

SOUTHWEST CLASSIC SWIM MEET JANUARY 13-14, 2018

Information Packet Summary

(Please read the full Information document for detailed instructions)

ENTRY REGISTRATION HIGHLIGHTS

Entries and proof of time are due Wednesday, January 3, 2018 no later than 8:00 pm EST (see page 3).

Diving Entries are due Friday, January 5, 2018, 8:00 PM

Entry limits: check entry limits for each event on page 2 under entry rules.

Qualifying times: check qualifying times for 400 IM, 500 free and 1650 free on page 7.

Deck entries: there are no deck entries at the meet

Proof of time is due Wednesday, January 3, 2018. Proof for 400 IM, 500 Free, and 1650 Free must be emailed to entry chair (see page 3) by that time or the swimmer may be scratched from the event.

NOTE: Proof of time must be from **meet results** from a short course yard meet (High School, USA, YMCA) in the previous calendar year or SWIMS. You can PDF from SWIMS and email them to your site entry person.

Team manager results are not proof of time. Meet Mobile is not proof of time.

Diving --The diving packet is included. Each diving site will have 1 automatic qualifier. (5 sites) 20 additional divers will be selected by total points. Coaches of qualifiers will be notified and the list will be posted on the web. **All diving entries will be done online.** See [Specific Diving Information](#).

NOTE: As time is limited, each coach will be asked to submit both the 6-dive sheet for prelims and the 11-dive sheet for finals when entering prelims. No 11-dive sheet submitted with prelim entry means no participation in finals. Dives can be changed at the site up to 30 minutes before the meet.

JV events- 100 IM, 50 Backstroke, 50 Breaststroke, and 50 Butterfly are Junior Varsity events. They are scored separately. They are an opportunity for those who typically would not place in the longer events. This year qualifiers for finals will be checked. Any swimmer who qualified for last year's district meet and placed in the top 16 in any individual must be scratched from finals. Also, a swimmer who qualifies for Classic finals in an individual varsity event will be ineligible to swim in a JV final. If the varsity final is on Saturday, the swimmer would be ineligible to swim in a JV final on Sunday.

ENTRY FEE REQUIREMENTS (See details Page 9)

IT IS A REQUIREMENT THAT **BEFORE** PARTICIPATING IN THE MEET, ALL SCHOOLS **MUST PROVIDE** to SOUTHWEST CLASSIC SWIM MEET LLC by January 12, 2018 PAYMENT OF ENTRY FEES OR DOCUMENTATION THAT PAYMENT HAS BEEN AUTHORIZED BY THE ATHLETIC DEPARTMENT.

Entry fees are due on Friday, January 12, 2018. The entry fee is \$6 / athlete. The total number of entries must include **BOTH swimmers and divers** (a participant entered in both diving and swimming is one entry). Alternative ways to meet this requirement are provided on page 10.

NOTE: The maximum entry fee for a team is \$360.

OTHER INFORMATION

Warm-ups for Finals start at 5:30 pm and the Finals meet starts at 6:30 pm.

SWIMS – Times from **Classic Finals** will be loaded into SWIMS if your swimmers USAS-ID is loaded in the meet. Please work with club coaches to be sure that the ID is correct. **DO NOT** enter a USAS ID if the swimmer is not a registered member.

Spectator Admission: the spectator admission fee for each session of Prelims or Finals is \$6.

Admission charge to Finals for non-qualifiers – Only qualifiers will be allowed to enter Finals free. All others will pay the \$6 spectator admission fee.

REMINDERS

Team Entry limits –

- 50 yard events limit 24
- 100 Free and 100 IM Limit 18
- All other events limit 6

500 free, 1650 free, and 400 IM have qualifying times. See Page 9

Maximum entry fee is \$360

There are no deck entries at the meet.

*******NEW THIS YEAR*******

The 100 IM has been moved to Saturday.

THE THIRTY FOURTH ANNUAL SOUTHWEST CLASSIC SWIM MEET
JANUARY 13, 14, 2018

Dates Swimming Prelims – January 13 and 14 at Countryside YMCA, Dayton Raider Aquatic Center (DRAC), Miami University “A”, Miami University “B”, Milford, Mason High School Natatorium, Princeton High School Natatorium, Trotwood-Madison High School, and West Carrollton YMCA.
Times and Warm-up sessions will be set up at the pools with no session beginning before 6:30 AM
Locations 8:00 AM Preliminaries Begin

Swimming Finals – January 13 and 14 at Keating Natatorium

5:30 PM Warm-up

6:30 PM Finals

Diving Prelims – January 14 at Miami University “A”, Miami University “B”, Milford, Mason High School Natatorium, and Trotwood-Madison High School

No diving warm-up will begin before 12:00 PM (noon)

Diving competition will begin 60 minutes after warm-ups begin

Diving finals – January 14, 2018 at University of Cincinnati

7:30 AM Warm-ups begin (Doors will open at 6:45 AM)

9:00 AM Finals begin

Entry Entry is limited to swimmers and divers competing for their high school.

Rules

1. An athlete may compete in four (4) events each day, no more than two (2) of which can be individual events.
2. Entry limits per team
 - a. 50 yard events – 24 entries per team
 - b. 100 yard free – 18 entries per team
 - c. 100 yard IM – 18 entries per team
 - d. All other events –6 individuals per team
 - e. Relays no limit
 - f. Diving is one event on Saturday even if they qualify for finals on Sunday
3. It is important that coaches understand entering both days of this meet will count as two of 16 allowable regular school season meets. Schools may enter more than one relay per event but only one relay can score team points. Only one relay team per event per school can swim at night.

NOTE: Disqualified relay swimmers in Prelims cannot compete on another relay in finals in the same event.

Entry Fees

Due **January 12, 2018**. **IMPORTANT: See page 9 for details**

The entry fee is \$6.00 per athlete. The total number of entries must include **BOTH swimmers and divers** (a participant entered in both diving and swimming is one entry)
Maximum fees per school is \$360.00

Make checks payable to: SOUTHWEST CLASSIC SWIM MEET, LLC

The check for entry fees is mailed directly to

Bill Meredith

1080 Westchester Way

Cincinnati, Ohio 45244

As an alternative, other payment documentation from the athletic department can be emailed to: will_meredith@msn.com

Videotape Entering your school into the classic will be considered consent to videotape the meet for cablecast

Entry The entry chairperson of each pool must receive swimming entries by 8:00 PM Wednesday, January 3, 2018

Deadline and Procedures All swimming entries and diving entries will be done electronically. The swimming event file is posted on the website www.swimmeet.com. You will download the event file and enter your swimmers. E-mail the swimming entry to the chairperson for your pool. See Diving for the online process for diving. Do NOT enter divers in your swimming entry file unless they have swimming events. Diving entries are done in a separate entry process.

School Codes must be exactly as on the Classic Site Assignment spreadsheet posted www.swimmeet.com. Do not enter a LSC. Leave it blank.

Submit entries to

SWIMMING	SWIMMING	DIVING
Countryside YMCA Jason Roberts 513-932-1424 jason.roberts@ymcastaff.org Countryside divers will compete at Milford	Dayton Raiders Aquatic Center Anissa Kanzari 937-307-6835 Kanzari.anissa@gmail.com DRAC divers will compete at Trotwood-Madison	All diving entries are online Questions?? John Mihevic Miami University Mihevijp@miamioh.edu 513-529-8155
Mason High School Natatorium Tom Lewis 513-459-7744 masonswimmeets@yahoo.com	Miami "A" Claudia Multer 513-863-6298 claudia.multer@gmail.com	
Miami "B" Bob Burns 513-430-1381 bburns@burnsweb.org	Milford Kevin Metzger 513-505-0744 Metzger_k@milfordschools.org	
Trotwood-Madison High School Patrick Cassidy 513-897-3457 patrick.cassidy@mac.com	Washington Township Patrick Cassidy 513-897-3457 patrick.cassidy@mac.com WTRC Divers will dive at Mason	
West Carrollton YMCA Anissa Kanzari 937-307-6835 Kanzari.anissa@gmail.com West Carrollton Divers Trotwood	Princeton High School Gary Tameris, Princeton High School 513-885-4814 gary.tameris@gmail.com	Princeton divers should check the site spreadsheet for their diving location.

If you have questions about submitting swimming entries, call Claudia Multer, 513-863-6298. After entries have been submitted, call the appropriate contact above if you have questions.

Rules Unless specified differently, the meet will be governed by the 2017-2018 National Federation of State High School Association - Swimming and Diving rulebook.

Coach/ Medical Forms All competitors must have a coach present at all sessions to compete.
By their participation in an OHSAA sanctioned event all competitors are assumed eligible under OHSAA rules.
All coaches are to be certified under current OHSAA guidelines.

Scoring Individual events:
20,17,16,15,14,13,12,11,9,7,6,5,4,3,2,1,
Relays: Double
Note: 50 Fly, 50 Breast, 50 Back, 100 IM will be scored separately as JV events.

Pools

Countryside YMCA 1699 Deerfield Road Lebanon, Ohio – 8 lane pool	Dayton Raiders Aquatic Center 560 Grange Hall Rd Beavercreek, Ohio 45430 8 lane pool
Keating Natatorium - (finals) 8 lane pool 616 North Bend Rd Cincinnati, Ohio 45224 (St. Xavier HS campus)	Mason High School Natatorium 6100 Mason-Montgomery Road Mason, Ohio 45040 8 lane pool
Miami University Miami University Recreation Center 750 Oak Street Oxford, Ohio – 18 lane pool 2 9 lane courses	Milford High School 1 Eagles Way Milford, Ohio 45150 - 6 lane pool
Trotwood-Madison High School 4440 North Union Road Trotwood, Ohio 45426 8 lane pool	Washington Township Recreation Center 895 Miamisburg Centerville Road Dayton, Ohio 45459 8 Lane pool
West Carrolton YMCA 900 S Alex Road West Carrolton, Ohio 45449 6 lane pool	Princeton High School 150 Viking Way Cincinnati Ohio 45246 8 lane pool

Awards 1-3 Place finishers will receive medals. 4-16 place finishers will receive ribbons.
(finals only) Trophies will be awarded to the first and second place girls and boys teams.

Admission Spectator admission will be \$6 per each session (preliminary or finals). Non qualifiers will be charged full price at finals.

Heat sheets will be \$5 per session (preliminaries or finals).

Check-in There will be a formal check in for all qualifiers at finals at Keating.

Order of Events
Saturday, January 13, .2018

Girls		Boys
101 @	One Meter Diving (Prelims)	102 @
103	400 yd. Medley Relay	104
105	200 yd. Freestyle	106
107 #	100 yd. Individual Medley JV	108 #
109 % QT	400 yd. Individual Medley	110 % QT
111	50 yd. Freestyle	112
113	100 yd. Butterfly	114
115	100 yd. Backstroke	116
117 % * QT	500 yd. Freestyle	118 % * QT
119 #	50 yd. Breaststroke JV	120 #
121	200 yd. Breaststroke	122
123	200 yd. Freestyle Relay	124

Sunday, January 14, 2018

Girls		Boys
101	One Meter Diving (Finals)	102
201	200 yd. Medley Relay	202
203 = * QT	1650 yd. Freestyle	204 = * QT
205	200 yd. Individual Medley	206
207	100 yd. Freestyle	208
209 #	50 yd. Butterfly JV	210 #
211	200 yd. Butterfly	212
213	100 yd. Breaststroke	214
215 #	50 yd. Backstroke JV	216 #
217	200 yd. Backstroke	218
219	400 yd. Freestyle Relay	220

@ Diving will be contested after the morning prelims

* (Prelims Only) Events 117, 118 will be swum after Event 124. Events 203 and 204 will be swum after Event 220.

The 400 IM will swim right after the 100 IM as numbered.

will be scored separately

% Time Finals - with fastest sixteen (16) swimmers competing at night.

= Time Finals - with fastest eight (8) swimmers competing at night.

The 500 and 1650 will be swum fastest to slowest alternating girls and boys heats.

QT indicates a qualifying time is required.

**SWIMS – Times will be submitted to SWIMS from
finals only. The swimmers USAS ID MUST be included in
the entry file for automatic submission.**

Specific SWIMMING Information

Electronic Entries Entries will be submitted electronically. You may use Hy-Tek team manager, Team Unify, or Easy Team. The files can then be emailed to the respective meet entry chairperson. Due Wednesday January 13, 2018 8 PM along with proof of time.

Web Site The meet information and the psych sheet will be posted on www.swimmeet.com.

Instructions for Hy-Tek Team Manager Go to web site www.swimmeet.com and download the event file for the Classic. Save the file on your hard drive. Import the event file. You now have a meet and you can do the entries right in Hy-Tek team manager. The team manager will use the times that you have entered during the season.

The entry file can then be exported and emailed to the entry chairperson for your site. You should receive verification that entries were received from the entry chairperson within 24 hours. Please do not enter your divers in Hy-Tek unless they are also swimmers. Be sure that you use the State abbreviation code. It is the same code that you will use for sectionals. (Also, on the Classic site spreadsheet.)

NOTE: as stated on pages 1 and 8, the entry process is not finalized until entry fee payment has been completed by Friday, January 12, 2018. Instructions to satisfy the entry fee payment requirement are presented on page 8. It is requested that when the team entry file is emailed to the site entry chairperson that you also send an email to the coach with a reminder that the entry fee payment must be satisfied by January 13, 2018 as a requirement for team participation in the Meet

Shaving Coaches, please warn your swimmers that no team personnel/competitor shall perform any on-site shaving before, during or after the meet. Team personnel/competitors shall be disqualified from further participation for on-site shaving. Shaving on site is an ejection.

Miscellaneous Information The top sixteen (16) swimmers in the prelims will advance to the finals. The eight (8) fastest will swim in the championship heat and the next eight (8) fastest will swim in the consolation heat. Prelims will be at nine (9) locations. The results from each event at each location will be transmitted to a central site where the qualifiers for finals will be determined and then transmitted back for posting. They will also be posted on the web www.swimmeet.com as they become available.

All qualifiers have thirty (30) minutes after the posting of each event's qualifier list to scratch finals without penalty.

Penalty for a no show in finals without scratching – the swimmer/diver is disqualified from further competition that day.

The 500 Free and the 400 IM will be timed finals with the fastest sixteen (16) swimming at finals. The 1650 is a timed final event with the fastest eight (8) swimming at finals. The swimmers in the mile may enter a 1650 yard time or a 500 yard time. If using a 500 yard time please put an S after it as though it were short course meters.

Coaches, you must prove these times (400 IM or 200 IM for the 400 IM, 500 free, 1650 free or 500 free for the 1650 free) with **meet results** from high school, USA Swimming, or YMCA meets from the last calendar year. Times from 2016 High School Classic are okay. Team manager files and Meet Mobile are not okay. Failure to provide the proof of time shall result in the competitor being removed from that event.

The 1650 will be swum fastest to slowest, alternating girls and boys.

Qualifying Times 500 free Boys: 6:00.00 Girls: 7:00.00

***All entries for these events must show proof of time by Friday, January 8 or the swimmer will be scratched. **

1650 free Boys 20:00.00 Girls 21:00.00
Or 500 free for 1650 Free Boys 5:45.00 Girls 6:15.00 Put an S after the 500 free time used to enter the 1650
1650 free times will be seeded as the fastest times.

400 IM Boys: 6:00.00 Girls: 7:00.00
200 IM time for the 400 IM 2:20.00 Boys 2:30.00 Girls Put an S after the time
400 IM times will be seeded as the fast times allowing those with legitimate 400 IM times to be seeded in the evening events.
Please put an S after the 200 IM time in the 400 IM and after the 500 free times in the 1650

EVERY TIME ENTERED IN EVENTS WITH A QUALIFYING TIME MUST BE PROVED BY WEDNESDAY, January 3, 2018

EMAIL PROOF TO YOUR ENTRY CHAIR.

IF PROOF IS NOT PROVIDED YOUR SWIMMER MAY BE SCRATCHED.

A printout from SWIMS is ok for proof of time.
Times from 2016 High School Classic are okay

Swimming

There will be a warm-up procedure. Please follow it.

General Guidelines

All alternates for the finals must report to the referee when their event is called.
A thirty (30) minute scratch rule will be in effect for finals. Swimmers failing to compete in an event without scratching will be disqualified from further competition. Penalty for a no show in finals without scratching – the swimmer/diver is disqualified from further competition that day.

Distance Events

Please adhere to the cut-off times for the 400 IM (or 200 IM for the 400 IM), 500 free and 1650 free (or 500 free for the 1650). EVERYONE MUST PROVE TIMES IN THESE LONGER EVENTS.

Relays

All relays will be prelims and finals.

Timers

Timing assignments will be posted before the meet.

Bring your own watches.

Notify your meet manager if there are problems

ENTRY FEE INFORMATION

****All payments must have the name of the HIGH SCHOOL on the check or P.O. ****

IT IS A REQUIREMENT THAT BEFORE PARTICIPATING IN THE MEET, ALL SCHOOLS MUST PROVIDE to **SOUTHWEST CLASSIC SWIM MEET LLC** PAYMENT OF ENTRY FEES OR DOCUMENTATION THAT PAYMENT HAS BEEN AUTHORIZED BY THE ATHLETIC DEPARTMENT.

OPTIONS TO MEET THIS REQUIREMENT ARE PROVIDED BELOW:

#1 - MAIL CHECK BEFORE JANUARY 12, 2018, send the check to the following address:

Bill Meredith
1080 Westchester Way
Cincinnati, Ohio 45244

NOTE: If the check will likely not be received before January 13, 2018, please ALSO communicate with me per Option #2.

#2 – COMMUNICATE BY EMAIL OR PHONE BY JANUARY 12 – if the check for entry fees is delayed please inform me about the situation by January 12. Communication from the AD office is requested. Communication may be, for example, that the Athletic Director has signed the invoice (page 10 and approved payment, or that the PO is being processed, or that the check should be in the next check run. I prefer email with an attachment documenting that the payment has been approved. But a phone call is another alternative. Contact information is as follows:

Bill Meredith
[513-833-1198](tel:513-833-1198)- cell phone
[513-965-8439](tel:513-965-8439)- home phone
will_meredith@msn.com

#3 – DELIVER PAYMENT OR DOCUMENTATION TO THE SITE CHAIRPERSON PRIOR TO THE START OF THE MEET ON JANUARY 13 – frankly, this is the least desirable of the options because of how busy the morning is prior to the start of the meet. However, this will work by:

1. Delivering a check at the meet
2. Presenting a copy of the invoice (signed by the A.D. or principal)
3. Presenting a copy of the P.O.

If you have questions, you can contact me as indicated above

A copy of the invoice is included on page 10.

**THE THIRTY THIRD ANNUAL SOUTHWEST OHIO HIGH SCHOOL
SWIMMING AND DIVING CLASSIC
January 13 & 14, 2018**

INVOICE

INVOICE DATE:	
Bill To:	

School District	

High School	

Athletic Director	

DUE DATE	Upon Receipt
<p>Make check payable to SOUTHWEST CLASSIC SWIM MEET, LLC</p>	
Remit To:	
<p>SOUTHWEST CLASSIC SWIM MEET, LLC c/o Bill Meredith 1080 Westchester Way Cincinnati, OH 45244 will_meredith@msn.com</p>	

# of Athletes	Entry Fee per Athlete	Entry Fees
Swimmers		
Divers	+	

Total Athletes	x \$ 6	=
Maximum Fees per School		= \$ 360
The lesser of the two Entry Fees is the Amount Due:		

The signature of the Athletic Director or Principal is required and denotes that the AD has requisitioned payment and is aware that entering the school in the Classic is consent to allow the meet to be videotaped for cablecast.

**Athletic Director or Principal
Signature** _____

Any questions, please contact Bill Meredith at 513-833-1198.

Specific Diving Information

Changes to Meet

Diving - Each diving site will have 1 automatic qualifier. (5 sites). Twenty (20) additional divers will be selected by total points. The results of the diving prelims will be posted on www.swimmeet.com and emailed out to the diving coaches as soon as the list of 25 divers is completed. As entry time for finals will be limited, each coach will be asked to submit both the 6-dive sheet for prelims and the 11-dive sheet for finals when entering prelims. No 11-dive sheet submitted with prelim entry means no participation in finals. Dives can be changed at the site up to 30 minutes before the meet. All diving entries will be done online.
See Specific Diving Information

Entering Divers Names

The divers' names and dives must be submitted and received by John Mihevic by 8 PM on Friday, January 5, 2018 via the online entry procedure. Diving entries are to be submitted via CleanEntries.com. Detailed instructions on how to use this system can be found at the end of this document. Divers are only entered in the swimming entry file if they are entered in a swimming event. Names must match in both places.

Each school should send one set of entries for the girls 1m Prelims (6 Dives), one set of entries for the boys 1m Prelims (6 dives), one set of entries for the boys 1m Finals (11 Dives) and one set of entries for the girls 1m Finals (11 Dives)

The diving prelims will be held on Saturday, January 13, 2018. WARM-UPS FOR DIVING PRELIMINARIES AT ALL SITES WILL START NO EARLIER THAN 12:00 PM (NOON).

Competition will begin 60 minutes after the warm-ups begin. Although there will be eight sites in swimming, diving will be at only five sites, Miami University (2), Mason High School Natatorium, Trotwood-Madison High School, and Milford High School. West Carrollton YMCA and DRAC divers will dive at Trotwood-Madison. Countryside divers will compete at Milford. WTRC will dive at Mason.

All dive sheets will be printed out using eDive software. Each diver and coach will be required to sign their dive sheets to confirm the information has been entered correctly. All signatures are required at least 30 minutes prior to the start of competition. A coach may make changes up to 30 minutes before the meet begins.

Diving PRELIMS Diving Format

The diving prelims, consistent with the 2016-2018 National Federation rule book will consist of six (6) dives. There will be no cuts. Each diver will perform all six dives. The dives shall consist of three (3) VOLUNTARY dives and three (3) OPTIONAL dives. The voluntary dives shall be done first followed by the optional dives.

Two (2) of the three (3) voluntary dives shall come from two groups – reverse and twisting. All voluntary dives shall be assigned their DD up to a value of 1.8. Any voluntary dive with a DD greater than 1.8 shall be assigned a DD of 1.8.

- a) The three (3) optional dives shall each come from a separate group – forward, back, reverse, inward, twisting. No more than one (1) optional dive from the same group is permitted.
- b) Any diver who cannot complete the required dives shall be ineligible for finals.

A copy of the dive sheets will be available when the scoring process is complete. Please do not take score sheets from the scorer's table before the process is complete.

*Diving FINALS
General
Information*

The top one (1) scoring girl and boy diver from each site will automatically qualify for Finals along with the next 20 at large divers to make a field of 25 divers to be held at University of Cincinnati on Sunday, January 15, 2018. Any diver that does not have a valid 11-dive sheet turned in prior to the entry deadline will not be eligible for finals. The next diver in order will be advanced.

The results of the diving prelims will be posted on www.swimmeet.com, and emailed out to the diving coaches as soon as the list of 25 divers is compiled. We will list the next 2 divers that have a valid 11-dive sheet as alternates to fill in if we have no shows at finals.

Warm-ups begin at 7:30 AM. (Doors open at 6:45 AM.) Competition will begin at 9 AM and should conclude at approximately 3 PM. (Alternates may warm-up at 7:30 AM)

The finals shall consist of five (5) voluntary dives and six (6) optional dives for a total of 11 dives.

*Diving FINALS
Diving Format*

- a) The five (5) voluntary dives shall come from each of the five groups – forward, back, reverse, inward, twisting – with their assigned DD and have a sum of 9.0 or less.
- b) The six (6) optional dives shall include at least one (1) chosen from each of the five (5) groups. No more than one (1) optional dive from the same group is permitted through semifinals.
- c) All five (5) groups must be represented in the first eight rounds.
- d) The dives to be performed during each round of championship competition shall be as follows:

Preliminaries: Any two voluntary and three optional dives can be performed in any order with the preliminary round. The group will be cut to twenty (20) after prelims.

Semifinals: Two voluntary and one optional must be performed in any order with the semifinal round. The groups will be cut to sixteen (16) after Semifinals.

Finals: One voluntary and two optionals must be performed in any order in the Final round.

Step by step instructions for diving entries

You do not have to have any particular software or license to enter the meet. If you have any questions or concerns, you are welcome to contact John Mihevic, mihevijp@MiamiOH.edu or 513-529-8155.

(REALLY! This is not hard to do. The instructions look long because I have given you step by step instructions!) Please make sure you have your diver's date of birth before you begin.

1. Go to www.cleanentries.com

If coach and team are already registered on the clean entries site, Skip to #3 below. Periodically please review your profile in order to make sure it is still accurate. Please verify that your school code is correct. Check the 2018 Classic site assignment spreadsheet www.swimmeet.com.

2. **Coach**

- a. If first time user, click on Create Account on top right of main screen
- b. Fill in the six fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
- c. Click "Register me as a Coach"
- d. Click "Create User"
- e. If all is completed correctly, you will receive a "Complete" message on your screen. You must verify your account before proceeding. You will have two options to verify to accomplish this task.

Option #1

Write down or copy with your mouse the activation code you see on your screen. In the upper right hand corner of the window, there is a "Verify Account" link. Click that link and either enter or paste the activation code in the space provided.

Option #2

An email will be sent to the email address you just registered. You will need to click on the link contained in the email in order to verify your account or copy/paste it into your web browser address bar and press "ENTER".

Frequently, these types of verify emails end up in your "spam" or "junk" folder.

Please search for them there. If you are using a "school" email address and do not receive the verification email, try a non-school email address or option #1.

- f. Whichever method you use, if it is completed correctly, you will receive a "The user name [] has been activated." Message

- g. Click "Login" in the upper right corner.
- h. Fill in the two fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
- i. Click "log In"
- j. Complete "Coach Profile"

If you have membership numbers for other diving organizations, you are welcome to enter them here as well.
- k. Once all the **required** fields and any optional fields are complete, click "Save Profile"
- l. **Adding your team**
- m. Go to the Left side of the page and click "Click here to Add the teams that you belong to" under "Teams I am Affiliated With"

Select your team from the list. If it is not listed, click "**click here to add it.**".

Fill in the fields. **For NFHS meets, please use your correct HY-TEK code.**

Once all fields are complete, click "**Save the Team**"
- n. Click the "Meets" box at the top of the page.
- o. Click the upcoming meet you will be attending
- p. Scroll down the page and click in each answer box if the statement is correct.
- q. Click the "Save my changes" box.

3 **Register Diver into Database and Enter Diver into Meet**
(The coach may do all this at one time!)

- a. If you (coach) have not already logged in, do so.
- b. Click on the "Dashboard" box at the top of the page.
- c. Click on "Register for a meet" link located above "Your Teams Upcoming Meets"
- d. Select the meet from the dropdown box labeled #1 by clicking the down arrow key located at the right side of the green highlighted box.

All your entries for that meet will appear for all your schools by school, if you coach more than one school.
- e. Select the team from the dropdown box labeled #2 by clicking the down arrow key located at the right side of the green highlighted box.

All the members of that team will appear in the box labeled #3.

- f. At this point you will have two options.

Option #1

Select a diver from the list by clicking on the diver's name.

Option #2

Click on "<Register a new diver>. If you have never registered a diver before, please enter a last of one of divers and then hit search and then the link to register will up.

Even if the diver has not registered on the clean entries site and set up a profile, you as the coach may add them to the database at this time. You will need the diver's correct birth date!

- g. Click on "Register Selected Athlete for Meet" box labeled #4.
h. If you selected a diver already in the list, then skip to "j." below.

If you opted to "Register a new diver", then the "Adding a New Athlete" window will open.

Fill in the four fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)

IT IS VERY IMPORTANT THAT THE "DATE OF BIRTH" FIELD IS CORRECTLY ENTERED. THIS FIELD CANNOT BE CHANGED LATER WITHOUT ADMINISTRATIVE ASSISTANCE. IF IT IS INCORRECT AND THE DIVER IS A CLUB DIVER, IT CAN CAUSE PROBLEMS FOR AGE-BASED ENTRIES!!!

Click "Continue"

- i. If all is completed correctly, a "no reply" message will be sent to the coach's email address. It will contain a Username, temporary password, and security question and answer for the diver just added.

Very often, these "no reply" emails end up in your "spam" or "junk" folder.

Please search for them there. If you are using a "school" email address and do not receive the email, try a non-school email address. Many time school systems block these type of "no reply" emails.

Please give a copy of the email to the diver, as at some point the diver will need to login and fill out their profile information.

- j. The "Event Selection" window will open only if there is more than one event in the selected meet that the diver is eligible to enter. If there is only one event available for the diver, skip to "4." below.

Click on the appropriate event in box #1. Click

"Continue with Registration" in box #2.

4 Event Registration

- a. The "Event Registration" window will open.
- b. Make sure Meet name, Diver name, and your team name are correctly displayed.
- c. Enter dive number and position. Indicate Vol/Opt.
Note: The rules for the event are to the right of the entry box.
- d. After entering all dives, click "Check My Dive Sheet". The system will validate the sheet. If there are errors, it will inform you of the problem. You will not be allowed to proceed until the sheet is valid.
- e. After the sheet is validated, click "Save My Dive Sheet". **The diver is not entered in the meet until the sheet is validated and you click "Save My Dive Sheet"!**
You will be taken back to the "Manage Entries" screen so that you may register/enter the next diver.
- f. On the "Manage Entries" screen, after you select the meet in which you entered your diver, the diver's name will appear below Box #1. There are three icons next to the diver's name. By clicking on the respective icon, you may: 1. Scratch the diver (Red "x"),
2. Edit the dive sheet (pencil), or 3. Print the dive sheet (printer). **Options #1 & #2 are only available while entries are still open!**

5. Dive Changes:

- a. You may make changes to the sheet online until the registrations close (You may still make changes thereafter on deck up until 1 hour (or the posted deadline for on deck changes) prior to the beginning of the meet.)
- b. Login as the coach
- c. Click "Dashboard" at the top of the screen
- d. Click on the pencil next to the diver's name under the correct meet in order to make changes to the diver's sheet.
- e. Make dive changes by following instructions a-g under "Event Registration" above