

# *STOP's Swim Meet Entry Procedure*

First, know that all the information about swim meets is posted on the "Swim Meet" page of our website at: [www.swimplacentia.org](http://www.swimplacentia.org). You will be notified when information is available through STOP Notes. Meet Information Forms are no longer being handed out to the files. If at anytime you are not able to open the documents or are not able to access the website, hard copies of the Meet Information Forms and Meet Participation Forms are always located in the top drawer of the filing cabinet.

Once the Meet Information is posted on the website . . .

- **Entries will be due back to me by end of practice of the indicated Thursday night** . Entries can be turned in by e-mail with the meet name in the subject line, or by turning in a Meet Participation Form to my file. Normal meets are due back to me two weeks before the meet. Travel meets may have a three week deadline. Ignore the Monday deadline posted on the actual Meet Information Form.

- **By noon Friday, I will post the "Rough Entries"** for the meet on the website. You then have until noon Saturday to review and verify your entries or to add entries. **I will not be sending individual e-mails to verify that I received your entries.**

Note: Entries posted on the website will list all the girls, then the boys.

- **After noon Saturday, I will send in the "Final Entries"** and post them on the website. Once I do this, you may not make changes to your entries. If you missed this deadline, you can still enter by filling out a white meet entry card and mailing it to the meet secretary on your own. Directions are on the website.

Reasons to check the Rough Entries . . .

**Meet Participation Forms being turned in without the swimmers name.** Since I do not know who to enter, this swimmer will not be entered unless the family checks the rough entries and sees that they are not on the list.

**To correct entry mistakes that I made.** Entries are made by clicking small boxes. On average, we swim over 350 events at a meet so it is easy for me to click the wrong box.

**To see the corrections that I make to your entries.** When entries are turned in with mistakes, I make the correction as I process the entries. I also may change my swimmers entries altogether.

**Extra Reminders:** When entering by e-mail, **please put the meet you are entering in the subject line.** Otherwise, your entry may be misplaced. When an entry for a particular meet is sent to me, it gets moved into a file just for that meets entries. I do not view the e-mail until I start processing the entries. This is why you also **do not want to include questions with your entries** as it may be some time before I actually read your question