

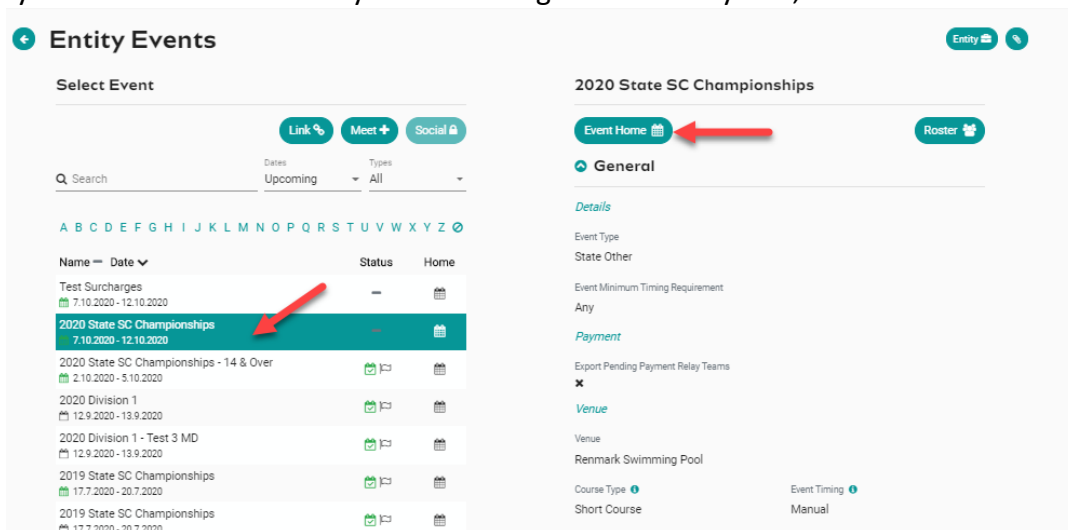
HOW TO ENTER A RELAY

This help guide is for **Race Secretaries and Coaches** wanting to enter relay teams into upcoming swim meets.

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

Select **Events** and find the meet you are looking to enter teams to compete. To learn how to associate your club to an external meet, click [here](#) for instructions.

Once you have found the meet you are looking to enter relays for, select **Event Home**

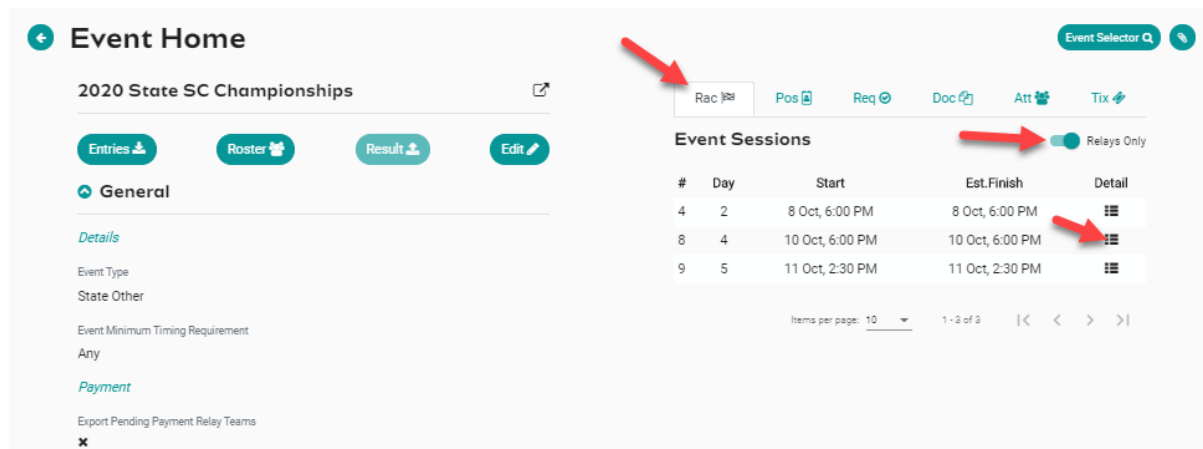


The screenshot shows the 'Entity Events' interface. On the left, there is a table of events with columns for Name, Date, Status, and Home. The '2020 State SC Championships' event is highlighted in green, with a red arrow pointing to it. On the right, the 'Event Home' page for this event is shown, with a red arrow pointing to the 'Event Home' button.

From **Event Home**, view the **Event Sessions** from the **Races** tab on the right. 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.

For instructions on nominating a team for a medley relay click [here](#)

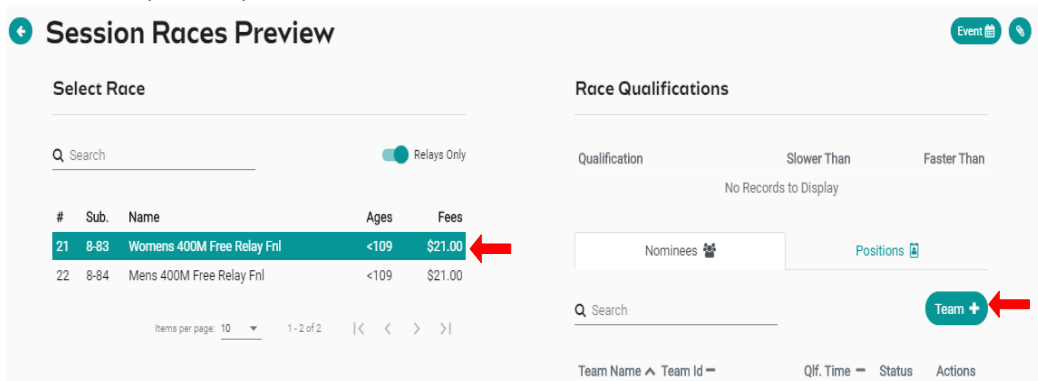
For instructions on nominating a team for a mixed medley relay click [here](#)



The screenshot shows the 'Event Home' page for the '2020 State SC Championships'. The 'Races' tab is selected, and the 'Event Sessions' table is visible. A red arrow points to the 'Relays Only' toggle, which is turned on. Another red arrow points to the 'Detail' icon for the first session in the table.

#	Day	Start	Est.Finish	Detail
4	2	8 Oct, 6:00 PM	8 Oct, 6:00 PM	
8	4	10 Oct, 6:00 PM	10 Oct, 6:00 PM	
9	5	11 Oct, 2:30 PM	11 Oct, 2:30 PM	

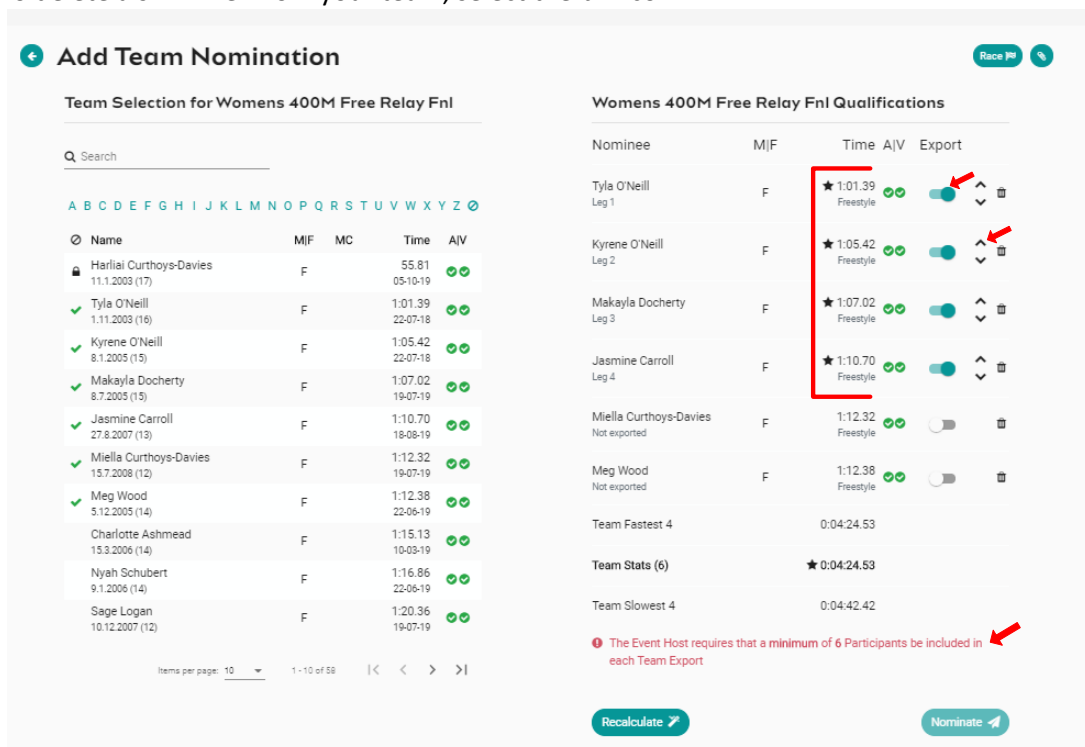
1. Select the relay event you want to enter, click on Team +



The screenshot shows the 'Session Races Preview' interface. On the left, under 'Select Race', there is a search bar and a 'Relays Only' toggle. A table lists two relay events: 'Womens 400M Free Relay Fnl' (row 21) and 'Mens 400M Free Relay Fnl' (row 22). A red arrow points to the '\$21.00' fee for the first event. On the right, 'Race Qualifications' shows 'No Records to Display'. At the bottom right, a 'Team +' button is highlighted with a red arrow.

Swimmers are shown by default as fastest to slowest and alphabetically by surname if equal times or NT. This provides a wider selection of participants for nomination.

2. 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.
3. Confirm the **Export** toggle is on – this is required to export your team including the reserves to Meet Manager. If it is toggled off then the swimmer will not be exported and arrow keys disabled.
4. At the bottom of the screen is 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.
5. The **arrow keys** allow the user to move a swimmer up to or down to the next leg. This is disabled for medley events.
6. To add a swimmer to your team, click on the swimmer's name once.
7. To delete a swimmer from your team, select the bin icon



The screenshot shows the 'Add Team Nomination' interface for the 'Womens 400M Free Relay Fnl' event. It is divided into two main sections: 'Team Selection for Womens 400M Free Relay Fnl' on the left and 'Womens 400M Free Relay Fnl Qualifications' on the right.






Team Selection Table:

Name	M/F	MC	Time	A/V
Harliai Curthoys-Davies	F		55.81	✓✓
Tyla O'Neill	F		1:01.39	✓✓
Kyrene O'Neill	F		1:05.42	✓✓
Makayla Docherty	F		1:07.02	✓✓
Jasmine Carroll	F		1:10.70	✓✓
Miella Curthoys-Davies	F		1:12.32	✓✓
Meg Wood	F		1:12.38	✓✓
Charllotte Ashmead	F		1:15.13	✓✓
Nyah Schubert	F		1:16.86	✓✓
Sage Logan	F		1:20.36	✓✓

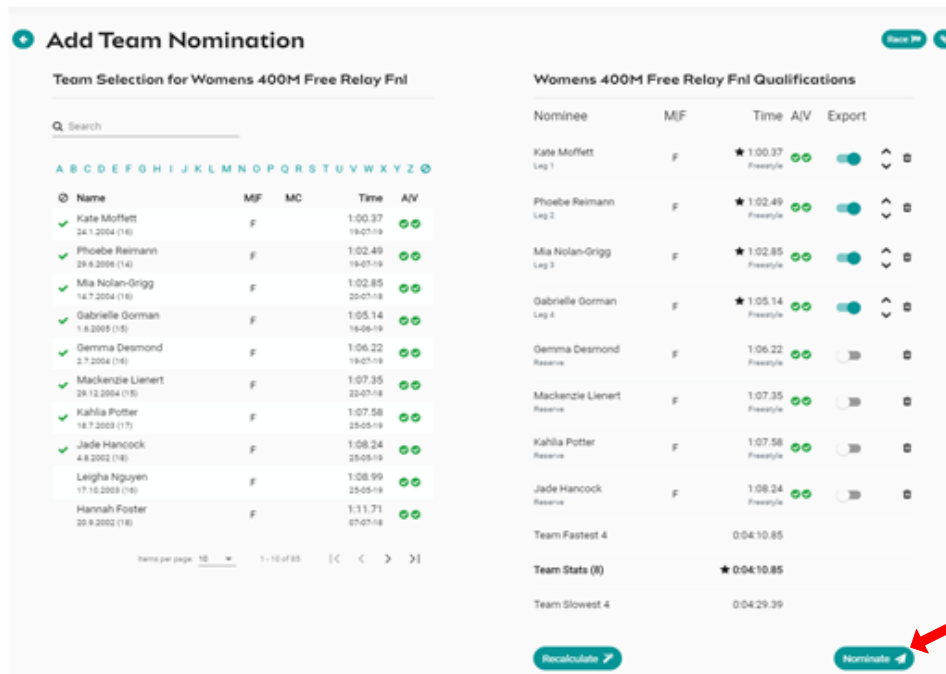
Qualifications Table:

Nominee	M/F	Time	A/V	Export
Tyla O'Neill (Leg 1)	F	★ 1:01.39 Freestyle	✓✓	✓
Kyrene O'Neill (Leg 2)	F	★ 1:05.42 Freestyle	✓✓	✓
Makayla Docherty (Leg 3)	F	★ 1:07.02 Freestyle	✓✓	✓
Jasmine Carroll (Leg 4)	F	★ 1:10.70 Freestyle	✓✓	✓
Miella Curthoys-Davies	F	1:12.32 Freestyle	✓✓	✗
Meg Wood	F	1:12.38 Freestyle	✓✓	✗

At the bottom, a red box highlights a message: 'The Event Host requires that a minimum of 6 Participants be included in each Team Export'. A 'Nominate' button is visible at the bottom right.

-  1:00.37
Freestyle 
- Star indicates swimmers nominated for the relay team
- A/V
-  Green ticks - Swimmer is **A** - available to nominate and **V** time is verified
-  Swimmer already assigned to a team in the same event will be locked.
-  Swimmer has no results but can be nominated
- Recalculate** - clears the swimmers in the nominee screen and populates the 4 fastest available and verified swimmers

















8. **Confirm** your Team then select **Nominate** to save your team & repeat steps 2 to 7 to add extra teams to the same event.





Add Team Nomination





Team Selection for Womens 400M Free Relay Fnl

Womens 400M Free Relay Fnl Qualifications

Nominee	MF	Time	A/V	Export
Kate Moffett Leg 1	F	★ 1:00.37 Freestyle		
Phoebe Reimann Leg 2	F	★ 1:02.49 Freestyle		
Mia Nolan-Grigg Leg 3	F	★ 1:02.85 Freestyle		
Gabrielle Gorman Leg 4	F	★ 1:05.14 Freestyle		
Gemma Desmond Reserve	F	1:06.22 Freestyle		
Mackenzie Lienert Reserve	F	1:07.35 Freestyle		
Kahlia Potter Reserve	F	1:07.58 Freestyle		
Jade Hancock Reserve	F	1:08.24 Freestyle		
Team Fastest 4		0:04:10.85		
Team Stats (0)		★ 0:04:10.85		
Team Slowest 4		0:04:29.39		

Recalculate  Nominate 



9. Once you have nominated your teams Review your teams for each event – A Team ID Alpha Character is assigned to each team name; this is displayed as an additional column beside Team Name. The team list can be sorted by fastest time, which would list Team A first, then Team B etc
10. Select each of the **black trolley** to add each Team nomination to the entity cart. This will create a purchase order for each team nomination

-  Create Purchase order  Edit Team
-  In Shopping Cart; Purchase order not created - not exported
-  Delete the team













Race Qualifications

Qualification Slower Than Faster Than

No Records to Display

Nominees  Positions 

Q Search Team +




Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A MP		2:05.13		  
Mountain Pool B MP		2:15.84		  
Mountain Pool C MP		2:28.42		  

Items per page: 10 1 - 3 of 3 < > >>

11. Next go to **Entity Home, Entity Cart** where you can view your purchase orders for your relays. **Confirm or remove** any purchase order then select **Ts & Cs** then **Checkout**

Entity Cart Empty

Confirm Your Cart Contents

Product Name	exGST	GST	Qty	incGST
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool C <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool B <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool A <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1	\$26.24
Grand Total			3	\$78.72
GST Component				\$7.17
Transaction Fee*				\$15.72

* fees and surcharges included in total amount shown

I agree with Ts & Cs Checkout

Terms and Conditions of Purchase

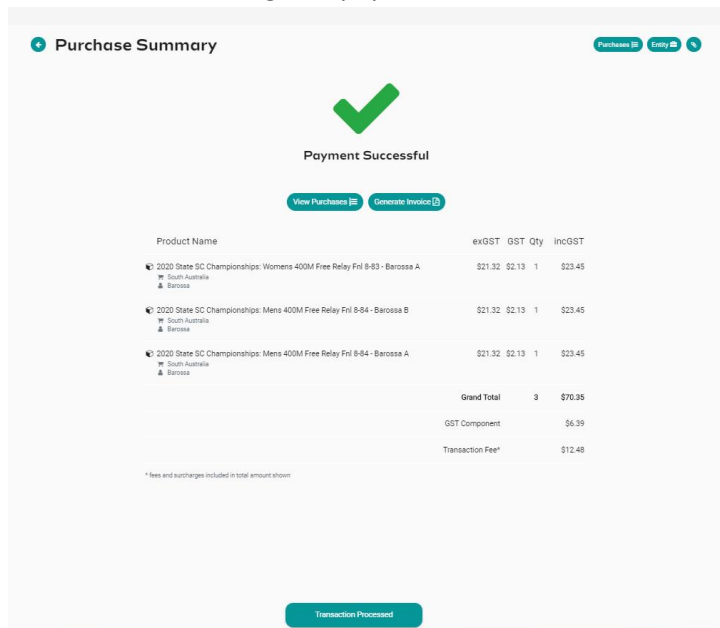
I agree to the terms and conditions of this purchase.
I acknowledge the full terms and conditions are available to me [HERE](#)

Specific Terms and Conditions:

- Terms and Conditions of Membership - Individual
- Terms and Conditions - Promotions
- Terms and Conditions of Sale
- Terms and Conditions of Membership - Club / District
- Refund Policy
- Fees and Charges Policy
- Pool Deck Policy

12. Provide **Credit Card Details** then select **Purchase**

13. A large green tick will show confirming that payment was successful



14. To View your nominated Teams and their status go to the **Events Home Page** select **Tms**. A list of your nominated teams will show.



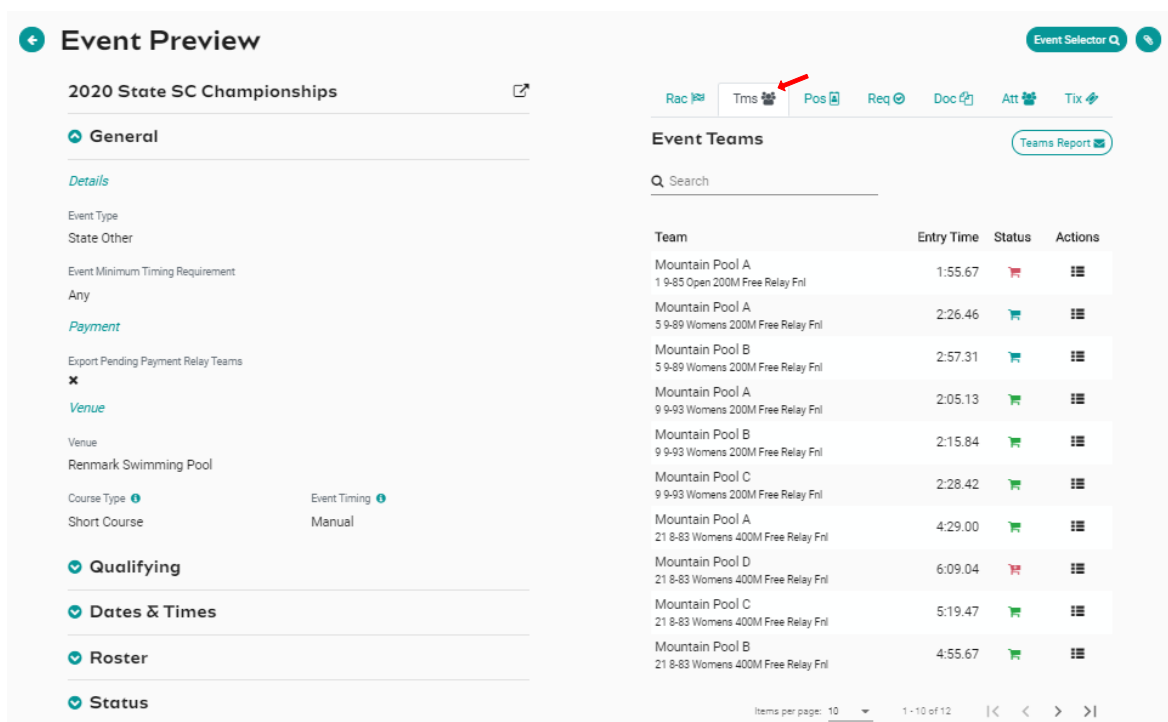
Green Trolley – Payment received and entry completed



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



Red Trolley – Purchase Order not created, refunded or require payment – not exported



Event Preview 2020 State SC Championships

Event Type: State Other

Event Minimum Timing Requirement: Any

Export Pending Payment Relay Teams: **x**

Venue: Renmark Swimming Pool

Course Type: Short Course

Event Timing: Manual

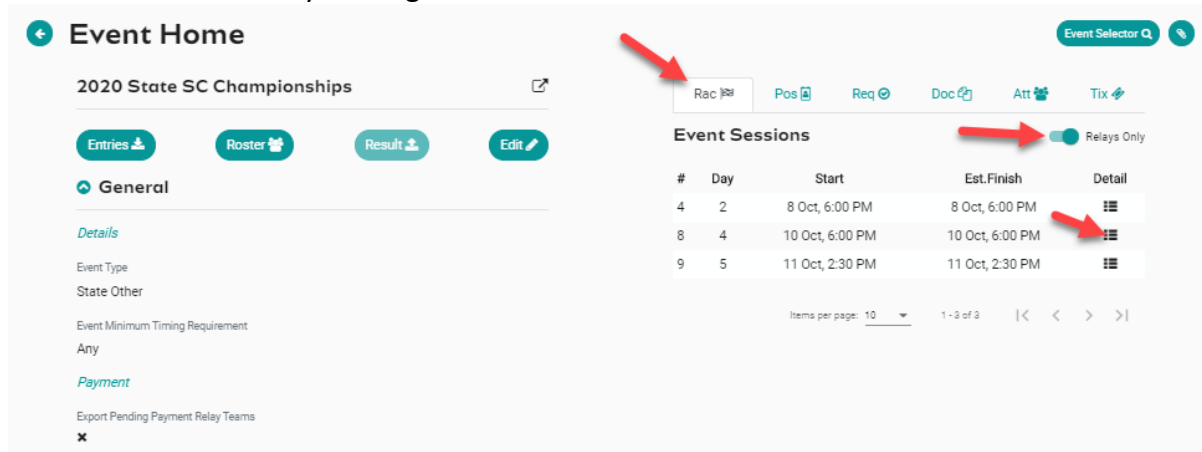
Event Teams

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	Blue 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	⋮
Mountain Pool C 21 8-83 Womens 400M Free Relay Fnl	5:19.47	Blue Trolley	⋮
Mountain Pool B 21 8-83 Womens 400M Free Relay Fnl	4:55.67	Green Trolley	⋮

Items per page: 10 1 - 10 of 12

NOMINATING FOR A MEDLEY RELAY

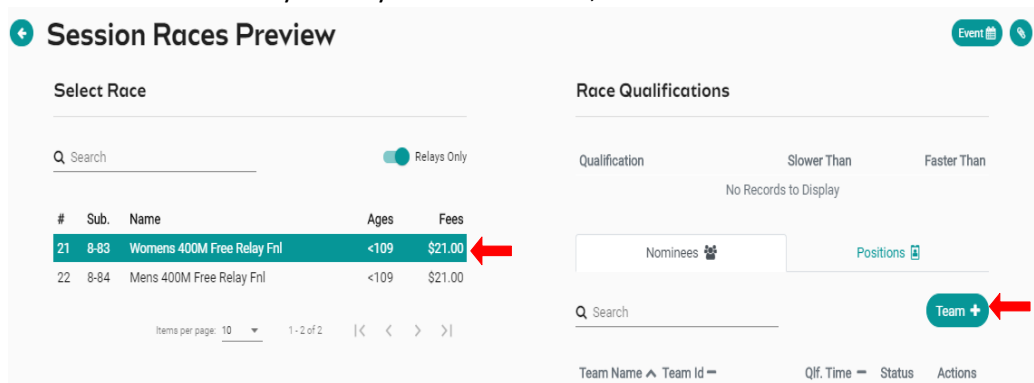
From **Event Home**, view the **Event Sessions** from the **Races** tab on the right. Turn on the toggle for **Relays Only** to view only the sessions with relay races available for entry. View the session event list by clicking on the session detail.



The screenshot shows the 'Event Home' page for the '2020 State SC Championships'. On the right, the 'Event Sessions' section is active. A red arrow points to the 'Rac' tab. Another red arrow points to the 'Relays Only' toggle, which is turned on. A third red arrow points to the 'Detail' column of the 'Event Sessions' table.

#	Day	Start	Est.Finish	Detail
4	2	8 Oct, 6:00 PM	8 Oct, 6:00 PM	
8	4	10 Oct, 6:00 PM	10 Oct, 6:00 PM	
9	5	11 Oct, 2:30 PM	11 Oct, 2:30 PM	

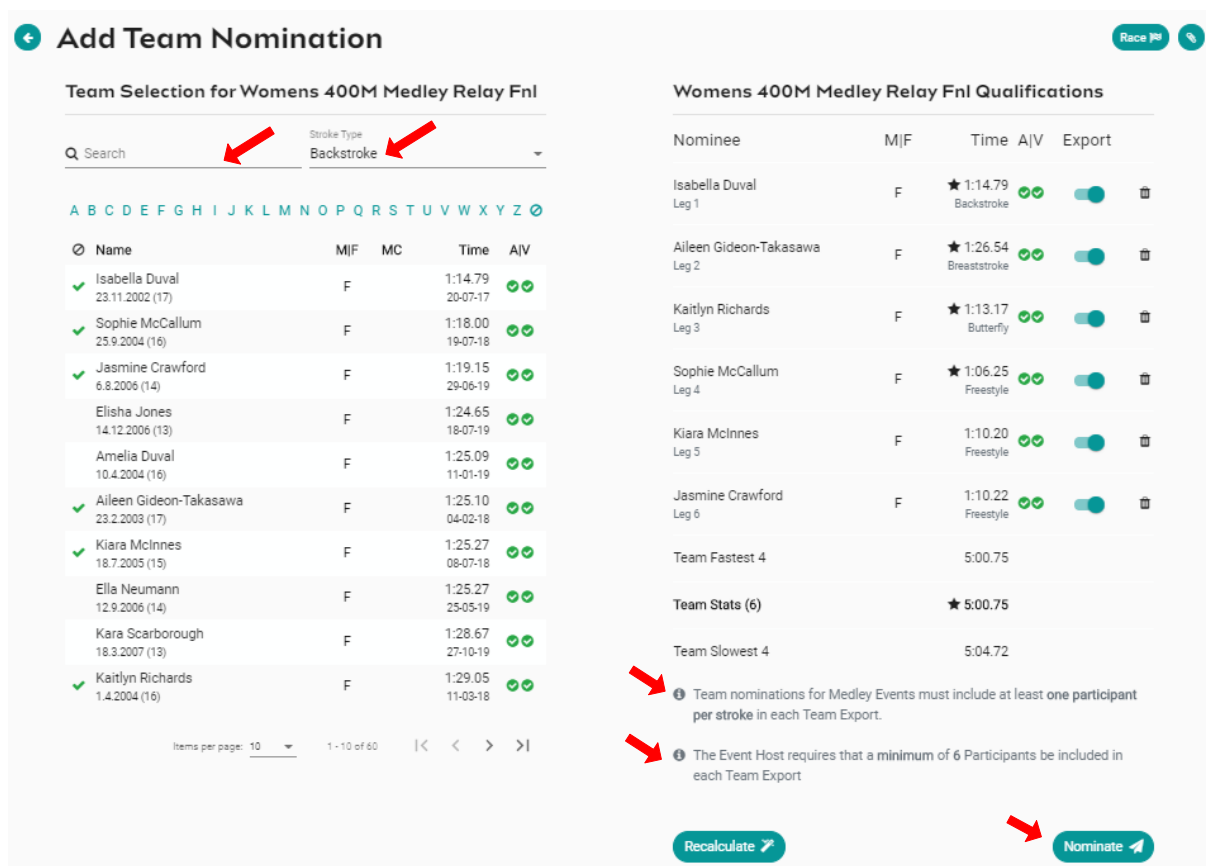
1. Select the MEDLEY relay event you want to enter, click on Team +





The screenshot shows the 'Session Races Preview' page. On the left, the 'Select Race' table lists two relay events. A red arrow points to the '\$21.00' fee for the 'Womens 400M Free Relay Fnl' event. On the right, the 'Race Qualifications' section shows 'No Records to Display'. At the bottom right, a red arrow points to the 'Team +' button.


#	Sub.	Name	Ages	Fees
21	8-83	Womens 400M Free Relay Fnl	<109	\$21.00
22	8-84	Mens 400M Free Relay Fnl	<109	\$21.00

- 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. Swimmers are shown by default as fastest to slowest and alphabetically by surname if equal times or NT.
 - To **add** a swimmer to your team, select **stroke type** and then click on the **swimmer's name**. Depending on the event set up, you will be able to add up to 4 reserves. The reserves can be set at any stroke
 - Click on **Nominate** to save your team & repeat steps 1 to 5 to add extra teams to the same event. Swimmers already assigned to a team in the same event will be locked.







★ 1:00.37 Freestyle   Star indicates swimmer nominated for the relay team

AIV   Swimmer is available to enter this event and verified time

 Swimmer has no results

Recalculate - clears the swimmers in the nominee screen and populates the 4 fastest available and verified swimmers



- Review your teams for each event – A Team ID Alpha Character is assigned to each team name; this is displayed as an additional column beside Team Name. The team list can be sorted by fastest time, which would list Team A first, then Team B etc
- Select the **black trolley** to add each Team nomination to the entity cart. This will create a purchase order for each team nomination

-  Create Purchase order  Edit Team
-  In Shopping Cart; Purchase order not created - not exported
-  Delete the team













Race Qualifications

Qualification Slower Than Faster Than

No Records to Display


Nominees  Positions 

Q Search **Team +**











Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A MP		2:05.13		  
Mountain Pool B MP		2:15.84		  
Mountain Pool C MP		2:28.42		  

Items per page: 10 1 - 3 of 3 < > >>


- Next go to **Entity Home**, **Entity Cart** where you can view your purchase orders for your relays. **Confirm or remove** any purchase order then select **Ts & Cs** then **Checkout**

Entity Cart Entity 

Confirm Your Cart Contents

Product Name	exGST	GST	Qty	incGST
 2020 State SC Championships: Womens 200M Free Relay Fnl 9-93 - Mountain Pool C  South Australia  Mountain Pool	\$23.85	\$2.39	 1	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fnl 9-93 - Mountain Pool B  South Australia  Mountain Pool	\$23.85	\$2.39	1	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fnl 9-93 - Mountain Pool A  South Australia  Mountain Pool	\$23.85	\$2.39	1	\$26.24
Grand Total			3	\$78.72
GST Component				\$7.17
Transaction Fee*				\$15.72

* fees and surcharges included in total amount shown

I agree with Ts & Cs **Checkout** 

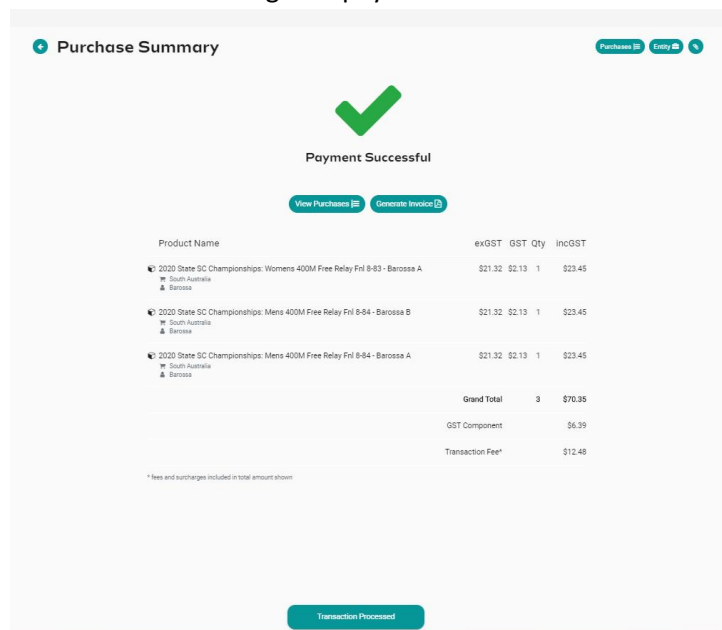
Terms and Conditions of Purchase

I agree to the terms and conditions of this purchase.
I acknowledge the full terms and conditions are available to me [HERE](#)

Specific Terms and Conditions:

- Terms and Conditions of Membership - Individual
- Terms and Conditions - Promotions
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- Refund Policy
- Fees and Charges Policy
- Pool Deck Policy

8. Provide **Credit Card Details** then select **Purchase**
9. A large green tick will show confirming that payment was successful



10. To View your nominated Teams and their status go to the **Events Home Page** select **Tms**. A list of your nominated teams will show.



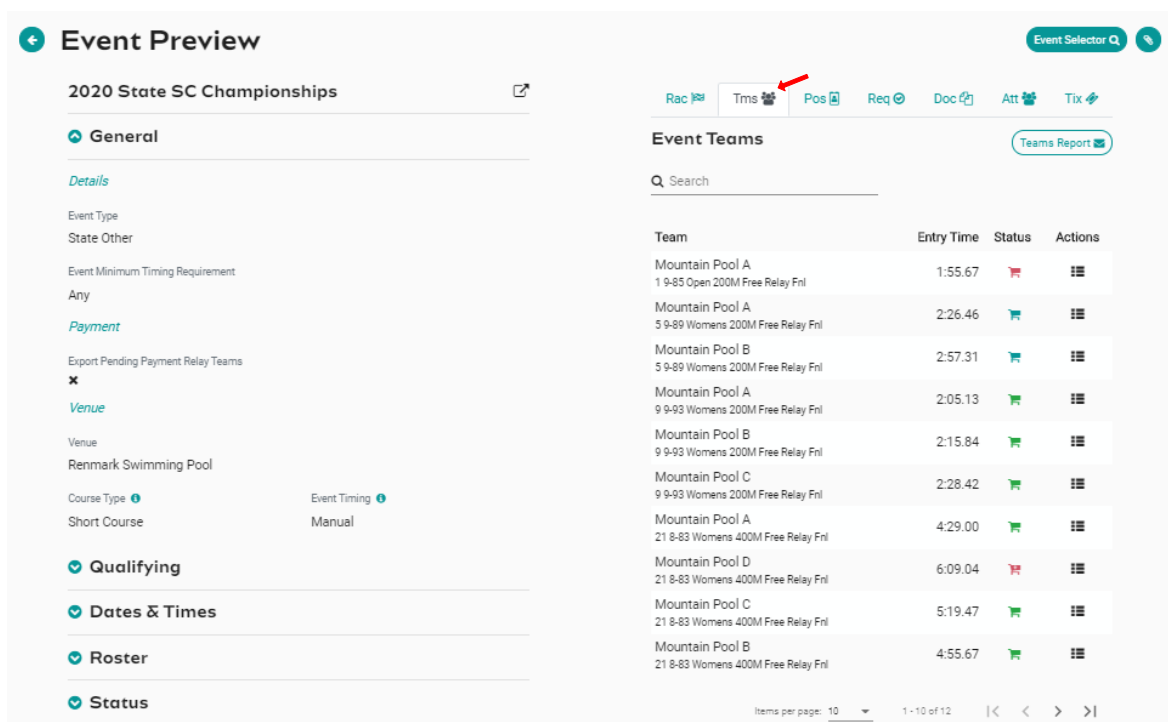
Green Trolley – Payment received and entry completed



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



Red Trolley – Purchase Order not created, refunded or require payment – not exported



Event Preview

2020 State SC Championships

Event Selector

Rac | **Tms** | Pos | Req | Doc | Att | Tix

Event Teams

Teams Report

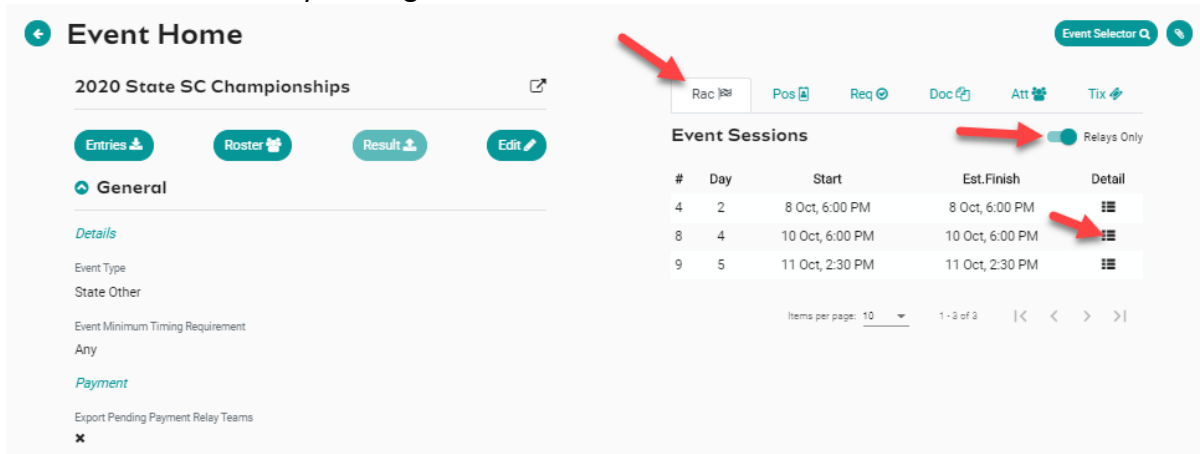
Search

Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fnl	1:55.67	🛒	⋮
Mountain Pool A 5 9-89 Womens 200M Free Relay Fnl	2:26.46	🛒	⋮
Mountain Pool B 5 9-89 Womens 200M Free Relay Fnl	2:57.31	🛒	⋮
Mountain Pool A 9 9-93 Womens 200M Free Relay Fnl	2:05.13	🛒	⋮
Mountain Pool B 9 9-93 Womens 200M Free Relay Fnl	2:15.84	🛒	⋮
Mountain Pool C 9 9-93 Womens 200M Free Relay Fnl	2:28.42	🛒	⋮
Mountain Pool A 21 8-83 Womens 400M Free Relay Fnl	4:29.00	🛒	⋮
Mountain Pool D 21 8-83 Womens 400M Free Relay Fnl	6:09.04	🛒	⋮
Mountain Pool C 21 8-83 Womens 400M Free Relay Fnl	5:19.47	🛒	⋮
Mountain Pool B 21 8-83 Womens 400M Free Relay Fnl	4:55.67	🛒	⋮

Items per page: 10 | 1 - 10 of 12

NOMINATING FOR A MIXED MEDLEY RELAY

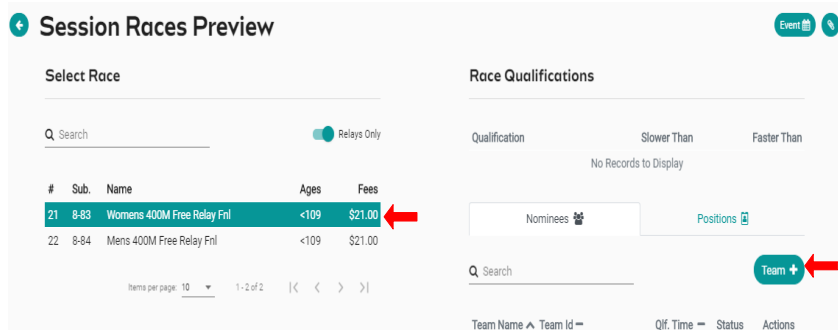
From **Event Home**, view the **Event Sessions** from the **Races** tab on the right. Turn on the toggle for **Relays Only** to view only the sessions with relay races available for entry. View the session event list by clicking on the session detail.



The screenshot shows the 'Event Home' page for the '2020 State SC Championships'. On the right side, the 'Event Sessions' tab is selected. A red arrow points to the 'Rac' tab. Another red arrow points to the 'Relays Only' toggle, which is currently turned on. A third red arrow points to the 'Detail' column of the 'Event Sessions' table.

#	Day	Start	Est.Finish	Detail
4	2	8 Oct, 6:00 PM	8 Oct, 6:00 PM	
8	4	10 Oct, 6:00 PM	10 Oct, 6:00 PM	
9	5	11 Oct, 2:30 PM	11 Oct, 2:30 PM	

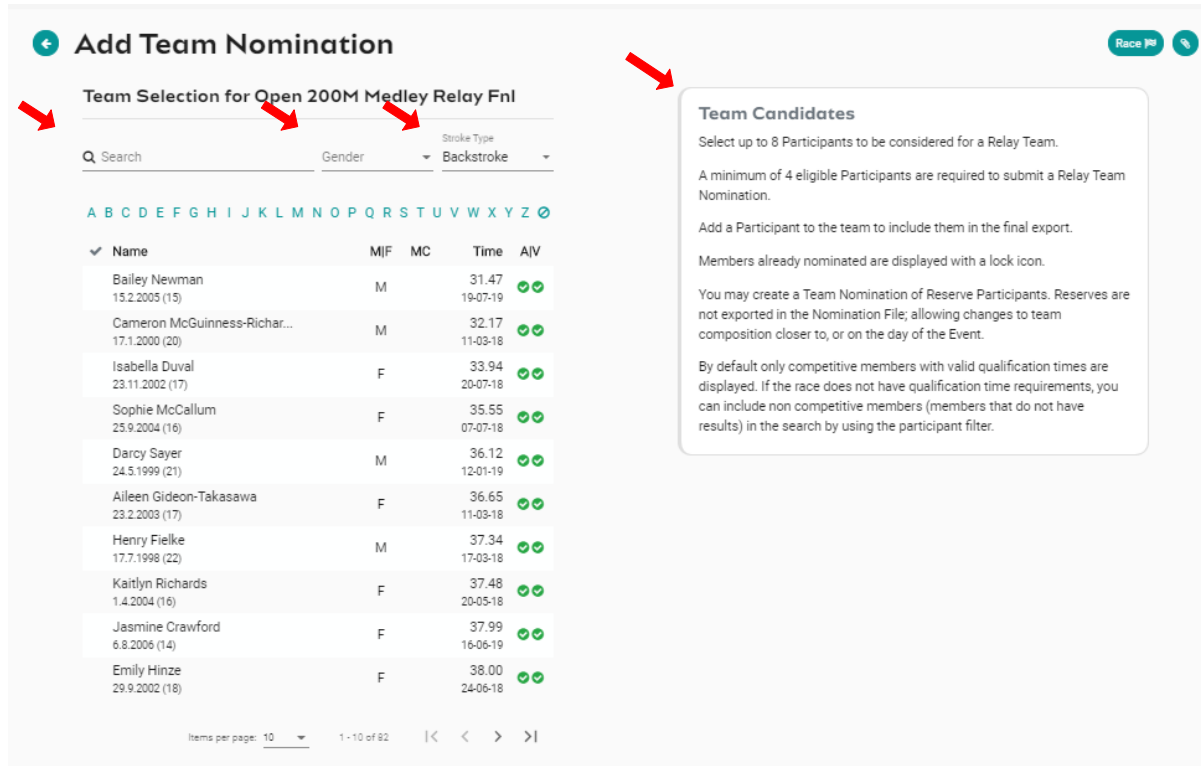
1. Select the OPEN MEDLEY relay event you want to enter, click on Team +



The screenshot shows the 'Session Races Preview' page. On the left, there is a table of races. A red arrow points to the 'Fees' column for the 'Womens 400M Free Relay Fnl' race. On the right, there is a 'Race Qualifications' section. A red arrow points to the 'Team +' button.

#	Sub.	Name	Ages	Fees
21	8-83	Womens 400M Free Relay Fnl	<109	\$21.00
22	8-84	Mens 400M Free Relay Fnl	<109	\$21.00

- The system will NOT automatically load any swimmers on the right screen. However Team Candidate details for a Mixed Medley team will be displayed
- Users can search via a **swimmer's name, gender or stroke type**.



Add Team Nomination

Team Selection for Open 200M Medley Relay Fnl

Q Search Gender Backstroke

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	M/F	MC	Time	A/V
Bailey Newman 15.2.2005 (15)	M		31.47 19-07-19	✓✓
Cameron McGuinness-Richar... 17.1.2000 (20)	M		32.17 11-03-18	✓✓
Isabella Duval 23.11.2002 (17)	F		33.94 20-07-18	✓✓
Sophie McCallum 25.9.2004 (16)	F		35.55 07-07-18	✓✓
Darcy Sayer 24.5.1999 (21)	M		36.12 12-01-19	✓✓
Aileen Gideon-Takasawa 23.2.2003 (17)	F		36.65 11-03-18	✓✓
Henry Fielke 17.7.1998 (22)	M		37.34 17-03-18	✓✓
Kaitlyn Richards 1.4.2004 (16)	F		37.48 20-05-18	✓✓
Jasmine Crawford 6.8.2006 (14)	F		37.99 16-06-19	✓✓
Emily Hinze 29.9.2002 (18)	F		38.00 24-06-18	✓✓

Items per page: 10 1 - 10 of 82

Team Candidates

Select up to 8 Participants to be considered for a Relay Team.

A minimum of 4 eligible Participants are required to submit a Relay Team Nomination.

Add a Participant to the team to include them in the final export.

Members already nominated are displayed with a lock icon.

You may create a Team Nomination of Reserve Participants. Reserves are not exported in the Nomination File; allowing changes to team composition closer to, or on the day of the Event.

By default only competitive members with valid qualification times are displayed. If the race does not have qualification time requirements, you can include non competitive members (members that do not have results) in the search by using the participant filter.





- Select a swimmer to add to the nominee's screen
Once you commence selection a **selection criteria** will be displayed at the bottom of the right screen



- Team nominations for Medley Events must include at least one participant per stroke in each Team Export.
- Team nominations for Open Events must include an equal number of female and male Participants
- The Event Host requires that a minimum of 6 Participants be included in each Team Export

- Once you have selected your team Click on **Nominate** to save your team & repeat steps 1 to 5 to add extra teams to the same event. Swimmers already assigned to a team in the same event will be locked.



6. Review your teams for each event – A Team ID Alpha Character is assigned to each team name; this is displayed as an additional column beside Team Name. The team list can be sorted by fastest time, which would list Team A first, then Team B etc
7. Select the **black trolley** to add each Team nomination to the entity cart. This will create a purchase order for each team nomination

-  Create Purchase order  Edit Team
-  In Shopping Cart; Purchase order not created - not exported
-  Delete the team













Race Qualifications

Qualification Slower Than Faster Than

No Records to Display


Nominees  Positions 

Q Search Team +




Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A MP		2:05.13		  
Mountain Pool B MP		2:15.84		  
Mountain Pool C MP		2:28.42		  

Items per page: 10 1 - 3 of 3 < > >>


8. Next go to **Entity Home, Entity Cart** where you can view your purchase orders for your relays. **Confirm or remove** any purchase order then select **Ts & Cs** then **Checkout**

Entity Cart Entity 

Confirm Your Cart Contents

Product Name	exGST	GST	Qty	incGST
 2020 State SC Championships: Womens 200M Free Relay Fnl 9-93 - Mountain Pool C <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fnl 9-93 - Mountain Pool B <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fnl 9-93 - Mountain Pool A <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1	\$26.24
Grand Total			3	\$78.72
		GST Component		\$7.17
		Transaction Fee*		\$15.72

* fees and surcharges included in total amount shown

I agree with Ts & Cs Checkout 

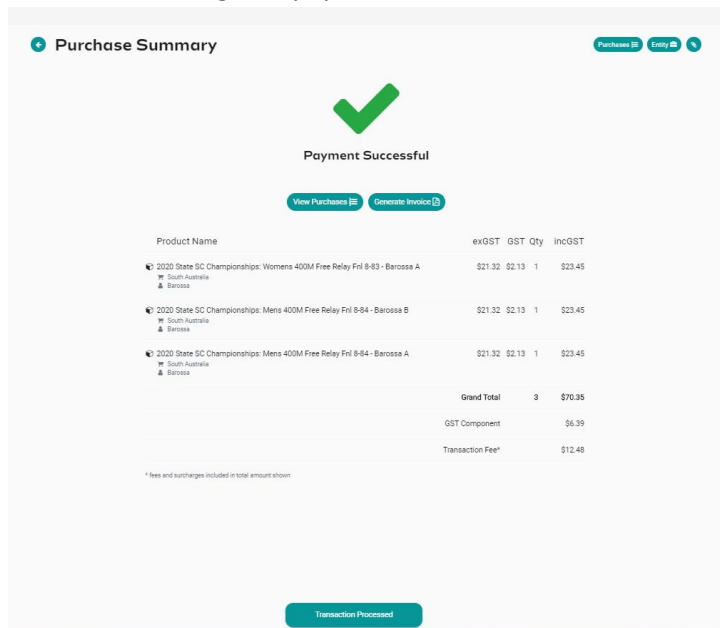
Terms and Conditions of Purchase

I agree to the terms and conditions of this purchase.
I acknowledge the full terms and conditions are available to me [HERE](#)

Specific Terms and Conditions:

- Terms and Conditions of Membership - Individual
- Terms and Conditions - Promotions
- Terms and Conditions of Sale
- Terms and Conditions of Membership - Club / District
- Refund Policy
- Fees and Charges Policy
- Pool Deck Policy

9. Provide **Credit Card Details** then select **Purchase**
10. A large green tick will show confirming that payment was successful



11. To View your nominated Teams and their status go to the **Events Home Page** select **Tms**. A list of your nominated teams will show.



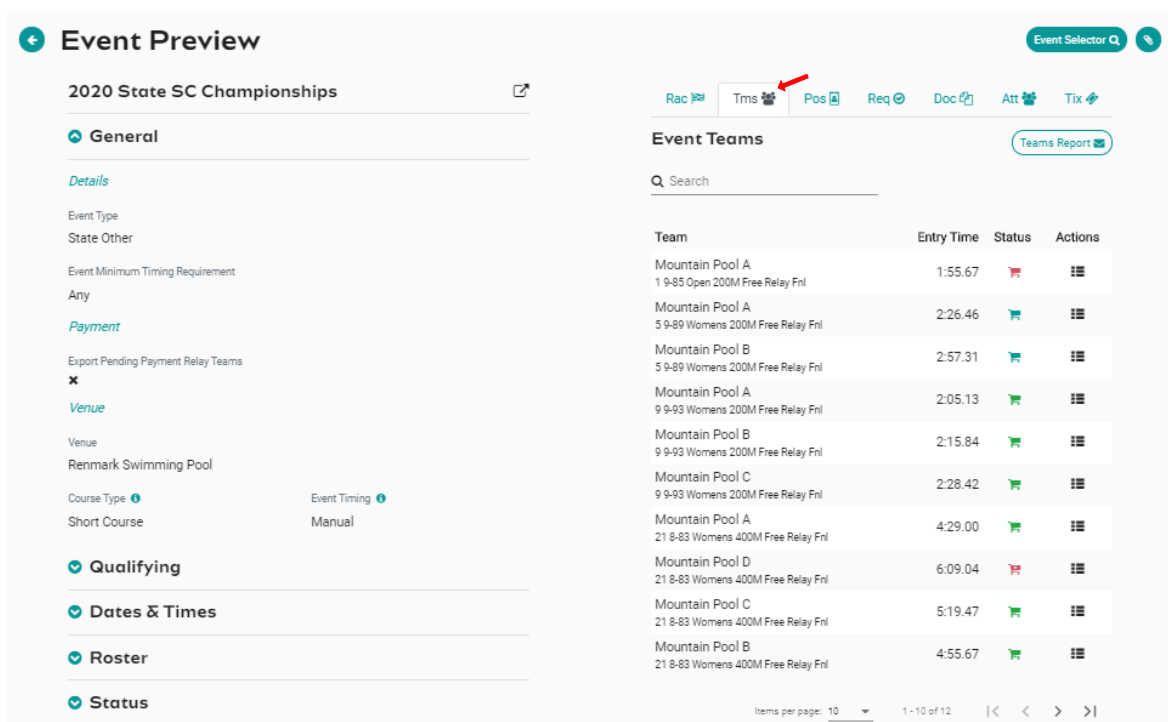
Green Trolley – Payment received and entry completed



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



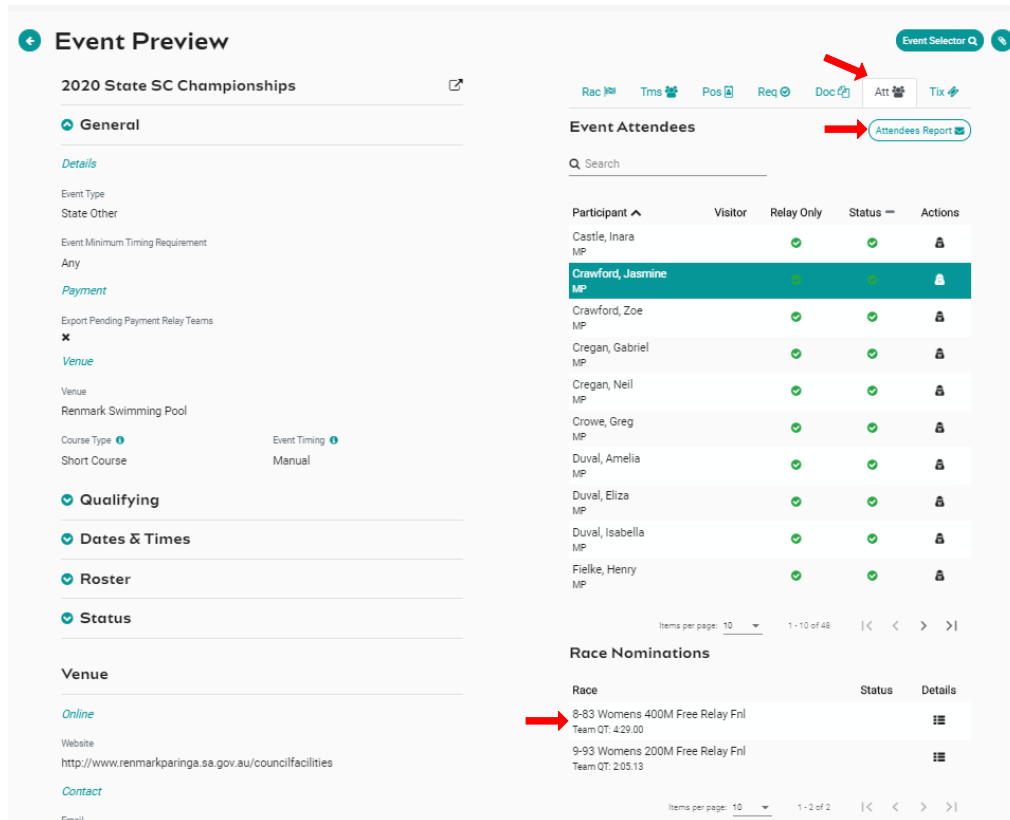
Red Trolley – Purchase Order not created, refunded or require payment – not exported



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	⋮
Mountain Pool C 21 8-83 Womens 400M Free Relay Fnl	5:19.47	Green Trolley	⋮
Mountain Pool B 21 8-83 Womens 400M Free Relay Fnl	4:55.67	Green Trolley	⋮

ATTENDEES REPORT

To obtain a list of attendees for the relay events go to **Event Home** -> **Att Tab** -> Select **Attendees Report**. A report will be emailed 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



Event Preview

2020 State SC Championships

General

Details

Event Type
State Other

Event Minimum Timing Requirement
Any

Payment

Export Pending Payment Relay Teams
x

Venue

Venue
Renmark Swimming Pool

Course Type **1** Event Timing **1**
Short Course Manual

Qualifying

Dates & Times

Roster

Status

Venue

Online

Website
http://www.remarkparinga.sa.gov.au/councilfacilities

Contact

Email

Event Attendees

Rac Tms Pos Req Doc Att Tix

Attendees Report

Q Search

Participant ^	Visitor	Relay Only	Status =	Actions
Castle, Inara MP		✓	✓	🔒
Crawford, Jasmine MP		✓	✓	🔒
Crawford, Zoe MP		✓	✓	🔒
Cregan, Gabriel MP		✓	✓	🔒
Cregan, Neil MP		✓	✓	🔒
Crowe, Greg MP		✓	✓	🔒
Duval, Amelia MP		✓	✓	🔒
Duval, Eliza MP		✓	✓	🔒
Duval, Isabella MP		✓	✓	🔒
Fielke, Henry MP		✓	✓	🔒

Items per page: 10 1 - 10 of 48 |< < > >|

Race Nominations

Race	Status	Details
8-83 Womens 400M Free Relay Fnl Team QT: 4:29.00		☰
9-93 Womens 200M Free Relay Fnl Team QT: 2:05.13		☰

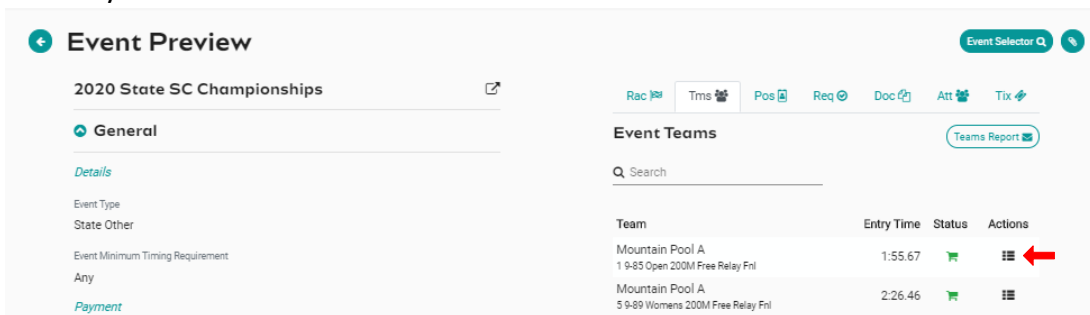
Items per page: 10 1 - 2 of 2 |< < > >|

TEAMS REPORT

To view a list of each team nominated for a relay go to **Event Home** -> **Tms Tab** -> select **Teams Report**. 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 Ti	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);Z	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

Alternatively select the 'Details' icon under Actions



Event Preview


2020 State SC Championships

General

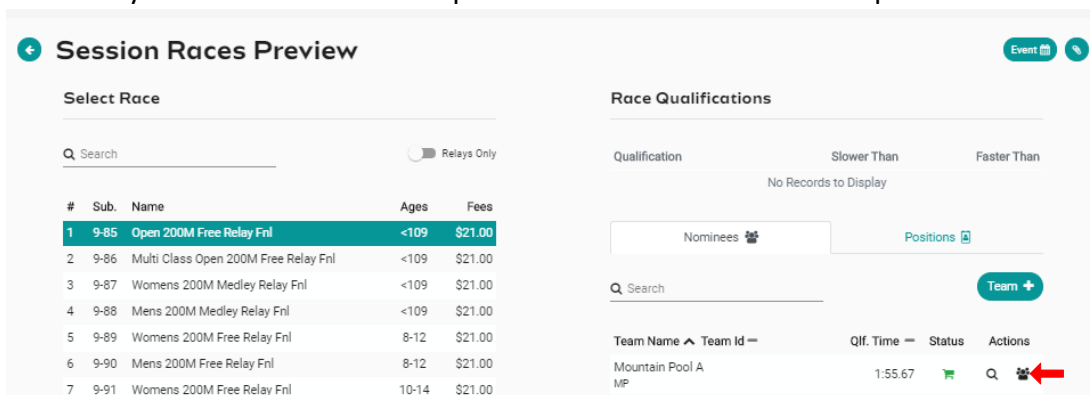
Event Type: State Other

Event Minimum Timing Requirement: Any

Event Teams

Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fnl	1:55.67	✔	⋮ 
Mountain Pool A 5 9-89 Womens 200M Free Relay Fnl	2:26.46	✔	⋮

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



Session Races Preview

Select Race

Q Search

Race Qualifications


Qualification: Slower Than, Faster Than

No Records to Display

Nominees

Positions

Team

Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A MP		1:55.67	✔	⋮ 

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

Groups Selector

Groups Groups Report

Q Search Group +

Group Type: All

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name ^			
2020 South Australia LC State Championship Open 200M Medley Relay Fnl Team 1 Relay Team	4	0	
2020 South Australia LC State Championship Open 200M Medley Relay Fnl Team 1 Relay Team	4	0	
2020 South Australia LC State Championship Open 200M Medley Relay Fnl Team 1 Relay Team	4	0	
2020 South Australia SC State Other Mens 400M Free Relay Fnl Team 84 A Relay Team	8	0	
2020 South Australia SC State Other Mens 400M Free Relay Fnl Team 84 B Relay Team	7	0	
2020 South Australia SC State Other Open 200M Free Relay Fnl Team 85 A Relay Team	6	0	

2020 South Australia SC State Other Open 200M...

Q Search Msg + Member +

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name ^	Propl.	Actions
Aaron Newman aaronnewman@outlook.com		
Aileen Gideon-Takasawa Dependant		
Bailey Newman Dependant		
Cameron McGuinness-Richar... Cameron@Zenfish.net		
Greg Crowe holgreg@intermode.on.net		
Sophie McCallum Dependant		

Items per page: 10 | 1 - 6 of 6 | < > >>

HOW TO ASSOCIATE A MEET TO MY CLUB/ORGANISATION

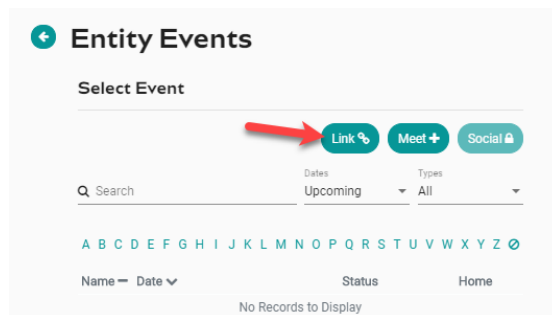
There are two primary reasons to Associate a meet to your club/organisation/district:

1. Enable your club/organisation/district swimmers to see and enter meets in a different state from the event calendar
2. For your club administrators and coaches to see who is attending the meet from your club

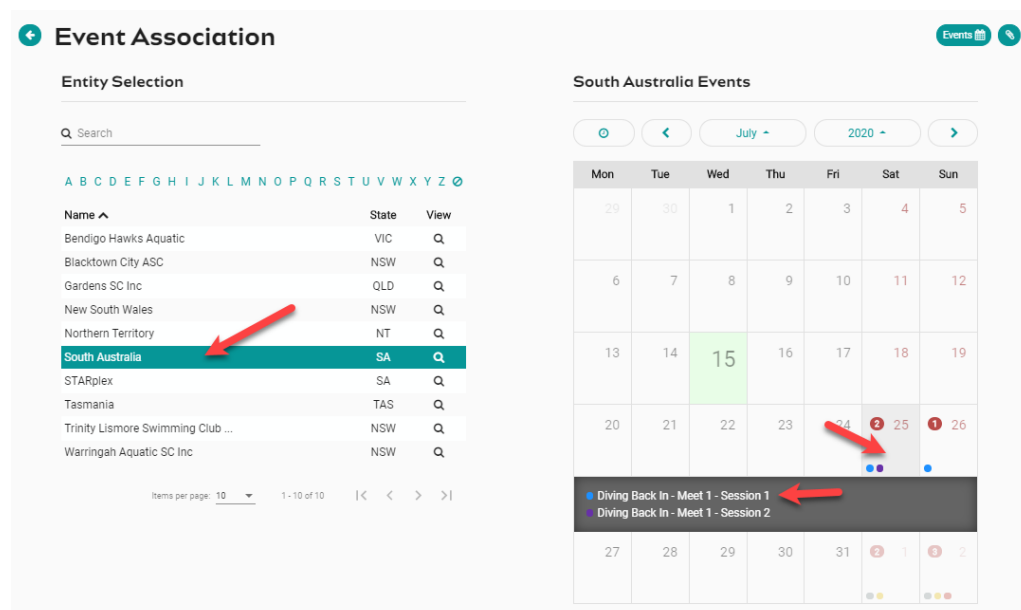
This help guide is for **Club Administrators and Coaches** to associate external meets to their club for visibility of attendance.

From your dashboard home screen, select **Entity Management** from in the left-hand navigation panel. Enter your entity PIN and select **Confirm**.

Select **Events** from the left-hand navigation panel then select **Link** under the Select Event option.



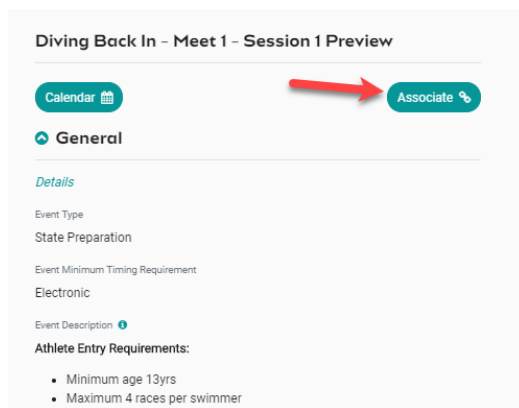
Search for the **Club/District/State** whose meets you wish to associate with your club/organisation/district. A calendar view will appear on the right showing upcoming events for that Club/District/State. **Select the event date** and then **select the appropriate meet** to view meet details.





The screenshot shows the 'Event Association' page. On the left, there is an 'Entity Selection' table with a search bar and a list of entities. The 'South Australia' entity is highlighted with a red arrow. On the right, there is a 'South Australia Events' calendar for July 2020. The date '24' is highlighted with a red arrow, and a tooltip shows two meet options: 'Diving Back In - Meet 1 - Session 1' and 'Diving Back In - Meet 1 - Session 2', with a red arrow pointing to the first option.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
29	30	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Confirm using the meet details that this is the correct meet you are wanting to associate to your club/organisation/district then select **Associate**.




Diving Back In - Meet 1 - Session 1 Preview

Calendar  Associate 

General

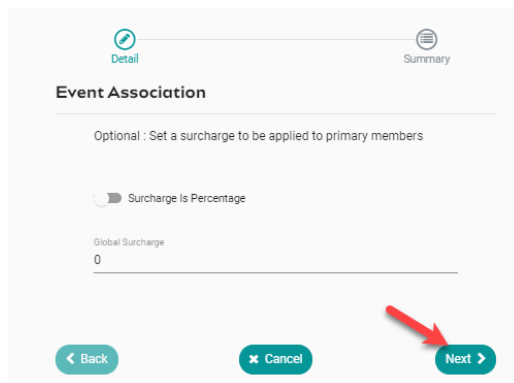
Details



Event Type
State Preparation
Event Minimum Timing Requirement
Electronic
Event Description 

Athlete Entry Requirements:

- Minimum age 13yrs
- Maximum 4 races per swimmer

You will get the option to set a surcharge, if this is not necessary, select **Next**.







 Detail  Summary

Event Association

Optional : Set a surcharge to be applied to primary members

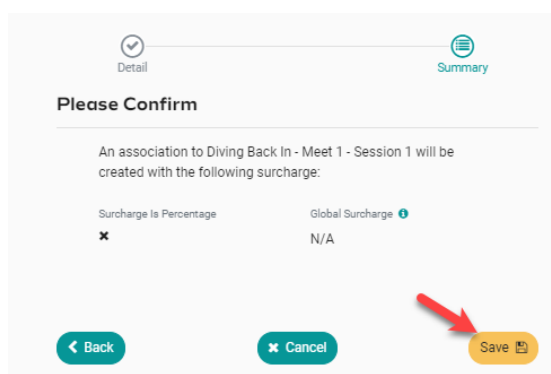
Surcharge Is Percentage



Global Surcharge
0

 Back  Cancel  Next 

**The surcharge denotes a fee that the visiting entity may wish to add onto the swimmers' entry costs. For example, aiding in travelling to the event, like covering costs for the coach to attend the event, or paying for a bus to transport participants. That is, the normal entry fee will be paid to the meet host, while the global surcharge (if any) is paid to the entity who is associating with the event.


Confirm the association and select **Save** to have the meet appear on your member's calendars and to make entries for your team visible to club administrators and coaches.






 Detail  Summary

Please Confirm

An association to Diving Back In - Meet 1 - Session 1 will be created with the following surcharge:

Surcharge Is Percentage	Global Surcharge 
<input checked="" type="checkbox"/>	N/A

 Back  Cancel  Save 