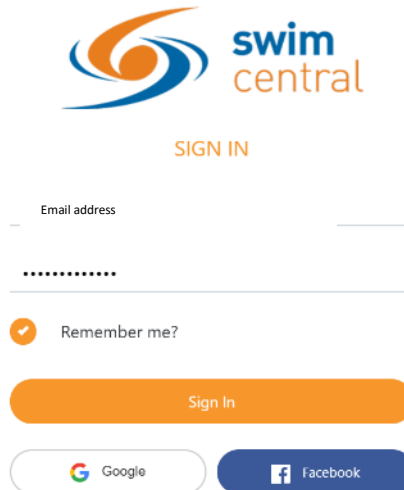


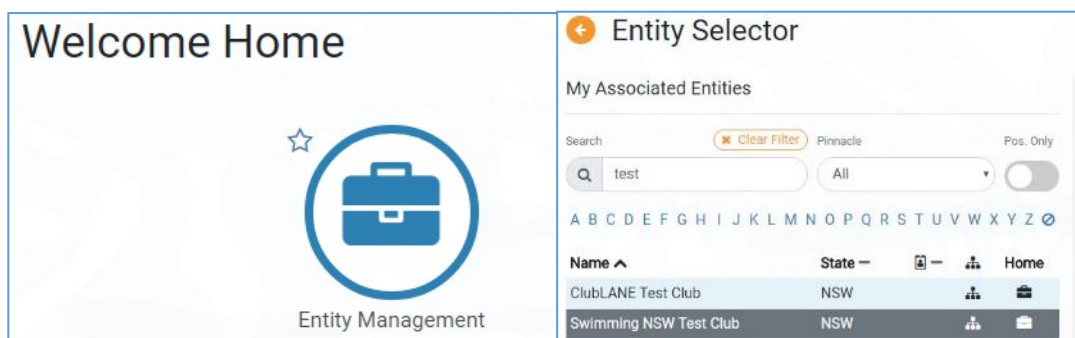
HOW TO CREATE A MEET IN SWIM CENTRAL?

1. Sign in to Swim Central.



The sign-in page features the Swim Central logo at the top. Below it is a 'SIGN IN' button. There are two input fields: 'Email address' and a password field (indicated by dots). A 'Remember me?' checkbox is checked. Below the inputs is a large orange 'Sign In' button. At the bottom, there are two buttons for social login: 'Google' and 'facebook'.

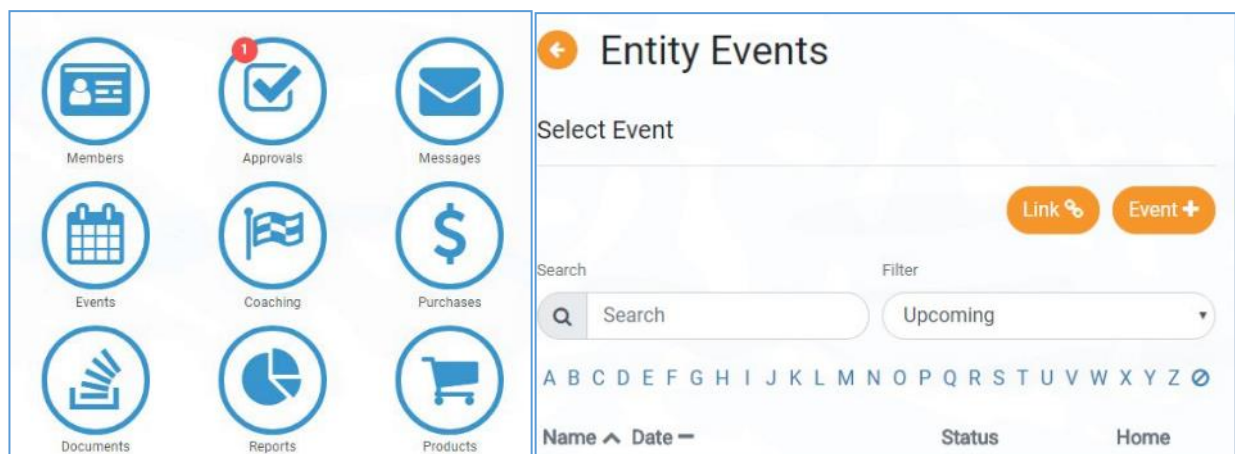
2. Click on your Entity Management Tile and select your Entity.



The 'Entity Selector' page shows 'My Associated Entities'. It includes a search bar with 'test' entered, a 'Clear Filter' button, and a 'Pinnacle' dropdown set to 'All'. Below the search bar is an alphabetical index. A table lists the entities:

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

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

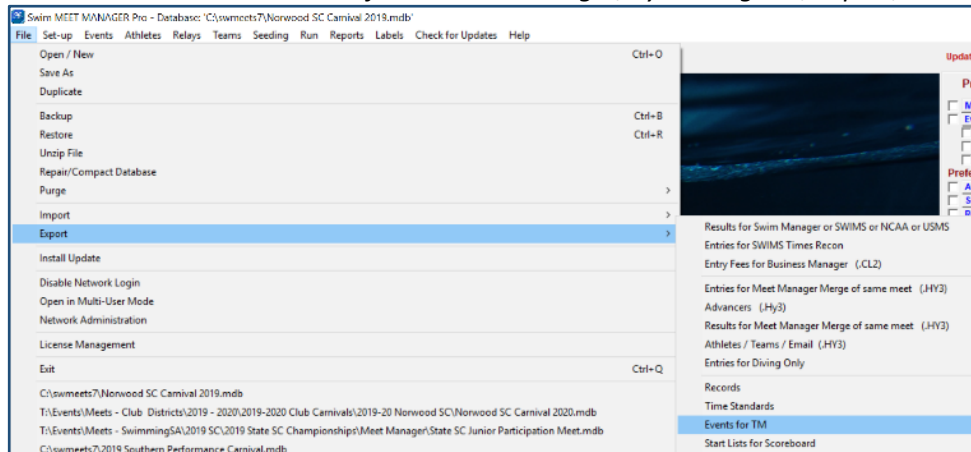


The 'Entity Events' page shows a grid of tiles on the left: Members, Approvals (with a red notification badge), Messages, Events, Coaching, Purchases, Documents, Reports, and Products. The main area is titled 'Entity Events' and 'Select Event'. It has a search bar with 'Search' entered, a 'Filter' dropdown set to 'Upcoming', and an alphabetical index. Below the index are columns for 'Name ^', 'Date ^', 'Status', and 'Home'. There are 'Link' and 'Event +' buttons at the top right.

4. Select your Event Type:
ALL SwimmingSA Approved events should be set up as SA Club/District Approved Event Type

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

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



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.

Event Type

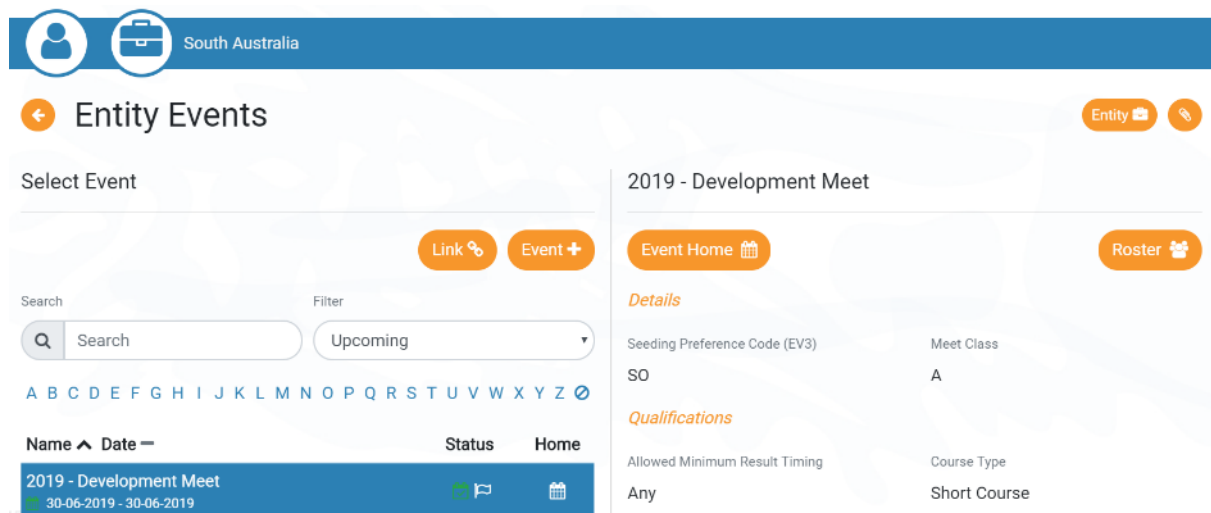
Meet Events ZIP/EV3 File

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

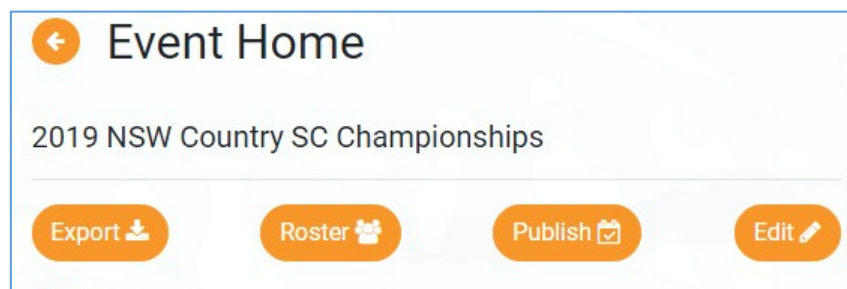
- Meet Set Up: are the details on this screen correct
Please note: Swim Central caters for Yards events so please set your event up in yards not metres
- Sessions: do you have sessions set up and are the details right
- Events: have you checked the age group and entry fee price for your events
Please 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

Please ensure that you do not use the Publish button until you are completely happy with your meet – we strongly recommend contacting SwimmingSA before you publish your meet. It will be a lot easier for us to correct things prior to publishing and we're happy to assist you with this.

6. From Event Home use the **Edit** button and ensure that all details are correct for your meet. See below for details on each field.



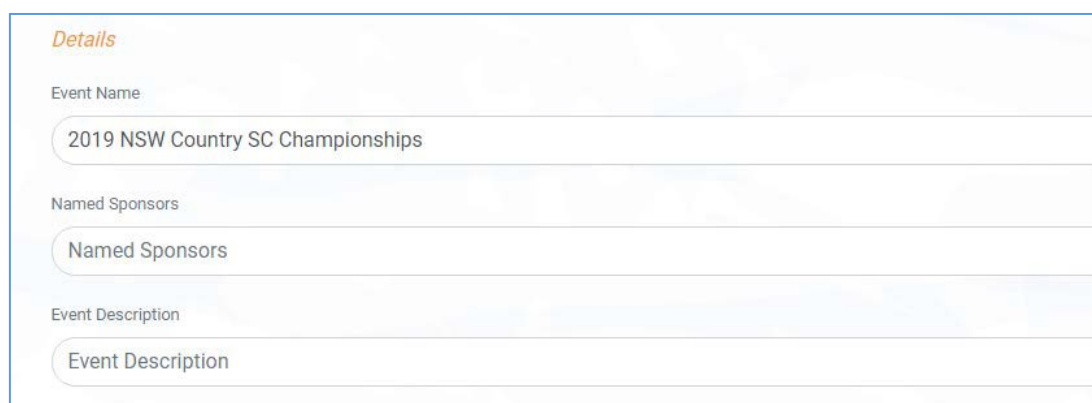
The screenshot shows the 'Entity Events' interface. At the top, there's a header with a user icon and 'South Australia'. Below this is a navigation bar with 'Entity Events' and an 'Entity' button. The main content area is divided into two columns. The left column, titled 'Select Event', contains a search bar, a filter dropdown set to 'Upcoming', and a list of events. The first event listed is '2019 - Development Meet' with dates '30-06-2019 - 30-06-2019'. The right column, titled '2019 - Development Meet', contains buttons for 'Event Home' and 'Roster', and a 'Details' section with fields for 'Seeding Preference Code (EV3)' (SO), 'Meet Class' (A), 'Qualifications' (Any), and 'Course Type' (Short Course).



The screenshot shows the 'Event Home' page for '2019 NSW Country SC Championships'. It features a back arrow, the event name, and four action buttons: 'Export', 'Roster', 'Publish', and 'Edit'.

7. Details

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



The screenshot shows the 'Details' form. It has three input fields: 'Event Name' (containing '2019 NSW Country SC Championships'), 'Named Sponsors' (containing 'Named Sponsors'), and 'Event Description' (containing 'Event Description').

8. Qualifications

Qualifications

Home Member Pinnacle Entity

Swimming Australia

Course Type *

Long Course

Qualification Course Conformance

Allow Unconverted Nonconforming

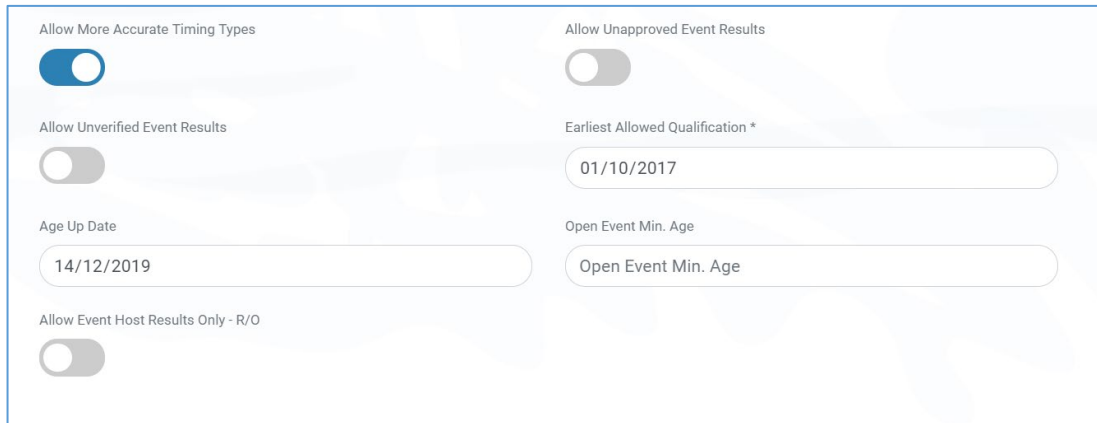
Qualification Seeding

Use Race Qualification Time

Allowed Minimum Result Timing

Semi-Electronic

- Home Member Pinnacle Entity: 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.
- Course Type: Select the course for your meet. Long, Short or Yards
- 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).
- Qualification 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**
 - Use race qualification time – Entrants will be entered using the qualification time for the event
 - 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).
 - 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).
- 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)



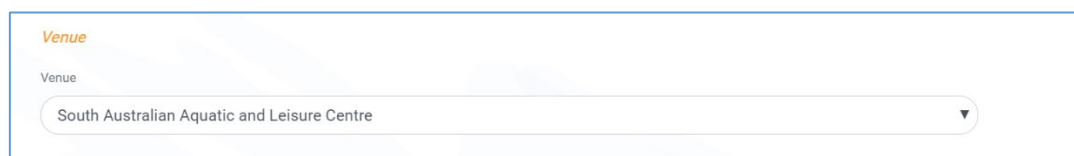
The screenshot shows a settings form with the following fields and controls:

- Allow More Accurate Timing Types:** A toggle switch that is currently turned on (blue).
- Allow Unverified Event Results:** A toggle switch that is currently turned off (grey).
- Age Up Date:** A date input field containing "14/12/2019".
- Allow Event Host Results Only - R/O:** A toggle switch that is currently turned off (grey).
- Allow Unapproved Event Results:** A toggle switch that is currently turned off (grey).
- Earliest Allowed Qualification *:** A date input field containing "01/10/2017".
- Open Event Min. Age:** A text input field containing "Open Event Min. Age".

- **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. Eg. 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.**
- **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.*
- **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:
 - Club and Regional Carnivals: Start of season 3yrs prior to competition date eg. 1/10/2016 for carnivals in the 2019/20 season
- **Age up date:** This field allows you to set the age up date for the meet.
- **Open Event Min. Age:** This field is to be used if your meet has open events which have a minimum age.
- **Allow event host results only:** This toggle if on will only select results from the host eg. Club Championships meets using this feature will only accept times from our meets hosted by this club.

9. Section 3: Venue

- **Venue:** Only venues, which you have already associated/linked to your Club, will display here. Select the venue where you will host this meet. If you do not have a venue listed please set your venues from the entity home screen.



The screenshot shows a dropdown menu for selecting a venue. The label "Venue" is above the dropdown. The selected option is "South Australian Aquatic and Leisure Centre".

10. Section 4: Event Dates

- Start date: Enter the first date of your meet
- Finish date: Enter the last date of your meet

Event Dates

Start Date *

14/12/2019

Finish Date *

14/12/2019

11. Section 5: Nomination Dates

- Opening date: Enter the date you wish entries to open for this meet. Please note, the time will be automatically set at **12:00AM to change this contact SwimmingSA.**
- Closing date: Enter the date you wish to close entries for this meet. Please note, the time will be automatically set at **12:00AM to change this contact SwimmingSA.**

Event Dates

Start Date *

14/12/2019

Finish Date *

14/12/2019

Nominations Dates

Opening Date

01/08/2019

Closing Date

27/11/2019

12. Timing

- Event Timing: Select the type of timing that you will be using to host your meet (e.g. Any, Manual, Semi-Electronic or Electronic). Please note, that certain levels of meets require meets to be conducted using certain timing types in order to be approved.

Timing

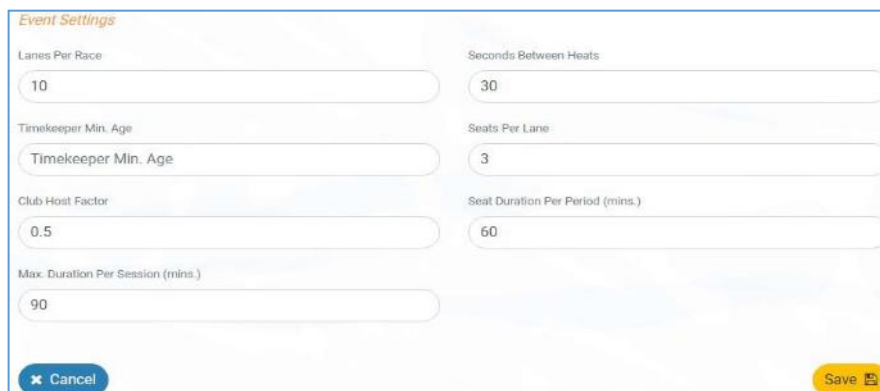
Event Timing *

Electronic

13. Section 6: Event 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.

A screenshot of the "Event Settings" form. The form has a title "Event Settings" in orange. It contains several input fields with labels: "Lanes Per Race" (value: 10), "Seconds Between Heats" (value: 30), "Timekeeper Min. Age" (value: Timekeeper Min. Age), "Seats Per Lane" (value: 3), "Club Host Factor" (value: 0.5), "Seat Duration Per Period (mins.)" (value: 60), and "Max. Duration Per Session (mins.)" (value: 90). At the bottom left is a blue "Cancel" button with a close icon, and at the bottom right is a yellow "Save" button with a save icon.

Ensure you save once you have updated all fields.

14. 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 the Req. tab on the right hand side of Event Home.

Then within the Memberships tab, select the Membership + button.

- Business Entity Catalogue: Ensure that you select **Swimming Australia**
- Membership Product: Select (in turn) each of the competitive swimming products that are appropriate for your meet

From Summer 2019 / 2020 SwimmingSA suggests that the following membership products are selected – these will ensure that swimmers from across Australia can compete at your event:

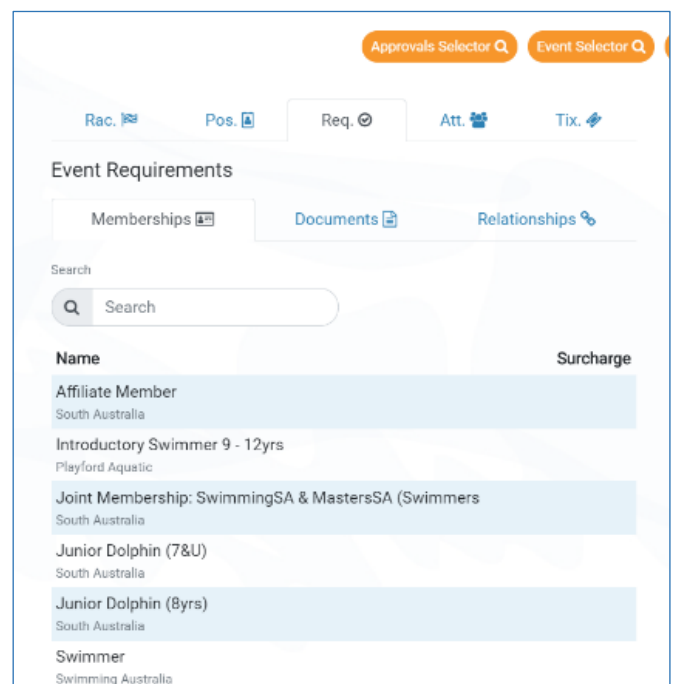
- Swimmer 8yrs & Under (Oct-Sept)
Allows any swimmer with a membership in this category can compete at any meet
- Swimmer 9yrs & Over (Oct-Sept)
Allows any swimmer with a membership in this category can compete at any meet
- Swimmer 8yrs & Under (July-June)
Allows any swimmer with a membership in this category can compete at any meet
- Swimmer 9yrs & Over (July-June)
Allows any swimmer with a membership in this category can compete at any meet

Once you have set up the national membership types you can now set the state membership types relevant to your event:

- Business Entity Catalogue: Ensure that you select **South Australia**
- Membership Product: Select Affiliate Member SA

Once you have set up the national membership types you can now set the club membership types relevant to your event:

- Business Entity Catalogue: Ensure that you select **Norwood**
- Membership Product: Introductory 1st year Swimmer Norwood (Replace with your clubs' product)
this allows any introductory swimmers to compete in their home clubs carnival



Name	Surcharge
Affiliate Member South Australia	
Introductory Swimmer 9 - 12yrs Playford Aquatic	
Joint Membership: SwimmingSA & MastersSA (Swimmers) South Australia	
Junior Dolphin (7&U) South Australia	
Junior Dolphin (8yrs) South Australia	
Swimmer Swimming Australia	

15. Event Requirements - Documents

This is use for occasions when an individual must have a particular document to enter the meet.
Eg. Passport Photo for accreditation purposes

This is not a necessary field to use for most meets.

16. Event Requirements Relationships

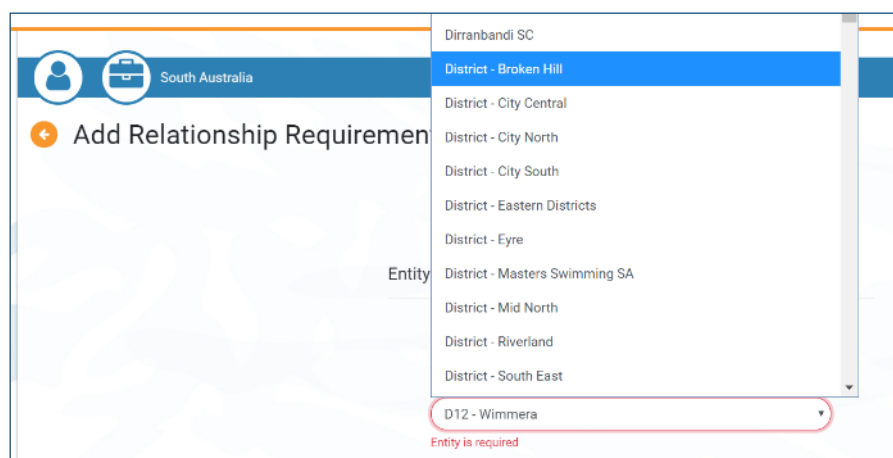
You can restrict your meet to only members of:

- your own club
- selected clubs
- members of a district
- a particular state

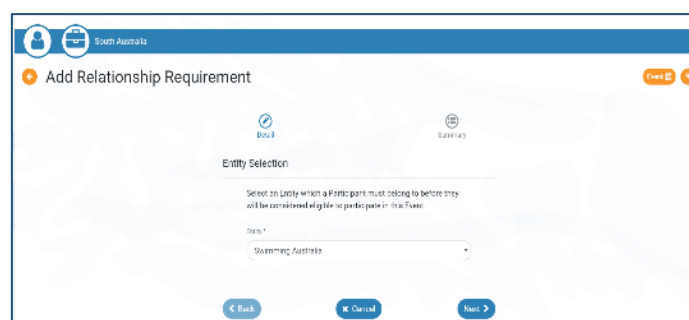
In order to do this use the Req. tab and then select the Relationships tab and click on the Relationship + button. You will then (in turn) select and save each entity who entrants will need a relationship with to be eligible for your meet.

For example: District Interclubs will use this feature and your district needs to be added using the Relationship + button.

Note: this list is in alphabetical order and all SA Districts are listed in the list of clubs as: District – South East, District – Upper North etc. Clubs are listed by their name in alphabetical order.



SwimmingSA reminds clubs that all club carnivals in South Australia are open to all members across the state and country and therefore you **do not need** a Relationship requirement. This will allow any interstate visitors to enter your meet. However should you choose an option please add Swimming Australia.



17. Positions

This allows the meet host to cater for technical officials to nominate their availability for a meet using the Pos. tab. This functionality will commence being utilised when the official accreditation and documentation has been transitioned to the system. This is expected to be in August 2019.

18. Tickets

This allows the host to sell tickets for the event – such things as:

- Spectator entry
- Raffle tickets
- Catering pre-orders
- Event uniform

This functionality is currently in test mode and will be expected to be available in the latter half of 2019.

19. Roster

This allows you to export your official and timekeeper rosters based upon the swimmers and club competing. This functionality is current in test mode and will be expected to be available in the latter half of 2019.

20. Come and Try

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 2019.

Now to check all your important race details – please turn the page



21. Rac. 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).

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.

Rac.	Pos.	Req.	Att.	Tix.
Event Sessions				
#	Day	Start	Est.Finish	Detail
1	1	5 Jul, 5:30 PM	5 Jul, 5:30 PM	
2	2	6 Jul, 9:00 AM	6 Jul, 9:00 AM	
3	2	6 Jul, 12:30 PM	6 Jul, 12:30 PM	
4	3	7 Jul, 9:00 AM	7 Jul, 9:00 AM	
5	3	7 Jul, 12:30 PM	7 Jul, 12:30 PM	

To check your individual event details (fee's, QTs, age limits, session order), in the **Rac.** tab, select the **Detail** button next to the first session.



South Australia

+

Event Sessions

Event | Home

Select a Session

Event Sessions

#	Day	Start	Est.Finish
1	1	17 Jul, 9:00 AM	17 Jul, 1:10 PM
2	1	17 Jul, 5:00 PM	17 Jul, 5:58 PM
3	2	18 Jul, 9:00 AM	18 Jul, 1:53 PM
4	2	18 Jul, 5:00 PM	18 Jul, 5:12 PM
5	3	19 Jul, 9:00 AM	19 Jul, 1:11 PM
6	3	19 Jul, 5:00 PM	19 Jul, 5:59 PM

Races

Positions

Session Races

Search

Q

Search

#	Sub	Name	Ages	Detail
1	1A	SC Mens 200M Back Prelim	12-12	
1	1B	SC Mens 200M Back Prelim	13-13	
2	2A	SC Mens 200M Back Prelim	14-14	
2	2B	SC Mens 200M Back Prelim	15-15	

In the next screen click the same **Detail** button on the first event on the right hand side.

South Australia

Session Races

Select Race

Search

Q

Search

#	Name	Ages	Fees
1-1A	SC Mens 200M Back Prelim	12-12	\$16.27
1-1B	SC Mens 200M Back Prelim	13-13	\$16.27
2-2A	SC Mens 200M Back Prelim	14-14	\$16.27
2-2B	SC Mens 200M Back Prelim	15-15	\$16.27
2-2C	SC Mens 200M Back Prelim	16-16	\$16.27
2-2D	SC Mens 200M Back Prelim	17-18	\$16.27

Race Qualifications

Qualification

Qualification	Slower Than	Faster Than
Short Course Allow Unconverted Nonc...	0:00:00	0:03:10

Nominees

Search

Q

Search

Individual

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**

22. Publish

Once you are 100% happy with your meet you can use the Publish button. This will publish your meet in the Event Calendar for all members of your club/district. To publish your meet to all clubs in your region (or other regions / states) please contact SwimmingSA to specify which members you would like to be able to see your meet in Swim Central.



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.

Publish event

Are you sure you want to publish this event?

2019 NSW Country SC Championships

If you proceed, all tickets created for this event will now be available for sale.

Cancel

Continue

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.

Event Home

2019 NSW Country SC Championships

Export

Roster

Results

Edit

Details

Seeding Preference Code (EV3)

SLY

Meet Class

D

Qualifications

Home Member Pinnacle Entity

New South Wales

Allowed Minimum Result Timing

Any

Course Type

Short Course

Event Sessions

#	Day	Start	Est.Finish	Detail
1	1	5 Jul, 5:30 PM	5 Jul, 5:30 PM	
2	2	6 Jul, 9:00 AM	6 Jul, 9:00 AM	
3	2	6 Jul, 12:30 PM	6 Jul, 12:30 PM	
4	3	7 Jul, 9:00 AM	7 Jul, 9:00 AM	
5	3	7 Jul, 12:30 PM	7 Jul, 12:30 PM	

Event has been published

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

Events Calendar

July 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21

2019 NSW Country SC Championships

Details

Organiser

New South Wales

Event Type

State Championship

Venue

Sydney Olympic Park Aquatic Centre

Start Date

05-07-2019

Finish Date

07-07-2019

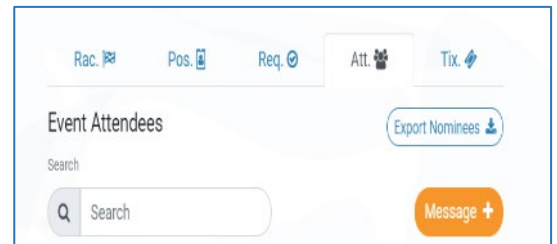
23. Embeddable

You will be able to create an embeddable in Swim Central to easily share direct access to your meet to members / potential members or other clubs on your website or through an event flyer. This feature is currently under development and we will have more information about this shortly.

What to do when your meet entries close

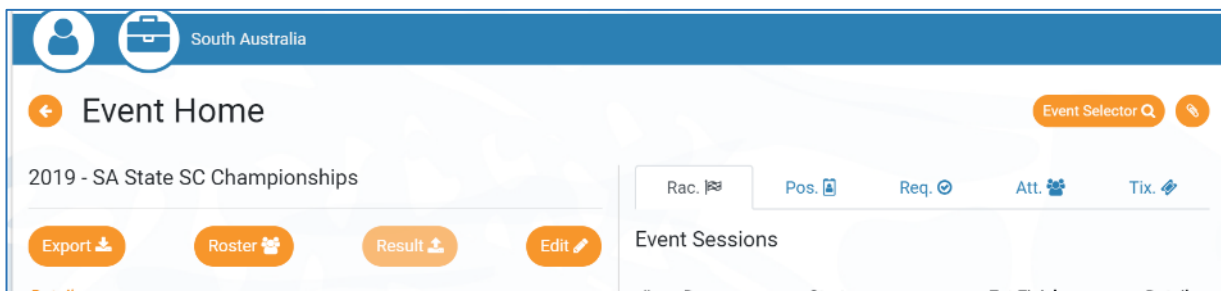
24. Attendees Files

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.



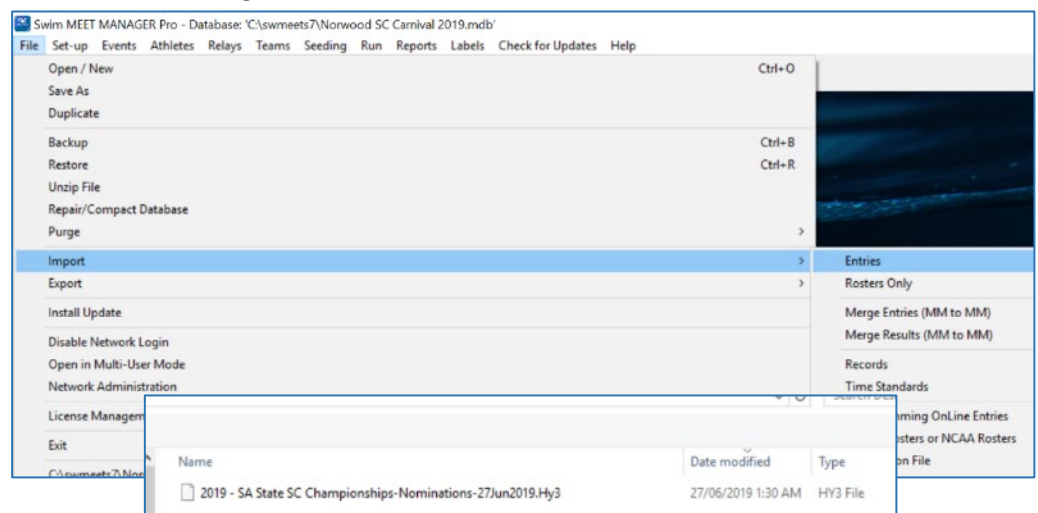
25. Download your hy3 entry

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



26. 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



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.

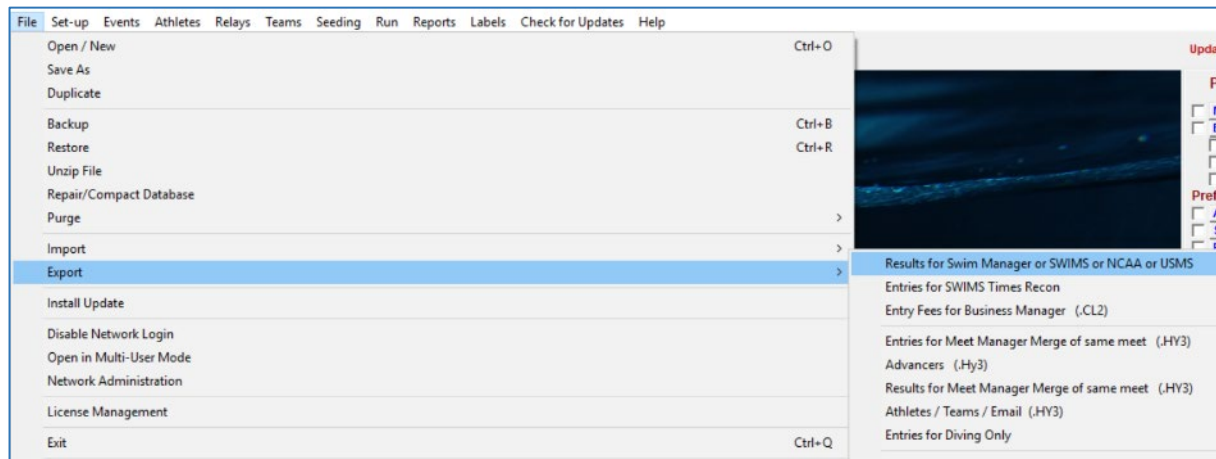
Uploading Results

27. Export your meet result file from Meet Manager

Click File

Select Export

Select Results for Swim Manager



28. Import your results to Swim Central

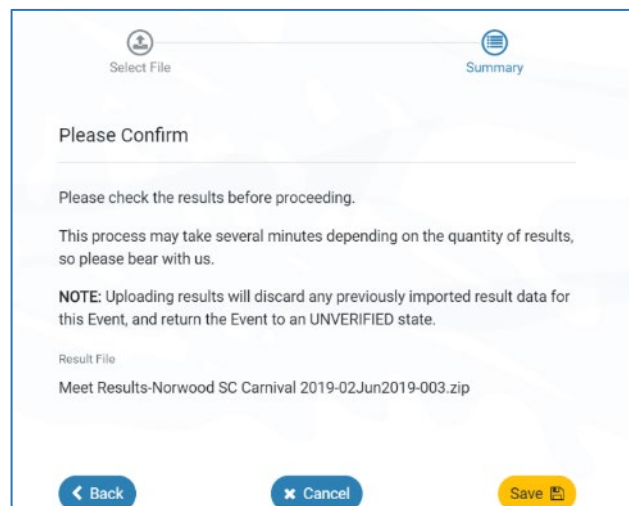
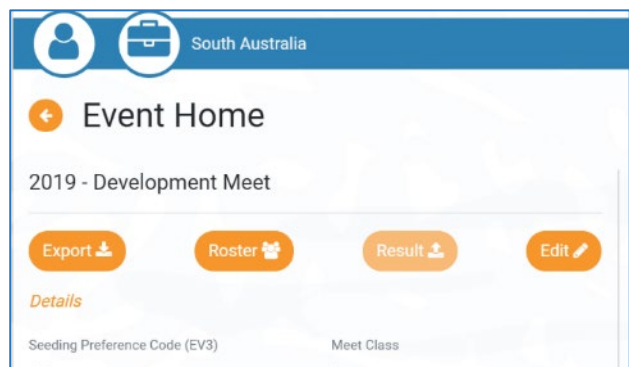
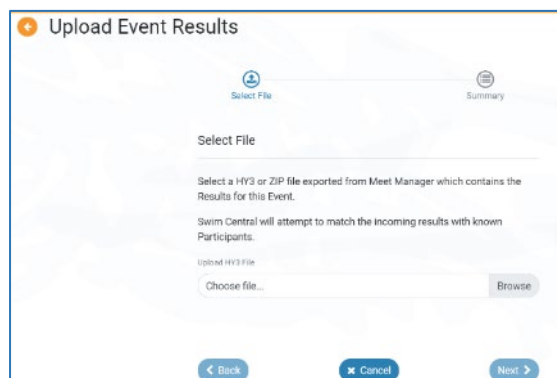
From the event home screen click on import

Locate the file you exported and saved above

Confirm and Save the results

Keep an eye out for your results import

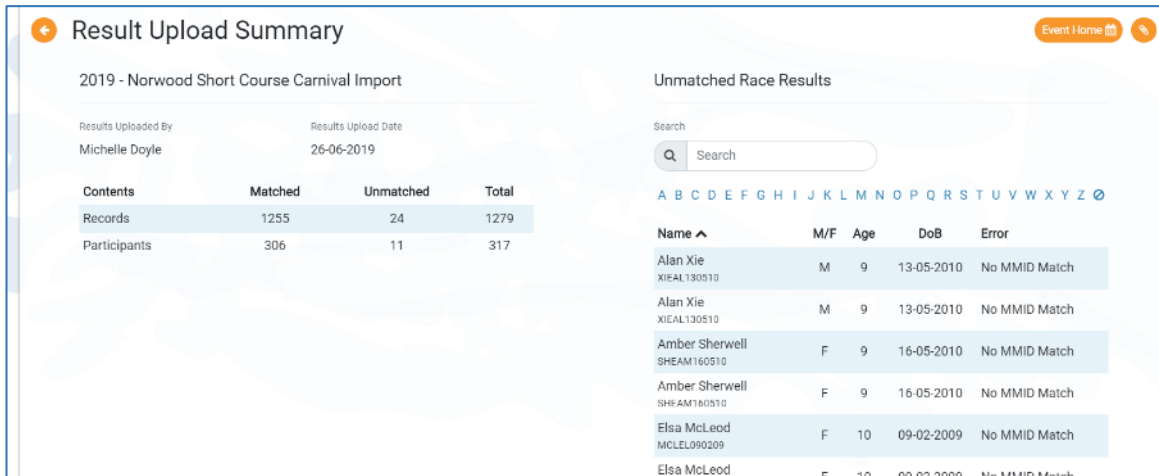
successful message



Results Import SUCCEEDED

29. Check for unmatched results

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



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

Name ^	M/F	Age	DoB	Error
Alan Xie XIEAL130510	M	9	13-05-2010	No MMID Match
Alan Xie XIEAL130510	M	9	13-05-2010	No MMID Match
Amber Sherwell SHEAM160510	F	9	16-05-2010	No MMID Match
Amber Sherwell SHEAM160510	F	9	16-05-2010	No MMID Match
Elsa McLeod MCLEL090209	F	10	09-02-2009	No MMID Match
Elsa McLeod	F	10	09-02-2009	No MMID Match

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 26 thru 28 above.

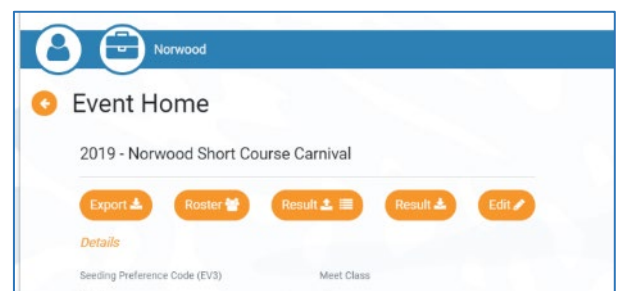
Please contact SwimmingSA if you require assistance with this step.

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



What's Left?

30. 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.

31. 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.