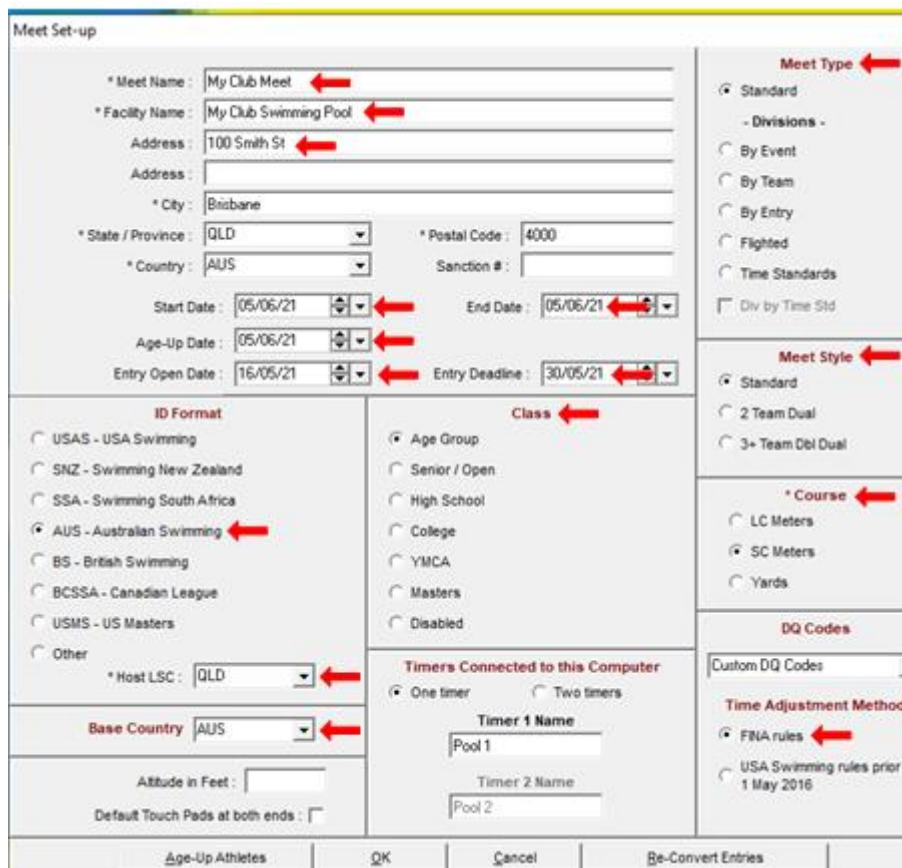# How to Create a Meet in Swim Central
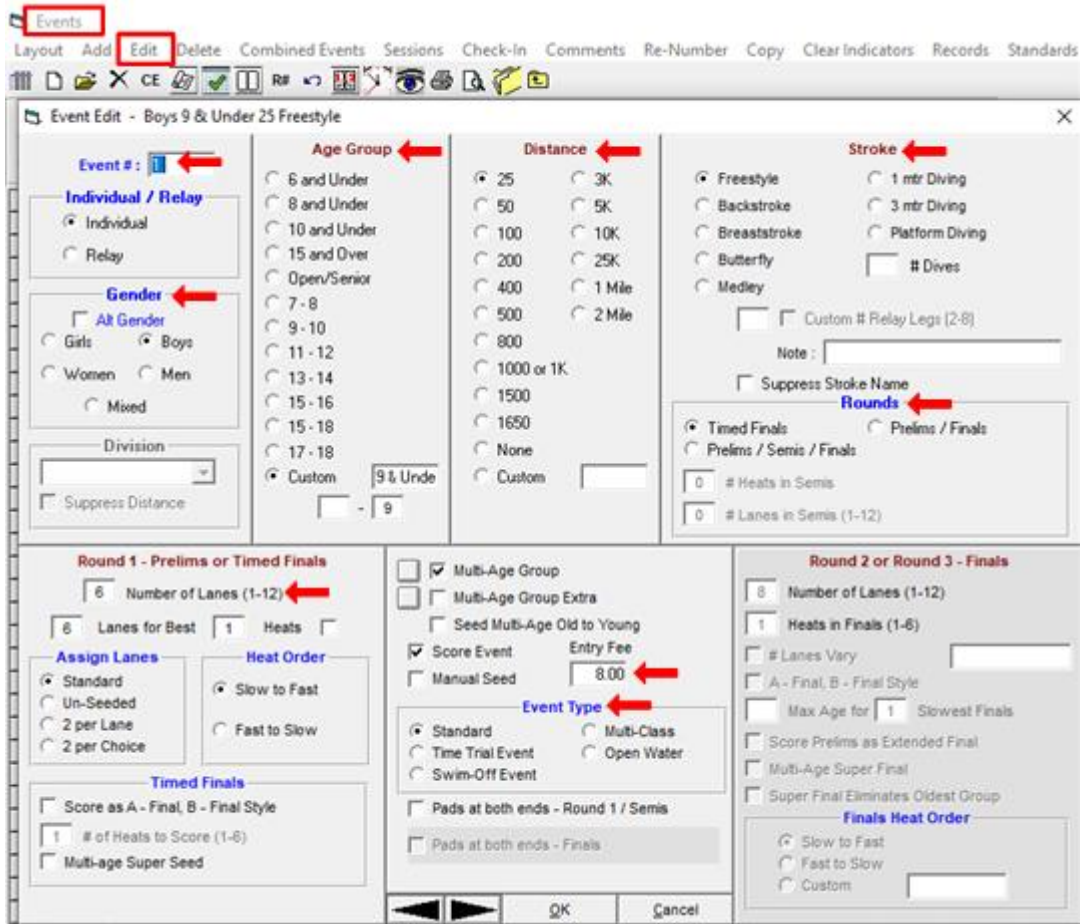
1. **Checking Meet Manager**

It is critical that clubs check their Meet Manager file before uploading into Swim Central as most fields cannot be edited in Swim Central.

Meet Manager Checklist:

- Event Name: This is the name of your meet (e.g., 2021 My Club SC Preparation Meet).
- Event Start and End Dates: Enter the dates of your event which are local to the venue where you are hosting the event
- Course Type: Select the course for your meet. (LC: Long Course, SC - Short Course, Yards)
- Age Up Date: This field sets the age up date for the meet
- Entry Open and Deadline Date: Dates that nominations are open and closed

- Events to make sure ages, gender, distance, stroke, Entry Fee are correct.

- Open Event Min Age: This field is to be used if your meet has open events, which have a minimum age. (Complete this by clicking Set-up, Entry/Scoring Preferences, Entries/Entry Limits tab, Min age for Open Events:)
- Earliest Allowed Qualification: (Complete this by clicking Set-up, Entry/Scoring Preferences, Entries/Entry Limits tab, Entries must have been performed on or after: Insert Date

- **Sessions and Session Times:** Do you have sessions set up and are the details correct (Complete this by clicking Events, Sessions, Add/Edit then complete the fields)
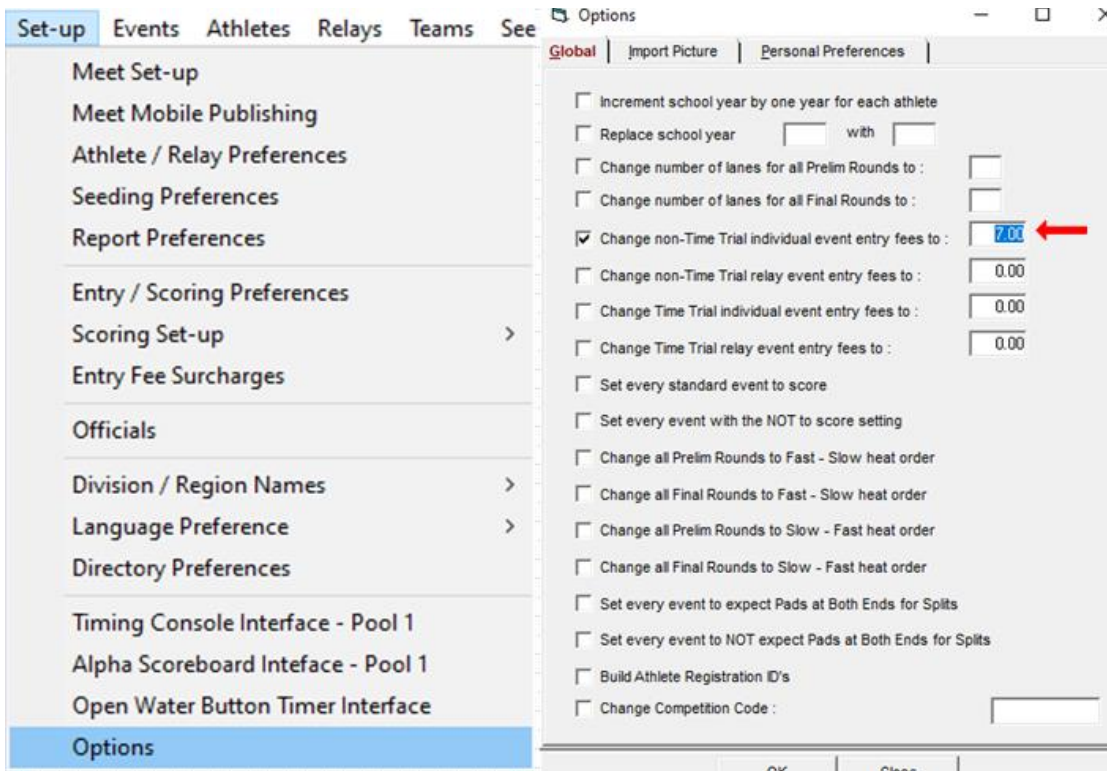
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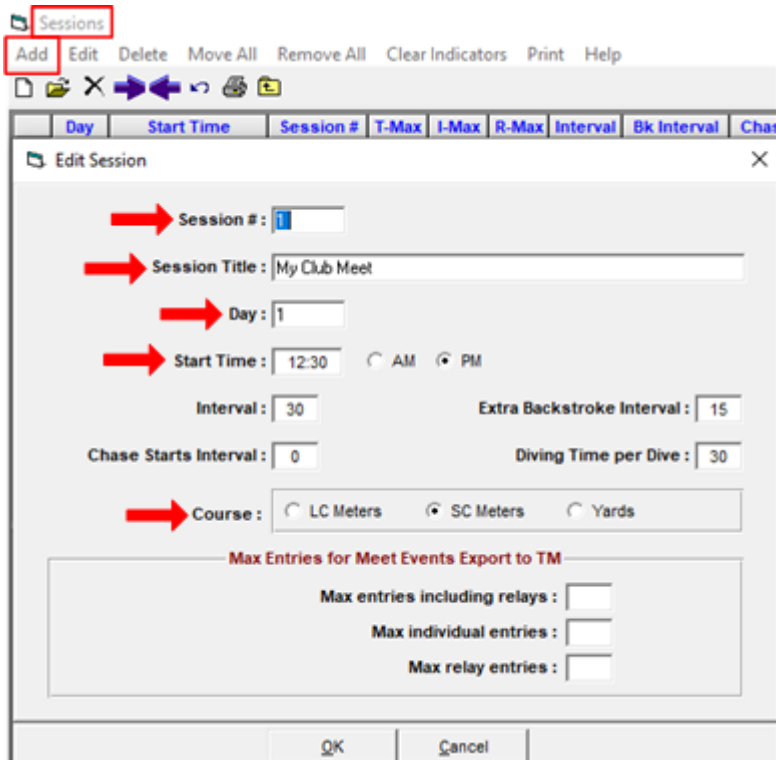
- **Event Entry Fee: This can be set up in 2 ways**

Option 1: Global Option

From the Meet Manager homepage, click on set-up. From the drop-down menu, choose Options, insert fee next to "Change non-Time Trial individual event entry fees to'. The global options will allow you to change your entry price of all events.

Option 2: Individual Option

From the Meet Manager homepage, click on events, select an event, Edit. You can insert an amount for each individual event.
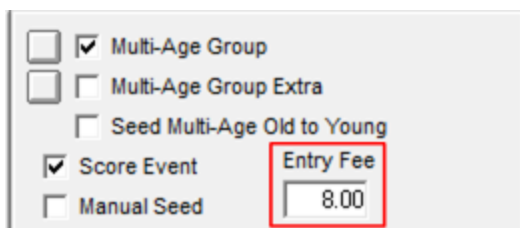
- Swim Central adds GST when a Club is GST registered. If your club has not registered for GST, enter the full price.
- Check that no Entry Fee Surcharges have been set. No Athlete, Team or Facility Surcharges (Check in Meet Manager by clicking Setup, Entry Fee Surcharges)
- NB. A system fee, and then a transaction fee will be applied in the Swim Central shopping cart.

Once you have confirmed your meet information is correct, export your 'Meet Events' file by selecting File, Export, Events for TM.
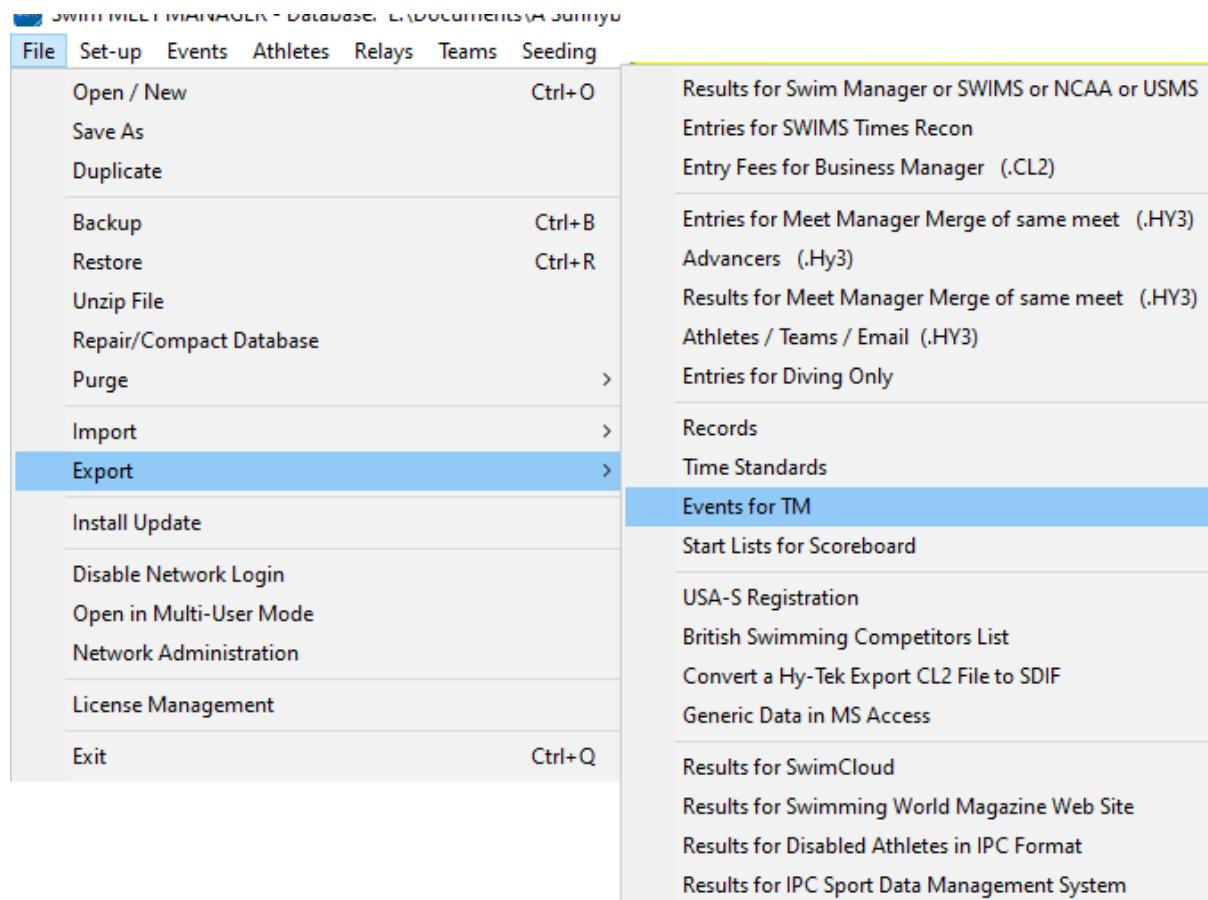
2. **Log in to Swim Central and Upload your MM Zip or EV3 File**

- Login to Swim Central and select 'Administration'
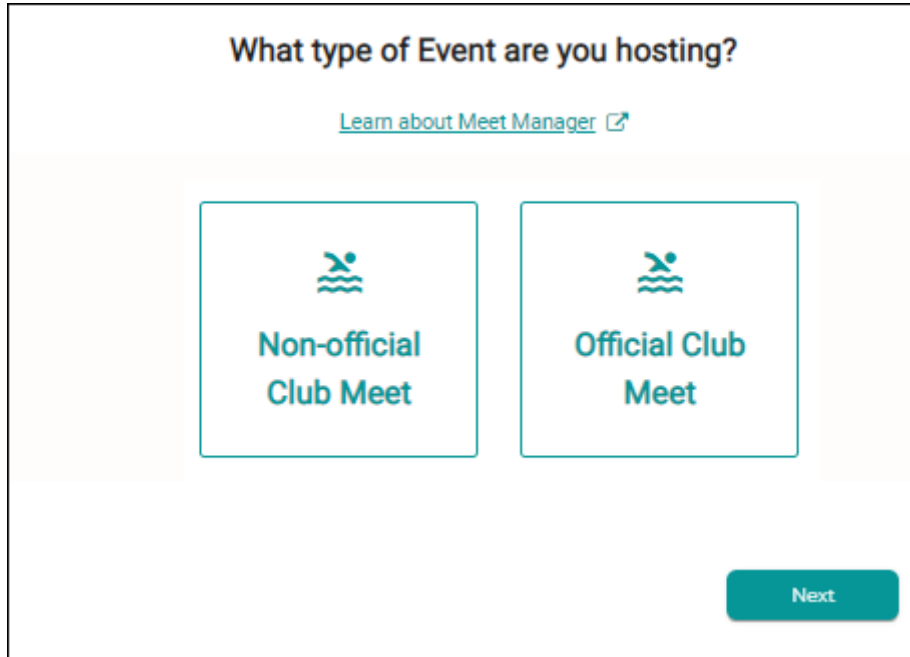- Enter your Family Pin and your Administrator Pin
- Select 'Events' from the left-hand menu
- Select '**Create Meet'**
- Select your Event Type. These are state specific so only templates set by your state will display. Selecting the correct Event Type is important for approval of your meet as well as pre-population of certain information to streamline the event creation process.
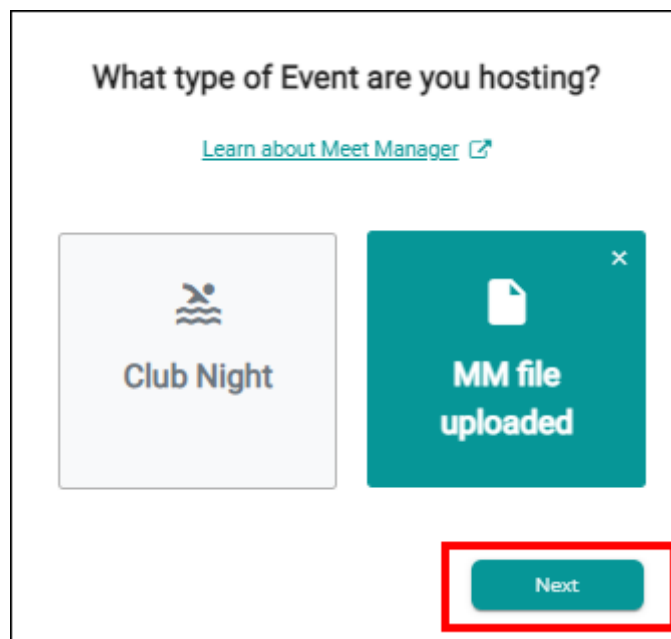
- Upload your Meet Manager 'Meet Events' Zip or EV3 file.
- (You will create this 'Meet Events' file in meet Manager, by clicking File, Export, Events for TM.
- Select 'Next'

3. **Meet Manager File Review**

- Information from your Meet Manager file will be displayed here to review.
- Ensure that all details are correct for your meet
- If all information is correct select **'Next'**
- Alternatively select **'Save Draft'** if you wish to save and continue later

- If you need to make a correction to the MM file, select **'delete'** at the bottom of the page.
- This will remove the meet and MM Zip file from Swim Central.
- Return to meet manager, update the necessary fields, re-export the file
- Start the create an event workflow again

Meet Manager File Review

Please review the information below that has come in from Meet Manager. If there is incorrect data, please go back to MM, update and re-export your ZIP or EV3 file.

General Details

Event Name:	Swim Meet Name
Start Date:	10:00am - 4.4.2021
Finish Date:	11:59pm - 4.4.2021
Venue:	My Club Pool
Course Type:	Long Course
Open Event Min. Age:	4
Earliest Allowed Qualification:	1.1.2019
Age Up Date:	4.4.2021

Session Timetable: Day 1 ▾

Session 1 - 10:00am   +

Save Draft   Delete   Next

4. Additional Details

4.1 Contact

- **Contact Name:** This optional field allows you to list a contact person for the meet in the event calendar.
- **Contact Phone:** This optional field allows you to list a contact phone for the meet in the event calendar.
- **Contact Email:** This optional field allows you to list a contact email for the meet in the event calendar.

4.2 Event Details

- **Venue:** Your primary venue will be listed, or if you have multiple venues then select from the dropdown box (If no venues are listed you will need to link a venue using the **Entity Venues** icon)
- **Nomination Local Opening date:** Enter the date you wish entries to open.
- **Nomination Local Opening time:** Enter the time you wish to open entries.
- **Nomination Local Closing date:** Enter the date you wish to close entries.
- **Nomination Local Closing time:** Enter the time you wish to close entries.

*Please note, these dates & times are all local to the user's current browser time zone.

- **Further Event Details:** This field is optional and will display in the Details tab of the event in the calendar. There are some great features in this field, including the ability to include URLs and text formatting.

4.3 Timing

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

4.4 Qualifications

- **Qualification Course Conformance:** This field sets whether a nonconforming time (i.e. LC for SC meet or SC for LC meet) can be used and how it is handled.

1. *Only Allow Conforming – Entrants can only use a time swum in a conforming course (i.e. SC only for SC meet or LC only for LC meet).*
2. *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).*
3. *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).*

- **Allowed Minimum Result Timing:** This field allows you to set what timing type can be used as a minimum, by entrants to enter the meet.

  1. *Manual* – Entrants must have a Manual time
  2. *Semi-Electronic* – Entrants must have a Semi-Electronic time
  3. *Electronic* – Entrants must have an Electronic time

- **Allow More Accurate Timing Types:** Turn this toggle **ON** to allow more accurate timing types, rather than just the timing type set above (e.g. Semi-Electronic is more accurate than Manual and Electronic is more accurate then Semi-Electronic and Manual).
- **Allow unapproved event results:** This field allows you to select whether unapproved event results can be used by entrants
- **Allow Event Host Results Only:** 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 seeds times from previous club nights this field should be toggled on)
- **Allow unverified event results:** This field allows you to select whether unverified event results can be used by entrants

4.5   Event Constraints

- **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.
- **Max Duration Per session (Minutes):** This field allows you to set the maximum time for your session/s. Ensure this is long enough for the expected duration of the longest of your sessions

4.6   Relay

- **Minimum No of Swimmers Required for relay Teams:** This field allows the meet host to specify the minimum number of swimmers a club is required to submit when nominating for a relay team. Any swimmers' names selected will then be exported to meet manager and listed against the relay team. We suggest you choose 4 as a minimum. This will not stop a club entering reserves however will ensure they enter four swimmers at least to reduce the workload for the recorders when entering athlete names on the day.
- **Export Pending Payment Relay Teams:** This toggle only needs to be used for a meet, which has relay events. If your meet does have relay events, and you wish to allow relay team entries to be paid for in an offline capacity (i.e. not using a credit card through Swim Central) toggle this field on, in all other situations leave toggled off (as is default).

4.7   Seeding

- **Qualification Seeding:** This field allows you to set which seed time is taken for an entrant, **ONLY** if they are using a nonconforming entry time.

1. Use unconverted entry time: Entrants will be entered using their entry time, unconverted.
2. 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).
3. 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).
4. Use conforming qualification time: Entrants will be entered on the conforming qualification time.

4.8   Visitors

- **Home Member Pinnacle Entity:** denotes which athletes will be considered visitors at your meet. If you list this as Australia, all international athletes will be considered visitors. If you list this as your state e.g. Victoria, all interstate and international athletes will be considered visitors. This field is how Swim Central will attribute the Visitor (V) appropriately.

4.9   Document Requirements

- This is used for occasions when an individual must have a particular document to enter the meet.

Once Complete Select 'Next'

Alternatively select **'Save Draft'** if you wish to save and continue later.

5. **Requirements**

5.1   Membership Requirements

Please note, meets without correct Membership Requirements set will be considered unapproved.

This is an extremely important step, which ensures that your meet (also applies to club nights) is only open to eligible swimmers; by setting the Memberships that need to be held in order to enter the meet. Keeping in mind if this step is not completed correctly, it could cause your meet to be unapproved, with results not verified.

Please note, in Queensland, Victoria and NT season dates run July-June, while in New South Wales, South Australia and Tasmania the season runs October – September.

NB: You can only select your own or your ancestors' memberships.

Using the filters at the top of the page:

- If your meet is open to only your Club's swimmers (e.g. Club Night):   Select Swimming Australia, Select the State, Select the Region/District, select your Club, then select any memberships that are eligible to enter your meet (e.g. 20/21 Recreational Swimmer 9&O etc.).
- If your meet is open to only your Region/District's swimmers (e.g., Regional / District Champs): Select Swimming Australia, Select the State, Select the Region/District, then select any memberships that are eligible to enter your meet (e.g. 20/21 Competitive Swimmer 9&O etc.).
- If your meet is open to only Your State swimmers: Select Swimming Australia, Your State, then select any memberships that are eligible to enter your meet (e.g. 20/21 Swimmer 8&U etc.).
- If your meet is open to any swimmer in Australia: Select Swimming Australia, then select any memberships that are eligible to enter your meet (e.g. Swimmer (8yo & under) Jul20-Jun 21, Swimmer (9yo & above) (Oct 20-Sep21 etc.).
- Your selection will be displayed on the right in the 'Green Box'

5.2 Relationship Requirements

You can restrict your meet to only members of:

- A single club
- A group of clubs
- A Region/District or Regions/Districts
- A State or States
- Australia

Using the Filters at the top of the page:

- To select allowed clubs, from the filters simply select Australia, the state, The Region/District and select each individual club, select
- To select a Region/District, from the filters simply select Australia, The State, The Region/District and select the Region/District
- Your selection will be displayed on the right in the 'Green Box'
- To remove a club or membership select the green **'X'**

Once Complete Select 'Next'

Alternatively select **'Save Draft'** if you wish to save and continue later.

6. **Create Meet Entry Fee (Optional)**

- Swim central allows meet hosts to charge a one-off Meet entry fee for each competitor attending their event which is required to be purchased prior to allowing event nomination.

To set up a Meet entry Fee select 'Create Fee' and Follow the below steps.

1. Name: Give the meet entry fee a name that is displayed for the purchaser
2. Description: Add a description (optional), this will show for the purchaser
3. Cost Price exGST: The price of your meet entry ticket (excluding GST)
4. GST Payable: This field is automatically populated based on your Club's settings.
5. Margin on Cost: The price of your meet entry ticket (excluding GST)
6. Margin is Percentage: Not a required field
7. Is Refundable: Recommend keeping this on, as it does not guarantee a refund just allows it if needed.
8. Quantity Available: The maximum number that can be sold

Select **'Next'**

Select **'Save Draft'** if you wish to save and continue later.

7. **Event Summary**

It is critical that the details of your meet are checked before your meet is published.

- To view the details, select the '+' to display the information from that page
- To make any changes select 'Edit' and you will be taken back to that page for editing.

Event Summary

Please review all of your information below.
Once this event is published, you will not be able to edit this again.

Meet Manager File Details	+
Additional Details	Edit +
Requirements	Edit +
Entry Fee	Edit +

Back   Save Draft   Delete   Publish

- To make changes to the meet manager file select 'Delete'
- This will remove the meet and MM Zip file from Swim Central.
- Return to meet manager, update the necessary fields, re-export the file
- Start the create an event workflow again

8. **Publishing Your Meet**

Once you have checked your meet and are comfortable that your meet has been setup correctly you can then publish the meet using the Publish button at the bottom of the Event Summary Page.
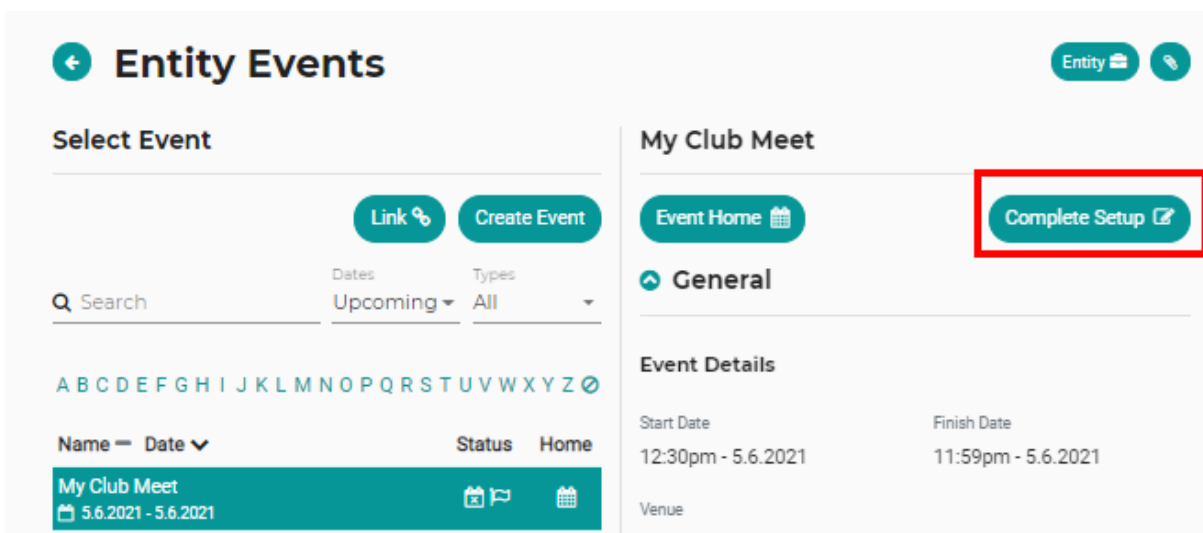
Event Summary

Please review all of your information below.
Once this event is published, you will not be able to edit this again.

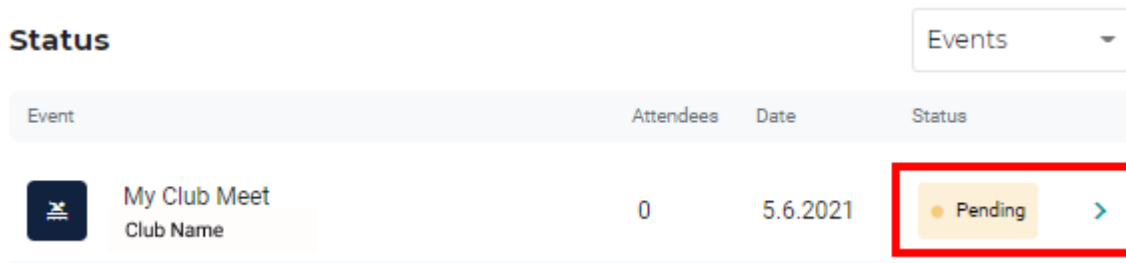|		
Meet Manager File Details		+
Additional Details	Edit	+
Requirements	Edit	+
Entry Fee	Edit	+

Back   Save Draft   Delete   **Publish**

- If you are returning after saving your draft, from the Entity Events home page
- Select the meet then select 'Complete Setup'

- Once published, meets that require approval and verification will show a status as pending on your dashboard. After your meet has run, results are uploaded and you have met any requirements as set by your State/Region/District, your Ancestor will approve and verify your meet.

9. **CREATING A DIRECT "CLICKABLE" LINK TO YOUR MEET**

It is possible to generate a "clickable" link (a Bounce Link), to allow potential participants easy and direct access to nominate for your meet in Swim Central. This direct link can be emailed, placed within a flyer or on a website etc. You can copy your direct/bounce link by selecting the icon to the right of the event name on the Event Home screen.
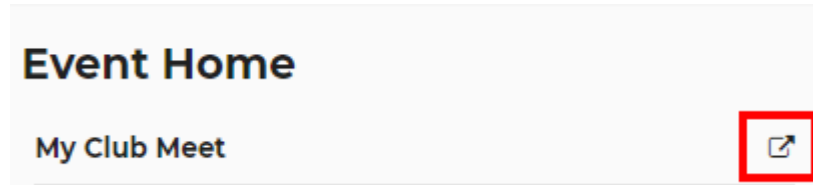
The steps below outline what happens when a member uses the direct/bounce link.

- After clicking the link, they are directed to the Swim Central sign in page (if not already signed in).
- Once they have signed in, they are taken directly to that meet
- They then complete the nomination workflow process for the first family member, and they repeat the nomination workflow process as needed, to complete nominations for all family members.

We encourage clubs to remind their members to ensure that they proceed to the final confirmation screen (Thank you for your Purchases) for family member's nominations to avoid creating a pending payment.

10. **MAKING YOUR MEET VISIBLE**

Once your meet has been published it will automatically be visible to anyone who meets the membership and or relationship requirements as set out earlier. You can advise other clubs and regions that your meet has been published and they can associate your meet with their calendar allowing their members to nominate.

Any club or region who has associated themselves with your meet, will be able to see the meet in their calendar and their members will be able to see the meet in their calendar. This is also how clubs can see a list of swimmers who are attending a particular meet.

To associate a meet, follow these steps:

- From the Entity Events Page
- Select the Link button

- Search for the entity hosting the meet, and select the relevant meet from the calendar
- Use the Associate button