

ONLINE RELAY ENTRY PROCESS – FOR CLUBS & REGIONS



1. Log on to ClubLANE – admin.swimming.org.au



2. Click on Relays & Manage Relays



3. Click on the **Meet Code** for the meet you want to enter (**NOT THE MEET TITLE**)

A screenshot of a table titled "Meets with Relays". The table has five columns: Meet Code, Meet Title - click to view, Start date, Owned by, and Venue. The first row is highlighted with a red box. The table contains the following data:

Meet Code	Meet Title - click to view	Start date	Owned by	Venue
011714	Kalbarrie RSL 24th August 2017	24/08/2017	Kalbarrie RSL Swimming	Kalbarrie Sports and Aquatic Centre
012029	Windsor swim club 25/08/2017	25/08/2017	Windsor Swim Club	Heathcote Creek Aquatic Centre
011136	2017 Tasmanian Short Course Championships, Hobart	09/09/2017	Tasmania	Hobart Aquatic Centre
012029	Kalbarrie RSL 24th September 2017	14/09/2017	Kalbarrie RSL Swimming	Kalbarrie Sports and Aquatic Centre
012088	2017 Victorian Open SC Championships (Relays)	16/09/2017	Victoria	MSAC - Indoor Pool
012050	Baileys Griffin Qualifying Meet	16/09/2017	Baileys Griffin SC Inc	AIS Carrara
012421	Echuca Swimming Club Annual September Carnival 2017	17/09/2017	Echuca Swimming Club Inc	Echuca War Memorial Aquatic Centre
012677	2017 Exmouth Water Series - Round 2	24/09/2017	Bendigo Heale Aquatics	Peter Keen Leisure Centre
012029	2017 Ipswich Swimsport Open Water Meet	30/09/2017	Brisbane Swimming Assoc	Lake Kawana
012952	SESA Aquatics Series - West Resurrection	07/10/2017	South Eastern	SORAC - Sydney Olympic Park Aqu

4. Click on the event number you want to enter

Meet: (012985) 2017 Victorian Open SC Championships (Relays)

Relay Events for this Meet

Event	Description	Age From	Age To	Gender	Legs
<u>26-26</u>	Men, 4x100 IM Relay	0	109	Men	4
<u>79-79</u>	Women, 4x100 IM Relay	0	109	Women	4
<u>102-102</u>	Men, 4x100 Freestyle Relay	0	109	Men	4
<u>49-49</u>	Women, 4x100 Freestyle Relay	0	109	Women	4

Page 1 of 1 | 1 - 4 of 4 | Per page 10 | csv

5. Click on add team

Relay Teams for Event

Meet (012985) 2017 Victorian Open SC Championships (Relays)
Event (26-26) Men, 4x100 IM Relay

Teams will be created at State level, for Victoria

Team Name	Valid	Booked
Victoria - A	Y	Y

Page 1 of 1 | 1 - 1 of 1 | Per page 10 | csv

Return **Add Team**

6. Enter your swimmers and click on check competitors

Event

Meet (012985) 2017 Victorian Open SC Championships (Relays)
Event (26-26) Men, 4x100 IM Relay
Number of Legs 4
Slower Than (Short)
Faster Than (Short) 4:26.80
Slower Than (Long)
Faster Than (Long) 4:26.80

Relay Team

The Relay Team is at State level

Leg	Stroke	Competitors	Best time	Type
1	Backstroke	<input type="text"/>		
2	Breaststroke	<input type="text"/>		
3	Butterfly	<input type="text"/>		
4	Freestyle	<input type="text"/>		

Valid relay
Seed time
Seed course

Check Competitors

Return Save Team

8. Repeat steps 1-7 above for any additional teams for this event (maximum of two teams per relay)

9. Click Return

10. Repeat process above for all other relay events

11. When all teams you want to enter are listed under relay teams for this meet click on book

Meet: (012985) 2017 Victorian Open SC Championships (Relays)

Relay Events for this Meet

Event	Description	Age From	Age To	Gender	Legs
26-26	Men, 4x100 IM Relay	0	109	Men	4
79-79	Women, 4x100 IM Relay	0	109	Women	4
102-102	Men, 4x100 Freestyle Relay	0	109	Men	4
49-49	Women, 4x100 Freestyle Relay	0	109	Women	4

Page 1 of 1 | 1 - 4 of 4 | Per page 10 | csv

Relay Teams for this Meet

Event Code	Event Title	Event S...	Description	Team Name	Valid	Booked	Paid
012985	2017 Victorian Open SC Championships (Rela...	26-26	Men, 4x100 IM Relay	Victoria - A	Y	Y	N

Page 1 of 1 | 1 - 1 of 1 | Per page 10 | csv

Cancel **Book**

12. Confirm Fee amount and click Continue

2017 Victorian Open SC Championships (Relays) (Relay Booking)

Member	State VIC
Fee type	Yes (0.00)

Cancel Continue

13. Follow the prompts