

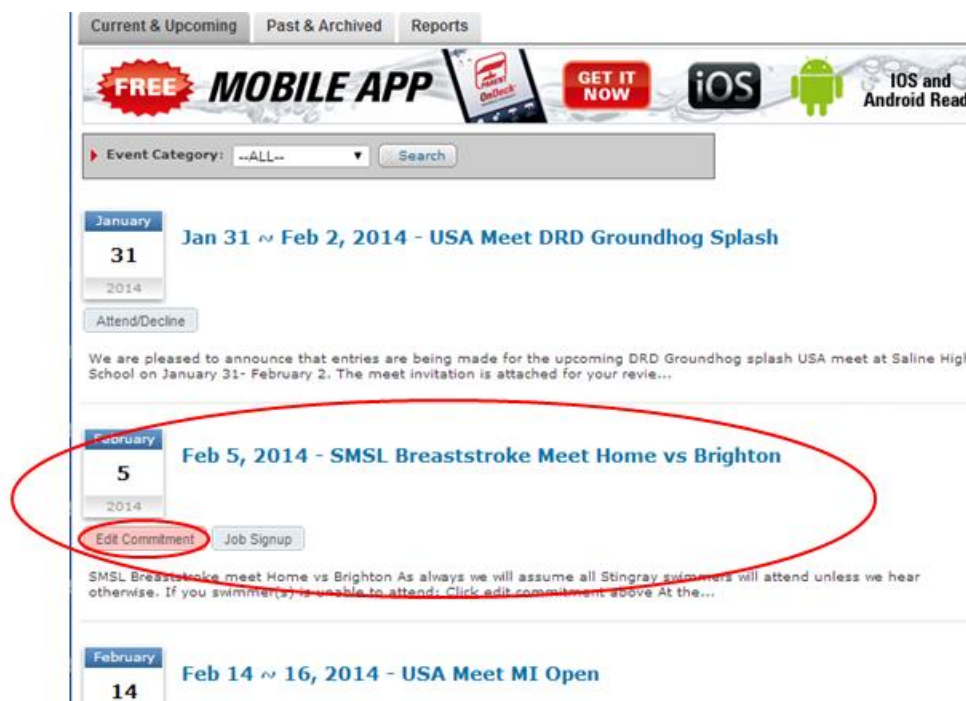
Meet Sign out Instructions

*Note these instructions apply to SMSL meets for Stingray swimmers. All Stingray swimmers will be automatically added to all SMSL meets and must sign out if they are unable to attend. Mini-Rays will have a different process and receive a separate email. USA meets are slightly different as well and instructions are given as needed.

1. Sign-in to your account.
2. Click the events tab



3. Find the meet you wish to sign out of (in this example Feb 5, 2014 - SMSL Breaststroke Meet Home vs Brighton)
4. Click on Edit Commitment



5. Select the swimmer you would like to sign out.

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Event Signup

Athlete Signup

My Account: **Test, Nick (5555555555)**
Event: **SMSL Breaststroke Meet Home vs Brighton (Feb 5, 2014)**
Registration Deadline: **February 1, 2014**

Meet Name: **SMSL Breast Meet Saline vs Brighton W 2014** Location: **Saline** Course:
Start Date: **2/5/14** End Date: **2/5/14** Age Up Date: **1/1/14** Use Da
Enforce entry based on [Qualify Times]: **No** Restrict entry [Best Time] to same [Meet Typ
Event Declaration Setting: **Commit by Session** Maximum Event Entry Limitations **View**
Allow Course Conversion for Relays: **No**
If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

[View All Meet Events](#) [Go Back to Event Home Page](#)

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Upd
Hailey Test *Active	Not Committed		01/25/1
Swimmer Example *Active	Undeclared		

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6. On the drop down menu select "No, thanks, [name] will not attend this event"
7. Click save changes

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Athlete Event Signup - By Day/Session

Member Athlete: **Swimmer Example**
Event: **SMSL Breaststroke Meet Home vs Brighton (Feb 5, 2014)**

*Signup Record: **--SELECT--**
Notes: **--SELECT--**
Yes, please sign [Swimmer] up for this event
No, thanks. [Swimmer] will NOT attend this event

Please limit the size of the notes to no more than 256 characters.

[Save Changes](#)

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8. Repeat steps 5-7 for any additional swimmers who cannot attend