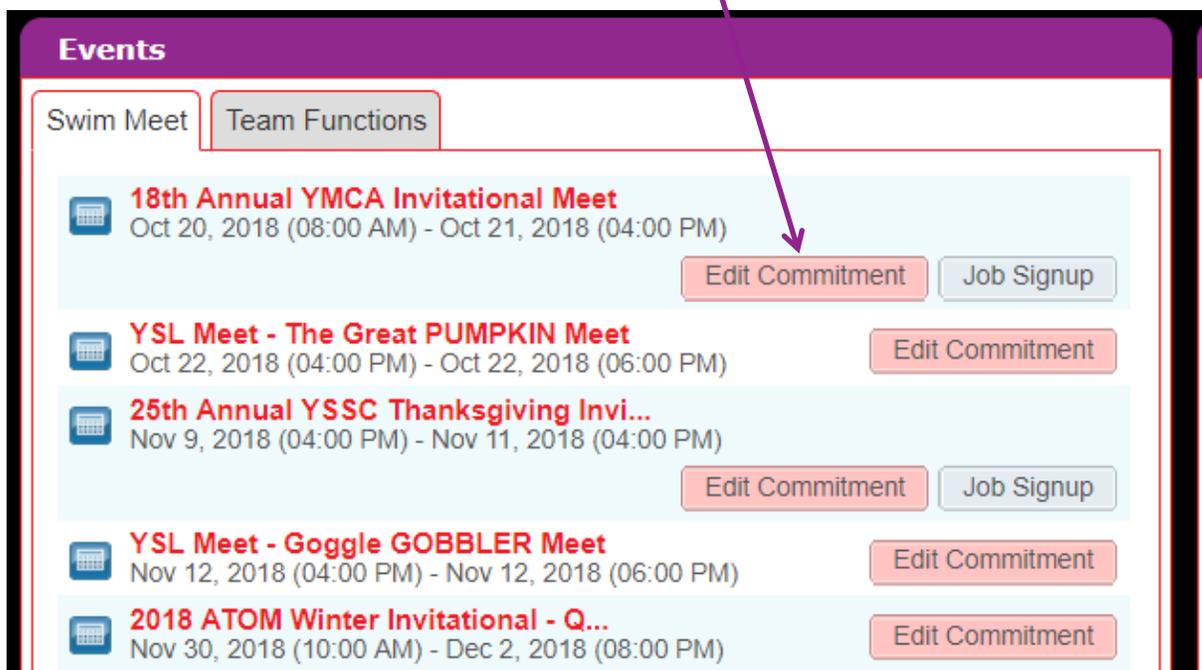


# How to Commit or Decline a Swim Meet

## (AKA: How to Sign-up For a Swim Meet)

For all swim meets, YSSC requires swimmers to commit or decline that they will be attending. This step must be done prior to the Registration Deadline associated with that event. By “committing” to a meet, you are stating that your swimmer will be competing at that meet and you will be responsible for all applicable meet fees. If you are uncertain about which swim meets your swimmer should attend, please contact your swimmer’s coach.

1. Go to the team website ([www.goCUKES.com](http://www.goCUKES.com)), log into your personal account, scroll to the bottom of the page and locate the “Events” tab. If you have any issues logging into your account – contact Heather Martin (HMARTIN@SpartanburgYMCA.org)
2. Under this tab, select the meet (or event) you want to sign your athlete up for (In this example we are going to sign-up for the “18<sup>th</sup> Annual YMCA Invitational Meet”).



The screenshot shows the 'Events' section of a website. At the top, there are two tabs: 'Swim Meet' (selected) and 'Team Functions'. Below the tabs is a list of five swim meets, each with a calendar icon, the meet name, dates, and times, and buttons for 'Edit Commitment' and 'Job Signup'. A purple arrow points to the 'Edit Commitment' button for the first meet.

Meet Name	Dates and Times	Buttons
18th Annual YMCA Invitational Meet	Oct 20, 2018 (08:00 AM) - Oct 21, 2018 (04:00 PM)	Edit Commitment, Job Signup
YSL Meet - The Great PUMPKIN Meet	Oct 22, 2018 (04:00 PM) - Oct 22, 2018 (06:00 PM)	Edit Commitment
25th Annual YSSC Thanksgiving Invi...	Nov 9, 2018 (04:00 PM) - Nov 11, 2018 (04:00 PM)	Edit Commitment, Job Signup
YSL Meet - Goggle GOBBLER Meet	Nov 12, 2018 (04:00 PM) - Nov 12, 2018 (06:00 PM)	Edit Commitment
2018 ATOM Winter Invitational - Q...	Nov 30, 2018 (10:00 AM) - Dec 2, 2018 (08:00 PM)	Edit Commitment

3. Click on the athlete that you want to sign-up (if you have multiple athletes you will need to sign them up one at a time).

<a href="#">2018 SC YSSC 18th Annual YSSC YMCA Invitation</a>		Middle Tyger YMCA, 720 Shoals Rd, Duncan, SC 29334, USA	YO
Start Date: <b>10/20/18</b>	End Date: <b>10/21/18</b>	Age Up Date: <b>10/20/18</b>	Use Date Since: <b>1/1/70</b>
Enforce entry based on [Qualify Times]: <b>No</b>		Restrict entry [Best Time] to same [Meet Type]: <b>No</b>	
Event Declaration Setting: <b>Commit by Session</b> » <a href="#">Edit</a>		Maximum Event Entry Limitations » <a href="#">View</a>	
Allow Course Conversion for Relays: <b>No</b>			
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: <b>No</b>			
<a href="#">View/Edit All Meet Events</a>		<a href="#">Go Back to Event Home Page</a>	

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
<a href="#">Caroline Martin</a> *Active	Undeclared		

4. Declare your athlete's intent to swim or not swim the meet. A box has also been provided for you to add meet specific notes (for example if your athlete can attend days one and three of a meet but not day two, this would be the place to let us know). Click save changes at the end.

**18th Annual YMCA Invitational Meet (Oct 20, 2018 (05:00 AM) - Oct 21, 2018 (01:00 PM))**

Member Athlete:  
**Caroline Martin**

\*Signup Record

Notes:

Please limit the size of the notes to no more than 256 characters.

5. You will then need to select what day / session your swimmer can attend. If you have any questions about events/days this information can be found in the meet information. (this is located on the event page).

<b>2018 SC YSSC 18th Annual YSSC YMCA Invitation</b>	<b>Middle Tyger YMCA, 720 Shoals Rd, Duncan, SC 29334, USA</b>	<b>YO</b>	
Start Date: <b>10/20/18</b>	End Date: <b>10/21/18</b>	Age Up Date: <b>10/20/18</b>	Use Date Since: <b>1/1/70</b>
Enforce entry based on [Qualify Times]: <b>No</b>		Restrict entry [Best Time] to same [Meet Type]: <b>No</b>	
Event Declaration Setting: <b>Commit by Session</b>		Maximum Event Entry Limitations	
Allow Course Conversion for Relays: <b>No</b>			
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: <b>No</b>			
<b>Please select the Days/Sessions that this Athlete would like to attend below:</b>			
<input type="checkbox"/> Day 1/Session 1			
<input type="checkbox"/> Day 1/Session 2			
<input type="checkbox"/> Day 2/Session 4			

6. Congratulations, you are finished. Make sure the Member Commitment box says "Committed" and has a green check mark next to it.

Meet Name: <a href="#">2018 SC YSSC 18th Annual YSSC YMCA Invitation</a>	Location: <b>Middle Tyger YMCA, 720 Shoals Rd, Duncan, SC 29334, USA</b>	Course: <b>YO</b>	Meet Type:
Start Date: <b>10/20/18</b>	End Date: <b>10/21/18</b>	Age Up Date: <b>10/20/18</b>	Use Date Since: <b>1/1/70</b>
Enforce entry based on [Qualify Times]: <b>No</b>		Restrict entry [Best Time] to same [Meet Type]: <b>No</b>	
Event Declaration Setting: <b>Commit by Session</b> » <a href="#">Edit</a>		Maximum Event Entry Limitations » <a href="#">View</a>	
Allow Course Conversion for Relays: <b>No</b>			
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: <b>No</b>			
View/Edit All Meet Events		Go Back to Event Home Page	
<b>Click on Member Name to declare for this Event:</b>			
Member Name	Member Commitment	Coach Approved	Last Updated
<a href="#">Caroline Martin</a> *Active	Committed		09/22/18 12:34 PM