

## HOW TO SIGN-UP FOR SWIM MEETS ON TEAM UNIFY

Please follow the instructions below to commit your swimmer to any upcoming meets for Life Time Wisconsin. Please also tell your coach that you have committed online to make sure that your swimmer is confirmed. Check the website regularly for updates and entries.

1. Sign on to [www.lifetimeswimoklahoma](http://www.lifetimeswimoklahoma) with your email and password. If you have not set up or received a password please email your head site coach to request a new one.
2. Go to the "Swim Meets" tab at the top or on the right of the Home Page to Scheduled Meets.
3. Find the event you want to enter and click on "Attend this Event". If you want more info on the meet, click on the name of the event and find the meet information link under the information section. The meet information will tell you the location of the meet, order of events, etc. Also note when you click on the event that we will have listed if this is an "All Team" event or which specific groups should attend. If you have any question as to whether your swimmer should attend a meet, please email your coach.
4. Your account will show up with your swimmer's name at the bottom.
5. Click on the swimmer's name.
6. You will be taken to "Athlete Event Signup-By Day/Session"
7. Under "Sign-up" record, click on the drop down arrow on the right of box.
8. Select either "Yes, please sign (name) up for event" or No, thanks, (name) will not attend this event".
9. You will not need to check boxes for days/sessions. You will add under the notes sections, which days you are able to attend if this is a multi-day meet. Be sure to add those notes because if you don't, the coach will enter events for the full meet for you.
10. Click "save changes" on bottom right of page.
11. You will be asked if you really want to save changes. Click "Ok"
12. You will be brought back to event signup page and a red check will appear next to the word "Committed" next to your swimmer's name. If the red check does not appear, go back and repeat steps 3-12.
13. Repeat steps 5-13 if you have multiple swimmers to enter in a meet.

Please note: once you commit to a meet and entries are submitted, you will be charged for that meet (whether you actually attend or not). So, be sure that you are planning to attend a meet before you commit to it. Also, be aware of "deadlines" for committing to the meets. Once the deadline passes, we will not add any swimmers to meets so make sure you get your swimmer committed before that deadline passes.