Regional Entries with NCPrepSwimming.com

A Guide For NCHSAA Swimming Coaches

Prerequisites

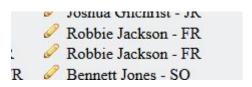
Before you can create your team's Regional Entries, you will need:

- A user account at NCPrepSwimming.com upgraded to coach access for your school. (Once registered, email Eddie <u>ncprepswimming@gmail.com</u> to upgrade your account).
- All of your in-season meets INCLUDING DIVING sent to <u>ncprepswimming@gmail.com</u>

Confirm all of your meet results

- Ensure all of your meets have been entered
 - Click on "My Meets" and review the list of results
 - Let Eddie (<u>ncprepswimming@gmail.com</u>) know immediately if there are meets missing.
- Review results for accuracy

Check your roster



- Ensure your roster is accurate
 - Look for duplicate names and merge records as necessary

Cancel

Save

- Correct misspellings and dates of birth
- The pencil icon will open an edit dialog for each athlete



Creating your Regional entries submission

- Click on "Regional Entries" and select a squad (Boys / Girls)
- Use the point-and-click interface to highlight your entry selections.
 - You may only enter a maximum of 4 individuals per individual event.
 - You may only enter a maximum of 1 relay per relay event
 - Relay names are declared in order by click.
 - You may declare one alternate per relay
 - Each athlete is limited to a maximum of 4 total events
 - Each athlete is limited to a maximum of 2 individual events
- Automatic Qualifiers are in BOLD, Consideration times are in regular type
- Non-qualifying times are displayed grayed out.
- Don't forget to do BOTH boys and girls and click Submit.

Questions? Email Eddie: NCPrepSwimming@gmail.com