



Christmas Cracker 2022 Level 3 Open Meet

(License No: 3SE220762)

Saturday 26th & Sunday 27th November 2022

The Pavilions in the Park, Horsham, West Sussex, RH12 2DF

Saturday 26 th November					
Session 1		Session 2		Session 3	
Warm up 07.30 / Start 08.15 / Finish 10.15		Warm up 10.20 / Start 11.25 / Finish 14.25		Warm up 14.30 / Start 15.30 / Finish 18.00	
101	Boys 9 years + 400m Free	205	Girls 9 years + 200m Fly	311	Girls 9 years + 200m Free
102	Girls 9 years + 400m IM	206	Boys 9 years + 100m Back	312	Boys 9 years + 100m IM
103	Boys 9 years + 200m Breast	207	Girls 9 years + 50m Back	313	Girls 9 years + 50m Fly
104	Girls 9 years + 200m Back	208	Boys 9 years + 200m IM	314	Boys 9 years + 100m Fly
		209	Girls 9 years + 100m Free	315	Girls 9 years + 100m Breast
		210	Boys 9 years + 50m Breast	316	Boys 9 years + 50m Free

Sunday 27 th November					
Session 4		Session 5		Session 6	
Warm up 07.30 / Start 08.15 / Finish 10.15		Warm up 10.20 / Start 11.25 / Finish 14.25		Warm up 14.30 / Start 15.30 / Finish 18.00	
417	Girls 9 years + 400m Free	521	Boys 9 years + 200m Fly	627	Boys 9 years + 200m Free
418	Boys 9 years + 400m IM	522	Girls 9 years + 100m Back	628	Girls 9 years + 100m IM
419	Girls 9 years + 200m Breast	523	Boys 9 years + 50 Back	629	Boys 9 years + 50m Fly
420	Boys 9 years + 200m Back	524	Girls 9 years + 200m IM	630	Girls 9 years + 100m Fly
		525	Boys 9 years + 100m Free	631	Boys 9 years + 100m Breast
		526	Girls 9 years + 50m Breast	632	Girls 9 years + 50m Free

Please note times are tentative and will be confirmed once all of the entries for the Meet have been processed.

Venue: Pavilions in the Park, Horsham, West Sussex, RH12 2DF
25m deck level pool, 8 lanes, electronic timing, anti-wave lane ropes,
access to secondary strobe light

Age Groups: 9, 10, 11, 12, 13, 14, 15, 16+.

The meet will be run as "age on the day" for swimmers aged 9 and over on 27th November 2022.

Events: 50m, 100m and 200m all four strokes
100m, 200m and 400m IM All events will be heat declared winners
400m Freestyle

Awards: Medals to 1st, 2nd and 3rd plus for ages 12 and under Ribbons to 4th, 5th and 6th.

Fees: 50m, 100m & 200m events are £7 each These includes regional levy.
400m events are £10 each There will be no refunds on accepted entries.

Entries to: Electronic entries to atlantis.galas@gmail.com
Entries open Wednesday 12th October 2022 at Midday
Entries accepted on first-come first served basis

Closing date: Saturday 22nd October 2022 at Midday or when the meet is full

Enquires: atlantis.galas@gmail.com

Officials contact: atlantis.officials@gmail.com



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Saturday 26th & Sunday 27th November 2022

The Pavilions in the Park, Horsham, West Sussex, RH12 2DF

This Level 3 meet is aimed at all levels of swimmers & will provide a competition opportunity to enable athletes to achieve times suitable for entry into Regional and County Championships and other meets at level 1 or 2. The meet will be run to conform with current Swim England laws and regulations and Swim England technical rules of racing with these promoter's conditions. All swimmers MUST be registered with the Swim England (cat 2) or equivalent and their registration details to form part of the entry applications. Entries without the relevant information will be rejected.

Entries will be via email to atlantis.galas@gmail.com on the Hy-tek software (available to download free from the Hy-tek website – see appendix 2 for instructions). Entries not via Hy-tek will incur a £8.00 admin fee, per swimmer, payable with entry.

Entries will be accepted on a "first come first served" basis. Please note, however, that some events and sessions may become fully subscribed sooner than others. Acceptance into all events applied for cannot therefore be guaranteed.

The promoter reserves the right to give preference to accepting club entries whose swimmers (meeting the qualifying times) are travelling long distance (over 100 miles) due to having to pre book accommodation and/or flights.

Atlantis does not accept any responsibility for Hy-Tek files that are entered incorrectly. Please be aware that any swimmer's details entered incomplete or incorrectly on the Hy-Tek file will prevent their times being updated by rankings.

Prior to the meet, clubs will receive an email of entries. Please ensure you check this for accuracy and notify any errors no later than the 1st November 2022. Please make any enquires or queries regarding entries via your entry club.

Confirmation of Entries - Please note: Sending in entry via Hy-Tek or manual form is 'making an application', confirmation of acceptance will be sent via e-mail from atlantis.galas@gmail.com as soon as possible after the closing date (or once the meet is full) when all processing of applications is complete, this may take a number of days. Do not transfer funds until an entry is confirmed as accepted.

Entries open on Wednesday 12th October 2022 at Midday.

The closing date is Saturday 22nd October 2022 at Midday, or when the meet is full.

Late Entries after the official closing date may be considered up to midday on 23rd November after this date we maybe able to accept on the day/time trials if space (see below).

Swimmers outside of qualifying standards - The promoters reserve the right to accept swimmers outside of the qualifying standards, after the closing date if the meet is not full. Applications from such swimmers may be submitted via online form at any time after entries open (web link available on request from atlantis.galas@gmail.com) and will be considered on a first-come first-served basis after the closing date specified above. Where an accepted swimmer's entry times are faster than the upper qualifying time, they will be entered as exhibition swims only (no awards, but times will be submitted to rankings).

Entries on the day/Time Trials - Entry to an event on the day by swimmers already accepted into the Gala may be possible if a lane becomes available in a heat, new heats would be added to an event only if the promoter considers that there is sufficient available time. Competitors wishing to swim time trials should register their interest at the Promoters desk (above the spectator seating area, deep end of the pool), at the earliest point (no later than the start of each session prior to warm up). There will be a charge of £10.00 per time trial, payable on acceptance prior to being accepted in marshalling area. There will be no awards for TT's and will be entered as exhibition swims, but times achieved will go to rankings.

Qualifying times – for this meet are shown in Appendix 1 and are short course entry times. All entries must be short course (converted long course times are acceptable) and you must not be faster than the stated upper time limits or slower than the lower time limits (except as provided for under 'Swimmers outside of qualifying standards' above). Time limits apply at the time entries are submitted, there is no requirement to withdraw a swimmer if he/she subsequently goes faster than the upper time limit. All qualifying times must have been achieved at a licensed meet (level 4 or above) and will be subject to checks on the Swim England rankings website. For this meet we will also be accepting level x times as shown on rankings.

Para-Swimmers do not have to meet the Qualifying times in order to enter this meet but please advise us by email so that their entry is not rejected if outside of QT's.

Swimmers with a certificate of disability will be awarded medals on the following basis;

- Where there are only three competitors in an event, only the top two placed will receive medals
- Where there are only two competitors in an event, only the winner will receive a medal
- If there is only one para-swimming competitor in an event, they will receive a medal only if they swim faster than their entry time.

Results will be on a heat declared basis. There will be no finals. All heats of each event will be spearheaded by Hy-Tek Meet Manager.

Awards - Medals will be presented for the top 3 places plus for ages 12 and under ribbons for 4th to 6th places (where applicable) in each event/individual age group 9, 10, 11, 12, 13, 14, 15, 16+. Awards should be collected as soon as possible following the publication of the event results; we regret we are unable to post awards after the meet. Result will be displayed poolside and subject to connection, on meet mobile.

There will be individual **Top Gun** medals for the top boy and girl in each age group **across all four 50m events** on an accumulated points basis, using Hy-Tek Meet Manager scoring on age group basis: 24 points for 1st place, 21 points for 2nd, 20 points for 3rd and so on. If there is a tie for top boy or girl swimmer, the youngest swimmer will be awarded the trophy.

The **Pennington Trophy** will be awarded to the visiting **TOP CLUB** on an accumulated points basis, using Hy-tek Meet Manager scoring on age group basis: 24 points for 1st place, 21 points for 2nd, 20 points for 3rd and so on. All swims (other than exhibition swims) to count towards the cumulative total. Teams will be deducted 25 points for each 'no show' during the competition ie any swimmer who was not withdrawn before the start of warm up for that session.

Data protection – Meet entries and results will be held and managed on a computer and results submitted to Swim England Rankings. Your consent to the holding of personal information is deemed to be given by the submission of your entry to Atlantis Swimming Club. Personal data handled such as name, club, age, recorded and entered times may be made public before, during and after the meet.

Coaches passes are £22.00 per day including lunch & refreshments or £12.00 without (poolside pass). There is a maximum of 1 pass per 10 entrants (there is no charge for poolside passes for disability swimmers where assistance is required). All passes include poolside admission and each club will receive a coaches pack with a programme of events for the whole event; start lists at the start of each session; and a full set of results which we will send to you within 3 working days (in Hy-Tek Meet Manager report format). It is the responsibility of the

attending clubs to ensure that all coaches/chaperones have an up to date DBS check and wear their passes at all times when on poolside. Every person poolside at any time must be a registered member of Swim England.

Only swimmers, officials and those displaying an appropriate pass will be allowed on poolside.

Payment for entries and coach passes should not be made until acceptances have been issued (by email), amounts owing will be advised at this time. Payments should be either by a single club cheque, made payable to 'Atlantis Swimming Club' or preferable by transfer to our bank account as follows:

Bank: Lloyds

Acc Name: Atlantis Swimming Club Horsham

Acc No.: 00589045

Sort Code: 30-94- 41

Please add Ref: XC Gala and name of Club.

Officials - We request that each club seeks to provide as many Licensed Officials or Judge Level 1 candidates (qualified as timekeepers) as possible, to cover ALL sessions fully. If we do not have enough officials to meet licensing requirements, the ultimate sanction could be that the meet would be downgraded to a lower license level and the times recorded by swimmers would not be allowed into 'rankings' as at that date/level. No refunds will be considered in these circumstances.

Refreshments will be provided during sessions and breaks. Breakfast roll will be provided for officials volunteering on both sessions 1 & 2 or 4 & 5. Lunch will be provided for officials volunteering on both sessions 2 & 3 or 5 & 6. Travel expenses will be considered for those officials that do not have their own child swimming.

As this is a level 3 meet, we can also accept offers from qualified timekeepers working towards the J1 qualification. We will offer mentoring where possible for trainees of any level but this can only be offered when we have met the Swim England requirements for qualified officials.

You can contact our officials co-ordinator on atlantis.officials@gmail.com

Spectator Entry will be £3.00 for the first session each day, £4.00 each for sessions 2 or 3 (or £7.00 for two sessions or £10.00 for all day). The Pavilions in the Park has seating for over 300 spectators, The Pavilions car park is pay on exit (cash or card).-Additional parking (& costs) can be found on HDC website www.horsham.gov.uk/parking/town-centre-parking

Covid or similar- We will aim to put on this meet to the best of our abilities, within any restrictions in place at the time. Being guided by the pool operator, government advice and updates from Swim England. We may have to reject previously accepted entries if restrictions are imposed, in which case a full refund of entry fee will be made for these swims.

Swimmers & Coaches

Only a small bag will be permitted poolside. Swimmers must use the lockers provided for their large kit bags. These require a £1 coin to operate which is refundable on releasing the locker. Personal possessions and articles should not be left unattended, ensure your locker key is kept safely – the promoters do not accept responsibility for any property. To avoid congestion only one deckchair per club. Please do not block the fire exits or air vents with bags or possessions.

We will be using Hy-Tek Meet Manager software therefore THERE WILL BE NO CARDS ISSUED. We will be operating a '**SIGN OUT**' system. Withdrawals in advance of the day should be made via your club to our gala team via a link provided. On the day, Coaches/Team Managers should submit their clubs withdrawals electronically, before the start of each session's warm up (QR code will be provided in your coach pack and at the IT desk). Scan the QR code on a smart phone, which will link you to a withdrawal form, this is then sent automatically to the gala team.

Conduct of swimmers - Coaches/Team managers will be responsible for the conduct of their swimmers.

Access to poolside will at all times be limited to swimmers, coaches in possession of a valid coaches pass, meet officials and other personnel necessary for the safe running of the meet. Due to the hazard of wet, tiled steps, there will be NO DIRECT access allowed from poolside to spectator areas.

As the centre will be open to the general public, all swimmers should wear suitable clothing and footwear when not on poolside and use the changing rooms provided.

Starts - Coaches and clubs must be responsible for ensuring that all of their swimmers are competent to perform a shallow racing dive to the standards of the Swim England competitive starts award. In the event of a false start, competitors should continue with a safe shallow racing dive and not fall into the water. Swimmers are permitted to start in the water but must advise the referee prior to the start of their heat. Over the top starts will operate at the discretion of the principle referee.

Warm up protocol - Clubs will be allocated warm up lanes and may organise their own warm ups as they see fit, including any one way sprints they wish their swimmers to perform (if sharing a lane please agree with all coaches). Coaches/Team Managers must marshal and control their own swimmers during warm up. When exiting the pool, all swimmers must leave at the shallow end.

Marshalling-area - Competitors for the first event in each session must report to the marshalling area immediately after each warm-up. For other events, competitors should report when called, indicated by signage displayed at the start end of the pool. It is the swimmers and their coaches' responsibility that they report to the marshalling area on time. There will be NO announcements calling late swimmers.

Scoreboard - Times displayed are for information only and the final results will be at the referee's discretion.

Refreshments – Cold drinks are allowed poolside in suitable containers (e.g. no cans or glass bottles). Only snacks are permitted poolside. Please place all litter in the rubbish sacks provided.

General

The promoter reserves the right to exclude any spectator, coach or swimmer from the meet who displays inappropriate language or behaviour.

There are cafe facilities at Pavilions in the Park, several cafes close by in Horsham Park and in Horsham town centre, a short walk away across the park. The park itself is ideal for picnics, weather permitting.

All meet participants and spectators must observe all safety precautions in operation at Pavilions in the Park and follow the instructions of pool staff.

The leisure waters will be in operation and available to the general public throughout the competition. These areas of the centre are out of bounds to all competitors, unless the appropriate admission fee has been paid to the Pavilions in the Park.

Photography – Participants and spectators are requested to follow the Swim England guidelines for photography and the use of photos on social media (see Swim England Wavepower). Those who wish to take photographic or video images are requested to focus on their own child as much as possible and to avoid including other children in those images. Use of any camera or mobile phone with an image capturing facility is prohibited in the changing areas of Pavilions. No flash photography permitted at the start of each race. *Should you have any concerns about photography or filming please bring them to the attention of the promoter.*

Official Photographers will be invited to be in attendance to take photos of the competitors which will be

available for purchase on the day. Your consent for your swimmer(s) to be photographed is deemed to have been given by the submission of your entries to Atlantis Swimming Club.

Mobile phones & Computer devices - Please switch to silent during the actual competition to avoid disrupting the starts.

Any matters not covered by these conditions will be determined by the Promoter and Referee, subject to Swim England laws and regulations and Swim England technical rules of racing. We also reserve the right to make any changes that may be considered necessary for the smooth running and discipline of the meet and do not accept any liability in the event it is necessary to cancel the meet due to circumstances beyond our control.

Meet Promoters: Matt Tyler & Karen Sparling **Contact:** Atlantis.galas@gmail.com

Meet Administration: as above plus Julie Gausden, Andy Lobley

Officials contact: atlantis.officials@gmail.com

Appendix 1



Atlantis Christmas Cracker 2022

Boys Upper & Lower Qualifying Times

BOYS			9	10	11	12	13	14	15	16+
50m	Back	Upper	40.80	38.25	31.45	30.60	29.75	28.90	28.05	27.20
		Lower	55.20	51.75	42.55	41.40	40.25	39.10	37.95	36.80
	Breast	Upper	46.75	43.35	36.55	35.70	34.85	34.00	33.15	32.30
		Lower	1.03.25	58.65	49.45	48.30	47.15	46.00	44.85	43.70
	Fly	Upper	39.95	36.55	30.60	29.75	28.90	28.05	27.20	26.35
		Lower	54.05	49.45	41.40	40.25	39.10	37.95	36.80	35.65
	Free	Upper	35.70	33.15	27.20	26.35	25.50	24.65	23.80	22.95
		Lower	48.30	44.85	36.80	35.65	34.50	33.35	32.20	31.05
100m	Back	Upper	1.28.86	1.22.28	1.14.80	1.10.55	1.08.00	1.03.75	59.50	57.80
		Lower	2.00.23	1.51.32	1.41.20	1.35.45	1.32.00	1.26.25	1.20.50	1.18.20
	Breast	Upper	1.46.03	1.38.18	1.29.25	1.23.30	1.16.50	1.12.25	1.08.00	1.06.30
		Lower	2.23.45	2.12.82	2.00.75	1.52.70	1.43.50	1.37.75	1.32.00	1.29.70
	Fly	Upper	1.32.90	1.26.02	1.18.20	1.12.25	1.08.00	1.03.75	59.50	57.80
		Lower	2.05.69	1.56.38	1.45.80	1.37.75	1.32.00	1.26.25	1.20.50	1.18.20
	Free	Upper	1.17.75	1.11.99	1.05.45	1.01.20	57.80	54.40	52.70	51.85
		Lower	1.45.20	1.37.40	1.28.55	1.22.80	1.18.20	1.13.60	1.11.30	1.10.15
	IM	Upper	1.33.50	1.22.45	1.15.65	1.11.40	1.07.15	1.05.45	1.02.05	59.50
		Lower	2.06.50	1.51.55	1.42.35	1.36.60	1.30.85	1.28.55	1.23.95	1.20.50
200m	Back	Upper	3.07.00	2.50.00	2.39.80	2.31.30	2.20.25	2.15.15	2.10.05	2.07.50
		Lower	4.13.00	3.50.00	3.36.20	3.24.70	3.09.75	3.02.85	2.55.95	2.52.50
	Breast	Upper	3.41.00	3.24.00	3.07.00	2.58.50	2.50.00	2.41.50	2.33.00	2.28.75
		Lower	4.59.00	4.36.00	4.13.00	4.01.50	3.50.00	3.38.50	3.27.00	3.21.25
	Fly	Upper	3.24.00	3.11.25	2.58.50	2.45.75	2.33.00	2.20.25	2.11.75	2.08.35
		Lower	4.36.00	4.18.75	4.01.50	3.44.25	3.27.00	3.09.75	2.58.25	2.53.65
	Free	Upper	2.50.00	2.33.00	2.24.50	2.16.00	2.07.50	1.59.00	1.54.75	1.50.50
		Lower	3.50.00	3.27.00	3.15.50	3.04.00	2.52.50	2.41.00	2.35.25	2.29.50
	IM	Upper	3.11.25	3.02.75	2.41.50	2.33.00	2.24.50	2.16.00	2.11.75	2.07.50
		Lower	4.18.75	4.07.25	3.38.50	3.27.00	3.15.50	3.04.00	2.58.25	2.52.50
400m	Free	Upper	5.50.63	5.18.75	5.06.00	4.40.50	4.27.75	4.15.00	4.10.75	4.06.50
		Lower	7.54.38	7.11.25	6.54.00	6.19.50	6.02.25	5.45.00	5.39.25	5.33.50
	IM	Upper	6.32.70	5.57.00	5.44.25	5.31.50	5.14.50	4.57.50	4.49.00	4.40.50
		Lower	8.51.30	8.03.00	7.45.75	7.28.50	7.05.50	6.42.50	6.31.00	6.19.50

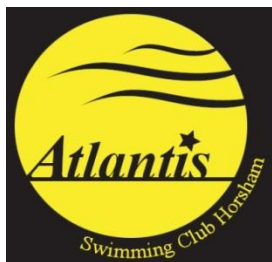


Atlantis Christmas Cracker 2022

Girls Upper & Lower Qualifying Times

GIRLS			9	10	11	12	13	14	15	16+
50m	Back	Upper	40.80	38.25	32.30	31.45	30.60	29.75	28.90	28.05
		Lower	55.20	51.75	43.70	42.55	41.40	40.25	39.10	37.95
	Breast	Upper	46.75	43.35	37.40	36.55	35.70	34.85	34.00	33.15
		Lower	1.03.25	58.65	50.60	49.45	48.30	47.15	46.00	44.85
	Fly	Upper	39.95	36.55	31.45	30.60	29.75	28.90	28.05	27.20
		Lower	54.05	49.45	42.55	41.40	40.25	39.10	37.95	36.80
	Free	Upper	34.85	32.30	28.90	28.05	27.20	26.35	25.50	24.65
		Lower	47.15	43.70	39.10	37.95	36.80	35.65	34.50	33.35
100m	Back	Upper	1.26.84	1.20.41	1.13.10	1.08.85	1.06.30	1.05.45	1.04.60	1.03.75
		Lower	1.57.49	1.48.79	1.38.90	1.33.15	1.29.70	1.28.55	1.27.40	1.26.25
	Breast	Upper	1.40.98	1.33.50	1.25.00	1.19.05	1.16.50	1.14.80	1.13.95	1.13.10
		Lower	2.16.62	2.06.50	1.55.00	1.46.95	1.43.50	1.41.20	1.40.05	1.38.90
	Fly	Upper	1.30.88	1.24.15	1.16.50	1.12.25	1.08.00	1.06.30	1.05.45	1.04.60
		Lower	2.02.96	1.53.85	1.43.50	1.37.75	1.32.00	1.29.70	1.28.55	1.27.40
	Free	Upper	1.17.75	1.11.99	1.05.45	1.02.05	59.50	57.80	56.95	56.10
		Lower	1.45.20	1.37.40	1.28.55	1.23.95	1.20.50	1.18.20	1.17.05	1.15.90
	IM	Upper	1.29.25	1.20.75	1.14.80	1.11.40	1.08.00	1.06.30	1.04.60	1.02.90
		Lower	2.00.75	1.49.25	1.41.20	1.36.60	1.32.00	1.29.70	1.27.40	1.25.10
200m	Back	Upper	3.07.00	2.50.85	2.38.10	2.29.60	2.23.65	2.21.10	2.19.40	2.17.70
		Lower	4.13.00	3.51.15	3.33.90	3.22.40	3.14.35	3.10.90	3.08.60	3.06.30
	Breast	Upper	3.36.75	3.15.50	3.01.90	2.50.00	2.45.75	2.41.50	2.38.95	2.37.25
		Lower	4.53.25	4.24.50	4.06.10	3.50.00	3.44.25	3.38.50	3.35.05	3.32.75
	Fly	Upper	3.24.00	3.11.25	2.58.50	2.45.75	2.33.00	2.28.75	2.26.20	2.24.50
		Lower	4.36.00	4.18.75	4.01.50	3.44.25	3.27.00	3.21.25	3.17.80	3.15.50
	Free	Upper	2.50.00	2.28.75	2.20.25	2.11.75	2.07.50	2.05.80	2.04.10	2.03.25
		Lower	3.50.00	3.21.25	3.09.75	2.58.25	2.52.50	2.50.20	2.47.90	2.46.75
	IM	Upper	3.02.75	2.54.25	2.41.50	2.33.00	2.24.50	2.22.80	2.21.10	2.20.25
		Lower	4.07.25	3.55.75	3.38.50	3.27.00	3.15.50	3.13.20	3.10.90	3.09.75
400m	Free	Upper	5.41.28	5.10.25	4.57.50	4.40.50	4.32.00	4.29.45	4.26.90	4.23.50
		Lower	7.41.73	6.59.75	6.42.50	6.19.50	6.08.00	6.04.55	6.01.10	5.56.50
	IM	Upper	6.32.70	5.57.00	5.44.25	5.23.00	5.14.50	5.01.75	4.59.20	4.57.50
		Lower	8.51.30	8.03.00	7.45.75	7.17.00	7.05.50	6.48.25	6.44.80	6.42.50

Appendix 2





How to Use TM Lite

Atlantis request that entries are submitted electronically. Team Managers will need to download *Team Manager Lite* if they do not already use this software. Download the free entry file system (lite) from this link <https://hytek.active.com/downloads.html>

If you have previously downloaded & set up TM Lite, skip to step 4.

If you are already using the full version of Team Manager, then skip to step 5.

1. Click **File / Open** and type in a database name to create a TM database (normally the abbreviation of your Club, but the default will suffice). Click OK on the 'Log In to' window.
2. In System Preferences, choose British Swimming in **Default Team Registration**, AGE in **Default Team Type** and GBR in **Default Country**. In the **Meet Age-Up Date** box enter the age-up date according to the conditions of the meet. Enter the same date in the **Systems Age-Up Date**. A window will then pop-up. Click OK;
3. From the main menu click **Teams** then click **Add** and add your Team **Abrr, Full Team Name and Short Team Name**. Click  to return to the main menu;
4. Click Athletes in the main menu. Click Add to add swimmers that are to compete in the Meet. Fill in: **Last Name, First Name, Birthdate, ID#** (ASA number), **Gender** and **Team 1**. Ensure full name is as per their ASA membership record to avoid problems with acceptance by rankings. Click OK. Upon completion of last swimmer record, click OK then Cancel, then click  ;
5. Import the Meet Events file into TM Lite or Team Manager using **File / Import / Meet Events**. This is a zipped file – there is no need to unzip the files before attempting to import the Meet Events.
6. On the main screen click **Meets**, select the meet and click **Entries** and select **Entry By Event** or **Entries By Name** to place swimmers into individual events. Eligible events should appear listed (if not check if the swimmer is old enough to enter the meet). If a valid entry time is not available, for each entry, you must enter a custom entry time, or enter NT (no time). Please check that any times entered comply with the relevant qualifying times (displayed elsewhere on that screen). Subject to the conditions of the meet saying so, times entered that are too fast may be accepted as a time only swim, with the swimmer not being eligible for an award, if available.
7. For relay events, on the main screen click Meets, select the meet and click Entries and select **Entry by Event**. Click "New Relay". If you wish to finalise your relay teams now (not required), double click the 4 swimmers you wish to place in the relay team. Change the order of the teams by dragging and dropping the swimmer's name into the correct relay leg. If a valid entry time is not available you must enter a custom entry time, or enter NT (no time). To add a second relay team, click "New Relay" and repeat process.
8. On the main screen click **Reports / Meet Reports / Meet Entries** to create a report of the meet entries to verify that all entries are complete and correct;
9. On the main screen click **File / Export / Meet Entries**. This will create a zipped file. Locate that zipped file and send it via email to atlantis.galas@gmail.com

As soon as possible after the closing date of the meet (or once the meet is full) you will receive an email confirmation of entries (& payment request), please ensure you check this for accuracy and notify any errors.

Please not that if you have the basic Team Manager, this entry process is much easier as your athlete's data is already entered and TM would automatically be able to determine which of your swimmers qualify for each event and will use each swimmer's Best Time as the entry time for the meet – no need to enter a Custom Entry Time for each entry and each meet.