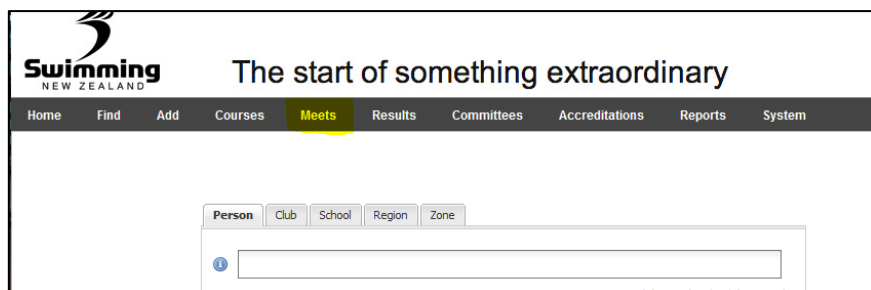
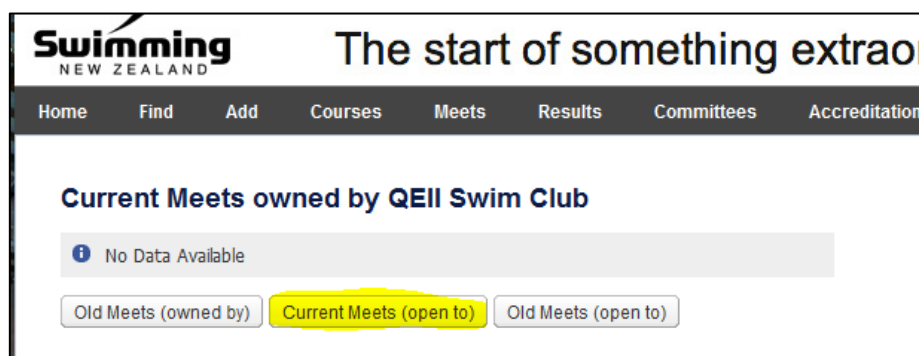


Entering Swimmers into Meets as a Club Administrator

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.

Current Meets open to QEII Swim Club

Meet Title - click to view	Start date	Days	Venue	Owned by	Show?	Book?
2015 Victorian Open Championships	16/01/2015	3	Melbourne Sports and Aquatic Centre	Open/National	Y	N
2015 NSW 10 Years & Under - 12 Years State Age Cham...	16/01/2015	1	Sydney Olympic Park Aquatic Centre	Open/National	Y	N
Swimming Wellington 2015 LC Summer Champs	16/01/2015	4	Wellington Regional Aquatic Centre	Swimming Wellington	Y	N
2015 NSW 13-18 Years State Age Championships	19/01/2015	6	Sydney Olympic Park Aquatic Centre	Open/National	Y	N
Swim BOP Long Course Champs	24/01/2015	1	Rotorua Aquatic Centre	Swimming Bay of Plenty	Y	N
Swim Rotorua Long Course	24/01/2015	1	Rotorua Aquatic Centre	Swim Rotorua	Y	N
SNM Age Groups 2015 - Long Distance Events	31/01/2015	1	Stadium 2000 Blenheim	Swimming Nelson Marlbor...	Y	Y
Signature 2 Upper Hutt Meet 2015	31/01/2015	1	Wellington Regional Aquatic Centre	Swimming Wellington	Y	Y
BSC Summer Meet	31/01/2015	1	Stadium 2000	Blenheim Swimming Club	Y	N
SNM Age Group Championships 2015	07/02/2015	1	Nayland Pool	Swimming Nelson Marlbor...	Y	Y
Bream Bay Northport Carnival	07/02/2015	1		Bream Bay Swim Club	Y	Y
2015 Zonal Championship	08/02/2015	1	Westwave Aquatic Centre	Open/National	Y	N
Swim BOP Rising Stars	08/02/2015	1		Swimming Bay of Plenty	Y	N
Dive Right In	15/02/2015	1	Stadium 2000	Blenheim Swimming Club	Y	N
2015 New Zealand Junior Championship	20/02/2015	3	Wellington Regional Aquatic Centre	Open/National	Y	Y
2015 NSW State Open Championships	27/02/2015	3	Sydney Olympic Park Aquatic Centre	Open/National	Y	Y
SW Qualifier Meet	07/03/2015	1	Wellington Regional Aquatic Centre	Swimming Wellington	Y	N
Swim BOP Relays	08/03/2015	1	Rotorua Aquatic Centre	Swimming Bay of Plenty	Y	N
BSC Autumn Meet	14/03/2015	1	Stadium 2000	Blenheim Swimming Club	Y	N
MetroLeague 1 2015	15/03/2015	1		Swimming Wellington	Y	N

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Buttons: Current Meets (owned by) | Old Meets (owned by) | Old Meets (open to)

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.

The screenshot shows a web interface for a meet. At the top, there is a header with the following information: Meet: 2015 New Zealand Junior Championship, From: 20/02/2015, To: 22/02/2015, Venue: Wellington Regional Aquatic Centre. Below the header is a navigation bar with tabs: Details, Settings, Competitors (highlighted in yellow), Fees, Web display, Competitive Events, Notes, Open To, T and C's, Documents, and Reports. The main content area is divided into three sections: Main details, Venue, and Dates. The Main details section contains a table with the following information: Course Code: 000282, Title: 2015 New Zealand Junior Championship, Type: Championship, Status: Confirmed, Course: Long Course. The Venue section contains a table with the following information: General location: Wellington, Specific venue: Wellington Regional Aquatic Centre. The Dates section contains a table with the following information: From Date: 20/02/2015, To Date: 22/02/2015, Entry Start Date: (blank), Entry Start Time: (blank), Entry End Date: 09/02/2015, Entry End Time: 23:59:59, Show in web calendar: Yes, Allow web booking: Yes.

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.

The screenshot shows the competitors page for the same meet. The header and navigation bar are identical to the previous screenshot. The main content area is divided into two sections: Competitors and Cancellations. The Competitors section contains a message: "There are no Competitors to display" with an information icon. Below this message is a yellow button labeled "Enter Individual". The Cancellations section contains a message: "There are no cancellations to display" with an information icon. Below this message is a button labeled "Enter Relay".

- 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.

Meet	From	To	Venue
2015 New Zealand Junior Championship	20/02/2015	22/02/2015	Wellington Regional Aquatic Centre

Select Swimmer to enter

* Member

- 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.

Events you qualify for					
Event Number	Event	Your best time	Qualifying Time	Type	Enter Event
72-72	Boys, 11 Year Olds, 100 Breaststroke	1:33.42 (C)	Below 1:36.50 (S)	Standard	No <input type="button" value="v"/>
6-6	Boys, 11 Year Olds, 50 Breaststroke	43.38 (C)	Below 44.65 (S)	Standard	No <input type="button" value="v"/>

Events you do not qualify for					
Event Number	Event	Your best time	Qualifying time	Type	
2-2	Boys, 12 & Under, 400 Freestyle		Below 5:25.00 (L)	Standard	
12-12	Boys, 11 Year Olds, 200 Backstroke		Below 3:00.29 (L)	Standard	
18-18	Boys, 11 Year Olds, 100 Butterfly		Below 1:28.10 (L)	Standard	
24-24	Boys, 12 & Under, 400 IM		Below 6:11.20 (L)	Standard	
28-28	Boys, 11 Year Olds, 50 Freestyle		Below 32.73 (L)	Standard	
34-34	Boys, 11 Year Olds, 200 Breaststroke	3:32.14	Below 3:28.50 (L)	Standard	
40-40	Boys, 11 Year Olds, 50 Backstroke		Below 39.60 (L)	Standard	
46-46	Boys, 11 Year Olds, 200 Freestyle		Below 2:39.11 (L)	Standard	
52-52	Boys, 11 Year Olds, 50 Butterfly		Below 39.10 (L)	Standard	
58-58	Boys, 11 Year Olds, 100 Backstroke		Below 1:24.25 (L)	Standard	
66-66	Boys, 11 Year Olds, 200 IM		Below 3:02.70 (L)	Standard	
78-78	Boys, 11 Year Olds, 100 Freestyle		Below 1:12.71 (L)	Standard	
82-82	Boys, 12 & Under, 200 Butterfly		Below 3:07.20 (L)	Standard	

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
[REDACTED]

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.

Please enter your credit or debit card details to complete the payment.
The name and address given must match those on the card statement.

Card details

Amount to pay: 36.05

* Card name

* Card number

* Card type

Issue

Valid from

* Expiry date

* Security code

* Address

Suburb

* City

* Postcode

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

Swimming NEW ZEALAND

HOME MEDIA HIGH PERFORMANCE COMMUNITY

Meet Detail Page

2015 New Zealand Junior Championship

VENUE Wellington Regional Aquatic Centre

ORGANISER Open/National

CONTACT Swimming New Zealand Entries close 09/02/2015 23:59

EMAIL events@swimmingnz.org.nz

Meet Information

For further information about this event, please contact us

2015 NZ Junior Wellington Regional

2015 NZ Junior CP

Some of the future stars of

Events for 10yrs & Under

Schedule

Merchan

TM Event file v2 - Amended 28 November