

HOW TO ENTER MY SWIMMER IN A MEET

Dated: April 2, 2009

In order to enter your swimmer in an upcoming meet via the Cyclones Website, you will need to do the following.

1. Log into your account.
2. Go to the "Meets & Events" tab OR scroll down the home page until you get to the Meet Event that is listed at the bottom right of that page.
3. Click on the "Attend this Event" button.
4. If you have not already "Committed" your athlete to attend this event (*you have not yet logged into your account previously and chosen this event to say "Yes" my athlete is attending*):
 - a. Click on your swimmer's name in the "Event Signup" page.
 - b. Choose "Yes" my swimmer will attend this event.
 - c. The list of meet events should then show up at the bottom of your screen if they are loaded into the system. If you do not see them, then please wait for an email from the team notifying that the events were loaded and are now available and skip this step (Step 4) the next time you log in.
5. If you have already "Committed" (*you have previously logged in and said "Yes" your athlete would attend and were unable to enter them in the meet events since they were not available yet*):
 - a. Click on your swimmer's name in order to bring up the meet events entry screen.
6. **Choosing Events:**
 - a. The meet events screen will come up with all the events that your swimmer is eligible to swim in. Each event will have a "Best Time" displayed which is either an actual time achieved previously or the letter "NT" for No Time if they have never swum this event before.
 - b. Select an event by clicking on the box to the immediate left of the "Best Time" column for that event.
 - i. KEEP IN MIND: You should review the meet information file prior to choosing events for your swimmer so that you are aware of the following:
 1. Maximum number of Events: The meet information file will always state what the maximum number of events allowed per day are and for the whole meet. Please keep that in mind as you choose events to ensure you do not exceed these limits.
 2. "Best Time" – DO NOT change the best time that is entered in this box. This is the time from our database and should not be changed. If you have a question about the time, please send us an email. By holding your cursor over the time, a pop-up window shows you what meet that time was achieved.
 3. "Day", "Sess", "Ev#", "Event" Columns
 - a. "Day" – is the day of the meet indicated by a number – 1,2,3,4 etc. This will help you keep track of the maximum number of events per day. "1" is the first day, "2" is the second, etc.
 - b. "Sess" – is the session # of that particular day. This is for those meets in which there are multiple sessions in one day – 12&Unders in the morning and 13&Overs in the afternoon for example. The system should only show you

HOW TO ENTER MY SWIMMER IN A MEET

Dated: April 2, 2009

the events/session that your swimmer is eligible to swim so this is for your information only.

- c. "Ev#" – this is the Event#
 - d. "Event" – this is the actual event description
 - ii. Why do I see more than 1 event for my swimmer for the same thing? For example, if your list includes two 200 Fly Events – one listed as 13-14 Age Group and one listed as "OPEN" age group, that means your swimmer has the choice of swimming in either event – OPEN means any age group can swim in that event. You should always choose the event that has a specific age group associated with it such as 13-14 when it is available to your swimmer. If you only have the choice of OPEN, then choose that event.
7. **Completing the event selection:** Once you have chosen all the events for your swimmer please scroll all the way down and choose "Save".
 - a. This will bring you back to a screen that shows all of your swimmers selected events.
 8. **Making Changes to your previously selected events:**
 - a. Follow Steps 1-3 above.
 - b. You will then see a screen that shows your swimmer's name with the events selected next to their name.
 - c. Click on your swimmer's name to bring up the event screen again and make changes by "deselecting" events and "selecting" new ones as indicated in Step 6 above.
 9. Approval Column
 - a. Once you have selected events, you will note that the word "Pending" will appear in the approval column. This indicates that the event selected is still pending Coach Approval.
 - b. Once the coach has approved your event, the word "Approved" will appear in the Approval Column.
 10. You did it!!! Congratulations, you have just entered your swimmer in a meet. Way to go!