

# Capital of Texas Aquatics

## Meet Entry Process Description

Capital of Texas Aquatics will continue to use the DirectAthletics online service at [www.directathletics.com](http://www.directathletics.com) to complete meet entries. This online service allows you to tell us two important things: 1) Which of your swimmers, if any, will attend an upcoming meet, and 2) What is the amount of your financial commitment for this meet (i.e. number of events you will pay for per swimmer).

While you will be selecting events for your swimmer(s) through DirectAthletics, keep in mind that the coaches will be advising the swimmers on what events to sign up for ahead of time. Be sure and ask your swimmer the following question, "What events did your coach tell you to sign up for?" If your swimmer doesn't seem to know, contact the appropriate coach directly and ask.

The Coaching Staff will review the entries submitted by the swimmers and parents before the entries are finalized. Be advised that the Coaching Staff reserves the right to change events for the swimmers. They will be mindful of the particular day of multi-day meets and number of events that you originally committed through DirectAthletics. If changes are made to your original entries, your swimmer's coach will make his or her best effort to notify you before the deadline of any changes made.

If you are new to the team, or if you are a current team member and have never used the online meet entry system, you will receive a username and password via e-mail after registering with COTA. After you receive the e-mail with your account information you will need to log into [www.directathletics.com](http://www.directathletics.com) and change your password. Each swimmer has his/her own account, so if you have more than one swimmer you will need to complete this process for each one.

Meet information will be posted on the team's website [www.capitaloftexasaquatics.com](http://www.capitaloftexasaquatics.com) under **Calendar | Meet Calendar**. This is where you will find the deadline for entries, amount of fees, deadline of fees, event line-up, maximum number of events, etc. After reviewing the meet information, you will then need to login to DirectAthletics and select the appropriate meet from the meet list and enter your swimmer in the events they wish to swim. You must do this for each swimmer you want to enter into the meet.

After you have completed the entries you will be shown a summary of events for that swimmer. There is an option to e-mail confirmation of the events to the e-mail address on file. Click on this option so you will receive a confirmation of events entered.

You can make changes to the entries up to the deadline posted on the website. **This season, we will not take any entries past the deadline posted on the website, so watch the deadline.**

### IMPORTANT NOTE REGARDING MEET FEES

**If meet entry fees are not received by the deadline date (which is the day after meet entries close), a penalty of \$15.00 per swimmer will be assessed. Failure to pay this late fee will result in the swimmer being barred from further meet participation until fees are paid current.**