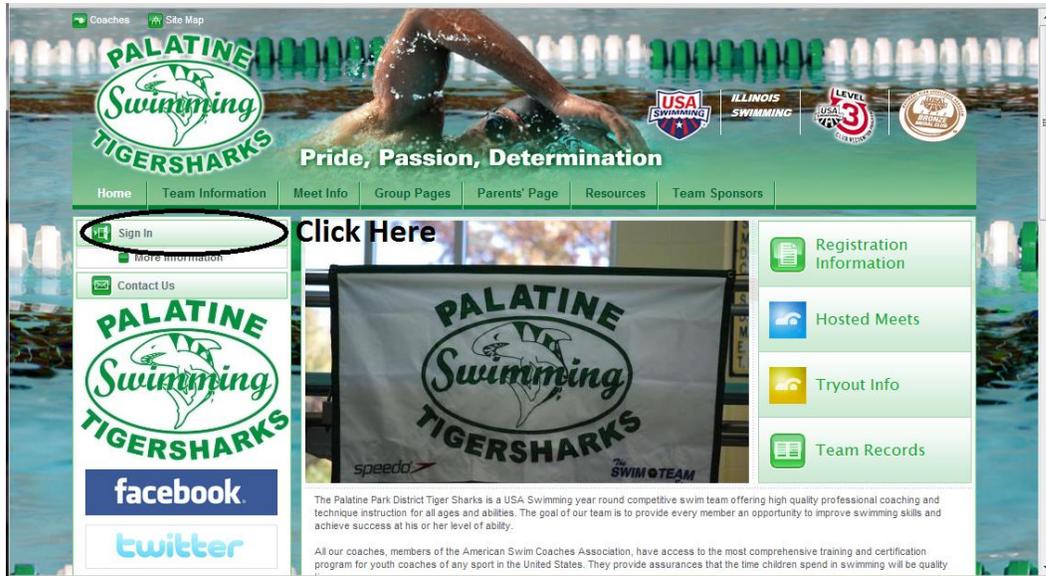


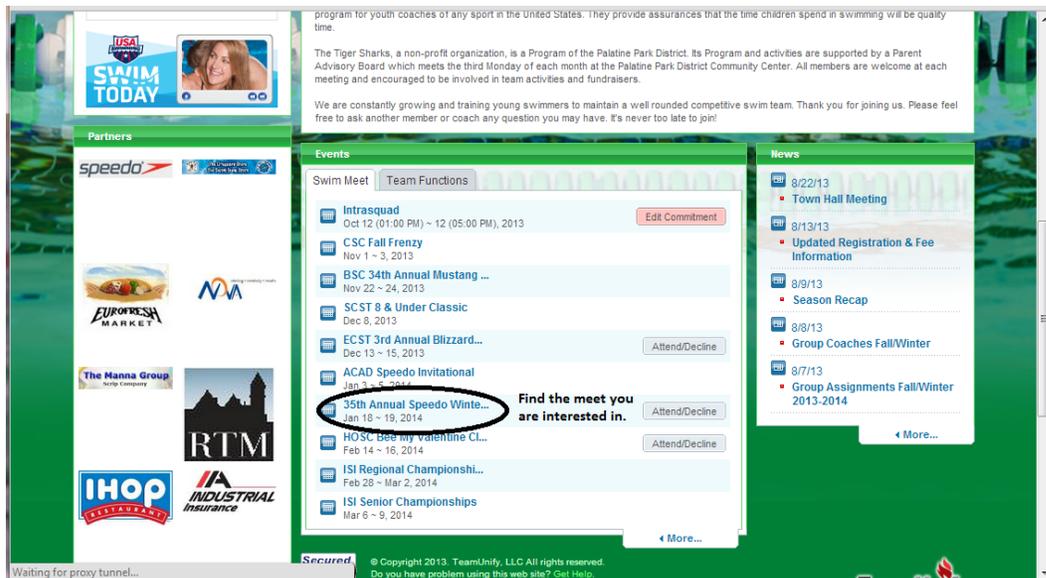
How to Register for Meets

1. Go to www.ppdswim.org. Sign into your account.

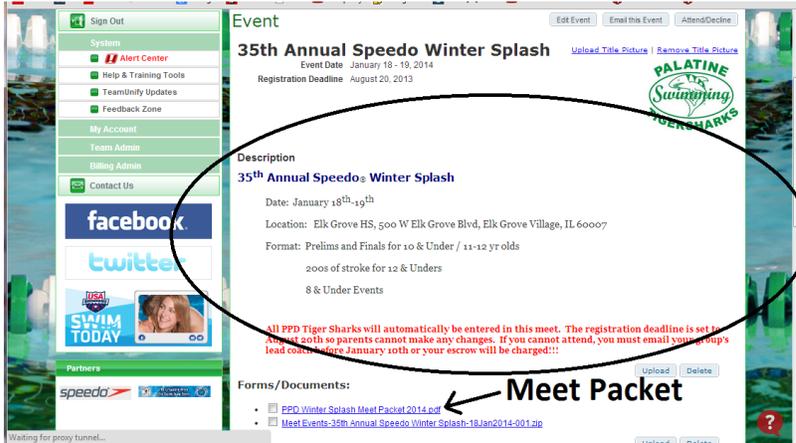


2. From the homepage, scroll down to the Events section.

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



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



5. The meet packet contains ALL information about the meet. The most important information when signing your child up is the Order of Events and warm-up times, usually listed in some sort of table format. You will have to scroll down and search for this, as each meet packet may list events in a different place within the packet. In the example we've been using, the first picture below shows the Session days, numbers, and events; but warm-up times are located elsewhere in the meet packet (shown in the second picture below).

6. Once you've located the Order of Events, find the sessions in which your child can participate. Each session is divided by age. Write down the date and sessions you wish to attend along with the time warm-ups begin! Warm-up times are not necessarily listed in the Order of Events, you may have to search a bit! Events and sessions are divided by gender and age group. Typically these age groups are 8 & Under, 9-10 yrs old, 11-12 yrs old, 13-14 yrs old, and Open; but they can vary from meet to meet. For example (see below), there is no 13-14 yr old group. They would swim in the 'Open' division.

Sat. AM - Prelims			How old is your swimmer? Find the appropriate Day and Session Number
Girls	Events	Boys	
	Session 1		
	Events		
1	10&U 100 Fly	2	
3	11-12 100 Fly	4	
5	10&U 100 IM	6	
7	11-12 100 IM	8	
9	10&U 100 Back	10	
11	11-12 100 Back	12	
13	10&U 100 Breast	14	
15	11-12 100 Breast	16	
17	10&U 50 Free	18	
19	11-12 50 Free	20	
	Sat. PM - Timed Finals		
	Session 2		
	Events		
21	Open 200 Free	22	
23	8&U 50 Free	24	
25	Open 100 Breast	26	
27	8&U 25 Breast	28	

Session	Day	Type	Athlete	Warm-ups	Meet Start
1	Saturday	Prelim	10&U, 12&U	7:00 AM	8:00 AM
2	Saturday	Timed Finals	8&U, Open	12:30 PM	1:30 PM
3	Saturday	Finals	10&U, 12&U	5:00 PM	6:00 PM
4	Sunday	Prelim/Timed Finals	10&U, 12&U	7:00 AM	8:00 AM
5	Sunday	Timed Finals	8&U, Open	12:30 PM	1:30 PM
6	Sunday	Finals	10&U, 12&U	5:00 PM	6:00 PM

7. Close the meet packet window.

8. You should still be on the Event information page. If not, return and complete steps 1-4; then continue. Click the Attend this Event link on the top right corner of the Event information page (see picture above, just below step 4).

9. Find the swimmer you would like to commit to attend the meet towards the bottom of the Athlete Sign-up tab. Click their name. The example below is one of our home meets. You can see that the registration deadline has passed. All PPD swimmers are entered in our home meets so you do not need to worry about committing them to attend.

TIGERSHARKS Pride, Passion, Determination

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Event Signup

Athlete Signup Committed Athletes Undeclared Athletes Declined Athletes

Registration Deadline has passed.

My Account: Thompson, Dustin (12196700941) [Change Account](#) (Admin Only)
Event: 35th Annual Speedo Winter Splash (Jan 18 ~ 19, 2014)
Registration Deadline: August 20, 2013

Meet Name: [35th Annual Speedo Winter Splash](#) Location: Elk Grove High School Course: YO Meet Type:
Start Date: 1/18/14 End Date: 1/19/14 Age Up Date: 1/18/14 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

[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
Dustin Thompson *Active	Undeclared		

Registration Deadline has passed.

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10. Under the Sign-up Record option, choose [Yes, please sign (name) up for this event.] This will open up the option to select only certain days or sessions.

Swimming TIGERSHARKS Pride, Passion, Determination

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Athlete Event Signup

Member Athlete: Dustin Thompson
Event: 35th Annual Speedo Winter Splash (Jan 18 ~ 19, 2014)

*Declaration: --SELECT--
Notes: --SELECT--
[Yes, please sign \(Dustin\) up for this event](#)
[No, thanks, \[Dustin\] will NOT attend this event](#)

[Save Changes](#)

11. Fill in the boxes that correspond to the sessions you found in Step 6. Please note that not every team creates their event files correctly. These Days/Sessions do not always match up with the meet packet, which creates much confusion. If this happens or you are confused, leave the coaches a note in the notes section with which days and sessions you would like to be signed up for!!!!

12. Write any notes, comments, or suggestions you'd like the coaches to read before they choose your child's events.

13. MAKE SURE TO CLICK 'SAVE CHANGES' AT THE BOTTOM RIGHTHAND CORNER!!!!!!!

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Athlete Event Signup - By Day/Session

Member Athlete: Dustin Thompson
Event: 35th Annual Speedo Winter Splash (Jan 18 ~ 19, 2014)

*Signup Record: Yes, please sign [Dustin] up for this event

Meet Name: 35th Annual Speedo Winter Splash Location: Elk Grove High School Course: YO Meet Type:
Start Date: 1/18/14 End Date: 1/19/14 Age Up Date: 1/18/14 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 Session Maximum Event Entry Limitations

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

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

- Day 1/Session 1
- Day 1/Session 2
- Day 2/Session 4
- Day 2/Session 5

Notes:

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

Save Changes

14. Congratulations! You are now signed up for a swim meet. Make sure to mark your calendar with the time of warm-ups (from step 6) and prepare to arrive 15 minutes beforehand!

Registration typically ends 6-8 weeks before the actual competition. The coaches finalize entries within a few days and send them to the host team. Once this has happened, no changes can be made; and your escrow account will be charged the entry fees whether you compete or not. Most meet fees will total approximately \$15/day or \$30 for the weekend.