

CVAL'S Consolidated Entry Card Instructions

Entries for CVALs are now allowed to be done online through swim connections by clicking on <https://ome.swimconnection.com/ome/meets/269>. **Entering online is a convenience, is completely voluntary, and is in no way required or expected of a swimmer by Pacific Swimming.** Online entries will be accepted through **Wednesday, July 28, 2010**. If you choose to use the other method you are responsible to mail in your entry cards on your own and must be postmarked by midnight, **Monday, July 26, 2010**. The CVAL's meet sheet contains all the information you'll need to enter the meet. The meet sheet can be picked up from the office or you can also download it from www.pacswim.org by clicking on meets and selecting 2010 tab and then click meet sheet link or click attached <http://www.pacswim.org/0810cval.pdf>. By printing this out at home or viewing it in acrobat reader you will save the office from making copies. Here are the steps to enter the CVAL meet using this other method:

1. Get the CVAL meet sheet and talk with your kid's coach for advice on which 6 events would be best for them to enter.
2. Get your kid's best times from the Gator website by logging in and clicking on "My meet results" link on the left side of the page (swim connections does not have tri meet times). You can use converted times or just the best time they have achieved in short course.
 - a. Select member, Course: SCY, and Top Times: Top 1, then click search.
 - b. Click on printer friendly version, then click on print button or select file-print.
3. Fill out the Consolidation Entry Card form for each of your swimmers attending Zones. Get entry card form from meet sheet or download CVAL Entry Card file from Gator website by clicking on Events then clicking on [Aug 6 ~ 8, 2010 - Coast Valley Aquatics League Championship Meet Morgan Hill, CA](#) then look under Forms and Documents for CVAL Entry Card in PDF or Excel format.
 - a. Enter name, age, DOB on first day of meet Aug. 6, Reg. No., Sex, Age group.
 - b. The 14 digit USA Reg. No. format is MMDDYYFIRMLAST (B-day, first 3 letters of first name, middle initial and first 4 letters of last name).
 - c. Enter up to 6 individual event numbers (odd for girls, even for boys).
 - d. Enter your kids best times for each event even if they are converted from 50m or even if it was established at a Tri/Dual-meet. If no time has been established, then enter NT.
 - e. Enter the correct number of events since this calculates the entry fee.
 - f. Enter your home address, phone and email.
 - g. Select File, Save As and type over last name with your last name, click Save.
 - h. Select Print or Print preview then print.
4. Calculate your family's entry fee which is \$5/swimmer and \$2.75/event. The spreadsheet does this for you at the bottom right hand corner of printed page. The blank cards have \$0 entry fee so it doesn't add it to family total at bottom right of page. Put \$5 for entry fee on cards used. Place your entry card(s) in an envelope along with your check. **Make checks payable to: CVAL and mail with entries to: Mary Hazdovac, 1117 Piedmont Avenue, Pacific Grove, CA 93950 postmarked by Monday, July 26, 2010.**

Keep a copy of your entry card for yourself to help you fill out the "CVAL Event Schedule 2010" spreadsheet which can be downloaded from the website by clicking on Events then clicking on [Aug 6 ~ 8, 2010 - Coast Valley Aquatics League Championship Meet Morgan Hill, CA](#) then look under Forms and Documents. Using this event schedule will help you come prepared to the meet with all your kid's events and seed times typed in to help you know if they improved without having to look in the program and it also gives you something to write down your kid's heat and lane assignments and the times they achieve. This schedule is helpful to keep track of the flow of the meet so you're less likely to miss an event.

Thank you for your time in learning this process. If you need any help in filling out the Entry Card talk with your coach or ask for help at the office. If you have any questions on using the excel spreadsheets call John Collett at 848-8944 who created them.