

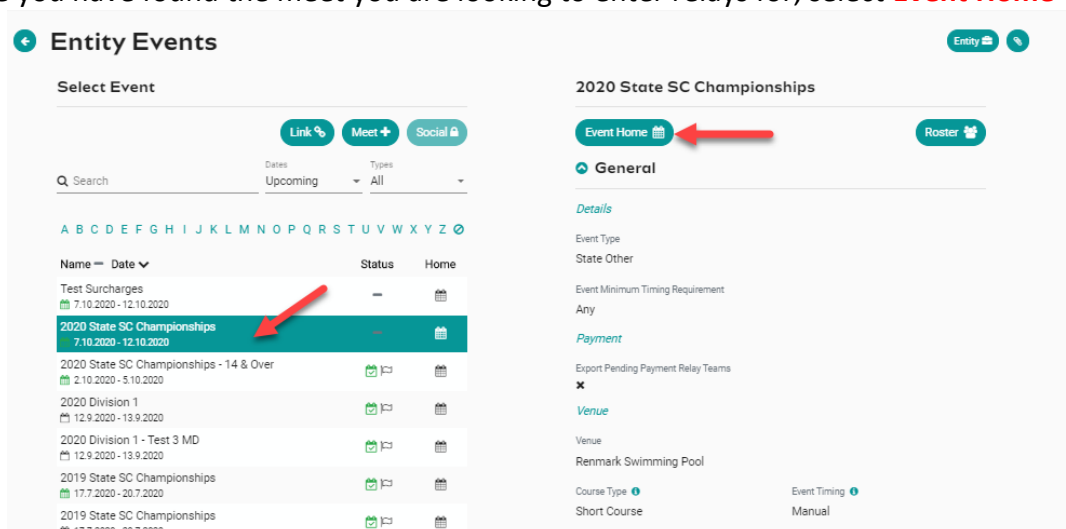
HOW TO ENTER A RELAY

This help guide is for **Race Secretaries and Coaches** wanting to enter relay teams into upcoming swim meets.

From your dashboard home screen, select **Entity Management** from in the left-hand navigation panel. Enter your entity PIN and select **Confirm**, select the correct club/organisation for which relay teams are being created and entered.

Select **Events** and find the meet you are looking to enter teams to compete. To learn how to associate your club to an external meet, click [here](#) for instructions.

Once you have found the meet you are looking to enter relays for, select **Event Home**



The screenshot shows the 'Entity Events' interface. On the left, there's a 'Select Event' section with a search bar and filters. A table lists various events, with '2020 State SC Championships' highlighted. A red arrow points to this event. On the right, the '2020 State SC Championships' event details are shown, with the 'Event Home' button highlighted by a red arrow.

Name	Date	Status	Home
Test Surcharges	7.10.2020 - 12.10.2020	-	
2020 State SC Championships	7.10.2020 - 12.10.2020	-	
2020 State SC Championships - 14 & Over	2.10.2020 - 5.10.2020		
2020 Division 1	12.9.2020 - 13.9.2020		
2020 Division 1 - Test 3 MD	12.9.2020 - 13.9.2020		
2019 State SC Championships	17.7.2020 - 20.7.2020		
2019 State SC Championships	17.7.2020 - 20.7.2020		

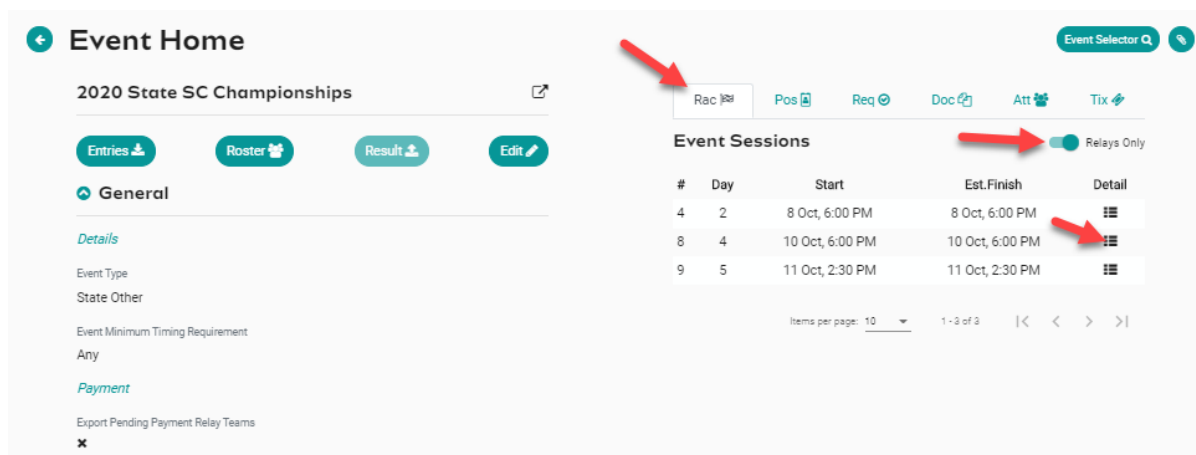
Event Details for 2020 State SC Championships:

- Event Type: State Other
- Event Minimum Timing Requirement: Any
- Payment: Export Pending Payment Relay Teams
- Venue: Renmark Swimming Pool
- Course Type: Short Course
- Event Timing: Manual

From **Event Home**, view the **Event Sessions** from the **Races** tab on the right. Turn on the toggle for **Relays Only** to view only the sessions with relay races available for entry. View the session event list by clicking on the session detail.

For instructions on nominating a team for a medley relay click [here](#)

For instructions on nominating a team for a mixed medley relay click [here](#)



Event Home

2020 State SC Championships

Entries Roster Result Edit

General

Details

Event Type
State Other

Event Minimum Timing Requirement
Any

Payment

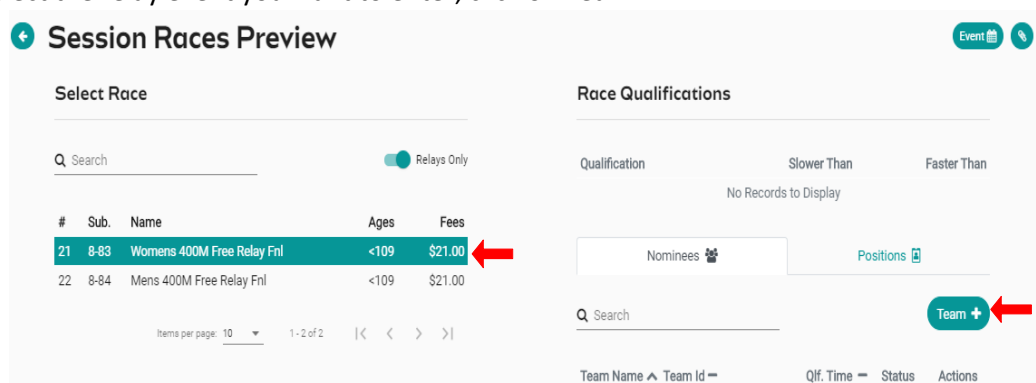
Export Pending Payment Relay Teams

Event Sessions

#	Day	Start	Est. Finish	Detail
4	2	8 Oct, 6:00 PM	8 Oct, 6:00 PM	
8	4	10 Oct, 6:00 PM	10 Oct, 6:00 PM	
9	5	11 Oct, 2:30 PM	11 Oct, 2:30 PM	

Items per page: 10 1 - 3 of 3

1. Select the relay event you want to enter, click on Team +



Session Races Preview

Select Race

Q Search Relays Only

#	Sub.	Name	Ages	Fees
21	8-83	Womens 400M Free Relay Fnl	<109	\$21.00
22	8-84	Mens 400M Free Relay Fnl	<109	\$21.00

Items per page: 10 1 - 2 of 2

Race Qualifications

Qualification Slower Than Faster Than

No Records to Display

Nominees Positions

Q Search

Team Name Team Id Qlf. Time Status Actions

Team +

Swimmers are shown by default as fastest to slowest and alphabetically by surname if equal times or NT. This provides a wider selection of participants for nomination.

2. The system will automatically show your 4 fastest qualifying swimmers from fastest to slowest on the right screen indicated by a star next to their time.
3. Confirm the **Export** toggle is on – this is required to export your team including the reserves to Meet Manager. If it is toggled off then the swimmer will not be exported and arrow keys disabled.
4. At the bottom of the screen is the **minimum participants required** for each Team Export. You will not be able to select 'Nominate' if you do not meet the minimum required number of participants for that event.
5. The **arrow keys** allow the user to move a swimmer up to or down to the next leg. This is disabled for medley events.
6. To add a swimmer to your team, click on the swimmer's name once.
7. To delete a swimmer from your team, select the bin icon

Add Team Nomination

Team Selection for Womens 400M Free Relay Fnl

Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	M/F	MC	Time	A/V
Alison Taylor 11.1.2003 (17)	F		55.81 05-10-19	✓✓
✓ Britney Spears 1.11.2003 (16)	F		1:01.39 22-07-18	✓✓
✓ Marcia Hinze 8.1.2005 (15)	F		1:05.42 22-07-18	✓✓
✓ Lisa Simpson 8.7.2005 (15)	F		1:07.02 19-07-19	✓✓
✓ Terri Mackleberry 27.8.2007 (13)	F		1:10.70 18-08-19	✓✓
✓ Patti Bouvier 15.7.2008 (12)	F		1:12.32 19-07-19	✓✓
✓ Edna Krabappel 5.12.2005 (14)	F		1:12.38 22-06-19	✓✓
Maude Flanders 15.3.2006 (14)	F		1:15.13 10-03-19	✓✓
Snow White 9.1.2006 (14)	F		1:16.86 22-06-19	✓✓
Alice Dilbert 10.12.2007 (12)	F		1:20.36 19-07-19	✓✓





Items per page: 10 1 - 10 of 58 |< < > >|

Womens 400M Free Relay Fnl Qualifications

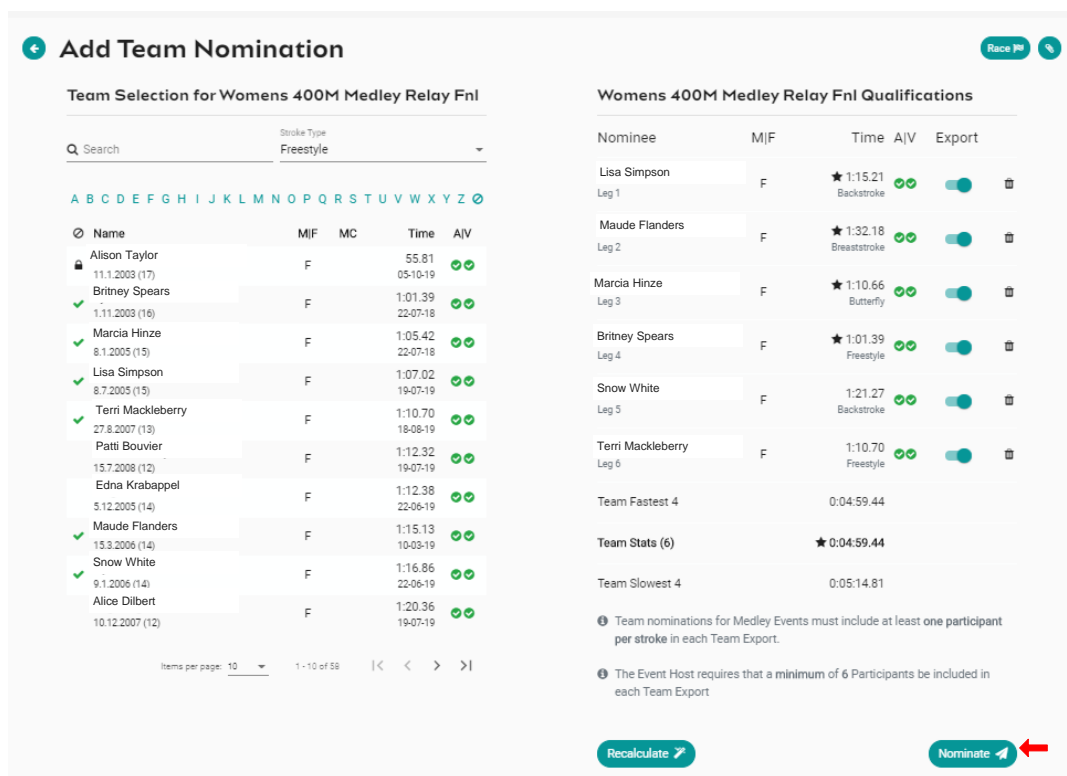
Nominee	M/F	Time	A/V	Export
Britney Spears Leg 1	F	★ 1:01.39 Freestyle	✓✓	✓
Marcia Hinze Leg 2	F	★ 1:05.42 Freestyle	✓✓	✓
Lisa Simpson Leg 3	F	★ 1:07.02 Freestyle	✓✓	✓
Terri Mackleberry Leg 4	F	★ 1:10.70 Freestyle	✓✓	✓
Patti Bouvier Not exported	F	1:12.32 Freestyle	✓✓	✗
Edna Krabappel Not exported	F	1:12.38 Freestyle	✓✓	✗
Team Fastest 4		0:04:24.53		
Team Stats (6)		★ 0:04:24.53		
Team Slowest 4		0:04:42.42		

ⓘ The Event Host requires that a minimum of 6 Participants be included in each Team Export

Recalculate Nominate

-  1:00.37 Freestyle ✓✓
A/V
 - Star indicates swimmers nominated for the relay team
- 
 - Green ticks - Swimmer is **A** - available to nominate and **V** time is verified
- 
 - Swimmer already assigned to a team in the same event will be locked.
- 
 - Swimmer has no results but can be nominated
- Recalculate** - clears the swimmers in the nominee screen and populates the 4 fastest available and verified swimmers

8. **Confirm** your Team then select **Nominate** to save your team. Repeat steps 2 to 7 to add extra teams to the same eve



Add Team Nomination

Team Selection for Womens 400M Medley Relay Fnl

Stroke Type: Freestyle

Search: []

ABCDEFGHIJKLMNOPQRSTUVWXYZ

Name	M/F	MC	Time	A/V
Alison Taylor 11.1.2003 (17)	F		55.81 05-10-19	✓✓
Britney Spears 1.11.2003 (16)	F		1:01.39 22-07-18	✓✓
Marcia Hinze 8.1.2005 (15)	F		1:05.42 22-07-18	✓✓
Lisa Simpson 8.7.2005 (15)	F		1:07.02 19-07-19	✓✓
Terri Mackleberry 27.8.2007 (13)	F		1:10.70 18-08-19	✓✓
Patti Bouvier 15.7.2008 (12)	F		1:12.32 19-07-19	✓✓
Edna Krabappel 5.12.2005 (14)	F		1:12.38 22-06-19	✓✓
Maude Flanders 15.3.2006 (14)	F		1:15.13 10-03-19	✓✓
Snow White 9.1.2006 (14)	F		1:16.86 22-06-19	✓✓
Alice Dilbert 10.12.2007 (12)	F		1:20.36 19-07-19	✓✓

Items per page: 10 1 - 10 of 58 |< < > >|

Womens 400M Medley Relay Fnl Qualifications





Nominee	M/F	Time	A/V	Export
Lisa Simpson Leg 1	F	★ 1:15.21 Backstroke	✓✓	<input checked="" type="checkbox"/>
Maude Flanders Leg 2	F	★ 1:32.18 Breaststroke	✓✓	<input checked="" type="checkbox"/>
Marcia Hinze Leg 3	F	★ 1:10.66 Butterfly	✓✓	<input checked="" type="checkbox"/>
Britney Spears Leg 4	F	★ 1:01.39 Freestyle	✓✓	<input checked="" type="checkbox"/>
Snow White Leg 5	F	1:21.27 Backstroke	✓✓	<input checked="" type="checkbox"/>
Terri Mackleberry Leg 6	F	1:10.70 Freestyle	✓✓	<input checked="" type="checkbox"/>
Team Fastest 4		0:04:59.44		
Team Stats (6)		★ 0:04:59.44		
Team Slowest 4		0:05:14.81		

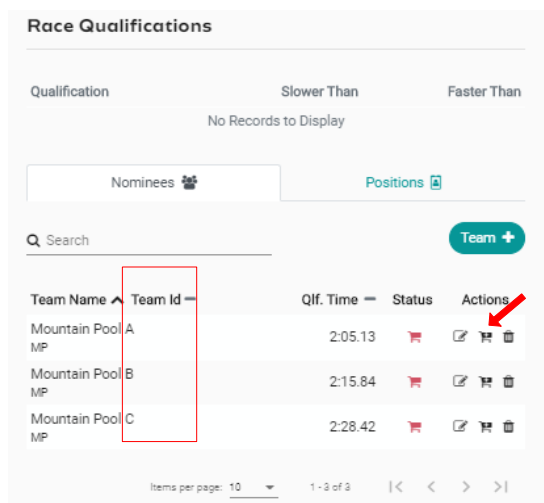
Team nominations for Medley Events must include at least one participant per stroke in each Team Export.

The Event Host requires that a minimum of 6 Participants be included in each Team Export.

Recalculate **Nominate**

9. Once you have nominated your teams, review your teams for each event – A Team ID Alpha Character is assigned to each team name; this is displayed as an additional column beside Team Name. The team list can be sorted by fastest time, which would list Team A first, then Team B etc
10. Select each of the **black trolley** to add each Team nomination to the entity cart. This will create a purchase order for each team nomination



-  Create Purchase order
-  Edit Team
-  In Shopping Cart; Purchase order not created - not exported
-  Delete the team















Race Qualifications

Qualification: [] Slower Than: [] Faster Than: []

No Records to Display

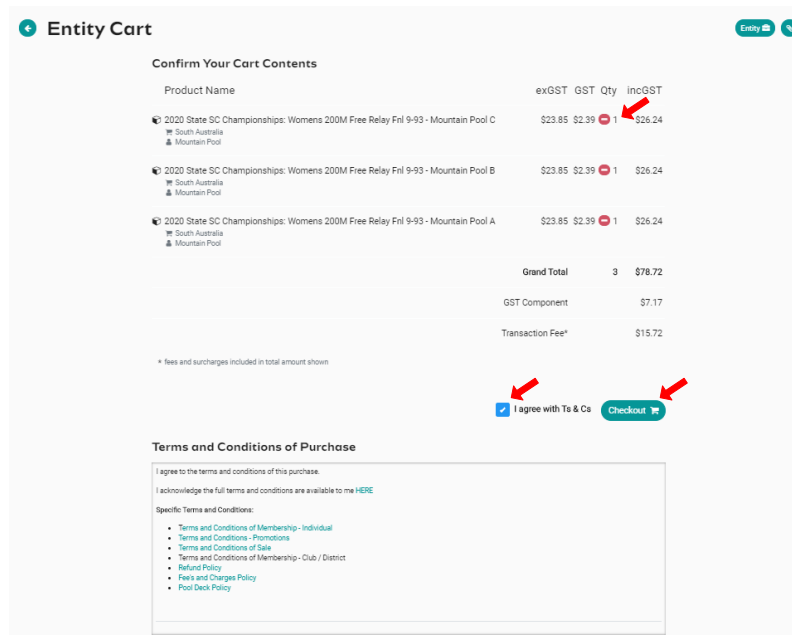
Nominees  Positions 

Search: [] **Team +**

Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A MP		2:05.13		  
Mountain Pool B MP		2:15.84		  
Mountain Pool C MP		2:28.42		  

Items per page: 10 1 - 3 of 3 |< < > >|

11. Next go to **Entity Home**, **Entity Cart** where you can view your purchase orders for your relays. **Confirm or remove** any purchase order then select **Ts & Cs** then **Checkout**



Entity Cart

Confirm Your Cart Contents

Product Name	exGST	GST	Qty	incGST
2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool C South Australia Mountain Pool	\$23.85	\$2.39	1	\$26.24
2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool B South Australia Mountain Pool	\$23.85	\$2.39	1	\$26.24
2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool A South Australia Mountain Pool	\$23.85	\$2.39	1	\$26.24
Grand Total			3	\$78.72
GST Component				\$7.17
Transaction Fee*				\$15.72

* fees and surcharges included in total amount shown

☒ I agree with Ts & Cs **Checkout**

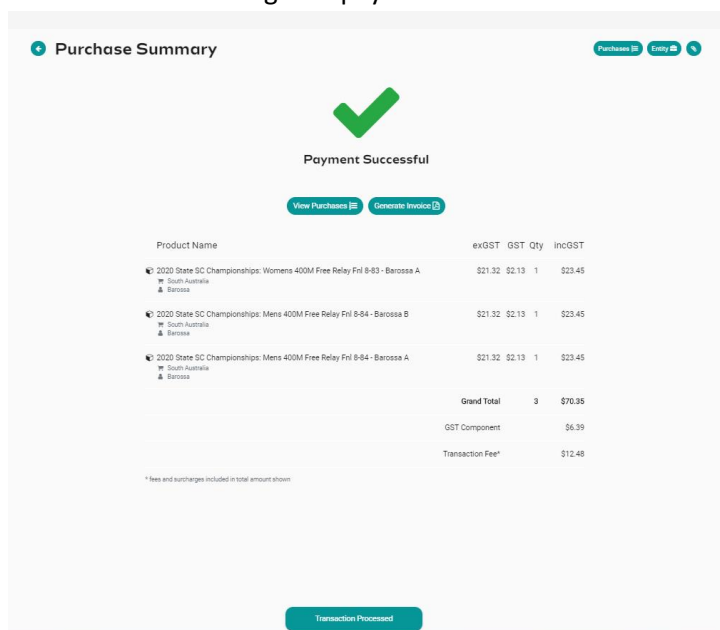
Terms and Conditions of Purchase

I agree to the terms and conditions of this purchase.
I acknowledge the full terms and conditions are available to me [HERE](#)

Specific Terms and Conditions:

- [Terms and Conditions of Membership - Individual](#)
- [Terms and Conditions - Promotions](#)
- [Terms and Conditions of Sale](#)
- [Terms and Conditions of Membership - Club / District](#)
- [Refund Policy](#)
- [Fees and Charges Policy](#)
- [Pool Deck Policy](#)

12. Provide **Credit Card Details** then select **Purchase**
A large green tick will show confirming that payment was successful



Purchase Summary

Payment Successful





[View Purchases \(3\)](#) [Generate Invoice \(3\)](#)

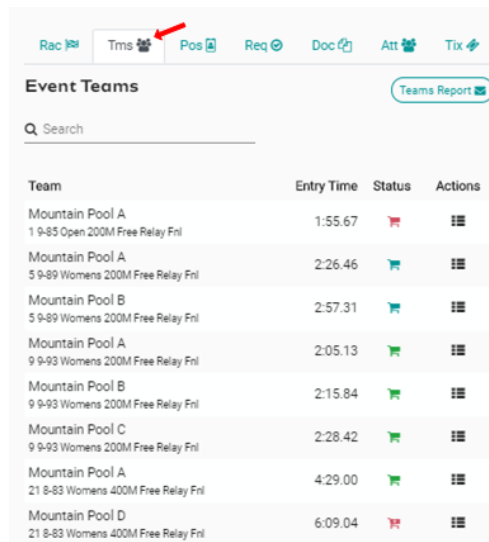
Product Name	exGST	GST	Qty	incGST
2020 State SC Championships: Womens 400M Free Relay Fri 8-83 - Barossa A South Australia Barossa	\$21.32	\$2.13	1	\$23.45
2020 State SC Championships: Mens 400M Free Relay Fri 8-84 - Barossa B South Australia Barossa	\$21.32	\$2.13	1	\$23.45
2020 State SC Championships: Mens 400M Free Relay Fri 8-84 - Barossa A South Australia Barossa	\$21.32	\$2.13	1	\$23.45
Grand Total			3	\$70.35
GST Component				\$6.39
Transaction Fee*				\$12.48

* fees and surcharges included in total amount shown

Transaction Processed

13. To View your nominated Teams and their status go to the **Events Home Page** select **Tms**.
A list of your nominated teams will show. Note – only teams with a green or blue trolley status will be exported in the meet entry file.

	Green Trolley – Payment Received and entry completed
	Blue Trolley – Entry submitted & Purchase Order created (pending payment)
	Red Trolley – Purchase Order not created, refunded or require payment – not exported
	Red + Trolley – In Shopping Cart Purchase Order not created – not exported



















Rac	Tms	Pos	Req	Doc	Att	Tix
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Event Teams

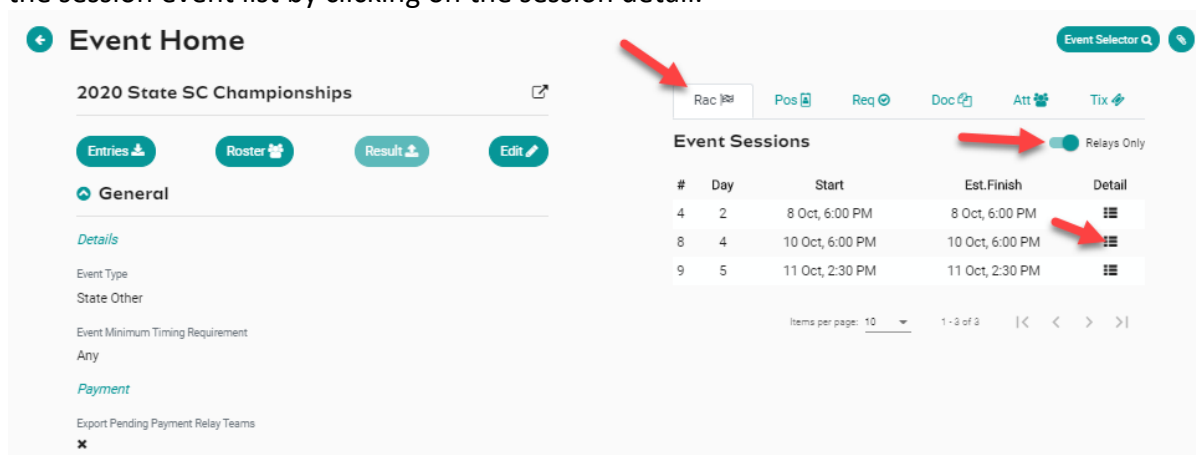
Teams Report

Q Search

Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fnl	1:55.67		
Mountain Pool A 5 9-89 Womens 200M Free Relay Fnl	2:26.46		
Mountain Pool B 5 9-89 Womens 200M Free Relay Fnl	2:57.31		
Mountain Pool A 9 9-93 Womens 200M Free Relay Fnl	2:05.13		
Mountain Pool B 9 9-93 Womens 200M Free Relay Fnl	2:15.84		
Mountain Pool C 9 9-93 Womens 200M Free Relay Fnl	2:28.42		
Mountain Pool A 21 8-83 Womens 400M Free Relay Fnl	4:29.00		
Mountain Pool D 21 8-83 Womens 400M Free Relay Fnl	6:09.04		

NOMINATING FOR A MEDLEY RELAY

From **Event Home**, view the **Event Sessions** from the **Races** tab on the right. Turn on the toggle for **Relays Only** to view only the sessions with relay races available for entry. View the session event list by clicking on the session detail.



Event Home

2020 State SC Championships

Entries Roster Result Edit

General

Details

Event Type
State Other

Event Minimum Timing Requirement
Any

Payment

Export Pending Payment Relay Teams

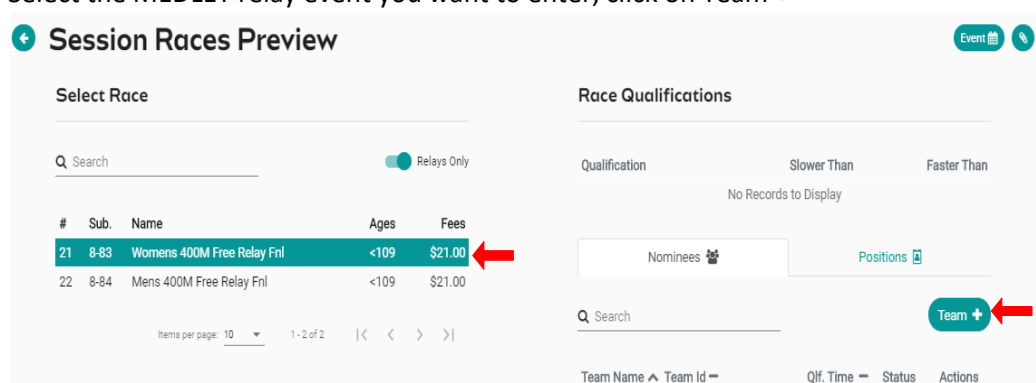
Event Sessions

Relays Only

#	Day	Start	Est.Finish	Detail
4	2	8 Oct, 6:00 PM	8 Oct, 6:00 PM	
8	4	10 Oct, 6:00 PM	10 Oct, 6:00 PM	
9	5	11 Oct, 2:30 PM	11 Oct, 2:30 PM	

Items per page: 10 1 - 3 of 3

1. Select the MEDLEY relay event you want to enter, click on Team +



Session Races Preview

Select Race

Search Relays Only

#	Sub.	Name	Ages	Fees
21	8-83	Womens 400M Free Relay Fnl	<109	\$21.00
22	8-84	Mens 400M Free Relay Fnl	<109	\$21.00

Items per page: 10 1 - 2 of 2

Race Qualifications

Qualification Slower Than Faster Than

No Records to Display

Nominees Positions

Search

Team +

Team Name Team Id Qlf. Time Status Actions

- The system will show the 4 fastest qualifying Swimmers on the right screen in the order of backstroke, breaststroke, butterfly and freestyle.
- A list of backstroke swimmers will be the default stroke shown in the left-hand screen.
To **amend** your team, you can search for swimmers via stroke type and or swimmer's name. Swimmers are shown by default as fastest to slowest and alphabetically by surname if equal times or NT.
 - To **add** a swimmer to your team, select **stroke type** and then click on the **swimmer's name**. Depending on the event set up, you will be able to add up to 4 reserves. The reserves can be set at any stroke
 - Click on **Nominate** to save your team & repeat steps 1 to 5 to add extra teams to the same event. Swimmers already assigned to a team in the same event will be locked.

Add Team Nomination

Team Selection for Womens 400M Medley Relay Fnl

Stroke Type
Backstroke

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	M/F	MC	Time	A/V
Alison Taylor 11.1.2003 (17)	F		55.81 05-10-19	✓✓
Britney Spears 1.11.2003 (16)	F		1:01.39 22-07-18	✓✓
Marcia Hinze 8.1.2005 (15)	F		1:05.42 22-07-18	✓✓
Lisa Simpson 8.7.2005 (15)	F		1:07.02 19-07-19	✓✓
Terri Mackleberry 27.8.2007 (13)	F		1:10.70 18-08-19	✓✓
Patti Bouvier 15.7.2008 (12)	F		1:12.32 19-07-19	✓✓
Edna Krabappel 5.12.2005 (14)	F		1:12.38 22-06-19	✓✓
Maude Flanders 15.3.2006 (14)	F		1:15.13 10-03-19	✓✓
Snow White 9.1.2006 (14)	F		1:16.86 22-06-19	✓✓
Alice Dilbert 10.12.2007 (12)	F		1:20.36 19-07-19	✓✓

Items per page: 10
1 - 10 of 59

Womens 400M Medley Relay Fnl Qualifications

Nominee	M/F	Time	A/V	Export
Lisa Simpson Leg 1	F	★ 1:15.21 Backstroke	✓✓	<input checked="" type="checkbox"/>
Maude Flanders Leg 2	F	★ 1:32.18 Breaststroke	✓✓	<input checked="" type="checkbox"/>
Marcia Hinze Leg 3	F	★ 1:10.66 Butterfly	✓✓	<input checked="" type="checkbox"/>
Britney Spears Leg 4	F	★ 1:01.39 Freestyle	✓✓	<input checked="" type="checkbox"/>
Snow White Leg 5	F	1:21.27 Backstroke	✓✓	<input checked="" type="checkbox"/>
Terri Mackleberry Leg 6	F	1:10.70 Freestyle	✓✓	<input checked="" type="checkbox"/>
Team Fastest 4		0:04:59.44		
Team Stats (6)		★ 0:04:59.44		
Team Slowest 4		0:05:14.81		

Team nominations for Medley Events must include at least one participant per stroke in each Team Export.

The Event Host requires that a minimum of 6 Participants be included in each Team Export

Recalculate
Nominate

★ 1:00.37
Freestyle ✓✓

Star indicates swimmer nominated for the relay team

A/V

✓✓





Swimmer is available to enter this event and verified time

?

Swimmer has no results



Recalculate - clears the swimmers in the nominee screen and populates the 4 fastest available and verified swimmers

5. Review your teams for each event – A Team ID Alpha Character is assigned to each team name; this is displayed as an additional column beside Team Name. The team list can be sorted by fastest time, which would list Team A first, then Team B etc
6. Select the **black trolley** to add each Team nomination to the entity cart. This will create a purchase order for each team nomination


-  Create Purchase order
-  Edit Team
-  In Shopping Cart; Purchase order not created - not exported
-  Delete the team













Race Qualifications

Qualification: Slower Than, Faster Than
No Records to Display

Nominees  Positions 

Search

Team 

Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A	MP	2:05.13		  
Mountain Pool B	MP	2:15.84		  
Mountain Pool C	MP	2:28.42		  

Items per page: 10 1 - 3 of 3

7. Next go to **Entity Home**, **Entity Cart** where you can view your purchase orders for your relays. **Confirm or remove** any purchase order then select **Ts & Cs** then **Checkout**

Entity Cart

Confirm Your Cart Contents

Product Name	exGST	GST	Qty	incGST
2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool C South Australia Mountain Pool	\$23.85	\$2.39	1	\$26.24
2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool B South Australia Mountain Pool	\$23.85	\$2.39	1	\$26.24
2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool A South Australia Mountain Pool	\$23.85	\$2.39	1	\$26.24
Grand Total			3	\$78.72
GST Component				\$7.17
Transaction Fee*				\$15.72

* fees and surcharges included in total amount shown

☒ I agree with Ts & Cs **Checkout**

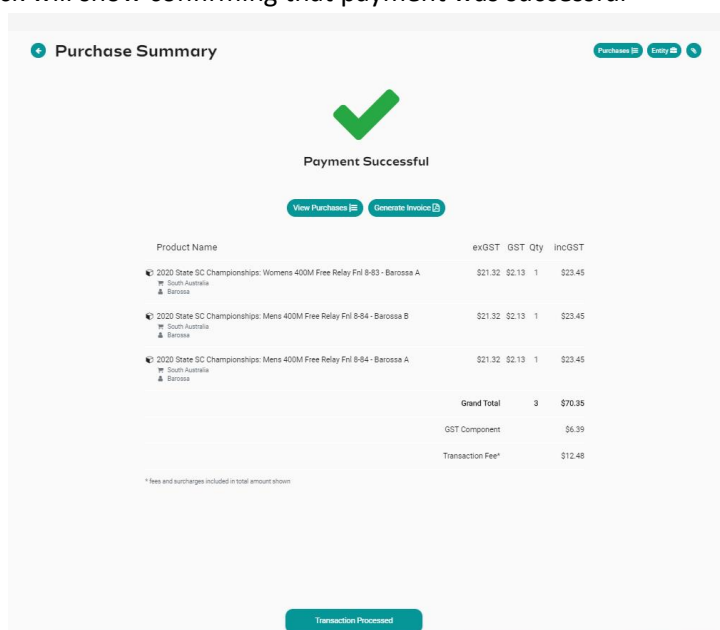
Terms and Conditions of Purchase

I agree to the terms and conditions of this purchase.
I acknowledge the full terms and conditions are available to me [HERE](#)





Specific Terms and Conditions:

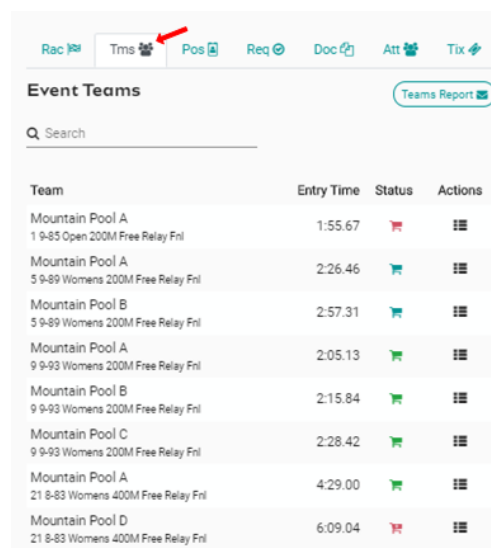
- Terms and Conditions of Membership - Individual
- Terms and Conditions - Promotions
- Terms and Conditions of Sale
- Terms and Conditions of Membership - Club / District
- Refund Policy
- Fee's and Charges Policy
- Pool Deck Policy

8. Provide **Credit Card Details** then select **Purchase**
9. A large green tick will show confirming that payment was successful



10. To View your nominated Teams and their status go to the **Events Home Page** select **Tms**.
A list of your nominated teams will show. Note – only teams with a green or blue trolley status will be exported in the meet entry file.

-  Green Trolley – Payment Received and entry completed
-  Blue Trolley – Entry submitted & Purchase Order created (pending payment)
-  Red Trolley – Purchase Order not created, refunded or require payment – not exported
-  Red + Trolley – In Shopping Cart Purchase Order not created – not exported



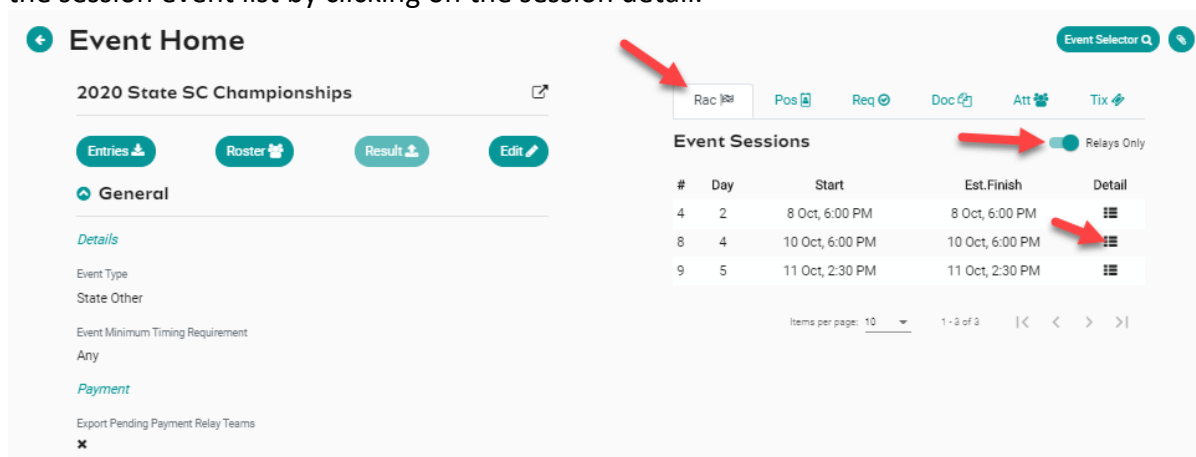
Event Teams [Teams Report](#)

Search

Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fri	1:55.67		
Mountain Pool A 5 9-89 Womens 200M Free Relay Fri	2:26.46		
Mountain Pool B 5 9-89 Womens 200M Free Relay Fri	2:57.31		
Mountain Pool A 9 9-93 Womens 200M Free Relay Fri	2:05.13		
Mountain Pool B 9 9-93 Womens 200M Free Relay Fri	2:15.84		
Mountain Pool C 9 9-93 Womens 200M Free Relay Fri	2:28.42		
Mountain Pool A 21 8-83 Womens 400M Free Relay Fri	4:29.00		
Mountain Pool D 21 8-83 Womens 400M Free Relay Fri	6:09.04		

NOMINATING FOR A MIXED MEDLEY RELAY

From **Event Home**, view the **Event Sessions** from the **Races** tab on the right. Turn on the toggle for **Relays Only** to view only the sessions with relay races available for entry. View the session event list by clicking on the session detail.



Event Home

2020 State SC Championships

Entries Roster Result Edit

General

[Details](#)

Event Type
State Other

Event Minimum Timing Requirement
Any

[Payment](#)

Export Pending Payment Relay Teams

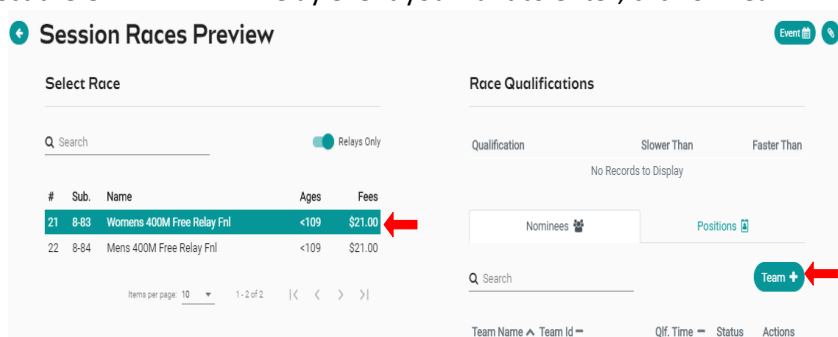
Event Sessions

Relays Only

#	Day	Start	Est.Finish	Detail
4	2	8 Oct, 6:00 PM	8 Oct, 6:00 PM	
8	4	10 Oct, 6:00 PM	10 Oct, 6:00 PM	
9	5	11 Oct, 2:30 PM	11 Oct, 2:30 PM	

Items per page: 10 1 - 3 of 3

1. Select the OPEN MEDLEY relay event you want to enter, click on Team +



Session Races Preview

Select Race

Q Search Relays Only

#	Sub.	Name	Ages	Fees
21	8-83	Womens 400M Free Relay Fnl	<109	\$21.00
22	8-84	Mens 400M Free Relay Fnl	<109	\$21.00

Items per page: 10 1 - 2 of 2

Race Qualifications

Qualification Slower Than Faster Than

No Records to Display

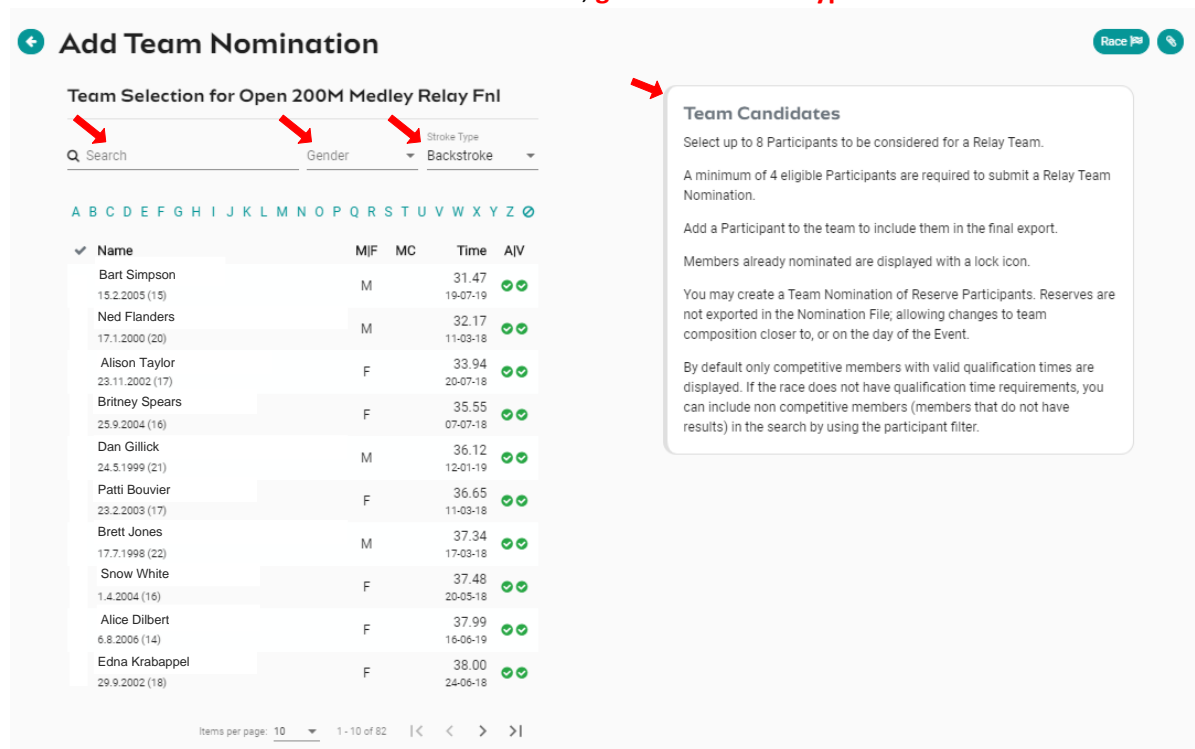
Nominees Positions

Q Search

Team +

Team Name Team Id Qlf. Time Status Actions

2. The system will NOT automatically load any swimmers on the right screen. However, Team Candidate details for a Mixed Medley team will be displayed
3. Users can **search** via a **swimmer's name**, **gender** or **stroke type**.



Add Team Nomination

Team Selection for Open 200M Medley Relay Fnl

Search Gender Stroke Type Backstroke

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

✓ Name	M/F	MC	Time	A/V
Bart Simpson 15.2.2005 (15)	M		31.47 19-07-19	✓✓
Ned Flanders 17.1.2000 (20)	M		32.17 11-03-18	✓✓
Alison Taylor 23.11.2002 (17)	F		33.94 20-07-18	✓✓
Britney Spears 25.9.2004 (16)	F		35.55 07-07-18	✓✓
Dan Gillick 24.5.1999 (21)	M		36.12 12-01-19	✓✓
Patti Bouvier 23.2.2003 (17)	F		36.65 11-03-18	✓✓
Brett Jones 17.7.1998 (22)	M		37.34 17-03-18	✓✓
Snow White 1.4.2004 (16)	F		37.48 20-05-18	✓✓
Alice Dilbert 6.8.2006 (14)	F		37.99 16-06-19	✓✓
Edna Krabappel 29.9.2002 (18)	F		38.00 24-06-18	✓✓

Items per page: 10 1 - 10 of 82 |< >|

Team Candidates

Select up to 8 Participants to be considered for a Relay Team.

A minimum of 4 eligible Participants are required to submit a Relay Team Nomination.

Add a Participant to the team to include them in the final export.

Members already nominated are displayed with a lock icon.

You may create a Team Nomination of Reserve Participants. Reserves are not exported in the Nomination File, allowing changes to team composition closer to, or on the day of the Event.

By default only competitive members with valid qualification times are displayed. If the race does not have qualification time requirements, you can include non competitive members (members that do not have results) in the search by using the participant filter.

4. Select a swimmer to add to the nominee's screen
Once you commence selection a **selection criteria** will be displayed at the bottom of the right screen







❗ Team nominations for Medley Events must include at least one participant per stroke in each Team Export.

❗ Team nominations for Open Events must include an equal number of female and male Participants

❗ The Event Host requires that a minimum of 6 Participants be included in each Team Export



5. Once you have selected your team Click on **Nominate** to save your team & repeat steps 1 to 5 to add extra teams to the same event. Swimmers already assigned to a team in the same event will be locked.


6. Review your teams for each event – A Team ID Alpha Character is assigned to each team name; this is displayed as an additional column beside Team Name. The team list can be sorted by fastest time, which would list Team A first, then Team B etc
7. Select the **black trolley** to add each Team nomination to the entity cart. This will create a purchase order for each team nomination













-  Create Purchase order
-  Edit Team
-  In Shopping Cart; Purchase order not created - not exported
-  Delete the team

Race Qualifications

Qualification: Slower Than, Faster Than
No Records to Display


Nominees  Positions 

Search  Team +









Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A	MP	2:05.13		  
Mountain Pool B	MP	2:15.84		  
Mountain Pool C	MP	2:28.42		  

Items per page: 10 1 - 3 of 3 < > >>


8. Next go to **Entity Home**, **Entity Cart** where you can view your purchase orders for your relays. **Confirm or remove** any purchase order then select **Ts & Cs** then **Checkout**

Entity Cart Entity 

Confirm Your Cart Contents

Product Name	exGST	GST	Qty	incGST
2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool C  South Australia  Mountain Pool	\$23.85	\$2.39	1  	\$26.24
2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool B  South Australia  Mountain Pool	\$23.85	\$2.39	1	\$26.24
2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool A  South Australia  Mountain Pool	\$23.85	\$2.39	1	\$26.24
Grand Total			3	\$78.72
GST Component				\$7.17
Transaction Fee*				\$15.72

* fees and surcharges included in total amount shown

☒ I agree with Ts & Cs Checkout 

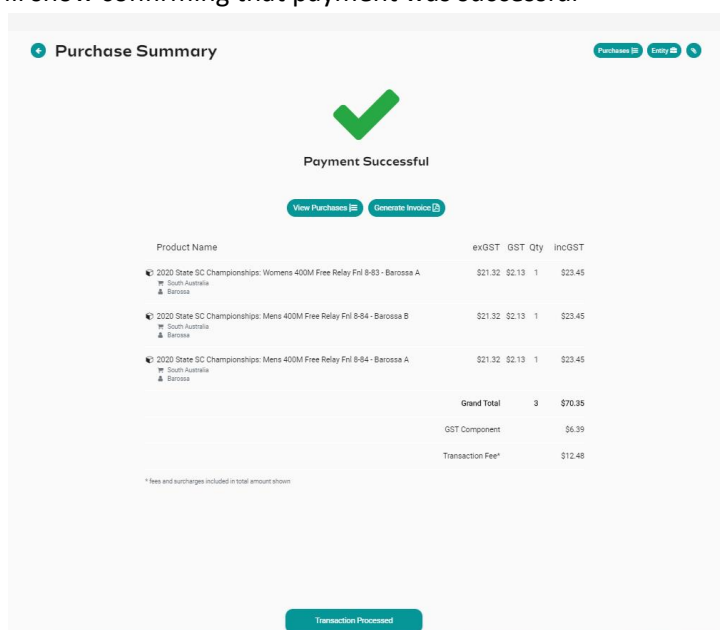
Terms and Conditions of Purchase

I agree to the terms and conditions of this purchase.
I acknowledge the full terms and conditions are available to me [HERE](#)





Specific Terms and Conditions:

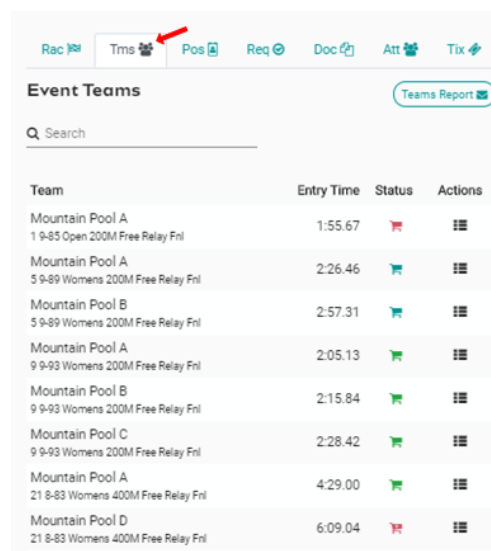
- Terms and Conditions of Membership - Individual
- Terms and Conditions - Promotions
- Terms and Conditions of Sale
- Terms and Conditions of Membership - Club / District
- Refund Policy
- Fee's and Charges Policy
- Pool Deck Policy

9. Provide **Credit Card Details** then select **Purchase**
10. A large green tick will show confirming that payment was successful



11. To View your nominated Teams and their status go to the **Events Home Page** select **Tms**.
A list of your nominated teams will show. Note – only teams with a green or blue trolley status will be exported in the meet entry file.

-  **Green Trolley** – Payment Received and entry completed
-  **Blue Trolley** – Entry submitted & Purchase Order created (pending payment)
-  **Red Trolley** – Purchase Order not created, refunded or require payment – not exported
-  **Red + Trolley** – In Shopping Cart Purchase Order not created – not exported



Event Teams [Teams Report](#)

Search

Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fri	1:55.67		
Mountain Pool A 5 9-89 Womens 200M Free Relay Fri	2:26.46		
Mountain Pool B 5 9-89 Womens 200M Free Relay Fri	2:57.31		
Mountain Pool A 9 9-93 Womens 200M Free Relay Fri	2:05.13		
Mountain Pool B 9 9-93 Womens 200M Free Relay Fri	2:15.84		
Mountain Pool C 9 9-93 Womens 200M Free Relay Fri	2:28.42		
Mountain Pool A 21 8-83 Womens 400M Free Relay Fri	4:29.00		
Mountain Pool D 21 8-83 Womens 400M Free Relay Fri	6:09.04		

ATTENDEES REPORT

To obtain a list of attendees for the relay events go to **Event Home** -> **Att Tab** -> Select **Attendees Report**. A report will be emailed which details the attendees and how many relay nominations. This is also visible on the screen in the "event attendees list". Select the individual and a list of their race nominations will display at the bottom of the screen

Event Preview

2020 State SC Championships

General

Details

Event Type
State Other

Event Minimum Timing Requirement
Any

Payment

Export Pending Payment Relay Teams
x

Venue

Venue
Renmark Swimming Pool

Course Type 1
Short Course

Event Timing 1
Manual

Qualifying

Dates & Times

Roster

Status

Venue

Online

Website
http://www.renmarkparinga.sa.gov.au/councilfacilities

Contact

Event Selector Q

Rac Tms Pos Req Doc **Att** Tix

Event Attendees

Attendees Report

Q Search

Participant ^	Visitor	Relay Only	Status —	Actions
Bouvier, Patti MP				
Dilbert, Alice MP		✓	✓	
Flanders, Ned MP		✓	✓	
Gillick, Dan MP		✓	✓	
Jones, Brett MP		✓	✓	
Krabappel, Edna MP		✓	✓	
Simpson, Bart MP		✓	✓	
Spears, Britney MP		✓	✓	
Taylor, Alison MP		✓	✓	
White, Snow MP		✓	✓	

Items per page: 10 1 - 10 of 48

Race Nominations

Race	Status	Details
9-89 Womens 200M Free Relay Fnl Team QT: 2:57.31		

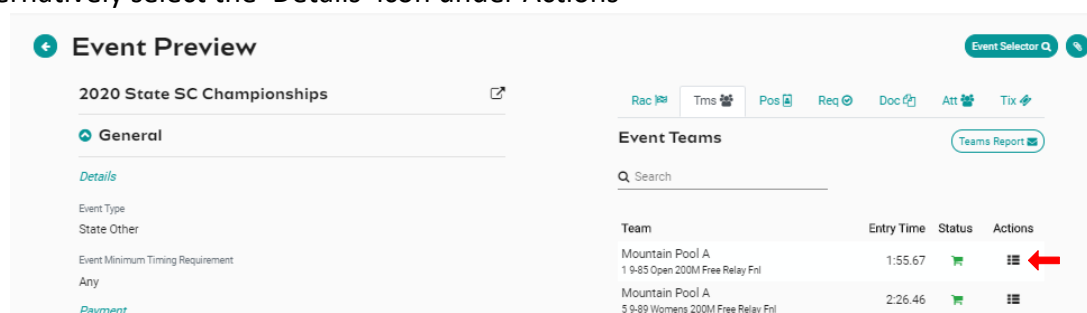
Items per page: 10 1 - 1 of 1

TEAMS REPORT

To view a list of each team nominated for a relay go to **Event Home** -> **Tms Tab** -> select **Teams Report**. A report will be emailed which details the Team Name, Team Alpha Character, Race Number, Race Name, Team Entry Time, List of Athletes Names, Event Cost and the payment Status.

A	B	C	D	E	F	G	H
Team Name	Team Alpha Character	Race number	Race name	Team Entry Time	Athletes name (age)	Event cost	Status
Mountain Pool	C	9 9-93	Womens 200M Free Relay Fnl	02:28.4	Alison Taylor (12); Cruella Deville(14); La	21	Paid
Mountain Pool	A	20 4-40	Womens 400M Medley Relay Fnl	05:00.7	Britney Spears (17); Marcia Hinze (17); Lis	21	Not Complete
Mountain Pool	A	21 8-83	Womens 400M Free Relay Fnl	04:29.0	Edna Krabappel (16); Alice Dilbert (16); Ar	21	Paid
Mountain Pool	C	21 8-83	Womens 400M Free Relay Fnl	05:19.5	Snow White (18); Patti Bouvier (18); Mau	21	Paid

Alternatively select the 'Details' icon under Actions



Event Preview

2020 State SC Championships

General

Details

Event Type
State Other

Event Minimum Timing Requirement
Any

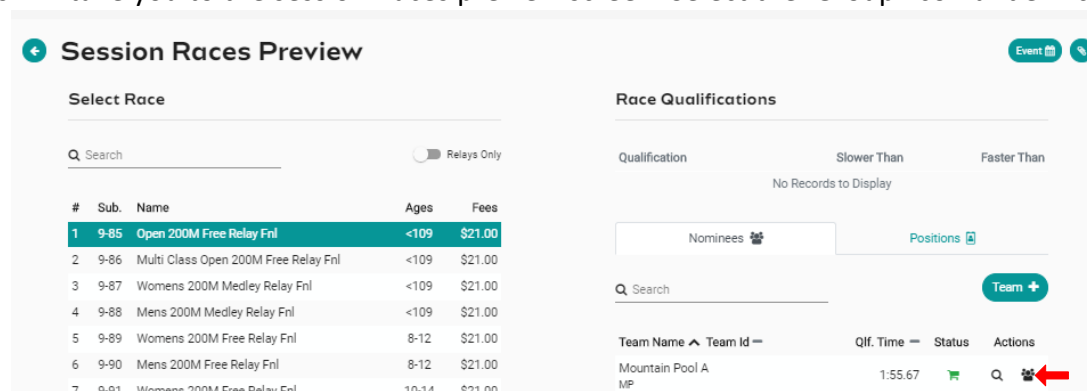
Payment

Event Teams

Search

Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fnl	1:55.67		
Mountain Pool A 5 9-89 Womens 200M Free Relay Fnl	2:26.46		

This will take you to the session Races preview screen. Select the 'Group' icon under Actions



Session Races Preview

Select Race

Search

Relays Only

#	Sub.	Name	Ages	Fees
1	9-85	Open 200M Free Relay Fnl	<109	\$21.00
2	9-86	Multi Class Open 200M Free Relay Fnl	<109	\$21.00
3	9-87	Womens 200M Medley Relay Fnl	<109	\$21.00
4	9-88	Mens 200M Medley Relay Fnl	<109	\$21.00
5	9-89	Womens 200M Free Relay Fnl	8-12	\$21.00
6	9-90	Mens 200M Free Relay Fnl	8-12	\$21.00
7	9-91	Womens 200M Free Relay Fnl	10-14	\$21.00

Race Qualifications

Qualification

Slower Than

Faster Than

No Records to Display

Nominees

Positions

Search

Team

Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A	MP	1:55.67		

This will display a list of relay teams in the left screen.

Select a Team and a list of athletes will be displayed on the right screen

Groups Selector

Entity

Groups

Groups Report

Q Search

Group Type

All

Group +

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name ^

2020 South Australia LC State Championship Open 200M Medley Relay Fnl Team 1

Relay Team

4 0

2020 South Australia LC State Championship Open 200M Medley Relay Fnl Team 1

Relay Team

4 0

2020 South Australia LC State Championship Open 200M Medley Relay Fnl Team 1

Relay Team

4 0

2020 South Australia SC State Other Mens 400M Free Relay Fnl Team 84 A

8 0

2020 South Australia LC State Championship Op...

Q Search

Msg +

Member +

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name ^

Propl.

Actions

Ned Flanders

Dependant

Snow White

Dependant

Alice Dilbert

Dependant

Brett Jones

Dependant

Items per page: 10

1 - 4 of 4

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>

HOW TO ASSOCIATE A MEET TO MY CLUB/ORGANISATION

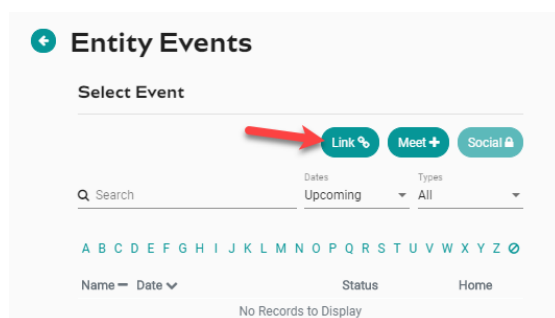
There are two primary reasons to Associate a meet to your club/organisation/district:

1. Enable your club/organisation/district swimmers to see and enter meets in a different state from the event calendar
2. For your club administrators and coaches to see who is attending the meet from your club

This help guide is for **Club Administrators and Coaches** to associate external meets to their club for visibility of attendance.

From your dashboard home screen, select **Entity Management** from in the left-hand navigation panel. Enter your entity PIN and select **Confirm**.

Select **Events** from the left-hand navigation panel then select **Link** under the Select Event option.



Search for the **Club/District/State** whose meets you wish to associate with your club/organisation/district. A calendar view will appear on the right showing upcoming events for that Club/District/State. **Select the event date** and then **select the appropriate meet** to view meet details.

Event Association

Entity Selection

Q Search

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name ^	State	View
Bendigo Hawks Aquatic	VIC	Q
Blacktown City ASC	NSW	Q
Gardens SC Inc	QLD	Q
New South Wales	NSW	Q
Northern Territory	NT	Q
South Australia	SA	Q
STARplex	SA	Q
Tasmania	TAS	Q
Trinity Lismore Swimming Club ...	NSW	Q
Warringah Aquatic SC Inc	NSW	Q

Items per page: 10 1 - 10 of 10 |< < > >|

South Australia Events

July 2020

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Diving Back In - Meet 1 - Session 1
 Diving Back In - Meet 1 - Session 2

Confirm using the meet details that this is the correct meet you are wanting to associate to your club/organisation/district then select **Associate**.

Diving Back In - Meet 1 - Session 1 Preview

Calendar Associate

General

Details

Event Type

State Preparation

Event Minimum Timing Requirement

Electronic

Event Description

Athlete Entry Requirements:

- Minimum age 13yrs
- Maximum 4 races per swimmer

You will get the option to set a surcharge, if this is not necessary, select **Next**.

Detail Summary

Event Association

Optional : Set a surcharge to be applied to primary members

Surcharge Is Percentage

Global Surcharge

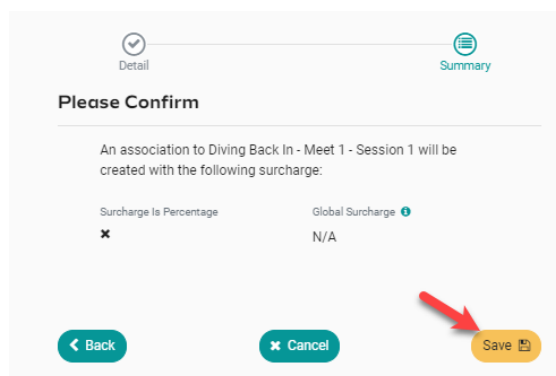
0

Back Cancel Next

****The surcharge denotes a fee that the visiting club/organisation may wish to add onto the swimmers' entry costs. For example, aiding in travelling to the event, like covering costs for**

the coach to attend the event, or paying for a bus to transport participants. That is, the normal entry fee will be paid to the meet host, while the global surcharge (if any) is paid to the club/organisation who is associating with the event.

Confirm the association and select **Save** to have the meet appear on your member's calendars and to make entries for your team visible to club administrators and coaches.



Detail Summary

Please Confirm

An association to Diving Back In - Meet 1 - Session 1 will be created with the following surcharge:

Surcharge Is Percentage	Global Surcharge ⓘ
x	N/A

< Back Cancel Save