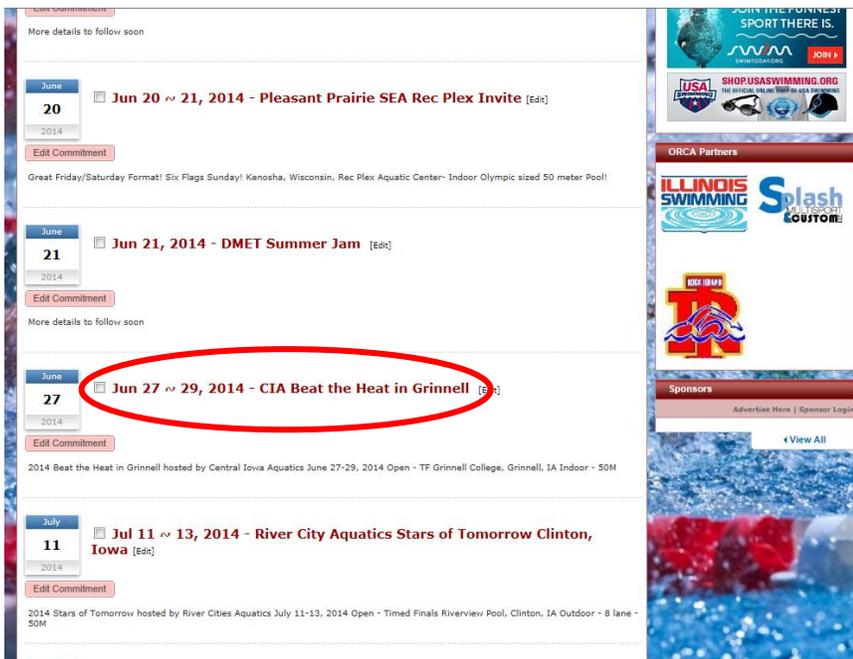


How To Sign Up For Meets

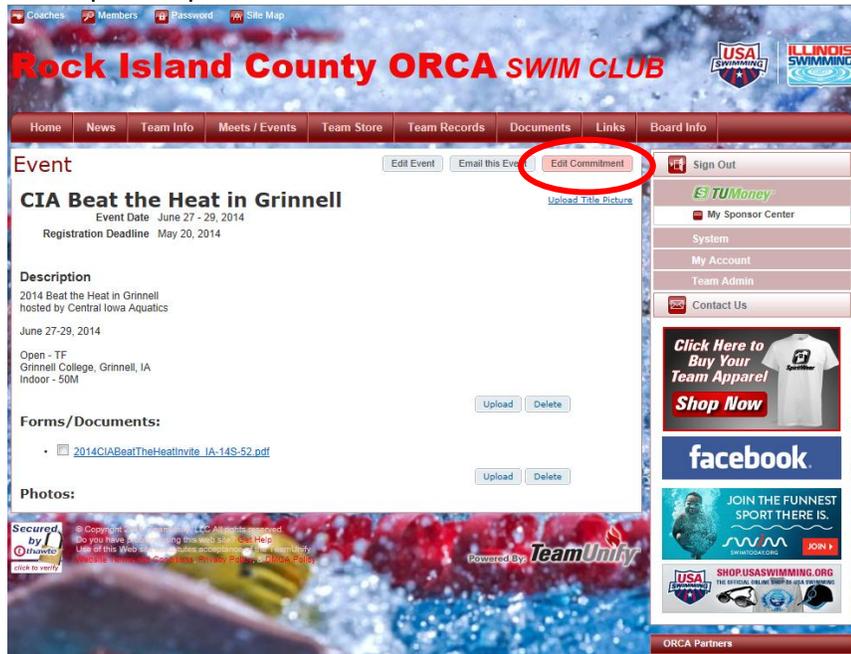
1. Go to www.RockIslandCountyOrcaSwimming.com . Sign into your account. Click on the Meets/Events tab.



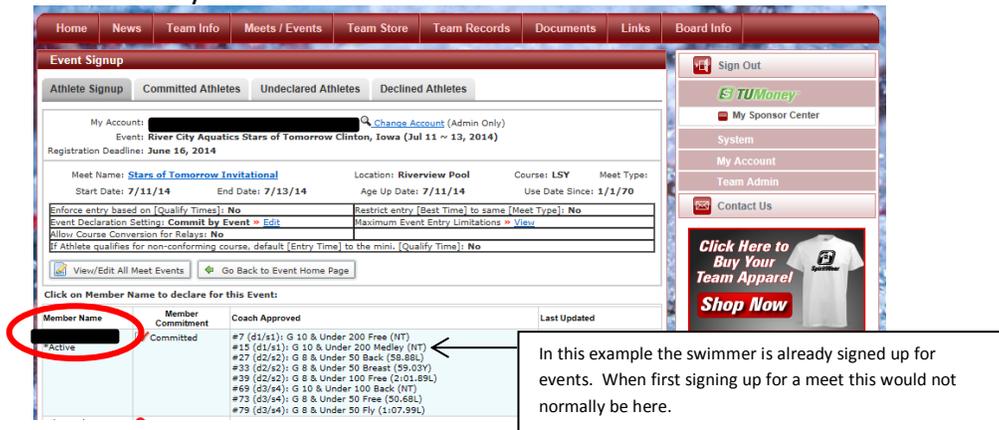
2. Find the desired meet and click on the meet name.



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



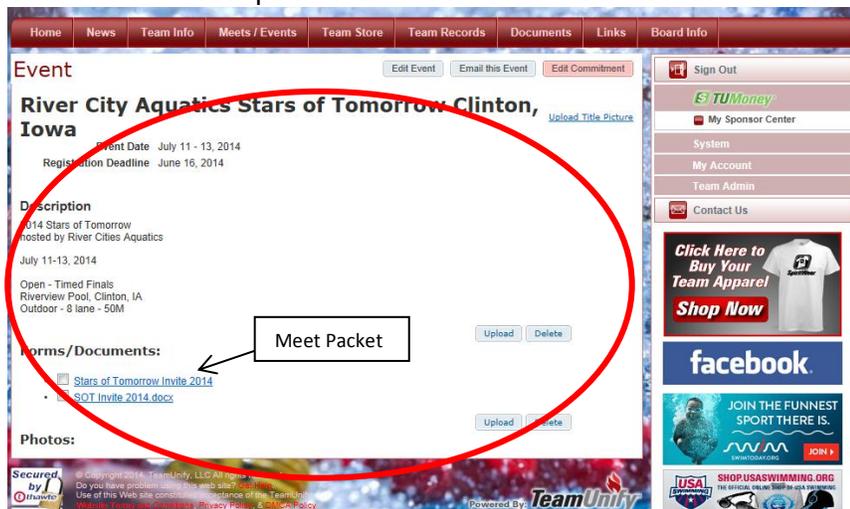
4. Click on your swimmers name.



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



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



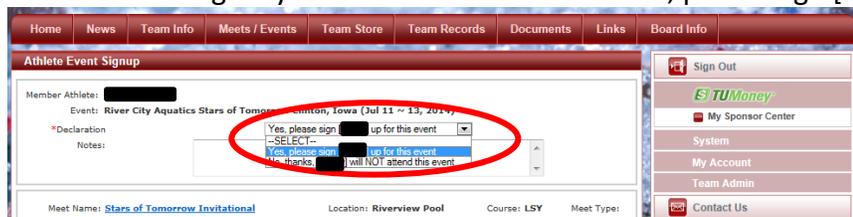
- The Meet Packet contains all of the information about the meet. Please be sure to read through it. Be sure to pay close attention to Warm-Up Times, Start Time, Order of events for each day/session. These will generally be listed in different areas of the meet packet.
- Once you have located the order 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 Events #	
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	

Annotations in the image include: 'Girl's event #'s pointing to the 'Women's Event #' column, 'Boy's event #'s pointing to the 'Men's Events #' column, and 'Day / Session' and 'Event Title' pointing to the respective column headers.

9. 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.



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.



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.