



BELIEVE COMMIT ACHIEVE

SCOUT AQUATICS MEET SIGN UP INFORMATION

Welcome Scouts to the 2015-2016 Short Course Season!

We encourage all of our swimmers to attend the meets – they are a terrific way to improve strokes, build confidence and, of course, have fun. Our swimmers will generally swim 3 to 4 events, of varying stroke and length, on each day of a meet. We try to provide a wide variety of meet opportunities, and we strongly believe that all of our swimmers – from Little Scouts through Senior Scouts High School – benefit from participation. We urge our Little Scouts to participate in our meets at Lake Forest High School and to speak with Coach Flo regarding other meets that may be appropriate.

“Meet Buddies” for New Swimmers

For those families who are attending their first meets, we want to make sure that you understand the meet process, from “positive check in” through meeting parents afterwards. We have experienced swimmers and parents who volunteer to act as “meet buddies” for new teammates, meeting them at check in, accompanying them through locker rooms and locating coaches and the team on deck. Our “meet buddies” also assist our new swimmers during the course of the meets. Please contact SABA President Rob Wieland at scoutrwieland@gmail.com to request meet buddy help.

Meet Sign-Up Instructions and Requirements

We require that all Scout Aquatics swimmers sign up for meets on the Scout Aquatics website at www.swimsct.org. When each meet is available for online sign-up, Coach Carolyn will send out an email link to the meet ‘homepage’ on our website.

The meet page on our website will contain information that will help you determine if the meet is appropriate for your swimmer. The meet homepage will have important information about the meet including the exact times of the sessions as well as arrival and warm up times. Meet sessions are arranged by day and time: morning (AM), afternoon (PM) and evening (PM), and each session typically is divided among swimmer age groups: 8 and under (8&U), 9-10 year olds (9/10), 11-12 year olds (11/12), 13-14 year olds (13/14) and “All levels” or “Open”. Any Friday evening sessions are typically devoted to distance events that are more appropriate for older swimmers.

Additionally, further details about each meet will be posted on the meet page in a document called the *meet packet*. Scout Aquatics will post the meet packet for each meet when it becomes available. The meet packet is provided by the host team of each swim meet. It provides in-depth details about the meet including the meet format, sessions, event listings, and location of the pool.

For most meets, the coaching staff determines the appropriate events for each swimmer. The coaching staff will submit all entries to the swim club hosting a meet prior to the date that the hosting club closes its registration – sometimes as much as six weeks in advance of the date of the meet.

Meet Schedule: Please note that our meet schedule is tentative and subject to change for a variety of reasons (for example, we need a minimum number of swimmers to enter each meet). We may add meets during the season and will announce them as early as possible in the weekly newsletter, by e-mail and on the Scout Aquatics website.

2015-2016 Tentative Meet Schedule

Dates	Meet	Level
Oct 2	Scout Aquatics Dual Meet	All practice squads invited; good meet to start the season, and especially good for our newest swimmers attending their first meet with Scout Aquatics
Oct 10-Oct 11	NASA “Fun in the Wild” Meet – Northwestern Univ.	All levels, good opportunity for Little Scouts and Junior Scouts to get times at Northwestern University.
Oct 16-Oct 17	NTSC Shark Frenzy – New Trier West Campus	All levels invited, this meet is held at New Trier’s west campus in Northfield; Most events are freestyle races and the meet is only Friday and Saturday (no Sunday sessions)
Oct 30-Nov 1	Scout Spooktacular – Lake Forest HS	All Scouts encouraged to attend our team meet! Parents, we need your help, too!
Nov 8	WSO Pentathlon – Evanston HS	All levels; especially ideal for Little Scouts and Junior Scouts
Nov 7-Nov 8	IMX Challenge Meet – RecPlex in Pleasant Prairie, WI	Qualifying times required; ideal for Junior Scouts Plus and Senior Scouts
Nov 20-Nov 22	Swift Aquatics Triple Crown – Niles North HS	All levels; Swimmers compete in multiple levels based on seed times which gives competitors ore chances to place in each event. Niles North facility is fantastic for both swimmers and spectators
Dec 4-Dec 6	NASA Blast-off – Northwestern Univ	Qualifying B+ times required for 9&over. Make sure to consult with Coach Flo or Coach Carolyn if you have any doubts about signing up
Dec 12-Dec 13	Express Winter Meet – Downers Grove North HS	All levels invited
Jan 15-Jan 17	PAC Prelim/Final – Stevenson HS	A big team meet for all levels; introduces swimmers to the championship meet format
Jan 23-Jan 24	MMSC Winter Meet – RecPlex in Pleasant Prairie, WI	All levels.
Jan 29-Jan 31	Meet TBD	TBD
Feb 19-Feb 21	North Shore Conference Meet – Evanston HS	All levels invited, last meet of the season for many SCT swimmers
Feb 26-Feb 28	ISI Regionals – Lake Forest HS	Qualifying Times required; PARENTS: We’ll need your help at this important meet!
Mar 4-Mar 7	ISI Senior State – UIC	Qualifying Times required, Senior Scouts
Mar 11-Mar 13	ISI Age Group Champs – RecPlex	Qualifying Times required, Junior Scouts Plus mostly

Automated Payment In order to commit to most meets through our website, your account must first have some form of electronic payment registered in your account.

It's simple to enable electronic payment in your account. Visit our team website at www.swimsct.org to **Sign In** into your account. If you do not have a user name and password, please contact Coach Carolyn (cgrevers@yahoo.com) to request access. Once logged in:

- Click on **My Account** (located on left side of screen)
- Choose '**Setup Auto Pay**' from the list of options
- Click on the pull down menu for 'Current Payment Method' and select either
 1. **Automatically charge CREDIT CARD**, or
 2. **Automatically charge my BANK ACCOUNT**
- Click on the **Edit** link next to the 'Credit Card on File' box
- Next, fill in the data completely and **Save Changes**
- Once that window closes, click **Save Changes** at the bottom right of the page
- You are now ready to pay electronically!

Once your electronic payment information is set up, the website will be able to charge your selected payment method at the beginning of each month. If there are problems with the charge (i.e. expired credit card), the system will then send an invoice to the email address listed in the account.

Please note that any outstanding fees must be paid before swimmers will be allowed to commit to any additional meets. Further, the swimmer may not be permitted to swim in any meets to which the swimmer has already committed until payment is received.

You will receive monthly invoices only if a balance is owed. You can review your current and past billing histories through the **\$ My Invoices/Payments** tab on the left of our team website.

Rest assured, your payment and account information is secure on the Scout Aquatics website. TeamUnify is the company that provides the payment function and the website account management features. TeamUnify contracts with C&H Financial to enable the credit card processing on our website. All credit card info is kept secure; no one from SABA, Coaches, or TeamUnify can access any member's credit card information.

If you are unable to provide credit/debit information, please contact Coach Carolyn at cgrevers@yahoo.com to discuss alternative arrangements for meet sign-up and payments.

Meet Fees: Most meets require payment in advance of the meet. Scout Aquatics Booster Association pays the fees up front for the team's entries, and Coach Carolyn bills your account within one month following the conclusion of the meet.

The meet fees will vary depending on the meet. Typically, the charges will include: (1) the hosting club's individual event charge, typically \$3.00 to \$5.00 per event; (2) \$10.00 coaching fee for the meet, and (3) \$2.00 surcharge (Illinois Swimming fee) per meet. Consequently, each swimmer should expect total meet fees to range between \$25 and \$50 depending on number of events for each meet. Typically, dual meets and intersquad meets are 'free of charge'.

Meet Sign-up Instructions: When meets are available for sign-up, Coach Carolyn will send out an email notification with instruction on how to sign up for the meet. Each meet notification email has a link to the meet page on our website. Clicking on that link will take you to the page that will allow you to commit your swimmer to the meet. You will be required to log-in to the website in order to make your declarations.

Alternatively, if you do not have the meet notification email handy, you can still sign-up for those meets that have been activated for sign-up on our website. At www.swimsct.org, in the 'Upcoming Events' tab below the photo slide show, click on the "Edit Commitment" button next to the meet name. If you are not logged in, you will see an "Attend/Decline" button instead. Clicking on that button will bring you to the login screen for your account.

After clicking "Edit Commitment", you will be directed to the event signup. Click on the name of the swimmer, and you will be presented with the option to commit to the event under the "Signup Record" drop-down box. To commit, chose the "Yes" line.

Next, you may be prompted to identify the days and meet sessions that your swimmer plans to attend. Please check the boxes next to the appropriate sessions that your swimmer will compete. If you have any comments that you would like to share with the coaching staff, you may enter them in the Notes box. The coaches see these notes when they sign up your swimmers for the specific events.

PLEASE MAKE SURE TO CLICK ON THE "SAVE CHANGES" BUTTON in order to register your swimmer! Your swimmer will then be designated "Committed" on the "Event Sign Up" page.

Most meets will require electronic payment to be set up on your account before you will be allowed to sign-up your swimmer for the meet. If the website prevents you from signing up for the meet because your automatic payment is not set up, please review the instructions in the "Automated Payment" section of this document so you can get set up.

Committing to Sessions/Dates: If you are uncertain about the appropriate sessions for your swimmer, you can find the days and session info in the following ways: 1) On the meet event sign-up page that lists your swimmer's name, click on the 'View Meet Events' button. A pop-up window will appear that will list each event, the day of the event, and the session, or 2) visit the meet homepage where you can find more details about the meet format, sessions, events, dates, etc. Do not hesitate to contact your swimmer's coach or any SABA board member for guidance!

Meet Sign-up Deadlines: It is important to make your meet commitments prior to the meet registration deadline date posted on the event/meet page. The coaching staff reviews the list of all committed swimmers and assigns events prior to the registration deadline. After the deadline passes, Scout Aquatics may not be able to add any swimmers into the meet. However, if you do miss the registration deadline, please contact Coach Carolyn or Coach Flo. You may still be able to enter the meet depending on the host club's ability to add new entries.

Checking Meet Entries: Once the meet events have been selected by the coaching staff, you will be able to view the chosen events under each swimmer's name on the meet page. To find the registered events for each swimmer, simply follow the same procedure that you used to sign-up for the meet. The coaching staff will often select entries in advance and will generally have most entries selected at least one day before registration due date. If you have committed your swimmer to a meet but you discover that your swimmer has not been entered in any events after the posted registration deadline, please contact Coach Carolyn or Coach Flo immediately.

Cancellation: A swimmer may cancel entry into a meet by contacting Coach Carolyn or Coach Flo. Please note, however, that a swimmer's account will be charged in the event the cancellation takes place *after* the coaching staff has sent entries to the hosting club. Once the host club accepts the entries, Scout Aquatics Booster Association is responsible for full payment on behalf of the team. The host club is unable to offer any credits or refunds to the team for any no-shows.

**WE ENCOURAGE YOU TO CONTACT COACH CAROLYN OR COACH FLO WITH ANY QUESTIONS
YOU MAY HAVE ABOUT MEETS OR MEET SIGN-UPS!**