

SWIM MEET SIGN-UP INSTRUCTIONS

The steps for registering your swimmer for a swim meet are as follows:

- After signing into your TITANS account, click on the **“Meets”** tab across the top; you should see something that looks like this:



- Scroll down to the swim meet you would like to register for
- Click on **“Sign-Up Here”** under the Athlete Sign-up column
- Click on **“Attend/Decline”** button (top right)
- Click on your swimmer’s name under **“Member Name”**
- Under **“Declaration”** click on the drop-down arrow and select **“Yes, please sign (swimmer’s name) up for this event”**
- You may leave a message for the coach in the **“Notes”** box, but please be specific (i.e. John cannot swim on Saturday, please sign him up for events on Sunday only).
- Click on **“Save Changes”** button (bottom right); please don’t forget to do this step!
- Make sure you see a green check mark and the word **“Committed”** under the Member Commitment column
- You should receive a **“Meet Declaration Confirmation”** email from TAC TITANS Administrator via Team Unify immediately after signing up

After the registration deadline has passed the coach will enter your swimmer into the appropriate events. Once this has been completed, you may go into your TITANS account and view your swimmer’s events.

Here are the steps for viewing swimmer events:

- Sign into your TITANS account, click on the **“Meets”** tab across the top
- Scroll down to the meet you have registered for and click on **“Sign-up Here”**
- Click on the **“Edit Commitment”** button (top right)
- You should see your **“Swimmers Name”**, the word **“Committed”** and the **“Coach Approved”** events listed
- If there are any problems with your swimmer’s events, please email your coach immediately!

PLEASE NOTE:

- Pay close attention to the **“Sign-up Deadline”**, coaches will not be able to add swimmers to the meet after this date. **If a rare exception is made, then double meet entries fees will be charged.**
- **All fees are non-refundable** after the registration deadline has passed.
- You do not need to drop off a check. Your TITANS account will be billed automatically in a subsequent month.

If you have any questions regarding meet sign up, please contact your coach.