motion

How to Commit/Sign Up for a Meet/Event

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1. Sign in to your team's website.
2. Click **Events & Competition > Team Events** in the side menu.
3. Click your desired event's **Attend/Decline** or **Edit Commitment** button.
4. Click the name of the athlete whom you want to attend.
5. Click the *Declaration* dropdown and click **Yes, please sign [Name] up for this event** (or **No, thanks, [Name] will NOT attend this event**, enter any *Notes*, and then click **Save Changes**).
6. If applicable, enter any *Notes* you want the coach to see.
7. If a team admin has allowed you to select events, check the boxes of the events you want your athlete to enter.
   - Red times indicate your athlete is not qualified to enter those events.
   - Events you choose are subject to coach approval.
8. Otherwise, select which days and sessions your athlete will attend, and a coach will then pick which events your athlete will enter.
   - You may click a day/session button to see scheduled events.
9. When finished, click **Save Changes**.
10. Repeat for all other athletes you may have.

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