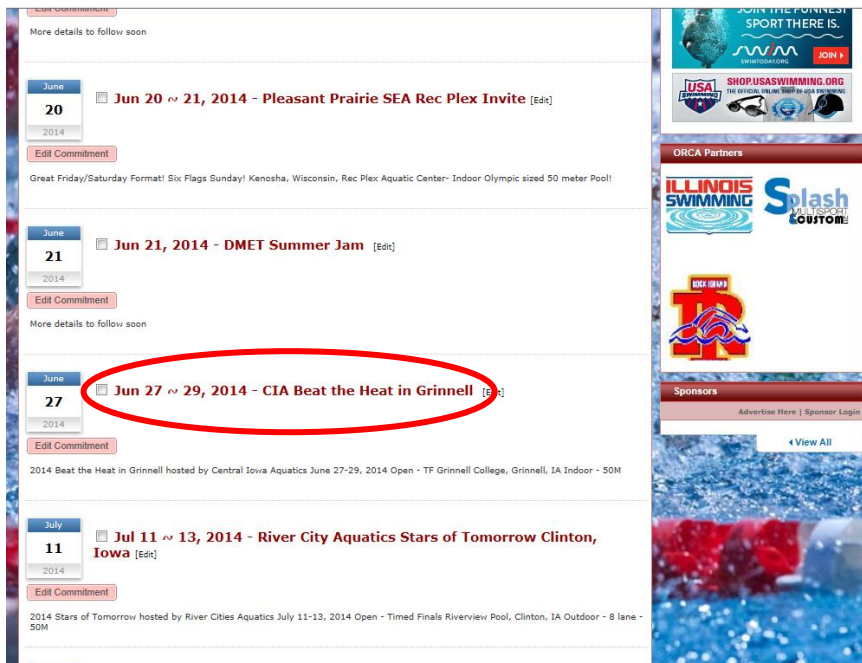


How To Sign Up For Meets

1. Go to www.RockIslandCountyOrcaSwimming.com . Sign into your account. Click on the Meets/Events tab.



2. Find the desired meet and click on the meet name.



- If you are not attending click on Attend/Decline or it may say Edit Commitment. If you are attending skip to step 6.

Rock Island County ORCA SWIM CLUB

Home News Team Info Meets / Events Team Store Team Records Documents Links Board Info

Event Edit Event Email this Event **Edit Commitment** Sign Out

CIA Beat the Heat in Grinnell
 Event Date: June 27 - 29, 2014
 Registration Deadline: May 20, 2014

Description
 2014 Beat the Heat in Grinnell
 hosted by Central Iowa Aquatics
 June 27-29, 2014
 Open - TF
 Grinnell College, Grinnell, IA
 Indoor - 50M

Forms/Documents:
 • 2014CIABeatTheHeatInGrinnell IA-14S-52.pdf

Photos:

Powered By: TeamUnity

ORCA Partners

- Click on your swimmers name.

Event Signup

Athlete Signup Committed Athletes Undeclared Athletes Declined Athletes

My Account: [Redacted] Change Account (Admin Only)
 Event: River City Aquatics Stars of Tomorrow Clinton, Iowa (Jul 11 ~ 13, 2014)
 Registration Deadline: June 16, 2014

Meet Name: Stars of Tomorrow Invitational Location: Riverview Pool Course: LSY Meet Type: [Redacted]
 Start Date: 7/11/14 End Date: 7/13/14 Age Up Date: 7/11/14 Use Date Since: 1/1/70

Enforce entry based on [Quality Times]: No Restrict entry (Best Time) to same [Meet Type]: No
 Event Declaration Setting: Commit by Event 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 [Quality 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
Active	Committed	#7 (d1/s1): G 10 & Under 200 Free (NT) #15 (d1/s1): G 10 & Under 200 Medley (NT) #27 (d2/s2): G 8 & Under 50 Back (58.88L) #33 (d2/s2): G 8 & Under 50 Breast (59.03Y) #39 (d2/s2): G 8 & Under 100 Free (2:01.89L) #69 (d3/s4): G 10 & Under 100 Back (NT) #73 (d3/s4): G 8 & Under 50 Free (50.68L) #79 (d3/s4): G 8 & Under 50 Fly (1:07.99L)	

In this example the swimmer is already signed up for events. When first signing up for a meet this would not normally be here.

- Select "No thanks. [name] will not attend this meet." Click Save Changes at the bottom of the screen.

Rock Island County ORCA SWIM CLUB

Home News Team Info Meets / Events Team Store Team Records Documents Links Board Info

Athlete Event Signup Sign Out

Member Athlete: [Redacted]
 Event: River City Aquatics Stars of Tomorrow Clinton, Iowa (Jul 11 ~ 13, 2014)

*Declaration: Yes, please sign [Redacted] up for this event
 Notes: SELECT- [Redacted] **No thanks. [name] will not attend this event**

Meet Name: Stars of Tomorrow Invitational Location: Riverview Pool Course: LSY Meet Type: [Redacted]
 Start Date: 7/11/14 End Date: 7/13/14 Age Up Date: 7/11/14 Use Date Since: 1/1/70

Enforce entry based on [Quality Times]: No Restrict entry (Best Time) to same [Meet Type]: No
 Event Declaration Setting: Commit by Event 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 [Quality Time]: No

Athlete Qualifying Age: 8 Gender: Female

ORCA Partners

6. Read the description then click on the Meet Packet link under Forms/Documents.

The screenshot shows the website for the 'River City Aquatics Stars of Tomorrow, Clinton, Iowa'. The navigation bar includes links like Home, News, Team Info, Meets / Events, Team Store, Team Records, Documents, Links, and Board Info. The main content area shows event details for July 11-13, 2014. A red circle highlights the 'Forms/Documents' section, which contains a link to 'Meet Packet'. A box labeled 'Meet Packet' has an arrow pointing to this link.

- The Meet Packet contains all of the information about the meet. Please be sure to read through it. Be sure to pay close attention to Warm-Up Times, Start Time, Order of events for each day/session. These will generally be listed in different areas of the meet packet.
- Once you have located the order of events, find the sessions in which your child can participate. Write down the date, sessions, event # and event title you wish to attend. Events and sessions are divided by gender and age group. Typically these are 8 & under, 10 & under, 11-12, 13-14, Senior, Open. But they can vary from meet to meet.

Session 2: Saturday AM		Day / Session	Event Title
Warm-ups:	7:00am		
Meet Starts:	8:00am		
Women's Event #	Events	Men's Event #	
23	10&U 100M Fly	24	
25	11-12 100M Fly	26	
27	8&U 50M Back	28	
29	10&U 50M Back	30	
31	11-12 50M Back	32	
33	8&U 50M Breast	34	
35	10&U 50 Breast	36	
37	11-12 50M Breast	38	
39	8&U 100M Free	40	
41	10&U 100M Free	42	
43	10&U 200M Medley Relay	44	
45	11-12 200M Medley Relay	46	

Session 3: Saturday PM		Day / Session	Event Title
Warm-ups:	Not Before 12:00pm		
Meet Starts:	Not Before 1pm		
Women's Event #	Events	Men's Event #	
47	13-14 100M Back	48	
49	Senior 100M Back	50	
51	13-14 200M Fly	52	
53	Senior 200M Fly	54	
55	13-14 100M Free	56	
57	Senior 100M Free	58	
59	13-14 200M IM	60	
61	Senior 200M IM	62	
63	13-14 400M Medley Relay	64	

- Close the meet packet. You should still be at the meet information page on the website. If you are not complete steps 1-4 above and Select Attend/Decline or it may say Edit Commitment in the top right of the screen as shown in picture 3 above.

10. After Clicking on your swimmers name click Yes, please sign [name] up for this event.

The screenshot shows the 'Athlete Event Signup' page. At the top, there's a navigation bar with links like Home, News, Team Info, Meets / Events, Team Store, Team Records, Documents, Links, and Board Info. Below this, the 'Athlete Event Signup' section is visible. It includes fields for Member Athlete, Event (River City Aquatics Stars of Tomorrow, Des Moines, Iowa (Jul 11 ~ 13, 2014)), Start Date, End Date, and a Declaration. A red circle highlights the dropdown menu for the Declaration, which has options: 'Yes, please sign up for this event', 'No, please sign up for this event', 'No, thanks', and 'I will NOT attend this event'. The 'Yes, please sign up for this event' option is selected. Below the Declaration, there are fields for Notes, Meet Name (Stars of Tomorrow Invitational), Location (Riverview Pool), Course (LSY), and Meet Type.

11. At this point a list the list of events will come up on screen. You can elect to sign your swimmer up for events or let the coach pick the events they will swim in. If you are going to let the coach decide click Save Changes at the bottom of the page. If you are going to pick the events, place a check mark in the far left column for the events you made note of earlier. When complete select Save Changes of the bottom of the page.

The screenshot shows the event selection table. At the top, there's a navigation bar with links like Home, News, Team Info, Meets / Events, Team Store, Team Records, Documents, Links, and Board Info. Below this, the 'Athlete Event Signup' section is visible. It includes fields for Member Athlete, Event (River City Aquatics Stars of Tomorrow, Des Moines, Iowa (Jul 11 ~ 13, 2014)), Start Date, End Date, and a Declaration. A red circle highlights the dropdown menu for the Declaration, which has options: 'Yes, please sign up for this event', 'No, please sign up for this event', 'No, thanks', and 'I will NOT attend this event'. The 'Yes, please sign up for this event' option is selected. Below the Declaration, there are fields for Notes, Meet Name (Stars of Tomorrow Invitational), Location (Riverview Pool), Course (LSY), and Meet Type.

Below the event selection table, there are several important notes:

- 1. Please pick the individual events below that the Athlete wants to attend and enter (Entry Time). Please enter NT if no Entry Time available.
- 2. Relay teams are solely determined by the coaches. If you have a problem attending the relay teams, please contact coaches directly.
- 3. You cannot make changes after the coach approved or rejected your application. Please contact admin to change your records. Please enter (Entry Time) in this format: mm:ss.hh
- 4. Bonus is not a standard option; send Entry Report to the meet director to be added to the SD3 file.
- 5. Only Admin can customize (Entry Time) and set (Bonus) fields.

The table has columns: Best Time, Entry Time, Bonus, Exhibition, Approval, Day, Sess, Ev#, Gen, Event, and Quality Time. The 'Day - Session - Event# - Event' header is highlighted. Arrows point to the 'Best Time' column and the 'Day - Session - Event# - Event' header.

12. You are done. Be sure to check back the night before to verify the event #'s and events your swimmer is in and write the info down (See pic in step 4). Depending on the meet the coach may have to make adjustments to swimmer entries from time to time. Relays are selected by the coach depending on the swimmers attending the meet and may not necessarily show up when viewing the events your swimmer is signed up for on the team website. Be sure to check with him when arriving at the meet.
13. Depending on the size of the meet and the amount of swimmers, the host team may change the warm-up times or start of the meet. Any changes such as this are relayed to the coaches and then passed on to the membership through email. Be sure to check your email the night before the meet for any changes such as this.