HOW TO USE FROG WEBSITE 101

www.addisonfrogs.swim-team.us

Our Addison Frogs Website is a user friendly tool used by our Swim Team to ensure efficient communication to and from Parents, Coaches, and our Meet Director regarding the specific topic of identifying which meets you and your child choose to participate in. Without this tool we would need to triple the man hours required to run our team. The website is available today with no cost to you or the team and use of the tool saves our team a significant amount of time and money to keep our nonprofit organization running smoothly and to keep our fine coaches focusing on making your children better swimmers.

It is now up to YOU to use the website all the time, every time, starting today.

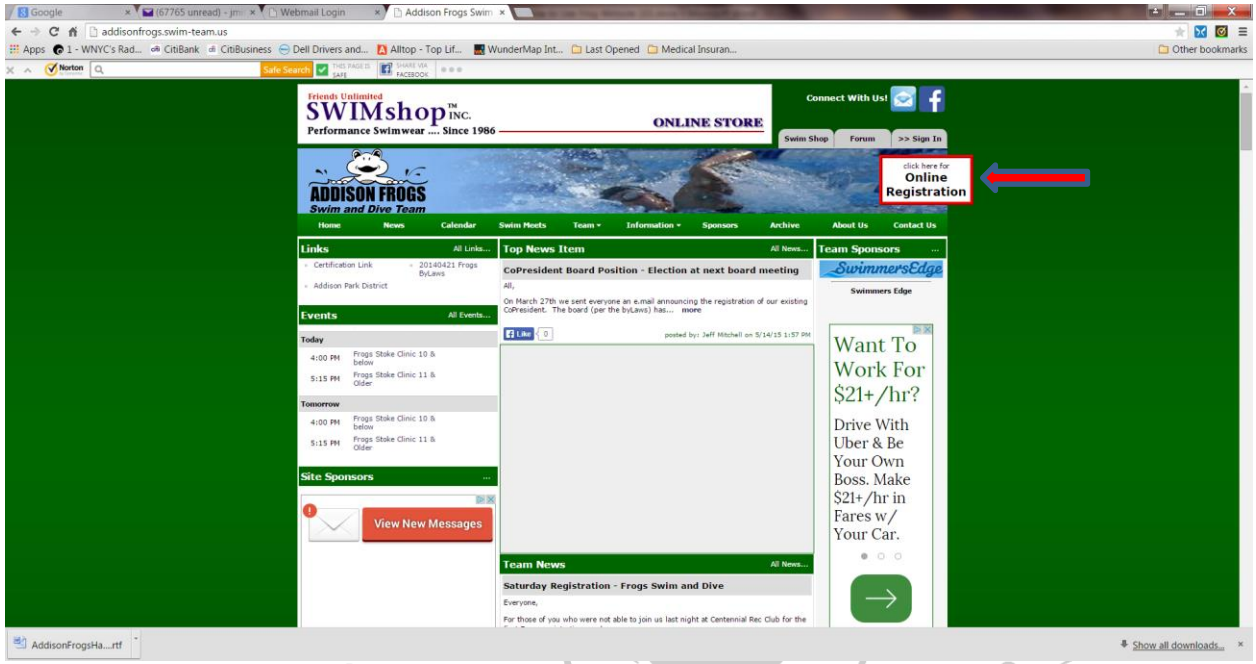
This guide is designed to walk you through the following steps.

1. **Initial Frog Online Website Family Registration** – I know you registered with the Park District, but that is only one part of registration. We now need you to register on the Frog Website. This way we know who you (Parent and Children) are. Once your whole family is registered you will then be able to use the website to communicate to the team what meets you and your children will participate in. Pages 2-7.
2. **Already Registered but Need to Update Information** – Congratulations on having another child on the Team. Our website does not know who that child is so you need to update the website. Pages 8-15.
3. **RSVP Your Child to Participate In a Specific Swim Meet** – Each week the coaches need to know which of the 100 plus swimmers will participate and swim competitively at a specific meet. You have the power to choose which meets your child chooses to participate in. Just need you to communicate this to the coaches … through our website tool. This way the coaches can focus on coaching and less on secretarial functions. RSVP must be submitted by noon on Monday for Wednesday night meets, and noon on Thursday for Saturday meets. Pages 18-21
4. **Parent Volunteering for Swim Meet Task**– Once again you have the power to choose which meets you as a parent choose to participate in. Just need you to communicate this to our Meet Director through our website tool. This way our Meet Director knows in advance and you have a documented record to ensure your deposit is ready to make its way back to you. Pages 22 - 26.

Revised 20150520

INITIAL FROG ONLINE WEBSITE FAMILY REGISTRATION STEP 1:

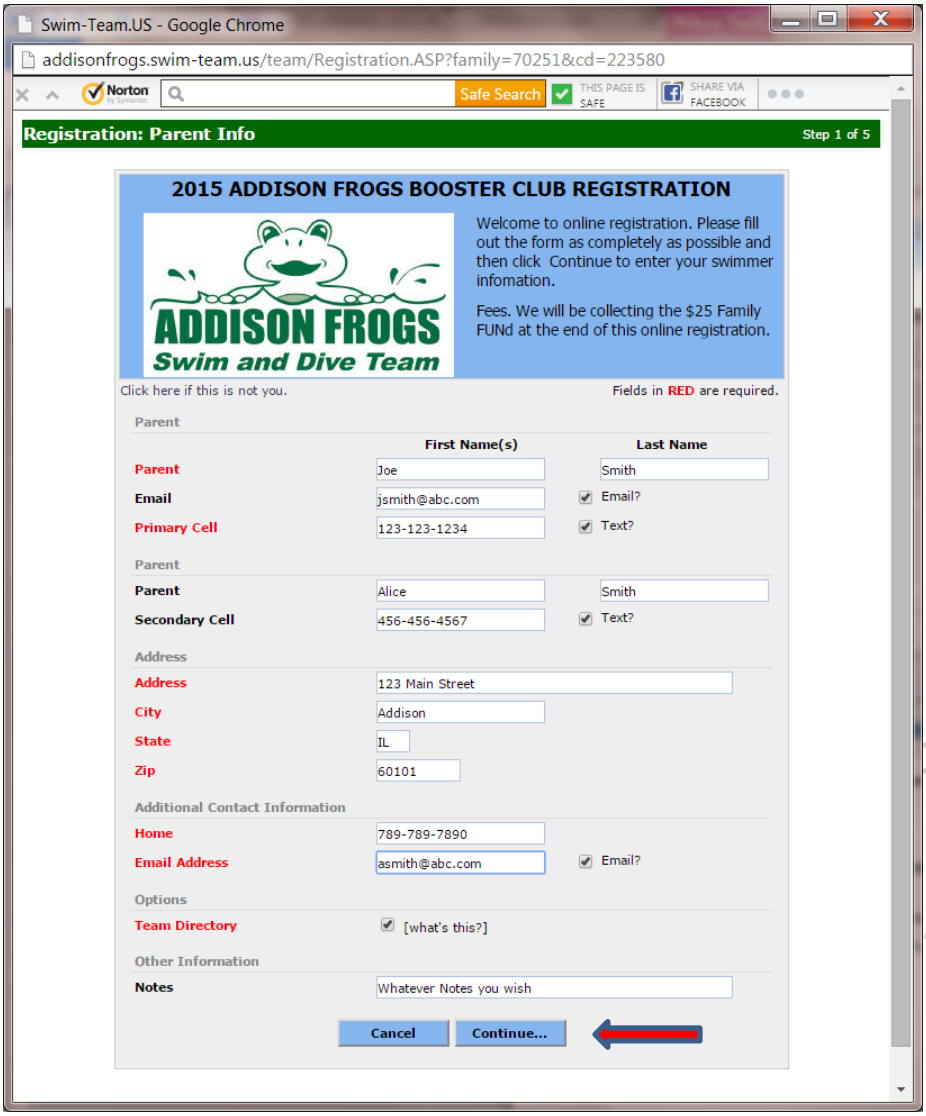
Select “Online Registration” button



ADDISON FROGS
Swim and Dive Team

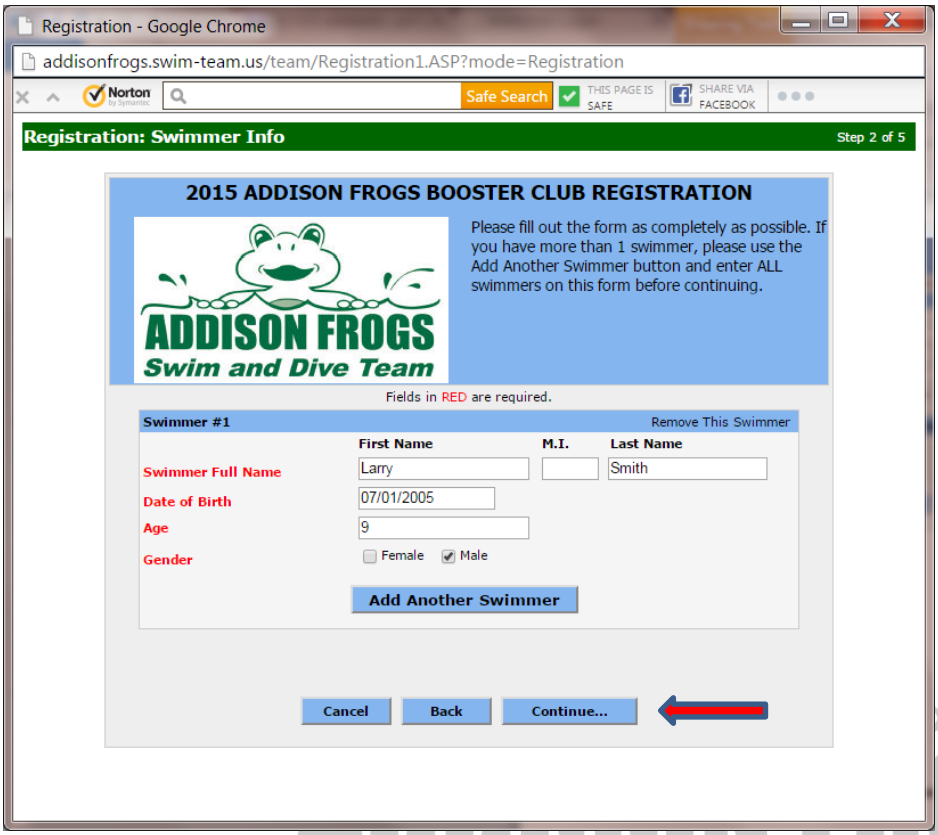
INITIAL FROG ONLINE WEBSITE FAMILY REGISTRATION STEP 2:

Enter your personal information field just like it is below, then press “Continue” button



INITIAL FROG ONLINE WEBSITE FAMILY REGISTRATION STEP 3:

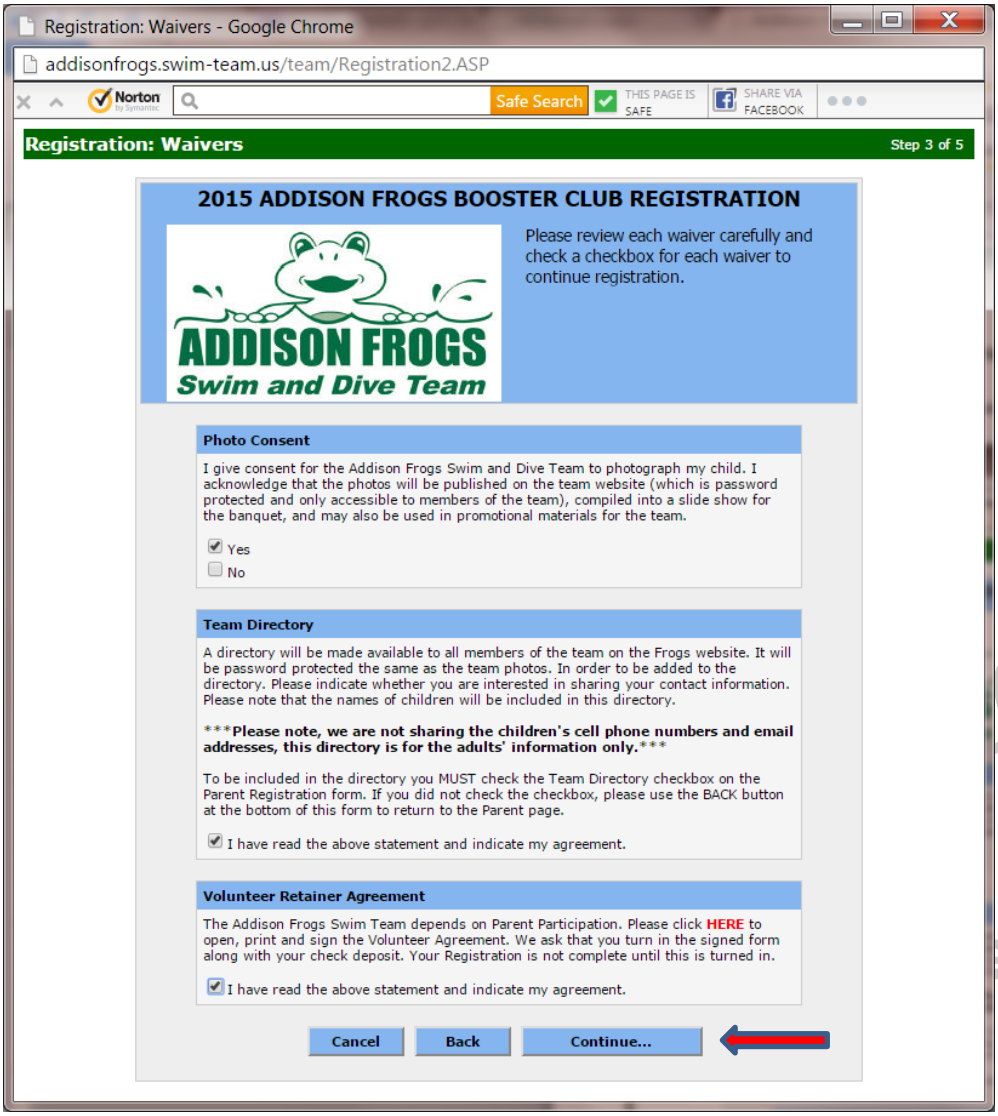
Enter the personal information for first swim child below. If you have more than one child select "Add Another Swimmer", enter that Childs information. Once all children's information is entered, select "Continue" button.



ADDISON FROGS
Swim and Dive Team

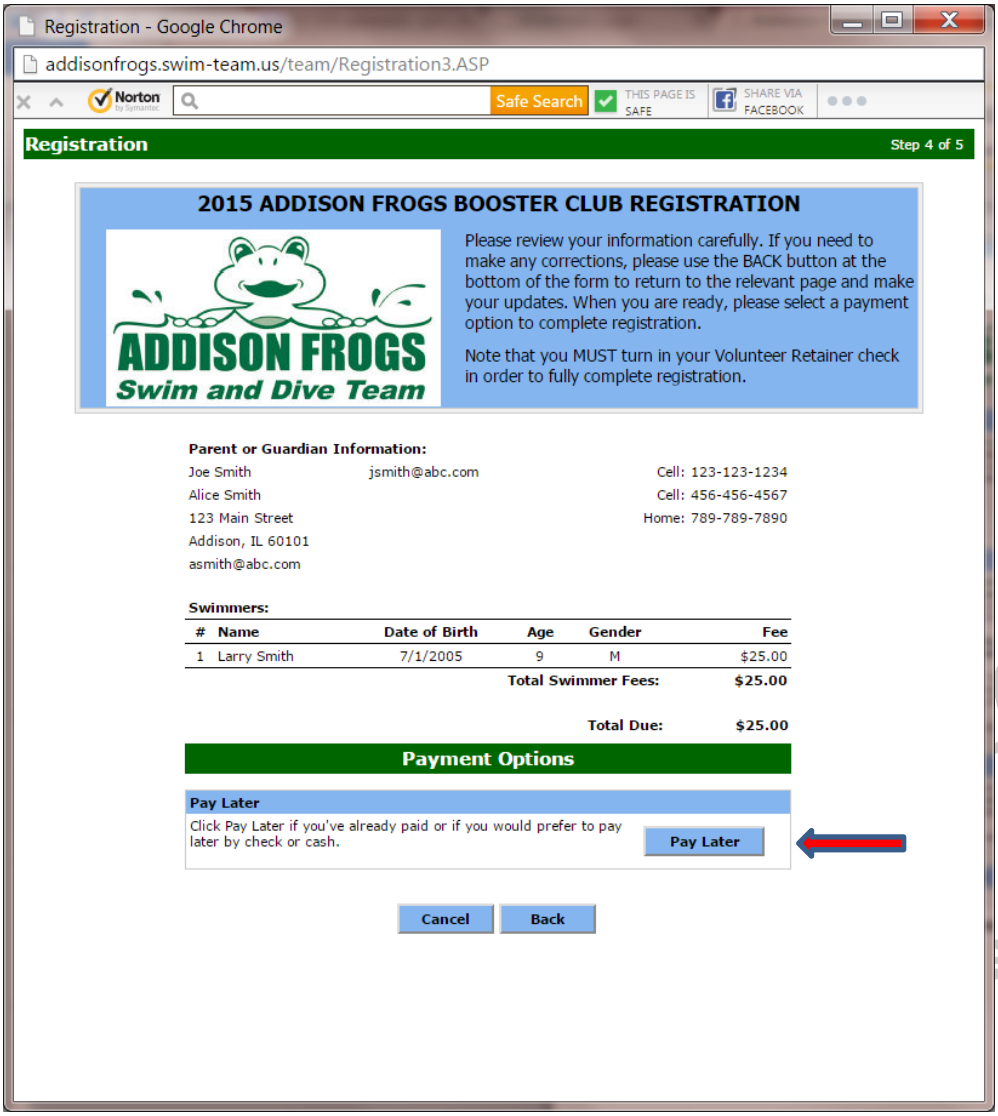
INITIAL FROG ONLINE WEBSITE FAMILY REGISTRATION STEP 4:

Answer the questions about Photo Consent, Team Directory, and Volunteer Agreement and select “Continue”



INITIAL FROG ONLINE WEBSITE FAMILY REGISTRATION STEP 5:

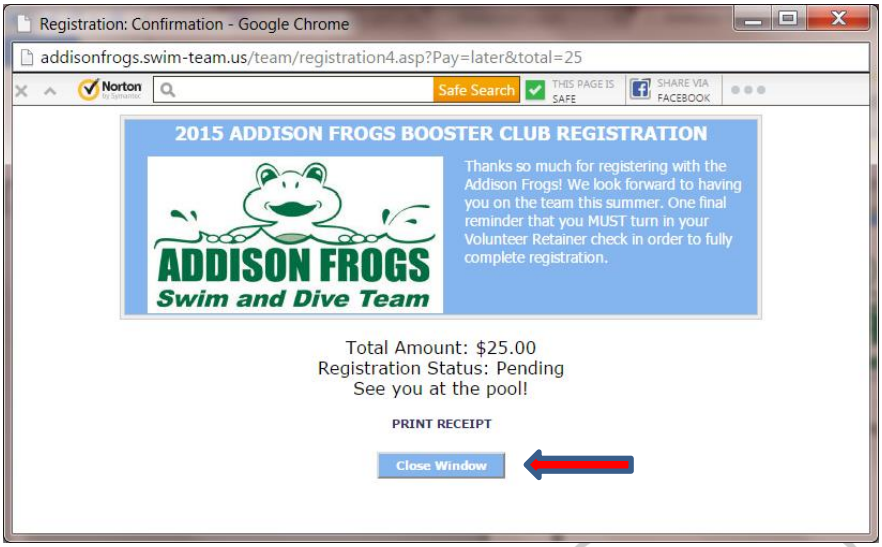
Verify your information, if you need to change anything – hit the "BACK" button – otherwise select "PAY LATER"



INITIAL FROG ONLINE WEBSITE FAMILY REGISTRATION STEP 6:

When you get the “Print Receipt” screen, your registration is complete.

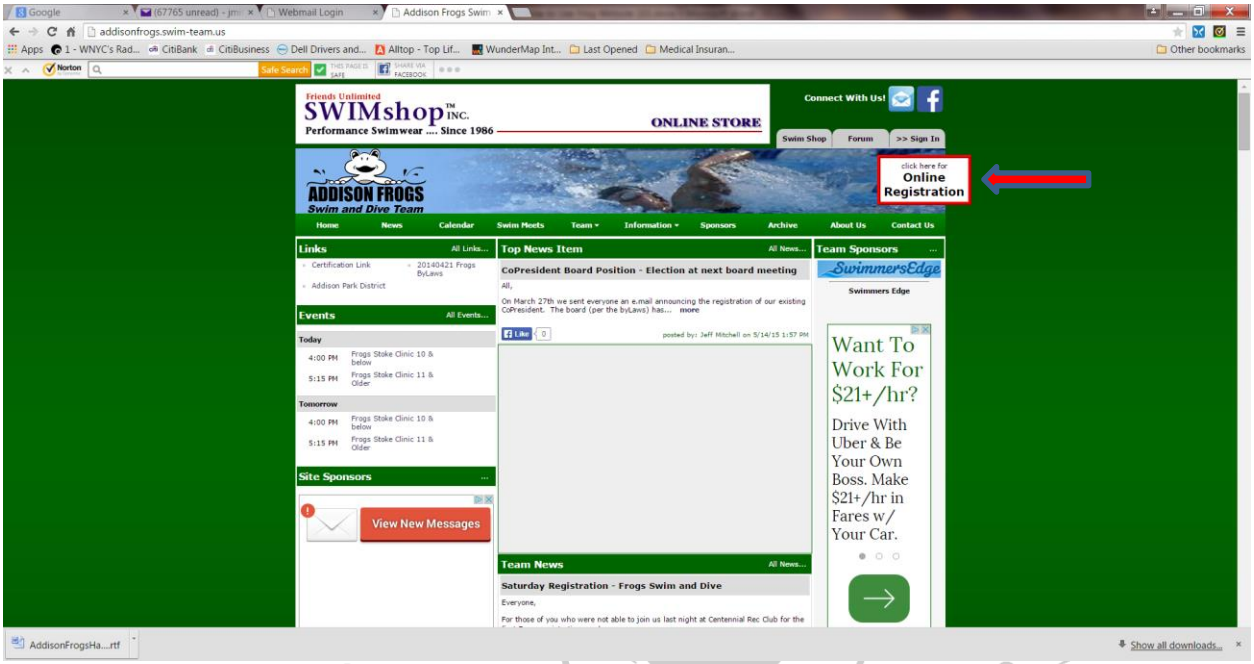
Select “Close Window”



ADDISON FROGS
Swim and Dive Team

ALREADY REGISTERED BUT NEED TO UPDATE INFORMATION:

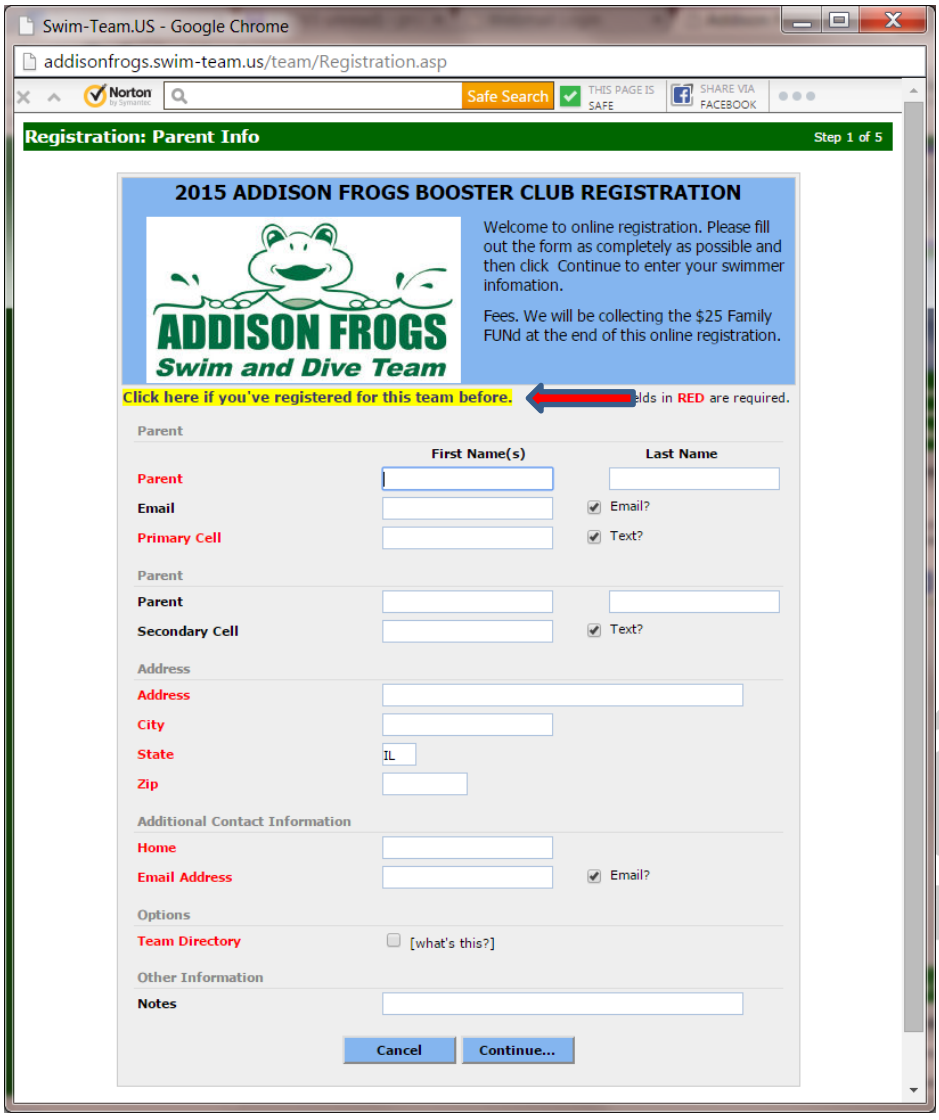
Select “Online Registration” button



ADDISON FROGS
Swim and Dive Team

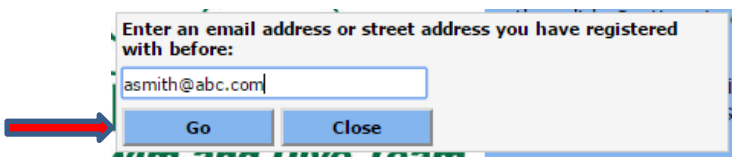
Already Registered but Need to Update Information STEP 2:

Click on the Yellow banner if you were registered for the Frogs in a Previous season (a returning family) – the system should be able to find your family / swimmer information and save you from typing it again.



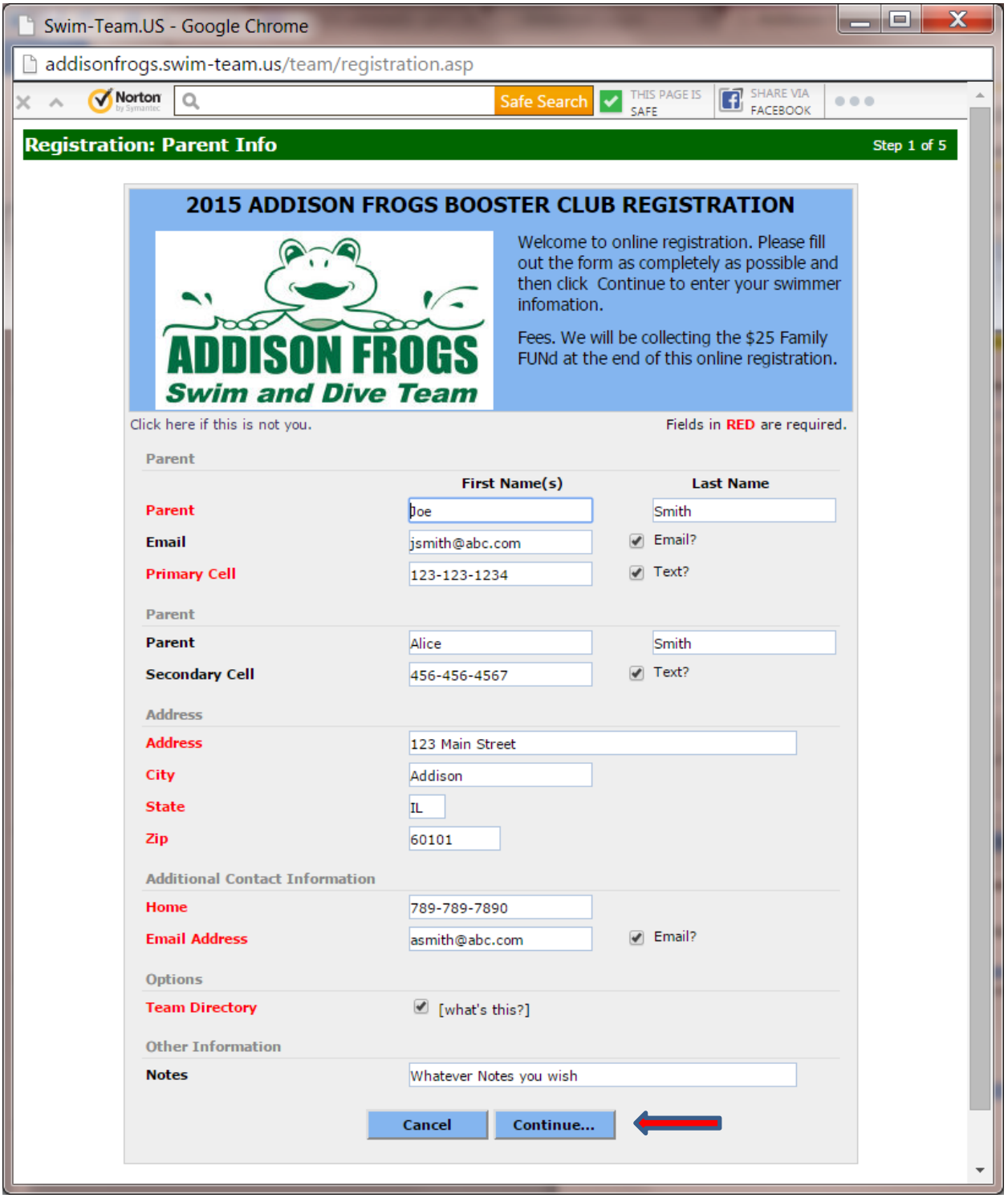
Already Registered but Need to Update Information STEP 3:

Enter the E.Mail address you had previously registered with and select "Go"



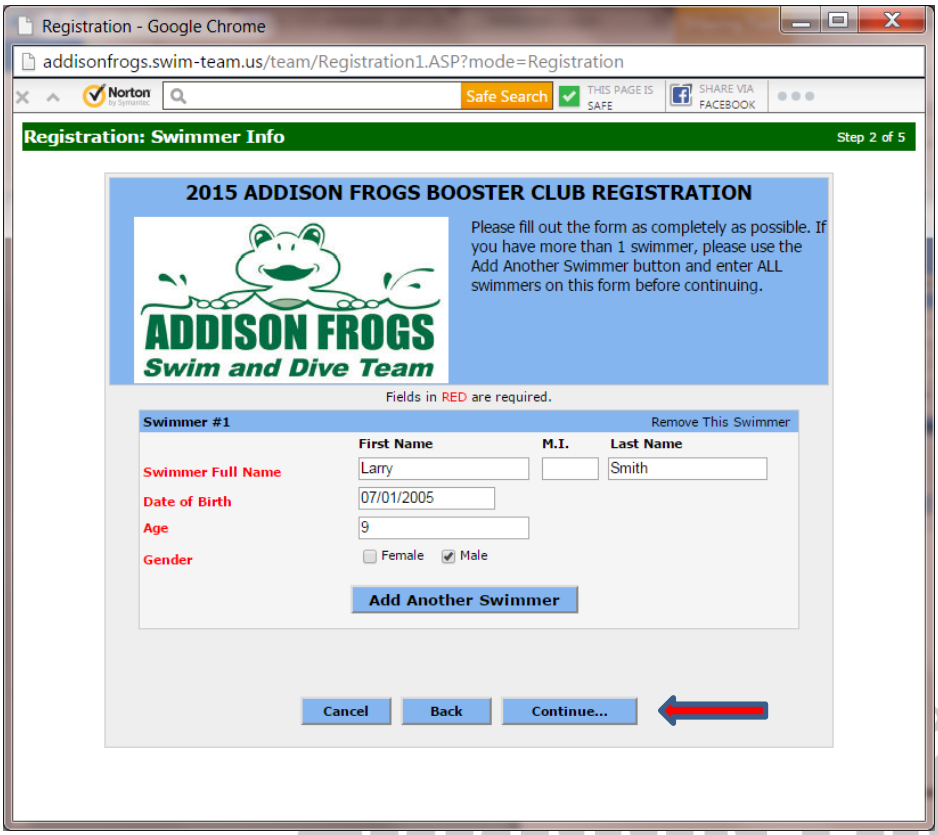
Already Registered but Need to Update Information STEP 4:

Update any information about your family and select the “Continue” button



Already Registered but Need to Update Information STEP 5

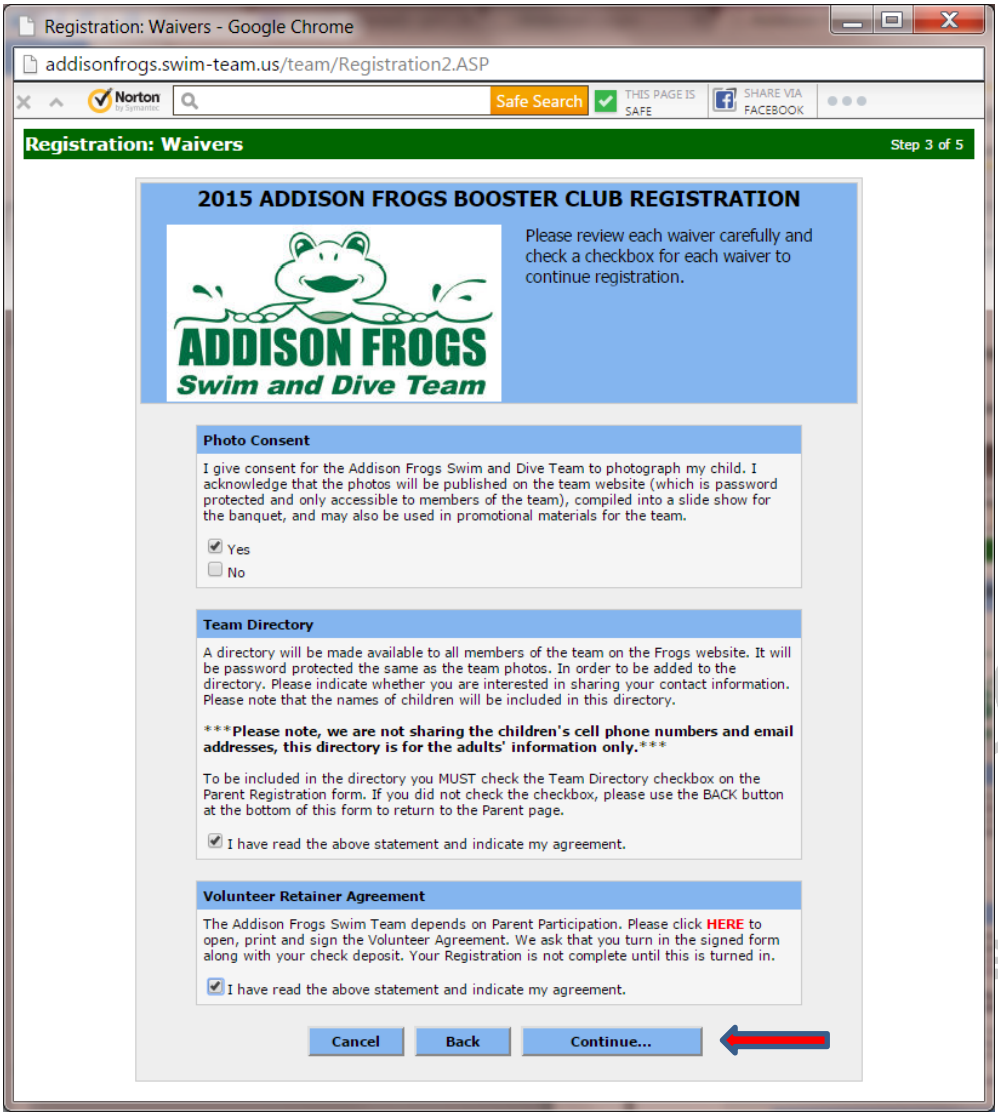
Enter the personal information for first swim child below. If you have more than one child select “Add Another Swimmer”, enter that Childs information. Once all children’s information is entered, select “Continue” button.



ADDISON FROGS
Swim and Dive Team

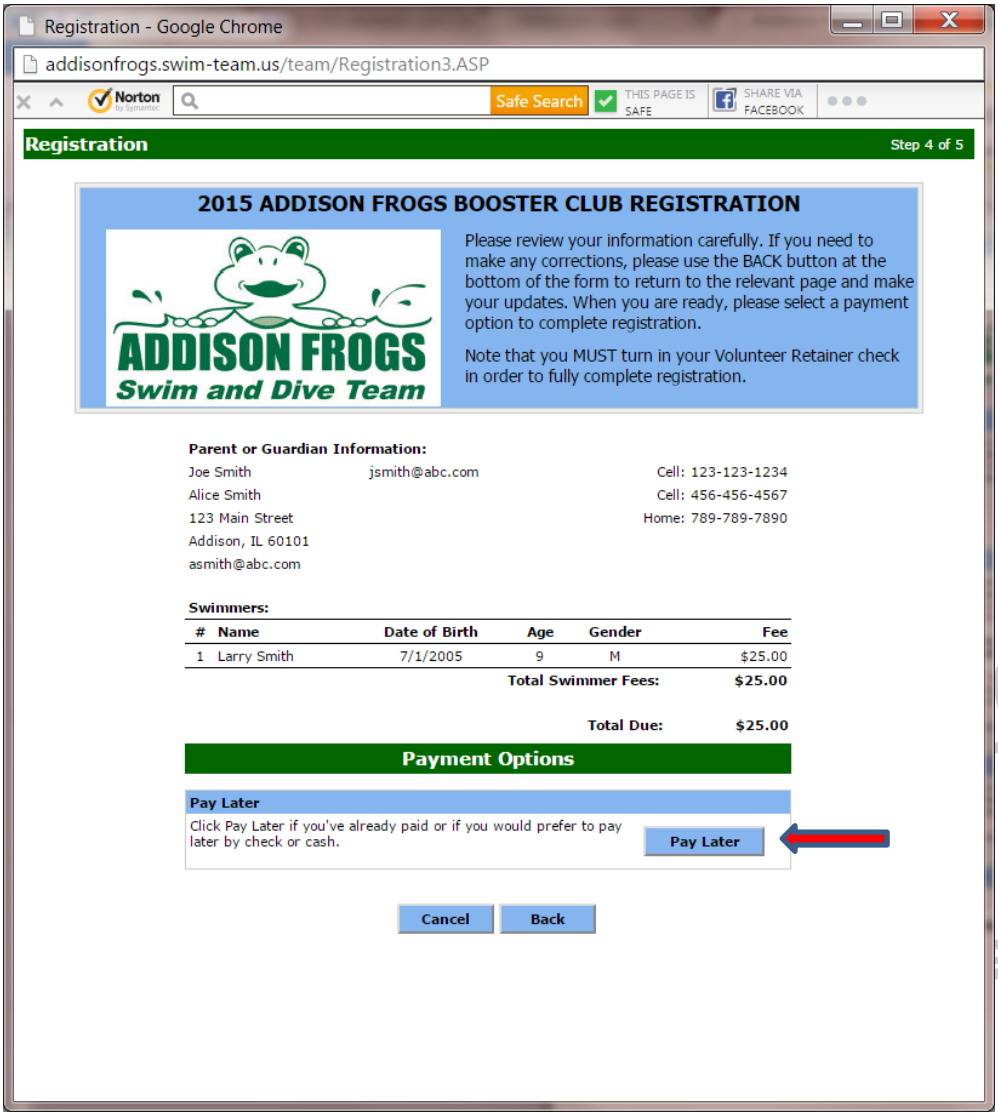
Already Registered but Need to Update Information STEP 6

Answer the questions about Photo Consent, Team Directory, and Volunteer Agreement and select “Continue”



Already Registered but Need to Update Information STEP 7

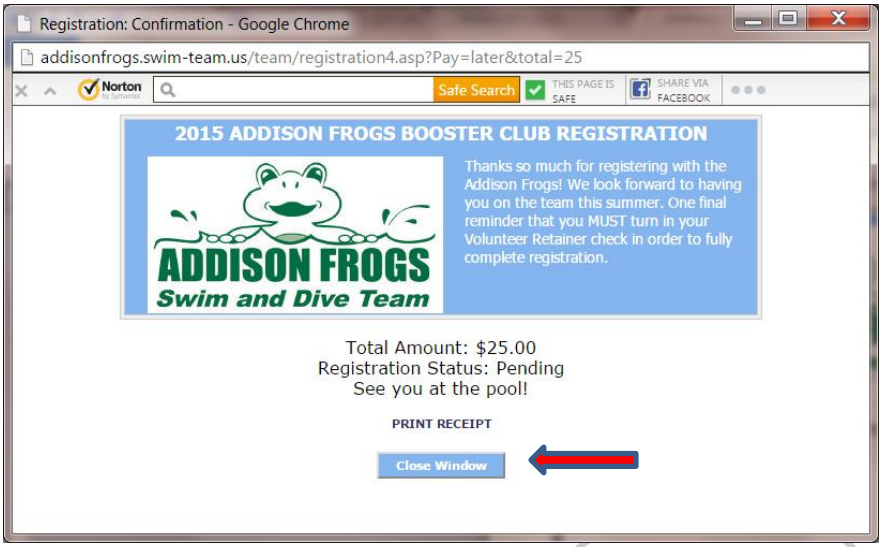
Verify your information, if you need to change anything – hit the "BACK" button – otherwise select "PAY LATER"



Already Registered but Need to Update Information STEP 7

When you get the “Print Receipt” screen, your registration is complete.

Select “Close Window”



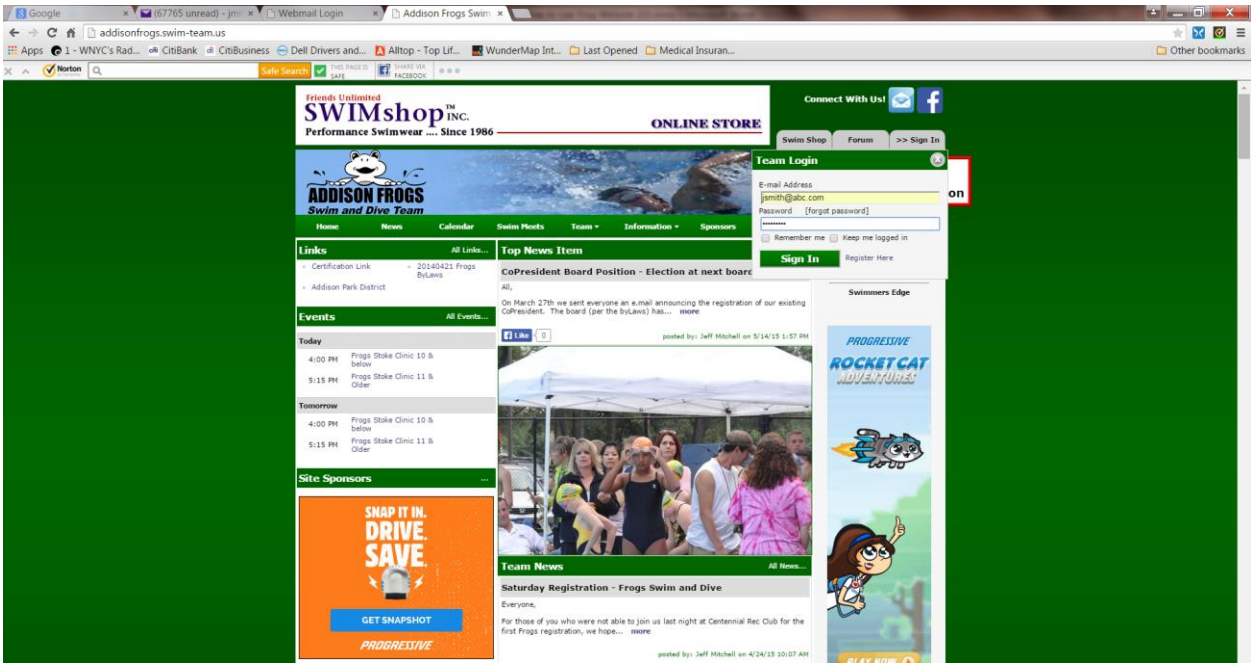
ADDISON FROGS
Swim and Dive Team

First Login to Website with E.Mail address STEP 1

Once you are registered – you will need to login to the Frog website when you need to RSVP or Volunteer (or see meet pictures, etc….)

If you have multiple e.mail addresses registered, either one can be used.

The DEFAULT password for each user ID is: Frogs2015



Swim and Dive Team

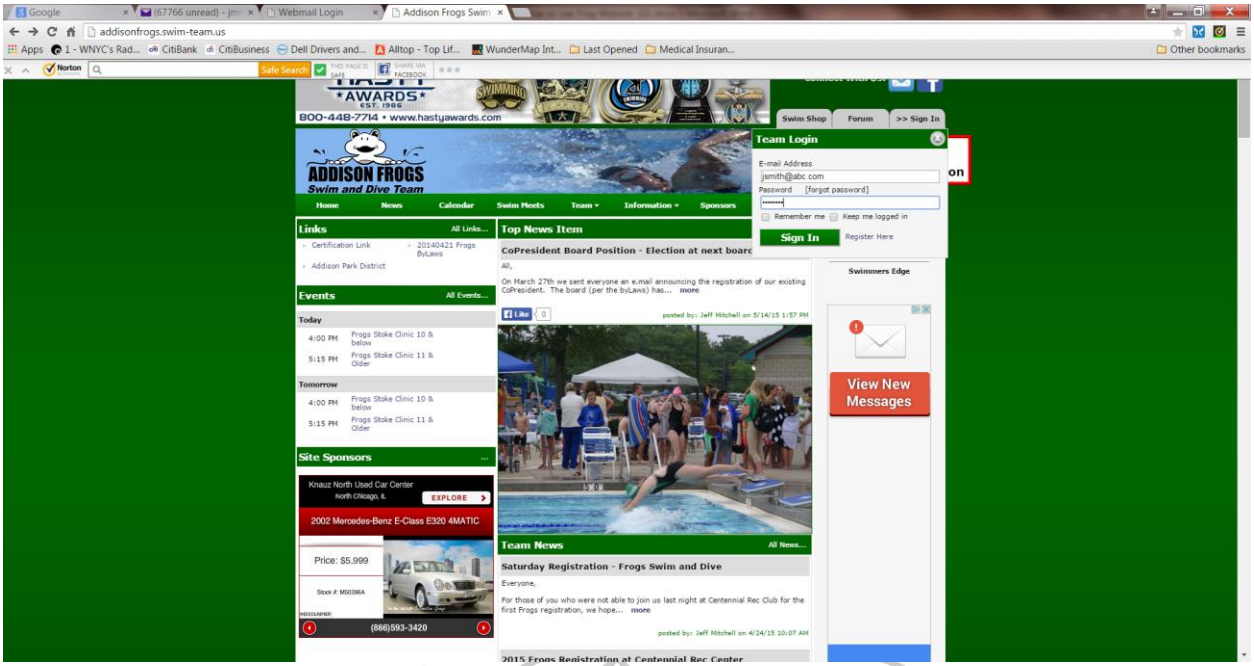
First Login to Website with E.Mail address STEP 1

You will be prompted to reset your password the first time that you login

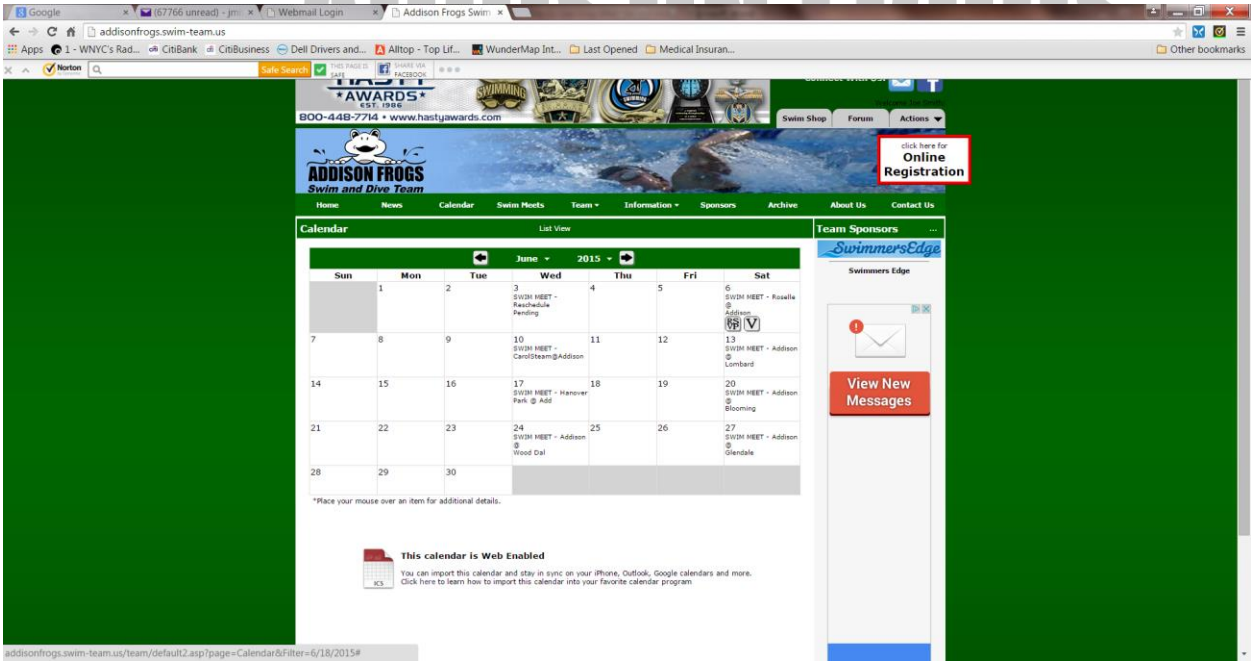
ADDISON FROGS
Swim and Dive Team

RSVP YOUR CHILD FOR A SPECIFIC SWIM MEET STEP 1:

Login to the Frogs Website



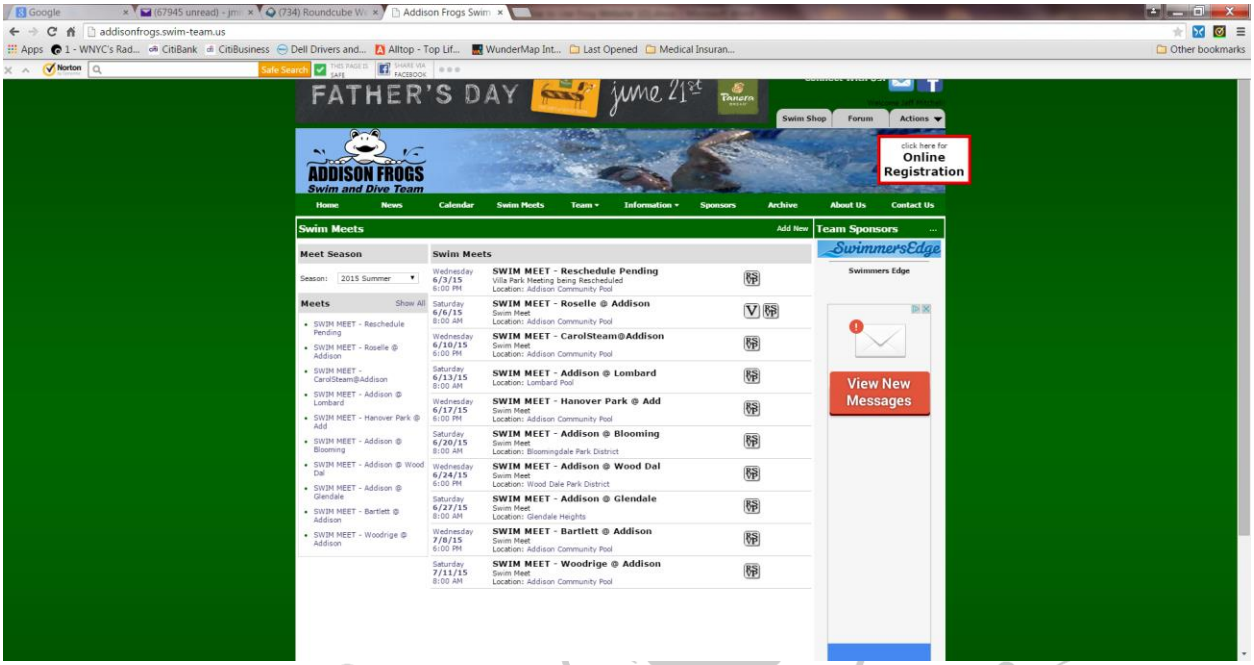
Open the Calendar



Revised 20150520

RSVP YOUR CHILD FOR A SPECIFIC SWIM MEET STEP 2:

or Select “Swim Meets”

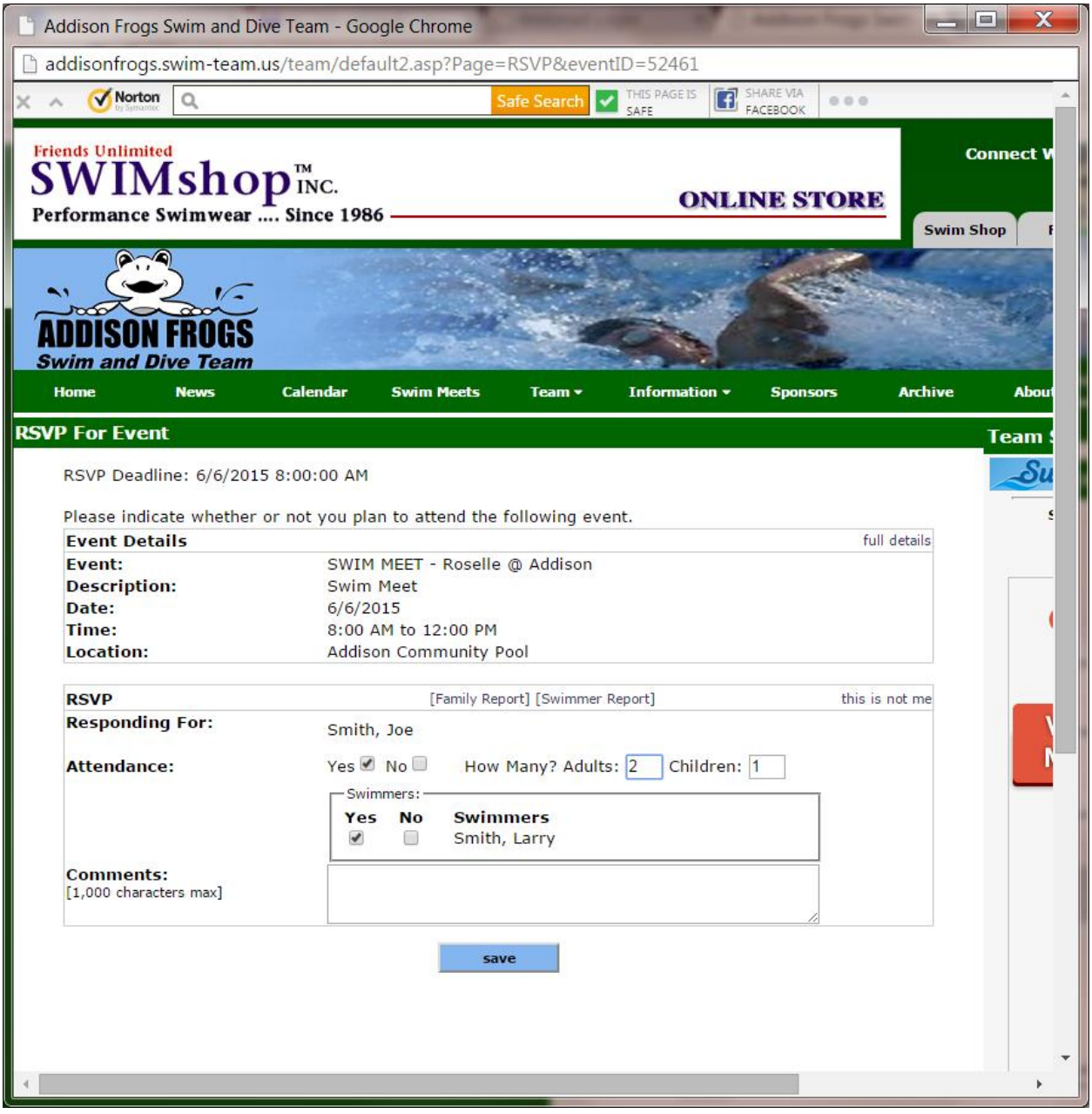


Select the “RSVP” icon next to the swim meet you are responding for.

ADDISON FROGS
Swim and Dive Team

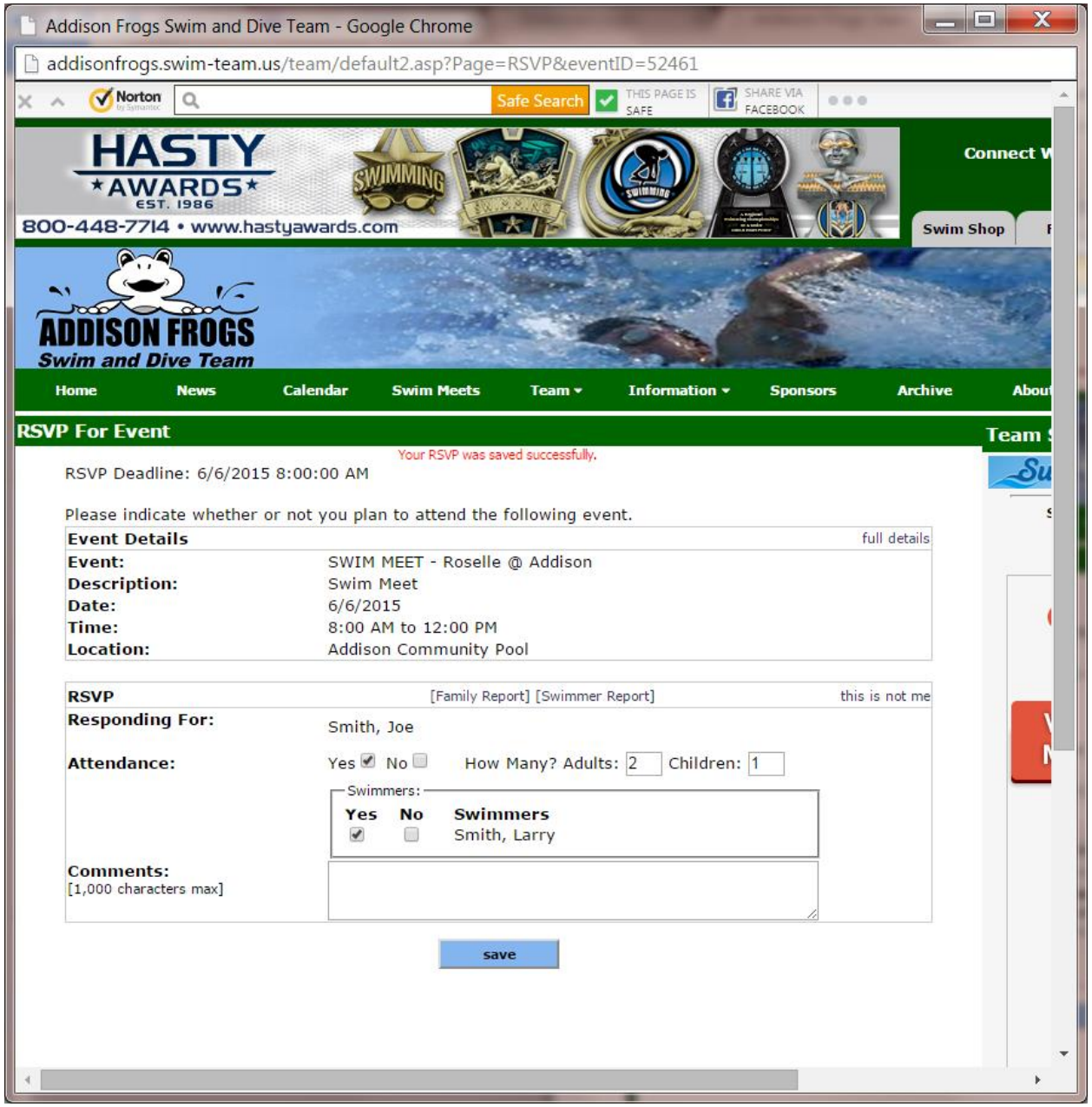
RSVP YOUR CHILD FOR A SPECIFIC SWIM MEET STEP 3:

Fill out Attendance, number of Adults and Children, and “Yes” or “No” next to each swimmer in your family



Select “Save” when completed

RSVP YOUR CHILD FOR A SPECIFIC SWIM MEET STEP 3:



Make sure the screen says your RSVP has been saved in RED the top of the screen

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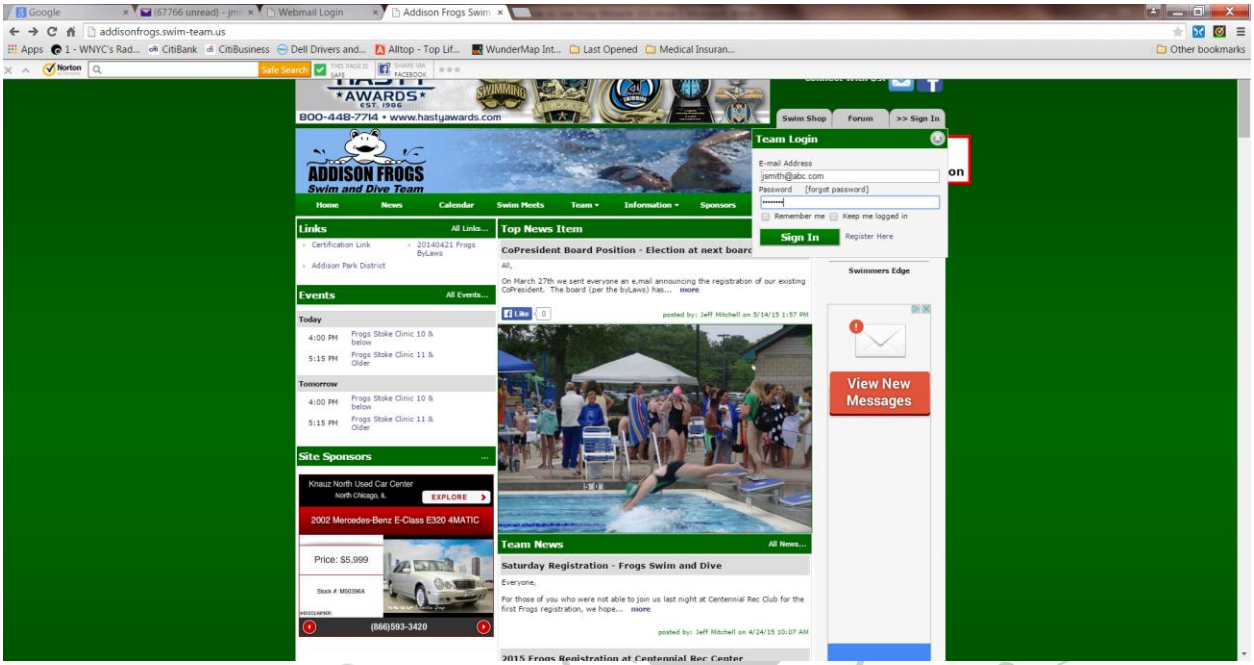
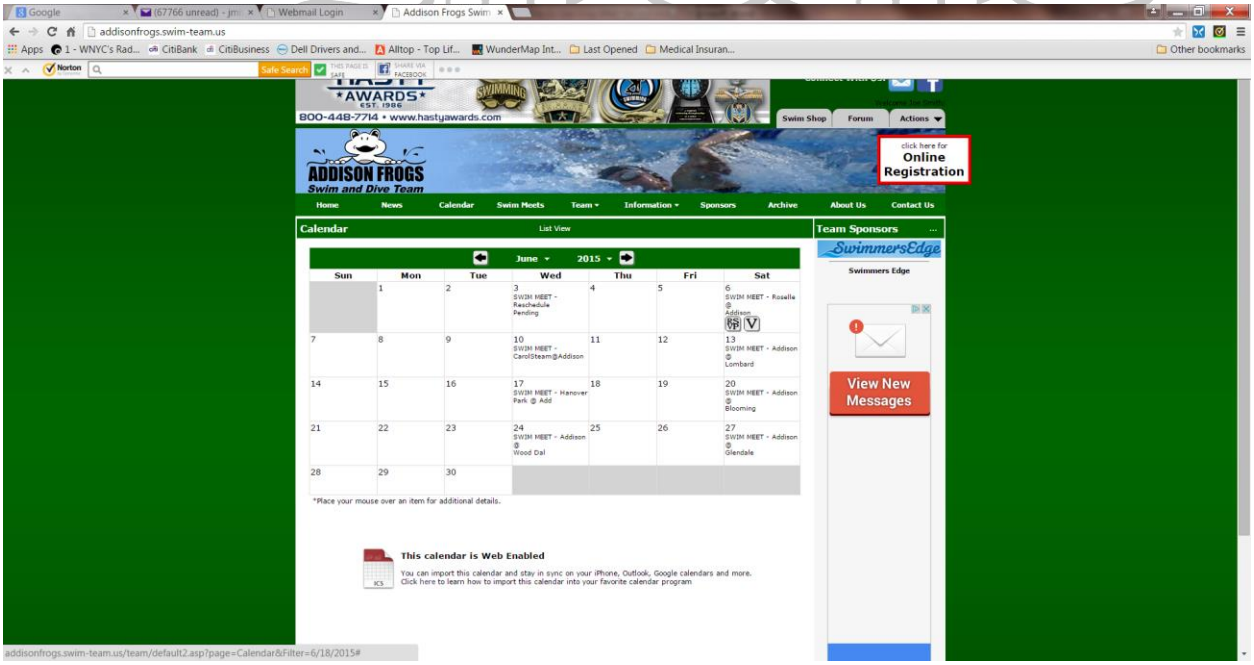
Parent Volunteering for Swim Meet Task – Step 1

Login to the Frogs Website

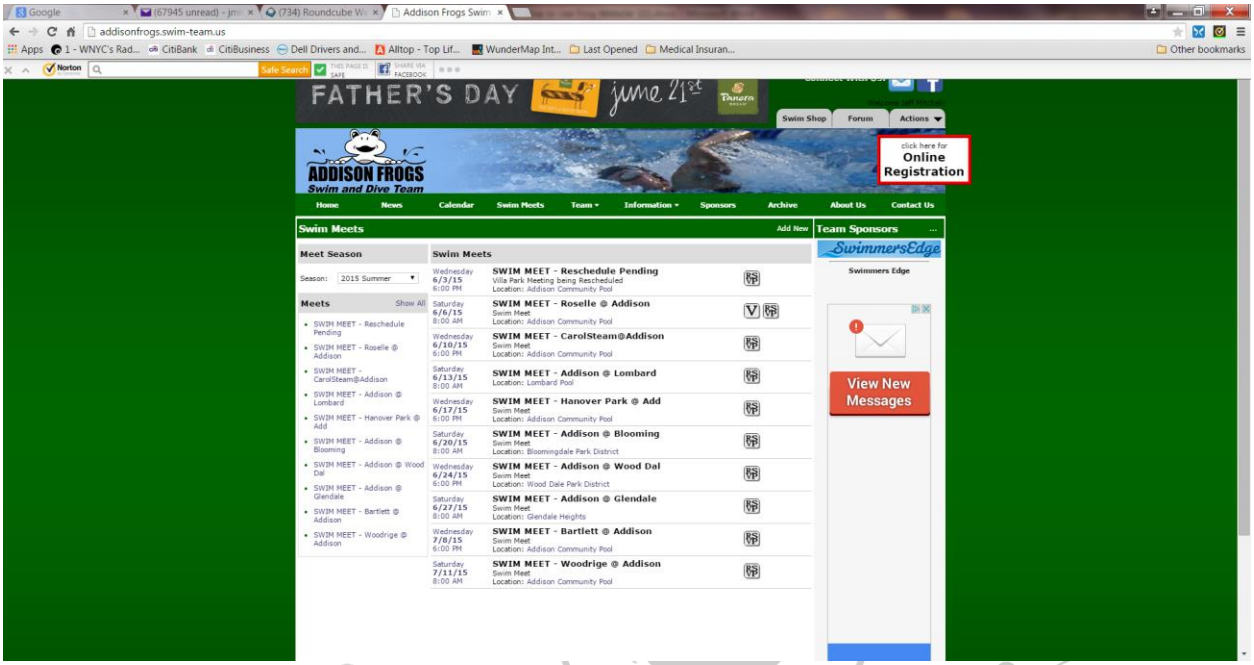


Open the Calendar



Parent Volunteering for Swim Meet Task – Step 2

or Select “Swim Meets”



Select the “V” icon next to any of the Swim Meets

ADDISON FROGS
Swim and Dive Team

Parent Volunteering for Swim Meet Task – Step 3

Review the list of open "NEED VOLUNTEER" parent meet participation roles. When you find one you wish to participate in select it and enter your email address. Select "Save" button to acknowledge this as the parent position you will participate in.

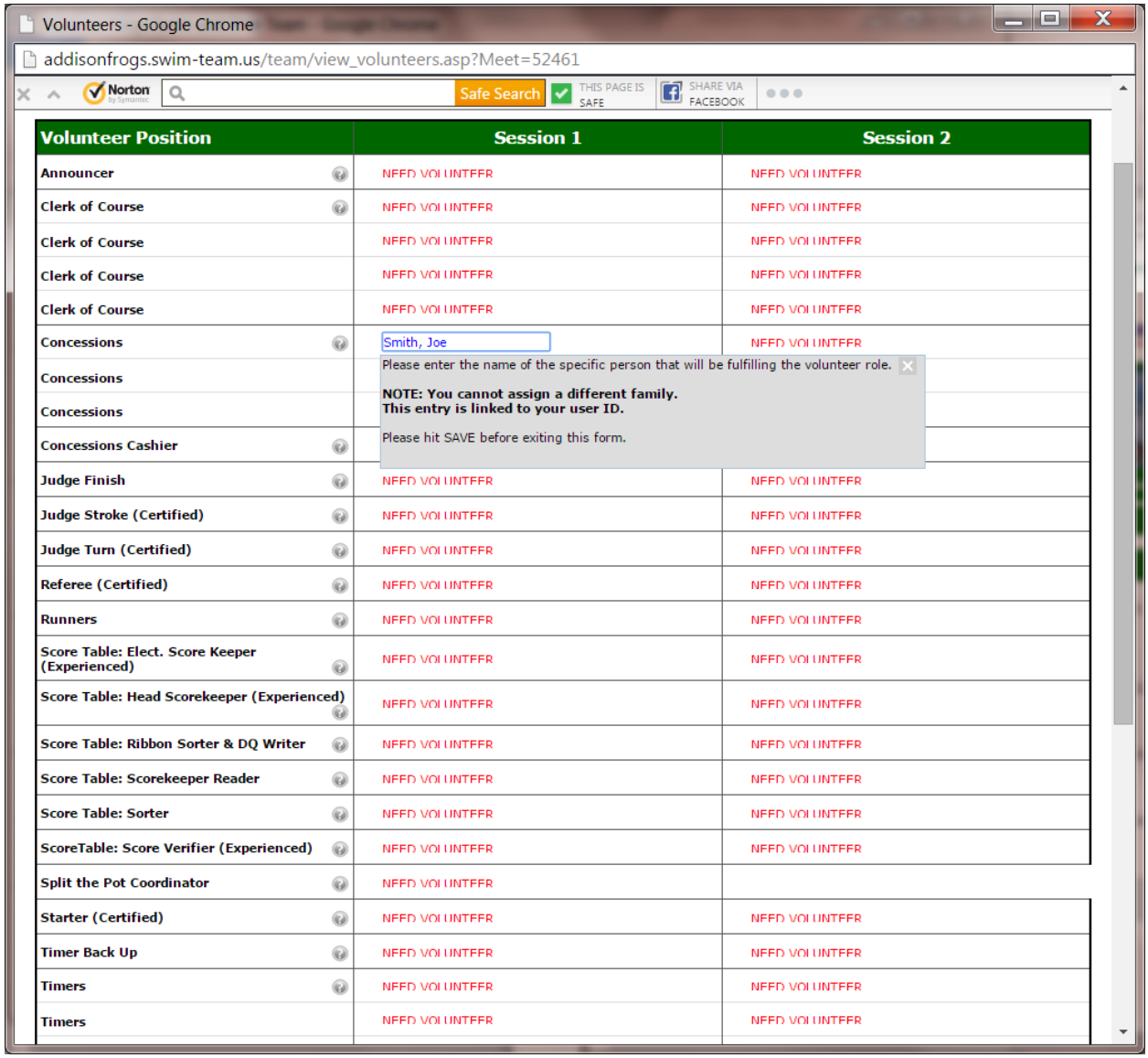
Choose "Clear" button if you change your mind and wish to not participate in this spot.

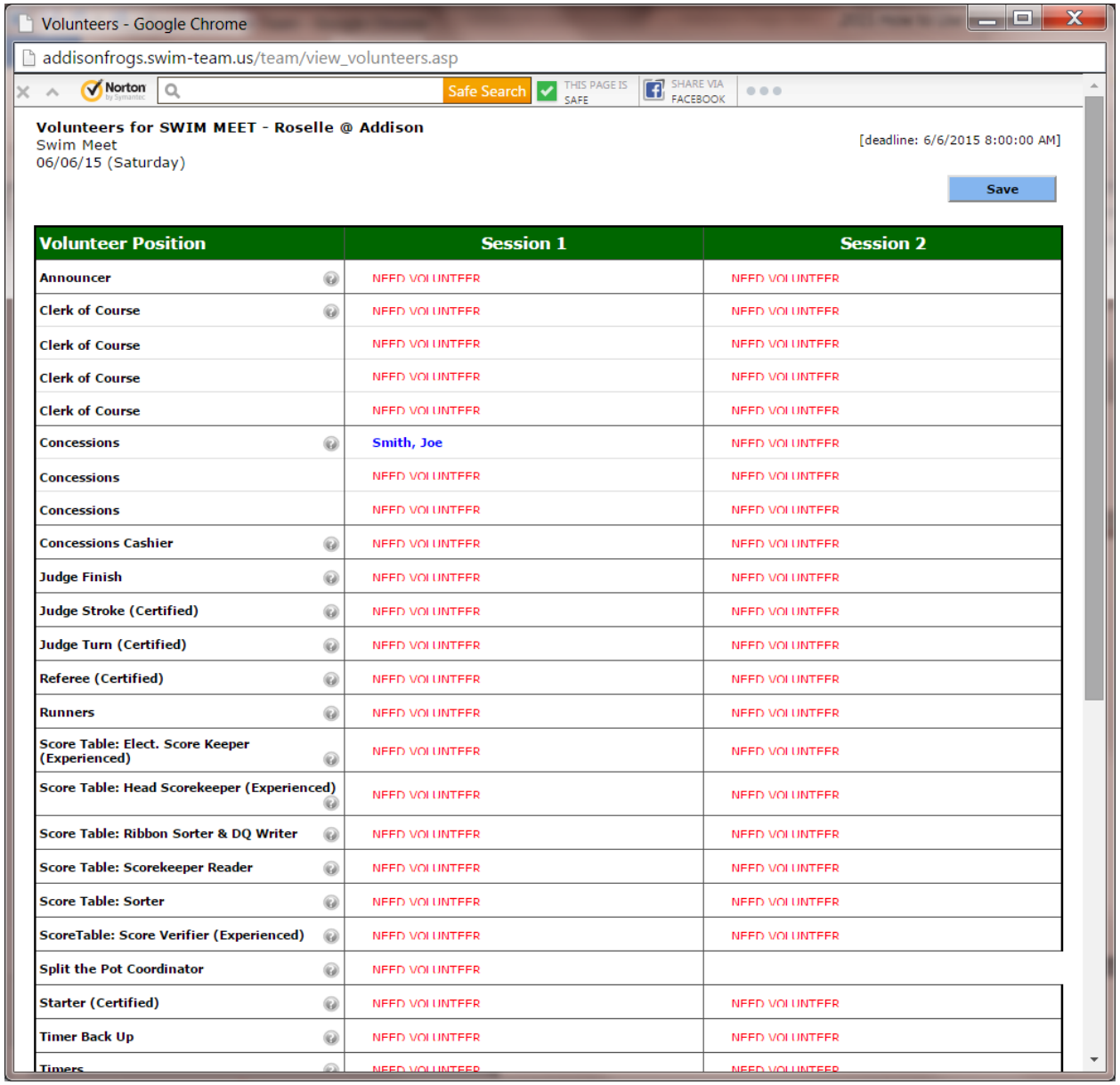
Note once you hit save you cannot change your choice on your own. In order for a parent to delete a position from the sign up website, send an email to our Swim Meet Director at meetdirector@hotmail.com identifying your name, date of event to delete, and position. Our Meet Director will delete the event for you, and then you can return to the website to sign up for the new position desired.

Select a Volunteer position and session

All positions are "First Come - First Serve"

ADDISON FROGS
Swim and Dive Team


Volunteers - Google Chrome
addisonfrogs.swim-team.us/team/view_volunteers.asp?Meet=52461
Safe Search
THIS PAGE IS SAFE
SHARE VIA FACEBOOK
Volunteer Position
Session 1
Session 2
Announcer
Clerk of Course
Clerk of Course
Clerk of Course
Clerk of Course
Concessions
Smith, Joe
Please enter the name of the specific person that will be fulfilling the volunteer role.
NOTE: You cannot assign a different family.
This entry is linked to your user ID.
Please hit SAVE before exiting this form.
Concessions
Concessions
Concessions Cashier
Judge Finish
Judge Stroke (Certified)
Judge Turn (Certified)
Referee (Certified)
Runners
Score Table: Elect. Score Keeper (Experienced)
Score Table: Head Scorekeeper (Experienced)
Score Table: Ribbon Sorter & DQ Writer
Score Table: Scorekeeper Reader
Score Table: Sorter
ScoreTable: Score Verifier (Experienced)
Split the Pot Coordinator
Starter (Certified)
Timer Back Up
Timers
Timers
NEED VOLUNTEER

Parent Volunteering for Swim Meet Task – Step 4

Select “Save” on this page after you have selected a task