

Cleanentries.com

Diving Entry Instructions

CONGRATULATIONS!!!!

There is no charge for entry into the event(s). You do not have to have any particular software or license to enter the meet. If you have any questions or concerns, you are welcome to contact Kathy Davis at (806)787-6225 and/or kldavis@lubbockch13.com or support@cleanentries.com.

(REALLY! This is not hard to do. The instructions look long because I have given you click by click instructions!)

1. **Go to www.cleanentries.com**

If coach and team are already registered on the cleanentries site, skip to #3 below. Periodically please review your profile in order to make sure it is still accurate.

2. **Coach**

- a. If first time user, click on Create Account on top right of main screen
- b. Fill in the six fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
- c. Click "Register me as a Coach"
- d. Click "Create User"
- e. If all is completed correctly, you will receive a "Complete" message on your screen. You must verify your account before proceeding. You will have two options to verify to accomplish this task.

Option #1

Write down or copy with your mouse the activation code you see on your screen. In the upper right hand corner of the window, there is a "Verify Account" link. Click that link and either enter or paste the activation code in the space provided.

Option #2

An email will be sent to the email address you just registered. You will need to click on the link contained in the email in order to verify your account or copy/paste it into your web browser address bar and press "ENTER".

Very often, these verify emails end up in your "spam" or "junk" folder.

Please search for them there. If you are using a "school" email address and do not receive the verification email, try a non-school email address or option #1. Many times school systems block these type of "no reply" emails.

- f. Which ever method you use, if it is completed correctly, you will receive a "The user name [] has been activated." message.

- g. Click "Login" in the upper right corner.
- h. Fill in the two fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)
- i. Click "log In"
- j. Complete "Coach Profile"

If you have membership numbers for other diving organizations, you are welcome to enter them here as well.
- k. Once all the **Required** fields and any optional fields are complete, click "Save Profile"
- l. **Adding your team**
- m. Go to the Left side of the page and click "Click here to Add the teams that you belong to" under "Teams I am Affiliated With"

Select your team from the list. If it is not listed, click "**click here to add it.**"

Fill in the fields. **For NFHS meets, please use your correct HY-TEK code.**

Once all fields are complete, click "**Save the Team**"
- n. Click the "Meets" box at the top of the page.
- o. Click the upcoming meet you will be attending
- p. Scroll down the page and click in each answer box if the statement is correct.
- q. Click the "Save my changes" box.

3 **Register Diver into Database and Enter Diver into Meet**
(The coach may do all this at one time!)

- a. If you (coach) have not already logged in, do so.
- b. Click on the "Dashboard" box at the top of the page.
- c. Click on "Manage Entries" link located next to "Your Teams Upcoming Meets"
- d. Select the meet from the dropdown box labeled #1 by clicking the down arrow key located at the right side of the green highlighted box.

All your entries for that meet will appear for all your schools by school, if you coach more than one school.
- e. Select the team from the dropdown box labeled #2 by clicking the down arrow key located at the right side of the green highlighted box.

All the members of that team will appear in the box labeled #3.

- f. At this point you will have two options.

Option #1

Select a diver from the list by clicking on the diver's name

Option #2

Click on "<Register a new diver>

Even if the diver has not registered on the cleanentries site and set up a profile, you as the coach may add them to the database at this time. You will need the diver's correct birth date!

- g. Click on "Register Selected Athlete for Meet" box labeled #4.
h. If you selected a diver already in the list, then skip to "j." below.

If you opted to "Register a new diver", then the "Adding a New Athlete" window will open.

Fill in the four fields: (Use the "Tab" key to move between fields, NOT the "Enter" key.)

IT IS VERY IMPORTANT THAT THE "DATE OF BIRTH" FIELD IS CORRECTLY ENTERED. THIS FIELD CANNOT BE CHANGED LATER WITHOUT ADMINISTRATIVE ASSISTANCE. IF IT IS INCORRECT AND THE DIVER IS A CLUB DIVER, IT CAN CAUSE PROBLEMS FOR AGE-BASED ENTRIES!!!

Click "Continue"

- i. If all is completed correctly, a "no reply" message will be sent to the coach's email address. It will contain a Username, temporary password, and security question and answer for the diver just added.

Very often, these "no reply" emails end up in your "spam" or "junk" folder.

Please search for them there. If you are using a "school" email address and do not receive the email, try a non-school email address. Many time school systems block these type of "no reply" emails.

Please give a copy of the email to the diver, as at some point the diver will need to login and fill out their profile information.

- j. The "Event Selection" window will open only if there is more than one event in the selected meet that the diver is eligible to enter. If there is only one event available for the diver, skip to "4." below.

Click on the appropriate event in box #1.

Click "Continue with Registration" in box #2.

4 **Event Registration**

- a. The "Event Registration" window will open.
- b. Make sure Meet name, Diver name, and your team name is correctly displayed.
- c. Enter dive number and position. Indicate Vol/Opt.
Note: The rules for the event are to the right of the entry box.
- d. After entering all dives, click "Check My Dive Sheet".
The system will validate the sheet. If there are errors, it will inform you of the problem. You will not be allowed to proceed until the sheet is valid.
- e. After the sheet is validated, click "Save My Dive Sheet". **The diver is not entered in the meet until the sheet is validated and you click "Save My Dive Sheet"!**
You will be taken back to the "Manage Entries" screen so that you may register/enter the next diver.
- f. On the "Manage Entries" screen, after you select the meet in which you entered your diver, the diver's name will appear below Box #1. There are three icons next to the diver's name. By clicking on the respective icon, you may: 1. Scratch the diver (Red "x"), 2. Edit the dive sheet (pencil), or 3. Print the dive sheet (printer). **Options #1 & #2 are only available while entries are still open!**

5. **Dive Changes:**

- a. You may make changes to the sheet online until the registrations close (You may still make changes thereafter on deck up until 1 hour (or the posted deadline for on deck changes) prior to the beginning of the meet.)
- b. Login as the coach
- c. Click "Dashboard" at the top of the screen
- d. Click on the pencil next to the diver's name under the correct meet in order to make changes to the diver's sheet.
- e. Make dive changes by following instructions a-g under "Event Registration" above.