Creating a Meet in Swim Central
**Updated January 2021**

Meet Manager Tips

Ensure your entry prices have been set-up correctly in Meet Manager. If, as an entity, you have registered for GST, you must remove the cost of GST from your entry price in Meet Manager (entry price divided by 1.1). This is because the system will automatically add GST on for you. If your entity has not registered for GST, enter the full entry price on Meet Manager.

To change the entry prices on Meet Manager, complete the following:

1) From the Meet Manager homepage, click on set-up

2) From the drop down menu, choose Options

3) The global options will allow you to change your entry price of all events
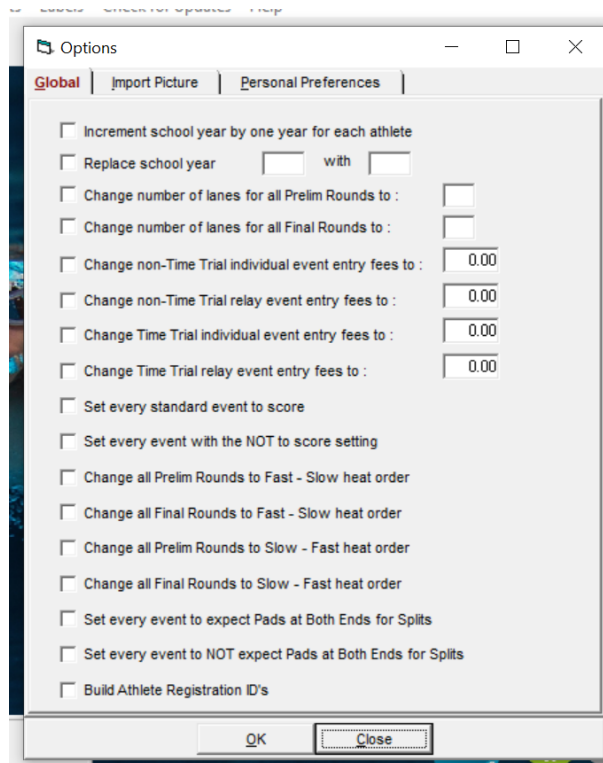
Meet Set-up in Swim Central

STEP 1.

Log-in to Swim Central and access your entity. Under Entity Home, click on the *Events* icon

Click *Event +*

Select your *Venue* and *Event Type* (see table below) and upload your Meet Manager 'Meet Events' File.

(You will create this 'Meet Events' file in Meet Manager, by clicking File → Export → Events for TM).

Please ensure that these details are correct before clicking *Upload.*

Upload File (EV3/ZIP)

To create a new Swimming Event, you will need to use a Meet Events ZIP or EV3 file from the Meet Manager application.

The Meet Manager application exports Meet Events as a ZIP file, and when uploaded here, Swim Central will create a new Event and pre-fill all Event Sessions and Races in accordance with the configuration contained within.

Selecting a Venue enables Swim Central to establish Time Zones for Meet Manager Opening, Closing and Session times.

Venue
Knox Grammar School Aquatic Centre

Event Type
NSW approved club meets (e.g. Interclub, club night)

Event To Clone

Meet Events ZIP/EV3 File
Swmm5Bkup2021 test Swimming Carnival-03.zip   File ⬆

✖ Cancel   Upload ⬆

Please note, selecting the correct **Event Type,** is important for approval of your meet as well as pre-population of certain information to streamline the event creation process.

Event Type	Eligible for Approval	Minimum timing required	If Approved, highest level times can be used for
Development Meet	Yes	Manual	State Championships or below
National Championships	Not for use by NSW clubs or regions		National Championship or below
National Other			National Championship or below
Non Approved Meet (e.g. Club night point system)	No	Any	Club Night or below
Non Approved Meet (e.g. Interclub, Club night)	No	Any	Club Night or below
NSW approved club meet (e.g. Interclub, club night)	Yes	Any	National Championship or below
Preparation Meet	Yes	Semi-Electronic	National Championship or below
Regional Championships	Yes	Semi-Electronic	National Championship or below

Regional Qualifying	Yes	Any	TBC
Regional Other	Yes	Semi-Electronic	National Championship or below
State Championship			National Championship or below
State Qualifying	Not for use by NSW clubs or regions		National Championship or below
State Other			National Championship or below
Transition Meet	Yes	Manual	National Championship or below

Please ensure that you do not use the Publish button until you are completely happy with your meet. For assistance before publishing, please contact your Area Development Officer or Swimming NSW for assistance.

STEP 2

<u>Editing Event Details</u>

You will then be taken to your *Event Edit* screen. Some of this information has been imported from the Meet Manager file, however, can be edited prior to publishing.

Please note: This will not edit your Meet Manager file, just what is shown in Swim Central.

Edit your event info as appropriate for each section shown on the top of the screen. Move throughout each section by clicking on the next one in the section shown below.
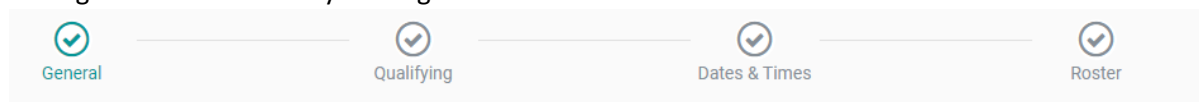
A) **General**

Name: This information will pre-fill from Meet Manager but can be edited.

Event Description: Optional- will appear in the event information for a member to see.

Venue: Only venues that you have linked to your entity will appear in the drop-down list. To link a venue to your entity, follow these instructions.

Contact Name, Email and Phone: So competitors can contact someone hosting the event if needed

After this step, we recommend do not click save yet, instead move onto the next section as shown below. All updates can be saved at once at the very end. If you accidently click save, simply click the edit button again and move to the next section.

B) Qualifying

To edit the qualifying standards, move across to the next section on the workflow as below:
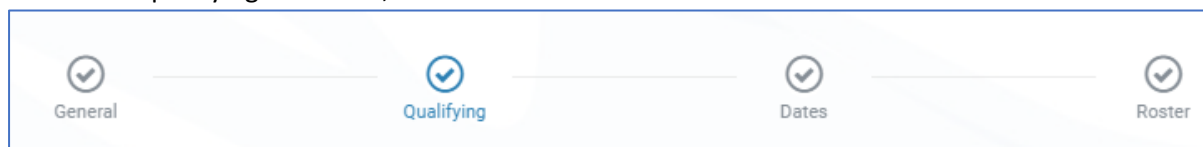
- *Visitors- **Home Member Pinnacle Entity:***
  All meets run by NSW clubs and regions need to set this field as **NSW.** This field is how Swim Central will attribute the Visitor (V) appropriately.
- **Eligibility:** Minimum age of competitors & the age-up date.
- **Qualification Course Conformance:** This field allows you to set whether a nonconforming time (i.e. LC for SC Meet or SC for LC Meet) can be used and how it is handled. We suggest that the best option is **Allow Unconverted Nonconforming.**
  - o *Allow Conforming Only:* Entrants can only use a time swum in a conforming course (i.e. SC only for SC meet or LC only for LC meet)

- o *Allow Converted Nonconforming: En*trants can use a converted nonconforming time if they do not have a conforming time (i.e SC time +2% for LC meet or LC time -2% for SC Meets).
- o *Allow unconverted nonconforming-* Entrants can use an unconverted nonconforming time if they do not have a conforming time (i.e. LC time can be used for SC meet or SC time can be used for LC meet.

- **Earliest Allowed Qualification:** This field allows you to set the earliest date for entry times to have been swum.
- **Allowed Minimum Result Timing:** This field allows you to set what timing type can be used by entrants to enter the meet.
  - o *Any:* Entrants can use a time that was recorded at a meet that was run using any different type of timing (Any, Manual, semi electronic, electronic)
  - o *Manual:* Entrants must have at least a manual time
  - o *Semi Electronic:* Entrants must have at least an electronic time (i.e. Any, Manual, Semi Electronic times are excluded from use)
  - o *Electronic:* Entrants must have at least an electronic time (i.e. Any, Manual, Semi-Electronic times are excluded from use)
- <mark>NEW FIELD-</mark> **Allow More Accurate Timing Types:** This allows for more accurate timing types to be used, rather than just the timing type set above (e.g. Semi Electronic is more accurate than manual, and electronic is more accurate than semi-electronic)
- **Allow Unapproved Event Results:** This field allows you to select whether unapproved event results can be used by entrants (yes/no option). Please note for approved meets, this must be toggled off.
- **Allow Unverified Event Results:** This field allows you to select whether unverified event results can be used by entrants (yes/no option). Please note for approved meets, this must be toggled off.
- <mark>NEW FIELD-</mark> **Allow Event Host Results Only:** Use of this field allows clubs to restrict seed times to only results swum at your own club's meet (e.g. for clubs that only allow seed times from previous club nights, this field should be toggled on)

- **Seeding- Qualification Seeding:** This field allows you to set which seed/entry time is taken for an entrant if they are using a nonconforming time
  - o *Use race qualification time:* Entrant will be entered using the qualification time for the event
  - o *Use converted nonconforming time:* Entrants will be entered using their nonconforming time converted (i.e. SC time +2% for LC meet or LC time -2% for SC meets)
  - o *Use unconverted nonconforming time:* Entrants will be entered using their nonconforming time unconverted (i.e. LC time can be used for SC meet or SC time can be used for LC meet)

After this step, we recommend do not click save yet, instead move onto the next section as shown below. All updates can be saved at once at the very end. If you accidently click save, simply click the edit button again and move to the next section.

C) **Dates**

To edit the 'Dates', move across to the next section on the workflow as below:

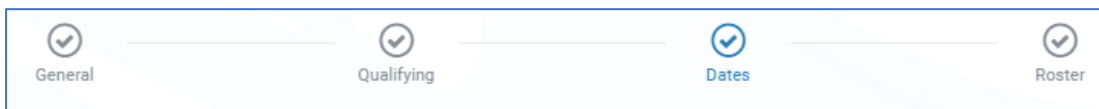- **Event Dates:** The event dates will nearly always be correct as they are part of the Meet Manager file, however they can be edited here. Please note this will not change the dates in the Meet Manager file.
- **Nominations Dates & Time:** The nomination dates refer to the opening & closing dates of entries. Please note that if you leave the time as 12:00am, the nominations will close at 12:00am on the nominations closing date (i.e. If you list 17/06/19 as the closing date, the last time someone can enter is 11:59pm on the 16/06/19). Due to this, we recommend listing the nomination time specifically of when you wish for entries to close. Use the clock & ensure you switch to AM or PM. This can be changed if you need to close entries early. The format for the date is dd/mm/yyyy.

After this step, we recommend do not click save yet, instead move onto the next section as shown below. All updates can be saved at once at the very end. If you accidently click save, simply click the edit button again and move to the next section.
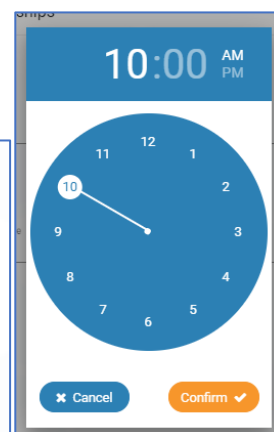
D) Roster

To edit the 'Dates', move across to the next section on the workflow as below:
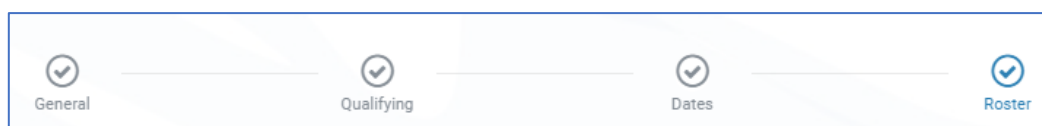
These settings will be used by Swim Central to help keep your sessions from going over the intended maximum duration and to create timekeeping rosters. Most should pre-fill from Swim Central but can be edited.

- **Lanes Per Race:** Set the number of lanes your meet will use
- **Seats Per Lane:** Set the number of timekeepers you will have per lane
- **Seat Duration per period (mins):** This field allows you to set how long a timekeeper should be allocated during a session
- **Max Duration Per Session (mins):** This field allows you to set the maximum time any one timekeeper can be allocated during an entire session
- **Seconds Between Heats:** Set the time between heats that you will use at your meet. It is recommended that you use **30 seconds**.
- **Club Host Factor:** This field is used for creating the timekeeping roster, to take into consideration that the host club is likely to have less available volunteers to time keep as they have other roles they need to fill as meet hosts. We recommend keeping this field at **0.5**
- **Timekeeper Min. Age:** Minimum age of timekeepers at your event

Edit 2019 NSW Country Championships

Lanes Per Race	Seats Per Lane
8	3

Seat Duration Per Period (mins.)	Max. Duration Per Session (mins.)
240	960

Seconds Between Heats	Club Host Factor
30	0.5

Timekeeper Min. Age	
13	

✖ Cancel   Save 💾

Once all the information in the above steps is complete, click *Save.*

STEP 3.

Once you save the information in the above step, you will be redirected to the *Event Home.* The session and race information will show on the right-hand side of the screen and the meet info you edited in previous steps will show on the left-hand side. Use the expanding drop down sections to see this information.

Please ensure that you do not use the Publish button until you are completely happy with your meet. For assistance before publishing, please contact your Area Development Officer or Swimming NSW for assistance.

2021 NSW Country Regionals - Taree

Entries ⬆   Roster 👥   Result ⬆   Edit ✏

⬆ General

Details

Event Type
State Championship

Event Minimum Timing Requirement
Any

Event Description ⓘ

2021 Country Regionals- TAREE

Entries are now closed, the capacity limit of 500 competitors has been reached.

1500 & 800m Freestyle: Entry times must be achieved in a 400m Free Event and therefore cannot be placed via Swim Central. Swimemrs must place a manual entry via this form

Contact

Contact Name
Greta Brodie

Contact Email
greta.brodie@nsw.swimming.org.au

Contact Phone
0419 463 651

Payment

Export Pending Payment Relay Teams
✖

Venue

Venue
Manning Aquatic Leisure Centre

Course Type ⓘ
Long Course

Event Timing ⓘ
Electronic

⬇ Qualifying

⬇ Dates & Times

⬇ Roster

⬇ Status

| | | Rac | Tms | Pos | Req | Doc | Att | Tix |

Event Sessions   Relays Only

#	Day	Start	Est.Finish	Detail
1	1	23 Jan, 10:00 AM	23 Jan, 3:39 PM	▦
2	2	24 Jan, 9:00 AM	24 Jan, 4:35 PM	▦

Items per page: 10 ▾   1 - 2 of 2 |< < > >|

Adding Event Requirements

Please note, this step is required for approved meets. Meets without Membership Requirements set will be considered unapproved.

Add appropriate Membership Requirements by selecting the *Req.* tab on the right-hand side of Event Home. Then within the *Memberships* tab, select the **Membership +** button.

By completing this step, it will ensure that only members holding a swimming membership will be able to enter your event (i.e. no non-swimmers can enter).

You will need to complete this step twice- once for Swimmers 8 & Under and once for Swimmers 9 & Over- providing your meet is open to both of these age groups.
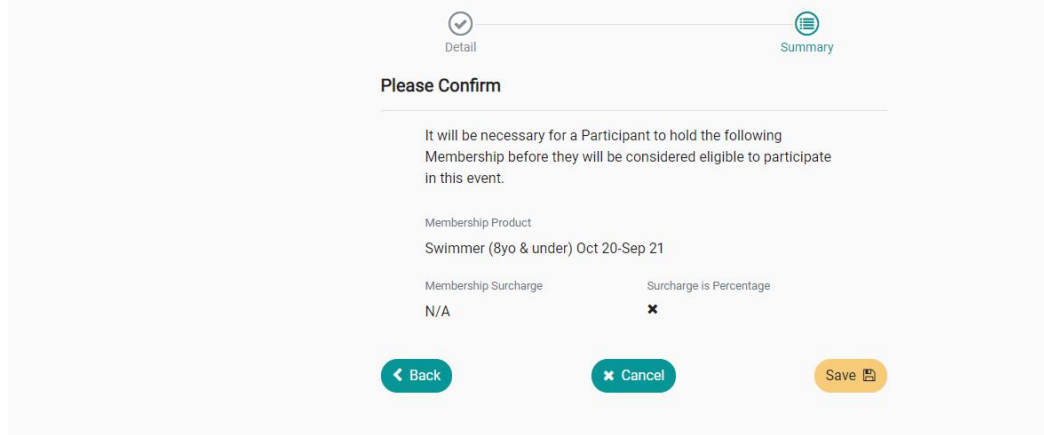

- **Business Entity Catalogue:** ensure that you select Swimming Australia
- **Membership Product:** select (in turn) each of the swimming products that are appropriate for your meet (e.g. if your meet is only for swimmers 9 & over, only do this for that category). If you meet is open to all ages, you will need to do it for both 9 & over <u>and</u> 8 & Under.
  - Ensure you select these categories carefully, as they are different for each state. If the wrong ones are selected you may limit members from entering your meet. The <u>correct ones</u> to select are as follows:
    - **Swimmer (8yo & Under) Oct20-Sep21**
    - **Swimmer (9yo & Over) Oct20-Sep21**

- **Membership Surcharge:** we recommend keeping this section blank
- **Surcharge is a percentage:** we recommend keeping this toggle switched OFF

Confirm & *Save*

Add Membership Requirement

Please Confirm

It will be necessary for a Participant to hold the following Membership before they will be considered eligible to participate in this event.

Membership Product
Swimmer (8yo & under) Oct 20-Sep 21

Membership Surcharge   Surcharge is Percentage
N/A   ✖
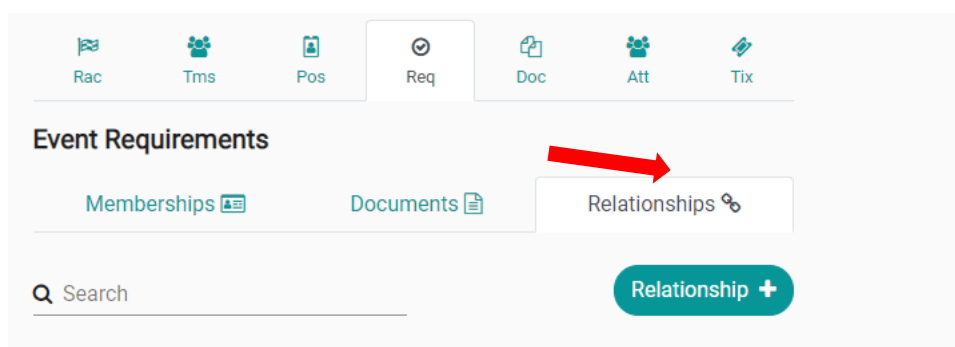
Back   **Cancel**   Save 🖫

**Repeat this step again for the other membership categories. E.g. Once for 8 & Under and once for 9 & Over.

If you are setting up a club championships competition and only want members of your club to enter, please select your club as the *Business Entity* and then the relevant memberships.

<mark>STEP 4</mark>.

You can restrict your meet to only members of your own club, selected clubs, members of an Area, State etc. In order to do this use the **Req.** tab and then select the **Relationships** tab and click on the **Relationship +** button. You will then (in turn) select and save each entity who entrants will need a relationship with to be eligible for your meet. If any Area, State or National Body is listed in the relationships, the bigger component will always override the smaller component *eg. A NSW relationship will override a Coast and Valley membership so anyone with a NSW membership will be able to enter.*

For example: For NSW Country meets- we would add to the relationship tab all country clubs, and not include metro clubs. As soon as you add one club to the relationships tab, all other clubs are locked out. Meaning if you choose to use this feature, you must include your own club also.

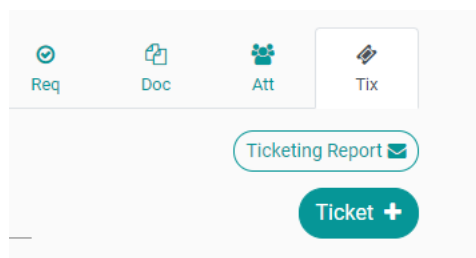Once complete, click **next**. Confirm your selections are correct, then

click **save.** Your changes will then appear.

NEW FIELD: SETTING UP A MEET FEE

Swim Central allows meet host to charge a one-off meet fee for each competitor attending their meet. A meet fee is set using the Tickets (tix) tab. Click **Ticket +**

- **Ticket Type:** Choose 'Meet Entry'
- **Ticket Name:** Give the ticket a name, this name will show for the purchaser
- **Description:** Add a description (optional), this will show for the purchaser
- **Total QTY for Sale:** The maximum number of these tickets that can be sold for the meet
- **Cost Price ex GST:** Not a required field
- **Margin on Cost:** The price of your meet entry ticket (excluding GST)
- **Nomination Requirement:** You need to toggle this field <u>ON</u> for the Meet Entry ticket to be mandatory for each competitor nominating for your meet
- **Margin is Percentage:** Not a required field
- **GST Payable:** Ensure you switch this toggle on ONLY if you are registered for GST

Add Event Ticket

Tickets 📑 🔗

Detail ⸺⸺⸺⸺⸺⸺ Summary

Event Ticket

Details

Ticket Name

0 of 100

Ticket Type *   ▾

Description

0 of 100

Pricing

Cost Price exGST

0

⚪ Gst Payable

Margin on Cost

0

⚪ Margin is Percentage

🟢 Is Refundable

Availability

Total QTY for Sale *

Requirement

⚪ Nomination Requirement

Click **Next & Save**

It is critical that meet hosts check that information **has been entered correctly** as well as **has transferred correctly from Meet Manager**. Please use the **Rac.** tab to check the Sessions (including times and dates) and Events/Races (including the event fee, age and any qualification times showing for each event/race).

To check your individual event details (fee's, QTs, age limits, session order), in the **Rac.** tab, select the **Detail** button next to the first session.

In the next screen click the same **Detail** button on the first event on the right hand side. From here you can see the entry fee's associated with each event. You can also select each individual event to check the Qualifying times are set correctly to match your Meet Manager settings and your Swim Central settings. You have the ability to edit your individual event Qualifying Times* if you notice they are incorrect by clicking the **edit button**

*If you do need to amend a qualifying time, please make sure you also make this change within your Meet Manager shell for this meet, otherwise you will face issues when importing your entries on closing day.
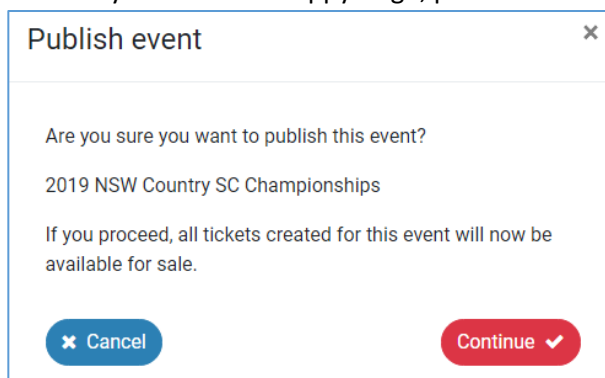
We strongly recommend that you contact Swimming NSW at this point to assist you with this checking prior to publishing your meet to ensure everything runs as smoothly as possible.

Once you are 100% happy with your meet you can use the **Publish** button. This will publish your meet in the Event Calendar for all members of your club/region. To publish your meet to all clubs in your region (or other regions / states) please contact Swimming NSW, before publishing, to specify which members you would like to be able to see your meet in Swim Central.

Publish 📅

You will be prompted once more. If you are 100% happy to go, press **Continue.**

You should then see a small grey message at the bottom of your screen advising that your meet has been published and the **Publish** button has now been changed to the **Results** button.

Your meet will now be visible in the Events calendar for your members and any other nominated members:

You will be able to create an embeddable in Swim Central to easily share direct access to your meet to members / potential members or other clubs on your website or through an event flyer. This feature is currently under development and we will have more information about this shortly.

To view all our current support materials, please visit the Swim Central Help Guides available on our website.

We appreciate your patience in working with us to provide a greater online process for our Swimming Community.