

**Carnegie Swimming Club Forum** is a website for Carnegie members only.

When you join please use your swimmers full name so you are easy to find if needed.  
If you leave the club, you will not be able to access the forum.

It is an information tool that assists members keep track of ongoing events within the club, eg. galas, help/volunteers required and occasionally information regarding changes to your child's timetable. You have access to all parts of the main forum and also the squad that your child is in.

### **Quick Start**

You can navigate quickly around the site, just click on the topic that you require.

All new topics and replies have an orange flag beside them on the left, occasionally if someone edits their topic this will not show up as 'new'

However, you can check by looking on the right side of the topic and see the date.

Or right side of page which gives you a list of 'latest topics'

If you check these daily you will be able to keep track of new information and, importantly, changes to timetables.

The menu along the top of the screen is important too for updates. It will state if you have any messages. These are 'private messages' sent individually and give important info.

The Forum is split into 3 main parts

The main body

The uptodate info

Navigation and private messaging

Everyone can view *General Forum*, *Gala info*, *Training*, and all can post topics or reply to topics

### **General -**

*General* - This contains general info. Anyone can post anything in this area.

*Fundraising*- If the club has organised a fundraising event it will be here.

*Club kit* - If you require any club hats, bags or poolside club Tshirts place a message here

*Lost and found* - Speaks for itself, if you lose something at a gala or poolside, enter it here and parents can check kids kitbags to see if it has been picked up by mistake.

### **Gala info -**

*Competition Calendar* - The seasons galas that the Club and Squads are likely to enter

*Meet info* - Information about the gala that the club are attending, warm up times, draft programmes can be found here.

*Gala Entries* - You enter your child for galas (after consulting coaches) in this area stating the swims to be entered, the total cost and finally the method of payment - BACS or cheque/cash to squad rep. Payment must be received before closing date.

This gets locked at the closing date/time so entries must be added prior to this time.

*Past Gala Entries* - All gala entries that have been made.

**Gala Acceptances** - If you have entered a gala, this will tell you if your swims are accepted. Galas run to a tight time schedule and if there are too many swimmers entering, some may, unfortunately, be cut due to the event being oversubscribed.

**Gala Results** - Occasionally results are put on the forum, but visit [www.swimscotland.org.uk](http://www.swimscotland.org.uk) for a comprehensive list of gala results

**Gala Reports** - Speaks for itself! ..... but we are always happy to have offers of help as the coaches cannot always do this

**Technical Officials** - In order for a gala to take place a minimum number of Technical Officials are required to help, and clubs are responsible for supplying them  
Technical officials include Timekeepers, Judges, Starters, Referees, Meet managers and Recorders. These are all volunteers from the club  
This is where volunteers sign up to help at galas.  
Courses being held (eg timekeeping) will be posted here  
When we hold our own gala, we also need marshals and door entry volunteers. A message will be posted online for help.

#### **Training -**

General - Timetable info

Advice and Tips - as it says!

**Squads** - you only see info for the squad that your child is in. If you cannot view the correct squad, please contact Tony Reid, Ally McKilligan, Charlie Chalmers or your Squad Rep  
You will find General info regarding your squad here.

#### **Up-to-date info -**

Scrolling on the right side of the screen, gives you most recent topics and replies

Live twitter feed - follow at @CarnegieSC

#### **Fundraising links**

**Proswimwear** - Click on this link and it takes you straight to Proswimwear web page.  
If you buy from this website, **using the link**, Carnegie SC will receive 7% of the sale made (no additional charge to you!)

**Wrightsport** - Same idea as above, click on this link and it takes you to Wrightsports Webpage, however you must add **CARNEGIESC** as a discount code at the checkout for this to raise funds for the club

**Easyfundraising** - Click here to find many online retailers who, through using this site, will give a percentage of the total sale to Carnegie SC - again no additional charge to you. Just sign up and use!

### Navigation Header -

Profile - Personalise/edit your forum here

You have no new messages - this will change depending on how many private messages (PM) have been sent to you.

#### Subheading

Inbox - A good idea to check this **daily** especially before training sessions in adverse weather. Coaches may PM for you to bring certain kit with you to a training session.

Sentbox - All messages you have sent and have been read by recipient

Outbox - All messages you have sent and are waiting to be read by recipient

To send a PM - Go to inbox, select 'New Topic', type in username (if known) or search by clicking 'find username'. Enter Subject Heading, Type your message and SEND!

Remember to delete your inbox and sent box occasionally

Any problems / queries, please contact Ally McKilligan, Tony Reid, Charlie Chalmers or speak to your Squad Rep.