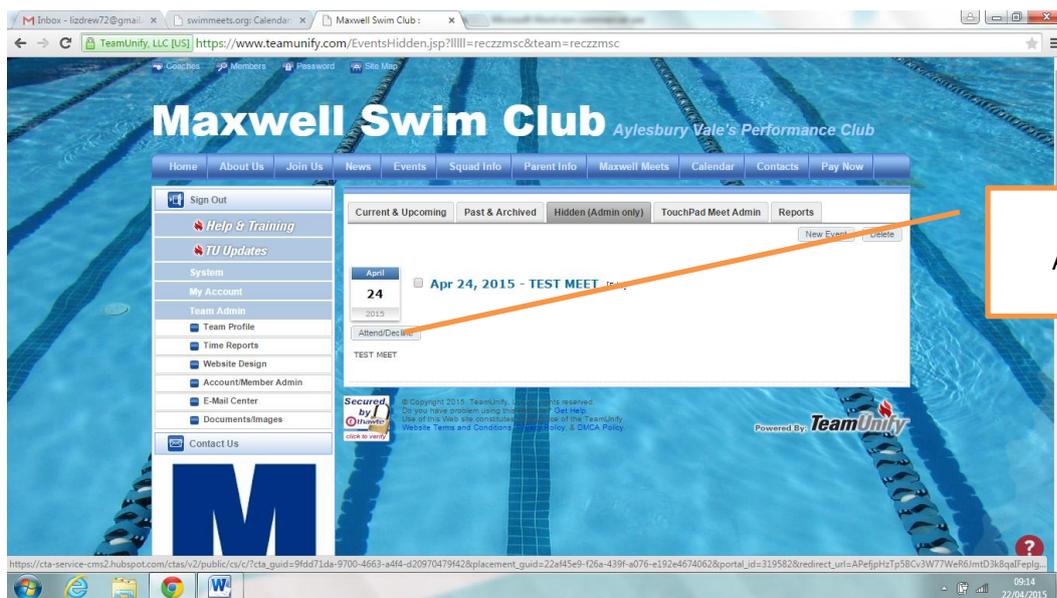


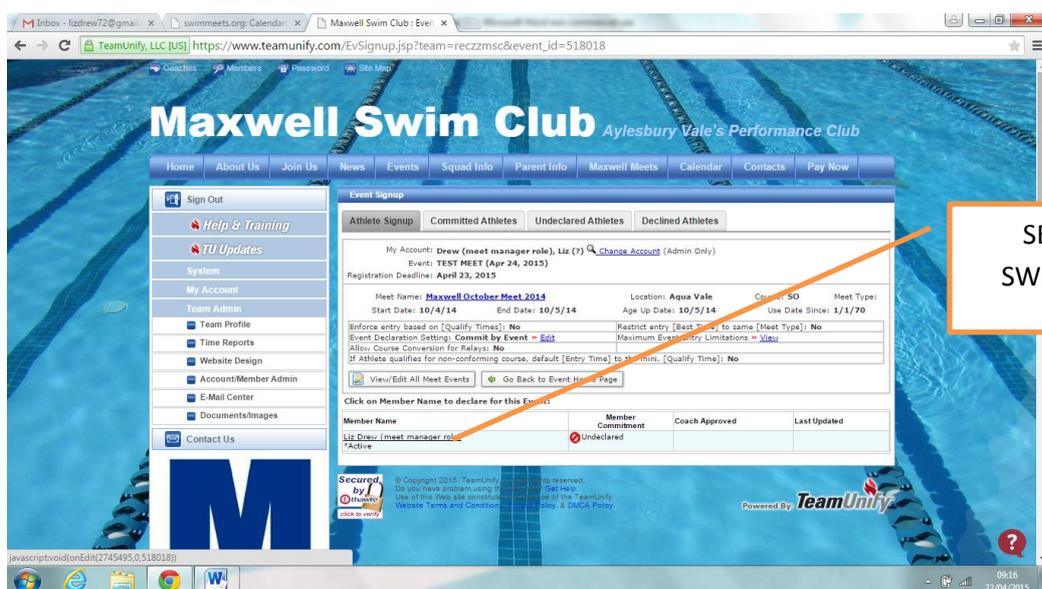
GUIDE TO ONLINE MEET ENTRY

Presently, this guide is only compatible with meets using Hytek. Meets and competitions using SportsSystem entry will still require an entry form

- Go to <http://www.maxwellswimclub.org/Home.jsp?team=reczzmsc> and click on "Sign In" in the upper left hand corner of the site.
- Navigate to the meet entry page, either through the calendar hyperlink, or through the "Team Events" listing.



- Click on the "Attend This Event" button next to the meet you want to enter.
- Select Swimmer's Name.





NOTES BOX TO PROVIDE ADDITIONAL INFORMATION

- Once the swimmer is selected, click on the "Declaration" down box. It will say, "Yes, please sign up (your child's name) for this event", or "No, (your child's name) will not attend this event".
- If you select that your child will not attend, simply click **save** and close.



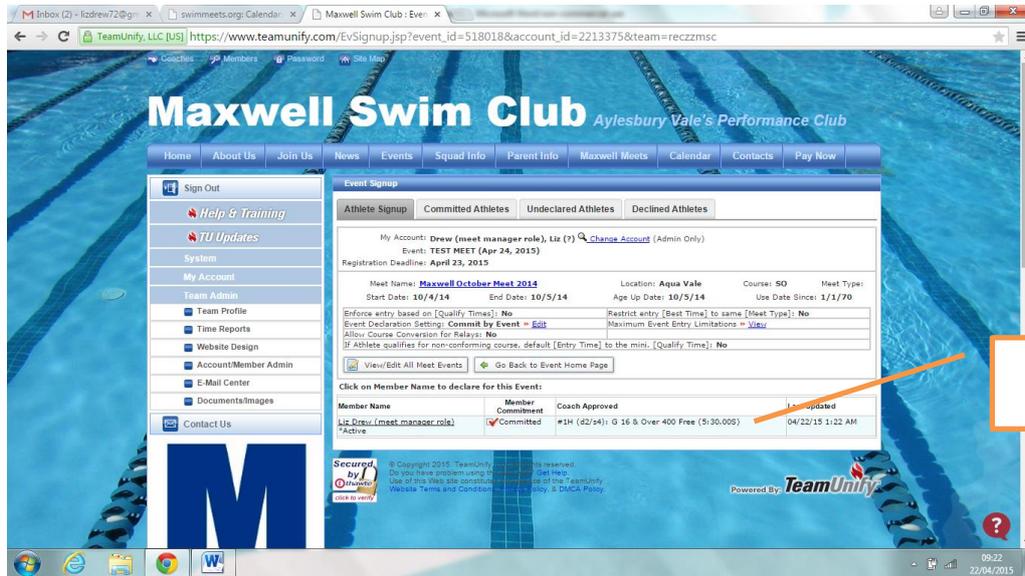
EVENTS WILL APPEAR ONCE DECLARED TO ATTEND

SELECT EVENTS

- If you select that your child will attend the meet, a list of all events available (based on your child's age and gender) will populate below. You may then select the events to enter.
- There is also a "Notes" section where you can include a note to the Coaches about your swimmer. They may not want to swim a particular stroke, or may have to leave the meet early. Use the "Notes" section to pass that sort of information on to the Coaches.
- If entering events at a later date please use the 'Notes Box' and add **'events to follow'** (this will prevent declaration from being rejected as could be seen as events did not save)
- Once the desired events are selected, click **save**.

- If you have another swimmer, use the drop down menu to select them and follow steps 1-9 again.

PLEASE NOTE: only best times will show. Members will not be able to amend times. Only eligible events can be selected. Use the NOTES BOX to provide additional information



COMMITTED EVENTS

- The coaches will then approve your selection. When they have approved the events a red tick will appear against the event.

<input type="checkbox"/>	#4E (d1/s1): B 13-13 100 Fly (1:21.46S)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	#7E (d1/s2): B 13-13 200 Free (2:23.72S)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	#9E (d1/s2): B 13-13 50 Breast (46.67S)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	#12E (d1/s3): B 13-13 100 Back (1:13.69S)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	#15E (d2/s4): B 13-13 200 Medley (2:44.38S)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	#19E (d2/s4): B 13-13 50 Back (34.42S)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	#20E (d2/s5): B 13-13 50 Fly (34.11S)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	#25E (d2/s6): B 13-13 200 Back (2:36.49S)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	#27E (d2/s6): B 13-13 100 Medley (1:16.48S)	<input checked="" type="checkbox"/>
<input type="checkbox"/>	#1E (d1/s1): B 13-13 200 Medley (2:57.02S)	<input type="checkbox"/>

Red tick will appear once events approved.

- Once your events have been approved members can also view these on the 'On Deck' app under 'Future Meets'.
- Your account will then be invoiced with the amount to pay. Please arrange to pay any outstanding meet entry fees **within 7 days**. Any entry fees outstanding after 7 days will be withdrawn from the club entry.