

Attention Coaches,

Due to the uncertainty of SWIMS 3.0 and the ability to reconcile all entry times to the SWIMS database, **we are requiring that all entries for individual swimmers in the 2023 Senior and Age Group LSC Championships be submitted with a “Proof of Time” report** as notated in the “Proof of Time” section of the meet information:

“Coaches are to submit Proof of Time with their entries. Be sure to select “Include Proof of Time” filter on the entry software.”

This report must be submitted with the entry file. For any times listed that are custom times or do not have a meet listed, coaches must submit the meet at which the time was obtained (and the event if it is a legal split) along with a PDF of the final meet results. Times must have been achieved at a USA Swimming sanctioned, approved, or observed meet within the qualifying time period.

All other entry rules will be followed as written in the meet information.

As a reminder, a fine of \$100.00 will be levied against the club (if unattached, against the swimmer) when a swimmer fails to swim a time equal to or faster than the qualifying standard for each event at the short-course State Championships and the club (or the swimmer if unattached) is unable to prove, using official results, that he or she has met the qualifying standard in that event in a meet held within the qualifying period.

Coaches should ensure that team management software is updated with the latest meets and times for their athletes before submitting entry files. If you use Team Unify, please make sure that the “age up” date matches the first day of the meet. Coaches are expected to be familiar with these procedures before submitting entry files.

If you have any questions, please contact Victoria Culbertson (Senior meet) or Greg Morgan (Age Group meet). We are looking forward to a successful championship season!

How to create a Proof of Time report for INDIVIDUAL Events using TEAM UNIFY

1. Select meet.
2. Select committed athletes.
3. Make sure all events have been selected and approved.
4. Select Entry Report.
5. Under Meet Event Filter on event select Individuals Only.
6. Under Display Options make sure Show Proof of Time is checked.
7. Under sorting make sure it is sorted by Athlete Name.
8. Select Generate Report Now.
9. Save file as pdf to attach to the email or to upload with the entries.

How to create a Proof of Time report for INDIVIDUAL events using TEAM MANAGER

1. On the main screen, select reports.
2. Select meet reports.
3. Select meet entries.
 - a. Select meet.
 - b. Make sure “include proof of time” box is checked.
 - c. Under event filters, make sure “individual” is selected.
 - d. Under Sort by, make sure “by name” is selected.
4. Create Report
5. Save file as pdf to attach to the email or to upload with the entries.