

POTOMAC MARLIN'S Meet Entry Procedure

STEP #1

Acquire the meet announcement.

- ? Log onto the PVS web page. www.pvswim.org Click onto "meet announcements" button. Select the meet you want the announcement for. Print the meet announcement for future reference and for event selection.
- ? You can also log onto the PM web site, from the home page, click onto the meet icon for the meet you wish to enter, at the top of the page there is a link for the PVS meet announcement. Print the meet announcement for future reference.

STEP #2

Confirm Potomac Marlins Meet Entry Deadline. Deadlines are posted on CALENDAR. Entries received after the deadline will be assessed a \$5.00 late fee if received within 3 days of the deadline. Entries received more than three days after the deadline will not be accepted. These swimmers must DECK ENTER the meet if allowed within the meet announcements for a cost of \$10.00 per event payable to PVS. The Potomac Marlins are NOT responsible for ANY meet entries submitted after the PM deadline.

Please note: The PM deadline is usually 7 days before the PVS Meet Entry deadline printed within the meet announcements.

STEP #3

Determine your events. Remember to check requirements for TEAM PARTICIPATION AWARD.

STEP #4

Fill out Meet Entry Form and submit to Coach Bill Marlin in one of the following ways.

USE THE POTOMAC MARLINS WEB PAGE

Log on to Potomac Marlins web site. www.potomacmarlins.com Find Meet Entry Icon on the home page.

OPTION #1 ON LINE MEET ENTRY

- ? From Home Page Click onto the "swim meet icon" for the meet you want to enter.
- ? On the meet information page, click onto the link at the top that says "Enter This Meet".
- ? Enter ALL information required on screen. Use <TAB> key to move thru form.
- ? The password is **ybdry** (use all lower case letters)
- ? Click "SUBMIT ENTRY" at bottom of the form.
- ? Verify procedure with Coach Bill by e- mail on first try coach_bill@verizon.net

OPTION #2

- ? Print hard copy of Meet Entry form from PM web page located in the "FORMS" section.
- ? Fax to Coach Bill at his fax #. **571-203-0550**
- ? Mail to Coach Bill. 3212 Allness Lane, Herndon, VA 20171

STEP #5

Make sure Time Verification portion of Entry Form is completed if new to the team and you would like to be entered with your best time at your first PM meet. Likewise, if you are a member of the team and your best time was swum at a USA meet outside of PVS that the team did not attend as a group. If this portion is **not** completed the swimmer will be entered with NO TIME (NT) and will be seeded in the first heat at the meet. Subsequent swims will have time recorded in PM database. ***Summer League times and High School times are not accepted for USA swim meet entry times.***

STEP #6

2-3 days after PM meet entry deadline log onto web site, click onto the swim meet icon for the meet you entered, then click onto the link at the top to check the "MEET ENTRY VERIFICATION" form to verify that you / your swimmer(s) have been properly entered in all events. If there is a problem, contact Coach Bill ASAP.

In SOME cases errors may be corrected within 3-5 days of the PM entry deadline. Potomac Marlins WILL be responsible for errors caused by mistakes made during the entry procedure on behalf of the coaching staff, however, the errors may not be correctable. **The Potomac Marlins will not be responsible for entry errors made by the swimmer or swimmer's family or entries received after the Potomac Marlins entry Deadline.** PLEASE double-check your entry before submittal.

NO ENTRIES WILL BE TAKEN OVER THE PHONE. HARD COPY IS REQUIRED FOR ALL ENTRIES. ASSISTANT COACHES ARE NOT AUTHORIZED TO ACCEPT MEET ENTRY FORMS.