Dear Deben members,

There has been some confusion as to how to complete meet entries. As you can imagine with over 100 swimmers at the club this can lead to many administrative problems and **may result in your child not being entered and missing out on racing.**

This letter aims to ensure that all members are aware of the correct way for completing meet entries.

When you are completing your meet entries please follow these instructions :

1. On Team Unify choose your events – before the closing date!
2. Make a note of the number of entries and calculate the entry fee payable (eg. 5 entries @ £5 each = £25) **for each swimmer**.
3. Add a **£2 entry fee** **for each swimmer** entered.
4. Transfer funds to the Deben Swimming Club meets account – **separately for each swimmer**

Sort Code : 20-98-07

Account No. : 33607674

1. Your payment reference should be ¨MEET CHILD’s NAME¨ eg. LEAP Bee Troot
2. Please complete payment as soon as you have made your entry selections on Team Unify.

Unfortunately we are not able to subsidise swimmers so if entry payments are not made, your child will not be entered if the correct amount is not paid by the closing date specified.

If you have any questions then please feel free to speak to a coach or committee member poolside. Alternatively, you can email [debensc.meets@hotmail.co.uk](mailto:debensc.meets@hotmail.co.uk) or [treasurer@debenswimmingcub.co.uk](mailto:treasurer@debenswimmingcub.co.uk).

Thanks.