



How to Register for Meets & Meet Registration Policy

All swim meet registration (except for FUNdamental meets) is done via the PCS website or the OnDeck app. If you have general meet questions, please email the PCS admin at pcscoach@pcschoos.us.

To help you with the registration process, there are 3 sample forms at the end of the sheet.

- Sample Meet Information (found on the event page).
- Sample Event Invitation (this is sent out from the system).
- Sample Qualifiers List (found on the event page).

Here is important information to know when you sign up for swim meets:

- Read the meet information PDF for each meet. There are different rules, restrictions, events, sessions, etc. for each meet. There is also important info here like times, dates and the venue address.
- If you are attending a multi-day meet and can only attend certain days, please use the NOTES section on the sign-up page. If you do not make any notes, the coaches will assume that you can attend all sessions of the meet.
- If the meet info says there are qualifying times, please look at the list of Qualifiers List on the meet event page. The qualifiers list will show which swimmers are qualified and in what events. The boxes next to the swimmers name will show the event number, event name and the swimmers best time. A white box means a swimmer has qualified in that event. A gray box means not qualified for that event. If you do not see a swimmer's name, then they have not qualified for this meet.
- The coaches pick the events for most meets. There is an article on the Parents page called Why the Coach Picks the Meet Events. It's a must read! If you are able to pick events for a particular meet and wonder what events to choose, please contact your swimmer's coach.
- Once the entry deadline has passed, you will not be able to modify your entry.
- Once you have signed up for a meet and the entry deadline has passed, you are obligated to pay the meet entry fees whether you attend or not. PCS has to pay the meet host when we send in the team entries.
- If you know your swimmer isn't going to attend the meet after the registration deadline has passed, please email the PCS admin (pcscoach@pcschoos.us) ASAP to let them know you won't be coming. Do not tell your swimmer's coach.
- If your swimmer fails to show up at the meet and the PCS admin was not notified prior, you will be charged an additional \$15 fee*.

*Swim meets are living/breathing organisms that are affected by a variety of factors. Anything that can be done to help the meet run more efficiently can and should be done. There is nothing fun about going to a meet and seeing empty lanes in a heat (usually the exception of the first or last heat, depending on if the event is swum slow to fast or vice versa).

Sample Meet Info:

Land of Make Believe Swim Meet - May 2029

Date: Friday, May 4th
Location: Park City Aquatic Center (435-645-5617)
2465 W. Kilby Rd, Park City, UT 84098

Sign-up Info: Entry deadline is Wednesday, May 1st
Open to ALL GROUPS!

Entry Info: Swimmers can enter up to 3 total events.
NT's are accepted. (NT means No Times)

Costs: \$12 Surcharge per swimmer. Your account will be billed.

Land of Make Believe Swim Meet

<i>Saturday, May 2029</i>		
<i>Girls</i>	<i>Events</i>	<i>Boys</i>
1	Open 50 Free	2
3	Open 100 Back	4
5	Open 200 Fly	6
7	Open 100 Breast	8
9	Open 400 IM	10
11	Open 200 Free	12
13	Open 50 Fly	14
15	12-Ove 1500 Free	16

Notes:

Some meets will have specific ages for events.

Some events will be mixed boys and girls together.

Some events may be open for all ages.

Swimmers are grouped by similar times into heats.

Heats may either go from slowest to fastest, or fastest to slowest, depending on the meet.

Sample Event Invitational Email:

Event Invitation Email

Email Subject: [Park City Swimming Event] - CHAT 11-18 LCM Non-Qualifier

Email Body:

Dear ==RECIPIENT_FIRST_NAME==,

The **registration deadline** for the **CHAT 11-18 LCM Non-Qualifier (06/15/2019)** swim meet is just around the corner and we are asking that you login to declare whether or not you're going to the meet. If you are going, you will need to declare by the **registration deadline, 05/07/2019**.

For more information about this event click here

The process is simple. Click the following link and once you have signed in, you will be brought to a webpage on our team website that will allow you **to commit** or **not commit** your child to the meet. If you have more than one child swimming you will see them listed on this page.

http://www.parkcityswim.net/EvSignup.jsp?event_id=1009904&team=utpcs

Here are the steps if you **ARE NOT GOING**:

Click on the Member Names [they default to Not Committed] Then click on the Signup Record pull-down and select **No** If No, just click on the [Save Changes] button to save the changes If you have more than one child, repeat the same task as listed above

Here are the steps if you **ARE GOING**:

Click on the Signup Record pull-down and **select Yes** Once yes is selected, you will see the events your child **MAY** be eligible to swim You will also see the best times inserted into the Entry Time field and highlighted in yellow Check the Checkbox to the left of the name for those events you would like to swim Please take careful notice of the time standards that must be met in the right-side columns Once you have finished, click on the Save Changes Button in the lower right Repeat the process for additional swimmers You will notice that Coach Approval column will indicate Pending after you submit **Please pay careful attention to: - Maximum Event Entry Limitations IF PRESENT. Click on the >>View if present. - Add any notes that you want the Coach or Administrator to see**

Your coach or team administrator will review your declaration and APPROVE or REJECT your request and once they submit the final choices you will be able to review by signing in and clicking on the Attend This Event button for any events listed on our team website. **Look at the Coach Approval column for the events that you have been confirmed to swim.**

Thank you,

Park City Swimming

