2023 Eastern Zone Short Course Age Group Championship
Hosted by the Fairport Area Swim Team and Webster BlueFins

Entry Procedure Instructions

We have developed our own entry system to help streamline entry submission for this meet. Credit cards (Visa, MasterCard, Discover, and American Express) are the only accepted form of payment.

For questions regarding the system, please contact Nicholas Weiner, Entry Co-Chair at zoneoperations@fairportswimming.com.

1.1 - CLUBS SUBMITTING ENTRIES

1. **Navigate to http://fastentries.com/.**

2. **Click on Club/Team Entry**

3. **Does this entry replace any previous ones?**
   a. Select **YES** or **NO**, whichever is applicable.
   b. If **YES**, we will override your previously submitted file with the new one being submitted.

4. **Enter your general club information:**
   a. Full Club Name
   b. Club Code
   c. LSC
   d. Head Coach Name
   e. Head Coach Email Address
   f. Head Coach Phone Number

5. **Enter your Entry Coordinator's information:**
   (Even if your coach is the Entry Coordinator, please enter their information here as well.)
   a. Name
   b. Mailing Address
   c. Email Address
   d. Phone Number

6. **Upload your Hy-Tek (or compatible) Entry File and Entry/Proof of Times Report**
   a. Then supply the following information:
      i. Number of Athletes Attending
      ii. Number of Individual Entries
      iii. Number of Relay Entries

   * The total amount due will be automatically calculated and displayed in the Entry Overview section.

7. **Read, sign, and date the Liability Release. A waiver will automatically be generated upon submission and will be emailed to you once you've submitted your entries.**
   a. The entry confirmation email will come from system@fastentries.com. Please check your spam folder if you do not receive an email after submission.

    b. A confirmation that your entry has been imported into the meet will come from zoneoperations@fairportswimming.com. Please check your spam folder if you do not receive an import confirmation within 48 hours of submission.

8. Once the entry deadline passes, an invoice will be emailed to the Head Coach and Entry Coordinator email contacts for the total amount due. This must be paid within 48 hours of receipt. Failure to pay on time will result in your entry being deleted from the system.

2.1 - UNATTACHED SWIMMERS WITH AN ENTRY FILE

1. **Navigate to http://fastentries.com/.**

2. **Click on Unattached Swimmer Entry**

3. **Are you submitting a Hy-Tek entry file?**
   a. Select **Yes**

4. **Does this entry replace any previous ones?**
   a. Select **YES** or **NO**, whichever is applicable.
   b. If **YES**, we will override your previously submitted file with the new one being submitted.

5. **Enter your Parent/Guardian/Coach information:**
   a. Name
   b. Mailing Address
   c. Email Address
   d. Phone Number

6. **Upload your Hy-Tek (or compatible) Entry File and Entry/Proof of Times Report**
   a. Then supply the following information:
      i. Number of Individual Entries

7. **Coaches Information**
   a. Is your swimmer being accompanied by an unattached coach?
      i. If you select **NO**, please proceed to the next bullet.
   b. Is your swimmer being supervised by an attending club?
      i. If you select **YES**, please provide the following information:
         1. Club Name
         2. Club Code
         3. Coach/Supervisor Name
         4. Coach/Supervisor Email Address

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     5.   Coach/Supervisor Phone Number
    ii.   If you select **NO**, you will be contacted by Meet Operations to follow up.

8. **Read, sign, and date the Liability Release. A waiver will automatically be generated upon submission and will be emailed to you once you've submitted your entries.**
   a. The entry confirmation email will come from. Please check your spam folder if you do not receive an email after submission.

   b. A confirmation that your entry has been imported into the meet will come from zoneoperations@fairportswimming.com. Please check your spam folder if you do not receive an import confirmation within 48 hours of submission.

9. Once the entry deadline passes, an invoice will be emailed to the Parent/Guardian/Coach email contact for the total amount due. This must be paid within 48 hours of receipt. Failure to pay on time will result in your entry being deleted from the system.

2.2 - UNATTACHED SWIMMERS WITHOUT AN ENTRY FILE

1. **Navigate to http://fastentries.com/.**

2. **Click on Unattached Swimmer Entry**

3. **Are you submitting a Hy-Tek entry file?**
   a. Select **NO**

4. **Does this entry replace any previous ones?**
   a. Select **YES** or **NO**, whichever is applicable.
   b. If **YES**, we will override your previously submitted entry with the new one being submitted.

5. **Enter the Swimmer's Information:**
   a. Swimmer Full Name
   b. Swimmer Preferred Name
   c. Date of Birth
   d. Age on First Day of Meet
   e. USA Swimming Membership ID Number
   f. Good Standing Expiration Date
   g. LSC
   h. Upload a copy of swimmer's USA Swimming Membership Card

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6. **Enter your Parent/Guardian/Coach information:**
   a. Name
   b. Mailing Address
   c. Email Address
   d. Phone Number

7. **Enter the Entry Information for your swimmer in the free-field text box:**
   a. Event Number (#)
   b. Event Description
      i. Example: Boys 11-12 100 Yard Freestyle
   c. Entry Times
   d. Bonus Event (yes/no)
      i. Please ensure you are following the criteria outlined in the meet announcement.
   e. Meet Name and Date of the Entry Time Supplied
      i. Example: FAST Fall Frenzy @ 10/1/2022

8. **Coaches Information**
   a. Is your swimmer being accompanied by an unattached coach?
      i. If you select **NO**, please proceed to the next bullet.
   b. Is your swimmer being supervised by an attending club?
      i. If you select **YES**, please provide the following information:
         1. Club Name
         2. Club Code
         3. Coach/Supervisor Name
         4. Coach/Supervisor Email Address
         5. Coach/Supervisor Phone Number
      ii. If you select **NO**, you will be contacted by Meet Operations to follow up.

9. **Read, sign, and date the Liability Release. A waiver will automatically be generated upon submission and will be emailed to you once you've submitted your entries.**
   a. The entry confirmation email will come from system@fastentries.com. Please check your spam folder if you do not receive an email after submission.

   b. A confirmation that your entry has been imported into the meet will come from zoneoperations@fairportswimming.com. Please check your spam folder if you do not receive an import confirmation within 48 hours of submission.

10. Once the entry deadline passes, an invoice will be emailed to the Parent/Guardian/Coach email contact for the total amount due. This must be paid within 48 hours of receipt. Failure to pay on time will result in your entry being deleted from the system.