

Coaches & Team Manager Application – **Setup**

From December 2019 Swimming New Zealand now have the functionality for Team Manager and Coach accreditation to be completed online via the Database.

To use this functionality, go to the “**settings**” tab in the meet page in the database and click “**edit**”. In the box that is labelled **Competition Parameters** ensure the tick box next to Mandatory Team Coach/Manager is **ticked**.

Competition Parameters

School event	No	▼
Meet status	Approved	▼
Auto approved	No	▼
Result status	Approved	▼
Timing type	Electronic	▼
Mandatory Team Coach / Manager	<input checked="" type="checkbox"/>	

Once you have made the Team Coach and Manager mandatory you need to go to the **"details"** tab in the meet page and click **"edit"**. In the box labelled **Dates** you will need to select a date that the Coach and Manager Accreditation Application closes and then click save and the process is complete.

Dates

* From Date	<input type="text" value="11/01/2020"/>	
* To Date	<input type="text" value="12/01/2020"/>	
Entry Start Date	<input type="text" value="11/10/2019"/>	
Entry Start Time	<input type="text" value="00:00:00"/>	
Entry End Date	<input type="text" value="27/11/2019"/>	
Entry End Time	<input type="text" value="11:59:59"/>	
Relay Entry End Date	<input type="text" value="30/11/2019"/>	
Relay Entry End Time	<input type="text" value="23:59:59"/>	
Team Entry End Time	<input type="text" value="18/12/2019"/>	
Show in web calendar	<input checked="" type="radio"/> Yes	<input type="radio"/> No
Allow web booking	<input checked="" type="radio"/> Yes	<input type="radio"/> No