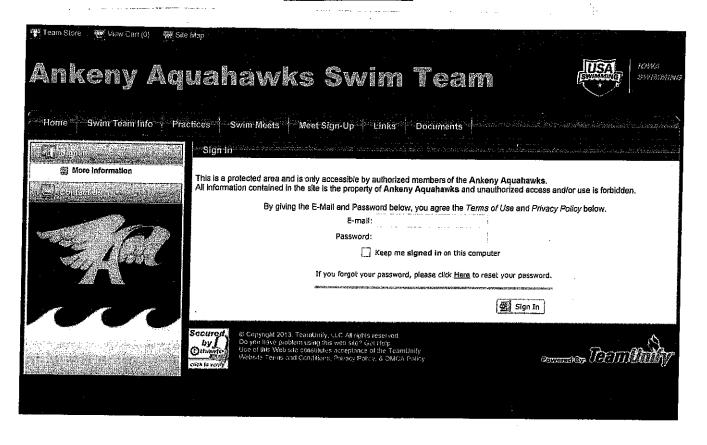
HOW TO SIGN-UP ONLINE for Swimmer Meet Entries/Parent Volunteer Area's

Aquahawks Swim Team website: www.aquahawks.com

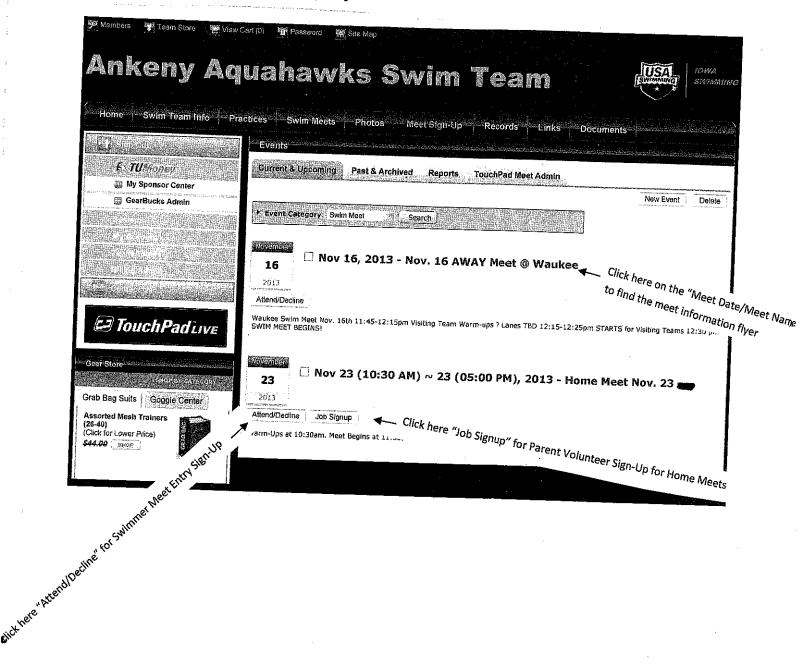


1. You must FIRST sign-in to your account in order to complete online Meet Entry/Volunteer Sign-Up. Click "Sign-In" on the left side of the page and sign-in to YOUR account.

*New Users: sign-in by using your (primary) e-mail you listed on the registration packet and password you created from the e-mail sent on log-in instructions. ONLY one e-mail and password can be used for the sign-in account per family.

*AN E-MAIL WILL BE SENT TO NEW USERS LOG-IN INSTRUCTIONS.

FROM THE AQUAHAWK EMAIL ACCOUNT ON



2. Once you have signed-in, then click on "Meet-Sign Up" (tab at the top of the home page). Then find the Date of the Swim Meet you need to sign-up for and under the meet date complete the following:

To sign-up your swimmer for meet events: click on "Attend/Decline"

To sign-up to volunteer: click on "Job Signup" under the Date

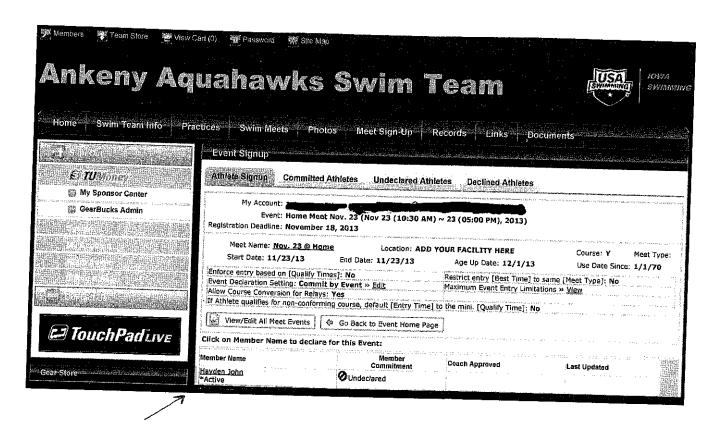
Once the Away Meet Information is sent to Melissa from the away team host, then this away meet information flyer will be posted online. To find this flyer, click on the Meet Date/Meet Name link from the Meet-Sign Up page.

Parent Volunteer Sign-Up:

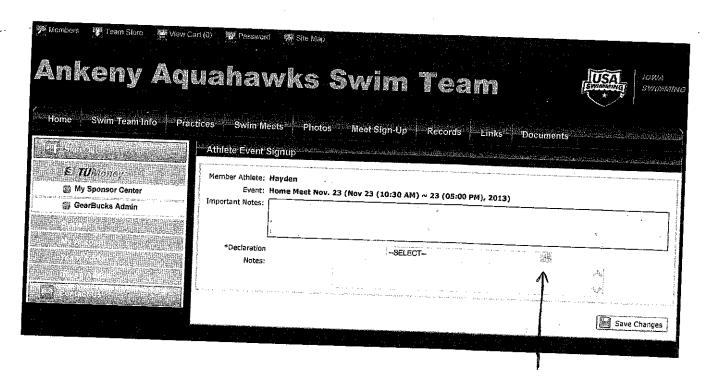
After you click on "Job Signup" on the Meet Sign-Up page, then the volunteer area's will be listed. You will check mark (click on) the box next to the job area that is available to sign up for and then click "+Signup"

A description of each volunteer position is listed in the swim team handbook.

Ankeny Aquahawks: Event Signup



3. Click on your swimmers name (members name) at the bottom of the page



4. *Declaration -Select-- (Scroll down and choose "Yes, please sign [Name] up for this event")

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4. *Declaration -Select-- (Scroll down and choose "Yes, please sign [Name] up for this event")

Once you scroll down and click Yes, then your swimmers individual events that you can sign-up for will be listed at the bottom of the page. Then check mark (click on) the box next to the event you want to sign your swimmer up for. You can select no more than 3 individual events.

Most new swimmers on swim team will sign up for the freestyle and backstroke events.

For relays, coaches will determine relays and try and get as many kids on relays as possible.

For relays, **if your swimmer will be late or has to leave early from the swim meet**, please type this in the "Notes:" text box at the top of the page.

After you have clicked on the 3 individual events and added any notes needed for the head coach, then make sure you click on "Save Changes" at the bottom of the page.