

How to Enter a Relay Team in Swim Central

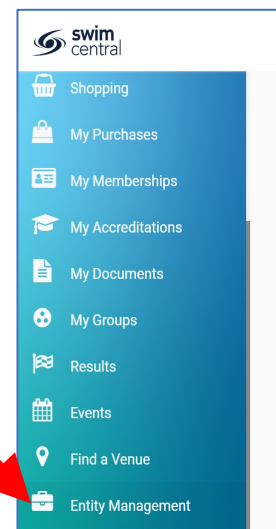
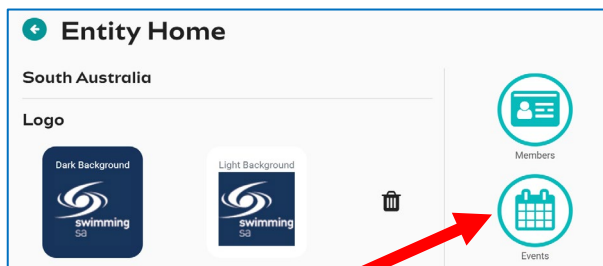
This help guide is for **Clubs and Districts** wanting to enter relay teams into upcoming competitions. **Before you can enter a relay team you must Associate the event to your club/district event calendar.** [Click Here](#) if you need instructions to associate the event to your club or district.

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Finding the Meet

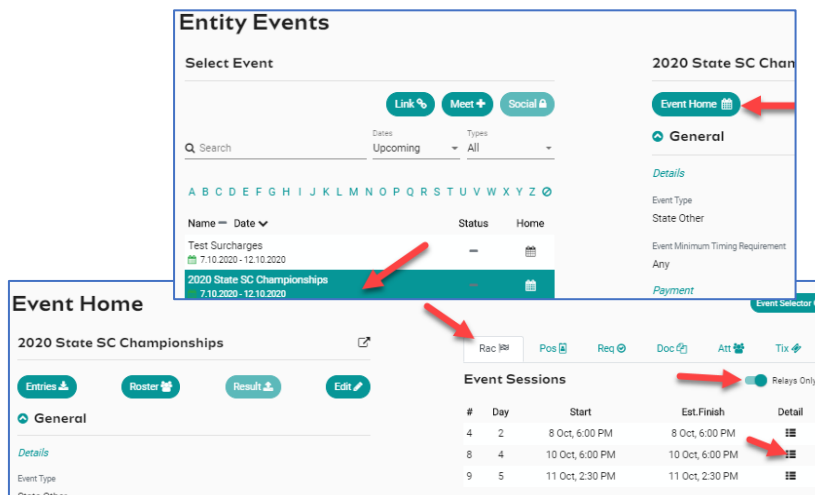
- From your dashboard home screen, select **Entity Management** from in the left-hand navigation panel.
- Enter your entity PIN and select the correct club/district *for which relay teams are being created and entered.*



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

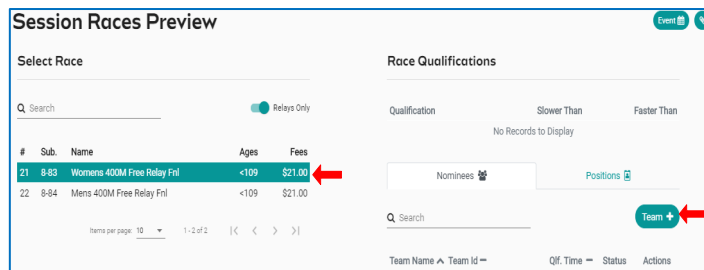
Locating a Relay Event

- 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 clicking on the session detail.

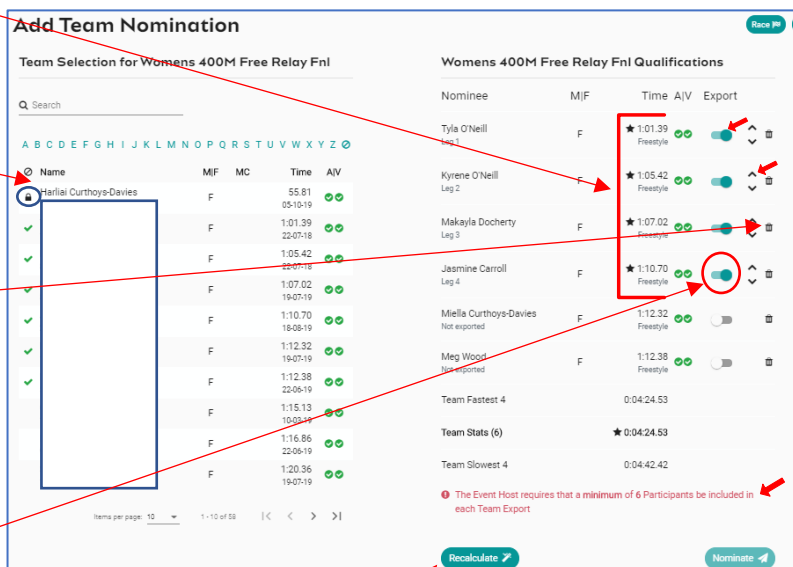


Entering a Freestyle Relay Team

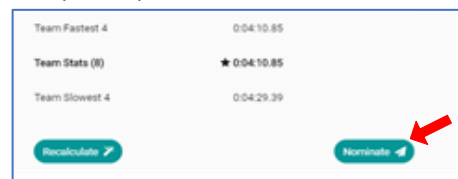
- Select the relay event you want to enter, click on **Team +**
- The system will automatically show your 4 fastest qualifying swimmers from fastest to slowest on the right screen indicated by a star next to their time.



- 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.
- To delete a swimmer from your team, select the bin icon
- The **arrow keys** allow the user to move a swimmer up to or down to the next leg.

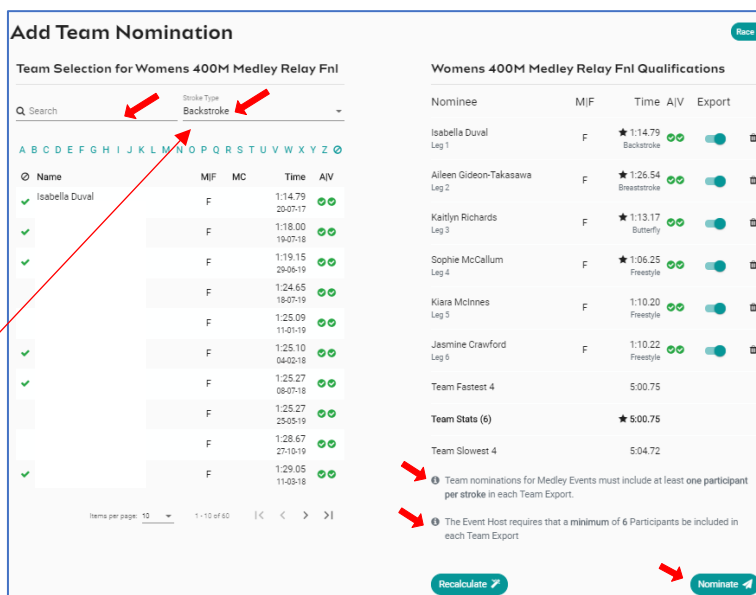


- Confirm the **Export** toggle is on. This is required to export your team including the reserves to Meet Manager.
- The **minimum participants required** for each Team Export. You will not be able to select 'Nominate' if you do not meet the minimum required number of participants for that event. **Recalculate** - clears the swimmers in the nominee screen and populates the 4 fastest available and verified swimmers
- 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

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

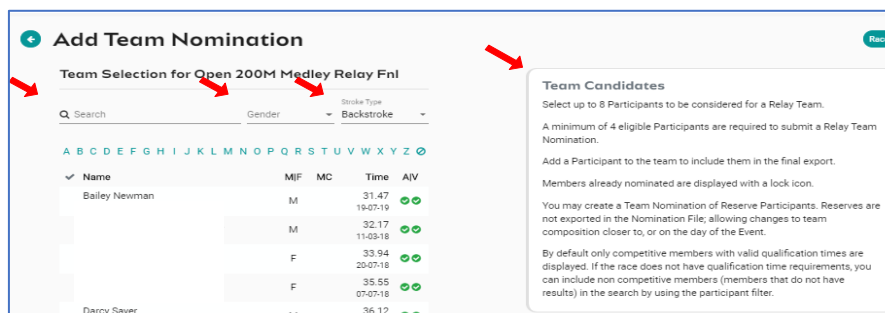


- To **add** a swimmer to your team, select **stroke type** and then click on the **swimmer's name**.
- Click on **Nominate** to save your team. Repeat steps 14-18 to add extra teams to the same event.

Entering a Mixed Medley Relay Team

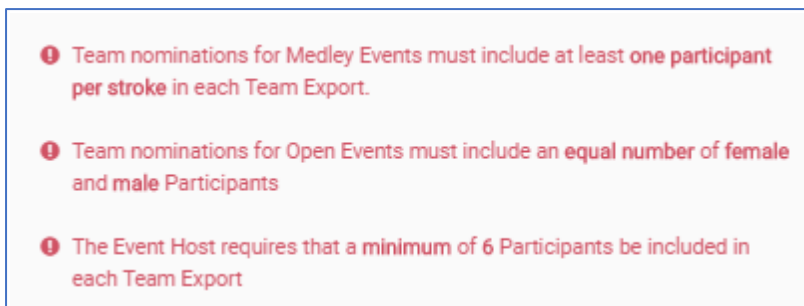
20. Select the relay event you want to enter, click on **Team +**

21. 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.

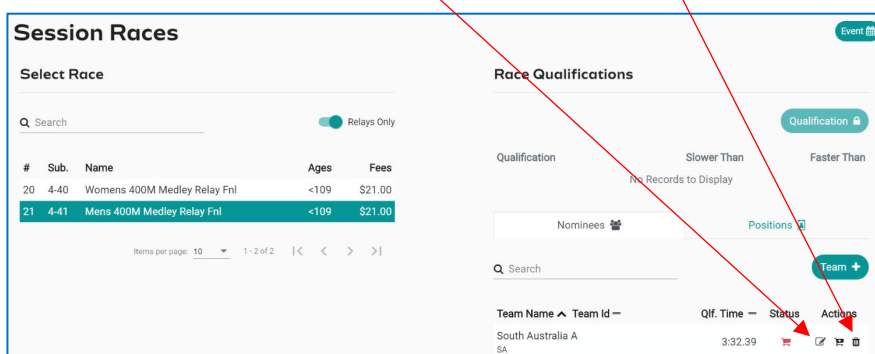
23. Once you commence selection a **selection criteria** will be displayed at the bottom of the right screen



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

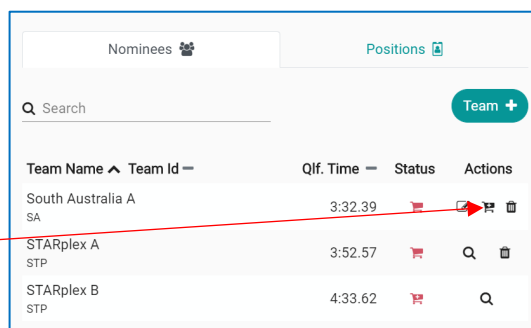
25. Once you have selected your teams you can double check and **Review them** from the nominee's view under each event by clicking on the **Edit** button. You can **delete** the team if necessary.



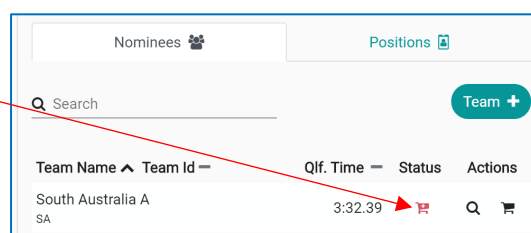
Finalise & Submit All Teams

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

29. You can proceed to the check out in one of two ways via the:
nomination screen;
or entity home page

30. In the **entity cart** you can view your relay purchase orders.
Remove any purchase order as needed.

31. Select **Ts & Cs** then **Checkout**. **You must click check out to enter your teams regardless of method of payment.**

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.

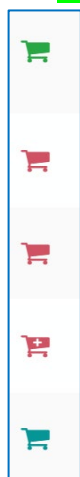
33. **If you are paying by offline means you must click check out and wait for the credit card page to load before logging off.**

34. To pay by credit card please enter the details and select **Purchase**.

35. A large green tick will show confirming that payment was successful. Generate an invoice if you require one.

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 (pending) payment

Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fnl	1:55.67	Red Trolley	⋮
Mountain Pool A 5 9-89 Womens 200M Free Relay Fnl	2:26.46	Blue Trolley	⋮
Mountain Pool B 5 9-89 Womens 200M Free Relay Fnl	2:57.31	Blue Trolley	⋮
Mountain Pool A 9 9-93 Womens 200M Free Relay Fnl	2:05.13	Green Trolley	⋮
Mountain Pool B 9 9-93 Womens 200M Free Relay Fnl	2:15.84	Green Trolley	⋮
Mountain Pool C 9 9-93 Womens 200M Free Relay Fnl	2:28.42	Green Trolley	⋮
Mountain Pool A 21 8-83 Womens 400M Free Relay Fnl	4:29.00	Green Trolley	⋮
Mountain Pool D 21 8-83 Womens 400M Free Relay Fnl	6:09.04	Red Trolley	⋮

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	B	C	D	E	F	G	H
Team Name	Team Alpha Character	Race num	Race name	Team Entry Tl	Athletes name (age)	Event cost	Status
Mountain Pool	A	1 9-85	Open 200M Fre	01:55.7	Bailey Newman (15);Cameron McGuinn	21	Paid
Mountain Pool	A	5 9-89	Womens 200M	02:26.5	Annabelle Starr (12);Ella Newman (12);2	21	Paid
Mountain Pool	B	5 9-89	Womens 200M	02:57.3	Yingzi Gao (11);Poppy Hooper (11);Erin S	21	Paid
Mountain Pool	A	9 9-93	Womens 200M	02:05.1	Sophie McCallum (16);Kaitlyn Richards (21	Paid
Mountain Pool	B	9 9-93	Womens 200M	02:15.8	Elisha Jones (13);Kara Scarborough (13);	21	Paid
Mountain Pool	C	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

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

The screenshot shows the 'Event Teams' interface. At the top, there are navigation icons for 'Rac', 'Tms', 'Pos', 'Req', 'Doc', 'Att', and 'Tix'. Below this is a search bar and a 'Teams Report' button. A table lists teams with columns for 'Team', 'Entry Time', 'Status', and 'Actions'. The 'Mountain Pool A' team is selected, showing an entry time of 1:55.67 and a status of 'Paid'. A red arrow points to the 'Details' icon in the 'Actions' column. Below the table, there are sections for 'Nominees' and 'Positions'. A second screenshot shows a detailed view of the '9-85 Open 200M Free Relay Fnl' race, listing participants with columns for '#', 'Sub.', 'Name', 'Ages', and 'Fees'. A red arrow points to the 'Group' icon in the 'Actions' column of this table.

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

The screenshot shows the 'Groups Selector' interface. On the left, there is a list of groups with columns for 'Name', 'Ages', and 'Fees'. The '2020 South Australia SC State Other Mens 400M Free Relay Fnl' group is selected. On the right, there is a detailed view of the selected group, showing a list of athletes with columns for 'Name', 'Reg.', and 'Actions'. A red arrow points to the 'Group' icon in the 'Actions' column of the group list.

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

The screenshot shows the 'Event Attendees' interface. At the top, there are navigation icons for 'Rac', 'Tms', 'Pos', 'Req', 'Doc', 'Att', and 'Tix'. Below this is a search bar and an 'Attendees Report' button. A table lists attendees with columns for 'Participant', 'Visitor', 'Relay Only', 'Status', and 'Actions'. The 'Crawford, Jasmine' attendee is selected, showing a status of 'Paid'. A red arrow points to the 'Attendees Report' button. Below the table, there is a section for 'Race Nominations' with columns for 'Race', 'Status', and 'Details'. A red arrow points to the 'Relay Only' column header, which has a green tick mark.