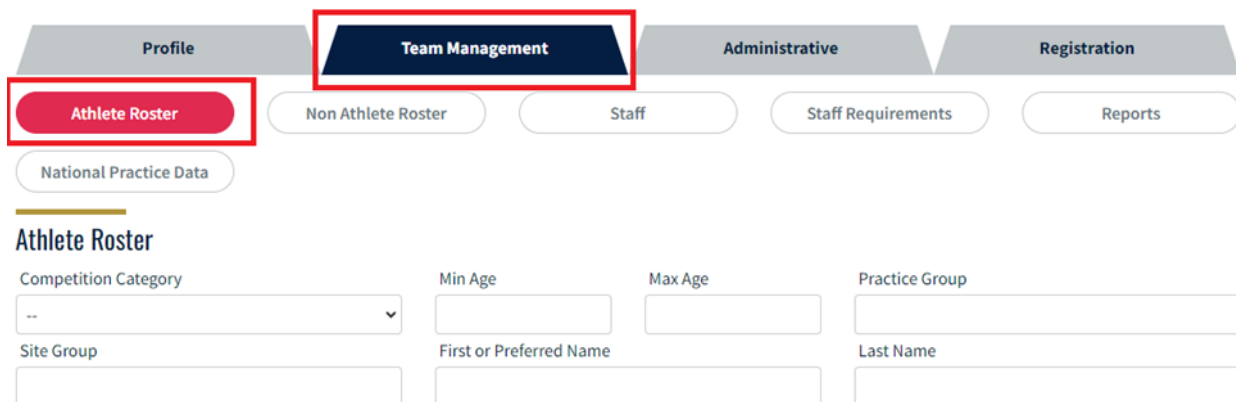
# Athlete Sync Feature For Vendor Rosters

**Clubs (Head Coaches, Club Admins, and Club Registrars) can use the Athlete Sync Feature to ensure roster information on TeamUnify is up to date with USA Swimming’s roster information in SWIMS.**

To access this feature, log into your SWIMS account and navigate your club’s roster by going to Club > My Club > Team Management > Athlete Roster.

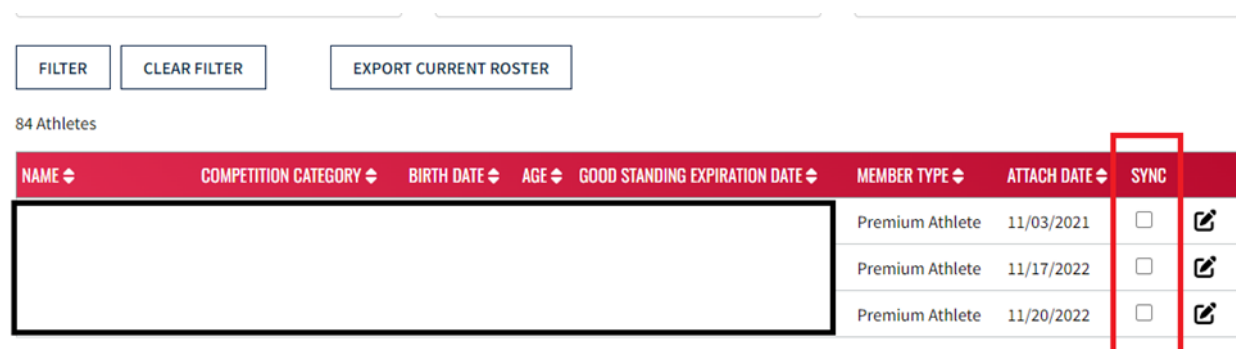
## Athlete Roster Sync Steps:

**Step 1:** Log into your account at [hub.usaswimming.org](http://hub.usaswimming.org) and go to Club > My Club > Team Management > Athlete Roster



The screenshot shows a navigation menu with four main tabs: Profile, Team Management, Administrative, and Registration. The 'Team Management' tab is highlighted with a red box. Below it, there are several sub-tabs: Athlete Roster (highlighted with a red box), Non Athlete Roster, Staff, Staff Requirements, and Reports. Below these is a 'National Practice Data' button. Underneath, the 'Athlete Roster' section is visible, containing several input fields: Competition Category (dropdown), Min Age, Max Age, Practice Group, Site Group, First or Preferred Name, and Last Name.

**Step 2:** Locate the SYNC column on the right-hand side. This is the column you will use to select which athletes you would like to synchronize with TeamUnify.



The screenshot shows the Athlete Roster table. At the top, there are three buttons: FILTER, CLEAR FILTER, and EXPORT CURRENT ROSTER. Below the buttons, it says '84 Athletes'. The table has a red header with the following columns: NAME, COMPETITION CATEGORY, BIRTH DATE, AGE, GOOD STANDING EXPIRATION DATE, MEMBER TYPE, ATTACH DATE, and SYNC. The SYNC column is highlighted with a red box. The table contains three rows of data, all of which are Premium Athletes. The SYNC column contains checkboxes and edit icons for each row.

NAME	COMPETITION CATEGORY	BIRTH DATE	AGE	GOOD STANDING EXPIRATION DATE	MEMBER TYPE	ATTACH DATE	SYNC
					Premium Athlete	11/03/2021	<input type="checkbox"/>
					Premium Athlete	11/17/2022	<input type="checkbox"/>
					Premium Athlete	11/20/2022	<input type="checkbox"/>

**Step 3:** Click the checkbox for each athlete and click “Sync Selected Members.”

FILTER

CLEAR FILTER

EXPORT CURRENT ROSTER

SYNC SELECTED MEMBERS



84 Athletes

NAME	COMPETITION CATEGORY	BIRTH DATE	AGE	GOOD STANDING EXPIRATION DATE	MEMBER TYPE	ATTACH DATE	SYNC
					Premium Athlete	11/03/2021	<input checked="" type="checkbox"/>
					Premium Athlete	11/17/2022	<input checked="" type="checkbox"/>
					Premium Athlete	11/20/2022	<input checked="" type="checkbox"/>



**Complete!** On the left side above the filters, you will see a message indicating the number of athletes that were successfully synchronized.

Profile

Team Management

Athlete Roster

Non Athlete Roster

St

National Practice Data

## Athlete Roster

3 Athletes Synced



Competition Category

Min Age

Site Group

First or Preferred Name

FILTER

CLEAR FILTER

EXPORT CURRENT ROSTER