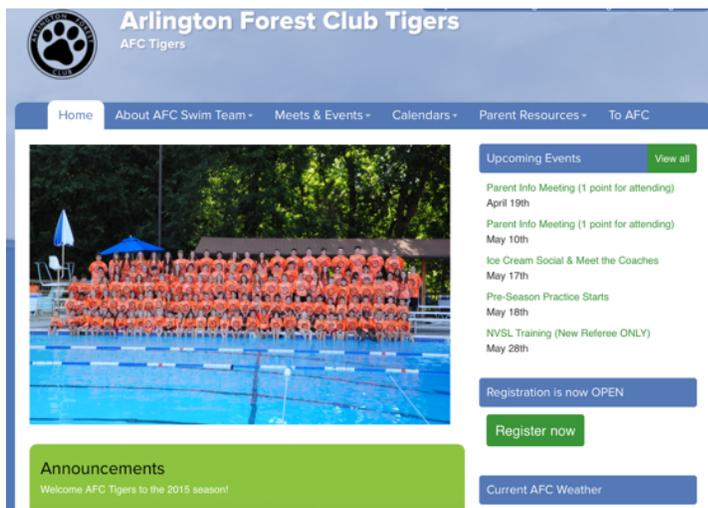


# AFC Tigers NEW Website

We have a new website ([www.afctigers.swimtopia.com](http://www.afctigers.swimtopia.com)) for the swim team this year that allows you to register swimmers for the team, register for swim meets, sign up for volunteer duties and provides all the information you need to know about the team.



This is the home page of our website. There are tabs across the top that contains all of the information about the team, the coaches, the meets, the practices, the calendars and extra resources that parents will find helpful.

Most of the site is open to the public but anything that contains swimmer or family information (names, contact info, swim times, meets sheets, results, etc) is private and is password protected so that only AFC swim team families can see. If you ever get a message asking you to login to see a page, it is a protected page and you

must login to see it.

## BRIEF OVERVIEW OF TABS

- **Home** - Announcements, Welcome, Upcoming Events, shortcut links to Registration, Current AFC pool weather, Contact Us form.
- **About AFC Swim Team** - Info about Swim Team and Mini Tigers, Coaches & Staff, online Registration form, Team Records, Tiger Tales newsletter.
- **Meets & Events** - Calendar listing of ALL meets and events for the season, Meet Sheets & Results, Order of Events at meets, Maps to All Away Pools. Meet Sheets will be posted on Fridays before the Saturday A meets. Results will be posted by the day after the A meets (Sundays) or the B meets (Tuesdays).
- **Calendars** - Practice, A Meet, NVSL Training, B Meet and Season Calendars.
- **Parent Resources** - FAQ & General Info, NVSL Training, Volunteer Descriptions, Team Suits, AFC Swim Ladders (Ladders will be posted the day after each meet), Forms, Helpful Links.
- **To AFC** - brings you to Arlington Forest Club website

## **HOW TO REGISTER FOR SWIM TEAM**

1. You must register as directed below **and** pay the swim team dues through the AFC Payment Portal (<http://www.arlingtonforestclub.org/membership/registration.php>) before your swimmer can enter the water to swim at practices or meets.
2. Go to the website [www.afctigers.swimtopia.com](http://www.afctigers.swimtopia.com) and click on the green “Register Now” button on the homepage. This will bring you to registration form.
3. Fill in the Parent Info, Athlete Info (click the green buttons to add additional swimmers), AFC Membership # and answer the payment question.
4. Read and sign all the Acknowledgement Sections (Family Volunteer Responsibilities, Swim Meet Volunteer Policies, Liability Waivers and Releases). Then click the green “Next Step” button.
5. Your swimmer will automatically be placed in a swim group based on their age. If you have a 7 or 8 year old that you feel should be placed in Mini Tigers, please bring them for a swim evaluation starting the afternoon of May 18th (See the practice Calendar for times). Click the green “Next Step” button.
6. Read, fill out and sign the Medical Information, Emergency Contacts and Treatment Consent sections. Click the green “Next Step” button.
7. Read and sign up for Volunteer Roles and Shifts. Each family must sign up for at least 4 points during the registration process or you cannot proceed. Click the green “Next Step” button.
8. Select the correct t-shirt size for each swimmer. Click the green “Next Step” button.
9. Your Swim Team Registration is now complete. You will see a page with your confirmation number, total amount due and information on how to pay for your swim team dues. You will receive an email containing your confirmation.
10. You will also receive an email containing directions on how to log into the website for the first time and create a password. Each parent with an individual email will have separate logins but you are linked under a Family Account. If you do not receive this email, let us know and we can resend it.

## **LOGINS, PASSWORDS & MY ACCOUNT**

After your registration is complete and you have logged in for the first time, you can go back to the homepage of the website explore the site. Each time you visit the website, you will need to login. In the upper right corner is a blue box that says “Already a Member? Login”. Click on the Login and enter the email you used to register your swimmers with (each parent with an email will have separate logins but you are linked under a Family Account) and your password. If you ever forget your password, please follow the directions below the login box to reset it.

Once you login, you can access your account by clicking the “My Account” button. Here you will see all of your information and your swimmers as well. By clicking on your swimmer’s name you can see all of their swim times at meets since 2009.

## **MEET SIGNUP**

Once a meet is OPEN for swimmer and volunteer job signup:

1. Go to the “Meets & Events” tab, click on the green button for “Meet Entry” next to the meet you wish to signup for.
2. You will see a webpage with that meet information and each of your swimmers. For each swimmer, select “Attending” or “Not Attending” from the pull down menu next to your swimmer’s name.
3. If your swimmer is attending, you can then select which events they would like to swim (Time trials - 4 events total, B Meets - 2 events total). The web system will automatically enter the event number based on the swimmer’s age. It will also show you their best time for that event if they have swam it in a previous meet.
4. When you have selected events for all of your swimmers, scroll to the bottom of the page and click the green “Save” button. You can edit the entries at any time up until the meet closes.

## **VOLUNTEER JOB SIGNUP**

1. You can access any OPEN volunteer job signup from within any meet or event signup or by clicking on the green “Job Signup” button next to each meet or event.
2. You will see all Parents/Guardians associated with your account. Click on the green “Sign-up for Jobs” button under the person who will be working the job. \*\* This is also where you can see any jobs you have already signed up for during this meet or event.
3. Check the box next to the job you wish to work. If a job is already filled, it will be greyed out. Certain jobs require training and you will not be able to signup for those jobs unless you have completed the training.
4. Save your entries.