

# Online Meet Entry Sign Up | WSSC Neate Meet

## 30 September & 1<sup>st</sup> October 2017

The new website allows swimmers to sign up to events without needing to complete a paper entry form. We are going to trial the online entry for the **Neate Meet**, we would very grateful if you would try online entry, so we can learn how it works. In theory this should save time for you and for us, as your latest times, ASA number and personal details will already be on the system.

Firstly, if you haven't already done so, you must have registered on the new website to gain access to the private members section via the '**sign in**' button on the home page (top right hand corner). Please use the email you receive email newsletters on and you will be asked to provide a password, follow the instructions as per the screen.

If you have already registered, click '**sign in**' on the home page. Enter your email address and your password.

Go to the Home Page, and on the listing of up and coming events next to the **WSSC Neate Meet** you will see a box titled '**attend/decline**'. Click on it.

This will take you to a page headed '**WSSC Neate Meet**'. Scroll down and click on the name of the swimmer you wish to enter – if you have more than one swimmer in the club, their names will be listed here. Once you have selected the swimmer, a box will appear asking you to confirm participation at the event, select that you wish to sign up.

Scroll down to see the list of events available to swim at the Neate Meet. Their '**best time**' will appear with a tick box beside it for each event. The '**best time**' will be the fastest time your swimmer has swum the event either short course or long course (if the long course time is faster, the system will have converted it to a short course for you). It also indicates the cut off times in the far right hand column. Please tick the events you wish to participate in. Please note, at the Neate Meet we cannot accept **No Times**. You must have swum the race and have a valid time.

Once you have selected all the events you wish your child to swim, please click on the '**save changes**' box at the bottom of the screen on the right hand side. The website will generate and send you a confirmation email of the events you have signed up for.

Once you have committed to the event, you will be able to edit your entries up until the revised internal entry deadline of **3rd September**. To do this, you sign in, and on the home page next to the '**WSSC Neate Meet**' listing you will see a box titled '**edit commitment**' this will take you back to the list of events and you can tick and untick events as required.

Once you have received your confirmation email, it would greatly assist us if you could email [entries@westsuffolkswimming.co.uk](mailto:entries@westsuffolkswimming.co.uk) to confirm your payment method, either by BACS / Cheque via coach etc.

If you experience any difficulties, please let us know via email. Paper entries will still be accepted, and forms available in the usual way.

Kind regards