

# IGSSA Dive Entry Instructions 2018

Diving entries will be using the online computer system Dive Recorder. Refer to IGSSA website for IGSSA dive requirements, DD table, rules and guidelines. Please read all instructions carefully.

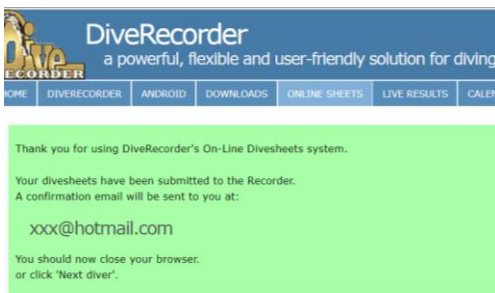
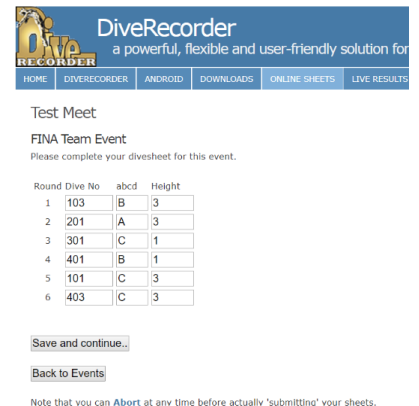
For schools entering a smaller team (i.e. 10 or less) ONLINE SHEETS should be accessed at <http://www.diverecorder.co.uk/onlinesheets/index.php> and complete the Page 1 instructions

For schools requiring multiple entries DiveSheets should be downloaded at <http://www.diverecorder.co.uk/dive/download.php> and complete the Page 2/3 Instructions.

All entries must include the year of birth, event/s and classification.

## Dive Entry Instructions - Individual Entries - Online Sheets

1. Go to the Dive Recorder website <http://www.diverecorder.co.uk>
2. Click on Online Sheets
3. Click on Select Meet
4. Choose the Meet you wish to compete i.e. [2018 IGSSA Diving Carnival](#)
5. Enter your details: name, school etc. You will need to enter a school code i.e. PYM
6. Choose an Event i.e. [Team Event](#)
7. Fill in your dive sheet
8. Repeat steps 6 & 7 for each event you have entered
9. Check and make any necessary corrections
10. Submit your sheets Or Abort. Note you can abort at any time before actually 'submitting' your sheets.
11. If you need to update your dive sheet please email the change to convener [clang@pymblelc.nsw.edu.au](mailto:clang@pymblelc.nsw.edu.au) or repeat the steps and notify convener that a new dive sheet has been submitted. Only submit submit a new sheet for the event with the change.
12. **\*NOTE: For Team Event follow these instructions:-**
  - Next diver
  - First Name – NAME of SCHOOL e.g. Pymble
  - Surname – TEAM (NB - Do not enter individual divers names or individual dive sheet)
  - Complete one dive sheet ONLY with 6 dives for team. DOB - 2000



13. Special Notes: Check your email confirmation carefully. Dive changes are not allowed after the entry deadline.

**If your dive sheet is submitted correctly you, and the IGSSA convener, will receive an email as confirmation.**

Make sure that you get to the GREEN SCREEN of Dive Recorder

## 2.

### Dive Entry Instructions – Multiple Entries

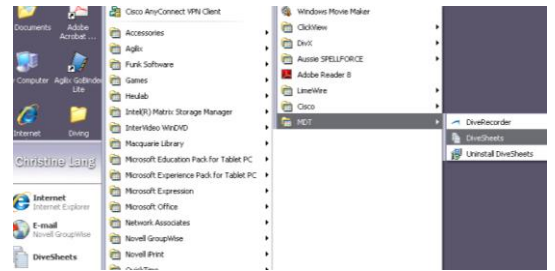
- A. For dive sheet entries Click on the following link.  
<http://www.diverecorder.co.uk/onlinesheets/index.php>

- B. This will take you to the introductory screen click on Downloads.  
 C. **Download DiveSheets only. (7.0.1.1) if completing multiple entries**



- A. When DiveSheets is downloaded click the next 4 arrows:-

- **Start menu**(Bottom left tool bar)
- **All Programs**
- **MDT**
- **Dive Sheets**



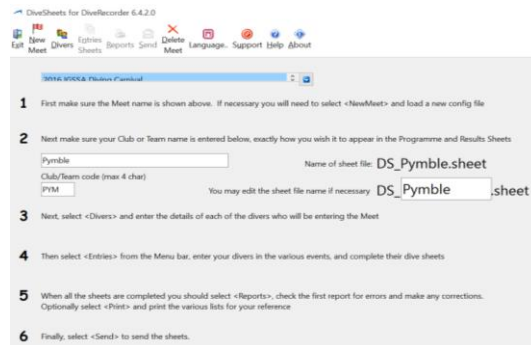
- B. Click(c) **New Meet** in top Menu bar  
 C. Click **Load** in top Menu bar(check - 'use web')  
 D. Locate and double click 2018 IGSSA Diving Carnival  
 E. Click **Open**
- F. Follow steps 1-6 on *DiveSheets for Diverecorder page*
1. **2018 IGSSA Diving Carnival** should appear in first drop down box

Start Date	Meet Title
2016-02-19	GStar 2016
2016-02-20	2016 Gavin Brown Love to Dive
2016-02-23	2016 Hunter School Sports Primary Diving Trials
2016-02-23	2016 Hunter School Sports Secondary Diving Trials
2016-02-26	2016 GSV Preliminary A Diving Carnival
2016-02-26	2016 GSV Preliminary B Diving Carnival
2016-02-27	3e Jeugd - All in Competitie 2015-2016
2016-02-29	2016 GSV Preliminary C Diving Carnival
2016-03-02	2016 IPSHA Primary Championships
2016-03-04	Gamma Cup 2016
2016-03-04	PSV Master Diving Cup 2016
2016-03-05	Grand Prix Polski Edycja I
2016-03-08	Johannesburg Girls' Schools Interhigh Diving 2016
2016-03-11	2016 IGSSA Diving Carnival
2016-03-11	North Island Diving Champs
2016-03-12	2016 Junior Svenska Mästerskapen
2016-03-15	2016 APS Boys Diving
2016-03-16	2016 APS Girls Diving
2016-03-20	4e Jeugd - All in Competitie 2015-2016

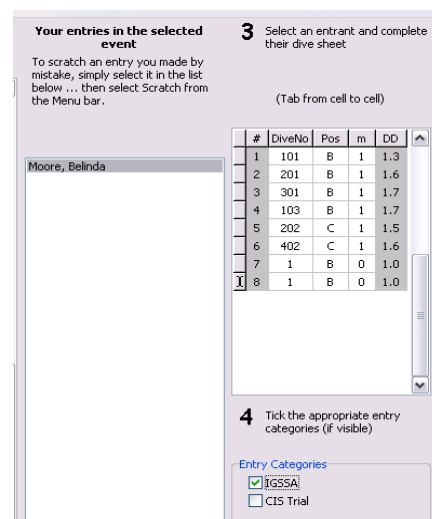
2. Enter **School name** e.g Pymble, **Club/team code** e.g PYM (refer to *IGSSA handbook for team code*)

3.

3. Select **Divers** at top Menu bar. Click **New** for each entrant and tab to complete all details in right hand side.



4. Select **Entries/Sheets** at top Menu bar and follow instructions 1 – 4. Enter your dives, position and board height in the appropriate fields and tick correct classification i.e IGSSA diver, CIS diver (tick both if IGSSA diver and trialing for CIS)
5. **Save** after each diver. **Close** when all divers are entered.



**\*NOTE: For Team Event follow these instructions:-**

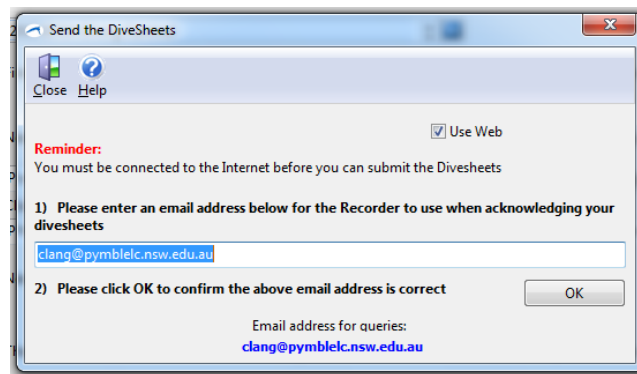
- Select **New**
- First Name – NAME of SCHOOL e.g. Pymble
- Surname – TEAM (NB - Do not enter individual divers names or individual dive sheet)
- Complete one dive sheet ONLY with 6 dives for team. DOB - 2000

6. Select **Reports** at top menu bar and confirm through short or long dive sheets that all dive entries are correct. **Print** ( If an error is detected go back to step 4 and repeat process)

7. Select **Send** at top menu bar to email sheets (check – Use Web)

Enter your email address. Click **OK**  
An information box will appear. Read information on how to send Divesheet file. Click **OK**

8. A confirmation email will be sent to the email address you provided
9. Print the email and bring it with you to the Championships
10. Any changes to dive sheets after the submission are to be made through email to Chris Lang. Do not resubmit.



For all dive entry enquiries contact Chris Lang – Pymble Ladies College

[clang@pymblelc.nsw.edu.au](mailto:clang@pymblelc.nsw.edu.au) or Mob – 0467 988 777