

# SUPERMEETS LOGIN INSTRUCTIONS

12/12/2006

## NEW SWIMMERS

When a swimmer joins TXLA, a family account is set-up in SuperMeets. The family account is under the swimmer's last name and the volunteer point standard is set-up (based upon which team the swimmer joins). The TXLA manager handles this set-up. Thereafter, the family manages their own volunteer sign-up.

## NEW USERS in SUPERMEETS:

To register/login to the system:

- \* Click the link <http://www.supermeets.com/Index.cfm?StaffTrackerClient=77>
- \* Select "Your Account & History" in the orange menu bar across the top of the page.

Click on "Set up your account" next to "FIRST TIME USERS"

- 1) Enter your athlete's last name\* **and** the initial password = "swimfast". You will be prompted to enter your email address and a private password. (From now on you will use this login information).
- 2) Press the "Login" button.
- 3) The history/account information for your family will be displayed.

\* Families that share last names will have to use the athlete's first initial also (ex. Smith A or possibly Smith Ab) – but only if you share names. Try the last name only – first.

## LOGIN - when you're ALREADY REGISTERED:

To login to the system and check current point totals (will include hours that you have scheduled for this meet even though you have not worked them yet).

- Click the link <http://www.supermeets.com/Index.cfm?StaffTrackerClient=77>
- Select "Your Account & History" in the orange menu bar across the top of the page.
- Enter **your email address** and **the private password** you created when you registered.
- The history/account information for your family will be displayed.

## FORGOT YOUR PASSWORD:

Login to the system

- Click the link <http://www.supermeets.com/Index.cfm?StaffTrackerClient=77>
- Select "Your Account & History" in the orange menu bar across the top of the page.
- Click on "Forgot your password" and your Password will be emailed to you