

Creating a New Meet on the Database and Website

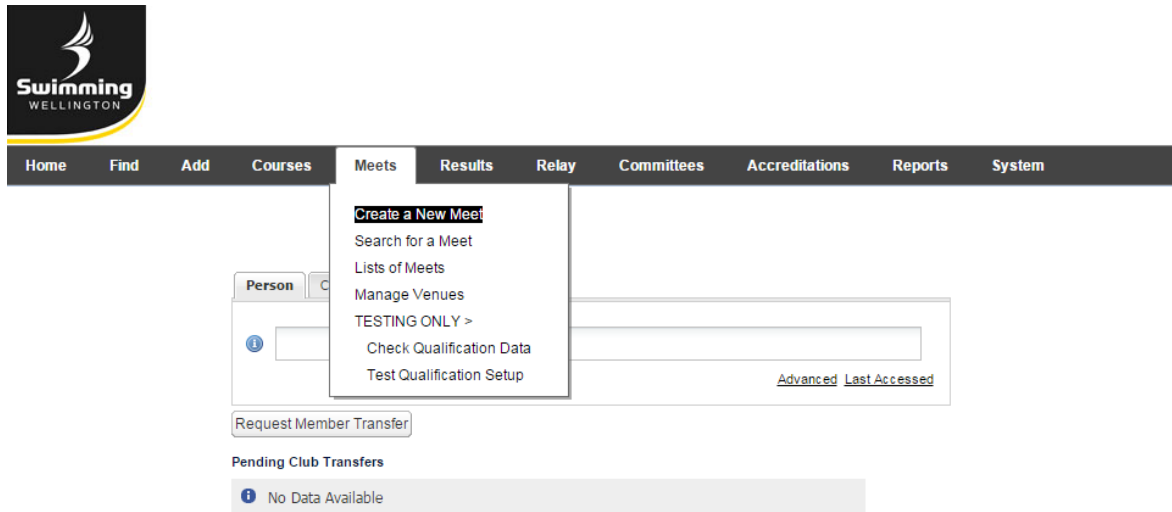
1. Go to the Swimming New Zealand Website www.swimmingnz.org.nz
2. Scroll to the bottom of the homepage and click on SNZ Membership Database

The screenshot shows the homepage of the Swimming New Zealand website. At the top, there are buttons for 'Login' and 'Next Page'. Below these are four main navigation tiles: 'Find a Club' (featuring a swimmer's head), 'Results Database' (featuring a swimmer holding a medal), 'AquaBlacks' (featuring a team photo with the slogan 'Be the best you can be'), and 'Shop' (featuring a shopping bag). Below the tiles is a section for 'Our Sponsors and Partners' with the Sport New Zealand logo. At the bottom, there is a dark navigation menu with categories: 'High Performance' (Anti-Doping, HPSNZ Carding Services, Selection Criteria), 'Events & Membership' (SNZ Membership Database, Calendar, Technical Officials, Records & Rankings, Results, Terms & Conditions), and 'Education' (Courses, Quality Swim Schools, Kiwi Swim Safe). A 'Contact Us' button is also present. Footer text includes '© 2015 Swimming New Zealand' and 'Membership Software by APT Solutions'.

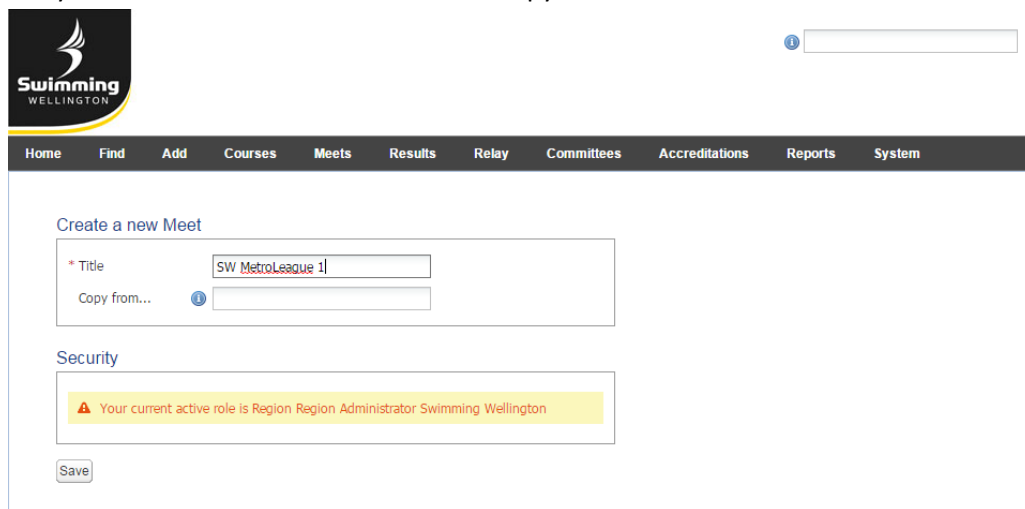
3. Enter your username and password and click Login

The screenshot shows the 'Membership Administration Site' login page. The page header includes the Swimming New Zealand logo and the tagline 'The start of something extraordinary'. The main heading is 'Membership Administration Site' with the subtext 'Authorised access only.' and a warning: 'This is a restricted area, entry to this site is permitted to authorised users only.' On the right side, there is a 'Login' button above a login form. The form has fields for 'Username:' (containing 'BridgetT') and 'Password:' (masked with dots), followed by a 'Login' button. The footer includes the 'STRATUM Black' logo, the Swimming New Zealand logo, and copyright information: '© Copyright APT Solutions 2015' and 'Powered by Stratum'.

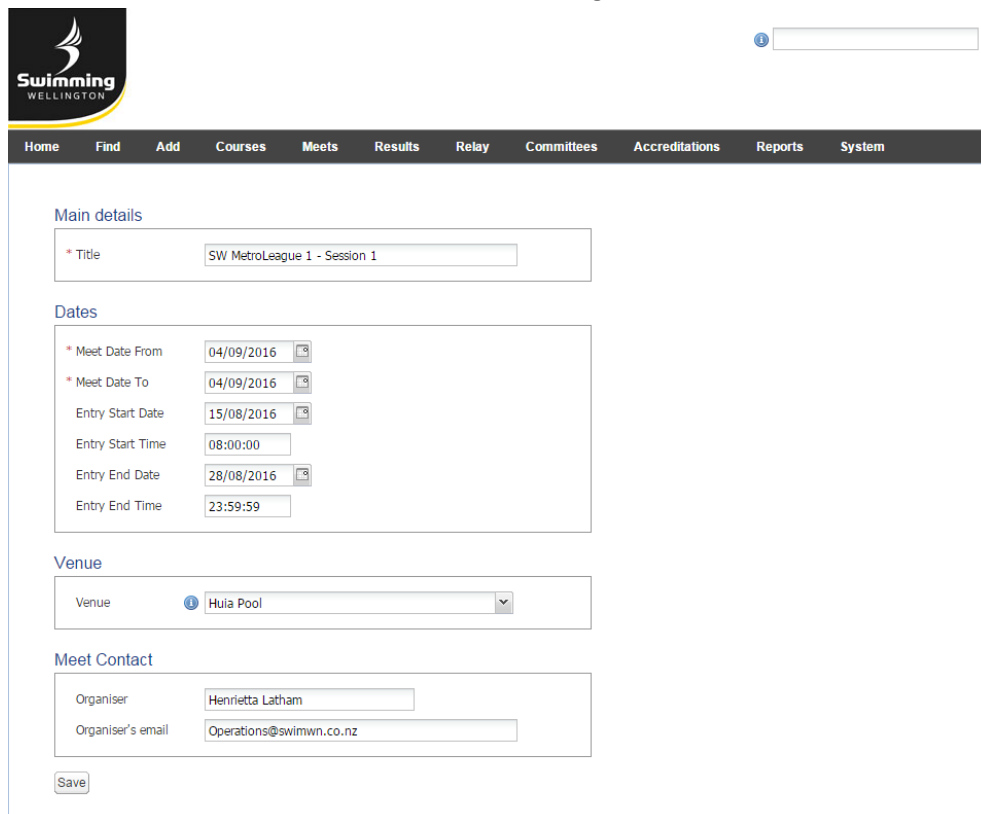
4. Hover your mouse over 'Meets' and select 'Create a New Meet' from the drop down menu



5. Enter the Title of your Meet and click Save. Leave the 'Copy from' text box blank.



6. Fill in all the details. Double check the information before clicking 'Save'



- The code number (highlighted by the red box) is very important. Right this down on a piece of paper as it is required when creating the meet on the your Website. Then click 'View Event'.



Meet created...

The Meet 'SW MetroLeague 1 - Session 1' (code = 001207) has been created...

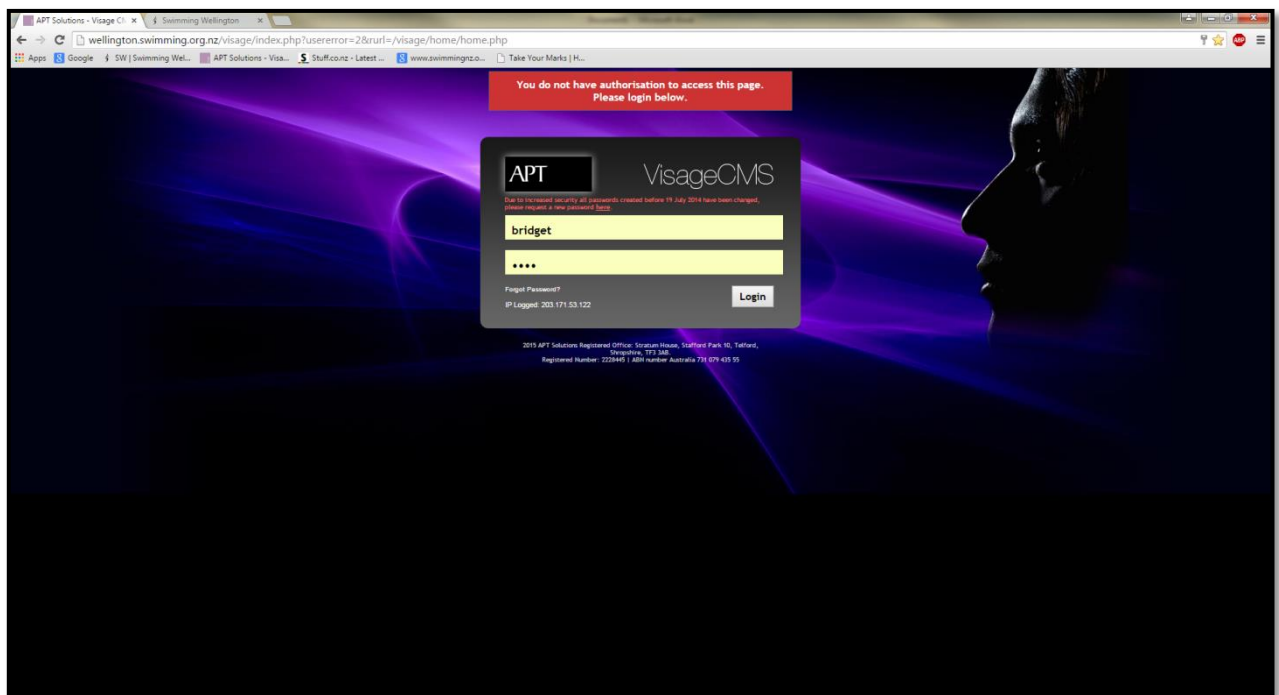
You may now continue to view this new Meet and add or edit various details by clicking the button below.

If you choose not to do so now, you can find the Meet later from the 'Search...' option on the Meets menu, then click 'Manage'.

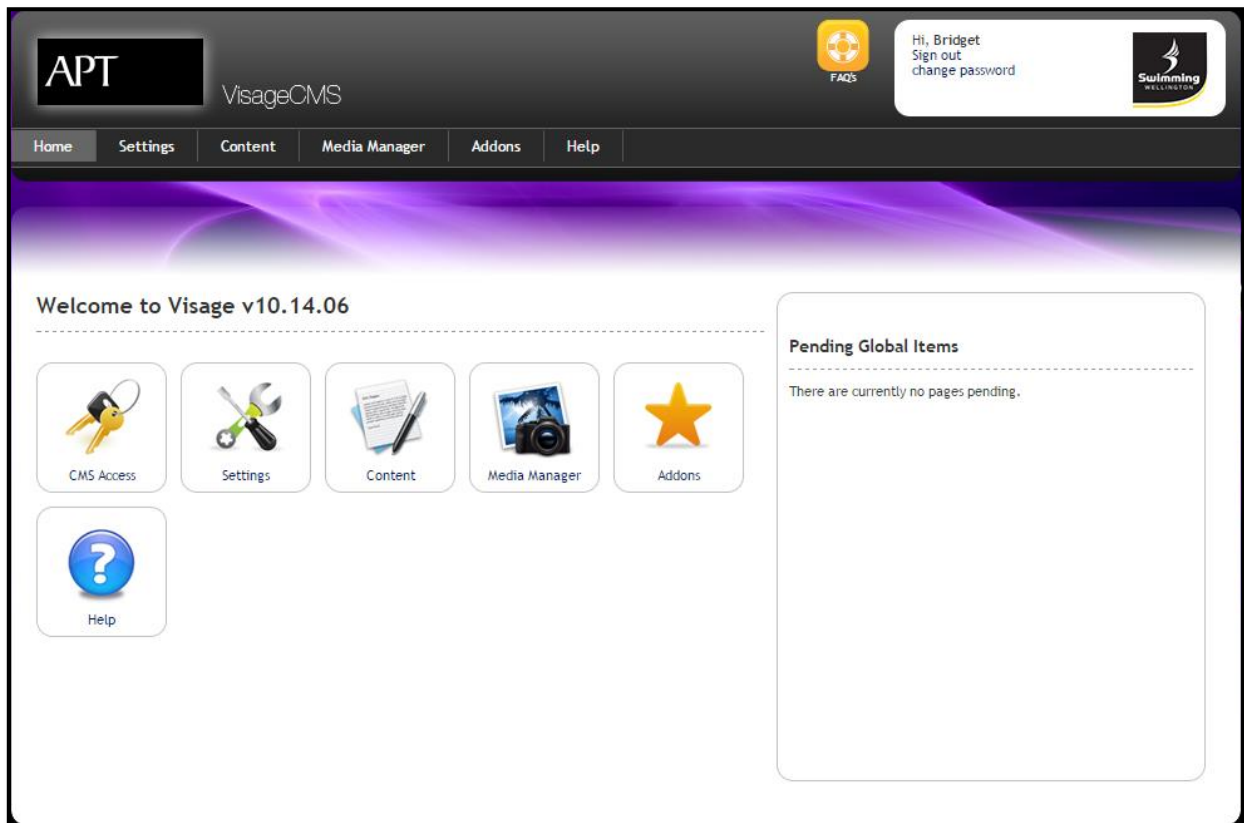
Please Note: The following instructions are for those Clubs whose websites are an APT Website. If your Clubs website is NOT an APT Website, you will need to create your own instructions or contact your website provider to find out how.

- Now that you have created the new meet on the SNZ Database, open APT Solutions in a new tab or window and Login. You still need to keep your Database open.

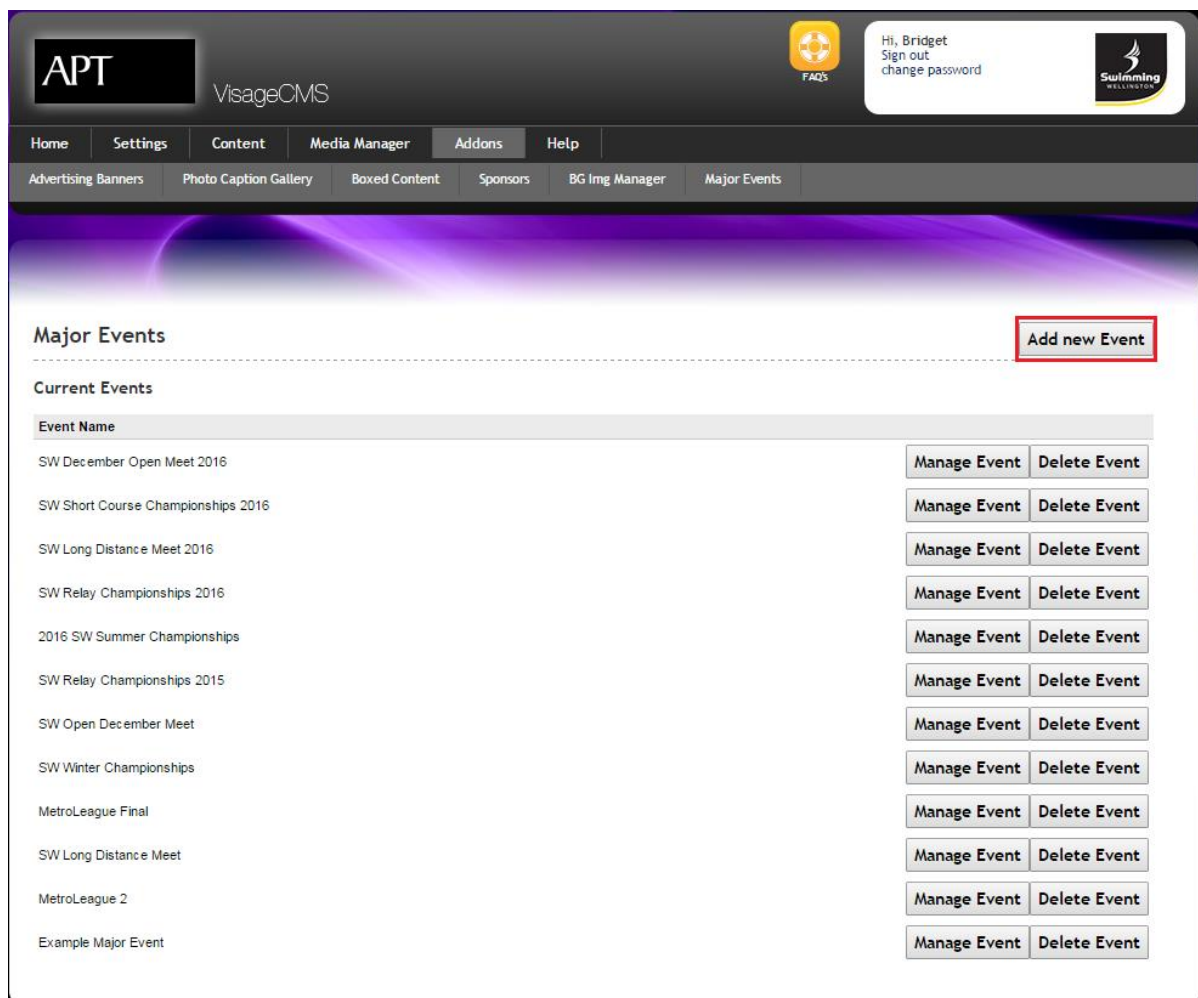
<http://wellington.swimming.org.nz/visage/index.php?usererror=2&rurl=/visage/home/home.php>



9. On the Home Page, select 'Addons'



10. Select 'Add New Event'



11. Fill in details as shown below. Instructions in **RED** are important so ensure these are correct. The event code must be correct as it ensures the meet information will connect to the Database including results, etc.

Major Events Add new Event

Event Type: → Leave as 'Event'

Event Name: → Ensure Name is the same as on the Database

Event Code: → Event Code is the number you wrote down earlier

Event Venue:

Event Location: (Google Map):

Event Date: From: Until:

Event Time:

Colour Theme: Fade To:

Header Banner: (Dimensions: 940px x 145px) Metro 1 Banner.jpg

Sub Banner: (Dimensions: 540px x 240px) No file chosen

Friendly URL: -event.html

Status: → Copy and Paste Event Name into this textbox

12. Before saving this page, you need to copy the URL address to the data base.

13. Go back to your tab or window that the SNZ Database is open in.

Swimming WELLINGTON

Home Find Add Courses Meets Results Relay Committees Accreditations Reports System

Meet: SW MetroLeague 1 - Session 1 From: 04/09/2016 To: 04/09/2016 Venue: Huia Pool

Details Settings Meet Manager Competitors Fees Web display Competitive Events Notes Open To T and C's Documents Reports

Main details

Course Code	001207
Title	SW MetroLeague 1 - Session 1
Type	Championship
Status	Confirmed
Course	

Venue

General location	
Specific venue	Huia Pool

Dates

From Date	04/09/2016
To Date	04/09/2016
Entry Start Date	15/08/2016
Entry Start Time	08:00:00
Entry End Date	28/08/2016
Entry End Time	23:59:59
Show in web calendar	Yes

Allow web booking

Contact

Organiser	Henrietta Latham
Organiser's email	Operations@swimwn.co.nz

Your role: Region Administrator on the Region at Swimming Wellington © Copyright APT Solutions 2015

14. Select 'Web Display' from the grey tabs.

15. Select 'Edit'

The screenshot shows the Swimming Wellington website interface. At the top left is the logo. A navigation bar contains tabs: Home, Find, Add, Courses, Meets, Results, Relay, Committees, Accreditations, Reports, and System. Below this, a table lists meets. The selected meet is 'SW MetroLeague 1 - Session 1' with dates '04/09/2016' and venue 'Huia Pool'. A row of tabs includes 'Details', 'Settings', 'Meet Manager', 'Competitors', 'Fees', 'Web display' (highlighted), 'Competitive Events', 'Notes', 'Open To', 'T and C's', 'Documents', and 'Reports'. The 'Web display' tab is active, showing a blue information box: 'In the panels below, you can determine how the Meet will be displayed to users.' Below are three sections: 'Summary display' with a text area, 'Detail display' with a text area, and 'Additional' with a 'Web priority' dropdown. At the bottom are 'Cancel' and 'Edit' buttons, with 'Edit' highlighted by a red box.

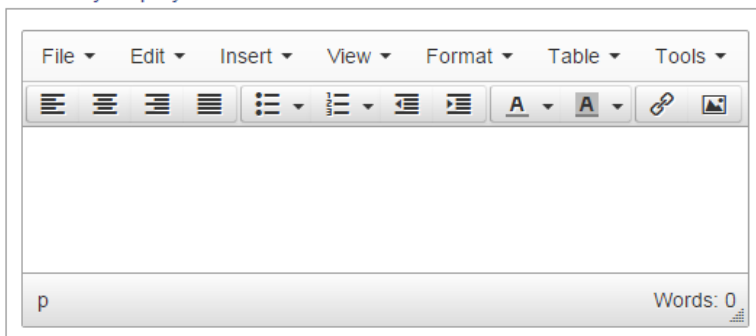
16. You need to copy and paste the URL from APT to the 'Detail URL' text box in the Database Web Display tab.

This image provides a closer look at the 'Web display' configuration page. It features the same information box as the previous screenshot. The 'Summary display' and 'Detail display' sections are shown as rich text editors with a menu bar (File, Edit, Insert, View, Format, Table, Tools) and a toolbar. The 'Additional' section contains a 'Detail URL' text box, which is highlighted with a red rectangle, and a 'Web priority' dropdown menu. At the bottom are 'Cancel' and 'Save' buttons.

17. The URL needs to be copied in three parts as the format will not allow the entire address to be copied as one.
- Copy the first section (<http://wellington.swimming.org.nz/>) and paste into 'Detail URL' textbox.
 - Copy the second section ([sw-metroleague-1-session-1](http://wellington.swimming.org.nz/sw-metroleague-1-session-1)) and paste into 'Detail URL' textbox directly next to the first section.
 - Copy the last section ([-event.html](http://wellington.swimming.org.nz/sw-metroleague-1-session-1-event.html)) and paste into 'Detail URL' textbox at the end of the other two sections.
 - Your URL should now look like this: <http://wellington.swimming.org.nz/sw-metroleague-1-session-1-event.html>
18. You now need to set the Web Priority. This is the number you want your meet to be in your list of events on your website. After setting your Web Priority, click Save.

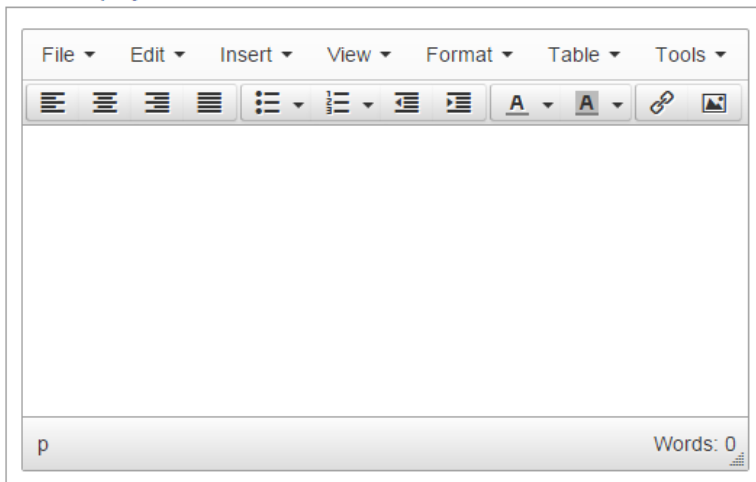
i In the panels below, you can determine how the Meet will be displayed to users.

Summary display



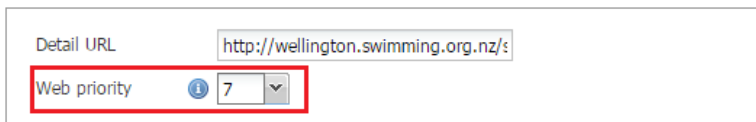
A rich text editor interface for the 'Summary display' section. It features a menu bar with 'File', 'Edit', 'Insert', 'View', 'Format', 'Table', and 'Tools'. Below the menu is a toolbar with icons for bulleted and numbered lists, indentation, text color, background color, link, and image insertion. The main editing area is currently empty, with a 'p' character at the bottom left and a 'Words: 0' counter at the bottom right.

Detail display



A rich text editor interface for the 'Detail display' section, identical in structure to the summary display editor. It includes the same menu bar and toolbar. The main editing area is empty, with a 'p' character at the bottom left and a 'Words: 0' counter at the bottom right.

Additional



An 'Additional' settings form. It contains a 'Detail URL' text input field with the value 'http://wellington.swimming.org.nz/'. Below it is a 'Web priority' dropdown menu with an information icon and the number '7' selected. The dropdown is highlighted with a red box.

Cancel Save

19. Return to your APT tab/window and click 'Save Event Data'.

The screenshot shows the 'Major Events' form in the APT CMS. The form includes the following fields and values:

- Event Type: Event
- Event Name: SW MetroLeague 1 - Session 1
- Event Code: 001207
- Event Venue: Huia Pool
- Event Location: (Google Map): Huia Street, Lower Hutt
- Event Date: From: 04/09/2016, Until: 04/09/2016
- Event Time: 12.30pm
- Colour Theme: #000000, Fade To: #000000
- Header Banner: Metro 1 Banner.jpg
- Sub Banner: No file chosen
- Friendly URL: http://wellington.swimming.org.nz/sw-metroleague-1-session-1-event.html
- Status: Live

A red box highlights the 'Save Event Data' button at the bottom right of the form.

20. Go onto your website, and double check that you meet is live.

The screenshot shows the 'Meet Calendar' page on the Swimming Wellington website. The page features a navigation bar with 'Join Now', 'Member Login', and 'Contact Us' buttons. Below the navigation bar is a search bar and a menu with options like 'HOME', 'SWIM WGTN', 'GO RACING', etc. The main content area displays a calendar with two events:

- Sunday 4 Sep**: SW MetroLeague 1 - Session 1, 04/09/2016, Venue: Huia Pool. A red box highlights this event, and a yellow 'Detail' button is visible to its right.
- Saturday 10 Dec**: SW December Open Meet 2016, 10/12/2016, Venue: Naenae Pool. A yellow 'Detail' button is visible to its right.

A 'Previous Page' button is located at the bottom left of the calendar section.