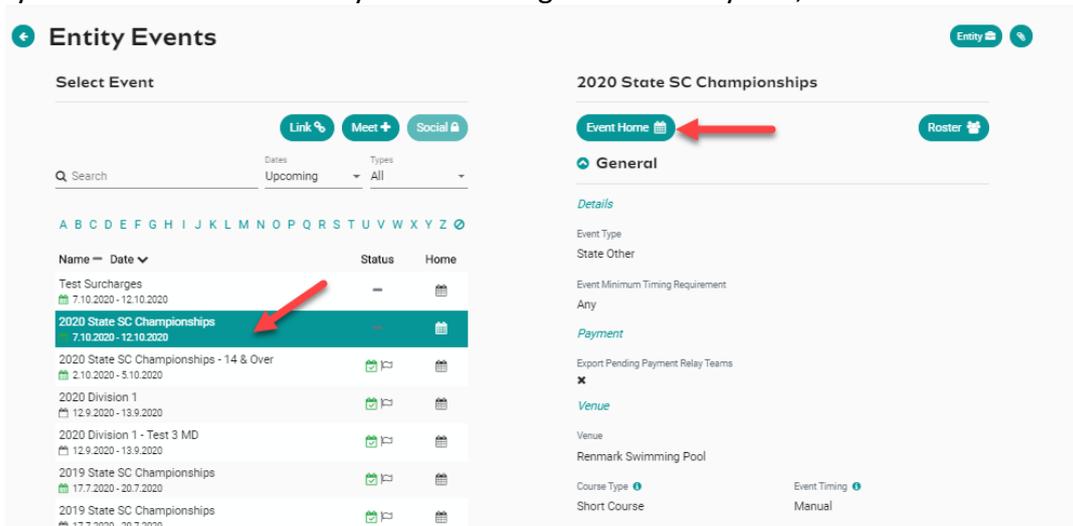


NOMINATING FOR A MEDLEY RELAY (MALE & FEMALE ONLY TEAMS)

This help guide is for **Race Secretaries and Coaches** wanting to enter Male or Female Medley relay teams into upcoming swim meets. Instructions for mixed Medley relays can be found at the bottom of [this page](#).

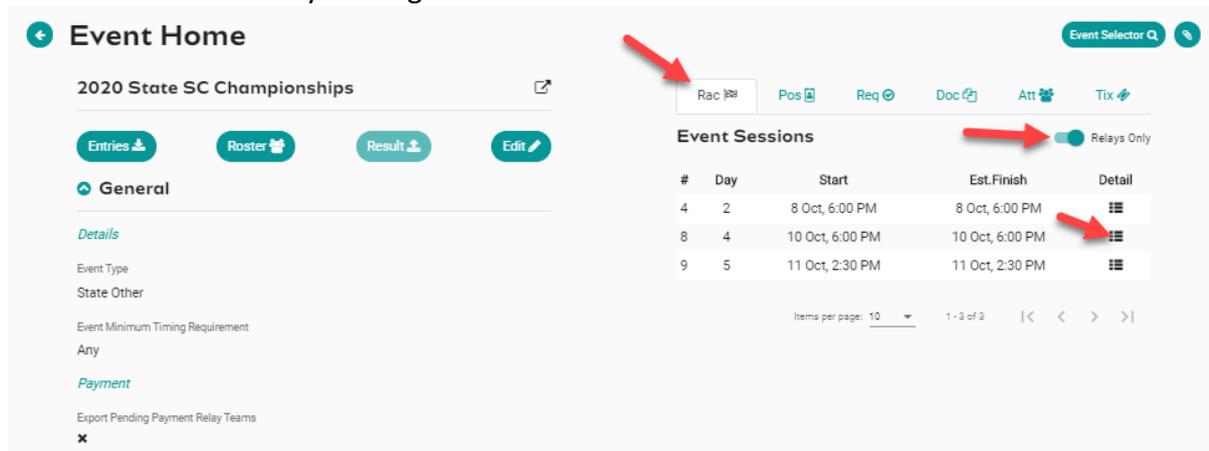
From your dashboard home screen, select **Entity Management** from in the left-hand navigation panel. Enter your entity PIN and select **Confirm**, select the correct club/organisation *for which relay teams are being created and entered*. Select **Events** and find the meet you are looking to enter teams to compete. To learn how to associate your club to an external meet, [click here](#) for instructions.

Once you have found the meet you are looking to enter relays for, select **Event Home**



The screenshot shows the 'Entity Events' interface. On the left, there is a 'Select Event' section with a search bar and a list of events. The '2020 State SC Championships' event is highlighted in green, with a red arrow pointing to it. On the right, the 'Event Home' page for the '2020 State SC Championships' is shown, with a red arrow pointing to the 'Event Home' button.

From **Event Home**, view the **Event Sessions** from the **Races** tab on the right. Turn on the toggle for **Relays Only** to view only the sessions with relay races available for entry. View the session event list by clicking on the session detail.



The screenshot shows the 'Event Home' page for the '2020 State SC Championships'. On the right, there is a 'Races' tab selected, and a 'Relays Only' toggle is turned on. Below this is a table of 'Event Sessions' with columns for '#', 'Day', 'Start', 'Est.Finish', and 'Detail'. A red arrow points to the 'Relays Only' toggle, and another red arrow points to the 'Detail' column header. A third red arrow points to the 'Detail' icon for the first session.

#	Day	Start	Est.Finish	Detail
4	2	8 Oct, 6:00 PM	8 Oct, 6:00 PM	
8	4	10 Oct, 6:00 PM	10 Oct, 6:00 PM	
9	5	11 Oct, 2:30 PM	11 Oct, 2:30 PM	

1. Select the MEDLEY relay event you want to enter, click on Team +

Session Races Preview

Select Race

Q Search Relays Only

#	Sub.	Name	Ages	Fees
21	8-83	Womens 400M Free Relay Fnl	<109	\$21.00
22	8-84	Mens 400M Free Relay Fnl	<109	\$21.00

Items per page: 10 1-2 of 2

Race Qualifications

Qualification Slower Than Faster Than
No Records to Display

Nominees Positions

Q Search Team +

Team Name Team Id Qlf. Time Status Actions

The system will show the 4 fastest qualifying Swimmers on the right screen in the order of backstroke, breaststroke, butterfly and freestyle.

2. A list of backstroke swimmers will be the default stroke shown in the left-hand screen. To **amend** your team, you can search for swimmers via stroke type and or swimmer's name. Swimmers are shown by default as fastest to slowest and alphabetically by surname if equal times or NT.
3. To **add** a swimmer to your team, select **stroke type** and then click on the **swimmer's name**. Depending on the event set up, you will be able to add up to 4 reserves. The reserves can be set at any stroke
4. Click on **Nominate** to save your team & repeat steps 1 to 5 to add extra teams to the same event. Swimmers already assigned to a team in the same event will be locked.

Add Team Nomination

Team Selection for Womens 400M Medley Relay Fnl

Q Search Stroke Type Backstroke

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	MIF	MC	Time	AIV
Isabella Duval 23.11.2002 (17)	F		1:14.79 20-07-17	✓
Sophie McCallum 25.9.2004 (16)	F		1:18.00 19-07-18	✓
Jasmine Crawford 6.8.2006 (14)	F		1:19.15 29-06-19	✓
Elisha Jones 14.12.2006 (13)	F		1:24.65 18-07-19	✓
Amelia Duval 10.4.2004 (16)	F		1:25.09 11-01-19	✓
Aileen Gideon-Takasawa 23.2.2003 (17)	F		1:25.10 04-02-18	✓
Kiara McInnes 18.7.2005 (13)	F		1:25.27 08-07-18	✓
Ella Neumann 12.9.2006 (14)	F		1:25.27 25-05-19	✓
Kara Scarborough 18.3.2007 (13)	F		1:28.67 27-10-19	✓
Kaitlyn Richards 1.4.2004 (16)	F		1:29.05 11-03-18	✓

Items per page: 10 1-10 of 60

Womens 400M Medley Relay Fnl Qualifications

Nominee	MIF	Time	AIV	Export
Isabella Duval Leg 1	F	★ 1:14.79 Backstroke	✓	✖
Aileen Gideon-Takasawa Leg 2	F	★ 1:26.54 Breaststroke	✓	✖
Kaitlyn Richards Leg 3	F	★ 1:13.17 Butterfly	✓	✖
Sophie McCallum Leg 4	F	★ 1:06.25 Freestyle	✓	✖
Kiara McInnes Leg 5	F	1:10.20 Freestyle	✓	✖
Jasmine Crawford Leg 6	F	1:10.22 Freestyle	✓	✖
Team Fastest 4		5:00.75		
Team Stats (6)		★ 5:00.75		
Team Slowest 4		5:04.72		

Team nominations for Medley Events must include at least one participant per stroke in each Team Export.

The Event Host requires that a minimum of 6 Participants be included in each Team Export.

Recalculate Nominate

★ 1:00.37
Freestyle

Star indicates swimmer nominated for the relay team

AIV

Swimmer is available to enter this event and verified time



Swimmer has no results

Recalculate - clears the swimmers in the nominee screen and populates the 4 fastest available and verified swimmers

- Review your teams for each event – A Team ID Alpha Character is assigned to each team name; this is displayed as an additional column beside Team Name. The team list can be sorted by fastest time, which would list Team A first, then Team B etc
- Select the **black trolley** to add each Team nomination to the entity cart. This will create a purchase order for each team nomination

 Create Purchase order

 Edit Team

 In Shopping Cart; Purchase order not created - not exported

 Delete the team

Race Qualifications

Qualification Slower Than Faster Than
No Records to Display

Nominees  Positions 

Q Search Team +

Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A MP		2:05.13		  
Mountain Pool B MP		2:15.84		  
Mountain Pool C MP		2:28.42		  

Items per page: 10 1 - 3 of 3 < > >>

- Next go to **Entity Home, Entity Cart** where you can view your purchase orders for your relays. **Confirm or remove** any purchase order then select **Ts & Cs** then **Checkout**

Entity Cart Empty 

Confirm Your Cart Contents

Product Name	exGST	GST	Qty	incGST
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool C 	\$23.85	\$2.39	1	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool B 	\$23.85	\$2.39	1	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool A 	\$23.85	\$2.39	1	\$26.24
Grand Total			3	\$78.72
GST Component				\$7.17
Transaction Fee*				\$15.72

* fees and surcharges included in total amount shown

I agree with Ts & Cs **Checkout** 

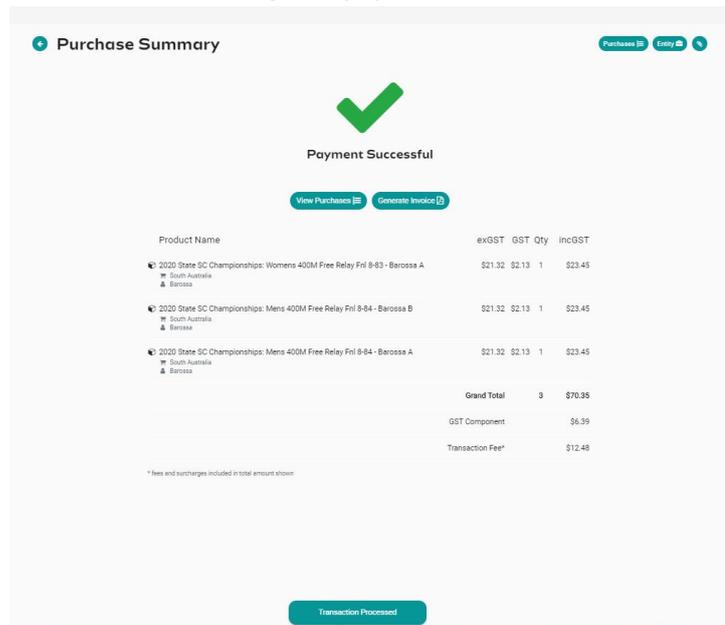
Terms and Conditions of Purchase

I agree to the terms and conditions of this purchase.
I acknowledge the full terms and conditions are available to me [HERE](#)

Specific Terms and Conditions:

- Terms and Conditions of Membership - Individual
- Terms and Conditions - Promotions
- Terms and Conditions of Sale
- Terms and Conditions of Membership - Club / District
- Refund Policy
- Fees and Charges Policy
- Pool Deck Policy

8. Provide **Credit Card Details** then select **Purchase**
9. A large green tick will show confirming that payment was successful



10. To View your nominated Teams and their status go to the **Events Home Page** select **Tms**. A list of your nominated teams will show.



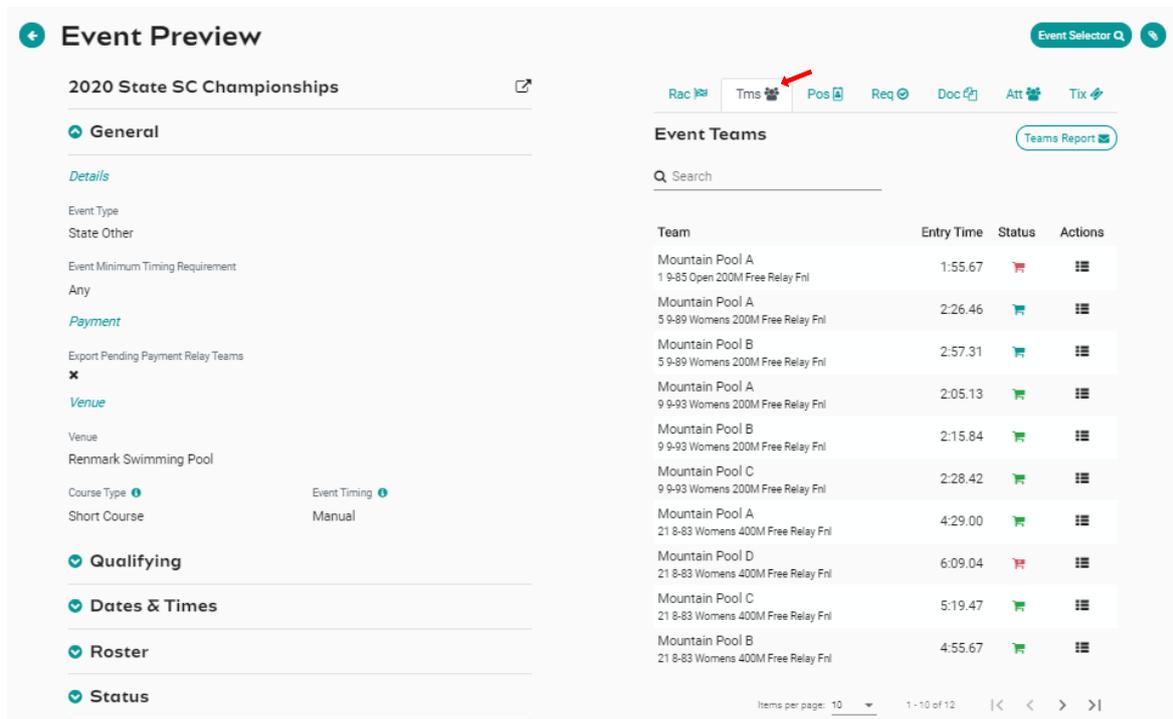
Green Trolley – Payment received and entry completed



Blue Trolley – Entity submitted & Purchase Order created (pending) payment



Red Trolley – Purchase Order not created, refunded or require payment – not exported



Event Preview

2020 State SC Championships

Event Selector

Rac | **Tms** | Pos | Req | Doc | Att | Tix

Event Teams Teams Report

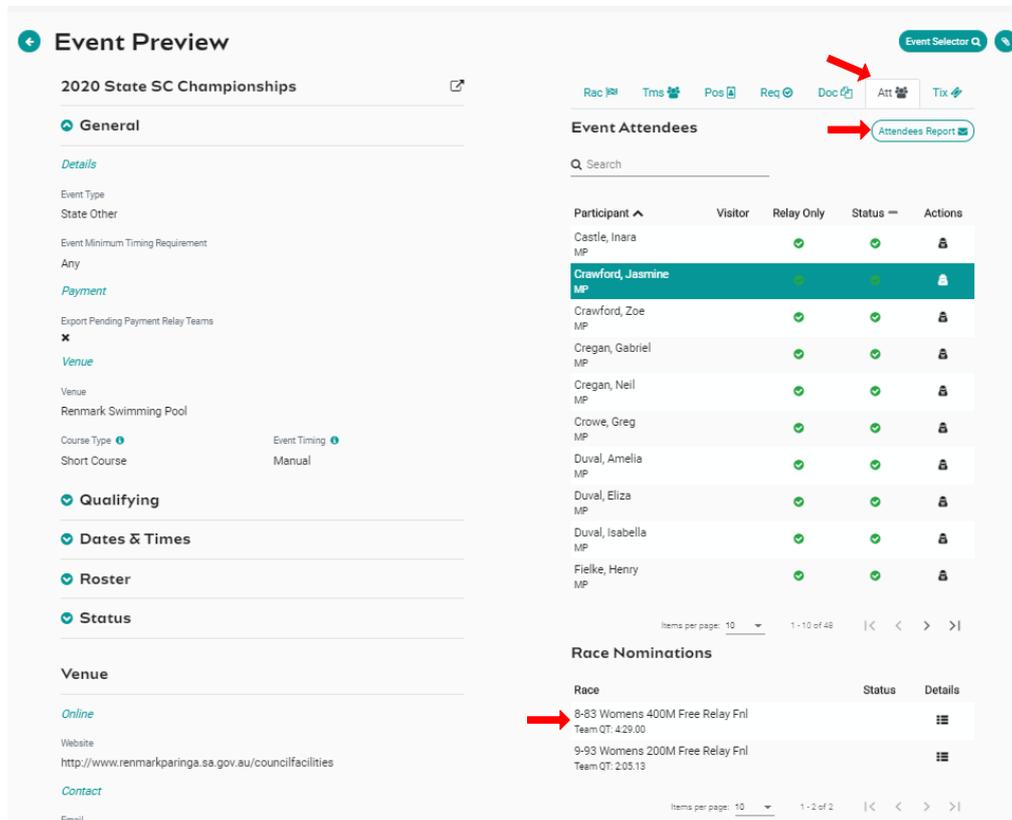
Q Search

Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fnl	1:55.67	Red Trolley	⋮
Mountain Pool A 5 9-89 Womens 200M Free Relay Fnl	2:26.46	Blue Trolley	⋮
Mountain Pool B 5 9-89 Womens 200M Free Relay Fnl	2:57.31	Blue Trolley	⋮
Mountain Pool A 9 9-93 Womens 200M Free Relay Fnl	2:05.13	Green Trolley	⋮
Mountain Pool B 9 9-93 Womens 200M Free Relay Fnl	2:15.84	Green Trolley	⋮
Mountain Pool C 9 9-93 Womens 200M Free Relay Fnl	2:28.42	Green Trolley	⋮
Mountain Pool A 21 8-83 Womens 400M Free Relay Fnl	4:29.00	Green Trolley	⋮
Mountain Pool D 21 8-83 Womens 400M Free Relay Fnl	6:09.04	Red Trolley	⋮
Mountain Pool C 21 8-83 Womens 400M Free Relay Fnl	5:19.47	Green Trolley	⋮
Mountain Pool B 21 8-83 Womens 400M Free Relay Fnl	4:55.67	Green Trolley	⋮

Items per page: 10 1 - 10 of 12

ATTENDEES REPORT

To obtain a list of attendees for the relay events go to **Event Home** -> **Att Tab** -> Select **Attendees Report**. A report will be emailed which details the attendees and how many relay nominations. This is also visible on the screen in the "event attendees list". Select the individual and a list of their race nominations will display at the bottom of the screen



The screenshot displays the 'Event Preview' page for the '2020 State SC Championships'. The left sidebar contains navigation tabs for General, Qualifying, Dates & Times, Roster, and Status. The main content area is divided into two sections: 'Event Attendees' and 'Race Nominations'.

Event Attendees Table:

Participant	Visitor	Relay Only	Status	Actions
Castle, Inara MP		✓	✓	🔒
Crawford, Jasmine MP		✓	✓	🔒
Crawford, Zoe MP		✓	✓	🔒
Cregan, Gabriel MP		✓	✓	🔒
Cregan, Neil MP		✓	✓	🔒
Crowe, Greg MP		✓	✓	🔒
Duval, Amelia MP		✓	✓	🔒
Duval, Eliza MP		✓	✓	🔒
Duval, Isabella MP		✓	✓	🔒
Fielke, Henry MP		✓	✓	🔒

Race Nominations Table:

Race	Status	Details
8-83 Womens 400M Free Relay Fnl Team QT: 4:29.00		☰
9-93 Womens 200M Free Relay Fnl Team QT: 2:05.13		☰

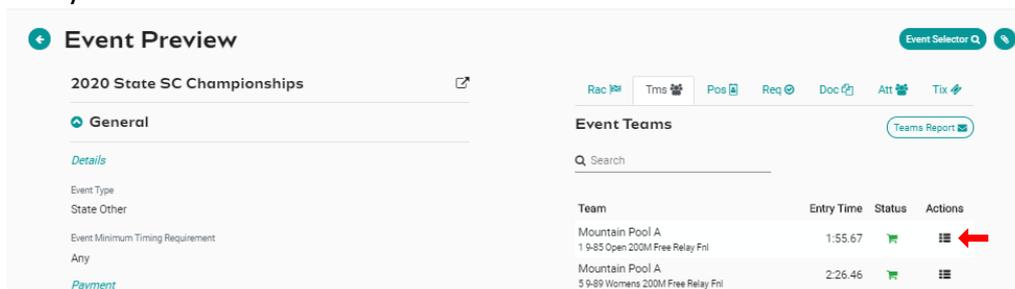
Red arrows in the original image point to the 'Att' tab in the top navigation bar, the 'Attendees Report' button, and the first row in the Race Nominations table.

TEAMS REPORT

To view a list of each team nominated for a relay go to **Event Home** -> **Tms Tab** -> select **Teams Report**. A report will be emailed which details the Team Name, Team Alpha Character, Race Number, Race Name, Team Entry Time, List of Athletes Names, Event Cost and the payment Status.

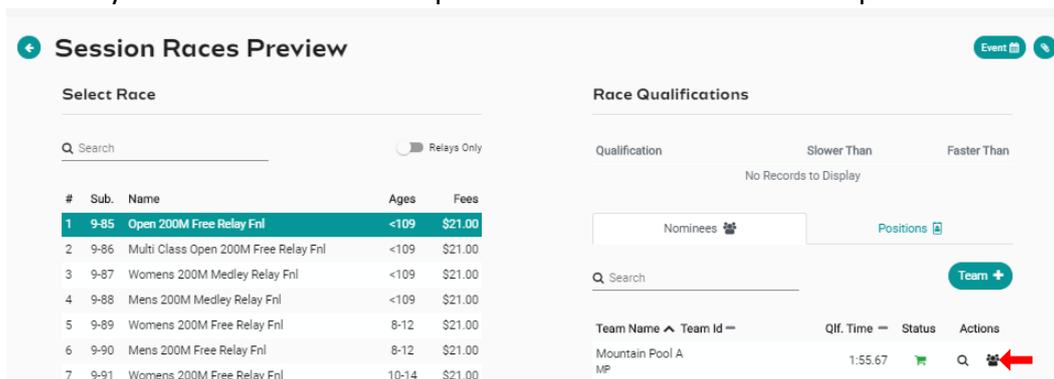
A	B	C	D	E	F	G	H
Team Name	Team Alpha Character	Race num	Race name	Team Entry Time	Athletes name (age)	Event cost	Status
Mountain Pool	A	1 9-85	Open 200M Fre	01:55.7	Bailey Newman (15);Cameron McGuinn	21	Paid
Mountain Pool	A	5 9-89	Womens 200M	02:26.5	Annabelle Starr (12);Ella Newman (12);Z	21	Paid
Mountain Pool	B	5 9-89	Womens 200M	02:57.3	Yingzi Gao (11);Poppy Hooper (11);Erin S	21	Paid
Mountain Pool	A	9 9-93	Womens 200M	02:05.1	Sophie McCallum (16);Kaitlyn Richards (21	Paid
Mountain Pool	B	9 9-93	Womens 200M	02:15.8	Elisha Jones (13);Kara Scarborough (13);	21	Paid
Mountain Pool	C	9 9-93	Womens 200M	02:28.4	Ella Newman (12);Alisa Gideon-Takasaw	21	Paid
Mountain Pool	A	20 4-40	Womens 400M	05:00.7	Isabella Duval (17);Aileen Gideon-Takas	21	Not Complete

Alternatively select the 'Details' icon under Actions



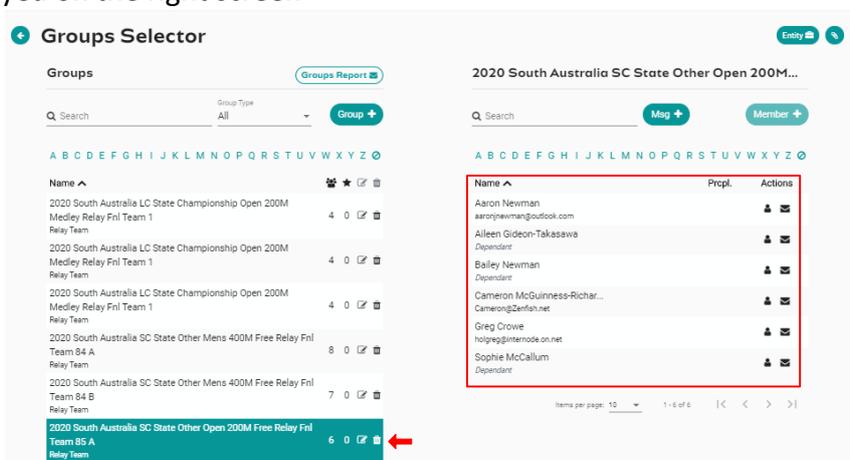
Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fnl	1:55.67		
Mountain Pool A 5 9-89 Womens 200M Free Relay Fnl	2:26.46		

This will take you to the session Races preview screen. Select the 'Group' icon under Actions



Team Name	Team Id	Qif. Time	Status	Actions
Mountain Pool A MP		1:55.67		

This will display a list of relay teams in the left screen. Select a Team and a list of athletes will be displayed on the right screen



Name	Prapl.	Actions
Aaron Newman aaronnewman@outlook.com		
Aileen Gideon-Takasawa Dependant		
Bailey Newman Dependant		
Cameron McGuinness-Richar... Cameron@zenfish.net		
Greg Crowie holgreg@internode.on.net		
Sophie McCallum Dependant		