



# 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](mailto:ncprepswimming@gmail.com) to upgrade your account).
- 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

**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

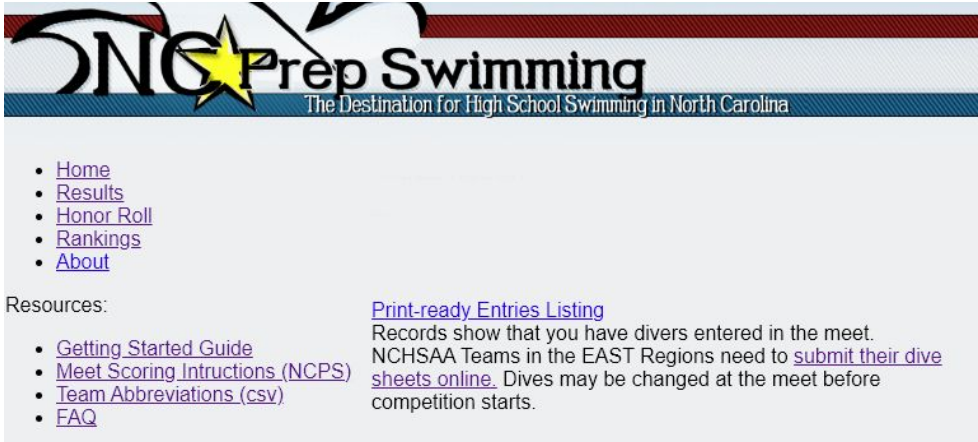
Merge Cancel

# 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 “Save Entries” for EACH.

# Entering your Divers

- Once you've submitted entries, if you entered divers, you'll see this message: "Records show that you have divers entered in the meet."
- For 2020, EAST regional teams need to enter their divers' lists through the link included in the above message. Click on "submit your dive sheets online."



The screenshot shows the header of the UNC Prep Swimming website. The header features the logo "UNC Prep Swimming" with a yellow star and the tagline "The Destination for High School Swimming in North Carolina". Below the header is a navigation menu with links to Home, Results, Honor Roll, Rankings, and About. A "Resources:" section is also visible, containing links to Getting Started Guide, Meet Scoring Instructions (NCPS), Team Abbreviations (csv), and FAQ. A message in the Resources section states: "Records show that you have divers entered in the meet. NCHSAA Teams in the EAST Regions need to submit their dive sheets online. Dives may be changed at the meet before competition starts."

**UNC Prep Swimming**  
The Destination for High School Swimming in North Carolina

- [Home](#)
- [Results](#)
- [Honor Roll](#)
- [Rankings](#)
- [About](#)

Resources:

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

[Print-ready Entries Listing](#)  
Records show that you have divers entered in the meet. NCHSAA Teams in the EAST Regions need to [submit their dive sheets online](#). Dives may be changed at the meet before competition starts.

# 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.



**NCHSAA Prep Swimming**  
The Destination for High School Swimming in North Carolina

- [Home](#)
- [Results](#)
- [Honor Roll](#)
- [Rankings](#)
- [About](#)

Resources:

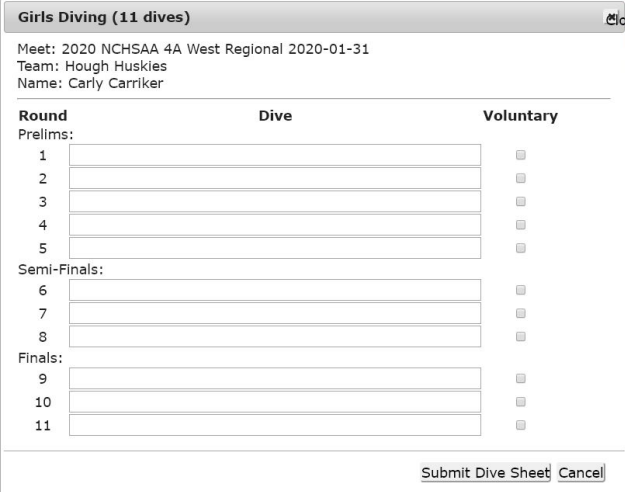
- [Getting Started Guide](#)
- [Meet Scoring Instructions \(NCPS\)](#)
- [Team Abbreviations \(csv\)](#)
- [FAQ](#)

Coaches:

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 Carrier | 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> | ⚠      |



**Girls Diving (11 dives)**

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

| 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