<u>How to sign up for swim meets:</u>

1. Sign in at the SALU website with your email address and password
2. Find the event you would like to attend from the "Events" section on the home page (bottom right corner)
3. Click on "Attend this Event"
4. Click on the name of your swimmer
5. Select to either attend or not attend the event by clicking next to "Declaration"
6. In space provided for notes, let the coaches know what days your child is available to swim or any other notes. If left blank, coaches will assume you are available all days of the meet.
7. Coach will then choose events based on days you are participating what your swimmer will do best at, even if you pick events the coach may or may not adjust them.

   *Once you have signed up, check back a few days after the signup deadline to see what events your child is swimming in by doing the following:
      1. Click on the event you signed up for from the home page (ex. Saluki Merry Swim)
      2. Click on the pdf file to bring up the events (ex. Merryswim.pdf)

<u>How to set up Auto-pay:</u>

1. Sign in at the SALU website with your email address and password
2. On the left hand side of the website there is a tab called "My Account"
3. Click "My Account" then a scroll down will open up and there is one called "Setup Auto Pay"
4. Once there you can choose your current payment method and follow the instructions given

<u>How to sign up for Text alerts:</u>

1. Sign in at the SALU website with your email address and password
2. Click "My Account" on left hand side of website
3. Choose "My Account" tab, there should show your email address, mailing address, etc.
4. You can click "Add SMS" on right side; there you will provide your phone number. *Many people signed up on the hard-copy registration form for Text Alerts but we didn't know that we cannot enter your phone number; YOU will need to this in order to receive texts. You can also now sign up for swimmers to receive texts by clicking their name at the bottom of the page and doing the same as above.

<u>How to update insurance info:</u>

1. Sign in at the SALU website with your email address and password
2. Click "My Account" on right side of website
3. Click "My Account again after it scrolls open
4. There you can look at your account mailing address, email, etc. there is a tab that says "Insurance/Emergency Contact"
5. Click "Insurance/Emergency Contact" please update this information and provide a emergency contact that isn't mom and dad (we already have that info, this is in case we can't reach you!)