Meet Declaration Instructions

MEET SIGN UP

Here are the steps if you **ARE GOING** to attend a meet:
- Go to www.castlecrocs.com and SIGN IN using your Email and Password.
- Go to the **EVENTS** section on the Home Page.
- Click on the **ATTEND/DECLINE** button for the desired event.
- Click on the **MEMBER NAME** (They default to NOT COMMITTED).
- Then click on the Signup Record pull-down and select **YES.**
- Once **YES** is selected, you will see the events that your child is eligible to swim.
- You will also see the best times inserted into the Entry Time field and highlighted in yellow.
- Check the Checkbox to the left of the name for events your swimmer would like to swim. Each swimmer can swim a maximum of **THREE** individual events at each meet.
- **If you know you are arriving late or leaving early, please include this information in the NOTES section. This is very important, so coaches will know whether your child will be available for the relays.**
- Once you have made your selections, click on the **SAVE CHANGES** button in the lower right.
- Repeat the process for additional swimmers.

If you have a child swimming in a meet, you are REQUIRED TO VOLUNTEER at that event.
- Right next to the **ATTEND/DECLINE** button on the Home Page, there is a **JOB SIGN UP** button. Click on it.
- Select from one of the available jobs by clicking on the checkbox next to it. Please make sure to include your name and a phone number. **Please update this information if your plans change.**
- Click on **SAVE CHANGES** to secure your volunteer selection.

Here are the steps if you **ARE NOT GOING** to attend a meet:
- Go to www.castlecrocs.com and SIGN IN using your Email and Password.
- Go to the **EVENTS** section on the Home Page.
- Click on the **ATTEND/DECLINE** button for the desired event.
- Click on the **MEMBER NAME** (They default to NOT COMMITTED)
- Then click on the Signup Record pull-down and select **NO**
- Once you have selected NO, just click on the SAVE CHANGES button.
- If you have more than one child, repeat the same task as listed above