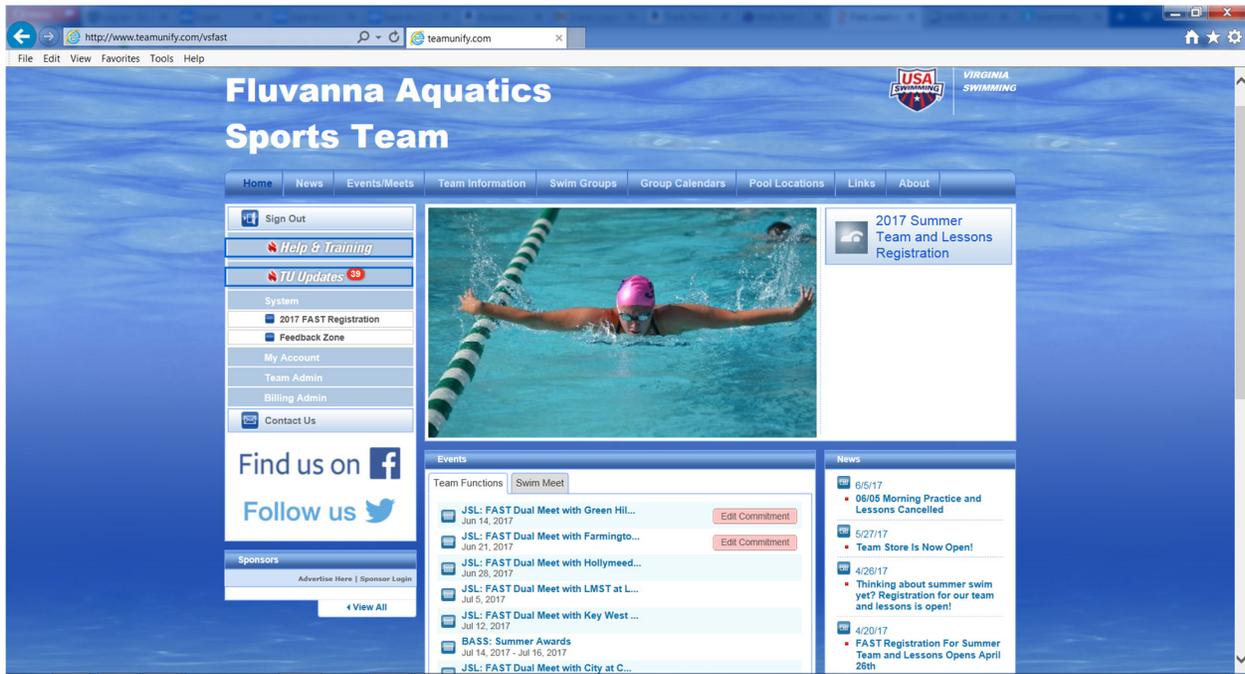


## How To Sign Up For Meets

You can really help us by telling us if you are able to attend a meet or not. The system will generate reminders but there is an easier way. If you go to our business website (<http://www.teamunify.com/vsfast>) and login you will see the entire JSL schedule under Team Functions. See Figure 1.



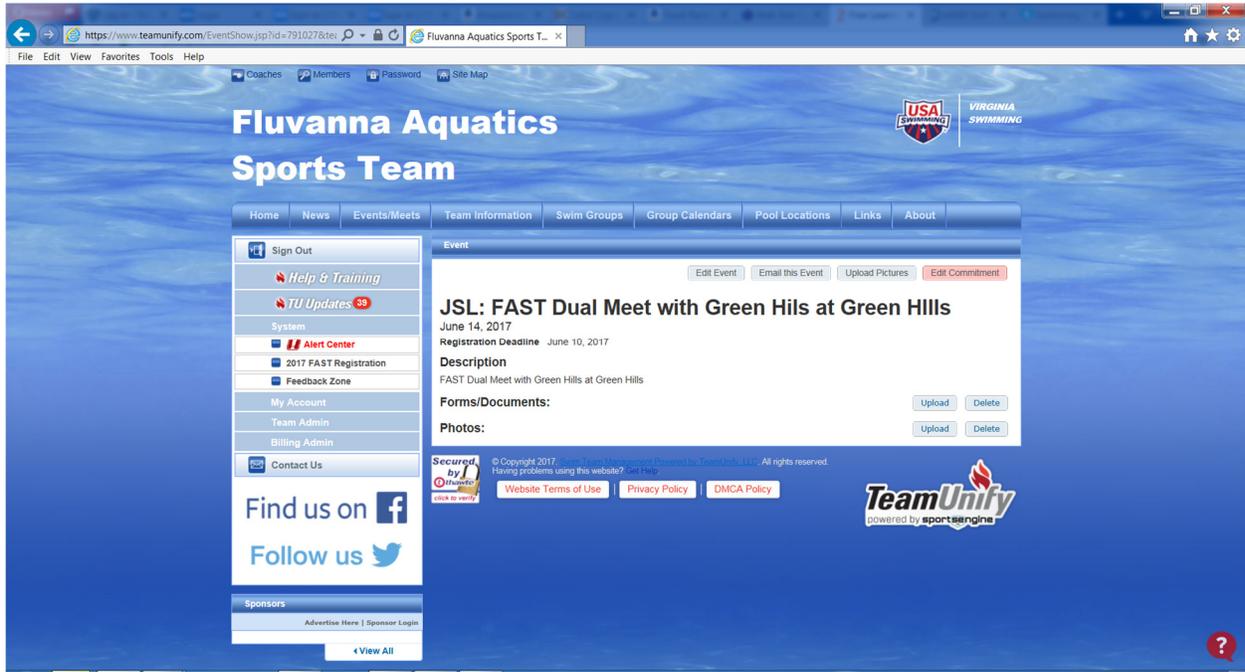
The screenshot shows the website for the Fluvanna Aquatics Sports Team. The page features a navigation menu with options like Home, News, Events/Meets, Team Information, Swim Groups, Group Calendars, Pool Locations, Links, and About. A central banner image shows a swimmer in a pool. To the right, there is a prominent box for "2017 Summer Team and Lessons Registration". Below this, there is an "Events" section with a "Swim Meet" tab, listing several JSL: FAST Dual Meet events with dates and "Edit Comment" links. A "News" section on the right contains several announcements, including "06/05 Morning Practice and Lessons Cancelled" and "Team Store is Now Open!". The left sidebar includes a "Sign Out" button, "Help & Training", "TU Updates" with a notification badge, and various system and account management links.

We want to make this really easy so if you look at your calendar and go through each meet now it will only take a couple minutes and you can always go back and update it later.

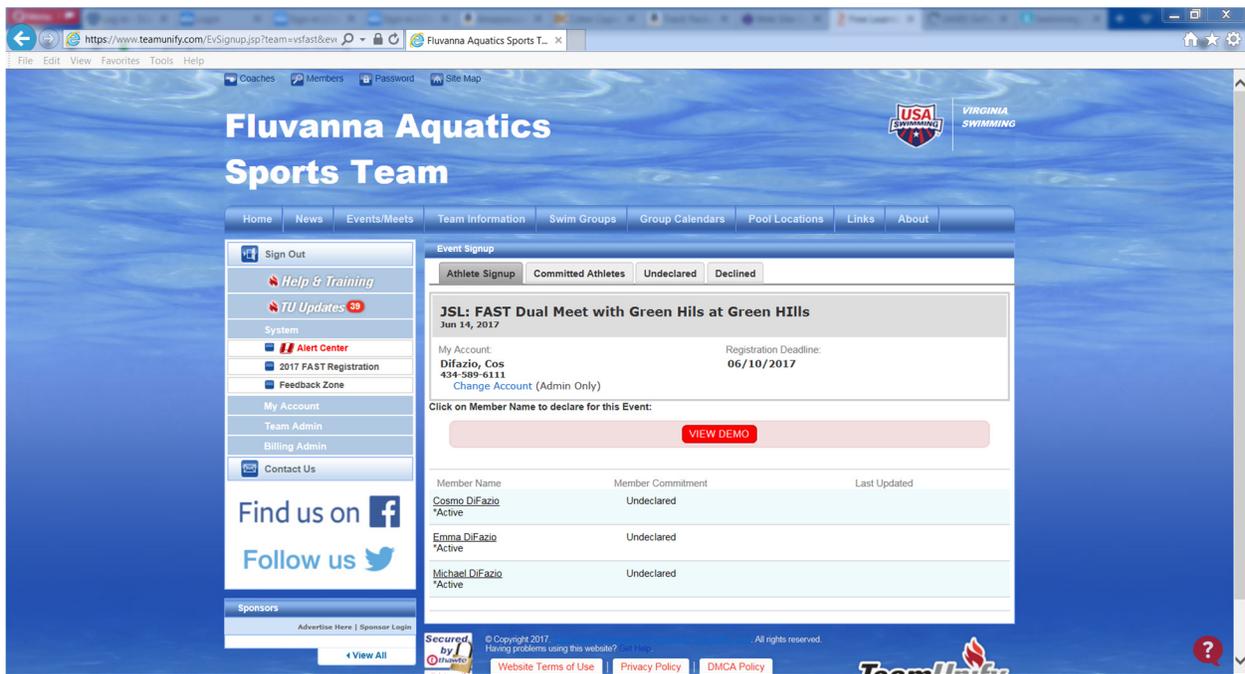
You really help the team out because with knowledge if you are able to attend then we can:

- Do a really good and informed job with our meet line up
- Put together lots of relays for the kids that are always lots of fun
- Make sure you are scheduled to swim your best races when you are available to swim

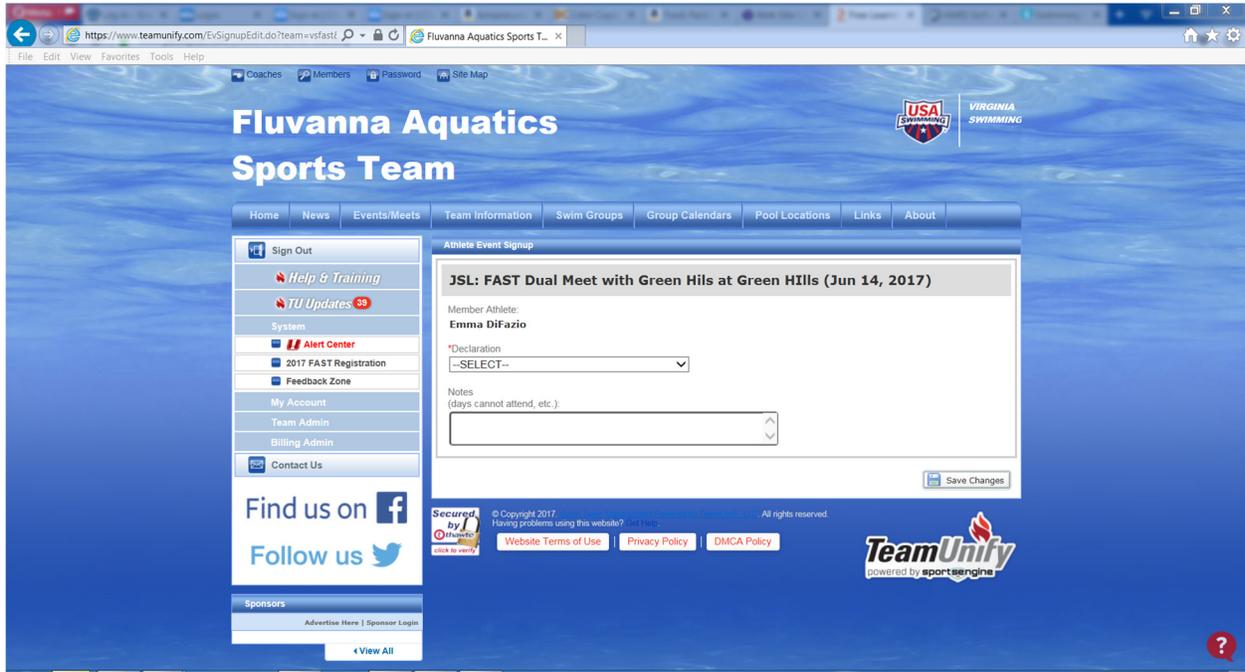
The next step in this process is to click the meet. So I am doing demonstrate this by clicking on the Green Hills meet on June 14<sup>th</sup>. See Figure 2.



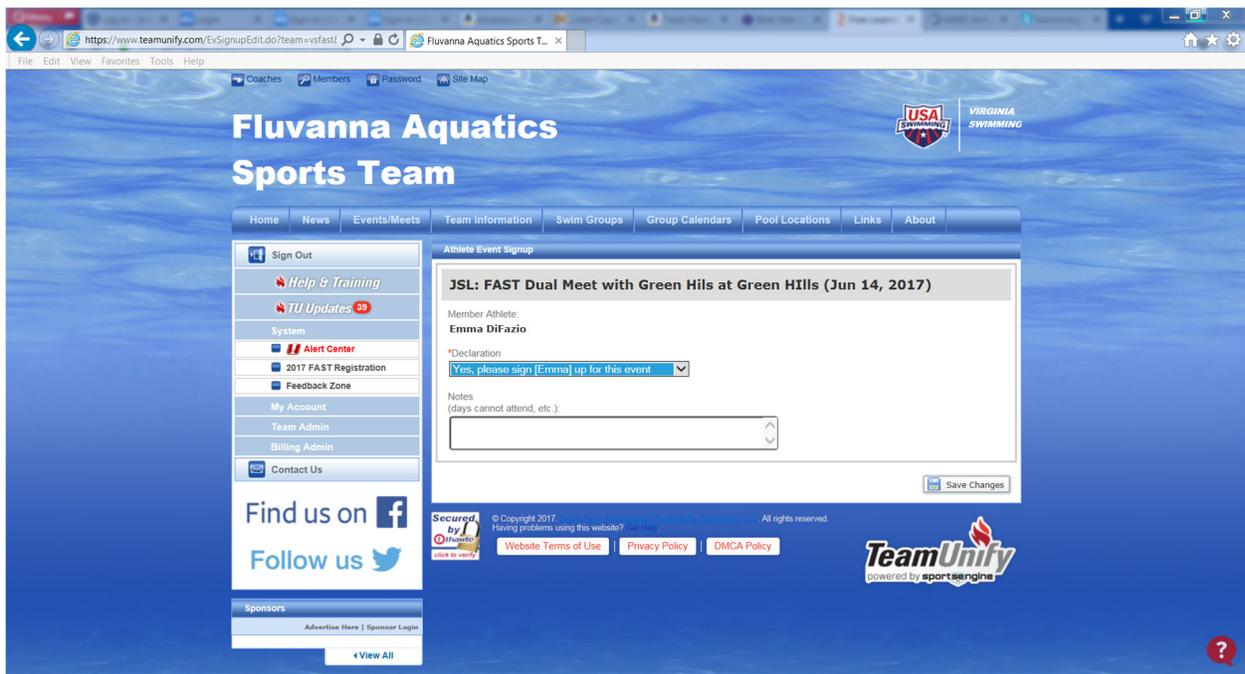
This opens meet up now where I can select Edit Commitment. See Figure 3.



The next step in this process is to select each swimmer and do the following 3 steps. For this example I am going to select Emma. See Figure 4.



In this screen I use the declaration drop down to select if Emma is coming to the meet or not. See Figure 5.



Then click save changes on the bottom right hand corner.

The screenshot shows a web browser window displaying the Fluvanna Aquatics Sports Team website. The page title is "Fluvanna Aquatics Sports Team". The navigation menu includes Home, News, Events/Meets, Team Information, Swim Groups, Group Calendars, Pool Locations, Links, and About. The main content area is titled "Event Signup" and shows details for the "JSL: FAST Dual Meet with Green Hills at Green Hills" event, dated Jun 14, 2017. The event is categorized as "Athlete Signup" and has tabs for "Committed Athletes", "Undeclared", and "Declined". The "Committed Athletes" tab is active, showing a list of members with their names, commitment status, and last updated date. The members listed are Cosmo DiFazio (Undeclared), Emma DiFazio (Committed), and Michael DiFazio (Undeclared). A "VIEW DEMO" button is visible below the list. The footer contains copyright information for 2017 and links for Website Terms of Use, Privacy Policy, and DMCA Policy.

Member Name	Member Commitment	Last Updated
Cosmo DiFazio *Active	Undeclared	
Emma DiFazio *Active	Committed	08/07/17 6:45 PM
Michael DiFazio *Active	Undeclared	

When it is done saving, you will notice Emma is committed to attend and you are back in the original meet screen for your other children.

It will only take a couple minutes to do the entire season. We appreciate your help!

Have fun and Swim FAST!