

How to link a venue to your entity

The majority of venues already exist in Swim Central. In order to add a venue to your meets or events, your entity must be linked to the venue in Swim Central. If you are using a brand-new venue, please contact admin@nsw.swimming.org.au to add it to Swim Central. Steps for linking a venue to your entity are below.

Access your entity home in Swim Central

Entity Home Entity Selector

Lake Cargelligo SC

Logo
No logo uploaded
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Details

Entity Contact Email taryn.kendall@sc... .n	Entity Contact Name Taryn Kendall
Entity Contact Phone [Redacted]	
Short Name for Meet LC	Abbreviation for Meet CARG
ABN ⓘ 12683943769	Registered Name ⓘ LAKE CARGELLIGO AMATEUR

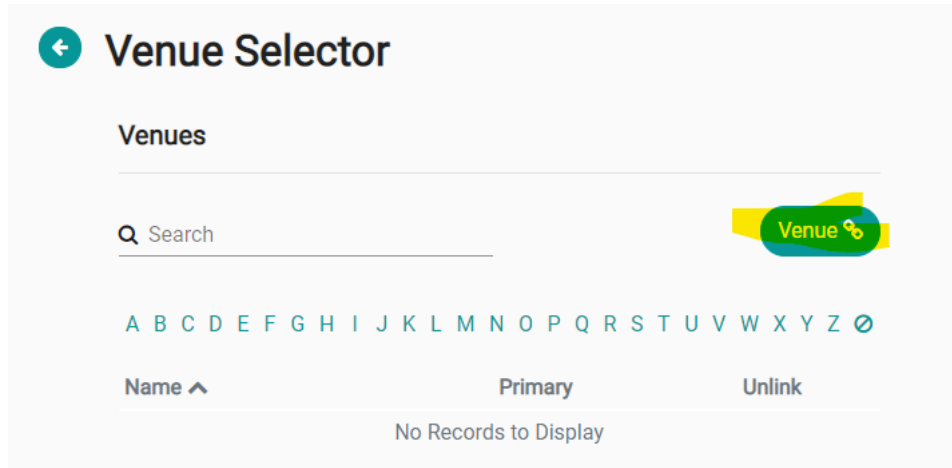
- Members
- Approvals
- Messages
- Events
- Coaching
- Purchases
- Documents
- Reports
- Products
- Discounts
- Positions
- Venues

Click on the 'Venues' icon.

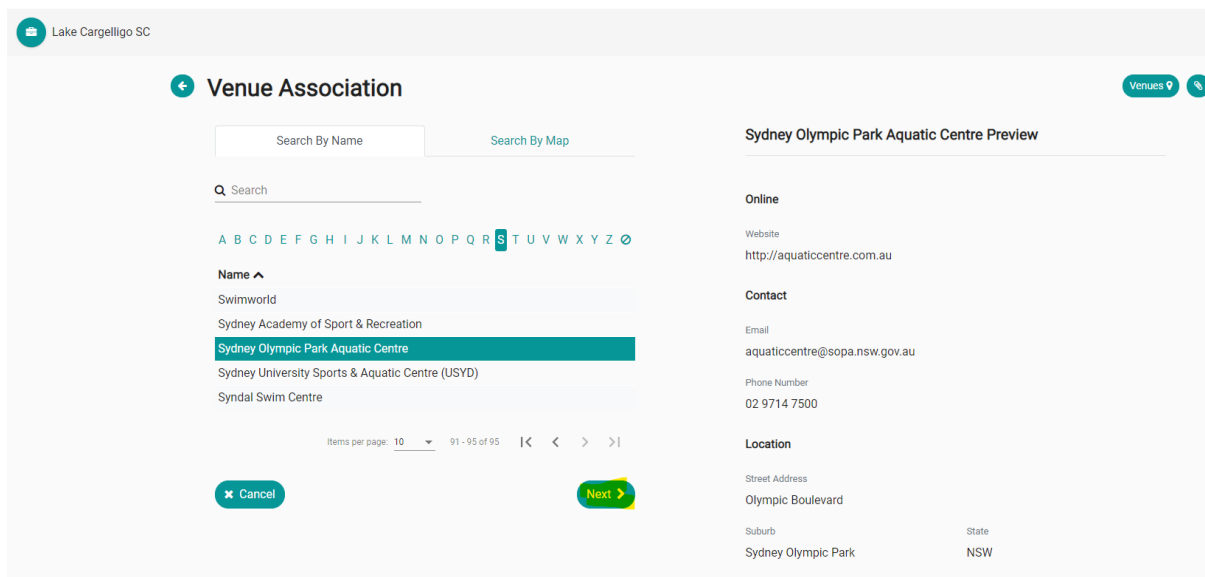
Entity Selector

- Members
- Approvals
- Messages
- Events
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- Documents
- Reports
- Products
- Discounts
- Positions
- Venues**
- Document Provision
- Groups
- Security

In venue selector, click the blue 'Venue Button'



Select the venue you would like linked to your entity & click 'Next'



Click Confirm. The venue is now linked to your entity.

← Venue Association

Confirm the Entity Venue Association

Entity

Lake Cargelligo SC

Venue

Sydney Olympic Park Aquatic Centre

← Back

Confirm 

Once you have linked venues to your entity, when creating events you will be able to select the venue from the drop down menu as seen below.

Event Edit

Event Home  

Edit Test Meet

Event Name

Test Meet

Event Description

Event Description

Course Type *

Short Course

Timing Type *

Manual

Venue

Venue

Choose a Venue from those
linked to this Entity

Please Select

Please Select

Sydney Olympic Park Aquatic Centre

Event Dates