

CHECK LIST BEFORE SUBMISSION OF ENTRY FILE

1) Order of Entry Procedure:

- a) Enter Qualified swimmers.
- b) Fill open events with eligible Invited swimmers.
- c) Complete bonus events for Qualified swimmers who have not met 3 individual qualified events. Mark each of these as Bonus swimmers appropriately.
- d) Save as a PDF to submit along with the entry file.
- e) Identify athletes eligible for disability participation. These athletes will compete under their own event number. See para standards document for entry times.

2) How do I enter athletes in the 13-14 50 stroke (fly, back, breast)?

- a) Have they achieved a AAA time in the 100 of the stroke?
 - i) If yes, they are eligible for the event as a Qualified event. Enter with the 100 time!
- b) If there are not two Qualified swimmers, you may enter an Invited swimmer who has at least an A National time. Enter with the 100 time!
- c) Now, you are ready for Bonus event entries:
 - i) They have at least an A National time, and,
 - ii) They are competing in at least one but not more than two (2) Qualified events.
 - iii) Enter with the 100 time!

3) How do I enter distance events?

- a) If an athlete has qualified with a AAA time in the 800 or 1500 (or the corresponding SC distances) they are eligible to swim the other distance as a Qualified event provided they have swum the event previously. They must be entered with an actual time from SWIMS.
- b) If there are not two (2) Qualified swimmers in the event, Invited swimmers may be added to get up to two (2) entries in the event provided they have achieved an A National time. They must be entered with an actual time from SWIMS.

4) I'm still confused on how to enter athletes. Can you provide an example? Yep ☺

- a) Xavier has a AAA time in the 200 fly. It is his only Qualifying time. What else is he eligible to swim?
 - i) Does he have an A National time in any other events? If no, he is not eligible for any other events.
 - ii) If yes, there are two possibilities:
 - (1) Do any of the events have zero (0) or one (1) Qualified swimmer? If yes, he may be entered as an Invited Swimmer to get to the two (2) entries allowed for filling events (these invited swims do not count toward the bonus rule).

- (2) He may be entered in two (2) bonus events of distances 50 or 100 where he has met the A national standard. Be sure to check the “bonus swim” box on the entry file.

5) Have I tripled checked the following before submitting entries?

- a) I have saved entries as a pdf to include with my entry file.
- b) I have marked “bonus” for each of the bonus entries.
- c) If applicable, I have completed the Disability Swimmer form for submission with entries.
- d) Club teams have all been converted to LSC team.
- e) All entries have times that can be verified in SWIMS; there are no NT allowed.
- f) No athlete is in more than six (6) individual events with no more than (3) on any single day.
- g) Up to two (2) relays have been entered in relay events.

6) What forms as I to submit with my entries?

- a) Disability athlete form (if applicable).
- b) PDF of entries sorted by event. This will allow the LSC and host to quickly check for time compliance.
- c) PDF of entries sorted by athlete. This will allow the LSC and host to quickly check for event limits.

7) What will I get back from the host?

- a) Confirmation of entries including number of athletes, individual splashes, and relays.
- b) Exception report of anything that came in non-conforming. The PDFs supplied above will allow the host to double check before asking for clarification.