

Guidelines for filling out entry sheets

1. Download the LHSAA swim bulletin to your computer from their website. Print the instructions part and anything else in it that you feel you'll need.
2. 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.
3. 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.
4. Remember swimmers can enter a max of 2 individual events and 3 relay events as long as their total equals 4 event. Relay alternates (swimmers 5-8) only count if they are put into position 1-4 at the time the race is swum.
5. 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, save on your computer to a place where you can find it. 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.***

LOUISIANA HIGH SCHOOL STATE SWIM MEET
DIVISION Number STATE SWIM MEET

DEADLINE – NOVEMBER XX, 20XX

SCHOOL: Bigger High school _____

ADDRESS: _____ Anywhere _____

SIGNED PRINCIPAL: _____
 Signature
 Print Name

SIGNED COACH: _____
 Signature
 Print Name

Place Best Official Time for Each Event Entered:

Name (Please Print)	Grade	#2 200-M Relay	#4 200 Free	#6 200 IM.	#8 50 Free	#10 100 Fly	#12 100 Free	#14 500 Free	#16 200 Free Relay	#18 100 Back	#20 100 Breast	#22 400 Free Relay
Swimmer Number 1	10	Time		QT						QT		2
Swimmer Number 2	12	2					QT		4		QT	
Swimmer Number 3	12	3				QT		QT				3
Swimmer Number 4	12	4			QT				Time		QT	
Swimmer Number 5	11		QT				QT					4
Swimmer Number 6	11			QT			QT					Time
Swimmer Number 7	11				QT		QT		2			8
Swimmer Number 8	10		QT		QT				5			7
Swimmer Number 9	10		QT			QT			6			
Swimmer Number 10	9	5			QT				3			
Swimmer Number 11	9			QT				QT	7			5
Swimmer Number 12	10	7		QT						QT		
Swimmer Number 13	11		QT								QT	
Swimmer Number 14	12					QT			8	QT		
Swimmer Number 15	12					QT					QT	6
Swimmer Number 16	11	8						QT		QT		
Swimmer Number 17	9		QT - Alt			QT - Alt						
Swimmer Number 18	8	6			QT - Alt					QT - Alt		
Swimmer Number 19	10			QT - Alt			QT - Alt					
Swimmer Number 20	8				QT - Alt			QT - Alt				
		List max of 8 swimmers							List max of 8 swimmers			List max of 8 swimmers

Swimmers Entered in Individual and Relay Events: 20 x \$15.00 = \$ 300.00
 (Make check payable to LHSAA)

Our Timer Will Be: _____ Name _____

Phone: _____ Area code – xxx - xxxx _____