

## Meet Sign-Up, Volunteer Sign-Up & Other Helpful Hints

Now that practices are underway, it is time to start thinking about signing up for swim meets - swimmers and volunteers! We have opened all 6 meets, which means that you can declare your swimmer's availability to attend the 6 dual meets now or you can do it on a weekly basis. All availability declarations will be due by midnight the Tuesday before the meet so that our coaches have time to enter the swimmers who will be competing that weekend in individual events and relays. We also need our parents to review their volunteer commitments so they know what jobs they signed up to do. We will still have open volunteer positions before each week's meet, so we would ask that you consider filling one of those positions if you will be in attendance. Below are instructions on how to check your current volunteer commitment, change or add to your volunteer commitment and how to sign up for meets!

### HOW TO CHECK YOUR VOLUNTEER COMMITMENT

- Log into your account
- On the navigation bar in the upper right hand corner of the page, choose <My Account>.
- You will be able to view your volunteer commitments for the season, but you will not be able to change them from this screen. We require that all our families commit to 3 volunteer points per season. If you need to change or add to your commitment, you can do that by...

### HOW TO CHANGE OR ADD TO YOUR VOLUNTEER COMMITMENT

- Log into your account
- On the main navigation bar, choose <Meets & Events>. (No need to make a selection off the drop down menu, click on <Meets & Events>.)
- Scroll down to the Volunteer Activity that you need to review or sign up for and select the <Job SignUp> button.
- Review available jobs. Make changes and additions as necessary.

### HOW TO SIGNUP FOR A MEET

- Log into your account
- On the main navigation bar, choose <Meets & Events>. (No need to make a selection off the drop down menu, click on <Meets & Events>.)
- Scroll down to the meet that you wish to review or sign up for and select the <Meet Entry> button.
- Take a look at the number of volunteer opportunities still available and sign up to help using the <SignUp for Job Shifts> Button. (Our volunteer coordinator will thank you!)
- You will also see a list of your swimmers that are eligible to compete in the week's meet. Choose the <Edit> button at the bottom of the page.
- Next to each swimmer's name, use the selection box to choose either <attending> or <not attending>.
- Then select <Save> and you are done!

We are looking forward to a fantastic summer season! Swim FAST!