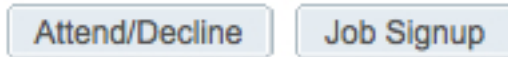


# Swimmer Sign In/Out & Volunteer Sign Up

## LOG ON TO OUR WEBSITE

Click on the **Events & Sign In tab**. Click on the specific event listing. You will see two buttons:



## FOR SWIMMERS:

- Click on Attend/Decline button.**
- Click on the swimmer's name.
- In the declaration --SELECT-- box, choose one of these options:
  - If attending: Yes, please sign [name] up for this event.
  - If not attending: No, thanks, [name] will NOT attend this event.
- If attending, click the box for Day 1/Session 1 (if it appears).
- In the notes section:
  - You can make a *request* for specific individual events. This request will be determined by the coaches, but no guarantees!
  - You can write if your swimmer is leaving the meet early, is arriving late, or can't swim specific events.
- Click the Save Changes button. If attending, it will show Committed next to the swimmer's name. If not attending, it will show Declined next to the name.
- You will receive a confirmation email from Broadstone Barracudas Administrator.
- If you need to change your commitment after selecting yes or no, click on the Edit Commitment button.

## FOR VOLUNTEER JOBS:

Click on **Job Signup button**.

- Select an available job.

If you have a swimmer swimming, you must sign up for one shift. If you have more than one swimmer, only sign up for one shift. You must include your cell phone number in the contact info section.