

# TeamUnify Help

## Table of Contents

TeamUnify Help.....	1
Account setup .....	2
Registration in a group .....	7

### Prerequisites

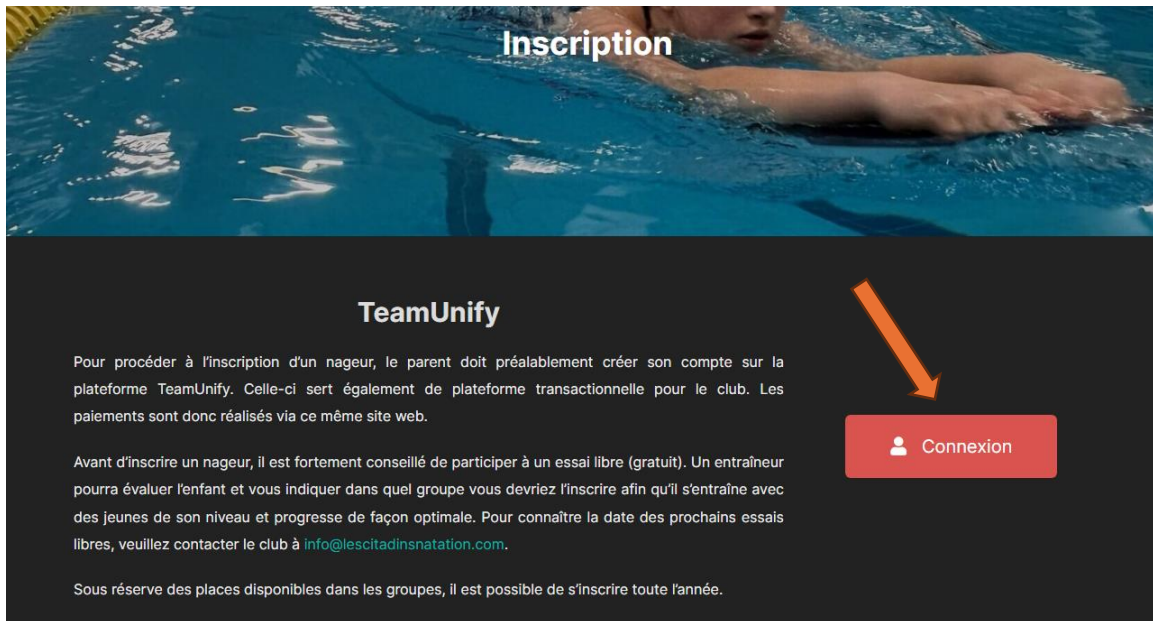
**For existing members:** Use your existing TeamUnify account. If you have forgotten your password, it is possible to reset it.

**For people registering for the first time at the Club:** Please send us an email to [info@lescitadinsnatation.com](mailto:info@lescitadinsnatation.com) with your name (person in charge for registration for the family) as well as the name of your children. We will send you a link to create your TeamUnify account and thus register.

## Account setup

### 1) Connecting to the TeamUnify transactional platform

- From this link:
  - [Les Citadins Natation Home \(gomotionapp.com\)](https://gomotionapp.com)
- From the club's website in the "Registration" tab
  - [Registration - Les Citadins Natation](#)
- From the link for a first registration



The screenshot shows a website page with a blue header image of a swimmer. The word "Inscription" is overlaid on the image. Below the image, the "TeamUnify" logo is centered. The main text explains that parents must create an account on the TeamUnify platform before registering a swimmer. It also mentions that the platform is used for transactions and that payments are made through the same website. A red button labeled "Connexion" is highlighted with an orange arrow. Below the button, there is a paragraph of text in French and a footer note about seat availability.

**Inscription**

**TeamUnify**

Pour procéder à l'inscription d'un nageur, le parent doit préalablement créer son compte sur la plateforme TeamUnify. Celle-ci sert également de plateforme transactionnelle pour le club. Les paiements sont donc réalisés via ce même site web.

Avant d'inscrire un nageur, il est fortement conseillé de participer à un essai libre (gratuit). Un entraîneur pourra évaluer l'enfant et vous indiquer dans quel groupe vous devriez l'inscrire afin qu'il s'entraîne avec des jeunes de son niveau et progresse de façon optimale. Pour connaître la date des prochains essais libres, veuillez contacter le club à [info@lescitadinsnatation.com](mailto:info@lescitadinsnatation.com).

Sous réserve des places disponibles dans les groupes, il est possible de s'inscrire toute l'année.

**Connexion**

### 2) Choose your language



The screenshot shows the top navigation bar of the club's website. It features a blue header with a language selection dropdown menu on the left, social media icons for Facebook and Instagram in the center, and a "Contact Us" link and a "Sign in" button on the right. Below the header is a banner for "NATATION SWIMMING" with the club's logo and text in French and English. A navigation menu below the banner includes "Home", "About", "News", "Events", and "Team Registration". An orange arrow points to the language selection dropdown menu.

Sélectionner une langue

Contact Us

Sign in

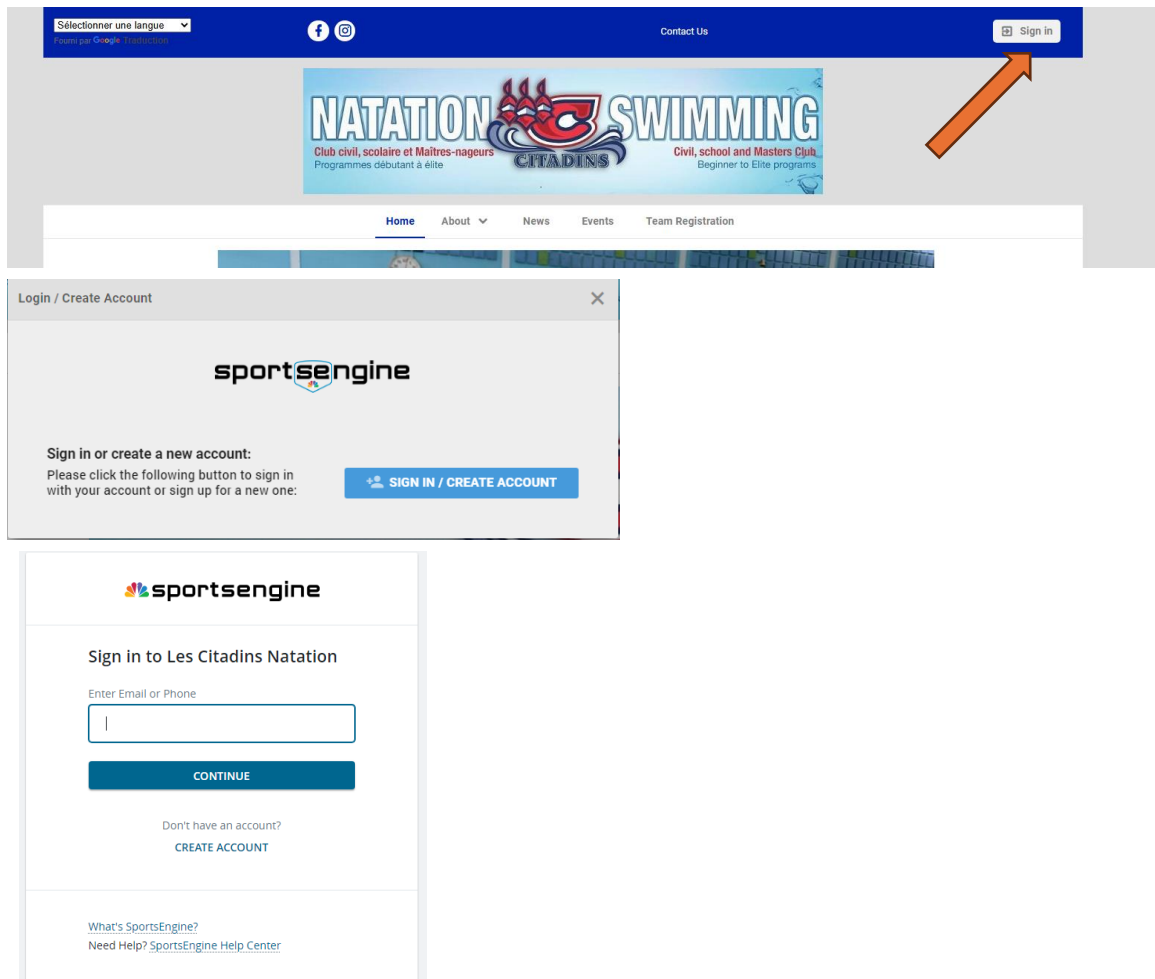
**NATATION SWIMMING**

Club civil, scolaire et Maîtres-nageurs  
Programmes débutant à élite

Civil, school and Masters Club  
Beginner to Elite programs

Home About News Events Team Registration

- 3) Log in to your TeamUnify account  
Click on "Sign in"

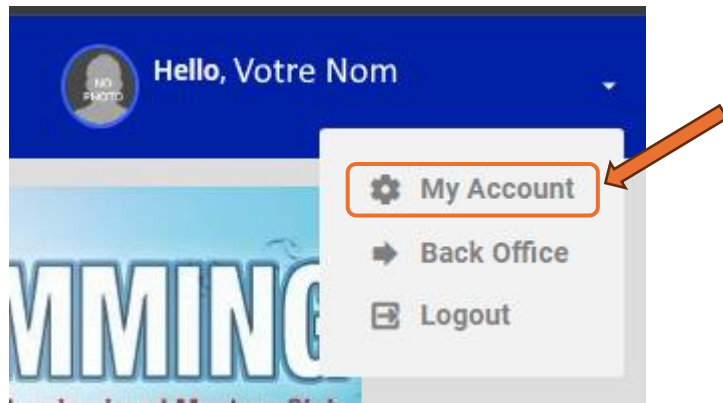


You enter your email and then your password to log in to TeamUnify.

**NOTE:** If you have misplaced your password, it is possible to reset it, but this is not an automatic procedure. You will receive the instructions by email and it may take up to 24 hours before you have a reset.

4) Edit your account information

Click on your name (on the arrow) in the banner at the top of the page



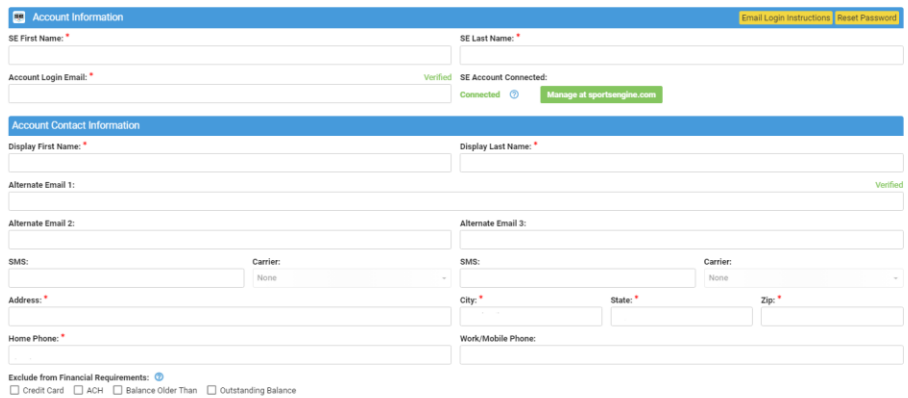
5) Your TeamUnify account information is displayed

Please update your information if it needs to be updated.

6) Changing your personal data

Select the "Account" tab

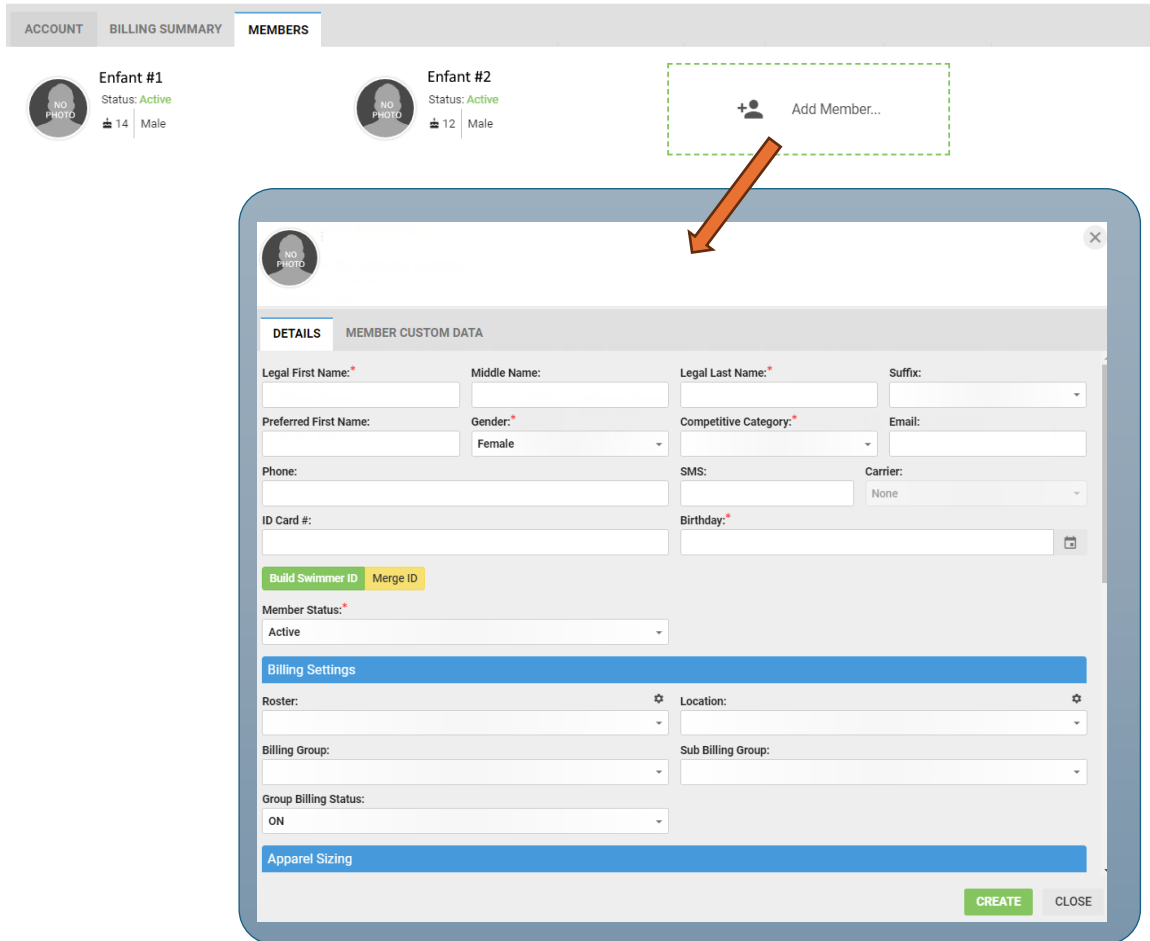
- Name
- Emails
- Address
- Phone Number



! You must save with the "Save" command located at the bottom right to apply the changes



- 7) Edit members
- Select the "Members" tab
  - Click on the member to edit the information
  - Click on "Add Member..." » to add a member



The screenshot shows the 'MEMBERS' tab in the TeamUnify interface. At the top, there are two member cards: 'Enfant #1' (Age 14, Male, Status: Active) and 'Enfant #2' (Age 12, Male, Status: Active). A dashed green box highlights the '+ Add Member...' button. An orange arrow points from this button to the 'CREATE' button in the bottom right corner of the member edit form. The form contains the following fields:

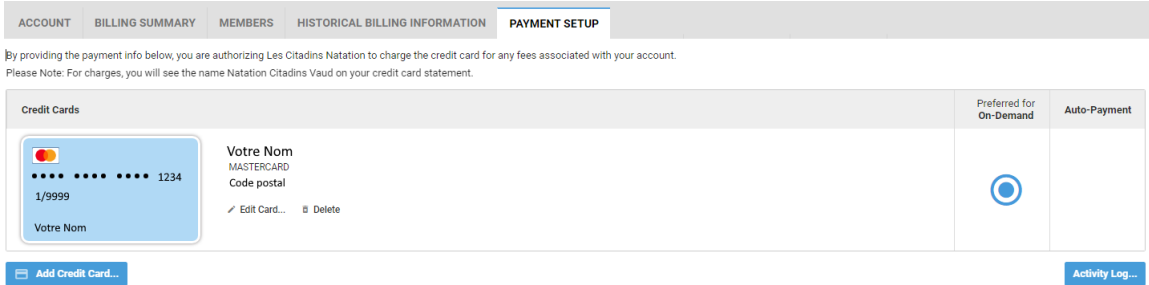
- Legal First Name:** \*
- Middle Name:**
- Legal Last Name:** \*
- Suffix:**
- Preferred First Name:**
- Gender:** \* (Female)
- Competitive Category:** \*
- Email:**
- Phone:**
- SMS:**
- Carrier:** (None)
- ID Card #:**
- Birthday:** \*
- Build Swimmer ID** (green button) | **Merge ID** (yellow button)
- Member Status:** \* (Active)
- Billing Settings:**
  - Roster:** \*
  - Location:** \*
  - Billing Group:**
  - Sub Billing Group:**
  - Group Billing Status:** (ON)
- Apparel Sizing**
- CREATE** (green button) | **CLOSE**

! You must save with the "Create" command located at the bottom right to apply the changes



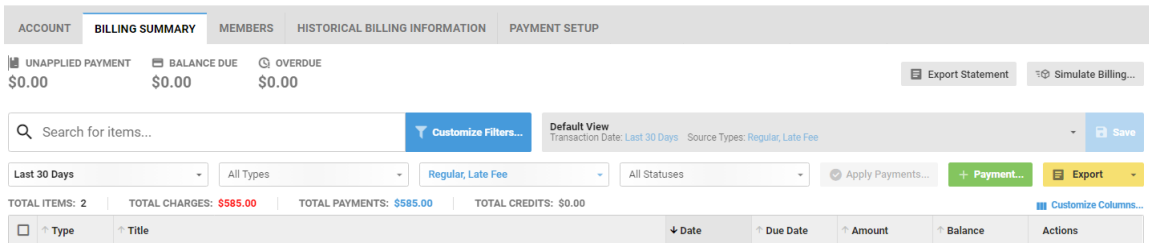
8) Changing your payment information  
 Select the "Payment Setup" tab

Required to pay for registration and competitions.



9) Summarizing Your Invoices  
 Sélectionner l'onglet « Billing Summary »

Here you will find the invoices to be paid.



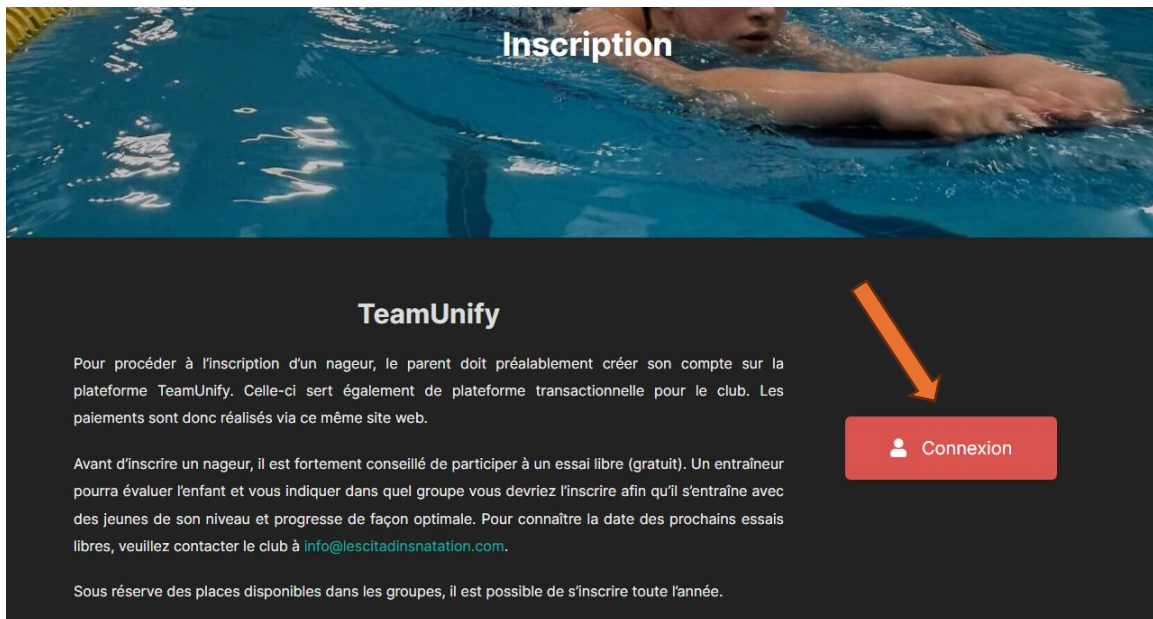
## Registration in a group

### Prerequisites

- Have a TeamUnify account
- Have set up your TeamUnify account
  - ❖ Personal Information
  - ❖ Member Information (Swimmers): Editing and Additions

### 1) Connecting to the TeamUnify transactional platform

- From this link:  
[Les Citadins Natation Home \(gomotionapp.com\)](http://gomotionapp.com)
- From the club's website in the "Registration" tab  
[Registration - Les Citadins Natation](#)



**Inscription**

**TeamUnify**

Pour procéder à l'inscription d'un nageur, le parent doit préalablement créer son compte sur la plateforme TeamUnify. Celle-ci sert également de plateforme transactionnelle pour le club. Les paiements sont donc réalisés via ce même site web.

Avant d'inscrire un nageur, il est fortement conseillé de participer à un essai libre (gratuit). Un entraîneur pourra évaluer l'enfant et vous indiquer dans quel groupe vous devriez l'inscrire afin qu'il s'entraîne avec des jeunes de son niveau et progresse de façon optimale. Pour connaître la date des prochains essais libres, veuillez contacter le club à [info@lescitadinsnatation.com](mailto:info@lescitadinsnatation.com).

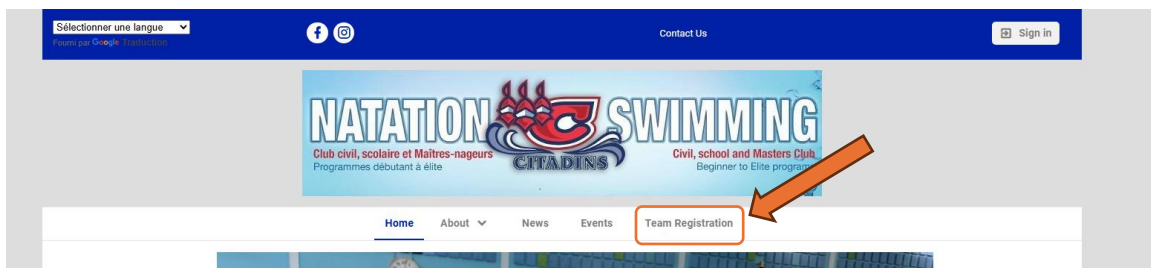
Sous réserve des places disponibles dans les groupes, il est possible de s'inscrire toute l'année.

[Connexion](#)

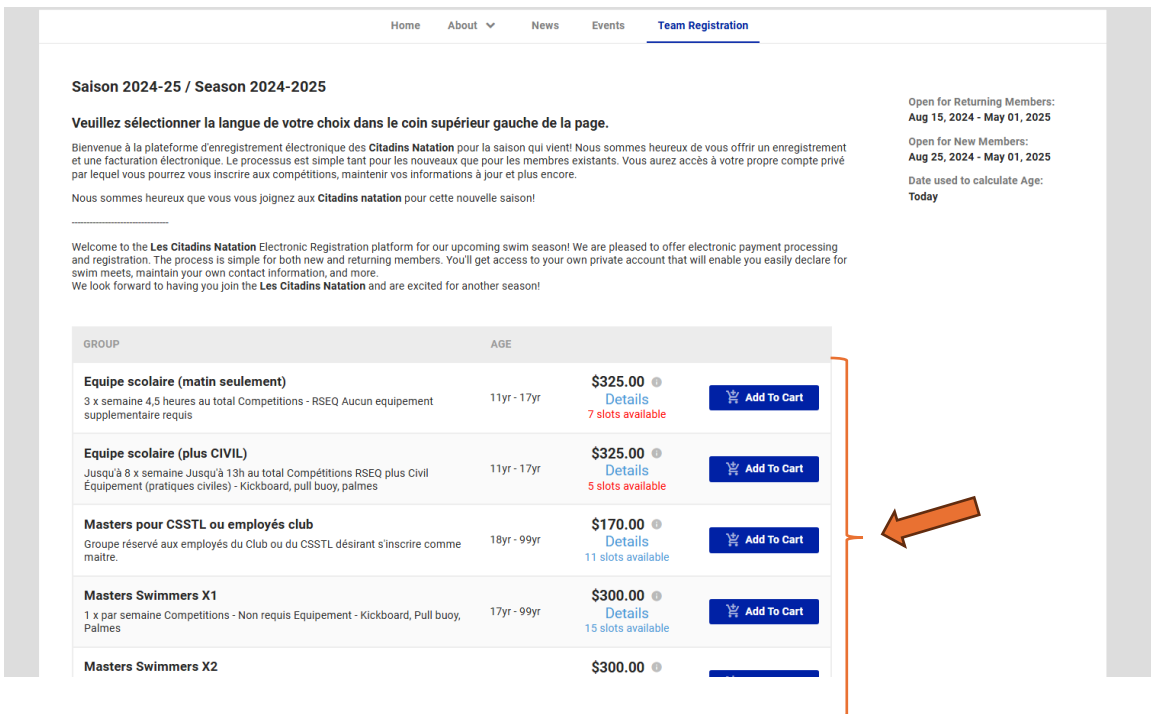
## 2) Choose your language



## 3) Select the "Team Registration" tab



## 4) The page containing the groups appears. Select the group with the "Add to Cart" command



The screenshot shows the "Team Registration" page. At the top, there is a navigation bar with "Home", "About", "News", "Events", and "Team Registration" (which is underlined). Below the navigation bar, there is a section titled "Saison 2024-25 / Season 2024-2025".

Text on the page includes: "Veuillez sélectionner la langue de votre choix dans le coin supérieur gauche de la page." and "Bienvenue à la plateforme d'enregistrement électronique des Citadins Natation pour la saison qui vient! Nous sommes heureux de vous offrir un enregistrement et une facturation électronique. Le processus est simple tant pour les nouveaux que pour les membres existants. Vous aurez accès à votre propre compte privé par lequel vous pourrez vous inscrire aux compétitions, maintenir vos informations à jour et plus encore." There is also a note: "Nous sommes heureux que vous vous joignez aux Citadins natation pour cette nouvelle saison!".

On the right side, there are two notices: "Open for Returning Members: Aug 15, 2024 - May 01, 2025" and "Open for New Members: Aug 25, 2024 - May 01, 2025". Below these is "Date used to calculate Age: Today".

The main content is a table of swim groups:

GROUP	AGE	PRICE	DETAILS	ADD TO CART
<b>Equipe scolaire (matin seulement)</b> 3 x semaine 4,5 heures au total Compétitions - RSEQ Aucun équipement supplémentaire requis	11yr - 17yr	\$325.00	Details 7 slots available	Add To Cart
<b>Equipe scolaire (plus CIVIL)</b> Jusqu'à 8 x semaine Jusqu'à 13h au total Compétitions RSEQ plus Civil Équipement (pratiques civiles) - Kickboard, pull buoy, palmes	11yr - 17yr	\$325.00	Details 5 slots available	Add To Cart
<b>Masters pour CSSTL ou employés club</b> Groupe réservé aux employés du Club ou du CSSTL désirant s'inscrire comme maître.	18yr - 99yr	\$170.00	Details 11 slots available	Add To Cart
<b>Masters Swimmers X1</b> 1 x par semaine Compétitions - Non requis Equipement - Kickboard, Pull buoy, Palmes	17yr - 99yr	\$300.00	Details 15 slots available	Add To Cart
<b>Masters Swimmers X2</b>		\$300.00		

An orange arrow points to the "Add To Cart" buttons of the first three groups.



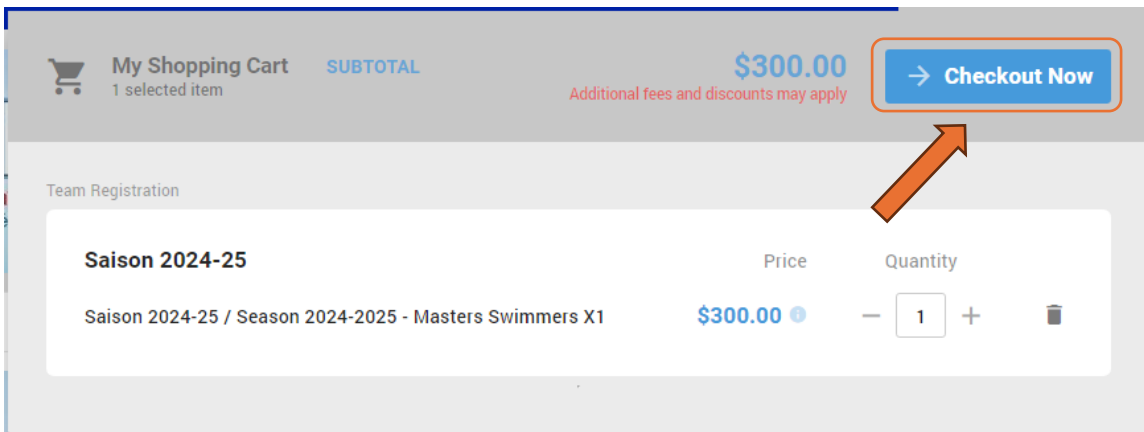
5) Adding your group to the cart



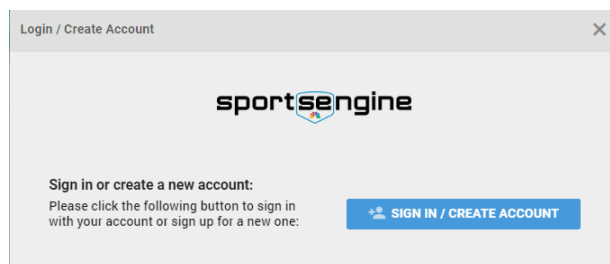
6) Click in the shopping cart located in the top right corner of the page

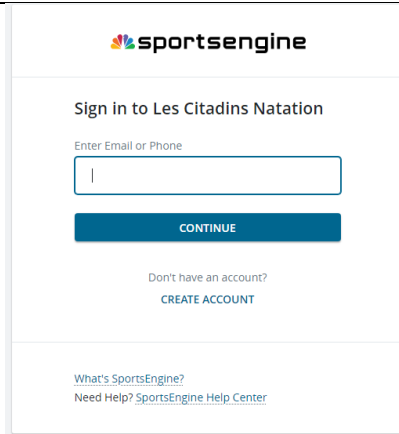


7) Click on "Checkout Now"



8) Log in to your TeamUnify account

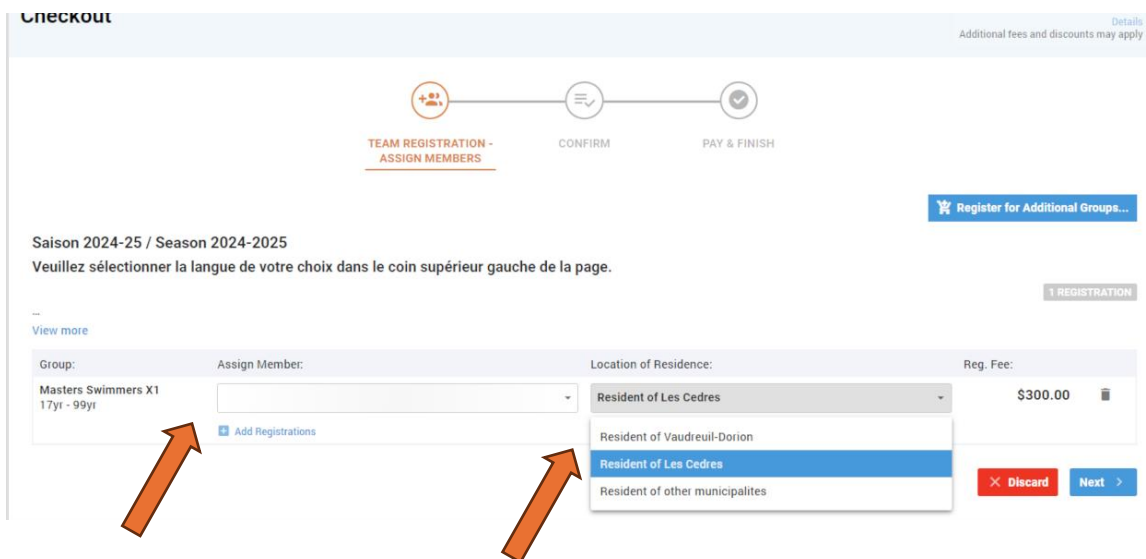




You enter your email and then your password to log in to TeamUnify.

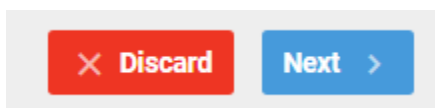
**NOTE:** If you have misplaced your password, it is possible to reset it but it is not an automatic procedure. You will receive the instructions by email and it may take up to 24 hours before you have a reset.

- 9) Assign group choice to a family member  
 Select the city of residence to get the discount (if applicable)




! If the member is not present. Please follow the TeamUnify account setup procedure.

Click on "Next"



10) Confirm registration

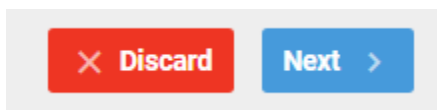


**PURCHASE DETAILS**

Team Registration	Member	Registration Details	Price
Saison 2024-25 / Season 2024-2025	Nom du membre	Masters Swimmers X1 Location of Residence: Resident of Vaudreuil-Dorion	\$300.00 <a href="#">Details</a>

**ACCOUNT INFORMATION**

Click on "Next"



11) Continue and end with payment

The credit card will be charged for the amount and a window will open with the transaction receipt. Please keep a copy for your records. The monthly training fee will be charged on the first of each month starting October 1. 7 equal payments for the months of October, November, December, January, February, March, April.

12) You will receive a confirmation of registration by email

If you are having trouble completing your registration, write to us at [info@lescitadinsnatation.com](mailto:info@lescitadinsnatation.com) and one of our volunteers will contact you.