



## GUIDELINES FOR FILLING OUT STATE SWIM ENTRY FORMS

1. Select the desired entry form from the LHSAA Web site and download to your computer. There are 4 divisions with each telling what class of schools are covered.
2. Note: All forms should be typed on your computer after downloading. Fill out the top part except for the signatures. Type names below the signature line.
3. Remember swimmers can enter a max of 2 individual events and 3 relay events as long as their total equals 4 events. Relay alternates (swimmers 5-8) only count if they are put into position 1-4 at the time the race is swam.
4. You can enter 1 relay and 4 individual swimmers in an event. In an individual event you can list an alternate with their QT. Mark "Alt" behind the time.
5. Type in all your entries using the following guides:
  - a. List relay swimmers by number up to 8 by putting a number under the relay column for each swimmer. Put the relay's best time in place of swimmer #1. Relays can be entered with a "NT", but will be seeded last.
  - b. List the events for each swimmer with their best qualifying time for each event in the correct space. For individual events a time equal to or better than the qualifying must be listed. "NT" is not acceptable. Alternates for events can be listed on the front sheet if they do not exceed their limit.
  - c. Fill out the bottom part of the form.
6. Once you have filled out the form, print it for signatures and mail to the LHSAA per instructions in the State Swimming Bulletin.
7. Email this form along with your team manager file to email address listed in Swim Bulletin.
8. The filled out form and team manager file must match as the paper form is official.