

HOW TO ENTER A MEET

To participate in races at upcoming swim meets, participants will need to enter the meet via Swim Central and must have a valid 'Primary Membership' to enter.

For help purchasing a membership click [here](#).

STEP 1. LOG IN

- Login to Swim Central and select the padlock at the top right corner and enter your 'PIN'

NB. If you are an individual not attached to a family group purchasing for yourself you will not require a pin

STEP 2. FINDING A MEET

- From the left-hand navigation panel select 'Events', you will see a calendar view that will link to upcoming meets your club/organisation is linked to. If you are looking to enter a meet that is not shown on your events calendar, please contact your club to confirm this meet has been allocated to your club.
- Select the date and the available meets for that date will display on the right.
- Select 'View Event' next to the meet you wish to nominate for or view the event details of
- **From the Family Bar Select the Family Member you wish to nominate**




STEP 3. MEMBERSHIP AND RELATIONSHIP REQUIREMENTS

- Membership and Relationship Requirements (i.e. the requirement for a swimmer to hold a valid membership or relationship with a club) will be checked to ensure you meet these requirements. You will be advised if you don't otherwise you will be taken straight to the race entries screen.

NB. If red crosses indicate that you don't meet one of these requirements, please check that your Primary Membership is selected under your memberships. If this does not correct the issue please contact your club for assistance.

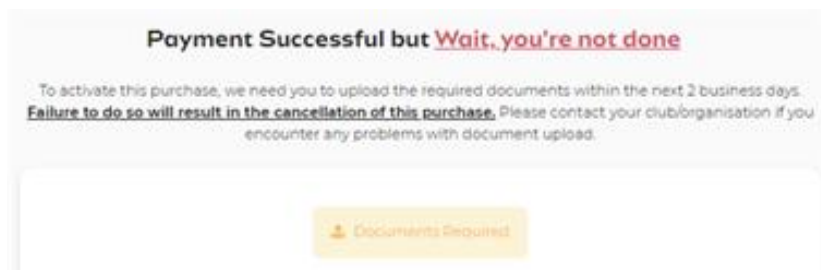
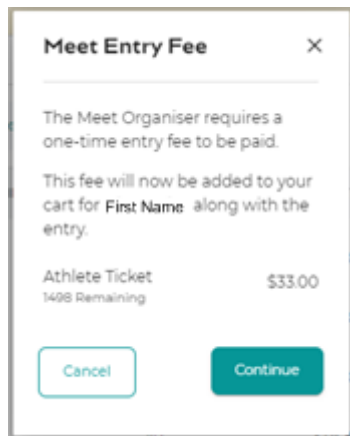
STEP 4. ENTERING THE MEET

A list of all eligible events for the swimmer to enter based on their age and gender will appear.

- If there are no qualification times, or the swimmer meets the qualification time, an 'ADD' icon will be displayed. Select 'ADD'. This race is then added to your cart for purchase at the conclusion of the process 
- If the competitor/swimmer does not meet the qualification time, an 'Ineligible' icon will display. 
- Races already entered will display with 'Entered' 

If the meet requires a **Meet Entry Fee** then the below screen on the left will display. Select 'Continue' if this is applicable

If the meet requires a **document** eg. Passport Photo for identification, the below screen on the right will display after payment has been completed and if the required document is not already present in the individuals document library, it can be uploaded via the yellow 'Documents Required' button.



STEP 5. ENTERING MORE THAN ONE CHILD

- To complete entries for another child for the same meet select the next swimmer from the Nominee box in the top right.
- To complete entries for a different meet, simply click on 'back to events' at the top of the page or 'Events' in the top left beneath the Shopping Cart icon then repeat the process.
- You will see the total number of events entered for your family reflected in the Shopping Cart item count as you go along.

STEP 6. CHECKING YOUR SHOPPING CART

- Once entries have been added to the Shopping Cart, click on the cart icon on the top left or select 'Make Payment' at the bottom of the screen.
- You will see a confirmation screen listing all events you entered for each swimmer and which meets have been entered. Confirm all entries and, if necessary, remove any unwanted items by clicking the X .

Please note, if there is a membership product in your shopping cart that you don't wish to purchase at this time, you can remove it by clicking the X next to the membership product

STEP 7. PAYING FOR MEET ENTRIES

- Enter payment details then select Agree with Terms & Conditions in the Payment Method window then select 'Buy Now' button to complete the purchase.

A '**Thank you for your purchase**' screen will display and an email confirmation will be sent to your inbox verifying that your purchase is complete. You can also select 'Go to Purchases' where you will see that the purchase status is set to completed for the transaction.