

How to Enter a Swimmer in a Meet

1. Log into your website account with email address and password.
2. After logging in, click on the "MEETS" tab at the top of the home page.
3. In the list of upcoming meets find the title of the meet you wish to enter your swimmer and click on that title.
4. The meet page will have all of the information you need to know about the meet: dates, entry requirements, venue, meet invite document, team hotel information, and information about entry limits (number of individual events you can enter per day) and which events are swum on which days.
5. To enter the meet, click on the "Attend/Decline" button on the top right. That will bring you to a page where you can select the athlete's name who you are entering in the meet.
6. Click on the athlete's name; that will take you to a page where you will find a "Declaration" field. Select YES to attend, or NO to decline the meet.
7. If you select "Yes", a list of events will appear with your swimmer's best times per each event. If your swimmer does NOT have times yet recorded in any particular event, "NT" (No Time) will appear.
8. Choose the events your swimmer wishes to swim by simply clicking the box to the left of each event. Each meet has a maximum number of entry limits. If you exceed the limits, a message will pop up to indicate this. Some meets require specific time standards to be eligible to swim in the event. If the event is in **red** that indicates your swimmer is NOT eligible to swim that event. If you feel this is a discrepancy, email a coach or leave a note in the "NOTES" section which is at the top of the page just under the Declaration field. If you have any event requests or notes you wish to make, please enter them in the Notes section. A coach will review the notes and get back to you with a response.
9. **IMPORTANT:** When you are finished, be sure to click "Save Changes" at the bottom right corner of the page.