

## **Directions for COACHES to register on divemeets.com**

Hello all,

I hope your diving season has gone well and you are looking forward to the upcoming State Swimming and Diving Championships. In order to make the state championship experience more enjoyable we have utilized the Dive Meets program software. Using this software will allow us to run a more efficient state dive meet. This informational sheet will outline the process that you as a coach will need to follow.

We have developed the following steps for you to enter your state qualified divers in a more efficient and effective manner. If you have any questions regarding this process please contact Todd Wollenweber at [todd.wollenweber@highlineschools.org](mailto:todd.wollenweber@highlineschools.org) or Andy Barnes at [abarnes@wiaa.com](mailto:abarnes@wiaa.com).

All Divers will need to be entered through our standard process in Direct Athletics as well as entered into the Dive Meets portal. We will continue to use our standard process of coaches entering their divers into Direct Athletics for verification in the state meet. Once you have done that, we will ask you to also enter your diver and their dive sheet through the Dive Meets.com website. By doing so, we will be able to highlight our divers at the state meet more effectively. The following specific steps are required in order to make sure your diver is listed correctly in the meet.

### **THIS PROCESS DOES NOT COST YOU OR YOUR ATHLETES ANYTHING!**

**If you have already registered on divemeets.com, you simply need to update your account to reflect the school you coach for. Coaches are required to register prior to their athletes!**

- 1.) Go to [www.divemeets.com](http://www.divemeets.com)
- 2.) Put your cursor over the “login” tab at the top, and click “get a Divemeets ID”
- 3.) In this window, enter all of your information. Remember, however you type this in is how this will appear in reports and any print offs.
- 4.) At the bottom is the “Organization Membership” table. Click the box under the “coach” column called “Washington Interscholastic Activities Association”, then click “register”
- 5.) This page will have you confirm all of your information, and at the bottom, select the “team affiliation” (the school you coach for). NOTE: You can only register as a coach for ONE school. This will NOT be a problem for your athletes. When they register, they simply select “not listed” for the coach. Click the continue box.
- 6.) You will have an ID number emailed to you. Remember that number.

**NOTE: You and your athlete must sign your dive sheet, which will be printed for you on the pool deck, BEFORE your divers get to warm up for their competition. This is also the deadline for you and your athlete to make changes to their dive sheet. Once your diver gets on the board to warm up for their meet, there will be no changing their dives.**

**All of these should be done the Sunday before the state meet. If you get any wildcards, you will have until Thursday at 9am to register those divers and input their dives sheets.**