

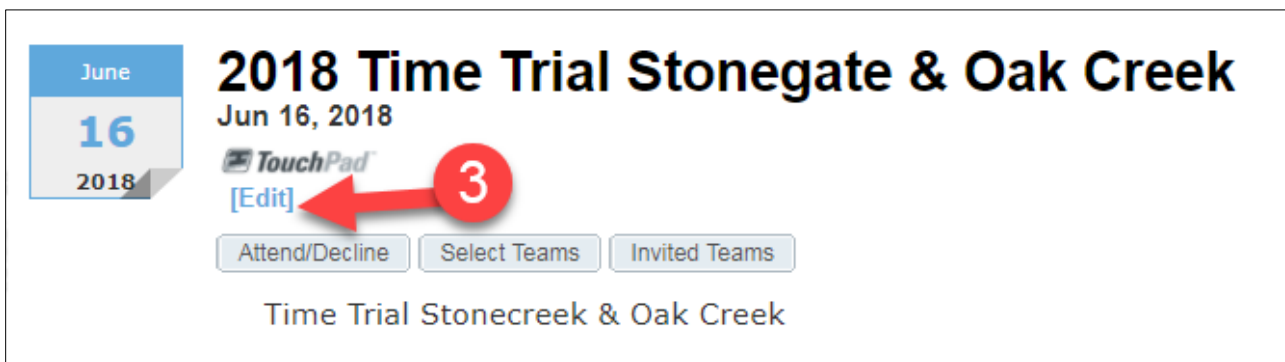
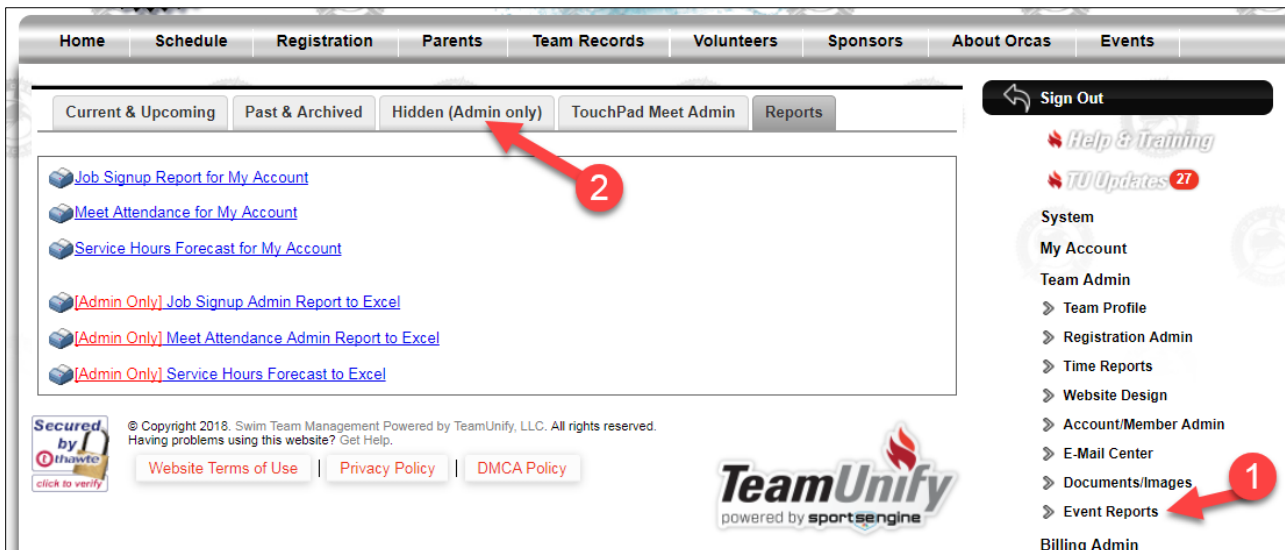
How to Unhide Meets in SwimOffice

Purpose:

Each team will need to unhide 6 meets in SwimOffice. Practice Meet + 5 ISL Meets to allow parents to:

1. signup for volunteer jobs
2. commit swimmer to swim meet

How:



Event Edit

Event Edit Select Teams Invited Teams

STEP 1: Enter Event Information:

Do not modify → *Event Title: 2018 Time Trial Stonegate & Oak Creek

Note: Leave the Time fields blank, if this is a full-day event.

Start Date/Time: 06/16/2018 AM Registration Deadline: 06/16/2018

*End Date/Time: 06/16/2018 AM Event Category: Meets Select

Home Page Tab: Swim Meet

Do you want to show this Event on the Calendar? Yes

STEP 2: Team Member Only Private Event? click here to unhide and hide meets

☒ This is a Hidden Event visible only to Webmaster and above on the [Hidden] tab.

Team Member MUST Login to view this Private event? No (This is a Public Event)

STEP 3: Event Signup/Register Enabled?

Send Declaration Confirmation Emails? No

☒ Touchpad Meet - 2018 Time Trial Oak Creek

*Touchpad Sync Start Date/Time: 02/13/2018 12:00 AM Pacific Standard Time

*Touchpad Sync End Date/Time: 08/12/2018 12:00 AM Pacific Standard Time

Show Map: Yes

Show a link to the live results on your website when this meet is live? Yes

Allow Athletes to commit by Event? NO, commit by Day/Session

OK to modify

Registration Deadline is the last day parents can commit swimmers to the meet.

This is the correct setting

Important: check that setting is "NO, commit by Day/Session"

Information in STEP 4 through STEP 11 of this Event Edit screen are all OK to modify.

STEP 12: E-Mail Notification for this Event:

*Email Address used to send emails for this Event: registrarlr@gmail.com

Name used to send emails for this Event: Liz Reed

Do you want to email this Event to the Active Members defined in Step 6 NOW? No

Do you want to automatically email this Event to all the Active Members defined in Step 6 (7 days before the Registration Deadline)? No

Save Changes to a New Event (Clone)

Reminder: Save your changes as appropriate

Save Changes

Please check and modify as need