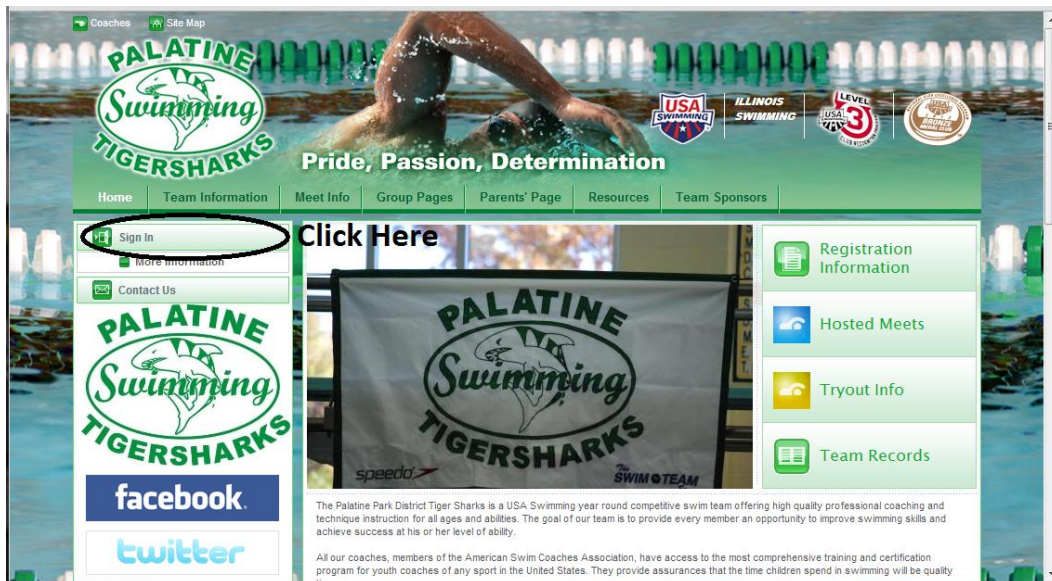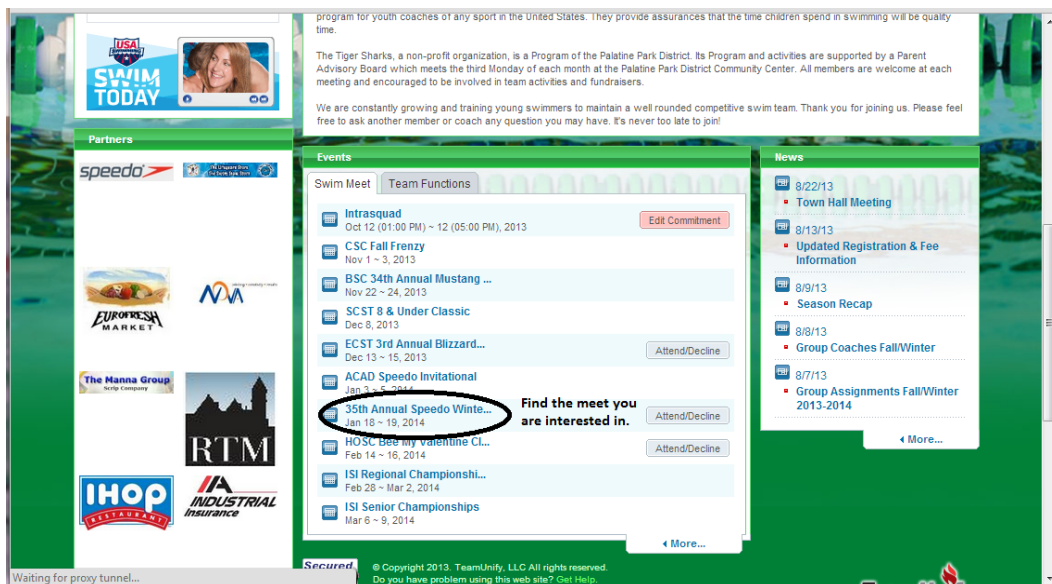## How to Register for Meets

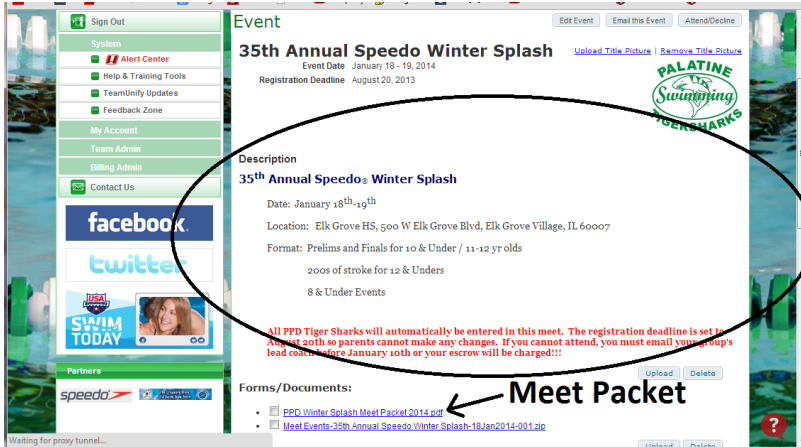1. Go to www.ppdswim.org. Sign into your account.

2. From the homepage, scroll down to the Events section.

3. Find the desired meet and click on the meet name.

4. Read the description, then click on the Meet Packet link under Forms/Documents.

5. The meet packet contains ALL information about the meet. The most important information when signing your child up is the Order of Events and warm-up times, usually listed in some sort of table format. You will have to scroll down and search for this, as each meet packet may list events in a different place within the packet. In the example we've been using, the first picture below shows the Session days, numbers, and events; but warm-up times are located elsewhere in the meet packet (shown in the second picture below).

6. Once you've located the Order of Events, find the sessions in which your child can participate. Each session is divided by age. Write down the date and sessions you wish to attend along with the time warm-ups begin! Warm-up times are not necessarily listed in the Order of Events, you may have to search a bit!   Events and sessions are divided by gender and age group. Typically these age groups are 8 & Under, 9-10 yrs old, 11-12 yrs old, 13-14 yrs old, and Open; but they can vary from meet to meet. For example (see below), there is no 13-14 yr old group. They would swim in the 'Open' division.

Sat. AM – Prelims

Session 1

Girls	Events	Boys
1	10&U 100 Fly	2
3	11-12 100 Fly	4
5	10&U 100 IM	6
7	11-12 100 IM	8
9	10&U 100 Back	10
11	11-12 100 Back	12
13	10&U 100 Breast	14
15	11-12 100 Breast	16
17	10&U 50 Free	18
19	11-12 50 Free	20

How old is your swimmer?
Find the appropriate
Day and Session Number

Sat. PM - Timed Finals

Session 2

Girls	Events	Boys
21	Open 200 Free	22
23	8&U 50 Free	24
25	Open 100 Breast	26
27	8&U 25 Breast	28

Session	Day	Type	Athlete	Warm-ups	Meet Start
1	Saturday	Prelim	10&U, 12&U	7:00 AM	8:00 AM
2	Saturday	Timed Finals	8&U, Open	12:30 PM	1:30 PM
3	Saturday	Finals	10&U, 12&U	5:00 PM	6:00 PM
4	Sunday	Prelim/Timed Finals	10&U, 12&U	7:00 AM	8:00 AM
5	Sunday	Timed Finals	8&U, Open	12:30 PM	1:30 PM
6	Sunday	Finals	10&U, 12&U	5:00 PM	6:00 PM

7. Close the meet packet window.

8. You should still be on the Event information page. If not, return and complete steps 1-4; then continue. Click the Attend this Event link on the top right corner of the Event information page (see picture above, just below step 4).

9. Find the swimmer you would like to commit to attend the meet towards the bottom of the Athlete Sign-up tab. Click their name. The example below is one of our home meets. You can see that the registration deadline has passed. All PPD swimmers are entered in our home meets so you do not need to worry about committing them to attend.

10. Under the Sign-up Record option, choose [Yes, please sign (name) up for this event.] This will open up the option to select only certain days or sessions.

11. Fill in the boxes that correspond to the sessions you found in Step 6. If you are confused, leave the coaches a note in the notes section with which day(s) you would like to be signed up for!

12. Write any notes, comments, or suggestions you'd like the coaches to read before they choose your child's events.

13. MAKE SURE TO CLICK 'SAVE CHANGES' AT THE BOTTOM RIGHTHAND CORNER!!!!!!!!
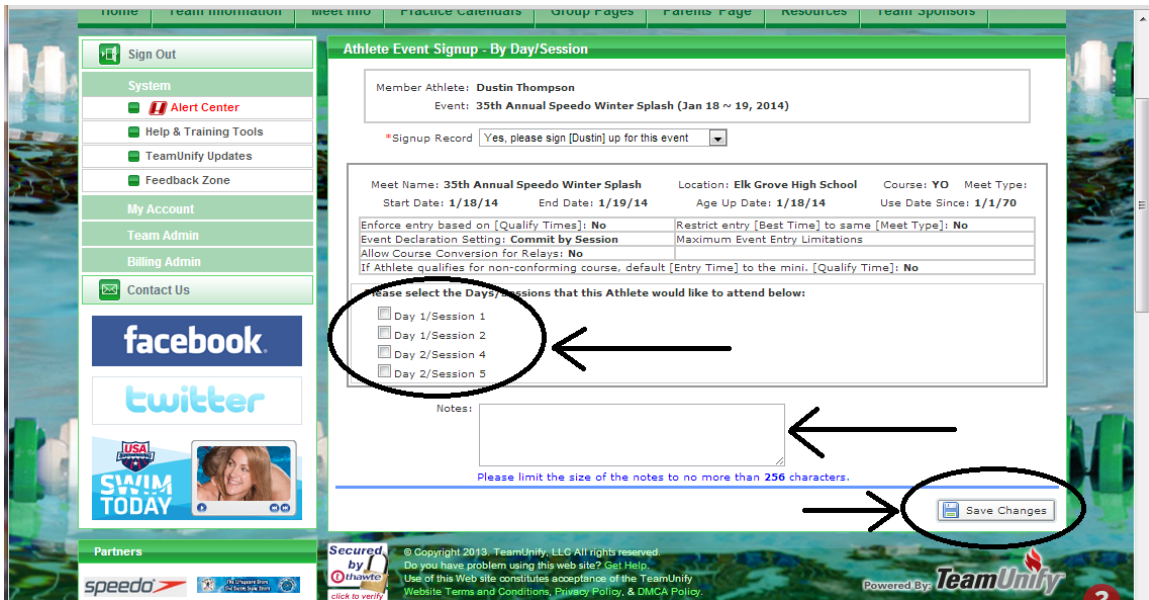
14. Congratulations! You are now signed up for a swim meet. Make sure to mark your calendar with the time of warm-ups (from step 6) and prepare to arrive 15 minutes beforehand!

** Swim meet deadlines must be adhered to**

14 Days before entries are due: Families will get a reminder email to register.

7 Days before entries are due (Registration deadline listed on the website): Registration closes and coaches will enter swimmers in events.

3 Days before entries are due: Coaches will email the entry list out. Changes and adds will need to be communicated via email before the Final deadline.

Final deadline (1-2 days before entries are due): Last chance for swimmers to be added, removed or events to be changed.

**Once the final deadline passes, no changes can be made; and your escrow account will be charged the entry fees whether you compete or not. Most meet fees will total approximately $25/day or $50 for the weekend.