

# GHSA Swimming/Diving POP – School User’s Guide

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## Purpose

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The GHSA has implemented a web-based system for the reporting of Swimming and Diving Proof of Performance that replaces the previous system that was on the Georgia Prep Country website.

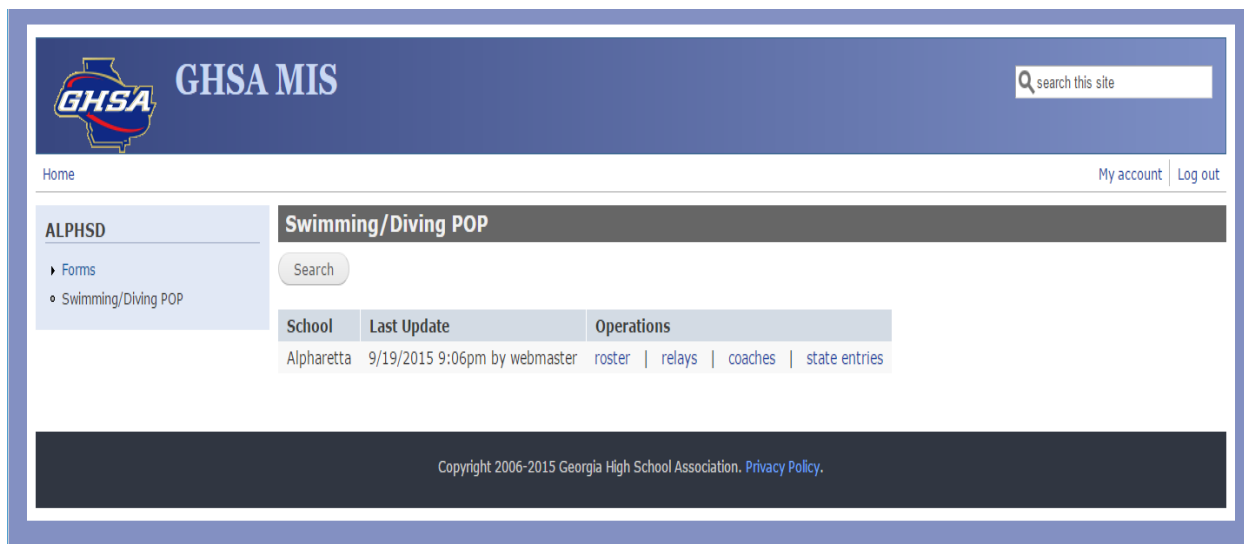
This system will allow ADs and Swimming and Diving Coaches the ability to:

- Manage the school’s Swimming and Diving team rosters
- Allow Proof of Performance records for swimming to be maintained for qualified swimmers
- Allow Dive Sheets to be uploaded for qualifying divers for approval
- Maintain the roster of school swimming and diving coaches
- Submit state entry rosters for swimmers and divers participating in the state meet
- Review the Proof of Performance records for athletes from other schools

## Roster Instructions

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Access to the POP system is restricted – users must login to the GHSA MIS website (<http://app.ghsa.net>) in order to access the rosters. Access codes for swimming and diving coaches will be generated each year and mailed to the school’s Athletic Director. After logging into the website, you should see Swimming/Diving POP on the menu. Click the link and the School menu will appear:



The screenshot shows the GHSA MIS website interface. At the top left is the GHSA logo and the text "GHSA MIS". To the right is a search bar with the placeholder text "search this site". Below the header, there are links for "Home", "My account", and "Log out". The main content area is titled "Swimming/Diving POP" and includes a "Search" button. A table lists the school "Alpharetta" with a "Last Update" of "9/19/2015 9:06pm by webmaster" and "Operations" for "roster", "relays", "coaches", and "state entries". A sidebar on the left shows "ALPHSD" with a "Forms" section containing "Swimming/Diving POP". At the bottom, a footer contains the text "Copyright 2006-2015 Georgia High School Association. Privacy Policy."

## Manage School Swimming/Diving Roster

To edit your school's swimming and diving roster, click the [roster](#) link on the school menu:

### School Roster - Alpharetta

[Return to School Menu](#)

The students listed below will represent Alpharetta in Swimming/Diving.  
Each student listed has been properly certified on an eligibility report to the Georgia High School Association.

20 Individuals [Add Individual](#)

Name	Gender	Grade	DOB	USS#	Email	Op
Adam, Kevin	M	12				<a href="#">edit</a>   <a href="#">delete</a>

Individual Event	Time	Date	Verified
50 Yard Free	23.40	09/19/2015	import
100 Yard Fly	56.50	09/19/2015	import

To add an individual to the roster, click the [Add Individual](#) link:

### School Roster - Alpharetta

[Return to School Menu](#)

The students listed below will represent Alpharetta in Swimming/Diving.  
Each student listed has been properly certified on an eligibility report to the Georgia High School Association.

20 Individuals [Add Individual](#)

Name	Gender	Grade	DOB	USS#	Email	Op
Adam, Kevin	M	12				<a href="#">edit</a>   <a href="#">delete</a>

This will display the individual info form:

### Add Individual - Alpharetta

[Return to Roster](#)

Individual Info

First Name  MI  Last Name

Gender  Grade  Date of Birth

USS #  Email

First Name, Last Name, Gender and Grade are required – enter this information and press Save and Enter Times to proceed with entering times or diving info for this individual:

### Edit Individual - Doe, John - Alpharetta

[Return to Roster](#)

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Individual Info

**First Name**  **MI**  **Last Name**

**Gender**  **Grade**  **Date of Birth**

**USS #**  **Email**

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Swimming Events

Event (Min. Qual. Time)	Time	Date	Verified By	Operation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Event"/>

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Dive Info

**Event**

**Upload Dive Sheet**

No file chosen

Click "Browse..." to select the file to upload. A PDF is preferred. The maximum file size per upload is 30 MB.

Dive Sheet Status:

To enter a qualifying swimming event time for an individual, select the event under Swimming Events; enter the time, the date that the time was recorded, and the individual that verified the time and click Add Event. Note: times must be entered within seven (7) days of the event – attempts to enter times before seven (7) days will be rejected. The minimum qualifying time for each event is displayed – times greater than the minimum time will be rejected.

An example of an event time is shown:

Swimming Events				
Event (Min. Qual. Time)	Time	Date	Verified By	Operation
200 Yard Free (1:55.00)	<input type="text" value="1:54.00"/>	<input type="text" value="10/22/2015"/>	<input type="text" value="smith"/>	<input type="button" value="Update Event"/> <input type="button" value="Delete Event"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Event"/>

If the swimmer's time improves, the time can be updated – the same seven (7) day restriction applies. If the swimmer was qualified for the wrong event, the record can be deleted. Note: Click the edit link on the roster page to edit the swimmer's record:

Name	Gender	Grade	DOB	USS#	Email	Op
Adam, Kevin	M	12				<a href="#">edit</a>   <a href="#">delete</a>
Individual Event	Time	Date	Verified			
50 Yard Free	23.40	09/19/2015	import			
100 Yard Fly	56.50	09/19/2015	import			

The swimmer can also be deleted from the roster by clicking the delete link – Note: this cannot be undone.

## Information for Divers

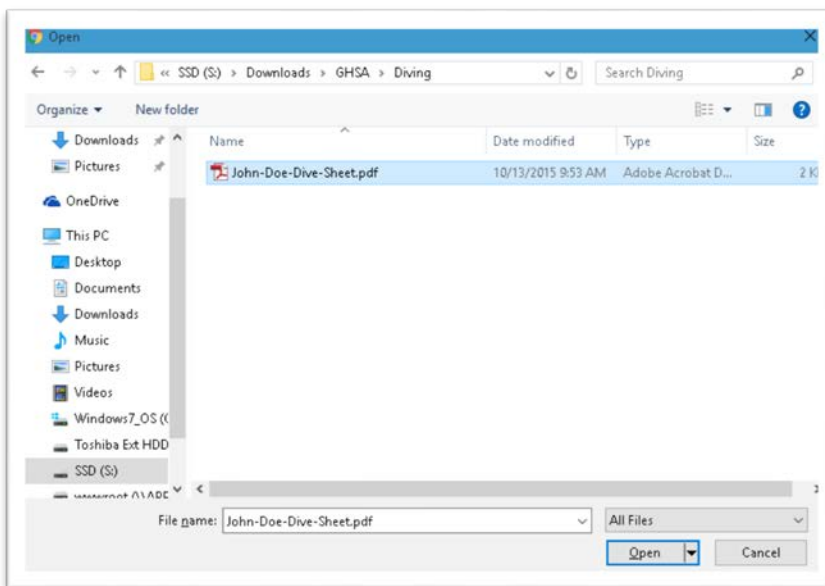
In order to qualify for state diving competition, a diver must submit a dive sheet (forms available on the GHSA website – <http://www.ghsa.net/swimming-and-diving> ) for approval. Upon approval, the diver is qualified for the state meet.

To upload a dive sheet, scan or take a picture of the completed dive sheet and save it on your computer – a PDF file is preferred. Then, under the individual, select the event under Diving Info and click the Choose File button:



The screenshot shows a web form titled "Dive Info". Under the "Event" section, a dropdown menu is set to "1 Meter Dive". Below this is the "Upload Dive Sheet" section, which contains a "Choose File" button circled in red, followed by the text "No file chosen". Below the button is the instruction: "Click 'Browse...' to select the file to upload. A PDF is preferred. The maximum file size per upload is 30 MB." At the bottom of the form is a "Save Dive Info" button.

A dialog form will then be displayed (may be different from the form shown below, but it should be similar):



Choose the file you saved and click Open.

To upload the form, click the Save Dive Info button:



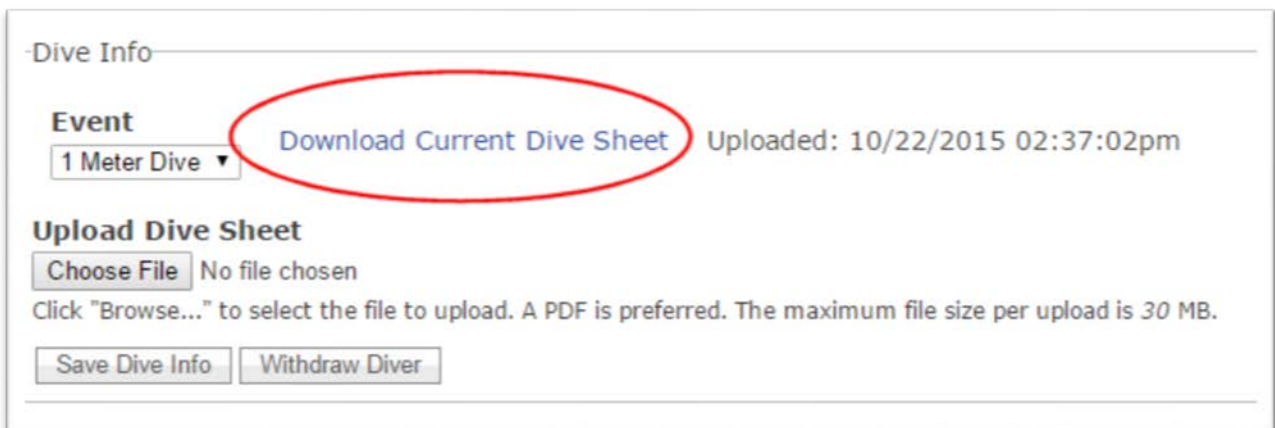
Dive Info

**Event**  
1 Meter Dive ▼

**Upload Dive Sheet**  
Choose File John-Doe-Dive-Sheet.pdf  
Click "Browse..." to select the file to upload. A PDF is preferred. The maximum file size per upload is 30 MB.

Save Dive Info

Once the dive sheet is uploaded, a completed submission is shown:



Dive Info

**Event**  
1 Meter Dive ▼ [Download Current Dive Sheet](#) Uploaded: 10/22/2015 02:37:02pm

**Upload Dive Sheet**  
Choose File No file chosen  
Click "Browse..." to select the file to upload. A PDF is preferred. The maximum file size per upload is 30 MB.

Save Dive Info Withdraw Diver

The current dive sheet can be downloaded by clicking the [Download](#) link. Before it is reviewed, a new sheet can be uploaded by repeating the same steps.

Once the dive sheet is reviewed by the diving coordinator, the Dive Sheet Status will be updated to Approved, Resubmit, or Rejected.

Approved

Dive Info

**Event**  
1 Meter Dive ▾ [Download Current Dive Sheet](#) Uploaded: 10/22/2015 02:37:02pm

Dive Sheet Status: Approved  
Reviewed: 10/22/2015 02:49:07pm by webmaster  
Qualified Date: 10/22/2015

If the submitted dive sheet is approved, the diver is qualified. Note: No further dive sheet uploads are permitted once a diver is approved.

Resubmit

Dive Info

**Event**  
1 Meter Dive ▾ [Download Current Dive Sheet](#) Uploaded: 10/22/2015 02:37:02pm

**Upload Dive Sheet**  
 No file chosen  
Click "Browse..." to select the file to upload. A PDF is preferred. The maximum file size per upload is 30 MB.

Dive Sheet Status: Resubmit  
Dive sheet was rejected - please correct and resubmit - only one more submission is allowed  
Reviewed: 10/22/2015 02:41:37pm by webmaster  
Notes:  
Please have the diver and the coach sign the form and resubmit.

Resubmit status means that there is a correctable error on the dive sheet. The reviewer will try to leave you a note detailing the corrections that need to be made. Once the corrections are completed, upload

the new dive sheet using the steps above. The coordinator will review the new dive sheet and update the sheet status. Note, only one resubmission is allowed.

Rejected

Dive Info

**Event**  
1 Meter Dive ▾ [Download Current Dive Sheet](#) Uploaded: 10/22/2015 02:37:02pm

Dive Sheet Status: Rejected  
Dive sheet was rejected - no more submissions are allowed  
Reviewed: 10/22/2015 02:56:53pm by webmaster  
Notes:  
Dive sheet does not qualify for competition.

If the dive sheet is rejected, the diver is not qualified - no further dive sheet submissions are allowed.



## Manage Relay Teams

Qualifying relay teams are maintained by first clicking the Relay link on the school menu – the list of relay teams is shown:

Relay Teams - Alpharetta				
<a href="#">Return to School Menu</a>				
6 Relays <a href="#">Add Relay</a>				
Event	Time	Date	Verified	Op
Boys 200 Yard Medley Relay	1:38.16	02/06/2015	import	<a href="#">edit</a>   <a href="#">delete</a>
Team Members				
1. Cusick, Patrick				
2. Wu, Derek				
3. Vater, Jonathan				
4. Wellman, Jay				

To add a relay team, click the Add Relay link:

Relay Teams - Alpharetta				
<a href="#">Return to School Menu</a>				
5 Relays <a href="#">Add Relay</a>				
Event	Time	Date	Verified	Op
Boys 200 Yard Medley Relay	1:38.16	02/06/2015	import	<a href="#">edit</a>   <a href="#">delete</a>

The Add Relay form is shown:

Event (Min. Qual. Time)	Time	Date	Verified By	Operation
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Add Event"/>

Select the event, enter the time, date of performance and verification and then click the Add Event button. As with other swimming events, performance times must be entered within seven (7) days of the performance, or the record will be rejected. A completed relay record is shown:

Event (Min. Qual. Time)	Time	Date	Verified By	Operation
Boys 200 Yard Medley Relay (1:51.00)	1:50.00	10/22/2015	smith	<input type="button" value="Update Event"/>

**Relay Team**

Relay team members may be assigned by selecting the individual and clicking the Add button next to the name. Members may also be selected when submitting the state entries.

Times may be updated by clicking the Edit link on the Relay Teams list. A team may also be deleted.

## Coaches

Each school must maintain an accurate list of swimming and diving coaches. This list will be used in order to determine a coach's eligibility for entering the state swim meet. Maintaining accurate contact information for each coach is also very important, as the swimming and diving coordinators must be able to communicate with the coaching staff in a timely manner.

To begin, click the Coaches link on the School menu – the coaches list for your school is displayed. As a starting point the coaches appearing in the school directory are loaded:

### Coach Roster - Alpharetta

[Return to School Menu](#)

The coaches listed below will represent Alpharetta in Swimming/Diving.  
Only the coaches listed here will be able to enter the state swim meet.

2 Coaches [Add Coach](#)

Name	Title	School Phone	Mobile Phone	School Email	Other Email	Op
Boyd, David	Head Coach					<a href="#">edit</a>   <a href="#">delete</a>
Marshall, Lisa	Asst. Coach					<a href="#">edit</a>   <a href="#">delete</a>

A new coach may be added by clicking the [Add Coach](#) link – this Coach Info page is shown:

### Add Coach - Alpharetta

[Return to Coach List](#)

-Coach Info

**First Name \***  **MI**  **Last Name \***

**Title \***

**School Phone \***  **Other Phone \***

**School Email**  **Other Email**

(At least one email address is required)

Each coach's name, title and contact information is required – Note: two (2) phone numbers and one (1) email address is required. Please go back and update the contact information for pre-loaded coaches as soon as possible in the season.

**State Entries**

Before the state meet deadline, each school must select the swimmers and divers that will represent the school in the state meet. This is done by first clicking the [State Entries](#) link on the School menu:

Save State Entries									
Name	Gender	Events Qual	Events Enter	200 Yard Medley Relay	200 Yard Free	200 Yard IM	50 Yard Free	100 Yard Fly	100 Yard Free
200 Yard Free Relay	F	1	0						
200 Yard Medley Relay	F	1	0	<input type="checkbox"/>					
400 Yard Free Relay	F	1	0						
Bordes, Danielle	F	2	0	<input type="text" value="▼"/>	<input type="checkbox"/>			<input type="checkbox"/>	
Craver, Addie	F	2	0	<input type="text" value="1 ▼"/>		<input type="checkbox"/>			
Duncan, Maggie	F	0	0	<input type="text" value="4 ▼"/>					

To enter a swimmer or diver, simply click the box in the event column on the line containing the individual.

For relays, click the box where the relay events intersect and select the relay team members in the event column. In the above example, to enter the Girls 200 Yard Medley Relay, you would check the box on the line labeled “200 Yard Medley Relay” and Gender “F” in the column with the header “200 Yard Medley Relay”.

Note that individuals are restricted to a maximum of two (2) individual events and four (4) total events.

There are also checkboxes on the right side of the table for selecting relay alternates and team managers.

Once your selections are made, click the Save State Entries button at the top of the table.

## Search Instructions

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The system allows coaches to view the Proof of Performance records for other schools. To access this information, click the Search button on the School menu.

### Swimming/Diving POP Search

Search Options

School  Class

Gender  Event

Format  By School  By Event

Searches are allowed by school, class, gender and event. Records can be listed by school or event. Select you criteria and click the Search button.

### Swimming/Diving POP Search

Search Options

School  Class

Gender  Event

Format  By School  By Event

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**ACE Charter (Class-A-A-A-A-A)**

**Doe, John - M - 9**

200 Yard Medley Relay (1)	1:51.00	09/16/2015 (marsden)
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**Relays**

Boys 200 Yard Medley Relay	1:51.00	09/16/2015 (marsden)
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**Adairsville (Class-A-A-A-A-A)**

**Eberly, Jake - M - 11**

200 Yard Free Relay (1)	1:38.60	02/06/2015 (import)
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**Smith, Dylan - M - 10**

100 Yard Back	59.62	09/19/2015 (import)
200 Yard Free Relay (2)	1:38.60	02/06/2015 (import)

**Sullivan, Daniel - M - 9**

200 Yard Free Relay (3)	1:38.60	02/06/2015 (import)
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**Wilkes, Johnathon - M - 9**

200 Yard Free Relay (4)	1:38.60	02/06/2015 (import)
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**Relays**

Boys 200 Yard Free Relay	1:38.60	02/06/2015 (import)
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