

Online Relay Entries

How to Process Online Relay Entries for Club Race Secretaries and Registrars

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

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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

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Online Relay Entries cont...

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			
3	Freestyle			
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"/>	

Online Relay Entries cont...

- 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	<input type="text" value="Bloggs Joe"/>	28.54	(L)
2	Freestyle	<input type="text" value="Joe Bloggs"/>	29.48	(L)
3	Freestyle	<input type="text" value="Bloggs Joe"/>	29.57	(L)
4	Freestyle	<input type="text" value="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"/>	



- Press **Return**

Home Find Add Meets

✓ The details have been updated.



- 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

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Online Relay Entries cont...

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

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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

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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

None
None
Yes (36.00)

Back Continue

Online Relay Entries cont...

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

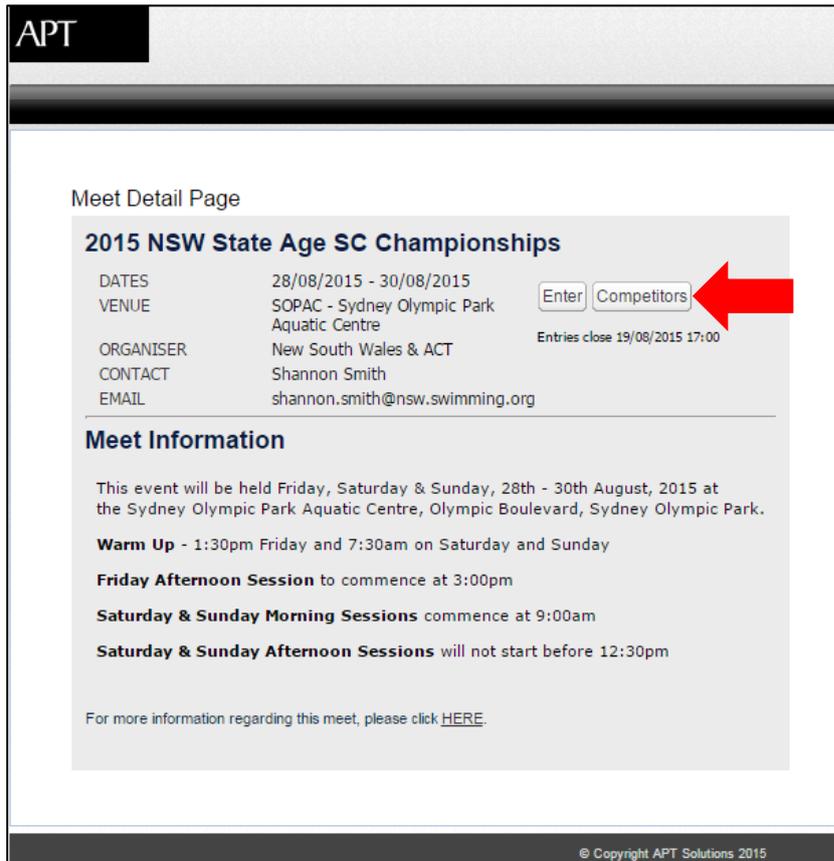
* Card name	<input type="text" value="Card name"/>
* Card number	<input type="text" value="Card number"/>
* Card expiry	<input type="text" value="MM / YY"/>
* Security code	<input type="text" value="CVC"/>



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)

Online Relay Entries cont...

15. To check that your entries have been successful, return to the meet info page, 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 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

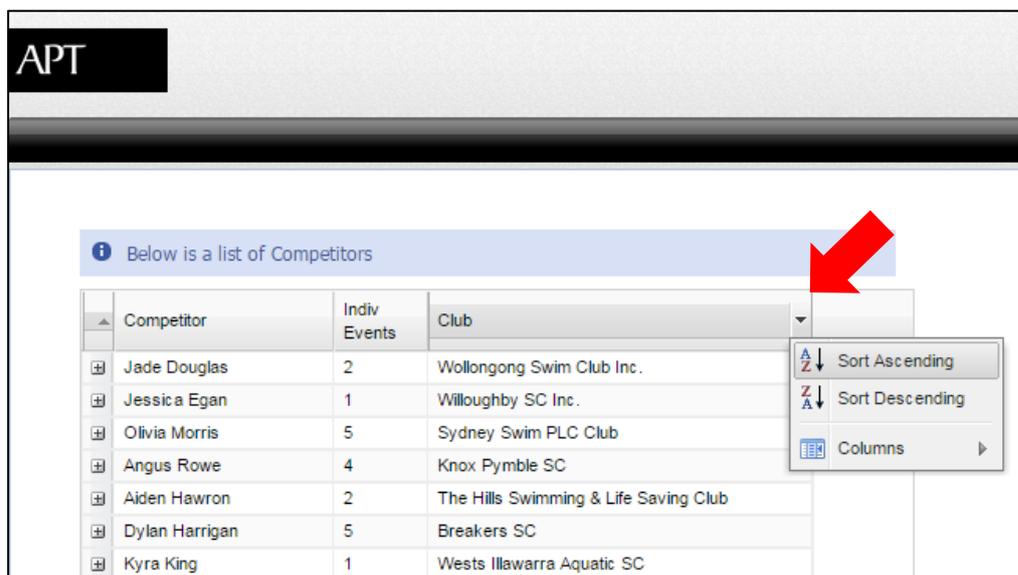
Saturday & Sunday Morning Sessions commence at 9:00am

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

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

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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

Online Relay Entries cont...

- 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 Race Secretary/Registrars responsibility to check the Start List within the specified time frame. If there are any amendments and/or corrections to be made to your relay team, please email meet.entries@nsw.swimming.org.au within the advertised 48hour period. **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 regarding late entries, please see the [Late Entry Policy](#)