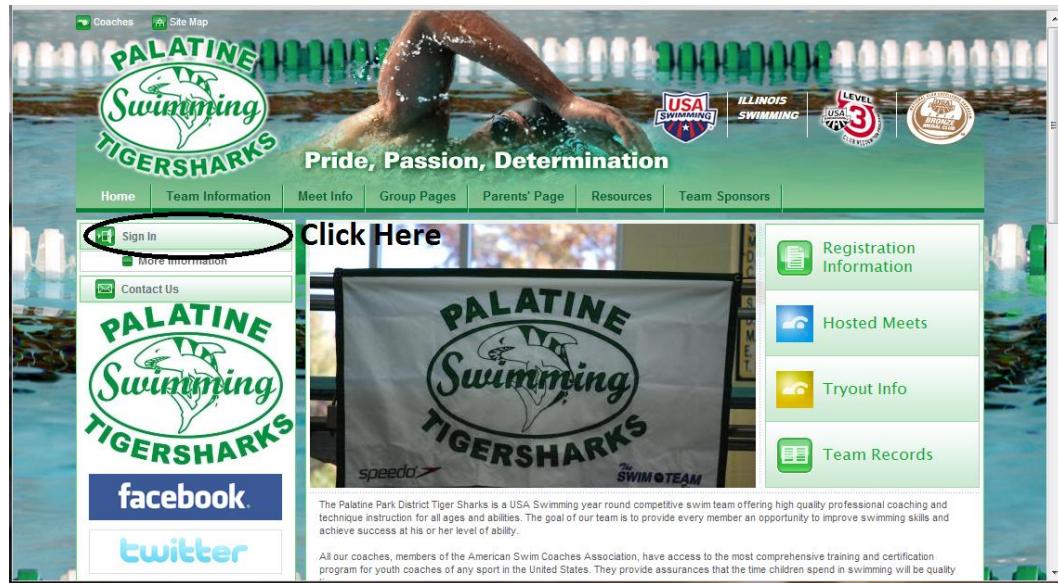


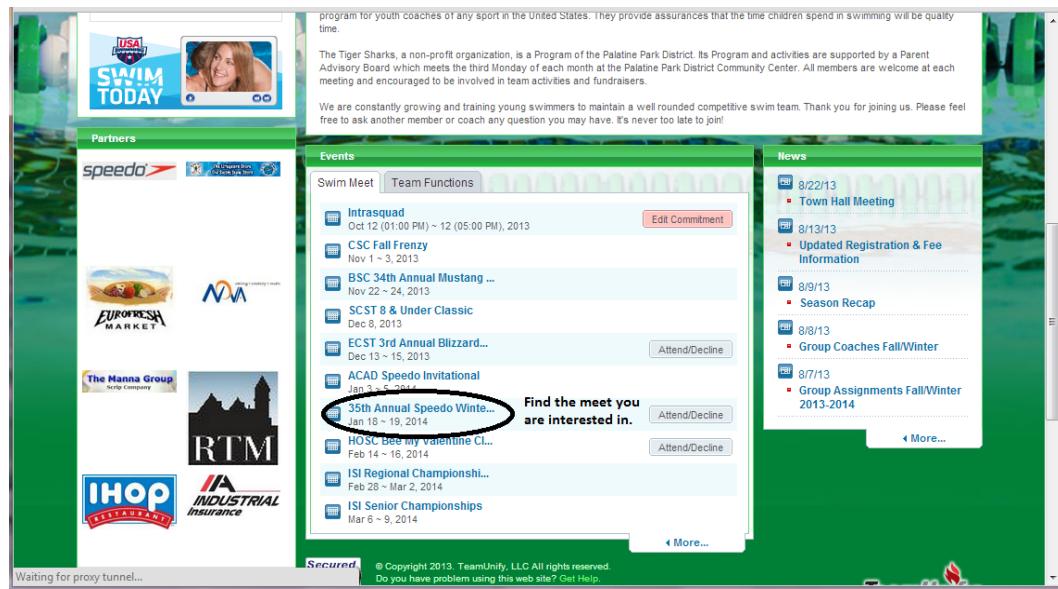
How to Register for Meets

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.

The screenshot shows a swim meet registration interface. On the left, there's a sidebar with links for 'Alert Center', 'Help & Training Tools', 'Teamfinity Updates', and 'Feedback Zone'. Below that are 'My Account', 'Team Admin', 'Billing Admin', and 'Contact Us'. There are also links for 'facebook', 'twitter', and 'SWIM SWIM TODAY'. Under 'Partners', there are links for 'speedo' and 'BROWNS'. The main content area is titled 'Event' and shows the '35th Annual Speedo Winter Splash'. It includes the 'Event Date' (January 18 - 19, 2014), 'Registration Deadline' (August 20, 2013), and the 'PALATINE Swimming TIGER SHARKS' logo. A large black oval highlights the 'Description' section, which contains the meet details: Date (January 18th, 19th), Location (Elk Grove HS, 500 W Elk Grove Blvd, Elk Grove Village, IL 60007), Format (Prelims and Finals for 10 & Under / 11-12 yr olds), and 200s of stroke for 12 & Unders, 8 & Under Events. Below the description is a note: 'All PPD Tiger Sharks will automatically be entered in this meet. The registration deadline is set for August 20th so parents cannot make any changes. If you cannot attend, you must email your group's lead coach before January 10th or your escrow will be charged!!!'. A black arrow points from the 'Meet Packet' link in the 'Forms/Documents:' section to the 'Meet Packet' link in the description. The 'Forms/Documents:' section also lists 'PPD Winter Splash Meet Packet 2014.pdf' and 'Meet Events-35th Annual Speedo Winter Splash-18Jan2014-001.zip'.

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.

The screenshot shows a table of swim meet sessions. A large black arrow points from the 'How old is your swimmer? Find the appropriate Day and Session Number' text to the 'Session 1' and 'Session 2' sections. The table is divided into 'Sat. AM - Prelims' and 'Sat. PM - Timed Finals'. The 'Session 1' section lists events for Girls (1-19) and Boys (2-20). The 'Session 2' section lists events for Girls (21-27) and Boys (22-28). A grey box highlights the 'How old is your swimmer?' text.

Sat. AM - Prelims		Sat. PM - Timed Finals	
Session 1		Session 2	
Events	Boys	Events	Boys
10&U 100 Fly	2	Open 200 Free	22
11-12 100 Fly	4	8&U 50 Free	24
10&U 100 IM	6	Open 100 Breast	26
11-12 100 IM	8	8&U 25 Breast	28
10&U 100 Back	10		
11-12 100 Back	12		
10&U 100 Breast	14		
11-12 100 Breast	16		
10&U 50 Free	18		
11-12 50 Free	20		

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.

Pride, Passion, Determination

Event Signup

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	Undeclared		

Registration Deadline has passed.

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.

Pride, Passion, Determination

Athlete Event Signup

Member Athlete: Dustin Thompson

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

*Declaration:

Notes:

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!!!!!!**

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

*Signup Record: Yes, please sign [Dustin] up for this event

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 Session Maximum Event Entry Limitations
Allow Course Conversion for Relays: No
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: No

Please select the Day(s)/Session that this Athlete would like to attend below:

Day 1/Session 1
 Day 1/Session 2
 Day 2/Session 4
 Day 2/Session 5

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

Save Changes

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 sign you up until we send in entries to the host team****