HOW TO CREATE A MEET IN SWIM CENTRAL
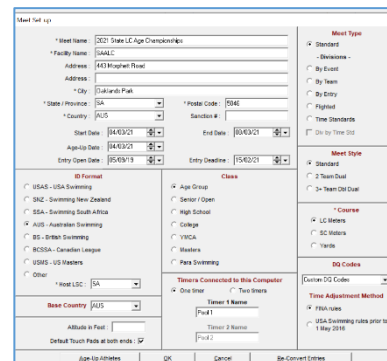
1. Creating a Meet Manager File

It is important to check the following items in Meet Manager before you export your meet file for uploading to Swim Central as these items are automatically imported into swim central.
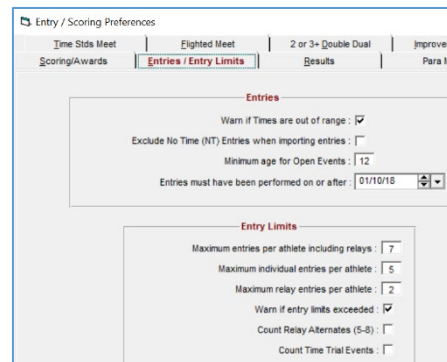
Meet Set Up: are the details on this screen correct.
Please note: Swim Central caters for Yards events so please set your event up in yards not metres if your venue is a yard's pool.

Entry / Scoring Preferences > Entries / Entry Limits: are the details on this screen correct.
- Approved events should have entry date set as: 1/10/3yr Prior. Eg. Events in 2021 should be set as 1/10/18

Sessions: do you have sessions set up and are the details right?

Events: have you checked the age group and entry fee price for your events
Please note clubs and regions charging GST need to enter the GST Exclusive price into Meet Manager – Swim Central will add the GST on for you.

Standards: are the correct standards, break times, qualifying times set for your events

2. Sign in to Swim Central

Select Administration from the left panel to access your club / region information. Enter your family and/or admin pin as required.
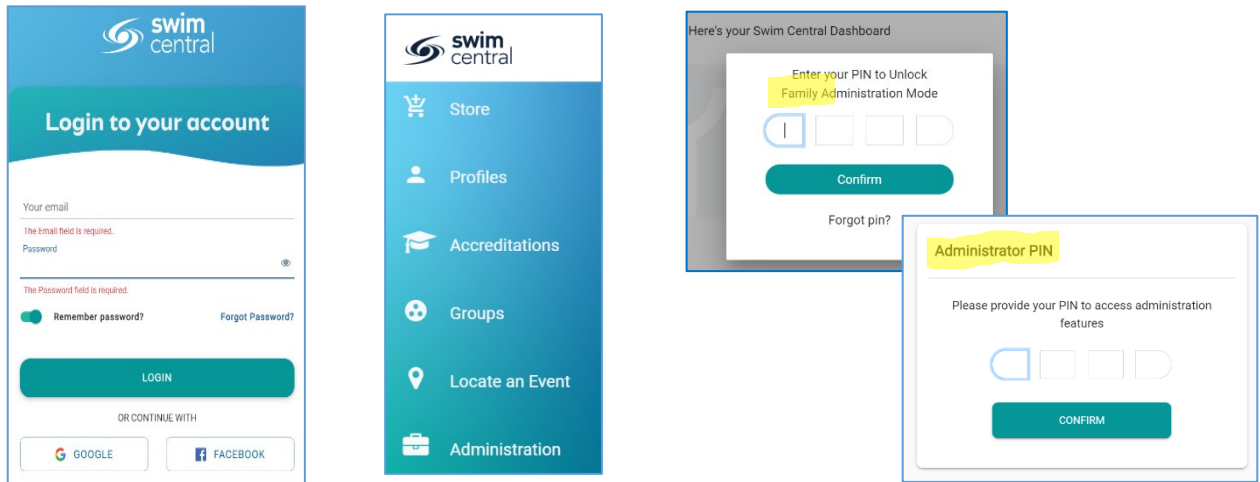
3. Select your Club

If you have access to more than one club or region - ensure you are in the correct Club / District from the drop-down menu on the dashboard.
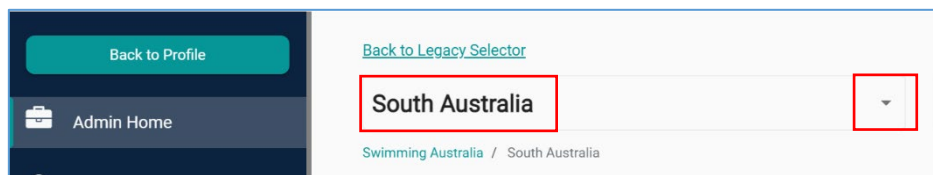
4. Enter the Events Admin Area

Select the Events tile from the administration panel on the left and then select Create Event then follow the workflow.
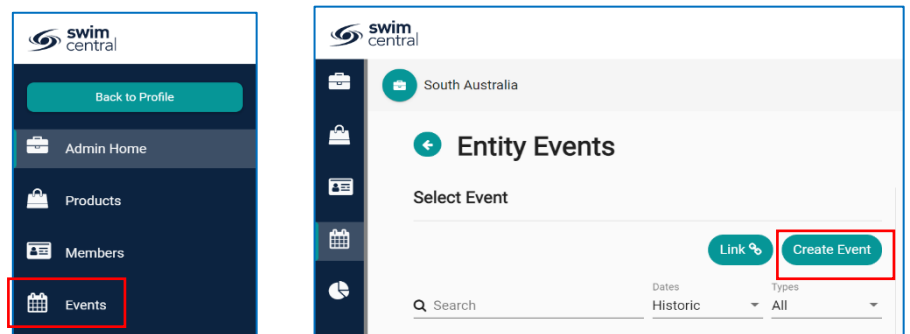
5. Select your Event Type
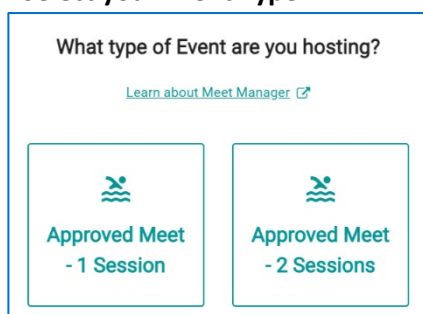
ALL SwimmingSA Approved events should be set up as either 1 or 2 session meets.

Click on the option most relevant to the number of sessions you are hosting. This will ensure positions are automatically set up correctly for your meet.

6. Upload your Meet Manager "Meet Events" File
Upload your meet file as directed after clicking on the relevant meet type.

Click next to proceed.

You create this "Meet Events" file in Meet Manager, by clicking File, Export, Events for TM.
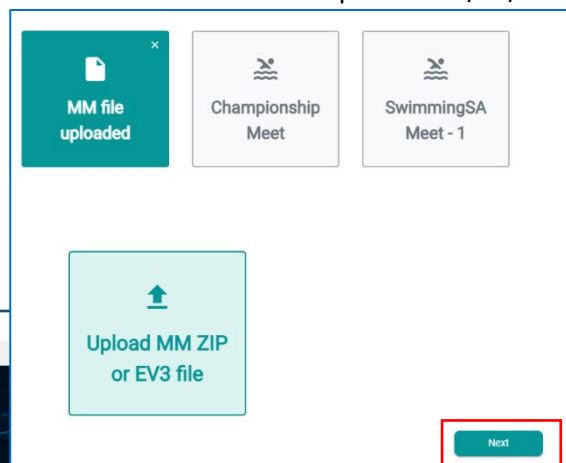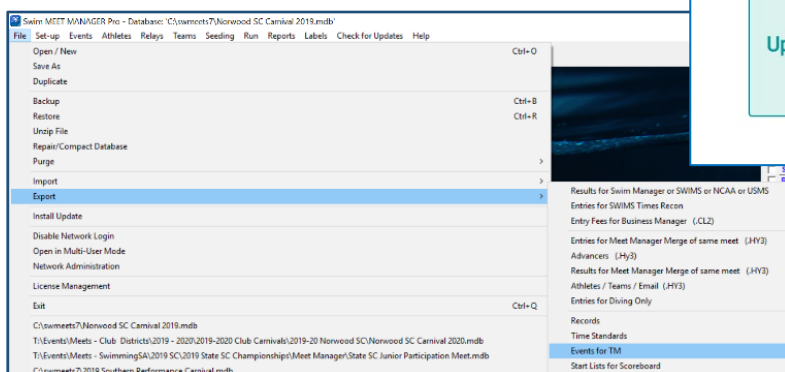
7. Review your Meet Manager Import

Check the details that have been imported. Then you have four options at this step click one of the following:

- Back – to reload your meet manager file after making any changes in meet manager

- Save Draft – if you are happy with the meet file and wish to continue with the event set up process now or later.

- Delete – if you wish to start from scratch (this is irreversible)

- Next – to proceed to the next step in the set up process.

8. Save a Draft & Return to Complete Set Up
If you choose Save Draft in previous step you will need to locate the event in your event home page to return to the set-up workflow.
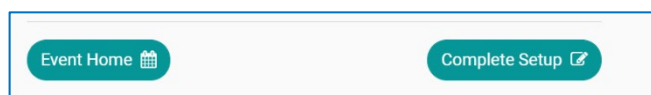
9. Contact Details
Enter the contact person from your club – usually the meet director or person responsible for collating the entries for the meet

10. Event Details

Venue: Check your venue details are correct

Dates / Times: Please enter each of the dates and times for your event. Please note that these dates and times are all local to the venue where you are hosting the meet.

Further Event Details: This field is optional and will display in the event information that a member will see. Note this is where you should provide a link to your website or flyer for further information

11. Event Timing

Select the timing type for your event. Semi-Electronic if you are using the Dolphin timing system.

12. Qualifications – Course Conformance

This field allows you to set whether a nonconforming time (i.e. LC for SC meet or SC for LC meet) can be used and how it is handled.

- Allow conforming only – Entrants can only use a time swum in a conforming course (i.e. SC only for SC meet or LC only for LC meet).

- Allow converted nonconforming – Entrants can use a converted nonconforming time if they do not have a conforming time (i.e. SC time +2% for LC meet, or LC time -2% for SC meets).

- Allow unconverted nonconforming – Entrants can use an unconverted nonconforming time if they do not have a confirming time (i.e. LC time can be used for SC meet or SC time can be used for LC meet).

13. Qualifications – Minimum Result Timing

This field allows you to set what timing type can be used by entrants to enter the meet.

- Manual – Entrants must have at least a Manual time

- Semi-Electronic – Entrants must have at least a Semi-Electronic time (i.e. Any and Manual times are excluded from use)

- Electronic – Entrants must have at least an Electronic time (i.e. Any, Manual, Semi-Electronic times are excluded from use)

14. Qualifications - Timing Types & Host Results

Allow more Accurate Timing Types: This field is automatically toggled on for all events. When on the selected timing type and more accurate types are used. E.g. if meet is set to semi-automatic and the toggle is on then entry times achieved with semi-electronic and electronic timing will be used. If off in this example only results from meets with semi-automatic types will be used. **Leave this toggled on for all meets other than club time trials or championships**.

Allow Event Host Results Only: This toggle if on will only select results from the host e.g. Club Championships meets using this feature will only accept times from the meets hosted by this club.

15. Qualifications – Approved & Verified Results

Allow Unapproved Event Results: This field allows you to select whether unapproved event results can be used by entrants (yes/no option). *Please note, for approved meets this must be toggled off.*

Allow unverified event results: This field allows you to select whether unverified event results can be used by entrants (yes/no option). *Please note, for approved meets this must be toggled off.*

16. Event Constraints

These settings will be used by Swim Central to help keep your sessions from going over the intended maximum duration or capacity limits.

- Lanes per race: Set the number of lanes your meet will use

- Seconds between heats: Set the time between heats that you will use at your meet. It is recommended that you use **40 - 50 seconds**.

- Limit swimmers per session: This will enable each session to have a maximum number of swimmers before the system closes entries. This same limit will apply to each session. Currently a swimmer capacity cannot be set up differently for individual sessions. See Step 33 for where this information is shown after publishing the meet.

- Max. duration per session (mins.): This field allows you to set the maximum session length for any session. The limit you set here will apply to **ALL sessions**. If you want to set a different limit for each session please refer to Step 34 below and leave this section blank.

17. Relays

<u>Minimum number of Swimmers Required</u>: This field allows the meet host to specific the minimum number of swimmers a club is required to submit when nominating for a relay team. Any swimmers' names selected will then be exported to meet manager and listed against the relay team. We suggest you choose 4 as a minimum. This will not stop a club entering reserves however will ensure they enter four swimmers at least to reduce the workload for the recorders when entering athlete names on the day.

<u>Export Pending Payment Relay Teams</u>: if your meet has relays and you want to allow clubs to enter relays through swim central and pay you via EFT or cheque offline please turn this toggle on.

18. Seeding

This field allows you to set which seed time is taken for an entrant if they are using a nonconforming time. A nonconforming time is when you have allowed swimmers to enter with a SC time for a LC meet and vise versa.

We suggest using the **unconverted nonconforming time option.**

- Use unconverted entry time: Entrants will be entered using their entry time, unconverted. Swim Central will export using the exact race result, including course type and result/split time. Meet Manager will perform its own internal conformance corrections.

- Use converted nonconforming time: Entrants will be entered using their nonconforming time converted (i.e. SC time +2% for LC meet or LC time -2% for SC meets). Swim Central will export applying a 2% conversion factor, and then indicate to Meet Manager that the time is conformant so that no further calculations are performed after export.

- Use unconverted nonconforming time: Entrants will be entered using their nonconforming time unconverted (i.e. LC time can be used for SC meet or SC time can be used for LC meet). Swim Central will export without applying a conversion factor but will lie to Meet Manager to say that the time is conformant so that no further calculations are performed after export.

- Use conforming qualification time: Entrants will be entered on the conforming qualification time.
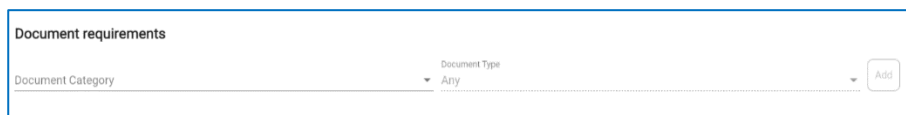
19. Visitors

All meets run by SwimmingSA clubs and districts need to set this field as **South Australia**. This field is how Swim Central will attribute the Visitor (V) appropriately.

20. Event Requirements - Documents

This is used for occasions when an individual must have a particular document to enter the meet.

Document requirements			
Document Category	Document Type	Any	Add

E.g. Passport Photo for accreditation purposes. This is not a necessary field to use for most meets. Any document requirement added here applies to all meet attendees.

Select the document category and type and click add to set up the requirement.
Select Next to continue
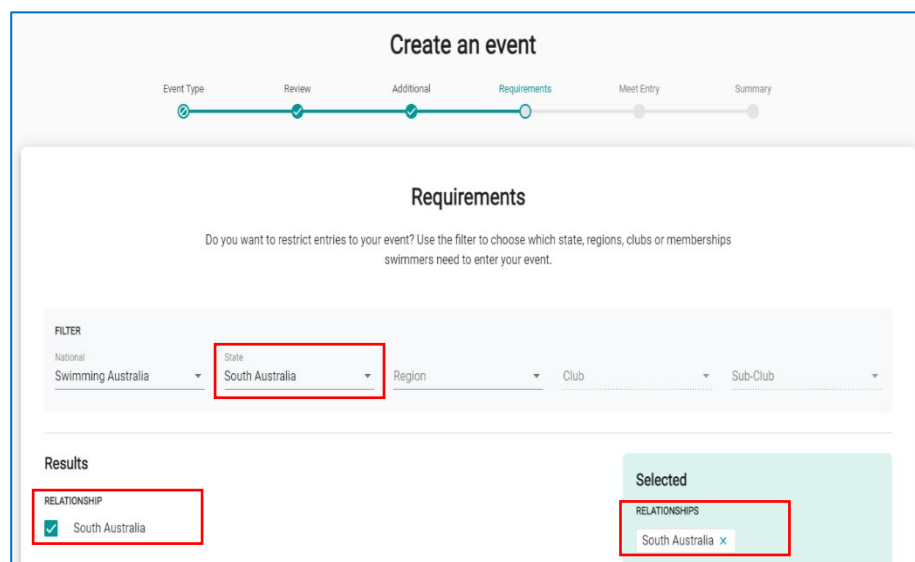
21. Event Requirements - Relationship

You can restrict your meet to only members of:
- A single club
- A group of clubs
- A district or districts
- A state or states
- Australia

In order to do this, use the filters to select the relevant entity and click on the box next to their name.

SwimmingSA reminds clubs that all club carnivals in South Australia are open to all members across the state and therefore you should choose **South Australia** as your Relationship requirements.

Create an event

Event Type | Review | Additional | Requirements | Meet Entry | Summary

Requirements

Do you want to restrict entries to your event? Use the filter to choose which state, regions, clubs or memberships swimmers need to enter your event.

FILTER

National	State	Region	Club	Sub-Club
Swimming Australia	South Australia			

Results

RELATIONSHIP
✓ South Australia

Selected

RELATIONSHIPS
South Australia ✕

22. Event Requirements - Membership

Please note, this step is required for approved meets. Meets without Membership Requirements set will be considered unapproved.

Correct event requirements ensure the appropriate swimmers have access to enter your event.
To add the correct memberships, From the Filters menu select South Australia

FILTER

National	State	Region	Club	Sub-Club
Swimming Australia	South Australia			

Next tick the annual memberships for swimmers.
- Affiliate Member – if you want to enable master's swimmers to enter your event

- Swimmer 8&U, 9&O – including both monthly & quarterly payment options

- Come and Try – select this membership option if you want to enable come and try swimmers to enter ANY RACE at your carnival.

  Note choosing this option will allow them to enter ANY RACE not just COME AND TRY RACES. For more come and try meet information please see section 0 below on page 17.

SOUTH AUSTRALIA MEMBERSHIP

☐ 2020/21 Affiliate Member

☑ 2020/21 Swimmer 8 & Under

☑ 2020/21 Swimmer 8 & Under (Monthly Payment)

☑ 2020/21 Swimmer 8 & Under (Quarterly Payment)

☑ 2020/21 Swimmer 9 & Over

☑ 2020/21 Swimmer 9 & Over (Monthly Payment)

☑ 2020/21 Swimmer 9 & Over (Quarterly Payment)

☐ Come and Try - August 2021

To add your club's introductory membership from the filters, select both your district and club.

FILTER

National	State	Region	Club
Swimming Australia ▾	South Australia ▾	District - City North ▾	STARplex ▾

RELATIONSHIP
☐ STARplex

STARPLEX MEMBERSHIP
☐ 2020/21 Assistant Coach
☐ 2020/21 Club Life Member
☐ 2020/21 Coach
☐ 2020/21 Existing Swimmer 9&O
☑ 2020/21 Introductory Swimmer 9-12yrs (1st yr ONLY)
☐ 2020/21 Official (2 Qualifications)
☐ 2020/21 Parent/Non-Swimmer
☐ 2020/21 Swimmer 8&U
☐ 2020/21 Swimmer 9 & Over

- Then tick the relationship box for your club; and
- Finally tick the introductory membership type.

Once you have selected all your memberships review them in the righthand panel. Click Next to proceed once you are happy with selections.

Selected

RELATIONSHIPS
South Australia ✕

MEMBERSHIPS
2020/21 Swimmer 8 & Under ✕
South Australia

2020/21 Swimmer 8 & Under (Monthly Payment) ✕
South Australia

2020/21 Swimmer 8 & Under (Quarterly Payment) ✕
South Australia

2020/21 Swimmer 9 & Over ✕
South Australia

2020/21 Swimmer 9 & Over (Monthly Payment) ✕
South Australia

2020/21 Swimmer 9 & Over (Quarterly Payment) ✕
South Australia

23. Create a Meet Entry Fee

This is how you create a compulsory meet fee for swimmers.

Create Meet Entry Fee (optional)
Should you choose to add this fee it will automatically be added to the swimmers cart.

Create Fee

You can use this feature to set up the following options for your event:

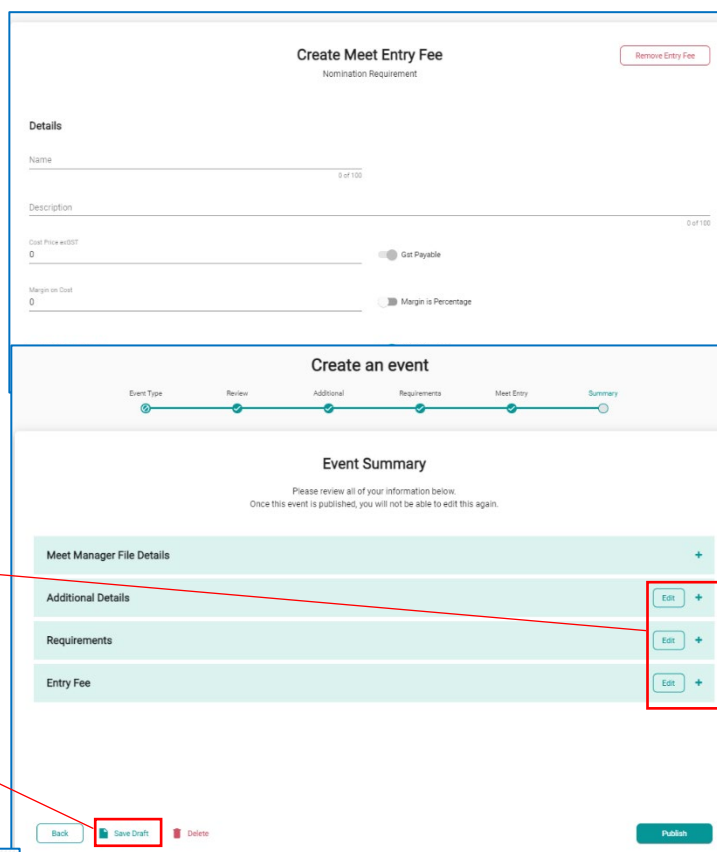An overall event fee - Ie. $35 for 4 events

A capacity limit for swimmers – ie. 200 swimmers (with or without a fee amount)

Complete the details and click next or Remove the Entry Fee

24. Event Creation Workflow Summary
On the summary page review your information.

When you are satisfied all details are correct click Save Draft. This will enable you to check add tickets and check positions before publishing. You will see an Event Updated Message and be taken to the Event Home Page.
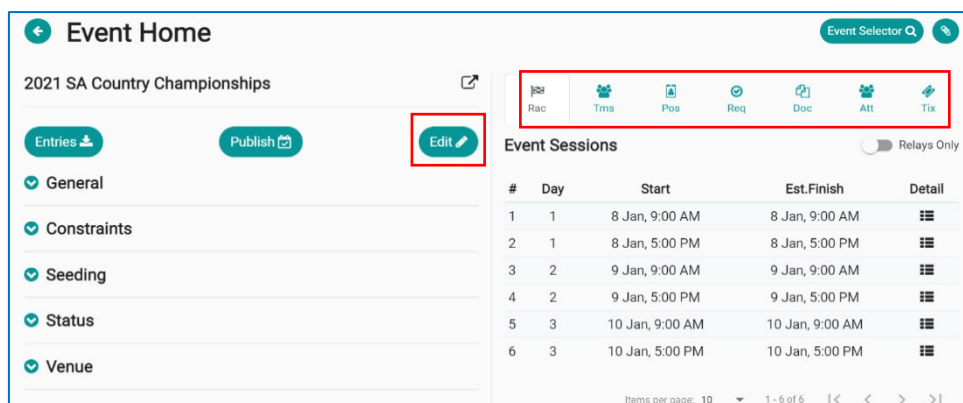
25. Event Home Page – General Meet Information & Edit Button
From this screen you can review all your meet information and if necessary, edit anything via the edit button which will take you back to the workflow.

This is also the page from which you publish your event to enable swimmers to enter and the sale of any tickets.

Please note SwimmingSA recommends you check the details below and continue to the end of these instructions prior to publishing your event. Once published, an event is hard to fix any issues and may result in you needing to start again.
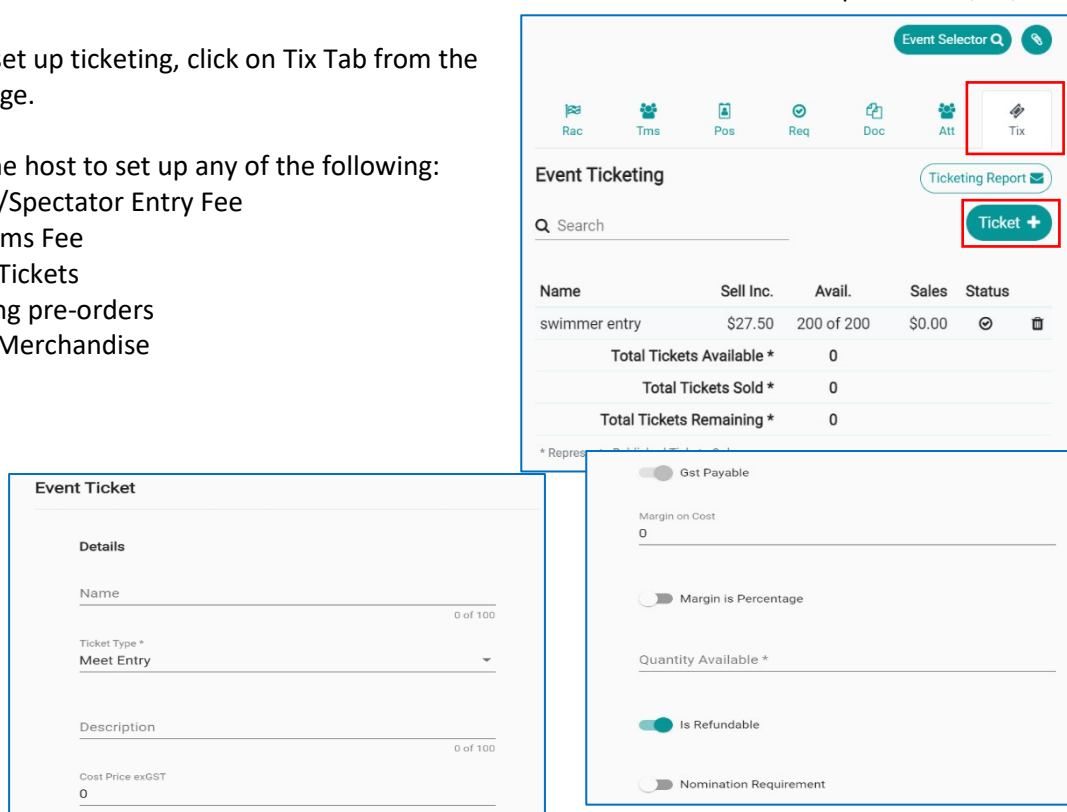
26. Ticketing

If you want to set up ticketing, click on Tix Tab from the Event Home Page.

Tickets allow the host to set up any of the following:
- Venue/Spectator Entry Fee
- Programs Fee
- Raffle Tickets
- Catering pre-orders
- Event Merchandise

To set up tickets click on Create an Entry Ticket and complete the details.

Hints - You can have a $0 ticket

From this page you can also:
- You can also add further tickets to the event
- View the ticket details
- Withdraw tickets from sale
- Download the ticketing report
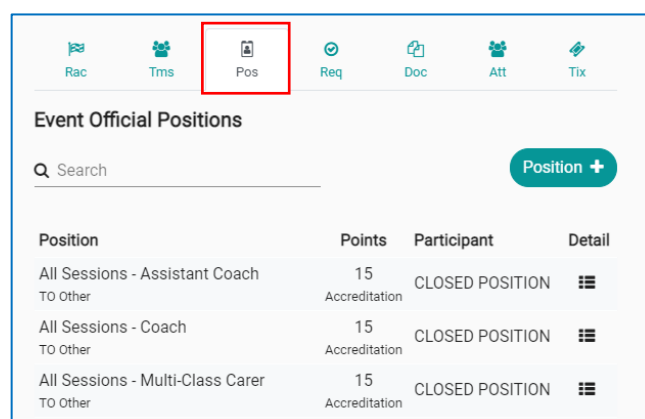
27. Positions Tab

The positions feature allows the meet host to cater for positions such as coaches, team managers, Gate attendants, BBQ Cooks and technical officials' roles for the meet.

Once a position is set up individuals can nominate their availability for a meet – See How to Nomination for a Position Help Guide.

View the automated positions under the position tab. Email SwimmingSA to delete any positions you do not want to use.

28. Positions Tab – Setting up a Position

You can add additional positions to the automated list. To set up a position click on the Position + button and complete the details for each position you wish to set up.

- Choose your position type – generally this will be "other" for positions such as a Team Manager, Coach or BBQ Attendant.

- Create your position name – i.e. Team Manager or Gate Attendant

- Points Type will be set to accreditation automatically

- Points Value can be set to 0

Position

Select the Position Type to create at this event.

Position Type *

Position Name
0 of 100

Points Type *
Accreditation

Points Value *
0

29. Positions Tab – Assigning Accreditations to your position

To assign a requirement to your position from the position tab click on the detail button next to any position.

This will take you to the Event Positions screen where you can click on your position and the accreditations tab & Accreditation + button to assign a requirement to your position.

For example, you may wish to ensure everyone undertaking a role at your event has a current working with children check.

30. Event Documents – Doc Tab

Meet Hosts can upload documents for the purpose of sharing information with either clubs linked to the meet or attendees at their event. This feature enables a secure location to share personal data within privacy regulations and relevant to the specific event such as Event Information Book, Confirmed Entrants List & TM Meet Result files.

31. Doc Tab – How to Upload and Share a Document

- Click on Doc Tab
- Click on Document +
- Upload and Name relevant document
- Choose to make the document visible to all attendees or just clubs only.
- By default, the document will always be visible to entities linked to the event.
- To enable attendees to see the document turn the toggle on.
- For information on how to view the document Click Here

Document

Upload a new Event Document to be presented along with your event in the calendar, or, for sharing between linked Entities.

Document Name *

0 of 100

Upload File   File ⬆

0 MB

⚪ Visible to Attendees

32. Requirements Tab

Review your event membership, relationship, and document requirements. Reminder these items are a must have for swimmers to enter your meet.

33. Race Tab - Sessions

This is now your third and final chance to check your session and event set up is correct - It is critical that meet hosts check that information has been entered correctly as well as has transferred correctly from Meet Manager.

Please use the Rac. tab to check the Sessions (including times and dates) and Events/Races (including the event fee, age and any qualification times showing for each event/race).

You can also use the relays only toggle on this tab to only show you sessions that include relay races. Click Detail to see more information and make edits for each session.

On this tab you will also see the information about the Capacity and attendance for each session of your meet. You will see capacity as a % of the available time and you will see the number of individual swimmers entered as the Att. Number. See step 16 for how to set these limits for the overall meet. See Step 34 below for how to set the individual capacity limit for each session.

34. Event Session - Details

In the Event Sessions screen, you can see the session information on the left and the races for that session on the right.

- Check your sessions have the correct start date and time.

To Edit or set the maximum duration for a particular session and/or the athlete limit per session click on the Edit button.

- You can set either or both restrictions by session and the system will stop taking entries for an event when the first requirement is met.

The Duration Mins time will start to expand as swimmers start entering races in the particular session.

35. Event Sessions – Individual Race Information

To see the individual race details from the event sessions screen, click the Detail button on the first event on the right-hand side.

From here you can see the entry fee's associated with each event. You can also select each individual event to check the Qualifying times are set correctly to match your Meet Manager settings and your Swim Central settings.

You have the ability to edit your individual event Qualifying Times if you notice they are incorrect by clicking the **edit button**
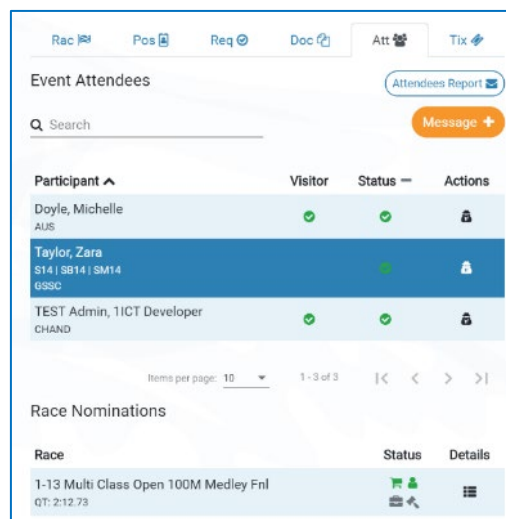
36. Race Tab – Multi-Class

By default, any multi-class race you set up will only allow eligible multi-class athletes to enter. If you wish to open a race to a specific classification only or include multi-class qualifying times please contact SwimmingSA for further detail.

37. Attendees Tab

On the Attendees tab you will see the list of swimmers who have entered your event.

From this page you can:
- View the races each swimmer is entered in
- See if a swimmer is a visitor
- View and download the multi-class classification and exemption information
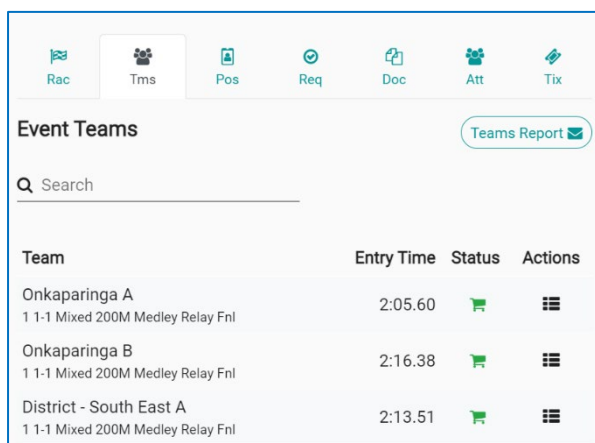- Download the attendees list
- Message the attendees

38. Relay Teams – TMS Tab

From the Tms Tab you can see all relay teams who have commenced an entry for your event. You can also see their status.

For More Information See Entering a Relay Team help sheet.

39. Approval and Verification

Note all approved events require SwimmingSA Approval and Verification in Swim Central.
You will see this noted in the meet set up as you proceed through the event creation workflow.

Approval occurs after you have published your event and is subject to your having set up the details of your event correctly.

At this time your event will also be linked to the State Calendar for all clubs and their members to see. Please note this approval is a manual process and will occur within 48 business hours of you publishing your event.

Verification occurs after you have uploaded the results upon completion of your event.
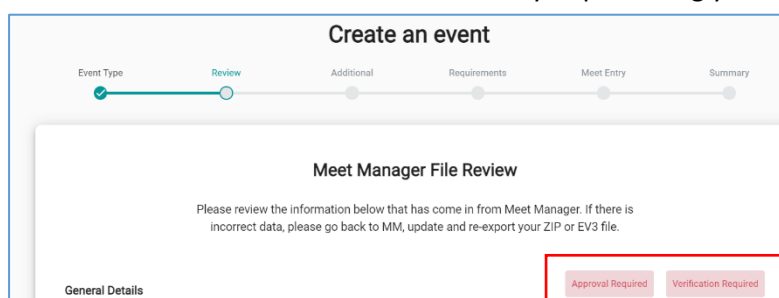
40. Publish Button

If you are unsure of any event set up features, we strongly recommend that you contact SwimmingSA at this point to assist you with this checking prior to publishing your meet to ensure everything runs as smoothly as possible.

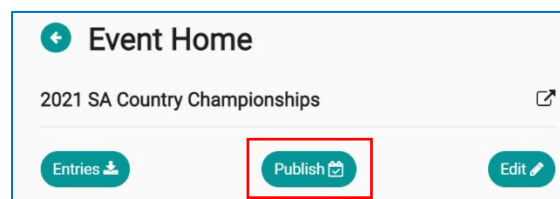Once you are 100% happy with your meet you can return to the Event Home Page and click on the Publish button. You will receive a confirmation of publish message and publishing will:

- add your meet in the Event Calendar for all members of your club; and
- submit your event to SwimmingSA for approval and for publishing to all other potential states, clubs and attendees

You will be prompted once more. If you are 100% happy to go, press Continue.

If you are unsure, please ask SwimmingSA for a review of your event prior to publishing.
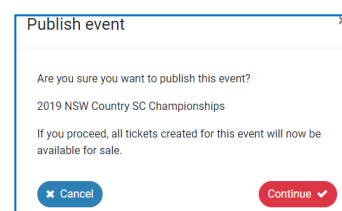

CONGRATULATIONS YOUR EVENT IS NOW PUBLISHED – WHATS NEXT??

41. Promote your event - Event Bounce Link

Use the event bounce link from the Event Home Page to publish on your flyers, website, social media and in emails to members. This link will take a participant straight to your event on their event calendar.

You can find the link on your event home page next to the name of your meet.
Click on the box with the arrow to copy the link to your clipboard.
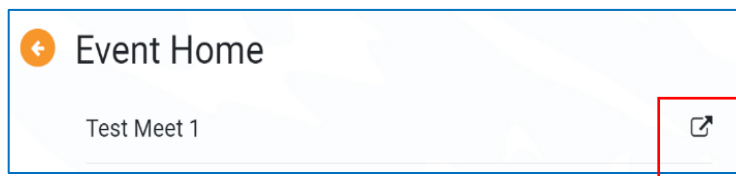
42. Events Calendar - View your Event on the calendar

Your meet will now be visible in the Events calendar for your members and any other eligible members.

You can view your event on the calendar by clicking on the bounce link (see above) and pasting this into your web browser.
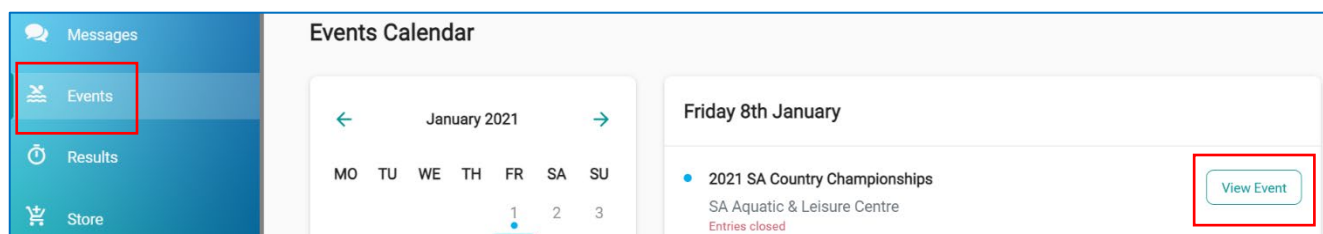
43. Come and Try - Entries

All come and try entries must be taken through Swim Central.

This ensures that all come and try participants are registered for insurance purposes and that you will have their contact details to encourage further participation and club membership.

More information about come and try membership/registration is available on our help page Click Here

There are two options for taking come and try entries via swim central.

 a) as described above (see section 22) – this method will allow a come and try swimmer to enter any race at your carnival; or

 b) set up a separate event using a meet manager file that only contains the come and try races and open this event to the come and try membership type only.

What to do when your meet entries close

44. Download the Meet Attendees File

If you wish to download an attendees file you may do so. Please ensure that you respect our fellow swim community members privacy when doing so and only use this information in accordance with common sense and privacy principles.

Any persons found to be misusing this information will have their swim central privileges revoked immediately. Alternatively, you can message the swimmer and their principle through swim central using the orange message button.
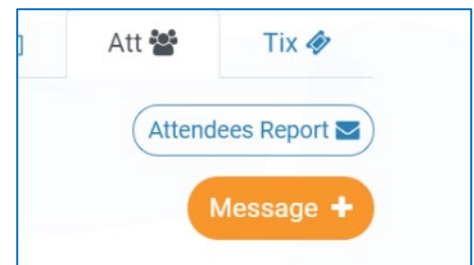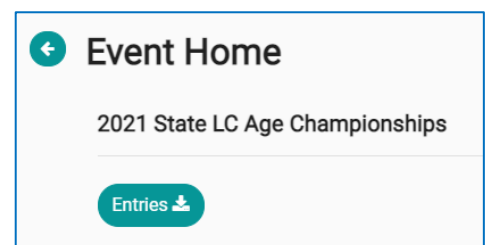
45. Download your Meet Manager (.hy3) entry file

From the event home page click on the Entries button.

Save this file somewhere you won't forget 😊

Note you can download the entry file more than once. However, we recommend you only download the entry file when entries have closed so all swimmers' entries are included in the hy3 file.

46. Import your entry file into Meet Manager

- Open Meet Manager
- Select File
- Select Import
- Select Entries
- Search for the Hy3 file you downloaded from Swim Central
- Follow import steps
  View the meet manager guide if you need assistance with Meet Manager.
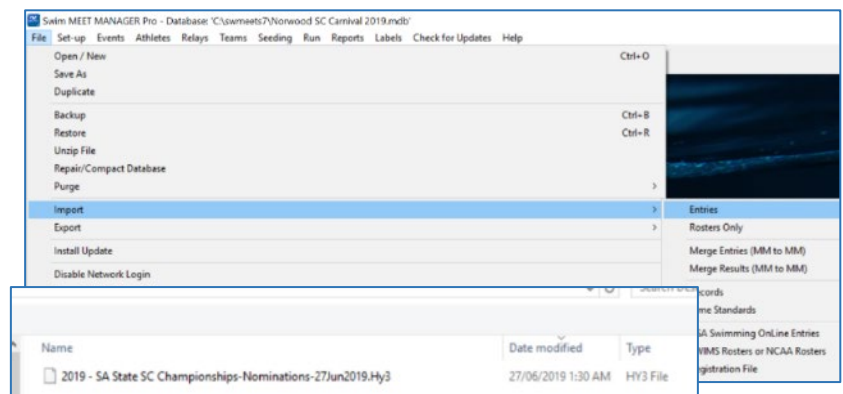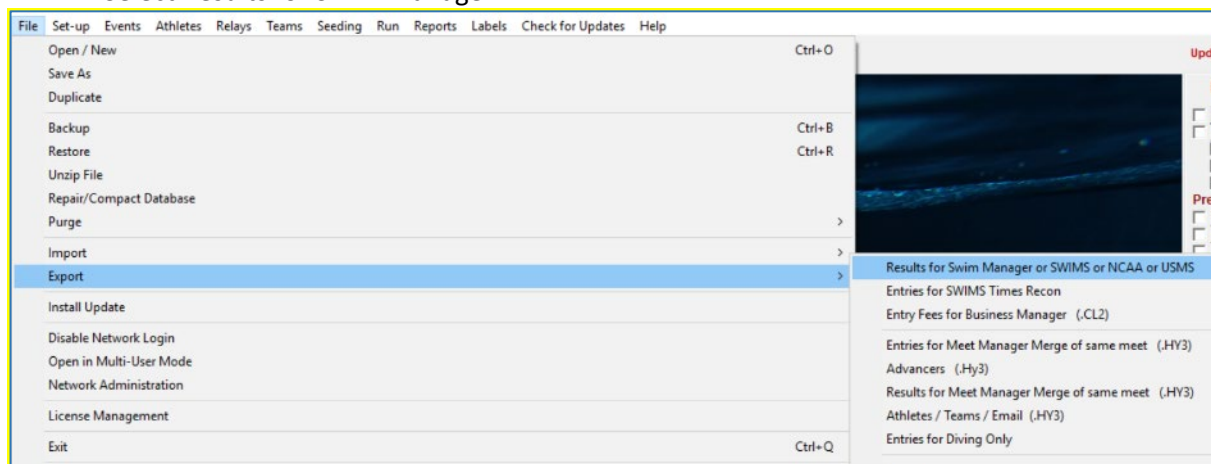
What happens next??

Run your swim meet ….. Good Luck 😊

Remember its important to check that all the splits in your meet file are accurate at the end of the day.
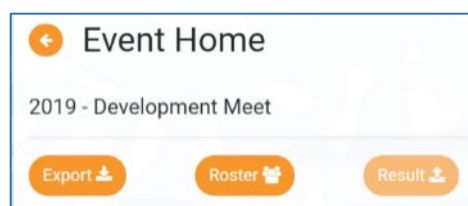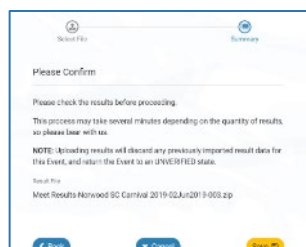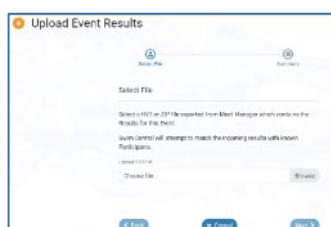
Meets Finished – Now What?

47. **Export your meet result file from Meet Manager**
    - Click File
    - Select Export
    - Select Results for Swim Manager

48. **Import your results to Swim Central**
    - From the event home screen click on results
    - Locate the file you exported and saved above
    - Confirm and Save the results
    - Keep an eye out for your results import successful email message

49. **Check for unmatched results**

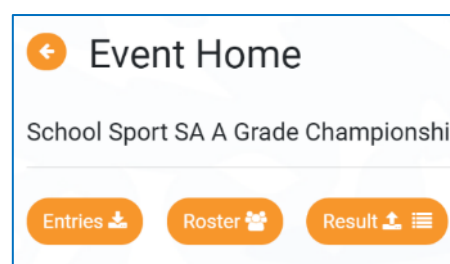   To view your results upload summary, click on the Result Upload Button - Detail List in the Event Home Page

    Uh Oh - You have unmatched results – what to do now?

    Unmatched results usually occur for three reasons:
    - Incorrect DOB in either meet manager or swim central
    - Different spelling of a name between meet manager and swim central
   - Duplicate profile in swim central

▪ No MMID match

It is up to the meet host to contact the club concerned and ascertain the correct information and rectify the meet file or have the parent update their swimmers' personal details Swim Central.

Once you have the meet file correct you can reupload the meet results by repeating 48 thru 50 above. Please contact SwimmingSA if you require assistance with this step.

Your event results will be approved and verified by SwimmingSA shortly after you upload them. Remember this is a vital step as swimmers will not be able to use times for entry, JX or team selection until you upload your results.

If you need to reupload your approved and verified meet results, please be aware they will need to be reapproved and verified – we appreciate it if you notify us that you have reuploaded your results and the reason why.

Once you have uploaded your results you will notice the orange buttons on the event home screen change, and you can view and download the results summary through the results button
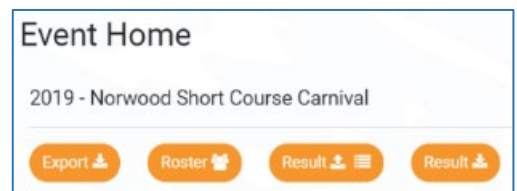
50. **Upload your TM Result file to the Event Doc Library**
Upload your event TM Result file to the Event Document Library for clubs to access.
See **Step 31 Above** for instructions on how to do this.
Remember TM result files are only to be shared with Clubs so do NOT turn the attendee's toggle on.

51. **Submit paperwork and results to SwimmingSA**
Provide any hard copy or electronic paperwork to SwimmingSA – reminder you must submit a meet manager back up to SwimmingSA within 7days of your meet concluding.

52. **Review your event, relax and get prepared for the next event!**
To view all our current support materials, please visit the Swim Central Help Guides available on our website. We appreciate your patience in working with us to provide a wonderful experience for the swimmers.