

# Attention Coaches – Please read this entire Note

We have audited the submissions to the championship meet and we see two recurring problems with the submissions.

## **Problem # 1: After Completing Entries, they have not been Submitted.**

Once the coach is comfortable with their entries, they should **Submit** them. Submitting triggers two emails to be sent back to the submitter.

The first email is a report of your submitted entries.

The second email is a list of Actions to take after Submitting your Entries. This outlines the requests you need to make to your CEO, coaches, athletes and parents to complete their necessary attestations.

The procedure to verify the status of your entries is:

1. Log on to SwimCloud and select the 2023 YMCA National Championship meet.
2. In the search box on the upper right side of the page (Search events, swimmers or teams) enter the name of your YMCA and then select your team from the list provided.
3. On the page for your team, to the right of your team name is a Status Indicator box (No entries, In Progress, Submitted).
4. If you have finished your entries and your Status Indicator box does not indicate Submitted, then follow the procedure below to submit your entries.

The procedure to Submit your entries is:

1. To the right of the Status Indicator box there is vertical column of 3 dots.
2. Click the 3 dots, to display the list of actions, and then click **Submit Entries** icon in the list.
3. Your status will change to Submitted.

## **Problem # 2: Attending Coach Names not Entered.**

Some teams have not added the names of the coaches who will be attending the meet. For the meet committee to create a deck credential for all your attending coaches, please verify that your list of coaches is correct.

The procedure to verify your list of coaches is:

1. Log on to SwimCloud and select the 2023 YMCA National Championship meet.

2. Click the **Coaches** tab in the selection bar at the top of the page (Home About Rules Teams Swimmers Coaches Fees Reports Email).
3. Select your Team Name in the Team Box on the upper right side of the page.
4. Verify the list of coaches for your team.
5. If additional Coaches need to be added, click the Add Coach button.
6. Make sure to click the Deck Pass and Entry emails radio buttons as appropriate for each coach.

A Reminder ***There will be no on-site coach registration.*** Coaches who plan to attend the YMCA National Short Course Championship must be registered through the Annual YMCA Team and Coach Registration system and all certifications must be up-to-date through the end of the meet. <https://www.teamunify.com/team/yusa/page/coaches>

Thank you for your attention to these issues.