All team information will be available on the website to give everyone the best communication possible!

To commit an athlete or athletes for an event:

1. Go to the Events tab and find the desired meet

2. Click **Attend/Decline** or **Edit Commitment** below the desired meet

3. Click **Undeclared Athletes** tab

4. Set any desired filters and click **Search** if needed

5. Select the athlete(s) you wish to commit by putting a check mark next to their name(s) (click check box next to

   "Member Name" column header to select all) and click **Multi-Commit to Attend**

6. Once this is done they will appear in the **Committed Athlete** Tab

7. Alternatively you can click on a single name and sign them up by using the **Signup Record** pull down and then commit

   them for individual events by placing a checkmark next to the desired events, then click **Save Changes**

To commit to job sign up for an event:

1. Go to the Events tab and find the desired meet

2. Click **Job Sign Up** below the desired meet

3. Click box to the left of the date/time in the appropriate job.

4. Click green **Signup Button**

5. Put name and/or phone number of person working in the additional info box.

6. Once this is done they will appear in the **Time Period Signup**.

Verifying an Account SMS/Mobile number

Log in to the Highland Splash website:

1. Go to My Account > My Account

2. To add an SMS number for one of the athletes in the account, click their name; otherwise stay on the current screen

3. You will see a box for "Email and Text Messaging Setup." Click the Add SMS button to the right of the box.

4. Fill in the Cell Number and Cell Carrier in the pop up and click the Send button

5. A pop up will say that a text has been sent to the cell number for verification

6. Check your cell phone for this message and note the Verification / Validation code. Note that some cell carriers can take

    awhile to deliver the message.

7. Enter this number in the "Verification Code" field and click Verify. This MUST be done for the number to be activated

    for use through OnDeck

8. The cell number will appear in the box with the "Verified" checkbox checked

To login to OnDeck:

1. Username: same as email address used to register for website

2. Password: same as password for website

3. Team Alias (case sensitive): recmwhsil