

How to Sign Up your Athlete for a Swim Meet using Online Program

Step 1: You will receive an email that looks like the following:

We are now accepting entries for this upcoming meet 2018 Mission Marlins Meet. Please log in to your Swim Manager portal and indicate whether you plan to attend or not attend the meet 2018 Mission Marlins Meet. In addition, you may select the events you wish to enter. Online Meet Entry will close after May 22, 2018 11:59 PM.

<https://swimportal.active.com/?a=283594002>

Athlete name: [REDACTED]

2018 Mission Marlins Meet
May 26, 2018 to May 27, 2018
Mission Leisure Center
Mission , BC , V2V2C5
Canada

Athlete Surcharge: **\$0.00**
Event Entry Fee: **\$0.00**

If you have any questions, please contact:

Organization

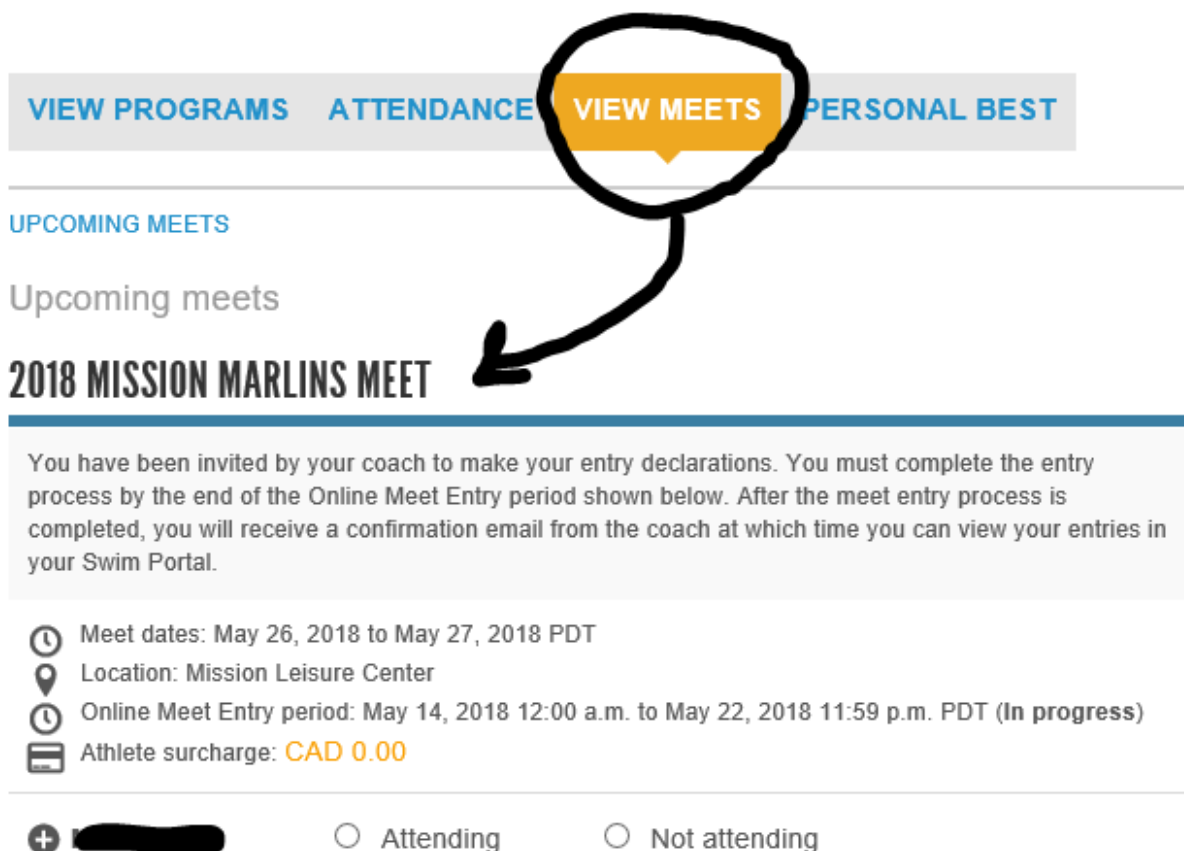
Organization name: Abbotsford Whalers Swim Club

Address: PO Box 421,
Abbotsford, BC, V2T 6Z7
Canada

Email: abbywhalersprez@gmail.com

Phone number: 6043072023

Step 2: Click on the blue hyperlink and then select View Meets on the top bar



The screenshot shows a navigation bar with four buttons: 'VIEW PROGRAMS', 'ATTENDANCE', 'VIEW MEETS', and 'PERSONAL BEST'. The 'VIEW MEETS' button is highlighted in orange and circled with a hand-drawn black line. An arrow points from this circle down to the '2018 MISSION MARLINS MEET' section. Below the navigation bar, the text 'UPCOMING MEETS' is followed by 'Upcoming meets'. The '2018 MISSION MARLINS MEET' section contains an invitation message, meet details (dates, location, entry period, and athlete surcharge), and a selection area with a plus icon, a redacted name, and two radio buttons labeled 'Attending' and 'Not attending'.





VIEW PROGRAMS ATTENDANCE **VIEW MEETS** PERSONAL BEST



UPCOMING MEETS

Upcoming meets

2018 MISSION MARLINS MEET

You have been invited by your coach to make your entry declarations. You must complete the entry process by the end of the Online Meet Entry period shown below. After the meet entry process is completed, you will receive a confirmation email from the coach at which time you can view your entries in your Swim Portal.

 Meet dates: May 26, 2018 to May 27, 2018 PDT
 Location: Mission Leisure Center
 Online Meet Entry period: May 14, 2018 12:00 a.m. to May 22, 2018 11:59 p.m. PDT (In progress)
 Athlete surcharge: **CAD 0.00**

  ☐ Attending ☐ Not attending

Step 3: Select if your athlete will be attending or not

Step 4: Select the races your athlete would like to compete in – (red) Age (blue) 'S' and Division, (highlight yellow) Specific Race – remember to check the day your races are scheduled for (ie. Session 1 or Session 2)



☒ Attending

☐ Not attending

SAVE

CANCEL

Eligible events

Meet entries: 4 IE / 0 R / 4 C ⓘ

Session 1

Saturday, May 26, 2018 08:30 AM PDT

☒ Attending this session

Session entries: 3 IE / 0 R / 3 C ⓘ

- ☒ Event 103: 9-10 1/2 S2 Girls 50 Free Timed Final

NT

CAD 0.00

- ☐ Event 107: 11&under O1 Girls 50 Free Timed Final

NT

CAD 0.00

- ☒ Event 125: 9-10 1/2 S2 Girls 100 IM Timed Final

NT

CAD 0.00

- ☐ Event 129: 11&under O1 Girls 100 IM Timed Final

NT

CAD 0.00

- ☒ Event 147: 9-10 1/2 S2 Girls 50 Fly Timed Final

NT

CAD 0.00

- ☐ Event 151: 11&under O1 Girls 50 Fly Timed Final

NT

CAD 0.00

Event 167: 9-10 1/2 S2 Girls 200 Medley Relay Timed Final

Session 2

Sunday, May 27, 2018 08:30 AM PDT

☒ Attending this session

Session entries: 1 IE / 0 R / 1 C ⓘ

- ☐ Event 215: 9-10 1/2 S2 Girls 50 Back Timed Final

NT

CAD 0.00

- ☐ Event 219: 11&under O1 Girls 50 Back Timed Final

NT

CAD 0.00

- ☐ Event 237: 9-10 1/2 S2 Girls 50 Breast Timed Final

NT

CAD 0.00

- ☐ Event 241: 11&under O1 Girls 50 Breast Timed Final

NT

CAD 0.00

- ☒ Event 257: 9-10 1/2 S2 Girls 100 Free Timed Final

NT

CAD 0.00

- ☐ Event 261: 11&under O1 Girls 100 Free

If you are not sure if your swimmer is an 'S' or an 'O' swimmer – then select S

Step 5: Select SAVE – orange button on top right

Step 6: Double-check you hit save – if you see EDIT and check-marks beside the races, then you have successfully saved your meet entry

The screenshot shows a web interface for managing swim meet entries. At the top, there is a navigation bar with a minus sign, a blurred profile picture, and two radio buttons: 'Attending' (selected) and 'Not attending'. To the right of these is an orange 'EDIT' button, which is circled in red. Below the navigation bar, the interface is divided into sections for 'Eligible events'. The first section is for 'Session 1' on 'Saturday, May 26, 2018 08:30 AM PDT', with the status 'Attending this session'. To the right of this section, it says 'Meet entries: 4 IE / 0 R / 4 C' with an information icon. Below this, it says 'Session entries: 3 IE / 0 R / 3 C' with an information icon. The list of events for Session 1 includes: 'Event 103: 9-10 1/2 S2 Girls 50 Free Timed Final' (checked), 'Event 107: 11&under O1 Girls 50 Free Timed Final' (NT), 'Event 125: 9-10 1/2 S2 Girls 100 IM Timed Final' (checked), 'Event 129: 11&under O1 Girls 100 IM Timed Final' (NT), 'Event 147: 9-10 1/2 S2 Girls 50 Fly Timed Final' (checked), 'Event 151: 11&under O1 Girls 50 Fly Timed Final' (NT), and 'Event 167: 9-10 1/2 S2 Girls 200 Medley Relay Timed Final' (NT). Each event has a 'CAD 0.00' value to its right. The second section is for 'Session 2' on 'Sunday, May 27, 2018 08:30 AM PDT', with the status 'Attending this session'.

| Session | Date & Time | Status | Meet Entries | Session Entries |
|-----------|------------------------------------------------|------------------------|------------------|------------------|
| Session 1 | Saturday, May 26, 2018 08:30 AM PDT | Attending this session | 4 IE / 0 R / 4 C | 3 IE / 0 R / 3 C |
| Event 103 | 9-10 1/2 S2 Girls 50 Free Timed Final | ✓ | CAD 0.00 | |
| Event 107 | 11&under O1 Girls 50 Free Timed Final | NT | CAD 0.00 | |
| Event 125 | 9-10 1/2 S2 Girls 100 IM Timed Final | ✓ | CAD 0.00 | |
| Event 129 | 11&under O1 Girls 100 IM Timed Final | NT | CAD 0.00 | |
| Event 147 | 9-10 1/2 S2 Girls 50 Fly Timed Final | ✓ | CAD 0.00 | |
| Event 151 | 11&under O1 Girls 50 Fly Timed Final | NT | CAD 0.00 | |
| Event 167 | 9-10 1/2 S2 Girls 200 Medley Relay Timed Final | NT | CAD 0.00 | |
| Session 2 | Sunday, May 27, 2018 08:30 AM PDT | Attending this session | | |

Step 7: You are now finished – log out of your account