CBST Meet Entry 101

This document will provide you with general information on 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 coach or member of the administrative staff.

Being involved during this meet entry process is extremely important. CBST has put this process into place to ensure that your swimmer(s) is able to participate in the most appropriate events for him/her. 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 external deadlines 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 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 procedure that a meet host requires, in which case those steps/directions will be communicated):

1. Indicate availability and any entry requests/preferences in your portal by deadline

2. Coaches will select entries for swimmers

3. Coaches will submit entries to the meet host prior to meet entry deadline

4. Final entries will be communicated to swimmer(s) and uploaded to the "Meets" page once meet host accepts the entries.

Deadlines will be announced via email but reminders will NOT always be sent, so be sure to watch your email. Continue to refer to your portal as instructed.

THE DETAILS:

Please familiarize yourself with the meets as soon as information is available…events, timing, location, event limit, qualifying times (if applicable). As 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. Meet sheets are also in the portal per below. Reading the meet sheet is an essential tool to make the meet entry process more efficient and attending meets a positive experience. Please take a look at the meet sheet prior to submitting your swimmer's meet availability and any entry requests.

1. Availability:

- 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, 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 **"Indicate Their Availability"** for each meet which lets the coaches know whether or not the swimmer(s) is available and interested in participating in the particular meet.
- This availability indication is simply meant to assist the coaches with the first pass at the entries. Given the speed with which entries must be submitted, they need to have an up-front idea of everyone's intentions. Once the availability deadline has passed, you will not be able to make changes and will be committed (financially) to the entries that the coaches choose and submit to the meet host.
- The availability screen is in the US Meets tab of your portal page. Once on the US Meets tab click on your swimmer's name in the section for the meet for which you're indicating availability (scroll up or down to get to the different meets). This must be done separately for EACH meet even if your swimmer is unavailable for a meet.
- Click on "more info" to view the meet sheet which includes all meet details if it has been provided by the meet host.
- Click on the name of the venue for venue address and other information.
- Note the deadline to indicate availability for EACH meet in red.
- In some cases, meets are put into the portal with very limited information due to tight time frames to get entries submitted related to the timing of the release of details about the meet by the meet host. 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 details are available.
- For meets with time standards, just indicate if you are available or not should your swimmer qualify. Swimmers who do not qualify will not be entered into these meets. Likewise if you indicate now that you cannot attend but circumstances change or you qualify for a meet during the season, the coaches will make every effort to get your swimmer into the meet.
- For each individual meet, you may indicate availability as follows:
    - ➢ Available for all days (click box for each day)
    - ➢ Available for some days (click just the boxes for the days you are available)
    - ➢ Not available for any days if you are not attending at all (click box for not attending)
    - ➢ A Comments section is included for each meet so you have the opportunity let the coaches know which events you prefer or prefer not to swim. You may indicate any specifics about events or details about attendance in the comments box. Do not assume that the coaches know what you want to swim. The coaches request that if you have events you'd like to swim (or not swim) that you use the comments box to communicate that information, helping to ensure swimmers are happy with their entries. If information is not included in the comments box, coaches will choose events for your swimmer(s). NEW MEMBERS: It is imperative that you use the comments box to indicate the events in which you are interested since the coaches don't know you well yet.
- Note that the events for your swimmer's age are listed on the availability screen for your reference (for those meets for which this information is available) – you CANNOT click to select the events. You can just indicate availability as described above. Use this

events list (in conjunction with the meet information flyer) to know what events are in which sessions/days of the meet and to indicate preferences/requests in the comments box. 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 "complete."
- Please indicate your availability as soon as possible so that if you have any questions we will be able to help you. It is important that you indicate your availability 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 indicates the appropriate availability in the portal. Make sure you have done all that by the deadline, as payment will be required for all events the coaches have entered. Please check email daily to be sure you don't 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 indicating your swimmer's availability and providing event preferences, as you will not have an opportunity to review entries or make changes.

2. ==Coaches will select entries for swimmers==:
   - Once the availability deadline passes, the coaches will select entries for swimmers based on any comments/requests that were made in the portal. Occasionally, parents or swimmers have a discussion with the coaches. 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 use the portal to document all requests.

3. ==Coaches will submit entries==:
   - 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 or not the team's entries have been accepted.

4. ==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 emailed to families, uploaded to the portal and posted on the CBST website under the "Meets" tab.

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

Once the final availability deadline for a meet has passed you are committed to entries for your swimmers and will be responsible for paying for them (through your escrow account) whether your swimmer ends up attending the meet or not so please be sure to carefully enter availability information by the deadline for each meet. Keep in mind it is very helpful to be very clear and specific if there are certain events and/or races that you would like your swimmer to participate in. Remember that you have at most three swimmers for whom you need to check entries and the coaches have roughly 130 athletes so you are far more likely to be aware of and retain the pertinent details for your swimmer than they are.

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've missed a deadline you may contact Heather Yim at heayim@cbsd.org 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. As you can surely tell, it is a very 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 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're 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 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 any meet 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 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 then click "build ID.") TM Lite instructions are on the "Meet Information" page of our website.

Please contact Heather Yim at heayim@cbsd.org with questions.

Thanks so much for your help with this important process.

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