HOW TO ASSOCIATE A MEET TO MY CLUB/ORGANISATION

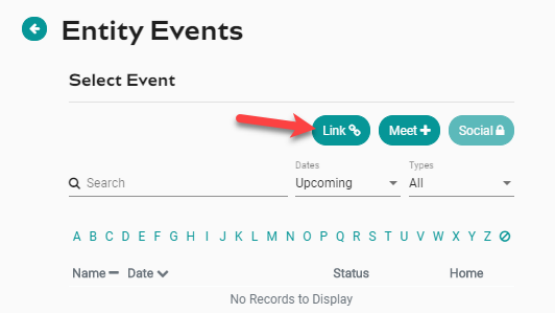
There are two primary reasons to Associate a meet to your club/organisation/district:

1. Enable your club/organisation/district swimmers to see and enter meets in a different state from the event calendar
2. For your club administrators and coaches to see who is attending the meet from your club

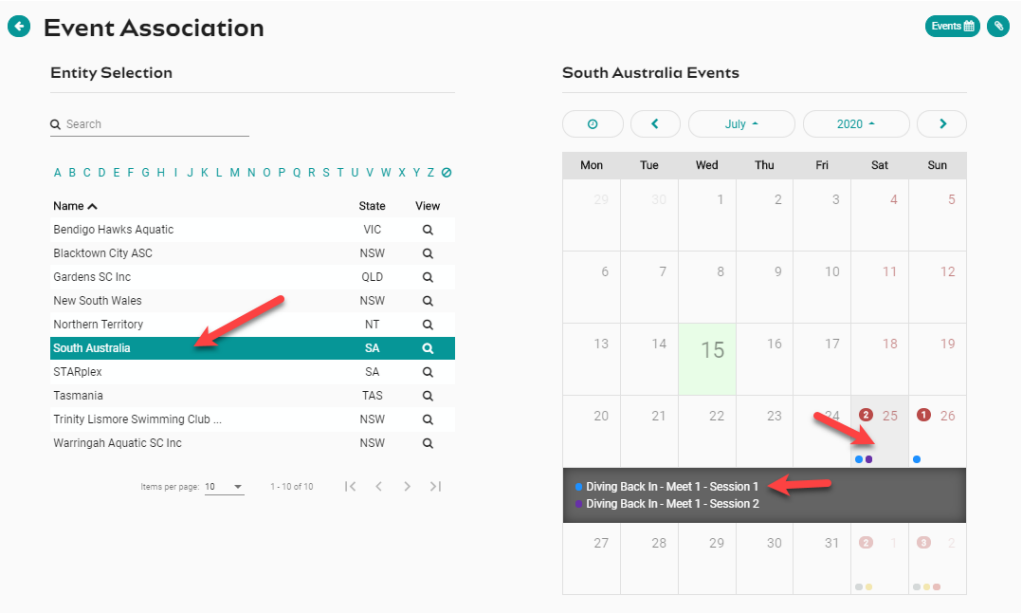
This help guide is for **Club Administrators and Coaches** to associate external meets to their club for visibility of attendance.

From your dashboard home screen, select **Entity Management** from in the left-hand navigation panel. Enter your entity PIN and select **Confirm**.

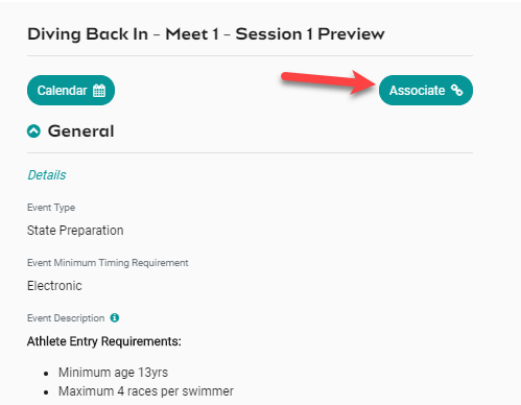
Select **Events** from the left-hand navigation panel then select **Link** under the Select Event option.



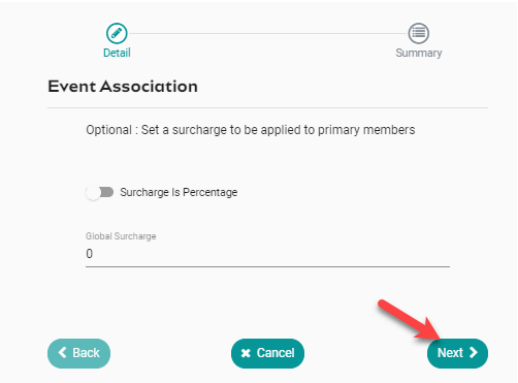
Search for the **Club/District/State** whose meets you wish to associate with your club/organisation/district. A calendar view will appear on the right showing upcoming events for that Club/District/State. **Select the event date** and then **select the appropriate meet** to view meet details.

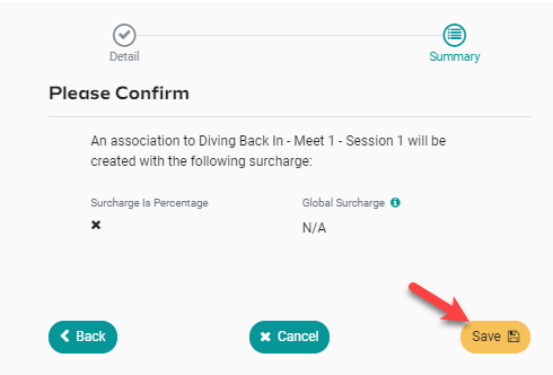


Confirm using the meet details that this is the correct meet you are wanting to associate to your club/organisation/district then select **Associate**.



You will get the option to set a surcharge, if this is not necessary, select **Next**.



**The surcharge denotes a fee that the visiting entity <u>may</u> wish to add onto the swimmers' entry costs. For example, aiding in travelling to the event, like covering costs for the coach to attend the event, or paying for a bus to transport participants. That is, the normal entry fee will be paid to the meet host, while the global surcharge (if any) is paid to the entity who is associating with the event.

Confirm the association and select **Save** to have the meet appear on your member's calendars and to make entries for your team visible to club administrators and coaches.