

# SOONER SWIM CLUB

## WEBSITE USER'S QUICKGUIDE

### I. Home Page

The Home Page contains a welcome message, news, and upcoming events.

- “What’s New” contains items of interest along with notifications about pool closures and parent meetings. Clicking on one of the individual items listed will take you to that news item’s page for further reading. You can also click on the “News” in the menu bar to go to News page for a quick look at all the most recent items. No need to sign in.
- “Upcoming Events” list a selection of the future events, such as swim meets or parties. Some events may be hidden to non-members and you must sign in to see them all. If you click on one of the event title, you will go to that event’s information page. There you will find the event date, registration deadline, event description, and all documents and photos associated with the event. The page may also contain an “Attend this Event” and “Job Signup” buttons. The Home Page will also have “Attend this Event” and “Job Signup” buttons under each event listed. You can see all events both future and past by clicking either the “Events” in the menu bar at the top of the page or by clicking on “View More Events” at the bottom of “Upcoming Events”. You will need to sign in to view private events or to use the “Attend this Event” and “Job Signup” buttons.
- At the top you will see the menu bar and menu selections available to anyone. To see the menu selections available only to members, you must sign in.
- On the far left are sponsor links, “Membership Info” selection, and the “Sign In” button. Clicking the “Membership Info” selection will display a short description of our club and membership, along with a tab for membership forms, and a contact us page.

### II. Sign In

You will need your user id and user password. The id is an email address we have listed as your main one. Your password was emailed to you at the main email we have for you. To sign in as a club member, perform the following:

- Click the “Sign In” button located on the Home Page
- Enter the user information
- Click “Sign In” button

If you successfully signed in, you will be returned to the Home Page. You will notice several new menu options appear and on the left, the sponsor links have moved down to make room for member account options.

### III. Events

The Events Page is where you find all events that are scheduled for SSC. Events are made up of swim meets, volunteer events, and social engagements. Click on “Events” from the menu bar to enter this page.

There are several tab choices found at the top of the Events Page; “Current & Upcoming”, “Past & Archived”, and “Reports”.

- Current & Upcoming – displays all current and upcoming events with a brief description for each. If you click on the name of each event, you will go to the page for that particular event. There you find all the documents, such as meet informational packets and qualifying times, associated with the event.
- Past & Archived – similar to the “Current & Upcoming” except here the events have already occurred and do not show a description of each event. You can click on the event names to go to their individual page as well.
- Reports – allows you to run reports for your account based on job signup and meet attendance. Click on one of the reports and the Report screen displays. Select the criteria for the report, such as date range and athlete, then click “Search”. The report will display below the criteria box. You can even print the report if you wish. Close the Report screen when finished to return to the Events page.

#### **IV. Entering a Swim Meet**

You can enter a swim meet from several different places; the Home Page, the Current & Upcoming Event Page, and from individual event’s home page. Simply click the “Attend this Event” button for that particular event. This will take you to the Event Signup Page.

Upon entering the Event Signup Page you will see the selected tab of “Athlete Signup”. Below this tab is a box containing information as your account name, the event name and date, and the registration deadline. Make sure that this is the correct meet you want. Below the information box is a member information box. It contains all the swimmers under your account, if they have committed to the meet, if the coach has approved the entries, and the last time these meet entries were updated.

- Click on a swimmers name to display the Athlete Event Signup Page
- A box will display with the swimmers name at the top, followed by the event name, Important Notes, Declaration selector, and a Notes box. Read through the Important Notes as it contains cost information that you can use to figure the meet charges for this swimmer.
- Select “Yes” or “No” in the Declaration selector.
- In the Notes box, you can write a note to the coaches. If you don’t get to choose the meet events for your swimmer and want to make sure he/she gets put in a certain event, this is the place to do it. For example, “needs to swim 400IM for IMX score”.
- If you declared “No” or if the coaches are selecting the meet events, then click the “Save Changes” button.
- If you are allowed to select or edit the events, use the event box. It contains the following columns:
  - i. Best Time – the best time your swimmer has in that particular event. ‘L’ is a 50 meter pool time, ‘Y’ is a 25 yard pool time, and ‘S’ is a 25 meter pool time. “NT” means no time. Note that if this

meet has qualifying times, the times display in black if your swimmer qualifies and red if he/she does not qualify.

- ii. Entry Time – the actual time used to enter your swimmer’s entry
- iii. Bonus – used by the coaches to designate if an event is a bonus event when a meet allows bonus swims
- iv. Approval – shows if the coach has approved the entry yet. Will display Pending until the coach has approved or disapproved. While an entry displays Pending, you may make any changes you wish. You are not able to change an entry once it is marked Approved or Rejected.
- v. Day – numeric day of the meet. If the meet starts on Friday, then events that are on Friday would have a 1 in this column.
- vi. Sess – numeric value for the session. If this meet has a morning session for younger swimmers and a separate session in the afternoon for older swimmers, the morning session on Sat. might be session 1 with the afternoon session as 2. Sunday’s sessions would then be 3 and 4.
- vii. Ev# - event number. The number is the same one from the meet information document.
- viii. Gen – gender
- ix. Event – the event title. This is the same as what is in the meet information document.
- x. Qualify Time – the time your swimmer needs before he/she should swim this event. If the meets has no qualifying times, this will be blank.

Note: You will only see those events appropriate for that swimmer. For example: a 10 yr. old girl will only see events that a 10 yr old girl can swim. There will not be 8&U events or boy events. It might contain Open events in addition to 9-10 or 12&U events. Open events allow any age to swim them so be careful when entering these. You probably don’t want to select these events unless your swimmer is 13 or older, but you can do so if you want.

- Find the events you wish to enter and click in the box on the far left of that particular event. The Entry Time will highlight.
- When finished, double check the entries to make sure you chose the correct ones, then click the “Save Changes” button at the bottom.
- Repeat for all swimmers under your account. Feel free to double check the entries after you have saved all the changes just to be sure.
- Write a check for the meet charges, making sure to note the meet name on the check. Drop the check off at the pool. You’re done!

## **V. Job Signup**

You sign up for jobs by clicking on the “Job Signup” button for a particular event. This will display the Event Job Signup Page. Event information will display near the top followed by the jobs and notes.

- Find an empty slot and click in the corresponding box. Click on “Signup” button to save the changes.

- To remove your signup selection, click on the corresponding box to remove the check and then click the “Remove Signup” button.
- To print a summary of all your jobs for this event click the “Print My Job Signup Summary” button.

## **VI. Group Calendars**

The Calendar Page display several calendar choices, General, Minnow, Dolphin, and Shark/Senior Calendars. To view a calendar, click on “Group Calendars” located in the menu bar. The General Calendar displays by default.

You can change the view of the items displayed on the calendar. You can select which calendar to view. Below the calendar is a list of upcoming events.

- General Calendar – contains items of general interest such as swim meets.
- Minnow Calendar – contains items pertaining to the Minnows such as their practice dates and times.
- Dolphin Calendar – contains items pertaining to the Dolphins such as their practice dates and times.
- Shark/Senior Calendar– contains items pertaining to the Senior and Shark teams such as their practice dates and times.

Move your mouse over any item in the calendar and a description will pop up.

## **VII. My Account**

To display your account information, click on “My Account” located on the far left of the web page. The “Account Info” tab displays all the information of your account such as billing, guardians, and insurance information. Also displayed are all the members (swimmers) under your account. The “Membership Dues Schedule” displays the charges that are automatically generated for your account and when they are charged. You may change some items and some require an administrator to change. Always click the “Save Account Changes” button when finished.

To view your swimmers information, click on the name of your swimmer. If there is incorrect information that you are unable to correct, please contact a board member.

## **VIII. My Meet Results**

To find out your swimmers times or meet results, click the “My Meet Results” on the far left of the web page. This opens the My Results Page. Make changes to any of the filters and then press “Search” button. The times that fit the criteria for the selected swimmer will display.

If you want to see if your swimmer has a ‘B’, ‘BB’, or ‘A’ time, in the “Standard” filter select either “Nat Boys AG Motivnal” or “Nat Girls AG Motivnal”. To see only the fastest times in each event, in the “Top Times” filter select “Top 1”. Be sure to repress “Search” button. The highest standard achieved will display in green and the next standard will display in orange. For example: in the 100 free a green -0.87[B] and an orange +1.43[BB] displays. This means that the swimmer’s time is 0.87seconds faster than the ‘B’ time and needs to drop 1.43 seconds to make a ‘BB’ time. Play with this, it is so cool! Print it off!

Click on the “Results By Meet” tab. To view a report of the results, click on the meet’s name. The report screen displays. Select the criteria and click on the

“Search” button. To show just our team, in the “LSC-Team” filter select “OK-SSC”. You can view both individual and relay results.

NOTE: to view the selected standard’s times click the “View Standard” to the right of the standard. Print it off for use at the meets.

#### **IX. My Invoice/Payment**

To view your invoices, click on “My Invoice/Payment” on the far left of the web page. A list of your invoices and the invoice month are displayed. The most current invoice has a red \* to the left of it. Click the invoice name to view it. Click the “Show Billing/Payment History” to display the invoice history report. Select the dates and click “Search” to display the history. This will allow you to see details such as new charges that have not been posted to an invoice yet.

NOTE: meet entry fees will be posted once the entries are approved and sent to the host team.

The “Volunteer Hours” tab will list your volunteer hour’s history. Check here periodically to make sure you are credited with all your worked hours and how many you still need to work.

#### **X. Members**

To view other Sooner Swim Club member’s email and phone number, click on Members from the menu bar. This page is only available to other members. If you do not want your information displayed here, you must set this feature in the “My Account” page.

#### **XI. Coaches**

To view coach information or find the board member names and email addresses, click on Coaches in the menu bar.