## Committing Swimmers to Meets(Letting us know you will be there)

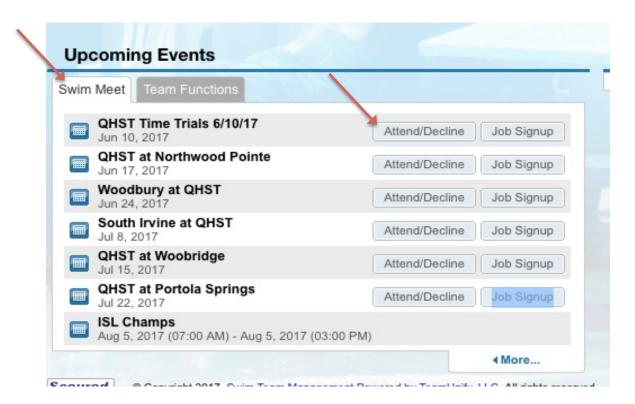
Committing your swimmer(s) to swim meets is quick and easy! You will need to let us know if your swimmer will be at <u>each meet</u>, otherwise your coaches cannot enter them into any events! You will need to commit your swimmers by 7:00PM of the TUESDAY prior to the meet. You need to commit your swimmer (s) whether they will be there or not.

You will be given the option to either attend or decline attending each meet, so PLEASE don't keep us wondering!

Here are the simple steps to either Attend or Decline attending a swim meet (or any other special event). The first thing you will need to do is Log In to our WWW site <a href="www.quailhillswim.com">www.quailhillswim.com</a> clicking on the "Sign In" button in the upper-left of the page. If you are having trouble logging in, just send us an email at <a href="team@quailhillswim.com">team@quailhillswim.com</a> and we will be happy to help!

Once you are logged in, follow these simple steps:

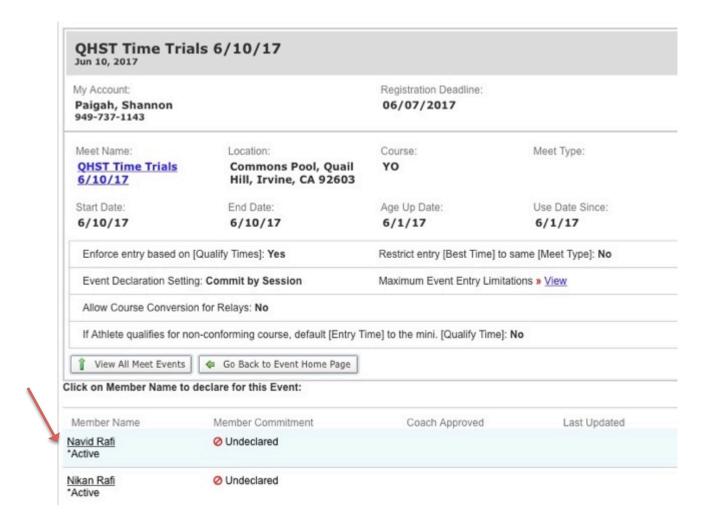
- Scroll down on homepage under the "Events" section of our WWW page, click on the "Swim Meet" tab, and you will get a list of our upcoming swim meets. Locate the swim meet you plan to Accept/Decline for.
- 2. Once you have found the swim meet, click on the "Attend/Decline" button



On the "Event Signup" screen, you will see a list of your registered swimmers and additional information about the meet, including the Meet Location (Address), as well as a list of all the swimming events.

3. On the "Event Signup screen, click on the Name of the swimmer you are committing. If you have more than one registered swimmer, you will need to commit each of them.

After you have clicked on your swimmer's name, their commitment page will be displayed. This page also lists the time you need to arrive at the meet, and the estimated completion time of the meet.



4. For your swimmer, click on the down-arrow and select

"Yes, please sign up <swimmer's name> for this event". If your swimmer will NOT be able to attend the meet, select

"No, thanks, <swimmer's name> will NOT attend this event".

- 5. Click in the "Day/Session" button, (all of our meets are single-day, single-session meets).
- **6.** If you want to send a note to the coaches, enter it in the "Notes" section. Some notes you might want to include
- 7. Finally, click on the "Save Changes" button to commit your settings

## QHST Time Trials 6/10/17 (Jun 10, 2017) Member Athlete: Nikan Rafi \*Signup Record Yes, please sign [Nikan] up for this event Meet Name: Location: Course: Meet Type: **QHST Time Trials** Commons Pool, Quail YO Hill, Irvine, CA 92603 6/10/17 End Date: Age Up Date: Use Date Since: Start Date: 6/10/17 6/1/17 6/1/17 6/10/17 Enforce entry based on [Qualify Times]: Yes 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 Days/Sessions that this Athlete would like to attend below: Day 1/Session 1 Notes: Please limit the size of the notes to no more than 256 characters. Save Changes

If you need to change your commitment after it has been saved, you can go back to the "Swim Meets" tab and select

"Edit Commitment".

Please remember, we need you to tell us (Commit) to each meet Whether your swimmer will attend or not! Your coaches cannot plan the meet if we do not know who will be attending.

While you are logged into our www site committing your swimmer to a meet, take the time to commit them to the rest of the meets, if you know whether or not you will be able to attend! You can always change your commitment up until

7:00pm of the Tuesday before the meet!

Thanks for making your coaches job a whole lot easier! If you have questions, please ask! We are here to help!

## Go Barracudas!!