

# ***Using the Alex Swim Club Website ([www.alexswimclub.org](http://www.alexswimclub.org))***

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One of the Alexandria Swim Club's main communication tools is the team website. Please visit the website often and check the **Calendars** tab for Practice schedules and upcoming Events.

Alexandria Swim Club (ASC) website: [www.alexswimclub.org](http://www.alexswimclub.org)

## **User ID and password**

While portions of the website are available to anyone, to protect your swimmer's privacy other sections of the website are secured and require a user ID and password. Within approximately two weeks after joining ASC, your family account on the website will be active. The user ID for a family account is the email address provided on registration materials. The initial password for the website will be assigned and emailed to your email address of record.

### ***Example of User ID and password:***

User ID: your email address

Password: xyz123

To maintain privacy for everyone, change your initial password at your earliest convenience.

Should you forget your password, email the Registrar, Tracy Meece at:  
[tjmeece1974@gmail.com](mailto:tjmeece1974@gmail.com) to have it reset.

After signing in you can watch several tutorial videos regarding signing up for a swim meet, setting up your account and volunteering by clicking on the ***My Tutorials*** tab.

## **Practice Schedules**

Check your practice schedule on the club website often (look under the **CALENDARS** heading in the upper banner menu). Practice times may vary, so please check before dropping off your swimmer at practice.

## **Signing up for meets**

Before signing up for a meet it is a good idea to first go to the [www.alexswimclub.org](http://www.alexswimclub.org) website. Go to the **Events** heading on the Home Page and click on the name of the meet you are considering. The basic Session and Age Group hours are then shown. This will let you know whether your swimmer's events are scheduled for the morning or afternoon session.

Next to get further information, just click on the meet description under the **Forms/Documents** heading and read the meet packet. This meet packet provides information such as directions, pools size and number of lanes, check-in requirements, awards, as well the Session Warm-up and Start times and listing of the various events and much more. Meet entries are accomplished on the [www.alexswimclub.org](http://www.alexswimclub.org) website. Simply go to the website and sign in.

On the Home Page select the *Attend this Event* link under the **Events** section for the meet you are planning to attend. You will be prompted to select your swimmer. Now click on SELECT and then click on Yes if your swimmer will be attending and NO if your swimmer will not be attending this meet. If you have any special notes for the coach type those in the Notes section.

**Athlete Event Signup**

Member Athlete: **Kaitlyn Meece**  
 Event: **Fargo Swim Meet (Nov 22 ~ 23, 2013)**

**Important Notes:** Entry Limitations ? swimmers are limited to four (4) individual events on Friday (session 1). Swimmers are limited to three (3) individual events and one (1) relay event on Saturday.

Coach Dave will put together relays.

Friday PM Session 1 is combined ? all age groups will swim.  
 Warm-ups will begin at 4PM. Session will start at 5:15PM  
 Saturday Am Session 2 ? is for all 12 and under boys & girls.  
 Warm-ups will begin at 9AM. Session will start at 10:15  
 Saturday PM Session 3 ? is for all 13 & Over boys & girls.  
 Warm-ups will begin approximately 10 minutes after the morning session is concluded.  
 Session will begin approximately 1 hour and 15 minutes after the start of warm-ups.

Fees: \$23.50 per swimmer entered in meet (includes \$18.50 entrance fee to host club and \$5 administrative fee) + \$1.50 per event fee. (Payable to Alexandria Swim Club)

Pool Location: Fargo Davies Pool  
 7150 25th Street South  
 Fargo, ND 58104

\*Declaration  
 Notes: 
 -SELECT-  
 Yes, please sign [Kaitlyn] up for this event  
 No, thanks, [Kaitlyn] will NOT attend this event



If you indicated that YES , please sign up your swimmer for this event a new “section” of the window will open below...which will allow you to choose which events you want your swimmer signed up for. Using the meet packet/meet information as a guideline for the maximum number of events put a check-mark in the 1<sup>st</sup> column to sign up for each event that your swimmer wants to swim at the meet. (The check-mark will appear when you click on the box, and the entry time column will be highlighted in yellow for each event that you select.) When finished selecting events for each session that you plan to attend, **SAVE CHANGES**.

Meet Name: **2013 FM Gators IMX and Fall Fling** Location: **Fargo Davies Pool** Course: **YO** Meet Type:   
 Start Date: **11/22/13** End Date: **11/23/13** Age Up Date: **11/22/13** Use Date Since: **1/1/70**

Enforce entry based on [Qualify Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **No**  
 Event Declaration Setting: **Commit by Event** >> [Edit](#) Maximum Event Entry Limitations >> [View](#)  
 Allow Course Conversion for Relays: **No**  
 If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

Athlete Qualifying Age: **13** Gender: **Female**

**Important Notes:**

1. Please pick the individual events below that the Athlete wants to attend and enter [Entry Time]. Please enter NT if no Entry Time is available.
2. Relay teams are solely determined by the coaches. If you have problem attending the relay teams, please contact coaches directly.
3. You cannot make changes after the coach approved or rejected your application. Please contact admin to change your records.
4. Please enter [Entry Time] in this format: mm:ss.hh.
5. [Bonus] is not a standard option; send Entry Report to the meet host in addition to the SD3 file.
6. Only Admin can customize [Entry Time] and set [Bonus] fields.

	Best Time	Entry Time	Bonus	Exhibition	Approval	Day	Sess	Ev#	Gen	Event	Qualify Time
<input checked="" type="checkbox"/>	31.95Y	31.95Y	<input type="checkbox"/>	<input type="checkbox"/>		1	1	1I	F	13-14 50 Free	
<input checked="" type="checkbox"/>	38.13Y	38.13Y	<input type="checkbox"/>	<input type="checkbox"/>		1	1	2I	F	13-14 50 Back	
<input checked="" type="checkbox"/>	47.88Y	47.88Y	<input type="checkbox"/>	<input type="checkbox"/>		1	1	3I	F	13-14 50 Breast	
<input checked="" type="checkbox"/>	40.96Y	40.96Y	<input type="checkbox"/>	<input type="checkbox"/>		1	1	4I	F	13-14 50 Fly	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		2	3	23A	F	13-14 400 Medley	
<input type="checkbox"/>	1:10.37Y	1:10.37Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	24A	F	13-14 100 Free	
<input checked="" type="checkbox"/>	2:55.57Y	2:55.57Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	25A	F	13-14 200 Medley	
<input type="checkbox"/>	1:22.10Y	1:22.10Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	26A	F	13-14 100 Back	
<input type="checkbox"/>	1:40.45Y	1:40.45Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	27A	F	13-14 100 Breast	
<input type="checkbox"/>	3:32.88Y	3:32.88Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	28A	F	13-14 200 Breast	
<input type="checkbox"/>	1:23.52Y	1:23.52Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	29A	F	13-14 100 Medley	
<input type="checkbox"/>	2:34.36Y	2:34.36Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	30A	F	13-14 200 Free	
<input type="checkbox"/>	1:33.58Y	1:33.58Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	31A	F	13-14 100 Fly	
<input checked="" type="checkbox"/>	2:46.54Y	2:46.54Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	32A	F	13-14 200 Back	
<input type="checkbox"/>	3:15.38Y	3:15.38Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	33A	F	13-14 200 Fly	
<input checked="" type="checkbox"/>	6:34.09Y	6:34.09Y	<input type="checkbox"/>	<input type="checkbox"/>		2	3	34A	F	13-14 500 Free	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		2	3	35A	F	13-14 1000 Free	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		2	3	36A	F	13-14 1650 Free	



After you **Save Changes** you will be brought back to the previous screen and will see what your swimmer has chosen for events. Dave will add relays (if enough swimmers are attending the meet) and approve the events that you have chosen.

Prior to the meet, we will send out a list of what fees are owed so that you can put payment in the white drop-box (by the timing table in the pool area). Full list of entries will be added to the **Forms/Documents** section of the **event page** for the meet once the sign-up deadline has passed...so you'll know who else is attending the meet and what events your swimmer is swimming at the meet including relays.

Meet Name: <a href="#">2013 FM Gators IMX and Fall Fling</a>	Location: <b>Fargo Davies Pool</b>	Course: <b>YO</b>	Meet Type:
Start Date: <b>11/22/13</b>	End Date: <b>11/23/13</b>	Age Up Date: <b>11/22/13</b>	Use Date Since: <b>1/1/70</b>
Enforce entry based on [Qualify Times]: <b>No</b>		Restrict entry [Best Time] to same [Meet Type]: <b>No</b>	
Event Declaration Setting: <b>Commit by Event</b> » <a href="#">Edit</a>		Maximum Event Entry Limitations » <a href="#">View</a>	
Allow Course Conversion for Relays: <b>No</b>			
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: <b>No</b>			
<a href="#">View/Edit All Meet Events</a>		<a href="#">Go Back to Event Home Page</a>	

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
<a href="#">James Meece</a> *Active	⊘ Undeclared		
<a href="#">Kaitlyn Meece</a> *Active	⊙ Committed	#11 (d1/s1): F 13-14 50 Free (31.95Y) #21 (d1/s1): F 13-14 50 Back (38.13Y) #31 (d1/s1): F 13-14 50 Breast (47.88Y) #41 (d1/s1): F 13-14 50 Fly (40.96Y) #25A (d2/s3): F 13-14 200 Medley (2:55.57Y) #31A (d2/s3): F 13-14 100 Fly (1:33.58Y) #34A (d2/s3): F 13-14 500 Free (6:34.09Y)	10/30/13 07:43

## Team Roster

There is a way to find out what other swimmers are on your swimmer's team. Once you are logged into your **TeamUnify** account, at the top of the page (it is hard to see due to the background color) you will see **Coaches / Members / Password / Site Map**. If you click on **Members** (has a small magnifying glass), then **Display All**, you can print the ASC team roster. It's great for finding rides, carpooling, etc. Take a moment to acquaint yourself with this. Please note that you must be logged in to see the roster.

## Volunteer Job Sign-Up

Our swim meets are very important club fundraisers and help to reduce your fees. Our meets have a very good reputation because of the hard work put in by our volunteers and your help with this would be very much appreciated. Notices will go out via email regarding the volunteer jobs that are available. To begin the sign up process:

- Log on to the Team Unify website
- Click on either the **Event & Job Sign Ups** tab at the top of the screen OR view the **Upcoming Events** on the home page to see the list of events for the season
- Scroll to the meet you want to work then click the **Job Sign Up** button
- Available jobs will have an empty box next to them and a ----- line. Click on the empty box, scroll to the bottom of the screen and click the **Signup** box
- A screen will pop up asking you to enter **Optional Contact Information** - Please enter your CELL PHONE number.

When you have all your jobs, click the **EVENT & JOB SIGN UPS** tab where you will see 3 grey tabs. Click on the tab that says **REPORTS**. Then click next to "**job sign up for my account**". This will list all of your jobs.

## TeamUnify On Deck app available for both Apple products & Android

Details can be found under the **My Tutorials** tab under **My Account**