## How to set up a meet in Swim Central?

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



#### Click on the 'Events' icon.

New South Wa	les			
<ul> <li>Entity Home</li> </ul>				Entity Selector Q
New South Wales				
Details				
Payment Terms Accepted	Identity Documents Provided	Members	Approvals	Messages
×	×			
Abbreviation for Meet			$(\mathbf{S})$	(.义)
NSW				
		Events	Purchases	Documents
	Edit 🗭			
				(%)
Address				
Address Line 1	Suburb	Reports	Products	Discounts
PO Box 571	Sydney Markets			
State	Postcode	( 🔷 )	( 🗸 )	
NSW	2129			
		Positions	Venues	Provision Document

### Click **'Event +'**

New South Wa	les			
<ul> <li>Entity Events</li> </ul>		١		Entity 🚔 🔇
Select Event		Ţ	Entity Events	
	Link %	Event +	Select an Event to view more information.	
Search Q Search	Filter	<b>3</b>		

### Select Event Type & upload Meet Events ZIP/EV3

New South	Wales	
Add Event		Events 🚔 🔦
	New Swimming Event (EV3/ZIP) New Social E	ivent
	Upload File	
	To <sup>1</sup> create a new Swimming Event, you will need to use a Meet Ev EV3 file from the Meet Manager application.	ents ZIP or
	The Meet Manager application exports Meet Events as a ZIP file uploaded here, Swim Central will create a new Event and pre-fi Sessions and Races in accordance with the configuration contain	e, and when ill all Event ied within.
	Event Type	
	Please Select	$\overline{}$
	Meet Events ZIP/EV3 File Choose file Brow	vse

# Once uploaded, click Edit.

📀 Event Home			Ever	t Selector Q		
2016 NSW SC Country Champ	onships		Rac. 🏁	Pos. 🛋	Req. ⊘ Att. 😤	Tix. 🛷
Export 🛓 Roster 🔮	Publish 🔁 Edit 🗸	Eve	ent Sessi	ons		
Details		#	Day	Start	Est.Finish	Detail
Seeding Preference Code (EV3)	Meet Class	1	1	2 Jul, 9:00 AM	2 Jul, 9:00 AN	/ 📰
SLY	А	2	1	2 Jul, 12:30 PM	2 Jul, 12:30 Pl	M <b>I</b>
Event Dates		3	2	3 Jul, 9:00 AM	3 Jul, 9:00 AN	/ ■
		4	2	3 Jul, 12:30 PM	3 Jul, 12:30 Pl	M 📰
Start Date	Finish Date					
Type	05-07-2010					10 • 4 Records
Event Type						
Transition Meet						
Required Timing	Is Official Event					
Manual	✓					
Timing						
Event Timing	Timing Conformant					
Any	×					
Qualifications						
Forliget Allowed Auglification	Course Tune					

# Edit any relevant details.

Edit 2016 NSW SC Country Champi	onships	
Dotaile		
Event Name		
2016 NSW SC Country Championships		
Newed Oceanor		33 of 10
Named Sponsors		
		0 of 10
Event Description		
		0 of 10
Venue		
Venue		
Sydney Olympic Park Aquatic Centre		,
Event Dates		
Start Date	Finish Date	
04/01/2016	03/07/2016	
Opening Date dd/mm/yyyy	Closing Date	
Timina		
Event Timing *		
Any	•	
Qualifications		
Earliest Allowed Qualification *	Course Type *	
	Long Course	
01/06/2015		
01/06/2015 Qualification Course Conformance	Qualification Seeding	
01/06/2015 Qualification Course Conformance Allow Conforming Only	Qualification Seeding           V           Use Race Qualification Time	
01/06/2015 Qualification Course Conformance Allow Conforming Only Event Settings	Qualification Seeding       •       Use Race Qualification Time	
01/06/2015 Qualification Course Conformance Allow Conforming Only Event Settings Lanes Per Race	Qualification Seeding  Use Race Qualification Time  Seconds Between Heats	
01/06/2015 Qualification Course Conformance Allow Conforming Only Event Settings Lanes Per Race 8	Qualification Seeding       •       Use Race Qualification Time       Seconds Between Heats       30	
01/06/2015 Qualification Course Conformance Allow Conforming Only Event Settings Lanes Per Race 8 Seat Participant Min. Ane	Qualification Seeding       •       Use Race Qualification Time       Seconds Between Heats       30       Seats Per Lane	
01/06/2015 Qualification Course Conformance Allow Conforming Only Event Settings Lanes Per Race 8 Seat Participant Min. Age 13	Qualification Seeding       •       Use Race Qualification Time       Seconds Between Heats       30       Seats Per Lane       3	
01/06/2015 Qualification Course Conformance Allow Conforming Only Event Settings Lanes Per Race 8 Seat Participant Min. Age 13 Club Host Factor	Qualification Seeding         V         Use Race Qualification Time         Seconds Between Heats         30         Seats Per Lane         3         Seat Duration Per Period (mine )	

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.

New South Wales								
Event Home Event Selector Q								ector Q
2016 NSW SC Country Championships				Rac. 🌬	Pos. 🗎	Req. 🕑	Att. 嶜	Tix. 🛷
Export 🛓 Roster 😤	Publish 💆	Edit 🖉	Eve	nt Sessic	ons			
Details			#	Day	Start		Est.Finish	Detail
Seeding Preference Code (EV3)	Meet Class		1	1	2 Jul, 9:00 AM		2 Jul, 9:00 AM	:=
SLY	А	Co-	2	1	2 Jul, 12:30 PM	2	2 Jul, 12:30 PM	:=
Venue			3	2	3 Jul, 9:00 AM		3 Jul, 9:00 AM	:=
Verue			4	2	3 Jul, 12:30 PM	3	3 Jul, 12:30 PM	:=
Sydney Olympic Park Aquatic Centre							(1	0 • 4 Records
Event Dates								
Start Date	Finish Date							
04-01-2016	03-07-2016							

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

Event Home     Event Selector Q							ector Q
2016 NSW SC Country Champi	onships		Rac. 🏁	Pos. 🗎	Req. 🥑	Att. 醬	Tix. 🋷
Export 🛓 Roster 👹	Publish 🖄 Edit 🖌	Eve	nt Sessi	ons			
Details	<b>N</b>	#	Day	Start		Est.Finish	Detail
Seeding Preference Code (EV3)	Meet Class	1	1	2 Jul, 9:00 AM	:	2 Jul, 9:00 AM	:=
SLY	A	2	1	2 Jul, 12:30 PM	2	2 Jul, 12:30 PM	:=
Event Dates	<i>№</i> 3	3	2	3 Jul, 9:00 AM	:	3 Jul, 9:00 AM	:=
		4	2	3 Jul, 12:30 PM	3	Jul, 12:30 PM	:=
Start Date	Finish Date						
02-07-2016	03-07-2016					(10	• • 4 Records
Tvne							



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

More detailed steps coming soon.