



IOWA GIRLS
HIGH SCHOOL
ATHLETIC UNION

Procedures to register:

1. Before giving this information to your team members, every coach participating in this competition must register at www.dive-meets.com. Place your cursor over the Login menu and click on Get a DiveMeets ID. Fill out your information. For organization choose **Iowa Girls High School Athletic Union** on the Coach column (if you do not find your team listed, please send an email to support@meetcontrol.com with the following information: Team Website, Team Name, Team Address, Team City, Team State, Team Zip / Postal, Team Email, Team Phone, Team Code / Abbreviation, Team Point Of Contact, Team Fax, and Team Affiliation. They will update the database. You will not be able to register if you do not follow this process) **If a coach has already registered in the past, he/she does not have to register again.**
2. After you register, you can tell your divers to go to www.dive-meets.com to sign up and then register for the **Iowa Girls Diving Championships**. **If a diver has already register in the past with Dive-meets.com, they don't have to register again, but they must update their account to reflect they belong to the Iowa Girls High School Athletic Union and choose their respective team and coach. They can do this by login in and click on "Update account". If they forgot the ID and password, they can click on [Forgot your password or DiveMeets ID](#) on the Login page.**
3. Divers will be prompted to the meet information where they will be able to click on the events they are registering and fill out dive sheets for each event. The program will make sure each dive sheet will be sent correctly. Coaches or divers can make changes to a dive sheet any time up to the time the meet is closed.

Note: If coaches decide to register the divers for the meet, they will be able to do that after the divers have signed up with DiveMeets.com. Then, a coach logs in and can click on the **Iowa Girls Diving Championships**. On that page coaches will find a drop box with the divers of their team. You will choose the diver you want to register for the meet, fill out dive sheet and follow the prompts. You will have to do this process for every diver.

The next page is a good guide explaining the process of how to register for the meet. If you need any help please email support@meetcontrol.com





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How to Register for the Iowa Girls Diving Championships:

- A.** If a diver has already registered in the past with divemeets.com, you don't have to register again, all you have to do is to log in with their [divemeets](http://divemeets.com) ID and password and click on **Iowa Girls Diving Championships** he/she will be participating. If you forgot the ID and Password, you can click on [Forgot your password or DiveMeets ID](#). You will get an email with your ID and new Password. If you do not see the **Iowa Girls Diving Championships** after you log in, you must update your account to reflect that you are a member of the **Iowa Girls High School Athletic Union**. You can do this by logging in and clicking on "Update account"
- B. If you have not registered before with divemeets.com follow the following instructions:**
1. Go to www.divemeets.com and place your cursor over the Login menu and click on Get a DiveMeets ID.
 2. Fill out the form. For organization choose **Iowa Girls High School Athletic Union** under the diver or coach column. Click on Submit.
 3. Fill out Form for registration (**when asked for Team Affiliation choose your team, for coach choose your coach**) **If you Do Not find a coach you can choose "Unattached/Not Listed" for now. You can always update your account later.** If you do not find your team and club listed, please send an email to support@meetcontrol.com with the following information: Team Website, Team Name, Team Address, Team City, Team State, Team Zip / Postal, Team Email, Team Phone, Team Code / Abbreviation, Team Point Of Contact, Team Fax, and Team Affiliation.)
 4. After you submit this form you will get a message "you have successfully registered"
 5. Click on the "Pool Deck"
 6. Click on "**Iowa Girls Diving Championships**."
 7. Select your name on the dropdown window.
 8. Click on the event you will be competing
 9. Click on Submit
 10. Depending on how many events you register, you must fill out as many dive forms.
 11. Once you are done filling out the dive form click on submit.
 12. Click on the "Release Form Paragraph", select coach that will be in the meet with you, and provide your email address and click submit. It will ask you to review your information click submit again.
 13. The new page will have your dive sheet and a message that "you have successfully register for the "**Iowa Girls Diving Championships**"
 14. You will get an email with your DiveMeets ID and password. Also, you will receive an email with confirmation of your registration in the meet.

If you need any help please send an email to support@meetcontrol.com , they have a great customer service.

