

# How to set up a meet in Swim Central?

Once logged in to Swim Central, access your **Entity Home**.

Click on the **'Events'** icon.

Click 'Event +'

Select Event Type & upload Meet Events ZIP/EV3

Once uploaded, click Edit.

← Event Home Event Selector 🔍

2016 NSW SC Country Championships

Export 📄 Roster 📅 Publish 📄 **Edit ✎**

*Details*

Seeding Preference Code (EV3)	Meet Class
SLY	A

*Event Dates*

Start Date	Finish Date
02-07-2016	03-07-2016

*Type*

Event Type  
Transition Meet

Required Timing  
Manual

*Timing*

Event Timing	Timing Conformant
Any	✘

*Qualifications*

Earliest Allowed Qualification	Course Time
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Rac. 📄 Pos. 📄 Req. 📄 Att. 📄 Tix. 📄

Event Sessions

#	Day	Start	Est.Finish	Detail
1	1	2 Jul, 9:00 AM	2 Jul, 9:00 AM	☰
2	1	2 Jul, 12:30 PM	2 Jul, 12:30 PM	☰
3	2	3 Jul, 9:00 AM	3 Jul, 9:00 AM	☰
4	2	3 Jul, 12:30 PM	3 Jul, 12:30 PM	☰

10 ▾ 4 Records

Edit any relevant details.

← Event Edit

Edit 2016 NSW SC Country Championships

*Details*

Event Name

2016 NSW SC Country Championships 33 of 100

Named Sponsors

Named Sponsors 0 of 100

Event Description

Event Description 0 of 100

*Venue*

Venue

Sydney Olympic Park Aquatic Centre ▼

*Event Dates*

Start Date

04/01/2016

Finish Date

03/07/2016

*Nominations Dates*

Opening Date

dd/mm/yyyy

Closing Date

dd/mm/yyyy

*Timing*

Event Timing \*

Any ▼

*Qualifications*

Earliest Allowed Qualification \*

01/06/2015

Course Type \*

Long Course ▼

Qualification Course Conformance

Allow Conforming Only ▼

Qualification Seeding

Use Race Qualification Time ▼

*Event Settings*

Lanes Per Race

8

Seconds Between Heats

30

Seat Participant Min. Age

13

Seats Per Lane

3

Club Host Factor

0.5

Seat Duration Per Period (mins.)

240

Max. Duration Per Session (mins.)

Click Save once all relevant details are filled in.

On the right-hand side, you can view the event sessions and each individual event. By clicking on the detail icon, you can view & edit further details, including qualifying times.

The screenshot shows the 'Event Home' page for '2016 NSW SC Country Championships'. The page is divided into two main sections: event details on the left and event sessions on the right.

**Event Details (Left):**

- Export**, **Roster**, **Publish** (highlighted), **Edit** buttons.
- Details:** Seeding Preference Code (EV3) SLY, Meet Class A.
- Venue:** Sydney Olympic Park Aquatic Centre.
- Event Dates:** Start Date 04-01-2016, Finish Date 03-07-2016.

**Event Sessions (Right):**

#	Day	Start	Est.Finish	Detail
1	1	2 Jul, 9:00 AM	2 Jul, 9:00 AM	Detail icon
2	1	2 Jul, 12:30 PM	2 Jul, 12:30 PM	Detail icon
3	2	3 Jul, 9:00 AM	3 Jul, 9:00 AM	Detail icon
4	2	3 Jul, 12:30 PM	3 Jul, 12:30 PM	Detail icon

Navigation: Rac. [icon], Pos. [icon], Req. [icon], Att. [icon], Tix. [icon]. Page 10 of 4 Records.

Once event set-up is complete, click **Publish** and then **Continue**.

This screenshot is identical to the one above, but with a black arrow pointing to the **Publish** button, indicating the next step in the process.

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## Publish event



Are you sure you want to publish this event?

2016 NSW SC Country Championships

If you proceed, all tickets created for this event will now be available for sale.

 Cancel

Continue 

Your event is now set-up and online entries will be available for the *Nominations Dates* you have selected.

**More detailed steps coming soon.**