

CBST-USAS Meet Entry 101

This document will provide you with general information about the Central Bucks Swim Team meet entry process. If you have more specific questions relating to a meet or your swimmer's events, please consult the meet sheet. If questions remain, contact a CBST-USAS coach or member of the CB Aquatics administrative staff.

Being involved during the meet entry process is extremely important. CBST has put this process into place to ensure that each swimmer is able to participate in the most appropriate events for that particular swimmer. In many cases, meet entry turnaround times are quick, due to the timing of information being made available and the deadline of the meet hosts.

Getting the team into the desired meets is a process that must occur quickly to get our team's meet entries completed after the relevant information becomes available and before the meets fill up or the external deadlines arrive so that we can avoid being shut out of meets.

THE BASICS:

At the beginning of each CBST short course and long course season, coaches will decide which meets CBST will attend as a team. The full list of meets available can be found on the Middle Atlantic website at www.maswim.org. The coaches may decide to add a meet to the schedule later in the season for a variety of reasons. The meet entry process is multi-step, requiring involvement of parents, swimmers, CBST coaches, and administrative staff.

The meet entry process action items for CBST swim families are as follow for each meet (unless there is specific timing and/or procedures that a meet host requires, in which case specific directions will be communicated):

1. Declare intent to or not to attend and select entries in your Team Unify portal by deadline
2. Coaches/staff will submit entries to the meet host prior to meet entry deadline
3. Final entries will be communicated to the team once meet host accepts the entries.

Deadlines will be announced via email. Reminders will NOT always be sent, so be sure to watch your email and make note of any deadlines or other important dates when they are initially communicated.

THE DETAILS:

Please familiarize yourself with the meets as soon as information is available: events, timing, location, event limit, qualifying times (if applicable). Once they are provided by the host teams, meet sheets containing these details can be found in the "Meets" sections of the Middle Atlantic website and our team website (meets page) as well as in your Team Unify portal where you sign-up for meets. Reading the meet sheet is an essential tool to make the meet entry process more efficient and attending meets a positive experience. Please read the meet sheet prior to submitting your swimmer's meet attendance plans and selecting entries.

1. Attendance Declaration/Event Selection:

- The meets that CBST will be attending will be uploaded into your swimmer's portal. Meets are put into the portal according to when entries must be submitted and when information is received, rather than according to when the meets occur, thus, not all meets will be in the portal at once and meets occurring later may be in the portal before meets occurring sooner.
- Families are asked to declare their intention to attend a meet and choose events for each meet.
- This declaration/event selection is important in assisting the coaches in their preparation of the entry file. Given the speed with which entries must be submitted, they need to have an up-front idea of everyone's attendance intentions and event preferences. Once the meet sign-up deadline has passed, you will not be able to make changes and will be committed (financially) to the entries that the coaches submit to the meet host based on your attendance indication and event selections.
- Occasionally, parents or swimmers have a discussion with the coaches about meet entries. After such discussion, we request that the parent/swimmer update portal. If they fail to do so, the coaches will do their best to remember but we cannot guarantee that they will do so. It is always best to not rely on memories of conversations, but to use the portal to document all requests.
- Instructions for navigating the Team Unify portal to sign-up for a meet are below and will be emailed with each meet announcement.
- Within the events and competitions – team events section of your portal, click on the name of the meet and scroll down to the forms/documents section to view the meet sheet if it has been provided by the meet host. This document includes all meet details.
- Many other details are included on this page such as meet dates, location, events list, and entry limits.
- Note the deadline to sign-up (register) for each meet toward the top/right.
- In some cases, meets are put into the portal with very limited information due to tight time frames to get entries submitted. In those cases, please make your best guess at your availability for each meet given what is known at the time. Entries will be processed once the full details are made available by the meet host.
- For meets with time standards, specific instructions will be communicated.
- For each individual meet, you may declare each swimmer's intention to attend as either Yes (will attend) or No (will not attend). A Notes box is included for each meet so you have the opportunity to let the coaches know if there are specific days or sessions you will not attend.
- The events for your swimmer's age will be listed once you declare that you will attend. Click to select the events in which your swimmer wishes to participate. Use this events list (in conjunction with the meet information flyer) to know what events are in which sessions/days of the meet to be sure you select only events for which you are available. Please remember that many meets have event limits (by day, session, and/or meet) so be aware of that when making requests.
- Once you are done, click "save changes" at the bottom, right of the screen.
- Please complete this process as soon as possible so that if you have any questions, we will be able to help you. It is important that you make your declaration by the deadline to ensure your swimmer does not get locked out of a meet that they want to attend.

- Please note that it is the parent's responsibility to be sure that the swimmer(s) is actually available to participate in a meet and declare accordingly in the portal. Make sure you have done that by the deadline, as payment will be required for all events into which the coaches enter your swimmer. Please check email daily to be sure you do not miss any important information or deadlines related to meet entries. The objective of this process is to get our team's meet entries completed as quickly and thoroughly as possible so that we can avoid being shut out of meets.
- Please be thorough when declaring your swimmer's availability for meets and choosing events, as you will not have an opportunity to review entries or make changes.

2. Coaches will submit entries:

- Once the availability deadline passes, the coaches will submit the final entry file to the host team for acceptance into the meet.
- CBST coaches and staff will wait for confirmation from the meet host as to whether the team's entries have been accepted.

3. Communicating final meet entries: The final entries will not be communicated to swimmer(s) until they have been accepted by the meet host. Once we receive acceptance, final meet entries will be posted on the CBST website ("Meets" tab).

Please check email and your portal often so that you do not miss any deadlines. In some cases, timelines imposed by the meet host are compressed and require quick turnaround times.

Once the sign-up deadline for a meet has passed, you are committed to the entries selected for your swimmers and will be responsible for paying for them (through your Team Unify account monthly billing) whether your swimmer ends up attending the meet or not.

Our deadlines are set to be sure we are able to accomplish the full meet sign-up procedures and not get shut-out of meets. If you do not meet the deadline, it is likely that your swimmer will not be able to attend a meet. However, if you have missed a deadline, you may contact CB Aquatics administrative staff per email communications about the meet and if it is possible given the status of the registration process at that time, we will get your swimmer into the meet

Thank you for your patience as we work through the entry process. It is a time sensitive process that can be very tricky. Because of the popularity of swimming in our area, the most desirable meets are in high demand. Our coaches and staff are experienced and know the process and use this background to get our team into as many of the desired meets as possible. The timing of meet entry periods being opened and the size of our team (we take up a lot of space in a meet) can lead to CBST being shut out of a meet that some smaller teams may get into with a later entry submission. Given the volume of entries that we submit, there may not be room for CBST's entries even if we are first to submit in some cases (as there may not be room for CBST and the host team). There are limited meets and many swimmers, so it is difficult to make the meet entry process a completely smooth one, but rest assured that the coaches and administrative staff are creating a process and setting deadlines with the best interests of the swimmers as the driving force.

Coaches/CB Aquatics staff will do entries for meets CBST is attending as a team and families should not contact meet directors. Conversely, CBST coaches/staff will not do entries/contact meet directors for meets CBST is not attending as a team. Our coaches have a schedule that will provide adequate

competition opportunities, however, if your swimmer plans to participate in a meet we are not attending as a team, please use TM Lite to complete the entries. In that case, swimmers should notify the CBST coaches and administrative staff after the meet so times can be updated in the CBST database. If you are registering your swimmer for a meet using TM Lite, remember that USA Swimming requires all swimmers to be registered with their full legal name and, thus, that is how CBST has registered them per the information you provided during registration with the team. This means first name, middle initial, last name per birth certificate or subsequent legal name change document. Be sure to include this correct and complete information when entering any meets on your own. (Specifically, when adding your athlete in TM Lite include first name, middle initial, last name, birth date, sex, and ID [ID is available in your SWIMS portal]). TM Lite instructions are on the "Meet Information" page of our website.

Please contact CB Aquatics staff as directed in current season emails with questions.

Thanks so much for your help with this important process.

v. 5/2023