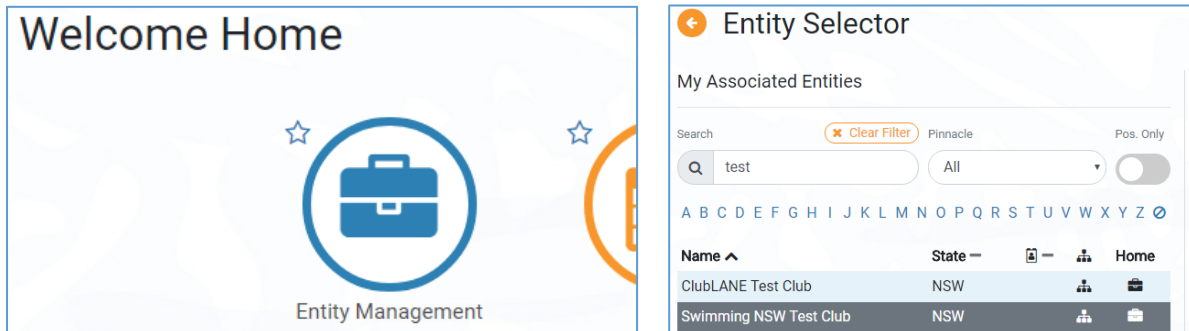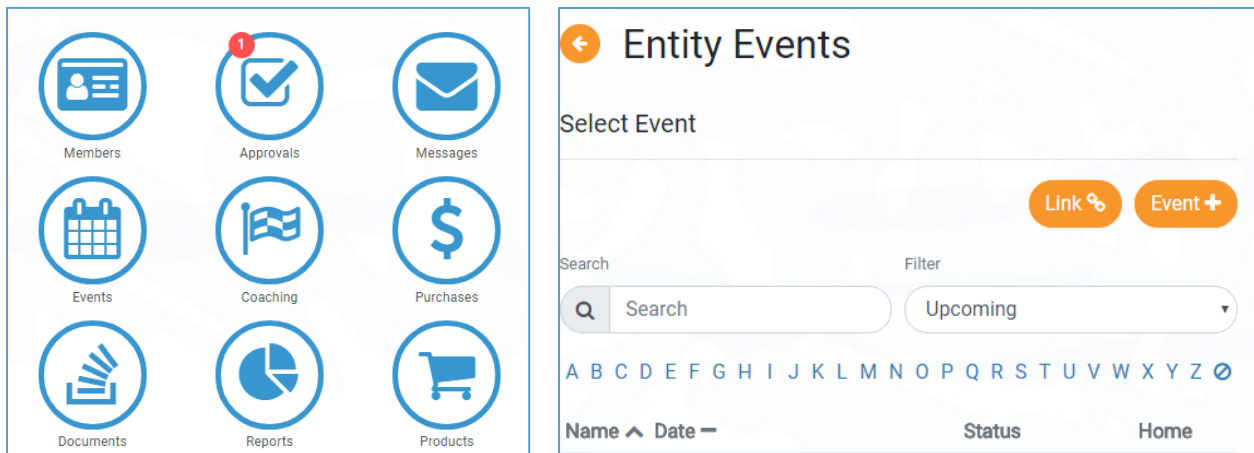# HOW TO CREATE A MEET IN SWIM CENTRAL?

STEP 1.

Sign in to Swim Central, and proceed through your **Entity Management** tile to your Entity Home by pressing the **Home** icon.

Select the **Events** tile and then select **Event +**.

Select your **Event Type** (see below) and upload your Meet Manager "Meet Events" File. You create this "Meet Events" file in Meet Manager, by clicking File – Export - Events for TM. Please ensure these details are correct before pressing **Upload**. "Fake Path" in the text here is normal and is how it should appear. Please do not worry.

*Please note, selecting the correct **Event Type** (see below) 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	Not for use by NSW clubs or regions		National Championship or below
State Qualifying			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. It will be a lot easier for us to correct things prior to publishing and we're happy to assist you in this.

STEP 2.

From Event Home use the **Edit** button and ensure that all details are correct for your meet. See below for details on each field.

Section 1: Details

- Event Name: This is the name of your meet for example. 2019 Test Club SC Qualifying Meet
- Named Sponsors: This field is optional, if you have a naming sponsor for your event you can enter the name of the sponsor here
- Event Description: This field is optional, and will display in the event information that a member will see.

Section 2: Qualifications

- 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
- Allowed Minimum Result Timing: This field allows you to set what timing type can be used by entrants to enter the meet
    - 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 or Electronic)
    - Manual – Entrants must have at least a Manual time
    - Semi-Electronic – Entrants must have at least a Semi-Electronic time (i.e. Any and Manual times are excluded from use)
    - Electronic – Entrants must have at least an Electronic time (i.e. Any, Manual, Semi-Electronic times are excluded from use)
- Course Type: Select the course for your meet

- 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**
    - 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)
    - Allow converted nonconforming – Entrants 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)
    - Allow unconverted nonconforming – Entrants can use an unconverted nonconforming time if they do not have a confirming time (i.e. LC time can be used for SC meet or SC time can be used for LC meet)
- Qualification Seeding: This field allows you to set which seed/entry time is taken for an entrant if they are using a nonconforming time
    - Use race qualification time – Entrants will be entered using the qualification time for the event
    - 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)
    - 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)

- 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 (grey)*
- 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 (grey)*

Qualification Course Conformance

Allow Unconverted Nonconforming ▼

Qualification Seeding

Use Unconverted Nonconforming Time

Allow Unapproved Event Results

⬤○

Allow Unverified Event Results

⬤○

- Earliest allowed qualification: This field allows you to set the earliest date for entry times to have been swum
- Age-up date: This field allows you to set the age up date for the meet
- Open Event Min. Age: This field is to be used if your meet has open events which have a minimum age

Earliest Allowed Qualification *

01/06/2018

Age Up Date

05/07/2019

Open Event Min. Age

Open Event Min. Age

Section 3: Venue

- Venue: Only venues, which you have already associated/linked to your Club, will display here. Select the venue where you will host this meet.
  - How to Link a Venue to my Entity

Section 4: Event Dates

- Start date: Enter the first date of your meet
- Finish date: Enter the last date of your meet

Section 5: Nomination Dates

- Opening date: Enter the date you wish entries to open for this meet. Please note, the time will be automatically set at 12:00AM. To change this contact Swimming NSW
- Closing date: Enter the date you wish to close entries for this meet. Please note, the time will be automatically set at 12:00AM. To change this contact Swimming NSW

(In this example, the meet entries would be opened for the entire day on the 14th June until 11:59pm. By 12:00am on the 15th June they will be closed)

Section 6: Timing

- Event Timing: Select the type of timing that you will be using to host your meet (e.g. Any, Manual, Semi-Electronic or Electronic). Please note, that certain levels of meets require meets to be conducted using certain timing types in order to be approved.

Section 7: Event Settings

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.

- Lanes per race: Set the number of lanes your meet will use
- Seconds between heats: Set the time between heats that you will use at your meet. It is recommended that you use **30 seconds**.
- Seats per lane: Set the number of timekeepers you will have per lane
- 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**
- 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
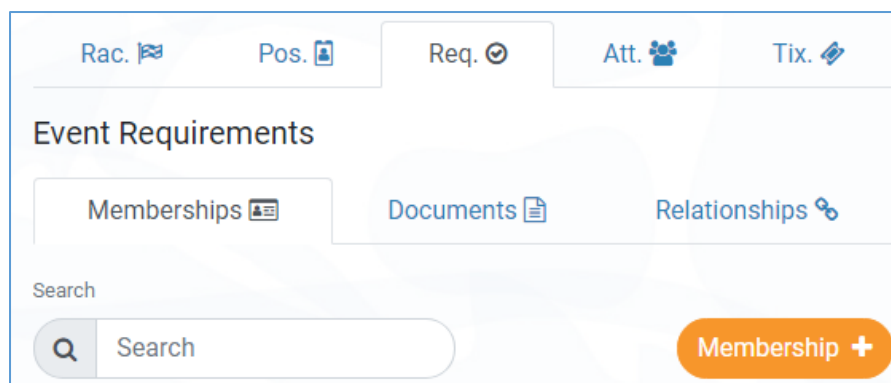
Ensure you save once you have updated all fields.
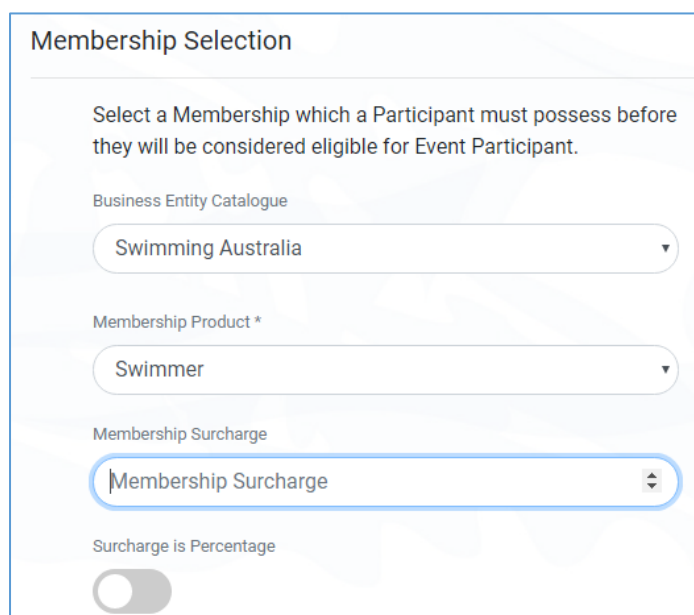
STEP 3.

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.

- Business Entity Catalogue: Ensure that you select Swimming Australia
- Membership Product: Select (in turn) each of the competitive swimming products that are appropriate for your meet (e.g. if your meet caters for swimmers 5-18 years you will need to ensure that the Junior Dolphin and Swimmer products are both selected)
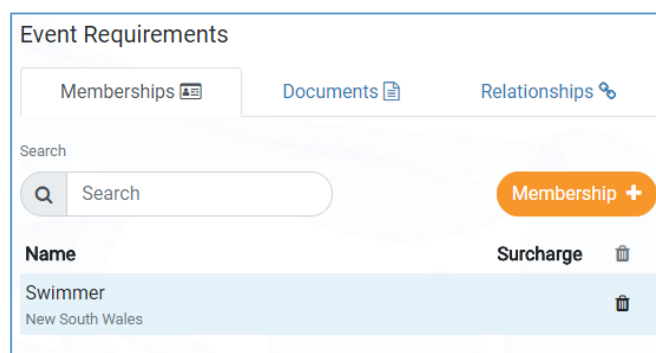

Once complete, click **next**. Confirm your selections are correct, then click **save.** Your changes will then appear:

STEP 4.

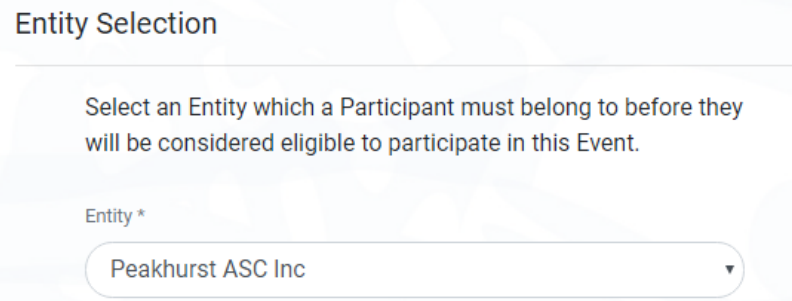You can restrict your meet to only members of your own club, selected clubs, members of an Area, State etc. In order to do this use the **Req.** tab and then select the **Relationships** tab and click on the **Relationship +** button. You will then (in turn) select and save each entity who entrants will need a relationship with to be eligible for your meet.

Once complete, click **next**. Confirm your selections are correct, then click **save.** Your changes will then appear.

Other Meet Features

Swim central allows for technical officials to nominate their availability for a meet (setup using the Pos. tab). However, this is not currently a feature Swimming NSW are intending to utilise at this stage, but we intend to progress towards this in the future. Tickets can also be sold through Swim Central for spectators at swim meets (using the Tix. tab), however Swimming NSW are also not intending to use this feature initially.

STEP 5.

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.

Rac. 🏴		Pos. 🔲	Req. ⊘	Att. 👥	Tix. 🖊

Event Sessions

#	Day	Start	Est.Finish	Detail
1	1	5 Jul, 5:30 PM	5 Jul, 5:30 PM	☷
2	2	6 Jul, 9:00 AM	6 Jul, 9:00 AM	☷
3	2	6 Jul, 12:30 PM	6 Jul, 12:30 PM	☷
4	3	7 Jul, 9:00 AM	7 Jul, 9:00 AM	☷
5	3	7 Jul, 12:30 PM	7 Jul, 12:30 PM	☷

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** 🖊

Select Race

Search

🔍 Search

#	Name	Ages	Fees
1-1	Multi Class SC Mens 200M Medley Fnl	<109	$17.27
2-2	Multi Class SC Womens 200M Medley Fnl	<109	$17.27
3-3A	SC Mens 400M Free Fnl	15-16	$17.27

Race Qualifications

Qualification 🔒

Qualification	Slower Than	Faster Than	🖊 🗑
Short Course Allow Unconverted Nonc...	0:00:00	0:04:30	🖊 🗑

*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.

STEP 6.

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:

STEP 7.

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.

Further resources and support materials for uploading results will be available soon.

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