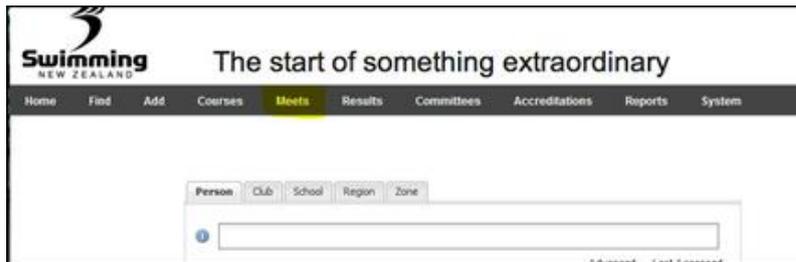


Entering swimmers into a Meets as a Club Administrator

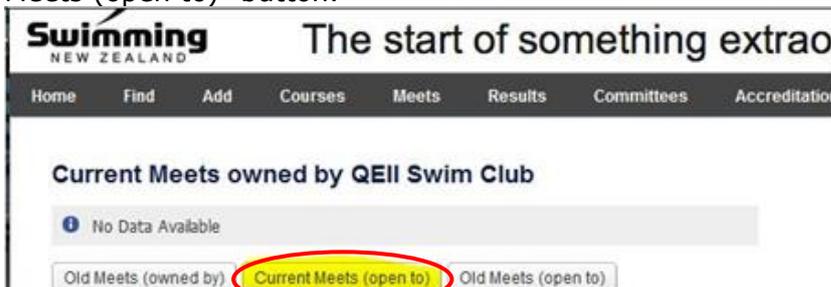
1

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.



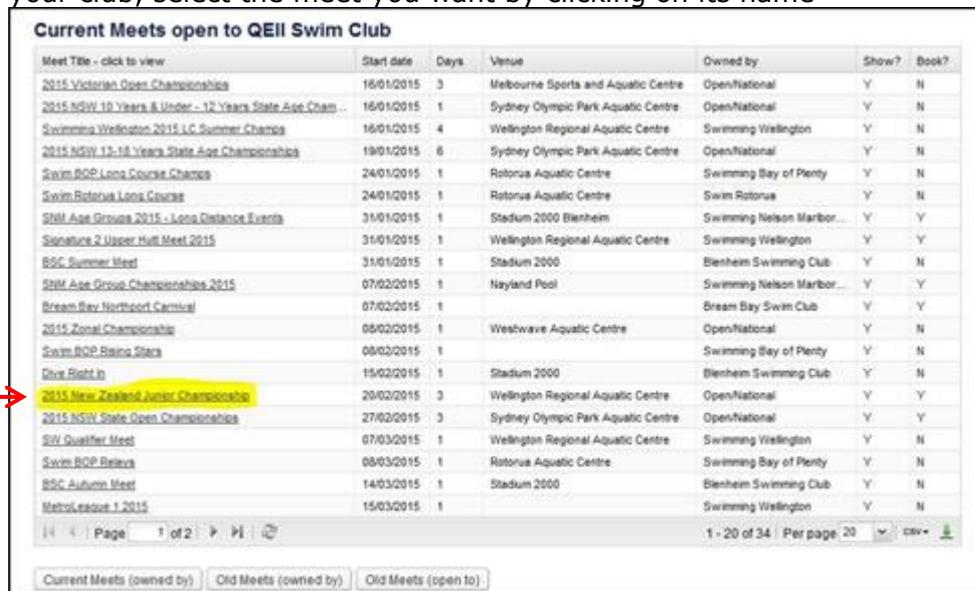
2

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



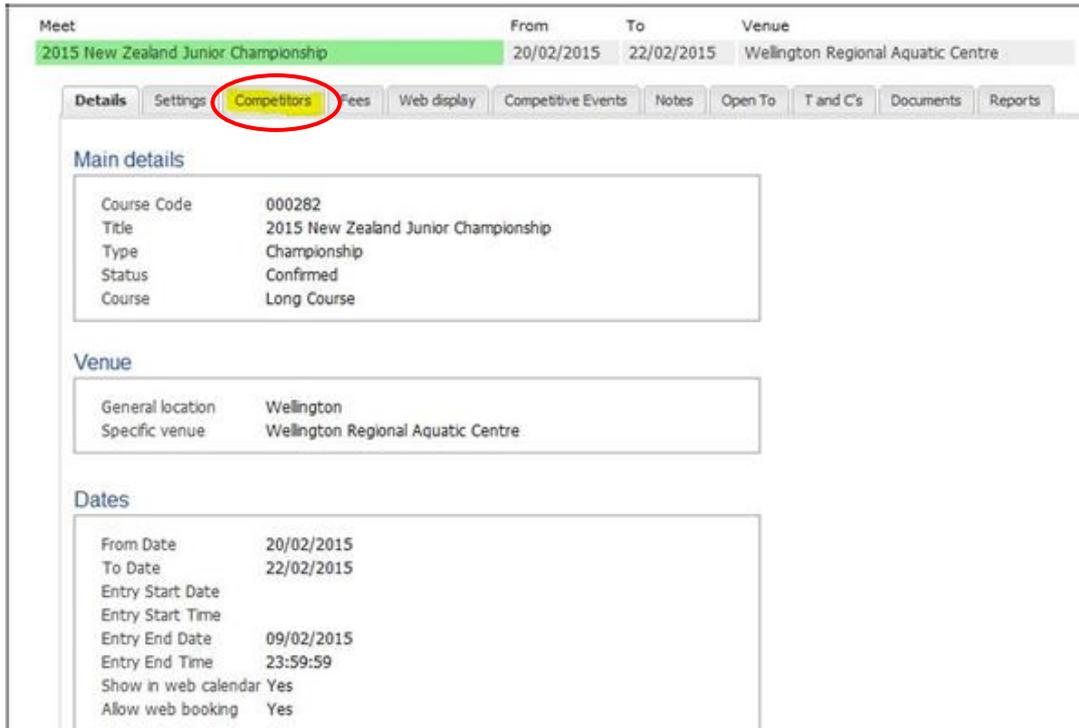
The screenshot shows a table of 'Current Meets open to QEII Swim Club'. A red arrow points to the row for '2015 New Zealand Junior Championships'.

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 - 17 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 Lons Course Champs	24/01/2015	1	Rotorua Aquatic Centre	Swimming Bay of Plenty	Y	N
Swim Rotorua Lons Course	24/01/2015	1	Rotorua Aquatic Centre	Swim Rotorua	Y	N
SNM Age Groups 2015 - Lons 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 Northcoast Carnival	07/02/2015	1		Bream Bay Swim Club	Y	Y
2015 Zonal Championships	08/02/2015	1	Westwave Aquatic Centre	Open/National	Y	N
Swim BOP Raina 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 Championships	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 Bireva	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
Metro League 1 2015	15/03/2015	1		Swimming Wellington	Y	N

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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.



Meet

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

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

Main details

Course Code	000282
Title	2015 New Zealand Junior Championship
Type	Championship
Status	Confirmed
Course	Long Course

Venue

General location	Wellington
Specific venue	Wellington Regional Aquatic Centre

Dates

From Date	20/02/2015
To Date	22/02/2015
Entry Start Date	
Entry Start Time	
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.



Meet

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

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

There are no Competitors to display

Enter Individual

Cancellations

There are no cancellations to display

Enter Relay

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

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

Select Swimmer to enter

* Member

7

Events you qualify for				
Event Number	Event	Your best time	Qualifying Time	Type
72-72	Boys, 11 Year Olds, 100 Breaststroke	1:33.42 (C)	Below 1:36.50 (S)	Standard
6-6	Boys, 11 Year Olds, 50 Breaststroke	43.38 (C)	Below 44.65 (S)	Standard

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

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
[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

9

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

⚠ Amount to pay: 36.05

* Card name

* Card number

* Card type

Issue

Valid from mm/yy

* Expiry date mm/yy

* Security code

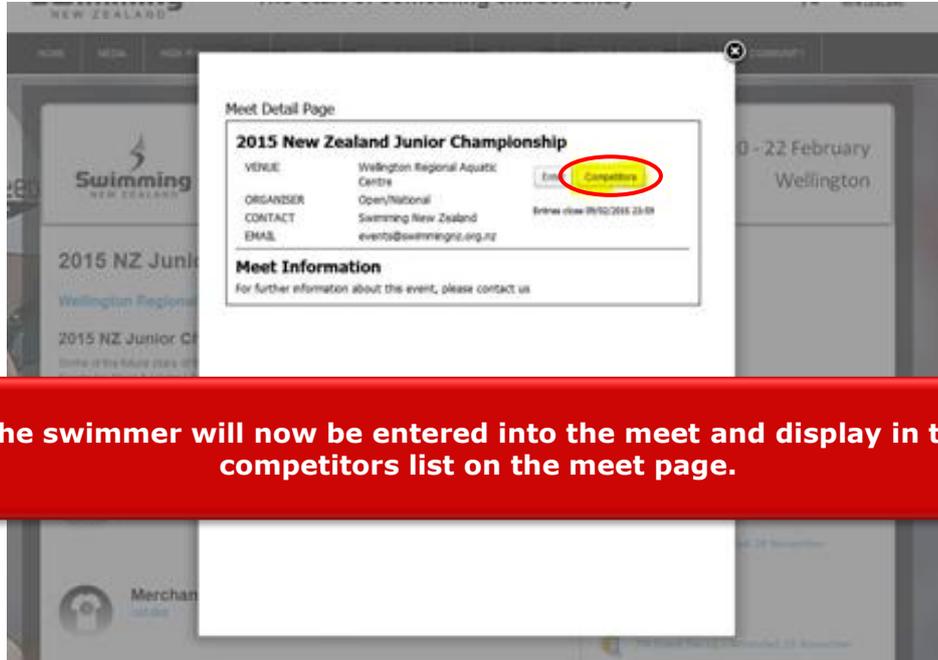
* Address

Suburb

* City

* Postcode

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.

10

You can cancel a swimmers entry to a meet to do this you will see a “cancel” button next to the swimmers name in the competitors list on the database. Clicking on this button will take you to a screen asking for the reason the entries are being cancelled. Once you have selected the reason, click “save”, finalising the cancellation process.

All Competitors

Member	Mail name	Club	Amend	Cancel	Balance	Paid	Volunteer
947469	Mr G W Adam	North Canterbury Swim Club Inc	Amend	Cancel	105.00	Pay 0.00	
947925	Miss T L McKelvie	Greendale Swim Club	Amend	Cancel	70.00	Pay 0.00	
315053	Miss T K Clement	North Shore Swimming Club	Amend	Cancel	17.50	Pay 0.00	
394993	Miss A B Noble	Karori Pirates Swimming Club	Amend	Cancel	87.50	Pay 0.00	
351384	Mr J R Reynolds	Fairfield Swimming Club	Amend	Cancel	70.00	Pay 0.00	
394389	Mr T S Solouots	Howick Pakuranga	Amend	Cancel	140.00	Pay 0.00	
319156	Miss M E Fisher MNZM	Tawa Swimming Club	Amend	Cancel	87.50	Pay 0.00	
374893	Miss Y C Ruth	OEH Swim Club	Amend	Cancel	122.50	Pay 0.00	
314020	Miss Y Z Lee	North Shore Swimming Club	Amend	Cancel	247.50	Pay 0.00	
314212	Miss R A Dubber	North Shore Swimming Club	Amend	Cancel	52.50	Pay 0.00	

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Cancel Delegate Booking

Event: 2016 NZ Short Course Championships

Member: 314020

Mail Name: Miss Y Z Lee

Status: Standard

Type: Standard

* Cancel code:

Cancelled
Web sale
Entered in Error
Transferred