



# STATE ENTRY SUMMARY

(See also: Swim/Dive Manual AND Key Dates Sheet)

This document contains the entry instructions and timeline for the Girls State Swimming and Diving Championships (BOTH classes), scheduled for Feb. 16-18, 2023. Please print this entire document, review the information, and follow the instructions carefully. Thank you and good luck.

<b>Time Due:</b>	<b>Date Due:</b>	<b>What is Required:</b>	<b>How to Submit:</b>
	Within 7 days of performance	Auto. or Consid. Performances placed on your online <b>PERFORMANCE LIST</b>	<a href="http://www.directathletics.com">www.directathletics.com</a>
<u>Opens:</u> <u>Closes</u> 1PM	Monday, Feb. 6 Friday, Feb. 10	<b>MSHSAA website - ONLINE entry data:</b> 1. State Qualifiers Eligibility Roster 3. Pass List (beyond athletes)	<a href="http://www.mshsaa.org">www.mshsaa.org</a> – state entries
10:00am	Thursday, Feb. 9	<b>PERFORMANCE LIST CLOSES!!!!</b>	<a href="http://www.directathletics.com">www.directathletics.com</a>
<u>Opens</u> 1:00pm <u>Closes</u> 1:00pm	Thursday, Feb. 9 Friday, Feb. 10	<b>SWIMMING ENTRY DECLARATIONS</b> Period (Declaring <u>from</u> your performance list)	<a href="http://www.directathletics.com">www.directathletics.com</a>
<u>Opens:</u> 10:00am <u>Errors Due:</u> 10:00am <u>Closes:</u> 10:00am	Sunday, Feb. 12 Monday, Feb. 13 Monday, Feb. 13	<b>PSYCH SHEET REVIEW PERIOD:</b> Any corrections of confirmable input errors based on Psych Sheets are due	<a href="http://www.mshsaa.org">www.mshsaa.org</a> – swimming page Send email to: <a href="mailto:stacy@mshsaa.org">stacy@mshsaa.org</a>
Thursday/Friday, Feb. 16-18 Friday/Saturday, Feb. 16-18		<b>CLASS 2 GIRLS STATE SWIMMING AND DIVING CHAMPIONSHIPS</b> <b>CLASS 1 GIRLS STATE SWIMMING AND DIVING CHAMPIONSHIPS</b>	



# CONTENTS:

## **SECTION 1: SEASON PERFORMANCE LIST**

**PAGE 1. Performance List Information - General**

**PAGE 2. Online Performance List Instructions**

## **SECTION 2: STATE MEET SITE INFORMATION**

**PAGE 1. Meet Information**

**PAGE 2. State Meet Deck Map**

## **SECTION 3: STATE MEET ENTRY INSTRUCTIONS**

**PAGE 1. Entry Instructions - General**

**PAGE 2. Online Data – MSHSAA website**

**PAGE 3: Online Entries – DirectAthletics website**

**PAGE 4: State Dive Lists on eDive**

**PAGE 5: Psych Sheet Review**

**SECTION 1:**

**SEASON  
PERFORMANCE  
LIST**



## MSHSAA SWIMMING AND DIVING SEASON PERFORMANCE LIST

**ALL-SEASON PERFORMANCE TRACKING - ONLINE:** Coaches are required to submit the state qualifying performances of their swimmers, divers and relay teams **throughout** the season online. Each performance should be a **NEW** submission. **DO NOT EDIT PRIOR PERFORMANCES!!** Doing so will cause you to be fined.

### **ONLINE PERFORMANCE TRACKING ON [www.DirectAthletics.com](http://www.DirectAthletics.com):**

Coaches must submit any state qualifying performances on the Direct Athletics Online Performance Tracking System, as soon as possible after the respective meet, but **NO LATER THAN SEVEN DAYS following** the meet. Submittals shall take place in an ongoing fashion throughout the swimming and diving season. There will be a fine of \$25.00 per performance which is entered later than this seven-day period and is ultimately used for state qualification. There is some set-up required for use of this online tracking system, such as creating a username/password; please allow time for set-up prior to the due date for your first meet. **DO NOT EDIT PRIOR PERFORMANCES!! Put in NEW ones.**

- a. **Location:** [www.DirectAthletics.com](http://www.DirectAthletics.com)
- b. **Timeline:** Coaches have ONE WEEK from the date of the meet to submit state qualifying performances to the Direct Athletics Online Performance Tracking System.
- c. **CLOSES DOWN:** The performance list will close in the morning (see schedule) on the day declarations open in the afternoon. You must submit all performances before the list closes!

**TROUBLE?** Email [support@directathletics.com](mailto:support@directathletics.com) for assistance with technical issues and contact [stacy@mshsaa.org](mailto:stacy@mshsaa.org) with other questions.

## Using the Performance List

The following instructions are designed to guide new coaches through the steps necessary to use the online Performance List. Please read them carefully and contact DirectAthletics at [support@directathletics.com](mailto:support@directathletics.com) if you have any questions or suggestions.

### STEP 1—Accessing Your DirectAthletics Account

Each coach must have a DirectAthletics username and password for his/her school. (These will be **DIFFERENT** than your username and password for the MSHSAA website.) If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below.

<b>If you do NOT know your username and password....</b>	If you already have a DirectAthletics account for your Swimming team, and know your username and password....
<ol style="list-style-type: none"> <li>1) Go to <a href="http://www.directathletics.com">www.directathletics.com</a></li> <li>2) Click on the link "New User? Click HERE".</li> <li>3) Follow onscreen instructions. You will be able to create an account online or retrieve forgotten information for an existing account.</li> <li>4) Make sure you create a HIGH SCHOOL team</li> </ol>	<ol style="list-style-type: none"> <li>1) Go to <a href="http://www.directathletics.com">www.directathletics.com</a></li> <li>2) In the login box, enter your username and password and click Login.</li> </ol> <p>(Remember that your password is case-sensitive)</p>

### STEP 2—Setting up Your Online Roster

<b>If you do NOT already have your roster in Hy-Tek TEAM MANAGER...</b>	If you already have your roster in Hy-Tek's TEAM MANAGER...
<ol style="list-style-type: none"> <li>1) Click the green "Add Athletes" button at the top of the roster screen.</li> <li>2) Enter the number of athletes you would like to add (this can be an estimate. You can always add more later.)</li> <li>3) Fill out the form with your athletes' names and school year.</li> <li>4) Click Submit to finalize the additions.</li> </ol>	<ol style="list-style-type: none"> <li>1) Click the green "Upload from TEAM MANAGER" button at the top of the roster screen.</li> <li>2) Follow onscreen instructions to export your TEAM MANAGER athletes in a .hy3 file.</li> <li>3) Upload the .hy3 file.</li> <li>4) Confirm the athletes to be added to your roster.</li> <li>5) Click Submit to finalize the additions.</li> </ol>

**NOTE:** You can add, edit or delete athletes on your roster at any time by clicking the TEAM tab.

### Adding a Performance to the List

1. Login to your account at [www.directathletics.com](http://www.directathletics.com)
2. Go to TEAM. Click "Add Performances" on the left.
3. Select the type of event of the performances you are adding.
4. Fill out the form with performance information and click "Submit". Make sure to submit a meet date and meet name for each performance. If all of the times you are adding are from the same meet and date, you can use the "Apply to All" feature at the top of the form. You may add additional top times at any time.

### Managing Your Team's Performances (Viewing or Editing Your Performances)

1. Go to TEAM. Click "Manage Performances" on the left.
2. Manage Performances shows all the top times currently on the Performance List for your team only.
3. Manually entered performances can be deleted or edited at any time by clicking the "Delete" or "Edit" buttons to the right of the performances. **[DO NOT EDIT an old, slower performance into a better performance** – Doing so will cause you to be **FINED**. Always use the "Add Performance" feature for a bettered performance. Only use the "Edit" feature to fix an error.]

### Viewing the Performance List

1. Log in to your account at [www.directathletics.com](http://www.directathletics.com) and go to TEAM. Click "Performance Lists" on the left.
2. You can click "View" next to each event to see that event only, or you can click "Men's List" or "Women's List" to see Top 25 in ALL events.
3. In order to view an **UNDUPLICATED** list, **DO NOT LOG IN** (or sign out), then click "Rankings", then "Swimming and Diving" & then find the applicable MSHSAA meet and hit "Performance List."

**SECTION 2:**

**STATE MEET**

**SITE**

**INFORMATION**

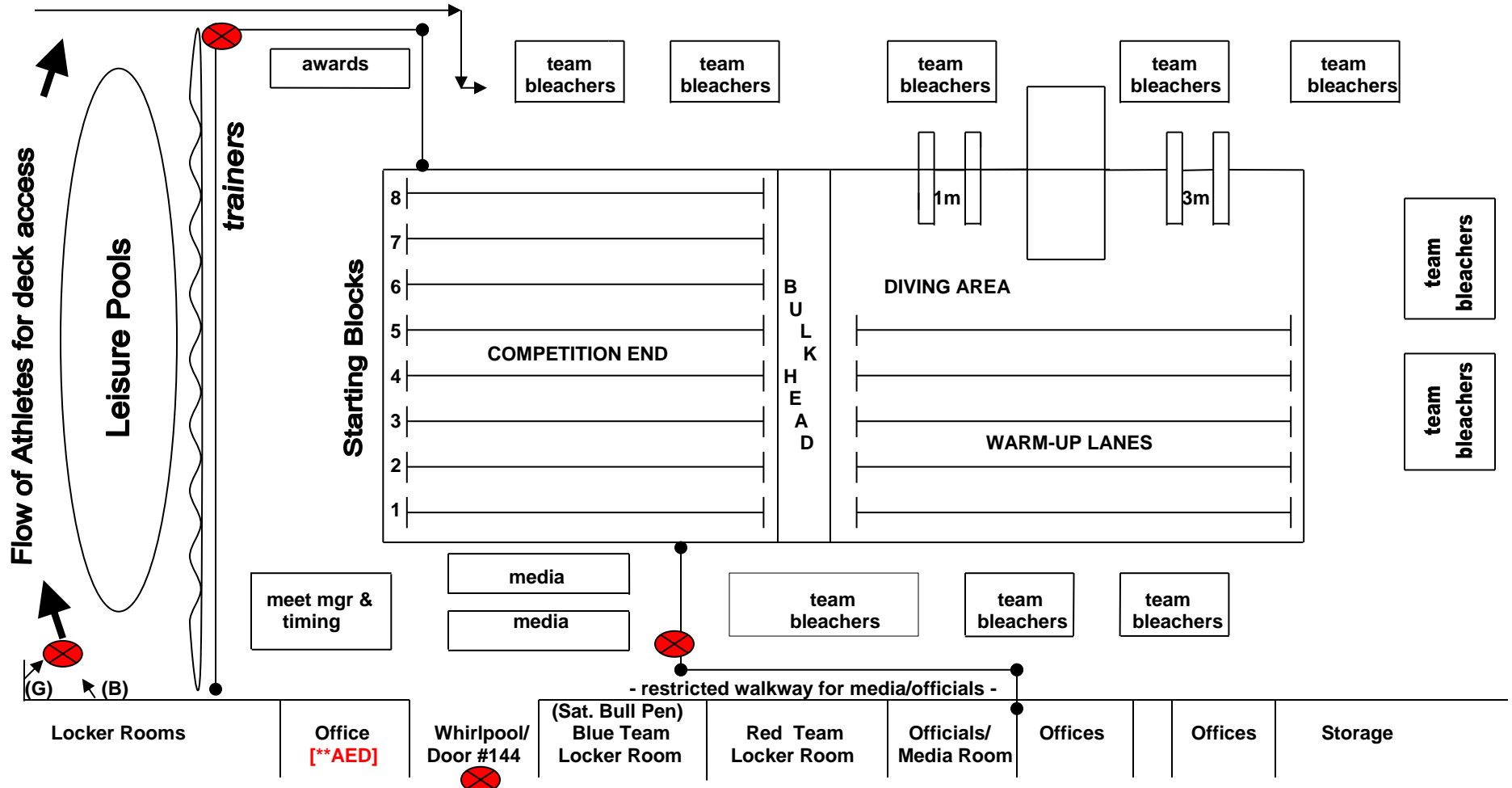


# MSHSAA STATE SWIMMING AND DIVING MEET INFORMATION

1. **DIRECTIONS TO THE REC-PLEX:** The Rec-Plex is 10 minutes from the Highway 270-Interstate 70 intersection. The facility is easily accessed from I-70 via the Mid Rivers Mall Exit (#222) or the Truman Road/Cave Springs Exit (# 225).
2. **COACHES MEETING ONLINE:** An informational presentation regarding the state championships will be available on the MSHSAA website in the Swimming and Diving area by Tuesday prior to state.
3. **SCRATCHES:** Scratches, along with Declared False Starts and pronunciation review with the announcer should take place **on deck** at the time specified on the schedule.
4. **TEAM ACCESS TO DECK** – Head Coaches may pick up their packets as per the posted schedule. Teams will enter the facility and enter the deck as per the procedure described in the online coaches meeting and the Deck Entry List. See meet schedule for deck entry times.
5. **LOCKER ROOMS:** One locker room will be available to teams for the state meet and it will be marked as such. Please inform all swimmers to bring their own towels and locks for lockers. Teams are responsible for their own valuables. You are required to supervise your own athletes in the locker rooms. Emphasize to your athletes the need for respect of the facilities. Use of cell phones is not allowed in the locker rooms.
6. **MEET SEATING:** Coaches must help communicate to the team's fans that there is **no reserved seating at the state meet**. The practice of roping off sections or placing excessive articles on bleachers to reserve a significant number of seats is not allowed. To avoid unnecessary problems, please help communicate this information to your athletes and fans.
7. **START OF THE RACE:** To ensure a fair start for all participants it is necessary that there is quiet at the beginning of each race. This courtesy should be extended by all those in attendance -- fans, coaches, and athletes. Your cooperation is most important and appreciated.
8. **COOLERS:** Coolers are allowed on deck as long as they hold no glass containers; however, food should be eaten in the locker room rather than on deck. Coaches need to monitor teams in regard to keeping the deck clean and keeping coolers out of the walkways.

# STATE SWIMMING & DIVING DECK MAP

St. Peters Rec-Plex: 5200 Mexico Road, St. Peters, MO 63376



= Security Post

2/2023



**SECTION 3:**

**STATE MEET**

**ENTRY**

**INSTRUCTIONS**

# STATE SWIMMING/DIVING ENTRY INSTRUCTIONS - GENERAL

**PLEASE NOTE:** It is imperative that coaches read and follow the instructions below. Only entries submitted as required will be accepted. If you have questions regarding the entry procedure, please contact Stacy Schroeder at MSHSAA (prior to the last minute, please) (phone: 573/875-4880; email: [stacy@mshsaa.org](mailto:stacy@mshsaa.org)).

## ENTRY INSTRUCTIONS – QUICK VIEW:

<b>STEP ONE:</b>	<b>MSHSAA WEBSITE:</b> Submit <b>TEAM data</b> & <b>STATE ROSTER OF ENTRIES</b>
<b>-WHEN?:</b>	See page 1 for dates
<b>-WHERE?:</b>	<a href="http://www.mshsaa.org">www.mshsaa.org</a> under “State Qualifiers” on your school’s home page
<b>-DETAILS:</b>	See Section 3, Page 2 below.
<b>-DEADLINE:</b>	See page 1
<b>-HELP?:</b>	Need Help? Please send an email with your question or problem to: <a href="mailto:stacy@mshsaa.org">stacy@mshsaa.org</a> (only)

<b>STEP TWO:</b>	<b>DIRECTATHLETICS.COM:</b> Complete the <b>ONLINE ENTRY DECLARATION</b> procedures for your <b>swimming</b> declarations. This is the website that you have used to submit your qualifying performances, but is a <b>DIFFERENT PROCEDURE</b> .
<b>-WHEN?:</b>	<b>(24 HOURS):</b> See page 1 for dates and duration
<b>-WHERE?:</b>	<a href="http://www.DirectAthletics.com">www.DirectAthletics.com</a>
<b>-DETAILS:</b>	See Section 3, Page 3 below.
<b>-DEADLINE:</b>	See page 1
<b>-HELP?:</b>	Need Help? Please send an email with your question or problem to <b>both:</b> <a href="mailto:support@directathletics.com">support@directathletics.com</a> and <a href="mailto:stacy@mshsaa.org">stacy@mshsaa.org</a> I (Stacy) won’t be able to assist with technical issues on the DA website, but I need to be aware of the issues you are having and I can make sure you get help from DA if you <b>copy me</b> .



# MSHSAA WEBSITE: TEAM & DIVING DATA

**STEP ONE:**

Submit TEAM data on the MSHSAA website.

1. Go to **MSHSAA website**: [www.mshsaa.org](http://www.mshsaa.org)
2. **Log in** to the website using your username and password: See your A.D. if you are unable to log in.
  - Your A.D. must have you listed on the coaches roster before you will be able to log on
  - You must have your password (you can retrieve it through the log on process)
3. Go to your **school's home page** (click the "Schools" tab and type in your school or click on the link)
4. Under "State Qualifiers" (near the bottom), select "**Girls-Swimming & Diving**"
  - a. **State Roster**: Click the "**edit**" icon, and add your qualifying participants to the list. Only team members that are on your Swimming/Diving Eligibility Roster can be added to this list. Begin typing and the system will suggest a name based on your school eligibility roster. Only team members that are ENTERED in an individual event or as a relay participant or alternate should be listed and will receive a pass. If you have more than 40 team members, you will need to contact Stacy Schroeder by email. Hit "submit". When correct, click on the "**Mark as Complete**" icon at the top of the page. Click "Back" to go back to the main page. Submit both swimmers and divers on this list.
  - b. **Diving**: The top 8 divers at each district will qualify directly to state. You will NOT need to declare these entries. However, you will need to submit a state diving list for each state qualified diver via cleanentries.com as per the KEY DATES sheet.
  - c. **Changes**: If you need to make a change later, click the "**Mark as Incomplete**" icon and you will be able to edit the list up until the closing time on Sunday.
5. **Pass List**: Coaches **cannot** complete the pass list – an administrator with website privileges (**A.D.**) must complete this area. Please provide your A.D. with the names of up to four individuals (maximum) that will be accompanying your swimmers/divers, along with their role (driver, coach, manager). **[A.D.: Complete the "General" pass list tab with up to four school approved people and their role with the team for the meet. Only ONE Manager of HIGH SCHOOL AGE is allowable.]**
6. **Administrators**: The AD, Principal and Superintendent will have a pass available at the pass gate, and they do NOT need to be listed on the pass list. Supervisors other than these THREE positions must be listed on the passlist.



# SWIMMER DECLARATION

**STEP 1—Accessing Your DirectAthletics Account:** Go to [www.DirectAthletics.com](http://www.DirectAthletics.com). Follow the instructions in “Step 1” of the “Using the Performance List” sheet located in Section 1 of this document.

**STEP 2—Setting up Your Online Roster:** This should already be complete due to using the Performance List all season long to submit your qualifiers. If not, follow the instructions in “Step 2” of the “Using the Performance List” sheet located in Section 1 of this document.

ONCE THE DECLARATION PERIOD OPENS:

**OPEN FOR ONLY 24 HOURS**

## **STEP 3—ENTRIES DECLARATION [ONLY DURING DECLARATION PERIOD]**

Once your athletes are added to your online DirectAthletics roster, AND you have all of your qualifying performances input, you must DECLARE your meet entries.

- 1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the “Enter” link next to the meet “Missouri (Boys or Girls) State Swimming and Diving Championships”
- 2) Select “Enter” or “Register” to begin declaring your entries from your Performance List. Follow the onscreen instructions. You will see a running tally of your entries on the right side of your screen.
- 3) All qualified athletes will appear in the Athlete dropdown on the entry screen. Qualified relays will appear in the Relay dropdown. Select an athlete or relay from the dropdown. For each athlete, you will be presented with only eligible events along with the qualifying time. Check the box next to the events you want to enter and click ‘Update’. When you are finished with your entries, click the “Finish” link.  
**NOTE:** The system will only display the top performances as submitted to the MSHSAA Swimming Performance List hosted on DirectAthletics. If you think the time being presented on the entry page is not the top eligible performance - or if an eligible performance is not listed - you MUST leave the entry process and add the performance to the Performance List BEFORE declaring that entry.
- 4) You will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation. **PRINT A CONFIRMATION SHEET FOR YOUR RECORDS AND TO CONFIRM YOUR ENTRIES IF A QUESTION ARISES.**
- 5) To edit your existing ENTRIES (**DO NOT edit your performances**), click the blue Edit Entries button next to the meet name on your Upcoming Meets or Schedule. You may make changes to your entries as often as you wish UP TO THE DECLARATION DEADLINE outlined in the instructions packet and the MSHSAA Swimming Manual on the MSHSAA website.
- 6) Divers: You do **not** need to declare your divers on the DA website. They are declared on the MSHSAA website.

**Need Help? Please send an email with your question or problem to both:**  
[SUPPORT@DIRECTATHLETICS.COM](mailto:SUPPORT@DIRECTATHLETICS.COM) and [stacy@mshsaa.org](mailto:stacy@mshsaa.org)

# MSHSAA STATE ONE-METER DIVING QUALIFIERS

SWIMMING COACHES: PLEASE SHARE WITH YOUR DIVING COACH

## State Competition Dive Scoresheets

1. For qualified divers (listed on the psych sheet): A state diving list (eleven dives) must be submitted online by **NOON on Tuesday** prior to the state meet (details will be emailed to schools with qualifying divers). This will eliminate the hand-written dive sheets and most human errors. Coaches and divers will need to sign the dive sheets at state.
2. In accordance with Rule 9-4-1, the competition shall consist of five voluntary dives and six optional dives.
  - a) The five voluntary dives shall come from each of the five groups, with their assigned order and have a sum total of 9.0 or less.
  - b) The six optional dives shall include at least one chosen from each of the five groups. No more than one optional dive from the same group is permitted through semifinals.
  - c) All five groups must be represented in the first eight rounds.
3. The dives to be performed during each round of championship competition shall be as follows. These dives may be performed in any order within each round of competition (See also: Swimming Manual, Section 5, "State Cuts").

Preliminaries

Any 2 vol. & 3 opt.

Semifinals

2 vol. & 1 opt.

Finals

1 vol. & 2 opt.

4. All 32 divers will perform the five dives of the preliminaries before a cut is made.
5. After the preliminaries (first five dives), the field will be reduced to 20 divers. Three dives will be performed in semifinals; then the field will be reduced to 16 divers for finals. Three dives will be performed in finals. Divers finishing in the top 8 will each receive a state medal.

## PSYCH SHEET REVIEW PERIOD

- WHAT: Psych Sheet review period. Coaches will have an opportunity to review their entries in psych sheet format once declaration has been completed and all qualifiers are confirmed. This will be your notification regarding whether or not your consideration declarations made it into the state meet.
- WHEN: See the summary page (page 1 of this document) or the Swimming and Diving Manual
- WHERE: **Check Psych Sheets** on the MSHSAA website: [www.mshsaa.org](http://www.mshsaa.org), under the Swimming and Diving activity area. **Please EMAIL requests for corrections (see below for specifics) to: [stacy@mshsaa.org](mailto:stacy@mshsaa.org)**, with the subject line: **“State Entry Error.”**
- WHY: Obviously your entries should be checked and re-checked as they are declared into the online system. But spelling errors, grade errors and confirmable input errors can be corrected if found during the review period and submitted via email as described above by the due date/time. **NO ENTRIES CAN BE ADDED DURING THIS PERIOD.** See specifics below.

## CORRECTIONS THAT CAN & CANNOT BE MADE...

**Only** corrections to entries that were actually declared online **before** the due date/time can be made. Athletes/relays that are NOT entered (intentionally or inadvertently) during the declaration period may NOT be added to the entry/meet during the review period. **At this point, you've had TWO+ FULL DAYS (69 hrs.) to contact me with error notifications since the Performance List closed. The fact that this data is now PUBLIC greatly restricts the changes that you can now make.** Once the meet data becomes PUBLIC for error-checking, entry alterations are no longer allowed because they are no longer “blind.” Allowing alterations after the meet data is live would provide a team with an unfair competitive advantage.

### Corrections that can be submitted (as directed above):

An entry was input incorrectly, such as in the examples below:

- The qualifying time was typed inaccurately and the correct time can be confirmed with meet documentation. (**MUST SEND MEET DATA WITH EMAIL**)
- The athlete was entered, but placed in the wrong event inadvertently with the accurate qualifying time, and the accurate event and qualifying time can be confirmed with meet documentation. (**MUST SEND MEET DATA WITH EMAIL**)
- Misspellings of athlete names can be corrected.
- First name, last name order errors can be corrected.
- Year in school can be corrected.
- Scratches and substitutions as per the guidelines described in the swimming manual.

### Corrections that CANNOT be made during or after the review period:

- Adding an athlete into the meet after the declaration period concludes (except as per relay substitution guidelines outlined in the Swimming Manual).
- Adding an athlete that is already entered in the meet into another event after the initial deadline has passed.
- Adding a relay event after the initial deadline has passed.
- No rearranging of relay entries/alternates is allowed once meet data is public on the psych sheets.
- **If you have ILLEGAL declarations (>4 per team per event; >2 individual events; >5 events total per athlete) we have a standing internal procedure for that – you won't be able to correct that, and our correction **won't be to your liking and it will detrimentally affect your athletes**; so **don't declare over the legal limits within the NFHS rules!!!****