

How To – Enter Meets Online

The screenshot shows the website for Circle C Select Swim Team in Austin, TX. The navigation menu at the top includes Home, News, Events (circled with a red '2'), Team Levels, Calendars, Team Photos, Records, Documents & Links, About, and Join the Team. On the left sidebar, there is a 'Sign Out' button (circled with a red '1'), a 'Feedback Zone', and a 'My Account' section with a 'Contact Us' button. Below this is a large '@' logo, a Facebook link, and a 'JOIN THE FUNNEST SPORT THERE IS.' banner. The main content area displays a list of events. The first event is 'Nov 18, 2014 - Tuesday Night at the Races - RR'. Below it is a 'REGISTRATION IS NOW CLOSED' notice. The second event is 'Dec 12, 2014 - Dec 14, 2014 - Jingle Bell Splash - TXLA', with an 'Edit Commitment' button. The third event is 'Dec 12, 2014 - Dec 14, 2014 - Tis' The Season', with an 'Attend/Decline' button (circled with a red '3').

- 1 Be sure you have logged in to the team site, www.circlecselectswimteam.com. If you cannot log in, please contact admin@ccswim.net to get login instructions.
- 2 Go to the “Events” tab to view all upcoming meets and events.
- 3 Click “Attend/Decline” on the event you wish to sign up for.

The screenshot shows the 'Event Signup' form for Mandy Hartman. The form includes the following information:

- My Account: Hartman, Amanda (5122886057)
- Event: Tis' The Season (Dec 12, 2014 - Dec 14, 2014)
- Registration Deadline: November 19, 2014
- Meet Name: 2014 ST.SASA Tis The Season
- Location: Ann Barshop Natatorium
- Course: YO
- Meet Type: No
- Start Date: 12/12/14
- End Date: 12/14/14
- Age Up Date: 12/12/14
- 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
- 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

Buttons: 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
Mandy Hartman *Active	Undeclared		

- 4 Under the meet information, click on your child’s name to select which events he/she will swim.

Athlete Event Signup

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Member Athlete: **Mandy Hartman**
 Event: **Tis' The Season (Dec 12, 2014 - Dec 14, 2014)**

Important Notes: This meet is for swimmers whose times don't meet the BB requirements for the Jingle Splash Meet at UT the same dates.

*Declaration: **Yes, please sign [Mandy] up for this event** **5**

Notes:

Meet Name: **2014 STSASA Tis The Season** Location: **Ann Barshop Natatorium** Course: **YO** Meet Type:
 Start Date: **12/12/14** End Date: **12/14/14** Age Up Date: **12/12/14** 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**

Committed Sessions: **None** Athlete Qualifying Age: **12** 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 format: mm:ss.hh.
5. [bonus] is not a standard option; send Entry Report to the meet host in addition to the SU3 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
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	1B	G	11-12 50 Back	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	3B	G	11-12 50 Free	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	5B	G	11-12 50 Fly	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	7B	G	11-12 50 Breast	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	9C	F	11-12 1000 Free	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		1	1	10C	F	11-12 1650 Free	
<input type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		2	2	13B	G	11-12 200 Free	

- 5 This will bring you to the Declaration page, please select Yes on the drop-down menu and take notice of any Important Notes listed.
- 6 Once you select Yes, all of the events will show up beneath it with your swimmers qualifying times. Please select the events you will be participating in, and click Save Changes at the bottom.
- 7 Once you've saved changes, your entry request has been submitted. You can update your selections until Coach Jennie Lou has approved them or the Registration Deadline has passed.