

Tutorial

Relay TEAM Entry: Online Relay Team Registration

Online Relay Team Registration

1. Relay team captains or coaches, go to the same link for online meet entry that swimmers used for individual entry.
2. Click "Relay Team Registration".
3. Plug in your own USMS member credentials. Even if you are NOT swimming in the meet, you must be verified in the meet entry as a USMS member of the same club for which you are building relays.
4. Proceed past the biographical page. There should be no edits needed here.
5. The next page shows you all the members of your club who have entered this meet as individuals. The page also shows you the relays you may build. Click on a relay to begin building it.
6. Enter a time for a relay team. Estimated times are ok. Choose the four swimmers you want on that relay team, or leave name fields blank. Names may be added or edited in another online session, or at the pool on relay day. Click Submit.
7. When you are finished building relays, proceed to payment. Relay teams will be calculated at \$__ each (whatever price the meet host is charging). Proceed to the credit card payment.
8. If you need to edit relays prior to the online entry deadline, you may begin another online session and edit the relays you built in your previous online session. Relays may also be edited at the computer desk at the pool, but the computer admin would sure appreciate that you complete your relay building prior to the meet!