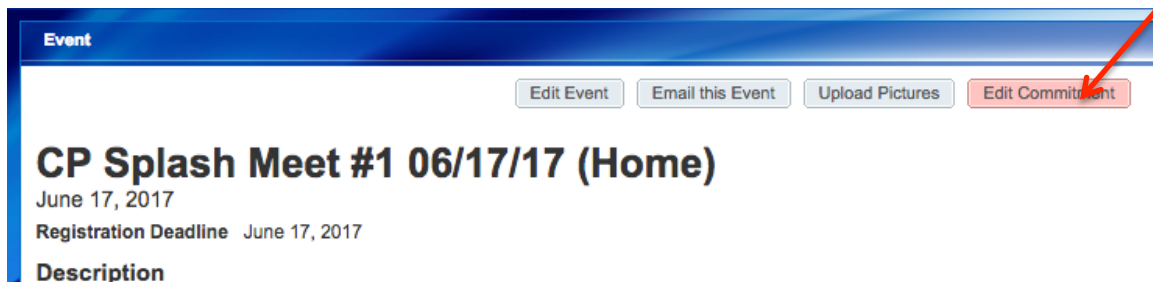
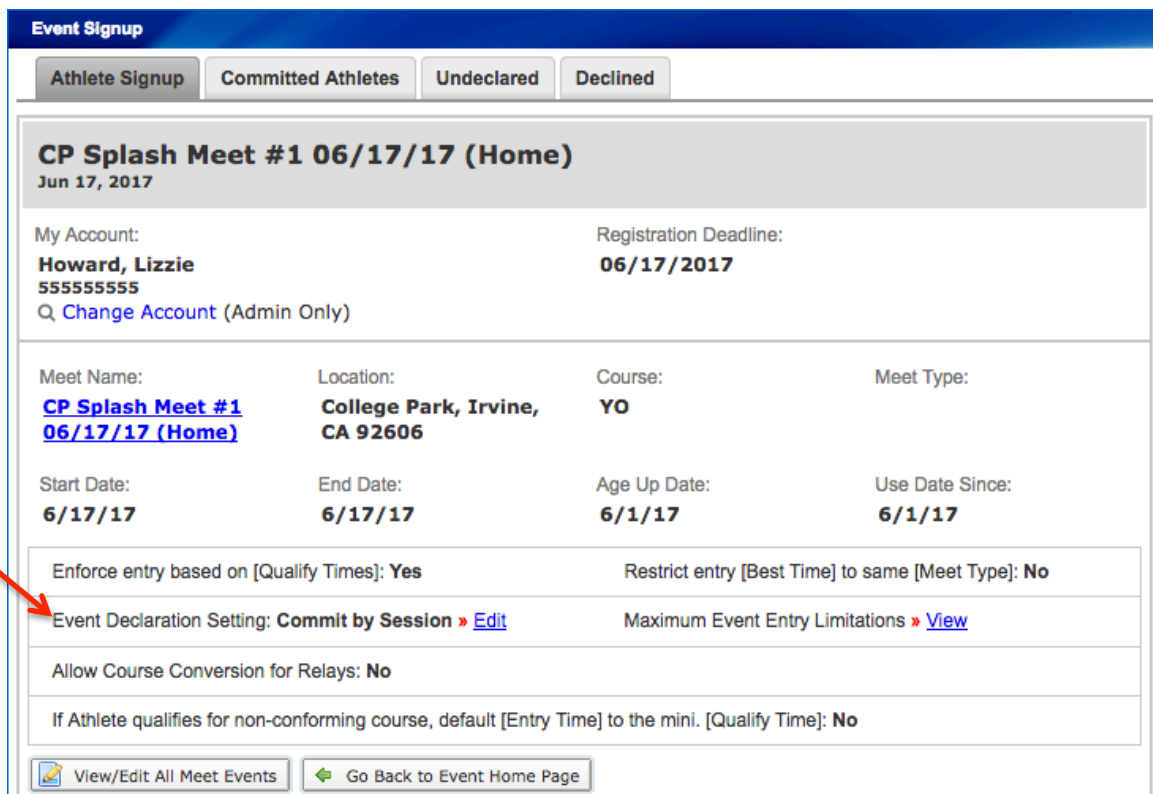


TO CHECK AND MAKE SURE YOUR MEETS ARE SET UP TO COMMIT ATHLETES BY SESSION AND NOT EVENT

Click on Specific Meet > Edit Commitment Tab
CHECK MEETS FOR COMMIT BY SESSION. If it says
Commit by Event, you can change here



The screenshot shows the 'Event' page for 'CP Splash Meet #1 06/17/17 (Home)'. At the top, there are four buttons: 'Edit Event', 'Email this Event', 'Upload Pictures', and 'Edit Commitment'. A red arrow points to the 'Edit Commitment' button. Below the buttons, the event title 'CP Splash Meet #1 06/17/17 (Home)' is displayed, followed by the date 'June 17, 2017' and the 'Registration Deadline' 'June 17, 2017'. A 'Description' section is partially visible at the bottom.



The screenshot shows the 'Event Signup' page for 'CP Splash Meet #1 06/17/17 (Home)'. At the top, there are four tabs: 'Athlete Signup', 'Committed Athletes', 'Undeclared', and 'Declined'. Below the tabs, the event title 'CP Splash Meet #1 06/17/17 (Home)' is displayed, followed by the date 'Jun 17, 2017'. The 'My Account' section shows 'Howard, Lizzie' with ID '55555555' and a 'Change Account (Admin Only)' link. The 'Registration Deadline' is '06/17/2017'. The 'Meet Details' section includes: Meet Name: 'CP Splash Meet #1 06/17/17 (Home)', Location: 'College Park, Irvine, CA 92606', Course: 'YO', Meet Type: 'YO', Start Date: '6/17/17', End Date: '6/17/17', Age Up Date: '6/1/17', and Use Date Since: '6/1/17'. The 'Event Declaration Setting' is 'Commit by Session' (with an 'Edit' link), and 'Restrict entry [Best Time] to same [Meet Type]' is 'No'. 'Maximum Event Entry Limitations' has a 'View' link. 'Allow Course Conversion for Relays' is 'No'. 'If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]' is 'No'. At the bottom, there are two buttons: 'View/Edit All Meet Events' and 'Go Back to Event Home Page'. A red arrow points to the 'Commit by Session' text in the 'Event Declaration Setting'.

Committing Athletes

[← Meet Entries](#)

SwimOffice Admin - Webmaster

To commit an athlete or athletes for an event:

1. Go to the Events tab and find the desired meet
2. Click **Attend/Decline** or **Edit Commitment** below the desired meet
3. Click **Undeclared Athletes** tab
4. Set any desired filters and click **Search** if needed
5. Select the athlete(s) you wish to commit by putting a check mark next to their name(s) (click check box next to "Member Name" column header to select all) and click **Multi-Commit to Attend**
6. Once this is done they will appear in the **Committed Athlete** Tab
7. Alternatively you can click on a single name and sign them up by using the **Signup Record** or **Declaration** pull down
 - a. If there is an ev3 file attached to the meet (drop down is labeled "Signup Record") you will then be able to commit them for individual events by placing a check mark next to the desired events
 - b. Click **Save Changes**

QuickEntries Quick Start Guide

- 1 QuickEntries** - Select to begin entering your athletes into their events.. QUICKLY!
- 2 Search** - Use the powerful search feature to find information QUICKLY. Type in Gold (for Gold roster group) to show only those athletes in that group for ex. Or use it to find an individual athlete.

Committed Athletes

Athlete Signup | **Committed Athletes** | Undeclared Athletes | Declined Athletes

Meet Info: 2013 CA TCC October SC Meet
Registration Deadline: January 29, 2014

1 QuickEntries
QuickEntries by Athlete | Overview

Report
Eligibility | Split Sheets | Entry Report

Export
Generate Entry Files | Update Times

IE - By Athlete | IE - By Event | Relay Teams

Search | Display ALL

- 3 Customization** - Select a column header to sort alphabetically or use the columns selection to add or delete only the columns you need. You can find this in both the athlete area and event entries below.

Discard Changes for Current Athlete & Go Back | Commit ALL Changes & Go Back

Committed Athletes

Committed Athlete	ID	Gen	Roster Group	Location	Notes
Ames, Jackson A	040297ABIPAMES	F	17 Bronze		
Austin, Andrew S	091592ANDSAUST	M	22 Masters		
Bedford, Tane Kelvin	091507TANKBEDF	M	7 6 and Under		
Caster, Michael *	071899MIC*CAST	M	15 13 and 14		
Contrary, Bill	111504BIL*CONT	M	9		
Doan, Natalie P	030797NATPDOAN	F	17 15 and 17	Torrey Pines	
Druogan, Stephan L	080499STELDRUG	M	15 Guooles	Torrey Pines	

View/Edit Meet Entries: Ames, Jackson

6 Toggle ALL Enter Fields 7 Show ONLY Sessions Committed NOTE: Entries here will be APPROVED automatically

En...	Best Ti...	Entry T...	Bonus	Exh...	d/s	Ev#	G...	Age Group	Dis...	Stroke	Qualify...	Best Time Achieved @
	1:59.58L	1:59.58L			1/1	7C	G	15 & Over	200	Med...	>2:07.26Y =<2:37.70Y =<2:58.60L	7/20/14: Thursday Night Races
	00L'	NT			1/1	13E	G	15 & Over	1650	Free	>17:48.03Y =<20:26.... =<21:00....	10/29/11: Best Times Yards DE...

- 4 Notes** - Simply hover over this notes icon to see if a parent left a note regarding this athlete.
- 5 Athletes** - Select the athlete to enter them into their events. Once you select them, all of the events they qualify for will appear in the lower screen
- 6 Toggle ALL Enter Fields** - Select this to place the athlete in all events in view.
- 7 Show ONLY Sessions Committed** - Select this to show only the sessions that the athlete has been committed to swim. This IS only available if the event was setup to [commit by day/session](#). If it's signup by event the events will show.
- 8 Events** - This is where the magic happens. Click the box highlighted in yellow to enter the athlete. ONCE SELECTED, you can manually enter their time by selecting the gray box under entry time.



Finishing Touches! Everything you select is **AUTOMATICALLY APPROVED!** Select 'Commit ALL changes and Go Back' to go back to the Committed Athlete Screen and Voila; all of your athletes have been approved and ready for [entries file generation](#).



[QuickEntries Video Tutorial](#)

Tutorial

Enter athletes by event / IE by event or adding Swimup athletes

[← Meet Entries](#)

SwimOffice admin level: Email/Print/Calendar

To quickly enter your athletes by event do the following:

1. Go to your Events page
2. Click the **Edit Commitment** or **Attend/Decline** button for the meet
3. Click **Committed Athletes** tab
4. Click **IE - By Event** tab (see screenshot)
5. Select the event to add athletes

IE - By Event

Athlete Signup **Committed Athletes** Undeclared Athletes Declined Athletes

Meet Info: 2013 CA Pacific Committee First Meet of 2013 Registration Deadline: **February 1, 2013** [Email Event Signup Invitation](#) [Preview](#)

Report [Eligibility](#) | [Split Sheets](#) | [Entry Report](#) **Export** [Generate Entry Files](#) | [Update Times](#)

IE - By Athlete **IE - By Event** Relay Teams

Search Display ALL

Gender: **---ALL---** Day/Session: **---ALL---**

Printer Friendly

Page 1 of 1 106 View 1 - 106 of 106

	<input type="checkbox"/>	Ev#	Day	Sess	Course	Gen	Event (Click to Entries)	Qualify Time	Athlete Entered
1	<input type="checkbox"/>	1	1	1	SCY	F	Open 100 Free		<input checked="" type="checkbox"/> Andrews, Mary (NT) <input checked="" type="checkbox"/> Allen, Samantha (NT)
2	<input type="checkbox"/>	2	1	1	SCY	M	Open 100 Free		

6. Your filters in the next screen are critical to pay attention to. This is also where you can do Swim Up athletes.
7. Select your filter and click **Next**
8. Select your athletes
9. Click **Save Changes** in the bottom right
10. Your athletes are automatically considered 'Approved' and you can generate the entry files when you are done

Meet Entries: Auto add / build NT relays

[← Meet Entries](#)

SwimOffice Admin - Webmaster

When you want to automatically build a relay team, you need at least four swimmers with an individual time. For example, in a 400 free relay you need four swimmers with a 100 free time.

If you don't have at least four, you can either manually build the teams, or use the "Add NT Relay" feature to automatically build relay teams where some or all of the swimmers have no times for that event. To do this,

1. Go to your Events page.
2. Click **Edit Commitment** below desired meet.
3. Click **Committed Athletes** tab.
4. Click **Relay Teams** tab.
5. Click **Add NT Relays** to the right of desired relay.

Relay Teams

Athlete Signup | **Committed Athletes** | Undeclared Athletes | Declined Athletes

➔ **Meet Info: 2015 CA TYR/MVN Fran Crippen Mem SMOC** [Email Event Signup Invitation](#) [Preview](#)

Registration Deadline: June 24, 2015

Report **Export**

[Eligibility](#) | [Split Sheets](#) | [Entry Report](#) [Generate Entry Files](#) | [Update Times](#)

IE - By Athlete | IE - By Event | **Relay Teams**

Printer Friendly

Page 1 of 1 6 View 1 - 6 of 6

	<input type="checkbox"/>	Ev#	Day	Sess	Course	Gen	Event	Qualifying Time	Relay Teams
									Select All De-Select All Approve Teams Remove Teams
1	<input type="checkbox"/>	11	2	4	LCM	W	Open 400 Free Relay		Auto Find Manual Add Add NT Relays
2	<input type="checkbox"/>	12	2	4	LCM	M	Open 400 Free Relay		Auto Find Manual Add Add NT Relays

6. Enter the number of relay teams you want to build.
7. If you want to build relay teams with swimmers, leave the drop down set to **Add NT Swimmers**.
8. If you want to create empty relay teams with no swimmers so you can deck enter them, change the drop down to **Leave Blank**.
9. Optionally check the boxes to only search for committed athletes and/or athletes in the relay's session.
10. Click **Add**.

Approving Athletes

[← Meet Entries](#)

To Approve an Athlete for a Event:

1. Sign In
2. Go to the **Event** tab and find the desired meet
3. Click **Edit Commitment** button for the meet
4. Click **Committed Athletes** tab
5. This will take you to the view of the athletes and the events they have signed up for (if this option is selected)
6. Click on the box next to the event and then click the **Approve** button
7. A red check mark should appear next to the event once the approval has been accepted
8. You can multi-select events and approve them by putting check marks next to all the events you accepted or select all events at once by clicking on the **white box** next to the approve button.