



Submission of Qualifying Swimming Performances

MSHSAA Website Instructions

Summary

Swimming performance submission takes place on the MSHSAA website (www.mshsaa.org). Please follow the instructions below.

Qualifying Swimming Performance Submission

Who can submit a qualifying performance for a swimmer?

While all Swimming and Diving (approved) coaches can see the submitted qualifying swimming performance information for swimmers, only the Varsity Head Swimming Coach may submit them.

When can swimming performances be submitted?

Coaches must submit any state qualifying performances on the MSHSAA website as soon as possible, but **NO LATER THAN SEVEN DAYS** following the meet. Submittals shall take place in an ongoing fashion throughout the swimming and diving season. Each submission that is received after 7 days is subject to a \$25.00 late fee at the end of the season.

Where do I find the submission link?

All Swimming Coaches will have a new link on their MSHSAA Home Page, under Swimming and Diving (for the appropriate gender):

Swimming and Diving - Boys

[Schedules](#)

[Eligibility Roster](#)

[District Entries](#)

[Dive Forms](#)

[Swimming Performance Entries](#)

Swimming and Diving - Girls

[Schedules](#)

[Eligibility Roster](#)

[District Entries](#)

[Dive Forms](#)

[Swimming Performance Entries](#)

There is also a link on the Swimming and Diving Schedule page at the top:

[+ Add Schedule Item](#) [Competition Contracts](#) [Export](#) [Dive Forms](#) [Swimming Performance Entries](#)

How do I submit a swimming performance?

1. Login to your MSHSAA account
2. From your homepage or schedules page go to the "Swimming Performance Entries"
3. Click "Add Performance"
4. Select the Contest (If the meet does not appear on your schedule, you will need to go to your schedule and add that first, then return to the Diving performance page and start over.)
5. Select the event
6. For an individual event, enter the Student (A list of the students on your Swimming and Diving Eligibility Roster will be displayed. You must select a student on your roster. If a student is missing, you will need to add him/her to your Eligibility Roster first and then return to this page to submit the performance.)

7. Select the pool type (Yards or Meters)
8. Enter the performance time
9. Save
10. You will have the option to add another entry or view the performance list

Swimming Performance List

The Swimming Performance List and Public Performance List page will show all swimming performances submitted in the current year. You can choose how you want to view this list by clicking on the event, rank, date, contest, school, and more.

What happens if I enter the wrong time?

If there is an error on your entry, delete the entry and restart.

If you have any issues or questions, contact the MSHSAA Office.