

2021-22 DISTRICT XI OFFICIAL ENTRY FORM PIAA SWIMMING & DIVING CHAMPIONSHIPS

DIVING – FEBRUARY 26, 2022 – EMMAUS HIGH SCHOOL

SWIMMING – March 4 & 5, 2022 – PARKLAND HIGH SCHOOL

Swimming Information:

Each school may enter up to 4 entries in each individual event providing they meet the 2022 modified consideration times. Contestants are limited in competition to no more than four (4) events – two individual and two relays, or one individual and three relays. Being designated as a relay contestant shall not count as an event **until officially declared** the day of competition. Each school may enter one relay team for each relay. This year's Championships will have 16 swimmers, 16 relays and 16 divers in each event. There will be two (2) heats for each swimming event.

Diving Information:

Each school may name up to five (5) entries in each event providing they meet established qualifying standards, but only four (4) may compete. Diving will be conducted following NFHS Championship rules with an 11-Dive program. In addition, each diver must submit a signed (by PIAA official) dive sheet from the 2021-2022 PIAA Swimming/Diving season

With a six (6) dive minimum score of:

AA Girls 140 AAA Girls 150

AA Boys 140 AAA Boys 150

or with an eleven (11) dive minimum score of:

AA Girls 240 AAA Girls 250

AA Boys 240 AAA Boys 250

to be eligible to participate in the 2022 District XI Diving Championships.

Coaches will have to submit the signed diving score sheet to Dave Griebel (dave@tambar.com) by 12:00 pm (noon) Sunday, February 20, 2022 so he can verify the score before acceptance into the 2022 District XI Diving Championship.

Team Scoring:

For those schools that sponsored a team during the regular season and participated in at least nine (9) dual meets, sixteen-place championship scoring will be used to determine a team champion.

Pre-Meet Warm-up for swimming and diving:

On Wednesday, February 23, 2022 there will be diving from 6:00-8:00 pm at Emmaus High School.

On Saturday, February 26, 2022 there will be swimming from 2:00-5:00 pm at Parkland High School.

These sessions will be open to any swimmer/diver that will be competing in the 2022 District XI Swimming/Diving Championships. These sessions require that the school's head and/or assistant coach be present to supervise their athletes from the time they enter the building until the time they exit the building. No official coach - no warm-up!

Entry Instructions:

Use Hytek Team Manager to enter all swimmers and **divers** in their events and email the entry file to Lynn Williams at lynnwilliams.districts@gmail.com. Also send the e-mail to Mike Seip at mikeseip.districts@gmail.com. You will receive confirmation that the entry file has been received. **If you do not receive confirmation within 24 hrs. please call Lynn Williams at 484-695-3600.** (Please note: *Divers must be entered in BOTH the Team Manager entry file AND as per the instructions later in the Diving section of this document.*) **All Hytek entry files must be received by Lynn Williams no later than 12:00 pm (noon) on Sunday February 20, 2022.**

Note: All performances must be equal or better than the 2021-22 Consideration Times for each event to be officially considered for the event. All submitted entries will be processed. After all the entries are processed the top 16 swimmers and 16 relays will be entered into the event, the next 2 fastest entries will be alternates. A Psych Sheet will then be published and emailed to each person who submitted the school's entries no later than 3:00 PM on Tuesday, 03/01/22.

Seeding Meeting: Tuesday March 1, 2022 at 7:00 PM

1. One person from each entered school must be present.
2. The Zoom will be limited to one person from each entered school.
3. After the entries are processed the link for the Zoom meeting will be sent to the person who sent the entries to Lynn.
4. Note that there will be NO ADJUSTMENTS OR CORRECTIONS TO TIMES AT THE SEEDING MEETING.
5. Note that there will be NO ADDITIONAL TIMES SUBMITTED AT THE SEEDING MEETING.

Remember, all other rules apply: maximum of 4 swimmers in an event, maximum of 2 individual events for any one swimmer.

USA Swimming Times: If you have swimmers who want to use the times from Districts or States for USA Swimming purposes, you must enter their USA number in your entry file. The District entry file is the same file used to forward the qualifiers to States. Please make sure it is the correct number. If you have questions please contact Mike or Lynn before sending your file. PLEASE DO NOT USE MEET MANAGER GENERATED NUMBERS OR PUT NUMBERS IN FOR NON-USA SWIMMING REGISTERED SWIMMERS.

PLEASE REVIEW AND CHECK YOUR ENTRIES BEFORE SUBMITTING THEM. THERE WILL BE NO ADDITIONS OR CHANGES AFTER THE DEADLINE PASSES.

Relay Entries: If you are entering a relay team, you must include 4-8 names of prospective participants. Please try to indicate the actual swimmers by listing them 1-4 in order. The order may be changed at the district meet, if necessary. However, if you do not list a swimmer for a relay, he or she will not be allowed to swim in the relay.

Number of entries: Each school is limited to 4 entries per individual event, providing they meet the modified consideration time and one relay team per relay event. Each individual is limited to 4 events, with a maximum of 2 individual events. However, if a swimmer is entered in 2 individuals, they may be listed in 3 relays as long as he or she only swims in 2 relays at the meet.

All Hytek entry files must be received by Lynn Williams no later than 12:00 pm (noon on) Sunday February 27, 2022.

Please include a cell phone number for questions Lynn may have.

Lynn Williams
Mike Seip

Email - lynnwilliams.districts@gmail.com Cell Phone 484-695-3600
Email - mikeseip.districts@gmail.com Cell Phone 610-393-5714

Instructions for Entering District XI Swimming Championships

If You Have Team Manager

Go to the District XI website and look for the link for the events file for this year's meet. Choose the "Save" option and import it into your Team Manager database. You can then process your entries by selecting the District Meet, then entries, and proceeding with entries by athlete or event. Please review your entries carefully to be sure you have every athlete in the correct events. **BRING THIS REPORT WITH YOU TO THE SEEDING MEETING!** Export the entry file and email it to Lynn Williams at lynnwilliams.districts@gmail.com. Go to File, Export, Meet Entries – save it to a disk or a file on your computer and then email it as an attachment. You must use the 2022 event file found on the District XI website, go to Sport/Tournaments, Current Year, then pick the appropriate event file.

If You Do Not Have Team Manager

You can download a free "Lite" version of it from the Hy-Tek website at www.hytek.active.com *Click on Swimming and Download Demo. Scroll down to Team Manager Lite and proceed with the installation. Once loaded onto your computer follow the instructions above.*

TM-Lite will now be on your computer. Click on the TM-Lite icon, click "ok" and you will now be at the opening page of Team Manager Lite. Click on File, Open/New and name your Data Base (ex. Emmaus Swimming). Follow the prompts, indicating Boy/Girl and set the Default Team Registration as "Other." Set the Team Type as "High School," then click OK. Click on Teams, Add, and fill in the team code and team name. (ex. EMM, Emmaus High School – use the first three letters of the school name) Close out of this screen. Next, click on Athletes, Add, and fill in the information requested. (first and last names, gender, date of birth, and indicate the team affiliation) Enter your entire roster and hit cancel when finished. Close out of this screen.

Once your team and athletes are in your Team Manager database, follow the instructions as outlined above under "If You Have Team Manager."

Once the meet and all of its events are in your database you can proceed with your entries by clicking on Meets, Entries and choose to enter by athlete or by event. (You will need to enter relays by using "enter by event") Once your entries are complete, prepare and print out a report of them so you can verify everything before you export and email it. Go to Reports, Performance, Meet Entries – make sure the District Meet is indicated, as well as the name of your team. In the lower left area of the box you will sort the report by event or name of athlete. Check the event filters (individual or relay or both), then click on Create Report. **BRING THIS REPORT WITH YOU TO THE SEEDING MEETING!** Review the report carefully and when you are certain it is accurate you can export it. Go to File, Export, Meet Entries, and make sure the District XI meet is named in the box. Make sure you have checked off that you want to include relays and proceed with the export. You can then email this entry file as an attachment to Lynn Williams at lynnwilliams.districts@gmail.com. and Mike Seip at mikeseip.districts@gmail.com. **Include a cell for number in this email please.**

All teams - Please make sure you include the following information in the body of your email:

- High School name
- Indicate AA or AAA (IMPORTANT!!)
- Total number of athletes, total number of individual entries, and total number of relays entries.
- Relays, please list dual meet and where the seed time was achieved, aggregate times may not be used for seeding times

The person who sends the email with entry file will be receiving all correspondence for the school pertaining to the official entries, please check often prior to the meet. Coach's name and cell phone must be included.

YOU WILL RECEIVE A CONFIRMATION THAT YOUR ENTRIES HAVE BEEN RECEIVED. IF YOU DO NOT RECEIVE CONFIRMATION WITHIN 24 HRS. PLEASE CALL LYNN WILLIAMS AT 484-695-3600.

Any questions please call Lynn Williams at 484-695-3600 or email your question to lynnwilliams.districts@gmail.com

DIVING SHEET SUBMISSION PROCESS

Any coach wishing to submit a diver for participation in the PIAA District 11 Diving Championship will need to submit their diver's information via one of the methods listed below.

Submitted dive sheets do not need to be signed. Coaches and divers will be required to review and sign their dive sheets before the start of the diving events.

MAKE SURE YOU HAVE **ALSO ENTERED YOUR DIVERS IN YOUR TEAM MANAGER ENTRY FILE WITH YOUR SWIMMING ENTRIES.**

Option 1 – Internet-Based Entry

Be advised – you must be patient with the web site as it processes the data you are entering!

You may begin entering diving sheets online beginning **Monday, 02/14/2022 at 08:00 AM**. All entries submitted using the Internet must be completed by **Monday, 02/21/2022 at 12:00 PM (noon)**

1. Go to <http://divingentries.omadatrak.com>.
2. Verify “District XI Diving Championships at Emmaus 2022” contest is in the list of available meets and the (Entry) Status is listed as “Open”.
3. If you have not previously registered with this system, register yourself (click on Not registered – click here, and follow the screens) – be sure to remember the user name and the password you provide! After completing the forms, click the Create User button.
Note: After you have registered, the web entry system will put you back at the log in screen.
4. Enter the registration name and password that you just registered into the system to log into the entry system. Press the Log In button.
5. After you log in, click on the green box next to the Flips of Fury. The meet will become highlighted and a black triangle will appear in the green box.
6. This meet is password protected. The contest password is “DXI2022EMM” – you will not be able to complete your entries without this password. (Make sure you use upper and lower case characters when necessary. The password is case sensitive.)
7. Enter the password in the box below the list of meets.
8. Click the Continue button to enter the system.
9. Register your team.
 - (a) Under the logo for the diving software is the menu bar (in the green bar), click on Team.
 - (b) If your team is found, continue to register your diver(s). Otherwise, click on the Add Team button.
 - (c) Fill in your team name, an abbreviation (5 character max) and the Team Contact Email address (by default, your address).
 - (d) Click Save Team.

Note: If you are not the Team Admin, you should have the correct person register the team. The Team Admin is a contact point in the event that the Meet Director has a question concerning team entries.

10. Register your diver(s).
 - (a) Under the logo for the diving software is the menu bar (in the green bar). Choose Diver:
 - (b) Click the Add Diver button.
 - (c) Fill in the necessary information (usually First Name, Last Name, Team, Gender and School Year or Age/Birthdate).

- (d) Click Save Diver. After every athlete, you will return to the My Divers page.
- (e) Repeat for each diver.

11. Enter your divers program.

- (a) Under the logo for the diving software is the menu bar (in the green bar). After your athletes are registered, choose Entry.
- (b) Click on the Dropdown Arrow in the top grid labeled "Select A Diver:" you would like to enter or verify entry. The page will now reload with a list of available events.
- (c) Click on the Dropdown Arrow in the bottom grid labeled "Select An Event:" you would like this diver entered in. To enter the diver in this event, click the "Entered" box just above where the dive sheet grid is located so that a check mark appears. The page will load the grid so the dive program can be entered.

Note: If you wish to remove a diver from an event follow the procedure above, except click the corresponding check box in the "Entered" column to remove the check mark.

- (d) Proceed to the Dive Program grid. Optionally select the board level from the drop down box that appears. For the event you in which you want to enter the diver, the board level should already be selected.
- (e) Type the Dive # into the column for round 1. Type in the Dive Number (ex. 103C). If this dive is a voluntary dive, click the Voluntary checkbox so that the box is checked. Click on "Update" in the last column of the current row on the right. This will load the. Description, Position and DD automatically.
- (f) Repeat for each dive in the program.
- (g) When you have completed entering the dive program, the program will show if the program has passed the Rules Check shown in the right side of the Diver/Event box on this page. If you have a legal entry, the outlined boxes will have checks in the outlined boxes, indicating that rule is passed. If you still have unchecked boxes, please make the necessary changes to correct the Rules Checked area for the dive sheet. As the program updates the rows when the Update is performed, the program stores the information. When you make changes to rows to make the Rules Check pass, you will need to update that changed row to make the Rules Check to occur and force the program to save the changes.
- (h) Repeat for each diver.

12. Print out a summary of your entries.

- (a) After you have completed your entries, click Reports in the menu bar.
- (b) Click Entry Summary Report and print the page previewed.
- (c) Bring this page with you to the meet. This is the verification of your entries.
- (d) You may close the browser window containing this report after printing.

13. Logout of the system by clicking Logout in the menu bar.

Option 2 – Email Submission

A coach using OmadaTrak Team Keeper – Diving may submit their entries via email using the entry file generated by the software program. Please configure the meet as High School 11-Dive Prelim/Semi/Finals.

The file generated must be emailed to: dave@tambar.com no later than **12:00 PM (noon) on Monday, 02/21/2022.**

Modified 2/20/22