

# OCA Workshare



- Generate Parent Participation
- Ensure successful swimming experience

# Workshare Requirements

- ▶ Requirements based on your families most advanced swimmer's Workout Group.
- ▶ Broken the year up into two parts
  - Short Course Season (Sept 1 - April 1)
    - Complete 2/3 of your total hours – required
  - Long Course Season (April 1 - August 1)
    - Complete 1/3 of your total hours – required

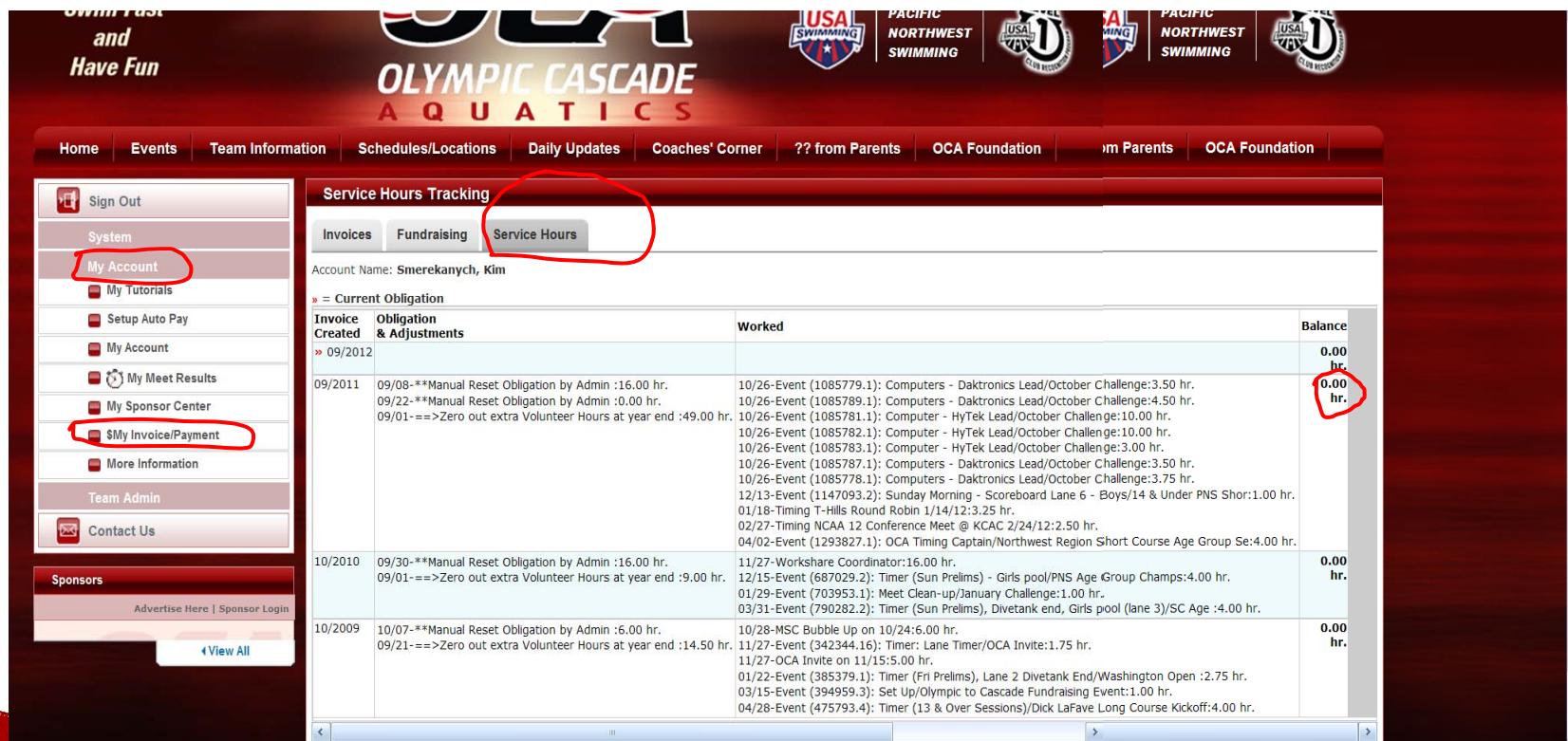
- ▶ **Developmental Group – 8 hours**
  - 5 hours to be completed by April 1<sup>st</sup> (short course season)
  - 3 hours to be completed by August 1<sup>st</sup> (long course season)
- ▶ **Novice Group – 11 hours**
  - 7 hours to be completed by April 1<sup>st</sup> (short course season)
  - 4 hours to be completed by August 1<sup>st</sup> (long course season)
- ▶ **Age Group, Regionals, Seniors – 22 hours**
  - 14 hours to be completed by April 1<sup>st</sup> (short course season)
  - 8 hours to be completed by August 1<sup>st</sup> (long course season)

# Financial Consequences

- ▶ \*\* NEW THIS YEAR\*\*\*
- ▶ Workshare Hour = \$20 / hour
- ▶ Unfulfilled hours charged
  - End of short course season – April 1<sup>st</sup>
  - End of long course season – August 1<sup>st</sup>

# How to check your Workshare Balance

- ▶ 1) Click My Account
- ▶ 2) Click \$My Invoice/Payment
- ▶ 3) Click Service Hours Tab



Service Fast  
and  
Have Fun

USA SWIMMING

PACIFIC NORTHWEST SWIMMING

PACIFIC NORTHWEST SWIMMING

OLYMPIC CASCADE AQUATICS

Home | Events | Team Information | Schedules/Locations | Daily Updates | Coaches' Corner | ?? from Parents | OCA Foundation | Team Parents | OCA Foundation

**Service Hours Tracking**

Invoices Fundraising Service Hours

Account Name: Smerekanych, Kim

» = Current Obligation

Invoice Created	Obligation & Adjustments	Worked	Balance
» 09/2012	09/08-**Manual Reset Obligation by Admin :16.00 hr. 09/22-**Manual Reset Obligation by Admin :0.00 hr. 09/01-==>Zero out extra Volunteer Hours at year end :49.00 hr.	10/26-Event (1085779.1); Computers - Daktronics Lead/October Challenge:3.50 hr. 10/26-Event (1085789.1); Computers - Daktronics Lead/October Challenge:4.50 hr. 10/26-Event (1085781.1); Computer - HyTek Lead/October Challenge:10.00 hr. 10/26-Event (1085782.1); Computer - HyTek Lead/October Challenge:10.00 hr. 10/26-Event (1085783.1); Computer - HyTek Lead/October Challenge:3.00 hr. 10/26-Event (1085787.1); Computers - Daktronics Lead/October Challenge:3.50 hr. 10/26-Event (1085778.1); Computers - Daktronics Lead/October Challenge:3.75 hr. 12/13-Event (1147093.2); Sunday Morning - Scoreboard Lane 6 - Boys/14 & Under PNS Shor:1.00 hr. 01/18-Timing T-Hills Round Robin 1/14/12:3.25 hr. 02/27-Timing NCAA 12 Conference Meet @ KCAC 2/24/12:2.50 hr. 04/02-Event (1293827.1); OCA Timing Captain/Northwest Region Short Course Age Group Se:4.00 hr.	0.00 hr. 0.00 hr.
10/2010	09/30-**Manual Reset Obligation by Admin :16.00 hr. 09/01-==>Zero out extra Volunteer Hours at year end :9.00 hr.	11/27-Workshare Coordinator:16.00 hr. 12/15-Event (687029.2); Timer (Sun Prelims) - Girls pool/PNS Age Group Champs:4.00 hr. 01/29-Event (703953.1); Meet Clean-up/January Challenge:1.00 hr. 03/31-Event (790282.2); Timer (Sun Prelims), Divetank end, Girls pool (lane 3)/SC Age :4.00 hr.	0.00 hr.
10/2009	10/07-**Manual Reset Obligation by Admin :6.00 hr. 09/21-==>Zero out extra Volunteer Hours at year end :14.50 hr.	10/28-MSC Bubble Up on 10/24:6.00 hr. 11/27-Event (342344.16); Timer; Lane Timer/OCA Invite:1.75 hr. 11/27-OCA Invite on 11/15:5.00 hr. 01/22-Event (385379.1); Timer (Fri Prelims), Lane 2 Divetank End/Washington Open :2.75 hr. 03/15-Event (394959.3); Set Up/Olympic to Cascade Fundraising Event:1.00 hr. 04/28-Event (475793.4); Timer (13 & Over Sessions)/Dick LaFave Long Course Kickoff:4.00 hr.	0.00 hr.

Sign Out

System

**My Account**

My Tutorials

Setup Auto Pay

My Account

My Meet Results

My Sponsor Center

**\$My Invoice/Payment**

More Information

Team Admin

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# How to Fulfill Hours

- ▶ Work 1 shift at OCA hosted Meets (mandatory)
  - October Challenge (October 13<sup>th</sup> & 14<sup>th</sup>)
  - February Challenge (February 2<sup>nd</sup> & 3<sup>rd</sup>)
- ▶ Time 1 shift at a Championship Meet (mandatory if your swimmer is entered)
  - Division Champs/PNS Champs / Sr Champs (Dec.)
  - Washington Open / Portland Meet (Jan.)
  - Age Group Regionals, Sr Sectionals, Div Champs (Mar)
  - Long Course Meets (Summer)
- ▶ Work your choice of OCA events (i.e., Bubble Up, Swim-a-thon, Mini-Meet, Party)

# How do you sign up for a job?

Click **Edit Job Signup** for the Event.

Home | Events | Team Information | Schedules/Locations | Daily Updates | Coaches' Corner | ?? from Parents | OCA Foundation

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**Events**

Swim Meet | Team Functions

**OCA's Back-to-Swim Party**  
Sep 9 (04:00 PM) ~ 9 (06:00 PM), 2012  
[Edit Commitment](#) [Job Signup](#)

**October Challenge**  
Oct 13 ~ 14, 2012  
[Edit Commitment](#) [Edit Job Signup](#)

**ABOUT OCA**

**MEET OUR COACHES**

**TRYOUT INFORMATION**

**TEAM REGISTRATION**

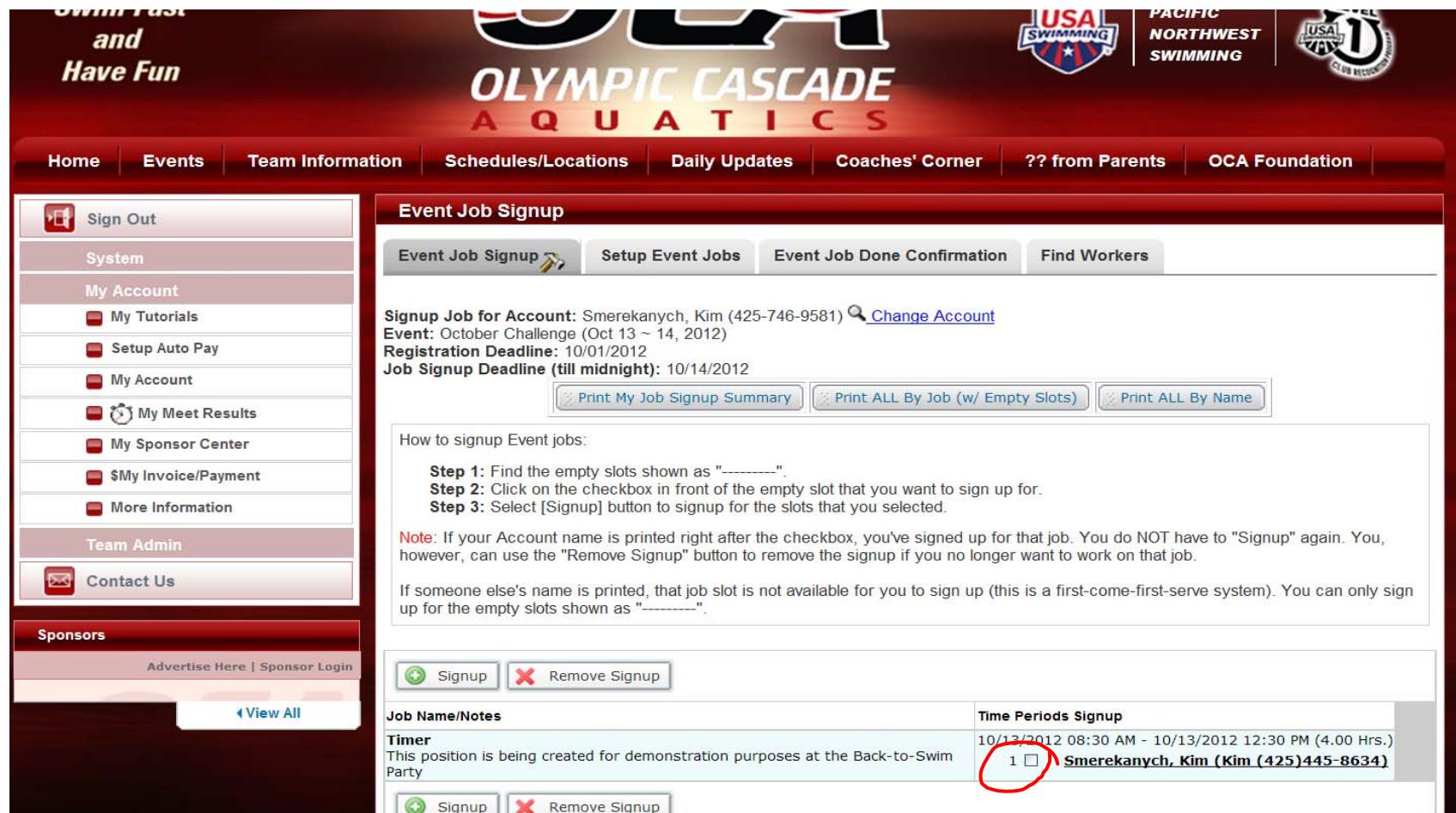
**News**

9/5/12  
▪ **OCA'S KNOX YOUNG NAMED SCHOLASTIC ALL-AMERICAN**

9/4/12  
▪ **OCA TRYOUT OPPORTUNITY SEPTEMBER 8**

# Click Box for job/time you want.

## Enter name of person working and cell phone #.



Swim Fast  
and  
Have Fun

OLYMPIC CASCADE  
AQUATICS

USA SWIMMING PACIFIC NORTHWEST SWIMMING USA YOUTH CLUB RECORDS

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Event Job Signup

Event Job Signup  Setup Event Jobs Event Job Done Confirmation Find Workers

Signup Job for Account: Smerekanych, Kim (425-746-9581)  [Change Account](#)

Event: October Challenge (Oct 13 ~ 14, 2012)

Registration Deadline: 10/01/2012

Job Signup Deadline (till midnight): 10/14/2012

[Print My Job Signup Summary](#) [Print ALL By Job \(w/ Empty Slots\)](#) [Print ALL By Name](#)

How to signup Event jobs:

Step 1: Find the empty slots shown as "-----".  
Step 2: Click on the checkbox in front of the empty slot that you want to sign up for.  
Step 3: Select [Signup] button to signup for the slots that you selected.

Note: If your Account name is printed right after the checkbox, you've signed up for that job. You do NOT have to "Signup" again. You, however, can use the "Remove Signup" button to remove the signup if you no longer want to work on that job.

If someone else's name is printed, that job slot is not available for you to sign up (this is a first-come-first-serve system). You can only sign up for the empty slots shown as "-----".

Job Name/Notes	Time Periods Signup
Timer This position is being created for demonstration purposes at the Back-to-Swim Party	10/13/2012 08:30 AM - 10/13/2012 12:30 PM (4.00 Hrs.) <input type="checkbox"/> Smerekanych, Kim (Kim (425)445-8634)

 Signup  Remove Signup

 Signup  Remove Signup

# How do you get credit for working?

- ▶ Sign the sign-in sheet with start time & end time
  - Sign-in sheet will be in a prominent location
  - Example: Oct Challenge Sign-in sheet will be at the front desk at Mary Wayte
- ▶ OCA's Volunteer Accountant will enter your hours into the database within 2 weeks of the event.

# How do you know if your swimmer is in a meet?

- ▶ Click Edit Commitment for the Event

Home | Events | Team Information | Schedules/Locations | Daily Updates | Coaches' Corner | ?? from Parents | OCA Foundation



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Events

Swim Meet Team Functions

OCA's Back-to-Swim Party Sep 9 (04:00 PM) ~ 9 (06:00 PM), 2012 Edit Commitment Job Signup

October Challenge Oct 13 ~ 14, 2012 Edit Commitment Edit Job Signup

ABOUT OCA

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TRYOUT INFORMATION

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9/5/12

- OCA'S KNOX YOUNG NAMED SCHOLASTIC ALL-AMERICAN

9/4/12

- OCA TRYOUT OPPORTUNITY SEPTEMBER 9

# Look at Member Commitment.

Click Swimmer Name to make changes.

Make changes before Registration Deadline.

The screenshot shows a software interface for managing swimmer registrations. The top navigation bar includes links for Home, Events, Team Information, Schedules/Locations, Daily Updates, Coaches' Corner, ?? from Parents, and OCA Foundation. On the left, a sidebar under 'My Account' shows links for Sign Out, System, My Account, My Tutorials, Setup Auto Pay, My Account, My Meet Results, My Sponsor Center, \$My Invoice/Payment, and More Information. The main content area is titled 'Event Signup' and shows tabs for Athlete Signup, Committed Athletes, Undeclared Athletes, and Declined Athletes. It displays account information for Smerekanych, Kim (425-746-9581) and an event for October Challenge (Oct 13 ~ 14, 2012). A red circle highlights the 'Registration Deadline: October 1, 2012'. Below this, a button says 'View Demo'. A table lists members with their names, member commitment status (Undeclared), and last updated information. The name 'Eva Smerekanych' is circled in red, and an arrow points to the 'Undeclared' status next to it.

Member Name	Member Commitment	Last Updated
Eva Smerekanych *Active	Undeclared	

# Declare Yes or No

## Enter Notes (i.e. Saturday only please)

Home | Events | Team Information | Schedules/Locations | Daily Updates | Coaches' Corner | ?? from Parents | OCA Foundation

 Sign Out

System

**My Account**

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-  Setup Auto Pay
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### Athlete Event Signup

Member Athlete: Eva Smerekanych

Event: October Challenge (Oct 13 ~ 14, 2012)

\*Declaration

Notes  
(days cannot attend, etc.):

Yes, please sign [Eva] up for this event  
No, thanks, [Eva] will NOT attend this event

 Save Changes

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# Parent's Responsibility

- ▶ *\*\*Every swimmer is automatically COMMITTED to swim in all of the meets that their group is swimming in. \*\**
- ▶ Parents need to DECLINE the meets their swimmer will not be available before the Registration Deadline or they will be charged.
- ▶ Parents please check the website regularly for upcoming meets.

# Check Competition Schedule under Schedules pull down.



## Olympic Cascade Aquatics 2012-13 SHORT COURSE COMPETITION SCHEDULE



Date	Meet	Location	Course	Team Travel	SR	REG	AGE	NOV	DEV	Entry Standards
October 13-14, 2012	October Challenge (Team Hosted)	Mary Wayte	SCY		x	x	x	x	x	None
October 26, 2012	Mini-Meet	MSC	SCM				x	x	x	None
November 4, 2012	Chinook Pentathlon	Mary Wayte	SCY				x	x	x	None
November 11, 2012	"Q" Meet	KCAC	SCY			x	x	x		PNS Gold Time
November 17-18, 2012	Age Group Invite	Hazen HS	SCY		x	x	x			PNS Gold Time
November 30-Dec 2	Husky Invite	KCAC	SCY		x					Meet Time Standard
December 1-2, 2012	Divisional Champs	Marysville	SCY			x	x	x	x	Non-PNS
December 7-9, 2012	14 & Under PNS Champs	KCAC	SCY		x	x	x	x		PNS Time Standard
December 14, 2012	Mini-Meet	MSC	SCM				x	x	x	None
December 13-16, 2012	Washington State Champs	KCAC	SCY		x	x				PNS Time Standard
January 12-13, 2013	January Challenge	MT Tahoma	SCY			x	x	x	x	None
January 19-21, 2013	T-Hills Round Robin	Beaverton, OR	SCY	x	x	x	x			Meet Time Standard
January 17-20, 2013	Washington Open	KCAC	SCY		x					Meet Time Standard
January 27, 2013	Snowflake Classic	Hazen HS	SCY				x	x	x	Age 9 and under
February 2-3, 2013	February Challenge (Team Hosted)	Mary Wayte	SCY		x	x	x	x	x	None
February 15, 2013	Mini-Meet	MSC	SCM				x	x	x	None
February 22-24, 2013	Age Group Invite	Helene Madison	SCY		x	x	x	x		PNS Gold Time
March 2, 2013	Last Chance Qualifier (tentative)	MSC	SCM		x	x	x	x		None
March 2-3, 2013	March Madness AGI	Mary Wayte	SCY			x	x	x		PNS Gold Time
March 9-10, 2013	Spring Divisional Champs	KCAC	SCY			x	x	x	x	Non NWAG
March 14-17, 2013	Senior Sectionals	KCAC	SCY		x	x				Meet Time Standard
March 22-24, 2013	NWAG Sectional Championships	KCAC	SCY		x	x	x	x		Meet Time Standard
March 30, 2012	BC 10 & Under Pentathlon	Hazen HS	SCY				x	x	x	Age 10 and under

# We need more OCA Officials

- ▶ “It is the best seat in the house, and way more fun than just sitting up in the stands”
- ▶ Please sign our list at the Volunteer Table if you’re interested
- ▶ OCA will cover expenses (i.e., clinics and USA Swimming Registration)