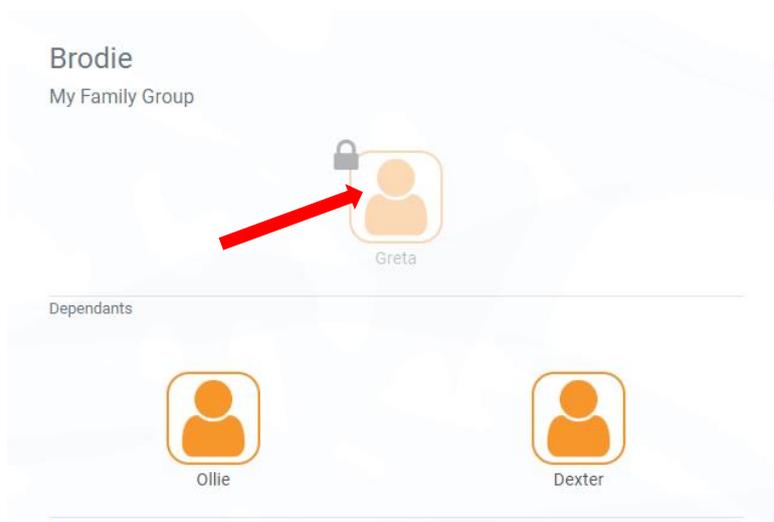


## How to nominate for a meet in Swim Central

Updated 26<sup>th</sup> September 2019

Should you encounter any issues with any steps in the following process, the end of this document contains troubleshoot options for common issues experienced. Please refer to these prior to contacting your club for support.

Log-in to [Swim Central](#) & unlock your family pin by clicking on the primary member of the group. (If you are unsure of your family pin, click 'Forgot pin' and a new one will be sent to your email)



Once unlocked, click on the family member you wish to nominate for the meet. If all family members are entering the same meet, you will be able to nominate them one after another as shown in later steps.

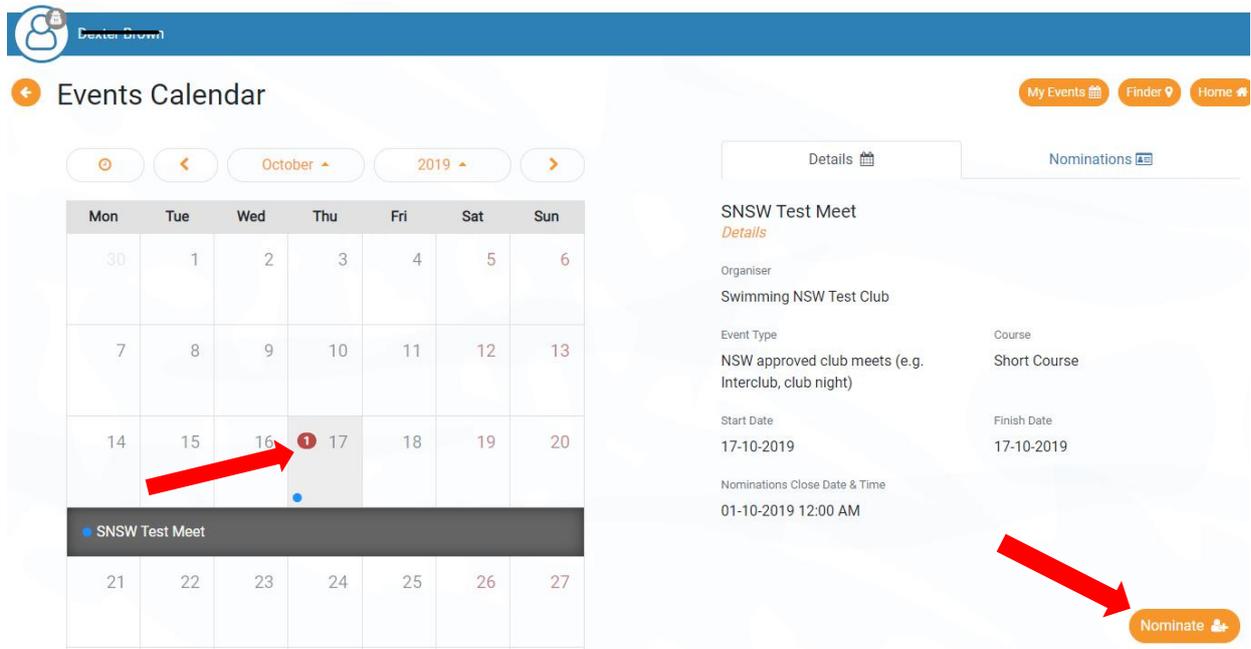
Select the **Events** icon on the home screen

Welcome Home



Choose your meet from the calendar. You will be able to complete all nominations for your family for this meet.

Click the meet name and then click **Nominate**.



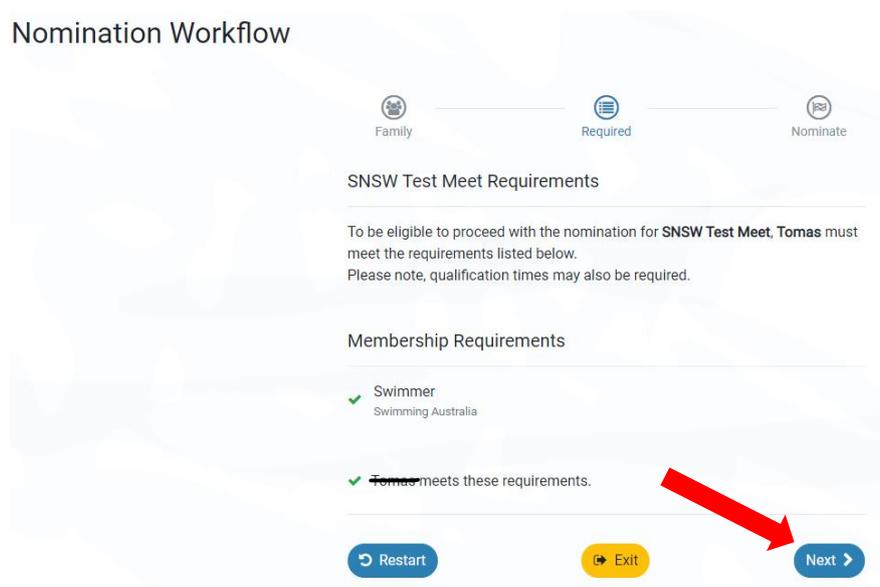
The screenshot shows the 'Events Calendar' interface. On the left is a calendar for October 2019. A red arrow points to the date '17' (Thursday), which has a small red circle with the number '1' next to it. Below the calendar, a dark bar highlights 'SNSW Test Meet'. On the right, the 'Details' tab is active, showing the following information:

- SNSW Test Meet** (with a 'Details' link)
- Organiser: Swimming NSW Test Club
- Event Type: NSW approved club meets (e.g. Interclub, club night)
- Start Date: 17-10-2019
- Nominations Close Date & Time: 01-10-2019 12:00 AM
- Course: Short Course
- Finish Date: 17-10-2019

At the bottom right of the details panel, there is a 'Nominations' link and a 'Nominate' button with a plus icon. A red arrow points to this 'Nominate' button.

This page shows whether the swimmer meets the membership requirements which determines if you can go further through the nomination process. Click **Next**.

### Nomination Workflow



The screenshot shows the 'Nomination Workflow' page. At the top, there are three steps: 'Family', 'Required', and 'Nominate'. The 'Required' step is currently active. Below this, the page is titled 'SNSW Test Meet Requirements' and contains the following text:

To be eligible to proceed with the nomination for **SNSW Test Meet, Tomas** must meet the requirements listed below. Please note, qualification times may also be required.

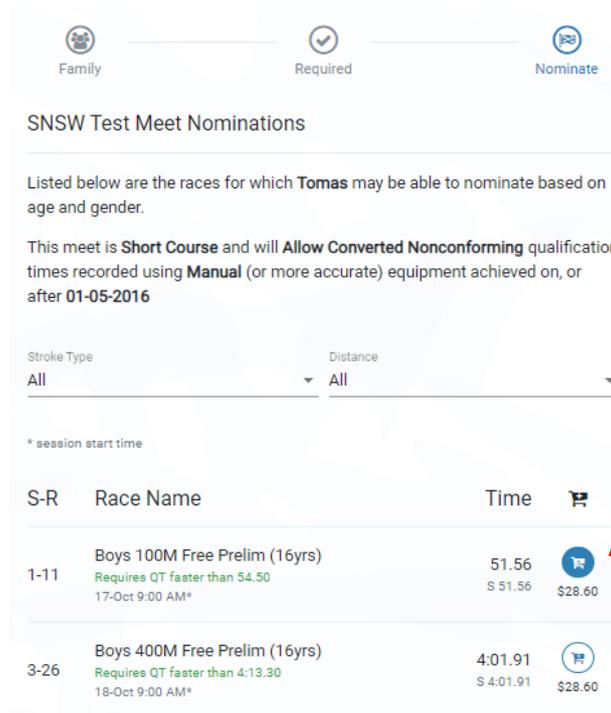
**Membership Requirements**

- Swimmer: Swimming Australia
- Tomas meets these requirements.

At the bottom of the page, there are three buttons: 'Restart', 'Exit', and 'Next'. A red arrow points to the 'Next' button.

Races will display based on a swimmer's age/gender

Select the Trolley icon for each race you would like to add to your trolley. Once added to your trolley the icon will go blue (as seen below).



Family Required Nominate

### SNSW Test Meet Nominations

Listed below are the races for which **Tomas** may be able to nominate based on age and gender.

This meet is **Short Course** and will **Allow Converted Nonconforming** qualification times recorded using **Manual** (or more accurate) equipment achieved on, or after **01-05-2016**

Stroke Type: All Distance: All

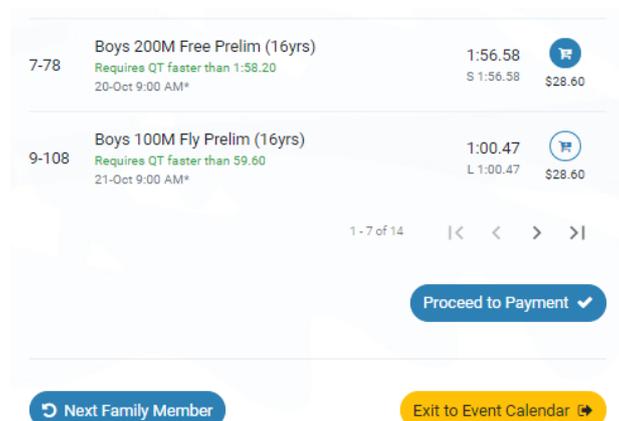
\* session start time

S-R	Race Name	Time	Trolley Icon
1-11	Boys 100M Free Prelim (16yrs) <small>Requires QT faster than 54.50 17-Oct 9:00 AM*</small>	51.56 <small>S 51.56</small>	
3-26	Boys 400M Free Prelim (16yrs) <small>Requires QT faster than 4:13.30 18-Oct 9:00 AM*</small>	4:01.91 <small>S 4:01.91</small>	

If you have already entered races for this meet, it will be indicated by a green tick next to the race.

Once all races you wish to enter are added to the trolley, click **proceed to payment**.

**\*PLEASE NOTE:** even if you are entering additional family members in the same meet, you must click to *Proceed to Payment* and process for the first family member before you move onto the next.



7-78	Boys 200M Free Prelim (16yrs) <small>Requires QT faster than 1:58.20 20-Oct 9:00 AM*</small>	1:56.58 <small>S 1:56.58</small>	
9-108	Boys 100M Fly Prelim (16yrs) <small>Requires QT faster than 59.60 21-Oct 9:00 AM*</small>	1:00.47 <small>L 1:00.47</small>	

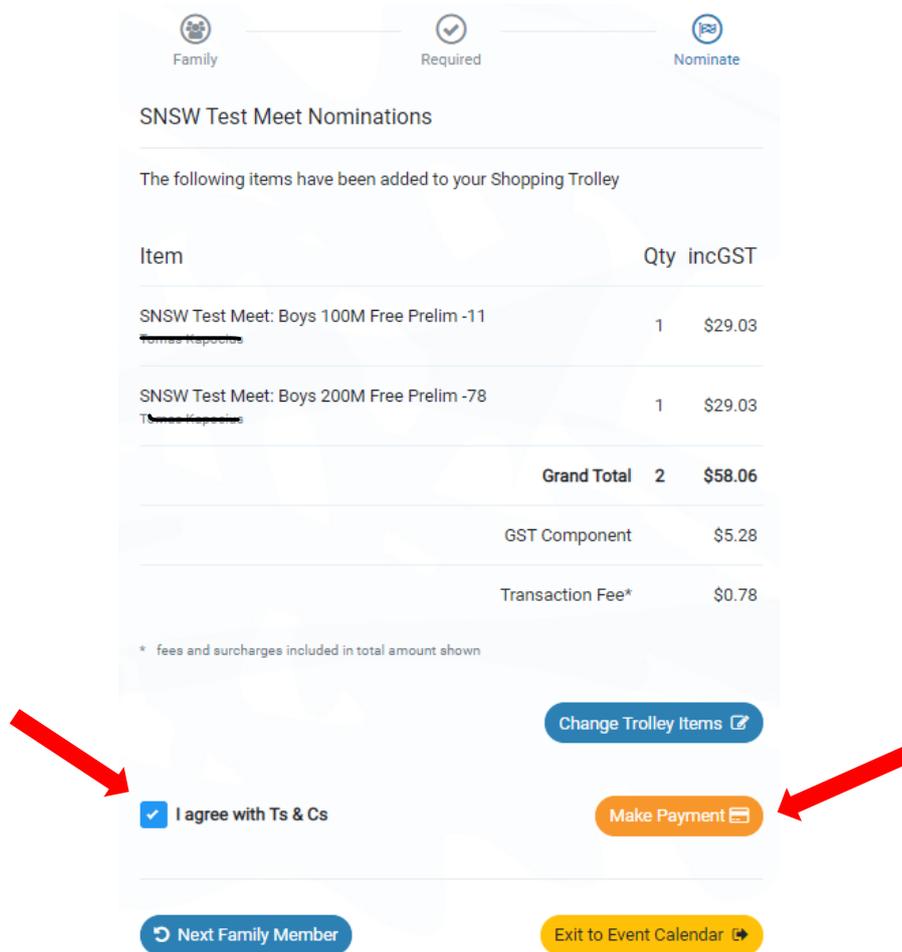
1 - 7 of 14 |< < > >|

**Proceed to Payment** ✓

**Next Family Member** **Exit to Event Calendar**

This screen allows you to check all the races are correct. To change races, select *Change Trolley items*.

If you are ready to proceed, tick *I agree with Ts & Cs*, and then click *Make Payment*



Family Required Nominate

### SNSW Test Meet Nominations

The following items have been added to your Shopping Trolley

Item	Qty	incGST
SNSW Test Meet: Boys 100M Free Prelim -11 <small>Terms &amp; Conditions</small>	1	\$29.03
SNSW Test Meet: Boys 200M Free Prelim -78 <small>Terms &amp; Conditions</small>	1	\$29.03
<b>Grand Total</b>	<b>2</b>	<b>\$58.06</b>
GST Component		\$5.28
Transaction Fee*		\$0.78

\* fees and surcharges included in total amount shown

I agree with Ts & Cs

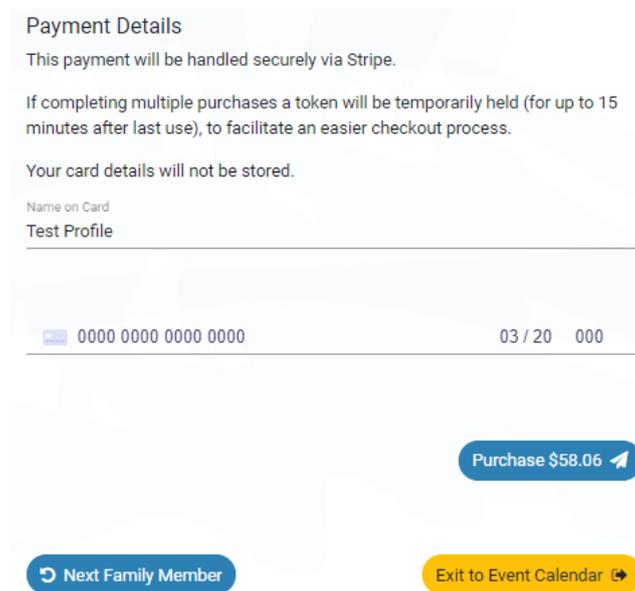
Change Trolley Items 

Make Payment 

Next Family Member 

Exit to Event Calendar 

Add your card details and click **Purchase**.



Payment Details  
This payment will be handled securely via Stripe.

If completing multiple purchases a token will be temporarily held (for up to 15 minutes after last use), to facilitate an easier checkout process.

Your card details will not be stored.

Name on Card  
Test Profile

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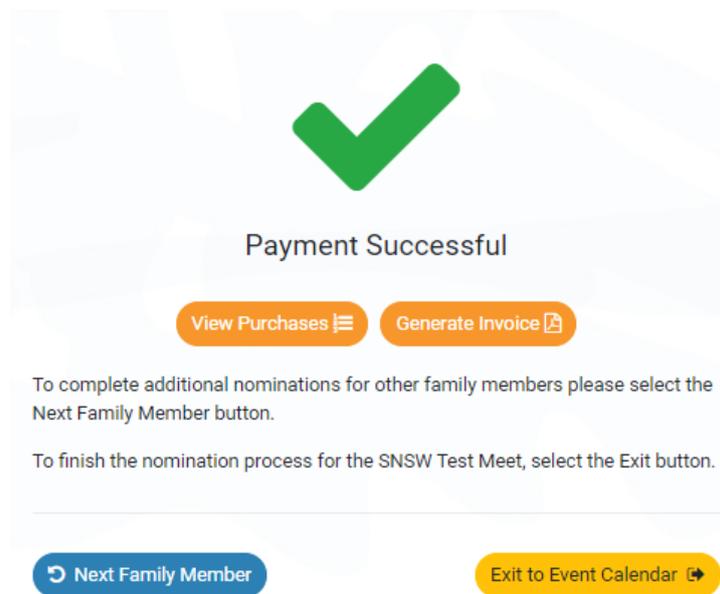
0000 0000 0000 0000 03 / 20 000

[Purchase \\$58.06](#)

[Next Family Member](#) [Exit to Event Calendar](#)

A red arrow points to the 'Purchase \$58.06' button.

Once your payment has been successful, you are able to view your purchases & invoice. To enter additional family members click **Next Family Member** and follow the same process as above.





Payment Successful

[View Purchases](#) [Generate Invoice](#)

To complete additional nominations for other family members please select the Next Family Member button.

To finish the nomination process for the SNSW Test Meet, select the Exit button.

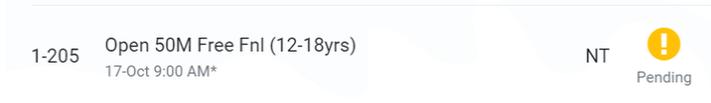
[Next Family Member](#) [Exit to Event Calendar](#)

**\*Please Note:** If completing multiple purchases, a token will be temporarily held (for up to 15 minutes after last use), to facilitate an easier checkout process. This means your credit card details will pre-fill. Your card details will not be stored.

## **TROUBLESHOOT OPTIONS:**

Unable to enter the meet? The below troubleshoot options may assist you.

- **A race I wish to nominate for says it is 'pending'**



The reason this has occurred is because you have previously added this to your trolley. To proceed with the payment or cancel the payment to begin again, access the home screen of the primary members (i.e. parent/guardians) profile. Click on *My Purchases*. Change the purchase status to *Payment Pending*. The meet entry should appear in the list and have the options to *Make Payment or Cancel Order*.

- **Unable to click the *Nominate* button because I don't have a primary membership**

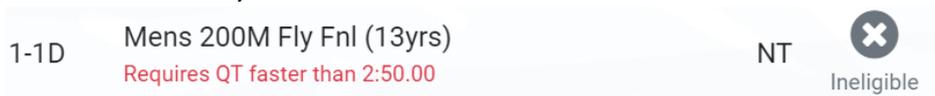
A primary membership must be selected before nominating. Please select your primary membership in the [Memberships](#) page.



To be eligible to compete a swimmer must have selected their primary membership on their profile. Click on the 'Memberships' link that you see (as shown in the above screenshot), which will take you to your list of memberships where you can select one to 'Make Primary'. If there are no memberships in your list, you must purchase one by going to the shopping icon. If you believe you already have a membership but it is not showing in the list, please contact [admin@nsw.swimming.org.au](mailto:admin@nsw.swimming.org.au)

- **Not eligible for a race**

The system is not allowing you to enter because you do not have a result that reaches the qualifying time. If you believe this is incorrect, please check your results section in Swim Central. If the result is not there, please contact the meet organiser from the swim club where you achieved this result.

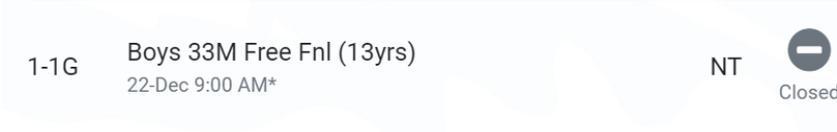


- **Do not meet the membership requirements for the meet**

The meet has been set-up with specific membership requirements. These can be at either national, state, regional or club level. If a red 'X' is shown next to one of these membership requirements it means you do not hold a membership that is required for this meet and therefore are not eligible to enter. If you believe this is incorrect, please contact the host of the meet.

- **A race is closed for nominations**

This means entries not yet opened for nominations.



1-1G Boys 33M Free Fnl (13yrs)  
22-Dec 9:00 AM\* NT Closed

- **The nomination button is not available, only a results button**

Entries have now closed for this meet. Refer to the nominations close date.



Results