**Meet Entry Procedures**

Meet announcements are posted on the PDST website under the “Meets/Events” page. Entry deadlines are posted and should be followed. All entry deadlines for the season are posted on the “Schedule” page for the season.

To register for a meet, please read the meet announcement first. You can find the meet announcement on the Meets page under the individual meet at PDST website or alternatively (not recommended) on the PNS website ([www.pns.org](http://www.pns.org/))  under the Meets/Results section. When ready to review, the host swim team logo is added to the event page. The meet announcement will include information about the date, location, events, entry limits, and possible timeline for the meet. Each meet is different, so please read each announcement carefully. Be sure to review the meet announcement with your swimmer(s) before you select events. Please reach out to your swimmer’s coach if you have questions about their events.

All registrations for meets are done using the TEAM UNIFY system within the PDST website.

Once you have logged into the PDST system, you will need to declare you are participating in the meet. Once you declare for the meet, the meet events for which your swimmer is qualified will automatically pop up. Click on the events you would like to swim. Remember to hit save or your entry will not be saved in the system. If your swimmer is not qualified for a meet, you do not need to indicate they are not attending.

* Click [HERE](https://support.teamunify.com/en/articles/21-parents-sign-up-athlete-for-meet-commit-to-events)for instructions on how to sign up for swim meet / commit to events
* Click [HERE](https://support.teamunify.com/en/articles/872) for instructions if using the TU OnDeck application!

Once your entries are in the system the coaches will review them. They will either approve or reject them. If a swimmer’s events are “rejected” the coach will select another event for the swimmer. The day after the entry deadline and PDST entry is submitted to the host team and entry accepted, an Entry Report will be posted in the “Meets” page on TEAM UNIFY PDST website. Once entries are submitted to the host team NO changes or additions can be made.

A few days prior to the meet, the host team will post a psych sheet on the PNS website ([www.pns.org](http://www.pns.org/)). PDST will also post a copy of the psych sheet on the “Meets/Events” section of our website. Please make sure to check it. It is the swimmer’s responsibility to check the psych sheet and report any errors. If you find an error, please contact PDST admin coach Ren Xu at renyxu@gmail.com as soon as possible and

If you have any questions about meet entries or need assistance in the process, please contact PDST admin coach Ren Xu at renyxu@gmail.com.

**Swim Meet Schedule at PDST**

**How Are Swim Meets Planned?**

At the beginning of every season, our coaching staff identifies swim meets for each training group. Once meets are identified, the meets are loaded in the MEETS/EVENTS section of the website which populates the swim calendar. There are several steps that follow to get swimmers entered in the meets. The meet announcement or information document is created by the host team and must be approved by PNS. Once approved, the document is distributed to each team and uploaded the document to the PDST website. When ready to review, the host swim team logo is added to the event page. As the meet date approaches, the host team provides meet entry data which is uploaded in the PDST website. A swim meet invitation is sent to each family when meet entries are ready.