

## Signing up for a USA (ISI) meet

This how-to will help you sign up for USA Swimming (ISI) meets. To There is a separate how-to for dual meets. Read the section on USA (ISI) swim meets in the parents' handbook to familiarize yourself with how these meets are run and how you should prepare for them. This is especially important for new parents. [CLICK HERE FOR THE HANDBOOK.](#)

### Step 1.

Read the meet packet.

### Step 2.

Read the meet packet.

One of the sections you need to pay attention to is the portion that goes over the meet format and important times for each session. Most of the meets we attend are "positive check in" meets so each swimmer attending must go to the sign-in table when they arrive and acknowledge that they are going to swim each event for that session. Failure to arrive by the check-in time means you don't swim that session, so ***please be on time!***

**Meet Director**   **Meet Entries**   **Safety Coordinator**   **Meet Referee**

Monique Borzick  
mborzick@bhs.org

Laura Knowles  
lknowles@bhs.org

Monique Borzick

Dean Knowles

**Format**

Timed finals with a **positive check-in**  
Check-in Sheets will be posted prior to the start of  
Of warm ups, and will be removed 30 minutes prior to  
the start of the session.

**Session**

	<b>Warm Up Start Time</b>	<b>Check in Closes</b>	<b>Meet Start</b>
Sat & Sun AM	7AM	7:30AM	8AM
Sat & Sun Mid-Day	12N	12N	12:30PM*
Sat & Sun PM	1:30PM*	2PM*	2:30PM*

\*Denotes an approximate time



The 2 slides below go over the entries and fees. Each meet may have different entry limitations and fees. These are just examples. The first slide shows that each athlete may enter 4 events per day. It is your responsibility to know and adhere to this limitation. Also, many meets impose a limit on the maximum entries for the meet. Again, it is your responsibility to adhere to this. Illinois (and Indiana) Swimming also charge a \$2 surcharge for each swimmer for the entire meet. For this meet, if you attended one day and did maximum entries NAC will bill your account \$16 (4 X \$3.50 + \$2).

The screenshot shows a web browser window displaying a document titled "Microsoft Word - October Swi...". The document content is as follows:

**Eligibility** Swimmer's age as of October 25, 2014 will determine his/her age for the entire meet. Only USA Swimming registered athletes are eligible. All Swimmers must be registered prior to competing.  
**Entries listed as "Registration applied for" will not be accepted.**

**Entries** Swimmers may enter up to **4 events per day.**  
~~Entry times should be in SCW. Teams must submit their entries in a Hy-Tek file, zipped in an e-mail.~~  
A signed release with fee summary must accompany the entry.

**E-mail** Your Club's entire entry must be sent in one e-mail.  
**Entries** Please do not send several e-mails which compose one Team.  
E-mail entries to: **Laura Knowles** [lknowles@lths.org](mailto:lknowles@lths.org)

Mail Team Summary and Release forms to: **Monique Borzick**  
1333 East 7<sup>th</sup> Street  
Lockport, IL 60441

**Entry Fees** \$3.50 per Individual event  
\$2 Swimmer surcharge

**Make all checks payable to Lockport Township High School**  
**One check per Club, please.**

**Entry** Entries must be sent to the Entry Chair [lknowles@lths.org](mailto:lknowles@lths.org)  
**Deadline** Entries will not be accepted before **Monday October 6, 2014 at 8AM.**

This slide shows fees for the HF St.Nick meet.

Relays – If a meet offers relays, the coaches will determine what relays your athletes will be in. You will not be billed for relays, the club pays for them. However – **You must indicated in the “Notes” section of online meet entry that your child is available to swim in relays** for them to be considered. You will know there are relays by looking at the event list.

Deck Entries – A deck entry is when a swimmer is allowed to enter an event by going to the admin table with the appropriate fee (\$4 here). Provided there is an open lane in the first heat they will be allowed to swim.

The image is a screenshot of a PDF document displayed in a web browser. The browser's address bar shows the URL: [https://www.teamunity.com/tnac/\\_eventform/\\_500390\\_St\\_Nick's\\_2014\\_Meet\\_Packet.pdf](https://www.teamunity.com/tnac/_eventform/_500390_St_Nick's_2014_Meet_Packet.pdf). The document is titled "St. Nick's 2014 Meet Packet.pdf" and is on page 3 of 7. The content includes a "PLEASE NOTE PER ILLINOIS SWIMMING:" section, an "Entry Fee:" section, contact information for Debbie Mathews at HFSC, and an "Entry Deadline:" section. The "Entry Fee:" section is highlighted with a red box, and the phrase "Deck entries are \$4.00 per event." is highlighted with a green box.

Page 3

**PLEASE NOTE PER ILLINOIS SWIMMING:**  
"Any swimmer entered in the meet must be certified by a USA Swimming member-coach as being proficient in performing a racing start or must start each race from within the water. When unaccompanied by a member-coach, it is the responsibility of the swimmer or the swimmer's legal guardian to ensure compliance with this requirement.

**Entry Fee:** Individual events are \$3.00 per event, \$7.00 per relay. Deck entries are \$4.00 per event. A \$2.00 ISI swimmer surcharge per minute is applied. Please make checks payable to the Homewood Flossmoor Swim Club (HFSC), and mail with the entry form and summary sheet/signed team waiver to:

Debbie Mathews  
HFSC  
3625 W. 198<sup>th</sup> Street  
Flossmoor, Illinois 60422  
(708)309-8162

**Entry Deadline:** Entries will not be accepted prior to November 14, 2014 at 8:00 a.m. or after November 24, 2014. Entries will be accepted electronically via email to the Entry Chairperson at [hfswinclub@aol.com](mailto:hfswinclub@aol.com). Failure to comply with any of these requirements is sufficient cause for refusal of entries.

The next two slides show the sessions/events from the meet packets. You should always initially select events from here, as on occasion the session numbers/days have been incorrect in online meet entry.

Couple of points about selecting events. Please don't enter your athlete with no events and expect the coach to choose events for them. This is for you and your athlete to choose. The coaches would be more than happy to provide guidance if you ask them before you make the choices. If you enter your child and do not pick events you will not be entered into the meet.

Sessions at an ISI meet can run 4 hours. Tack on another hour for warm-ups. Your athlete is there to swim, please sign them up for multiple events. If you sign up like in the slide below you (and your athlete) might never want to attend another ISI meet again. A 4 hour wait to watch one 30 second race = bored athlete and parent.

**This is BAD...** One event per day = two boring days.

Saturday AM Session #1 Warm Up 7AM			Sunday AM Session #4 Warm Up 7AM		
Girls		Boys	Girls		Boys
#1	10 & U 100 Free	#2	#41	13 & O 200 Freestyle	#42
#3	13 & O 50 Free	#4	#43	10 & U 50 Freestyle	#44
#5	10 & U 100 Backstroke	#6	#45	13 & O 100 Freestyle	#46
#7	13 & O 100 Backstroke	#8	#47	10 & U 50 Breaststroke	#48
#9	10 & U 100 Breaststroke	#10	#49	13 & O 200 Breaststroke	#50
#11	13 & O 100 Breaststroke	#12	#51	10 & U 100 Butterfly	#52
#13	10 & U 50 Butterfly	#14	#53	13 & O 100 Butterfly	#54
#15	13 & O 200 Butterfly	#16	#54	10 & U 50 Backstroke	#56
#17	10 & U 100 IM	#18	#57	13 & O 200 Backstroke	#58
#19	13 & O 200 IM	#20			
<b>Session #2</b> Warm up no earlier than 11:30AM #21 Open 1650 FR. #22			<b>Session #5</b> Warm up no earlier than 11:30AM #59 OPEN 500 Freestyle #60		
Saturday PM Session #3 Warm Up 1P			Sunday PM Session #6 Warm Up 1P		
Girls		Boys	Girls		Boys
#23	11 & 12 200 Free	#24	#61	11 & 12 200 IM	#62
#25	8 & U 50 Free	#26	#63	8 & U 100 IM	#64
#27	11 & 12 50 Backstroke	#28	#65	11 & 12 100 Freestyle	#66
#29	8 & U 25 Backstroke	#30	#67	8 & U 25 Freestyle	#68
#31	11 & 12 100 Butterfly	#32	#69	11 & 12 100 Backstroke	#70
#33	8 & U 25 Butterfly	#34	#71	8 & U 25 Breaststroke	#72
#35	11 & 12 50 Breaststroke	#36	#73	11 & 12 50 Butterfly	#74
#37	8 & U 100 Free	#38	#75	11-12 100 Breaststroke	#76
#39	11-12 50 Free	#40			

This is much better. Day is filled with 4 events.

Saturday AM Session#1 Warm Up 7AM		Sunday AM Session#4 Warm Up 7AM	
<b>Girls</b>	<b>Boys</b>	<b>Girls</b>	<b>Boys</b>
#1 10 & U 100 Free	#2	#41 13 & O 200 Freestyle	#42
#3 13 & O 50 Free	#4	#43 10 & U 50 Freestyle	#44
#5 10 & U 100 Backstroke	#6	#45 13 & O 100 Freestyle	#46
#7 13 & O 100 Backstroke	#8	#47 10 & U 50 Breaststroke	#48
#9 10 & U 100 Breaststroke	#10	#49 13 & O 200 Breaststroke	#50
#11 13 & O 100 Breaststroke	#12	#51 10 & U 100 Butterfly	#52
#13 10 & U 50 Butterfly	#14	#53 13 & O 100 Butterfly	#54
#15 13 & O 200 Butterfly	#16	#54 10 & U 50 Backstroke	#56
#17 10 & U 100 IM	#18	#57 13 & O 200 Backstroke	#58
#19 13 & O 200 IM	#20		
<b>Session #2 Warm up no earlier than 11:30AM</b>		<b>Session #5 Warm up no earlier than 11:30AM</b>	
#21 Open 1650 FR	#22	#59 OPEN 500 Freestyle	#60
Saturday PM Session #3 Warm Up 1P		Sunday PM Session #6 Warm Up 1P	
<b>Girls</b>	<b>Boys</b>	<b>Girls</b>	<b>Boys</b>
#23 11 & 12 200 Free	#24	#61 11 & 12 200 IM	#62
#25 8 & U 50 Free	#26	#63 8 & U 100 IM	#64
#27 11 & 12 50 Backstroke	#28	#65 11 & 12 100 Freestyle	#66
#29 8 & U 25 Backstroke	#30	#67 8 & U 25 Freestyle	#68
#31 11&12 100 Butterfly	#32	#69 11 & 12 100 Backstroke	#70
#33 8 & U 25 Butterfly	#34	#71 8 & U 25 Breaststroke	#72
#35 11&12 50 Breaststroke	#36	#73 11 & 12 50 Butterfly	#74
#37 8 & U 100 Free	#38	#75 11-12 100 Breaststroke	#76
#39 11-12 50 Free	#40		

### Step 3. Online Meet Entry

Now it's time to actually sign up for the meet. After logging into TeamUnify (NAC site), click on the "Events" tab.

2014

[Edit Comment](#) [Job Signup](#)

Dual vs. POSA at home: 545 warmup-6:30 Start

**November**

**23** [Nov 23, 2014 - HF first chance last chance](#)

2014

[Attend/Decline](#)

Primarily for high school swimmers on the last day before boys begin high school season and girls finish their high school season. Boys - see where you start - Girls - get a chance to swim off events...

**December**

**6** [Dec 6, 2014 - HF St. Nicks](#)

2014

[Attend/Decline](#)

Great meet for the 12 and under swimmers. Great heat prizes.

**December**

**9** [Dec 9, 2014 - 12 and under meet at Hickory Willow](#)

2014

[Attend/Decline](#)

12 and under dual meet vs. Hickory Willow at Stag High School, Palos Hts (111th and Roberts Rd) 5:45 Warm-up 6:30 Start Be there by 5:30

**December**

**14** [Dec 14, 2014 - 12 Days of Christmas](#)

2014

[https://www.teamunify.com/EvSignup.jsp?team=ilnac&event\\_id=445565](https://www.teamunify.com/EvSignup.jsp?team=ilnac&event_id=445565)

You will see a list of events(meets). Click on "Attend/Decline" button under the meet name to enter online meet entry.

The screenshot shows the NAC North Aquatics Club Sharks website. The main content area is titled "Event Signup" and "Athlete Signup". It displays the following information:

- My Account: Parent, NAC (123-456-789)
- Event: HF St. Nick's (Dec 6, 2014)
- Registration Deadline: November 12, 2014
- Meet Name: HFSC - 15th Annual St. Nick's Novelty Meet
- Location: Homewood Flossmoor High School
- Course: YO Meet Type
- Start Date: 12/6/14
- End Date: 12/6/14
- Age Up Date: 12/6/14
- Use Date Since: 1/1/70

Below this information are several declaration settings:

- Enforce entry based on [Qualify Times]: No
- Restrict entry [Best Time] to same [Meet Type]: No
- Event Declaration Setting: **Commit by Event**
- 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

There are two buttons: "View All Meet Events" and "Go Back to Event Home Page".

Below the buttons is a table with the heading "Click on Member Name to declare for this Event:"

Member Name	Member Commitment	Coach Approved	Last Updated
Suzy Swimmer *Active	Undeclared		

At the bottom of the page, there is a "FREE MOBILE APP" banner with "GET IT NOW" buttons for Google Play, iTunes, and Android. The footer includes copyright information for TeamUnity, LLC (2014) and a "Powered By: TeamUnity" logo.

Next, click on the swimmers name. The form below will render. If you have multiple swimmers, you will need to do this for each swimmer.

The screenshot shows the NAC North Aquatics Club Sharks website with the "Athlete Event Signup" form rendered. The form includes:

- Member Athlete: Suzy Swimmer
- Event: HF St. Nick's (Dec 6, 2014)
- \*Declaration: --SELECT-- (dropdown menu)
- Notes: (text area)
- Save Changes button

The page also features a "FREE MOBILE APP" banner and the same footer as the previous screenshot.

From the dropdown, select “Yes, please sign up...” You will get the form shown below.

MEMBER: **Suzy Swimmer**  
 Event: **HF St. Nick's (Dec 6, 2014)**  
 \*Declaration: Yes, please sign [Suzy] up for this event  
 Notes:

Meet Name: **HFSC - 13th Annual St.Nick's Novelty Meet** Location: **Homewood Flossmoor High School** Course: **YO Meet Type:**  
 Start Date: **12/6/14** End Date: **12/6/14** Age Up Date: **12/6/14** 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 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. [Qualify Time]: **No**

Committed Sessions: **None** Athlete Qualifying Age: **5** Gender: **Female**

**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 is available.  
 2. Relay teams are solely determined by the coaches. If you have 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.  
 4. Please enter [Entry Time] in this format: **mm:ss.hh**.  
 5. [Bonus] is not a standard option; send Entry Report to the meet host in addition to the SD3 file.  
 6. Only **Admin** can customize [Entry Time] and set [Bonus] fields.

Best Time	Entry Time	Bonus	Exhibition	Approval	Day	Sess	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	1	G	7 & Under 100 Medley	
<input type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	17	G	6 & Under 25 Free	
<input type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	29A	G	6 & Under 25 Back	
<input type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	39A	G	6 & Under 25 Breast	
<input type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	49A	G	6 & Under 25 Fly	

[Save Changes](#)

Click on the events you want to enter. The system will only show you events your swimmer is eligible to enter. Remember, if there are relays and you want your athlete to be considered for them, mark that in the notes section on the form. Relays will not display in online meet entry.

MEMBER: **Suzy Swimmer**  
 Event: **HF St. Nick's (Dec 6, 2014)**  
 \*Declaration: Yes, please sign [Suzy] up for this event  
 Notes:

Meet Name: **HFSC - 13th Annual St.Nick's Novelty Meet** Location: **Homewood Flossmoor High School** Course: **YO Meet Type:**  
 Start Date: **12/6/14** End Date: **12/6/14** Age Up Date: **12/6/14** 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 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. [Qualify Time]: **No**

Committed Sessions: **None** Athlete Qualifying Age: **5** Gender: **Female**

**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 is available.  
 2. Relay teams are solely determined by the coaches. If you have problem attending the relay teams, please contact coaches directly.  
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 4. Please enter [Entry Time] in this format: **mm:ss.hh**.  
 5. [Bonus] is not a standard option; send Entry Report to the meet host in addition to the SD3 file.  
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Best Time	Entry Time	Bonus	Exhibition	Approval	Day	Sess	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	1	G	7 & Under 100 Medley	
<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	17	G	6 & Under 25 Free	
<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	29A	G	6 & Under 25 Back	
<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	39A	G	6 & Under 25 Breast	
<input type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	49A	G	6 & Under 25 Fly	

[Save Changes](#)

Click “Save Changes”. You are done entering your swimmer. You may make changes up until the time the meet entries close for the event.