



HUDSON HEAT

OVERVIEW OF ONLINE MEET ENTRY USING ACTIVE.COM



Starting with the 2011 10 & Under Meet Hudson HEAT will begin using Active Networks Online Meet Entry system.

This document is intended to provide an overview of the process.

Please note that the system is still under development. We are in the Early Adopter program. Be patient and PLEASE provide us your feedback.

If you have any questions or comments please email Chuck Duchon at meetentry@hudsonheat.com

Answers to Frequently Asked Questions

The invitation is currently sent to the PRIMARY Parent EMAIL that we have on file. The system only sends the invite to one email at this point

The system will enforce Cut Times and Entry Limits. You will only see events that your swimmer is qualified to swim.

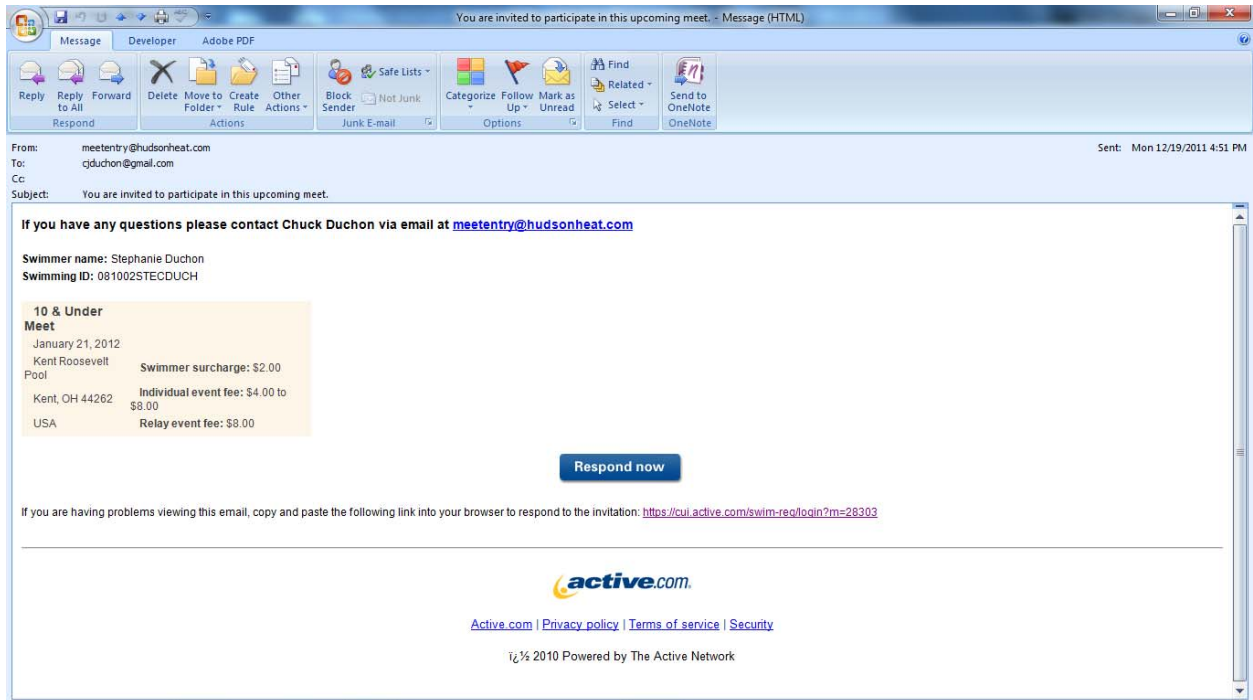
If you are in a situation where you want to enter your swimmer in an event where he/she doesn't have a valid cut time you will need to email meetentry@hudsonheat.com. Future release of the software MAY address this issue.

At this point the system does NOT accept payments but it will in the near future. For now, we will continue to use an escrow system.

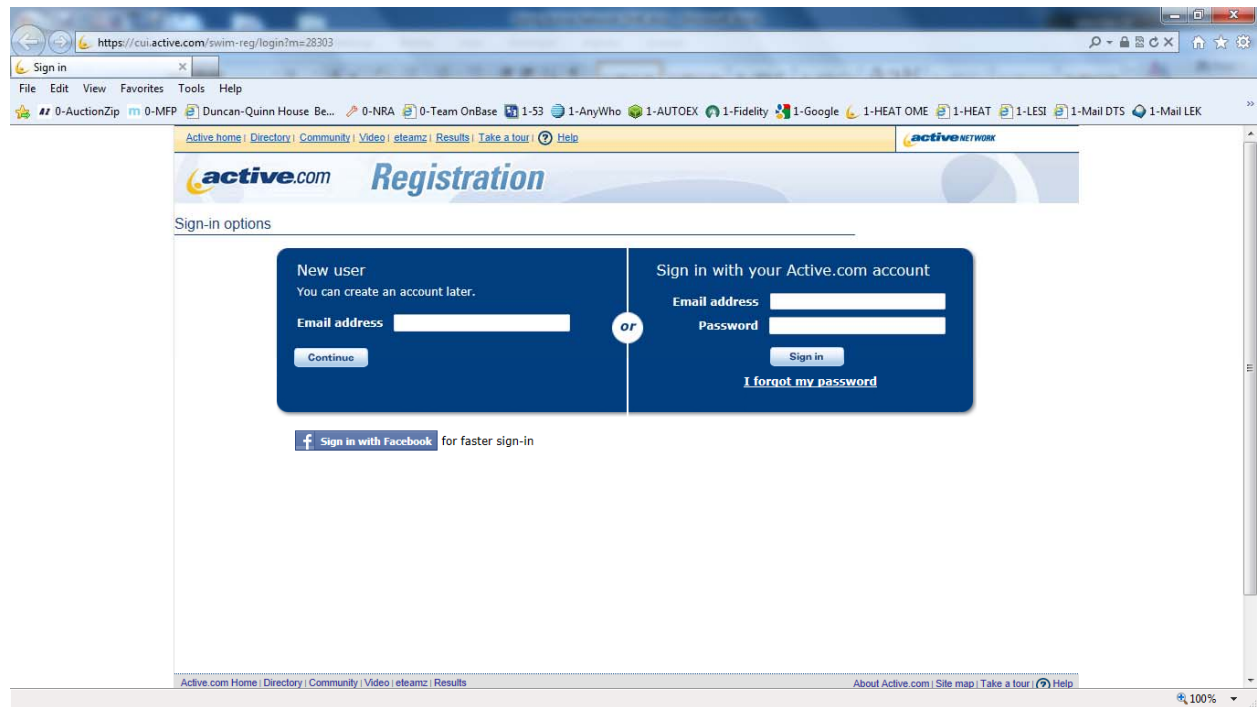
You can go back to the Meet Entry page and logon to change your swimmer(s) entries and/or update your personal information

To access this HEAT OME website use this address
<https://cui.active.com/swim-reg/login?a=501>

When we publish the meet and open it for entry you will received an email notification similar to the one shown below. You can also access the HEAT Online Meet Entry (OME) page at this address <https://cui.active.com/swim-reg/login?a=501>



When you click on the Respond Now active logon/registration screen. You then need to register, or sign in, to the Active Networks. If you have already registered you can sign in with your password.



When you register for the first time the system will request your name, birth date (make sure you use a four digit year, and your relationship to the swimmer. You then need to "link" your swimmer to your account.

If you did this previously your swimmers name should be in the pull down menu already.

The screenshot shows a web browser window with the URL <https://cui.active.com/swim-reg/registration>. The page is titled "Registration" and features a progress bar with three steps: "Complete form" (active), "Review cart", and "Check out".

The main content area displays the following information:

- 10 & Under Meet**
January 21, 2012
Course: YO
- Required fields**
- Meet entry form**
- Your information**
 - First name:
 - Last name:
 - Date of birth:
Format: MM/DD/YYYY
 - Email address:
 - Relationship: You are the parent or legal guardian of the swimmer. You are the swimmer.
- Swimmer information**
 - Swimmer:
 - First name:

To "link" your swimmer enter their first/last name and birth date (use a four digit year) and click CONTINUE. The system should resolve your swimmers USA-ID, age and gender.

The screenshot shows a web browser window with the URL <https://cui.active.com/swim-reg/registration>. The browser's address bar and menu bar are visible. The page content includes a registration form with the following fields and options:

- Date of birth:** 01/16/1961 (Format: MM/DD/YYYY)
- Email address:** cjduchon@gmail.com
- Relationship:** You are the parent or legal guardian of the swimmer. You are the swimmer.
- Swimmer information:**
 - Swimmer:** -New swimmer- (dropdown menu)
 - First name:** Stephanie
 - Last name:** Duchon
 - Date of birth:** 08/10/2002 (Format: MM/DD/YYYY)
- Look up by ID:** [Look up by ID](#)
- Entry selections:** Swimmer surcharge: \$2.00 | Individual event fees: \$4.00 to \$8.00

A blue "Continue" button with a right-pointing arrow is located below the form. At the bottom of the page, there is a footer with navigation links: "Active.com Home | Directory | Community | Video | eTeamz | Results" and "About Active.com | Site map | Take a tour | Help". The browser's zoom level is set to 100%.

When the system resolves your swimmers name, USA-ID, age and gender you will see the meet entry options

The screenshot shows a web browser window with the URL <https://cui.active.com/swim-reg/registration>. The browser's address bar and menu bar are visible. The main content area displays a registration form for a swimmer named Stephanie Duchon. The form includes the following fields:

- Swimmer: Stephanie Duchon (dropdown menu)
- Swimming ID: 081002STECDUCH
- Date of birth: 08/10/2002
- Age at time of meet: 9
- Gender: Female

Below these fields is a question: "Will the swimmer be attending this meet?" with two radio button options: "Yes" and "No".

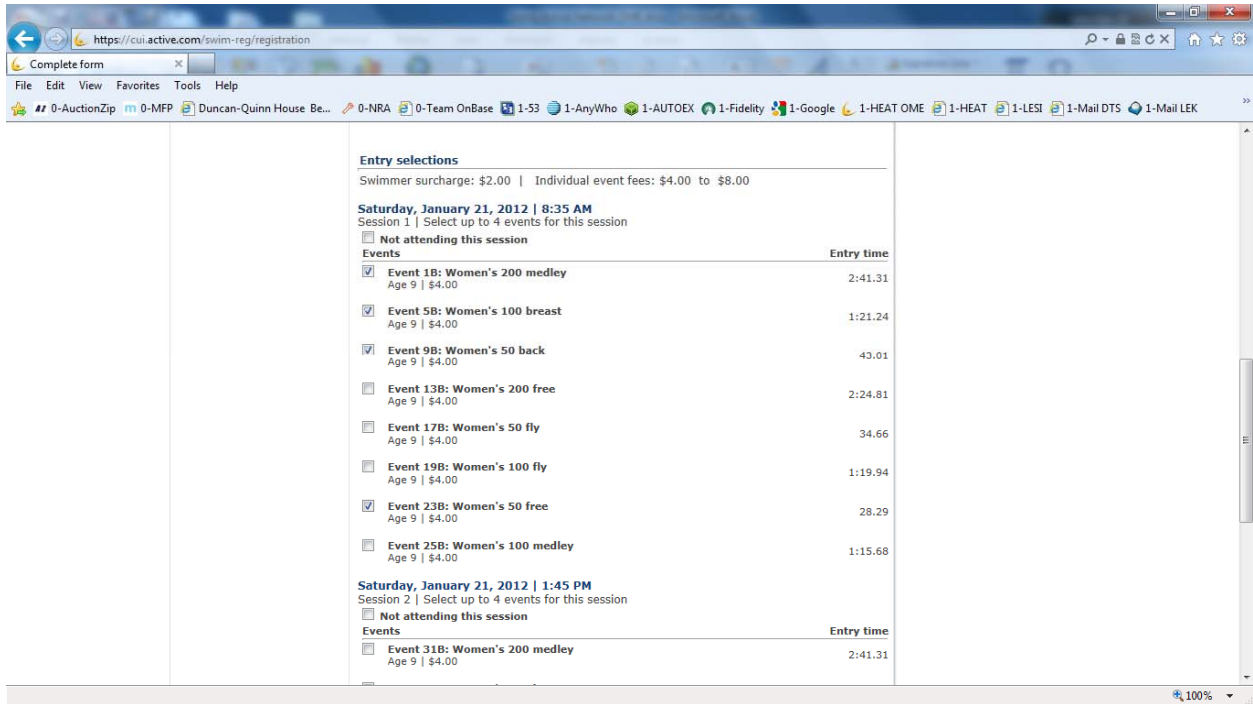
Underneath is the "Entry selections" section, which includes a "Swimmer surcharge: \$2.00" and "Individual event fees: \$4.00 to \$8.00". It also specifies the date and time: "Saturday, January 21, 2012 | 8:35 AM" and "Session 1 | Select up to 4 events for this session". There is a checkbox for "Not attending this session".

A table lists the available events for selection:

| Events | Entry time |
|---|------------|
| <input type="checkbox"/> Event 1B: Women's 200 medley Age 9 \$4.00 | 2:41.31 |
| <input type="checkbox"/> Event 5B: Women's 100 breast Age 9 \$4.00 | 1:21.24 |
| <input type="checkbox"/> Event 9B: Women's 50 back Age 9 \$4.00 | 43.01 |
| <input type="checkbox"/> Event 13B: Women's 200 free Age 9 \$4.00 | 2:24.81 |

If the swimmer is attending the meet click YES if they are not attending click NO.
If they are attending you can select their events.

The system will display an error if you enter more than the maximum number of events for a given meet. The only events that will be displayed are those that you swimmer is eligible to swim



Once you finish selecting events scroll to the bottom of the page and click the blue CONTINUE button.

The system will display a summary of the events you entered and the amount you owe for the entry fees

active.com Registration

Complete form **Review cart** Check out

Please review your selections below.

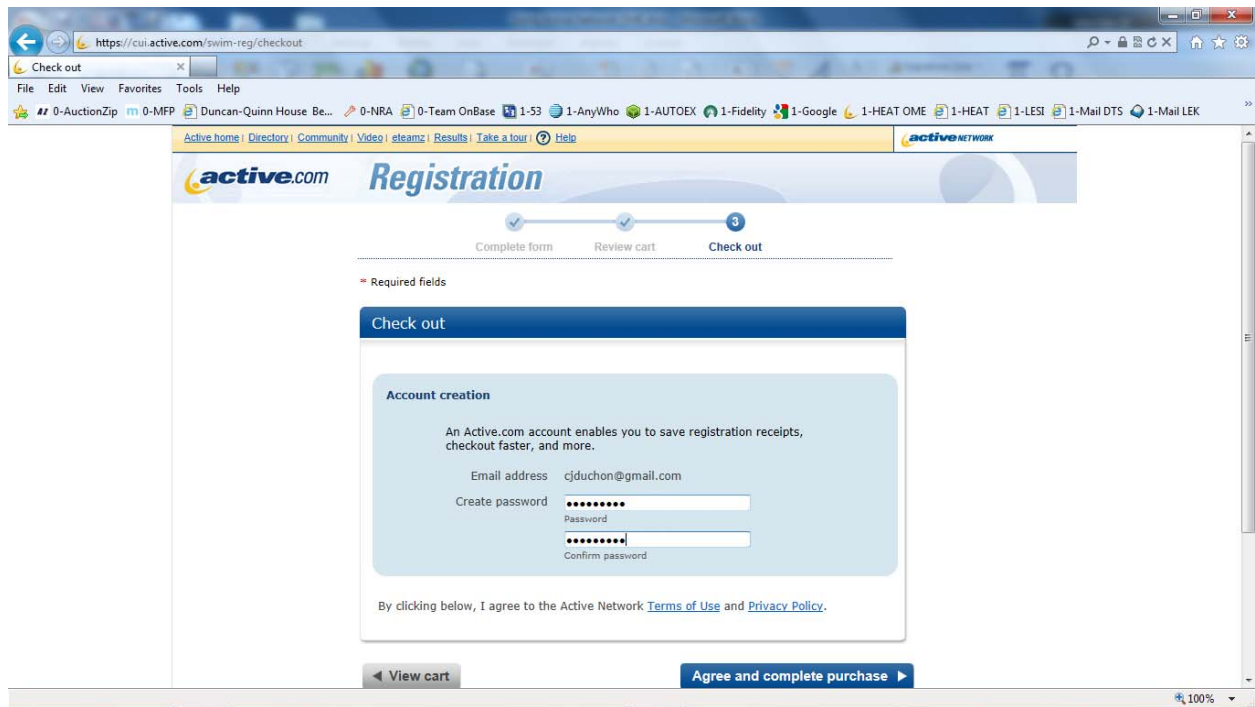
Your cart

10 & Under Meet - [Edit](#) | [Delete](#)
Swimmer: Stephanie Duchon

| Items | Total |
|--|----------------|
| 10 & Under Meet swimmer surcharge | \$2.00 |
| Event 1B: Women's 200 medley Session 1 - Saturday, January 21, 2012 8:35 AM | \$4.00 |
| Event 5B: Women's 100 breast Session 1 - Saturday, January 21, 2012 8:35 AM | \$4.00 |
| Event 9B: Women's 50 back Session 1 - Saturday, January 21, 2012 8:35 AM | \$4.00 |
| Event 23B: Women's 50 free Session 1 - Saturday, January 21, 2012 8:35 AM | \$4.00 |
| <hr/> | |
| Subtotal: | \$18.00 |
| Estimated total: | \$18.00 |

Scroll to the bottom of the page and you will see two options. ADD A SWIMMER and CHECKOUT
If you have another swimmer that is eligible for this meet you can click add a swimmer and submit their entries. When you are done you can click CHECK OUT.

When you click CHECKOUT the system will prompt you to select a password. If you were previously registered it will skip this step.



Click Agree and complete purchase.

The system will then display the final summary. In the future the system will request a credit/debit card for payment of the fees but for now we will continue to use our Escrow System. At this point you have completed you entries.

JUST TO BE SAFE WE SUGGEST THAT YOU CLICK THE PRINT THIS PAGE at the bottom of the page so you have a record of the entries.

The screenshot shows a web browser window with the URL <https://cui.active.com/swim-reg/confirmation>. The page title is "Confirmation". The browser's address bar shows the URL. The page content includes a confirmation message, a receipt table, and a sidebar with links to "Active Swimming" and "Swimming discussion forums".

10 & Under 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

| Items | Total |
|--|----------------|
| 10 & Under Meet swimmer surcharge | \$2.00 |
| Event 1B: Women's 200 medley Session 1 - Saturday, January 21, 2012 8:35 AM | \$4.00 |
| Event 5B: Women's 100 breast Session 1 - Saturday, January 21, 2012 8:35 AM | \$4.00 |
| Event 9B: Women's 50 back Session 1 - Saturday, January 21, 2012 8:35 AM | \$4.00 |
| Event 23B: Women's 50 free Session 1 - Saturday, January 21, 2012 8:35 AM | \$4.00 |
| Subtotal: | \$18.00 |
| Estimated total: | \$18.00 |

Explore Active.com

- [Active Swimming](#)
- [Swimming discussion forums](#)

Finally, the system will send you an email confirming your entries. If you don't receive the email check your spam filters and add meetentry@hudsonheat.com to the list of permitted senders.

