

## R.S.V.P.

1. After receiving an email stating that the R.S.V.P. function has been activated, access the website: <http://www.salem.swim-team.us/> Please login to the site in the upper right hand corner. You will use the email you signed up for swim team with, and your password is (iswim).
2. Click on the calendar or swim meet link on the left side.
3. Find the meet you need to R.S.V.P. for on the calendar or list.
4. Click on the R.S.V.P. button.
5. After reviewing the details to make sure that you will be able to attend the meet, click "yes" or "no" next to each swimmer's name.
6. When you are sure everything is correct, please click "save."
7. If you go to the calendar section on the website, you will see a green (attending) or red (not attending) dot by each meet you have responded to. Please make sure that you have dots by every meet listed indicating whether you are attending or not.
8. It is that easy!

Please remember to notify Coach Alexa or Coach H.A. if your R.S.V.P. status changes after the deadline, so they can alter the roster accordingly.

Also, note that the R.S.V.P. function will be turned off several days before a meet or even a week or more prior to an invitational. The coaches have to submit the roster ahead of time, so make sure that you follow the R.S.V.P. time line in the emails and sign up prior to when the R.S.V.P. is closed. Once this option is closed, you must speak to H.A. or Alexa about whether attendance is possible. Same day changes will not be accepted this year. It is difficult to add swimmers into the meet, so please be respectful of that. 😊