



## Entering Swim Meets

We hope this document will help our new parents as they learn how to enter their swimmer or swimmers into swim meets. Please also consult the online FAQ for other questions and answers about entering swim meets and other items.

### Login to the Website



Click on the “Sign In” button to login to the Mako website ([www.makoswimming.net](http://www.makoswimming.net)), and then enter your email address and password in the next screen.

A screenshot of the "Sign In" page on the Mason Makos website. The page has a blue header with the text "Sign In". Below the header, there is a warning message: "This is a protected area and is only accessible by authorized members of the **Mason Makos Swim Team**. All information contained in the site is the property of **Mason Makos Swim Team** and unauthorized access and/or use is forbidden." Below this, a line of text reads: "By giving the E-Mail and Password below, you agree the *Terms of Use* and *Privacy Policy* below." There are two input fields: "E-mail:" and "Password:". Below the "Password:" field is a checkbox labeled "Keep me **signed in** on this computer". At the bottom, there is a link: "If you forgot your password, please click [Here](#) to reset your password." A "Sign In" button is located at the bottom right of the form area.

Remember, you can only use the primary email address to login. Please contact [admin@makoswimming.net](mailto:admin@makoswimming.net) if you need help determining your primary email address.



## Select the Meet

You can either click on the “Events” tab to get to the full list of all current and upcoming events:



The list:

A screenshot of the Mason Makos website's Events page. The page has a blue header with the word "Events" in white. Below the header, there are three tabs: "Current &amp; Upcoming", "Past &amp; Archived", and "Reports". A banner for a "FREE MOBILE APP" is displayed, featuring a smartphone and a tablet, with a "GET IT NOW" button and "iOS and Android Ready" text. Below the banner, there is a search bar with "Event Category" set to "--ALL--" and a "Search" button. The main content area lists events for September and October 2013. The first event is "Sep 28 (08:00 AM) ~ 28 (10:30 AM), 2013 - Stroke &amp; Turn Clinic" with a description: "PVS will be holding a Stroke and Turn Clinic this Saturday at GMU. For more detail, check the PVS web site . Our team is hosting 4 meets this year at GMU, so we need a bunch of officials. We've been ...". The second event is "Oct 5 ~ 6, 2013 - 2013 Mako Fall Invitational - Hospitality" with a "Job Signup" button and a description: "We are using this event to organize the food and drinks we need in the hospitality suite for the coaches, officials and volunteers. Please check out the meet listing for information about the meet i...". The third event is "Oct 5 ~ 6, 2013 - Mako Fall Invitational" with "Edit Commitment" and "Job Signup" buttons and a detailed description: "Meet Name: 2013 Mako Fall Invitational Date: October 5-6, 2013 Location: GMU Age Groups / Swimmers: All Swimmers Registration Deadline: CLOSED Tentative Schedule ( Note Saturday Changes ) Day Session ... (For these groups: Age Group, High School, High School Prep, Junior Blue, Junior Gold, Mini Makos Blue, Mini Makos Gold, Senior, Senior Prep)". The fourth event is "Oct 18 ~ 20, 2013 - PVS October Open".



You can also directly click on the Swim meet in the list at the bottom of the home page:

A screenshot of the Mason Makos Swim Team website. At the top, there are three navigation buttons: 'About' (with a document icon), 'Swim Groups' (with a swimmer icon), and 'Safe Swimm' (with a globe icon). Below these is a 'Mako Events' section. It has two tabs: 'Swim Meets' (selected) and 'Team Functions'. Under 'Swim Meets', there is a list of four events, each with a calendar icon, the event name, and dates. To the right of each event are buttons for 'Edit Commitment' (highlighted in red) and 'Job Signup'. For the last three events, there is an 'Attend/Decline' button. At the bottom right of the list is a 'More...' link with a left-pointing arrow.

For example you could click on the “PVS October Open” text to read about that meet.

As a short cut, you can click on the “Attend/Decline” button to jump to the swimmer selection and swimmer sign-up page, but we encourage you to go to the meet information page first to read our notes and then read the meet announcement before you sign your swimmer(s) up.

If you have already pressed the “Attend/Decline” button for a meet the text will change to “Edit Commitment”.



## Meet Information Page

When you click on a meet name on the homepage or on the Events page, you will get a page that looks like this:

Event Attend/Decline

**FREE** **MOBILE APP**  **GET IT NOW**   **iOS and Android Ready**

### PVS October Open

**Event Date** October 18 - 20, 2013  
**Registration Deadline** September 30, 2013  
**Only For Roster Group(s)** Junior Gold, Senior, Senior Prep (All Year, Session 1, Session 1&2, Session 1&3)

**Description**

**Meet Name:** PVS October Open  
**Date:** October 18 - 20, 2013  
**Location:** TBD  
**Age Groups / Swimmers:** Fri, Sat & Sun SR Prep & Junior Gold Groups Only  
Senior Sunday Only  
**Registration Deadline:** 9/30/2013

Swimmers can enter four (4) events per day and a maximum of eight (8) events in the meet.  
Swimmers must provide their own timer for the Friday evening events.  
Swimmers in the 1,000 and 500 freestyle must also provide a counter.

**Forms/Documents:**

- [Meet Announcement](#)

Please read the information in the Description section, and also be sure to read the Meet Announcement.

After you have read the information, and if your swimmer qualifies for the meet, such as they are in the Junior Gold, Senior Prep or Senior groups for the October Open example, you should click on the "Attend/Decline" button. That will lead you to the Event Signup page.



## Event Signup Page

Your swimmer or swimmers will be listed in the Athlete Signup area. In this case we only have one swimmer.

**Event Signup**

**Athlete Signup**

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My Account: **Summers, Cathy (703-237-0805)**  
 Event: **PVS October Open (Oct 18 ~ 20, 2013)**  
 Registration Deadline: **September 30, 2013**

Meet Name: [PV 2013 October Open](#)      Location: **Lee District Rec Center**      Course: **YO**      Meet Type:  
 Start Date: **10/18/13**      End Date: **10/20/13**      Age Up Date: **10/18/13**      Use Date Since: **9/1/11**

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>	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>	

  

**Click on Member Name to declare for this Event:**  
**Declaration has been restricted to these groups: Junior Gold,Senior,Senior Prep at All Year,Session1,Session1&2,Session1&3**

Member Name	Member Commitment	Coach Approved	Last Updated
<a href="#">Elena Summers</a> *Active	<span style="color: red;">⊘</span> Undeclared		

For each swimmer, click on the swimmer's name to bring up the next page:

**Athlete Event Signup**

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Member Athlete: **Elena Summers**  
 Event: **PVS October Open (Oct 18 ~ 20, 2013)**

**Important Notes:**

Swimmers can enter four (4) events per day and a maximum of eight (8) events in the meet.  
 Swimmers must provide their own timer for the Friday evening events.  
 Swimmers in the 1,000 and 500 freestyle must also provide a counter.

\*Declaration  --SELECT--

Notes

Please select "Yes" if your swimmer is going to participate in the meet. Please select "No" if your swimmer won't be in the meet. If you do select "No" we won't bother you with reminders as the event deadline approaches. If you select "No", please click the "Save Changes" button, and you are done. If you select "Yes" the screen changes to:



Meet Name: **PV 2013 October Open** Location: **Lee District Rec Center** Course: **YO** Meet Type:

Start Date: **10/18/13** End Date: **10/20/13** Age Up Date: **10/18/13** Use Date Since: **9/1/11**

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>	

Athlete Qualifying Age: **14** 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 type="checkbox"/>	<a href="#">2:18.10Y</a>	2:18.10Y	<input type="checkbox"/>	<input type="checkbox"/>		1	1	3A	W	13-14 200 Back	
<input type="checkbox"/>	<a href="#">11:39.31Y</a>	11:39.31Y	<input type="checkbox"/>	<input type="checkbox"/>		1	1	5C	W	13-14 1000 Free	
<input type="checkbox"/>	<a href="#">2:09.48Y</a>	2:09.48Y	<input type="checkbox"/>	<input type="checkbox"/>		2	2	9A	W	13-14 200 Free	
<input type="checkbox"/>	<a href="#">5:12.06Y</a>	5:12.06Y	<input type="checkbox"/>	<input type="checkbox"/>		2	2	11C	W	13-14 400 Medley	
<input type="checkbox"/>	<a href="#">1:07.33Y</a>	1:07.33Y	<input type="checkbox"/>	<input type="checkbox"/>		2	2	13A	W	13-14 100 Fly	
<input type="checkbox"/>	<a href="#">2:38.25Y</a>	2:38.25Y	<input type="checkbox"/>	<input type="checkbox"/>		2	2	15A	W	13-14 200 Breast	
<input type="checkbox"/>	<a href="#">55.95Y</a>	55.95Y	<input type="checkbox"/>	<input type="checkbox"/>		2	2	17A	W	13-14 100 Free	
<input type="checkbox"/>	<a href="#">2:18.21Y</a>	2:18.21Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	45A	W	13-14 200 Medley	
<input type="checkbox"/>	<a href="#">25.98Y</a>	25.98Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	47A	W	13-14 50 Free	
<input type="checkbox"/>	<a href="#">2:39.04Y</a>	2:39.04Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	49A	W	13-14 200 Fly	
<input type="checkbox"/>	<a href="#">1:11.59Y</a>	1:11.59Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	51A	W	13-14 100 Breast	
<input type="checkbox"/>	<a href="#">5:39.69Y</a>	5:39.69Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	53A	W	13-14 500 Free	
<input type="checkbox"/>	<a href="#">1:03.49Y</a>	1:03.49Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	55A	W	13-14 100 Back	

Save Changes

A note about this table, the Day column is a number not “Sat” or “Sun” because some meets start on a Thursday or Friday or other day of the week. Refer back to the Meet Announcement to figure out whether 1 = Friday, as it does in this case, or Saturday as is the usual case. You can also refer back to the Meet Announcement to figure out whether Session 2 is a morning or afternoon.

If your swimmer has an official time in an event, the time will show up in the second column. Otherwise, the column will contain a “NT” for No Time. Only admin’s can update those times so read the FAQ and then send proof of your swimmer’s qualifying times to [admin@makoswimming.net](mailto:admin@makoswimming.net).

When you are ready to select your swimmer’s events, please click on the checkbox in the left column for each event your swimmer wants to enter. Remember there are limits to how many events your swimmer can enter per day, and the website will warn you if you try to select too many events.



Let's say that Elena and her coach want her to enter the 1,000 Free, the 200 Free, the 400 Medley, the 200 Breast, the 200 Medley, the 200 Fly and 500 Free (poor Elena). The screen will look like this:

Meet Name: <b>PV 2013 October Open</b>	Location: <b>Lee District Rec Center</b>	Course: <b>YO</b>	Meet Type:
Start Date: <b>10/18/13</b>	End Date: <b>10/20/13</b>	Age Up Date: <b>10/18/13</b>	Use Date Since: <b>9/1/11</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>			
Athlete Qualifying Age: <b>14</b>		Gender: <b>Female</b>	

**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 type="checkbox"/>	<a href="#">2:18.10Y</a>	2:18.10Y	<input type="checkbox"/>	<input type="checkbox"/>		1	1	3A	W	13-14 200 Back	
<input checked="" type="checkbox"/>	<a href="#">11:39.31Y</a>	11:39.31Y	<input type="checkbox"/>	<input type="checkbox"/>		1	1	5C	W	13-14 1000 Free	
<input checked="" type="checkbox"/>	<a href="#">2:09.48Y</a>	2:09.48Y	<input type="checkbox"/>	<input type="checkbox"/>		2	2	9A	W	13-14 200 Free	
<input checked="" type="checkbox"/>	<a href="#">5:12.06Y</a>	5:12.06Y	<input type="checkbox"/>	<input type="checkbox"/>		2	2	11C	W	13-14 400 Medley	
<input type="checkbox"/>	<a href="#">1:07.33Y</a>	1:07.33Y	<input type="checkbox"/>	<input type="checkbox"/>		2	2	13A	W	13-14 100 Fly	
<input checked="" type="checkbox"/>	<a href="#">2:38.25Y</a>	2:38.25Y	<input type="checkbox"/>	<input type="checkbox"/>		2	2	15A	W	13-14 200 Breast	
<input type="checkbox"/>	<a href="#">55.95Y</a>	55.95Y	<input type="checkbox"/>	<input type="checkbox"/>		2	2	17A	W	13-14 100 Free	
<input checked="" type="checkbox"/>	<a href="#">2:18.21Y</a>	2:18.21Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	45A	W	13-14 200 Medley	
<input type="checkbox"/>	<a href="#">25.98Y</a>	25.98Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	47A	W	13-14 50 Free	
<input checked="" type="checkbox"/>	<a href="#">2:39.04Y</a>	2:39.04Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	49A	W	13-14 200 Fly	
<input type="checkbox"/>	<a href="#">1:11.59Y</a>	1:11.59Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	51A	W	13-14 100 Breast	
<input checked="" type="checkbox"/>	<a href="#">5:39.69Y</a>	5:39.69Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	53A	W	13-14 500 Free	
<input type="checkbox"/>	<a href="#">1:03.49Y</a>	1:03.49Y	<input type="checkbox"/>	<input type="checkbox"/>		3	5	55A	W	13-14 100 Back	

Save Changes

Remember to click the “Save Changes” button, and then you are done.

### Changing Events

You can go back and change your selections until the meet entry deadline. After the deadline you need to send your change requests to [admin@makoswimming.net](mailto:admin@makoswimming.net), but we may not be able to make any changes if we have already submitted the file to the meet director.



## Event Approval

After the entry deadline, we produce a report which we email to all the swimmers entered in the meet and post on the web site on the meet information page like this:

### Forms/Documents:

- [Meet Announcement](#)
- [Entry Report - CLOSED](#)

We will also update the meet information page with any changes to the schedule, and if we receive one, we will post the timeline and psych sheet. Watch the News page for a notice when those documents get posted.

## Additional Questions

Please first check the FAQ on the web site to see if we have already answered your question, or something close. If you don't find the information you need there, you can email [admin@makoswimming.net](mailto:admin@makoswimming.net) if your question is about the how of entering the meet. You should email your swimmer's coach with questions about which events or whether your swimmer should or should not enter a given meet.

Please let us know what we can do to make this document easier for you to understand and better for the next new parent who has to navigate the meet entry process for the first time.