



**swimming** new south wales

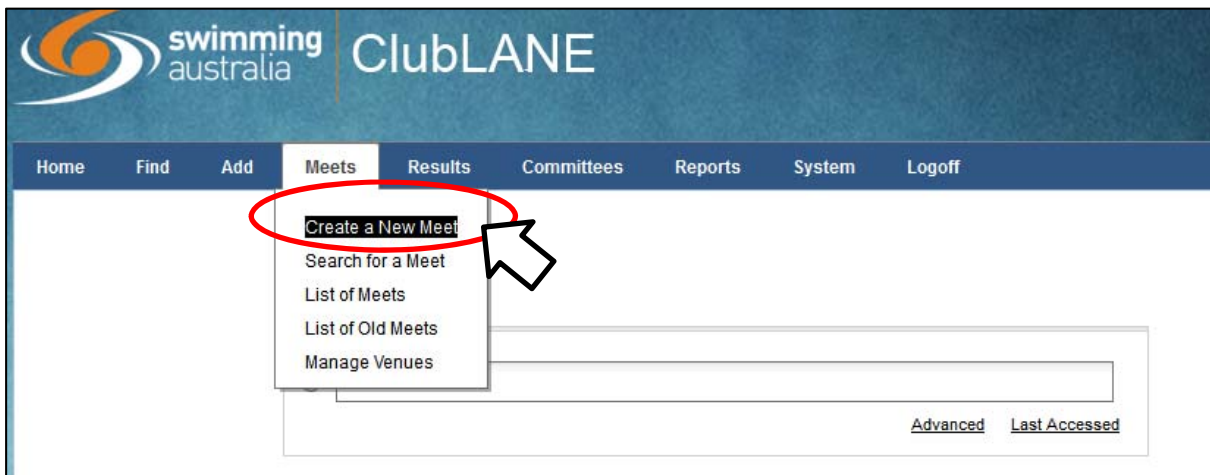
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**STEP BY STEP GUIDE TO  
CREATING MEETS AND  
UPLOADING MEET RESULTS  
INTO THE NRD USING  
CLUBLANE**

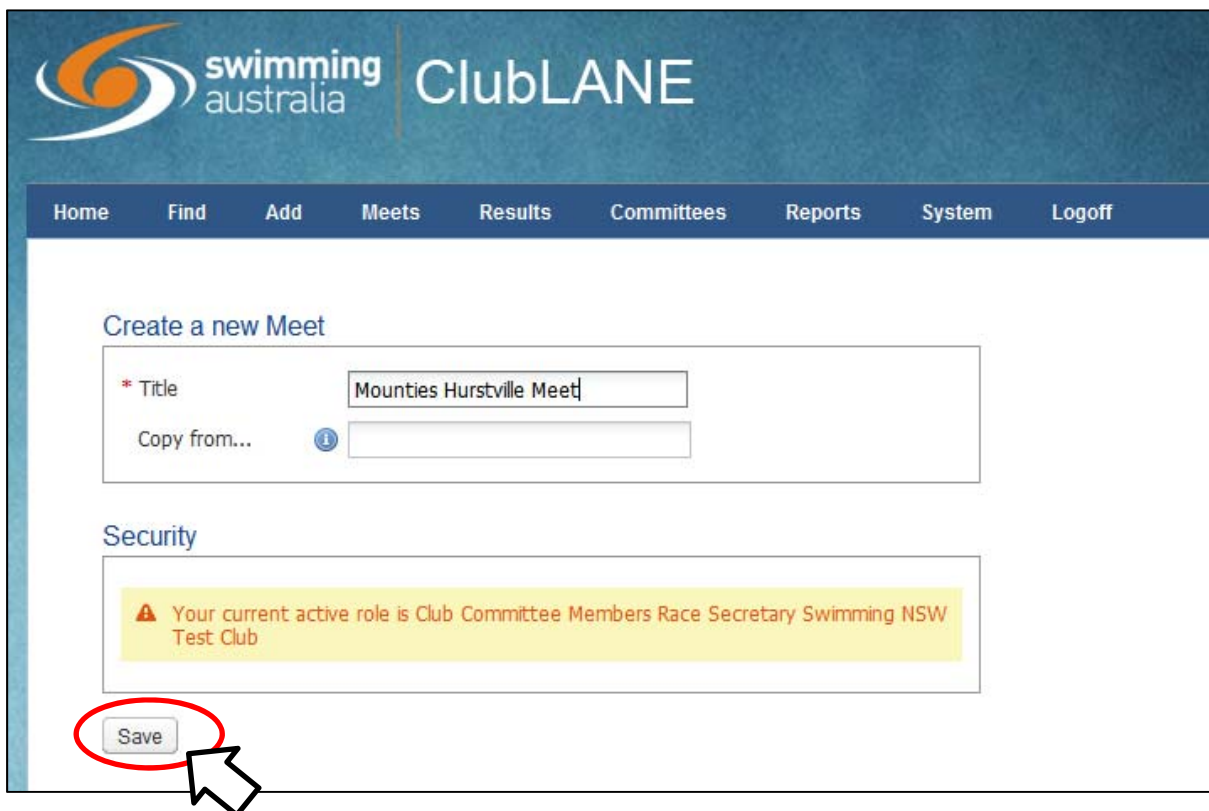
# COMPLETE GUIDE FOR SETTING UP ONLINE MEET ENTRIES AND PUBLISHING RESULTS FOR THE NRD

## 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”



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



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

**Main details**

\* Title

**Dates**

\* Meet Date From

\* Meet Date To

Entry Start Date

Entry Start Time

Entry End Date

Entry End Time

**Venue**

Venue

**Meet Contact**

Organiser

Organiser's email

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"

swimming australia | ClubLANE

Home Find Add Meets Results Committees Reports System Logoff

**Meet created...**

The Meet 'Mounties Hurstville Meet' (code = 001978) has been created...

You may now continue to view this new Meet and add or edit various details by clicking the button below.

If you choose not to do so now, you can find the Meet later from the 'Search...' option on the Meets menu, then click 'Manage'.

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

<b>Details</b>	Settings	Meet Manager	Competitors	Fees	Web display	Competitive Events	Notes	Open To	T and C's
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### Main details

Event Code	001978
Title	Mounties Hurstville Meet
Course	

### Venue

Specific venue	Sydney Olympic Park Aquatic Centre
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### Dates

From Date	19/07/2014
To Date	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
Allow web booking	


  

### Contact

Organiser	Shannon Smith
Organiser's email	shannon.smith@nsw.swimming.org.au

Cancel | **Edit**



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

**Main details**

Event Code	001978
* Title	<input type="text" value="Mounties Hurstville Meet"/>
Course	<input type="text" value="Short"/>

**Venue**

Specific venue	<input type="text" value="Sydney Olympic Park Aquatic Centre"/>
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**Schedule**

* Meet Date From	<input type="text" value="19/07/2014"/>
* Meet Date To	<input type="text" value="19/07/2014"/>
Entry Start Date	<input type="text" value="06/06/2014"/>
Entry Start Time	<input type="text" value="09:00:00"/>
Entry End Date	<input type="text" value="04/07/2014"/>
Entry End Time	<input type="text" value="17:00:00"/>
Show in web calendar	<input checked="" type="radio"/> Yes <input type="radio"/> No
Allow web booking	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Contact**

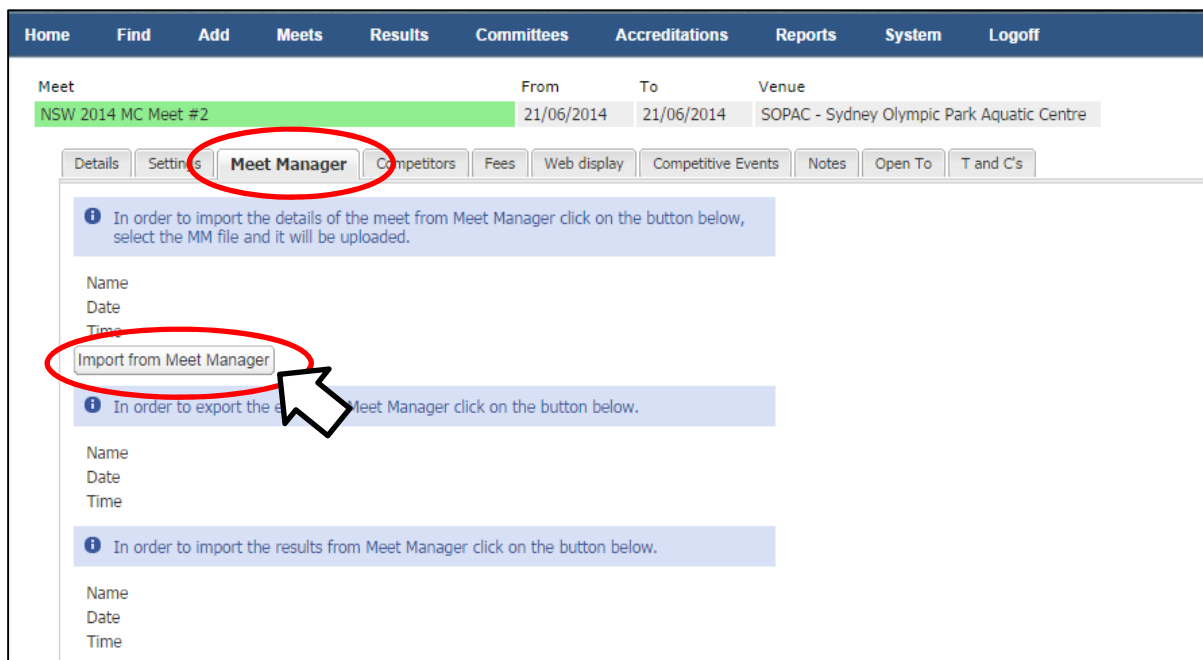
Organiser	<input type="text" value="Shannon Smith"/>
Organiser's email	<input type="text" value="shannon.smith@nsw.swimming.org.au"/>
Webpage	<input type="text" value="http://nsw.swimming.org.au"/>

7. Once saved, press "Return"

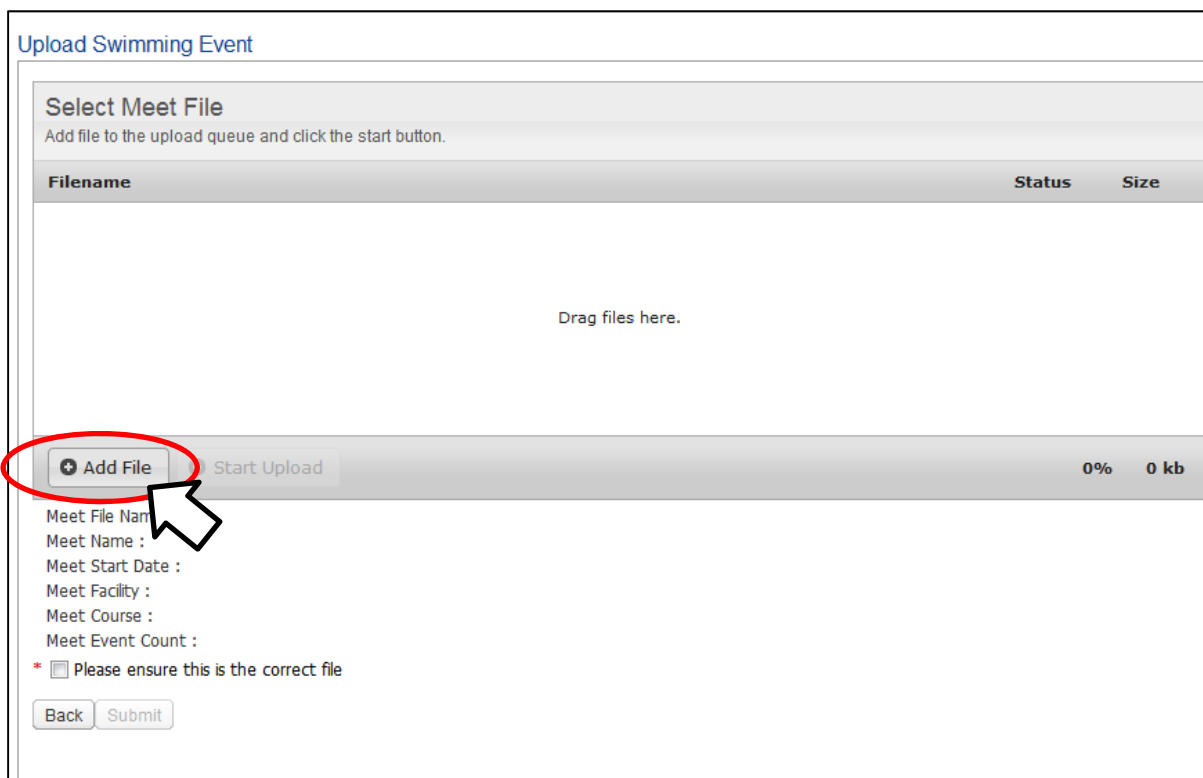
Home Find Add Meets Results Committees Reports System Logoff

✓ The details have been updated.

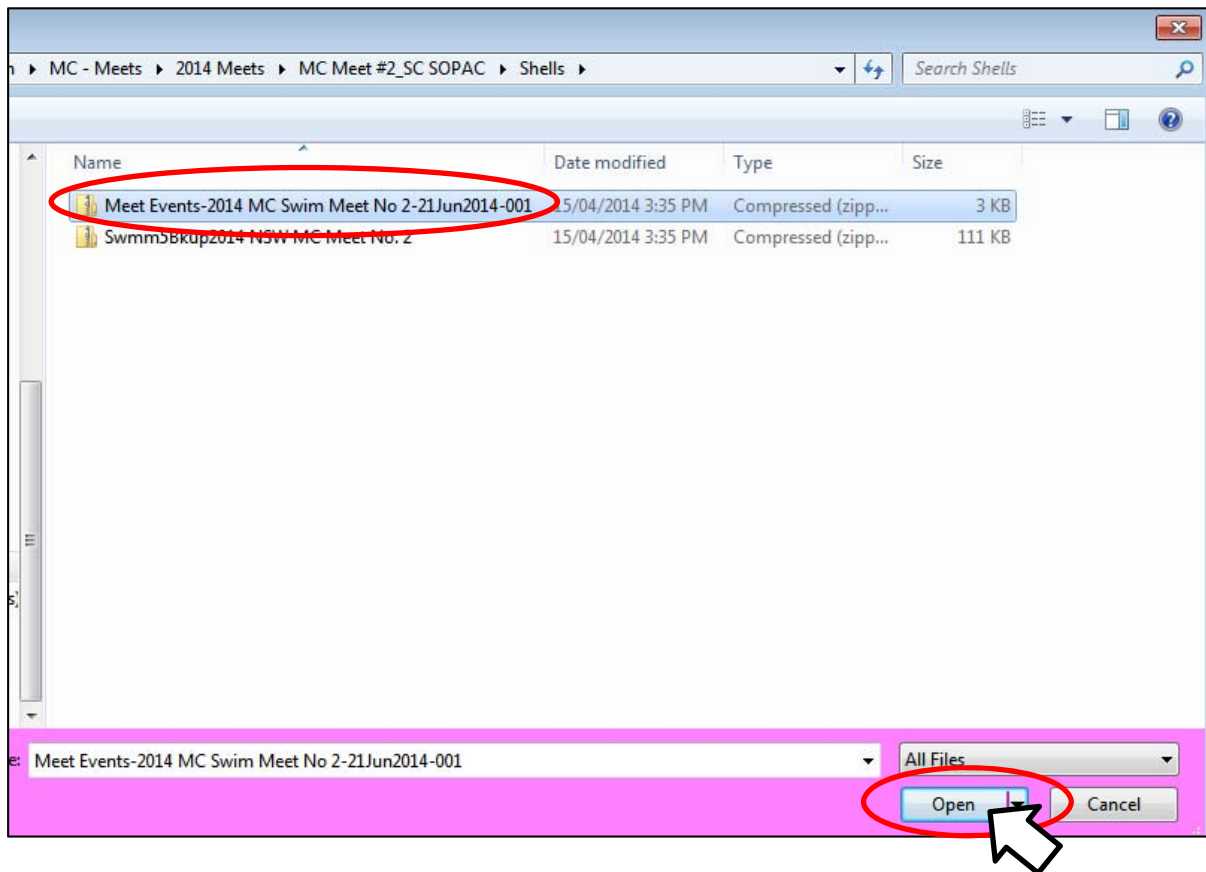
8. In the “Meet Manager” tab, press on the “Import from Meet Manager” button



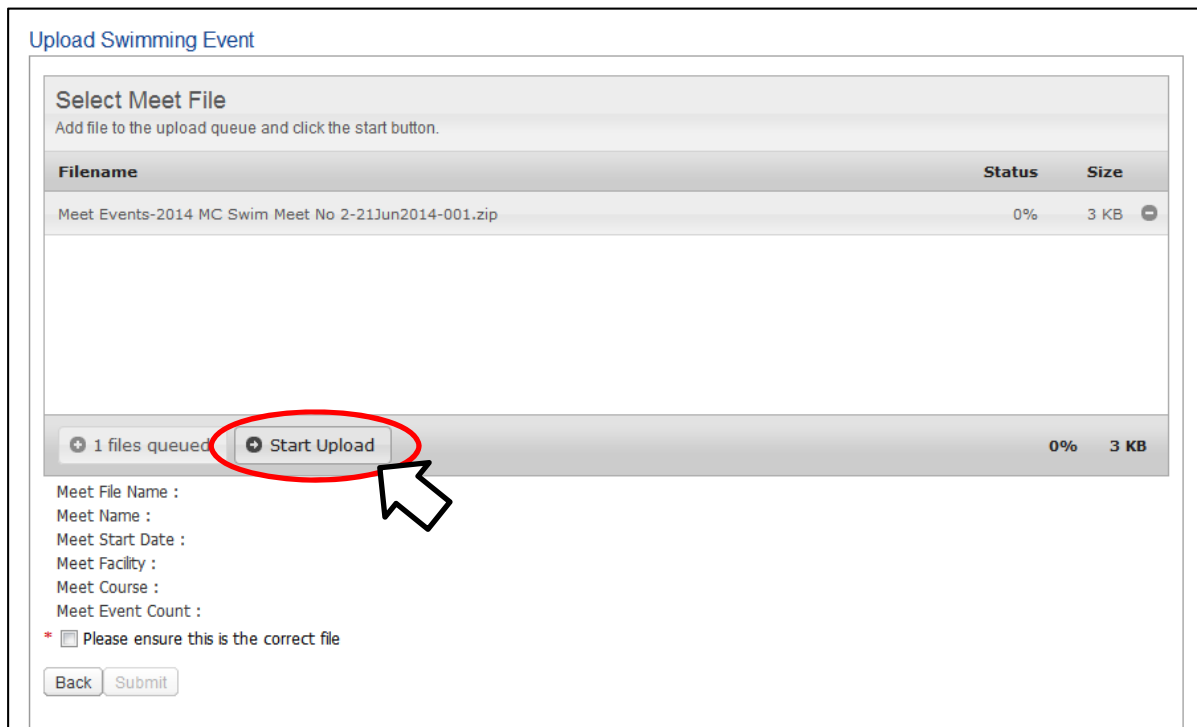
9. Press on the “Add File” button



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



11. Press "Start Upload"



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

**Upload Swimming Event**

Upload of "Meet Events-2014 MC Swim Meet No 2-21Jun2014-001.zip" successful

Filename	Status	Size
Meet Events-2014 MC Swim Meet No 2-21Jun2014-001.zip	100%	3 KB

100% 3 KB

Meet File Name : Meet Events-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 Pool : Short Course  
Meet Count : 210

Please ensure this is the correct file

NSW 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 Events   Notes   Open To   T and C's

**i** In order to import the details of the meet from Meet Manager click on the button below, select the MM file and it will be uploaded.

Name      954645 Mr N Results-Upload  
Date      13/10/2014  
Time      13:44:04

**i** In order to export the entries to Meet Manager click on the button below.

Name  
Date  
Time

**i** In order to import the results from Meet Manager click on the button below.

Name  
Date  
Time

**i** In order to Publish the results click on the button below.

Name  
Date  
Time



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

Details **Settings** Meet Manager Competitors Fees Web display Competitive Events Notes Open To T and C's

### Competition Parameters

School event  
Meet status  
Auto approved  
Result status  
Timing type

### Qualifications Parameters

Qualifications Since 01/01/1970  
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 All  
Result status allowed All

### Member Transfer

Transfer Window

### Maximum Events

Limit per Entry 0

Cancel Edit

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 Parameters

School event	No
Meet status	Pending Approval
Auto approved	
Result status	
Timing type	Electronic

### Qualifications Parameters

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
Result status allowed	Approved


### Member Transfer

Transfer Window	<input checked="" type="radio"/> Not Enforced
	<input type="radio"/> 30 Days
	<input type="radio"/> 60 Days
	<input type="radio"/> 90 Days

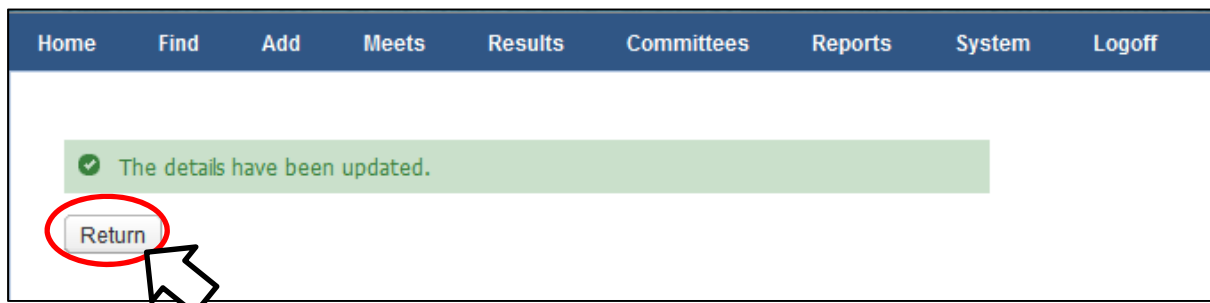
### Maximum Events

Limit per Entry	0
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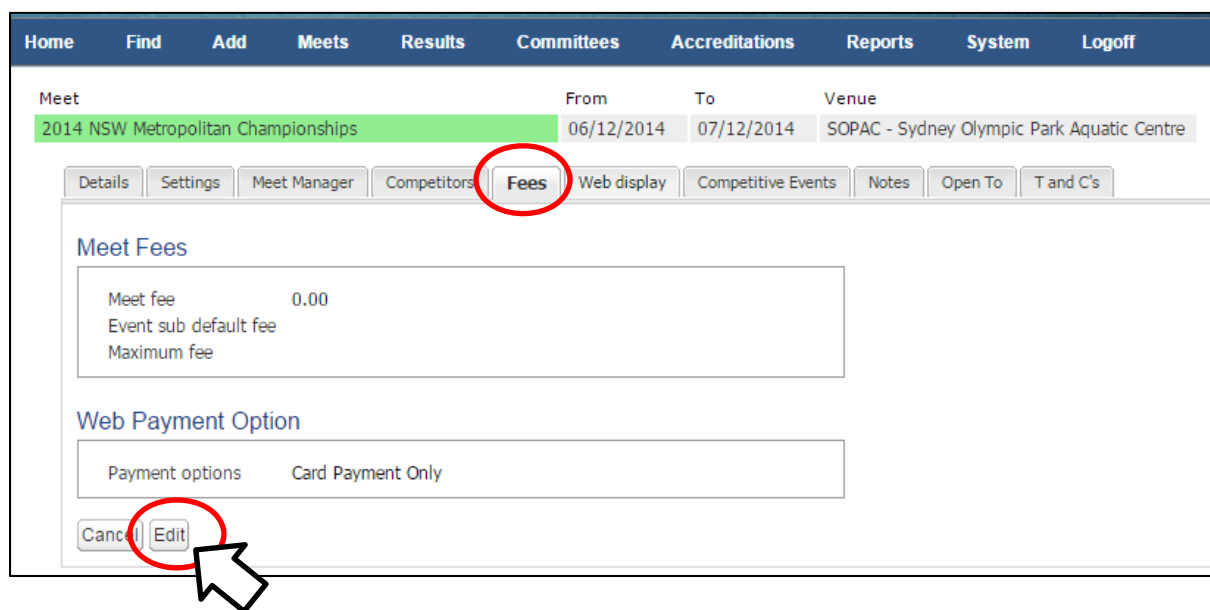
Cancel Save



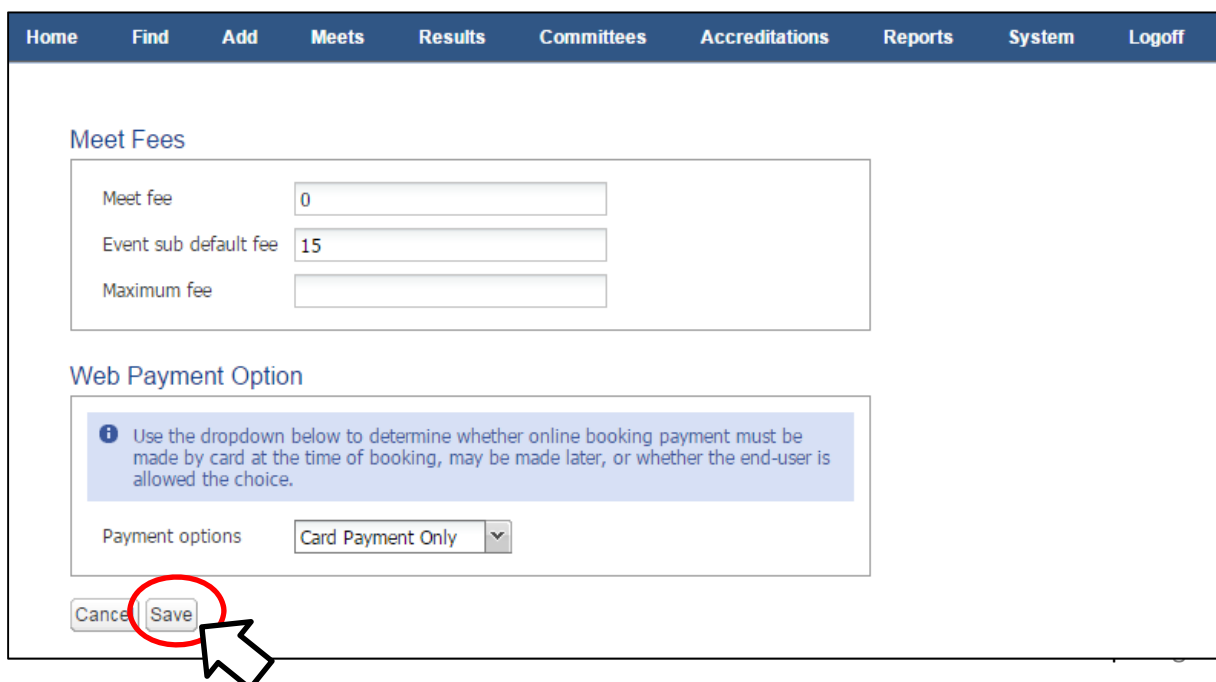
15. Once saved, press "Return".



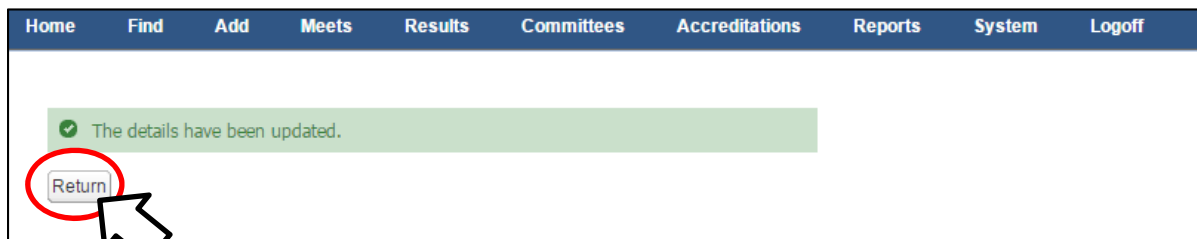
16. Select the "Fees" tab and press "Edit"



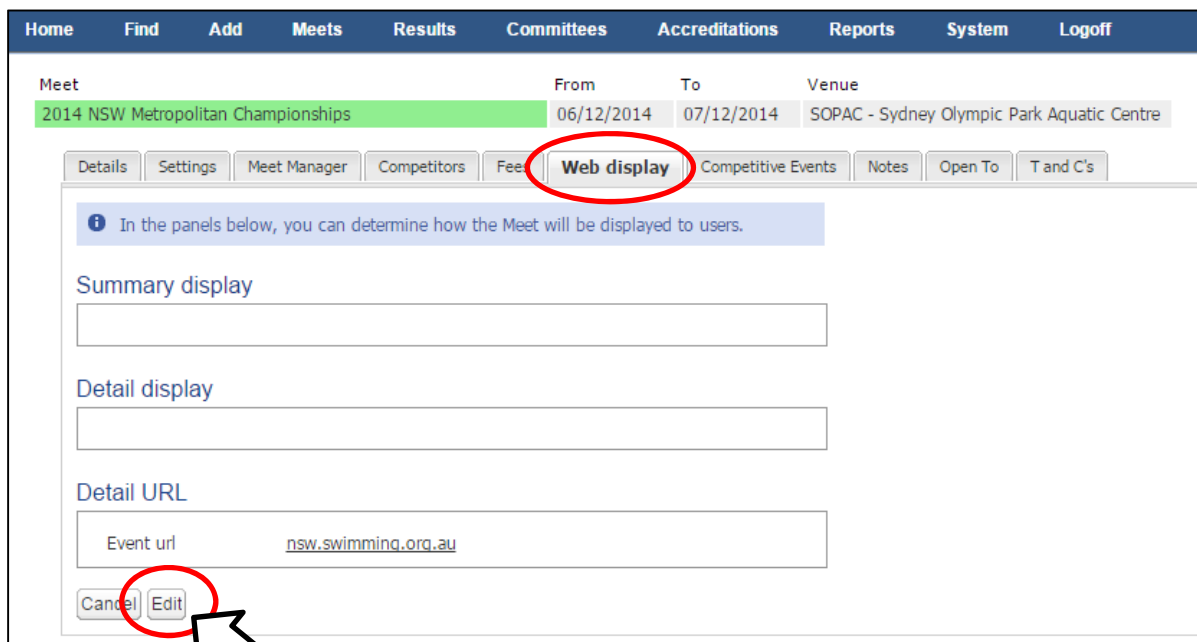
17. Enter your meet and entry fee's where applicable (leave the "Maximum Fee" field BLANK), select your preferred payment option from the dropdown menu and press "Save"



18. Press "Return"

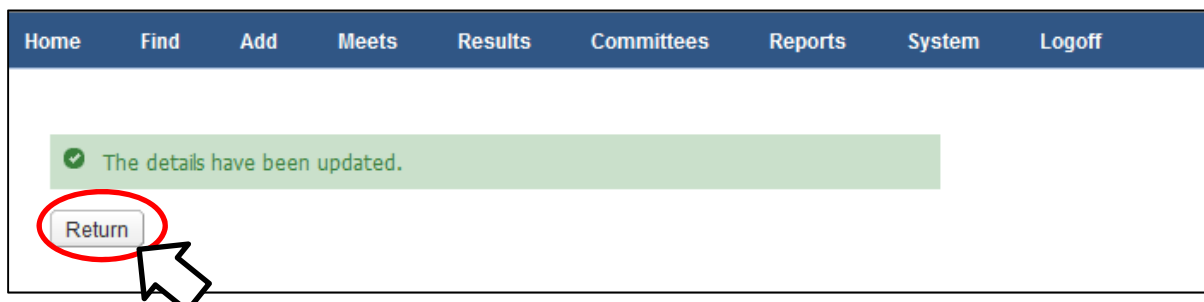


19. Open the "Web Display" tab then press "Edit"

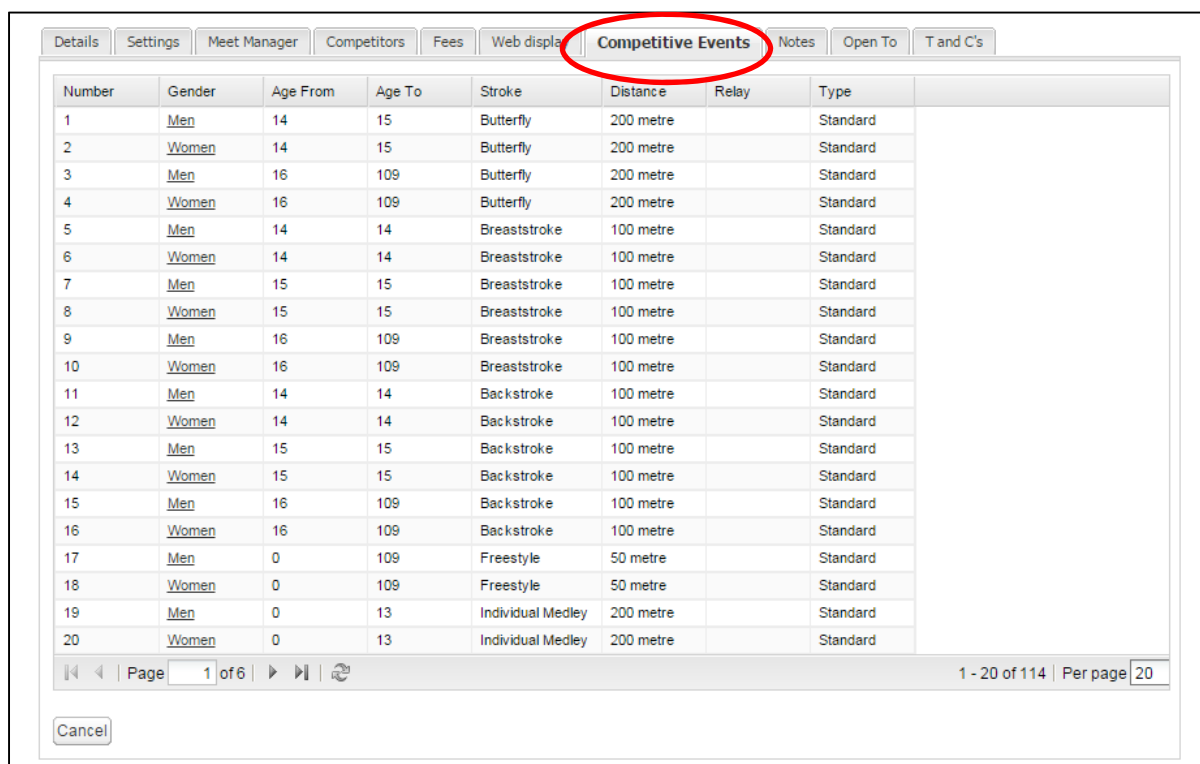




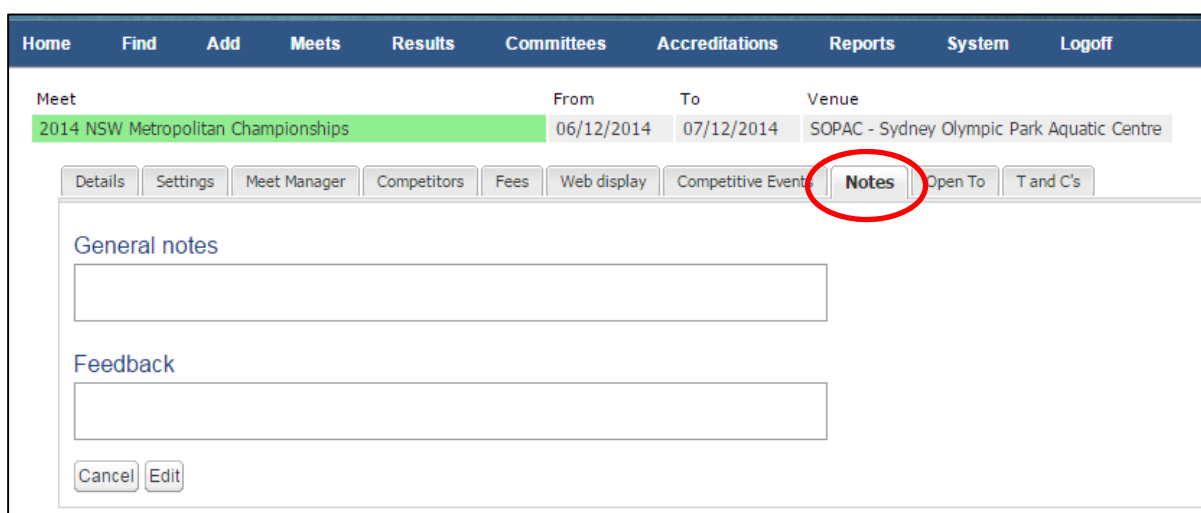
21. Once saved, press “Return”



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



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



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

Home Find Add Meets Results Committees Accreditations Reports System Logoff

Meet

2014 NSW Metropolitan Championships From 06/12/2014 To 07/12/2014 Venue SOPAC - Sydney Olympic Park Aquatic Centre

Details Settings Meet Manager Competitors Fees Web display Competitive Events Notes **Open To** Terms C's

Open To State

Open To Region

Open To Club

Cancel 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

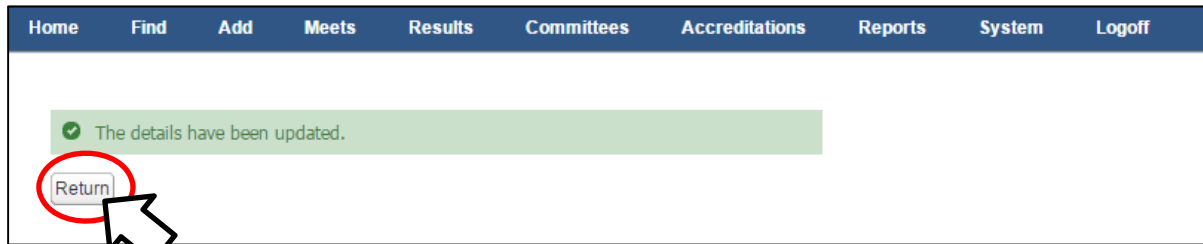
Open To State

Open To Region

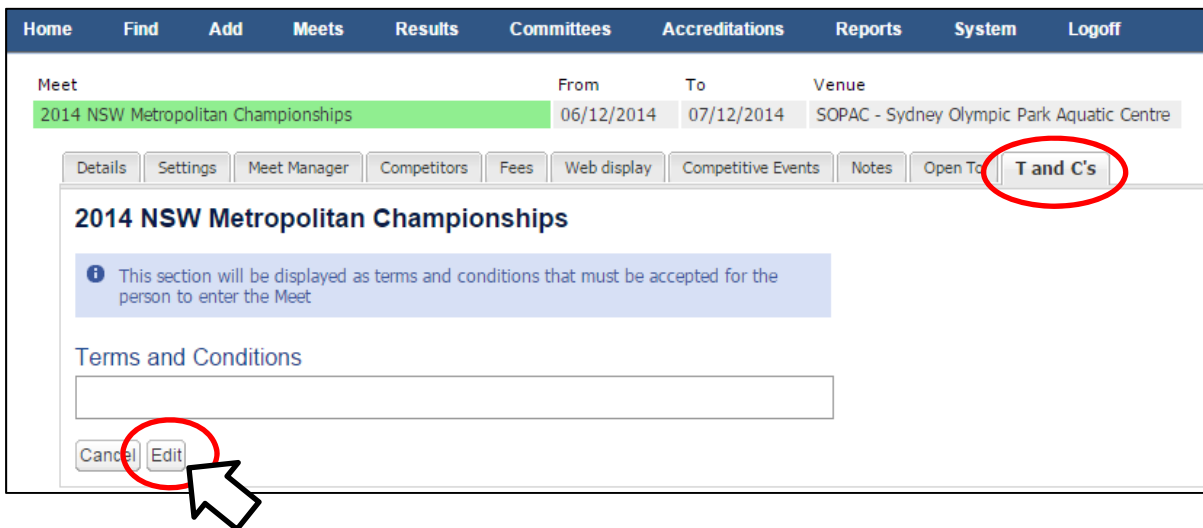
Open To Club

Cancel Save

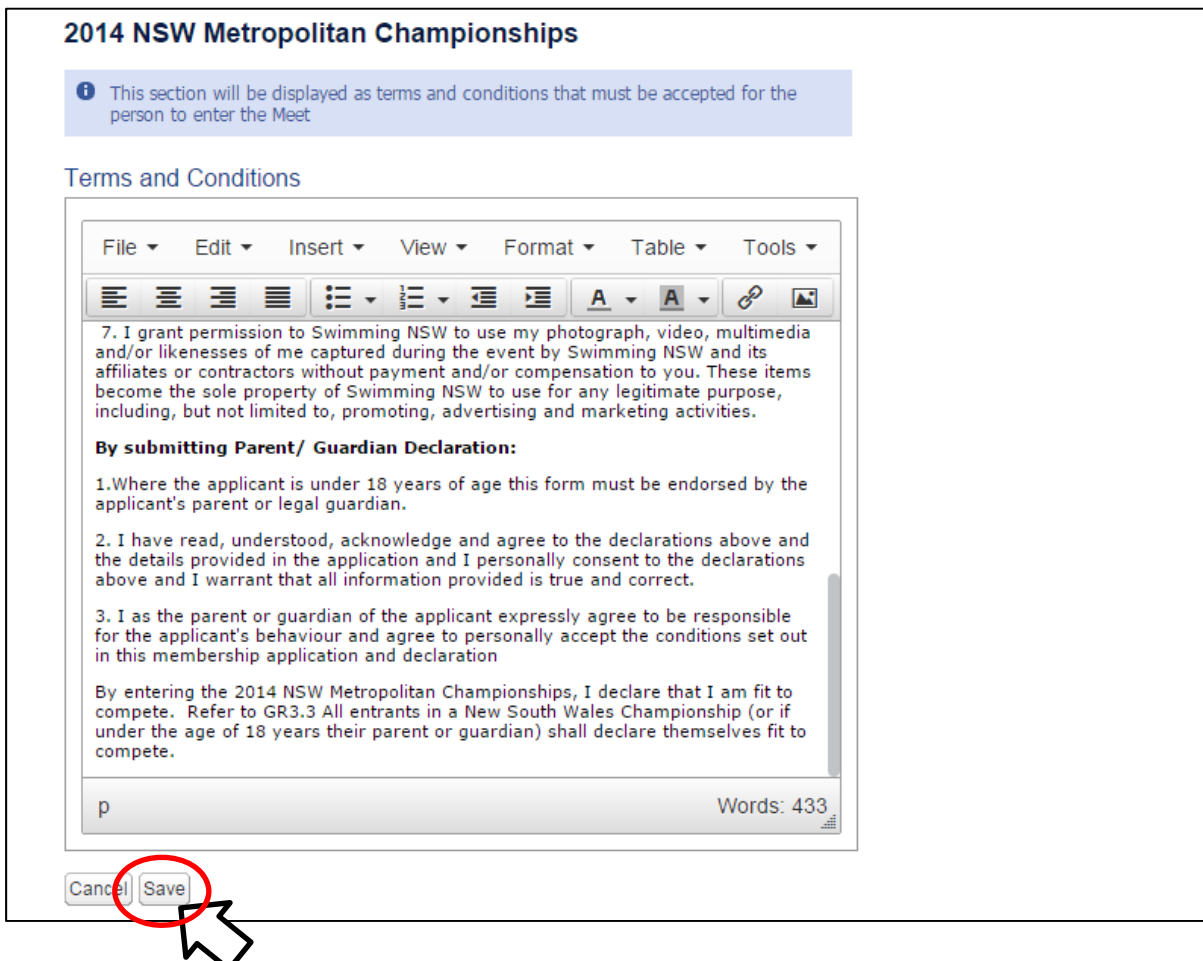
26. Press "Return"



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

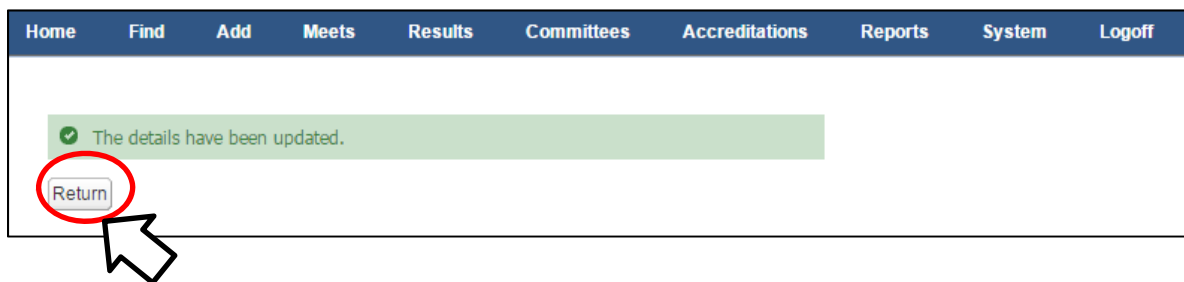


28. Enter your Terms and Conditions in the text box and press "Save" (this may take a while)



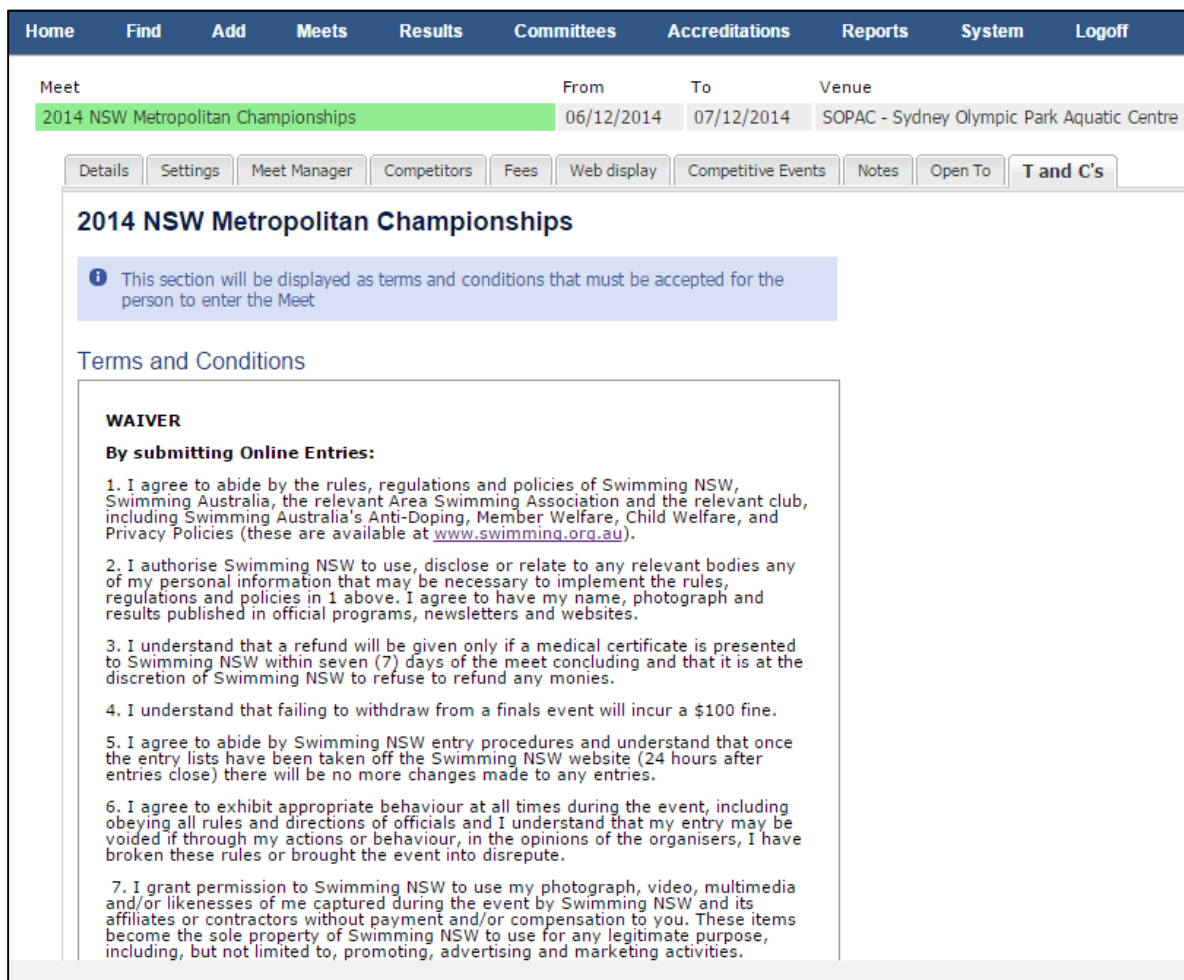


## 29. Press "Return"



The screenshot shows a navigation bar with the following items: Home, Find, Add, Meets, Results, Committees, Accreditations, Reports, System, and Logoff. Below the navigation bar, a green message box contains the text "The details have been updated." with a green checkmark icon. A red circle highlights a "Return" button, and a white mouse cursor arrow points to it.

## 30. Your meet has now been set up.



The screenshot shows the same navigation bar as in the previous image. Below it, a table lists the meet details:

Meet	From	To	Venue
2014 NSW Metropolitan Championships	06/12/2014	07/12/2014	SOPAC - Sydney Olympic Park Aquatic Centre

Below the table, there are several tabs: Details, Settings, Meet Manager, Competitors, Fees, Web display, Competitive Events, Notes, Open To, and T and C's. The "T and C's" tab is selected.

### 2014 NSW Metropolitan Championships

**i** This section will be displayed as terms and conditions that must be accepted for the person to enter the Meet

#### Terms and Conditions

**WAIVER**

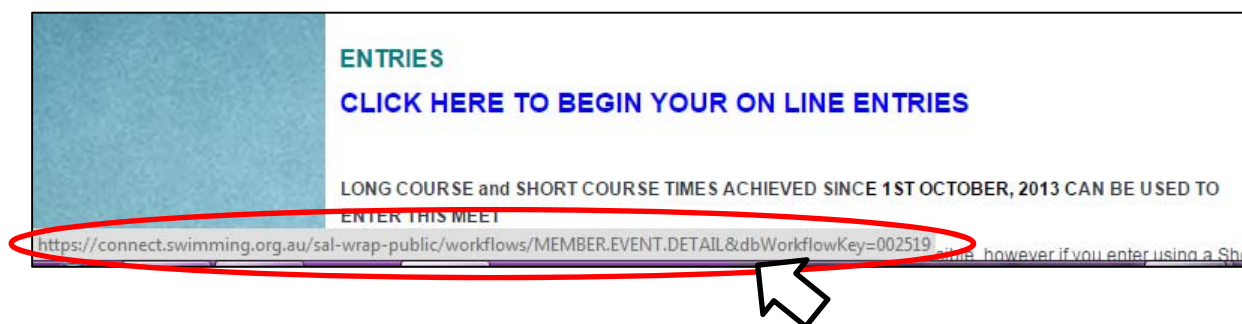
**By submitting Online Entries:**

1. I agree to abide by the rules, regulations and policies of Swimming NSW, Swimming Australia, the relevant Area Swimming Association and the relevant club, including Swimming Australia's Anti-Doping, Member Welfare, Child Welfare, and Privacy Policies (these are available at [www.swimming.org.au](http://www.swimming.org.au)).
2. I authorise Swimming NSW to use, disclose or relate to any relevant bodies any of my personal information that may be necessary to implement the rules, regulations and policies in 1 above. I agree to have my name, photograph and results published in official programs, newsletters and websites.
3. I understand that a refund will be given only if a medical certificate is presented to Swimming NSW within seven (7) days of the meet concluding and that it is at the discretion of Swimming NSW to refuse to refund any monies.
4. I understand that failing to withdraw from a finals event will incur a \$100 fine.
5. I agree to abide by Swimming NSW entry procedures and understand that once the entry lists have been taken off the Swimming NSW website (24 hours after entries close) there will be no more changes made to any entries.
6. I agree to exhibit appropriate behaviour at all times during the event, including obeying all rules and directions of officials and I understand that my entry may be voided if through my actions or behaviour, in the opinions of the organisers, I have broken these rules or brought the event into disrepute.
7. I grant permission to Swimming NSW to use my photograph, video, multimedia and/or likenesses of me captured during the event by Swimming NSW and its affiliates or contractors without payment and/or compensation to you. These items become the sole property of Swimming NSW to use for any legitimate purpose, including, but not limited to, promoting, advertising and marketing activities.

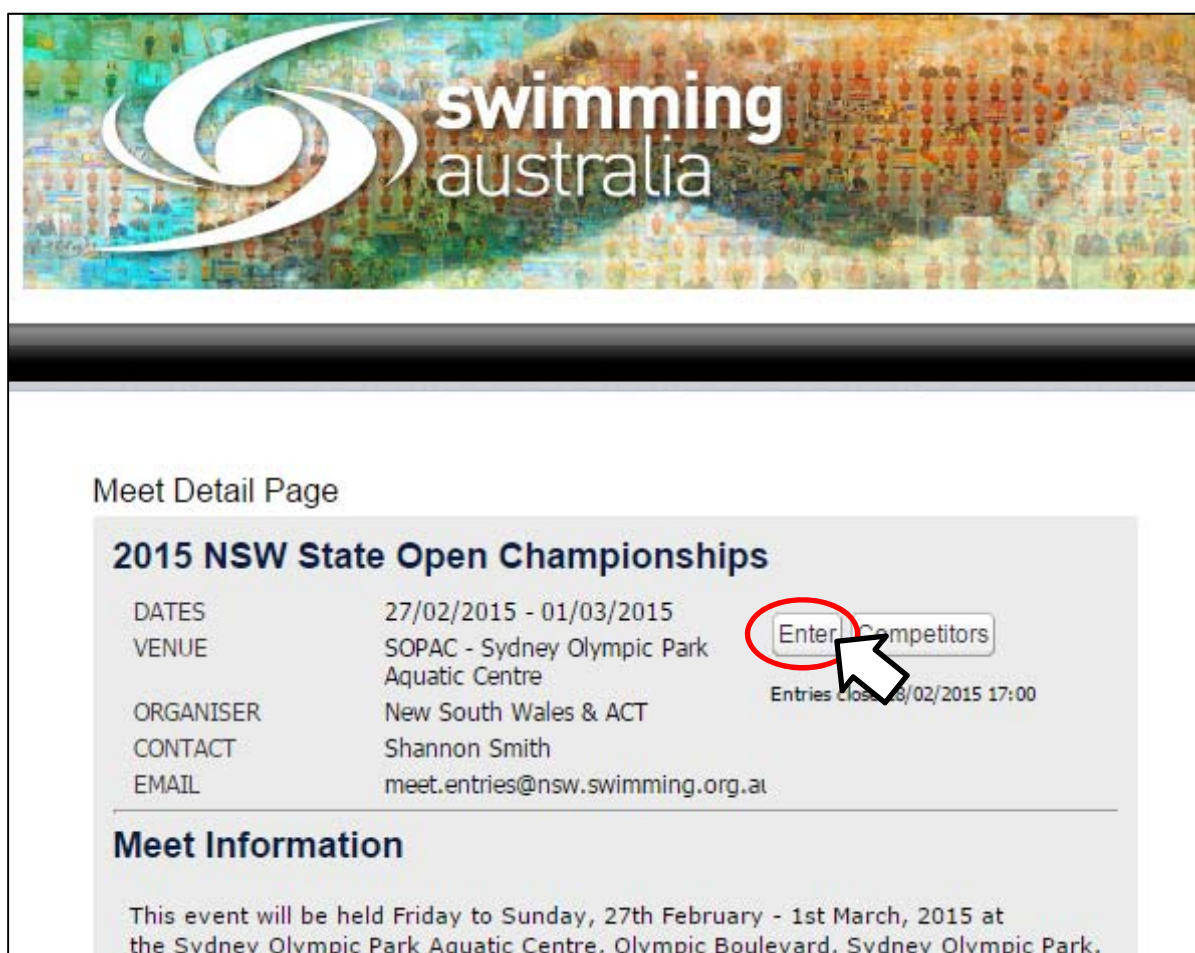
## PART 2 – Linking Your Meet to Your Calendar and Exporting Entries To Meet Manager

1. 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

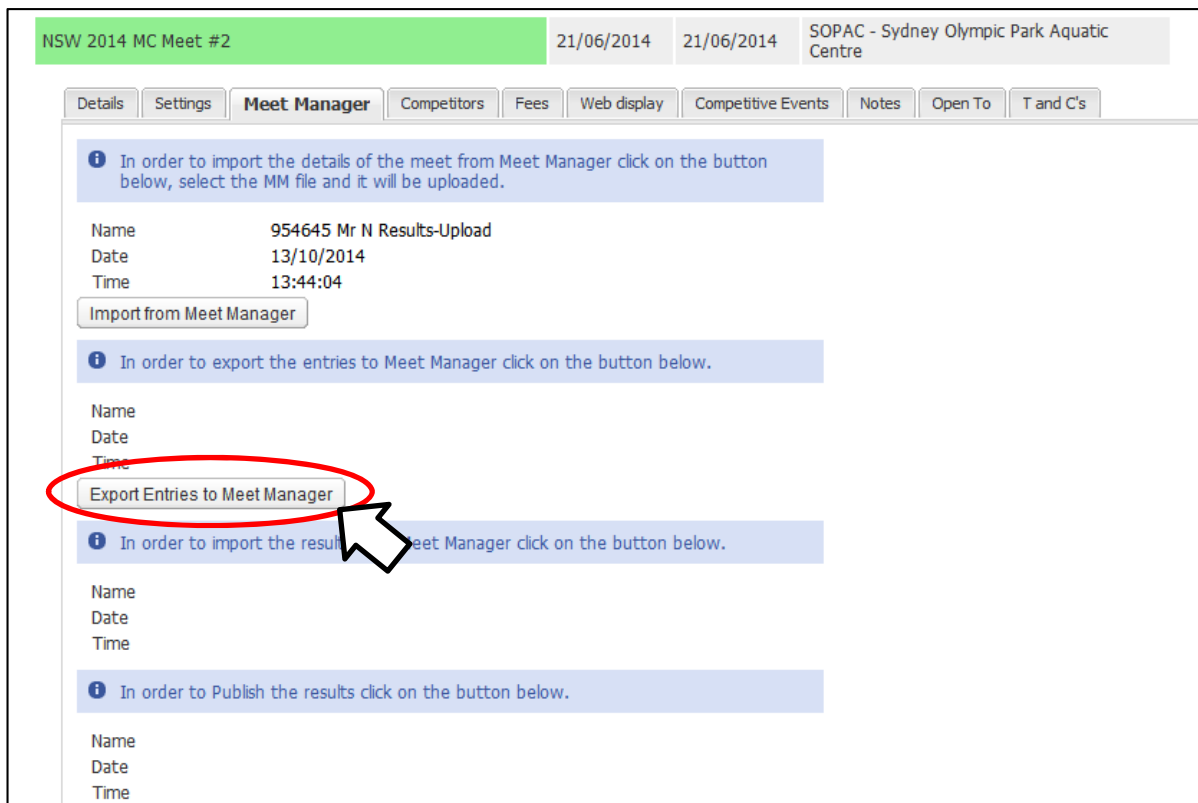
- a. <https://connect.swimming.org.au/sal-wrap-public/workflows/MEMBER.EVENT.DETAIL&dbWorkflowKey=000291>



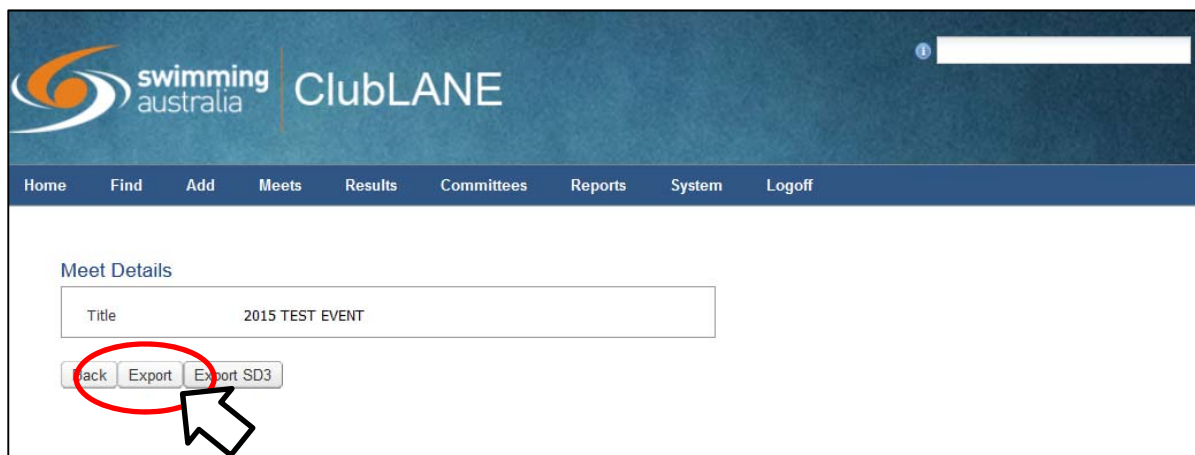
2. Swimmers will then be redirected to the Meet Information Page where they can choose to enter the meet



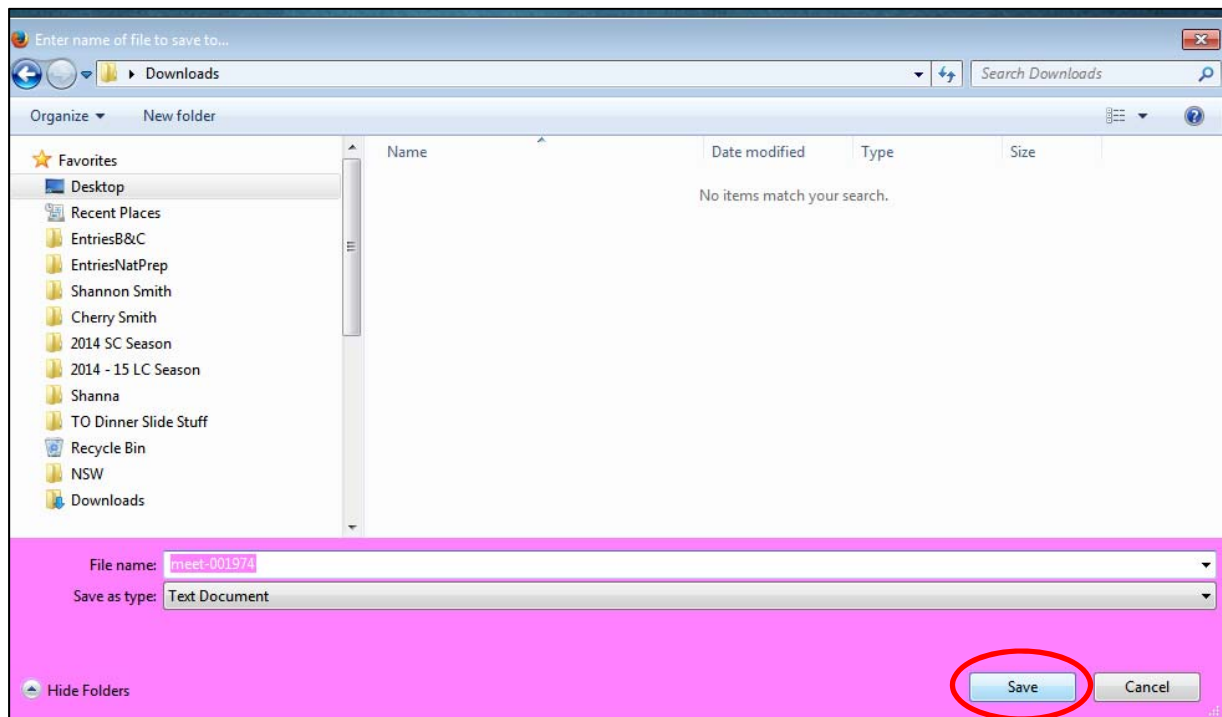
3. Once your entry deadline closes, click on the “Export Entries to Meet Manager” button



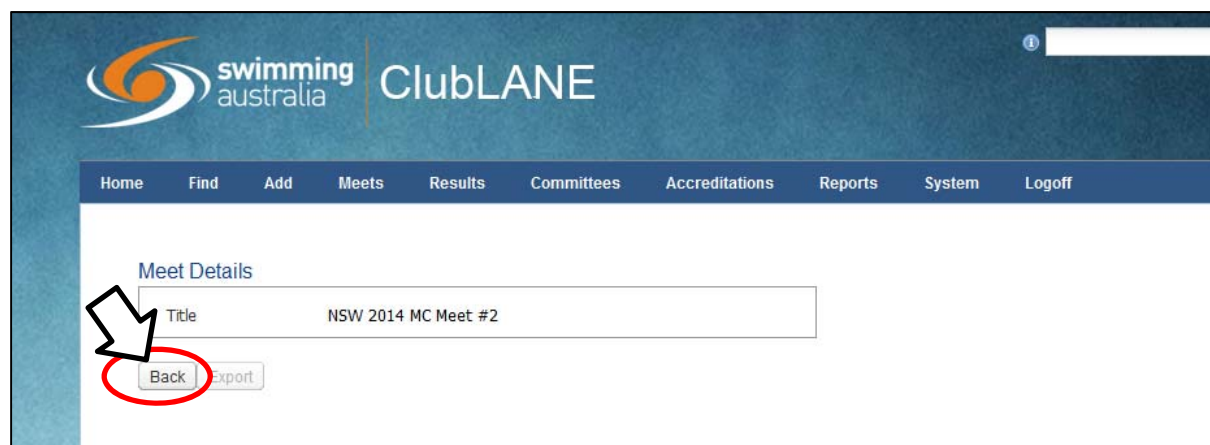
4. Click the “Export” button.



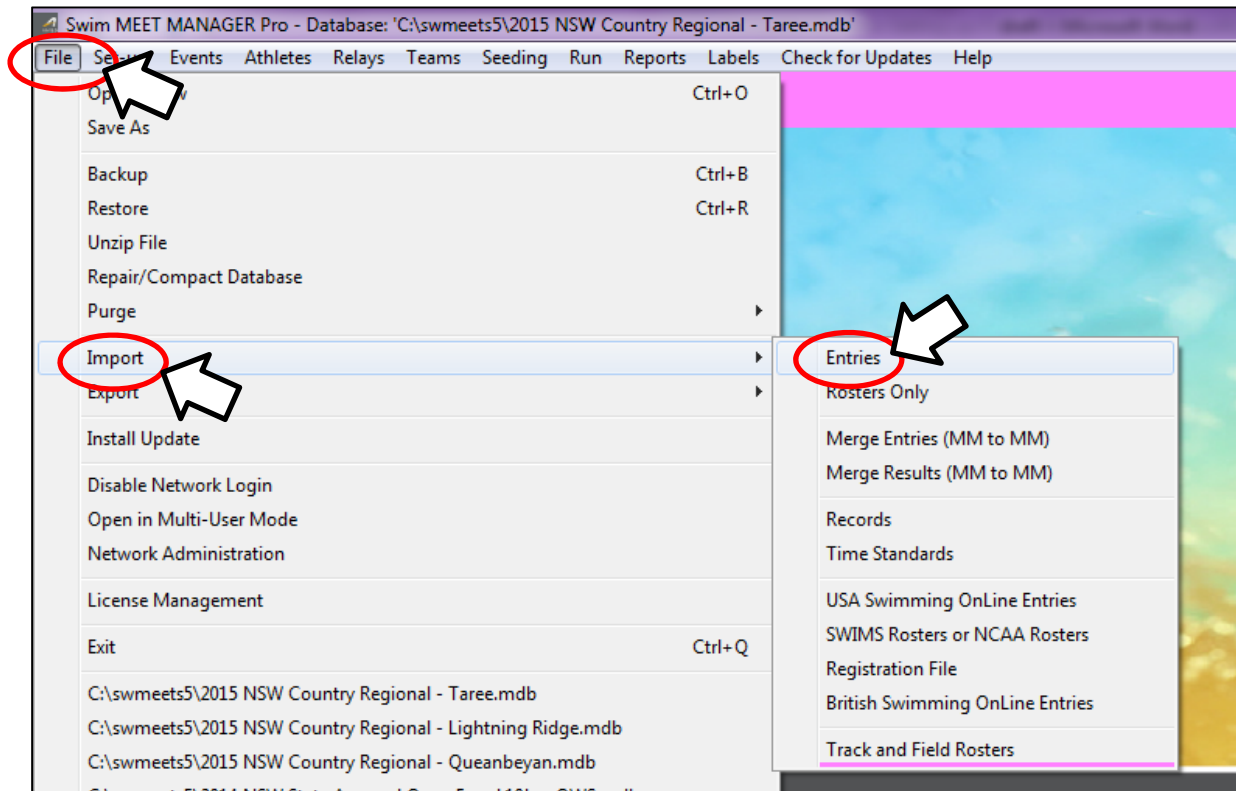
5. Choose location to save (depending on your browser settings, you may or may not be given this option – if not, the file should save either to your ‘temporary file’ folder, or your ‘Downloads’ folder)



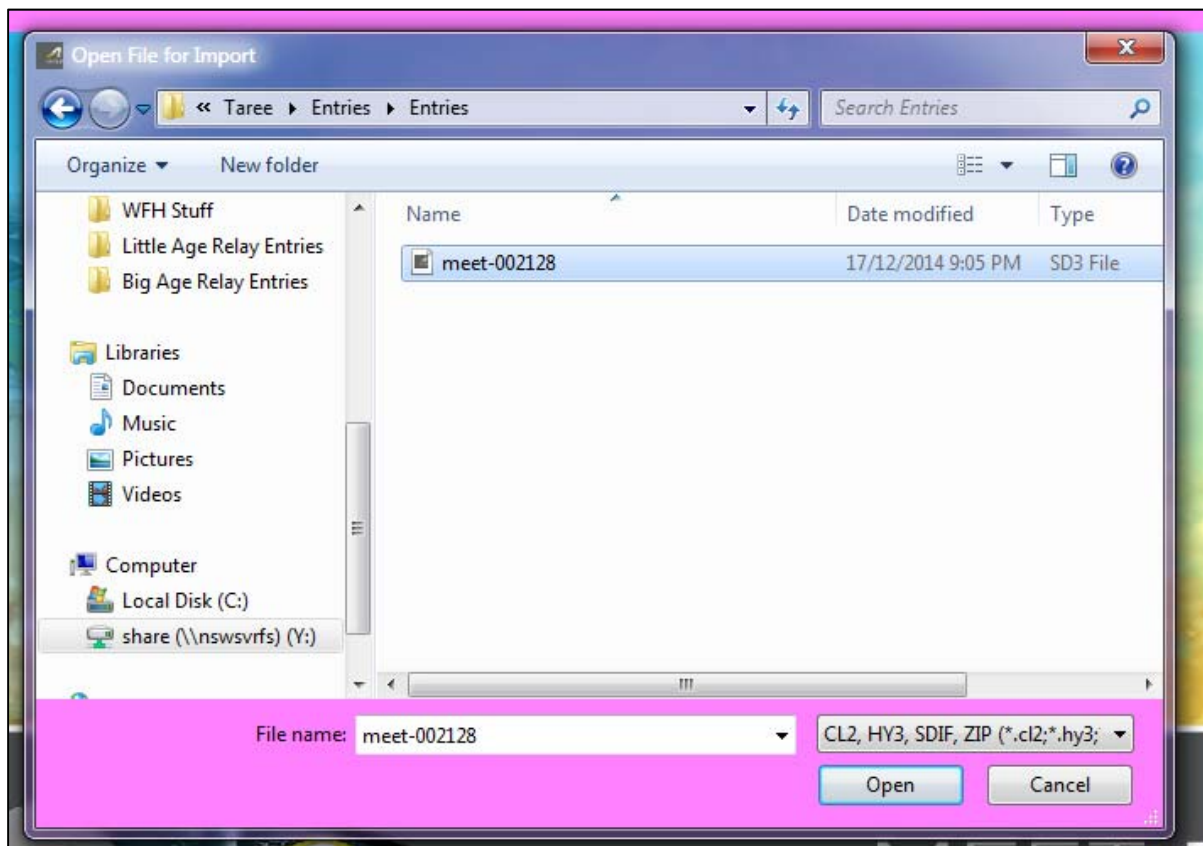
6. Once downloaded, the “Export” button will be faded out. Click the “Back” button.
  - a. The “Import Results from Meet Manager” button should now appear (you will not need this until Part 3, Step 1 of this guide)



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

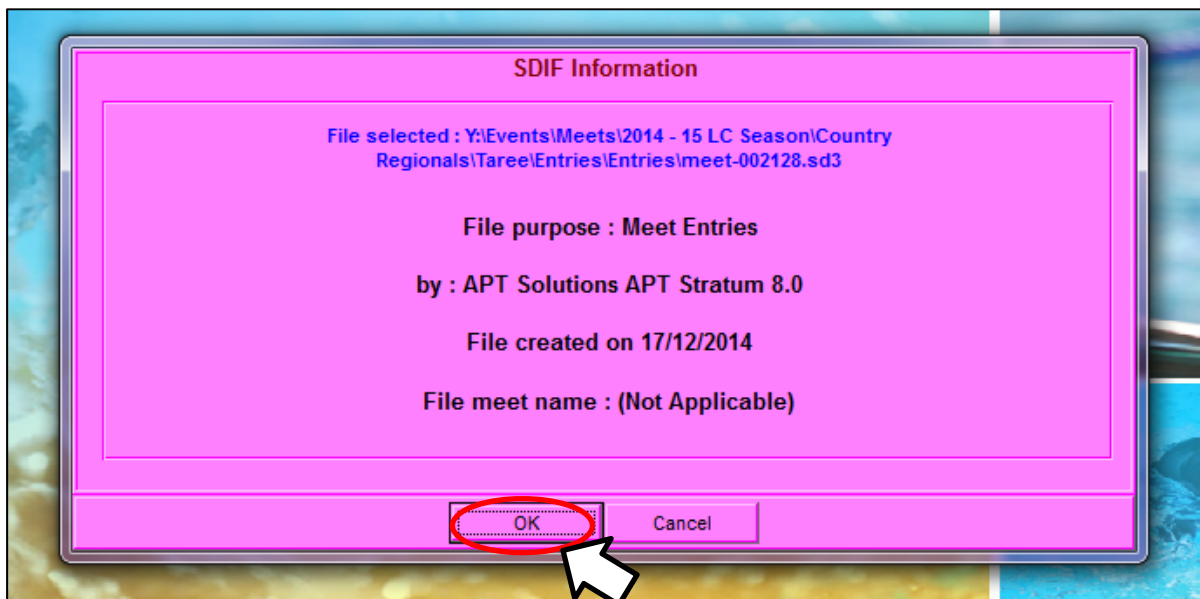


8. Select the exported entry file from the location where you saved it. Press "Open"

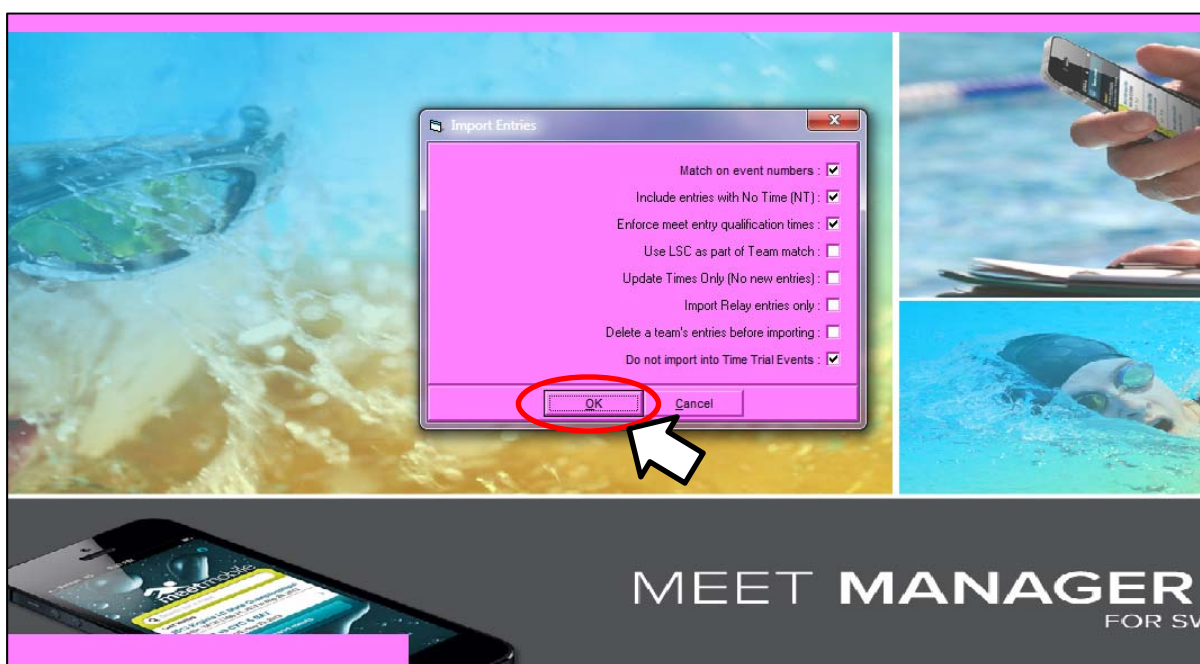




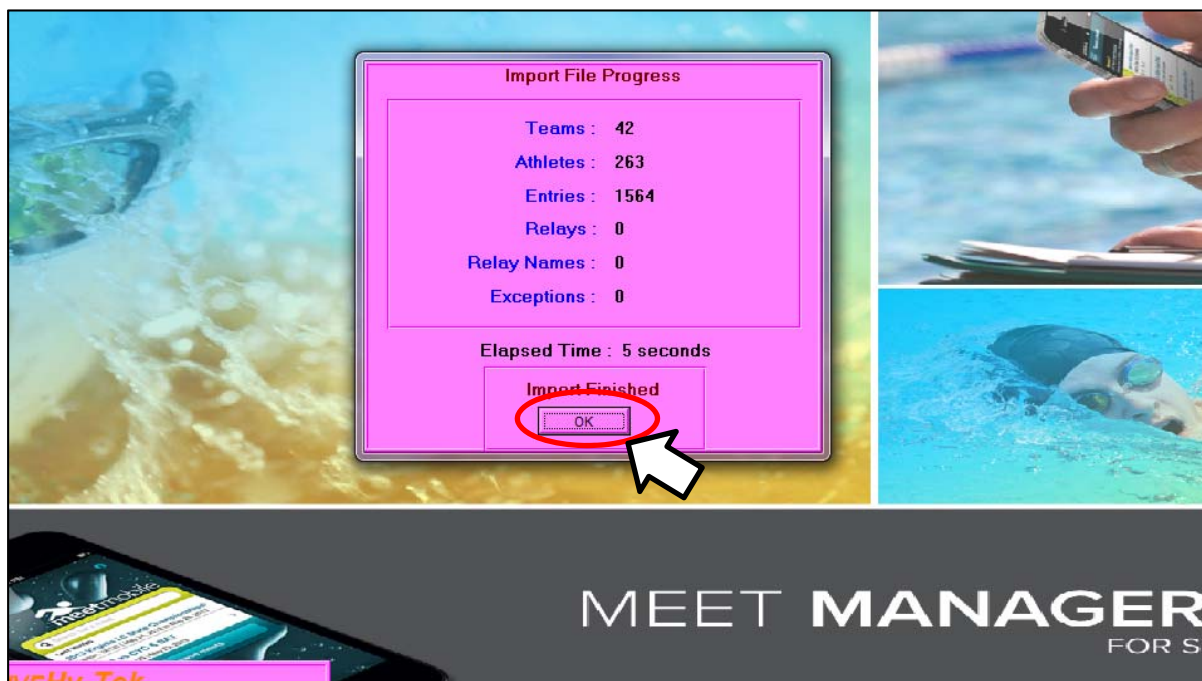
9. Click "OK"



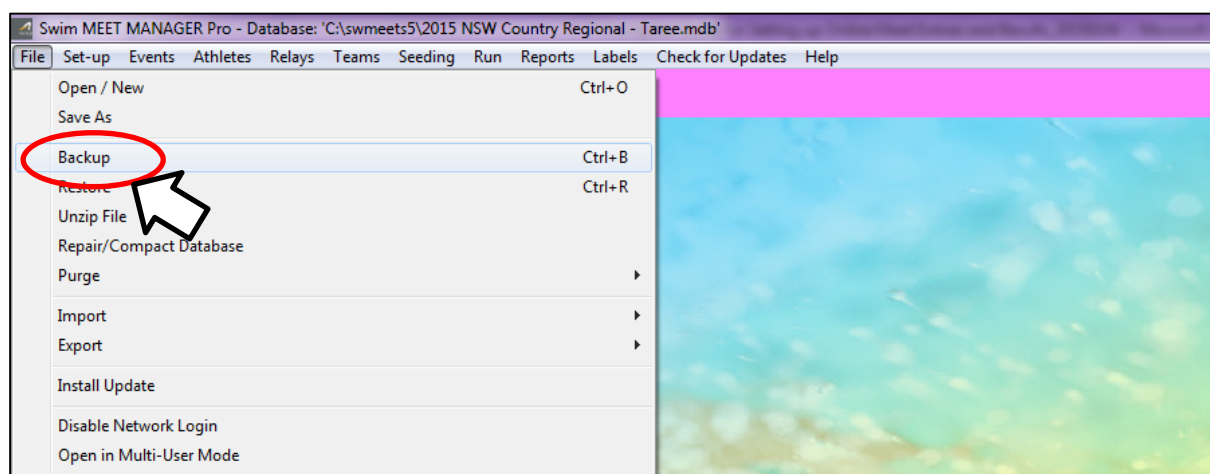
10. Click "OK" (this may take some time)



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

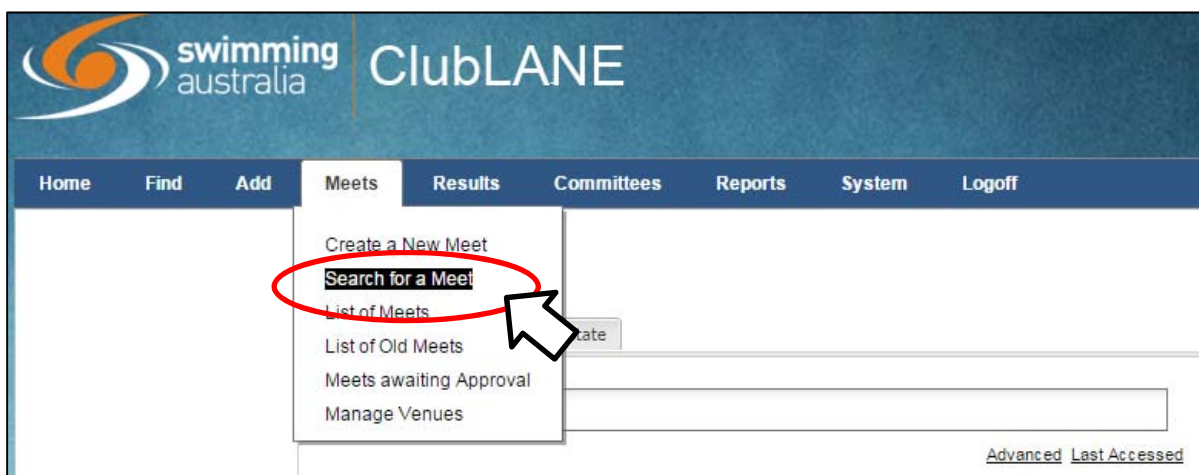


12. Backup your meet and run accordingly



## 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”



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





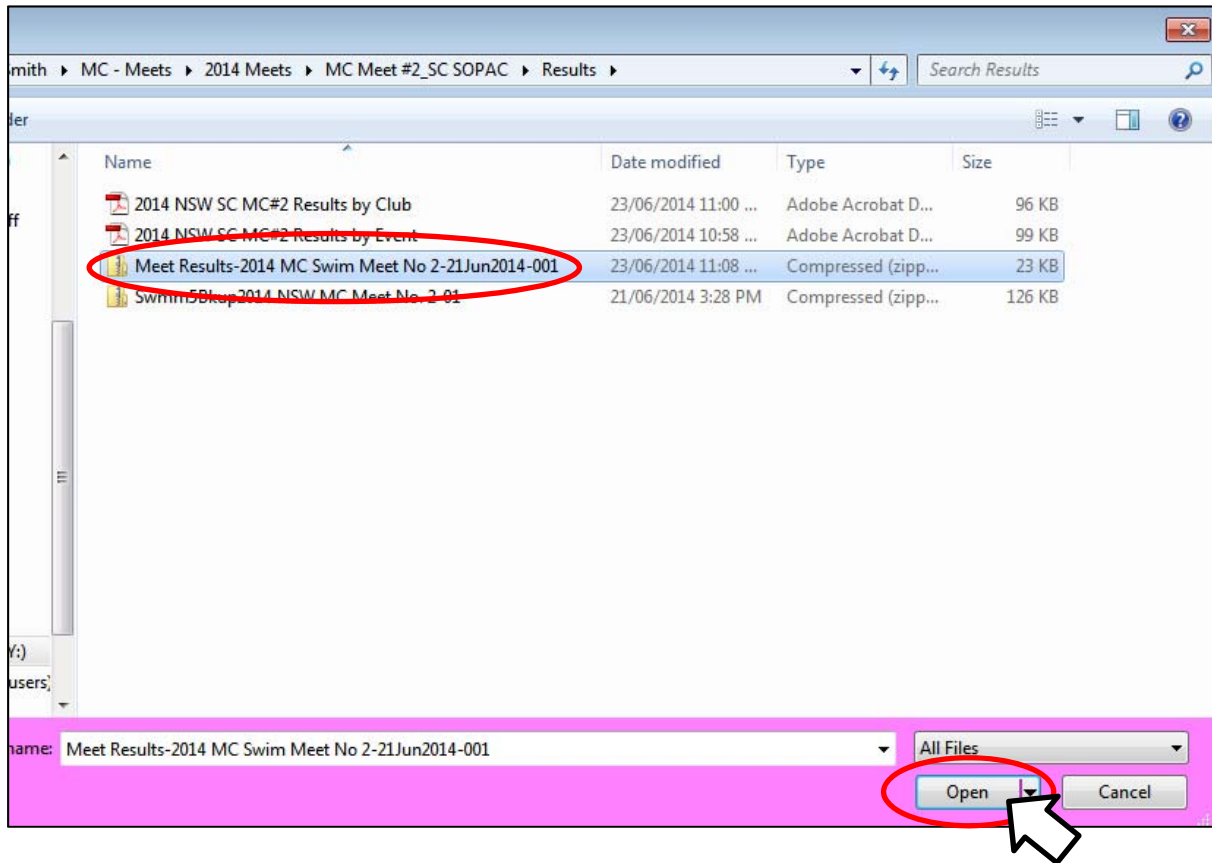
3. In the "Meet Manger" tab, click on the "Import Results from Meet Manager" button (to complete this step, you will need to have exported the TM Results file for your Meet from Meet Manager first). Then click on the "Import Results from Meet Manager" button

The screenshot shows the 'Meet Manager' tab in a web application. At the top, there is a header with 'Meet' (NSW 2014 MC Meet #2), 'From' (21/06/2014), 'To' (21/06/2014), and 'Venue' (SOPAC - Sydney Olympic Park Aquatic Centre). Below the header are several tabs: 'Details', 'Settings', 'Meet Manager' (selected), 'Competitors', 'Fees', 'Web display', 'Competitive Events', 'Notes', 'Open To', and 'T and C's'. The main content area contains three informational messages, each followed by a list of fields (Name, Date, Time) and a button. The first message is about importing meet details, the second about exporting entries, and the third about importing results. The 'Import Results from Meet Manager' button in the third message is circled in red, and a mouse cursor is pointing at it.

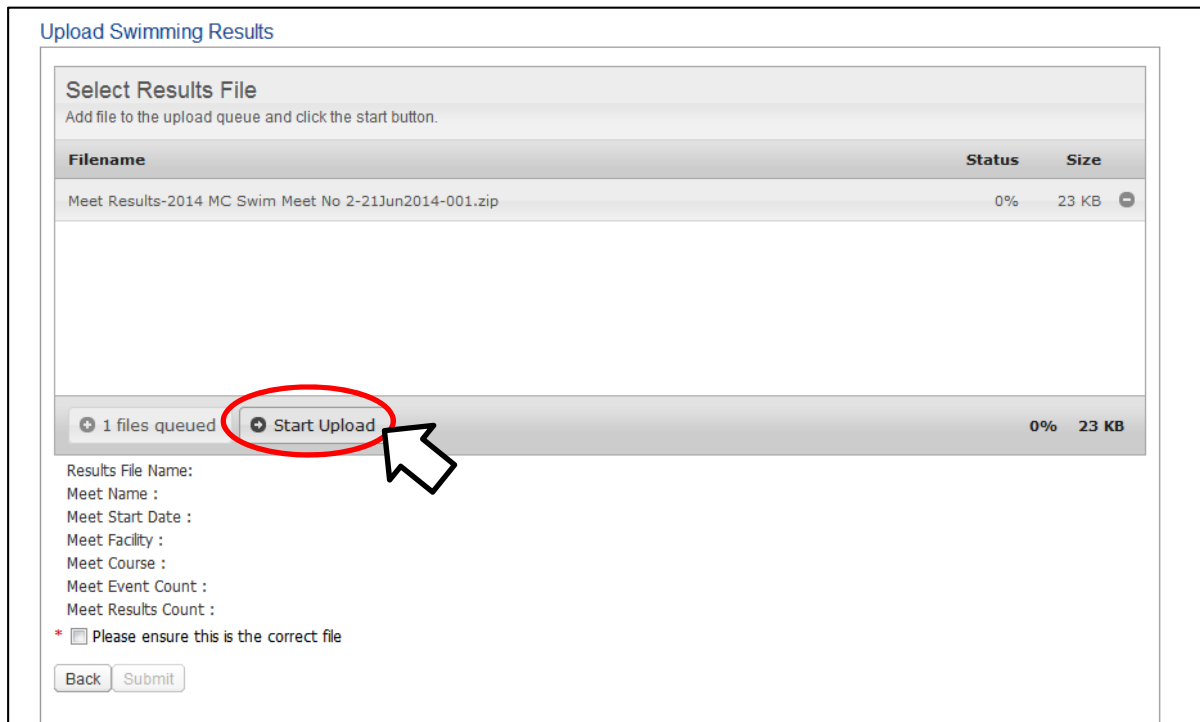
4. Click on the "Add File" button

The screenshot shows the 'Upload Swimming Results' interface. At the top, there is a title 'Upload Swimming Results' and a sub-section 'Select Results File' with the instruction 'Add file to the upload queue and click the start button.' Below this is a table with columns 'Filename', 'Status', and 'Size'. The table is empty, and the text 'Drag files here.' is centered. At the bottom of the table, there are two buttons: 'Add File' (circled in red) and 'Start Upload'. Below the table, there are several input fields for 'Results File Name', 'Meet Name', 'Meet Start Date', 'Meet Facility', 'Meet Course', 'Meet Event Count', and 'Meet Results Count'. At the bottom, there is a checkbox with the text '\* Please ensure this is the correct file' and two buttons: 'Back' and 'Submit'.

5. Select your exported TM Results file and click “Open”



6. Click “Start Upload”



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

Upload Swimming Results

Upload of "Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip" successful

Filename	Status	Size
Meet Results-2014 MC Swim Meet No 2-21Jun2014-001.zip	100%	23 KB

100% 23 KB

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  
Event Count : 39 events (0 relays)  
Meet Results Count : 297 results (0 relay results)

Please ensure this is the correct file

Back Submit

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

Home Find Add Meets Results Committees Accreditations Reports System Logoff

### Key

P = Publishable

Athlete Refer...	Number	First Name	Initial	Last Name	Date Of Birth	Gender	Member's First Name	Member's DOB	Status	P
SWAAK220898		Akanksha		Swarup	22/08/1998	Female			Athlete Unknown	N
BUNCH100992		Christopher		Bunton	10/09/1992	Male			Athlete Unknown	N
WILJA050296		Jacob		Wilkie	05/02/1996	Male			Athlete Unknown	N
LOWHA310301		Hayley		Lowe	31/03/2001	Female			Athlete Unknown	N
KIRGE061277	856727	Geoffrey		Kirby	06/12/1977	Male	GEOFF	06/12/1977	Member's Details Partial	Y
BENFE300692		Felix		Bennett	30/06/1992	Male			Athlete Unknown	N
QIUED140601	897545	Edison Ziyi		Qiu	14/06/2001	Male	Edison	14/06/2001	Member's Details Partial	Y
FOWAM121196	319929	Amanda		Fowler	12/11/1996	Female	Amanda	12/11/1996	Multiple Member	Y
HOLRA221197		Ranon		Holsten	22/11/1997	Male			Athlete Unknown	N
SCOAM021002		Amelia		Scott	02/10/2002	Female			Athlete Unknown	N

Page 1 of 2 1 - 10 of 19 Per page 10 csv

Return

9. This will bring you back to your main “Details” tab. Click on the “Meet Manager” tab
  - a. Click on “Publish Results”

The screenshot shows the 'Meet Manager' tab selected in a web application. At the top, there is a header with 'Meet' (NSW 2014 MC Meet #2), 'From' (21/06/2014), 'To' (21/06/2014), and 'Venue' (SOPAC - Sydney Olympic Park Aquatic Centre). Below the header is a navigation bar with tabs: Details, Settings, **Meet Manager**, Competitors, Fees, Web display, Competitive Events, Notes, Open To, and T and C's. The main content area contains three informational messages, each with a blue header and a text box. The first message is about importing details, the second about exporting entries, and the third about importing results. Below the third message, there are three buttons: 'Import Results from Meet Manager', 'Review Results', and 'Unmatched Athlete'. At the bottom of the page, there is a fourth informational message with a blue header and a text box. Below this message, there are three labels: 'Name', 'Date', and 'Time'. Below these labels, the 'Publish Results' button is circled in red, and a white mouse cursor arrow points to it.

10. Click “Save” (this may take several minutes)

The screenshot shows the ClubLANE interface. The header features the 'swimming australia' logo and the text 'ClubLANE'. Below the header is a navigation bar with tabs: Home, Find, Add, Meets, Results, Committees, Accreditations, Reports, System, and Logoff. The main content area displays a confirmation dialog box with the text 'Do you want to publish the results'. Below the text are two buttons: 'Cancel' and 'Save'. The 'Save' button is circled in red, and a white mouse cursor arrow points to it.

11. Once published, click “Return”

The screenshot shows the ClubLANE interface after a successful publication. The header and navigation bar are the same as in the previous screenshot. The main content area displays a green success message with a checkmark icon and the text 'The results have been published'. Below the message, the 'Return' button is circled in red, and a white mouse cursor arrow points to it.

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

The screenshot shows a web application interface with a dark blue navigation bar at the top containing the following tabs: Home, Find, Add, Meets, Results, Committees, Reports, System, and Logoff. Below the navigation bar, there is a header section for a specific meet. The header includes the text "Meet" on the left, and three columns: "From", "To", and "Venue". The "From" column contains "19/07/2014", the "To" column contains "19/07/2014", and the "Venue" column contains "Sydney Olympic Park Aquatic Centre". The meet name "Mounities Hurstville Meet" is displayed in a green bar on the left side of the header.

Below the header is a row of navigation tabs: Details, Settings, **Meet Manager** (highlighted), Competitors, Fees, Web display, Competitive Events, Notes, Open To, and T and C's.

The main content area contains four informational blocks, each starting with an information icon (i) and a blue background:

- Block 1:** "In order to import the details of the meet from Meet Manager click on the button below, select the MM file and it will be uploaded." Below this is a list of details: Name: 943630 Mrs M Johnson, Date: 13/10/2014, Time: 15:32:54.
- Block 2:** "In order to export the entries to Meet Manager click on the button below." Below this is a list of details: Name: 943630 Mrs M Johnson, Date: 13/10/2014, Time: 15:37:20.
- Block 3:** "In order to import the results from Meet Manager click on the button below." Below this is a list of details: Name: 943630 Mrs M Johnson, Date: 13/10/2014, Time: 15:39:31.
- Block 4:** "In order to Publish the results click on the button below." Below this is a list of details: Name: 943630 Mrs M Johnson, Date: 13/10/2014, Time: 15:41:07.

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"

swimming australia Results Central

Swimmer:  Distance: All All PB: All

Meet:  Stroke: All Age: to Gender: All

**Mounties Hurstville Meet**  
(19/07/2014) -- [Code: 001978]

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**Find** **Clear**

15. Your meet results will appear as shown below.

swimming australia Results Central

Swimmer:  Distance: All All PB: All

Meet:  Stroke: All Age: to Gender: All

**Find** **Clear**

Name	Gender	Age	Distance	Stroke	Time	Date	Meet	Course
Hayley Byer	Female	15	50 metre	Freestyle	30.47	19/07/2014	Mounties Hurstville Meet	Short
James Leftakis	Male	13	100 metre	Individual...	1:20.16	19/07/2014	Mounties Hurstville Meet	Short
Brianna Hall	Female	13	50 metre	Freestyle	29.64	19/07/2014	Mounties Hurstville Meet	Short
Brianna Hall	Female	13	50 metre	Butterfly	32.77	19/07/2014	Mounties Hurstville Meet	Short
Brianna Hall	Female	13	100 metre	Freestyle	1:08.10	19/07/2014	Mounties Hurstville Meet	Short
Levi Hall	Male	10	100 metre	Butterfly	1:30.35	19/07/2014	Mounties Hurstville Meet	Short
Levi Hall	Male	10	50 metre	Butterfly	39.83	19/07/2014	Mounties Hurstville Meet	Short
Levi Hall	Male	10	50 metre	Butterfly	40.17	19/07/2014	Mounties Hurstville Meet	Short
Kira McInerney	Female	12	100 metre	Breaststr...	1:27.76	19/07/2014	Mounties Hurstville Meet	Short
Kira McInerney	Female	12	200 metre	Individual...	2:39.40	19/07/2014	Mounties Hurstville Meet	Short
Kira McInerney	Female	12	200 metre	Butterfly	2:34.99	19/07/2014	Mounties Hurstville Meet	Short
Kira McInerney	Female	12	100 metre	Freestyle	1:06.14	19/07/2014	Mounties Hurstville Meet	Short
Kira McInerney	Female	12	100 metre	Butterfly	1:12.09	19/07/2014	Mounties Hurstville Meet	Short
Reece McInerney	Male	14	50 metre	Freestyle	27.81	19/07/2014	Mounties Hurstville Meet	Short
Reece McInerney	Male	14	50 metre	Butterfly	29.84	19/07/2014	Mounties Hurstville Meet	Short
Reece McInerney	Male	14	100 metre	Freestyle	59.25	19/07/2014	Mounties Hurstville Meet	Short
Reece McInerney	Male	14	100 metre	Butterfly	1:09.40	19/07/2014	Mounties Hurstville Meet	Short
Reece McInerney	Male	14	100 metre	Backstroke	1:14.37	19/07/2014	Mounties Hurstville 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](mailto:meet.entries@nsw.swimming.org.au)