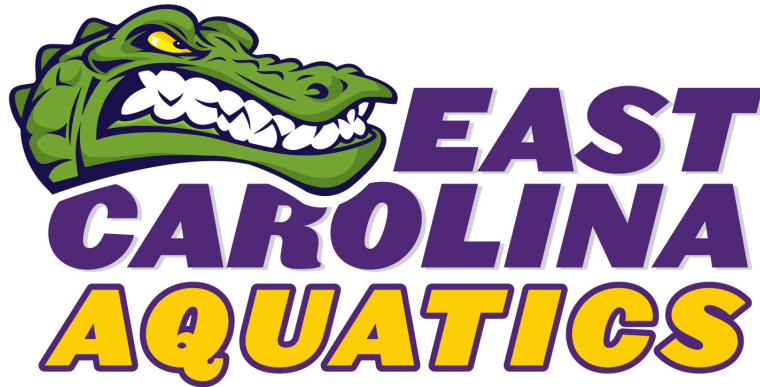


How to Declare/Sign Up for Swim Meets on Team Unify!!



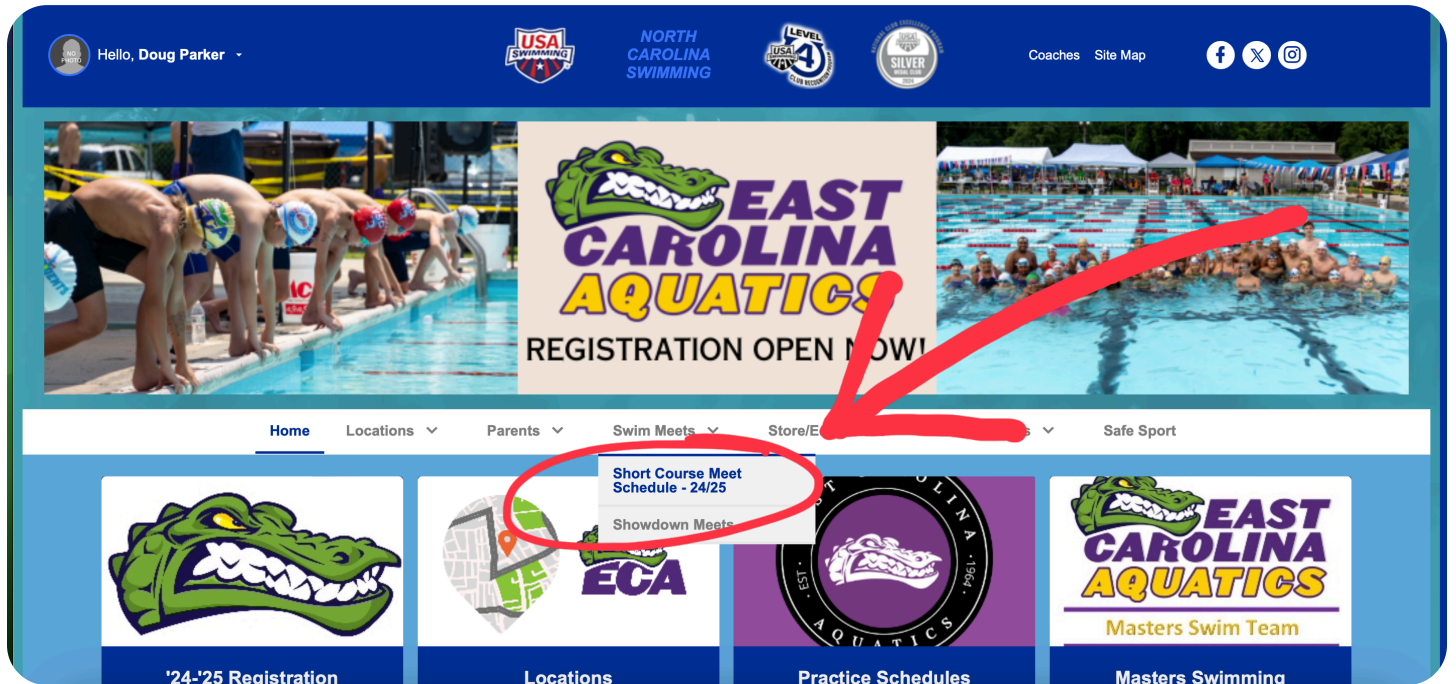
www.swimeca.org or
<https://www.gomotionapp.com/team/nceca/page/home>

Step 1: Sign into the Website!!! You will not be able to click past the commitment buttons (attend/decline) unless you are signed in!

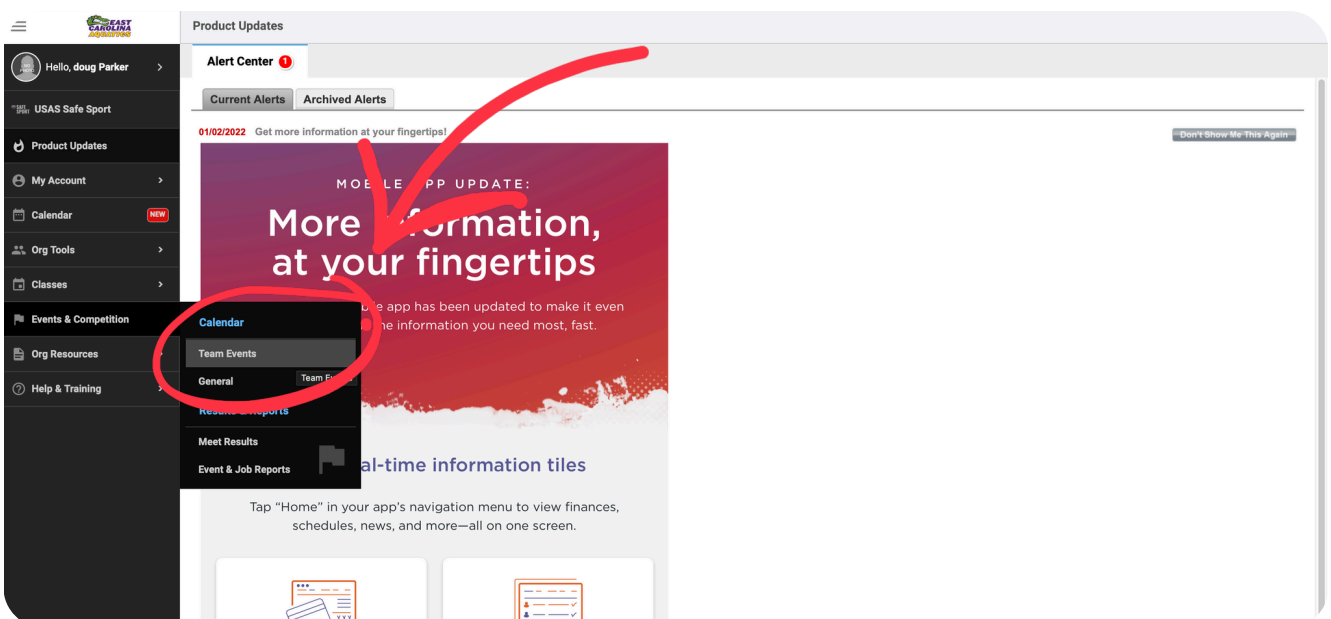
Step 2: There are a few ways to get to the events page.

A) Scroll down on the website homepage until you see the events column with upcoming meets.

B) Choose the “Short Course Meet Schedule - 24/25” under the “Swim Meets” Drop Down. This will bring you to the meet schedule in pdf form that has links to the meet information/signup as well as the qualification standard (if available) and the signup deadline.



C) Select “Team Events” from the Events & Competition Tab



Step 3: From the Meets & Events page, select which meet you would like to Declare your swimmer to swim. Click on EDIT COMMITMENT!

If you need information on the meet, click on the Name of the Meet!!

The screenshot shows the 'Team Events' page for 'EAST CAROLINA SWIMMING'. The left sidebar contains navigation links: 'Hello, doug Parker', 'USAS Safe Sport', 'Product Updates', 'My Account', 'Calendar', 'Org Tools', 'Classes', 'Events & Competition', 'Org Resources', and 'Help & Training'. The main content area is titled 'Team Events' and has tabs for 'Team Events' and 'General'. Below these are tabs for 'Current & Upcoming' and 'Past & Archived'. A search bar and 'Customize Filters' button are present. The list of events includes:

- Sep 24 2024 Showdown 1 - Washington**: 24 September 2024 Event Category: Showdown Meet. This is the first meet in our Showdown series. This is open to Washington swimmers. [Attend / Decline](#)
- Sep 25 2024 Showdown 1 - Greenville**: 25 September 2024 Event Category: Showdown Meet. This is the first meet in our Showdown series. This is open to Greenville swimmers. Kinston will be allowed to attend this year as well. [Attend / Decline](#)
- Sep 28 2024 YMCA Pier-2-Pier Swim**: 28 September 2024 Event Category: Swim Meet. [CLICK HERE TO REGISTER AND FOR MORE INFORMATION](#). **You must sign up on your own.** This event is done outside of USA Swimming. [Attend / Decline](#)
- Oct 12 2024 Rock the Blocks**: 12 October 2024 - 13 October 2024 Event Category: Swim Meet. [Attend / Decline](#)
- Nov 08 2024 ECA Southeastern Classic**: 08 November 2024 - 10 November 2024 Event Category: Swim Meet. [Attend / Decline](#)
- Dec 20 2024 December Intrasquad**: 20 December 2024 - 21 December 2024 Event Category: Swim Meet. There is currently no information for this meet. Please check back soon. Meet will be Friday night and Saturday Morning. [Attend / Decline](#)

A red arrow points from the 'Rock the Blocks' event name to its 'Attend / Decline' button, which is circled in red.

Step 4: Select your athlete's name to make your declaration. YOU MUST COMPLETE THE NEXT STEPS FOR EACH ATHLETE!!!

The screenshot shows the 'Athlete Signup' page for the 'Rock the Blocks' event (Oct 12, 2024 - Oct 13, 2024). The page is divided into a left sidebar with navigation links and a main content area. The main content area displays event details and a table of athletes. A red circle highlights the 'TEST SWIMMER' athlete in the table, with a red arrow pointing to it.

Event Details:

- My Account: Parker, doug 1234567890
- Registration Deadline: 09/27/2024
- Meet Name: [RSA Rock the Block Quad](#)
- Location: Smithfield Recreation and Aquatic Center, 600 Booker Dairy Rd, Smithfield, NC 27577, USA
- Course: YO
- Meet Type:
- Start Date: 10/12/2024
- End Date: 10/13/2024
- Age Up Date: 10/12/2024
- Use Date Since: 01/01/1970

Event Settings:

- Enforce entry based on [Qualify Times]: No
- Restrict entry [Best Time] to same [Meet Type]: No
- Event Declaration Setting: Commit by Event
- 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

Buttons: [View 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
TEST SWIMMER Active	Undeclared		

Step 5: Select whether your athlete will be signing up or declining attending the specific meet!!

The screenshot shows the 'Declaration' form for the 'TEST SWIMMER' athlete. A red circle highlights the 'Declaration' dropdown menu, which is currently set to '--SELECT--'. A red arrow points to the dropdown menu.

Form Fields:

- Member Athlete: TEST SWIMMER
- Declaration: --SELECT--
- Notes:

Buttons: [Save Changes](#)

The screenshot shows the 'Declaration' form for the 'TEST SWIMMER' athlete. A red circle highlights the 'Declaration' dropdown menu, which is now open, showing two options: 'Yes, please sign [TEST] up for this event' and 'No, thanks, [TEST] will NOT attend this event'. A red arrow points to the dropdown menu.

Form Fields:

- Member Athlete: TEST SWIMMER
- Declaration: --SELECT--
- Notes:

Buttons: [Save Changes](#)

Step 6: If your athlete will be swimming, check the boxes corresponding to the events/days/sessions they will be attending! These will appear after choosing they will be declaring.

***If you have any notes for coaches, please place them into the Notes BOX. (IE. That you cannot attend a specific day or there is an event your athlete really wants to try).

The screenshot shows the 'Team Events' page for 'TEST SWIMMER' on the gotionapp.com website. The page includes a sidebar with navigation links like 'USAS Safe Sport', 'Product Updates', 'My Account', 'Calendar', 'Org Tools', 'Classes', 'Events & Competition', 'Org Resources', and 'Help & Training'. The main content area displays event details for 'RSA Rock the Block Quad' at the 'Smithfield Recreation and Aquatic Center'. It includes fields for 'Declaration', 'Notes', 'Meet Name', 'Location', 'Course', 'Meet Type', 'Start Date', 'End Date', 'Age Up Date', and 'Use Date Since'. Below these are sections for 'Enforce entry based on [Quality Times]', 'Maximum Event Entry Limitations', 'Allow Course Conversion for Relays', and 'If Athlete qualifies for non-forming course, default [Entry Time] to the mini. [Quality Time]'. There are also fields for 'Committed Sessions', 'Athlete Qualifying Age', and 'Competitive Category'. A section titled 'Important Notes' provides instructions for coaches. The bottom part of the page features a table of events with columns for 'Best Time', 'Entry Time', 'Bonus', 'Exhibition', 'Approval', 'Ev#', 'Competitive Category', 'Event', and 'Qualify Time'. The table is divided into sections for 'Day 2 Session 2', 'Day 2 Session 4', and 'Day 2 Session 5'. Red circles highlight the 'Notes' field and the 'Save Changes' button at the bottom right.

Best Time	Entry Time	Bonus	Exhibition	Approval	Ev#	Competitive Category	Event	Qualify Time
☒	NT	☐	☐	☐	124A	B	10 & Under 50 Free	
☒	NT	☐	☐	☐	128A	B	10 & Under 100 Back	
☒	NT	☐	☐	☐	132A	B	10 & Under 50 Breast	
☐	NT	☐	☐	☐	136A	B	10 & Under 50 Fly	
Day 2 Session 4								
☐	NT	☐	☐	☐	222A	B	10 & Under 500 Free	
☐	NT	☐	☐	☐	224A	B	10 & Under 1000 Free	
Day 2 Session 5								
☒	NT	☐	☐	☐	234A	B	10 & Under 100 Free	
☒	NT	☐	☐	☐	236A	B	10 & Under 50 Back	
☒	NT	☐	☐	☐	240A	B	10 & Under 100 Breast	
☐	NT	☐	☐	☐	244A	B	10 & Under 100 Fly	

Step 7: Click Save Changes and confirm you want to save your selections!!

Step 8: Confirm that your swimmer's commitment has changed to COMMITTED or DECLINED, based on your selection.

Repeat Steps 4-8 for each athlete that is registered/eligible to swim in the meet!

In addition, you should also receive an email to confirm your selections for each meet!

Other Notes about Declarations & Meet Signups:

- It is the parent's responsibility to log in and declare the swimmer's intention to swim for every meet!
- Coaches have the final decision on what events each swimmer will swim.
- At the entry deadline, coaches will review who's entered the meet and complete their event selection for Director of Operations review/submission.
- When the meet file is generated and sent to the meet host, your account will be invoiced for the meet entry fees. Once generated, families are responsible for paying meet fees, regardless if the athlete does compete or not.
 - For home meets we have some wiggle room on this so the earlier you let us know the better. Usually once we have sent out heat sheets for home meets that is the latest we can remove fees. Away meets we have no control over.
- Late Entries
 - Late entries are sometimes allowed depending on the meet. The host usually has fees up to double the initial amount. When filling out the late entry request please be aware of this.
 - Championship meets usually do not allow late entries.

Parents who have downloaded the OnDeck app can sign into their account and sign up/declare for meets as well!