

Meet Sign Up Instructions

- **Log in to the system:** You must be logged in to access the meets.
- **Click the “Meets” button along the top menu of the home page.**
- **Click the title of the individual event that you wish to attend:** Note: there will be important meet information in each meet packet about qualification times, meet days, etc. that you may want to review before signing up. We will post the meet packets as soon as they are available from the hosting club.
- **Click the “Attend this Event” button:** This will take you to a page that lists the swimmers from your family. There will be a check mark next to the swimmers that have already committed to that event.
- **Click on the swimmer’s name that you wish to sign up for the meet or that you wish to change an existing commitment:** This will take you to a page that has a yes / no option as well as a text box for comments.
- **Choose yes or no for the swimmer and then put comments in the text box.**
- **Please be clear with your comments in the text box. You should specify which days your swimmer WILL attend.** The standard instructions can be a little confusing. We will use the text box to specify which days each swimmer will attend.
- **Click “Save Changes” at the bottom of the page**
- **Repeat for each swimmer**
- **You are done! You can make changes up to the registration deadline.**
- **Note: You can also directly access the meet sign up system by clicking on the “Attend this Event” button for each event on the home page of the website.**

You can check back at each meet as we will post updates to the information from each event as it becomes available.