

Meet sign-in/out is now available for time trials (both boys and girls).

Each swimmer 14 and younger (as of 10/31/2009) must be signed-in or signed-out of time trials using the online function.

#### INSTRUCTIONS:

1 - Go to our website ( <http://www.cbsswim.org> ) and click on the volunteering page. Click on "here" (in "click here for your volunteer assignment").

2 - Scroll down to the appropriate meet (time trials for boys or girls) and click on the "MeetCheck-In" link. Be very careful to choose the right meet - BOYS or GIRLS - for your swimmer(s).

3 - From the "Select a Swimmer" drop down box, select your swimmer(s). \*If your swimmer is not on the list, contact Roberta Lichter ( <mailto:rlichter@cbsd.org> ) immediately.\*

4 - Click "Will Attend" or "Will NOT Attend" or "Partial" based on your swimmer(s)' status related to attending time trials. Choose partial if your swimmer will be at the meet for only a portion. If you choose partial, you MUST enter comments (see #5 below).

5 - If you have any comments (comments should only be about if you'll be arriving late/leaving early [be as specific as you can about what time you will leave/arrive] or attending the session for the opposite gender) type them in the space provided by clicking on the box. If you are attending on the night for the other gender, you MUST enter comments to let the coaches know this.

6 - Click "SAVE" and you're all set.

6 - If you have multiple swimmers, check each one in individually.

7 - The sign-in/out will be available until 9pm on Saturday (October 24). You can make any necessary changes until then.

Upon arrival at time trials each swimmer should immediately report to the cafeteria for check-in. Swimmers who do not check in in the cafeteria will be removed from the meet unless they have let the coaches know during the sign-in process that they will be late.

Don't wait until the last minute.

Contact me with any questions.

PS - Please note that this function is the same one that will be used for dual meet sign-in and sign-out. Typically, you will be able to access the sign-in/out via a more obvious link on the home page. Prior to the first dual meets a message regarding dual meet sign-in/out will be sent.