

# Instructions for Submitting the NVSL Dive Survey

*via Google Form*

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 an accurate and complete submission.

## Before You Begin

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**Gather your data.** Make sure you have all relevant dive team information on hand, including:

- Fees charged
- Number of divers, broken down by Swim/Dive and Dive Only
- Coaches' salaries
- Any additional comments or concerns from coaches or officials, and any specific scheduling requests for next season

**Use a desktop or laptop.** The form is mobile-friendly, but we recommend completing it on a larger screen for ease of use and to avoid input errors. The form has 11 pages, so set aside a few minutes to complete it in one sitting.

**Have a Google account ready.** The form asks you to sign in, which allows you to save your progress and return later if needed.

## How to Submit the Survey

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1. **Open the Google Form.** Click the survey link provided by NVSL: [2026 NVSL Dive Survey](#)
2. **Complete all required fields.** Fields marked with a red asterisk (\*) are required — please don't skip them.
3. **Enter your data clearly and accurately.** Double-check numbers (fees, diver counts, salaries) before moving to the next page.
4. **Submit the form.** Once you've completed all pages, click **Submit** at the bottom. You'll see a confirmation message and receive an emailed copy of your responses.

## Need to Make a Change?

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If you realize you've made a mistake after submitting, click the "**Edit your response**" link in your confirmation email or screen (if available).

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*Questions? Contact Rachel Paci at [rachelpaci@gmail.com](mailto:rachelpaci@gmail.com).*