

Team Entry Representative,

Thanks so much for your timely entry submission for the _____. [Name of meet] Your entries have been accepted into the meet. I have attached the entry report created from the file you sent. ** Please review it and let me know of any problems or discrepancies before _____. [Deadline]

To complete your entry submission, please send in the following: [Delete anything received]

- **Team Contact Information Sheet** from the meet announcement filled out in its entirety. Please e-mail this information ASAP. I have to share it with several others doing meet prep.
- **Time Verification for your entries.** You are welcome to either mail a hard copy (many enclose the check too) or e-mail the time verification.
- **Fees:** Fees may be mailed directly to me, or paid at the meet. (Payable at the Clerk of Course office BEFORE your first swimmer competes.) Please let me know how to I can expect to receive your payment. The meet fees are:
 - \$6 surcharge per participating swimmer (relay only swimmers are NOT charged a surcharge)
 - \$3 per individual event entry
 - \$8 per relay event entry

My records indicate that the total entry fee for the _____ [Team name] is \$ _____. I hope this corresponds with your calculations.

REMINDER: Only registered coaches may be on deck. Please make sure all coaches sent to the meet are registered.

If you have any questions, please feel free to contact me.

[Name]

[Contact Information]

** Only include the following sentence if approved by the Meet or Administrative Referee

