

Signing up for Meets

By Michael Peterson

Questions to ask

- What meets are coming?
- What meets should I go to/qualify for?
- How do I sign up for events?

What meets are coming?

- Go to the “EVENTS” tab at our web site and you will see a list of all the meets that ACAC is offering over the current season.
- Within this window you can scroll down and see WHEN and WHERE the meets might be.

The screenshot shows the website for the Ames Cyclone Aquatics Club. The header features the ACAC logo and the club's name. A navigation bar includes links to Home, 2012 Autumn Opener, **Events** (highlighted with a red box), About ACAC, Pool Locations, Tryouts, Team Records, Documents, and Links. On the left sidebar, there are links for Sign In, Start Registration, More Information, and Contact Us, along with an INVINCIBLE logo and a USA Swimming shop link. The main content area is titled 'Events' and has tabs for 'Current & Upcoming' and 'Past & Archived'. Below these is a filter for 'Event Category' set to '--ALL--' with a 'Search' button. An arrow points from a text box to this search area. The event list shows two events: one for October 19, 2012, titled 'Oct 19 ~ 21, 2012 - ACAC - Autumn Opener (Everyone) - Ames, Iowa' (highlighted with a red box), and another for October 20, 2012, titled 'Oct 20 (04:00 PM) ~ 20 (06:00 PM), 2012 - Kara Lynn Joyce Swim Clinic'. Each event has an 'Attend/Decline' button. A text box on the right says 'Click on the meet you are interested in getting more information on.' The bottom of the page includes a 'Sponsors' section with a 'View All' link and a paragraph about the Kara Lynn Joyce swim clinic.

Ames Cyclone Aquatics Club

Home 2012 Autumn Opener **Events** About ACAC Pool Locations Tryouts Team Records Documents Links

Sign In
Start Registration
More Information
Contact Us

INVINCIBLE

USA SWIMMING SHOP.USASWIMMING.ORG THE OFFICIAL ONLINE SHOP OF USA SWIMMING

Sponsors
Advertise Here | Sponsor Login
View All

Events
Current & Upcoming Past & Archived

Event Category: --ALL-- Search

October 19 2012
Oct 19 ~ 21, 2012 - ACAC - Autumn Opener (Everyone) - Ames, Iowa
Attend/Decline

Our meet is open for registration. This is the perfect meet for all of our new swimmers to give a meet a try. Please let Tim know if you have any questions. We are hoping to get everyone to partic...

October 20 2012
Oct 20 (04:00 PM) ~ 20 (06:00 PM), 2012 - Kara Lynn Joyce Swim Clinic
Attend/Decline

Kara Lynn Joyce will be doing an interactive swim clinic after the Saturday session of the Autumn Opener. The cost for the clinic will be \$50. If you are interested please register online. Kara Ly...

Click on the meet you are interested in getting more information on.

What meets should I go to/qualify for?

- Generally ACAC tries to offer 2 meets a month.
- The staff would like all athletes to compete in as many meets as they are available for.
- If you are unsure if you qualify or should go to a meet don't be afraid to contact the coach of your son/daughters group. We are here to help with decisions like that. A meet may not fit your child's goals at the time. **Get a plan with your coach!**
- Some meets have qualifying standards others don't. You can figure this out by viewing the meet information. See next slide.

Important Information on Event Page

Once you have clicked on an event you see this display.

Event

Once you have decided to send your child to the meet you need to add them to the meet and pick events. See page 12

Attend/Decline

ACAC - Autumn Opener (Everyone) - Ames, Iowa

Event Date October 19 - 21, 2012

Registration Deadline October 14, 2012

This is the final day you can register your child for the meet. DON'T MISS IT!

Description

Our meet is open for registration. This is the perfect meet for all of our new swimmers to give a meet a try. Please let Tim know if you have any questions. We are hoping to get everyone to participate in our meet.

Forms/Documents:

• [2012 ACAC Autumn Opener.pdf](#)

By clicking on this window you will be able to view the meet information. Gives a more in-depth information of the meet setup, times and events. See Slide 6

Photos:

Meet Information PDF

- Things to Watch For -

- Time – Every meet has a time format. This means it will list out what time your child's age group will swim (warm-ups and meet start).
- Qualifying Standards – If there are any it will give a standard time needed to enter the meet.
- Entry Requirements – This will tell you how many events your child can enter in the whole meet or events per day (you are not expected to do the max amount. See your coach on event selection).
- Scoring and Awards – Different meets award athletes different awards. IE: trophy, ribbons or nothing some times.
- Warm-Up Times – Always gives an idea of what time warm-ups will be.
- Session Formats – Gives a break down of what events are on what day and time they run.

How do I sign up for events?

- Click on the “Attend/Decline” Tab on one of the windows below -

The screenshot displays the ACAC website's navigation bar with tabs for Events, About ACAC, Pool Locations, Tryouts, Team Records, Documents, and Links. The 'Events' tab is active, showing a sub-header for 'Current & Upcoming' and 'Past & Archived'. Below this is a search bar with 'Event Category: --ALL--' and a 'Search' button. A calendar for October highlights the 19th, with a red box around the 'Attend/Decline' button. A blue box with an arrow points to this button, containing the text: 'To attend meet click on one of the two buttons in either screen.' Another blue box with an arrow points to a second 'Attend/Decline' button on the right side of the page. The main content area features the event title 'ACAC - Autumn Opener (Everyone) - Ames, Iowa' and details: 'Event Date October 19 - 21, 2012' and 'Registration Deadline October 14, 2012'. A 'Description' section follows, stating: 'Our meet is open for registration. This is the perfect meet for all of our new swimmers to give a meet a try. Please let Tim know if you have any questions. We are hoping to get everyone to participate in our meet.' Below this is a 'Forms/Documents:' section with a link to '2012 ACAC Autumn Opener.pdf' and a 'Photos:' section.

Events | About ACAC | Pool Locations | Tryouts | Team Records | Documents | Links

Events

Current & Upcoming | Past & Archived

Event Category: --ALL-- Search

October 19

Oct 19 ~ 21, 2012 - ACAC - Autumn Opener (Everyone) - Ames, Iowa

Attend/Decline

Our meet is open for registration. This is the perfect meet for all of our new swimmers to give a meet a try. Please let Tim know if you have any questions. We are

To attend meet click on one of the two buttons in either screen.

Attend/Decline

Event

ACAC - Autumn Opener (Everyone) - Ames, Iowa

Event Date October 19 - 21, 2012

Registration Deadline October 14, 2012

Description

Our meet is open for registration. This is the perfect meet for all of our new swimmers to give a meet a try. Please let Tim know if you have any questions. We are hoping to get everyone to participate in our meet.

Forms/Documents:

- [2012 ACAC Autumn Opener.pdf](#)

Photos:

Declaring Your Athlete

Registration Deadline has passed.

My Account: **Peterson, Michael (515-450-8432)**  [Change Account](#) (Admin Only)

Event: **ACAC - Autumn Opener (Everyone) - Ames, Iowa (Oct 19 ~ 21, 2012)**

Registration Deadline: **October 14, 2012**

Meet Name: [Autumn Opener](#)

Location: **Ames Municipal Pool**

Course: **YO**

Meet Type:

Start Date: **10/19/12**

End Date: **10/21/12**

Age Up Date: **10/19/12**

Use Date Since: **1/1/70**

Enforce entry based on [Qualify Times]: **No**

Restrict entry [Best Time] to same [Meet Type]: **No**

Allow Athletes to commit by Event: **Yes, by Event**

Maximum Event Entry Limitations >> [View](#)

Allow Course Conversion for Relays: **No**

If Athlete qualifies for

Time] to the mini. [Qualify Time]: **No**




View/Edit All Meet

Page

To Declare your athlete going to the meet simply click on their name.

Click on Member Name

Member Name	Member Commitment	Coach Approved	Last Updated
Michael Peterson *Active	 Undeclared		

Shows your athletes Status.

Registration Deadline has passed.

Two Options To Declaration

- Yes, please sign [Michael] up for this event.
- - Select the above to attend the meet
- OR
- NO, thanks. [Michael] will NOT attend this event


Athlete Event Signup

Member Athlete: **Michael Peterson**

Event: **ACAC - Autumn Opener (Everyone) - Ames, Iowa (Oct 19 ~ 21, 2012)**

*Declaration

Notes:

 Save Changes

Athlete Sign Up Page

- You will then be prompted to an athlete sign up page.
- Scroll to the bottom to see what events are offered.
- In this window you will be given a large amount of information. See next slide for break down.

Events Page

Select this box of the event your child should swim. E1

This Column indicates what day an event is offered.

This Column indicates what session within in a day an event is offered

If there is a qualifying time it will be indicated here.

Event Type and Age Category

	Best Time	Entry Time	Bonus	Exhibition	Approval	Day	Sess	Ev#	Gen	Event	Qualify Time
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	1	2	B	Open 100 Medley	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	1	4	B	Open 50 Fly	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	1	6	B	Open 50 Back	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	1	8	B	Open 50 Breast	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		1	1	10	B	Open 50 Free	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	2	18	B	8 & Under 50 Breast	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	2	20	B	10 & Under 100 Breast	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	2	24	B	8 & Under 100 Medley	
<input type="checkbox"/>	NT	<input type="text" value="NT"/>	<input type="checkbox"/>	<input type="checkbox"/>		2	2	26	B	10 & Under 200 Medley	

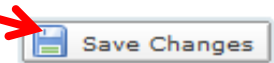
Things to Notice While Picking Events

- Notice in the “Time” window above there is a “NT” in the window. This means your athlete has yet to compete in this event and does not have a time.
- When picking events you will only be able to pick highlighted event’s in the windows (you don’t have the qual time to pick the darkened events or are too old)
- If you pick too many events the system will not allow you to pick the additional event. It has limits on what you are able to pick already so don’t be worried about picking too many events.
- Notice the days events are offered. Then the session events are offered. The sessions should match the meet PDF we discussed in slide 6.
- Picking Events. See Next Slide

Now You Have Picked Events

- Once you have picked your events by highlighting the box on the far left hand side indicated in slide 11 (E1).
- Go to the bottom of the page and select “Save Changes”

<input checked="" type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		3	5	104	B	Open 100 Breast	
<input checked="" type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		5	5	106	B	Open 200 Back	
<input checked="" type="checkbox"/>	NT	NT	<input type="checkbox"/>	<input type="checkbox"/>		3	5	108	B	Open 50 Free	



Picked Events

- You will then see the window below.
- It should list the events you have picked and the date you last updated it.

Member Name	Member Commitment	Coach Approved	Last Updated
Michael Peterson *Active	<input checked="" type="checkbox"/> Committed	#104 (d3/s5): B Open 100 Breast (NT) #106 (d3/s5): B Open 200 Back (NT) #108 (d3/s5): B Open 50 Free (NT)	10/17/12 19:52
Registration Deadline has passed.			

- You have now done all the work you needed to to get your child signed up for the meet.
- It is now up to the coaches to move the process along.
- See next slide.

Coaches Job In Picked Events

- Once you have picked your events and saved them the coach will then go in and either approve or reject events. For the most part all events are approved.
- Reasons for rejecting events could be many. Contact your coach to find out why they may have rejected an event you picked. A lot of times they want you to do a different event or they feel you are signed up for too many. At any rate there should still be a discussion with your coach.
- Declared athletes but not signed up yet. Every so often an athlete will sign up but not pick events. The coach will pick them for you if you wait until the night of and they are not picked yet.

Results

- Once a meet is swam the results are then uploaded in the team unify where you can view your times under the “My Account” tab and then “My Meet Results.”

The screenshot shows the TeamUnify website interface. The top navigation bar includes links: Home, 2012 Autumn Opener, Events, About ACAC, Pool Locations, Tryouts, Team Records, Documents, and Links. The left sidebar contains a 'Sign Out' button and a menu with options: System, My Account (with sub-items: My Tutorials, TeamUnify Invoices, Setup Auto Pay, My Account, My Meet Results, My Sponsor Center, \$My Invoice/Payment, and More Information), Team Admin, Billing Admin, and Contact Us. The main content area is titled 'My Results' and includes tabs for My Results, Results By Meets, Results By Athletes, Standards Setup, and Time Reports. A 'Printer Friendly' button and a 'Search' button are visible. A message states: 'Please click the [Search] button after each filter selection change.' Below this, the user's account information is displayed: 'My Account: Peterson, Michael' with a 'Change Account' link. Filters for Standards, Time Conversion, Member, Course, Top Times, Distance, Stroke, and Date of Swim are shown. A red box highlights an error message: 'The system cannot find any records associated with this USS#.' Below the error message, a note explains: 'This page uses USS# to search your records. If you believe that this member does have the records, please click [HERE](#) to check if USS# for this swimmer is correct.' The footer includes a 'Secured by' logo, copyright information for TeamUnify, LLC, and a 'TeamUnify' logo.

- Your best time will also be displayed in the “Time” column when you go to sign up for another meet.