

A Meet Sign Up

Signing up for A Meets is done through the team web site (here). The primary purpose of the process is to provide an easily accessible way of indicating your swimmer's availability for that meet (yes/no).

Indicating that your swimmer is available for an A Meet does **NOT** guarantee they will swim in an event only that they are available. The Coaches are solely responsible for determining the A Meet lineups and do so to provide the Otters swim team the best chance to win the meet. There are many factors involved in determining the lineup. If you have questions about the process, see the Team Handbook, read the FAQ, ask a board member or email the team at help@gootters.com with your questions. If you have specific questions with regard to your swimmer, you can contact the coach - if you are contacting the coaches, please respect their team time and contact them outside of practice or meet times.

To begin job signup, use any current browser and go to the QO Otters web site at this link <http://www.teamunify.com/Home.jsp?team=recmcslqoo>. Please note that this web site works best with the Firefox or Chrome browsers.

Once at our web site, click on the Sign In link and login using your email address and password. Sign up for A-Meets using the following steps (complete details below):

1. Find the event for which you want to sign up. Click on the "Attend This Event" button
2. Click on the swimmer's name
3. Click the Declaration drop and select either "Yes, please sign (name) up for this event" or "No thanks, (name) will NOT attend this event". You can add information related to the meet in the "Notes" field, if you wish.
4. Click the "Save Changes" button.
5. Repeat for any additional swimmers.

Please make sure you indicate "No" if a swimmer will not be available for the meet.

If at any time you have any questions or concerns, please do not hesitate to contact any board member directly, use the Contact Us link on our web site, or by email at help@gootters.com.

A Meet Signup (Detailed)

To begin A Meet signup, use any current browser and go to the QO Otters web site at this link <http://www.teamunify.com/Home.jsp?team=recmcslqoo>. Please note that this web site works best with the Firefox or Chrome browsers.

The screenshot shows the Quince Orchard Otters website home page. The header features the team name "Quince Orchard Otters" in large white letters on a green background. Below the header is a navigation menu with tabs for Home, About, Team Info, Calendar, Meet Results, Records, Helpful Links, Photos, Events, and Documents. The main content area is divided into several sections:

- Left Sidebar:** Contains a "Sign Out" button, a "System" section with "Start Registration" and "Feedback Zone" buttons, a "My Account" section with a "Contact Us" button, and a "Gear Store" section with "Goggle Center" and "Training Gear" tabs. The "Goggle Center" lists three items: "Tracer Jr. Racing Goggle" for \$14.00, "Velocity Goggle" for \$15.00, and "Gelseal Pilot Goggle" for \$16.00. A "Sponsors" section is also visible at the bottom of the sidebar.
- Center:** Features a large group photo of the swim team with the text "Quince Orchard Otters Swim Team, 2010" overlaid. Below the photo is a yellow box with the "INCLEMENT WEATHER POLICY" and a call to action to call 301-738-1659. To the right of the policy box is a table of "Practice Times (Afternoons)" for different age groups: 8 & Under (5:00 - 5:45 PM), 9-10/11-12 (5:45 - 6:45 PM), and 13 & Over (6:45 - 7:45 PM). A note states "*Practice starts May 31".
- Right Sidebar:** Contains four buttons: "Registration", "Otter Team Suits", "Coaches/Board", and "Team Handbook".
- Bottom Section:** Includes an "Events" section with tabs for "Swim Meet" and "Team Functions". The "Swim Meet" tab lists five events: "MCSL Advanced Referee Clinic" (May 24), "MCSL Referee/Stroke & Turn/Starter Clinic" (Jun 5), "Test B Meet with events" (Jun 6), "MCSL Referee/Stroke & Turn/Starter Clinic" (Jun 7), and "Time Trials" (Jun 11). Each event has an "Attend this Event" button, and the "Time Trials" event has a "Job SignUp" button. A "News" section on the right lists recent news items with dates: "2011 Season Preview" (10/01/10), "Otters Set New MCSL Record" (07/24/10), "Congratulations Gabriel on a New Team Record" (07/10/10), and "2010 Otters News Items" (05/01/10).

Once at our web site, find the meet for which you wish to sign up under the Swim Meet tab in the Events section. If the meet is one of the next 5 events, it will show in the Events section of the home page. Otherwise, click on the "More..." link to see the full list of Events.

Events

Current & Upcoming Past & Archived Reports

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Event Category: --ALL--

May
24
 2011

May 24 (07:00 PM) ~ 24 (09:00 PM), 2011 - MCSL Advanced Referee Clinic
 MCSL Advanced Referee Clinic at Olney Swim Center

June
5
 2011

Jun 5 (08:00 AM) ~ 5 (11:00 AM), 2011 - MCSL Referee/Stroke & Turn/Starter Clinic
 MCSL Referee/Stroke and Turn/Starter Clinics at Olney Swim Center

June
6
 2011

Jun 6 (05:00 PM) ~ 6 (09:00 PM), 2011 - Test B Meet with events

 B

June
7
 2011

Jun 7 (06:00 PM) ~ 7 (09:00 PM), 2011 - MCSL Referee/Stroke & Turn/Starter Clinic
 MCSL Referee/Stroke and Turn/Starter Clinics at Georgetown Prep

June
10
 2011

Jun 10 (09:00 AM) ~ 10 (11:00 AM), 2011 - Test A Meet with events

 A

June
11
 2011

Jun 11 (06:45 AM) ~ 11 (11:00 AM), 2011 - Time Trials

 Time Trials - this is an important opportunity for swimmers to establish their seed times for the first meet of the season. For new swimmers, it is an excellent opportunity to experience how a meet w...

June
12
 2011

Jun 12 (08:00 AM) ~ 12 (11:00 AM), 2011 - MCSL Referee/Stroke & Turn/Starter Clinic

Once you find the meet, click on the "Attend This Event" button. You will be presented with the Event Signup screen.

Event Signup

Athlete Signup

My Account: **Poetzschke, Dieter & Janet (301-869-4838)**
Event: **Home B Meet Placeholder - DO NOT SIGN UP (Jun 15 (05:00 PM) ~ 15 (09:00 PM), 2011)**
Registration Deadline: **June 13, 2011**

Meet Name: **TEST B MEET** Location: **Quince Orchard** Course: **SO** Meet Type:
Start Date: **06/06/11** End Date: **06/06/11** Age Up Date: **06/01/11** Use Date Since: **01/01/70**

Enforce entry based on [Qualify Times]: No	Restrict entry [Best Time] to same [Meet Type]: No
Allow Athletes to commit by Event: Yes, by Event	
Allow Course Conversion for Relays: No	
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No	

[View All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Eve Poetzschke	 Not Committed		03/05/11 07:40

All active swimmers will be listed at the bottom of the screen under the Member Name column. To sign up for that swimmer, click on the swimmer's name. You will be presented with the Athlete Event Signup screen.

Athlete Event Signup

Member Athlete: **Eve Poetzschke**
Event: **Home B Meet Placeholder - DO NOT SIGN UP (Jun 15 (05:00 PM) ~ 15 (09:00 PM), 2011)**

Important Notes: **PLEASE READ:** Signing up for this meet is your commitment to attend and participate but is only a request for specific events. Coaches will make the final assignment of swimmers in individual events.
You should sign up for **no more than 3** events.

*Declaration: **No, thanks, [Eve] will NOT attend this event** ▼

Notes:

[Save Changes](#)

If your swimmer is not available for the meet, select "No thanks, (name) will NOT attend this event" in the Declarations field. You may add any information related to this meet or this decision in the Notes field. Click on the Save Changes button to record your changes.

If your swimmer is available for the meet, select "Yes, please sign (name) up for this event" in the Declarations field. Note that when you select "Yes" you may see a list of events for their age group. Do NOT make any event choices for A Meets as these will be ignored. **The coaches have sole discretion for event assignment and lineup decisions.**

Athlete Event Signup

Member Athlete: **Eve Poetzschke**

Event: **Home B Meet Placeholder - DO NOT SIGN UP (Jun 15 (05:00 PM) ~ 15 (09:00 PM), 2011)**

Important Notes: **PLEASE READ:** Signing up for this meet is your commitment to attend and participate but is only a request for specific events. Coaches will make the final assignment of swimmers in individual events.

You should sign up for **no more than 3** events.

*Declaration: Yes, please sign [Eve] up for this event

Notes:

Meet Name: **TEST B MEET**

Location: **Quince Orchard**

Course: **SO**

Meet Type:

Start Date: **06/06/11**

End Date: **06/06/11**

Age Up Date: **06/01/11**

Use Date Since: **01/01/70**

Enforce entry based on [Qualify Times]: No	Restrict entry [Best Time] to same [Meet Type]: No
Allow Athletes to commit by Event: Yes, by Event	
Allow Course Conversion for Relays: No	
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No	

Athlete Qualifying Age: **13**

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	Approval	Day	Sess	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	<u>36.86S</u>	36.86S	<input type="checkbox"/>		1	1	10	G	13-14 50 Free	
<input type="checkbox"/>	<u>1:32.32S</u>	1:32.32S	<input type="checkbox"/>		1	1	16	G	13-14 100 Medley	
<input type="checkbox"/>	<u>49.81S</u>	49.81S	<input type="checkbox"/>		1	1	26	G	13-14 50 Back	
<input type="checkbox"/>	<u>47.32S</u>	47.32S	<input type="checkbox"/>		1	1	36	G	13-14 50 Breast	
<input type="checkbox"/>	<u>48.59S</u>	48.59S	<input type="checkbox"/>		1	1	46	G	13-14 50 Fly	

 Save Changes

You may add any information related to this meet or this decision in the Notes field. Click on the Save Changes button to record your changes.

After you click the Save Changes button, you will be presented with the Event Signup screen which will reflect your choices.

Event Signup

Athlete Signup

My Account: **Poetzschke, Dieter & Janet (301-869-4838)**
Event: **Home B Meet Placeholder - DO NOT SIGN UP (Jun 15 (05:00 PM) ~ 15 (09:00 PM), 2011)**
Registration Deadline: **June 13, 2011**

Meet Name: **TEST B MEET** Location: **Quince Orchard** Course: **SO** Meet Type:
Start Date: **06/06/11** End Date: **06/06/11** Age Up Date: **06/01/11** Use Date Since: **01/01/70**

Enforce entry based on [Qualify Times]: No	Restrict entry [Best Time] to same [Meet Type]: No
Allow Athletes to commit by Event: Yes, by Event	
Allow Course Conversion for Relays: No	
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No	

[View All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Eve Poetzschke Suspended	<input checked="" type="checkbox"/> Committed	#26 (d1/s1): G 13-14 50 Back (49.81S) #36 (d1/s1): G 13-14 50 Breast (47.32S)	03/28/11 08:18

Note: If your swimmer is not available, the Member Commitment column will reflect "Not committed".

The deadline for signing up for an A Meet is midnight Wednesday night/Thursday morning. The coaches will determine the lineups and event assignments on Thursdays. The final lineups will be posted Thursday evenings. All assigned swimmers will receive an email notification that the lineups are posted.

At this point, you should confirm your swimmer's attendance. To do this, go back into the A Meet signup by clicking on the "Attend This Event" button for the meet. Click on your swimmer's name to get to the Athlete Event Signup screen. The screen will show which events are assigned to the swimmer.

Athlete Event Signup

Member Athlete: **Eve Poetzschke**

Event: **Home B Meet Placeholder - DO NOT SIGN UP (Jun 15 (05:00 PM) ~ 15 (09:00 PM), 2011)**

Important Notes: **PLEASE READ:** Signing up for this meet is your commitment to attend and participate but is only a request for specific events. Coaches will make the final assignment of swimmers in individual events.

You should sign up for **no more than 3** events.

*Declaration: Yes, please sign [Eve] up for this event

Notes:

Meet Name: **TEST B MEET**

Location: **Quince Orchard**

Course: **SO**

Meet Type:

Start Date: **06/06/11**

End Date: **06/06/11**

Age Up Date: **06/01/11**

Use Date Since: **01/01/70**

Enforce entry based on [Qualify Times]: No	Restrict entry [Best Time] to same [Meet Type]: No
Allow Athletes to commit by Event: Yes, by Event	
Allow Course Conversion for Relays: No	
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No	

Athlete Qualifying Age: **13**

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	Approval	Day	Sess	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	<u>36.86S</u>	36.86S	<input type="checkbox"/>		1	1	10	G	13-14 50 Free	
<input type="checkbox"/>	<u>1:32.32S</u>	1:32.32S	<input type="checkbox"/>		1	1	16	G	13-14 100 Medley	
<input type="checkbox"/>	<u>49.81S</u>	49.81S	<input type="checkbox"/>		1	1	26	G	13-14 50 Back	
<input type="checkbox"/>	<u>47.32S</u>	47.32S	<input type="checkbox"/>		1	1	36	G	13-14 50 Breast	
<input type="checkbox"/>	<u>48.59S</u>	48.59S	<input type="checkbox"/>		1	1	46	G	13-14 50 Fly	

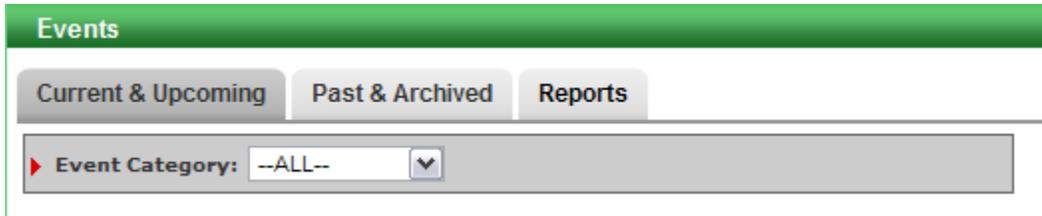
 Save Changes

Enter your initials as the last line in the Notes field and click on Save Changes to confirm the swimmer's attendance. The deadline for confirmation is 9:00 AM on the Friday before the meet.

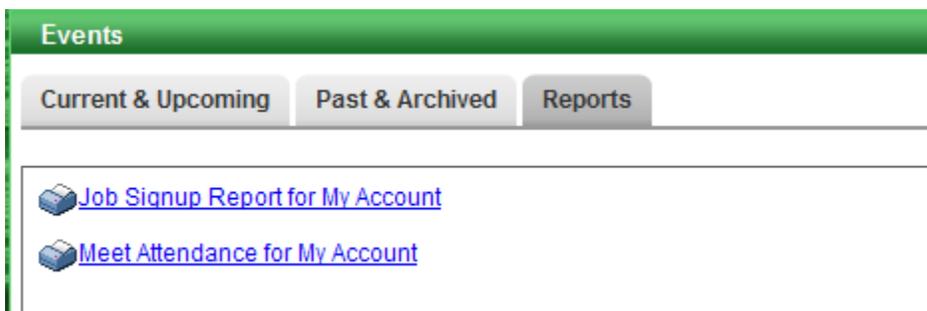
If you do not confirm your swimmer's attendance and we cannot determine the swimmer's availability, you swimmer may be removed from the lineup for that meet.

Getting a List of Meet Attendance

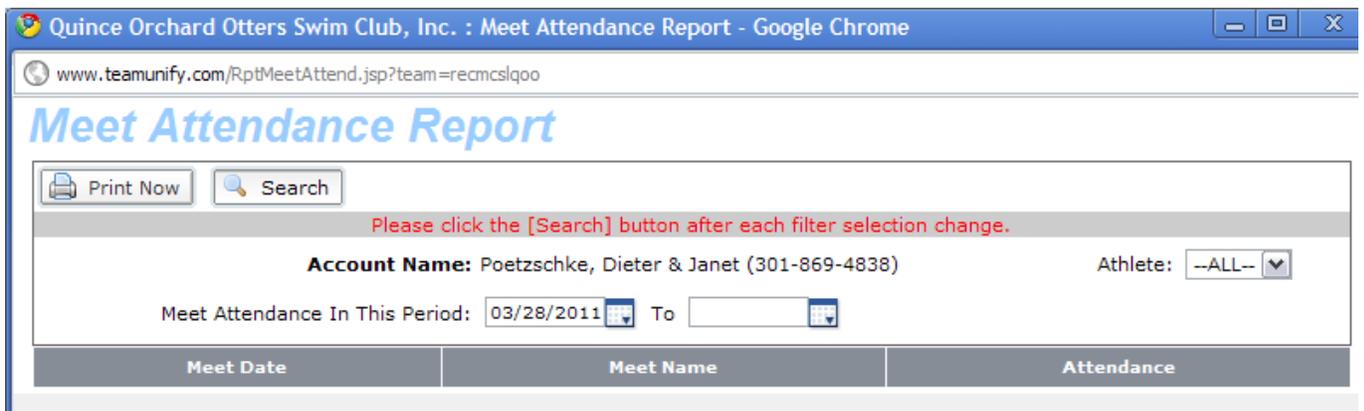
To get a report or list of all meets for which your swimmer's are signed up, start from the Events list. To get to the Events list, on the Home page click on the "More..." link of the Events section to see the full list of Events.



At the top of the list, click on the Reports tab.



In the Reports tab, click on the "Meet Attendance for My Account" link. You will be presented with the Meet Attendance Report query screen.



By default the report will include all meets associated with swimmers in your account from the current date (today) forward. You can change the start date if you want a list including past meets. Click Search to generate the report.

Meet Attendance Report

 Print Now

 Search

Please click the [Search] button after each filter selection change.

Account Name: Poetzschke, Dieter & Janet (301-869-4838)

Athlete: --ALL--

Meet Attendance In This Period: 01/01/2010 To 03/28/2011

Meet Date	Meet Name	Attendance
06/23/10	WEEK 1B 2010	Poetzschke, Eve #2 SCM G 12 & Under 100 Medley #34 SCM G 11-12 50 Breast #44 SCM G 11-12 50 Fly
07/17/10	WEEK 5A 2010	Poetzschke, Eve #2 SCM G 12 & Under 100 Medley #12 SCM G 11-12 50 Free #34 SCM G 11-12 50 Breast

Click Print Now if you want to send the report to your printer.