

## INSTRUCTIONS FOR REPORTING DIVE RESULTS

All forms and information referenced here can be found in the [“Dive Results & Reporting Information”](#) folder on the NVSL Dive Website

Uploading the pre-season roster and updating the results following each meet requires skills in Microsoft Excel and/or Google Sheets. If, as the team rep, you are not comfortable using Excel and/or Google Sheets, it's a great way to involve parents.

### Before the Season Starts

- 1 **Who will upload the scores for your team?** Each team may submit up to two Dive Reps and one additional individual for access to the electronic score reporting system. These individuals need to have a google account (with or without gmail) and should have skills in Excel/Google Sheets. At the pre-season team rep meeting a survey will be passed out to collect this information. Please notify [nvsldivescores@gmail.com](mailto:nvsldivescores@gmail.com) with any updates to the user access list.
- 2 **Submit your roster.** All teams must submit an electronic roster to NVSL Diving using the Microsoft Excel template provided on the NVSL Diving website. Please include ALL dive team members, not just the ones projected to dive in A meets. It is usually acceptable to use Numbers for Mac or another free Excel alternatives to fill out this form, but make sure to save the file back as Microsoft Excel before sending it in. If we have difficulty with your data, we may have to insist you find a parent/computer with access to proper Microsoft Excel.
- 3 **Keep your roster updated.** During the season, as new divers join the team, submit the new diver's information to NVSL Diving using the same template but including ONLY the new diver's information. Divers are never deleted. Even if they leave the team, they must stay on for insurance purposes. Send updates to your roster Submit roster updates/changes to [nvsldivescores@gmail.com](mailto:nvsldivescores@gmail.com).

### Once the season starts

Each week during the season Team Reps and their designates defined above will receive a link to that week's score reporting sheets. Upon receipt, please take a moment to make sure you can access it. If you have any issues, please jointly email Thomas Joyce [tjoyce72@hotmail.com](mailto:tjoyce72@hotmail.com) and Pete Marcotty [pete@marlinmultimedia.com](mailto:pete@marlinmultimedia.com) to resolve this issue.

*Tip: It is recommended that Team Reps download a copy of the home and visiting team rosters, so they are available at the score tables – it makes it much easier to input later when the names are consistent with the submitted roster. You can access the roster by going to the reporting page*

*for your Division and clicking on the tab at the bottom of the page that says "Look-Up DiveRoster."*

## **At the Meet**

The purpose of this document is not to describe how the meet should be run, rather to describe how to accurately report the scores at the conclusion of the meet, please follow the following steps:

### **1. Fill out the paper meet forms.**

- a. **Participant White Sheet** – Record all the divers on this sheet. Team Reps and/or Meet Secretaries should fill out the divers' names as they appear on the online team roster when completing individual meet sheets and official reporting white sheets. (This is why printing the roster before the meet was advised earlier)

*If a diver turns in a meet sheet who is not on the dive roster, place an asterisk to the left of the diver's name so the team reps/score reporters knows this individual must be added into the electronic roster.*

- b. **Meet Results Sheet** - Conduct the meet as usual writing the final scores on the White Participants' Page and the top three finishers in each category on the White Meet Results page, assigning the scores earned, and proving the teams total scores.

### **2. Send photos of the paper forms to division coordinator**

- a. At the end of the meet, **both the home and visiting teams** must take a picture on their phone of the two official white and email them to [NVSLDive1@gmail.com](mailto:NVSLDive1@gmail.com) if you are in Division 1, [NVSLDive2@gmail.com](mailto:NVSLDive2@gmail.com) if you are in Division 2, etc. Please make sure the photos are clear and contain all the information on the sheets.

**Later that evening.** Once you return home from the meet, or first thing in the morning, you will input the scores from those white sheets into the online reporting Google sheets.

Detailed instructions with screenshots can be found here

[https://dive.mynvsl.com/file/34755/Scoring\\_System\\_Training\\_pdf](https://dive.mynvsl.com/file/34755/Scoring_System_Training_pdf)

## **If you were the home team rep (or designee)**

- a. **Log into the reporting sheets** for that week (was emailed prior to the meet).
- b. **Enter the names and scores in the Meet Participants sheet for both the home and away teams.** Enter the names as written on the white participants sheet from the pool. You do NOT have to sort them by age group. It is easier to input and validate if they are entered in EXACTLY as they appear on the written form
- c. The system will not allow you to enter names that don't appear on the online roster. You can either use the provided drop-down list or start typing and it will complete the entry. This all assumes that the name was hand-written on the sheet the same way it exists on the online roster, so Robert is not "Bobby", for example.

- d. Type in all the scores and proofread them to make sure they are exactly as on your white sheet.
- e. **Enter the officials from the meet** as listed on the Meet Results Sheet.
- f. **Check the results** at the top to make sure the final teams scores match up with the team points calculated at the pool.
- g. When done, **please change the Report Status to “Home Team Approved”** to signal to the Visiting rep that they can now go in and check the scores.

**If you were the visiting team rep (or designee)**

- a. **Log into the reporting sheets** for that week (was emailed prior to the meet).
- b. **Make sure the status is “Home Team Approved”**
- c. **Check the results** that were input by the home team to make sure you agree that they were entered correctly. If you notice any discrepancies, contact the home team rep to correct them.
- d. When done, **please change the Report Status to “Visiting Team Approved”** to signal to the Team rep that they can now go in and check the scores.

**If you have any problems or questions regarding the score reporting system, please contact [tjoyce72@hotmail.com](mailto:tjoyce72@hotmail.com).**