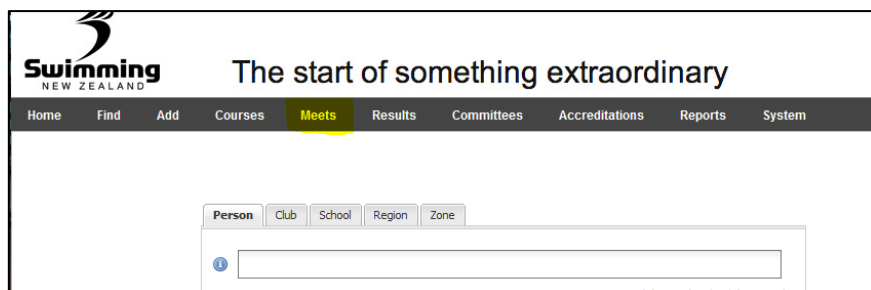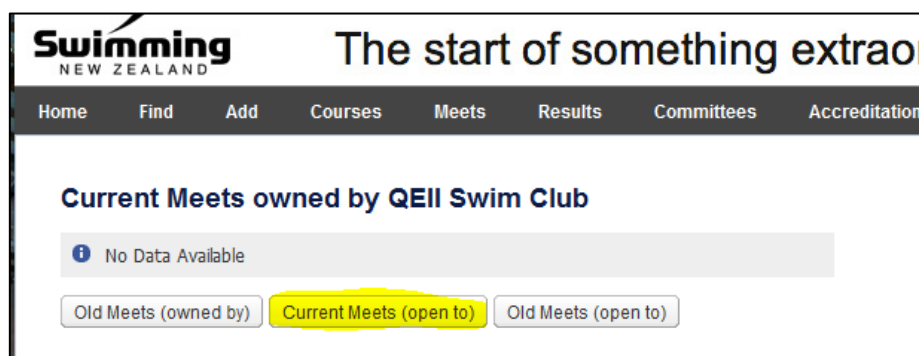# Entering Swimmers into Meets as a Club Administrator

1. After Logging into the database, hover over the "Meets" tab, this should bring up a number of different options including "List of Meets", click into this.

2. Once in here you will have the option to see your current meets, your old meets and also meets that are owned by other clubs, regions and SNZ if they have been set to being open to your club. For entry into a national meet click on the "Current Meets (open to)" button.

3. This will then bring up a list of meets that you can enter swimmers into from your club, select the meet you want by clicking on its name.

4. Once you have clicked on the meet it will take you to the meet page with various pieces of information about the meet. All information will be locked to administrators other than the owner of the meet. To enter swimmers into the meet click on the "Competitors" tab.

5. Once you have clicked on the competitors tab the following page will appear asking you to enter an individual or enter a relay. This page will also display what swimmers are entered into the meet from your club. Click on the "Enter Individual" button.

6. Once you have clicked on "Enter Individual" a box will appear asking you to enter the swimmers name, once you have done this click the "Book" button.

7. This will then bring up a page of events that the swimmer has and has not qualified for. to enter them into an event they qualify for click on the drop down next to that event and click yes. Please note that the number next to the "Yes" is the price of entry into that meet. Once you have selected all the events that you want to enter the swimmer in click proceed down the bottom of the page.

8. A "Booking Details" page will then appear. This shows a summary of what events the swimmer has been entered in and the total cost to pay. You have two options in terms of paying, that is either pay now or pay later. If you choose pay now you will have to pay by credit card if you choose pay later we will send an invoice out to your club. To choose either of these options click on the drop down. Once your option has been chosen click the proceed to payment button.

Booking details

⚠ Please check these details carefully, and use the 'Back' button if you need to change them. The total fee due is 36.05 - please select your preferred option below and click 'Continue'.

Pay Now (card payment on the next page) ▾

Event		Fee
72	Boys, 11 Year Olds, 100 Breaststroke	17.50
6	Boys, 11 Year Olds, 50 Breaststroke	17.50

Mail name

ℹ The information below shows how the total fee of 36.05 is calculated.

Meet fee	0.00
Events fee(s)	35.00
Surcharge	1.05
Total to pay	36.05

Back Proceed to Payment

9. Once you have clicked proceed to payment, if you are paying now by credit card the following page will appear where you can enter your credit card details. Once you have done this and clicked continue and the payment has been accepted the swimmer will be successfully entered in the meet.

The swimmer will now be entered into the meet and display in the competitors list on the meet page.