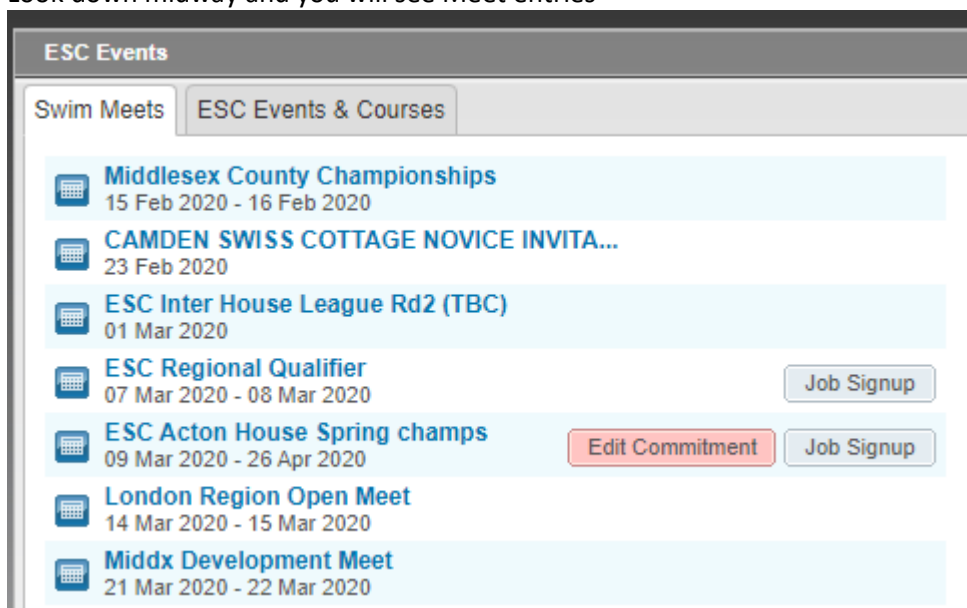


Guide to using ESC Online Meet Entry System

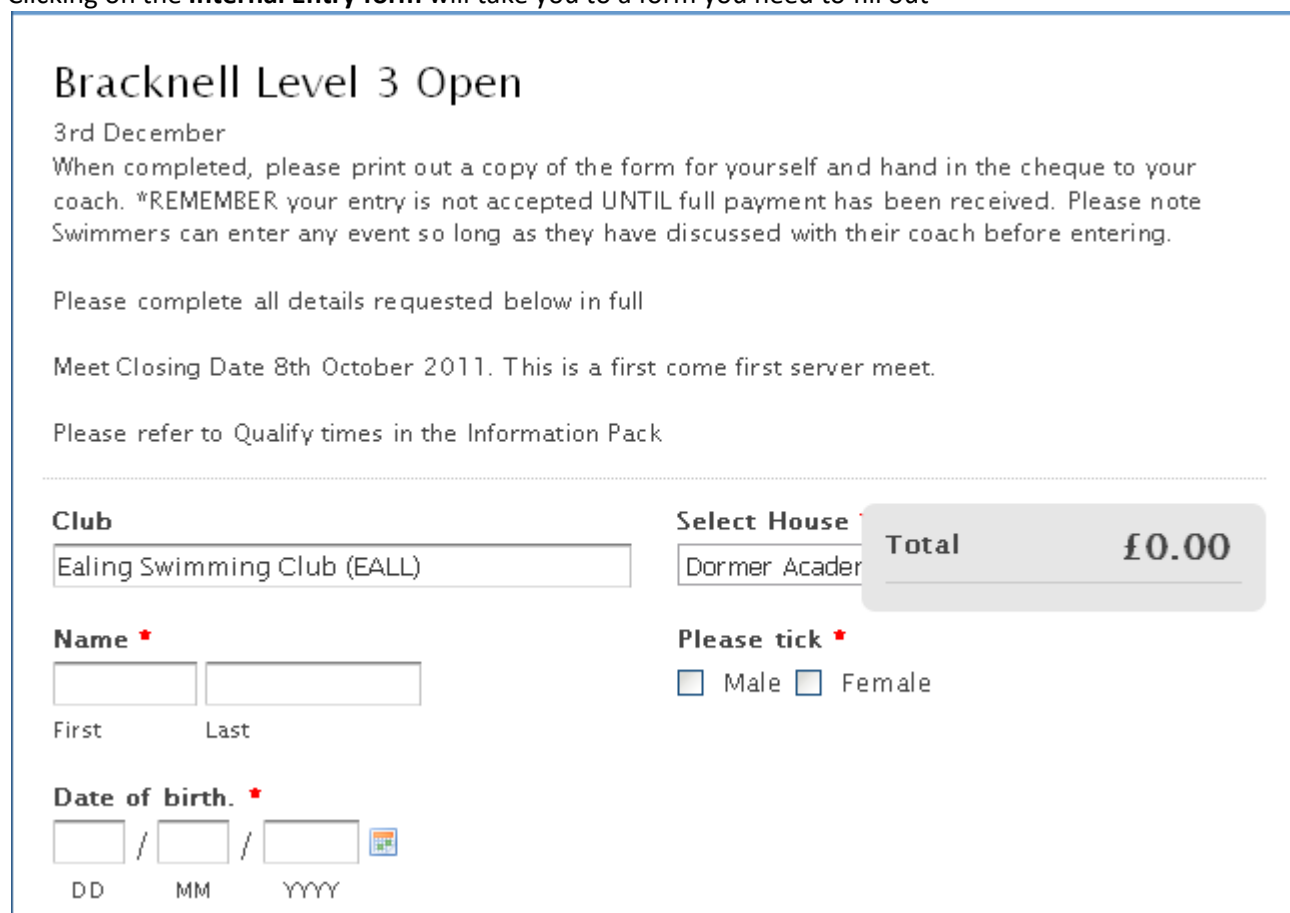
1. Log onto our ESC webpage: http://www.ealingesc.co.uk/Ealing_Swimming_Club/Home.html
2. Look down midway and you will see Meet entries



The screenshot shows the 'ESC Events' section of a website. It has two tabs: 'Swim Meets' and 'ESC Events & Courses'. Under 'Swim Meets', there is a list of events:

- Middlesex County Championships (15 Feb 2020 - 16 Feb 2020)
- CAMDEN SWISS COTTAGE NOVICE INVITA... (23 Feb 2020)
- ESC Inter House League Rd2 (TBC) (01 Mar 2020)
- ESC Regional Qualifier (07 Mar 2020 - 08 Mar 2020) with a 'Job Signup' button.
- ESC Acton House Spring champs (09 Mar 2020 - 26 Apr 2020) with 'Edit Commitment' and 'Job Signup' buttons.
- London Region Open Meet (14 Mar 2020 - 15 Mar 2020)
- Middx Development Meet (21 Mar 2020 - 22 Mar 2020)

3. Select the meet you want and click to open
4. Here you will find information of the meet (Info Pack), where the meet is being held, Qualifying times (QT), Deadline of when the meet needs to be entered by and our Internal Entry Form.
5. Clicking on the **Internal Entry form** will take you to a form you need to fill out



The screenshot shows the 'Bracknell Level 3 Open' entry form. It includes the following information and fields:

- Bracknell Level 3 Open**
- 3rd December
- When completed, please print out a copy of the form for yourself and hand in the cheque to your coach. *REMEMBER your entry is not accepted UNTIL full payment has been received. Please note Swimmers can enter any event so long as they have discussed with their coach before entering.
- Please complete all details requested below in full
- Meet Closing Date 8th October 2011. This is a first come first server meet.
- Please refer to Qualify times in the Information Pack
- Club**: Ealing Swimming Club (EALL)
- Select House**: Dormer Acader
- Total**: £0.00
- Name ***: Two input fields for First and Last names.
- Please tick ***: Male Female
- Date of birth. ***: Three input fields for DD, MM, and YYYY, with a calendar icon.

6. Fill the form out in all fields - * denotes that the field MUST be filled out
7. In the ASA ID field, you must put your child's ASA ID number. If you do not know your child's ASA ID number follow this link to find out: <http://www.swimmingresults.org/customerservices/membershipcheck/index.php>

8. This will bring you to a page where you can search for your ASA number:
Type in your surname in the white box and select the Fetch Data button.

British Swimming registration number
or family name to start a search.

9. The data is given to you alphabetically, find your surname and forename, check Club is Ealing. Look under the title MEMBER – that is you ASA ID

Member	Family Name	Given Name	Known as	Club
403138	Pullen	Aaron	Aaron	Ealing
201037	Pullen	Alex	Alex	Rasingstoke

10. Return to your form and continue filling it out.
11. Remember to tick the event box for each event you want to enter and fill in the time swum. Sometime certain meet also required you fill where these times have been achieved. If you do not know your child's most up-to-date times, see further down on how to find this out – Under 'Finding out your child's qualifying times.'

200m Freestyle

12. The System will keep a running total for you as you select and tick the event box.
13. Once you have selected all the events required, you need to make a decision as to whether you pay via **Cheque** which needs to be handed out to your coach. (REMEMBER your entry is not accepted UNTIL full payment has been received. Please note Swimmers can enter any event so long as they have discussed with their coach before entering) or pay via PayPal. There is a £1.50 PayPal administrative fee if you use the PayPal system. (The administrative fee is charged by PayPal not us)

Total	£21.50
200m Freestyle	£5.00
100m Backstroke	£5.00
200m Breaststroke	£5.00
200m IM	£5.00
Paying by PayPal	£1.50

£1.50 is the administrative fee charged to us by PayPal for using their system. We will endeavour to monitor this and keep the fees down as low as possible.

14. Once everything have been completed select the submit button.

15. This will automatically take you to the PayPal payment page.
16. If you have selected **Paying by Cheque**, you only need to close down the web browser.
17. If you have selected to **Paying by PayPal**, you have 2 options:

Option 1:

Pay by PayPal by using your PayPal account. To do this, fill in the Login in box using your email address and password that you used when you registered with PayPal.

Log in to PayPal

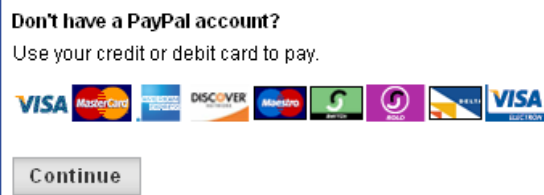
Email address:

Password:

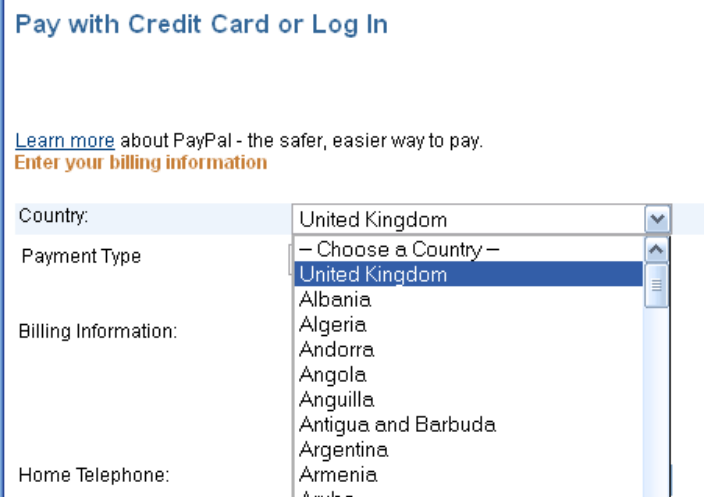
[Forgot your email address or password?](#)

Option 2:

Pay via credit card, to do this select the continue button



18. This will bring to another page. In the Country field select your country in which your card is registered in.



19. Select which card you want to use
20. Fill in your card details as requested
21. Fill in telephone and email and select the review Order and Continue button.

Pay with Credit Card or Log In

[Learn more](#) about PayPal - the safer, easier way to pay.
[Enter your billing information](#)

Country:	<input type="text" value="United Kingdom"/>
Payment Type	<input type="text" value="MasterCard/Eurocard"/>
Card Number:	<input type="text"/>
Expiry Date:	<input type="text" value="mm"/> / <input type="text" value="yy"/> CSC: <input type="text"/> What's this?
Billing Information:	Aaron Pullen 16 Amherst Road London W13 8ND United Kingdom Change
Home Telephone:	<input type="text"/>
Email:	<input type="text" value="pullen@klp.uk.com"/>

In order to process your payment, PayPal collects certain personal information from you which it holds in accordance with its [Privacy Policy](#). For more information on this process, click [PayPal Account Optional](#).

[Review Order and Continue](#)

22. Follow the system until payment has been accepted.

Finding out your child's latest qualifying times

Using the British Swimming Ranking form

1. Go to: <http://www.swimmingresults.org/2010web/index.php?nextpage=../historic/index.php>
2. Scroll down to the Membership number or Family name field and input either ASA ID number

Membership number or Family name	<input type="text" value="403138"/>
Check for all strokes times	<input checked="" type="checkbox"/>

3. Select the Go look button

Latest swim: 28-09-2011	<input type="button" value="Go looking"/>
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4. You will get a list of best times swum in both short and long course in registered Licensed meets

Aaron Pullen	14/12/1997	Ealing SC	All time best swims	Member 403138
Stroke - Long Course	Time	Date of Swim	Meet	Venue
50 Freestyle	29.46	24/04/2011	Portsmouth Northsea Easter Swim Festival	Portsmouth
100 Freestyle	1:04.01	08/05/2011	Beckenham International Open Meet	London
200 Freestyle	2:15.75	11/06/2011	BG London Region Age Group Championships	London
400 Freestyle	4:43.69	23/04/2011	Portsmouth Northsea Easter Swim Festival	Portsmouth
800 Freestyle	9:54.80	13/06/2010	London Region Bagcats	London
1500 Freestyle	18:47.43	20/05/2011	Millfield School Meet of Legends	Millfield
50 Breaststroke	38.85	19/12/2010	Hillingdon Winter Meet	Hillingdon
100 Breaststroke	1:21.11	22/05/2011	Millfield School Meet of Legends	Millfield
200 Breaststroke	2:53.22	23/05/2010	Millfield Meet of Legends	Millfield
50 Butterfly	35.12	18/12/2010	Hillingdon Winter Meet	Hillingdon
100 Butterfly	1:20.80	06/12/2009	Co Sheffield Snow Frills	Sheffield
50 Backstroke	35.84	12/02/2011	Wycombe District Annual Long Course Meet	High Wycombe
100 Backstroke	1:14.72	22/05/2011	Millfield School Meet of Legends	Millfield
200 Backstroke	2:38.57	08/05/2011	Beckenham International Open Meet	London
200 Individual Medley	2:37.20	04/06/2011	BG London Region Bagcat Championships	London
400 Individual Medley	5:34.41	12/06/2011	BG London Region Age Group Championships	London
Stroke - Short Course	Time	Date of Swim	Meet	Venue
50 Freestyle	30.41	20/02/2011	Middlesex County Championships	Enfield
100 Freestyle	1:04.71	05/12/2010	Middlesex County SC Champ	Enfield
200 Freestyle	2:14.04	14/05/2011	Hatfield UK Challenge 2011	Hatfield
400 Freestyle	4:42.60	05/03/2011	Middlesex County Championships	Enfield
800 Freestyle	10:06.28	20/02/2010	Middlesex County Champs	Enfield
1500 Freestyle	18:22.41	20/02/2011	Middlesex County Championships	Enfield
50 Breaststroke	37.53	20/02/2011	Middlesex County Championships	Enfield
100 Breaststroke	1:22.21	05/03/2011	Middlesex County Championships	Enfield
200 Breaststroke	2:49.43	14/05/2011	Hatfield UK Challenge 2011	Hatfield
50 Butterfly	35.87	21/02/2010	Middlesex County Champs	Enfield
100 Butterfly	1:19.64	06/11/2010	Romford Town 3th Open Meet	Enfield