

CIF Swimming & Diving Online Entry Process

STEP 1—ACCESSING YOUR SWIMMEETMAKER ACCOUNT

Each school has been assigned a SwimMeetMaker account for his/her team. Once you receive the invitation from SwimMeetMaker you can log in using the username and password that you created last year. Your account will have the ability to enter both boys and girls. If you have other coaches who should have access, use the “Invite Your Coaches” link to complete the account set up process. If you do not have an account from last year, you will get in invitation to create one. In this case, **The invitation will be the ONLY way you can create an account in SwimMeetMaker and have access to the CIF meet.**

If you have any problems logging in with the username and / or password, contact Brenda Bomgaars at the CIF Office (brendab@cifss.org) or 562.493.9500

****Go to www.swimmeetmaker.com and log in with your username and password****

STEP 2--SETTING UP YOUR ONLINE ROSTER

Before entering an athlete into the CIF meet, the athlete must be listed on your team roster.

- 1) Click on the “Roster” tab and either “Add New” (manual) or “Import” (use the available template).
- 2) Review/add/edit your athletes in your roster for the CIF meet by clicking on the “Eligibility” button listed by the CIF Meet.
- 3) Mark which athletes you want to have eligible to participate in the CIF Championship meet (don’t forget to include your relay alternates and divers!).

STEP 3--SUBMITTING ONLINE MEET ENTRIES

Once your athletes are added to your roster, you may start submitting your meet entries.

- 1) On your Swimmeetmaker HOME page, look at your “Upcoming Meets”. Click on the “Event Entry” button to begin the entry process. If the division is incorrect, contact the CIF office immediately!
- 2) Select the appropriate gender and click the “Load” button. Your roster for the CIF meet should appear. If the roster does not appear, make sure the athletes are on your eligible roster for the meet! (see the Setting up your Online Roster instructions above).
- 3) Mouse over the box corresponding to your athlete and the event to begin entering your athletes into “Individual Events” and “Relay Events” (you should see “Enter” appear). Every time you click the “Save” button in Swimmeetmaker, that athlete is now entered in that event. There is no additional step required to submit your entries.
- 4) For divers, you must enter the diving score and the corresponding degree of difficulty. In addition, you will also **UPLOAD THE DIVE SHEET REFLECTING THE SCORE/DD ENTERED**. This sheet should be signed by the coach and meet official.
- 5) Once you have finished, we recommend that you click on the “Email my entries” link at the bottom of the page to receive an EMAIL confirmation as well as **PRINTING** a copy for your records.
- 6) You may make changes to your entries as often as you wish up to the entry deadline (**9 AM on Saturday, April 27th**).

- **Don’t forget to enter your divers into Swimmeetmaker!**
- Make sure the times entered **MATCH** the verified times on your Green, Yellow, or Pink CIF Verification Card (**which you must present to Check-In officials at prelims**).
- As soon as you get this information, login to your account to familiarize yourself with the entry process. Do not wait until the day before the entry deadline!

DEADLINE IS SATURDAY, APRIL 27, 2019 @ 9:00 A.M.

NO EXCEPTIONS

The checklist below will assist in covering all entry information needed for the 2019 CIF Southern Section Ford Swimming & Diving Championships.

- **Sign into Swim Meet Maker** www.swimmeetmaker.com
Register the appropriate information along with all your athletes (**SWIMMERS AND DIVERS!**). If you have not received an invitation from SwimMeetMaker to create a login and password, please contact Brenda Bomgaars at the CIF Office (562.493.9500 or brendab@cifss.org). You may sign in and out of Swim Meet Maker changing times and updating entries until the entry deadline of **9am on Saturday April 27th**.
- **Coaches Contact Information**
When you register your contact information with Swim Meet Maker, make sure you are providing the coach's phone number where he/she can be reached on Saturday April 27th. If there are any issues with your entries, this is the number we'll call on that day.
- **Before Submitting Swimming Entries:** Each athlete will be permitted to swim a maximum of 4 events, no more than 2 of which may be individual events. Being designated as an alternate ON A RELAY does not count as an event until the swimmer actually competes in that event.
ENTRIES MUST BE COMPLETED BY THE ENTRY DEADLINE OF SATURDAY, APRIL 27th @ 9:00 A.M.
- **Coaches and Divers: If you have a diver/s you must do the following...**
Add the diver to your roster in Swim Meet Maker. **Enter the "Qualifying Dive Score" and "Degree of Difficulty"** in Swim Meet Maker for each diver. **Enter the school district recognized coach** (the person hired through your district) that will represent the diver on championship day. A club coach IS NOT a supervisor unless hired by your district. Failure to comply can affect the eligibility of your swim/dive team in championships. **Upload a PDF of each diver's "Qualifying Dive Sheet"** (this document should be complete with all signatures and detailed list info including scores and DD for each dive). We no longer use Blue Cards as all information is contained on the qualifying dive sheet. This is the dive list from the meet where the athlete qualified. **Check the www.faculty.polytechnic.org/cifss website at 3pm on Saturday April 27th to see the top 36 dive qualifiers.** If your diver qualifies, he/she will have to enter the list they wish to use at Championships. They will do this at www.divemeets.com.
- **Bring Yellow, Green or Pink Qualification Cards to Swimming:**
THE SWIMMERS QUALIFICATION CARDS MUST BE BROUGHT TO CHECK IN. WITHOUT VERIFICATION CARDS PRESENT ATHLETES CANNOT PARTICIPATE!
- **Pre Verification:** If your league championship is conducted using [swimmeetmaker](http://swimmeetmaker.com), verification cards are not needed from league meets. Electronic submission of league results from meets NOT using [swimmeetmaker](http://swimmeetmaker.com) may also permit pre-verification of entry times, but coaches are advised to maintain verification cards in case electronic submission is not done correctly.

**If you have any questions regarding the information above,
Please contact Brenda Bomgaars (brendab@cifss.org) at the CIF office (562.493.9500).**

**CIF SOUTHERN SECTION SWIMMING & DIVING ENTRY DEADLINE IS
SATURDAY, APRIL 27th @ 9:00 A.M.
NO EXCEPTIONS!**