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.