CORRECT PROTOCOL & PROCEDURE FOR ENTERING SWIM MEETS IN COAST & VALLEY AREA for PARENTS

ONLINE ENTRIES SHOULD BE USED WHEN AVAILABLE

For online entries you must have your **USERNAME & PASSWORD** to register.
These are the same used at registration time each year with SNSW. If you have not got them contact your clubs registrar or SNSW, they should be able to provide you with them.

Entry process for online entries

- **Go to CVSA website**
- **Competition Tab**
- **Program**
- **Season Winter or Summer**
- **Select meet you want to enter**
- **Click on the online entry link. Most swim meets have online entries.**
- **Click Enter button**
- **Enter username & password as explained above**
- **Enter races you wish to enter. Please read the conditions of meet on program before entering events.**

HOW TO ENTER A SWIM MEET THROUGH YOUR CLUB RACE SECRETARY

- All clubs have a person (race secretary) who is in control of entries from your club. Contact the race secretary of your club to find out the method used in regards to entries if you are unsure of what to do.

Entry process

1. Obtain program of meet. –
   (Programs can be found on the competitions page of CVSA website or on your clubs notice board)

2. On the CVSA website you can find programs under competitions tab - go to season meets

3. Read & understand the Conditions of entry on bottom of program.
   This information will contain the entry fee per event as well as other important information.

4. Obtain an entry card from your club. In most cases this is a Multi Entry card

5. Enter correct events. Event numbers are on the program. Make sure you are in the correct age group.

6. Enter **BEFORE** the closing date that is advertised by **YOUR** club **NOT** the closing date on the swim meet flyer.

7. Use correct entry procedure asked for by your club.

8. Ensure that entry times are correct.
   Don't enter swimmers that **don't** meet the Qualifying Times or Break Times stated.

9. Enter through your club's race secretary. This is important so your club & coach knows what & where your swimming & so results can be found.

- E-Entries does **NOT** mean sending an e-mail to the club hosting the swim meet, it is a computer program used by clubs for entries.