

MEET ENTRY INSTRUCTIONS

If filled out correctly, scoring can electronically import the swimmer information directly into the scoring system without having to do it manually, saving us a ton of time!

- If you type each entry in the form, it will import well
- Select your three-letter code from the top drop-down menu or type it in. It will automatically populate your team's name.
- If you want to copy and paste information, you can only do it for the following columns:
 - Registration #
 - First name
 - Last name
 - Birth YEAR (not full birthdate)
- For the FMGO or Female/Male/Gender Inclusive/Open Column:
 - Use the drop-down menu options
 - I recommend selecting female for the first swimmer, then dragging the right corner down of that cell all the way down to your last swimmer
 - Then you can change the selection for your few male/other gender swimmers.
- Awards group
 - Use the drop-down menu options
 - Please select the awards group based on your swimmers "synchro age" for that season.
 - Example: If you have a 10 year old doing Intermediate 10&U Figures and swimming an Intermediate 11-12 Team, please select Intermediate 10&U for the awards group (they will be awarded appropriately for each event).
 - Example: You have a 15-year-old who has a 15-17 solo, 18-19 duet, and 16-19 combo. You would select 15-17 age group as the award group.
- Routine ID #
 - Example for multiple of the same type of routines:
 - If you have 7 total Team Routines (2 novice, 2 Intermediate, 1 12&U, 1 Youth, 1 15-17 AG) please ID them as teams 1, 2, 3, 4, 5, 6, and 7 even though they are in different age groups.
 - This avoids having to do multiple swimmer entries

- One entry per swimmer:
 - Each swimmer should have one entry!
 - The system gets confused when one swimmer with the same name has multiple entries
 - The only time a swimmer should have more than one entry is if they are competing in more than one figure group
 - In that case give them different names in the last name column.
 - Example of entry one
 - First name: Bethany, Last name: Bragg – 12&U
 - Awards group: 12&U
 - Example of entry two
 - First name: Bethany, Last name Bragg – Youth
 - Awards group: Youth
 - *you can indicate in the notes section that they are honorary
- PLEASE DO NOT DELETE ENTRIES OR INSERT NEW COLUMNS!
 - If you enter in someone and then later want to delete them, it will give us an error code on the backend, and we will not be able to import your sheet.
 - If you need to take swimmers out, please create a new form without those swimmer(s).
 - If you forgot a swimmer, please add them to the end of your list and do not insert them in between other swimmers.
- PLEASE DO NOT USE APPLE PRODUCTS WHEN FILLING OUT THE FORM!!!
 - This form really does not like Apple products, and it will not transfer well to the scoring system.