SouthGlenn Country Club Swim Team

Parent/Athlete Swim Meet Sign-Up Directions

Description: This document will describe how a parent can find a swim meet on the Team Unify (TU) web site, commit to attending the meet, and select Individual events for their swimmer. Swim Meet selections need to be made by **Tuesday Night** during the week of the meet. DO NOT SIGN UP FOR RELAYS HERE. They will be set up by the coaches

If your child CANNOT swim the early or late relay, please let the coaches know by Tuesday's practice.

Similarly, if your child will be arriving late (and can only swim only late events), or leaving early (and can only swim early events) please communicate this directly with your coach and enter the notes section when you commit your child.

Step 1: You must log into the TU Web site with your login credentials

Step 2: Find the "event" (i.e. Swim Meet) you would like to sign up for. There are 3 areas on the home page where you can find the "Event" List. They are circled below.

Click the event directly or access one of the event list pages and choose the event.

Step 3: Once you see the list of events (I.e. swim meets), select which "event" (i.e. swim meet) you are signing up for and click the "Attend/Decline" button. This is how you commit to or decline being at the meet.

Step 4: On the Event Sign up Page, click on your athlete's name. It will tell you in the member commitment column whether you have already committed for the meet. You should communicate whether you will attend each meet. This means you should also communicate if you will **not** be at a meet.

This will open the next page to select whether or not you will attend.

Step 5: In the Declaration drop down, select whether you will or will not be attending this event (i.e. Swim Meet). Please add any notes specific to your child in the notes field. (i.e. Will not be at the late relay or can only swim early races). Click on the Save Changes button.

If you choose; **"No, Thanks. (Name) will NOT attend this event"**, you are done.

If you choose; **"Yes, please sign up (NAME) for this event"**, this will expand the page to include specific swim races to sign up for. Go to the next step.

Step 6: Select the **Individual** races that you would like to compete in for this event/meet and choose Save Changes. You can select 3 individual events. The coaches will ultimately choose and arrange any relay teams. We have not determined how to exclude relays from the selection list…they are typically the last 2 choices in the list.

Athlete Event Signup

Member Athlete: **Albert Scheckenbach**

Event: **SGCC At Castle Pines (Jun 7 (08:00 AM) ~ 7 (02:00 PM), 2014)**

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

Notes:

| Meet Name: **2014 MHSL 6 Lanes Short Meters** | Location: **Home Team Name** | Course: **S** | Meet Type: |
| Start Date: **6/1/14**   End Date: **6/1/14** | Age Up Date: **6/1/14** | Use Date Since: **1/1/70** |

Enforce entry based on [Qualify Times]: **No**	Restrict entry [Best Time] to same [Meet Type]: **No**
Event Declaration Setting: **Commit by Event » Edit**	Maximum Event Entry Limitations » View
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: **11**   Gender: **Male**

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
☑	35.41S	35.41S	☐	☐		1	1	21	B	11-12 50 Free	
☑	51.00S	51.00S	☐	☐		1	1	31	B	11-12 50 Fly	
☑	45.59S	45.59S	☐	☐		1	1	43	B	11-12 50 Back	
	52.18S	52.18S	☐	☐		1	1	55	B	11-12 50 Breast	
☐	1:22.73S	1:22.73S	☐	☐		1	1	65	B	11-12 100 Free	
☐	1:37.91S	1:37.91S	☐	☐		1	1	75	B	11-12 100 Medley	

Save Changes

If you get the below window, it tells you that you have selected too many events. This only applies to individual events. You can only select 3. The relay races are at the bottom of the list….these are not included in the 3 event limitation and should not be chosen.

After clicking on "Save Changes" you will see the result of your selections. It will be marked as "Committed" and list the races chosen.

Note that the coaches will go in and approve each child's individual event selections and set up the relay teams through the "Meet Manager" software.   This will be done on Tuesday nights.

There may be cases where the coaches need to change an event you have chosen for your child. Such a case would be if every 8 & U boy chose to swim 25 M Free and no one signed up for 25 M Fly. The coaches will communicate with the swimmer/parents if an event needs to be changed.