

SSC Swim Meet Sign Up Guide

Updated 4-6-2011

The Swimmer/Parent Responsibility:

On SSC, swimmers/parents sign-up for the events at meets, make changes and when necessary declare out of meets. Please read the meet info and this document. Coaches cannot spend time answering questions that are in the meet info...the team is too big! Having said that, parents can email any time when there is confusion or if they notice an error in a meet file or anything that needs the attention of the coaching staff.

The Coach Responsibility:

Create relays and send entries to the meet host.

1. Log into your SSC account at www.stingrayswimclub.com
 - Get password from Coach Ben: coachben11@stingrayswimclub.com
 - 425-736-5600
 - Note: Coach Ben cannot tell you the password, it can only be emailed to you through the TeamUnify system.
2. On right-side-bottom of home page is area labeled "Upcoming Events". This is the area where you will sign-up for meets.
3. Areas to click on:
 - A. **Click on the name of the swim meet.** This is where you will see the deadline for entry into the meet. You will also find the PDF file with the meet info here. Please click on the link to the meet info and read it. You should pay attention to the following:
 - Meet location and date and directions
 - Entry Info: Number of events you are allowed to swim per day
 - Eligibility: Qualifying times and/or dequalifying times
 - Special rules: Deck entries yes or no (if you missed the sign-up this will tell you if you can just show up and enter at the meet itself)
 - When the sessions are that you are signing up for (AM or PM)
 - If the meet has a prelim/final session or just a single session called a "timed final"
 - You are responsible for knowing all the info in the meet information PDF.***
 - B. **Click on "Attend Event".** This is where you will click on your name (swimmer name) and then select that you will attend the event (drop down box labeled "Declaration"). After clicking "Save Changes" the list of available events will appear. Now click the boxes to select the events you wish to attend. Click Save Changes when you are done. That's it, you are entered. **If you wish to go back and change your choices you simply log in and unselect what you don't want, select what you do and click save changes.**

Important:

- 1) Do not schedule to enter the swim meet based on the deadline in the official meet info. Our SSC published meet deadline will be the official deadline and it will always be earlier than what is in the printed meet info form the host team.
- 2) On Fees: SSC adds a \$15 surcharge on top of the surcharge indicated in the meet info. This fee offsets the cost of relay fees and coach expenses related to meets.
- 3) Do not worry about signing up for relays or requesting relays because the coaches will handle that at the meet based on who shows up. Do not assume you are in a certain relay based on what you see on your screen. The computer auto-selects people for relays and it is not necessarily what the coaches will choose. Relays are made on the day of the meet based on who is there during the warm-up. Relays for Championship Meets will usually be posted for review; this helps us avoid parents driving long distances for a relay where only three swimmers have shown.
- 4) You will not receive a confirmation email after signing up. You can log out and then log back in and click Attend Event to check your events.
- 5) **Signing up is a commitment to pay all fees.** Errors will not be refunded. The coaches do not go over individual entries, so the entry process is the sole responsibility of the swimmer/parent. If you enter an event with qualifying times and you do not have the qualifying times, you will still pay. If you get sick or hurt, you still pay. If you declare out, but forget to click “save changes” you still pay. This is because SSC is not reimbursed by the host team for errors, so we pass on the cost to the source of the entry (parent/swimmer).
- 6) If you enter and then want out, go to the screen with the “Declaration” box and click “No, thanks. [Name] will NOT attend this event.”/Save Changes.
- 7) If you have questions related to the appropriateness of a particular meet or need advice on event selection please speak with your direct coach.