**FCSL Divisional Entry for teams using Swimmingly:**

Entries are due via email to entries@fcsl.info by the Entry Due Date (see fcsl.info/KeyDates.php)
Include Div # and Club Code in the email subject line.
Email should include:
   1. SD3 Entry File
   2. Entry by swimmer as a PDF file (printout file)
   3. Any additional notes

Reminders:
   • Check your entry for the various maxes in list below before submitting.
   • Read pg 18 & 19 of the FCSL Swimming Rules carefully for further details.
   • Note: Diving Counties participation does NOT count as an event towards 4 events.
   • Entries sent as spreadsheets (eg, .xlxs or .csv files) will NOT be accepted.

How to create SD3 and PDF File in Swimmingly:
   • Meet normally set up in the Swimmingly site called: "Division X Championships" (X being the division you are in).

   • Coaches - complete entries as normal, remembering the following:
      o Max 3 swimmers per team per individual event;
      o Max three relay-teams per club per event may score in Divisional meet only.
      o Max 4 events per swimmer of which one must be a Relay.
      o May enter one Alt swimmer in each event per team - note as Exhibition on printout.
      o Note: ALT's (Alternates or Exhibits) do NOT swim unless a swimmer on the same team scratches in the same event.
      o There are no ALT relays, you can enter up to 3 relays per team for each event (A, B, C)
      o Only one relay team qualifies for Counties per club
         (Read FAQ's on fcsl.info for more detail.)
      o Relay-names to be declared on a relay card at the meet. Helpful to declare the relay entry names in entry file but they can be changed until the relay swimmers hand an updated relay card to the Timers at the blocks.
      o If any swimmer is available to swim relays at Counties but will not swim at the Divisionals meet, this 'County-only' swimmer MUST appear in the final entry.

   • Once entry is completed in Swimmingly:
      o Create PDF File:
         Click Action=> Print Lineup by Age Group=> select All=>Click PrintLineup=>Print PDF
            Check that Alts/Exhibitions, and County-only swimmers, appear as Exh in printout.
      o Create SD3 File:
               Click Actions => Export Meet => download SD3

   • Email entry file (.sd3 or .zip) and PDF 'Print-Out' as attachments to Rick Lewis at entries@fcsl.info
      o Remember you MUST attach both the pdf 'printout' file AND the entry file to the entry email and include Div # and club code in the email subject line.
      o Include in email a note naming any Divisional-only swimmers who will miss Counties AND any Counties-only relay swimmers* who will not swim Divisionals (with date of birth)