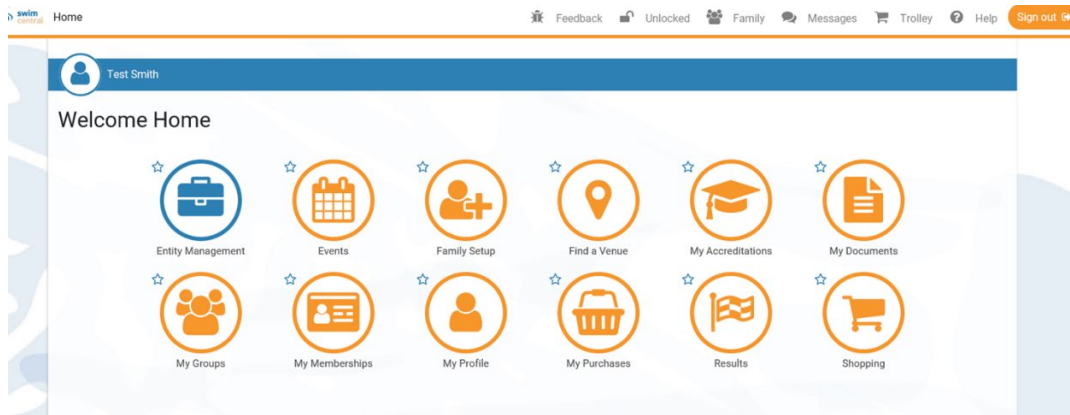
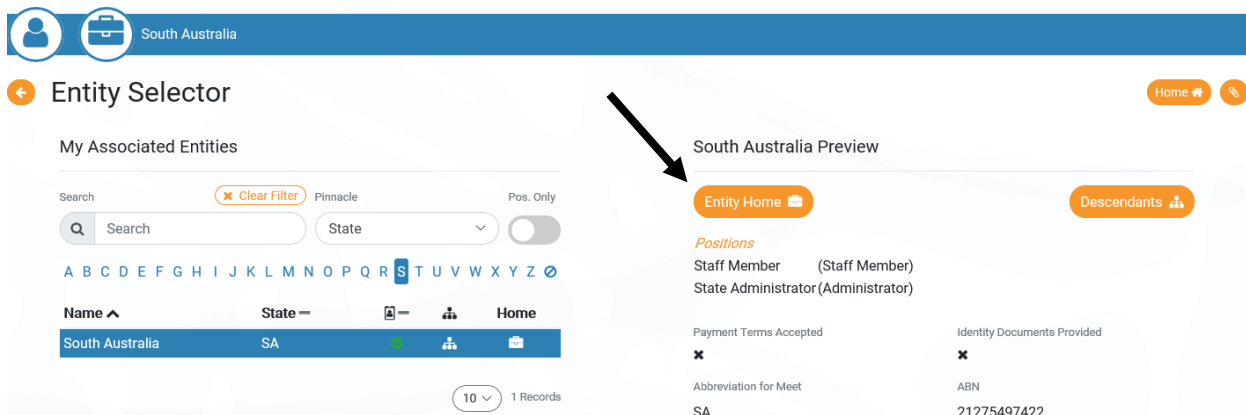


How to set up a meet in Swim Central?

Once logged in to Swim Central, access the blue **Entity Management** icon.



Access your **Entity Home**



Click on the **'Events'** icon.

South Australia

Entity Home Entity Selector

South Australia

Details

Payment Terms Accepted ✘	Identity Documents Provided ✘
Abbreviation for Meet SA	ABN 21275497422

[Edit](#)

Address

Address Line 1 443 Morphett Road	Suburb Oaklands Park
State SA	Postcode 5046

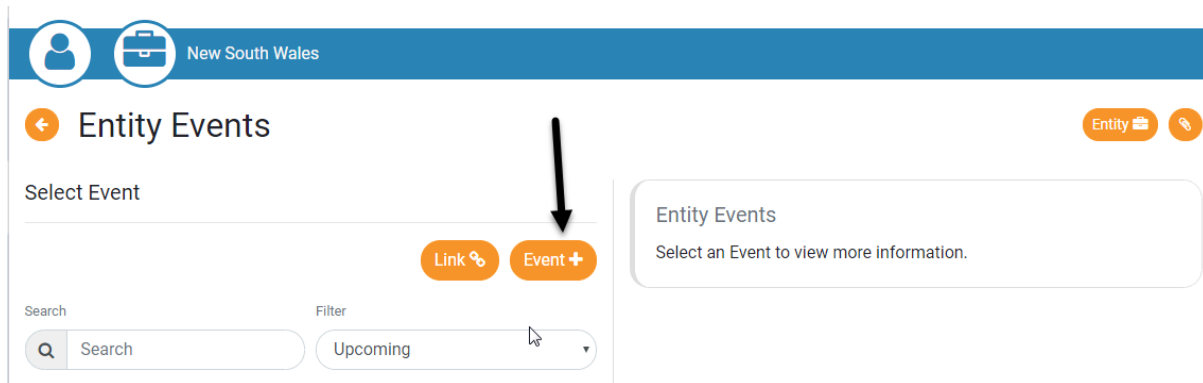
[Edit](#)

Account

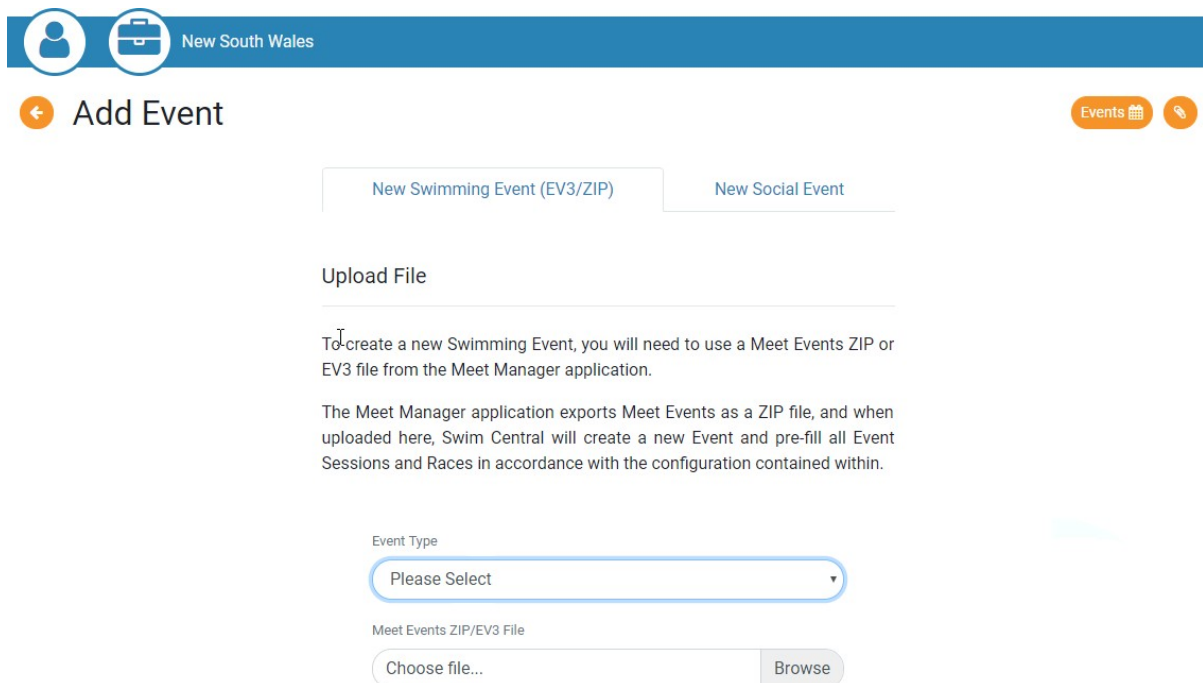
Account Name

- Members
- Approvals
- Messages
- Events**
- Purchases
- Documents
- Reports
- Products
- Discounts
- Positions
- Venues
- Document Provision
- Groups
- Security
- Legal Terms

Click **'Event +'**



Select Event Type & upload Meet Events ZIP/EV3



Event Type

Club Time Trial = **Non Approved Meet**

Club Carnival = **Development Meet**

Regional Interclub = **Regional Preparation Meet**

All In Meet / Development Meet = **State Other**

Division 1 = **State Preparation**

Country Championships = **Regional Championships**

State Championships = **State Championships**

Once uploaded, **click Edit**

you can link the event to a venue, set open and closing entry/nomination dates and further event details. By saving these you return to event home

← Event Home Event Selector 🔍

2016 NSW SC Country Championships

[Export](#) [Roster](#) [Publish](#) [Edit](#)

Details

Seeding Preference Code (EV3)	Meet Class
SLY	A

Event Dates

Start Date	Finish Date
02-07-2016	03-07-2016

Type

Event Type	Is Official Event
Transition Meet	✓

Timing

Event Timing	Timing Conformant
Any	✗

Qualifications

Earliest Allowed Qualification	Course Time
--------------------------------	-------------

Rac. 📄 Pos. 📄 Req. 📄 Att. 📄 Tix. 📄

Event Sessions

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

10 ▾ 4 Records

Edit any relevant details.

← Event Edit

Event Home



Edit 2016 NSW SC Country Championships

Details

Event Name

2016 NSW SC Country Championships

33 of 100

Named Sponsors

Named Sponsors

0 of 100

Event Description

Event Description

0 of 100

Venue

Venue

Sydney Olympic Park Aquatic Centre

Event Dates

Start Date

04/01/2016

Finish Date

03/07/2016

Nominations Dates

Opening Date

dd/mm/yyyy

Closing Date

dd/mm/yyyy

Timing

Event Timing *

Any

Qualifications

Earliest Allowed Qualification *

01/06/2015

Course Type *

Long Course

Qualification Course Conformance

Allow Conforming Only

Qualification Seeding

Use Race Qualification Time

Event Settings

Lanes Per Race

8

Seconds Between Heats

30

Seat Participant Min. Age

13

Seats Per Lane

3

Club Host Factor

0.5

Seat Duration Per Period (mins.)

240

Max. Duration Per Session (mins.)

Click **Save** once all relevant details are filled in.

On the right-hand side, you can view the event sessions and each individual event. By clicking on the detail icon, you can view & edit further details, including qualifying times.

Event Home

2016 NSW SC Country Championships

Export Roster Publish Edit

Details

Seeding Preference Code (EV3) SLY

Meet Class A

Venue

Sydney Olympic Park Aquatic Centre

Event Dates

Start Date: 04-01-2016, Finish Date: 03-07-2016

Event Sessions

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

10 4 Records

- By clicking publish you finalise your event creation and will NOT be able to make changes once published

Once event set-up is complete, click **Publish** and then **Continue**.

Event Home

2016 NSW SC Country Championships

Export Roster Publish Edit

Details

Seeding Preference Code (EV3) SLY

Meet Class A

Event Dates

Start Date: 02-07-2016, Finish Date: 03-07-2016

Event Sessions

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

10 4 Records

Blue tabs on the right

Rac = Race: access race specific information

Pos = Positions: information around official positions and requirements linked to the template selected.

Req = Requirements: you can select which participants the competition is open to. By having no participants selected non-swimmers can enter your event.

Att = Attendance: you can search attendance at your meet.

Tix = Tickets: to view how many people have entered your meet.

Publish event



Are you sure you want to publish this event?

2016 NSW SC Country Championships

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

Cancel

Continue

Your event is now set-up and online entries will be available for the *Nominations Dates* you have selected.

More detailed steps coming soon.