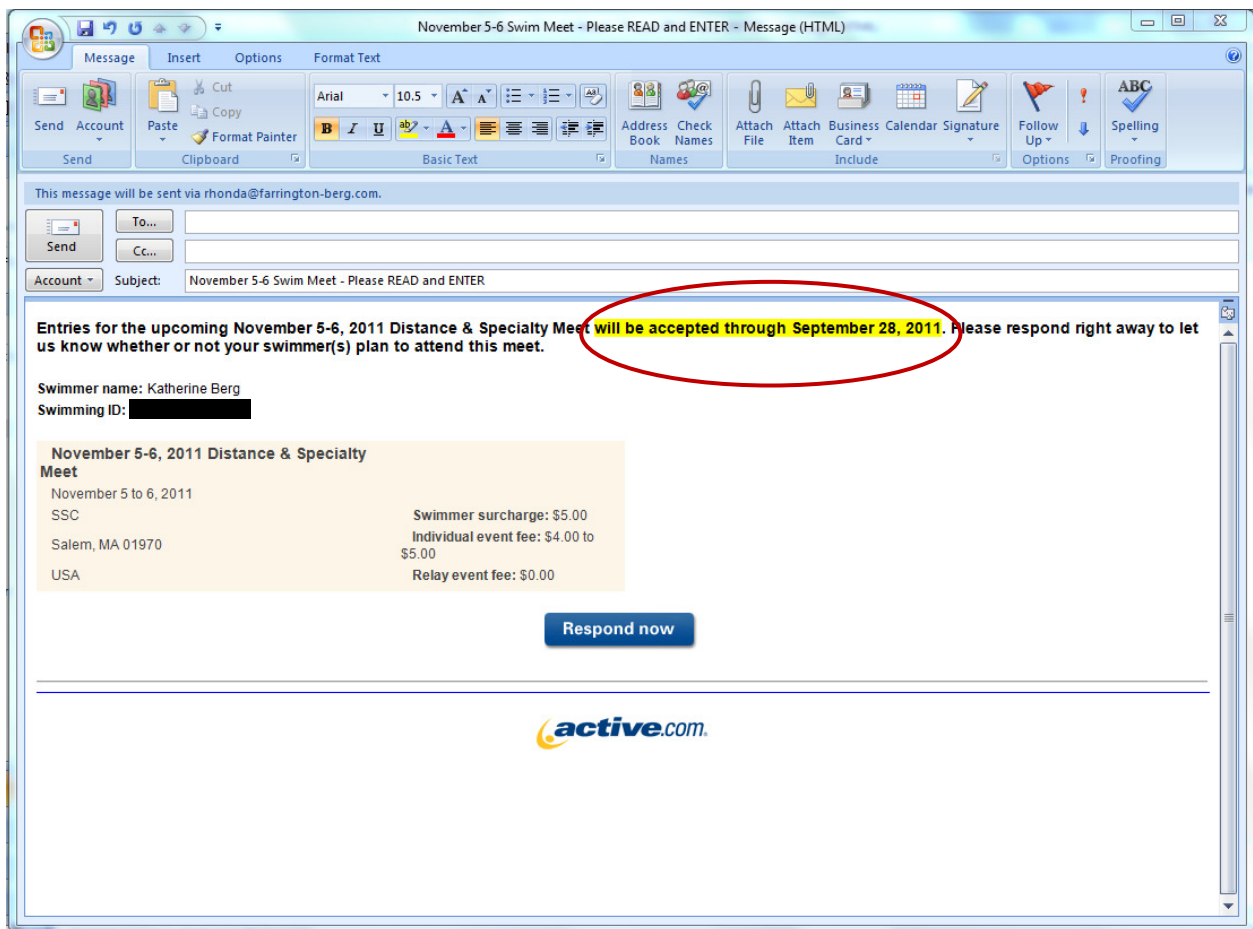


**Active Network
Online Meet Entries
Tutorial**

Every eligible swimmer will receive an email message announcing the swim meet. The email will indicate the last date that entries will be accepted for that meet. Once the meet deadline has passed, coaches will review the entries one final time and the entries will be submitted to the meet director. Note: For meets where we are an invited club, the deadline for you to sign up your swimmer(s) will be sooner than one week before the meet closes. ***Please pay close attention to the meet deadline, exceptions will not be made if you miss a deadline.***



Click on 'Respond now' to be taken directly to the Active.com website.

Once you click on 'Respond now', the following screen should appear in a browser window:

Active home | Directory | Community | Video | eteamz | Results | Take a tour | Help

active.com Registration

Sign-in options

New user
You can create an account later.

Email address

Continue

or

Sign in with your Active.com account

Email address

Password

Sign in

[I forgot my password](#)

Active.com Home | Directory | Community | Video | eteamz | Results

About Active.com | Site map | Take a tour | Help

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For **first time users**, enter the email address you want to receive Active.com emails from on the left hand side of this screen.

Click 'Continue'

For **returning users**, enter the email address and password you have set up with Active.com on the right hand side of this screen.

Click 'Sign in'

Note: This should automatically take you to the screen that is shown on page 5 of this tutorial.

Once you click 'Continue', a meet registration form should appear with the specific date and name of the meet. You are now in the 'Complete form' phase of registering for the meet.

Active home | Directory | Community | Video | eteamz | Results | Take a tour | Help

active.com Registration

1 Complete form 2 Review cart 3 Check out

November 5-6, 2011 Distance & Specialty Meet
November 5 to 6, 2011
Course: YO

* Required fields

Meet entry form

The *Meet entry form* in the *Registration* section needs to be filled out completely.

The screenshot shows a web form titled "Meet entry form" with a blue header. The form is divided into three main sections:

- Your information:** Includes fields for "First name", "Last name", and "Date of birth", each with a red asterisk indicating it is required. The "Email address" field is pre-filled with "rhonda@farrington-berg.com". The "Relationship" section has two radio buttons: "You are the parent or legal guardian of the swimmer." (selected) and "You are the swimmer."
- Swimmer information:** Starts with a "Swimmer" dropdown menu set to "-New swimmer-". It includes fields for "First name", "Last name", and "Date of birth", all with red asterisks.
- Entry selections:** A section with a horizontal line above it, containing the text "Swimmer surcharge: \$5.00 | Individual event fees: \$4.00 to \$5.00".

At the bottom right of the form is a blue "Continue" button with a right-pointing arrow.

Fill in your name and date of birth, click on the relationship. Note: If your swimmer is 13 years old or older, they may complete the online meet registration themselves by simply filling in both the 'Your information' section and 'Swimmer information' section with their information and clicking on the 'You are the swimmer' relationship.

Click 'Continue' to confirm your information.

Your personal information will appear in the Meet entry form and then you will be asked to provide your swimmer's US Swimming ID#. This number can be found on the US Swimming card that was provided to you in your MST mailbox or on the Meet Announcement email.

November 5-6, 2011 Distance & Specialty Meet
November 5 to 6, 2011
Course: YO

* Required fields

Meet entry form

Your information

* First name

* Last name

* Date of birth

Email address

* Relationship You are the parent or legal guardian of the swimmer.
 You are the swimmer.

Swimmer information

Swimmer

* Swimming ID

[Look up by name](#)

Entry selections

Swimmer surcharge: \$5.00 | Individual event fees: \$4.00 to \$5.00

Continue ▶

Note: New swimmer is a swimmer who has not previously set up an Active.com account. Once you have set up an account with Active.com, you should be able to select your swimmer's name from the drop down menu and the Swimming ID will automatically be populated.

Click 'Continue' to get your swimmer's personal data.

.....

Once the personal data of your swimmer is confirmed, it will appear in the registration form along with the question, 'Will this swimmer be attending this meet?' **Note:** It is important to complete the online meet registration for each meet regardless of whether or not your swimmer will be participating. That way, coaches will know that you have seen the meet information and have opted to not attend the meet.

Active home | Directory | Community | Video | eLearnz | Results | Take a tour | Help

active.com Registration

1 Complete form 2 Review cart 3 Check out

November 5-6, 2011 Distance & Specialty Meet
November 5 to 6, 2011
Course: YO

* Required fields

Meet entry form

Your information

* First name Rhonda

* Last name Farrington

* Date of birth [REDACTED]

Email address rhonda@farrington-berg.com

* Relationship You are the parent or legal guardian of the swimmer.
 You are the swimmer.

Swimmer information

Swimmer Katherine Berg (ineligible)

Swimming ID [REDACTED]

Date of birth [REDACTED]

Age at time of meet 15

Gender Female

* Will the swimmer be attending this meet? Yes No

Entry selections

Swimmer surcharge: \$5.00 | Individual event fees: \$4.00 to \$5.00

This meet entry form will also include the specific information about each session and event at the meet.

The screenshot displays a web form for selecting meet sessions and events. It is organized into four sessions:

- Session 1:** Saturday, November 5, 2011 | 8:15 AM. Includes a checkbox for "Not attending this session" (circled in red) and a list of events: Event 1: Women's 500 free, Event 3: Women's 400 medley, and Event 5: Women's 1000 free. Each event has a checkbox and a fee of \$5.00.
- Session 2:** Saturday, November 5, 2011 | 1:30 PM. Includes a checkbox for "Not attending this session" (circled in red) and a message: "Katherine Berg is not currently eligible for any events in this session".
- Session 3:** Sunday, November 6, 2011 | 8:15 AM. Includes a checkbox for "Not attending this session" and one event: Event 27: Women's 1650 free, with a fee of \$5.00 and an entry time of 00.00.
- Session 4:** Sunday, November 6, 2011 | 1:30 PM. Includes a checkbox for "Not attending this session" (circled in red) and a list of events: Event 29: Women's 200 medley, Event 31: Women's 100 free, Event 33: Women's 100 fly, Event 35: Women's 100 back, Event 37: Women's 100 breast, and Event 39: Women's 200 free. All events have a fee of \$4.00 and are for ages 13 and over.

A "Continue" button with a right-pointing arrow is located at the bottom right of the form.

You can opt out of an entire session by checking the box below the description of the session. Note: If the age of your swimmer does not meet the age requirements for a session, a notice will appear below the session indicating that your swimmer is not currently eligible for any events in the session.

You can choose the events your swimmer would like to swim by checking the box next to each of the individual events. Your swimmer's current times will appear in the right hand column next to the event.

Once you have made your event selections, click 'Continue' to review your cart.




In this screen you can view your cart and see what the estimated cost will be. Note: The estimated cost of the meet will only change if the Coaches add or subtract an event from the final meet entries.

Please review your selections below.

Your cart

November 5-6, 2011 Distance & Specialty Meet - [Edit](#) | [Delete](#)
Swimmer: Katherine Berg

Items	Total
November 5-6, 2011 Distance & Specialty Meet swimmer surcharge	\$5.00
Not attending Session 1	\$0.00
Event 31: Women's 100 free Session 4 - Sunday, November 6, 2011 1:30 PM	\$4.00
Event 35: Women's 100 back Session 4 - Sunday, November 6, 2011 1:30 PM	\$4.00
Event 37: Women's 100 breast Session 4 - Sunday, November 6, 2011 1:30 PM	\$4.00
Event 39: Women's 200 free Session 4 - Sunday, November 6, 2011 1:30 PM	\$4.00
<hr/>	
Subtotal:	\$21.00
Estimated total:	\$21.00

 This is an estimate, and may change based on adjustments made by the team.

[Add a swimmer](#) [Check out ▶](#)

At this point, if you are only entering one swimmer, you can click 'Check out' to complete the online process. If you have more than one swimmer, you would click on 'Add a swimmer' to repeat the process for other swimmers in your family.

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The first time you register online you will be prompted to create a password. This password, along with your email address, will allow you to access meet registration online for upcoming meets.

The screenshot shows the 'active.com' registration process at the 'Check out' stage. At the top, there is a navigation bar with links for 'Active home', 'Directory', 'Community', 'Video', 'eLearnz', 'Results', 'Take a tour', and 'Help'. The 'active.com' logo and 'Registration' title are prominently displayed. A progress indicator shows three steps: 'Complete form', 'Review cart', and 'Check out' (the current step). Below this, a note indicates '* Required fields'. The main content area is titled 'Check out' and contains an 'Account creation' section. This section explains that an Active.com account allows users to save registration receipts, checkout faster, and more. It shows the email address 'rhonda@farrington-berg.com' and three password fields: 'Create password', 'Password', and 'Confirm password'. Below the password fields, there is a checkbox area with the text 'By clicking below, I agree to the Active Network Terms of Use and Privacy Policy.' At the bottom of the form, there are two buttons: 'View cart' and 'Agree and complete purchase'.

Click 'Agree and complete purchase'.

Note: At this time, we will be collecting meet fees manually using the same process as we have been. In the future we may choose to activate the online meet fees feature and have entries paid for at the time they are chosen online.



Once you have completed the purchase, you will receive a confirmation on the screen showing you what events your swimmer will be entered in.

ENDURANCE ▾ TEAM SPORTS ▾ GOLF & TENNIS ▾ OUTDOORS ▾ LIFESTYLE ▾ RESOURCES ▾

November 5-6, 2011 Distance & Specialty Meet

✓ Thank you! Your entry has been received.

You will receive an email confirmation of your entry shortly.

Your card has not been charged for this order. You will receive a final receipt with a confirmed total after the team has finalized your entry.

Your receipt

November 5-6, 2011 Distance & Specialty Meet
Swimmer: Katherine Berg

Items	Total
November 5-6, 2011 Distance & Specialty Meet swimmer surcharge	\$5.00
Not attending Session 1	\$0.00
Event 31: Women's 100 free Session 4 - Sunday, November 6, 2011 1:30 PM	\$4.00
Event 35: Women's 100 back Session 4 - Sunday, November 6, 2011 1:30 PM	\$4.00
Event 37: Women's 100 breast Session 4 - Sunday, November 6, 2011 1:30 PM	\$4.00
Event 39: Women's 200 free Session 4 - Sunday, November 6, 2011 1:30 PM	\$4.00
Subtotal:	\$21.00
Estimated total:	\$21.00

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A confirmation will also come in the form of an email.

Entry received for November 5-6, 2011 Distance & Specialty Meet - Message (HTML)

Message

Reply Reply Forward Delete Move to Create Other Block Safe Lists Find Find Link to E-mail
to All to All Folder Rule Actions Sender Lists Related Record Auto-link
Respond Actions Junk E-mail Options Find Business Contact Manager

From: mst@farrington-berg.com Sent: Mon 9/26/2011 5:58 PM
To: rhonda@farrington-berg.com
Cc:
Subject: Entry received for November 5-6, 2011 Distance & Specialty Meet

Thanks for your entry to November 5-6, 2011 Distance & Specialty Meet. The details of your entry are listed below. If you're planning to swim, you'll receive a final email to confirm which events you're entered into after the team finalizes all entries.

We look forward to seeing you at the meet!

<p>Katherine Berg Session 4 - November 6, 2011 1:30 PM Event 31: Women's 100 free Event 35: Women's 100 back Event 37: Women's 100 breast Event 39: Women's 200 free</p>	<p>November 5-6, 2011 Distance & Specialty Meet November 5 to 6, 2011 Swimmer surcharge: \$5.00 Individual event fee: \$4.00 to \$5.00 Relay event fee: \$0.00 SSC Salem, MA 01970 USA</p>
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