



STATE ENTRY SUMMARY

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



This document contains the entry instructions and timeline for the Boys/Girls State Swimming and Diving Championships (BOTH classes). 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	Consid. Performances placed on your online PERFORMANCE LIST	www.mshsaa.org
<u>Opens:</u> <u>Closes:</u> 1PM	Tuesday, Sept. 23 / Dec. 16 Friday, Nov. 7 / Feb. 13	MSHSAA website - ONLINE entry data: Pass List (beyond athletes)	www.mshsaa.org – State Qualifiers
10:00am	Thursday, Nov. 6 / Feb. 12	PERFORMANCE LIST CLOSES	www.mshsaa.org
<u>Opens</u> 1:00pm <u>Closes</u> 1:00pm	Thursday, Nov. 6 / Feb. 12 Friday, Nov. 7 / Feb. 13	SWIMMING ENTRY DECLARATIONS Period (Declaring <u>from</u> your performance list)	www.mshsaa.org
<u>Opens:</u> 10:00am <u>Errors Due:</u> 10:00am <u>Closes:</u> 10:00am	Sunday, Nov. 9 / Feb. 15 Monday, Nov. 10 / Feb. 16 Monday, Nov. 10 / Feb. 16	PSYCH SHEET REVIEW PERIOD: Any corrections of confirmable input errors based on Psych Sheets are due	www.mshsaa.org – Swimming Page Send email to: stephanie@mshsaa.org
Thursday/Friday, Nov. 13-14 Friday/Saturday, Nov. 14-15		CLASS 1 BOYS STATE SWIMMING AND DIVING CHAMPIONSHIPS CLASS 2 BOYS STATE SWIMMING AND DIVING CHAMPIONSHIPS	
Thursday/Friday, Feb. 19-20 Friday/Saturday, Feb. 20-21		CLASS 1 GIRLS STATE SWIMMING AND DIVING CHAMPIONSHIPS CLASS 2 GIRLS STATE SWIMMING AND DIVING CHAMPIONSHIPS	



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SECTION 1:

SEASON

PERFORMANCE

LIST



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.

SECTION 2:

**STATE MEET
SITE
INFORMATION**

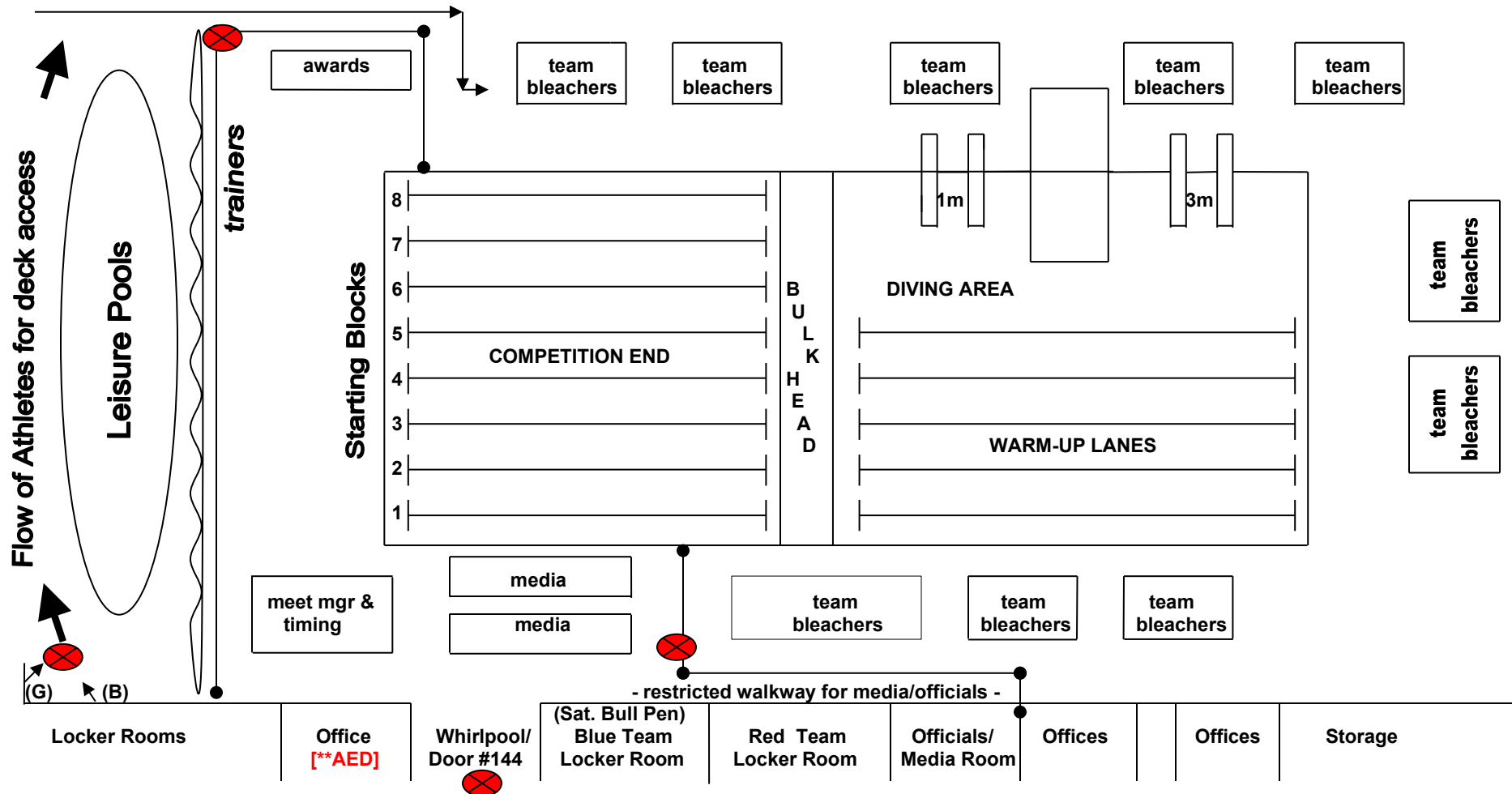


MSHSAA STATE SWIMMING AND DIVING MEET INFORMATION

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

11/2025

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 Stephanie Turner at MSHSAA (prior to the last minute) (phone: 573/875-4880; email: stephanie@mshsaa.org).

STEP ONE:	Submit Pass List on the MSHSAA website. (Athletic Directors)
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1. Go to **MSHSAA website:** www.mshsaa.org
2. **Log in** to the website using your username and password.
3. Go to your **school's home page** (click the "Schools" tab and type in your school or click on the link)

4. **Pass List:** Coaches can view but **cannot** complete the pass list – an administrator with website privileges 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). Only ONE Manager of HIGH SCHOOL AGE is allowable.

[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.]

5. **Qualifying Athlete Creditals:** Creditals for state qualifying athletes will be based on psych sheets.
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.

- | |
|--|
| <p style="text-align: center;">Pass List
<i>[Athletic Director]</i>
<i>4 entries max including coaches</i></p> <ol style="list-style-type: none">1. Log in2. Sports & Activities Tab3. State Qualifiers-
Swimming and Diving4. Pass List5. Add Coaches6. Add to General Pass
List7. Mark as complete |
|--|



MSHSAA WEBSITE DECLARATIONS

STEP TWO:

Entries Declaration for Swimming AND Diving on the MSHSAA website.

ONCE THE DECLARATION PERIOD OPENS:

OPEN FOR ONLY 24 HOURS

1. 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.
 - a. Your A.D. must have you listed on the coaches roster before you will be able to log on
 - b. You must have your password (you can retrieve it through the log on process)
3. Go to your **My Coaching Tab > State Qualifier Entries > State Entry Declarations**
4. Click on **Edit State Entry Declarations**
 - a. **Diving**: The top 8 divers at each district will qualify for to state. You WILL need to declare these entries. The declaration page will automatically select the declare option for divers who have participated in the post season. You must still save roster and mark as complete if there are no other qualifications. You will also need to submit a state diving list for each state qualified diver via cleanentries.com as per the KEY DATES sheet.
 - b. **Swimming**: All qualified athletes will appear on the edit screen. Qualified relays will appear on the Relay tab. For each athlete, you will be presented with only eligible events along with the qualifying time. Select “declared” or “not declared” next to each qualifier and relay. Enter the names for your relay teams. When you are finished with your entries, click the “Save Roster” button. You will see a list of your current, submitted entries. PRINT/SAVE A CONFIRMATION SHEET FOR YOUR RECORDS AND TO CONFIRM YOUR ENTRIES IF A QUESTION ARISES.
Once you have checked your declarations, you must click on “MARK AS COMPLETE” at the top.
 - 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.

State Entry Declarations

[Coach/Athletic Director]

1. Log in
2. My Coaching Tab
3. State Qualifier Entries
4. State Entry Declarations
5. Edit State Entry Declarations
6. Select Declarations
7. Enter Relays
8. Save Roster
9. View/Check Declarations
- 10. Mark as complete**

***Coaches: Even if you only have divers who have qualified for the Championship, you must declare them!*

Need Help? Please send an email with your question or problem to:
stephanie@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 dd 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: stephanie@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 displayed on the psych sheet 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 will not be able to correct that, and our correction **will not** be to your liking and it will detrimentally affect your athletes; so **do not declare over the legal limits within the NFHS rules!!!****