

Committing Swimmers to Meets (letting us know you'll be there!)

Committing your swimmer(s) to swim meets is quick and easy! You will need to let us know if your swimmer will be at each meet, otherwise your coaches cannot enter them into any events! You will need to commit your swimmers by 7:00PM of the TUESDAY prior to the meet. You need to commit your swimmer(s) whether they will be attending or not!

You will be given the option to either accept or decline attending each meet, so PLEASE don't keep us wondering!

Here are the simple steps to either Accept or Decline attending a swim meet (or any other special event). The first thing you will need to do is Log In to our site, www.uhillsnarwhals.org by clicking on the "Sign In" button in the upper-right of the page. If you are having trouble logging in, just send us an email at uhillsnarwhals@gmail.com and we will be happy to help!

Once you are logged in, follow these simple steps:

1. Under the "home Page" you will get a list of our upcoming swim meets. Locate the swim meet you plan to Accept/Decline for.

The screenshot shows the website for University Hills Narwhals. The header includes navigation links: Home, About the Narwhals, FAQ, Registration Info, Practice Info, Volunteering, Swim Meets, Sponsors, and Contacts. The main content area is titled "UH Narwhals Meets" and has tabs for "Swim Meets" and "Team Events". A list of upcoming meets is displayed, each with a date and time range. The "Attend/Decline" button for the first meet, "Narwhals Time Trials at Oak Creek", is circled in red. To the right of the list is a "Sign In" button, a "More Information" link, and a "Contact Us" button. Below the list is a "More..." link. On the right side of the page, there is a cartoon narwhal mascot and the text "UNIVERSITY HILLS NARWHALS". At the bottom, there is a "Secured by" logo, a copyright notice, and links for "Website Terms of Use", "Privacy Policy", and "DMCA Policy". The footer also features the "TeamUnify" logo, which is powered by "sportsengine".

2. Once you have found the swim meet, click on the “Attend/Decline” button

On the “Event Signup” screen, you will see a list of your registered swimmers and additional information about the meet, including the Meet Location (Address), as well as a list of all the swimming events.

The screenshot shows the 'Event Signup' page for 'Narwhals' Meet 1 at Colony Redhots' on June 17, 2017. The page includes a navigation menu at the top with options like Home, About the Narwhals, FAQ, Registration Info, Practice Info, Volunteering, Swim Meets, Sponsors, and Contacts. Below the navigation, there are tabs for Athlete Signup, Committed Athletes, Undeclared, and Declined. The main content area displays meet details: My Account (Khalili, Reza), Registration Deadline (06/13/2017), Meet Name (Narwhals' Meet 1), Location (3611 South Mall, Irvine, CA 92603), Course (YO), Meet Type, Start Date (6/17/17), End Date (6/17/17), Age Up Date (6/1/17), and Use Date Since (6/1/17). There are also settings for entry restrictions and event declaration. A table at the bottom lists registered swimmers with their names, commitment status, and last updated date. The name 'Ellya Khalili' is circled in red.

Member Name	Member Commitment	Coach Approved	Last Updated
Ellya Khalili *Active	⊘ Undeclared		
Shaya Khalili *Active	⊘ Undeclared		

3. On the “Event Signup screen, click on the Name of the swimmer you are committing. If you have more than one registered swimmer, you will need to commit each of them individually.

After you have clicked on your swimmer’s name, their commitment page will be displayed. This page also lists the time you need to arrive at the meet, and the estimated completion time of the meet.

4. For your swimmer, click on the down-arrow and select

“Yes, please sign up <swimmer’s name> for this event”.

If your swimmer will NOT be able to attend the meet, select

“No, thanks, <swimmer’s name> will NOT attend this event”.

5. Click in the “Day/Session” button, (all of our meets are single-day, single-session meets).

6. If you want to send a note to the coaches, enter it in the “Notes” section. Some notes you might want to include would be, “My swimmer can only attend the first half of the meet”, or “My swimmer would really like to swim butterfly this meet”.

7. Finally, click on the “Save Changes” button to commit your settings

If you need to change your commitment after it has been saved, you can go back to the “Swim Meets” tab and select “Edit Commitment”.

Please remember, we need you to tell us (Commit) to each meet WHETHER YOUR SWIMMER WILL ATTEND OR NOT!

Your coaches cannot plan the meet if we do not know who will be attending.

While you are logged into our web site committing your swimmer to a meet, take the time to commit them to the rest of the meets, if you know whether or not you will be able to attend! You can always change your commitment up until 7:00pm of the Tuesday (Monday for the Time Trial) before the meet!

Thanks for making your coaches job a whole lot easier! If you have questions, please ask! We are here to help!

GOOOO Narwhals!