



Mid Penn Conference Swimming Championships and Mid Penn Plunge



Swimcloud Meet Entries Instructions

This is a step-by-step guide to complete your team's Mid Penn Conference Championship and Mid Penn Plunge swim meet entries on Swimcloud.

For additional help, please be sure to contact support@swimcloud.com and mention Mid Penn Conference Championship or Mid Penn Plunge Championship meet entries.

1 – Make sure you have a Swimcloud Coaching Profile.

- You must be a registered coach on Swimcloud to manage your team, roster, and submit entries. Swimcloud customer service policy requires that Swimcloud verifies your coach's identity and association with a team.

Register here: www.swimcloud.com/register.

Click “REGISTER” on the top left of your screen.

Click “Get Started” within the Coaches box in the center of your screen.

Create your Coach Account by entering your email and a password. Then click “REGISTER” to complete the process.

Tip! Be sure to use your email address that is associated with your swim team so that Swimcloud customer service can confirm your identity and association with your team. If your team doesn't have a website, please email proof of association with your team to support@swimcloud.com.

- If you already have a Swimcloud coach account, verify your ability to log in.
Using your browser, go to www.swimcloud.com and click “LOGIN” on the top left of your screen.
If you have forgotten your password, you can reset it yourself (Check your email. Swimcloud will send you a link to reset your password). Or, you can always reach out to support@swimcloud.com for additional help.
- Do you have a Swimcloud coach account for a club team and need access to your High School team?
If you coach two or more teams, you can have one Swimcloud login that will work for all of your teams. To have another team added to your Swimcloud coach profile, please send an email to support@swimcloud.com and give us the team names.
- Optional - Add your coaching staff to your team Swimcloud
As a coach for your team on Swimcloud, you can add or remove coaches from your team at any time.

Navigate to your Team's Home Page on Swimcloud.

Click on the "Manage" button.

Click on the "Coaches" tab.

ADD A COACH: Click "Add Staff" and complete the form. Required fields are the First and Last Name, the coach's title, and email address. Optional fields are the photo, bio and phone number. When done, click the "Add" button in the lower right-hand corner of the screen.

NOTE: Swimcloud will send an email to the coach that will contain a link to verify their email and set a password. The coach must complete this important step in order to log in.

EDIT A COACH: To edit a coach's information in Swimcloud, click on the "Pencil" edit button of the coach that needs to be updated. Add or edit any data in this screen that needs to be updated. Be sure to click on the "Update" button in the lower right-hand corner of the screen when done.

REMOVE A COACH: Find the coach that is no longer on your staff and click on the "Trash Can" icon in the upper right in that coach's block to remove the coach from your team.

2 – Open the meet on Swimcloud

- All teams have been pre-assigned to these meets in Swimcloud which should appear in your Swimcloud meet schedule.

Navigate to your team's home page by clicking on the "Home" button from any page within Swimcloud.

Click on "Meets" on the left of the screen. All of the meets that your team has been added is displayed.

Click on the meet that you want.

3 – Download Event File

- After selecting the appropriate meet, click on "About" tab in the meet heading.
Scroll down to the Resources section. Click on the download button to download the event file.

4 – Upload your entry file to Swimcloud

- Swimcloud accepts Hy-Tek Team Manager or Team Unify entry files. Instead of emailing an entry file, you will upload your entry file to Swimcloud.
- After selecting the appropriate meet, click on the "Import entries" box on the Home tab.

Navigate to the folder location on your computer where you keep your entry files.

Click on the correct file. Then click on the "Continue" button.

5 – Review, edit, print, and submit entries on Swimcloud

- Once your entry file is uploaded to Swimcloud, you can review, edit, print, and even upload a new one. When your entries are complete in Swimcloud, please be sure to "Submit" them.

- Click on the 3 dot box to display a list of options. Click On “Submit entries”.
Clicking Submit will generate an email from Swimcloud that contains an entry report and proof that you submitted your entries.
- Error Message "Entry time not verified in Swimcloud"
The meet rules allow you to enter swimmers into events where they don't have that entry time in Swimcloud. If you do, you will notice the error message: "[Entry time not verified in Swimcloud](#)" which is just a warning to you and the meet administrator that the seed time for this entry has not been validated in Swimcloud. You can hover your mouse over the message to get more details. The entry will still be in the system and will be accepted.
For entries that are submitted with this error message, coaches may be contacted and requested to provide proof of that entry time at a high school swim meet to the Meet Entry Supervisor, Jim Buck at jamesbuck@verizon.net.

Remember to submit your entries by each meet’s entry deadline.

If you have any questions, please email support@swimcloud.com
or Jim Buck at jamesbuck@verizon.net.