

INSTRUCTIONS ON HOW TO MEET SIGN UP FOR MEETS AND SIGN UP FOR VOLUNTEER POSITIONS

VOLUNTEERING SIGNUP

1. Log on to our team website.
2. Click the blue 'Events' tab at the top of the page
3. Scroll down the page to find the meet you want to sign up for
4. Click on the grey 'Job Signup' button
5. A list of volunteer positions should appear.
6. Click the box next to the position you want to work and scroll down to the bottom of the page. Click the green Sign up button.
7. Type your name in the box provided, and click Signup again.
8. Double check to make sure your name appears correctly on the volunteer list.
9. You are now signed up for meet volunteering.

MEET SIGNUP

1. Log on to our team website.
2. Click the blue 'Events' tab at the top of the page
3. Scroll down the page to find the meet you want to sign up for
4. Click on the red button that says 'Edit Commitment'
5. Scroll down to the bottom of the page and click on your swimmer's name.
6. Under the word 'Declaration' use the scroll down option to select either YES or NO to meet signup
7. In the notes section, please type in YES or NO to relays
8. At the bottom of the page, a list will appear with eligible events to sign up for. Click the left-hand box next to events your swimmer would like to sign up for at the meet(3 maximum).
9. Then click 'Save Changes' button in the lower right of the screen under the events list.
10. You have now signed up for a swim meet!