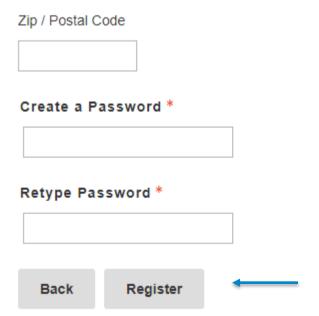


## ACCESSING OPEN WATER

Your chapter will send you the appropriate link for accessing your Open Water application. When you click to begin the application, you'll have two options. If you've used Open Water before, just **log in** with your email and password. If this is your first time using the system, **create an account** using the right-hand column.

Login or Create an Account		
Sandbox		<b>↓</b>
Login		Create a New Account
Email Address *		Email Address *
Password *	lost password?	First Name *
remember me		
	Login	Last Name *
		School/Organization *
		Troupe Number (if applicable)
		Race *
		Check all that apply.  ☐ Aboriginal/First Nations ☐ American Indian or Alaska Native

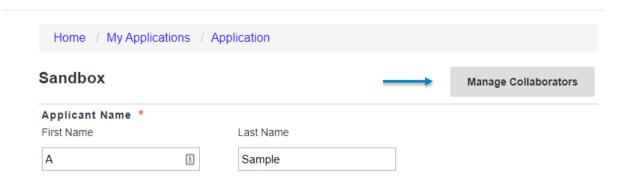
Fill out the necessary fields, create a password, and click to register.





### MANAGING COLLABORATORS

Once you've logged in, you'll be taken into the application. If you are filling out your application on behalf of your group or duet partners, click to Manage Collaborators.

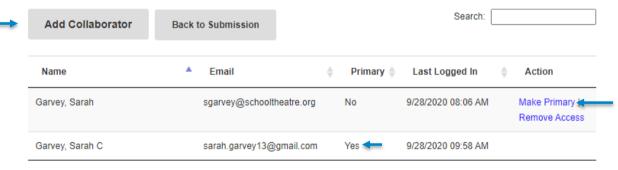


Click **Add Collaborator** to add each of your group members as a collaborator using their name and email. That way, they can contribute to the application and can view the scores once adjudication is complete. Your chapter may also ask you to add your troupe director as a collaborator. Take note of who the primary collaborator should be—only that person can finalize the application. You can change the primary collaborator by clicking **Make Primary** for the appropriate person.

### **Manage Collaborators**

Sandbox - Sample, A

Allow others to access and make edits to your Submission. Only the primary Collaborator will be allowed to submit.



Any collaborators can now access the application from within their own accounts. They can each save new information and edits in the application, but only the primary collaborator will be able to finalize and submit the application.



### **VIEWING SCORES**

Once scoring has been released, you can access your scores by returning to your account in Open Water. Simply click on Complete in your Account menu to see a list of your completed applications. If scores are available, you will see the **View Scores** option.

#### Complete

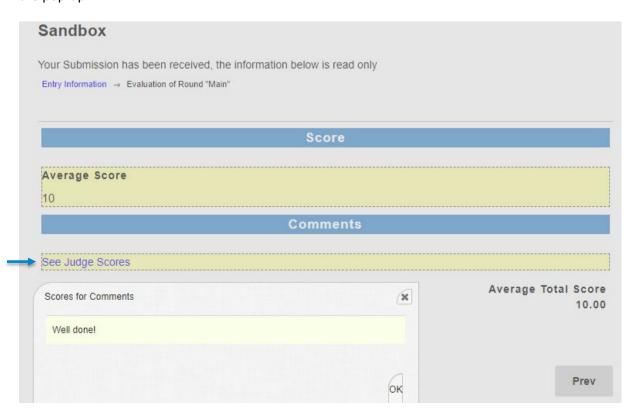


Click to navigate to the Evaluation tab.

#### Sandbox



You'll see your application's average score and can click **See Judge Scores** to view any comments in the pop-up.





### **NOTES**

- Once your application has been submitted, you will not be able to access it to make changes.
- Communicate with your group members/collaborators about who is going to start the application, so you don't end up with duplicated submissions.
- The submission period closes automatically. Please pay attention to any deadlines you receive as the system will not allow you to submit if you are past the date and time of closing.
- Please ensure that any digital materials (Google docs, YouTube links, etc.) are shared using
  public links that will allow any adjudicators to view once they click in. If your application
  materials do not have the appropriate privacy settings, your application may not be evaluated.