RACE NIGHT ENTRY INSTRUCTIONS

This role ensures all communications within the Swimming Club are made available to members of the MQU Swimming Club. The following tasks would be a regular part of the Secretary’s role:

Club nights run regularly throughout the Summer long course season. Please check the Macquarie University Squads Page to see the most up-to-date schedule.

To enter Club Night events, log onto Swim Central and follow the steps below:

1) Click on the Family Admin name (at the top of the Family Tree).
2) Enter your Pin number (provided by SNSW).
3) Select the ‘Swimmer’ in your family tree that you wish to enter.
4) Go to ‘Events’ - a calendar will appear.
5) Click on the date of the Friday club night you wish to enter - an Event will appear.
   Click on the Event (club night) you want to enter.
6) Details will appear to the right of the calendar.
7) Next to the details heading is a ‘Nominate’ button - click it.
8) The available race events will appear on the left-hand side of the page.
9) Click on the first event the swimmer wants to enter (1 event at a time).
10) Click on the orange "Add to Trolley" button.
11) Complete steps 9 and 10 for the other 2 races.
12) When race nominations are completed, click the orange ‘Go to Trolley’ button.
13) The races chosen will appear. You must then click “Agree to T&C” and then “Checkout”.
14) It will lead you to a payment page where credit card details are required - please note, despite having to enter payment details the cost is still $0.
15) Once payment of $0 is received, the member will be entered for the race night.
16) If you wish to enter a second swimmer, click “End Impersonation” and return to the Home Page, where you can select the other swimmer, and repeat the process.