

Washington State High School Swimming--How to Submit Online Entries

WIAA/Dairy Farmers of WA/Les Schwab Tires State Championship meets will be open to coach access approximately six weeks ahead of the meet entry deadline.

How to make sure your athletes are entered without issue:

1. Log in to your team's DirectAthletics account. For detailed information regarding log in or account creation see page 2 of this document.
 - a. If you cannot access your team's account due to a different coach being associated with the account, please contact Jeff Lowell at jefflowell9969@gmail.com ASAP. Your account will need to be reset, a process that will take some time. Jeff will contact Direct Athletics to start the process.
2. Once logged in, if you find your team is invited to the wrong classification, please contact Jeff Lowell at jefflowell9969@gmail.com. Jeff will be able to adjust the invitation.
3. Once logged in, you can add your team roster – this should be ONLY the athletes you have who will attend your district meet. Detailed instructions follow on page 2.
 - a. Please spend a few minutes managing your team's roster, removing athletes who are no longer on your team (graduated, etc.). This helps during the importing process.
4. Find the correct meet for your team in the Home tab. Then, after adding your roster, the ONLY times that should be added for individuals OR relays are:
 - a. VERIFIED state qualifying times
 - b. Times for athletes who have ALLOCATED in to the state meet
 - c. **NOTE: Do not add times for wildcard hopefuls or any athlete who does not meet the criteria listed above in 4a or 4b.**
5. Times can be updated as many times as necessary – up to the entry deadline....
FEBRUARY 12, 2017 BY 9:00AM.
6. **If your entries are not received through Direct Athletics, your athletes have not been entered in the meet.**
7. Be sure to hit submit once you have completed your entries. You should receive an email confirmation with your entries. Keep the email in the event there is a question with your entries.

If at any time during the process there is a question, contact Jeff Lowell at jefflowell9969@gmail.com. Ask early – waiting until after the entries are closed put your athletes at risk of missing the meet.



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STEP 1—Accessing Your DirectAthletics Account

Each coach must have a DirectAthletics username and password for his/her school. If you don't know your username and password, you will be able to create one or retrieve your existing account by following the instructions below.

If you already have a DirectAthletics account for your Swimming team, and know your username and password....	If you do NOT know your username and password....
1) Go to www.directathletics.com 2) In the login box, enter your username and password and click Login. (Remember that your password is case-sensitive)	1) Go to www.directathletics.com 2) Click on the link “New User? Click HERE” in the upper right. 3) Follow onscreen instructions to Create a TEAM Account. You will be able to create a team online or retrieve forgotten information for an existing account. 4) Make sure you create a Swimming, HIGH SCHOOL team 5) Select “WIAA ___ (Your classification) Swimming” or your district to find your team.

STEP 2—Setting up Your Online Roster

If you already have your roster in Hy-Tek's TEAM MANAGER...	If you do NOT already have your roster in Hy-Tek TEAM MANAGER...
1) Click the green “Upload from TEAM MANAGER” button at the top of the roster screen. 2) Follow onscreen instructions to export your TEAM MANAGER athletes in a .hy3 file. 3) Upload the .hy3 file. 4) Confirm the athletes to be added to your roster. 5) Click Submit to finalize the additions.	1) Click the green “Add Athletes” button at the top of the roster screen. 2) Enter the number of athletes you would like to add (this can be an estimate. You can always add more later) 3) Fill out the form with your athletes’ names and school year. 4) Click Submit to finalize the additions.

NOTE: You can add, edit or delete athletes on your roster at any time by clicking the TEAM tab.

STEP 3--SUBMITTING ONLINE MEET ENTRIES

Once your athletes are added to your online DirectAthletics roster, you must submit your meet entries.

- 1) In the HOME tab (under Upcoming Meets) or in the SCHEDULE tab, click the “Enter” link next to the meet.
- 2) Follow onscreen instructions for submitting your entries. You will see a running tally of your entries on the right side of your screen.
- 3) When you are finished with your entries, click the “Finish” link.
- 4) You will see a list of your current, submitted entries. Click the appropriate link to receive an EMAIL confirmation or a PRINTABLE confirmation.
- 5) To edit your existing entries, click the blue Edit Entries button next to the meet name on your Upcoming Meets or complete Schedule. You may make changes to your entries as often as you wish up to the entry deadline.

6) THE ENTRY DEADLINE IS FEBRUARY 12, 2017 BY 9:00AM.