

How to Enter a Relay Team in Swim Central

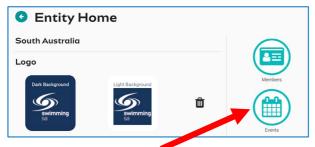
This help guide is for **Clubs and Districts** wanting to enter relay teams into upcoming competitions. Before you can enter a relay team you must Associate the event to your club/district event calendar. <u>Click Here</u> if you need instructions to associate the event to your club or district.

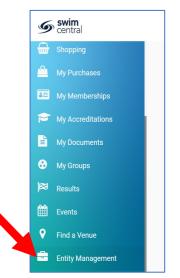
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Finding the Meet

- 1. From your dashboard home screen, select **Entity Management** from in the left-hand navigation panel.
- 2. Enter your entity PIN and select the correct club/district *for which relay teams are being created and entered*.

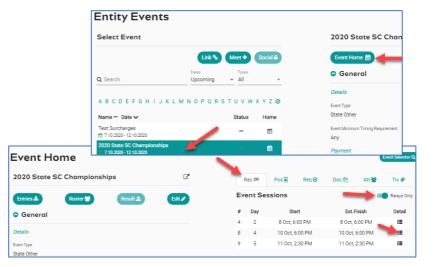




3. Select **Events** and find the meet you are looking to enter teams to compete.

Locating a Relay Event

- Once you have found the meet you are looking to enter relays for, select Event Home
- Under the Races Tab Turn on the toggle for Relays Only to view only the sessions with relay races available for entry. View the session event list by <u>clicking on the session</u> <u>detail</u>.



Entering a Freestyle Relay Team

- 6. Select the relay event you want to enter, click on Team +
- 7. The system will automatically show your 4 fastest qualifying swimmers from fastest to slowest on the right screen indicated by a star next to their time.
- 8. To add a swimmer to your team, click on the swimmer's name once. The padlock will appear if the swimmer is already listed for another team in the same event.
- 9. To delete a swimmer from your team, select the bin icon
- 10. The **arrow keys** allow the user to move a swimmer up to or down to the next leg.
- 11. Confirm the **Export** toggle is on. This is required to export your team including the reserves to Meet Manager.
- 12. The minimum participants required for each Team Export. You will not be able to select 'Nominate' if you do not meet the minimum required number of participants for that event. Recalculate - clears the swimmers in the nominee screen Team Fastest 4 0.0410.85 and populates the 4 fastest available and verified swimmers am Stata (8) *0.0410.85

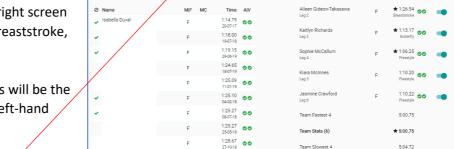
Add Team Nomination

Team Selection for Womens 400M Medley Relay Fnl

13. Confirm your Team then select Nominate to save your team & repeat steps 6 to 13 to add extra teams to the same event.

Entering a Medley Relay Team

- 14. Select the relay event you want to enter, click on Team +
- 15. The system will show the 4 fastest qualifying Swimmers on the right screen in the order of backstroke, breaststroke, butterfly and freestyle.
- 16. A list of backstroke swimmers will be the default stroke shown in the left-hand screen.
- 17. To amend your team, you can search for swimmers via stroke type and or swimmer's name.

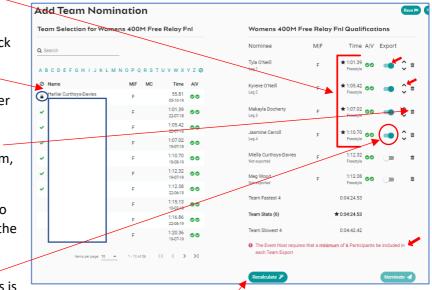


1:29.05

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- 18. To add a swimmer to your team, select stroke type and then click on the swimmer's name.
- 19. Click on Nominate to save your team. Repeat steps 14-18 to add extra teams to the same event.

vent 🗎 🐧 iew Race Qualificatio Select Race Q Search Slower Than Easter Than Sub. Name 22 8-84 Mens 400M Free Relay Fn \$21.00 <109 Q Search Items per page: 10 🔻 1 - 2 of 2 🛛 🏹 🗸 🗸 🕹 Team Name 🔨 Team Id 🗕 Olf. Time - Status Actions





Nominee sabella Duval

Womens 400M Medley Relay Fnl Qualifications MIF

Time AIV Export

***** 1:14.79 👷

5:04.72

Session	Dacos	Drow
Session	Ruces	Flevi

Entering a Mixed Medley Relay Team

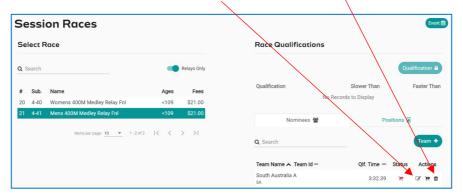
- 20. Select the relay event you want to enter, click on Team +
- The system will NOT automatically load any swimmers on the right screen. However, Team Candidate details for a Mixed Medley team will be displayed
- 22. Search via a swimmer's name, gender or stroke type and select a swimmer to add to the team.
- 23. Once you commence selection a **selection criteria** will be displayed at the bottom of the right screen

		Stroke Type		Select up to 8 Participants to be considered for a Relay Team.
Q Search		Backstroke	· ·	A minimum of 4 eligible Participants are required to submit a Rela Nomination.
ABCDEFGHIJI	KLMNOPQRSTU	UVWXY	20	Add a Participant to the team to include them in the final export.
 Name 	MJF MC	Time	AIV	Members already nominated are displayed with a lock icon.
Bailey Newman	М	31.47 19-07-19	••	You may create a Team Nomination of Reserve Participants. Res
	М	32.17 11-03-18	00	not exported in the Nomination File; allowing changes to team composition closer to, or on the day of the Event.
	F	33.94 20-07-18	00	By default only competitive members with valid qualification time displayed. If the race does not have qualification time requirement
	F	35.55 07-07-18	00	can include non competitive members (members that do not hav results) in the search by using the participant filter.
Darcy Sayer		36.12		
	ninations for M in each Team	-		ust include at least one participant

- P Team nominations for Open Events must include an equal number of female and male Participants
- O The Event Host requires that a minimum of 6 Participants be included in each Team Export
- 24. Once you have selected your team Click on **Nominate** to save your team & repeat steps 20 to 23 to add extra teams to the same event.

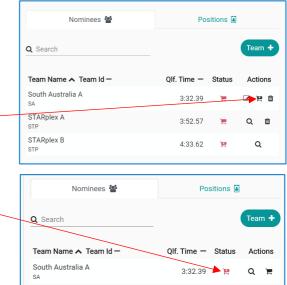
Confirming Teams

25. Once you have selected your teams you can double check and **Review them** from the nominee's view under each event by clicking on the **Edit** button. You can **delete** the team if necessary.



Finalise & Submit All Teams

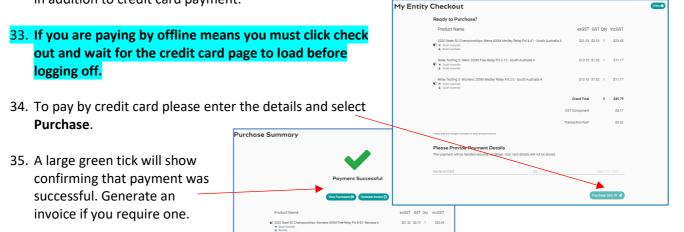
- 26. To finalise your relay entries each team must be added to the shopping trolley.
- 27. Select the **black trolley** next to add **each Team** to add it to the shopping cart. This will create a purchase order for each team nomination.
- 28. When all teams you wish to nominate have a red + shopping trolley status please proceed to the check out.



Check Out		Nominees 📽	Positions 📓
29. You can proceed to the check	Intity Home		
out in one of two ways via	South Australia	Q Search	Team +
the:	Logo		
nomination screen;	No logo uploaded	Team Name 🛧 Team Id —	Qlf. Time – Status Actions
or entity home page		South Australia A SA	3:32.39 🙀 🗘 📜
	Oetails	Events	Coaching Purchases
30. In the entity cart you can	Primary Venue		
view your relay	art	Documents	
purchase orders.	Confirm Your Cart Contents		
Remove any purchase	Product Name	exGST GST Qty incGST	
order as needed.	 2020 State SC Championships: Womens 200M Free Relay Fnl 9-93 - Mountain Pool South Australia Mountain Pool 	C \$23.85 \$2.39 0 1 \$26.24 Discounts	Positions Venues
	O2020 State SC Championships: Womens 200M Free Relay Fnl 9-93 - Mountain Pool South Australia Mountain Pool Mountain Pool	B \$23.85 \$2.39 🕒 1 \$26.24	(📽) (Q,)
31. Select Ts & Cs then	2020 State SC Championships; Womens 200M Free Relay Fnl 9-93 - Mountain Pool South Australia	A 593.85 \$2.39 C 1 \$26.24 Document Provision	Groups Security
Checkout. <mark>You must</mark>	A Mountain Pool	Grand Total 3 \$78.72	
click check out to		GST Component \$7.17 Legal Terms	Embeddables Library
enter your teams		Transaction Fee* \$15.72	
regardless of method	* fees and surcharges included in total amount shown		
of payment.		Vouchers	Entity Cart Entity Purchases

Payment

32. Depending upon the meet host's event set up they may enable offline payment for relay teams in addition to credit card payment.



Viewing Your Entered Teams

- 36. To View your Teams and their status go to the Events Home Page select Tms. Note: only teams with a green or blue trolley status will be exported in the meet entry file.
- Green Trolley Payment received and entry completed
 Red Trolley Purchase Order not created, refunded or require payment not exported
 Red + Trolley In Shopping Cart Purchase Order not created not exported
 Blue Trolley Entity submitted & Purchase Order created (new

Rac 🏁	Tms 醬	Pos 🛓	Req 🥹	Doc 街	Att 👕	Tix 🋷
Event T Q Search	eams				Team	ns Report 🔽
Team				Entry Time	Status	Actions
Mountain F 1 9-85 Open 2	Pool A 200M Free Relay	Fni		1:55.67	T	:=
Mountain F 5 9-89 Wome	Pool A ns 200M Free Re	lay Fnl		2:26.46	Ъ.	:=
Mountain F 5 9-89 Wome	Pool B ns 200M Free Re	lay Fnl		2:57.31	Ъ.	:=
Mountain F 9 9-93 Wome	Pool A ns 200M Free Re	lay Fnl		2:05.13	×.	:=
Mountain F 9 9-93 Wome	Pool B ns 200M Free Re	lay Fnl		2:15.84	iπ.	:=
Mountain F 9 9-93 Wome	Pool C ns 200M Free Re	elay Fnl		2:28.42	×.	:=
Mountain F 21 8-83 Wom	Pool A ens 400M Free F	Relay Fnl		4:29.00	×	:=
Mountain F	Pool D ens 400M Free F	alau Eal		6:09.04	ЭR	:=

Blue Trolley – Entity submitted & Purchase Order created (pending) payment

Entered Teams Report

- 37. To view a list of each team go to Event Home -> Tms Tab -> click Teams Report.
- 38. A report will be emailed which details the Team Name, Team Alpha Character, Race Number, Race Name, Team Entry Time, List of Athletes Names, Event Cost and the payment Status.

A	В	с	D	E	F	G	н
Team Name	Team Alpha Characte	Race num	Race name	Team Entry Ti	Athletes name (age	Event cost	Status
Mountain Pool	A	19-85	Open 200M Fre	01:55.7	Bailey Newman (15);Cameron McGuinn	21	Paid
Mountain Pool	Α	5 9-89	Womens 200M	02:26.5	Annabelle Starr (12);Ella Newman (12);2	21	Paid
Mountain Pool	В	5 9-89	Womens 200M	02:57.3	Yingzi Gao (11);Poppy Hooper (11);Erin S	21	Paid
Mountain Pool	Α	9 9-93	Womens 200M	02:05.1	Sophie McCallum (16);Kaitlyn Richards (21	Paid
Mountain Pool	В	9 9-93	Womens 200M	02:15.8	Elisha Jones (13);Kara Scarborough (13);	21	Paid
Mountain Pool	С	9 9-93	Womens 200M	02:28.4	Ella Newman (12);Alisa Gideon-Takasaw	21	Paid
Mountain Pool	A	20 4-40	Womens 400M	05:00.7	Isabella Duval (17);Aileen Gideon-Takas	21	Not Complete

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Teams Report 🗃

39. Alternatively select the 'Details' icon under Actions. This will take you to the session Races preview screen. Select the 'Group' icon under Actions

e,	/iev	w screen. Select	Tea	im	Entry Time Sta	tus Actions	
				untain Pool A 85 Open 200M Free Relay Fnl	1:55.67		
#	Sub.	Name	Ages	Fees		·····	
1	9-85	Open 200M Free Relay Fnl	<109	\$21.00	Nominees 醬	Positions	
2	9-86	Multi Class Open 200M Free Relay Fnl	<109	\$21.00			
3	9-87	Womens 200M Medley Relay Fnl	<109	\$21.00	Q, Search		Team
4	9-88	Mens 200M Medley Relay Fnl	<109	\$21.00		-	
5	9-89	Womens 200M Free Relay Fnl	8-12	\$21.00	Team Name 🔨 Team Id 🗕	Qlf. Time - Status	Actio
6	9-90	Mens 200M Free Relay Fnl	8-12	\$21.00	Mountain Pool A	1:55.67	
7	9-91	Womens 200M Free Relay Fnl	10-14	\$21.00	MP	1.00.07	

Rac 🛤

Q Search

Event Teams

Tms 嶜

- 40. This will display a list of relay teams in the left screen.
- 41. Select a Team and a list of athletes will be displayed on the right screen

Groups Sele	ector			Erety 6
Groups		Groups Report	2020 South Australia SC S	tate Other Open 200M
Q Search	Droup Type All	- Group +	Q. Search	Msg + Member +
A B C D E F G H I .	J K L M N O P Q R S T		A B C D E F G H I J K L M N	0 P Q R S T U V W X Y Z Ø
Name 🔨		留 ★ 18 8	Name 🔿	Propl. Actions
Medley Relay Fnl Team 1	ate Championship Open 200M	4 0 GF 🖬	Aaron Newman aeronjnewman@outlook.com	4 2
Relay Team	ate Championship Open 200M		Alleen Gideon-Takasawa	4 2
2020 South Australia LC St Medley Relay Fnl Team 1 Relay Team	ate unampionship upen 200M	4 0 G# 🖬	Bailey Newman	4 5
Medley Relay Fnl Team 1	ate Championship Open 200M	4 0 07 8	Cameron McGuinness-Richar Cameron@Zenfah.net	4 2
Relay Team 2020 South Australia SC Pr	ate Other Mens 400M Free Rel	er Enl	Greg Crowe holoregaintenade on net	4 8
Team 84 A Relay Team	are outer mena 400M FICE NEI	8 0 G r t	Sophie McCallum	4 2
2020 South Australia SC St Tearn 84 B Relay Tearn	ate Other Mens 400M Free Rel	yFnl 7 0 G r∰	herna per page: 10 🔍	1-646 < < > >
2020 South Australia SC St Team 85 A	ate Other Open 200M Free Rela	yFni 6 0 02 mb 🥧		

Entered Swimmers / Attendees Report

- 42. To obtain a list of attendees for the relay events go to **Event** Home -> Att Tab -> Select Attendees Report.
- 43. A report will be emailed to you which details the attendees and how many relay nominations. This is also visible on the screen in the "event attendees list". Select the individual and a list of their race nominations will display at the bottom of the screen
- 44. To view relay only swimmers, look for the green tick

