

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 the "Meets with Relays" table. The table has columns for "Meet Code", "Meet Title - click to view", "Start date", "Organized by", and "Venue". The first row is highlighted with a red box, indicating the selected meet.

Meet Code	Meet Title - click to view	Start date	Organized by	Venue
011714	Kalgoorlie RSL 24th August 2017	24/08/2017	Kalgoorlie RSL Swimming	Kalgoorlie Sports and Aquatic Centre
012629	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
013333	Kalgoorlie RSL 14th September 2017	14/09/2017	Kalgoorlie RSL Swimming	Kalgoorlie Sports and Aquatic Centre
012688	2017 Victorian Open SC Championships (Relays)	16/09/2017	Victoria	MSAC - Indoor Pool
013553	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
013229	2017 Ipswich Swimmers Open Water Meet	30/09/2017	Brisbane Swimming Assoc	Lake Kawana
012952	SESA Aquatics Social - Meet Registration	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
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

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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

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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

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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

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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