



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 ncprepswimming@gmail.com to upgrade your account).
- All of your in-season meets INCLUDING DIVING sent to ncprepswimming@gmail.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) 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

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.

Jackson - FR)

- 1223:Joshua Gilchrist
- 1224:Lloyd McNemar
- 1203:Luke Bryan
- 1565:Robbie Jackson
- 1215:Spencer Wallis
- 1209:Thomas Lopez

Merge Cancel

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