



# 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.
- All of your in-season meets INCLUDING DIVING uploaded to [www.ncprepswimming.com](http://www.ncprepswimming.com)







# 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 ([ncprepswimming@gmail.com](mailto:ncprepswimming@gmail.com)) know immediately if there are meets missing.
- Review results for accuracy



# Check your roster

		Joshua Gilchrist - JR
		Robbie Jackson - FR
		Robbie Jackson - FR
R		Bennett Jones - SO

- Ensure your roster is accurate
  - Look for duplicate names and merge records as necessary
  - Correct misspellings and dates of birth
  - The pencil icon will open an edit dialog for each athlete (or the name itself in some browsers)

**Roster Entry**

First Name

Robert

Middle Initial

Last Name


Jackson

Preferred First Name

Robbie

DOB

2001-12-23



Gender

M ▾

Year

FR ▾

Merge?

☒ Merge this athlete record with another?

Save

Cancel

**Athlete Record Merge**

Select a record to merge with current record.

1223:Joshua Gilchrist

1224:Lloyd McNemar

1203:Luke Bryan

1565:Robbie Jackson

1215:Spencer Wallis

1209:Thomas Lopez

Jackson - FR)

Merge

Cancel

# Creating your Regional entries submission

- Click on “Create My Post-Season Entries” and select your region meet from the drop-down and a squad ( Boys / Girls )
- Use the point-and-click interface to highlight your entry selections.
  - You may only enter a maximum of 2 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
- Non-qualifying times are displayed grayed out.
- Don't forget to do BOTH boys and girls and click “Submit Entries” for EACH.

# Entering your Divers

- Once you've submitted entries, if you entered divers, you'll see this message:


Your entries have been recorded.  
You may [edit them](#) until the deadline. If you have dive sheets to enter, they will now be available on your [entry matrix page](#).

- EAST regional teams need to enter their divers' lists through the link included on the entry matrix page:

Entry times are NOT updated when and if results are updated. If your swimmers have improved their times, you MUST resave your entries to reflect updated times. The grid display will always show the best time even if it's faster than what's been submitted as an entry.

To use this form, simply click on a qualifying time to select that entry. For relays, select swimmers in order they will swim.

You have one or more divers entered in this meet, please [enter their dive sheets here](#).



# Entering your Divers, cont.

- The dive entries module will show you all of your entered divers for a given event (either girls or boys).
- Open the dive sheet for each, enter the dives, and click submit.
- Correctly entered dive sheets will be updated with a green icon.
- Only correct dive sheets will be accepted. The system will identify mistakes.



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NCHSAA Teams in the EAST Region need to submit their dive sheets online. Dives may be changed until 1 hour before competition.

Confirmed Entries

Athlete	Team	Dive Sheet	Status
⊖ Ava Gilroy	Hough Huskies	<a href="#">Open Dive Sheet</a>	⚠
⊖ Carly Carriker	Hough Huskies	<a href="#">Open Dive Sheet</a>	⚠
⊖ Andra Buchan	Hough Huskies	<a href="#">Open Dive Sheet</a>	⚠
⊖ Lilly Neal	Hough Huskies	<a href="#">Open Dive Sheet</a>	⚠

Resources:

- [Getting Started Guide](#)
- [Meet Scoring Instructions \(NCPS\)](#)
- [Team Abbreviations \(csv\)](#)
- [FAQ](#)

Coaches:

Girls Diving (11 dives)

Meet: 2020 NCHSAA 4A West Regional 2020-01-31  
Team: Hough Huskies  
Name: Carly Carriker

Round	Dive	Voluntary
Prelims:		
1	<input type="text"/>	<input type="checkbox"/>
2	<input type="text"/>	<input type="checkbox"/>
3	<input type="text"/>	<input type="checkbox"/>
4	<input type="text"/>	<input type="checkbox"/>
5	<input type="text"/>	<input type="checkbox"/>
Semi-Finals:		
6	<input type="text"/>	<input type="checkbox"/>
7	<input type="text"/>	<input type="checkbox"/>
8	<input type="text"/>	<input type="checkbox"/>
Finals:		
9	<input type="text"/>	<input type="checkbox"/>
10	<input type="text"/>	<input type="checkbox"/>
11	<input type="text"/>	<input type="checkbox"/>

[Submit Dive Sheet](#) [Cancel](#)

# What's next?

- Once you've clicked submit, your entries are saved, and no further work is required.
- You can save your entries at any time, and as often as you like until the entry deadline. Only the last submission will be kept for entries.
- Links to your saved entries will be shown on the Regional Entries page near the squad selection box. If you see the link, we have your entries.
- SCENARIO: You saved your entries before your conference meet, and Suzie is entered in the 50 free for Regionals. Suzie improves her time at the conference meet.

You MUST re-submit your entries for her time to be updated.







Questions? Email Eddie:  
[NCPrepSwimming@gmail.com](mailto:NCPrepSwimming@gmail.com)