North Delta Sunfish Swim Club

SOP: Declaring Swim Meet Attendance in Active Swim Portal

Parent guide for summer development and weekend swim meets

Audience	North Delta Sunfish parents and guardians
System	Active Swim Portal
When to use	When a meet invitation is sent and the Online Meet Entry period is open
Main action	Declare each swimmer as Attending or Not attending, then save
Important note	Coaches select events. Parents declare availability for the meet and sessions.

Privacy note for distribution

Screenshots in this SOP have been cropped or anonymized for parent distribution. Names shown as Swimmer 1 or Swimmer 2 are examples only.

Prepared for parent communication and club meet registration support.

1. Purpose

This SOP explains how parents declare whether their swimmer is attending or not attending a swim meet in the Active Swim Portal. Completing this step on time helps coaches build meet entries, assign events, and submit the club entry package before the meet deadline.

2. Overview of summer swim meets

Swim meets are a key part of the summer swim season. They give swimmers a chance to practise racing, build confidence, measure progress, and be part of the team environment.

Meet type	What parents should know	Parent action in the portal
Development meets	Best for newer swimmers and swimmers building confidence. These meets help swimmers learn racing routines in a supportive environment.	Declare attendance. Coaches will select the events.
Weekend meets	Larger meets that may run over one or two days with multiple sessions. Swimmers may not need to attend every session.	Declare attendance and select the sessions your swimmer is available for. Coaches will select the events.
Relay or special sessions	Some meets include relay or special team events. These may appear as a separate session.	Only select the session if your swimmer is available for that relay or special session. **It is important for your swimmer to ALSO tell the coach if they will stay for the relay as this impacts 3 other swim families..**

3. Key rules for parents

- Declare attendance before the Online Meet Entry deadline. Once the meet closes, changes are no longer available.
- Declare attendance for each swimmer separately. One family account may show more than one swimmer.
- Select **Attending** only if your swimmer is available for the meet or the sessions selected. You WILL NOT be charged for the racing events. This IS included in your summer fees.
- If you select **Attending** and your swimmer is **NOT** present for their racing event, **YOU** will be invoiced for the cost of that racing event(s).
- Select **Not attending** if your swimmer cannot attend the meet.
- Coaches select the swimmer events. Parents are declaring availability, **not** choosing events.
- Always click **Save** after making a selection. If you DO NOT click **Save**, then your swimmer will not be able to attend the meet. Always review your profile to make sure your decision is shown.

Deadline reminder
The meet entry process is only available during the Online Meet Entry period shown in the portal and in the invite email. Please complete declarations early so coaches are not chasing information at the last minute.

4. Roles and responsibilities

Role	Responsibility
Parent or guardian	Log in to the Active Swim Portal, declare each swimmer as Attending or Not attending, select available sessions if attending, and save before the deadline.
Swimmer	Tell the parent or guardian about availability, especially for weekend sessions, other sports, school events, or family plans.
Coach	Review available swimmers, select appropriate events, and submit meet entries.

5. Procedure

Step 1. Open the meet invitation email

- Parents will receive an email from North Delta Sunfish through Active.
- The email includes the meet name, meet dates, location, Online Meet Entry deadline, and a link to the Swim Portal.
- Use the link in the email to access the correct meet declaration page.

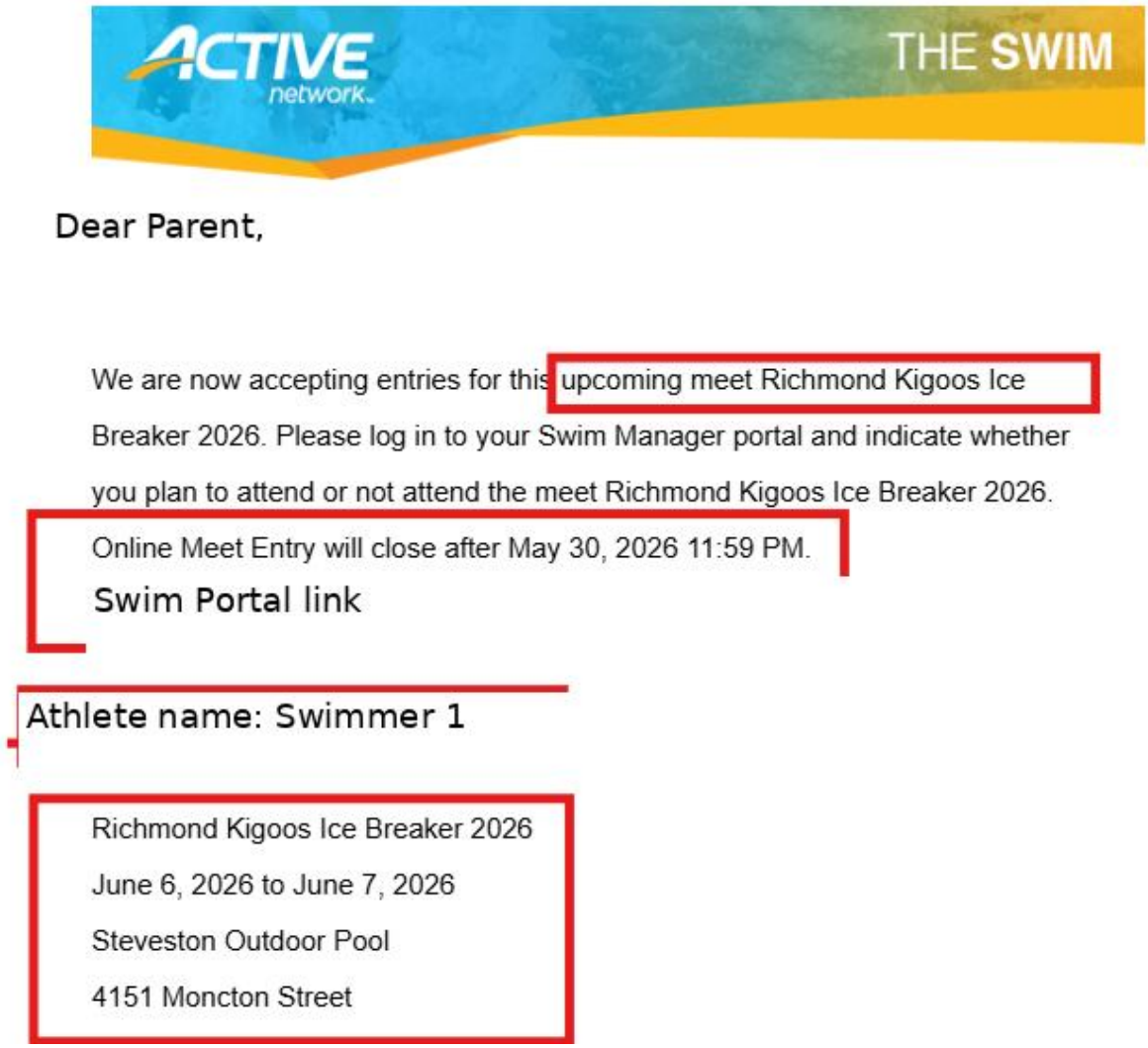

Figure 1. Sample meet invitation email showing the meet name, entry deadline, portal link, swimmer name, and meet details.

Step 2. Log in and select View Meets

- After logging in, select the View Meets tab from the Active Swim Portal.
- Use the Upcoming Meets section to find the meet currently open for attendance declarations.

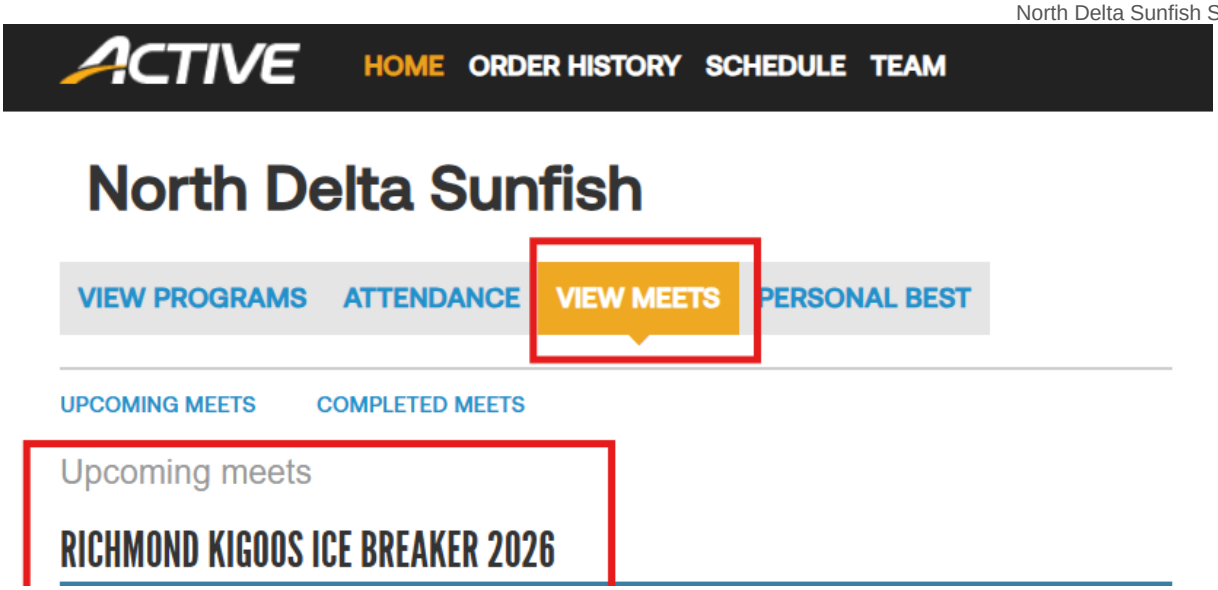

Figure 2. Active Swim Portal home page showing the View Meets tab and Upcoming Meets area.

Step 3. Confirm the meet details and entry deadline

- Open the correct meet and review the meet information.
- Confirm the meet dates, location, athlete surcharge, and Online Meet Entry period.
- If the Online Meet Entry period is closed, parents may not be able to make changes.

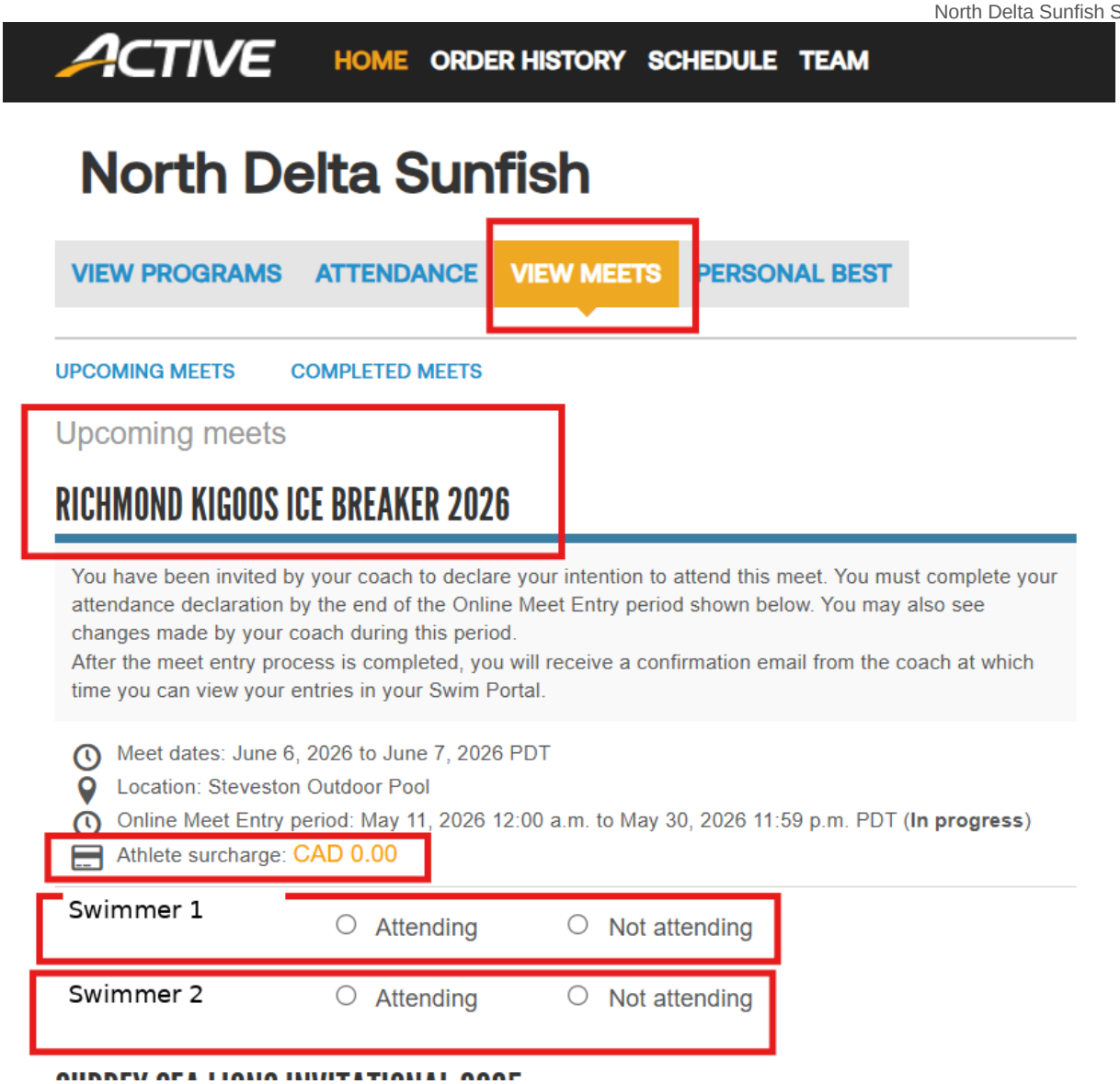

Figure 3. Upcoming meet page showing meet details and swimmer attendance declaration rows.

Step 4. Expand the swimmer section if needed

- If the swimmer section is collapsed, select the plus icon beside the swimmer name to expand it.
- The Attending and Not attending choices appear beside each swimmer.

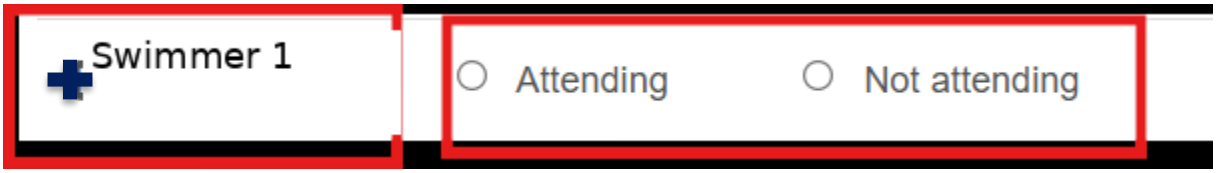

Figure 4. Collapsed swimmer row showing where to expand the swimmer section and choose attendance.

Step 5. Click Edit beside the swimmer

- Select **Edit** for the swimmer you need to update.
- Each swimmer must be updated separately. Repeat this process if you have more than one swimmer.

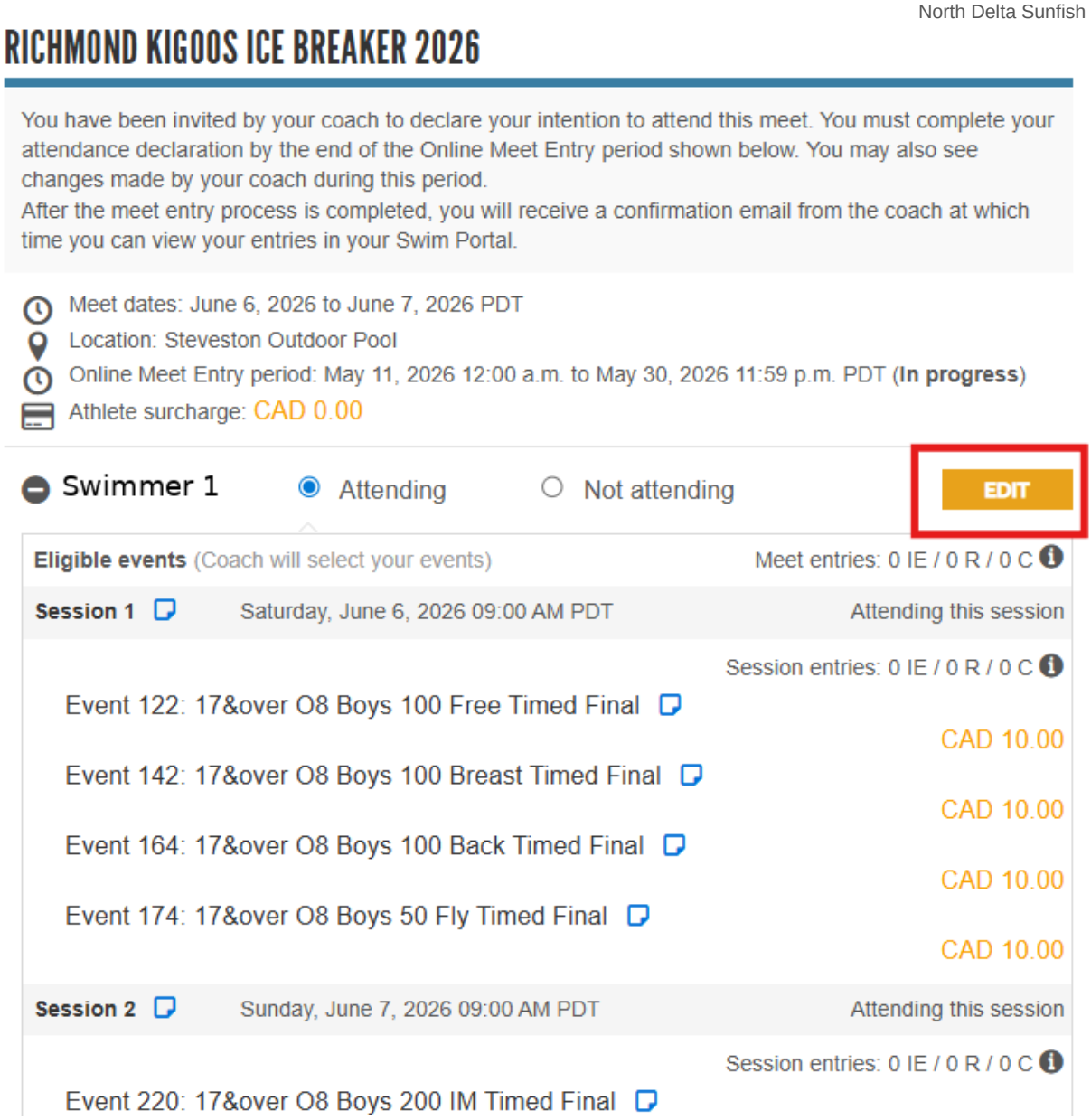

Figure 5. Click Edit beside the swimmer to make or change an attendance declaration.

Step 6. Choose Attending or Not attending, then save

- Choose **Attending** if your swimmer is available for the meet.
- Choose **Not attending** if your swimmer is not available for the meet.
- Click **Save** after making the selection.

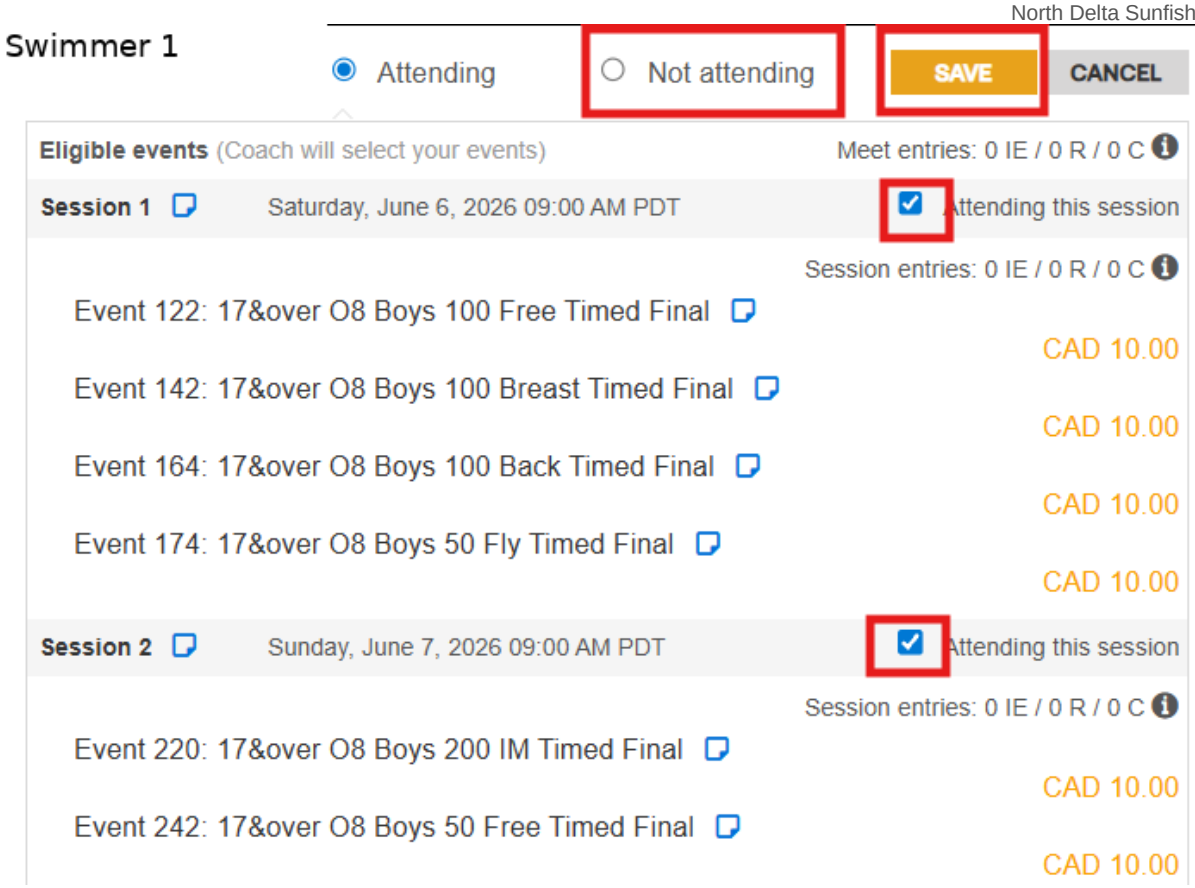

Figure 6. Select Attending and click Save when the swimmer is available for the meet.

Step 7. If the swimmer is not attending

- Select **Not attending** when your swimmer cannot attend the meet.
- Click **Save**.
- This tells the coaches not to enter the swimmer in that meet.

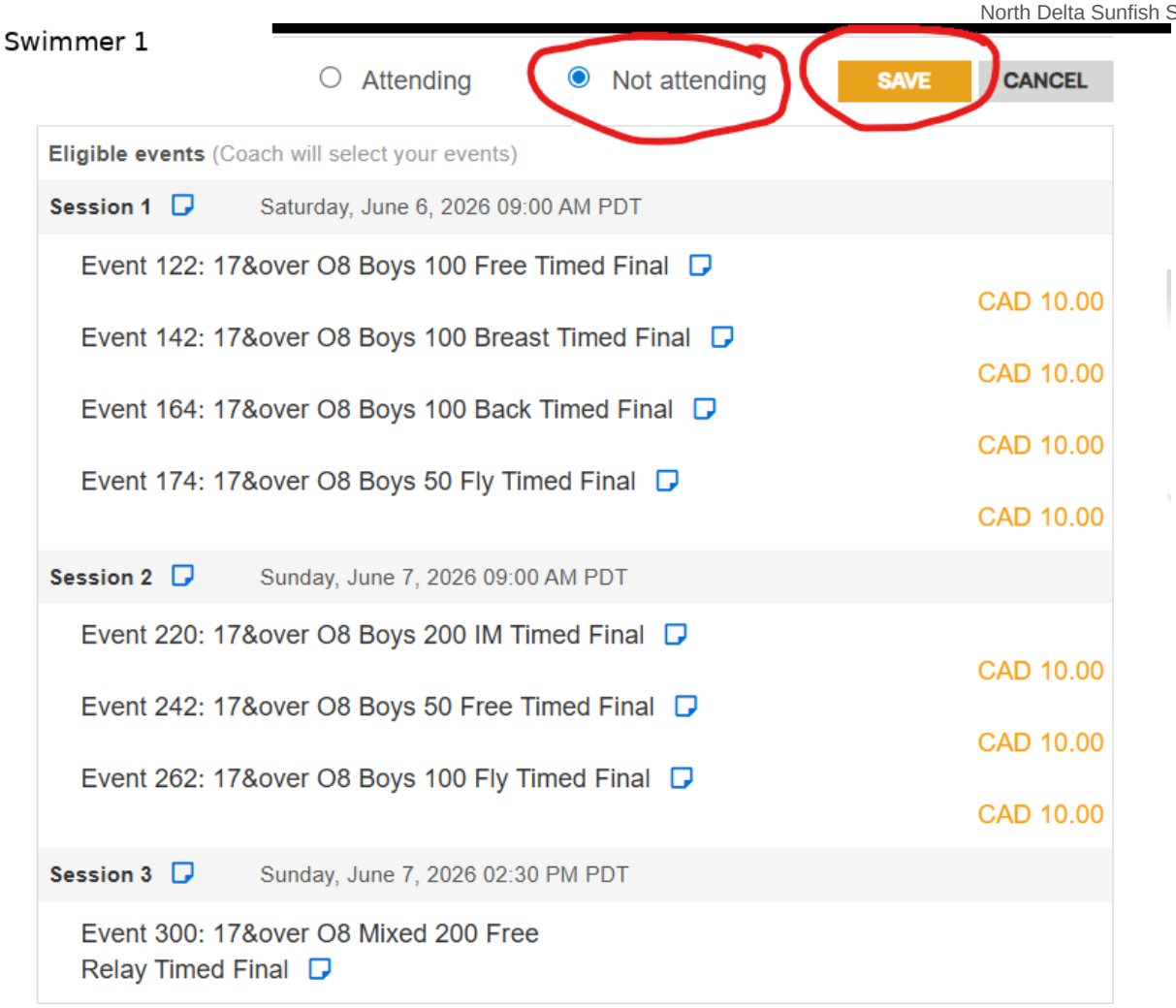

Figure 7. Select Not attending and click Save when the swimmer is not available.

Step 8. If attending, select the available sessions

- After **Attending** is selected, the portal shows the meet sessions.
- Check each session your swimmer can attend.
- For a weekend meet, your swimmer may be available for Saturday, Sunday morning, Sunday afternoon, or only some of those sessions.

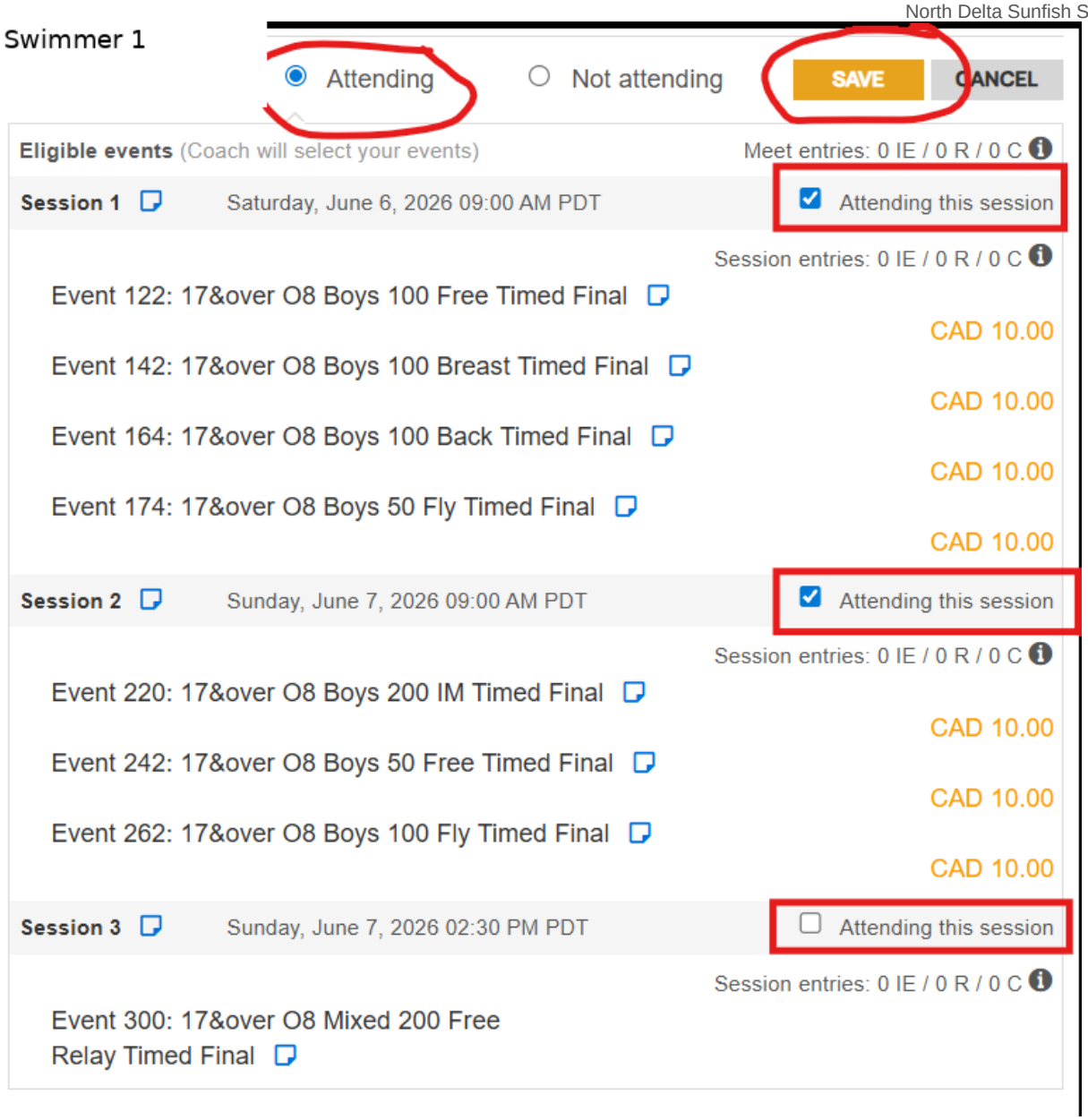

Figure 8. Check the session boxes for the sessions your swimmer can attend.

Step 9. Use session availability when your swimmer can attend only part of a meet

- Leave a session unchecked if your swimmer cannot attend that session.
- This is useful when a swimmer can attend Saturday and Sunday morning, but not a later Sunday session.
- Coaches will use this information when choosing events and relays.

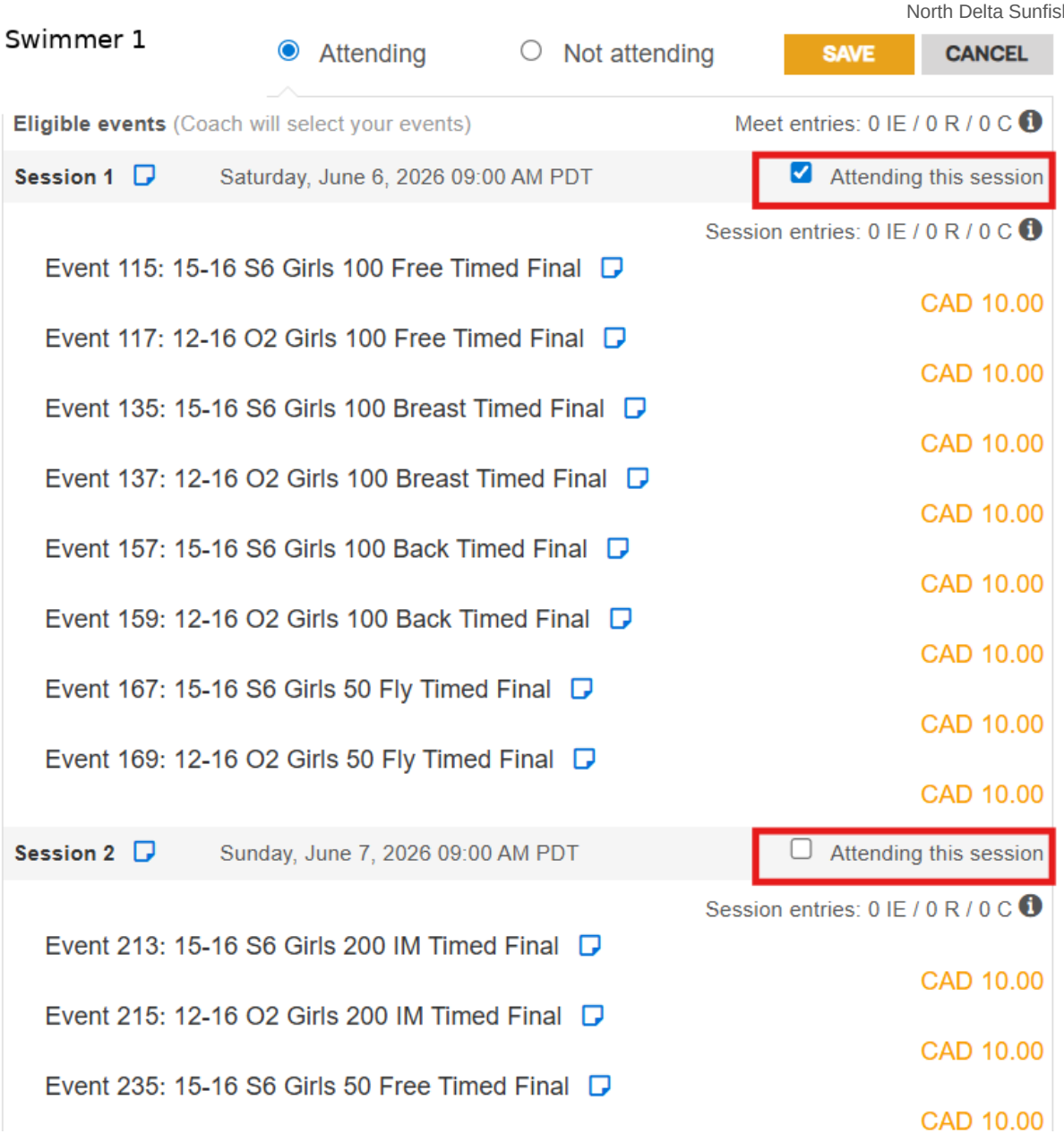

Figure 9. Example of a swimmer attending some sessions but not all sessions.

Step 10. Confirm the saved status

- After saving, return to the meet page and review the swimmer status.
- The page should show **Attending this session** or **Not attending this session** beside each session.
- If the status is wrong, click **Edit** again and update before the deadline.

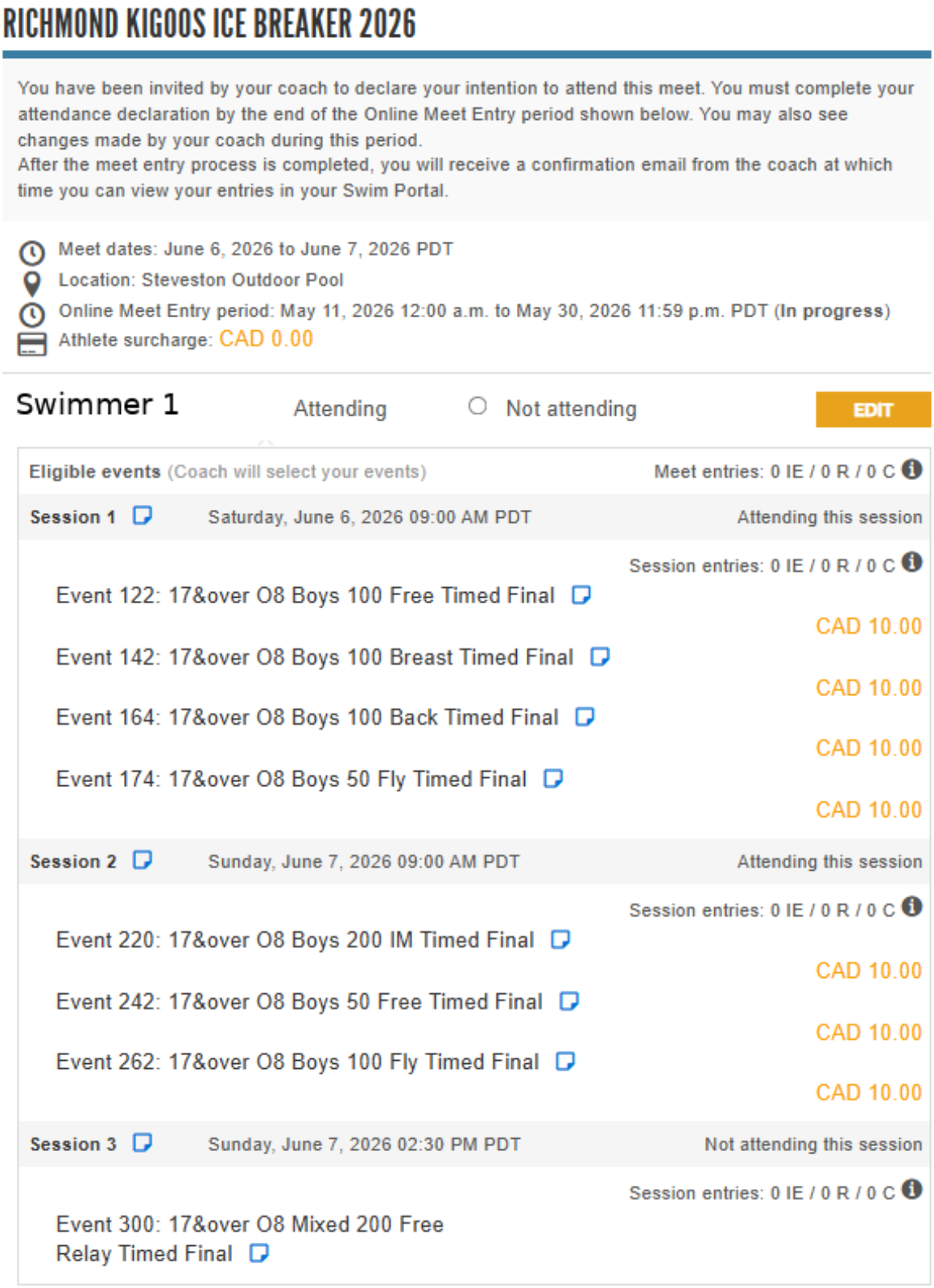

Figure 10. Saved status showing which sessions the swimmer is attending.

Step 11. Watch the Online Meet Entry deadline

- The portal displays the Online Meet Entry period for each meet.
- Declarations must be completed before the closing date and time.

- After the deadline, the meet status may change from In progress to Closed and parent updates may no longer be available.

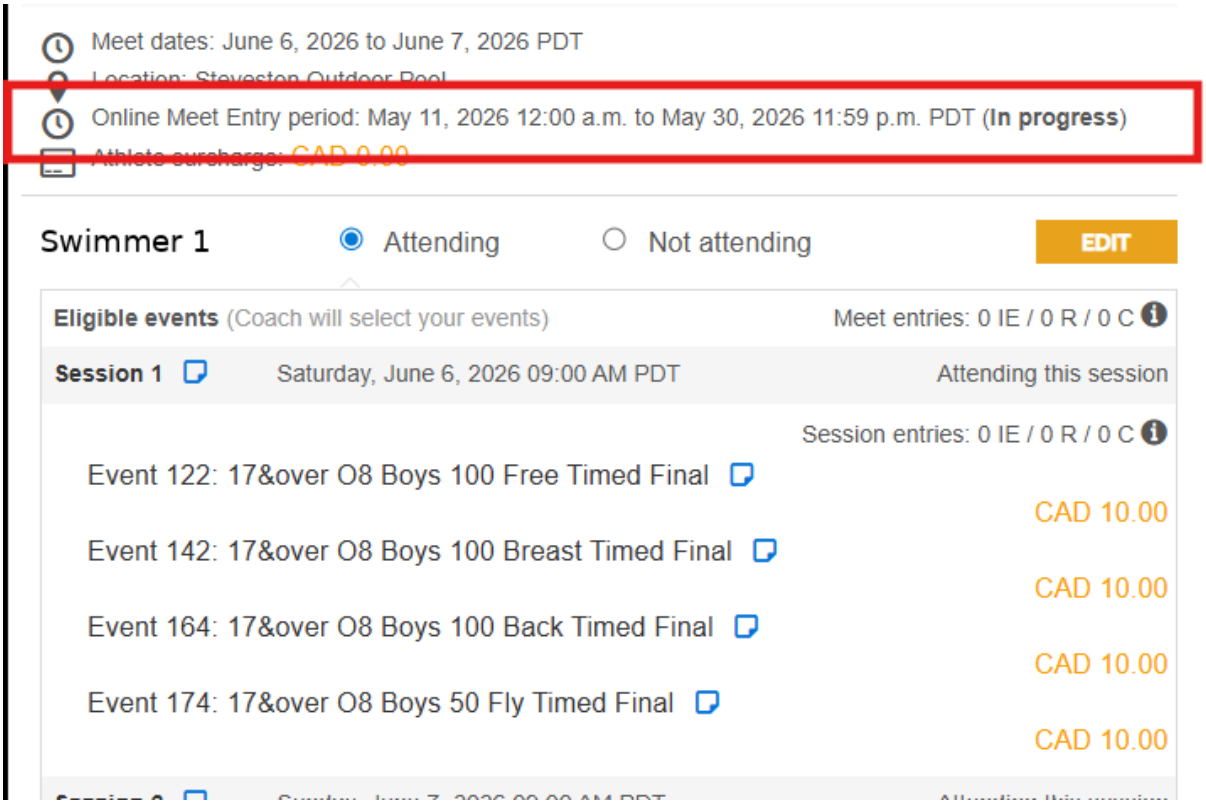

Figure 11. Online Meet Entry deadline shown on the meet page.

6. What happens after parents submit attendance

- Coaches review the list of swimmers marked as attending.
- Coaches select events based on age group, ability, development goals, availability, and team needs.
- Parents may receive a confirmation email after entries are completed.
- Parents may be able to view final entries in the Swim Portal after the meet entry process is complete.

7. Troubleshooting

Issue	What to do
I did not receive the email.	Check junk or spam. Log in to the Active Swim Portal and use View Meets. Contact the club if you still cannot see the meet.
The link redirects strangely or does not open.	Open the link in an incognito or private browser window and try again.
The meet is closed.	The Online Meet Entry period may have ended. Contact the club as soon as possible.
I have more than one swimmer.	Declare attendance separately for each swimmer.
My swimmer can only attend part of the weekend.	Select Attending, then check only the sessions your swimmer can attend.
I saved the wrong status.	Click Edit again and correct the status before the Online Meet Entry deadline.

8. Parent quick checklist

1. Open meet invitation email.
2. Log in to Active Swim Portal.
3. Select View Meets.

4. Find the correct upcoming meet.
5. Click Edit beside each swimmer.
6. Select Attending or Not attending.
7. If attending, check the sessions your swimmer can attend.
8. Click Save.
9. Confirm the saved status.
10. Repeat for each swimmer before the deadline.

9. Source note

This SOP is based on Active Hy-Tek parent portal guidance and North Delta Sunfish screenshots showing the current meet declaration workflow. The core process is: receive meet invite, log in to the Swim Portal, select View Meets, choose Attending or Not attending, and select Save during the Online Meet Entry period.