

Signing Your Swimmer Up For Individual Events

Step 1 - To add your swimmer to individual events,

- login to the team website (<https://fastdolphins.swim-team.us/>). The link is illustrated with the **RED** arrow in **Figure 1** below.
- Click the “>> **Sign In**” tab (**PURPLE** arrow).
- Enter your e-mail (**GREEN** arrow).
- Enter your password (**YELLOW** arrow). The default password is “**FAST2014**”.
- Click the “**Sign In**” button (**BROWN** arrow).

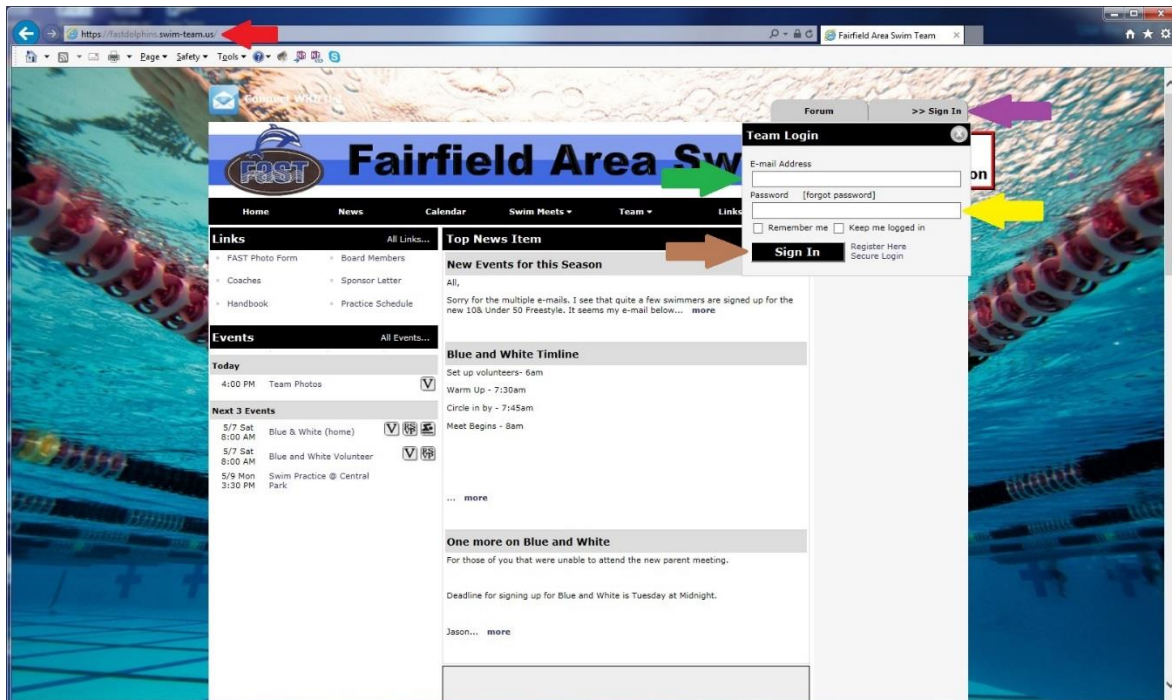


Figure 1 - Login

Step 2 - Once you are signed in, You need to select the swim meet you are trying to sign up your swimmer for. The first method is click on “**Swim Meets**” link (click the words, not the down arrow next to it) on the toolbar immediately beneath the **Fairfield Area Swim Team** banner. See the **RED** arrow in **Figure 2** below.

A short cut for this is to select the meet from the “**Events**” section on the left of the home page. See the **GREEN** arrow in **Figure 2** below.

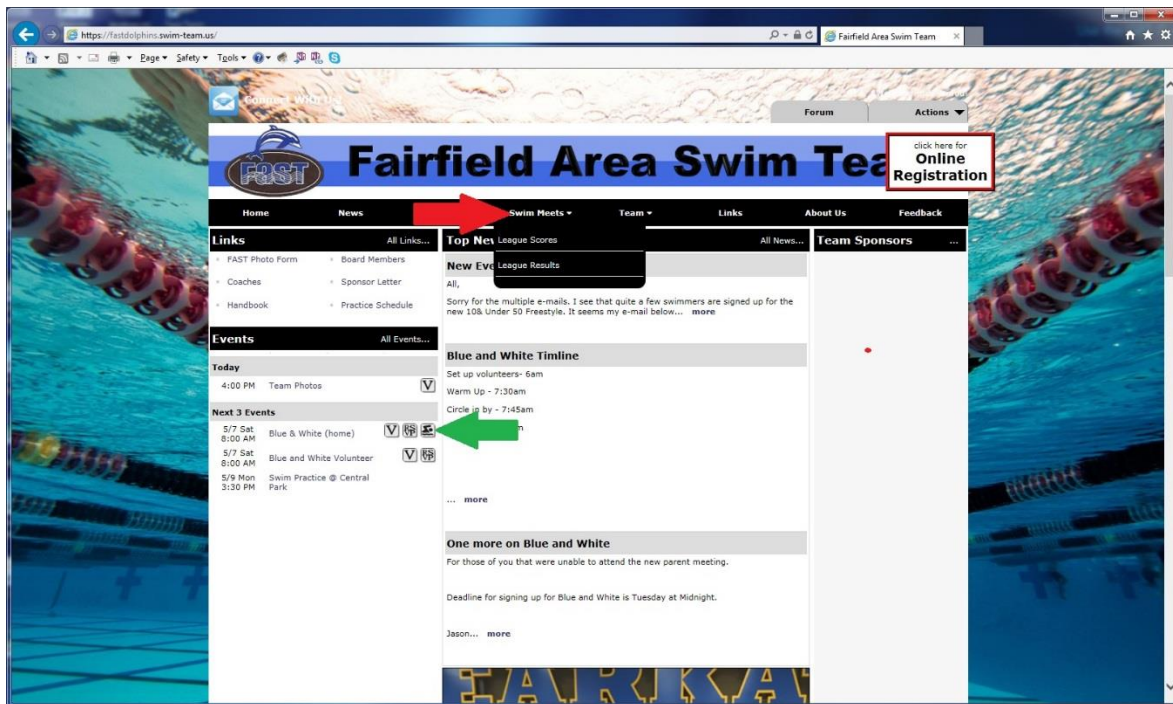


Figure 2 - Pick Swim Meet

This will bring up a list of the list of meets.

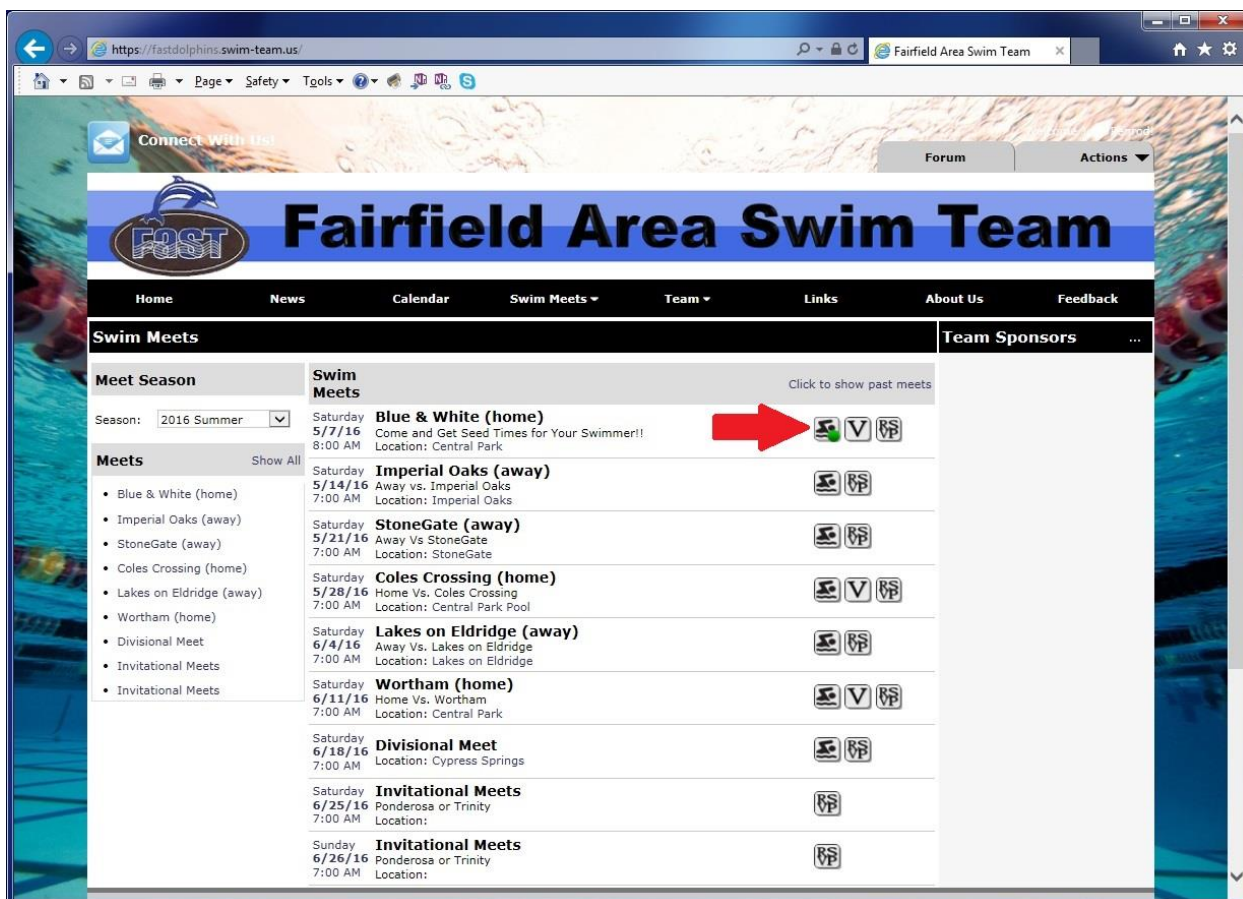



Figure 3 - List of Swim Meets

Step 3 - If your swimmer will **NOT** be attending a meet, please select the “RSVP” icon  next to the meet they won't be attending. This will spawn a window like the one below:

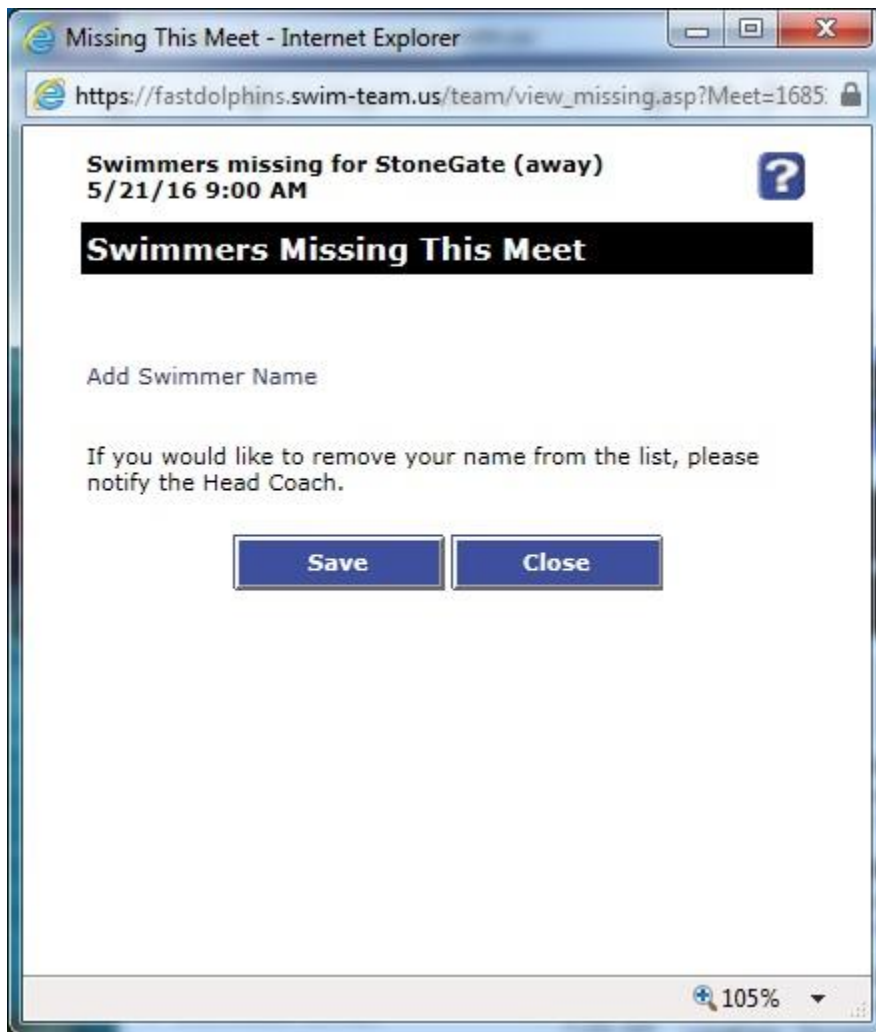



Figure 4

Click the “**Add Swimmer Name**” link and type the name of your swimmer. Click the “Save” button to save the swimmer’s name on the list of swimmers who will not be attending that particular meet.

Step 4 - If your swimmer **WILL** be attending a meet, please perform the following actions to sign your swimmer up for the individual events they are eligible to swim. **You must do this any time PRIOR to Midnight on the Tuesday immediately preceding the meet.**

To start, please select the “swimmer” icon  to the right of the meet you are interested in. This will spawn a new window.

Step 5 – Click the down arrow (see **RED** arrow in **Figure 5**) to see the swimmers associated with your parent record.

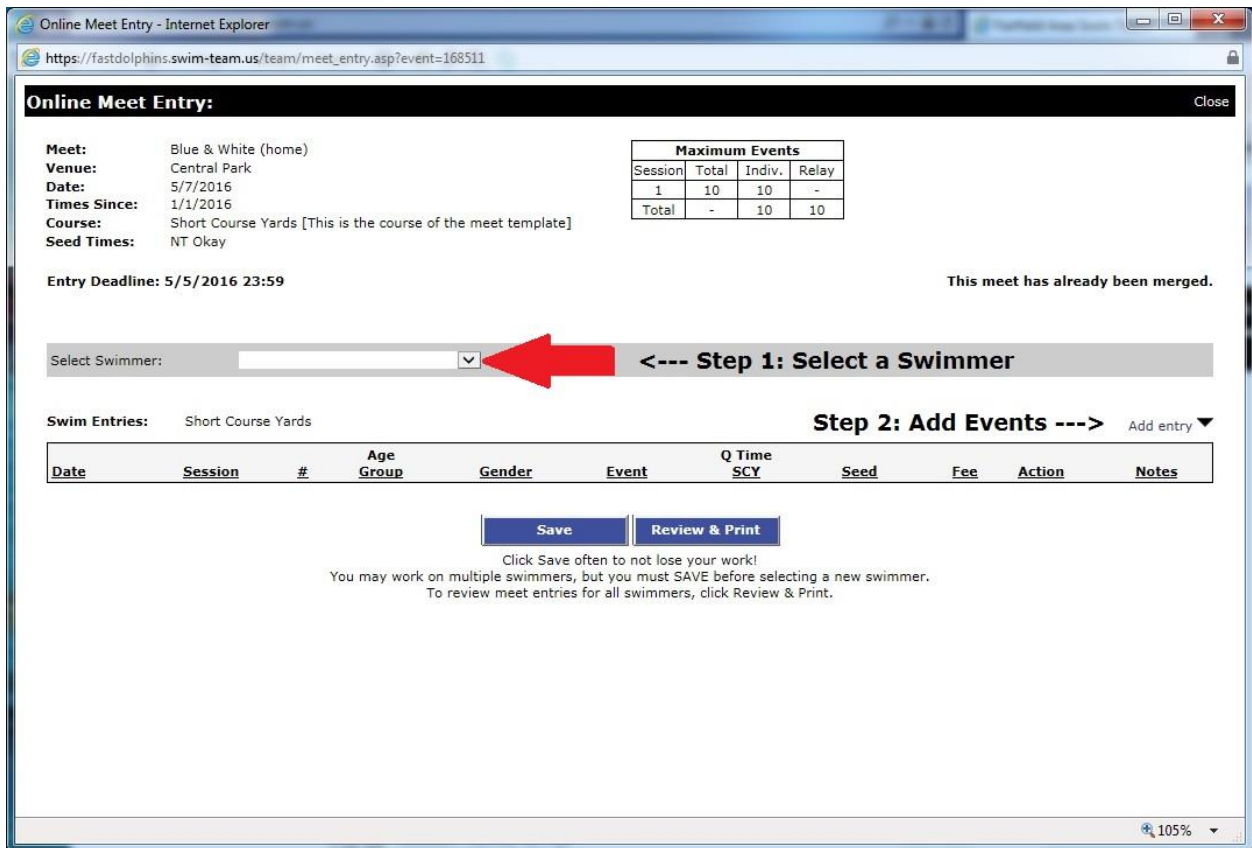


Figure 5

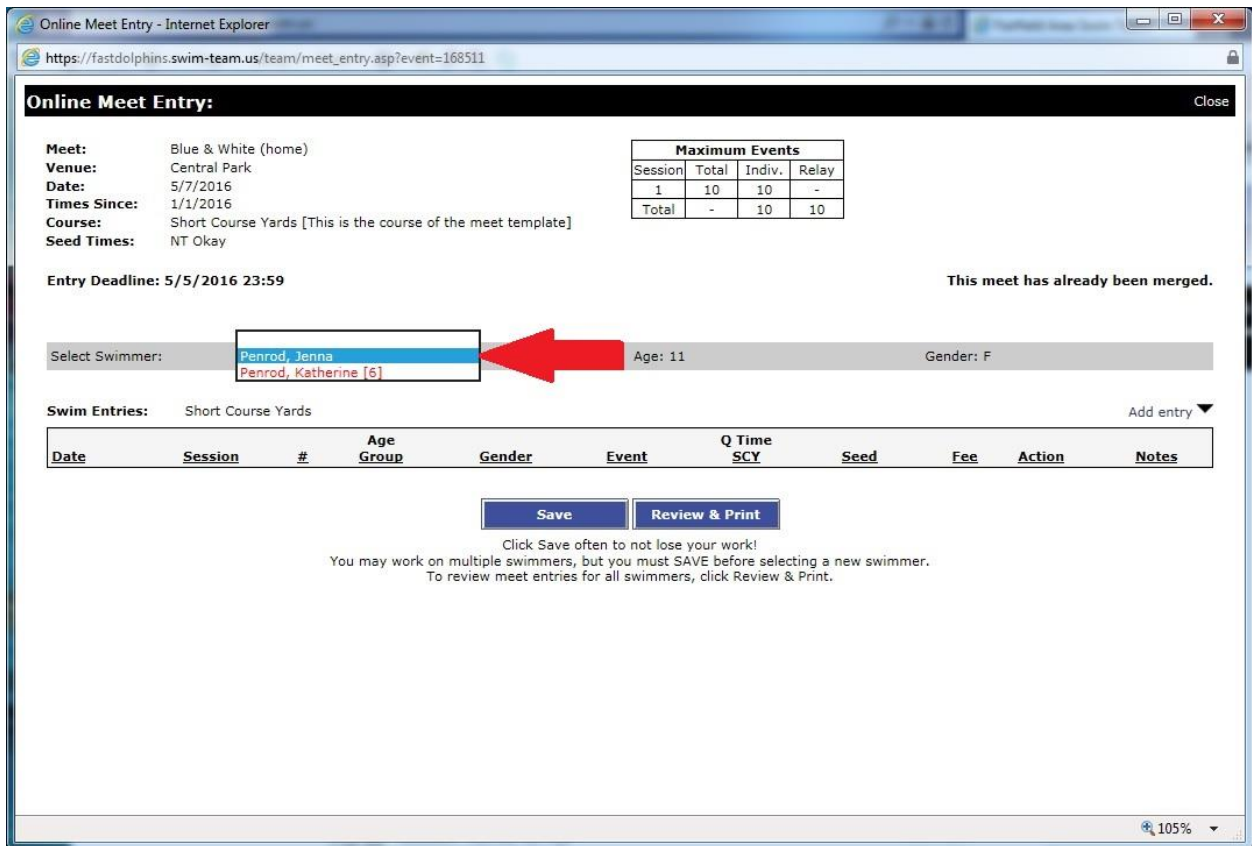


Figure 6 - Select Your Swimmer

In **Figure 6** above (**RED** arrow), you can see there are two swimmers: Jenna and Katherine. Jenna is signed up for no events as there is no number following her name. Katherine is signed up for six (6) which is the total number of individual events she can participate in. In the **Blue & White** meet, the purpose is to get seed times for your swimmers, so there is no limitation on the number of individual events a swimmer may sign up for. In a normal meet against another team, your swimmers are limited to three (3) individual events for the meet.

Jenna is selected (in **Figure 7** below; see **RED** arrow) to demonstrate the process to sign up for events.

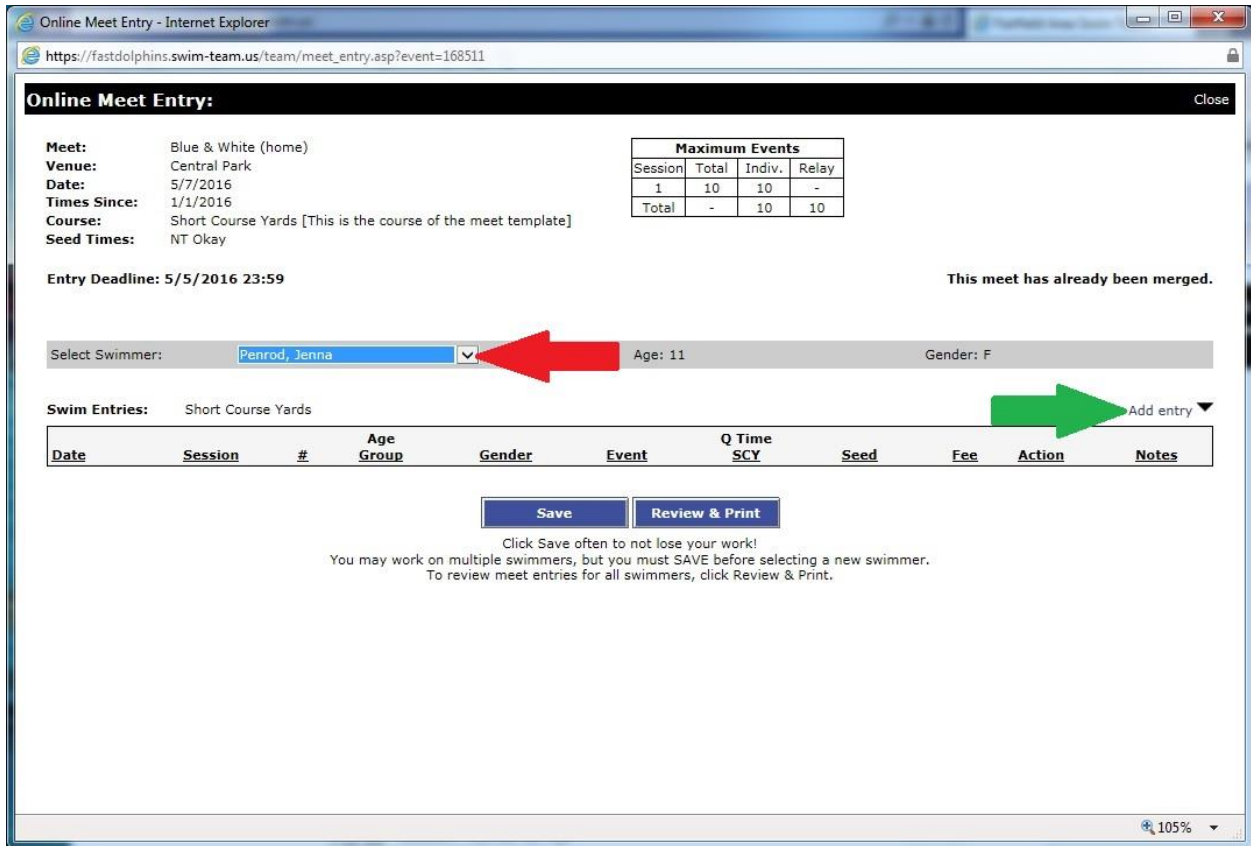


Figure 7 - Swimmer Selected

Right now Jenna has no events showing in the **“Swim Entries:”** table.

Step 6 - Click **“Add entry”** link (see **GREEN** arrow in **Figure 7** above) to the far right of the window above the **“Swim Entries:”** table which will eventually show the events signed up for. This will spawn a sub-window similar to the one below:

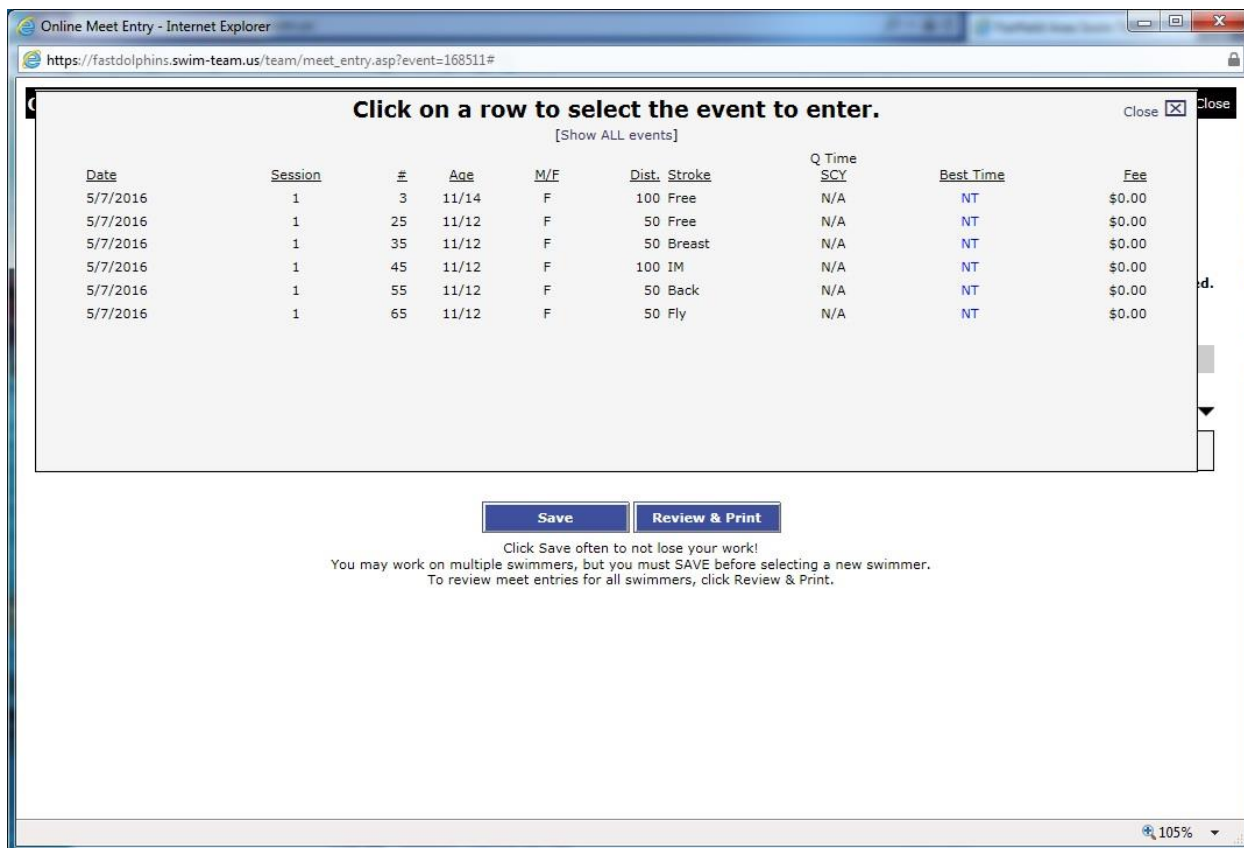


Figure 8 - Available Individual Events

The sub-window (see **Figure 8** above) shows the list of individual events Jenna is eligible to swim based on her age group. Simply click on the desired event to sign the swimmer up for that event.

Step 7 – Click on an event the swimmer wants to swim. The event clicked will move off of the list shown in the sub-window and on to the list in the “**Swim Entries:**” table in the main window. The first three (3) were clicked in the example to show the following (see **Figure 9** below):

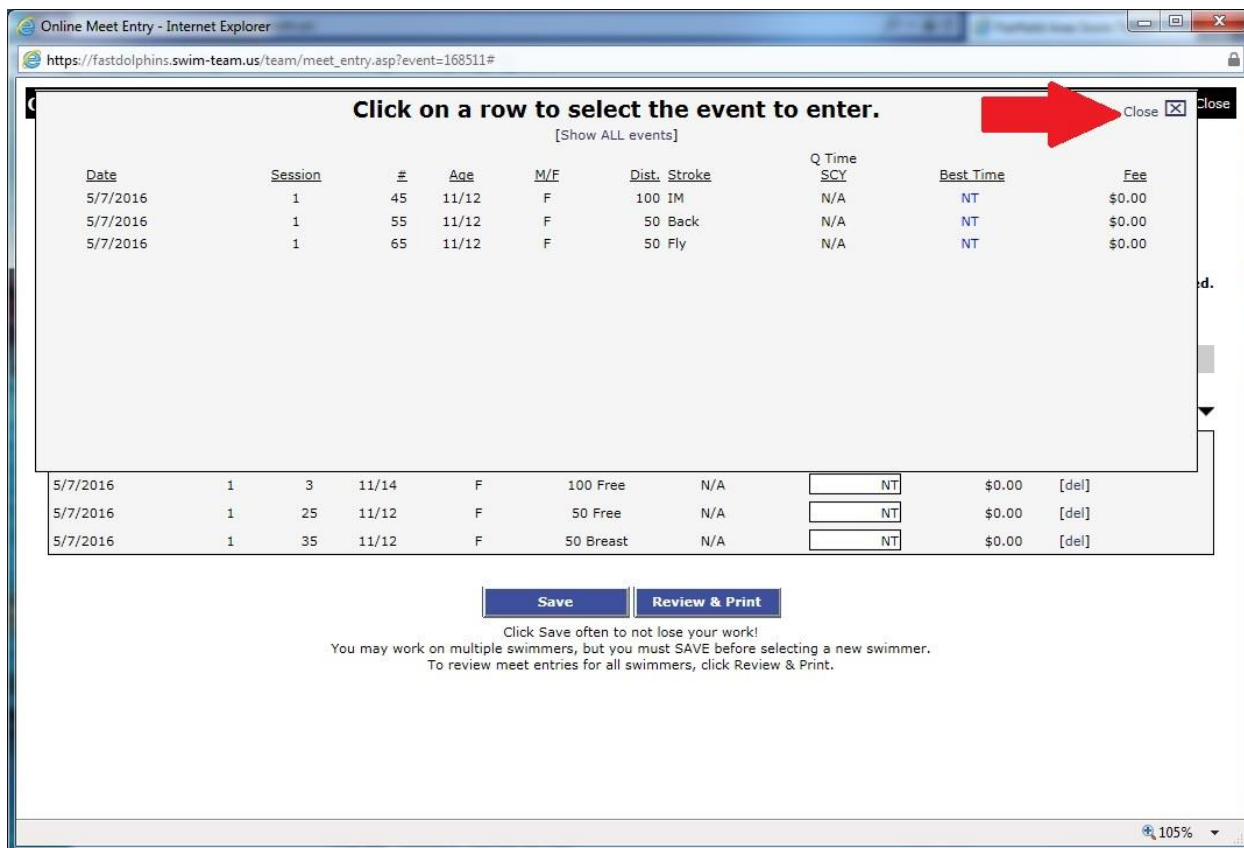


Figure 9- Some Individual Events Selected

Again, we are using the **Blue & White** meet as an example, so we will select all possible individual events and select the last three (3).

Step 8 - When all the desired events have been selected, click "**Close**" (see **RED** arrow in **Figure 9** above) in the top right of the sub-window to close the sub-window.

Step 9 - Click the "**Save**" button on the main window to commit your changes (see **RED** arrow in **Figure 10** below).

Online Meet Entry - Internet Explorer
 https://fastdolphins.swim-team.us/team/meet_entry.asp?event=168511

Online Meet Entry: Close

Meet: Blue & White (home)
Venue: Central Park
Date: 5/7/2016
Times Since: 1/1/2016
Course: Short Course Yards [This is the course of the meet template]
Seed Times: NT Okay

Maximum Events			
Session	Total	Indiv.	Relay
1	10	10	-
Total	-	10	10

Entry Deadline: 5/5/2016 23:59 This meet has already been merged.

Select Swimmer: Penrod, Jenna [6] Age: 11 Gender: F

Swim Entries: Short Course Yards Add entry ▼

Date	Session	#	Age Group	Gender	Event	Q Time SCY	Seed	Fee	Action	Notes
5/7/2016	1	3	11/14	F	100 Free	N/A	<input type="text" value="NT"/>	\$0.00	[del]	[1]
5/7/2016	1	25	11/12	F	50 Free	N/A	<input type="text" value="NT"/>	\$0.00	[del]	[1]
5/7/2016	1	35	11/12	F	50 Breast	N/A	<input type="text" value="NT"/>	\$0.00	[del]	[1]
5/7/2016	1	45	11/12	F	100 IM	N/A	<input type="text" value="NT"/>	\$0.00	[del]	[1]
5/7/2016	1	55	11/12	F	50 Back	N/A	<input type="text" value="NT"/>	\$0.00	[del]	[1]
5/7/2016	1	65	11/12	F	50 Fly	N/A	<input type="text" value="NT"/>	\$0.00	[del]	[1]

Save Review & Print

Click Save often to not lose your work!
 You may work on multiple swimmers, but you must SAVE before selecting a new swimmer.
 To review meet entries for all swimmers, click Review & Print.

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Figure 10 - Save Your Selections

As you can see that Jenna now has six (6) individual events in the table listing the events and the number six (6) next to her name.

To remove any events, simply click the **“del”** link (see **RED** arrow in **Figure 11** below) in the **“Action”** column of the **“Swim Entries:”** table. Again, click the **“Save”** button to commit any changes. In the example, the first two events were removed for the following result:

Online Meet Entry - Internet Explorer
 https://fastdolphins.swim-team.us/team/meet_entry.asp?event=168511

Online Meet Entry: Close

Meet: Blue & White (home)
Venue: Central Park
Date: 5/7/2016
Times Since: 1/1/2016
Course: Short Course Yards [This is the course of the meet template]
Seed Times: NT Okay

Maximum Events			
Session	Total	Indiv.	Relay
1	10	10	-
Total	-	10	10

Entry Deadline: 5/5/2016 23:59 This meet has already been merged.

Select Swimmer: Penrod, Jenna [4] Age: 11 Gender: F

Swim Entries: Short Course Yards Add entry ▼

Date	Session	#	Age Group	Gender	Event	Q Time SCY	Seed	Fee	Action	Notes
5/7/2016	1	35	11/12	F	50 Breast	N/A	<input type="text"/> NT	\$0.00	[del]	
5/7/2016	1	45	11/12	F	100 IM	N/A	<input type="text"/> NT	\$0.00	[del]	[1]
5/7/2016	1	55	11/12	F	50 Back	N/A	<input type="text"/> NT	\$0.00	[del]	[1]
5/7/2016	1	65	11/12	F	50 Fly	N/A	<input type="text"/> NT	\$0.00	[del]	[1]

Click Save often to not lose your work!
 You may work on multiple swimmers, but you must SAVE before selecting a new swimmer.
 To review meet entries for all swimmers, click Review & Print.

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Figure 11 - Remove an Event