

This year, to streamline data collection and reduce administrative work, we are transitioning from Excel spreadsheets to a **Google Form**. Please follow the instructions

below carefully to ensure accurate and complete submission. $\mathbb L$

Before You Begin

- Gather Your Data: Ensure you have all relevant dive team information ready. This includes:
 - Fees Charged
 - Number of divers and breakdown of Swim/Dive and Dive Only
 - Coaches' salaries
 - Any additional comments or concerns from coaches or officials, specific scheduling requests for next season
- Use a Desktop or Laptop: While the form is mobile-friendly, we recommend completing it on a larger screen to avoid errors and ensure ease of use

How to Submit the Survey

- Open the Google Form Click the survey link provided to you by NVSL. If you did not receive the link, please contact Rachel Paci at <u>rachelpaci@gmail.com</u>
- Complete All Required Fields Fields marked with a red asterisk (*) are required. Please do not skip them.
- Enter Data Clearly and Accurately
- Submit the Form
- Once completed, click **"Submit"** at the bottom of the form. You will see a confirmation message, and you may receive a copy of your responses (if enabled).

Need to Make a Change? If you realize you've made a mistake after submitting:

• Click the "Edit your response" link (if available).