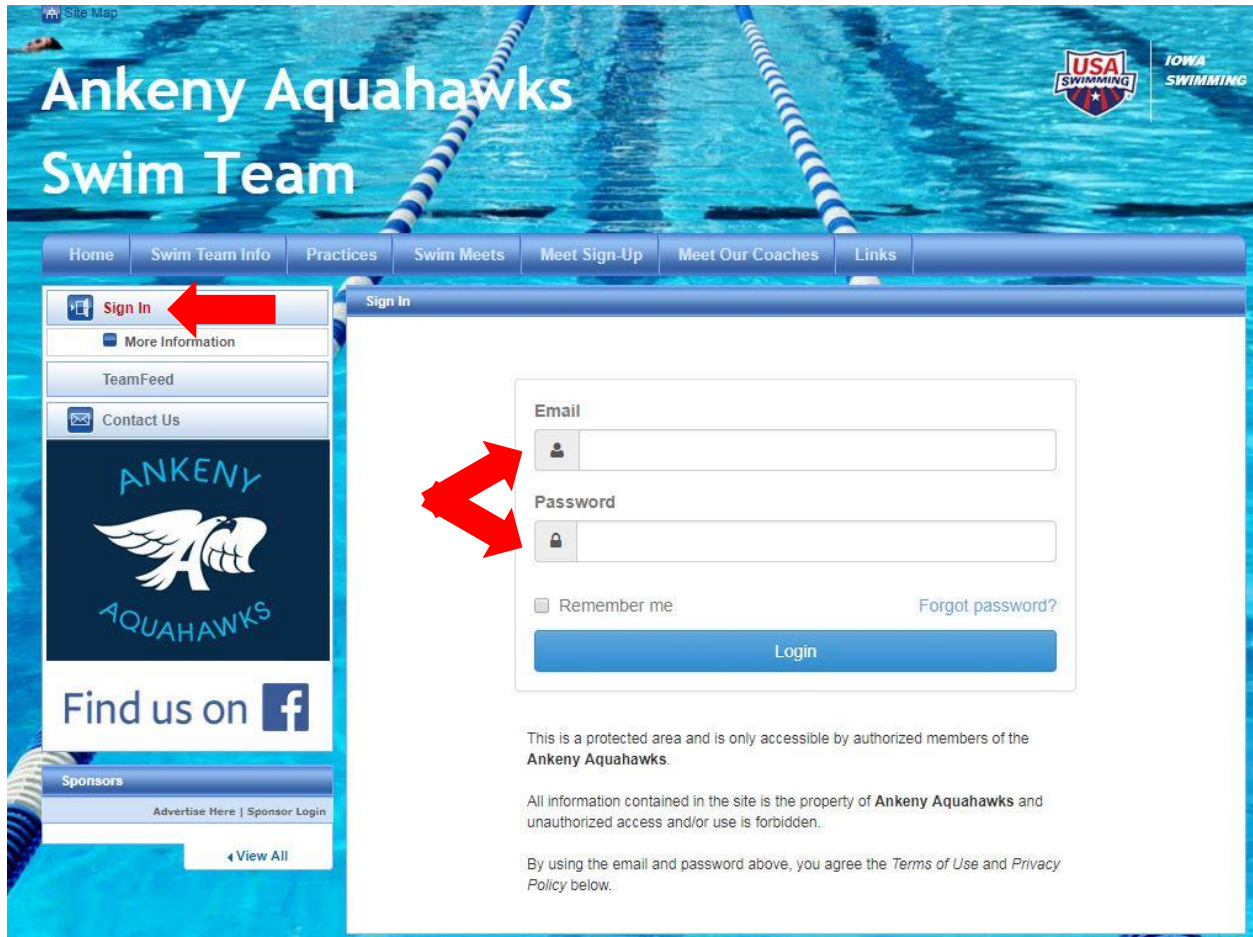


## How to Sign-Up Online for Swimmer Meet Entries/Parent Volunteer Positions

Aquahawk Swim Team website [www.aquahawks.com](http://www.aquahawks.com)

### Website Login Process



The screenshot shows the Ankeny Aquahawks Swim Team website. The header features the team name and a navigation bar with links: Home, Swim Team Info, Practices, Swim Meets, Meet Sign-Up, Meet Our Coaches, and Links. A left sidebar contains links for Sign In, More Information, TeamFeed, and Contact Us, along with the team logo and social media links. The main content area is titled 'Sign In' and contains a login form with fields for Email and Password, a 'Remember me' checkbox, a 'Forgot password?' link, and a 'Login' button. Below the form, there is a disclaimer stating that the area is protected and only accessible by authorized members, and a notice about the site's property and unauthorized access.

Figure 1- Site Login

1. You must first sign-in to your account in order to complete online Meet Entry/Volunteer Sign-up.
  - a. Click "Sign In" on the left side of the page
  - b. Sign in to your account using your primary e-mail you listed on the registration packet and password you created from the e-mail sent with log-in instructions.
    - i. Only one e-mail and password can be used for sign-in per account.

## Meet Sign-Up Tab Contents

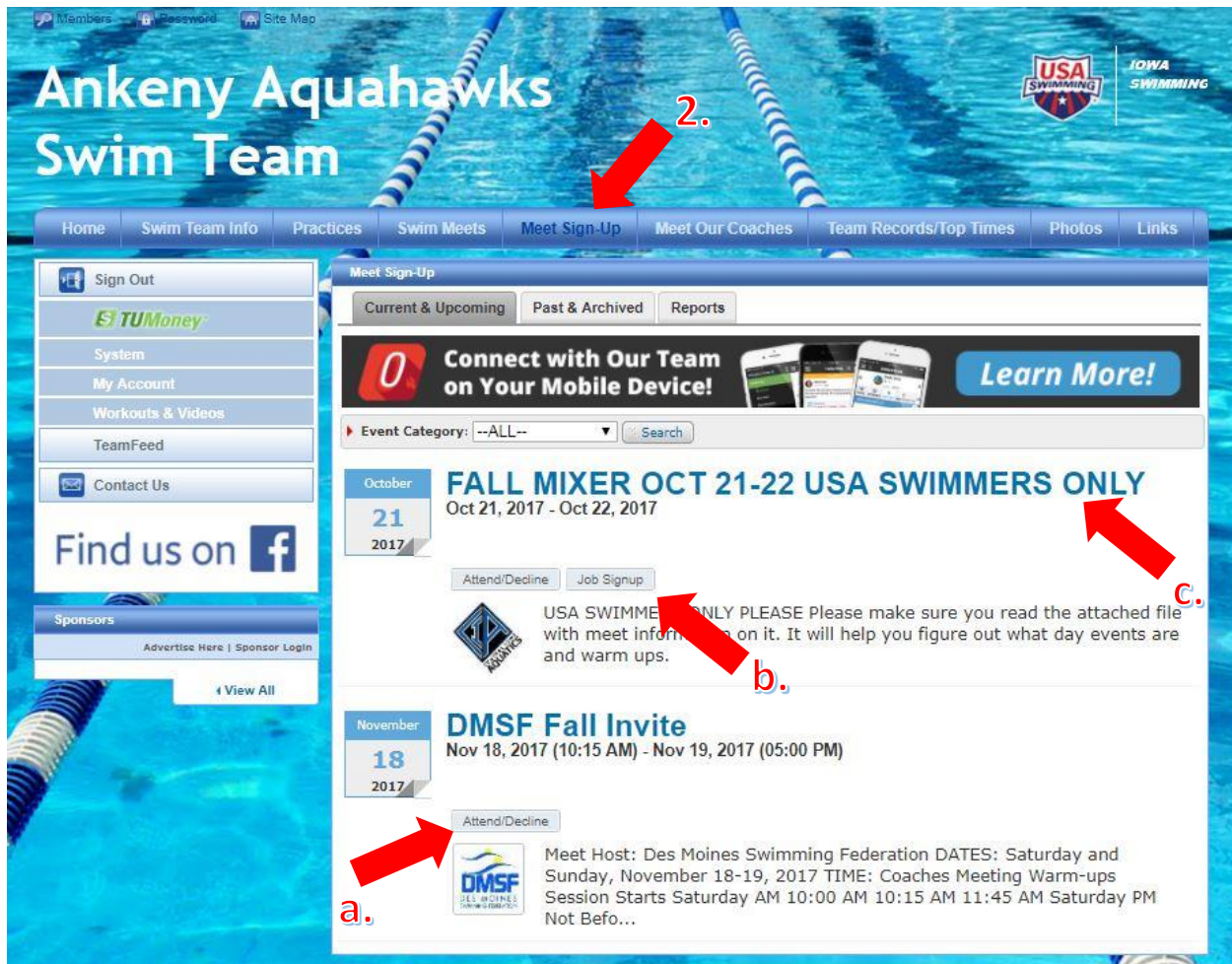


Figure 2-Meet Sign-Up Tab

2. Once you have signed in, click on “Meet Sign-Up” tab at the top of the page. Then find the Name/Date of the meet you wish to sign up for.
  - a. To sign-up your swimmer for meet events, click on “Attend/Decline”
  - b. To sign-up to volunteer at a home meet, click on “Job Signup”
  - c. To find meet information/the meet flyer if available, click on the Meet Name.

## Parent Volunteer Sign-Up

Registration Deadline: 10/12/2017  
Job Signup Deadline (till midnight): 10/12/2017

[Print My Job Signup Summary](#)

How to signup Event jobs:

Step 1: Find the empty slots shown as "-----".  
Step 2: Click on the checkbox in front of the empty slot that you want to sign up for.  
Step 3: Select [Signup] button to signup for the slots that you selected.

**Note:** If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

[Signup](#) [Remove Signup](#)

Job Name/Notes	Time Periods Signup
<b>Awards-1st shift</b> shift: 11:15am-1:45pm	10/13/2017 AM - 10/13/2017 PM (2.50 Hrs.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> -----
<b>Awards-2nd shift</b> Shift: 1:45pm-meet over	10/13/2017 PM - 10/13/2017 PM (2.25 Hrs.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 3 <input type="checkbox"/> -----
<b>Back-Up Timer -1st shift</b> shift: 10:35am-12:30pm	10/13/2017 AM - 10/13/2017 PM (1.92 Hrs.) 1 <input type="checkbox"/> -----
<b>Back-Up Timer-3rd shift</b> Shift: 2:15pm-meet over	10/13/2017 PM - 10/13/2017 PM (1.75 Hrs.) 1 <input type="checkbox"/> -----
<b>Back-up Timer -2nd Shift</b> shift: 12:30pm-2:15pm	10/13/2017 PM - 10/13/2017 PM (1.75 Hrs.) 1 <input type="checkbox"/> -----
<b>Clerk of Course- 1st shift</b> shift: 10:35am-12:30pm	10/13/2017 AM - 10/13/2017 PM (1.92 Hrs.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> ----- 3 <input type="checkbox"/> ----- 4 <input type="checkbox"/> -----
<b>Clerk of Course- 2nd shift</b> shift: 12:30pm-2:15pm	10/13/2017 PM - 10/13/2017 PM (1.75 Hrs.) 1 <input type="checkbox"/> ----- 2 <input type="checkbox"/> -----

Figure 3-Job Signup Page

3. After you click on "Job Signup" you will be taken to the volunteer signup page.
  - a. Follow onscreen instructions to sign-up for a volunteer position
  - b. A description of each volunteer position is listed in the team handbook.

## Athlete Sign-Up

The screenshot shows the Ankeny Aquahawks Swim Team website. The header includes links for Members, Password, and Site Map. The main navigation bar contains: Home, Swim Team Info, Practices, Swim Meets, Meet Sign-Up, Meet Our Coaches, Team Records/Top Times, Photos, and Links. The left sidebar has a 'Sign Out' button, a 'TU Money' logo, and links for System, My Account, Workouts & Videos, TeamFeed, and Contact Us. Below this is a 'Find us on' Facebook link and a 'Sponsors' section with an 'Advertise Here | Sponsor Login' link and a 'View All' button. The main content area is titled 'Event Signup' and 'Athlete Signup'. It features an 'Example Home Meet' for Oct 13, 2017 (10:00 AM) - Oct 13, 2017 (04:00 PM). The 'My Account' section shows 'Swim Parent, New' with phone number 515-867-5309 and a 'Registration Deadline' of 10/12/2017. The 'Meet Name' is '2017 Aquahawks Intrasquad Meet'. The 'Location' is 'Ankeny Family YMCA, 1102 N Ankeny Blvd., Ankeny, IA 50023, USA'. The 'Course' is 'YO' and the 'Meet Type' is 'YO'. The 'Start Date' is 11/4/17, 'End Date' is 11/4/17, 'Age Up Date' is 12/1/17, and 'Use Date Since' is 1/1/70. There are settings for 'Enforce entry based on [Quality Times]: No', 'Restrict entry [Best Time] to same [Meet Type]: No', 'Event Declaration Setting: Commit by Event', 'Allow Course Conversion for Relays: No', and 'If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Quality Time]: No'. At the bottom, there are buttons for 'View All Meet Events' and 'Go Back to Event Home Page'. A table lists members with columns for Member Name, Member Commitment, Coach Approved, and Last Updated. The first member is 'Jan Brady \*Active' with a commitment of 'Undeclared'. A red arrow points to the 'Jan Brady \*Active' link.

Member Name	Member Commitment	Coach Approved	Last Updated
Jan Brady *Active	Undeclared		

Figure 4-Athlete Signup

4. Once you have clicked on “Attend/Decline” below a swim meet you will be brought to the Athlete Signup page.
  - a. Click on your swimmer’s name at the bottom of the page which will take you to the Athlete Event Signup page (See point 5 and the following image)

## Swimmer Declaration

Members Password Site Map

# Ankeny Aquahawks Swim Team

USA SWIMMING IOWA SWIMMING

Home Swim Team Info Practices Swim Meets Meet Sign-Up Meet Our Coaches Team Records/Top Times Photos Links

Sign Out

TUMoney

System

My Account

Workouts & Videos

TeamFeed

Contact Us

Find us on f

Sponsors

Advertise Here | Sponsor Login

View All

### Athlete Event Signup

Connect with Our Team on Your Mobile Device! Learn More!

**Example Home Meet (Oct 13, 2017 (10:00 AM) - Oct 13, 2017 (04:00 PM))**

Member Athlete:  
**Jan Brady**

Important Notes:  
Do not sign up for this meet.

\*Declaration  
--SELECT--

Notes:

Save Changes

Figure 5-Meet Declaration

5. Once on the Athlete Event Signup page, please declare for the meet
  - a. Choose either:
    - i. "Yes, please sign [swimmer's name] up for this event" or
    - ii. "No, thanks, [swimmer's name] will NOT attend this event"
  - b. The notes section should be used to communicate important info with the coaches, such as:
    - i. That your swimmer will be leaving early or arriving late (Please indicate what time or event number you need to leave or arrive by).
    - ii. That your swimmer does not want to participate in relays.
    - iii. A desire to swim in an exhibition event or swim up an age group.

## Meet Event Selection

**Sponsors**

Advertise Here | Sponsor Login

[View All](#)

Notes:

Meet Name:

[2017 Aquahawks Intrasquad Meet](#)

Location:

**Ankeny Family YMCA,  
1102 N Ankeny Blvd.,  
Ankeny, IA 50023, USA**

Course:

**YO**

Meet Type:

Start Date:

**11/4/17**

End Date:

**11/4/17**

Age Up Date:

**12/1/17**

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](#)

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:

**15**

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 SD3 file.

6. Only **Admin** can customize [Entry Time] and set [Bonus] fields.

**Day 1 Session 1** Max Entries this Session **IE = 0 | Rel = 0 | Comb = 0**

	Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		9	G	15 & Over 50 Free	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		19	G	15 & Over 50 Back	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		29	G	15 & Over 50 Breast	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		39	G	15 & Over 100 Medley	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		49	G	15 & Over 50 Fly	

[Save Changes](#)

Figure 6-Event Selection for Committed Athlete

6. Once you have committed to attend the meet, events your swimmer is eligible to swim will automatically populate on the page.
  - a. Follow on-screen instructions to sign your swimmer up for his or her events.