

ON-LINE ENTRY INSTRUCTIONS

1. Please sign-in to the members' area of the website – top left corner of home page, click 'sign in' ensuring you use the same email address you have registered for e newsletters. You will be asked to provide a password and follow the on screen instructions.
2. Go to the 'Events' tab and scroll down to the relevant gala, you should now see an 'attend/decline' box, please click this and it will take you to your athlete sign up page – scroll down and click on swimmers name and then at declaration box select 'Yes please sign up for this event'
3. All the events will now appear along with swimmers 'best time' from the qualifying period, simply tick required events and 'save changes' at the bottom of the page.
4. If the 'best time' appears in RED then this indicates the swimmer has not met the qualifying standard for this competition and you cannot enter this event.
5. Swimmers 'best times' are imported from meet results files and are not linked to the Rankings database therefore if you need to use an entry time from a non-club meet then please advise this information in 'notes' and this will be amended by the administrator before approval.
6. You will receive an automated email confirmation of your submitted entries. Please note however this does NOT signify APPROVAL of your entry and therefore you must check list of 'Confirmed Entries' which will be published on the website on the relevant Event page after closing date.