B Meet Sign Up

Signing up for B Meets is done through the team web site (here). Signing up for an A Meet is a matter of indicating your swimmer's availability for that meet (yes/no).

As a team policy, the coaches work to get every swimmer that requests to swim at a B Meet to swim. So, while it is important to indicate when your swimmer will be at a meet, it is just as important to indicate when your swimmer will NOT be available for a B Meet. Please register your swimmers for every B Meet indicating whether they will be available or not. Generally, swimmers will swim the events for which the signed up. However, there are many factors including the coach's discretion that will cause a swimmer to be signed up for a different event or not be assigned to one for which they signed up. Some factors include:

- Having competed in an event in the previous A Meet
- Swimmer having just become legal in a new stroke and the coach wants a time on record
- Swimmer signed up for more than 3 events (plus the IM)
- Coach's discretion

If you have questions about the process, read the FAQ, ask a board member or email the team at help@qootters.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 B-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. If "Yes", select up to 3 events and the IM.
   *Only select strokes in which your swimmer is legal and **do not select more than 3 plus the IM**. If you are unsure, please speak with the coaches.*
5. Click the "Save Changes" button.
6. 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@qootters.com.

B Meet Signup (Detailed)

To begin B 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.

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

► 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

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June 6
2011

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

⊕ Attend this Event

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

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June 10
2011

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

⊕ Attend this Event

A

June 11
2011

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

⊕ Attend this Event   🧑 Job Signup

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

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

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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 will see a list of events for their age group.

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 fromat: **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.

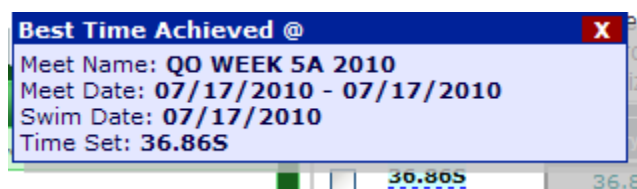|	Best Time	Entry Time	Bonus	Approval	Day	Sess	Ev#	Gen	Event	Qualify Time
☐	36.86S	36.86S	☐		1	1	10	G	13-14 50 Free	
☐	1:32.32S	1:32.32S	☐		1	1	16	G	13-14 100 Medley	
☐	49.81S	49.81S	☐		1	1	26	G	13-14 50 Back	
☐	47.32S	47.32S	☐		1	1	36	G	13-14 50 Breast	
☐	48.59S	48.59S	☐		1	1	46	G	13-14 50 Fly	

💾 Save Changes

You may add any information related to this meet in the Notes field.

At the bottom, select up to three events plus the IM by clicking on the checkbox to the left of that event. Selected events will have a checkmark in the checkbox and the Entry Time will be highlighted.
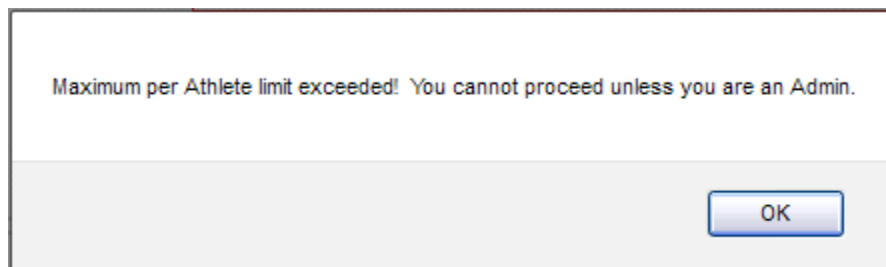
	Best Time	Entry Time	Bonus	Approval	Day	Sess	Ev#	Gen	Event	Qualify Time
☐	36.86S	36.86S	☐		1	1	10	G	13-14 50 Free	
☐	1:32.32S	1:32.32S	☐		1	1	16	G	13-14 100 Medley	
☑	49.81S	49.81S	☐		1	1	26	G	13-14 50 Back	
☑	47.32S	47.32S	☐		1	1	36	G	13-14 50 Breast	
☐	48.59S	48.59S	☐		1	1	46	G	13-14 50 Fly	

💾 Save Changes

If you rest the mouse cursor over the Best Time field, you will see a popup giving you information about the Best Time including when it was recorded.

Best Time Achieved @   **X**

Meet Name: **QO WEEK 5A 2010**
Meet Date: **07/17/2010 - 07/17/2010**
Swim Date: **07/17/2010**
Time Set: **36.86S**

☐ 30.86S   36.8

If you attempt to select too many events you will be presented with the following popup

Maximum per Athlete limit exceeded! You cannot proceed unless you are an Admin.

OK

Simply click OK. Verify that you have the intended events selected.

When you are finished with your selections, 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 in the Coach Approved column. Please note that "Coach Approved" is the name of the column, the events are not actually approved by the coach until you see a red checkmark to the right of the event.

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	☑ 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 a B Meet is midnight Monday night/Tuesday morning. The coaches will determine the lineups and event assignments on Tuesdays. The final lineups will be posted Tuesday evenings or Wednesday morning. All assigned swimmers will receive an email notification that the lineups are posted.

At this point, you can see which events have been assigned to swimmer. 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 with an indication in the Approval column.

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**	

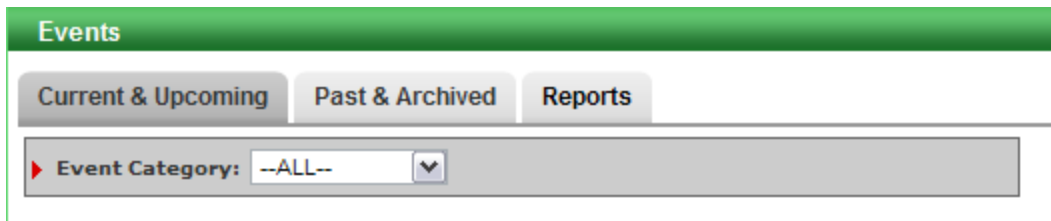Athlete Qualifying Age: **13** Gender: **Female**

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 fromat: **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.

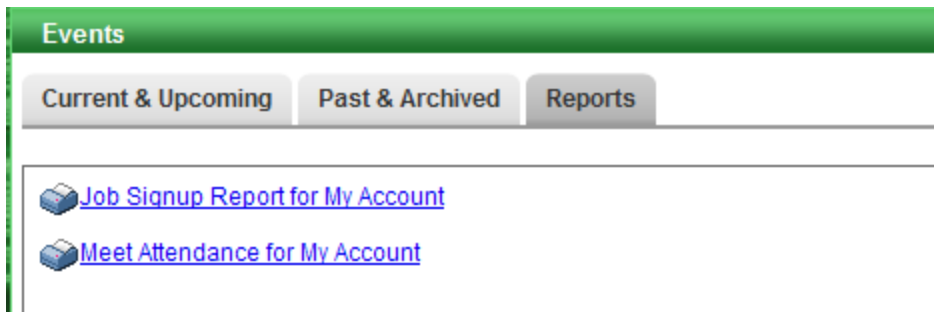|	Best Time	Entry Time	Bonus	Approval	Day	Sess	Ev#	Gen	Event	Qualify Time
☐	36.86S	36.86S	☐		1	1	10	G	13-14 50 Free	
☐	1:32.32S	1:32.32S	☐		1	1	16	G	13-14 100 Medley	
☐	49.81S	49.81S	☐		1	1	26	G	13-14 50 Back	
☐	47.32S	47.32S	☐		1	1	36	G	13-14 50 Breast	
☐	48.59S	48.59S	☐		1	1	46	G	13-14 50 Fly	

💾 Save Changes

No explicit confirmation is required for the Wednesday B Meets. However, if something has changed and your swimmer will no longer be available, please let us know immediately. An empty lane is a missed opportunity for someone else to swim.
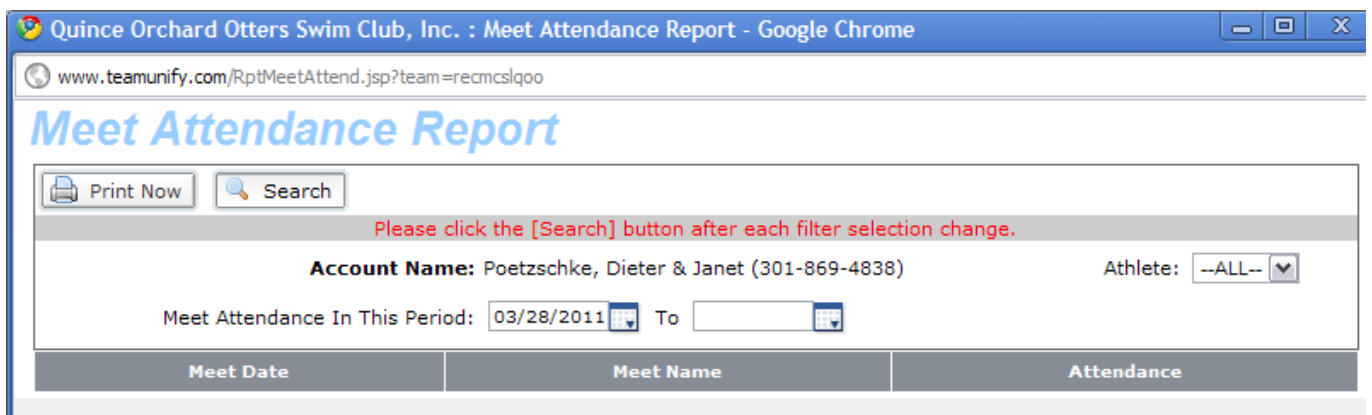
Getting a List of Meet Attendance

To get a report or list of all meets for which your swimmers 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 an 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.