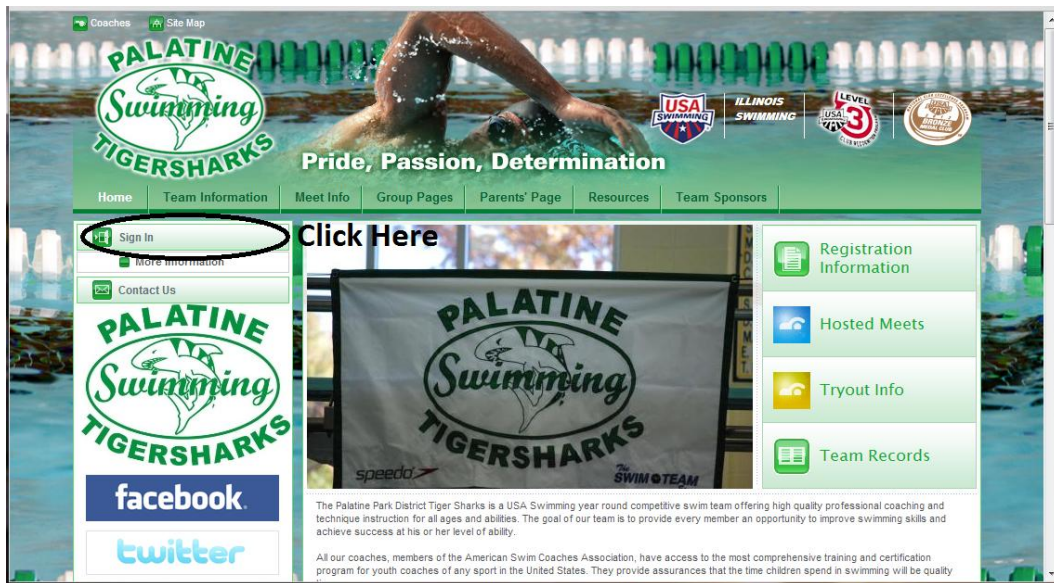
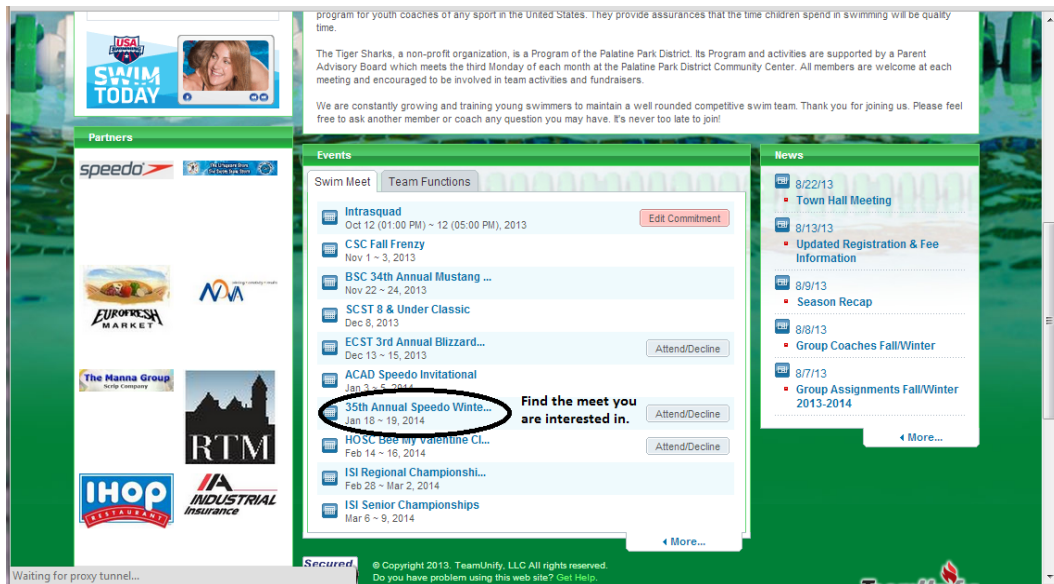


## How to Register for Meets

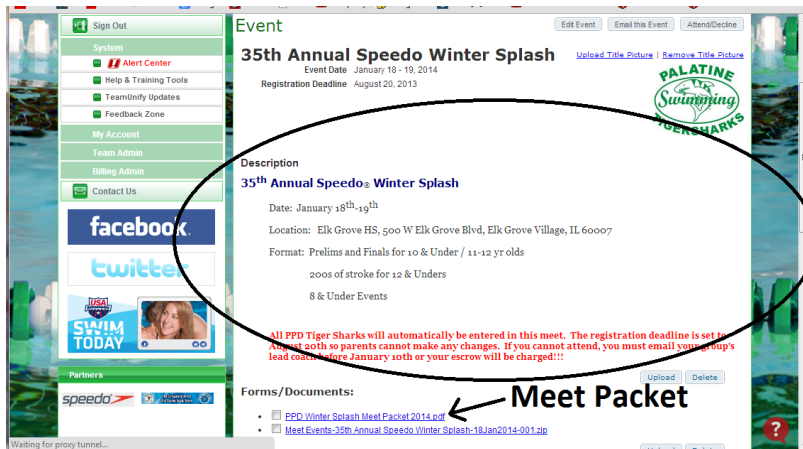
1. Go to our [website](#). Sign into your account.



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

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**Event Signup**

Athlete Signup Committed Athletes Undeclared Athletes Declined Athletes

**Registration Deadline has passed.**

My Account: Thompson, Dustin (12196700941) [Change Account](#) (Admin Only)

Event: 35th Annual Speedo Winter Splash (Jan 18 ~ 19, 2014)

Registration Deadline: August 20, 2013

Meet Name: 35th Annual Speedo Winter Splash Location: Elk Grove High School Course: YO Meet Type: Start Date: 1/18/14 End Date: 1/19/14 Age Up Date: 1/18/14 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 Maximum Event Entry Limitations > View

Allow Course Conversion for Relays: No

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No

[View/Edit All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Updated
Dustin Thompson *Active	Undeclared		

**Registration Deadline has passed.**

Secured by © Copyright 2013. TeamUnity, LLC All rights reserved. Do you have problem using this web site? [Click Here](#)

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.

**Swimming TIGERSHARKS** Pride, Passion, Determination

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**Athlete Event Signup**

Member Athlete: Dustin Thompson

Event: 35th Annual Speedo Winter Splash (Jan 18 ~ 19, 2014)

\*Declaration: --SELECT--

Notes: --SELECT--

- Yes, please sign (Dustin) up for this event
- No, thanks, [Dustin] will NOT attend this event

[Save Changes](#)

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!!!!!!!**

The screenshot shows the 'Athlete Event Signup - By Day/Session' page. The member athlete is Dustin Thompson, and the event is the 35th Annual Speedo Winter Splash (Jan 18 ~ 19, 2014). The page includes a sidebar with navigation links like 'Sign Out', 'Alert Center', and 'My Account'. The main content area displays event details and a section for selecting sessions. A table lists sessions for Day 1 and Day 2. Below this is a 'Notes' field and a 'Save Changes' button. Arrows indicate the required actions: selecting sessions, adding notes, and clicking 'Save Changes'.

Day	Session	Selected
Day 1	Session 1	<input type="checkbox"/>
Day 1	Session 2	<input type="checkbox"/>
Day 2	Session 4	<input type="checkbox"/>
Day 2	Session 5	<input type="checkbox"/>

Notes:

Please limit the size of the notes to no more than 256 characters.

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!

15. More specific (and updated when small changes occur) meet info will be sent out 2-3 days prior to the meet via email.

\* Please help your coaches out and adhere to swim meet deadlines\*

\*\*If you miss a deadline, email your coach ASAP. We can swimmers up until we send in entries to the host team\*\*