

Open the login page on the Otters' website – <http://offtheblocks.org/ottersonline/login.php> – and click on the 'Sign up for an Account' link in the New Users section.



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New Users

[Sign up for an account](#)

Returning Users

username

password

Login Clear

[Forgot your password?](#)

The username and password are case sensitive. Make sure cap locks is not on.

Some IE users have trouble signing in. If you are having trouble, go to your browser's Tools and select "Internet Options":

1. On the General tab, on the check for newer versions of stored pages - indicate "Every visit to the page"
2. On the privacy tab, make sure you are not blocking all cookies.

Enter the information required in the "Create a User Account" screen shown below (Cell Number is not required).

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Create a User Account

First Name \*

Last Name \*

Cell Number

Email Address \*   
This will be your username as well

Confirm your Email Address \*

Create A Password \*

Please print this page for your records before continuing.

Sign-Up Cancel

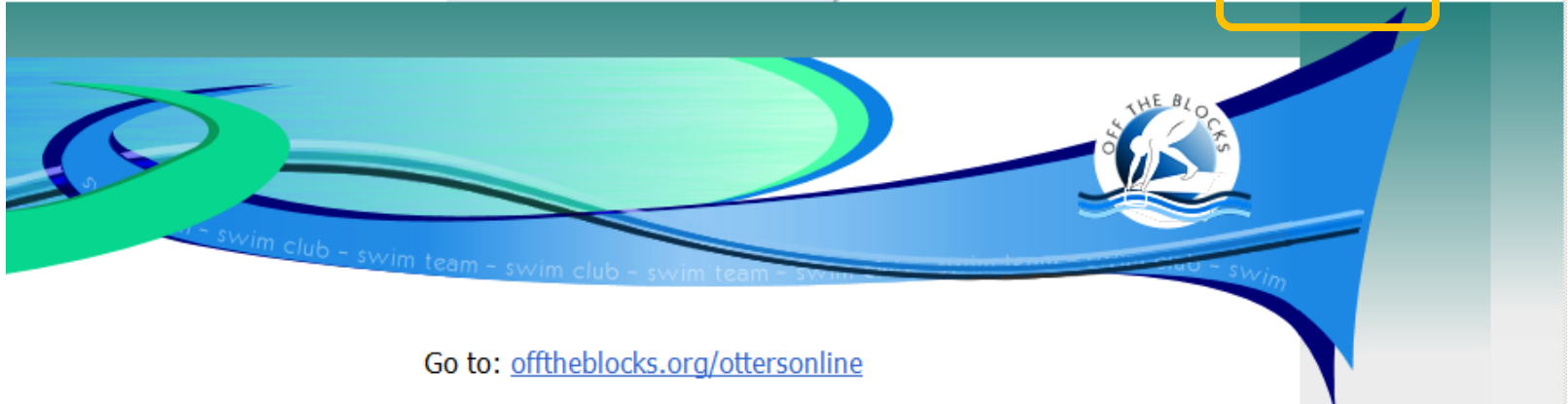
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- Your email address will be your initial log-in user name (you can change this later in the "My Settings" section if you want).
- Remember your password.
- **Please do not create an account using your swimmer's name.** Use your own name. Your swimmer is already in the system with his/her own account and will need to be added to your account (using a Guardian Request).

Once you have created your account you will need to add your swimmer to your account.

In the upper right corner of the screen click on 'My Settings' to open your Settings page. This is the page in which you can edit your personal information and associate your account with your child's/children's "Swimmer" account (for meet sign-ups).

Server Time: 2010-10-12 2:36 PM    nHarmony Content Manager    [HELP] [CONTROL PANEL] [MY SETTINGS] [LOGOUT]



Go to: [offtheblocks.org/ottersonline](http://offtheblocks.org/ottersonline)

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The Edit Settings page is shown below.

Edit My Settings	
First Name *	<input type="text" value="Swim"/>
Last Name *	<input type="text" value="Parent"/>
Email Address *	<input type="text" value="swimparent@home.com"/>
Cell Number	<input type="text"/> <input type="text"/>
User Name *	<input type="text" value="swimparent@home.com"/>
If you change username, you must reenter password	
Password	<input type="password"/>
Only type a password if you want to change your password or you change your username	
Guardian Of	<input type="text"/>
Set me as Guardian Of	<div style="border: 1px solid black; padding: 2px; display: inline-block;">           Select from:  <a href="#">Members</a> </div> Current Selection(s): <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

- If you want, you can change your User Name by entering a new log-in name (beside your e-mail address). You will need to re-enter your password to verify your identity.
- Next, to add your swimmer, click on 'Members' in the middle of the window. This will bring up a "Set Me As the Guardian Of" window that displays all of the available swimmers in the database.
- Find your swimmer by his or her name in the "Available" column. To perform an alphabetical sort of the member names, enter the letter "a" in the Search text box to re-order the names alphabetically (as shown).

Set me as guardian of

Search:  Search

*grayed out items can not be selected or moved*

Make grayed out items Selectable

Available		Selected
Tessa Oakes	<input type="button" value="Add &gt;"/> <input type="button" value="Add All &gt;&gt;"/>  <input type="button" value="&lt; Remove"/> <input type="button" value="&lt;&lt; Remove All"/>	
Thatcher Ervin		
Tibor Palfi		
Tom Lippmann		
Tracey Camire		
<b>Trevor Oakes</b>		
Tricia Banafato		
Wendy & Michael Beagen		
William Carrico		
William Cilia		
William Lovejoy		
		<input type="button" value="Use Selected"/> <input type="button" value="Cancel"/>

**Note:** If you see your swimmer listed twice, you may have created an account using your swimmer's name instead of your own name (and he/she already had an account created by a site administrator). Again, your swimmer should only have a single account!

- Highlight your swimmer's name and click 'Add' to move them into the **Selected** column.
- If you have multiple swimmers, repeat this step.
- Once all your swimmers are added, click 'Use Selected' to return to the Edit My Settings page and then Save your account settings.

Set me as guardian of

Search:  Search

*grayed out items can not be selected or moved*

Make grayed out items Selectable

Available		Selected	
Aaron McGuire	<input type="button" value="Add &gt;"/> <input type="button" value="Add All &gt;&gt;"/>  <input type="button" value="&lt; Remove"/> <input type="button" value="&lt;&lt; Remove All"/>	Tessa Oakes	
Abby Howard		Trevor Oakes	
Abigail Dupuis			
Abigail Lent			
Abigail Rogers			
Abigail Schmitt			
Abigail Zollman			
Adam Hookway			
Adam Stevens			
Alana Ervin			
Alexandra Lewis			
Alexandra Morrell			
		<input type="button" value="Use Selected"/> <input type="button" value="Cancel"/>	

Once you add your swimmer(s) to your account, an email is sent to an Otters website administrator to let him/her know that a Guardian Request has been made. **You will not be able to sign up your swimmers for meets until this guardianship has been accepted.** You will get an email once this has happened and you should be able to sign your swimmers up for meets.

To sign up your swimmer, click the Meet Signup button that is available after you log-in.

Go to: [offtheblocks.org/ottersonline](http://offtheblocks.org/ottersonline)

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If you were to click on Meet Sign up prior to having guardianship of a swimmer you would see the meets listed, but have no way to sign up (N/A appears in the Attending column).

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Store my Choices

### Swim Meets

Meet	Last Signup Date	Meet Date	Attending
Mini Meet 11 and up	N/A	2010-10-23	N/A
Mini Meet 10 and under	N/A	2010-10-24	N/A
November Meet	N/A	2010-11-14	N/A
Exeter Sprint Meet	N/A	2010-12-03	N/A
Exeter Sprint Meet	N/A	2010-12-04	N/A
December Meet	N/A	2010-12-11	N/A
January Seacoast Meet	N/A	2011-01-07	N/A
January Seacoast Meet	N/A	2011-01-08	N/A
January Seacoast Meet	N/A	2011-01-09	N/A
January Otter Meet	N/A	2011-01-16	N/A
February Otter Meet	N/A	2011-02-05	N/A
March Otter Meet	N/A	2011-03-06	N/A
Champs 2011	N/A	2011-03-19	N/A
Champs 2011	N/A	2011-03-20	N/A

Store my Choices

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This is what the Guardianship request looks like to the site administrator when he/she receives it. He/She will accept your request, at which point you will get a notification e-mail at your listed e-mail address.



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### Guardian Requests

Swim Parent requests to be the guardian of:  
Trevor Oakes

[accept /](#)  
[deny](#)

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Once you get the email letting you know that your guardianship has been accepted, log back in and click on the meet sign up button.

Go to: [offtheblocks.org/ottersonline](http://offtheblocks.org/ottersonline)

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You should now see your name and the name of your swimmer(s) in the Meet Signup list.

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Meet Signup (Choose the person whose sign ups you wish to edit)

[George Oakes](#)

[Tessa Oakes](#)

[Trevor Oakes](#)

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Click on your swimmer's name to access the Swim Meets page for your swimmer.

In the "Attending" column, you will now see Yes or No next to the meets your swimmer is eligible for. Make your selection(s). If desired, you can enter additional information in the "Notes" section.

Click 'Store My Choices' and you're done.

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Store my Choices

Swim Meets

Meet	Last Signup Date	Meet Date	Attending
Mini Meet 11 and up	2010-10-18	2010-10-23	<input type="radio"/> Yes <input type="radio"/> No Notes: <input type="text"/>
Mini Meet 10 and under	N/A	2010-10-24	N/A
November Meet	2010-11-06	2010-11-14	<input checked="" type="radio"/> Yes <input type="radio"/> No Notes: <input type="text" value="Wants to do 100BR and 100FL"/>
Exeter Sprint Meet	2010-10-24	2010-12-03	<input checked="" type="radio"/> Yes <input type="radio"/> No Notes: <input type="text" value="Yes for Day 1"/>
Exeter Sprint Meet	2010-10-24	2010-12-04	<input type="radio"/> Yes <input checked="" type="radio"/> No Notes: <input type="text" value="Out of Town for Day 2"/>

Email the website administrator (currently, George Oakes at [julesgeo@myfairpoint.net](mailto:julesgeo@myfairpoint.net)) if you have any questions/issues.