



COAST GUARD BLUE DOLPHINS SWIM TEAM

ONLINE MEET ENTRY PROCESS

The following are the steps to enter your swimmer into a swim meet for CGBD using the team website, <http://www.cgbdswwimming.org/>:

1. Access the team website via any computer, tablet, or smart phone with internet access
2. Once on the website, log into your account.
3. Once into your account, on the home page in the swim meet section (center of home page) click on the meet you wish to enter your swimmer.
4. Click on the Attend/Decline button.
5. On the following page you will see meet information and at the bottom a list of swimmers on your account.
6. Click on your swimmer's name. If you have more than one swimmer you will need to click on each one independently.
7. On the following page you will see the swimmer's name you selected along with a drop down menu giving you the choice of "yes" or "no." Also, there is a notes section for any comments or information you would like to provide, i.e., not available for relays, must leave meet early on Saturday, does not wish to swim XXX event, etc.
8. If you select "yes" a list of eligible events for your swimmer will appear below the swimmer's name.
9. If you select "no" nothing else will appear. Your swimmer will not be entered into the meet. If you do not wish to enter your swimmer into a meet and do nothing, they still will not be entered into the meet, as swimmers are only entered if you complete the entry request and select "yes."
10. When you are done making your selection you must hit the save button in the right corner, or your response will not be recorded.
11. Swimmers are encouraged to pick their events. However, the coaches have the final say in the events the swimmer will compete.

The following are the steps to review or edit your swimmer's entries:

1. If you would like to review or edit your swimmer's entries follow the same steps as outlined above.
2. Instead of seeing an "Attend/decline" button, you see an "Edit Commitment" button. Once you select this button your swimmer's name will appear with their events. If the events have a "red check mark" following each, those events have been approved by the swimmer's coach.
3. Once an entry event has been approved, all changes must be handled directly with your swimmer's coach.