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 ✗.

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.
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.

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