

**INSTRUCTIONS FOR SUBMITTING A DIVER TO THE
PIAA DISTRICT III CHAMPIONSHIPS:**

Any coach wishing to submit a diver to participate in the **District III Championships will need to submit their diver's information via the method listed below.**

Submitted dive sheets do not need to be signed. Coaches and divers will be required to review and sign their dive sheets before the start of the diving events. Please note that there are 2 District III Diving Championships listed. Please make sure you choose the correct classification.

If you have any questions, please feel free to contact Linda Humble – 717-880-1466 or yaiaa@comcast.net

Option 1 – Internet-Based Entry

Be advised – you must be patient with the web site as it processes the data you are entering!

1. Go to <http://divingentries.omadatrak.com>
2. Click on *Continue to Omada Trak Meet Keeper Diving Web Entry System*.
3. Verify that **District III Championships** is in the list of available meets and the Entry Status is listed as "Open". If so, click on the prompt underneath the list of diving meets that states *if your meet is in the list above, click here to get started*.
4. If you have not previously registered with this system, register yourself (click on *Not registered – click here*) – be sure to remember the e-mail address and the password you provide as they will be your user name and password! After completing the form, click the *Save My Registration Information* button.

Note: After you have registered, the web entry system will put you back at the log in screen.

5. Enter the registration name (email address) and password that you just registered into the system to log into the entry system. Press the *Login* button.
6. After you log in, click on the green box next to the **District III Championship**. Please make sure you select the correct classification. The meet will become highlighted and a black triangle will appear in the green box.
7. (Optional Step – If meet is password protected) The contest password is **SPLASH** – you will not be able to complete your entries without this password. Enter the password in the box below the list of meets. PLEASE NOTE THAT THE PASSWORD IS CASE SENSITIVE – you will need to enter the word in ALL CAPS.
8. Click the *Use Selected Meet* button to enter the system.
9. (Optional Step – If users need to register their own teams or have the option to register their own teams, include this step) Register your team.
 - a. Under the logo for the diving software is the menu bar. Under the *Centers* drop down menu, choose *Team*:
 - b. If your team is found, continue to step 10. Otherwise, Click on *New Team*
 - c. Fill in your team name and an abbreviation. Choose your email address from the drop down box for Team Admin Email. Click *Save Changes*.

Note: If you are not the Team Admin, you should have the correct person register the team. The Team Admin is a contact point in the event that the Meet Director has a question concerning team entries.

10. Register your diver.

- a. Under the logo for the diving software is the menu bar. Under the *Centers* drop down menu, choose *Athlete*:
- b. Click on *New Athlete*
- c. Fill in the necessary information (only those areas in yellow) and click *Save Changes* – be patient, this is one of the options that may take time to process. After every athlete, you will return to the main Athletes page. If you feel the page is taking too long, hit refresh in your toolbar and click next to save changes.
- d. Repeat for each diver.

11. Enter your divers program

- a. After your athletes are registered, choose *Entry* under the *Centers* drop down menu
- b. Click on the athlete (top left grid) you would like to enter or verify entry. The page will now reload with a list of available events.
- c. Click on the event (top right grid) you would like this diver entered in. To enter the diver in this event, click the corresponding check box in the “Entered” column so that a check mark appears. The page will reload with the dive program.

Note: If you wish to remove a diver from an event follow the procedure above, except click the corresponding check box in the “Entered” Column to remove the check marks.

- d. Proceed to the Dive Program grid. Optionally select the level from the drop down box that appears. Click in the Dive # column for round 1. You may either type in the Dive number (ex.103C) or use the drop-down window to scroll through available dives. Press the Tab key or click in another column. *Description*, *Position* and *DD* will automatically fill in. If this dive is a required dive, click the *Rqd* checkbox so that the box is checked. Repeat for each dive in the program.
- e. When you have completed entering the dive program, *click Save and Validate* – if you have a legal entry, the red X’s will change to green check marks. If you still have red X’s, please make the necessary changes to correct the dive sheet. Click *Save and Validate* when all changes have been made to save the new dive sheet and check the dives against the rules.

Note: Your dive program is not saved until you click *Save and Validate*.

- f. Repeat for each diver

12. Print out a summary of your entries.

- a. After you have completed your entries, click *Reports* in the menu bar.
- b. Click *Entry Summary Report* and print the page previewed. This is the verification of your entries. Bring this page with you to the meet.
- c. You may close the browser window containing this report after printing.

13. Logout of the system by clicking *Logout* from the menu bar.

You may begin entering diving entries online beginning February 5, 2018. All entries must be submitted by February 17, 2018 by 11:59 pm.