



## **ONLINE MEET SIGN-UP**

Sign-ups for all NOVA attended meets, with a few Championship meet exceptions, are handled through the NOVA website: [www.novaswim.org](http://www.novaswim.org). This handout is designed to walk you through the process.

- After getting to the NOVA website, you need to log on to your family's account. Your account information should have been emailed to you from Lori Hopewell upon registering for the team and consists of a username and password. If you need your online account information resubmitted to you, please contact Lori at [novabusinessoffice@comcast.net](mailto:novabusinessoffice@comcast.net) or 750-1183.
- The "Sign-in" button is located on the left hand side of the website.
- After signing-in, the meet schedule is located in two places within the website.
  - On the top icon bar under the heading "Event/Meet schedule"
  - Listed individually under the "Upcoming Events" column on the right hand side of the front page
- It is a good idea to get a clear understanding of each meet's format before signing-up. By clicking on the title for a meet, you are taken to the meet information page. On this page, there are details as to which practice groups should attend, individual swimmer eligibility requirements, venue information, and importantly the deadline for entries. An understanding of time standards is also helpful. Time standards are used to break down meets and sessions within meets (as well as goal setting for the kids of course!). For the sake of this handout, if your child has not competed in a USA Swimming (NOVA) meet, they will start out as a "C" level swimmer, therefore will need to sign up for a "B/C" session of a A/BB/B/C meet (such as the first meet @ NOVA on Oct 8-10). Sometimes, sessions are broken down by age regardless of time standard. All of these factors can and do change from meet to meet so this is why looking at the meet information page is very important.
- After gaining a good understanding of the meet format, click on the "Attend this Event" button on the top of the meet information page. This takes you to the "Event Sign-up" page. Here you need to click on the child's name who is participating.
- The next step is to declare your child for participation in the meet. Be sure to double check the name of both the swimmer and the meet at this stage. Click on the down arrow to declare participation. There is also a comment box on this screen where you can make a note to your child's coach. Be sure to use this if you need to leave early, cannot swim relays, can only swim one day, etc. You can also indicate you would like the coach to pick events in this box as well.
- When you indicate "yes" on the declaration page, the meet event line-up appears below. This is where you can choose the events for your child.
- When looking at the event line-up, again having that clear understanding of the meet format is important. When signing-up, make sure you look at the "Day" and "Session" columns in the middle of the page. This is how you know what days and sessions you are signing up for.
- After picking events, usually 3 per session, you MUST hit the "Save Changes" button at the bottom of the page.
- At this point, the meet entry for your child needs to be approved by their coach. An email will be sent to you upon this happening. Keep in mind, it is a NOVA policy that coaches can alter a meet line-up. Be sure to check your child's account after receiving this email and buy a heat sheet at the meet for any last minute changes.

**Please do not hesitate to contact your child's coach with any questions about meets. We are here to help!**