Coach's Guide: Meet Entries & Dive Sheets

This guide outlines the process for managing meet entries, from initial access to exporting Hy-Tek files.

1. Accessing Meet Tools

To begin, ensure your team has paid the current season fee; otherwise, the entry tools will remain hidden.

- **Navigation:** Click your **Team Name** in the upper right corner (next to your username).
- **Verification:** On the `team info` page, check the **Paid Status** in the summary box.
- **Entry Point:** Scroll to the **Tools** section at the bottom of the page and click **Meet Entries**.

2. Meet Entry Summary

The Summary Page acts as your dashboard for all upcoming meets. Here you will see:

- **Meet Details:** Date and location.
- **Entry Counts:** Real-time totals for Male and Female saved entries.
- **Action Links:** Entry Grids (Boys/Girls), Dive Sheets (if divers are entered), and Export Links (Print-ready or `.hy3`).

3. Using the Entry Grid

The grid displays your roster and their best times across all events.

- **Qualifying Times:** Check the column headers for standards. Only times meeting the standard will be clickable for entry.
- **Relay Selection:** Click the athletes in the specific order they will swim. The system will record this sequence.
- **Entry Limits:** The system automatically enforces maximum entry rules.
- **Roster Cleanup:** If an athlete appears twice, return to the **Roster Management** tool on your `team_info` page to merge the duplicates before continuing.
- **Saving:** You **must** click the **Save** button at the bottom of the grid to commit your entries.

4. Managing Diving Sheets

Once you have saved entries for diving events, a "Dive Sheets" link will appear on the Summary Page.

- **Status Icons:** * 🖨 **Print Icon:** The sheet is complete and ready for export.

- ○ ⚠️ **Warning Icon:** The sheet is missing or incomplete.
- **Editing:** Double-click any diver's name to open their specific sheet.
- **Validation:** The system automatically checks for required voluntary dives and total sheet requirements.

5. Finalizing & Exporting

Once entries and dive sheets are saved, return to the Meet Entry Summary page to:

1. Review your total counts.
2. Download the **Print-Ready Report** for your records.