

Event Sign up procedures

Please register for each event either if you are Going or Not Going.

Here are the steps if you **ARE NOT GOING**:

- Click on the Signup Attend/Decline



- Log in with your username and password.

By giving the E-Mail and Password below, you agree the *Terms of Use* and *Privacy Policy* below.

E-mail:

Password:

Keep me **signed in** on this computer

- Towards the bottom section, Under the Click on Member name to declare for this event, you will see your child's name.
- Click on the swimmers Names [they default to Not Committed]
- Then click on the Signup Record pull-down and select **No**

*Declaration

No, thanks. [Sean] will NOT attend this event ▼

- If No, just click on the [Save Changes] button to save the changes
- If you have more than one child, repeat the same task as listed above

Here are the steps if you **ARE GOING**:

- Click on the Signup Attend/Decline



- Log in with your username and password.

By giving the E-Mail and Password below, you agree the *Terms of Use* and *Privacy Policy* below.

E-mail:

Password:

Keep me **signed in** on this computer

- Towards the bottom section, Under the Click on Member name to declare for this event, you will see your child's name.
- Click on the swimmers Names [they default to Not Committed]
- Record pull-down and **select Yes**

*Declaration

Yes, please sign [Sean] up for this event ▼

- **Add any notes that you want the Coach or Administrator to see**
Example: Saturday only – 4 events – no fly please.
- Once yes is selected, Scroll to the bottom section and you will see the events your child **MAY** be eligible to swim.
- You will also see the best times inserted into the Entry Time field and highlighted in yellow
- Check the Checkbox to the left of the name for those events you would like to swim

Day 1 Session 1		Max Entries this Session IE = 0 Rel =						
	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		4	B	13-14 100 Fly
<input checked="" type="checkbox"/>	1:22.97Y	1:22.97Y	<input type="checkbox"/>	<input type="checkbox"/>		8	B	13-14 100 Back
<input checked="" type="checkbox"/>	1:42.73Y	1:42.73Y	<input type="checkbox"/>	<input type="checkbox"/>		12	B	13-14 100 Breast
<input checked="" type="checkbox"/>	1:13.81Y	1:13.81Y	<input type="checkbox"/>	<input type="checkbox"/>		16	B	13-14 100 Free
<input checked="" type="checkbox"/>	3:13.52Y	3:13.52Y	<input type="checkbox"/>	<input type="checkbox"/>		20	B	13-14 200 Medley

- Please take careful notice of the time standards that must be met in the right-side columns
- Once you have finished, click on the Save Changes Button in the lower right
- Repeat the process for additional swimmers

You will notice that Coach Approval column will indicate Pending after you submit

Please pay careful attention to:

- **Maximum Event Entry Limitations IF PRESENT. Click on the >>View if present.**

- **Add any notes that you want the Coach or Administrator to see**