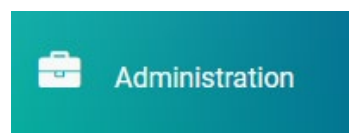# How & Why to Link a meet to my club

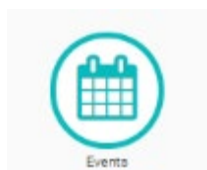**WHY:** There are four primary reasons to Link a meet to your club / district:

1. Enable your club / district swimmers to see and enter meets in a different state from the event calendar
2. For your club administrators to see who is attending the meet from your club
3. For your club nominations officer to enter relay teams
4. For access to the TM Result Files from the meet

Note: Any SwimmingSA approved meet that is set up correctly will automatically show for your members however if you wish to see who is attending from your club you will need to associate the meet to the entity calendar
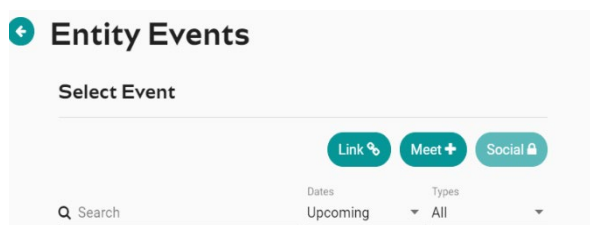
Log-in to Swim Central and select **'Administration'** icon.
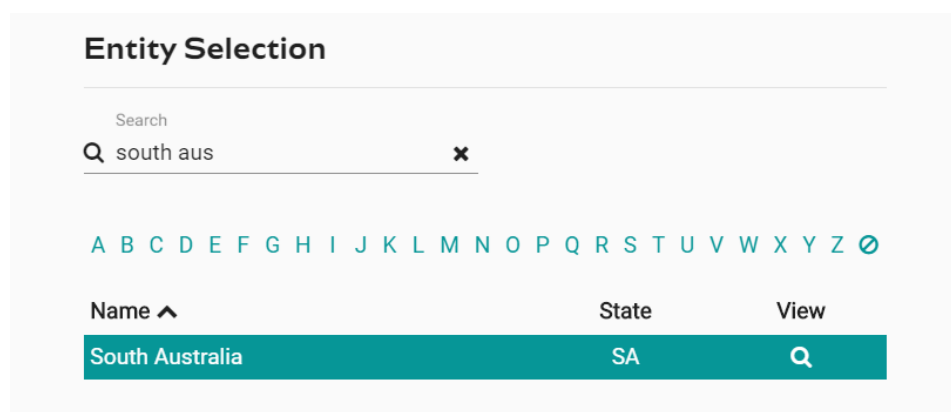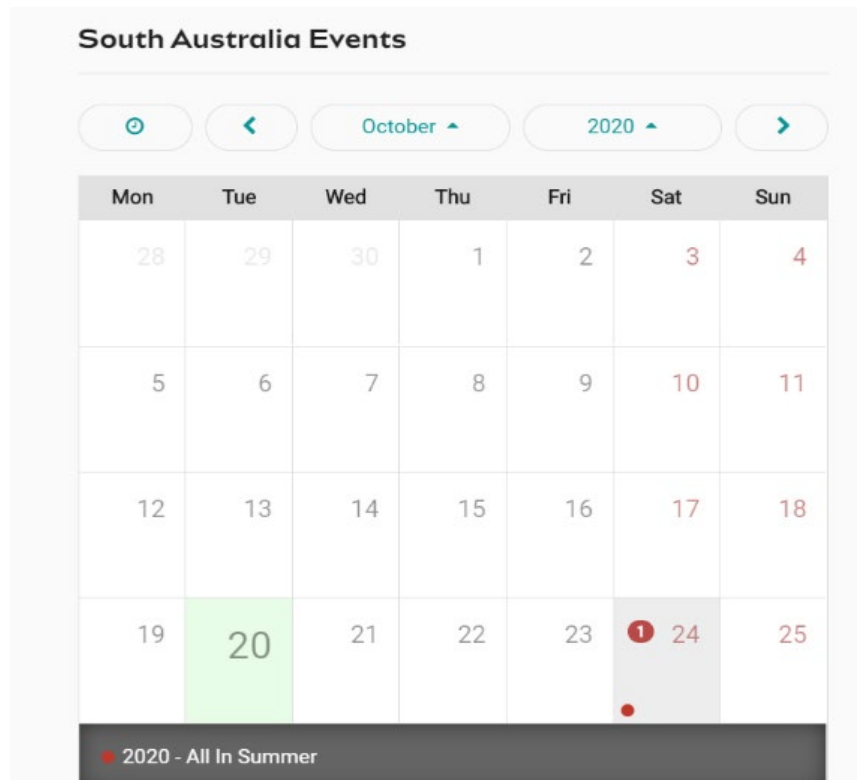

Click the **'Events'** icon

Select '**Link'**

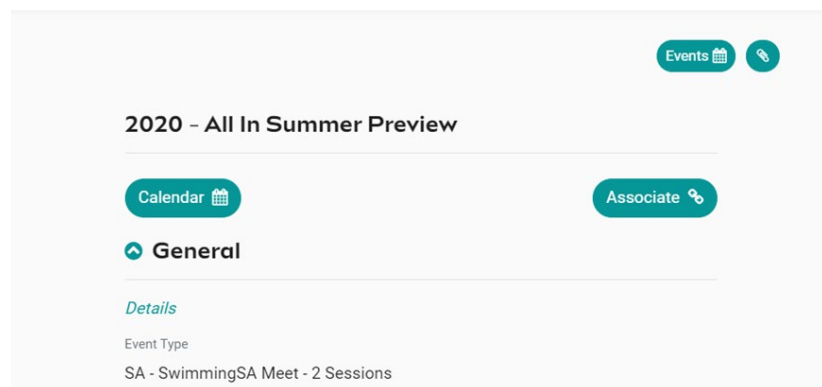Search for the **'club/district'** whose meets you wish to associate with your club.

Select the **'cub/district name'**

Find the date of the meet you wish to associate and **'select the meet'**.
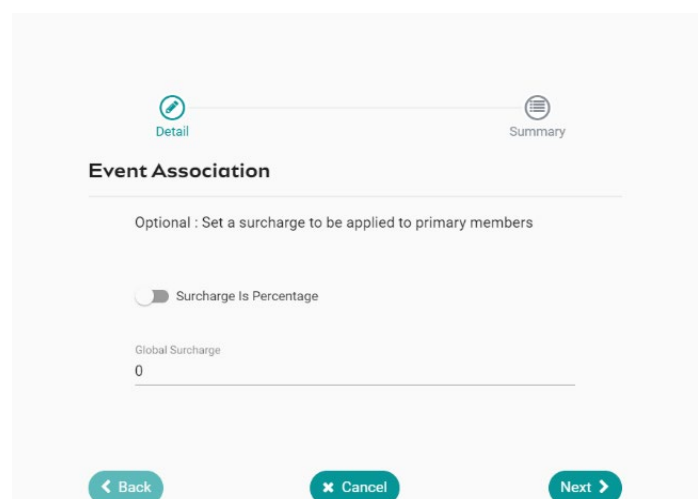

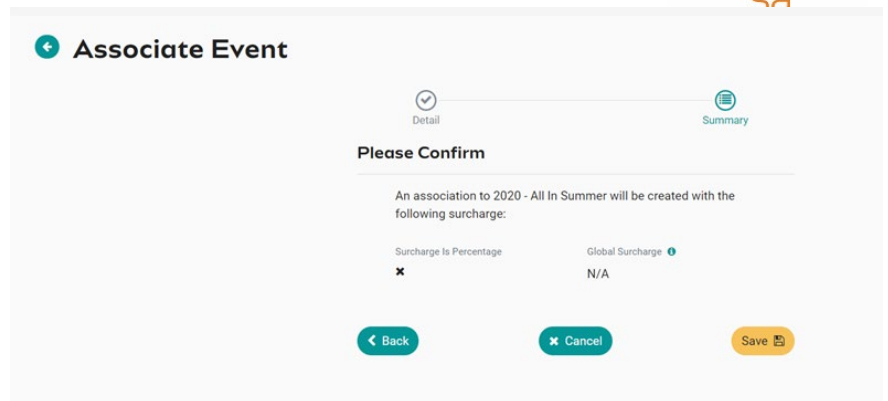Select **'Associate'**

Your club <u>may</u> wish to add a Surcharge onto the swimmers' entry costs.
For example, covering costs for a bus to transport participants. The normal entry fee will be paid to the meet host, while the surcharge is paid to your club.

Select **'Next'**

Select **'Save'**

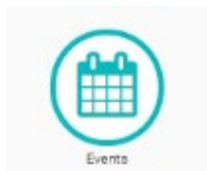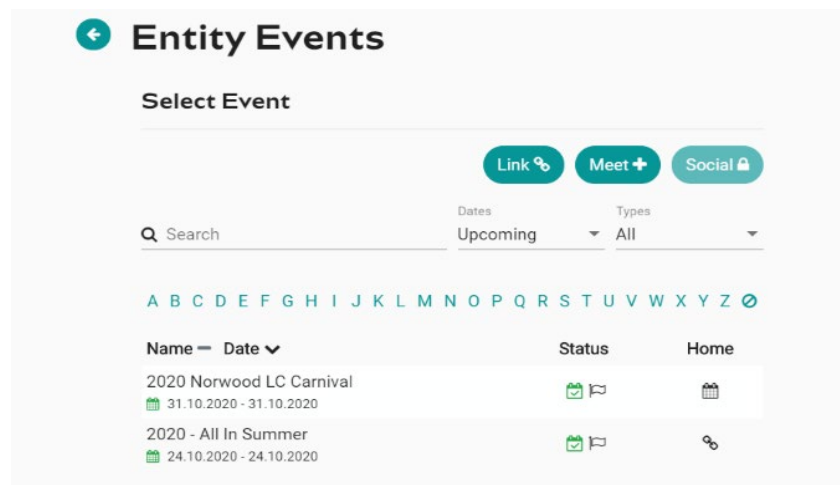The meet is now associated to your club and will appear on the **'Events'** icon

Please note you can now link to Historic Events by following the above process and selecting the relevant dates.