



STATE ENTRY SUMMARY

(See also: Swimming and Diving Manual)

This document contains the entry instructions and timeline for the Girls State Swimming and Diving Championships (BOTH classes), scheduled for February 14-16, 2019. Please print this entire document, review the information, and follow the instructions carefully. Thank you and good luck.

Time Due:	Date Due:	What is Required:	How to Submit:
	Within 7 days of performance	Auto. or Consid. Performances placed on your online PERFORMANCE LIST	www.directathletics.com
<u>Opens:</u> <u>Closes</u> 12 noon	Monday, Feb. 4 Monday, Feb. 11	MSHSAA website - ONLINE entry data: 1. State Qualifiers Eligibility Roster 2. Diving Declarations (NEW) 3. Pass List (beyond athletes)	www.mshsaa.org – state entries
<u>Closes</u> 10:00am	Thursday, Feb. 7	PERFORMANCE LIST CLOSES!!!!	www.directathletics.com
<u>Opens</u> 1:00pm <u>Closes</u> 1:00pm	Thursday, Feb. 7 Friday, Feb. 8	SWIMMING ENTRY DECLARATIONS Period (Declaring <u>from</u> your performance list)	www.directathletics.com
<u>Opens:</u> 10:00am <u>Errors Due:</u> 10:00am <u>Closes:</u> 10:00am	Sunday, Feb. 10 Monday, Feb. 11 Monday, Feb. 11	PSYCH SHEET REVIEW PERIOD: Any corrections of confirmable input errors based on Psych Sheets are due	www.mshsaa.org – swimming page Send email to: stacy@mshsaa.org
Thursday/Friday, February 14-15 Friday/Saturday, February 15-16		CLASS 2 GIRLS STATE CHAMPIONSHIPS CLASS 1 GIRLS STATE CHAMPIONSHIPS	



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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:

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
- 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 for assistance with technical issues and contact 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 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.

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

STEP 2—Setting up Your Online Roster

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

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
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 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

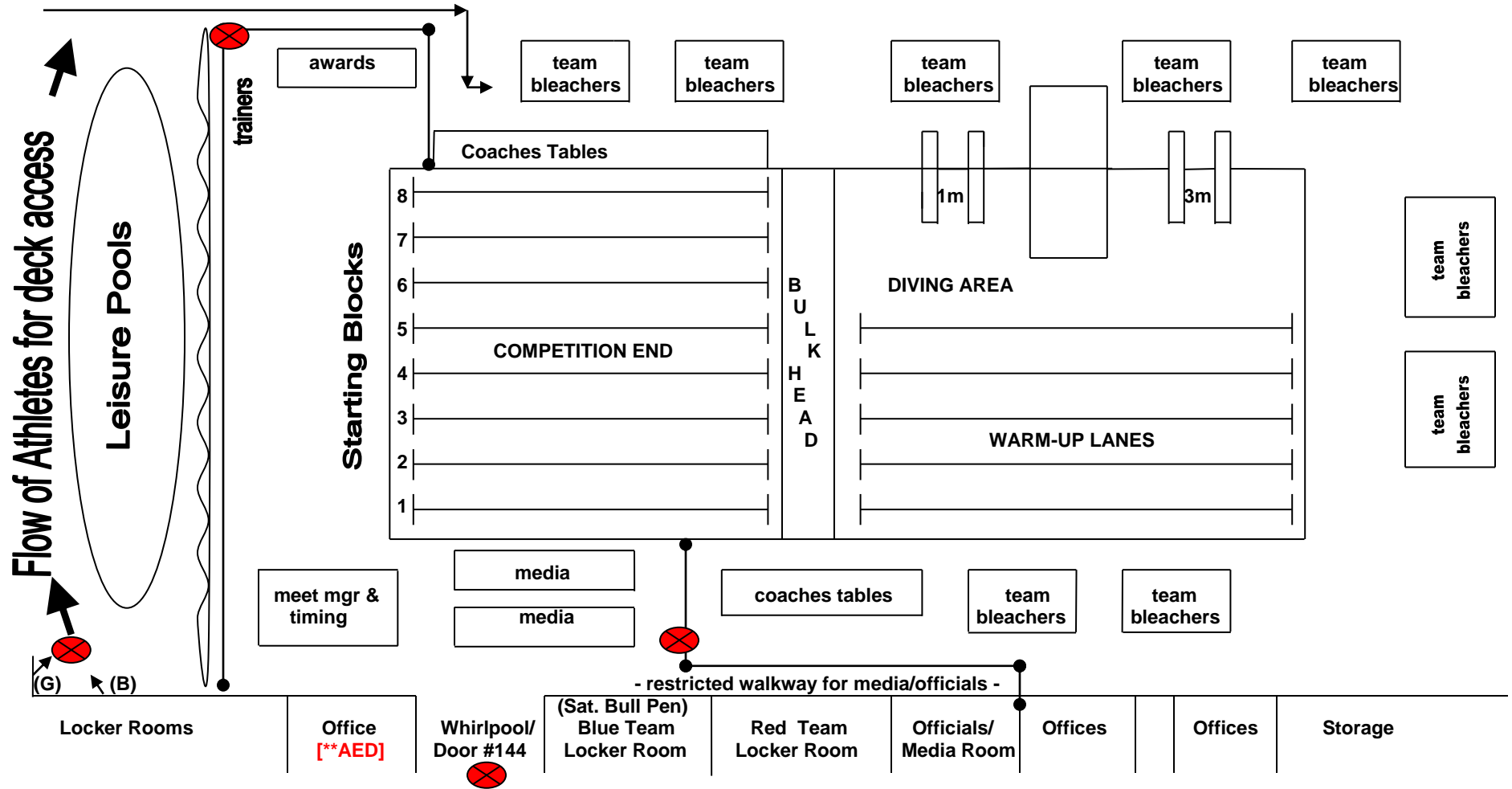


MSHSAA STATE SWIMMING AND DIVING MEET INFORMATION

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. This online presentation will reduce the amount of time needed at the scratch meeting.
3. **SCRATCH MEETING:** A scratch meeting will be held prior to warm-ups for each class in the Rec-Plex Aerobics Room, which is on the LOWER level near the lockerrooms. PLEASE BE ON TIME TO THIS MEETING. A few other topics will be covered as well.
4. **TEAM ACCESS TO DECK** – Teams proceed to the gymnasium located north of the locker rooms (past the exercise equipment center) after entry through the pass gate. You will wait there until your team name is called. Teams will access the deck based on the entry order; a list will be contained in the coaches packet and on the website in the Swimming/Diving area. Please inform your swimmers of this procedure. 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

10/2018

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).

ENTRY INSTRUCTIONS – QUICK VIEW:

STEP ONE:	Submit TEAM data and qualifying DIVE data on the MSHSAA website.
-WHEN?:	Opens on Monday, Feb. 4 (Ask your AD early in the week!)
-WHERE?:	www.mshsaa.org under “State Qualifiers” on your school’s home page
-DETAILS:	See Section 3, Page 2 below.
-DEADLINE:	Must be completed no later than <u>noon on Monday, Feb. 11</u>
-HELP?:	Need Help? Please send an email with your question or problem to: stacy@mshsaa.org (only)

STEP TWO:	Complete the <u>ONLINE ENTRY DECLARATION</u> procedures for your swimming and diving qualifiers. This is the same website that you have used all season to submit your qualifying performances, but is a DIFFERENT PROCEDURE .
-WHEN?:	(24 HOURS): Between 1pm Thursday, Feb. 7 to 1pm Friday, Feb. 8
-WHERE?:	www.DirectAthletics.com
-DETAILS:	See Section 3, Page 3 below.
-DEADLINE:	Declaration Window will CLOSE: 1pm, Friday, Feb. 8
-HELP?:	Need Help? Please send an email with your question or problem to both : support@directathletics.com and stacy@mshsaa.org 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 copy me .



MSHSAA WEBSITE: TEAM & DIVING DATA

STEP ONE:	Submit TEAM data on the MSHSAA website.
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1. On or after Monday, Feb. 4... Go to **MSHSAA website:** 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, on the right), select "**Girls-Swimming and Diving**"
5. Select "**Roster**" and click the "Edit" icon.
 - a. **DIVING ENTRIES:** Add your divers to the diving list. **2018-19: THIS WILL DECLARE YOUR DIVING ENTRIES, since you cannot declare divers on DirectAthletics.** Only team members that are on your Girls 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. If a name you type comes up in **RED**, then you don't have that student on your **regular season eligibility roster**. AD must confirm eligibility.
 - b. **SWIMMING ENTRIES:** Add your qualifying swimmers to the swimming list. Only team members that are on your Girls 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.
 - c. **BOTH:** If you have athletes that are entered in swimming AND diving events, list them in **BOTH** areas.
6. Hit the "**Submit**" button at the top or bottom of the Eligibility Roster page to submit your list.
 - a. Review and confirm your swimming and diving lists.
 - b. When correct, click on the "**Mark as Complete**" icon at the top of the page.
 - 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.
7. Return to the **State Qualifiers Page** by 1) clicking on the blue "State Qualifiers" icon at the top of the white area or 2) returning to #3 above and starting from your school's home page.
8. **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.]**
9. **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.
10. **Divers – Submit the Qualifying Divesheet:** You must email a PDF copy of the Qualifying Dive Sheet (11-dive meet or 6-Dive meet) to stacy@mshsaa.org if you haven't already done so. Once entered for the state meet, you will receive an email from MSHSAA regarding the instructions to submit the 11-Dive List for State for each diver electronically on eDive. Only schools with qualified and entered divers will receive this email.



Direct Athletics

STEP 2:

MEET DECLARATION

STEP 1—Accessing Your DirectAthletics Account: Go to 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.

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

MSHSAA STATE ONE-METER DIVING

ENTRIES: PAGE 1 OF 2

SWIMMING COACHES: PLEASE SHARE WITH YOUR DIVING COACH

SWIMMING COACH SHOULD REVIEW AND OVERSEE DIVING

ENTRIES: It is important that the diving coach work with the swimming coach in preparing for the entry process, and that both coaches understand the qualifying standards, the entry information necessary and the state diving procedures.

DIVING ENTRIES: There are **FOUR** things that are required in order to properly enter qualifying divers in the State Meet:

1. **CONFIRMATION OF QUALIFICATION:** Coaches must clearly understand the state qualifying standards for diving and confirm that all state qualifying standards have been met prior to entry and submission of the required data.
2. **EMAIL QUALIFYING DIVE SHEET:** **Six and Eleven** Dive Qualification: You must email the qualifying dive scoresheet for each diver (from the meet at which they met the qualifying standards for state) to stacy@mshsaa.org. The scoresheet is needed for confirmation of qualification. **DEADLINE:** For use as a qualifying sheet/score for state, the dive sheet must be received **via email** at the MSHSAA office before the Performance List closes (see schedule). Email timestamp will be used to confirm.
3. **DIVING DECLARATION:** **[NEW FOR 2018-19]** Since diving has been removed from the DirectAthletics performance list, Divers cannot be DECLARED through the procedure that is required for SWIMMERS. All you need to do to DECLARE YOUR DIVERS is to add them to the DIVING ROSTER FOR STATE on the MSHSAA website (See above instructions – Section 3, Page 2).
4. **SUBMIT STATE DIVE LIST:** You will submit your state dive list through an ONLINE process prior to state. I will contact all schools that have qualifiers (as per the PSYCH sheets) with the pertinent instructions on Monday prior to state.

MSHSAA STATE ONE-METER DIVING
ENTRIES: PAGE 2 OF 2
SWIMMING COACHES: PLEASE SHARE WITH YOUR DIVING COACH

State Competition Dive Scoresheets

1. 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 some human errors that occur each year. Coaches and divers will need to sign the dive sheets on Saturday morning.
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, under the Swimming and Diving activity area.

Please EMAIL requests for corrections (see below for specifics) to:
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 THREE FULL DAYS to contact me with error corrections since the Performance List closed. The fact that this data is now PUBLIC greatly restricts the changes that you can now make.**

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.