**ONLINE MEET SIGNUP PROCESS**

* Go to the team website, and login with your email address and password.
* Click on Events Section in the middle of the webpage.
* Find the event you would like to declare for and click Attend/Decline.
* Click on the Swimmer Name and choose Yes or No as your attendance choice.
* Please include in the Notes section anything you want to coaches to be aware of.
* Once you have finished, click on Save Changes.
* Repeat the process for additional swimmers.

Once your declaration(s) is made, the coaching staff will review the data and write the meet entries. Please understand that your swimmer(s) may not always be able to swim the exact events he/she wants. This is based on what the coach feels is best for the development of the individual swimmer and/or the overall success of the team. Go back to the Events Section and under that meet, you will see the Job Signup button. This is to sign up for your volunteer position. Please click that button and follow the instructions to signup.

***Declaring your swimmers attendance for Swim Meets***

*Please be sure to log in to our team web site and commit your swimmer to attend (or not attend) each swim meet. When you do not declare to attend (or not attend), it creates more work for our coaches as they want every swimmer to have the opportunity to participate in the meets but have to prepare for the event.*

*Should you fail to commit your swimmer to attend a swim meet by the Saturday before the scheduled meet, your swimmer will not be included in the relays for that meet. Should you fail to commit your swimmer to attend a swim meet by12 noon on the Wednesday before the scheduled meet, your swimmer may not be included in the meet.*

*We appreciate your help in providing our swimmers with every opportunity to participate*