

Calendar Sign-up - Meet Declarations, RSVPs, and Jobs/Shifts

You will need to be logged in to your team website account in order to sign up → Go to [Website Account and Login](#) for how to log in to your team website account.

Meets & Events Calendar Overview

Once logged in, you can sign up for meet jobs and events through your team's meet and event calendar.

- Each meet or event will have buttons specific to a status of open, closed, or pending (no button displays) for job and athlete sign-up.
- Your team may also have Heat Sheet, Results, and Map files available to download on this page.
- You can also download the team schedule to your favorite calendar app, such as Google Calendar, Outlook or iCal.

The screenshot shows a web interface for a team's calendar. The top navigation bar includes links for Home, Meets & Events, Practices, Coaches, Team, Sponsors, Quick Links, and Team Store. Below the navigation, there are links for Social Events and Meet Weather Policy. The main heading is "Meets & Events" with a "Subscribe" button. A red arrow points from the text "All the team events in the future" to the "Upcoming Events | Past Events" link. The calendar lists three events:

- Ice Cream Social** (FRI APR 1 2016): At the pool, Start: 5:30 PM. Includes an "RSVP OPEN" button. A red arrow points from the text "Subscribe to the team calendar in your favorite Calendar application" to the "Subscribe" button.
- Dolphins vs. Pythons** (SAT APR 2 2016): Pythons Pool, Start: 10:30 PM. Includes links for "What to Bring to a Meet", "Map to Pool", "Heat Sheet", and "Results". A red arrow points from the text "Things you can download" to these links. To the right, there are "MEET ENTRY OPEN" and "JOB SIGNUP OPEN" buttons. Red arrows point from the text "Sign your athletes up for meets" to the "MEET ENTRY OPEN" button and "Sign yourself up for volunteering" to the "JOB SIGNUP OPEN" button.
- Dolphins vs. Hurricanes** (SAT JUN 11 2016): Home, Start: 1:30 AM. Includes links for "Heat Sheet" and "Parking Information". To the right, there are "MEET ENTRY OPEN" and "JOB SIGNUP OPEN" buttons.

Volunteer Job/Shift Sign-up

PREMIUM

This feature is available to our [Premium](#) customers.

Click the green **Job Sign-up** button to register for a specific meet or event job.

Your assigned or previously selected jobs will appear for that meet. You can edit these selections by clicking the **Sign-up for jobs** link.

Dolphins vs. Gators - July 7, 2011

Job Assignments

Jane Demo

Name	Start	End	Filled	Points
Clean-up - After Meet ⓘ	1:00 PM	2:00 PM	(1/4)	3.0
Scoring & Ribbons - Shift A ⓘ	Event #1	Event #32	(4/4)	2.0



A list of all meet jobs available for sign-up will be displayed with shift times, slots filled, and points (*if applicable*).

Make your changes by selecting or deselecting the checkbox next to each job, and clicking the **Save Assignments** button.

Dolphins vs. Gators - July 7, 2011

Job Opportunities for Jane Demo

Check to signup	Name	Start	End	Filled	Points
<input checked="" type="checkbox"/>	Clean-up - After Meet ⓘ	1:00 PM	2:00 PM	(1/4)	3.0
<input type="checkbox"/>	Clean-up - Second Shift ⓘ	2:00 AM	3:00 AM	(1/4)	2.0
FILLED	Hospitality - Shift A ⓘ	Event #1	Event #33	(2/2)	2.0
<input type="checkbox"/>	Hospitality - Shift B ⓘ	Event #33	Event #78	(1/2)	2.0
<input type="checkbox"/>	Ready Bench - Shift A ⓘ	Event #1	Event #32	(1/4)	4.0
<input type="checkbox"/>	Ready Bench - Shift B ⓘ	Event #33	Event #78	(1/4)	4.0
FILLED	Runner - Shift A ⓘ	Event #1	Event #32	(2/2)	1.0
FILLED	Runner - Shift B ⓘ	Event #33	Event #78	(2/2)	1.0
<input checked="" type="checkbox"/>	Scoring & Ribbons - Shift A ⓘ	Event #1	Event #32	(4/4)	2.0
<input type="checkbox"/>	Scoring & Ribbons - Shift B ⓘ	Event #33	Event #78	(0/4)	2.0
<input type="checkbox"/>	Setup - Before Meet ⓘ	6:30 AM	8:30 AM	(0/4)	3.0
<input type="checkbox"/>	Timer - Shift A ⓘ	Event #1	Event #32	(4/9)	3.0
<input type="checkbox"/>	Timer - Shift B ⓘ	Event #33	Event #78	(6/9)	4.0



How do I see the job descriptions and who else has signed up?

Roll your mouse over the "i" next to each job name to view a description of that job.

Roll your mouse over the numbers in the Filled column to see who has already signed up for that job.

Athlete Meet Declaration and Event Sign-up

Click on the green **Meet Entry** button to sign your athletes up for meet events.



You may see a volunteer job confirmation window with a link to go back and sign up for job shifts.

Thank you! Your family has signed up for a job this meet.

We still need to fill 13 shifts for this meet.

Your family has filled **2 shifts** this season.

[Sign-up for job shifts](#)

Underneath you will see a list of athletes associated with your account. Click **Edit** to add or change their attendance and relay declarations, or to add, change, or delete events for your athletes (*if your coach allows event selection*).

Your family swim meet status

Hanna Smith

Not yet signed-up for this meet.

Tony Smith

Not yet signed-up for this meet.

[Edit](#)

[Return to Swim Meets](#)

Select an attendance option from the drop-down menu next to each athlete's name. If your coach allows event selection, a list of events will appear if you select **Attending**. Check which events you would like to enter for each athlete, up to the limit indicated on the top right.

Next,

Hanna Smith

Please select up to 3 individual events.

Check to enter	Event #	Age Group	Distance	Stroke	Best Time
<input checked="" type="checkbox"/>	17	Girls 9-10	25	Freestyle	--
<input checked="" type="checkbox"/>	25	Girls 9-10	100	Individual Medley	--
<input type="checkbox"/>	37	Girls 9-10	25	Backstroke	--
<input checked="" type="checkbox"/>	49	Girls 9-10	25	Breaststroke	--
<input type="checkbox"/>	61	Girls 9-10	25	Butterfly	--

Is Hanna available to swim in relays? Available for all relays

Leaving early, not available for late relays
Arriving late, not available for early relays
Not available for any relays

Tony Smith

[Save](#)

[Cancel](#)

select a relay availability option from the drop-down menu for each athlete, and then click the **Save** button to save your selections.

Meet/Event and Job Signup Indications

► Open for Signup

When you come back to the calendar, you will see a visual indication of the meet declarations and event RSVPs you have updated in the past.

The buttons will turn from dark green to light green, and the OPEN will change to EDIT.

Signup Calendar [Subscribe](#)

[Upcoming Events](#) | [Past Events](#)

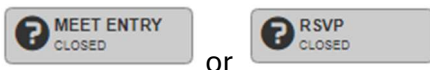
FRI JUL 19	Dive In - Part 2 Start: 10:00 AM	MEET ENTRY OPEN	JOB SIGNUP OPEN
MON JUL 15	July Jam Start: 6:30 PM	MEET ENTRY EDIT	JOB SIGNUP EDIT
FRI JUL 5	Dive Meet Start: 7:00 PM	MEET ENTRY CLOSED	
TUE JUL 2	Firecracker Showdown Start: 5:30 PM	MEET ENTRY CLOSED	JOB SIGNUP CLOSED
MON JUL 1	Splash in the Park Start: 6:30 PM End: 7:30 PM	RSVP OPEN	JOB SIGNUP OPEN
MON JUL 1	Summer Sizzler Start: 6:00 PM	MEET ENTRY EDIT	JOB SIGNUP OPEN
SAT JUN 22	Splash in the Pool - Movie Night Start: 8:00 PM End: 9:00 PM	RSVP EDIT	JOB SIGNUP EDIT

The buttons will revert back to dark green if:

- The RSVP status changes to “no Reply” for all attendees
- The job signup is removed by you or your team admins
- The meet entry is changed to undeclared for all athletes

► Closed Status

You can edit your selections until the status is changed to Closed by your team admins. At that time, you can only view your meet attendance selection, meet event signups, and calendar event RSVPs.



► Pending Status

You will not see a button when the meet or event signup is in this status. You can see the meet or non-meet event listed on the calendar (if not hidden), but you cannot view or change your signup/RSVP.