



Hi Manatees,

We have taken your survey responses and worked hard to put together a schedule of two pre-assigned swims for each of our members, per popular demand. We tried to give all members their first choice of swim slots, but given the limit of swim slots at the most popular times, this was not always possible.

You can see your assigned slots by going to this [Fixed Swims Draft 1.pdf](#) .

Before the schedule is implemented, we wanted to give you the opportunity to preview your assigned slots and request a change, where necessary, by filling out [this request change form](#) by Wednesday, 10/28/20.

If you are happy with your slots, then do nothing!

We have put together a little Q&A to help you understand what we're thinking:

**Q: When will the fixed slots start?**

A: The first week that we will start swimming with these fixed slots is either the week of Nov 9 or Nov 16. We'll be sure to let you know!

**Q: What if there's a week when I know I can't make one or both of my fixed slots?**

A: Easy Peazy! Simply go into the SignUp Genius page, and delete or change your slots, just like we do now. If you participate in the cancellation email list for your lane, it would be great if you let your fellow lane members know of the availability. Right now, Kelly is maintaining those lists for each lane and if you would like to get on a list to be notified of cancellations for your lane, contact Kelly at [kellyandkids@mac.com](mailto:kellyandkids@mac.com).

**Q: Do I *have* to cancel my slot if I can't make a swim?**

A: **YES! PLEASE USE SIGN-UP GENIUS TO OFFICIALLY CANCEL ANY SWIM YOU CAN'T MAKE, fixed or otherwise** , even if it's the night before or morning of! It is **inconsiderate** to (repeatedly) have your name on a slot and then not show up. We want as many people to get their swims in as possible, so if you officially cancel on the signup genius and, ideally, email your lane's cancellation email list (see answer above), that opens up a slot for someone else! :-)

**Q: What if I want to "permanently" switch one of my fixed slots for a different one?**

A: Then please fill out [this request change form](#) on or before [Wednesday, October 28](#) (it'll close that night).

**Q: Can I use the form to request a practice slot that is currently full?**



A: Yes. But the *only* way you'll be able to get into that practice slot is if someone in *that* slot wants to move out. We don't anticipate there being too many change requests, so it's unlikely you'll get that slot, in other words .

**Q: If I request a slot that is currently open, does that mean I'll definitely get my requested practice time?**

A: No. The form will allow us to make "waiting lists" for each slot, which is a list of the people who want to switch into a specific spot.

**Q: What is a "waiting list" for a slot?**

A: It's simply a list of the people who use the form to request a specific time slot. For example, if there is one slot open for Monday at 6:30 and you want that slot, and no one else wants it, then it's yours! But if 2 people want it, then there will be 2 people on the waiting list.

**Q: If there are 2 people on the waiting list for one slot, how will you determine who gets it?**

A: All other things being equal, we will simply use randomization.

**Q: When will I get to see if my change request was granted?**

A: IF we manage the change requests quickly enough, then we'll re-post a PDF of Draft 2 via email and/or the website. However, we may be working up to the wire, in which case you won't know your fixed swims until the Signup Genius opens up.

**Q: Is there someone I can email instead of using the form?**

A: No. All change requests must come through the form , submitted by Wednesday, Oct 28 .

**Q: What if I'm happy with my slots *now* , but then my work schedule changes in the future so that I can no longer use one or both of the slots I'm fixed into?**

A: If you need to permanently change your fixed slots in the future, there will be a representative "lane coordinator" for you to contact. However, we don't know who those people are going to be, yet. *If you'd like to volunteer, let us know at the bottom of the form!*

**Q: Will I still be able to swim more than 2 times per week?**

A: Yes, We are hoping at least 3 times a week for each member who wants to and 4 would be a bonus. But we will really know when we go live with the fixed schedule. When the Sign-Up Genius goes live before the week of Nov 9 (or Nov 16), you will see your name already populating two swim slots. You will then be able to sign up for a 3rd slot and maybe even a 4th slot later.



**Q. How can I help?**

A: If you have an assigned slot at the more popular times and can switch to a less popular slot, please let us know via the form. That would be so incredibly helpful and allow us to schedule fellow members with more rigid schedules at their desired times. Looking at [Fixed Swims Draft 1.pdf](#) will tell you which slots are in heavy demand.