



## STATE SWIM MEET ENTRY INSTRUCTIONS

The state swim entry protocol has changed for the 2018 State Swim Meet. For this year's state meet, ALL coaches are to enter swimmers using Hytek. Coaches must send the Hytek file to BOTH John Roth at [jerothjr@gmail.com](mailto:jerothjr@gmail.com) and to Fallon Buckner at [fbuckner@lhsaa.org](mailto:fbuckner@lhsaa.org) by Tuesday, November 6, 2018. In addition to the official Hytek file entry form, the school's Principal, Athletic Director or Head Coach must ALSO complete a state meet financial form on the LHSAA member site. Instructions for this process are listed below.

STEP 1: The school's Principal, Athletic Director or Head Coach must log-in to the LHSAA member site, and click the "Forms" tab. This will take him/her to the screen below, where he/she will choose "Sport's Entry Forms."

### Welcome to the LHSAA Coaches Website




STEP 2: Once you click "Sport's Entry Forms" he/she will have the option to select "LHSAA Boy's Swim Meet Entry Form" or "LHSAA Girl's Swim Meet Entry Form." By clicking either one of those, they will be taken to this screen.



By clicking "Create New LHSAA Swim Meet Entry Form" he/she will be brought to the entry form shown below.

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LOUISIANA HIGH SCHOOL 2017-2018 STATE SWIM MEET  
DIVISION III GIRLS' ENTRY FORM

**DEADLINE- NOVEMBER 7, 2017**

*Please fill out this form and sign it below by entering your name in the Signature textbox. To complete this form please click the **Submit Entry Form** button. Once Submitted you will be able to add more student-athletes by going back to the previous page and clicking the **Create New LHSAA Swim Meet Entry** button.*

School: Ztest2 Address: 1233 Street New Orleans LA 12345

Principal:  Coach:

#	Name
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*An entry fee of \$15 will be applied per student entry. After signing and submitting this form an invoice will be emailed to the Principal and AD.*

Signature:  Date: \_\_\_\_\_

STEP 3: At this step, he/she will be asked to select the Principal and Head Coach from a drop down menu. If there is not a Principal or Head Coach listed, that means no one is registered on the LHSAA member site for that position at your school. Next, he/she will have to add the athletes they wish to enter into the state meet. Only athletes that are registered will appear. The athletes that are selected MUST match the official Hytek entry form. Once this is completed and the form is signed and dated, he/she will have the option to submit or save the entry form.

The image below shows both a submitted entry form and a saved one. If the entry form is only saved and not submitted, it can be edited up until the due date. Once an entry form is submitted, the financial form will be official and an invoice will be generated.

Search Sport Entry Forms

Search / View Division III Girls' Swimming Entry Forms + Create New LHSAA Swim Meet Entry Form DEADLINE NOVEMBER 7TH, 2017

School Year: 2017-2018 Search

#	FormID	School Year	Sport	School	Principal	Coach	Submitted On	Submitted By	Added	View	Edit	Delete
1	5	2017-2018	Girls' Swimming	Zest2	Renee Ballard Test	Ballard, Test coach			10/20/2017 1:25:00 PM			
2	2	2017-2018	Girls' Swimming	Zest2	Renee Ballard Test	Ballard, Test coach	10/19/2017 6:14:00 PM	TESTING ONLY	10/19/2017 6:14:00 PM			

STEP 4: Once the entry form is submitted, an invoice will be generated and emailed to the Principal.

**Louisiana High School Athletic Association**

INVOICE	DUE DATE	BALANCE DUE	<a href="#" style="background-color: green; color: white; padding: 5px 10px; text-decoration: none;">View invoice</a>
<b>1220</b>	<b>10/20/2017</b>	<b>\$75.00</b>	

Dear William Percy, Jr.,

The generated invoice can be viewed and paid by clicking "View Invoice". You may also forward this email to your accounts payable personnel for online payment.

We appreciate your support of high school athletics. Contact Justine Buckland with payment questions or Doug Catanzaro with technical questions.

Sincerely,  
Louisiana High School Athletic Association

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By clicking "View Invoice" he/she will then have the option to save/print a PDF version of the invoice or pay online via ACH payment. This process is the same system we have installed for this year's LHSAA Membership Dues and LHSCA Coaching Card Fees. If the school chooses to pay by check, it must be made payable to the LHSAA and sent by certified mail. It must be postmarked no later than Tuesday, November 6. Mail all checks to:

Fallon Buckner  
12720 Old Hammond Hwy.  
Baton Rouge, LA 70816.