

## CCS Championship President/Coach Confirmation FAQs

- How do I add an officer and/or coach to confirm entries and make relays?

The screenshot shows the SwimPhone interface for a coach. At the top, it displays "SwimPhone & Coach Driven Entry Ccs" with a "Logout" button. Below that, the school is identified as "Florida State Swim Club" with the official abbreviation "FSUC". The coach is listed as "Men and Women". A navigation bar includes "Meets", "Reports", "Account", and "Tools". The "Tools" dropdown menu is open, showing options: "Import Roster", "USA Swimming Number Comparison", and "Create Additional Coach Login". A red arrow points to the "Create Additional Coach Login" option. Below the menu, there is a section for "Upcoming Meet Schedule" with a table of meet information.

	Meet Roster	Individual Events	Relay Events	Reports
Swimming & Diving National Championships	<a href="#">Women</a> <a href="#">Men</a>	<a href="#">Women</a> <a href="#">Men</a>	<a href="#">Women</a> <a href="#">Men</a>	<a href="#">Split Report</a>
11:59 PM ET				

[at Host](#)

- How do I view my meet roster by gender? Navigate to Enter Athletes Into a Meet from the homepage and select the meet you are attending

The screenshot shows the Club Assistant homepage. At the top, it displays "Club Assistant Online Club and Team Management" and "SwimPhone Client Since 2010 & Testy Tester". The school is identified as "Price Ridge Club Swimming" with the official abbreviation "PRCS". The coach is listed as "Men and Women". A navigation bar includes "Home", "Season Roster", "Meets", "Reports", "Account", and "Tools". Below the navigation bar, there is a greeting: "Hello Coach! What would you like to do today?". There are four main action buttons: "Host a Meet" (Manage a Hosted Meet), "Enter Athletes into a Meet" (Edit Meet Entries), "Manage Season Roster", and "Review Meet Results and Rankings". The "Enter Athletes into a Meet" button is circled in red. At the bottom, there are links for "Home", "Change Password", "Contact Us", and "Privacy Policy".

## Upcoming Meet Schedule

Show  entries

Search:

Dates	Name	Meet Roster	Individual Events	Relay Events	Reports
10/05/2019-10/06/2019	<b>2019 CCS Southern Regionals</b> <i>Entries closed 09/30/2019 11:59 PM ET</i> Meet Host: Auburn University Club Swim Meet Administrator: <a href="#">Questions: Contact Meet Host</a>		<a href="#">Women</a> <a href="#">Men</a>	<a href="#">Women</a> <a href="#">Men</a>	<a href="#">Split Report</a>
10/12/2019-10/13/2019	<b>2019 CCS Eastern Regionals</b> <i>Entries are open now.</i> Entries Due: 10/06/2019 11:59 PM ET Meet Host: UMD Club Swim UMD Swim Club Meet Administrator: <a href="#">Questions: Contact Meet Host</a>	<a href="#">Women</a> <a href="#">Men</a>	<a href="#">Women</a> <a href="#">Men</a>	<a href="#">Women</a> <a href="#">Men</a>	<a href="#">Split Report</a>

Excel CSV PDF

Showing 1 to 2 of 2 entries

Previous  Next

- During the president's confirmation period, presidents will need to select Not In Meet Roster from the meet status dropdown for any swimmers without individual/relay events and hit submit.

Mark all athletes as "In Meet Roster"

Mark all athletes as "Not in Meet Roster"

To remove an athlete from the Meet Roster, remove their events first.

Show  entries

Search:

Last, First Name	Meet Roster Status	Individual Events	Relay Events
<a href="#">AlphaTest, Alpha</a>	Not in Meet Roster ▼		
<a href="#">EpsilonTest, Epsilon</a>	Not in Meet Roster ▼		
<a href="#">EtaTest, Eta</a>	Not in Meet Roster ▼		
<a href="#">Fourth Time, Testing</a>	Not in Meet Roster ▼		
<a href="#">GammaTest, Gamma</a>	Not in Meet Roster ▼		
<a href="#">IotaTest, Iota</a>	Not in Meet Roster ▼		
<a href="#">Login Name, Testing</a>	Not in Meet Roster ▼		
<a href="#">McTesting, Tester</a>	Not in Meet Roster ▼		
<a href="#">New Test, Another</a>	Not in Meet Roster ▼		
<a href="#">Payment Method, Testing</a>	Not in Meet Roster ▼		
<a href="#">Prom, Onsh</a>	Not in Meet Roster ▼		
<a href="#">Prom, Onshalee</a>	Not in Meet Roster ▼		
<a href="#">Testing, Test</a>	In Meet Roster ▼	<a href="#">4 events</a>	
<a href="#">ThetaTest, Theta</a>	Not in Meet Roster ▼		
<a href="#">Wegner, Karin</a>	Not in Meet Roster ▼		






Excel CSV PDF

Showing 1 to 15 of 15 entries

Previous  Next

- How do I edit swimmers times or delete swimmers who can no longer attend? Select the swimmer you want to delete to view their entries. You must first delete all entries for the swimmer, then click submit. Go back to the roster to ensure they are listed as “Not in Meet Roster”.

Sunday, April 8, 2018

#	Event	Qualifying	Entry Time mins:secs.hunds	SwimPhone Best Time	Delete Entry
36	50 Y Back	0:29.99		<a href="#">None</a>	
38	100 Y Fly	0:59.29		<a href="#">None</a>	
40	50 Y Breast	0:33.09	0:28.49	<a href="#">0:28.49</a>	
42	100 Y Free	0:54.19		<a href="#">None</a>	
44	100 Y IM	1:02.99	0:58.75	<a href="#">1:03.46</a>	
46	200 Y Free Relay		<a href="#">Relay Entry</a>		





- How do I view my invoice for an event?

SwimPhone Client Since 2010 § Testy Tester Logout ?

School: College Club Swimming Official Abbr: CCS  
Coach of: Men and Women

Season Roster ▾ Meets ▾ Reports ▾ **Account** <sup>1</sup> Tools ▾

Billing	Unpaid
Coach Profile ▾	2021-2022
School Profile	2020-2021
Coaches	2019-2020
Discounts ▾	2018-2019

h additional swimmer

entrv deadline

- How do I enter payment method and information? From the steps above, scroll to the Meet Fee Payment Method section. Select the method of payment (credit card or check) and enter information. If paying via check, please send payment to the address and attention listed. Credit cards will be stored until the Final Change deadline has passed to account for any late fees.

### Meet Fee Payment Method

**Select Payment Method**

Not Specified





Credit Card (Preferred Method)

Check

**Credit Card Information**

Not Specified

New Card

**Credit Card Information**

Card Nickname

Name on Card \*

Credit Card Number \*

Expiration Date \*

Security Code \*

(4 digits on the front, or 3 digits on the back of the card in the signature strip)

Billing Street Address \*

Billing ZIP/Postal Code \*

This will become your primary payment method.

[Save Payment Information and Continue](#)

Payments will be processed by "US Masters Swimming" on or before meet dates.

Credit Card saved.

- How do I view/make relays by gender? Click on "Relay Events", check the "Entered" box, enter a time for the relay, select swimmers. You may only enter an A & B relay for each relay even

### Entries Summary



Sex	Meet Roster	Individual Events	Relay Events
Men	<a href="#">25</a>	<a href="#">81</a>	<a href="#">0</a>
Women	<a href="#">20</a>	<a href="#">62</a>	<a href="#">0</a>

### Relay Entries - Men

Event 4 Men 800 Free Relay				
Name	Entered	Time	Swimmers	CU Best Time
A	<input type="checkbox"/>	mm : ss . hh [ ] : [ ] . [ ]	1 [ ] 2 [ ] 3 [ ] 4 [ ]	
B	<input type="checkbox"/>	mm : ss . hh [ ] : [ ] . [ ]	1 [ ] 2 [ ] 3 [ ] 4 [ ]	
C	<input type="checkbox"/>	mm : ss . hh [ ] : [ ] . [ ]	1 [ ] 2 [ ] 3 [ ] 4 [ ]	
D	<input type="checkbox"/>	mm : ss . hh [ ] : [ ] . [ ]	1 [ ] 2 [ ] 3 [ ] 4 [ ]	
E	<input type="checkbox"/>	mm : ss . hh [ ] : [ ] . [ ]	1 [ ] 2 [ ] 3 [ ] 4 [ ]	
F	<input type="checkbox"/>	mm : ss . hh [ ] : [ ] . [ ]	1 [ ] 2 [ ] 3 [ ] 4 [ ]	
0		Event Subtotal		

