

# MSHSAA Website: INSTRUCTIONS

## Electronic Submission of State Qualifying Diving Performances

### Summary

Diving performance submission takes place on the MSHSAA website ([www.mshsaa.org](http://www.mshsaa.org)). Please follow the instructions below.

### State Qualifying Diving Performance Submission

- **Who can submit a state qualifying diving performance for a diver?**

While all Swimming and Diving (approved) coaches can see the submitted qualifying dive performance information for divers from their school, only the **Varsity Head Diving Coach** may submit them. If you do not have a Varsity Head Diving Coach assigned, then no one will be able to submit a dive performance. Having a Varsity Head Swimming Coach is not enough. You must have a Varsity Head Diving Coach identified.

- **When can Diving performances be submitted?**

Diving performances may be submitted, beginning on the day of your first scheduled meet and ending on the day that all swimming and diving performance lists close (see Key Dates document). This deadline will appear on your diving performance page.

- **Where do I find the submission link?**

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

Boys Swimming and Diving Schedules Eligibility Roster <b>Dive Forms</b>	Girls Swimming and Diving Schedules Eligibility Roster <b>Dive Forms</b>
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There is also a link on the Swimming and Diving Schedule page at the top:

[< Activity Listing](#) [Opponent Search](#) **[Dive Forms](#)** [Direct Athletics](#)

- **How do I submit a diving performance?**

1. **Click "Submit New Form"**

2. **Select 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 Dive performance.

3. **Select the Meet:** After you have selected the student, you will be prompted to select the meet from your schedule. 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.

4. **Select the Dive Type and Enter the Score and Degree of Difficulty:** Next, you will need to select whether the event was a 6-Dive or 11-Dive format and then enter the Score and Degree of Difficulty of the Dive Sheet. If the Score and Degree of Difficulty do not meet the minimum requirements, you will not be able to continue entering the form. If a higher 11- Dive Consideration Score has already been entered for the student, you will also be prevented from continuing as the higher score supersedes the lower.

5. **Enter the Judges:** You will need to select whether the meet had 5 or 7 judges. Then, you will be able to enter MSHSAA Officials, MSHSAA Member School Swimming and Diving Coaches, and other individuals who served as judges for the meet. For officials, you can either type in the name or the Official ID. The system will match each of these with registered MSHSAA Officials. For coaches, the system will match the names of coaches if they are approved swimming or diving coaches for a school registered in swimming/diving. Please take care to make sure the correct judges are entered.
6. **Upload Score Sheet PDF:** The next step is to upload a PDF of the Score Sheet. A PDF is the only file type that the system will accept.
7. **Finalize Form Submission:** The final step is to click "Finalize Form Submission". You will see a form confirmation page on which you can click "Continue".

### **Diving Performance Summary**

The Diving Performance Summary page will show all Diving Forms submitted in the current year. Each form is initially in a status of Pending until it is reviewed by the MSHSAA Office. When that occurs, it will either be Approved or Disapproved. The Varsity Head Diving Coach will be notified of the decision via email.

If you have any forms that supersede previous submissions, you will see two different tabs -- Current Forms and Archived Forms. The Archived Forms represent 11-Dive Consideration Forms that have been superseded by higher scores.

All forms that have been approved will appear on the new Public Dive Performance Listing page. You can access this page from the diving performance submission page or by navigating to Swimming and Diving under Sports & Activities.

### **Miscellaneous Details**

- Once a student has received an automatic qualification, no additional diving performances may be submitted for him/her.
- Diving performances are required to be submitted within 7 days of the meet. Each submission that is received after 7 days will be assessed a late fee at the end of the season.
- The diving score sheets will not be publicly visible.
- The judges used will be publicly visible.