

PST Website Manual



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Pierre Swim Team website

www.pierreswimteam.com

Homepage

The screenshot shows the homepage of the Pierre Swim Team website. The header features the team name "Pierre Swim Team" in large white letters on a green background, with the USA Swimming and South Dakota Swimming logos to the right. A navigation menu includes links for Home, News, Swimmer's Corner, Parent's Corner, Events/Swim Meets, Records, General Information, and Contact Information. On the left side, there is a "Sign In" button, a "More Information" link, and a "Contact Us" link. Below these is a promotional banner for "JOIN THE FUNNEST SPORT THERE IS." with a "JOIN" button. A "Sponsors" section is also present. The main content area features a group photo of the team and a "Meet Information" section with a "Calendar" link. Below the photo, there is a notice about registration forms and practice times. At the bottom, there are "News" and "Events" sections, a "Secured by" logo, and a footer with copyright information and links to "Website Terms of Use", "Privacy Policy", and "DMCA Policy". The website is powered by TeamUnify.

Sign in

Click on the Sign In button on the left side of the homepage to bring up your login screen. Type in your email and password.

Email

Password

Remember me [Forgot password?](#)

Login

This is a protected area and is only accessible by authorized members of the Pierre Swim Team.

All information contained in the site is the property of Pierre Swim Team and unauthorized access and/or use is forbidden.

By using the email and password above, you agree the [Terms of Use](#) and [Privacy Policy](#) below.

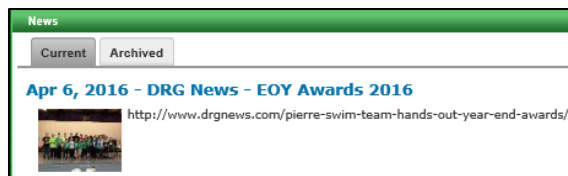
Last updated 10/17/2017

Main Page

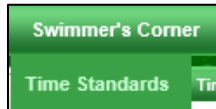
You will find eight options along the top of the page: Home, News, Swimmer's Corner, Parent's Corner, Events/Swim Meets, Records, General Information and Contact Information. You can click on each of these to open a screen or move your mouse cursor over them for other options.

The screenshot shows the Pierre Swim Team website interface. At the top, a green navigation bar contains links for Home, News, Swimmer's Corner, Parent's Corner, Events/Swim Meets, Records, General Information, and Contact Information. Below this, a secondary navigation bar includes Home, News, Practice Groups, Swimmer's Corner, Parent's Corner, Swim Meets, Records, General Info, and Contact Info. The main content area features a large image of a swimmer, a sidebar with utility links (Sign Out, Help, TU Up, TUMoney, My Sponsor Center, System, My Account, Team Admin, Billing Admin, Contact Us), and a central section for News and Events. The News section highlights a '2016 Long Course Season Slideshow' from 10/7/16. The Events section lists upcoming meets: Intersquad meet (Oct 28, 2017), Pierre (Nov 4-5, 2017), Brookings (Nov 10-12, 2017), Spearfish (Nov 18, 2017), and Mitchell meet in Pierre (Dec 1-3, 2017). Callout boxes provide instructions: 'Click here to jump to Meets' points to the Swim Meets link; 'Click here to jump to sds swimming.org or usaswimming.org' points to the USA Swimming logo; 'Click here to jump to Meets' points to the Meet Information icon; 'Click here to see the Board contact information' points to the Board icon; 'Click here for meet results and billing' points to the My Account link; 'Click here for SwimOutlet.com to order swim gear' points to the SWIMOUTLET logo; 'Click here to jump to the News' points to the News section; and 'Upcoming Meets' points to the Events section.

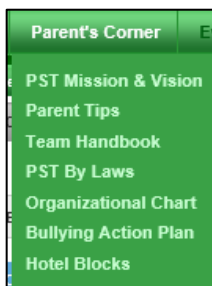
- **News:** News from the coach, board and links to the local media news. Any time a story is in the newspaper and on the local radio stations websites, the links will be posted here.



- **Swimmer's Corner:** Click here for links to USA Swimming, Splash Magazine and Healthy Eating tips. You can select "Time Standards" from the drop down to find the SD State Qualifying Times and the USA Swimming National Time Standards



- **Parent's Corner:** Information for parents such as a link to USA Swimming's parent's page

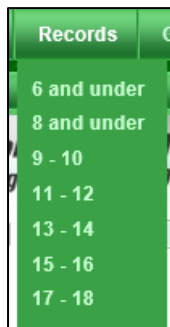


- PST Mission and Vision: Team Vision & Mission Statements
- Parent Tips: Tips for parents from USA Swimming (link)
- Team Handbook: Team handbook can be found here
- PST Bylaws: Read the team's Bylaws here
- Organizational Chart: Review the team's org chart here
- Bullying Action Plan: How bullying is addressed
- Hotel Blocks: Currently not being used

- **Events/Swim Meets:** Click on this tab to view and register for upcoming meets and search for past meets (how to register for a meet is covered in the Registering for Swim Meets section)

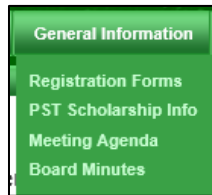


- **Records:** Here you can view the team Short Course Yards records by age. Select the age you would like to view on the drop down menu

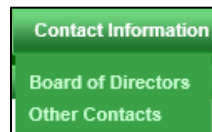


GIRLS		11 - 12		BOYS	
25.52	Ella Ward-Zeller 2017	50 Free	26.27	Christopher Rumrill	2008
55.01	Ella Ward-Zeller 2017	100 Free	58.22	Aidan Burke	2017
2:02.66	Ashley Theobald 2011	200 Free	2:06.01	Alex McLain	2006

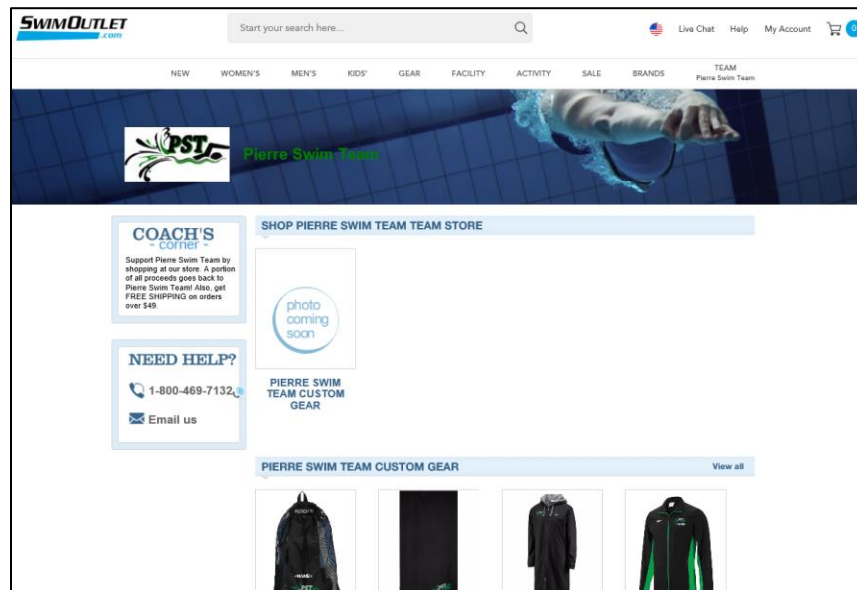
- **General Information:** From the drop down you can find registration forms, PST Scholarship Information, Meeting Agendas and Board of Directors Meeting Minutes.



- **Contact Information:** On the drop down you can find the Board of Directors names & contact information. Under “other contacts” you will find meet officials and the booster club contacts



- **SwimOutlet.com:** Click on the Swimoutlet.com link from the home page to order swim gear and team apparel (except team swim caps). PST receives a percentage of the sales that are generated through this link. <https://www.swimoutlet.com/pierreswimteam>



Registering for Swim Meets

- Register for a swim meet: log into the website and click on the Event/Swim meets tab.

Events/Swim Meets

Current & Upcoming | Past & Archived | Hidden (Admin only) | TouchPad Meet Admin | Reports

Edit Event Page Notes | New Event | Delete

Event Category: --ALL-- Search

October 22 2016

Rapid City dual in RC
Oct 22, 2016 (12:00 PM)
[Edit]

Edit Commitment

Saturday afternoon dual meet with Rapid City Racers in RC. Deadline to commit to attend is Wednesday October 12. Coaches will select events for swimmers. You only need to commit yes to attend. Coac...

- Meet information: View the meet information by clicking on the meet title. You will find the meet invite here along with the deadline to register.

Commitment

Rapid City dual in RC
October 22, 2016 (12:00 PM)
Registration Deadline: October 12, 2016

Description
Saturday afternoon dual meet with Rapid City Racers in RC. Deadline to commit to attend is Wednesday October 12. Coaches will select events for swimmers. You only need to commit yes to attend.

Coach Kent

Forms/Documents:
 2016 PST-RCR Dual.pdf

Photos:

- Attend or decline: Click on the Edit Commitment button

Edit Commitment

From here, you can select if your athlete will or will not attend the event. For meets they will be attending, select the day/sessions they will attend and the coaches will assign the races. Include any notes for the coaches such as "Only swimming on Saturday" in the Notes field. Click Save Changes.

Rapid City dual in RC (O...

Member Athlete:
Aidan Burke

EDIT (C)

You have just added up for this event
No thanks, I don't want to attend this event

Meet Name: Pacers -RACer Dual 2015	Location: Roosevelt Swim Center	Course: YO	Meet Type:
Start Date: 10/22/16	End Date: 10/22/16	Age Up Date: 10/22/16	Use Date Since: 1/1/70

Enforce entry based on (Quality Times):

Event Declaration Setting: Commit to

Allow Course Conversion for Register: No

If Athlete qualifies for a course conforming course, enable entry times to the meet (Quality Times): No

Please select the Days/Sessions that this Athlete would like to attend below:

Day 1/Session 1

Notes:

Please limit the size of the notes to no more than 256 characters.

Use the drop down to select Yes or No for attending a meet

If Yes, click the days/sessions your athlete is available

Comments for coaches go in the Notes field

Once you have saved your changes, you will see your athlete's status for that meet. At any time before the deadline you can go back in and make changes by clicking Edit Commitment then on the athlete's name. After Coach has submitted the registration file to the Meet Director, you will be able to see the events your athlete(s) will swim at the meet by also clicking on their name. Typically this is available 3-5 days prior to a meet.

Rapid City dual in RC
Oct 22, 2016 (12:00 PM)

My Account: **Burke, Becky** 605-224-8844 [Change Account](#) (Admin Only) Registration Deadline: **10/12/2016**

Meet Name: [Pierre - RAcce Dual 2015](#) Location: **Roosevelt Swim Center** Course: **YO** Meet Type:

Start Date: **10/22/16** End Date: **10/22/16** Age Up Date: **10/22/16** Use Date Since: **1/1/70**

Enforce entry based on [Qualify Times]: **No** Restrict entry [Best Time] to same [Meet Type]: **No**

Event Declaration Setting: **Commit by Session** [Edit](#) 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**

[View/Edit 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
Aidan Burke *Active	✓ Committed		10/04/16 7:37 AM

- **Entry fees:** Entry fees are **different** for each meet. Click on the Meet Invite, found on the first page of the meet, entry fees are typically listed on page four for a SD meet. Relay costs are covered by PST, not the individual swimmers. In this example, an athlete swimming four events would owe \$27 (\$3.50*4 events + \$3 head tax + \$10 facility fee)

Pierre
November 4, 2017 - November 5, 2017 (12:00 PM)
Registration Deadline October 20, 2017

Description
First home meet. Deadline to commit to attend is next Friday October 20th. Please talk to your childs coach if you have questions.

Forms/Documents:

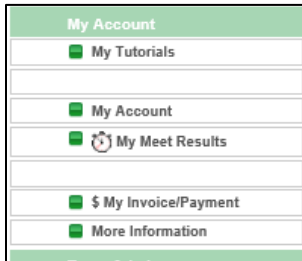
[Pierre Invitational \(1\).pdf](#)

Fees:

SD Head Tax: \$3.00 per swimmer
Individual Events: \$3.50
Relay Events: \$5.00
Facility Fees: \$10.00

My Account

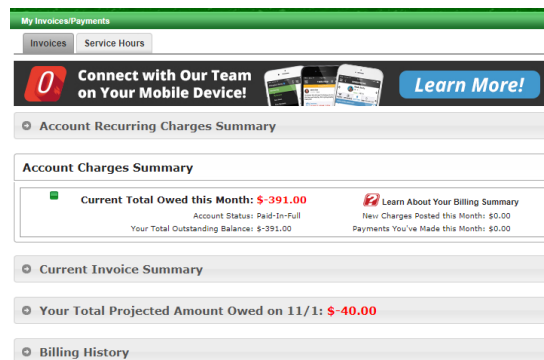
On the left side of the screen you will see “My Account” in green. When you click on this, a list of options appears.



- **My Tutorials:** Tutorial videos on using the website
- **My Account:** View account information. You can change your email on this screen.
- **My Meet Results:** View your swimmer(s) meet results (see below)
- **\$ My Invoice/Payment:** View your current invoice
- **More information:** View membership requirements and forms

\$ My Invoice/Payment

This screen will allow you to view current charges, invoices, your current amount due, and billing history. This is a great area to look at each time you declare your child to swim at a swim meet and help plan for upcoming charges.



My Meet Results

Meet results are uploaded to our website after each meet. Here you can see your swimmer(s) results from all their meets as a member of PST. You can search for specific times using the search criteria at the top.

- **Athlete Name:** Swimmer's name
- **Event:** What event they swam
- **Prelim:** Time from a prelim race in a prelim/finals meet
- **Finals:** Time from a finals race
- **Pos:** Place the athlete achieved in finals
- **Points:** Points awarded to the athlete at meets that award high points/team trophies
- **EventAge/Current:** The top number is the age the athlete was when they swam that event, the bottom number is their current age
- **Date of Swim:** The date the athlete swam the event
- **Meet:** The name of the meet

Printer Friendly Search

Please click the [Search] button after each filter selection change.

My Account: **Burke, Becky** [Change Account](#) (Admin Only)

Standards: --Do Not Use-- Time Conversion: --SELECT-- [View Factors](#)

Member: **Burke, Aidan Lucas** Course: --ALL-- Top Times: --ALL--

Distance: Stroke: --ALL-- Date of Swim: To

Athlete Name	Event	Trial	Prelim.	Finals	Pos	Pts	Event Age Current	Date of Swim	Meet
Burke, Aidan L	Male (11-12) 50 Back			41.38L	13	4.00	12	7/31/16	2016 SD Long Course State Cham
Burke, Aidan L	Male (11-12) 100 Free			<u>1:10.58L</u>	6	11.00	12	7/31/16	2016 SD Long Course State Cham
Burke, Aidan L	Male (11-12) 50 Fly			34.37L	4	13.00	12	7/30/16	2016 SD Long Course State Cham
Burke, Aidan L	Male (11-12) 400 Free			<u>5:54.01L</u>	13	4.00	12	7/30/16	2016 SD Long Course State Cham
Burke, Aidan L	Male (11-12) 200 IM			<u>3:10.10L</u>	16	1.00	12	7/29/16	2016 SD Long Course State Cham
Burke, Aidan L	Male (11-12) 200 Free			<u>2:39.95L</u>	8	9.00	12	7/29/16	2016 SD Long Course State Cham
Burke, Aidan L	Male (12 & Under) 100 Free			1:11.84L	4	5.00	12	7/10/16	2016 SEST Independence Invitat
Burke, Aidan L	Male (12 & Under) 200 Back			<u>3:18.44L</u>	12		12		
Burke, Aidan L	Male (12 & Under) 200 IM		<u>3:15.45L</u>				12		
Burke, Aidan L	Male (12 & Under) 50 Free		32.09L	31.49L	3	6.00	12		
Burke, Aidan L	Mixed (11-12) 400 Free			<u>5:53.15L</u>	20		12		

Click on the underlined time to view the athlete's splits

[Meet Result Splits](#)

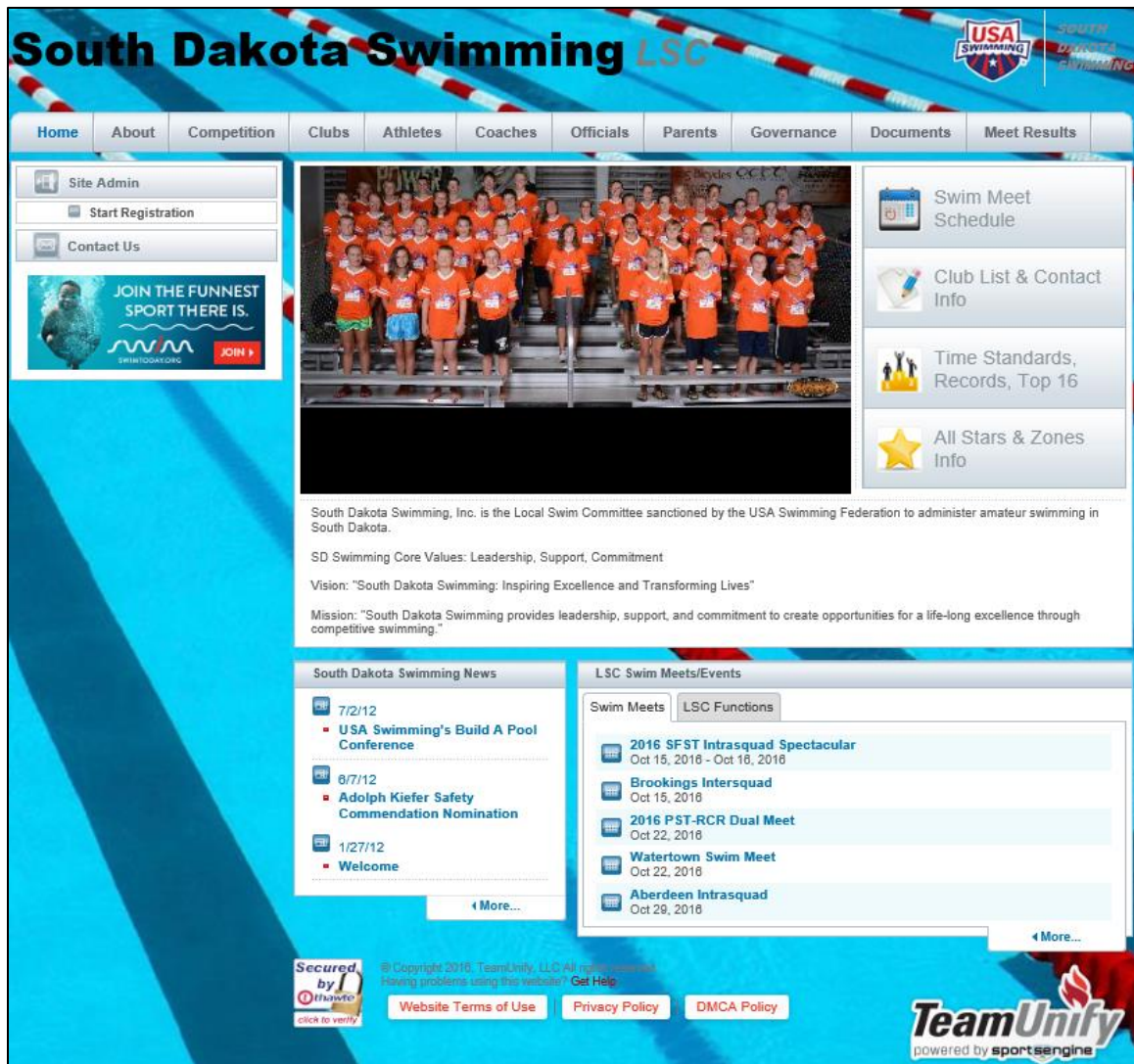
Athlete: **Burke, Aidan L** Event: **Boys (11-12) 100 Free**
 Time: **Final - 1:10.58L** Split Distance: **50**

	50	100
Splits	24.63L	1:10.58L
Laps	24.63L	33.95L

SD Swimming LSC Website

SD Swimming, the governing body for swimming in South Dakota, has a website where you can find even more information.

Go to www.sdswimming.org



As with our team website, there are tabs at the top of the main page: Home, About, Competition, Clubs, Athletes, Coaches, Officials, Parents, Governance, Documents and Meet Results.

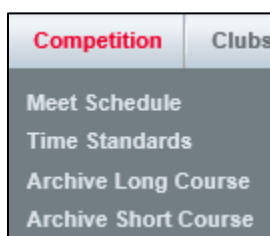


Last updated 10/17/2017

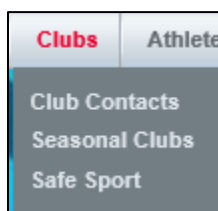
- **Home:** Home Screen
- **About:** Click on the About tab to learn about SD Swimming and read the Bylaws. Use the drop-down menu to view the Mission & Vision and SWOT Planning for SD Swimming



- **Competition:** Click on Competition to view upcoming meets. Use the drop down to also find Time Standards and Archived Long & Short Course Meet results



- **Clubs:** Click here to find the list of Year-Round Clubs and Seasonal Clubs. Safe Sport is a USA Swimming program designed to prevent and/or address any issues of misconduct or abuse within the sport.



- **Athletes:** Athletes can use this menu to find information on Safe Sport



- **Coaches:** Coaches home page for general information and training
- **Officials:** Officials home page for registration, apparel, clinics, directory and other information
- **Parents:** Parents home page provides information on Athlete Protection and Background Checks.
- **Governance:** LSC Meeting Calendar, Minutes of Meetings, Board of Directors, House of Delegates, Committees, Bylaws and Policies & Procedures
- **Documents:** SD Swimming and USA Swimming documents and forms
- **Meet results:** Find full results from meets on this link. The column titled Results Report is where you will find the .PDF with the results. Meet results are typically posted within a week of a meet.

Meet Results			
2016 Long Course Meet Results			
Date	Meet Name	Results Report	Results File
5-27-16	2016 SD Milbank Invitational	YES	YES
6-4-16	2016 SD WASC 50th Anniversary Swim Meet	YES	YES
6-11-16	2016 SD Chamberlain Swim Meet	YES	YES
6-12-16	2016 SD Brookings High Point	YES High Point	YES
6-17-16	2016 SD Corn Palace Invite	YES Team Points High Point	YES
6-18-16	2016 SD YST Charity Invitational	YES	YES

Use this column to find full meet results

- Time Standards, Records, Top 16 button on the homepage: Use this link to find the SD Swimming State qualifying time standards, USA Swimming National Age Group Motivational Times, Speedo Sectionals Qualifying Times, NCSA Jr. National Qualifying Times, SD records and the SD Top 16 report.

- Swim Meet Schedule
- Club List & Contact Info
- Time Standards, Records, Top 16
- All Stars & Zones Info

Records & Top 16

Corrections or additions to the forms section of this site should be forwarded to the [South Dakota Swimming Committee](#).

[South Dakota 2014-2016 State Meet Qualifying Times Standards \(01/02/2015\)](#)

2016 Long Course Season			
	Top 16	State Overall Records	State Meet Records
	Updated on 8/01/16	Updated on 5/22/16	Updated on 5/22/16
SCV	Age of Swimmer Now Age At Time of Swim	Record List (.pdf)	Record List (.pdf)
SCM	Age of Swimmer Now Age At Time of Swim	Record List (.pdf)	Record List (.pdf)
LDM	Age of Swimmer Now Age At Time of Swim	Record List (.pdf)	Record List (.pdf)

* [Meets Included on Top 16](#)

Time Standards (.pdf)	Time Standards (HyTeck Files)
<ul style="list-style-type: none"> South Dakota 2014-2016 State Meet Qualifying Times Standards 2013-2016 USA Swimming National Age Group Motivational Times 2014 Spring Speedo Sectionals Qualifying Times 2013 NCSA Jr. National Qualifying Times 2013 USA Swimming Jr. National Qualifying Times 	<ul style="list-style-type: none"> South Dakota 2009-2012 State Meet Qualifying Times 2009-2012 National Age Group Motivational Times

- All Stars & Zones Info: Use this link to take you to the SD Zone/All-Star Team website

South Dakota Zone/All-Star Team

Home News Events Group Calendars Documents Apparel Links About

Other Information & Resources

- USA Swimming's website: www.usaswimming.org
- **Meet Mobile:** No more waiting for results to be hung on the wall! This app allows you to get meet results quicker by sending them directly to your smart phone during the meet. It also allows you to track other swimmers without attending a meet! Many of the meets we attend now use Meet Mobile. There is a minimal annual fee for this app.



- **Deck Pass:** This USA Swimming App allows your swimmer to track their best times, earn patches, set goals, motivate friends, track membership and learn about being a good sport through the True Sport program. Find out more about Deck Pass at <http://www.usaswimming.org/DesktopDefault.aspx?TabId=2151>. This is a free app however the Deck Pass Plus app does have a small charge.



- **OnDeck Parent:** This app is like taking the team website with you. You have access to athlete times, current invoice, athlete meets, etc. This is a free app.



- **Pierre Swim Team Facebook group:** Use this group to communicate to parents and coaches, share pictures, coordinate travel, etc. This is a closed group and only for PST Parents and Athletes.
- **Pierre Swim Team Facebook page:** Invite your family and friends to follow our Team!