

Swimmer's Portal Instructions

INTRODUCTORY INFORMATION:

The portal is your personal swim page to manage your swimmer's meets. This season you will use the portal to check your swimmers in and out of dual meets, register for invitational meets, check and confirm volunteer assignments, and review meet results. To use the portal, go to the CBST-SAL website <http://www.cbswim.org> and from the home page click the Portal link. Enter your user name and password. This is the same user name and password you previously used. For anyone who cannot remember their log-in information the user name is the email address you provided during registration (if you provided multiple addresses try them all) and the initial password is swimteam. The next page will show "My Swimmers" on the left side with a list of your swimmers on CBST-SAL. The center of the page will have any current announcements. Across the top are tabs for announcements, SAL meets (meaning dual meets), invitationals, and results.

DUAL MEETS:

To see a list of CBST-SAL dual meets (and time trials) and sign-in/out click on the SAL meets tab. Dual meets (and time trials) currently available for sign-in/out will be listed with the eligible swimmers on the left side as well as the sign-in/out deadline. Remember that the deadline is always 9 p.m. on the date indicated and that sign-in/out will become unavailable after that time. By clicking in the area of your swimmer's name and picture (or its little blue space holder if you haven't uploaded a picture), you will be able to sign-in or out of each meet. You can click on "will attend," "will not attend," or "will attend some of the meet." If you choose "will attend some of the meet" please be sure to put specific timing in the comments section. Remember to be brief in the comments section and only include necessary information as gratuitous comments cause our coaches and volunteers to waste time. Once you're done, click save and a message stating "Thank you your check-in has been registered" will come up. Click the X at the upper left to close this confirmation box. On the meets page on the right side, the words "checked-in" will appear once you have any swimmer check-in/out of a meet. If there is nothing listed on the right side, none of your swimmers are checked-in or out. If a swimmer's name is listed under "checked-in", that swimmer is checked in if there is a green check mark by that swimmer's name, that swimmer is checked out if there is a red X by that swimmer's name, and that swimmer is recorded as attending part of the meet if both a green check mark and a red X are by that swimmer's name. Any time before the deadline, you can change your swimmer's check-in/out status by clicking in the area of the swimmer's name/picture and repeating the process described above.

VOLUNTEER POSITION ACCEPTANCE:

To view volunteer assignments, select the SAL Meets tab which will display the meet schedule and select the Volunteer Assignments link under the meet for which you'd like to see the volunteer assignments. This link will take you to the Volunteers page for that particular meet. Look for your assignment and confirm your availability by selecting Yes or No. If you select Yes you are done – THANK YOU. If you select No, you will need to provide a replacement. A list will come up if you select No that shows the CBST-SAL families and if they are already assigned to work the meet. Use this list to contact a

parent who is not already assigned to ask if they can replace you. Please note, you **MUST** contact your replacement and get permission from them before selecting them. If you do not do that it will create unnecessary problems and work for the rep who is already volunteering much time for the team.

INVITATIONALS:

To register for an invitational, click on the invitationals tab. The invitationals page will display your eligible swimmers and registration deadlines on the left, meet information in the center, and registration status on the right. To register a swimmer for an invitational, click in the area of the swimmer's name/picture. Select the events your swimmer wants to swim and click register. A confirmation will come up which you can close by clicking the X at the upper left. Your swimmer's name will now appear under the word "Registered" at right.

Any time before the deadline, you may click on the swimmer's name to view, change, or delete the registration. To view the registration at a later time, simply click on the swimmer's name/picture. To delete the registration just click on the swimmer's name and then click the "remove from invitational" button and you will get a message that says "deleted." To change the registration, click on the swimmer's name/picture, click events to make your changes and then click register and you will get a new confirmation page. After the registration deadline has passed you can still click on the swimmer's name/picture to view the registration but will no longer be able to change or delete it.

MISCELLANEOUS ADDITIONAL INFORMATION:

If you're having trouble finding a button, be sure to scroll up/down using all available scroll bars as part of the display may be off your screen. The results pages will become operational as soon as possible after meets begin so be sure to look there for your swimmer's results. It is recommended that you change the initial password provided by going to the log-in screen and entering your user ID and initial password then clicking change password (before clicking sign-in). Fill in the requested information to change your password. You can upload a picture of your swimmer by clicking "change picture" by your swimmer's name then browsing the pictures on your computer and choosing a picture that meets the noted specifications. Some users have experienced trouble clicking on their swimmer's name/picture (or it's little blue space holder if you haven't uploaded a picture) due to display issues with certain web browsers. If you are experiencing trouble, move the cursor around in the area of your swimmer's name/picture until you see the link become active (usually a little hand replaces the cursor arrow).

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