



Welcome to the 2017/18 Season

HOW TO ENTER ONLINE GUIDE: For Swimmers and Parents

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CONTENTS

Section	Page
1. Introduction	4
2. Swimming NSW Meets Using Online Meet Entries	5
3. Swimming Australia Meets Using Online Meet Entries	6
4. Getting Started: How to Enter Online	7
5. Entry Qualifying Times	19
6. School Swim Meet Policy	20
7. Frequently Asked Questions	21



INTRODUCTION

The following Guide is a step-by-step instruction handbook for Parents and Swimmers to use when entering Swimming NSW Championships and Meets using the Online Meet Entry (OME) system.

This Guide includes simple instructions and easy to follow screen shots of what your computer screen should look like at each step to make the entry process as quick and easy as possible.

PLEASE NOTE: This Guide now includes the process for entering Relay events online. Multi Classification (MC) entries extra information is also included in the FAQ section.

If you have any questions or problems please do not hesitate to get in touch with the Swimming NSW office on (02) 9763 5833.

SWIMMING NSW MEETS USING ONLINE MEET ENTRIES **FOR THE 2017/2018 SEASON**

Swimming NSW will be accepting online entries via OME for the following meets;

SUMMER 2017-2018

- NSW Metropolitan Championships
- NSW Speedo State 10 & Under – 12 Years Age Championships
- NSW Speedo State 13-18 Years Age Championships
- NSW Country Regional Meets
- NSW Country Championships
- NSW State Open Championships
- NSW National Prep Meet
- NSW LC Nationals Meet

WINTER 2018

- NSW Country SC Championships
- NSW Metropolitan SC Championships
- NSW 13 Years & Over State SC Championships
- NSW 10 & Under – 12 Years State SC Championships

SWIMMING AUSTRALIA MEETS USING ONLINE MEET ENTRIES FOR THE 2017/2018 SEASON

All Swimming Australia meets will only be accepting online entries via OME for the following meets:

SUMMER 2017-2018

- Australian Open/Age Open Water Championships
- Georgina Hope Foundation Australian Age Championships
- Hancock Prospecting Australian Swimming Championships

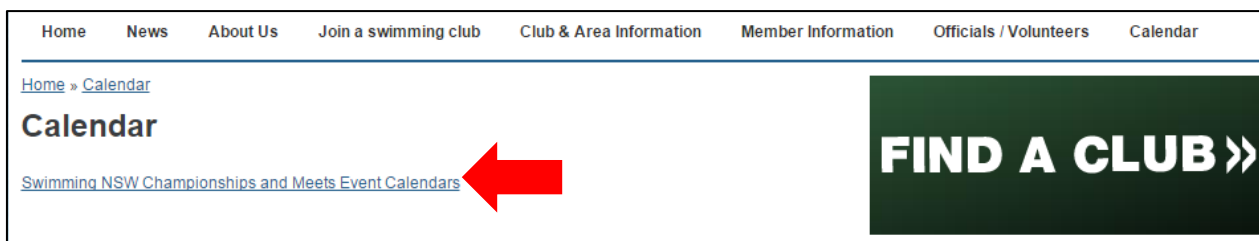
WINTER 2018

- 2018 Pan Pacific Championship Trials
- 2018 Australian Short Course Championships

GETTING STARTED: HOW TO ENTER ONLINE

For Individual Entries:

1. Make sure you are an **ACTIVE** and **FINANICAL** Member of your club for the upcoming 2017-2018 season; otherwise you will NOT be able to enter in the meet
2. Make sure you have a **List of Events** you wish to swim in, and you have double checked these with your coach. The order of events will be listed in the same order as the program
3. Make sure you have your **Username** and **Password** as you will be prompted to log in throughout the OME process. This is the same Username and Password you use to log in for membership registration. If you do not know your Username or Password please contact your Club Registrar or call the Swimming NSW office on (02) 9763 5833
4. Go to the **Swimming NSW Website**, <http://nsw.swimming.org.au>
5. Click on the **Calendar** tab from the homepage and then click on the **Swimming NSW Championships and Meets Event Calendars** link to choose the meet you wish to enter




6. You will then be directed to the **Entries** page. Before you proceed past this page, please ensure you read ALL meet information as displayed, using the menu buttons to direct you to the relevant information section, as well as the **OME Link**. When you are ready to enter, click on the **Online Entries** link

Entries

LONG COURSE and SHORT COURSE TIMES ACHIEVED SINCE 1ST OCTOBER, 2015 CAN BE USED TO ENTER THIS MEET

- Competitors must enter with their long course entry times where possible, however if you enter using a Short Course entry time you must be entered on the Qualifying Time for that event.
- **Race Secretaries:** Please ensure that if you enter a swimmer on a short course time, that you change it to the long course Qualifying Time **PRIOR to sending your entries through.**
- You may enter this meet either via the ClubLane Online Entries system or via your club Race Secretary using either a **Team Manager** or **Meet Manager** E-Entry file. Proof of times report **MUST** be sent with **ALL** E-Entries, see below
- **An approved qualifying time must have been achieved by the specified closing time and date of the meet**
- Entries will be accepted until the advertised closing time and date
- If you experience technical difficulties when trying to enter, please contact meet.entries@nsw.swimming.org.au at least 24hours PRIOR to the closing date and time to ensure assistance can be given
- A copy of our Entry Procedure Policy can be found [HERE](#) under the header **Procedures**
- Manual Card Entries **WILL NOT** be accepted.
- Payment can be made by Cheque or EFT. Cheques made payable to Swimming NSW and posted to PO Box 571, SYDNEY MARKETS NSW 2129. **NO CASH WILL BE ACCEPTED**
- Individual Entries - \$17.00 each
- Relay Entries - \$34.00 each
- Please ensure you have read and understood our [REFUND POLICY](#) before proceeding with your entries.
- ****PLEASE NOTE**** The "Competitor Listing" shown on the OME entry page, is **NOT** a full list of competitors. This list only includes Clublane **ONLINE ENTRIES**. A **FULL** Start List will be uploaded to this calendar page **AFTER** the closing time and date for all entries.

[Click HERE to begin your online meet entry \(OME\)](#) 

Entries close at 5pm on Tuesday 14th February, 2017.

7. This will open up a new page for Online Meet Entries. Click on the **Enter** button to begin your entries

Meet Detail Page

2015 NSW State Age SC Championships

DATES	28/08/2015 - 30/08/2015	<input type="button" value="Enter"/>	<input type="button" value="Competitors"/>
VENUE	SOPAC - Sydney Olympic Park Aquatic Centre	<input type="button" value="Entries"/>	19/08/2015 17:00
ORGANISER	New South Wales & ACT		
CONTACT	Shannon Smith		
EMAIL	shannon.smith@nsw.swimming.org		

Meet Information

This event will be held Friday, Saturday & Sunday, 28th - 30th August, 2015 at the Sydney Olympic Park Aquatic Centre, Olympic Boulevard, Sydney Olympic Park.

Warm Up - 1:30pm Friday and 7:30am on Saturday and Sunday

Friday Afternoon Session to commence at 3:00pm


Saturday & Sunday Morning Sessions commence at 9:00am

Saturday & Sunday Afternoon Sessions will not start before 12:30pm

8. You will then be asked to enter your **Username and Password** in the appropriate fields. Press **Login** to continue

i In order to book on the Meet you need to be logged in; please enter your details below.

Login


* Username 

* Password

If you cannot remember your login details, click the button below

9. A login confirmation page will be displayed. Click **Book on Meet** to continue to the OME system

✓ You are now logged in (as Eric, 953443) and can continue to book on the Meet




10. Please **read** and accept the **Terms and Conditions**. Click **Proceed**

2. I have read, understood, acknowledge and agree to the declarations above and the details provided in the application and I personally consent to the declarations above and I warrant that all information provided is true and correct.

3. I as the parent or guardian of the applicant expressly agree to be responsible for the applicant's behaviour and agree to personally accept the conditions set out in this membership application and declaration

By entering the 2015 NSW State Age SC Championships, I declare that I am fit to compete. Refer to GR3.3 All entrants in a New South Wales Championship (or if under the age of 18 years their parent or guardian) shall declare themselves fit to compete.

* I, Eric Johnson (or nominated Parent/Guardian) hereby accept the Entry T&Cs



11. A list of events will appear, showing eligible events and times at the top of the page. Please select the event/s you wish to enter. Your best time available will be picked up by the system on the designated closing time and date. For more information on this, please refer to our FAQ page at the end of this guide

This Meet has one or more events which you may be able to enter. Please specify below which event/s you wish to enter by selecting the appropriate fee type from the dropdown menu for the event. Please note for Multi Class Events, qualifying times that show are for the slowest class. Please check you meet the qualifying times for your class before entering as refunds will not be provided.

Events you may enter

Event Number	Event	Your best time	Qualifying Time	Type	Enter Event
115-115	Boys, 17-18, 50 Freestyle	24.24 (S)	Below 25.90(S)	Standard	<input type="button" value="Yes (16.00)"/> <input type="button" value="No"/> <input type="button" value="Yes (16.00)"/>

Events you do not qualify for

Event Number	Event	Your best time	Qualifying time	Type
11-11	Boys, 17-18, 200 IM	(S)	Below 2:18.00	Standard
13-13E	Boys, 17-18, 400 Freestyle	(S)	Below 4:25.00	Standard
25-25	Boys, 17-18, 100 Breaststroke	(S)	Below 1:12.20	Standard
41-41	Boys, 17-18, 100 Freestyle	(S)	Below 56.00	Standard
57-57	Boys, 17-18, 200 Freestyle	(S)	Below 2:02.00	Standard
65-65E	Boys, 17-18, 400 IM	(S)	Below 4:50.00	Standard
81-81	Boys, 17-18, 200 Butterfly	(S)	Below 2:21.00	Standard

12. When you have selected all your events, click **Proceed**

81-81	Boys, 17-18, 200 Butterfly	(S)	Below 2:21.00	Standard
97-97	Boys, 17-18, 100 Backstroke	(S)	Below 1:04.50	Standard
131-131	Boys, 17-18, 200 Breaststroke	(S)	Below 2:39.00	Standard
151-151	Boys, 17-18, 100 Butterfly	(S)	Below 1:01.50	Standard
167-167	Boys, 17-18, 200 Backstroke	(S)	Below 2:22.80	Standard

13. Make sure your booking details are correct and click **Proceed to Payment.**

Please note: As with all credit card/online purchases, you will be charged a 1.5% surcharge fee

Booking details

⚠ Please check these details carefully, and use the 'Back' button if you need to change them. The total fee due is 16.24 which may be paid by debit or credit card on the next page.

Event		Fee
115	Boys, 17-18, 50 Freestyle	16.00

Mail name
Eric Johnson

i The information below shows how the total fee of 16.24 is calculated.

Meet fee	0.00
Event fee(s)	16.00
Surcharge	0.24
Total to pay	16.24

14. Enter your payment details and press **Continue.** Follow the prompts until you have completed payment.

Currently, the OME system does **not** email you a confirmation receipt. To keep receipt of this payment, please take a screen shot of the finalised payment page for your records (this can be done on most computer keyboards by pressing the **“Print Screen”** button and copy/pasting into a blank word or paint document)

i Please enter your credit or debit card details to complete the payment. The name and address given must match those on the card statement.

Card details

⚠ Amount to pay: 16.24

* Card name	<input type="text" value=""/>
* Card number	<input type="text" value=""/>
* Card type	<input type="text" value=""/>
Issue	<input type="text" value=""/>
Valid from	<input type="text" value="mm/yy"/>
* Expiry date	<input type="text" value="mm/yy"/>
* Security code	<input type="text" value=""/>

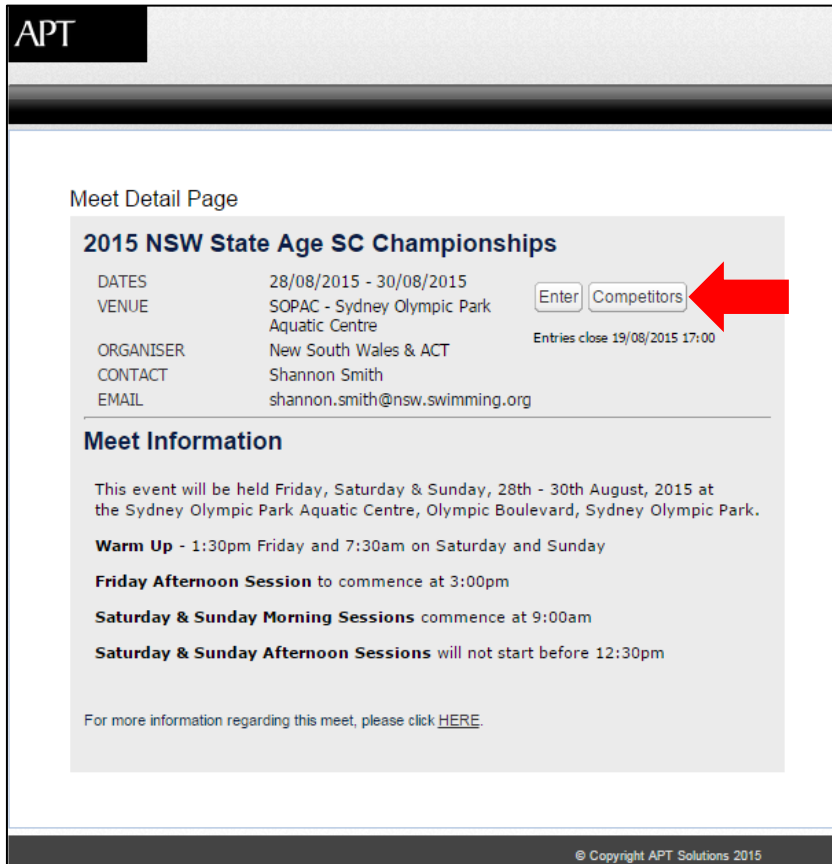
* Address

* Suburb

* State

* Postcode

15. To check that your entries have been successful, return to the meet info page (as directed in **Step 5** of this guide), click on the OME link and from the entry page, click on the **Competitors** button



APT

Meet Detail Page

2015 NSW State Age SC Championships

DATES 28/08/2015 - 30/08/2015
VENUE SOPAC - Sydney Olympic Park Aquatic Centre
ORGANISER New South Wales & ACT
CONTACT Shannon Smith
EMAIL shannon.smith@nsw.swimming.org

Enter Competitors

Entries close 19/08/2015 17:00

Meet Information

This event will be held Friday, Saturday & Sunday, 28th - 30th August, 2015 at the Sydney Olympic Park Aquatic Centre, Olympic Boulevard, Sydney Olympic Park.

Warm Up - 1:30pm Friday and 7:30am on Saturday and Sunday

Friday Afternoon Session to commence at 3:00pm

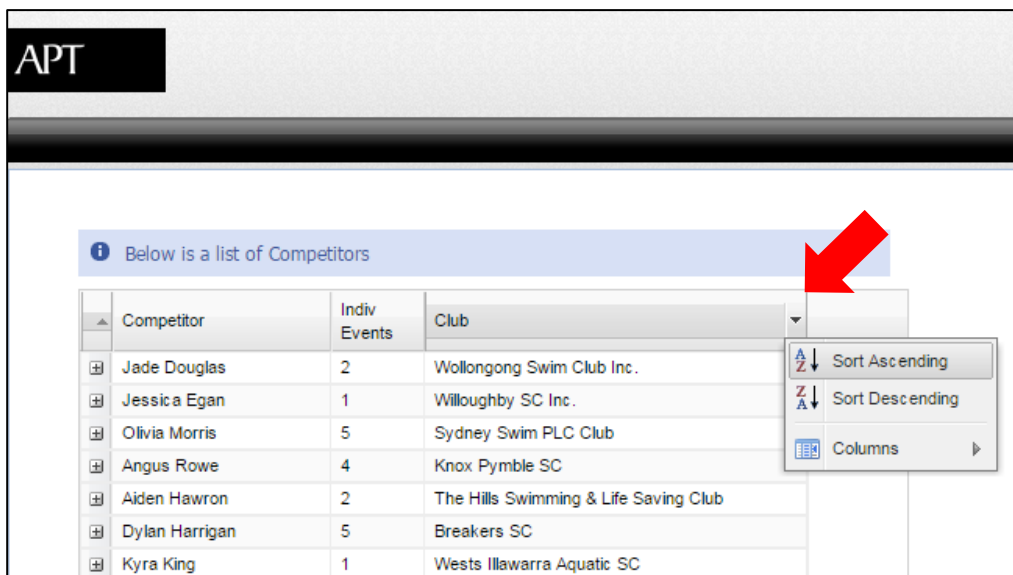
Saturday & Sunday Morning Sessions commence at 9:00am

Saturday & Sunday Afternoon Sessions will not start before 12:30pm

For more information regarding this meet, please click [HERE](#).

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16. This will bring up the list of competitors who have entered **online** only. This list can then be sorted alphabetically by club using the arrow button shown below



APT

Below is a list of Competitors

Competitor	Indiv Events	Club
Jade Douglas	2	Wollongong Swim Club Inc.
Jessica Egan	1	Willoughby SC Inc.
Olivia Morris	5	Sydney Swim PLC Club
Angus Rowe	4	Knox Pymble SC
Aiden Hawron	2	The Hills Swimming & Life Saving Club
Dylan Harrigan	5	Breakers SC
Kyra King	1	West's Illawarra Aquatic SC

Sort Ascending
Sort Descending
Columns

For Relay Entries:

1. Club Race Secretaries or Registrars need to log into Clublane and select **Relays – Manage** from the menu bar



2. This will bring up a list of all upcoming meets that have Relays. There may be more than one page to look through. Click on the **Meet Code Number** of the meet you wish to enter

Meet Code	Meet Title - click to view	Start date	Owned by	Venue
017083	Katoomba RSL 10th May 2018	10/05/2018	Katoomba RSL Swimming...	Katoomba Sports and Aquatic Centre
015079	Swimming Tasmania SC Time Trial, Hobart	12/05/2018	Tasmania	Hobart Aquatic Centre
016842	Forster Aquatic Swimming Qualifying Carnival	19/05/2018	Forster Aquatic SC	Forster Aquatic Centre
016870	Trinity Lismore Swimming Club QUAD Meet	26/05/2018	Trinity Lismore Swimming ...	Trinity Aquatic Centre
016435	Ballarat Gold Short Course Meet 2018	27/05/2018	Ballarat Gold Swimming C...	Ballarat Aquatic Centre
015081	Swimming Tasmania SC Time Trial, Hobart	02/06/2018	Tasmania	Hobart Aquatic Centre
014731	2018 STARplex Carnival	10/06/2018	STARplex	STARplex Health and Fitness Centre
015082	Swimming Tasmania SC Time Trial, Launceston	16/06/2018	Tasmania	Launceston Aquatic Centre
017027	Hamilton Olympic Swim Club SC winter Meet 2018	16/06/2018	Hamilton Olympic Swimmi...	HILAC
015620	2018 WINTER SC TROPHY MEET	17/06/2018	Geelong Sharks Swim Club	Geelong College

Page 1 of 3 | 1 - 10 of 21 | Per page 10

3. You will then see a list of the available relay events for that meet. Click on the **Event Number** of the relay event you wish to enter

Meet: (016732) 2018 NSW 10 Years & Under - 12 Years State SC Championships					
Relay Events for this Meet					
Event	Description	Age From	Age To	Gender	Legs
49-49	Boys, 12 & Under, 4x50 Freestyle Relay	0	12	Boys	4
50-50	Girls, 12 & Under, 4x50 Freestyle Relay	0	12	Girls	4
61-61	Boys, 12 & Under, 4x50 IM Relay	0	12	Boys	4
62-62	Girls, 12 & Under, 4x50 IM Relay	0	12	Girls	4

Page 1 of 1 | 1 - 4 c


4. Click **Add Team**

Relay Teams for Event

Meet (016732) 2018 NSW 10 Years & Under - 12 Years State SC Championships
Event (49-49) Boys, 12 & Under, 4x50 Freestyle Relay

i Teams will be created at State level, for New South Wales & ACT

i No Data Available



5. Start typing in the names of your relay swimmers. A list of possible swimmers will appear. Select the right one

Relay Team

i The Relay Team is at State level

Leg	Stroke	Competitors	Best time	Type
1	Freestyle	<input type="text" value="Joe Bloggs"/>		
2	Freestyle	Mr Bloggs Joe [982265 - Swimmer] 15-09-2015 2500 (wollongong)		
3	Freestyle	Mr Joe Bloggs [1048580 - Swimmer] 14-01-2005 2406 (Mungindi)		
4	Freestyle			

Valid relay ✖

Seed time

Seed course

Leg	Competitors	Reserve error
1	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	

6. Once you have selected all your swimmers, press **Check Competitors**. A green tick should now appear next to **Valid Relay**. The system will automatically choose their best time and the relay **seed time** will now also appear. If you wish to add reserves, you can do so in the reserve boxes below, or if you're ready to finalise, press **Save Team**

Relay Team

i The Relay Team is at State level

Leg	Stroke	Competitors	Best time	Type
1	Freestyle	Bloggs Joe	28.54	(L)
2	Freestyle	Joe Bloggs	29.48	(L)
3	Freestyle	Bloggs Joe	29.57	(L)
4	Freestyle	Joe Bloggs	29.95	(L)

Valid relay

Seed time

Seed course

Leg	Competitors	Reserve error
1	<input type="text"/>	
2	<input type="text"/>	
3	<input type="text"/>	
4	<input type="text"/>	

7. Press **Return**

Home Find Add Meets

✓ The details have been updated.

8. You will now have a relay team. You can either press **Add Team** and repeat steps 4-7 to add another team, or press **Return** to return to the previous screen

Relay Teams for Event

Meet (016732) 2018 NSW 10 Years & Under - 12 Years State SC Championships

Event (49-49) Boys, 12 & Under, 4x50 Freestyle Relay

i Teams will be created at State level, for New South Wales & ACT

Team Name	Valid	Booked
New South Wales & ACT - A	Y	N

Page 1 of 1 | 1 - 1 of 1 | Per page 10 | csv

9. You will now see all your relay teams for that meet. If you wish to add more teams to the remaining events, repeat steps 3-7. Once you have added all your teams for this meet and you are ready to pay, they will be shown at the bottom of the screen. Payment **must be made** at this time in order for these relay teams to be accepted and processed at the time entries close. When you are ready to pay, press **Book**

Meet: (016732) 2018 NSW 10 Years & Under - 12 Years State SC Championships

Relay Events for this Meet

Event	Description	Age From	Age To	Gender	Legs
49-49	Boys, 12 & Under, 4x50 Freestyle Relay	0	12	Boys	4
50-50	Girls, 12 & Under, 4x50 Freestyle Relay	0	12	Girls	4
61-61	Boys, 12 & Under, 4x50 IM Relay	0	12	Boys	4
62-62	Girls, 12 & Under, 4x50 IM Relay	0	12	Girls	4

1 - 4 of 4 | Per page 10 | csv

Relay Teams for this Meet

Event Code	Event Title	Event S...	Description	Team Name	Valid	Booked	Paid
016732	2018 NSW 10 Years & Under - 12 Years State ...	49-49	Boys, 12 & Under, 4x50 F...	New South Wales & ACT - A	Y	N	N

1 - 1 of 1 | Per page 10 | csv

Cancel Book

10. Press **Continue**

2018 NSW 10 Years & Under - 12 Years State SC Championships (Relay Booking)

Member	State NSW
Fee type	Yes (0.00)

Cancel Continue

11. You **MUST** Select the relay fee here. If you leave it at **None** your relay team **will not be accepted**. Select **Yes** and press **Continue**

Complete Relays

Code	Team Name	Select fee type
49-49	Boys, 12 & Under, 4x50 Freestyle Relay New South Wales & ACT - A	<div style="border: 1px solid gray; padding: 2px;"> None </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> None </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;"> Yes (36.00) </div>

Back Continue

12. Check that your details are correct and press **Continue**

Booking details


⚠ Please check these details carefully, and use the 'Back' button if you need to change them. The total fee due is 36.54 which may be paid by debit or credit card on the next page.

Event	Fee
49 Boys, 12 & Under, 4x50 Freestyle Relay	36.00

Mail name
State NSW

i The information below shows how the total fee of 36.54 is calculated.

Meet fee	0.00
Event fee(s)	36.00
Transaction Fee	0.54
Paid (Transaction Fee)	
Total to pay	36.54




13. Enter your credit card details and press **Save**

Card Details

i Please enter your credit or debit card details.

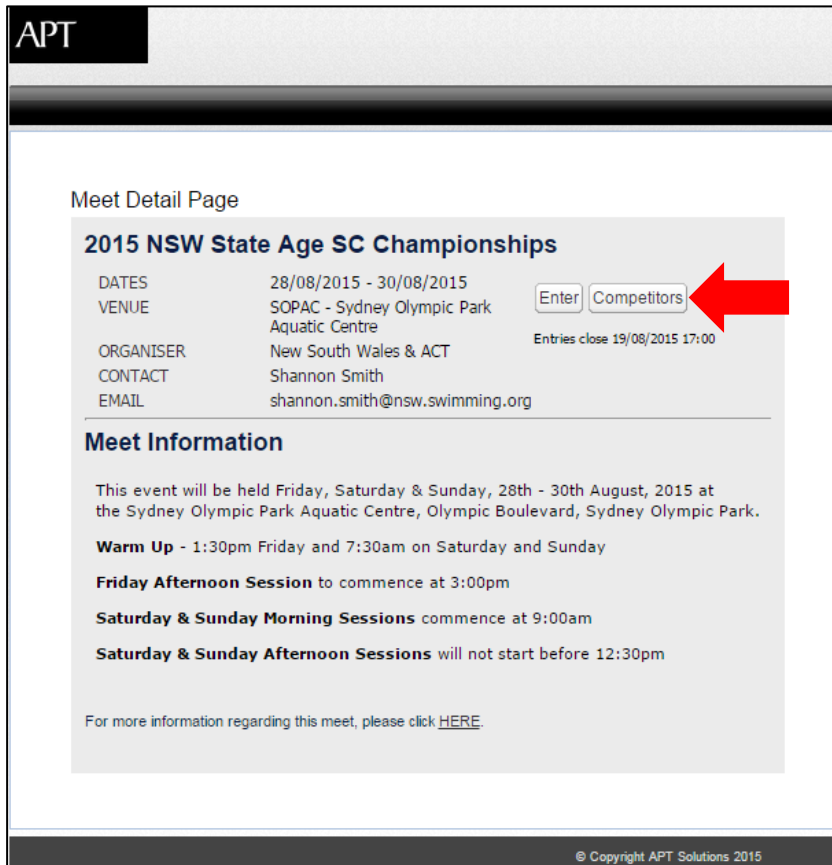
Card details

* Card name	<input type="text" value="Card name"/>
* Card number	<input type="text" value="Card number"/>
* Card expiry	<input type="text" value="MM / YY"/>
* Security code	<input type="text" value="CVC"/>



14. Follow the prompts until you have completed payment. Currently, the OME system does **not** email you a confirmation receipt. To keep receipt of this payment, please take a screen shot of the finalised payment page for your records (this can be done on most computer keyboards by pressing the **"Print Screen"** button and copy/pasting into a blank word or paint document

15. To check that your entries have been successful, return to the meet info page (as directed in **Step 5** of this guide), click on the OME link and from the entry page, click on the **Competitors** button



APT

Meet Detail Page

2015 NSW State Age SC Championships

DATES 28/08/2015 - 30/08/2015
VENUE SOPAC - Sydney Olympic Park Aquatic Centre
ORGANISER New South Wales & ACT
CONTACT Shannon Smith
EMAIL shannon.smith@nsw.swimming.org

Enter Competitors

Entries close 19/08/2015 17:00

Meet Information

This event will be held Friday, Saturday & Sunday, 28th - 30th August, 2015 at the Sydney Olympic Park Aquatic Centre, Olympic Boulevard, Sydney Olympic Park.

Warm Up - 1:30pm Friday and 7:30am on Saturday and Sunday

Friday Afternoon Session to commence at 3:00pm

Saturday & Sunday Morning Sessions commence at 9:00am

Saturday & Sunday Afternoon Sessions will not start before 12:30pm

For more information regarding this meet, please click [HERE](#).

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16. This will bring up the list of competitors who have entered **online** only. This list can then be sorted alphabetically by club using the arrow button shown below. Find the name of one of your relay competitors and click on the little + icon next to their name. This will show the events they are entered in and will show if the relay entry was successful



APT

Below is a list of Competitors

Competitor	Indiv Events	Club
Jade Douglas	2	Wollongong Swim Club Inc.
Jessica Egan	1	Willoughby SC Inc.
Olivia Morris	5	Sydney Swim PLC Club
Angus Rowe	4	Knox Pymble SC
Aiden Hawron	2	The Hills Swimming & Life Saving Club
Dylan Harrigan	5	Breakers SC
Kyra King	1	West's Illawarra Aquatic SC

Sort Ascending
Sort Descending
Columns

17. Following the close of Online Entries, a **Complete Start List** will be posted on the Swimming NSW website homepage and on the calendar meet info page for approximately **48 hours**. It is the swimmers' responsibility to check the Start List within the specified time frame. If there are any amendments and/or corrections to be made, please email meet.entries@nsw.swimming.org.au . **PLEASE NOTE:** NO changes will be made over the phone, if sent to any other email address, or if sent after the specified time and date
18. If you think you may have missed an entry, please ensure you check the **Start List** within the first 24 hours if you wish to request a late entry. For further information, please see the [Late Entry Policy](#)

ENTRY QUALIFYING TIMES

Entry times must have been achieved since the dates set out below for each meet listed for the 2017/2018 Summer Season

MEET	DATE
2017 NSW Metropolitan Championships	1 st October 2016
2017 NSW State Age 10 & Under - 12 Years Championships	1 st December 2016
2017 NSW State Age 13 - 18 Years Championships	1 st December 2016
2018 NSW Country Regional Meets	1 st January 2017
2018 NSW Country Championships	1 st October 2016
2018 NSW State Open Championships	1 st January 2017
2018 NSW National Prep Meet	1 st January 2017

Entry times must have been achieved since the dates set out below for each meet listed for the 2018 Winter Season

MEET	DATE
2018 NSW Country Short Course Championships	1 st June, 2017
2018 NSW Metropolitan Short Course Championships	1 st June, 2017
2018 NSW 13 Years & Over State Short Course Championships	1 st June, 2017
2018 NSW 10 & Under – 12 Years State Short Course Championships	1 st June, 2017

All Area approved Meet results should be uploaded into the National Results Database (NRD) BY THE CLUB RACE SECRETARY within seven (7) days of the completion of the meet.

All School Swim Meet Results should be uploaded into the National Results Database (NRD) BY SCHOOL SWIM MEET ORGANISER within seven (7) days of the completion of the meet.

Swimming NSW is not responsible for uploading these results.

SCHOOL SWIM MEET POLICY

Any swim meets conducted by schools, school associations or groups who wish to have their Meets recognised for the purpose of achieving qualifying standards must meet the following requirements and criteria;

1. Prior Approval in writing must be sought from Swimming NSW
2. The names of the *Intended* Referee and Starter must be provided at the time of application for Recognition of the Meet (unless these are not known at the time)
3. The *Actual* Referee must be a fully accredited and registered Referee
4. The *Actual* Starter must be a fully accredited and registered Starter
5. Times must be recorded by electronic or semi-electronic timing equipment
6. The TM Results and MM backup file, as well as the *Actual* Referee and Starter, and the ClubLANE Meet Code must be forwarded to Swimming NSW **BY THE DEDICATED SWIM MEET ORGANISER** within seven (7) days. For the avoidance of doubt, this is a period of 168 hours, commencing from 12am on the day following the conclusion of the meet.

Please Note:

It is a condition of entry to all Swimming New South Wales conducted meets that all Entry Times are able to be verified in accordance with the abovementioned criteria.

It is the responsibility of the Club to ensure that these times are able to be verified.

Should a Swimmer swim slower than the qualifying time in a Swimming New South Wales conducted meet and the qualifying time of the participant is not able to be verified, then the Swimmer will be fined in accordance with Swimming New South Wales General Rule GR 7.

All names and dates of birth must be correct when submitting these results to Swimming NSW otherwise we will not accept the school meet results

FREQUENTLY ASKED QUESTIONS

1. How do I obtain my Username and Password to enter online?

You should contact your Club Registrar to request your Username and Password or alternatively you can contact the Swimming NSW Office on (02) 9763 5833

2. When I enter a meet, it says I don't qualify for some events?

Firstly, you will need to check that you have a valid qualifying time in the **National Results Database**. Go to the Swimming NSW website at <http://nsw.swimming.org.au> and click on the **Results** icon (pictured).

In the fields provided, enter your **name** (make sure you select the correct name that appears in the drop down menu as you start typing), the **stroke** and **distance** of the time you are looking for, and select **Results Status - Approved**. Click **Find**



Swimmer: <input type="text"/>	Distance: 50 metre <input type="button" value="v"/> All <input type="button" value="v"/>	PB: All <input type="button" value="v"/>	<input type="button" value="Find"/>
Meet: <input type="text"/>	Stroke: Freestyle <input type="button" value="v"/>	Age: <input type="text"/> to <input type="text"/>	
Dates: <input type="text"/> to <input type="text"/>	Result Status: Approved <input type="button" value="v"/>	Gender: All <input type="button" value="v"/>	<input type="button" value="Clear"/>

The list of results for this event will display below. If your results are not showing, change the **Results Status** to **Not Approved** and click **Find**. If the results you are looking for are displayed here, you will be unable to use them in the OME system. If the results you are looking for are still not showing, or if you have any further problems, please contact the Swimming NSW Office on (02) 9763 5833

3. I want to use a SC time to enter in a LC meet, how do I enter?

For Long Course meets, the OME system will pick up your fastest LC entry time. If you do not have one, the OME system will then select your fastest SC entry time, however, this will mean your entry time will be **equal to** the LC Qualifying Time for that event

4. I want to use a LC time to enter in a SC meet, how do I enter?

For Short Course meets, the OME system will pick up your fastest SC entry time. If you do not have one, the OME system will then select your fastest LC entry time

5. What if I swim a faster time AFTER I have already submitted my online entries?

The OME system will pick up your fastest available approved entry time recorded in the NRD at the closing time and date of the meet. If this time does not appear on the Complete Start List after the close of entries, please contact the Swimming NSW Office on (02) 9763 5833

6. I'm a Multi Class (MC) swimmer, how do I enter online?

Online Meet Entries for MC Swimmers is the same process as outlined in this guide. However, once you have submitted your entries online, you must email meet.entries@nsw.swimming.org.au stating your current MC Classification

FREQUENTLY ASKED QUESTIONS (cont...)

7. What if I don't have a credit card, visa debit or mastercard debit card?

There are a few options available to members who wish to register, but do not have a credit/debit card. Please note that the Online Meet Entry system only accepts Visa and MasterCard branded credit/debit cards

Some examples of these options are:

- **Visa pre-paid charge card** - this can be brought in preset amounts from **Australia Post**. Once the amount has been spent they can just be thrown away
- **ANZ Everyday Visa Debit Card** - (does not require an ANZ bank account). It uses only the amount of money the member has transferred onto it from their existing bank account
- **Visa Gift cards** - these have preset limits and can be disposed of once fully spent. These are available at **ANZ bank branches, Westpac bank branches, Australia Post outlets, 7-Eleven stores and Caltex petrol stations**

8. What if I don't have internet access?

There are several options that may be suitable for members. For example:

- Your Club could run an OME Registration Day in which you could provide a computer with internet access for your members to use
- Members may have family or friends who would be willing to provide internet access
- Community libraries offer free internet access to the public
- Internet Cafés may be accessible to your members

9. What if your club pays for swimmers' entries?

If your club pays for swimmers' entries or subsidises your entries the system provides two options:

- If the club pays all entries fees, the club Race Secretary can log in on the member's behalf and enter and pay for the required events online
- If the club subsidises swimmers' entries, the individual will need to log in and enter and pay online and then the club will need to reimburse the individual

10. How can I check if a swimmer has been entered correctly?

To check that your entries have been successful, return to the meet information page (as directed in **Step 5** of this guide), click on the OME link and from the entry page, click on the **Competitors** button

Meet Detail Page

2015 NSW State Age SC Championships

DATES	28/08/2015 - 30/08/2015	Enter	Competitors
VENUE	SOPAC - Sydney Olympic Park Aquatic Centre	Entries close 19/08/2015 17:00	
ORGANISER	New South Wales & ACT		
CONTACT	Shannon Smith		
EMAIL	shannon.smith@nsw.swimming.org		

Meet Information

This event will be held Friday, Saturday & Sunday, 28th - 30th August, 2015 at the Sydney Olympic Park Aquatic Centre, Olympic Boulevard, Sydney Olympic Park.

Warm Up - 1:30pm Friday and 7:30am on Saturday and Sunday

Friday Afternoon Session to commence at 3:00pm

Saturday & Sunday Morning Sessions commence at 9:00am

Saturday & Sunday Afternoon Sessions will not start before 12:30pm

For more information regarding this meet, please click [HERE](#).

This will bring up the list of competitors who have entered **online** only. This list can then be sorted alphabetically by club using the arrow button shown below. If you cannot see your entries, please contact the Swimming NSW Office on (02) 9763 5833



The screenshot shows a web interface with a header 'APT' and a message 'Below is a list of Competitors'. Below the message is a table with columns 'Competitor', 'Indiv Events', and 'Club'. A dropdown menu is open over the 'Club' column header, showing options for 'Sort Ascending', 'Sort Descending', and 'Columns'. A red arrow points to the dropdown arrow in the 'Club' column header.

Competitor	Indiv Events	Club
Jade Douglas	2	Wollongong Swim Club Inc.
Jessica Egan	1	Willoughby SC Inc.
Olivia Morris	5	Sydney Swim PLC Club
Angus Rowe	4	Knox Pymble SC
Aiden Hawron	2	The Hills Swimming & Life Saving Club
Dylan Harrigan	5	Breakers SC
Kyra King	1	West's Illawarra Aquatic SC

For more information regarding the Online Entry Process, please don't hesitate to contact SNSW Events Manager Shannon Smith on the email address at the start of this document or by phoning 02) 8047 8503 or 0419 463 651.