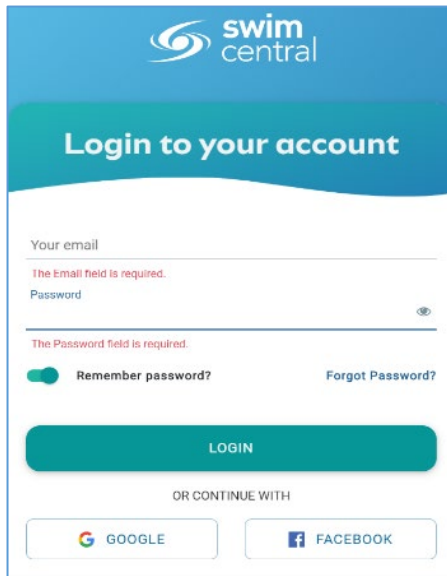


HOW TO CREATE A MEET IN SWIM CENTRAL

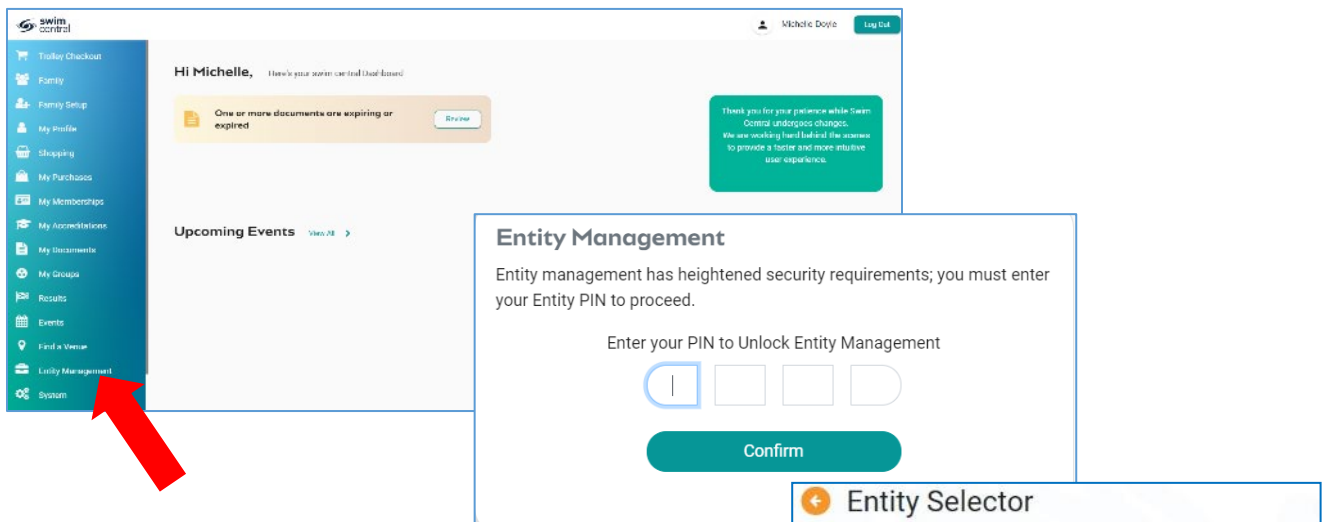
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1. Sign in to Swim Central.



The login page features the 'swim central' logo at the top. Below it is a large blue banner with the text 'Login to your account'. There are two input fields: 'Your email' and 'Password'. Below the password field is a 'Remember password?' checkbox and a 'Forgot Password?' link. A large teal 'LOGIN' button is centered below these fields. At the bottom, there is a section 'OR CONTINUE WITH' with buttons for 'GOOGLE' and 'FACEBOOK'.

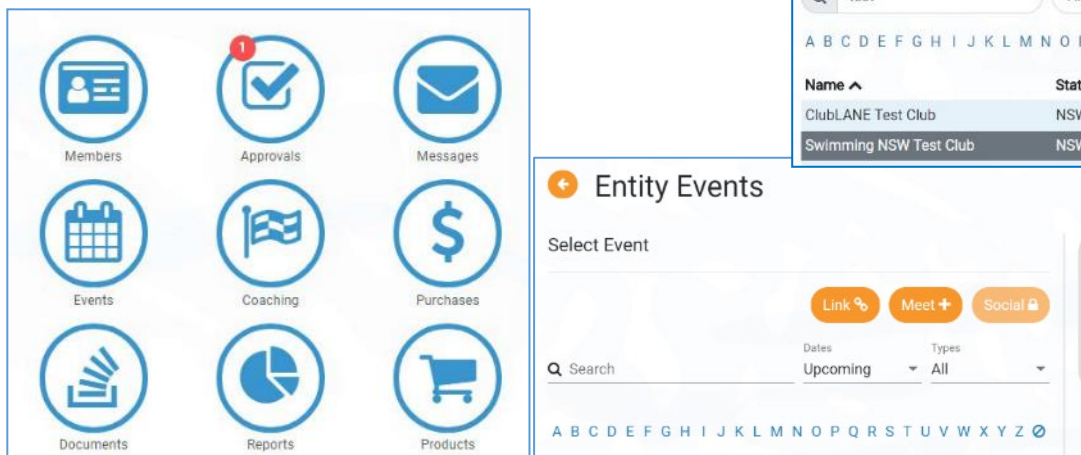
2. Click on Entity Management Icon from the Left Menu and enter your Entity Pin and Select your Entity.



The user dashboard shows a left-hand menu with 'Entity Management' highlighted by a red arrow. The main content area displays a greeting 'Hi Michelle', a notification about expiring documents, and an 'Upcoming Events' section. A modal window titled 'Entity Management' prompts the user to enter their PIN to unlock the feature. Below this is an 'Entity Selector' modal showing a list of associated entities:

Name	State	Home
ClubLANE Test Club	NSW	
Swimming NSW Test Club	NSW	

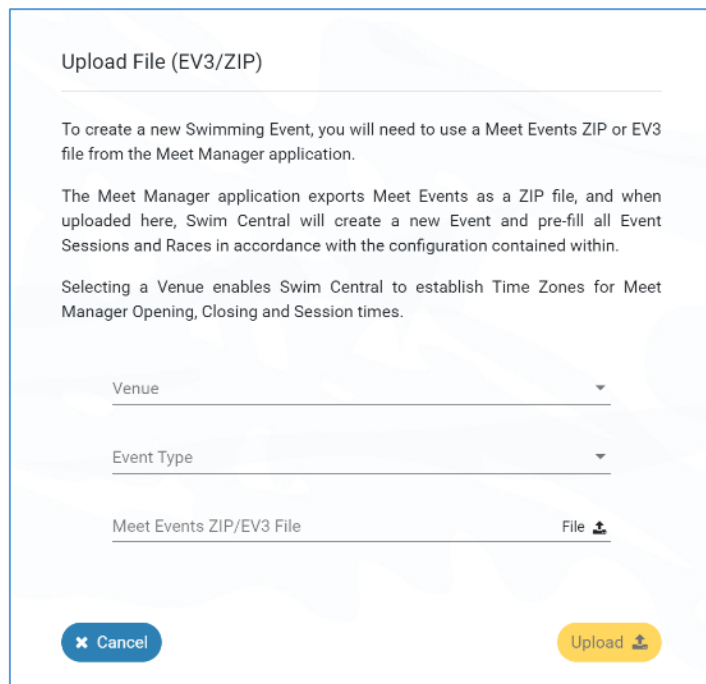
3. Select the Events tile and then select Meet +.



The dashboard features a grid of nine circular tiles: Members, Approvals, Messages, Events, Coaching, Purchases, Documents, Reports, and Products. The 'Events' tile is selected, opening an 'Entity Events' modal. This modal allows the user to 'Select Event' and includes buttons for 'Link', 'Meet +', and 'Social'. It also has search and filter options for dates and types.

4. Select your Venue & Event Type:

ALL SwimmingSA Approved events should be set up as SA Club/District Approved Event Type



Upload File (EV3/ZIP)

To create a new Swimming Event, you will need to use a Meet Events ZIP or EV3 file from the Meet Manager application.

The Meet Manager application exports Meet Events as a ZIP file, and when uploaded here, Swim Central will create a new Event and pre-fill all Event Sessions and Races in accordance with the configuration contained within.

Selecting a Venue enables Swim Central to establish Time Zones for Meet Manager Opening, Closing and Session times.

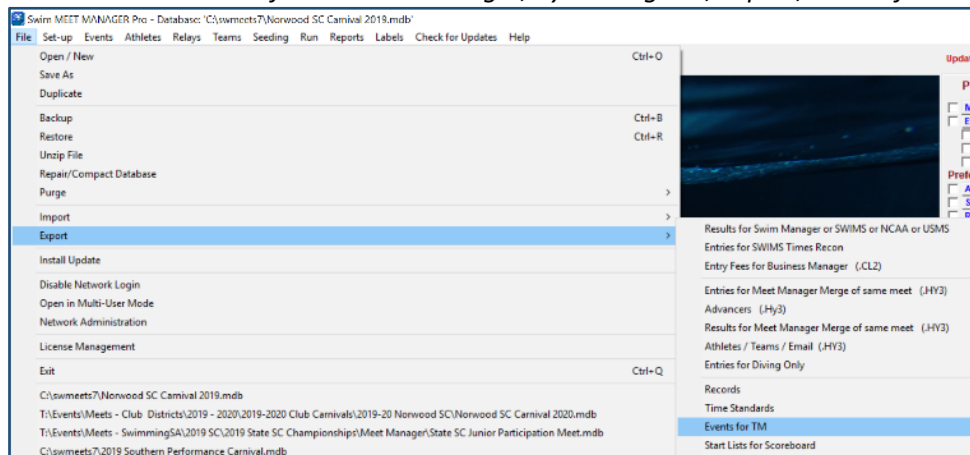
Venue

Event Type

Meet Events ZIP/EV3 File

5. Upload your Meet Manager “Meet Events” File and Click Upload.

You create this “Meet Events” file in Meet Manager, by clicking File, Export, Events for TM.



It’s important to check the following item in Meet Manager before you export your meet:

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

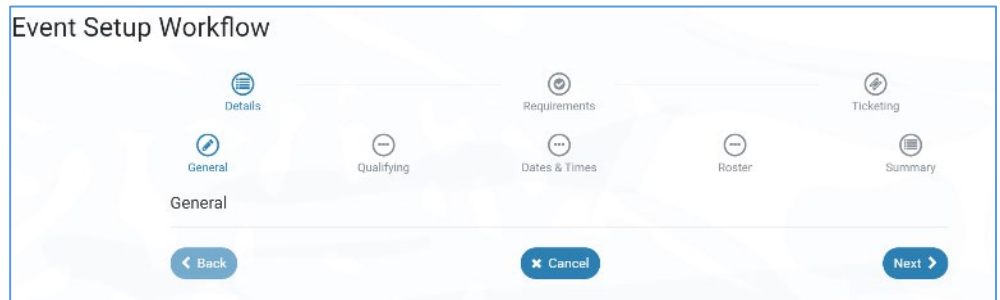
Sessions: do you have sessions set up and are the details right

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

6. Follow the Event Workflow to complete your meet set up:

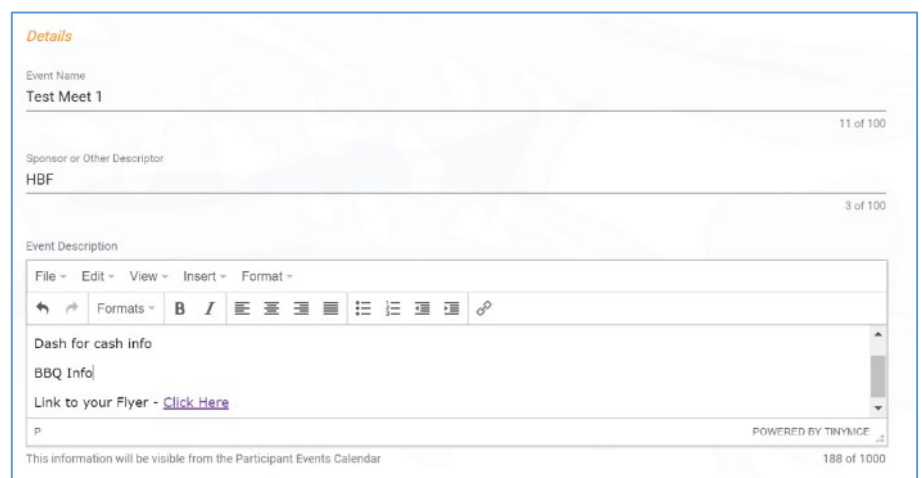


7. Details

- **Event Name:** This is the name of your meet for example: 2019 Test Club SC Preparation Meet.

- **Sponsors:** This field is optional, if you have a naming sponsor for your event you can enter the name of the sponsor here.

- **Event Description:** 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



The screenshot shows the 'Details' form with the following fields:

- Event Name:** Test Meet 1 (11 of 100 characters)
- Sponsor or Other Descriptor:** HBF (3 of 100 characters)
- Event Description:** A rich text editor containing:
 - Dash for cash info
 - BBQ Info
 - Link to your Flyer - [Click Here](#)

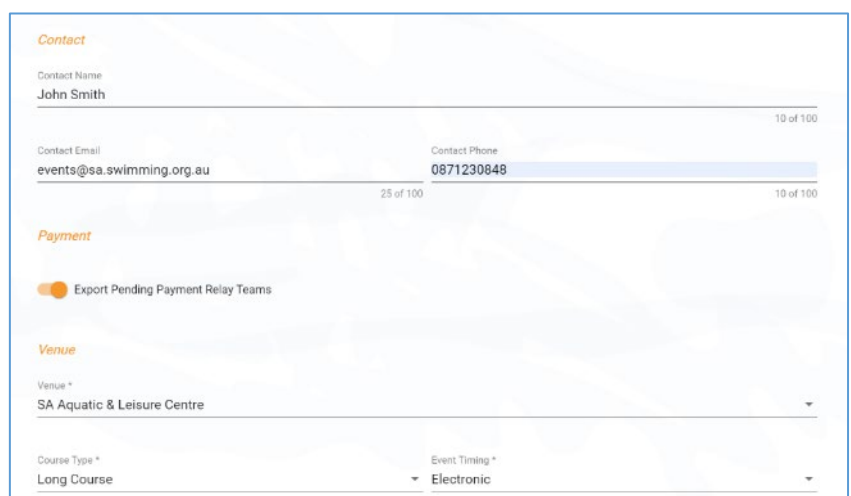
At the bottom, it says 'This information will be visible from the Participant Events Calendar' and 'POWERED BY TINYMICE 188 of 1000'.

8. Contact, Payment & Venue

- **Contact:** Enter the contact person from your club – usually the meet director or person responsible for collating the entries for the meet

- **Payment:** If you 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

- **Venue:** Check your venue details are correct including the type of timing you are using for the meet.

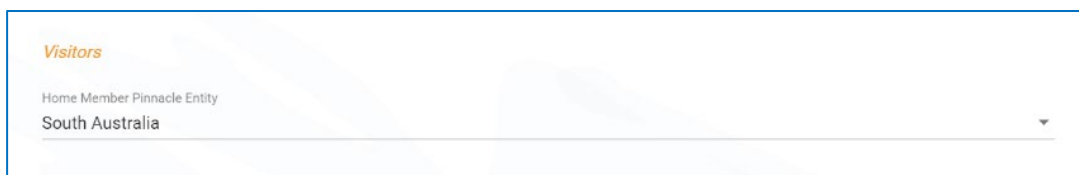


The screenshot shows the 'Contact, Payment & Venue' form with the following fields:

- Contact Name:** John Smith (10 of 100 characters)
- Contact Email:** events@sa.swimming.org.au (25 of 100 characters)
- Contact Phone:** 0871230848 (10 of 100 characters)
- Payment:** A toggle switch for 'Export Pending Payment Relay Teams' is currently turned on.
- Venue:** SA Aquatic & Leisure Centre
- Course Type:** Long Course
- Event Timing:** Electronic

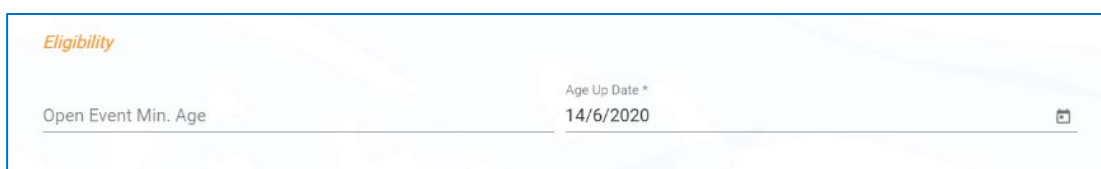
9. Visitors

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.



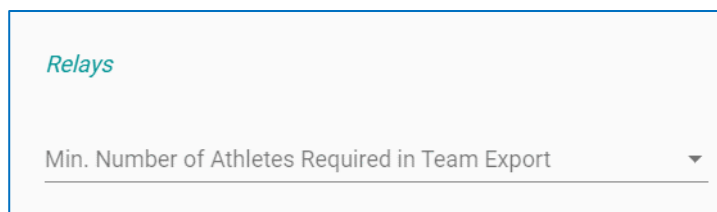
10. Eligibility

- Open Event Min. Age: This field is to be used if your meet has open events which have a minimum age.
- Age up date: This field allows you to set the age up date for the meet.



11. Relays

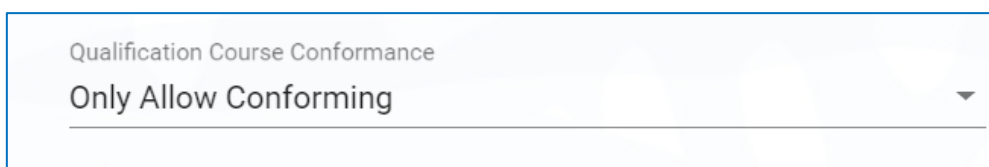
This field allows the meet host to specify the minimum number of swimmers a club is required to submit when nominating for a relay team. Any swimmers' names selected will then be exported to meet manager and listed against the relay team. We suggest you choose 4 as a minimum. This will not stop a club 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.



12. Qualification 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. Earliest Allowed Qualification

This field allows you to set the earliest date for entry times to have been swum. Remember for all approved meets the following applies:

From 1st October three season prior to your meet.

Eg. A meet being held on 1/02/2020 has an Age Up Date of 1/10/2017

Earliest Allowed Qualification *

1/10/2017 

14. Allow Minimum Timing

Allowed 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)

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. **We suggest you leave this toggled on for all meets other than club time trials or championships.**

Allowed Minimum Result Timing

Semi-Electronic
 Allow More Accurate Timing Types

15. 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 Unapproved Event Results

16. 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.*

Allow Unverified Event Results

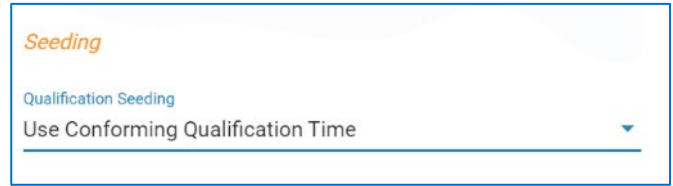
17. Allow event host results only

This toggle if on will only select results from the host e.g. Club Championships meets using this feature will only accept times from our meets hosted by this club.

Allow Event Host Results Only

18. Seeding

This field allows you to set which seed/entry time is taken for an entrant if they are using a nonconforming time. **We suggest using unconverted nonconforming time**



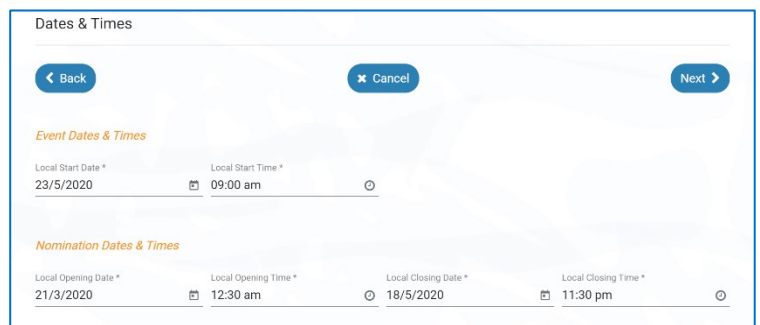
The screenshot shows a dropdown menu titled "Seeding" with the option "Use Conforming Qualification Time" selected.

- Use unconverted entry time – Athletes will be seeded using their entry time, unconverted
- Use converted nonconforming time – Athletes will be seeded using their nonconforming time converted (i.e. SC time +2% for LC meet, or LC time -2% for SC meets).
- Use unconverted non-conforming – Athletes will be seeded using their nonconforming time unconverted (i.e. LC time can be used for SC meet or SC time can be used for LC meet).
- Use race qualification time – Athletes will be entered using the qualification time for the event
- Use conforming qualification time – Athletes will be seeded using the qualifying time for the event

19. Dates and Times

Please enter each of the dates and times for your event and nomination requirements.

Please note that these dates and times are all local to the venue where you are hosting the meet.



The screenshot shows the "Dates & Times" form with the following fields:

Event Dates & Times			
Local Start Date *	Local Start Time *		
23/5/2020	09:00 am		
Nomination Dates & Times			
Local Opening Date *	Local Opening Time *	Local Closing Date *	Local Closing Time *
21/3/2020	12:30 am	18/5/2020	11:30 pm

20. Roster Settings

These settings will be used by Swim Central to help keep your sessions from going over the intended maximum duration and to create timekeeping rosters.

- 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 **35 or 40 seconds**.
- Seats per lane: Set the number of timekeepers you will have per lane.
- Club host factor: This field is used for creating the timekeeping roster, to take into consideration that the host club is likely to have less available volunteers to time keep as they have other roles they need to fill as meet hosts. We recommend keeping this field at **0.5**.
- Seat duration per period (mins.): This field allows you to set how long a timekeeper should be allocated during a session.
- Max. duration per session (mins.): This field allows you to set the maximum session length for any one session (300) will give you enough entries for a 5hr meet and then close the entries.

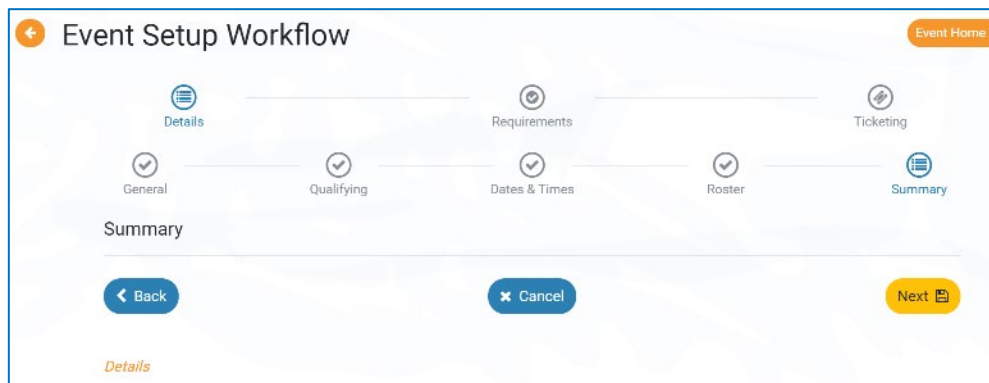


The screenshot shows the "Roster Settings" form with the following fields:

Lanes Per Race	Seats Per Lane
8	3
Seat Duration Per Period (mins.)	Max. Duration Per Session (mins.)
240	960
Seconds Between Heats	Club Host Factor
30	0.5
Timekeeper Min. Age	
13	

21. Summary

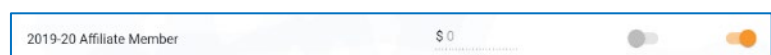
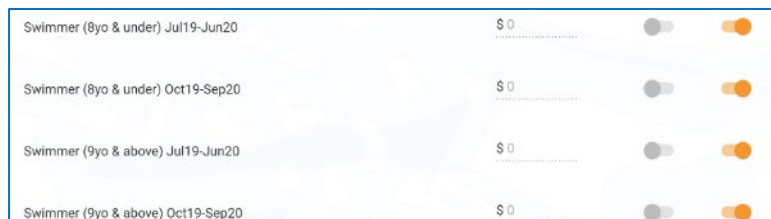
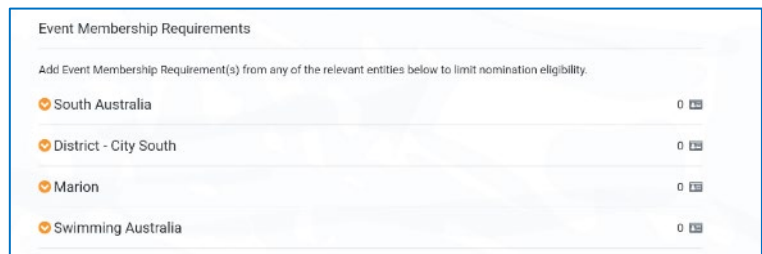
On the summary page review your information and click next or click back to



22. Event Requirements - Membership

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

- Add appropriate Membership Requirements by selecting Swimming Australia from the drop-down menu.
- Select the swimmer memberships relevant to the current season from the **Swimming Australia** drop down and turn the toggle on.
- Select the affiliate membership for the current season from the **South Australia** drop down and turn the toggle on



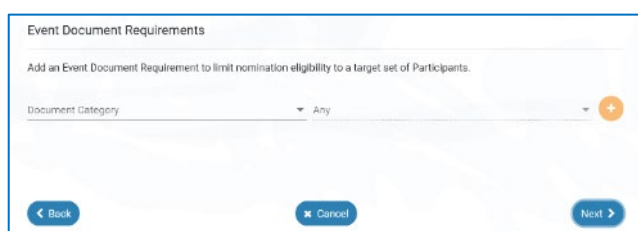
- If your club or region has an introductory member please select this from your club dropdown menu

23. Event Requirements - Documents

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

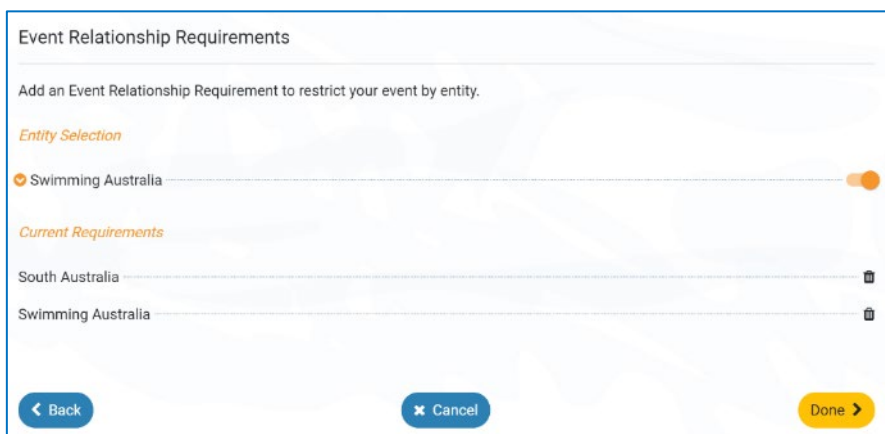


24. Event Requirements - Relationship

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, expand the dropdown menu and select the relevant entity and turn the toggle on.



The screenshot shows the 'Event Relationship Requirements' form. It includes a title bar, a subtitle 'Add an Event Relationship Requirement to restrict your event by entity.', and two sections: 'Entity Selection' with a toggle for 'Swimming Australia' turned on, and 'Current Requirements' with a list containing 'South Australia' and 'Swimming Australia', each with a delete icon. At the bottom are 'Back', 'Cancel', and 'Done' buttons.

SwimmingSA reminds clubs that all club carnivals in South Australia are open to all members across the state and country and therefore you should choose **Swimming Australia & South Australia** as your Relationship requirements. This will allow any interstate visitors to enter your meet.

25. Tickets

If you do not want to set up a ticket, click on finished and you will be taken to the Event home page.

Tickets allow the host to set up any of the following:

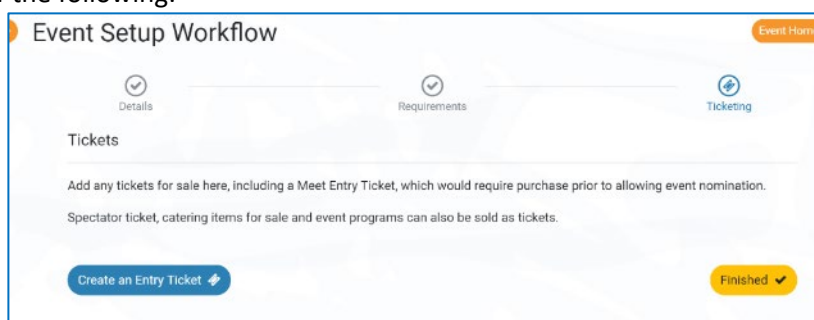
- Athlete Entry Fee
- Venue/Spectator Entry Fee
- Programs Fee
- Raffle Tickets
- Catering pre-orders
- Event Merchandise

Any ticket can be set up to either be a compulsory or non-compulsory requirement

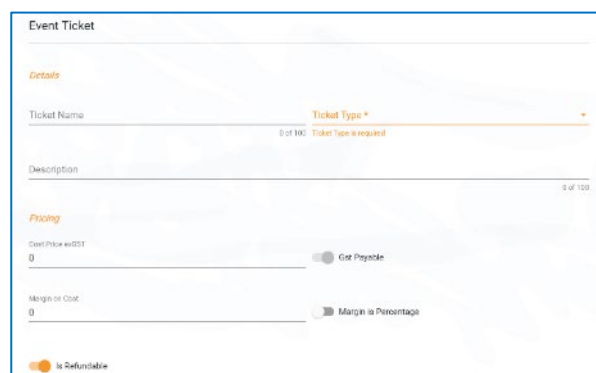
To set up tickets click on Create an Entry Ticket and complete the details.

Hints:

- You can have a \$0 ticket
- If you select the nomination toggle to on it will enforce a meet ticket purchase prior to a swimmer submitting their nominations.
- If you turn on the nomination toggle and have 100 tickets available, then you can restrict entry to 100 athletes only



The screenshot shows the 'Event Setup Workflow' progress bar with 'Details', 'Requirements', and 'Ticketing' steps. Below the progress bar, it says 'Tickets' and 'Add any tickets for sale here, including a Meet Entry Ticket, which would require purchase prior to allowing event nomination. Spectator ticket, catering items for sale and event programs can also be sold as tickets.' There are 'Create an Entry Ticket' and 'Finished' buttons.



The screenshot shows the 'Event Ticket' form. It has sections for 'Details' (Ticket Name, Ticket Type, Description), 'Pricing' (Cost/Price, Margin or Cost, Margin as Percentage), and 'Is Refundable'.



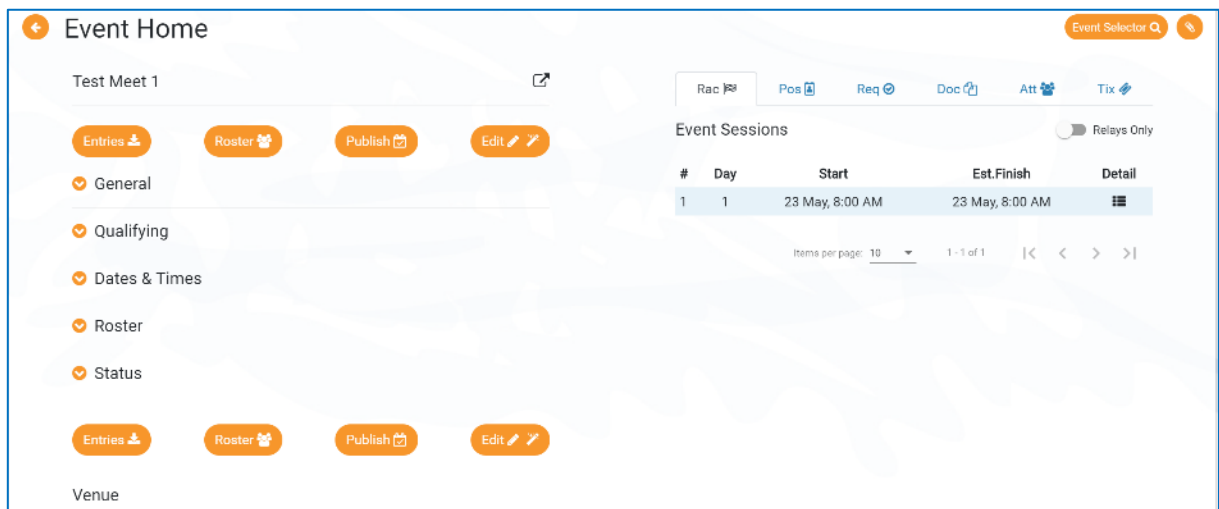
The screenshot shows the 'Availability' section with 'Total QTY for Sale' and 'Requirement' section with a 'Nomination Requirement' toggle.

26. Event Home Page – General Meet Information & Edit Button

After you set up your ticketing (or choose not too) you will be redirected to the Event Home Page

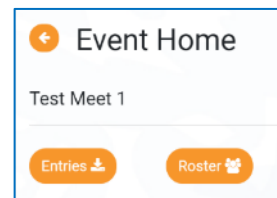
From this screen you can review all your meet information and if necessary, edit anything either via the edit button or the edit button wizard which will take you back to the workflow.

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.**



27. Event Home Page - Entries Button

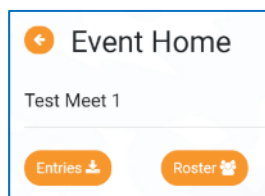
You will use the entries button to download your meet manager.hy3 file inclusive of athlete’s entries when the meet closes. Note you can download the entry file more than once. However, we recommend you only download the entry file when entries have closed so all swimmers’ entries are included in the hy3 file.



28. Event Home Page – Roster Button

Clicking on the Roster Button will provide you with a timekeeping roster based upon the settings you included in the meet set up.

Parts of this feature are still in test however you can currently create a pdf roster allocation for timekeepers by club using this button. In the future you will be able to assign individuals to a particular lane / timeslot.

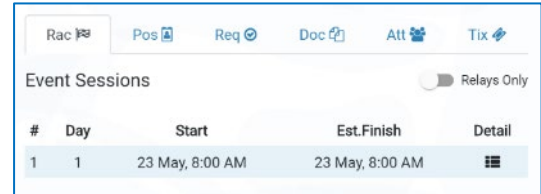


29. Race Tab

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.

See below for more features accessed from the Race Tab.

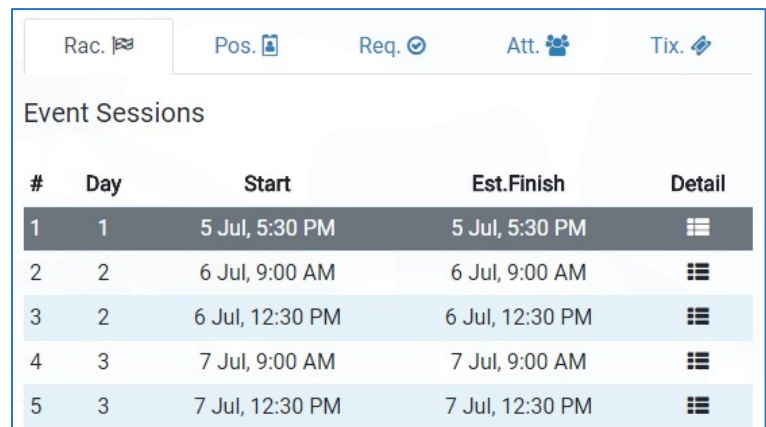


30. Race Tab – Sessions

Check your sessions have the correct start date and time.

The finish time will adjust as entries start to be received for races in each session.

To check your individual session and event details, in the **Rac.** tab select the **Detail** button next to one of the sessions you wish to check.



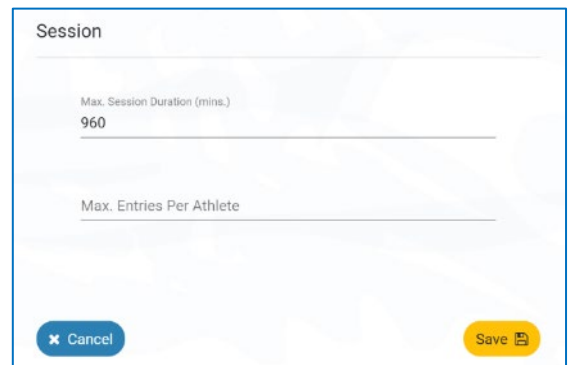
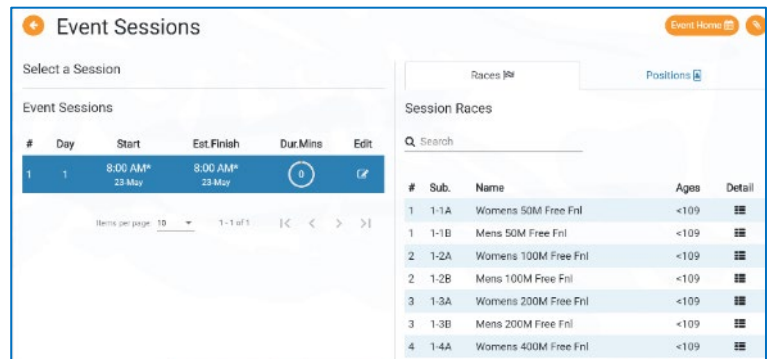
31. Event Session - Details

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

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.



32. 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**



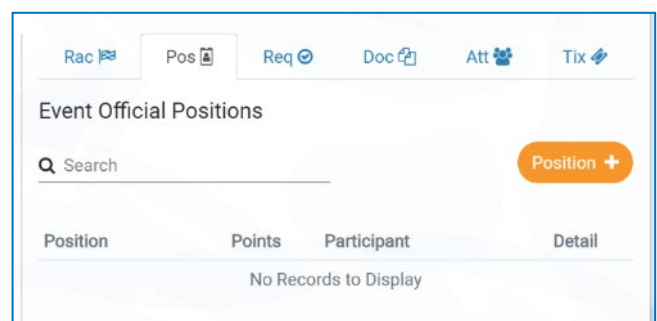
33. Race Tab – Multi-Class

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.

34. 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.

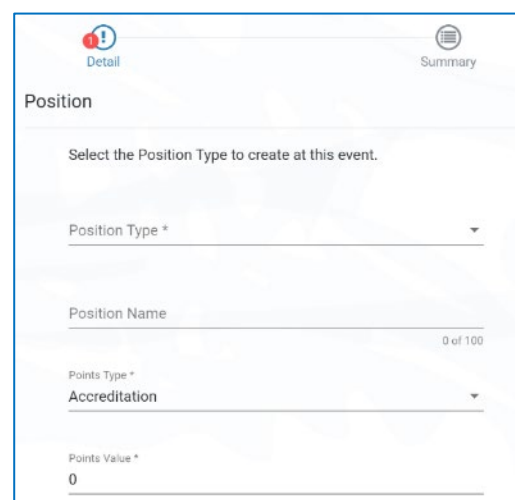
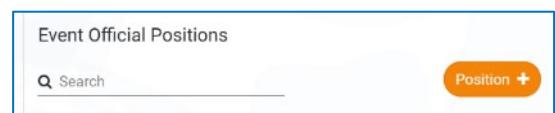
Once a position is set up individuals can nominate their availability for a meet – See [How to Nomination for a Position](#) Help Guide.



35. Positions Tab – Setting up a Position for a Non-Technical Official Role

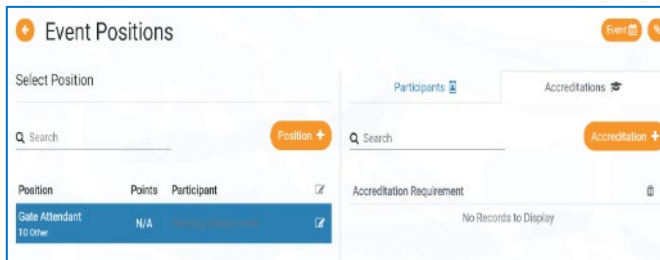
To set up a position click on the orange Position + button and complete the details for each position you wish to set up.

- 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



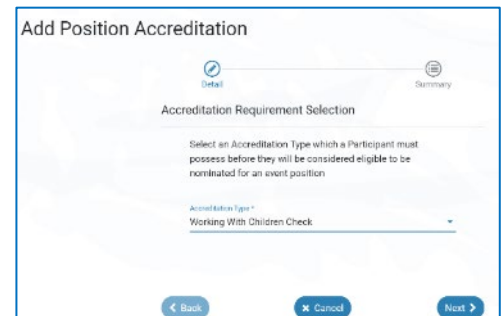
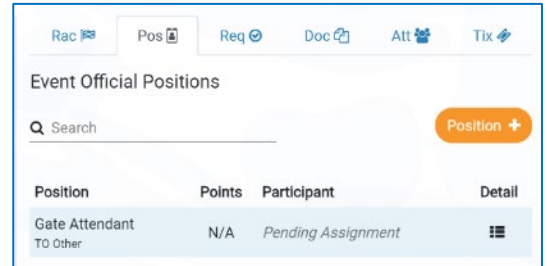
36. Positions Tab – Assigning Accreditations to your position

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 accreditation + orange 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.



37. Positions Tab – Setting up a Position for a Technical Official Role

The Technical official position set up is not yet completed in swim central.

However, in the short-term you can set up a generic technical official position following steps 34 and 35 above.

When the technical official position system design is complete a list of positions will automatically appear for technical officials when you are using the meet template.

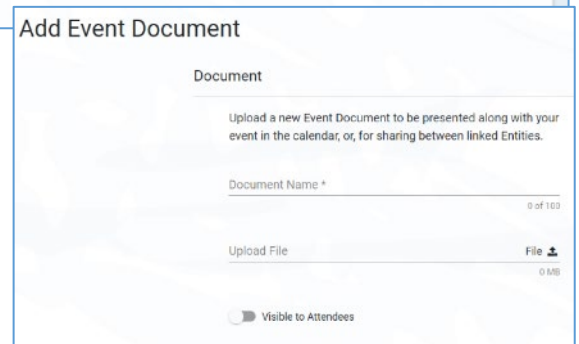
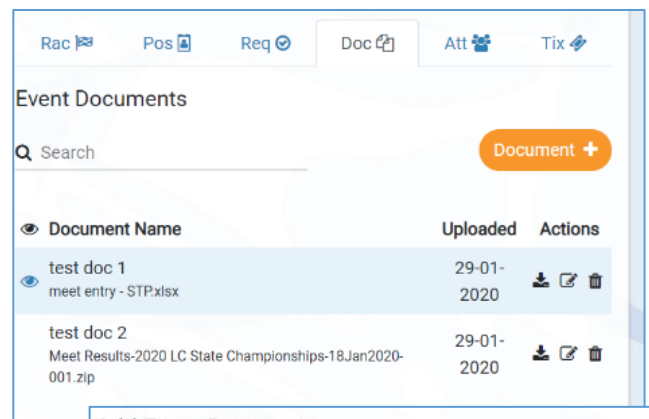
Technical officials will be able to assign themselves positions and will accrue the personal development points toward the attainment of their reaccreditation.

38. 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.

39. 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](#)

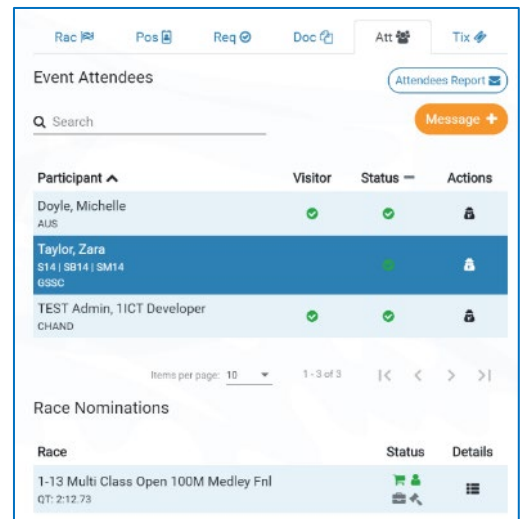


40. Attendees Tab

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

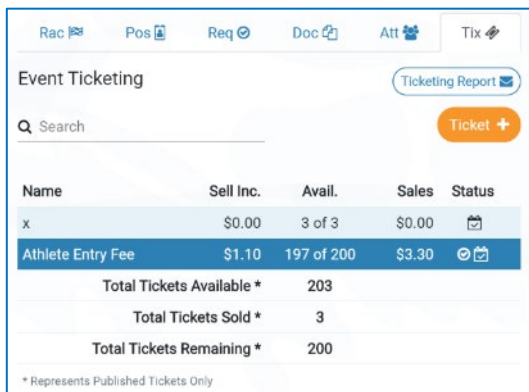
From this page you can:

- 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



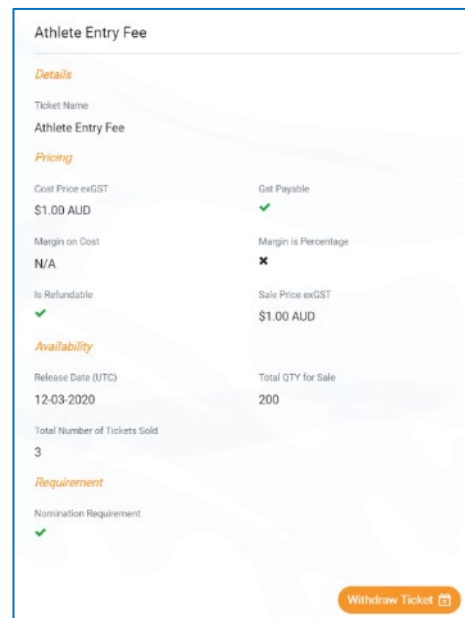
41. Ticket Tab

On the tickets tab you can see any tickets you set up during the workflow process.



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



PTO FOR MORE INSTRUCTIONS

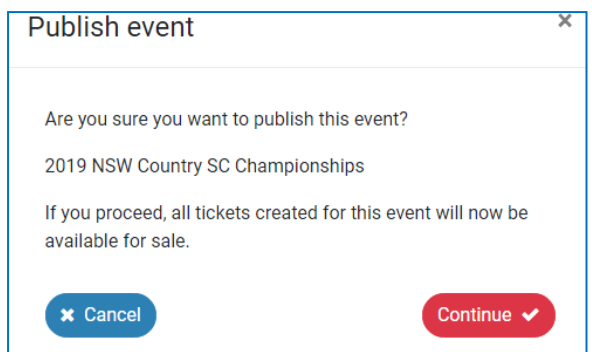
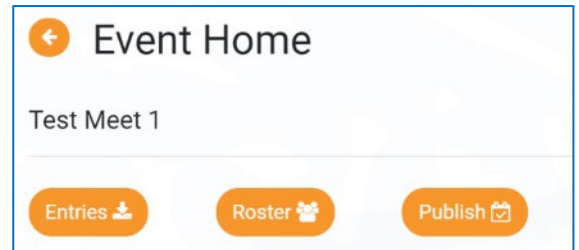
42. Publish Button

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.

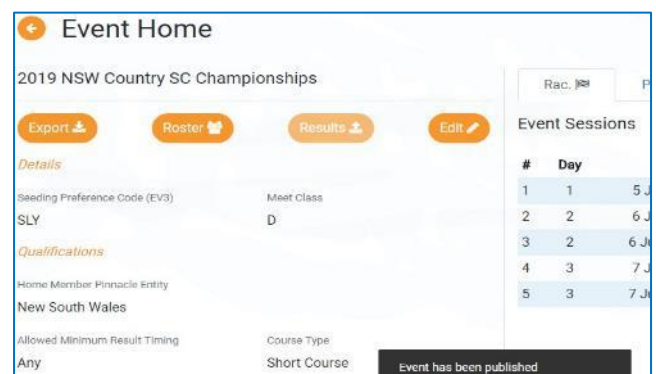
Once you are 100% happy with your meet you can return to the Event Home Page and click on the Publish button. This will:

- publish 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.



You should then see a small grey message at the bottom of your screen advising that your meet has been published and the **Publish** button has now been changed to the **Results** button.

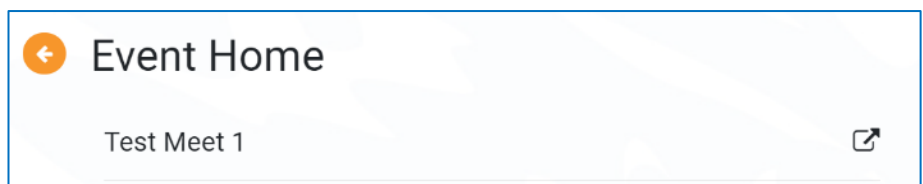


CONGRATULATIONS YOUR EVENT IS NOW PUBLISHED – WHATS NEXT??

43. 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.

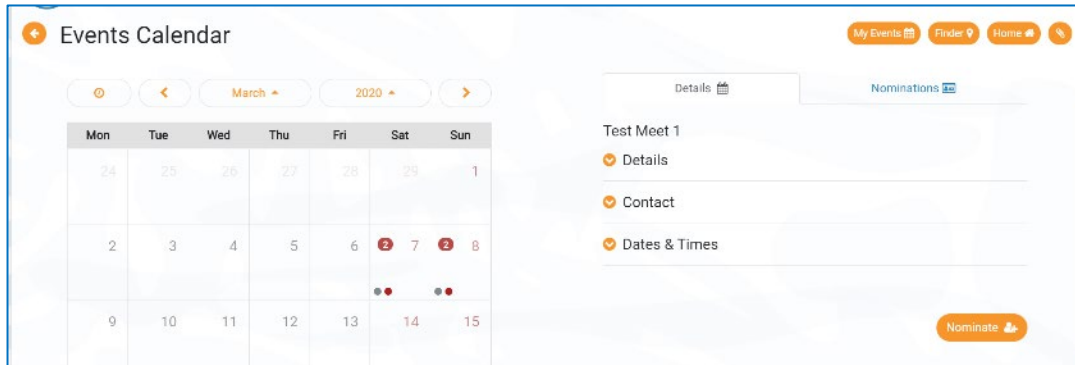
You can find the link on your event home page next to the name of your meet. Click on the box with the arrow to copy the link to your clipboard.



44. 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.



45. 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](#)

Come and Try events should current be set up as a separate meet. This meet will need to have the membership type of Come and Try SA set against it.

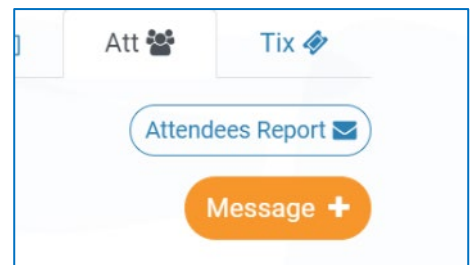
Functionality is currently being worked upon to allow for both come and try races and races for members in the same meet. We expect this functionality in the second half of 2020.

What to do when your meet entries close

46. Download the Meet Attendees File

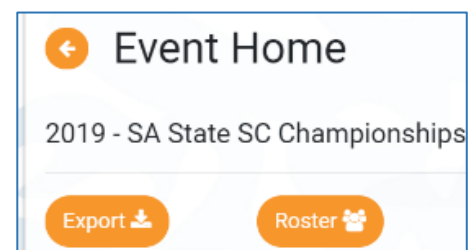
If you wish to download an attendees file you may do so. Please ensure that you respect our fellow swim community members privacy when doing so and only use this information in accordance with common sense and privacy principles.

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.



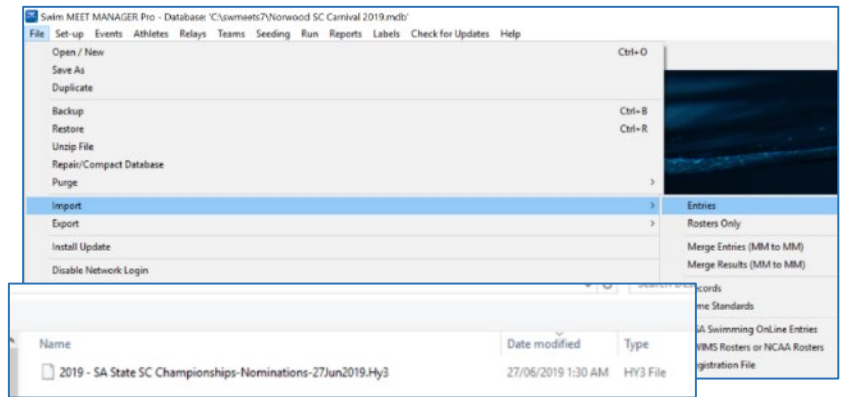
47. Download your Meet Manager .hy3 entry file

From the event home screen click on export. Save this file somewhere you won't forget 😊



48. 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??

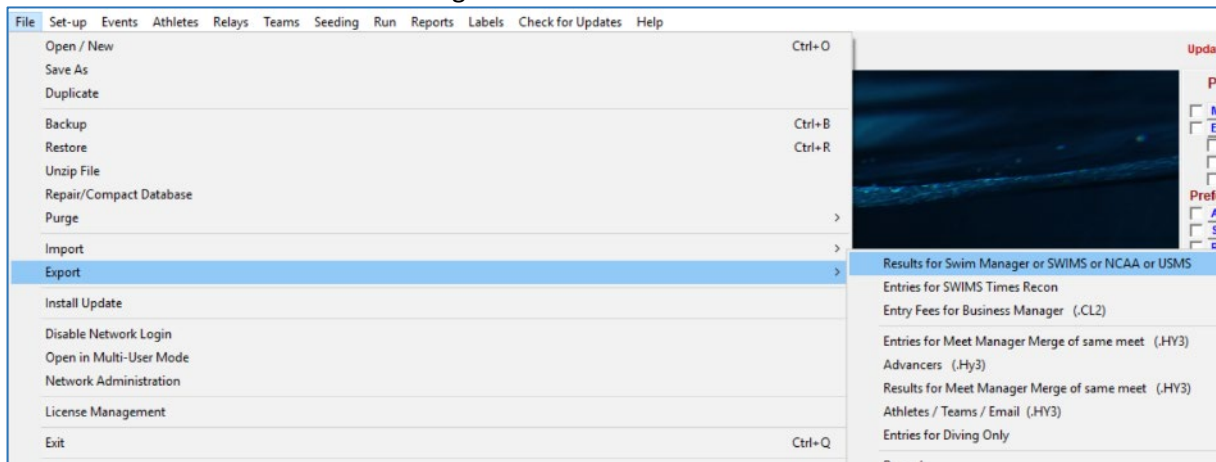
Run your swim meet Good Luck 😊

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?

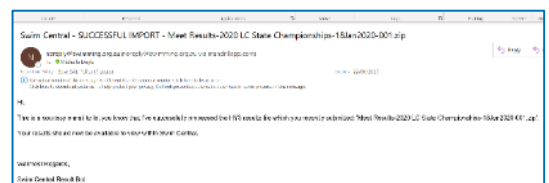
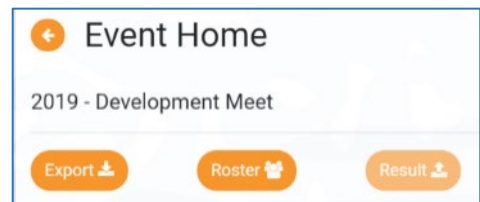
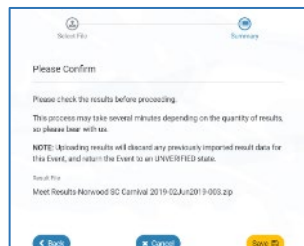
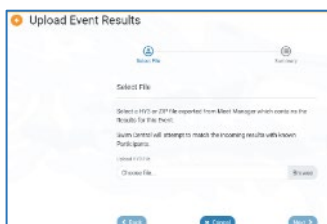
49. Export your meet result file from Meet Manager

- Click File
- Select Export
- Select Results for Swim Manager



50. Import your results to Swim Central

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



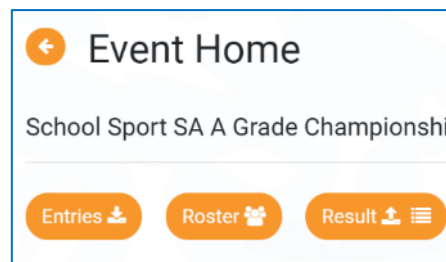
51. Check for unmatched results

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?



Contents	Matched	Unmatched	Total
Records	1255	24	1279
Participants	306	11	317



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

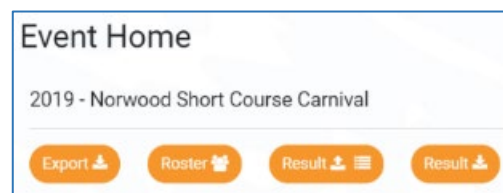
It is up to the meet host to contact the club concerned and ascertain the correct information and rectify the meet file or have the parent update their swimmers' personal details Swim Central.

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



52. 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 38 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.

53. 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.

54. 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.