

HOW TO SIGN UP FOR MEETS

- 1) Sign in to our website and click on the "Events" tab at the top. (Nothing can be done if you don't sign in.)
- 2) Click on the meet you are signing up for. You will see where you can click "here" to view and print the appropriate meet packet. Then, click the "Attend/Decline" button (which will change to "Edit Commitment" once you have saved any info).
- 3) Choose your Athlete to sign up for the meet.
- 4) Choose your "Declaration" from the pull-down menu (Yes, please sign [child's name] up for this event).
- 5) A list of the events your swimmer is allowed to participate in will then become displayed at the bottom. Click on each event you and your swimmer have chosen. I will try to always include this in the notes section, but if you need to, cross reference the packet for the number of events allowed each day.
- 6) When you are done, click on "Save Changes." You can continue to go in and make additional changes (removing or switching events, for example) until the deadline (this is supposed to be MIDNIGHT on deadline day, so finalize everything the day BEFORE the deadline to be safe).
- 7) Calculate your entry fees, using the notes section OR the meet packet if I forgot to add that part, write your check - always to LCB - and put it in the blue Entries box (we're working to get the folders ready again and the box will sit on top of the filing cabinet, as usual).
- 8) After the deadline has passed, a meet entry report will be generated, as usual, for you to VERIFY the events you have signed your swimmer up for.