

swimming new south wales

STEP BY STEP GUIDE TO CREATING MEETS AND UPLOADING MEET RESULTS INTO THE NRD USING CLUBLANE

COMPLETE GUIDE FOR SETTING UP ONLINE MEET ENTRIES AND PUBLISING RESULTS FOR THE NRD

PART 1 – Setting Up the Meet

1. Once logged into ClubLane, Select the "Meets" Tab from the menu bar and press "Create a New Meet"

9) au	vimm i Istralia	ing a	lubL	ANE				
Home	Find	Add	Meets	Results	Committees	Reports	System	Logoff	
			Create a Search fo List of Me List of Old Manage	New Meet or a Meet eets d Meets /enues	~>			Advanced	Last Accessed

2. Enter the title of your meet (preferably start with the year ie. "2014 Mounties Hurstville Meet"). Then press "save"

101005	Fired.			Describe	Ci#	Deserts	Curtor	1 #
ome	Find	Add	Meets	Results	Committees	Reports	System	Logoff
Cre	eate a ne	w Meet						
* -	Title		Mounties H	urstville Meet	1			
0	Copy from							
Soc	curity							
Sec	Junty							
	A Your cu	urrent acti	ve role is Club	Committee N	Members Race Secr	etary Swimming	NSW	
		and the second se						

Title	Mounties Hurstville Meet	
ates		
* Moot Data Fram	10/07/2014	
Meet Date From	19/07/2014	
* Meet Date To	19/07/2014	
Entry Start Date	06/06/2014	
Entry Start Time	09:00:00	
Entry End Date	04/07/2014	
Entry End Time	17:00:00	
Entry End Time	17.00.00	
enue		
Venue 🤇	Sydney Olympic Park Aquatic Centre	
eet Contact		
Organisar		
Organiser	Snannon Smith	
Organiser's email	shannon.smith@nsw.swimming.org.au	

3. Type in all relevant details for your meet. Then press "Save"

4. Once saved, this screen will appear. Take note of the **meet code** as you will need this for the approval process, then press "View Event"

me	Find	Add	Meets	Results	Committees	Reports	System	Logoff
leet c	reated							
leet c	reated	Mounties H	lurstvik, Mee	t' (code = 00)	1978) has been cre	ated		
leet c	reated The Meet 'N ay now col	Mounties H	lurstvile Mee	t' (code = 00) v Meet and ad	1978) has been cre Id or edit various de	eated		
You m	reated The Meet 'P ay now col tton below	Mounties F ntinue to V.	lurstvil Mee	t' (code = 00: v Meet and ad	1978) has been cre Id or edit various de	eated		

5. Press "Edit" as you will need to make further changes

Details	Settings	Meet Manager	Competitors	Fees	Web display	Competitive Events	Notes	Open To	T and C's
Mainde	etails								
Event	t Code	001978							
Title	COUC	Mounties H	lurstville Meet						
Cours	e	in our close in							
Venue									
Speci	fic venue	Sydney Oly	mpic Park Aqu	iatic Cen	itre				
Datas									
Dates									
From	Date	19/07/201	4						
To Da	ate	19/07/201	4						
Entry	Start Date	06/06/201	4						
Entry	Start Time	09:00:00							
Entry	End Date	04/07/201	4						
Entry	End Time	17:00:00							
Show	in web cal	endar Yes							
Allow	web booki	na							
711077	100000								
Contac	t								
Ornar	niser	Shannon S	mith						
Organ	niser's email	shannon.sr	nith@nsw.swir	nmina.o	ra.au				
					· • • •				
Cancel	Edit								
Cancel		て							
		\sim							

6. Fill in the new fields with the necessary details, then press "Save"

Event Code	001978
* Title	Mounties Hurstville Meet
Course	Short Y
/enue	
Specific venue 🕕	Sydney Olympic Park Aquatic Centre
chedule	
* Meet Date From	19/07/2014
* Meet Date To	19/07/2014
Entry Start Date	06/06/2014
Entry Start Time	09:00:00
Entry End Date	04/07/2014
Entry End Time	17:00:00
Show in web calendar	Yes No No No
Allow web booking	Yes No No
Contact	
Organiser	Shannon Smith
Organiser's email	shannon.smith@nsw.swimming.org.au
Webpage 🕕	http://nsw.swimming.org.au
\frown	

7. Once saved, press "Return"

Home	Find	Add	Meets	Results	Committees	Reports	System	Logoff	
О т	he details	have been	updated.						
Retur	h								

8. In the "Meet Manager" tab, press on the "Import from Meet Manager" button

Hom	e Find	Add	Meets	Results	Committees	Accreditations	Reports	System	Logoff	
Mee NS ¹	et N 2014 MC Me	et #2			From 21/06/2014	To 4 21/06/2014	Venue SOPAC - Sydne	ey Olympic Par	rk Aquatic Centre	
	Details Set In order select th	to import the MM file an	et Manager ne details of t nd it will be up	Competitors he meet from N ploaded.	Fees Web disp leet Manager click o	olay Competitive E	vents Notes	Open To T	F and C's	
6	Name Date Time Import from N	/leet Manag	er							
	In order	to export t		Meet Manager o	lick on the button b	elow.				
	Name Date Time		v							
	In order	to import t	ne results fror	n Meet Manage	r click on the buttor	n below.				
	Name Date Time									

9. Press on the "Add File" button

Status	Size
09	6 0 kb
	09

10. Select your exported TM file, press "Open"

			·			×
MC - Meets > 2014 Meets > MC Meet #2_SC SOPAC > SH	hells 🕨	→ 47	Search Shells			3
						0
Name	Date modified	Туре	Size			
Meet Events-2014 MC Swim Meet No 2-21Jun2014-001	5/04/2014 3:35 PM	Compressed (zipp	3 KB			
Swmm5Bkup2014 NSW MC Meet No. 2	15/04/2014 3:35 PM	Compressed (zipp	111 KB			
1						
Meet Events-2014 MC Swim Meet No 2-21Jun2014-001		•	All Files			•
			Open ,	V	Cancel	
			h	$\mathbf{\nabla}$		

11. Press "Start Upload"

Add file to the upload queue and click the start button.			
Filename	Status	Size	
Meet Events-2014 MC Swim Meet No 2-21Jun2014-001.zip	0%	3 KB	G
0 1 files quoued 0 Start Upload	00	5 2 M	D
1 files queued Start Upload	0%	6 3K	в
• 1 files queued • Start Upload Meet File Name :	0%	6 3 K	в
• 1 files queued • Start Upload Meet File Name : Meet Name :	0%	ό 3 Κ ί	в
• 1 files queued • Start Upload Meet File Name : Meet Name : Meet Start Date : Meet For the c	0%	6 3 K	в
1 files queued Start Upload Meet File Name : Meet Name : Meet Start Date : Meet Facility : Meet Facility :	0%	6 3 K	в
1 files queued Start Upload Meet File Name : Meet Name : Meet Start Date : Meet Facility : Meet Course : Meet Found :	0%	6 3 K	в

- 12. Once uploaded, check the "Please ensure this is the correct file" box and press "Submit"
 - a. The "Export Entries to Meet Manager" button will now appear (You will not need this until Part 2, Step 3 of this guide)

Filename		Status Size
Meet Events-2014 N	IC Swim Meet No 2-21Jun2014-001.zip	100% 3 KB
O Add File	Start Upload	100% 3 KB
Meet File Name :	Meet Events-2014 MC Swim Meet No 2-21Jun2014-001.zip	
Meet Name : Moot Start Date :	2014 MC Swim Meet No. 2	
Meet Start Date . Meet Facility :	SOPAC	
Meet our a :	Short Course	
Meet ount -	210	
* 🔽 Please ensure th	is is the concert file	
	b b the concel lie	

SW 2014 MC Meet #2	21/06/2014	21/06/2014	SOPAC - Sydney Olympic Park Aquatic Centre
Details Settings Meet Manager Competitors Fee	s Web display	Competitive Eve	ents Notes Open To T and C's
In order to import the details of the meet from Meet below, select the MM file and it will be uploaded.	Manager click on	the button	
Name 954645 Mr N Results-Upload Date 13/10/2014 Time 13:44:04 Import from Meet Manager			
In order to export the entries to Meet Manager click of Name Date Time Export Entries to Meet Manager	on the button b	elow.	
1 In order to import the results from Meet Manager click	k on the button	below.	
Name Date Time			
In order to Publish the results click on the button below	ow.		
Name Date Time			

13. Click on the "Settings" tab and press "Edit".

Details Settings Me	et Manager	Competitors	Fees	Web display	Competitive Events	Notes	Open To	T and C's
Competition Deram	atoro							
Competition Parame	sters							
School event								
Meet status								
Auto approved								
Result status								
Timing type								
Qualifications Param	leters							
Oualifications Since	01/01/1970	0						
Oualifications Cut off	04/07/2014	1						
Age up date	19/07/2014	1						
Oualification type	Short Cours	se - SC time on	lv.					
Timing allowed	All		·					
Meet status allowed	All							
Result status allowed	All							
Member Transfer								
Transfer Window								
Maximum Events								
Limit per Entry	0							
	0							
Cancel Edit								
トン								
•								

14. Fill in all the necessary details for your meet – some will have automatically transferred after you import your meet manager file – make sure these are correct. The "Competition Parameters" fields are **compulsory fields**. These must be filled in before Final Approval from SNSW. Then press "Save"

Competition Parame	eters
School event	No ¥
Meet status	Pending Approval 👻
Auto approved Result status	
Timing type	Electronic Y
Qualifications Parar	neters
Qualifications Since	01/07/2013
Qualifications Cut off	04/07/2014
Age up date	19/07/2014
Qualification type	Short Course - SC time only
Timing allowed	All 👻
Meet status allowed	Approved Y
Result status allowed	Approved Y
Member Transfer	
Transfer Window	Not Enforced
	🗇 30 Days
	© 60 Days
	U Jo Days
Maximum Events	
Limit per Entry	0
Cancel Save	

15. Once saved, press "Return".

Home	Find	Add	Meets	Results	Committees	Reports	System	Logoff
0	The details	have been	updated.					
Retu	Tr L							

16. Select the "Fees" tab and press "Edit"

Home	Find	Add	Meets	Results	Соп	mittees	A	ccreditations	Reports	System	Logoff
Meet	SW/ Motron	olitan Cha	mpionchine			From	1	To	Venue	ow Olympic Pa	rk Aquatic Contro
Det	tails Set	tings Me	eet Manager	Competitors	Fees	Web displa	4 IV	Competitive Eve	ents Notes	Open To Ta	and C's
Me	eet Fees										
	Meet fee Event sub	default fe	0.00								
	Maximum	fee	~								
W	eb Payn	nent Opt	tion								
	Payment (options	Card Paym	nent Only							
Ca	ancal) Edit	2									
		シ	,								

17. Enter your meet and entry fee's where applicable (leave the "Maximum Fee" field BLANK), select your preferred payment option from the dropdown menu and press "Save"

Home	Find	Add	Meets	Results	Committees	Accreditations	Reports	System	Logoff
Me	eet Fees						7		
	Meet fee		0						
	Event sub o	lefault fee	15						
	Maximum fe	ee							
W	eb Payme	ent Optio	n				٦		
	0 Use the	dropdown	below to de	termine wheth	er online booking p	ayment must be			
	allowed	the choice	e ume or bo	oking, may be	made later, or whe	ther the end-user is			
	Payment op	otions	Card Payme	ent Only 💌]				
Ca	ance Save	17							
		う							

18. Press "Return"

Home	Find	Add	Meets	Results	Committees	Accreditations	Reports	System	Logoff
О т	he details h	nave been i	updated.						
Return	~								
	\sim								

19. Open the "Web Display" tab then press "Edit"

Home	9	Find	Add	Meets	Results	Committees	Accreditations	Reports	System	Logoff
Mee	et					From	То	Venue		
201	l4 NSW	Metropo	olitan Char	npionships		06/12/201	4 07/12/2014	SOPAC - Sydne	ey Olympic Pa	rk Aquatic Centre
ſ	Details	Setti	ngs Me	et Manager	Competitors	Fee: Web disp	Competitive I	Events Notes	Open To	T and C's
	0 I	n the pa	nels belov	v, you can de	etermine how t	he Meet will be displa	ayed to users.			
	Sumi	mary d	lisplay							
	Deta	il displ	ay							
	Deta	il URL								
	Ev	ent url		nsw.swimr	ming.org.au					
	Cand	el Edit	2							
			マ							

20. Fill in the necessary details for your meet and press "Save"

E E	A - A - Sydne th December, 201 Boulevard, Sydne 00am Wor	4 y ds: 44
This event will be held on Saturday & Sunday, 6th - 7t at the Sydney Olympic Park Aquatic Centre, Olympic Olympic Park. Warm Up - 7:30am both days Saturday & Sunday Morning Sessions commence at 9:0 p etail display File - Edit - Insert - View - Format -	h December, 201 Boulevard, Sydne 00am Wor	4 y ds: 44
Warm Up - 7:30am both days Saturday & Sunday Morning Sessions commence at 9:0 p etail display File = Edit = Insert = View = Format =	00am Wor	ds: 44
Saturday & Sunday Morning Sessions commence at 9:0 p etail display File + Edit + Insert + View + Format +	00am Wor	ds: 44
p etail display	Wor	ds: 44
itail display		
Eile - Edit - Insert - View - Format -		
File - Edit - Insert - View - Format -		
File - Edit - Insert - View - Format -		
The Earth Insert Field Format	Table - Tools	•
	A - A - 8	
	Д	
For more detailed information, please click <u>HERE</u> .		
p	Wo	ords: 7
tail URI		

21. Once saved, press "Return"

Home	Find	Add	Meets	Results	Committees	Reports	System	Logoff	
0	The details	have been	updated.						
Retu		,							

22. Select the "Competitive Events" tab and ensure that the events displayed correctly match the schedule of events for your meet

Number	Gender	Age From	Age To	Stroke	Distance	Relay	Туре	
1	Men	14	15	Butterfly	200 metre		Standard	
2	Women	14	15	Butterfly	200 metre		Standard	
3	Men	16	109	Butterfly	200 metre		Standard	
4	Women	16	109	Butterfly	200 metre		Standard	
5	Men	14	14	Breaststroke	100 metre		Standard	
6	Women	14	14	Breaststroke	100 metre		Standard	
7	Men	15	15	Breaststroke	100 metre		Standard	
8	Women	15	15	Breaststroke	100 metre		Standard	
9	Men	16	109	Breaststroke	100 metre		Standard	
10	Women	16	109	Breaststroke	100 metre		Standard	
11	Men	14	14	Backstroke	100 metre		Standard	
12	Women	14	14	Backstroke	100 metre		Standard	
13	Men	15	15	Backstroke	100 metre		Standard	
14	Women	15	15	Backstroke	100 metre		Standard	
15	Men	16	109	Backstroke	100 metre		Standard	
16	Women	16	109	Backstroke	100 metre		Standard	
17	Men	0	109	Freestyle	50 metre		Standard	
18	Women	0	109	Freestyle	50 metre		Standard	
19	Men	0	13	Individual Medley	200 metre		Standard	
20	Women	0	13	Individual Medley	200 metre		Standard	
4 4 P a	age 1 of 6	► N @						1 - 20 of 114 Per page 20

23. The "Notes" tab is for your use online and will not display on your meet calendar

Home Find	Add	Meets	Results	Соп	nmittees	Accreditations	Reports	System	Logoff
Meet					From	То	Venue		
2014 NSW Metrop	olitan Cha	mpionships			06/12/2014	4 07/12/2014	SOPAC - Sydne	ey Olympic Par	k Aquatic Centre
Details Set	tings Me	eet Manager	Competitors	Fees	Web display	Competitive Eve	nts Notes	Open To Ta	and C's
General nu	btes								

24. Select the "Open To" tab and press "Edit"

Home	Find	Add	Meets	Results	Сот	mittees	Accreditations	Reports	System	Logoff
Meet						From	То	Venue		
2014 N	SW Metrop	olitan Cha	mpionships			06/12/201	4 07/12/2014	SOPAC - Sydn	ey Olympic Par	k Aquatic Centre
Det	ails Set	tings Me	eet Manager	Competitors	Fees	Web display	y Competitive Eve	nts Notes	Open To T	and C's
Op	oen To S	State								
Op	oen To F	Region								
Op	oen To (Club								
Ca	intel Edit									

25. Choose the state/s or region/s or club/s that you wish to include in the relevant section. Only two lines will appear in each section. To list more than two, press the ADD button to meet your desired criteria. When complete, press "Save"

Home	Find	Add	Meets	Results	Committees	Accreditations	Reports	System	Logoff
Ope	en To Sta	ate					_		
		0			Del	ete			
)						
			Add						
Ope	en To Re	egion							
		0	Metro Nort	h East	Del	ete			
			Metro Nort	h West	Del	ete			
			Metro Sout	h East	Del	ete			
		0	Metro Sout	h West	Del	ete			
		0							
		(Add						
Ope	en To Cl	ub					_		
					De	ete			
		0							
			Add						
Can	cel Save								
		2							

26. Press "Return"

Home	Find	Add	Meets	Results	Committees	Accreditations	Reports	System	Logoff
О т	he details l	nave been u	updated.						
Return	hz								

27. Select the "T and C's" tab and press "Edit"

	Auu	Meets	Results	Con	nmittees	Accreditations	Reports	System	Logoff
					From	То	Venue		
V Metropo	litan Cha	mpionships			06/12/201	4 07/12/2014	SOPAC - Syd	dney Olympic Pa	k Aquatic Centre
ls Setti	ngs M	eet Manager	Competitors	Fees	Web display	Competitive Ever	nts Notes	Open To T a	and C's
4 NSV	/ Metr	opolitan	Champio	nshi	ps				
This secti person to	on will be enter the	e displayed as e Meet	terms and cor	nditions	that must be	accepted for the			
ms and	Conditi	ions							
cel Edit									
	7								
	V Metropo is Setti 4 NSV This secti person to ns and	V Metropolitan Cha is Settings M 4 NSW Metr This section will be person to enter the ns and Conditi	V Metropolitan Championships is Settings Meet Manager 4 NSW Metropolitan This section will be displayed as person to enter the Meet Ins and Conditions	V Metropolitan Championships is Settings Meet Manager Competitors 4 NSW Metropolitan Champion This section will be displayed as terms and comperson to enter the Meet Ins and Conditions	V Metropolitan Championships is Settings Meet Manager Competitors Fees 4 NSW Metropolitan Championshi This section will be displayed as terms and conditions person to enter the Meet Ins and Conditions	From V Metropolitan Championships 06/12/201 is Settings Meet Manager Competitors Fees Web display 4 NSW Metropolitan Championships This section will be displayed as terms and conditions that must be person to enter the Meet ns and Conditions	From To V Metropolitan Championships 06/12/2014 07/12/2014 is Settings Meet Manager Competitors Fees Web display Competitive Even 4 NSW Metropolitan Championships This section will be displayed as terms and conditions that must be accepted for the person to enter the Meet ns and Conditions Image: Competition Section Sect	From To Venue V Metropolitan Championships 06/12/2014 07/12/2014 SOPAC - Syd is Settings Meet Manager Competitions Fees Web display Competitive Events Notes 4 NSW Metropolitan Championships This section will be displayed as terms and conditions that must be accepted for the person to enter the Meet Image: Competitive Events Notes Ins and Conditions Image: Competitive Events Image: Competitiv	From To Venue V Metropolitan Championships 06/12/2014 07/12/2014 SOPAC - Sydney Olympic Part is Settings Meet Manager Competitors Fees Web display Competitive Events Notes Open To T a 4 NSW Metropolitan Championships This section will be displayed as terms and conditions that must be accepted for the person to enter the Meet Image: Competition Section

28. Enter your Terms and Conditions in the text box and press "Save" (this may take a while)

	and	Con	ditions	S							7	
File	•	Edit	• I	Insert 👻	View •	Forma	t 🕶	Table 🔻	Too	s 🕶		
E	Ξ	Ξ		₩	i∃ • 3		<u>A</u>	• <u>A</u> •	P			
and/o affilia becor incluo By su	r like tes o ne th ling,	enesse r cont le sole but no tting	es of m ractors prope t limite	e captured without p rty of Swi ed to, pron	d during the ayment and mming NSW noting, adve an Declarat	event by l/or compe / to use for ertising and	Swimi ensatio r any l d marl	ming NSW on to you. egitimate keting activ	and its These ite purpose, /ities.	ms		
L.Wh	ere ti ant's	he app parer	olicant i nt or le	is under 1 gal guardi	8 years of a an.	ge this for	m mu	st be endo	rsed by t	the		
2. I h the d above	ave i etails e and	provi I war	underst ded in rant th	tood, ackn the applic iat all infoi	owledge an ation and I mation pro	d agree to personally vided is tru	the d conse ue and	eclarations int to the d I correct.	above a eclaratio	and ns		
3. I a for th n this	s the e app s me	parer plicant mbers	nt or gu 's beha hip app	uardian of aviour and plication a	the applican agree to pe nd declarati	nt expressi ersonally a on	ly agr iccept	ee to be re the condit	sponsibl ons set (e out		
By er comp under comp	terin ete. the ete.	g the Refer age of	2014 N to GR3 f 18 ye	ISW Metro 3.3 All ent ars their p	politan Char rants in a N parent or gu	mpionships ew South \ ardian) sh	s, I de Wales all deo	clare that Champion clare them	I am fit t ship (or i selves fit	o f to		
									Words:	433		

29. Press "Return"

Home	Find	Add	Meets	Results	Committees	Accreditations	Reports	System	Logoff
0 т	he details l	nave been (updated.						
Return									
	~								
	$ \land $								

30. Your meet has now been set up.

Home	Find	Add	Meets	Results	Committees	Accreditations	Reports	System	Logoff
Meet	NSW Metron	olitan Char	mnionshins		From	To	Venue	ev Olympic Pa	rk Aquatic Centre
2014	Details Set	tings Me	et Manager	Competitors	Fees Web displa	Competitive Eve	nts Notes	Open To T a	and C's
	2014 NS	V Metr	opolitan	Champio	nships	, 11 - ,			
	This sect person to	tion will be o enter the	e displayed as e Meet	terms and cor	nditions that must be	e accepted for the			
	Ferms and	Conditi	ons						
	WAIVER By submi	itting Onl	ine Entries:						
	1. I agree Swimming including S Privacy Po	to abide Australia Świmming blicies (the	by the rules, , the relevar Australia's / ese are avail	regulations a ht Area Swimr Anti-Doping, M able at <u>www.s</u>	nd policies of Swim ning Association an lember Welfare, Ch wimming.org.au).	ming NSW, d the relevant club, ild Welfare, and	,		
	2. I autho of my per regulation results pu	rise Swim sonal info s and poli blished in	ming NSW to rmation that cies in 1 abo official progr	o use, disclose may be nece ve. I agree to rams, newslet	e or relate to any re ssary to implement have my name, p ters and websites.	levant bodies any the rules, hotograph and			
	3. I under to Swimm discretion	stand that ing NSW v of Swimm	t a refund wi within seven ning NSW to	ll be given on (7) days of th refuse to refu	ly if a medical certi le meet concluding nd any monies.	ficate is presented and that it is at the			
	4. I under	stand that	t failing to wi	thdraw from a	a finals event will in	cur a \$100 fine.			
	5. I agree the entry entries clo	to abide lists have se) there	by Swimmin been taken will be no m	g NSW entry p off the Swimn ore changes i	procedures and und ning NSW website (made to any entries	erstand that once 24 hours after 3.			
	6. I agree obeying a voided if t broken th	to exhibit Il rules an hrough m ese rules	t appropriate d directions y actions or or brought th	behaviour at of officials and behaviour, in ne event into o	all times during the d I understand that the opinions of the disrepute.	e event, including my entry may be organisers, I have			
	7. I grant and/or lik affiliates o become th including,	t permission enesses o pr contract ne sole pro but not lir	on to Swimm f me capture tors without operty of Sw nited to, pro	ing NSW to u d during the payment and/ imming NSW moting, adver	se my photograph, event by Swimming or compensation to to use for any legit tising and marketir	video, multimedia NSW and its you. These items mate purpose, g activities.			
	WAIVER By submi 1. I agree Swimming Privacy PC 2. I autho of my per regulation results pu 3. I under to Swimm discretion 4. I under 5. I agree the entry entries clc 6. I agree obeying a voided if t broken th 7. I granh affiliates of become t	itting Onl to abide j Australia Swimming sonal info sonal info sonal info sonal info sonal that ing NSW v of Swimm stand that to abide lists have soe) there to exhibit Il rules an through m ese rules thermissi enesses to enesses to enesses to so for contract	line Entries: by the rules, , the relevar Australia's / ese are avail ming NSW to cies in 1 abo official progi t a refund wi within seven ning NSW to t failing to wi by Swimmini been taken will be no m t appropriate d directions y actions or or brought th on to Swimm fme capture tors without operty of Sw mited to, pro	regulations a the Area Swimr Anti-Doping, M able at <u>www.s</u> o use, disclose may be nece we, I agree to ams, newslet U be given on (7) days of th refuse to refu thdraw from a g NSW entry ; off the Swimn ore changes ; behaviour, in behaviour, in the event into o ing NSW to u object and behaviour, and behaviour, advent behaviour, advent behaviour, advent opyment and/ imming NSW	nd policies of Swim ning Association an lember Welfare, Cf. wimming.orq.au). e or relate to any re ssary to implement b have my name, p ters and websites. ly if a medical certi ne meet concluding nd any monies. a finals event will in procedures and und ning NSW website (made to any entries all times during that the opinions of the disrepute. se my photograph, event by Swimming or compensation to to use for any legit tising and marketin	ming NSW, d the relevant club, ild Welfare, and levant bodies any the rules, notograph and ficate is presented and that it is at the cur a \$100 fine. erstand that once 24 hours after 5. a event, including my entry may be organisers, I have video, multimedia NSW and its you. These items mate purpose, ig activities.	,		

PART 2 – Linking Your Meet to Your Calendar and Exporting Entries To Meet Manager

- In your non-APT website, hyperlink the following link into the information on your page.
 *NOTE: The information highlighted in red needs to be replaced with the event code specific to your meet, which you made note of earlier
 - a. <u>https://connect.swimming.org.au/sal-wrap-</u> public/workflows/MEMBER.EVENT.DETAIL&dbWorkflowKey=000291



2. Swimmers will then be redirected to the Meet Information Page where they can choose to enter the meet



3. Once your entry deadline closes, click on the "Export Entries to Meet Manager" button

V 2014 N	IC Meet #2	2		2	21/06/2014	21/06/2014	SOPA Cent	AC - Sydr re	ney Olympia	c Park Aquatic
Details	Settings	Meet Manager	Competitors	Fees	Web display	Competitive Ev	ents	Notes	Open To	T and C's
0 In be	order to im low, select	port the details of t the MM file and it w	he meet from I ill be uploaded.	Meet Ma	anager click on	the button				
Name		954645 Mr N F	esults-Upload							
Date		13/10/2014								
Ime	from Most	13:44:04								
inpon										
• In	order to ex	port the entries to	Meet Manager	click on	the button be	elow.				
Name										
Date										
Time										
Export	Entries to N	Meet Manager	,							
0 In	order to im	port the result	eet Manage	r click d	on the button	below.				
Name										
Time										
-										
U In	order to Pu	ublish the results clic	c on the butto	n below	۷.					
Name										
Date										
Time										

4. Click the "Export" button.

9) sv au	vimm i Istralia	ing C	lubL	ANE				1		
Home	Find	Add	Meets	Results	Committees	Reports	System	Logoff			
N	leet Detail: _{Title}	S	2015 TEST	EVENT							
	back Expo	rt Expor	t SD3								

5. Choose location to save (depending on your browser settings, you may or may not be given this option – if not, the file should save either to your 'temporary file' folder, or your 'Downloads' folder)

Enter name of file to save to							X
🚱 🔵 🗢 📕 🕨 Downloads				•	Search Download	ds	٩
Organize 🔻 New folder						• ==	0
🚖 Favorites	^ Name	e	Date modified	Туре	Size		
Desktop			No items match ye	our search.			
 Recent Places EntriesBacc EntriesNatPrep Shannon Smith Cherry Smith 2014 SC Season 2014 - 15 LC Season Shanna TO Dinner Slide Stuff Recycle Bin NSW Downloads 	E						
File name: meet-001974							•
Save as type: Text Document							•
Hide Folders					Save	Cance	el

- 6. Once downloaded, the "Export" button will be faded out. Click the "Back" button.
 - a. The "Import Results from Meet Manager" button should now appear (you will not need this until Part 3, Step 1 of this guide)

6) sv au	vimm Istrali	a C	lubL	ANE				1
Home	Find	Add	Meets	Results	Committees	Accreditations	Reports	System	Logoff
Me	et Detail	S					_		
کم الح	Title	.et]	NSW 2014	MC Meet #2					
Ba	ack Expo	rt							

7. Open up your Meet Manager Shell. Go to File -> Import -> Entries

Sources Athleter Poly Teams Seeding Pun Pan	orte Labele	Charle for Undator	Hala
Op Save As	Ctrl+0		пер
Backup	Ctrl+B		
Restore	Ctrl+R	100 March 100	
Unzip File			
Repair/Compact Database			
Purge	+	M	3
Import	•	Entries	
Export	+	Rosters Only	
Install Update		Merge Entries	(MM to MM)
Disable Network Login		Merge Results	(MM to MM)
Open in Multi-User Mode		Records	
Network Administration		Time Standard	ls
License Management		USA Swimmir	g OnLine Entries
Exit	Ctrl+Q	SWIMS Roster	s or NCAA Rosters
C:\swmeets5\2015 NSW Country Regional - Taree.mdb		British Swimm	ning OnLine Entries
C:\swmeets5\2015 NSW Country Regional - Lightning Ridge.mdb			
C:\swmeets5\2015 NSW Country Regional - Queanbeyan.mdb		Track and Fiel	d Rosters

8. Select the exported entry file from the location where you saved it. Press "Open"

Organize 💌 New folder				
UFH Stuff	*	Name	Date modified	Туре
Little Age Relay Entries Big Age Relay Entries		E meet-002128	17/12/2014 9:05 PM	SD3 File
词 Libraries				
Documents				
 Documents Music Pictures 				
 Documents Music Pictures Videos 				
 Documents Music Pictures Videos Computer 	H			
 Documents Music Pictures Videos Computer Local Disk (C:) 	H			
 Documents Music Pictures Videos Computer Local Disk (C:) share (\\nswsvrfs) (Y:) 	III			

9. Click "OK"



10. Click "OK" (this may take some time)



11. Take note of the entry information and click "OK"



12. Backup your meet and run accordingly

🔜 Si	wim MEET	r MANAG	ER Pro - D	atabase:	'C:\swme	ets5\2015	NSW C	ountry Re	gional - T	aree.mdb'			
File	Set-up	Events	Athletes	Relays	Teams	Seeding	Run	Reports	Labels	Check for Updates	Help		
	Open / N Save As	lew							Ctrl+0				
C	Backup								Ctrl+B				
	Restore	17							Ctrl+R				
	Unzip Fil	e h	7										
	Repair/C	ompact l	Database										
	Purge								•				
	Import								×				
	Export								+				
	Install U	pdate											
	Disable I	Vetwork L	.ogin							200			
	Open in	Multi-Us	er Mode										
										-			

PART 3 – Uploading Results and Publishing to the National Results Database

1. Once your meet has been finalised and you have exported the result out of Meet Manager, you will need to publish to the NRD. To do this, log into ClubLane, Select the "Meets" Tab from the menu bar and click "Search for a Meet"

6) sv au	vimmi Istralia	^{ing} C	lubLA	ANE			
Home	Find	Add	Meets	Results	Committees	Reports	System	Logoff
			Create a Search to List of Me List of Old Meets aw Manage	New Meet ra Meet ets I Meets aiting Approval /enues	tate			Advanced Last Accessed

2. Search for your meet using the exact meet name or the meet code provided to you when you set up the meet. Click on the correct meet in the drop down menu and you will automatically be redirected to the meet details page

6) sv au	vimm i Istralia	ing C	lubL	ANE			
Home	Find	Add	Meets	Results	Committees	Reports	System	Logoff
Fin	d Moot							
Fin	a weet		1978					
			Mounties	Hurstville Meet 014) [Code	: : 00 1978]			
Your role: Sta	ate Administrat	or on the Stat	IN N F	Page 1 of		ouright APT Solution	- 2015	

3. In the "Meet Manger" tab, click on the "Import Results from Meet Manager" button (to complete this step, you will need to have exported the TM Results file for your Meet from Meet Manager first). Then click on the "Import Results from Meet Manager" button

t	From	То	Venue
V 2014 MC Meet #2	21/06/2014	21/06/2014	SOPAC - Sydney Olympic Park Aquatic Centre
Details Settings Meet Manager Competitors	Fees Web display	Competitive E	vents Notes Open To T and C's
In order to import the details of the meet from N below, select the MM file and it will be uploaded.	leet Manager click o	n the button	
Name 954645 Mr N Results-Upload			
Date 13/10/2014			
Time 13:44:04			
• In order to export the entries to Meet Manager of	lick on the button b	elow.	
Name 954645 Mr N Results-Upload			
Date 13/10/2014			
Time 13:54:56			
Export Entries to Meet Manager			
In order to import the results from Meet Manager	r click on the button	below.	
Name			
Date			
Time			
Import Results from Meet Manager			
The and as the Designed The second has a second secon	halaur		
In order to Publish the results of the button	r below.		
Name			
Date			
Time			

4. Click on the "Add File" button

Select Results File		
Add file to the upload queue and click the start button.		
Filename		Status Size
	Drag files here.	
Add File Start Upload		0% 0 kb
Results File Nam		
Meet Start Date :		
Meet Facility :		
Meet Course :		
Meet Event Count :		
Meet Results Count :		
* Please ensure this is the correct file		

5. Select your exported TM Results file and click "Open"

							×
mith	•	MC - Meets > 2014 Meets > MC Meet #2_SC SOPAC > Res	ults 🕨	✓ 49 Set	arch Results		P
ler							0
	*	Name	Date modified	Туре	Size		
		🔁 2014 NSW SC MC#2 Results by Club	23/06/2014 11:00	Adobe Acrobat D	96 KB		
.T		2014 NSW SC MC#2 Results by Event	23/06/2014 10:58	Adobe Acrobat D	99 KB		
		Meet Results-2014 MC Swim Meet No 2-21Jun2014-001	23/06/2014 11:08	Compressed (zipp	23 KB		
		Swmm58kup2014 NSW MC Meet No. 2-01	21/06/2014 3:28 PM	Compressed (zipp	126 KB		
Y:) users	E						
iame	: N	Meet Results-2014 MC Swim Meet No 2-21 Jun2014-001			Files Open	Cancel	

6. Click "Start Upload"

Add file to the upload queue and click the start button.	
Filename	Status Size
Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip	0% 23 KB 🖨
● 1 files queued ● Start Upload	0% 23 KB
Results File Name:	
Meet Name :	
Maak Chark Data .	
Meet Start Date : Meet Eacility :	
Meet Start Date : Meet Facility : Meet Course :	
Meet Start Date : Meet Facility : Meet Course : Meet Event Count :	
Meet Start Date : Meet Facility : Meet Course : Meet Event Count : Meet Results Count :	

7. Once uploaded, check the "Please ensure this is the correct file" box and press "Submit"

Upload of "Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip" successful	G
Filename	Status Size
Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip	100% 23 KB 🖉
Add File Start Upload	100% 23 КВ
Add File Start Upload Results File Name: Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip	100% 23 KB
Add File Start Upload Results File Name: Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip Meet Name : 2014 MC Swim Meet No. 2 2014 MC Swim Meet No. 2	100% 23 KB
Add File Start Upload Results File Name: Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip Meet Name : 2014 MC Swim Meet No. 2 Meet Sart Date : 21/06/2014 Meet Facility : SOPAC	100% 23 KB
Add File Start Upload Results File Name: Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip Meet Name : 2014 MC Swim Meet No. 2 Meet Start Date : 21/06/2014 Meet Facility : SOPAC Meet Course : S	100% 23 KB
Add File Start Upload Results File Name: Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip Meet Name : 2014 MC Swim Meet No. 2 Meet Start Date : 21/06/2014 Meet Facility : SOPAC Heet Course : S LEvent Count : 39 events (0 relays)	100% 23 KB
Add File Start Upload Results File Name: Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip Meet Name : 2014 MC Swim Meet No. 2 Meet Start Date : 21/06/2014 Meet Facility : SOPAC Heet Course : S LEvent Count : 39 events (0 relays) LEvent Count : 297 results (0 relay results)	100% 23 KB
Add File Start Upload Results File Name: Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip Meet Name : 2014 MC Swim Meet No. 2 Meet Start Date : 21/06/2014 Meet Facility : SOPAC Heet Course : S Event Court : 39 events (0 relays) Event Sourt : 297 results (0 relay results) Please ensure this is the correct file	100% 23 KB
 O Add File Start Upload Results File Name: Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip Meet Name : 2014 MC Swim Meet No. 2 Meet Start Date : 21/06/2014 Meet Facility : SOPAC Heet Course : S Event Count : 39 events (0 relays) Accessitis Count : 297 results (0 relay results) I Please ensure this is the correct file 	100% 23 KB

8. An exceptions listing may appear. Click "Return" and continue to step 9. Exceptions can be dealt with if and when necessary by the meet convenor and/or SNSW office

Athlete Refer	Number	First Name	Initial	Last Name	Date Of Birth	Gender	Member's First Name	Member's DOB	Status	
WAAK220898		Akanksha	and a	Swarup	22/08/1998	Female			Athlete Unknown	
UNCH100992		Christopher		Bunton	10/09/1992	Male			Athlete Unknown	
WILJA050296		Jacob		Wilkie	05/02/1996	Male			Athlete Unknown	
OWHA310301		Hayley		Lowe	31/03/2001	Female			Athlete Unknown	
(IRGE061277	856727	Geoffrey		Kirby	06/12/1977	Male	GEOFF	06/12/1977	Member's Details Partial	
ENFE300692		Felix		Bennett	30/06/1992	Male			Athlete Unknown	
UUED140601	897545	Edison Ziyi		Qiu	14/06/2001	Male	Edison	14/06/2001	Member's Details Partial	
OWAM121196	319929	Amanda		Fowler	12/11/1996	Female	Amanda	12/11/1996	Multiple Member	
IOLRA221197		Ranon		Holsten	22/11/1997	Male			Athlete Unknown	
COAM021002		Amelia		Scott	02/10/2002	Female			Athlete Unknown	

This will bring you back to your main "Details" tab. Click on the "Meet Manager" tab
 a. Click on "Publish Results"

t			Fr	rom	То	Venue				
/ 2014 MC Meet #2			2	1/06/2014	21/06/2014	SOPAC Centre	C - Sydn e	ey Olympic	Park Aquatio	:
Details Settings Mee	et Manager	Competitors	Fees	Web display	Competitive Ev	vents	Notes	Open To	T and C's	
In order to import to below, select the M	the details of th IM file and it wil	e meet from Me I be uploaded.	eet Ma	nager click on	the button					
Name g Date Time	954645 Mr N Re 13/10/2014 13:44:04	esults-Upload								
In order to export t	the entries to M	leet Manager cli	ck on	the button be	elow.					
Name 9 Date 1 Time	954645 Mr N Re 13/10/2014 13:54:56	esults-Upload								
In order to import t	the results from	Meet Manager	click oi	n the button	below.					
Name 9 Date Time	954645 Mr N Re 13/10/2014 14:15:21	esults-Upload								
Import Results from Me	et Manager 🗍 F	Review Results	Unr	natched Athle	te					
In order to Publish t	the results click	on the button	below.							
Name Date Time Publish Results										
h	≻									

10. Click "Save" (this may take several minutes)

6) sv au	vimm Istralia	ing a	lubL	ANE				U
Home	Find	Add	Meets	Results	Committees	Accreditations	Reports	System	Logoff
Do C:	you want t andel Sa	e publish t ave	the results						

11. Once published, click "Return"

Home	Find	Add	Meets	Results	Committees	Reports	System	Logoff
0	The results	have been	published					
Retu								
	$\neg \!$							

12. This will bring you back to your "Meet Manager" tab.

Home	Find	Add	Meets	Results	Committees	Reports	System	Logoff	
Meet Mour	nties Hurstvil	le Meet			From 19/07/2	To	Ven /2014 Syd	ue ney Olympic Park /	Aquatic Centre
ſ	Details Set	ttings	eet Manager	Competitors	Fees Web d	isplay Comp	etitive Events	Notes Open T	o T and C's
	In order below,	r to impor select the	t the details of MM file and it	f the meet from will be uploade	m Meet Manager o ed.	lick on the bu	tton		
	Name Date Time		943630 Mrs 13/10/2014 15:32:54	M Johnson					
	In orde	r to expor	t the entries t	o Meet Manag	er click on the but	ton below.			
	Name Date Time		943630 Mrs 13/10/2014 15:37:20	M Johnson					
	In orde	r to impor	t the results fr	om Meet Mana	iger click on the b	utton below.			
	Name Date Time		943630 Mrs 13/10/2014 15:39:31	M Johnson					
	In orde	r to Publis	h the results c	lick on the but	ton below.				
	Name Date Time		943630 Mrs 13/10/2014 15:41:07	M Johnson					

13. To check that your results have been published correctly, open the swimming NSW website: http://nsw.swimming.org.au and click on the "Results" icon.



14. Type in the name of your meet (that you chose in Part 1, Step 2) or the meet code (as per Part 1, Step 4 of this guide) and select the correct meet, then click "Find"

er: 🕕		Distance:	All	*	All	*	PB:	All	~	Find
(1) Mounties Hurst	d	Stroke:	All			~	Age:	to		
Mounties Hu (19/07/2014)	rstville Meet [Code: 001978]	•					Gender:	All	*	Clear
N I Page	1051 -		ananananananananananananananananananan							
1.										

15. Your meet results will appear as shown below.

wi	mmer: 🕕 🛛			Dista	ance:	All	*	All 👻	PB:	All	Fin
1ee	et: 🕕 Mounties Hurs	stville Me	eet	Strok	ke:	All		~	Age:	to	
									Gender:	All	Cle
										Choice Internet	
	Name	Gender	Age	Distance	Stroke		Time	Date	Meet		Course
ŧ	Hayley Byer	Female	15	50 metre	Freest	yle	30.47	19/07/2014	Mounties Hurstvil	le Meet	Short
Ŧ	James Leftakis	Male	13	100 metre	Individ	lual	1:20.16	19/07/2014	Mounties Hurstvil	le Meet	Short
ŧ	Brieanna Hall	Female	13	50 metre	Freest	yle	29.64	19/07/2014	Mounties Hurstvil	le Meet	Short
Ŧ	Brieanna Hall	Female	13	50 metre	Butter	fly	32.77	19/07/2014	Mounties Hurstvil	le Meet	Short
ŧ	Brieanna Hall	Female	13	100 metre	Freest	yle	1:08.10	19/07/2014	Mounties Hurstvil	le Meet	Short
Ŧ	Levi Hall	Male	10	100 metre	Butter	fly	1:30.35	19/07/2014	Mounties Hurstvil	le Meet	Short
Ŧ	Levi Hall	Male	10	50 metre	Butter	fly	39.83	19/07/2014	Mounties Hurstvil	le Meet	Short
Ŧ	Levi Hall	Male	10	50 metre	Butter	fly	40.17	19/07/2014	Mounties Hurstvil	le Meet	Short
Ŧ	Kira McInerney	Female	12	100 metre	Breast	str	1:27.76	19/07/2014	Mounties Hurstvil	le Meet	Short
ŧ	Kira McInerney	Female	12	200 metre	Individ	lual	2:39.40	19/07/2014	Mounties Hurstvil	le Meet	Short
ŧ	Kira McInerney	Female	12	200 metre	Butter	fly	2:34.99	19/07/2014	Mounties Hurstvil	le Meet	Short
ŧ	Kira McInerney	Female	12	100 metre	Freest	yle	1:06.14	19/07/2014	Mounties Hurstvil	le Meet	Short
ŧ	Kira McInerney	Female	12	100 metre	Butter	fly	1:12.09	19/07/2014	Mounties Hurstvil	le Meet	Short
ŧ	Reece McInerney	Male	14	50 metre	Freest	yle	27.81	19/07/2014	Mounties Hurstvil	le Meet	Short
ŧ	Reece McInerney	Male	14	50 metre	Butter	fly	29.84	19/07/2014	Mounties Hurstvil	le Meet	Short
Ŧ	Reece McInerney	Male	14	100 metre	Freest	yle	59.25	19/07/2014	Mounties Hurstvil	le Meet	Short
Ŧ	Reece McInerney	Male	14	100 metre	Butter	fly	1:09.40	19/07/2014	Mounties Hurstvil	le Meet	Short
ŧ	Reece McInemey	Male	14	100 metre	Backs	troke	1:14.37	19/07/2014	Mounties Hurstvil	le Meet	Short

- 16. You must now send an email to your **local area representative** containing the following information:
 - a. A Meet Manager Backup File
 - b. A Team Manager Results File
 - c. The Meet Code (which you will have written down from Step 2 of this guide or Step 4 from the Complete Meet Setup Guide)
 - d. The names of the currently accredited Referee and Starter that attended the meet

This email **MUST BE SENT within SEVEN days** of the completion of the meet, otherwise approval may not be granted. Your area will check all is in order and will forward your meet information on to Swimming NSW for final approval.

17. Should you have any issues relating to this process, please contact the SNSW office by emailing meet.entries@nsw.swimming.org.au