

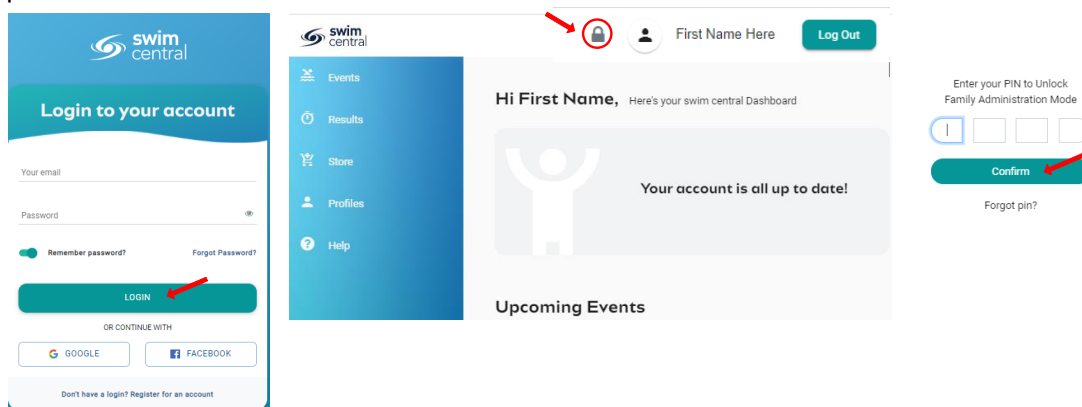
HOW A SWIMMER ENTERS A MEET IN SWIM CENTRAL – Revised 08/09/2020

To participate in races at upcoming swim meets, participants will need to enter the meet via Swim Central. This help guide is for members wishing to enter and pay for race entries in upcoming swim meet events.

If you are an individual member not attached to a family group entering a meet for yourself, **Login** to Swim Central and go directly to **Events** from your personal dashboard.

To compete in meets, you need to have a primary membership assigned. To ensure you have your primary membership established, please following the steps [here](#). *This step is only required once, if your primary membership is already established, you do not need to complete this step again.*

If you are the Head of a family group entering a child/dependant to participate in a meet, **Login** to Swim Central and from your family **Dashboard** select the padlock at the top right corner to **Unlock** your individual profile. Unlocking your profile as the principal account holder enables you to nominate your child/dependant for a meet and complete the purchases

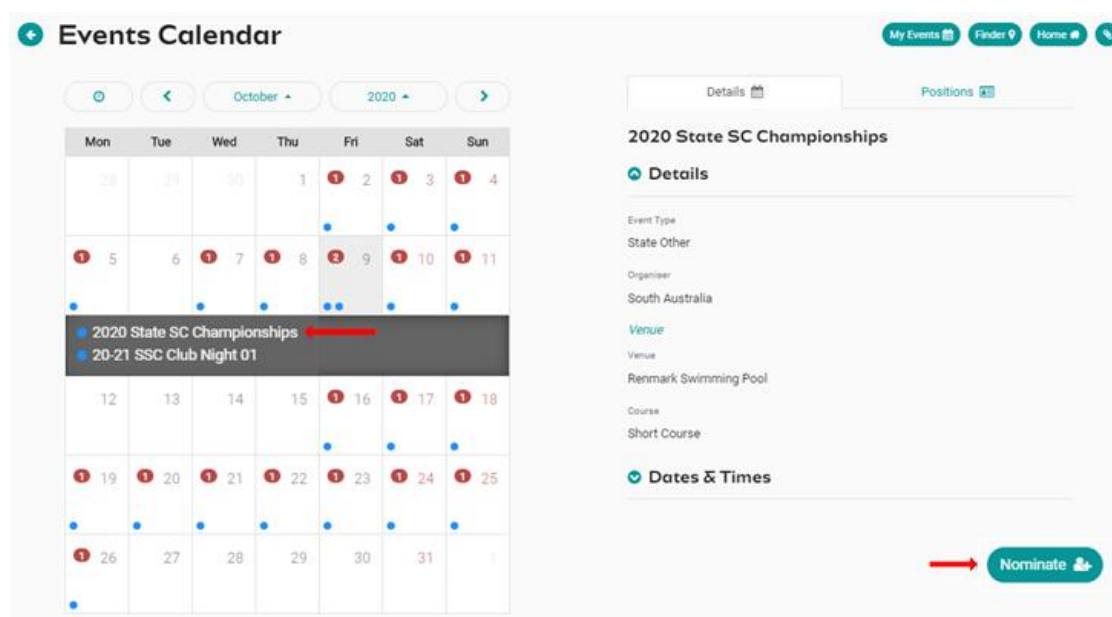


**** If you are entering more than one child, you will complete the entry process for one child before proceeding with the second. Payment for all entries will be a single transaction at the end.**

FINDING A MEET

From the Events home screen, you will see a calendar view that shows all upcoming meets your club/organisation is linked to. Generally, clubs/organisations are linked to their Region/District/Area in addition to State. If you are looking to enter a meet that is not shown on your events calendar, please contact your State Administrator.



Select the meet you are looking to enter by using the calendar tool and clicking on the date. Available meets will show for that date, select the meet to view details on the right.






ENTERING THE MEET

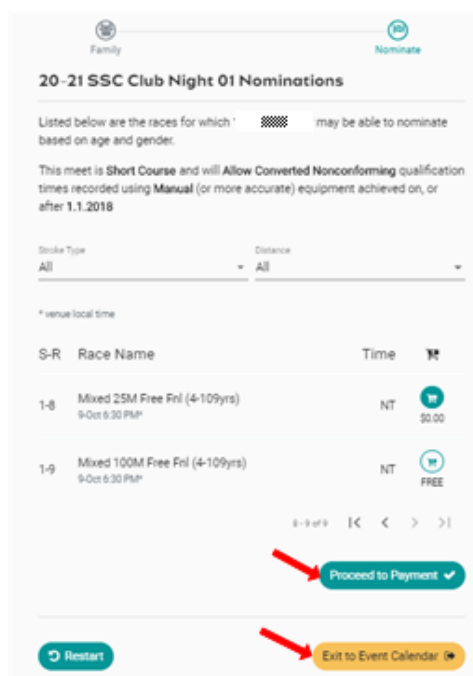
Once you have found the right meet, click on **Nominates**

You will be taken to your **Family members** then select the child profile you want to enter to race in the upcoming meet.

A list of all events this swimmer is eligible to enter will appear. This list has already been sorted for age and gender, in addition, if the event requires a qualification time, this will be beneath the event. If the swimmer is eligible to enter, you will see  to the right of the event with the price of entry for the event. If the swimmer is not eligible to swim due to not having the qualifying time, you will see  to the right of the event.
Ineligible


Select **Add to Cart** for each event you want to enter the swimmer in. You will see the icon change to  which will indicate that you have entered the swimmer in that event. If you make a mistake, simply click on the  to remove the entry.

You will see the number adjust in your shopping cart on the top left  to reflect additions/removals.



Family Nominate



20-21 SSC Club Night 01 Nominations

Listed below are the races for which  may be able to nominate based on age and gender.

This meet is Short Course and will Allow Converted Nonconforming qualification times recorded using Manual (or more accurate) equipment achieved on, or after 1.1.2018

Stroke Type: All Distance: All

* venue local time

S-R	Race Name	Time	
1-8	Mixed 25M Free Fri (4-10yrs) 9-Oct 6:30 PM*	NT	 30.00
1-9	Mixed 100M Free Fri (4-10yrs) 9-Oct 6:30 PM*	NT	 FREE

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Proceed to Payment ✓

Restart **Exit to Event Calendar** ➔

Once you have entered all the events for that swimmer, you can either **Proceed to Payment, Exit to the Event Calendar, or Restart.**

If you select **Proceed to Payment**, you can review items in your cart, adjust if necessary and proceed to payment to complete the entry process for this one meet for this one swimmer. *If you wish to enter another child, see below ([ENTERING MORE THAN ONE CHILD](#)).*

If you select **Exit to Event Calendar**, you can select another swim meet from the event calendar and follow the entry steps to add entries for this same swimmer for a different meet to your shopping cart. This allows you to enter more than one meet for that single swimmer and have one payment transaction for all entries. *If you wish to enter another child, see below ([ENTERING MORE THAN ONE CHILD](#)).*

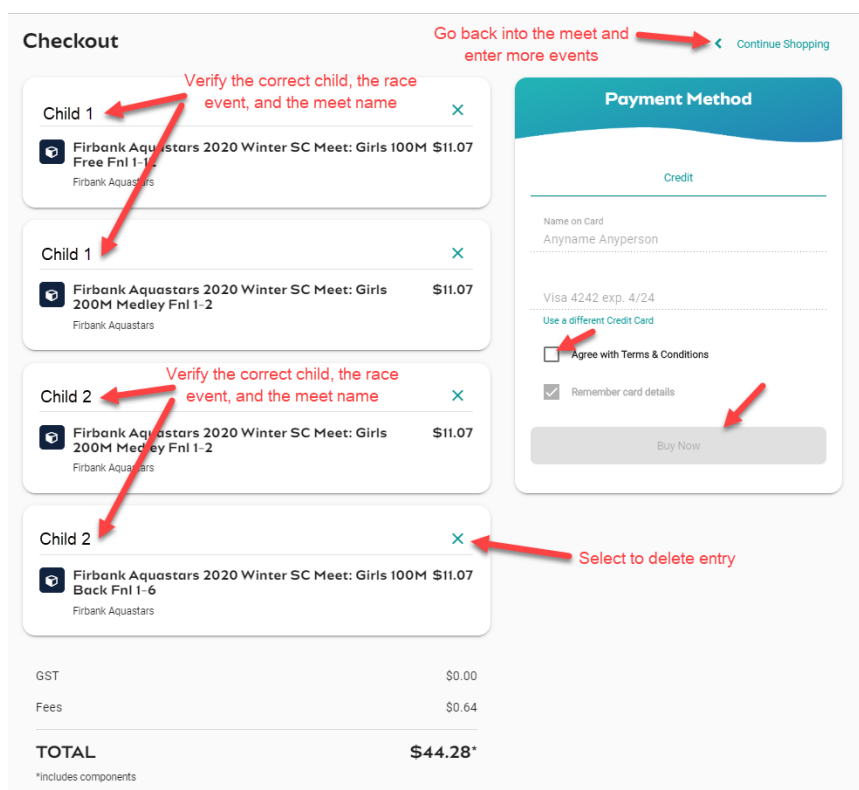
If you select **Restart**, you will clear all race entries from your cart and will start over in the process.

ENTERING MORE THAN ONE CHILD

To complete entries for another child for the same meet or different meets, simply click on **Events** in the top left beneath the Shopping Cart icon then repeat the process of finding the meet, select nominate, select the next child then adding entries to your cart. You will see the total number of events entered for your family reflected in the Shopping Cart item count as you go along.

PAYING FOR MEET ENTRIES

Once entries have been added to the Shopping Cart, click on the cart icon on the top left or select **Proceed to Payment**. 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**.




Checkout


Go back into the meet and enter more events [Continue Shopping](#)

Verify the correct child, the race event, and the meet name

Child 1 **X**


 Firbank Aquastars 2020 Winter SC Meet: Girls 100M Free Fnl 1-1-1 Firbank Aquastars \$11.07

Child 1 **X**


 Firbank Aquastars 2020 Winter SC Meet: Girls 200M Medley Fnl 1-2 Firbank Aquastars \$11.07

Verify the correct child, the race event, and the meet name

Child 2 **X**

 Firbank Aquastars 2020 Winter SC Meet: Girls 200M Medley Fnl 1-2 Firbank Aquastars \$11.07

Child 2 **X** **Select to delete entry**

 Firbank Aquastars 2020 Winter SC Meet: Girls 100M Back Fnl 1-6 Firbank Aquastars \$11.07

GST \$0.00

Fees \$0.64

TOTAL \$44.28*

*Includes components

Payment Method

Credit

Name on Card
Anyname Anyperson

Visa 4242 exp. 4/24

[Use a different Credit Card](#)

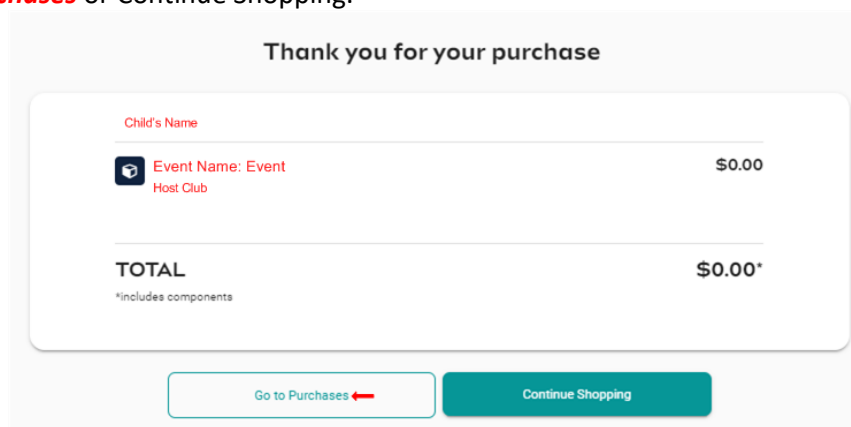
☐ Agree with Terms & Conditions

☒ Remember card details

Buy Now


Enter payment details then select Agree with Terms & Conditions in the Payment Method window to complete the purchase.

Providing your payment is Successful, you will be taken to the below page where you can **Go to Purchases** or Continue Shopping.



Thank you for your purchase

Child's Name

 Event Name: Event \$0.00

Host Club

TOTAL \$0.00*

*Includes components

[Go to Purchases](#) [Continue Shopping](#)

****If your payment is not successful, you will see a red box at the bottom of the screen notifying you of the action needed to complete a successful transaction.***

Verify that your purchase is complete by selecting **Go to Purchases** and seeing that the purchase status is set to completed for the transaction.

Order History

From Date
01/01/2017

To Date
05/09/2020

Purchase State

Transactions

Invoice

Date	State	Total inc.
<div>2.9.2020</div> <div><div>First Name Here</div><div>2.9.2020</div></div>	Completed	\$203.00
<div>1.9.2020</div> <div><div>1ICT Developer TEST Admin</div><div>1.9.2020</div></div>	Completed	\$19.99
<div>1.9.2020</div> <div><div>1ICT Developer TEST Admin</div><div>1.9.2020</div></div>	Completed	\$1.12
<div>1.9.2020</div> <div><div>1ICT Developer TEST Admin</div><div>1.9.2020</div></div>	Completed	\$19.99

PO# 200901061909 Products

Search

ProductName	exGST	Qty	incGST
2020 State SC Championships: Mens 200M	\$18.17	1	\$19.99
Back Prelim 10-202			
<div>South Australia</div> <div>Test A Dependant</div>			
Grand Total		1	\$19.99
GST Component			\$1.82
Transaction Fee*			\$0.27

If the Purchase Status is showing Payment Pending, select **Make Payment** to complete the transaction.

HOW TO ENTER A RELAY — No Change

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**