

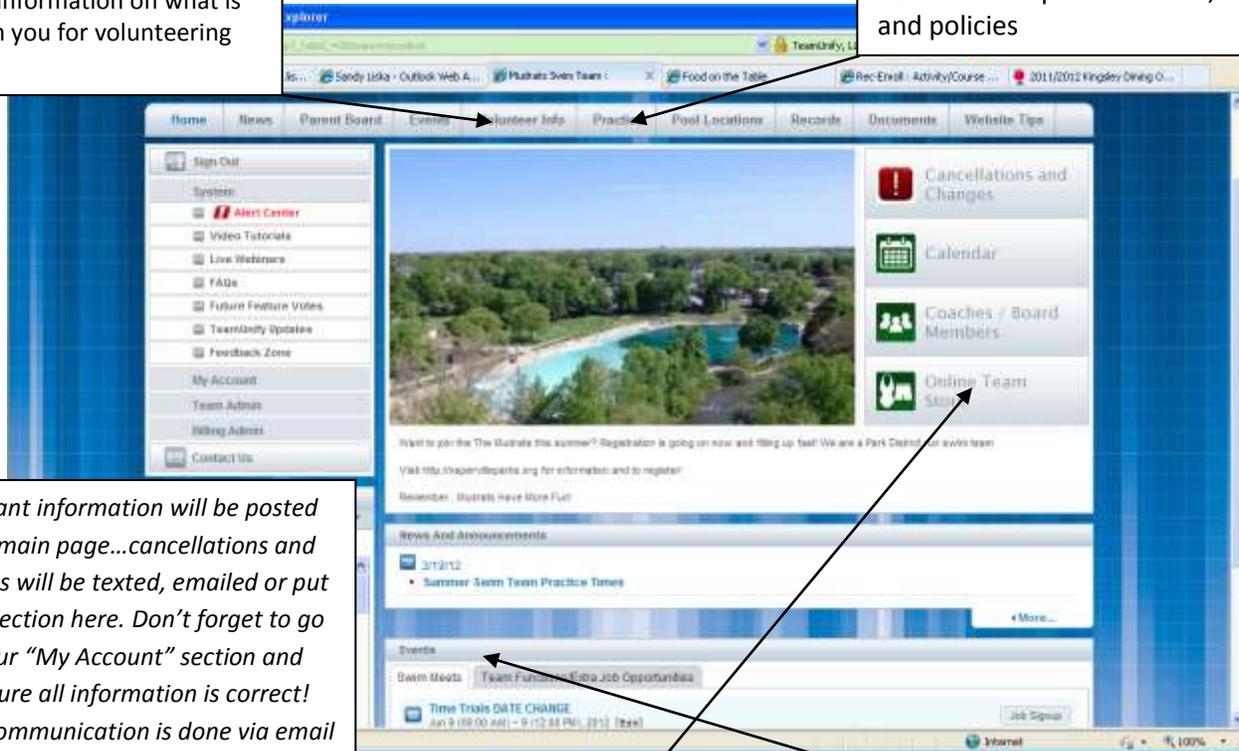
Mudrat Website

When you log in you should go directly to the home page. Occasionally deals are put on the front page...scroll to the bottom and opt out if you do not want to see these ads again.

If you want to get to the home page at any time click on the link that is on the top navigation bar that says "home". Below is everything that you should see on the home page...**REMEMBER to log in**...some information is only available to swimmers' families who have paid for the current season and paid deposits.

Click here for information on what is expected from you for volunteering this

Click here for practice times, locations and policies



Important information will be posted on the main page...cancellations and changes will be texted, emailed or put in the section here. Don't forget to go into your "My Account" section and make sure all information is correct! Most communication is done via email and text.

Swim suits have already been chosen. Click on "Online Team Store" button and then the "mudrats team suits tab" to order. Make sure you are logged in to get the Mudrat discount. You will be able to log in after deposits are received and you have signed up for volunteer jobs.

Upcoming Events! Click on any of these events to see more information about what is on the schedule for the Mudrats. Note that "swim meets" are one tab and "team Functions" is another tab. If you need to see further in the season, click on "More..." at the bottom or click on "Events" in the top navigation bar. Is it missing something you think should be listed? Email us and let us know.

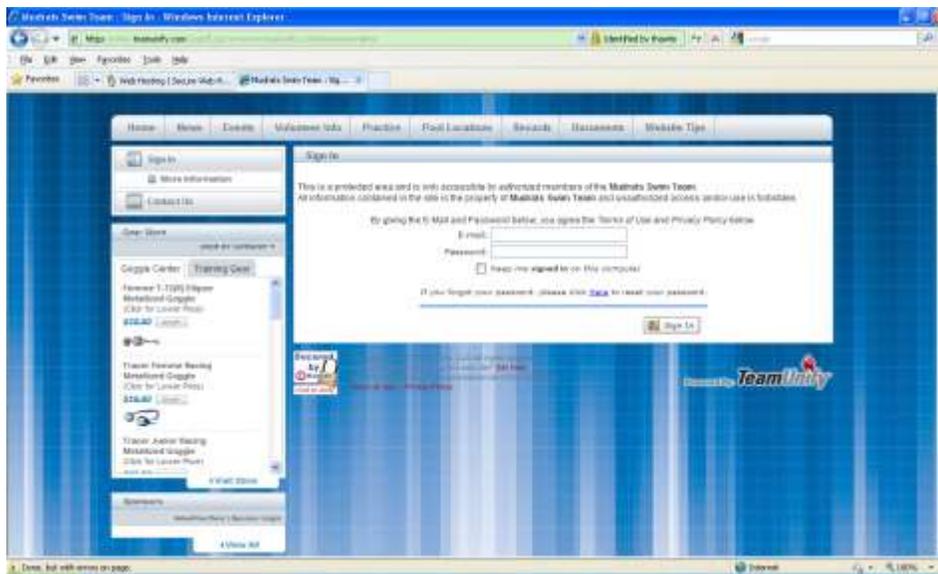
You can always email through the website with any questions or concerns. Click on the "Contact Us" button on the navigation bar and let us know what you need.

Log on to www.mudrats.org



Simply click on the “sign in” button. You should receive an email after the Open House that gives you the ability to change your password and log in to www.mudrats.org website.

Note: You will not receive discounts from the Team Swim Store or be able to sign up for jobs and swim meets without logging into your Mudrats account first.



Forgot your password?

Simply click on the “sing in” button. It will bring you to this screen. Click on the message that says “If you forgot your password, please click Here to reset your password”

An email will be sent to your main email address helping you reset your password. **MAKE SURE YOUR EMAIL ON FILE REMAINS CURRENT!**

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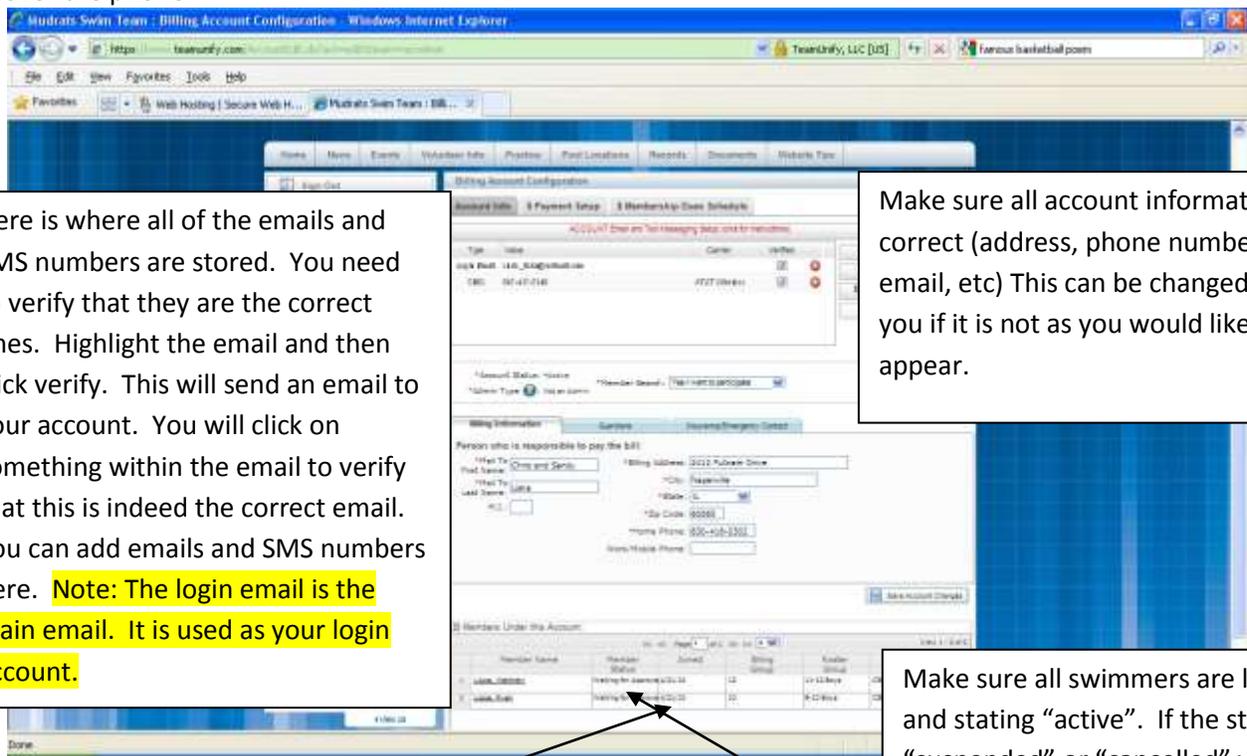
Account Information Verification (make sure information is always kept current)

Accurate account information is imperative! Most communication is done via the website, email, and SMS messages. Incorrect account information can mean you not getting the information you need.

Make sure all of the following is correct or updated:

Log in. Click on the “My Account” Link that appears on the left navigation bar (You will not see this if you are not logged in...it is **IMPORTANT** that you always log in when doing anything on the site. If you are not logged in you will not receive discounts at the Swim Store, you cannot see your account, sign up for volunteer jobs OR sign in your swimmers for the meets.

You will see the screen below. This is all of your account information. You will need to verify your emails and you may add an SMS phone number if you would like to be contacted for pool closings etc. over the phone.



Here is where all of the emails and SMS numbers are stored. You need to verify that they are the correct ones. Highlight the email and then click verify. This will send an email to your account. You will click on something within the email to verify that this is indeed the correct email. You can add emails and SMS numbers here. **Note: The login email is the main email. It is used as your login account.**

Make sure all account information is correct (address, phone number, email, etc) This can be changed by you if it is not as you would like it to appear.

Make sure your swimmer is in the correct age group. You cannot fix this...email us if you believe they are in the wrong one and we will fix it.

Make sure all swimmers are listed and stating “active”. If the status is “suspended” or “cancelled” you have not paid for the current swim season for that swimmer. If it states “waiting for approval” you have not signed up for your volunteer positions yet. If you think there is an error, please email us and let us know.

You can always email through the website with any questions or concerns. Click on the “Contact Us” button on the navigation bar and let us know what you need.

How to Order Suits

Please Note: You will be able to try on and ORDER suits once your account has been activated.

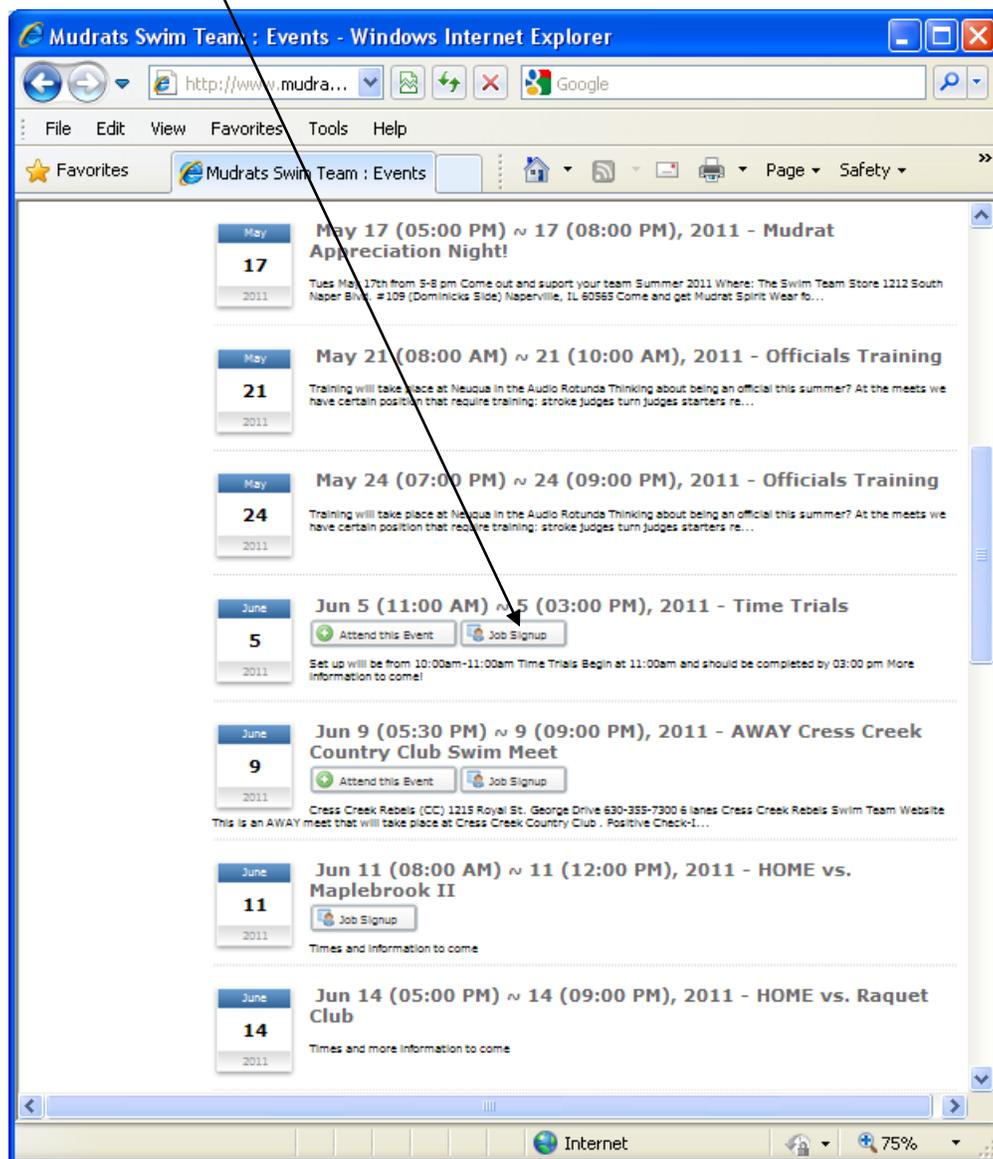
It is activated after you pay your deposits AND after 7pm the day of Open House.

- 1- Go to our website www.mudrats.org (MAKE SURE YOU ARE LOGGED IN FOR DISCOUNT!)
- 2- Click on the "Online Team Store" button.
- 3- Click on "Mudrat Team Suits" on the top right of the team store.
- 4- Select the style of your team suit
- 5- Select the size you need and "Add to Cart"
- 6- Proceed to checkout, enter your credit card information, select your shipping and place order. Over \$75 in orders will get you free shipping...
- 7- Your NEW team suit is shipped directly to your door in 4-6 business days! Order early so that you have the suit ready for Time Trials.

You can always email through the website with any questions or concerns.
Click on the "Contact Us" button on the navigation bar and let us know what you need.

How to sign up for a job

- 1- Login
- 2- Click on “Events” on the top black navigation bar
- 3- You will need to sign up for 5 meets this season. Find the events you are interested in.
- 4- Click on the “Job signup” button for that particular event

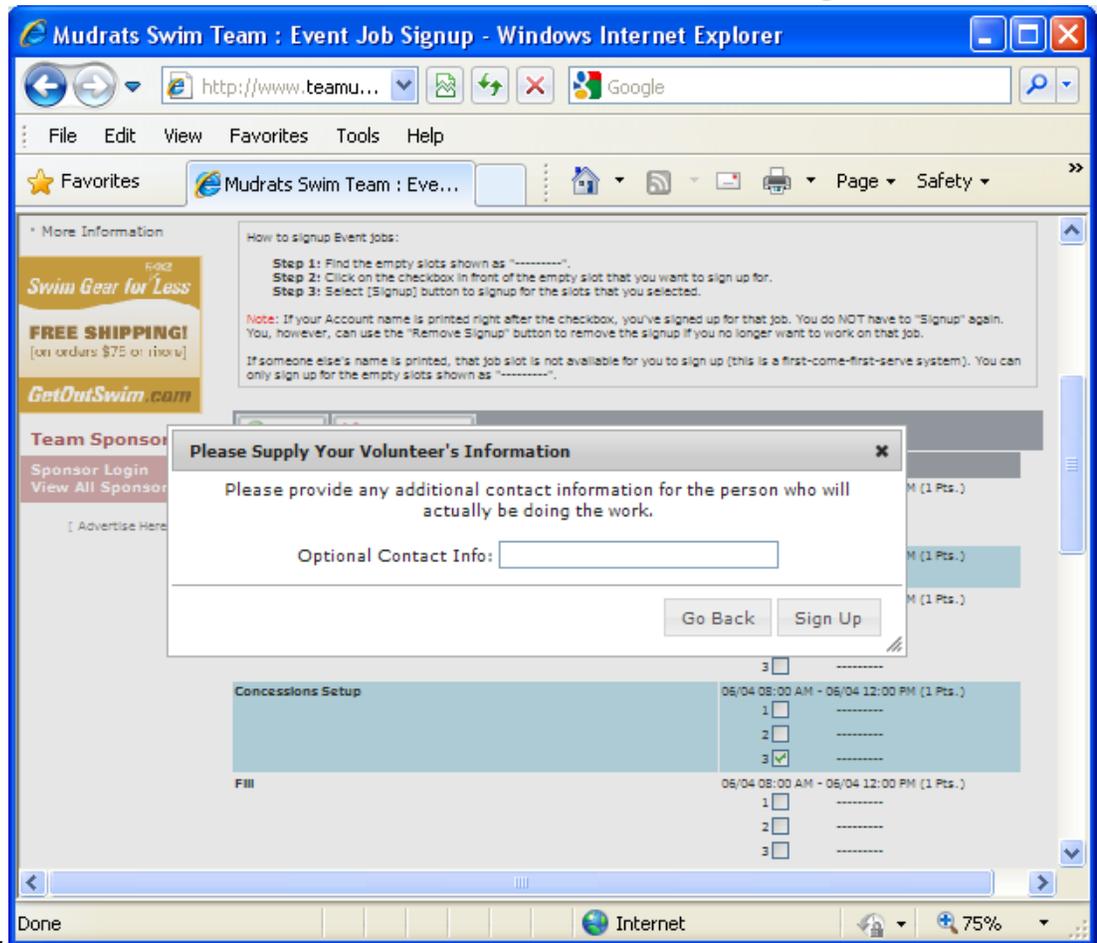


You can always email through the website with any questions or concerns. Click on the “Contact Us” button on the navigation bar and let us know what you need.

6- Put a check mark in the job that you are interested in

7- Click "signup" button

8- You will see a window like below. Please put any information that we would need for that volunteer. If it is you and your account is up to date, we have your information. If it is your spouse and he has a different cell phone number you may want to put it here. If it is your high school/college appointed volunteer, you may want to put their information. **Please keep in mind that this information entered here will be visible to all registered swimmer**



families.

You are signed up! THANK YOU! We cannot run a swim team without great volunteers like yourself. It is very much appreciated that you get signed up early and make it to all the events you are signed up for. If there are any problems and questions, please contact:

parentparticipation@mudrats.org

or

parentparticipation1@mudrats.org

Emails are all listed on the website!

You can always email through the website with any questions or concerns. Click on the "Contact Us" button on the navigation bar and let us know what you need.

How to Sign Swimmer Up for Meet!

- 1- Click on "Events" on the top navigation bar
- 2- Find the event that you are signing up for
- 3- Click on "Attend this event"

The screenshot shows a Mozilla Firefox browser window displaying the Mudrats Swim Team's events page. The browser's address bar shows the URL: http://www.teamunify.com/EventsCurrent.jsp?_tabid_=27. The page features a calendar view with several events listed:

- May 21 (08:00 AM) ~ 21 (10:00 AM), 2011 - Officials Training**
Training will take place at Neuqua in the Audio Rotunda Thinking about being an official this summer? At the meets we have certain position that require training: stroke judges turn judges starters re...
- May 24 (07:00 PM) ~ 24 (09:00 PM), 2011 - Officials Training**
Training will take place at Neuqua in the Audio Rotunda Thinking about being an official this summer? At the meets we have certain position that require training: stroke judges turn judges starters re...
- June 5 (11:00 AM) ~ 5 (03:00 PM), 2011 - Time Trials**
Set up will be from 10:00am-11:00am Time Trials Begin at 11:00am and should be completed by 03:00 pm More information to come!
Attend this Event Job Signup
- June 9 (05:30 PM) ~ 9 (09:00 PM), 2011 - AWAY Cress Creek Country Club Swim Meet**
Cress Creek Rebels (CC) 1215 Royal St. George Drive 630-355-7300 6 lanes Cress Creek Rebels Swim Team Website This is an AWAY meet that will take place at Cress Creek Country Club . Positive Check-I...
- June 11 (08:00 AM) ~ 11 (12:00 PM), 2011 - HOME vs. Maplebrook II**
Job Signup
Times and information to come
- June 14 (05:00 PM) ~ 14 (09:00 PM), 2011 - HOME vs. Raquet Club**
Times and more information to come

An arrow from the text above points to the "Attend this Event" button for the June 5th event.

You can always email through the website with any questions or concerns.
Click on the "Contact Us" button on the navigation bar and let us know what you need.

4- You should see the swimmers that you have registered. If you do not see swimmers here you need to make sure that you have paid your deposit. This is required for the swimmers to swim in the meets. Questions or you believe your swimmer should be showing, please contact parentparticipation@mudrats.org or parentparticipation1@mudrats.org



5- Click on each swimmer. **You need to sign ALL swimmers in or out of every meet.**



You can always email through the website with any questions or concerns. Click on the "Contact Us" button on the navigation bar and let us know what you need.

6- You choose Yes or No and then you can put a note if needed.
7- When you are returned to the page you will see a red check mark and the words “committed” or “not committed”. Please sign up for all meets early. The deadline for signing up for a meet is midnight one week before the meet. If you are not signed up, your swimmer may not be able to swim. It takes time for the coaches to put together relays etc. so please have your swimmers committed asap. If you have any questions, you can email the coaches through the website. If you need help committing your swimmer to a meet, contact webmaster@mudrats.org



You can always email through the website with any questions or concerns.
Click on the “Contact Us” button on the navigation bar and let us know what you need.