

Here is an example of how to complete a swim meet entry using a paper entry card.

- Step 1.** – Go to <http://www.daca.org>
- Step 2.** – Click on “Competitive Team” located in the orange bar on the top center of the page.
- Step 3.** – Click on “Swim Meets” located on the left hand side of the page.
- Step 4.** – Select 2011 – 2012 Schedule from the drop-down menu.
- Step 5.** – Scroll down to the desired swim meet your child will be attending.
- Step 6.** – Click on “Meet Sheet.” This is located in the 3rd column under Meet Information
- Step 7.** – Thoroughly review the entire document for important information on the meet.
- Step 8.** – The final page will contain the Paper Entry Card. Complete all information as demonstrated below.
- Step 9.** – Mail your entry card, along with your check to the address listed on the meet sheet. If you would like entry confirmation, you must include a self-addressed stamped envelope along with your entry.

DACA Short Course PC- C/PC-B/PC-A+ De Anza College October 8 – 9, 2011 Consolidated Entry Card		
Name:		
Last: DOE	First: JANE	Mi: X
Club Abbr. DACA	Club Name: DE ANZA CUPERTINO AQUATICS	
Age: 11	Date of Birth: 09/12/2000	Age Group: 11-12
USA-S Reg #:	091200JANXDOE*	Amt Paid: \$16.00
Sex (Circle):	Boy	Girl
Event #	Distance/Stroke	Entry Time
2	50 Freestyle	:41.29
8	100 Backstroke	1:32.77
22	50 Breastroke	:54.15
26	200 IM	: NT
		: .
		: .
		: .
		: .
		: .
Entries # 4 X \$2.75 = \$11.00 Swimmer Participation Fee: + \$ 5.00 ENTRY FEE TOTAL: = \$16.00		
Coach:	John Smith	
Swimmer's Address:	1234 Cupertino Dr.	
Phone :	(123) 456-7890	
Email:	xxx@xxx.com	

- Comment [AS1]:** Your child's USA – S Reg # uses the following formula:
 Birthdate in 6 digits (091200)
 First 3 Letters of the First Name (JAN)
 Middle Initial (X)
 First 4 letters of the Last Name (DOE*)
- Note – Use an * to replace any missing letters, all USA – S Reg # will contain 14 characters.
- Comment [AS2]:** Refer to the meet sheet table of events to locate appropriate event numbers and titles. Your child may only swim events designated for their age group and gender
- ex: An 11 year old swimmer may not enter an event designated for 9 – 10 year olds.
- At most meets, girls events are Odd numbers, while boys events are Even numbers. Refer to the meet sheet for details.
- Comment [AS3]:** If your child has never competed in a particular event, the appropriate entry time is "NT," which stands for "No Time." NT is an acceptable entry time for any meet that does not have qualifying standards.