

HOW TO SIGN YOUR SWIMMER UP FOR A MEET

Step 1 – Login to the website using your user id and password. Click on ‘**Events & Meets**’ in the top bar of the web site to bring up the ‘Events and Meets’ screen below. Find the name of the meet you want to sign up for and click on the ‘**Attend This Event**’ button.

Greenwich YMCA Marlins USA SWIMMING CONNECTICUT SWIMMING

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- [Oct 25 ~ 26, 2008 - Wilton Qualifier](#) [Edit]
Attend this Event

MEET ANNOUNCEMENT, Entries , Relays, Age Group Qualifier October 25-26, 2008 Wilton YMCA, 404 Danbury Rd., Wilton, CT 06897

- [Oct 26, 2008 - 8/Under Piranha Quadrathon](#) [Edit]
Attend this Event

MEET ANNOUNCEMENT, Entries , Relays, 8/Under Piranha Quadrathon Sunday October 26, 2008 Darien YMCA Ziegler Pool

- [Nov 8, 2008 - Freestyle Frenzy](#) [Edit]
Attend this Event

MEET ANNOUNCEMENT, Entries, Westport Water Rats Freestyle Frenzy November 8, 2008 Westport YMCA, CT SIGN UP by OCT 16th!

- [Nov 14 ~ 16, 2008 - New Haven Qualifier](#) [Edit]
Attend this Event

MEET ANNOUNCEMENT SNCO Swim Team New Haven Qualifier November 14-16, 2008 Hutchinson Natatorium in New Haven, CT SIGN UP BY OCT 16th!

Step 2 – In the ‘Event Signup’ screen below, click on your **Member Name** (i.e. your swimmer)

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Event Signup

Athlete Signup

My Account: **Hill, Kathy & Nigel (212-314-3987)**
Event: **New Haven Qualifier (Nov 14 ~ 16, 2008)**
Registration Deadline: **November 4, 2008**

Meet Name: **New Haven Qualifier** Location: **Southern CT State University** Course: **YO** Meet Type:
Start Date: **11/14/08** End Date: **11/16/08** Age Up Date: **11/14/08** Use Date Since:

Enforce entry based on [Qualify Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **No**
Allow Athletes to commit by Event: **No, by Day/Session**
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

[View All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to sign up the member to attend this Event:

Member Name	Member Commitment	Coach Approved	Last Updated	Notes
Kimberly Hill	<input checked="" type="checkbox"/> Committed		10/13/08 12:57	Sunday only
Samantha Hill	<input type="checkbox"/> Not Committed			

Step 3 – In the ‘Athlete Signup’ screen below, select ‘**Yes, please sign [<swimmer>] up for this event**’ in the ‘Signup Record’.

The screenshot shows the 'Athlete Event Signup - By Day/Session' page for the Greenwich YMCA Marlins. The page header includes the organization's name and a navigation menu with links for News, Events & Meets, About, Team Information, Calendar, Parents, and Pool Location. A sidebar on the left contains links for Home, Coaches, Contact, Member, Sign Out, Feedback Zone, My Account, My Meet Results, My Invoice/Payment, and Membership Info. The main content area displays the member's name as Kimberly Hill and the event as the New Haven Qualifier (Nov 14 ~ 16, 2008). A dropdown menu for the 'Signup Record' is set to 'Yes, please sign [Kimberly] up for this event'. Below this, the event details are listed: Meet Name: New Haven Qualifier, Location: Southern CT State University, Start Date: 11/14/08, End Date: 11/16/08, and Age Up Date: 11/14/08. There are options to enforce entry based on [Qualify Times] (set to No) and to restrict entry [Best Time] to Allow Athletes to commit by Event: No, by Day/Session. A note states that if an athlete qualifies for a non-conforming course, the default [Entry Time] will be used. A section titled 'Please select the Days/Sessions that this Athlete would like to attend below:' contains five checkboxes: Day 1/Session 1, Day 2/Session 2, Day 2/Session 3, Day 3/Session 4 (which is checked), and Day 3/Session 5. A 'Notes' text area contains the text 'Sunday only'. A footer note indicates that the size of the notes should be limited to no more than 256 characters.

Step 4 – enter any comments you wish in the ‘Notes’ box (this is optional). For example, “Saturday only” or “Only early events”. Finally – click on the ‘**Save Changes**’ button at the bottom of the screen.