

How to RSVP for a Swim Meet

1. Sign onto the FORT website at www.fortwayneswimteam.com using your password.

To RSVP your swimmer for a swim meet or complete your job sign up for one of our home meets, you have to login to the website with your password.

2. On the home page, scroll down until you see the "Team Events" section (it is red), you will see our list of upcoming swim meets and events available for sign-up.
3. Click on the meet you are signing up for. A new screen will open where you can view meet information, including the meet dates, the RSVP deadline, entry requirements, etc. If the meet packet is available, a link to the meet packet will also be available on this page. Please take time to read the meet packet and review the times that your swimmer will be competing.

4. Click the "**Attend/Decline**" button in the upper right hand corner

Click on your swimmer's name (it is a hyperlink) below the demo info.

5. On the declaration page, you will access a drop down bar. There will be a choice of "Yes, please sign (your swimmer's name) up for this event" or "No, thanks (your swimmer's name) will not attend this event."

Selecting **YES**, means you are declaring your swimmer's intent to compete at the meet.

Please select **NO** if you do not plan on your swimmer attending, so that the coach knows that you have considered your attendance at the meet.

6. **Notes Section:**

There is a rectangular comment text field for entering notes or special instructions for the coaches. Although the coaches will select the events that your swimmer will participate in, you may place a request or suggestion to the coach in this section.

This is the place to inform the coaches on which days your swimmer will attend the meet. Most meets are run Friday afternoon – Sunday afternoon. If you have any

restrictions to days or times your swimmer is available – this is where you will add the notes.

Example: We are unavailable Friday for a three-day meet: I would add in the note box, "Saturday and Sunday events only, please."

7. **Last, make sure to select the rectangular box on the bottom right corner that states "SAVE CHANGES" or your request will not be saved and processed.**

- If you need to make changes to the entry after the deadline has passed, please contact your swimmer's Coach via email **immediately** to let them know of a change in plans for a meet. ***There are fees associated with competing at meets. Pay close attention to the RSVP deadlines.***
- The screen will change to show the athlete's name, a box with a check mark, and "committed." If you have multiple swimmers, you must repeat this process for each swimmer in your family who is competing in the swim meet.

Confirming your Events: The coaches will send an email of the meet entries to confirm entries, along with a deadline date for any changes needed to the RSVP/meet entries. **Pay close attention the deadlines for RSVP.**

If you would like there to be a change in your swimmers meet entry, please contact your group coach asap. Final postings of the entries will be made after the closing date of the meet.

Note: Your swimmer may not be able to participate in various events due to a maximum time requirement or a time requirement for an event. The coach will ultimately determine if the event is appropriate for your swimmer.

Please consider: Compiling a heat sheet and team line up that is fair, balanced and competitive is one of the most challenging aspects of the coach's job. Having swimmers be a no show or forget to notify their coach until the day of the meet that they have a conflict, causes considerable hardship to the coach and the team. In some instances, 'scratching a meet' or failing to notify the coach your swimmer is not attending a meet can have a big impact on other swimmers especially if your swimmer was supposed to be on a relay team. ***Please let the coach know as soon as possible if your swimmer will not attend the meet or swim an event that has already been confirmed.***