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.

Edit any relevant details.

← **Event Edit**　　　　　　　　　　　　　　　　　　　　　　　　　Event Home 📅　🔗

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.

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

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.