



NEW PARENT TALK

WEBSITE NAVIGATION AND MEET ENTRY PROCEDURE

Website Navigation

Things to keep in mind:

- 1) Watch the tutorials!!
- 2) Explore – nothing you do is irreversible
- 3) Always log in! – some content can't be viewed by non-members
- 4) There is more than one way to get somewhere
- 5) If you get lost – go back to the homepage

Some key features:

- Taskbar – most “sure” way to access all content via dropdown menus
- “My Account” on sidebar (tutorials, invoices, account info, meet results, etc.)
- Command buttons – most direct route to some important information
- Hyperlinked “Partner” buttons (i.e. Speedo, MI Sports, C.H.E. Apparel, etc.)
- Scrolling marquee
- “Contact Us” – send an email directly to an admin

Meet Entry Procedure

All meets added to “Meets/Events” page

Meet info & declaration details posted/ emailed out.

Meet Declaration Deadline

Entries Finalized/ Posted

Meet Details Updated

Meet takes place/ Meet recap sent out



- All meets are added to the “Meets/Events” page with general “who, when, where” details.
- More detailed information available later
- Click on title of meet – contains all info & documents

Meet Entry Procedure (cont.)

All meets added to "Meets/ Events" page

Meet info & declaration details posted/ emailed out.

Meet Declaration Deadline

Entries Finalized/ Posted

Meet Details Updated

Meet takes place/ Meet recap sent out



Foothills Swim Team

ALL GROUPS - Upcoming Meet Details

All,

Please see below for upcoming meet details:

FST October Open – Meet event page [HERE](#)
This meet is for ALL FST swimmers.

Declarations: Are now open – ALL swimmers will be declared "YES." If you cannot attend, please change your declaration to "NO" by deadline.

Deadline: Sunday, 9/24

Thanks,

Vinny Pryor
Head Age Group Coach
Foothills Swim Team
(603)831-0469

- Meet info document posted on event page
- Email sent out with link to event page, declaration details, and deadline
 - Most meets, all swimmers declared "YES," change declaration if you CANNOT attend
 - Some meets will require you to declare "YES" or "NO"

Meet Entry Procedure (cont.) – Declaring for a Meet

Click on red “Edit Commitment” button from any of the following:

Events and Functions
section of Home Page

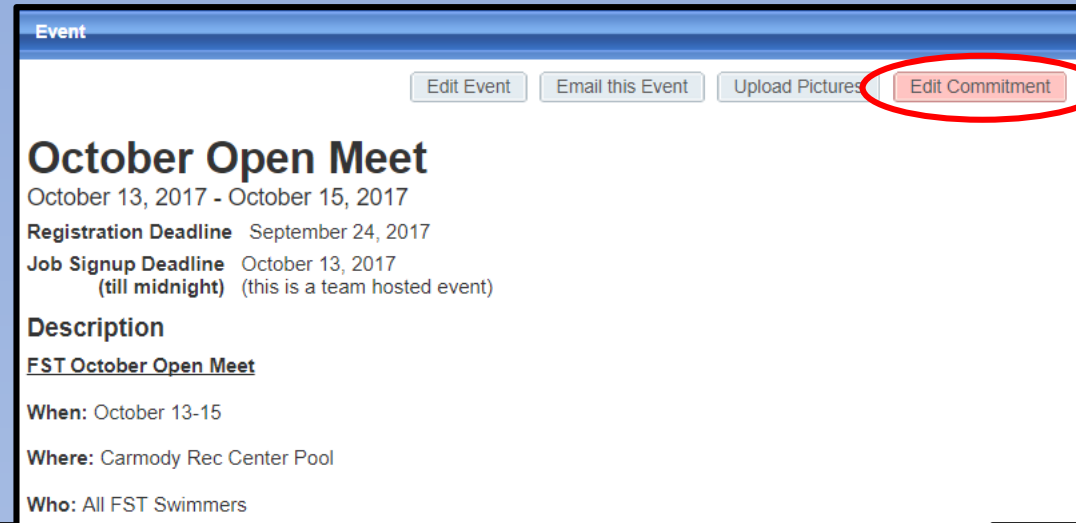


Events and Functions

Swim Meet Team Functions

- October Open Meet**
Oct 13, 2017 - Oct 15, 2017 [Edit Commitment](#) [Job Signup](#)
- TOPS - SLQ Meet**
Oct 28, 2017
- Jeffco Open**
Nov 10, 2017 - Nov 12, 2017
- Arizona Team Travel Meet**
Nov 30, 2017 - Dec 3, 2017
- CSI Open**
Dec 1, 2017 - Dec 3, 2017
- USA Swimming Winter Junior Nationa...**
Dec 6, 2017 - Dec 9, 2017
- CUDA vs. FST Dual Meet**
Dec 10, 2017

[More...](#)



Event

[Edit Event](#) [Email this Event](#) [Upload Pictures](#) [Edit Commitment](#)

October Open Meet

October 13, 2017 - October 15, 2017

Registration Deadline September 24, 2017

Job Signup Deadline October 13, 2017
(till midnight) (this is a team hosted event)

Description
FST October Open Meet

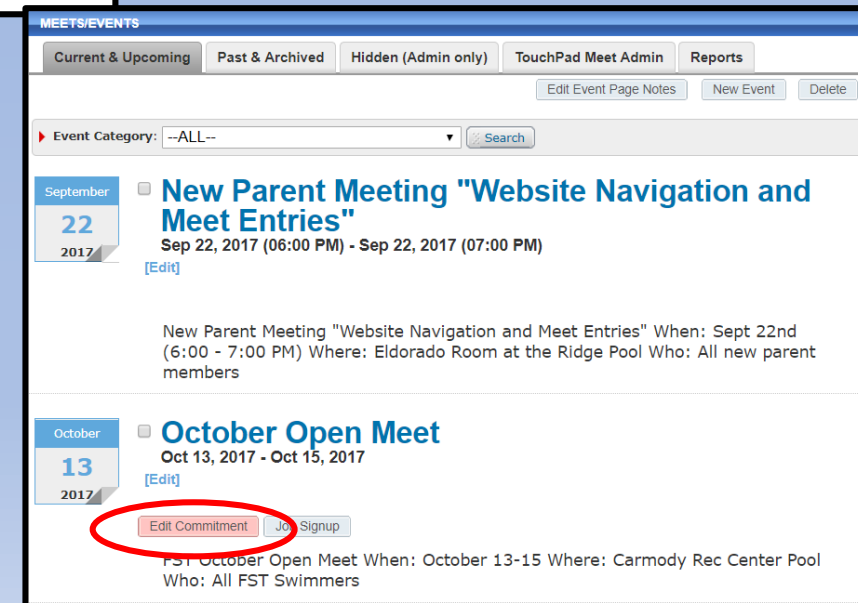
When: October 13-15

Where: Carmody Rec Center Pool

Who: All FST Swimmers

Meets/ Event Page list

Event page for the meet



MEETS/EVENTS

[Current & Upcoming](#) [Past & Archived](#) [Hidden \(Admin only\)](#) [TouchPad Meet Admin](#) [Reports](#)

[Edit Event Page Notes](#) [New Event](#) [Delete](#)

Event Category: [--ALL--](#) [Search](#)

September 22, 2017

- New Parent Meeting "Website Navigation and Meet Entries"**
Sep 22, 2017 (06:00 PM) - Sep 22, 2017 (07:00 PM)
[\[Edit\]](#)
New Parent Meeting "Website Navigation and Meet Entries" When: Sept 22nd (6:00 - 7:00 PM) Where: Eldorado Room at the Ridge Pool Who: All new parent members

October 13, 2017

- October Open Meet**
Oct 13, 2017 - Oct 15, 2017
[\[Edit\]](#)
[Edit Commitment](#) [Job Signup](#)
FST October Open Meet When: October 13-15 Where: Carmody Rec Center Pool Who: All FST Swimmers

Meet Entry Procedure (cont.) – Declaring for a Meet

- Select athlete you would like to declare
- Select/ change declaration under “Signup Record,” and select sessions
- Make any notes for coaches
- Click “Save Changes”

Event Signup

Athlete Signup | Committed Athletes | Undeclared | Declined

October Open Meet
Oct 13, 2017 - Oct 15, 2017

My Account:
Pryor, Vinny
6038310469
[Q Change Account](#) (Admin Only)

Registration Deadline:
09/24/2017

Meet Name: [2017 FST October Open](#) | Location: **Carmody Pool, 2200 S Old Kipling St, Lakewood, CO 80227, USA** | Course: **YO** | Meet Type:

Start Date: **10/13/17** | End Date: **10/15/17** | Age Up Date: **10/13/17** | Use Date Since: **1/1/70**

Enforce entry based on [Qualify Times]: **No** | Restrict entry [Best Time] to same [Meet Type]: **No**

Event Declaration Setting: **Commit by Session** » [Edit](#) | Maximum Event Entry Limitations » [View](#)

Allow Course Conversion for Relays: **No**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

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

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Vinny Pryor *Active	⊘ Undeclared		

Athlete Event Signup - By Day/Session

October Open Meet (Oct 13, 2017 - Oct 15, 2017)

Member Athlete:
Vinny Pryor

*Signup Record
SELECT

Please select the Days/Sessions that this Athlete would like to attend below:

☐ Day 1/Session 1

☐ Day 2/Session 3

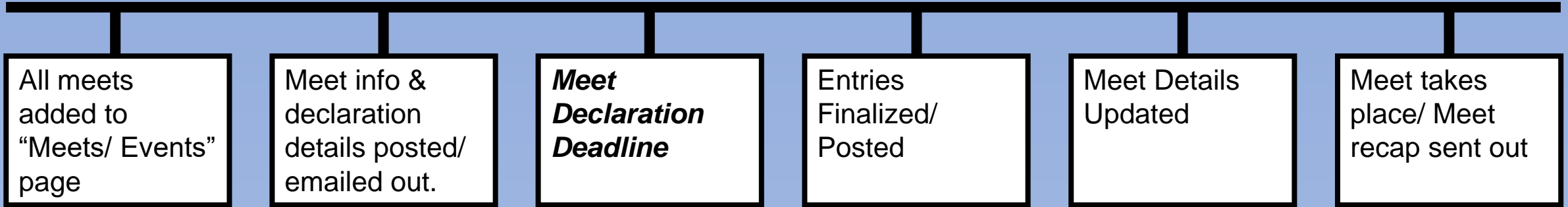
☐ Day 3/Session 5

Notes:

Please limit the size of the notes to no more than 256 characters.

[Save Changes](#)

Meet Entry Procedure (cont.)



The screenshot shows the "Event Signup" interface. At the top, there are tabs for "Athlete Signup", "Committed Athletes", "Undeclared", and "Declined". A prominent red banner states "Registration Deadline has passed." Below this, the event details for the "2017 CO Age Group Zone 2 Meet" (July 7-9, 2017) are displayed. The user's account information, "Pryor, Vinnie" (ID: 6038310469), is shown along with a "Registration Deadline" of "06/16/2017". A link to "Change Account" is available for administrators. The meet details include the name "2017 Age Group Zone 2 Meet", location "Veterans Memorial Aquatics Center, 5310 E 136th Ave, Thornton, CO 80241, USA", course "LO", and meet type "Meet".

- Once deadline has passed, you no longer have access to change declaration
- Any changes after deadline must be **EMAILED** to your coach and are at the discretion of the coach
 - If entries haven't been finalized/ sent to host team, changes usually can be made

Meet Entry Procedure (cont.)

All meets added to "Meets/ Events" page

Meet info & declaration details posted/ emailed out.

Meet Declaration Deadline

Entries Finalized/ Posted

Meet Details Updated

Meet takes place/ Meet recap sent out

- Access entries at any time by clicking on red "Edit Commitment" button and selecting athlete
 - If there are no entries listed, they haven't been completed
- Once entries have been finalized and sent to the host team, they'll be posted on the "Forms/ Documents" section of the meet event page
 - Once posted, entries are final and no more changes can be made

Foothills Swim Team (CO-FST) PO Box 27007, Lakewood, CO 80227

Meet Entry Report

Meet: 2017 CO ACES Last Chance Meet (Location: Lowry Pool, 775 Akron Way Building #695, Denver, CO 80230, USA)
Date: 07/16/2017 - 07/16/2017 (Ageup Date: 07/16/2017)

Anderson, Ava Christine (12)

# 9B Woman 11-12 200 Back	2:57.88L
# 11B Woman 11-12 200 Free	2:52.84L
# 25B Woman 11-12 100 Free	1:14.30L
# 31B Woman 11-12 100 Breast	1:42.47L

Anderson, Camille Ruth (13)

# 15C Woman 13-14 200 Breast	3:33.47L
# 31C Woman 13-14 100 Breast	1:38.04L

Austad, Anna Maria (12)

# 27B Woman 11-12 50 Fly	54.08L
# 31B Woman 11-12 100 Breast	1:54.44L
# 33B Woman 11-12 200 Medley	3:30.89L

Glist, Juliana Naomi (15)

# 3D Woman 15 & Over 50 Free	31.13L
# 11D Woman 15 & Over 200 Free	2:27.36L
# 25D Woman 15 & Over 100 Free	1:07.27L
# 37D Woman 15 & Over 400 Free	5:05.09L

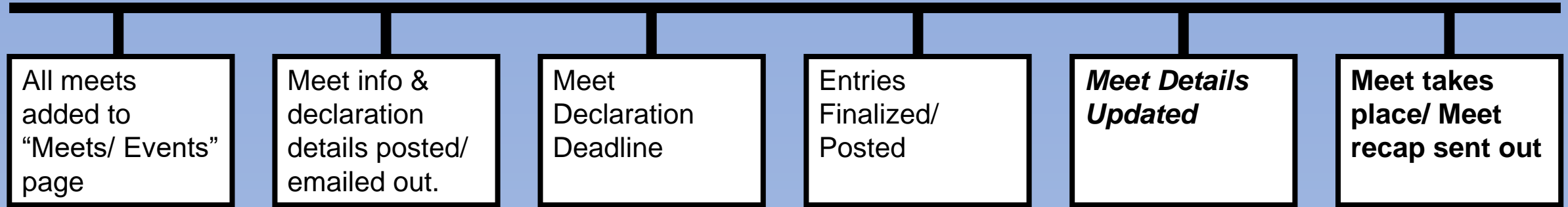
Hansen, Kaiyah (9)

# 25A Woman 10 & Under 100 Free	1:31.66L
# 31A Woman 10 & Under 100 Breast	1:45.89L
# 35A Woman 10 & Under 100 Back	1:45.29L

Hemingway, Sophia Ella (13)

# 3C Woman 13-14 50 Free	31.81L
# 25C Woman 13-14 100 Free	1:10.67L
# 35C Woman 13-14 100 Back	1:16.88L

Meet Entry Procedure (cont.)



- Updated meet details will be posted on the meet event page and emailed out during the week leading up to the meet:
 - Warm up times
 - Session start times
 - Session timelines
 - Psych sheets
 - Timing sessions
- After the meet:
 - Recap will be emailed out – best times, new time standards, new team records, etc.
 - Access results: from sidebar → My Account → My Meet Results