

# Meet Entry and Job Signup Instructions

First, be sure you are logged into your account on the team website. Then, on the right sidebar of the home page or under the events tab, locate the desired meet. If the meet has been opened, there will be green buttons for Meet Entry and Job Signup. Click the Meet Entry button.

Swim Clinic & Limited Pool Membership  
Posted on May 15, 2018  
If you are new to the team or would like to work on your strokes, **Swim Clinic** is for you! Our coaches will focus on a different stroke each evening. No advanced registration is required. Just come to the pool next Monday through Thursday, May 21-24 (10 & under, 5-6...  
[Read More](#)

Concord Hills Swim Team update  
Posted on May 9, 2018  
Registration is off to a great start! If you need to register, go to our website <https://concordhills.swimtopia.com>. Register by Saturday, May 12, to receive the first t-shirt shipment.

Important Links  
CHP Team Portal at Eismore Swim Shop  
Concord Hills Rec. Club Membership Info  
Certified Officials Training Info

Upcoming Events [View all](#)

THU  
JUN  
7  
**Blue & White Meet**  
CHP Pool  
6:00 PM – 9:00 PM (estimated)  
Warm-up: 5:00 PM

TUE  
JUN  
12  
**Benington Farrington vs Concord Hills**  
CHP Pool  
Start: 6:00 PM

**MEET ENTRY** **JOB SIGNUP**

Concord Hills Piranhas

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Please help! We still need to fill 30 shifts for this meet. Your family has not yet signed up for a job this meet.

Your family has filled 1 shifts this season.

[Sign-up for job shifts](#)

[Back to Swim Meets](#)

**Blue & White Meet - June 7, 2018**

Individual pictures will be at 3:45, and the team photo will be at 4:30. After the team photo we will warm up, train parents on volunteer positions between 5:30 and 6:00.

Your family swim meet status

Sam Herrick  
Not yet signed-up for this meet.

Lily Herrick  
Not yet signed-up for this meet.

[Edit](#)

A page will pop up with blue buttons for job shifts and editing swimmer status. Click on the "Edit" button under your swimmers' names.

Concord Hills Piranhas

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**Blue & White Meet - June 7, 2018**

Please declare whether or not your swimmer(s) will be swimming in this meet. This is important information for the coaches to know as they select the events for your swimmer(s). If you do not declare yes OR no, the coaches will assume your swimmer(s) are not participating and will NOT be put into any events. Please go to the jobs page and pick a volunteer position while you're at it, we cannot run meets without your help.

Sam Herrick (undeclared)   
(undeclared)  
Not attending this meet  
Attending this meet

Lily Herrick

[Save](#) [Cancel](#)

For each swimmer, click on the drop-down menu and select "Not attending this meet" or "Attending this meet." When you select "Attending," a box will pop up under the swimmer where you can leave a note for the coach if you choose. When you have declared for all of your swimmers, don't forget to click on the blue "Save" button.

Concord Hills Piranhas

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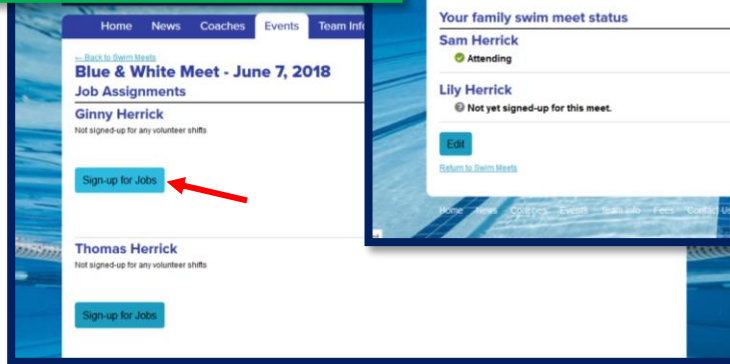
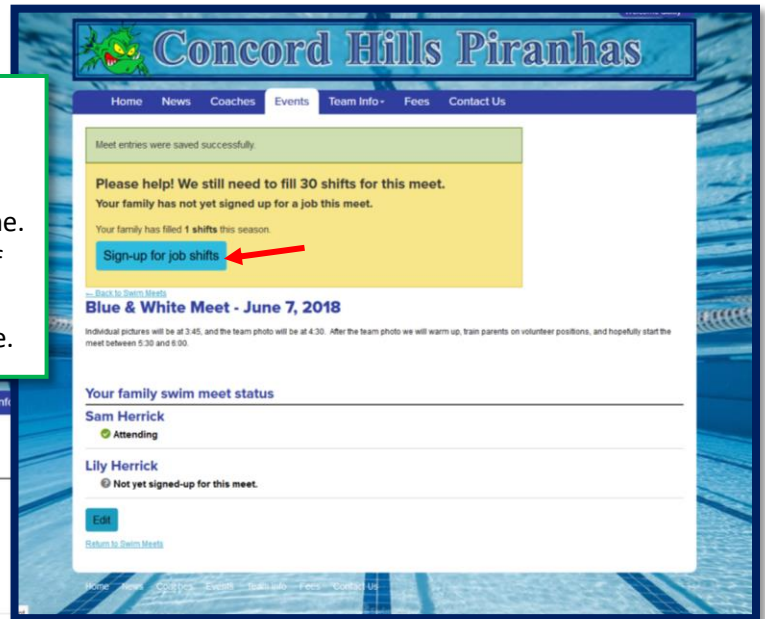
Sam Herrick Attending this meet

Need to let the coach know something? Notes for coach:

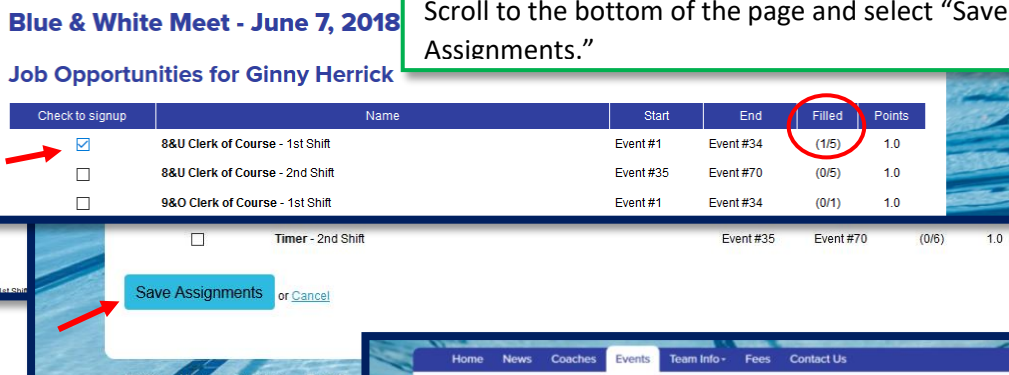
Lily Herrick (undeclared)

[Save](#) [Cancel](#)

After saving your swimmer declarations, you will return to this page. Now click on the "Sign-up for job shifts" button. The names of each parent on your account will appear with a sign-up button for each one. Click the "Sign-up for jobs" button under the name of the adult who will be working the shift. Your family may work more than one shift per meet if you choose.



A list of all jobs for the meet will then be displayed. 1<sup>st</sup> shift jobs are the first half of the meet; 2<sup>nd</sup> shift jobs are the second half of the meet. Although each job title is only listed once, there may be multiple positions available under a title. Check the "Filled" column to see how many slots are available and how many have been taken. Click the box on the left side next to the job you would like to do. The "Filled" column should now reflect your sign-up. Scroll to the bottom of the page and select "Save Assignments."



Your job selections should now be listed under your name along with the point value. Repeat the process to sign-up another adult for a volunteer shift. Meet Entry and Job Signup is now complete for this meet. You can return to the home page or events tab to sign up for any other open meets.

