

## Creating a Meet in Swim Central

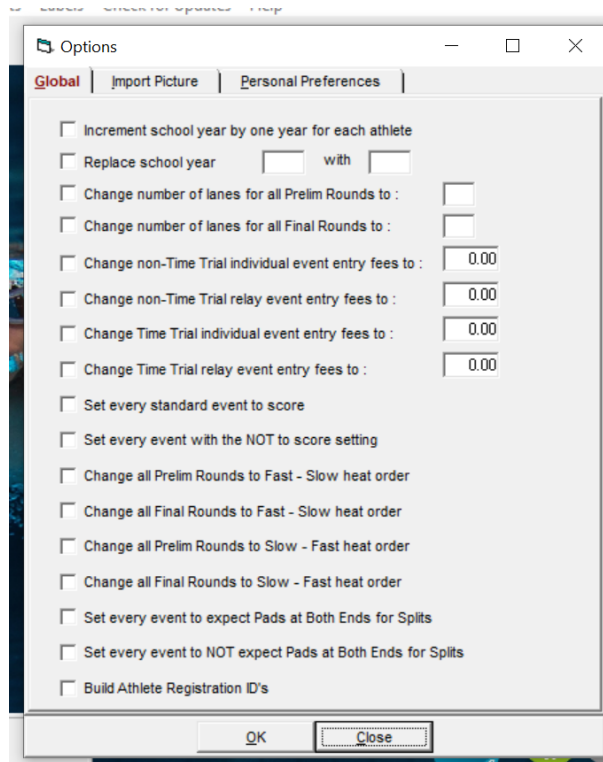
Updated 19<sup>th</sup> March 2020

### Meet Manager Tips

Ensure your entry prices have been set-up correctly in Meet Manager. If, as an entity, you have registered for GST, you must remove the cost of GST from your entry price in Meet Manager (entry price divided by 1.1). This is because the system will automatically add GST on for you. If your entity has not registered for GST, enter the full entry price on Meet Manager.

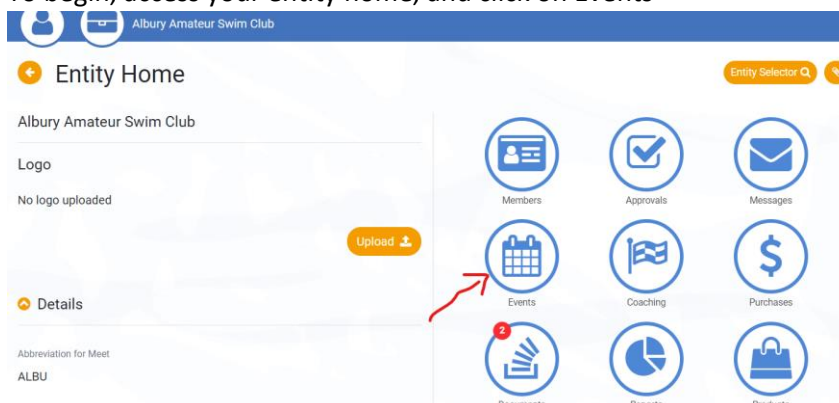
To change the entry prices on Meet Manager, complete the following:

- 1) From the Meet Manager homepage, click on set-up
- 2) From the drop down menu, choose Options
- 3) The global options will allow you to change your entry price of all events

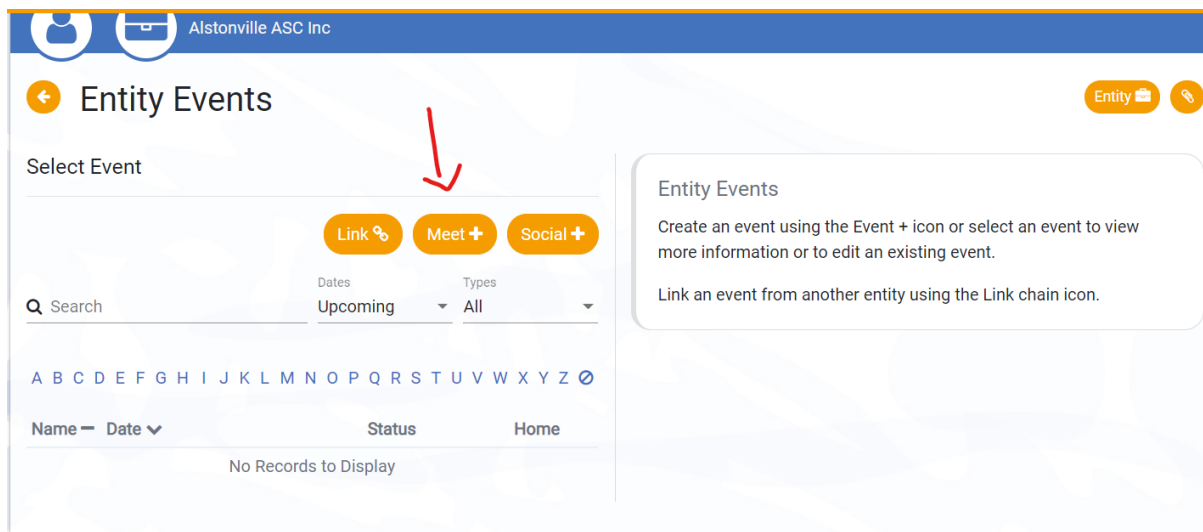


### Meet Set-up in Swim Central

To begin, access your entity home, and click on Events

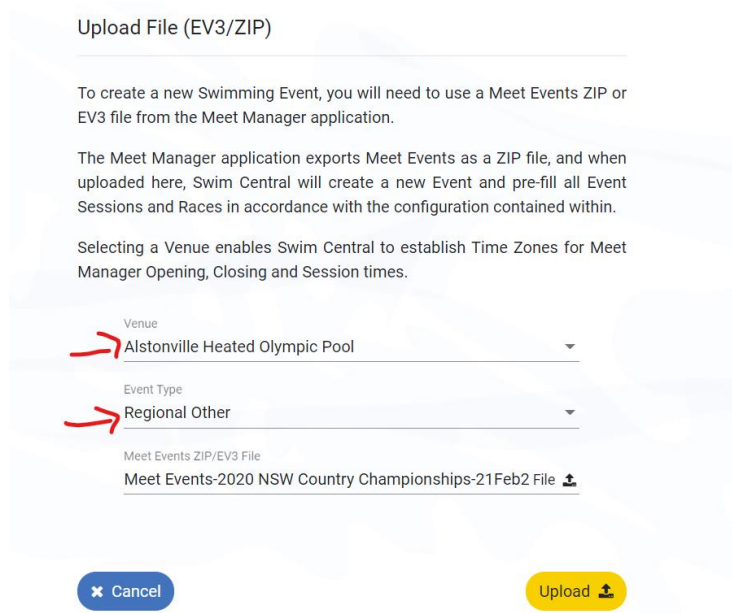


Select the Meet+ icon



Select the venue that will host the event, as well as the event type (refer to table below). Upload the 'Meet Events' file. (You will create this 'Meet Events' file in Meet Manager, by clicking File → Export → Events for TM).

Note: Only venues that you have linked to your entity will appear in the drop-down list. To link a venue to your entity, follow [these instructions](#).





The event type will vary for each meet. You will need to select the event type that is most appropriate for your meet. Please refer to the table below for selecting your meet type.

<b>Event Type</b>	<b>Eligible for Approval</b>	<b>Minimum timing required</b>	<b>If Approved, highest level times can be used for</b>
Development Meet	Yes	Manual	State Championships or below
National Championships	Not for use by NSW clubs or regions		National Championship or below
National Other			National Championship or below
Non Approved Meet (e.g. Club night point system)	No	Any	Club Night or below
Non Approved Meet (e.g. Interclub, Club night)	No	Any	Club Night or below
NSW approved club meet (e.g. Interclub, club night)	Yes	Any	National Championship or below
Preparation Meet	Yes	Semi-Electronic	National Championship or below
Regional Championships	Yes	Semi-Electronic	National Championship or below
Regional Qualifying	Yes	Any	TBC
Regional Other	Yes	Semi-Electronic	National Championship or below
State Championship	Not for use by NSW clubs or regions		National Championship or below
State Qualifying			National Championship or below
State Other			National Championship or below
Transition Meet	Yes	Manual	National Championship or below

Once you have selected the yellow 'Upload' icon, you will be taken to the Event Setup workflow.

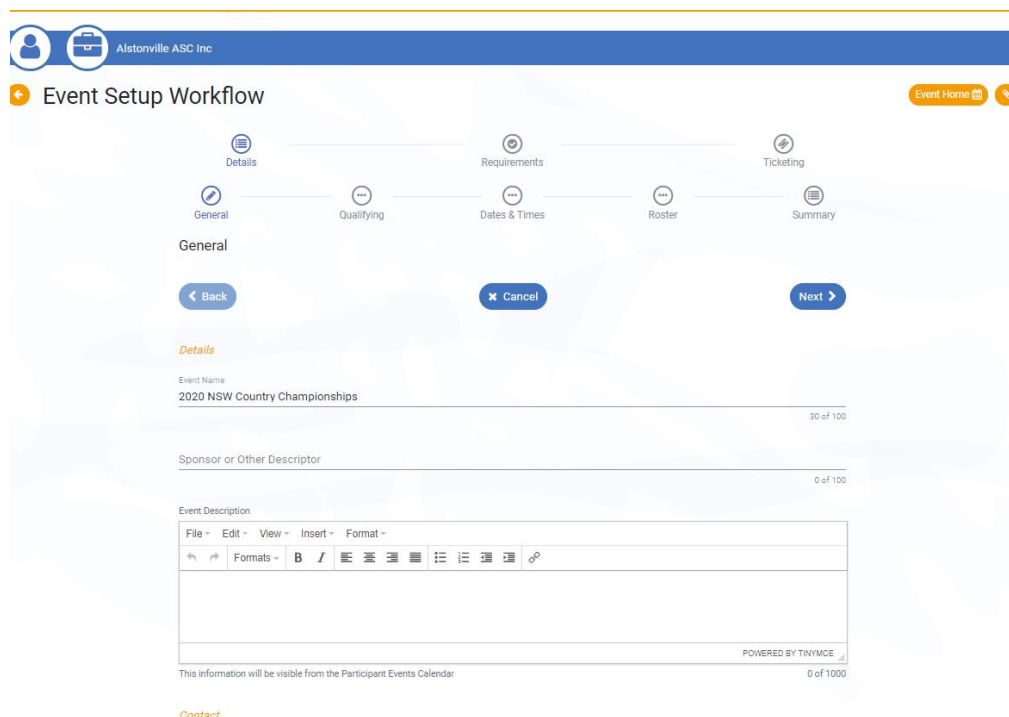
## Event Setup Workflow

Details → General

**Name:** This information will pre-fill from Meet Manager but can be edited.

**Named Sponsors:** Optional

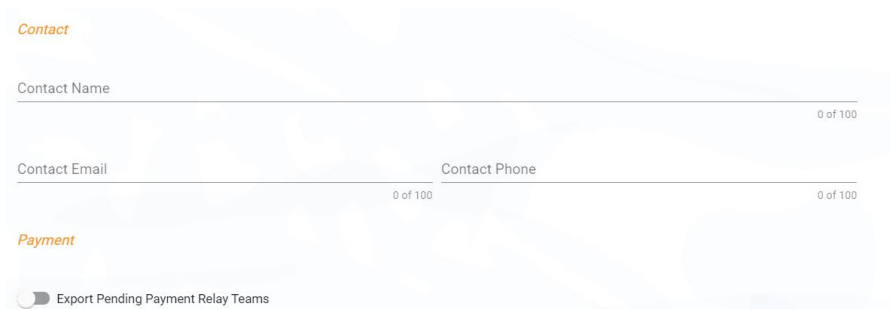
**Event Description:** Optional- will appear in the event information for a member to see. You can include a link to an official event page or website if you wish.



The screenshot shows the 'Event Setup Workflow' interface for 'Alstonville ASC Inc'. The workflow consists of several steps: Details, General, Qualifying, Dates & Times, Roster, Requirements, Ticketing, and Summary. The 'General' tab is currently selected. Below the navigation bar, there are three main sections: 'Details', 'Contact', and 'Payment'. The 'Details' section includes fields for 'Event Name' (pre-filled with '2020 NSW Country Championships'), 'Sponsor or Other Descriptor', and 'Event Description' (which has a rich text editor). The 'Contact' section is partially visible at the bottom.

**Contact:** Here you can include contact details for the meet organiser

**Payment:** If your event includes relays, you can select to toggle 'Export Pending Payment Relay Teams' on or off. This function allows the club/district to choose whether teams who are yet to complete payment for relay team entry are exported from Swim Central into your Meet Manager Entries file *(Feature available soon)*



This screenshot shows the 'Contact' and 'Payment' sections of the Event Setup Workflow. The 'Contact' section includes fields for 'Contact Name', 'Contact Email', and 'Contact Phone'. The 'Payment' section features a toggle switch for 'Export Pending Payment Relay Teams'.

## Venue:

The venue information will be included from the file upload but can be updated if need be. (remember only associated venues will appear in the drop down).

Course Type and Event Timing can be updated. Note: Event Timing will always automatically pre-fill as Manual, so be sure to check it is correct.

**Venue**

Venue \*  
Alstonville Heated Olympic Pool

Course Type \*  
Long Course

Event Timing \*  
Manual

Once happy with all the above details, click next.

[< Back](#)
[Cancel](#)
[Next >](#)

Details → Qualifying

You will be taken to the Qualifying page.

**Event Setup Workflow** [Event Home](#)

[Details](#)
[Requirements](#)
[Ticketing](#)

[General](#)
[Qualifying](#)
[Dates & Times](#)
[Roster](#)
[Summary](#)

**Qualifying**

[< Back](#)
[Cancel](#)
[Next >](#)

**Visitors**

Home Member Pinnacle Entity

**Eligibility**

Open Event Min. Age Age Up Date \*  
21/2/2020

**Qualifications**

Qualification Course Conformance Earliest Allowed Qualification \*  
Allow Converted Nonconforming 1/10/2018

Allowed Minimum Result Timing  
Manual Allow More Accurate Timing Types

### Visitors:

All meets run by NSW clubs and regions need to set this field as **NSW**. This field is how Swim Central will attribute the Visitor (V) appropriately.

*Visitors*

Home Member Pinnacle Entity ▼

### Eligibility:

The 'Eligibility' section should already be pre-filled from the Meet Manager File however refers to the minimum age for open events and the age-up date.

*Eligibility*

Open Event Min. Age Age Up Date \* 21/2/2020

### Qualification:

This field allows you to set whether a nonconforming time (i.e. LC for SC Meet or SC for LC Meet) can be used and how it is handled. We suggest that the best option is **Allow Unconverted Nonconforming**.

- Allow Conforming Only: Entrants can only use a time swum in a conforming course (i.e. SC only for SC meet or LC only for LC meet)
- Allow Converted Nonconforming: Entrants can use a converted nonconforming time if they do not have a conforming time (i.e SC time +2% for LC meet or LC time -2% for SC Meets).
- Allow unconverted nonconforming: Entrants can use an unconverted nonconforming time if they do not have a conforming time (i.e. LC time can be used for SC meet or SC time can be used for LC meet).

**Earliest Allowed Qualification:** The earliest date for qualifying times can also be set here. If there is no limit, then put a past date e.g. 2000.

**Allowed Minimum Result Timing:** This field allows you to set what timing type can be used by entrants to enter the meet.

Allowed Minimum Result Timing

Manual ▼ ☒ Allow More Accurate Timing Types

☐ Allow Unapproved Event Results ☐ Allow Unverified Event Results

☐ Allow Event Host Results Only

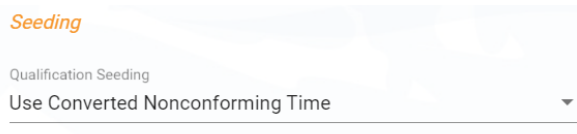
- Any: Entrants can use a time that was recorded at a meet that was run using any different type of timing (Any, Manual, semi electronic, electronic)
- Manual: Entrants must have at least a manual time
- Semi Electronic: Entrants must have at least an electronic time (i.e. Any, Manual, Semi Electronic times are excluded from use)
- Electronic: Entrants must have at least an electronic time (i.e. Any, Manual, Semi-Electronic times are excluded from use)

**Allow More Accurate Timing Types:** This allows for more accurate timing types to be used, rather than just the timing type set above (e.g. Semi Electronic is more accurate than manual, and electronic is more accurate than semi-electronic)

**Allow Unapproved Event Results:** This field allows you to select whether unapproved event results can be used by entrants (yes/no option). Please note for approved meets, this must be toggled off.

**Allow Unverified Event Results:** This field allows you to select whether unverified event results can be used by entrants (yes/no option). Please note for approved meets, this must be toggled off.

**Allow Event Host Results Only:** Use of this field allows clubs to restrict seed times to only results swum at your own club's meet (e.g. for clubs that only allow seed times from previous club nights, this field should be toggled on)



The screenshot shows a dropdown menu titled "Seeding" in orange. The menu is open, showing two options: "Qualification Seeding" and "Use Converted Nonconforming Time". The "Use Converted Nonconforming Time" option is currently selected and highlighted in blue.

#### **Seeding- Qualification Seeding:**

This field allows you to set which seed/entry time is taken for an entrant if they are using a nonconforming time

- Use race qualification time: Entrant will be entered using the qualification time for the event
- Use converted nonconforming time: Entrants will be entered using their nonconforming time converted (i.e. SC time +2% for LC meet or LC time -2% for SC meets)
- Use unconverted nonconforming time: Entrants will be entered using their nonconforming time unconverted (i.e. LC time can be used for SC meet or SC time can be used for LC meet)

Once section is completed, select **Next**

You will now be taken to the setup of the Dates and Times for your meet. This section will also be pre-filled from Meet Manager.

## Details → Dates & Times

General

Qualifying

Dates & Times

Roster

Summary

Dates & Times

Back

Cancel

Next

Event Dates & Times

Local Start Date \*

Local Start Time \*

9/5/2020

09:00 am

Nomination Dates & Times

Local Opening Date \*

Local Opening Time \*

Local Closing Date \*

Local Closing Time \*

19/3/2020

12:00 am

28/4/2020

11:00 pm

Back

Cancel

Next

### Meet:

Here you can edit the time and date of the meet if you wish- this won't change the Meet Manager File.

Meet

Local Start Date \*

Local Start Time \*

21/2/2020

09:00 am

### Nominations:

The 'Nominations' section is where you are able to select the opening and closing dates and times of entries. It is recommended to avoid selecting 12:00am, as this can cause confusion to the member but rather selecting 11:59pm or 12:01am if this is your usual clubs closing time. However, feel free to select any relevant time.

Nominations

Opening Date \*

Opening Time \*

Closing Date \*

Closing Time \*

4/11/2019

04:00 am

11/2/2020

04:00 am

Once you have completed this section, select Next.



Details → Roster

You will now be taken to the Roster section of the Event Setup (not compulsory).

Event Setup Workflow Event Home

Details Requirements Ticketing

General Qualifying Dates & Times Roster Summary

Roster

[< Back](#) [Cancel](#) [Next >](#)

**Roster Settings**

Lanes Per Race	Seats Per Lane
8	3
Seat Duration Per Period (mins.)	Max. Duration Per Session (mins.)
240	960
Seconds Between Heats	Club Host Factor
30	0.5
Timekeeper Min. Age	
13	

[< Back](#) [Cancel](#) [Next >](#)

These settings will be used by Swim Central to help keep your sessions from going over the intended maximum duration and to create timekeeping rosters. Most should pre-fill from Swim Central but can be edited. Please note, this section is **not** compulsory.

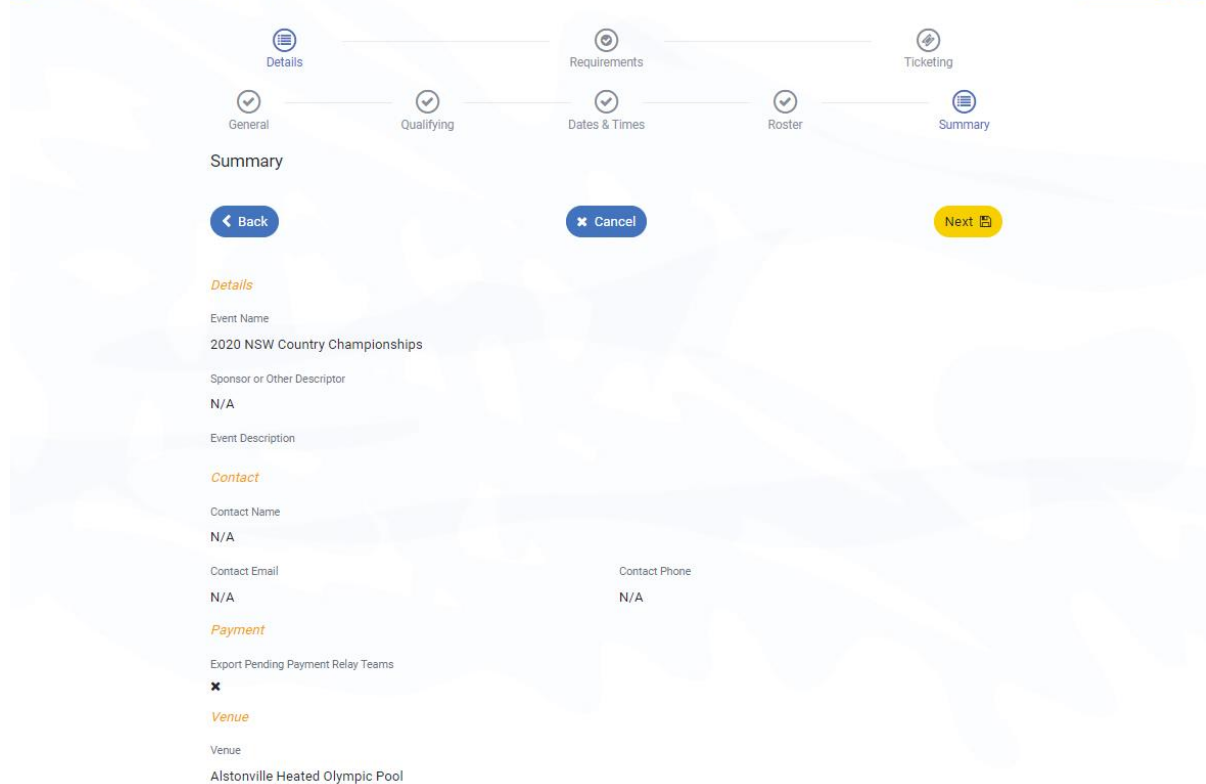
- **Lanes Per Race:** Set the number of lanes your meet will use
- **Seats Per Lane:** Set the number of timekeepers you will have per lane
- **Seat Duration per period (mins):** This field allows you to set how long a timekeeper should be allocated during a session
- **Max Duration Per Session (mins):** This field allows you to set the maximum time any one timekeeper can be allocated during an entire session
- **Seconds Between Heats:** Set the time between heats that you will use at your meet. It is recommended that you use **30 seconds**.
- **Club Host Factor:** This field is used for creating the timekeeping roster, to take into consideration that the host club is likely to have less available volunteers to time keep as they have other roles they need to fill as meet hosts. We recommend keeping this field at **0.5**
- **Timekeeper Min. Age:** Minimum age of timekeepers at your event

Once this section is completed, select 'Next'.

You will now be taken to a Summary page of your event.

## Event Setup Workflow

Event Home



The screenshot shows the 'Summary' page of the Event Setup Workflow. At the top, a progress bar indicates the current step is 'Summary', with previous steps (General, Qualifying, Dates & Times, Roster) marked as complete and 'Requirements' and 'Ticketing' as pending. Below the progress bar, there are three buttons: 'Back', 'Cancel', and 'Next'. The main content area is divided into sections: 'Details' (Event Name: 2020 NSW Country Championships, Sponsor or Other Descriptor: N/A, Event Description), 'Contact' (Contact Name: N/A, Contact Email: N/A, Contact Phone: N/A), 'Payment' (Export Pending Payment Relay Teams: X), and 'Venue' (Venue: Alstonville Heated Olympic Pool).

This will provide you with a summary of all of the details that you have entered for your meet so far. If information requires editing, you will need to select the 'back' option to edit these details.

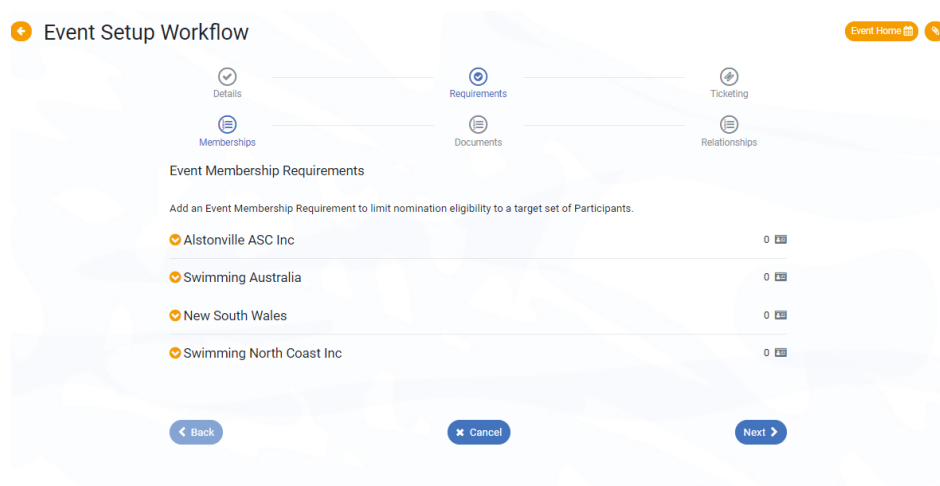
If you are happy with all of the details shown, select 'next'.

This will save your details and allow you to proceed to the 'Requirements' section.

## Requirements → Memberships

This section refers to what memberships are required for a swimmer to have in order to be able to enter the meet.

Once you have reached the requirements page, you will be taken to a list of affiliates with the host swim club for the Event Membership Requirements section.



**Event Setup Workflow**

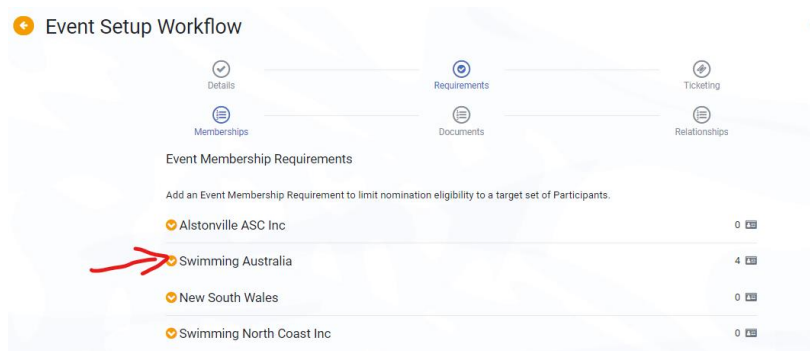
Event Membership Requirements

Add an Event Membership Requirement to limit nomination eligibility to a target set of Participants.

Affiliate	Count
Alstonville ASC Inc	0
Swimming Australia	0
New South Wales	0
Swimming North Coast Inc	0

Buttons: Back, Cancel, Next

We recommend that you have your requirements as having a Swimming Australia membership. Click on the Swimming Australia drop-down menu.



**Event Setup Workflow**

Event Membership Requirements

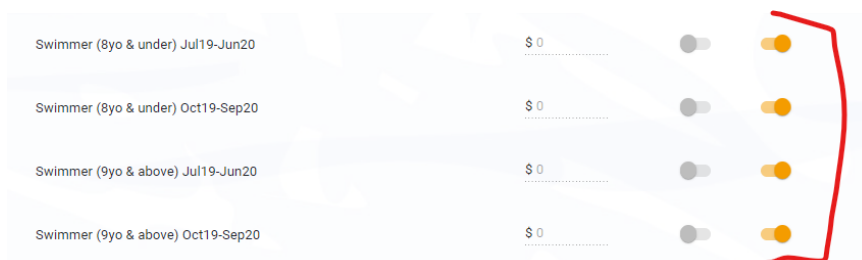
Add an Event Membership Requirement to limit nomination eligibility to a target set of Participants.

Affiliate	Count
Alstonville ASC Inc	0
Swimming Australia	4
New South Wales	0
Swimming North Coast Inc	0

A list of membership options will appear.

Find both the Swimmer (8yo & under), and Swimmer (9yo and above) categories.

Most member state associations (including Swimming New South Wales) will have a **Oct19-Sept20** membership, however Swimming Victoria and Swimming QLD will have a Jul19-Jun20 membership. If you are accepting interstate entries, we recommend that you switch all four toggles on.



Membership Option	Price	Toggle
Swimmer (8yo & under) Jul19-Jun20	\$ 0	Off
Swimmer (8yo & under) Oct19-Sep20	\$ 0	On
Swimmer (9yo & above) Jul19-Jun20	\$ 0	Off
Swimmer (9yo & above) Oct19-Sep20	\$ 0	On

Once you have selected these options, select 'Next'.



Rec Swimmer (9yo & over) Jul19-Jun20	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>
Shop Contact Jul19-Jun20	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>
Staff Jul19-Jun20	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>
Swimmer (8yo & under) Jul19-Jun20	\$ 0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Swimmer (8yo & under) Oct19-Sep20	\$ 0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Swimmer (9yo & above) Jul19-Jun20	\$ 0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Swimmer (9yo & above) Oct19-Sep20	\$ 0	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Team Manager Jul19-Jun20	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>
Team Manager Oct19-Sep20	\$ 0	<input type="checkbox"/>	<input type="checkbox"/>
New South Wales		0 <input type="checkbox"/>	
Swimming North Coast Inc		0 <input type="checkbox"/>	

[< Back](#)
[✕ Cancel](#)
[Next >](#)

*Requirements → Documents*

You will then be taken to the 'Event Document Requirements' Section (not compulsory).

Event Setup Workflow

Event Home  

[Details](#)
[Requirements](#)
[Ticketing](#)

[Memberships](#)
[Documents](#)
[Relationships](#)

### Event Document Requirements

Add an Event Document Requirement to limit nomination eligibility to a target set of Participants.

Document Category

[< Back](#)
[✕ Cancel](#)
[Next >](#)

You are able to set document requirements to limit nomination eligibility for your event entry. For competition entry this feature may not be applicable to you however for other events you may wish to use this.

Once you have selected whether you need any documents (if you don't, then just leave it blank), select 'Next'.


### Requirements → Relationships


You can restrict your meet to only members of your own club, selected clubs, members of an Area, State etc. (E.g. For NSW Country Championships we would toggle on for those clubs only).


By clicking on the entity name in the list, a drop down of entities below that entity will appear.


E.g. Under New South Wales will be regions, under regions will be clubs within those regions.


If there is no limit on who can enter your meet, leave this section blank.


  
Details

  
Requirements

  
Ticketing

  
Memberships










  
Documents

  
Relationships

### Event Relationship Requirements

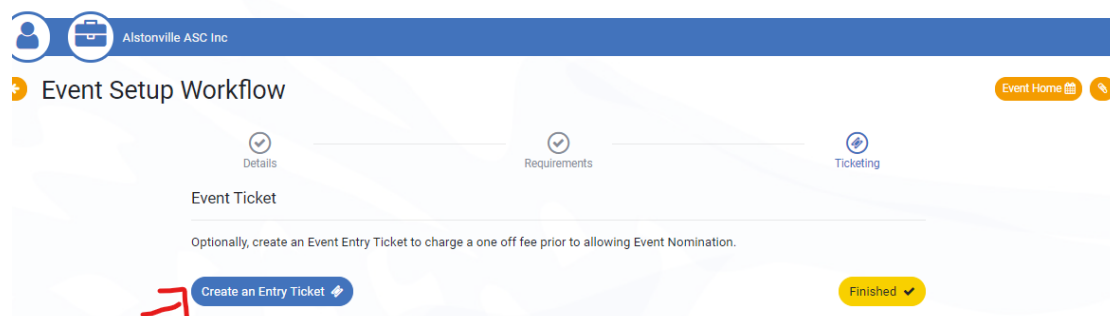
Add an Event Relationship Requirement to restrict your event by entity.

#### Entity Selection

 Swimming Australia	<input type="checkbox"/>
 Decomissioned	<input type="checkbox"/>
 New South Wales	<input type="checkbox"/>
 Northern Territory	<input type="checkbox"/>
 Queensland	<input type="checkbox"/>
 South Australia	<input type="checkbox"/>
 Swimming Victoria	<input type="checkbox"/>
 Tasmania	<input type="checkbox"/>
 Western Australia	<input type="checkbox"/>

## Ticketing

You will then be taken to a Ticketing option page. This allows meet hosts to charge a one-off event entry ticket for each competitor attending their event. An event entry ticket can be set in this section only if you choose to use it.

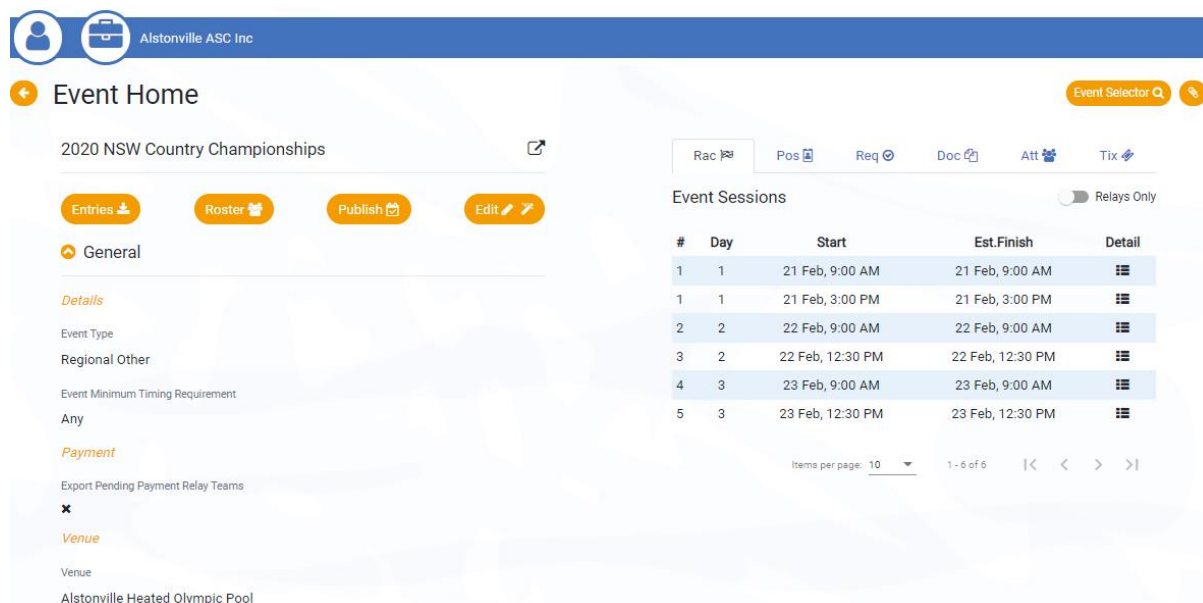


To create an entry ticket, select the 'Create an Entry Ticket' option.

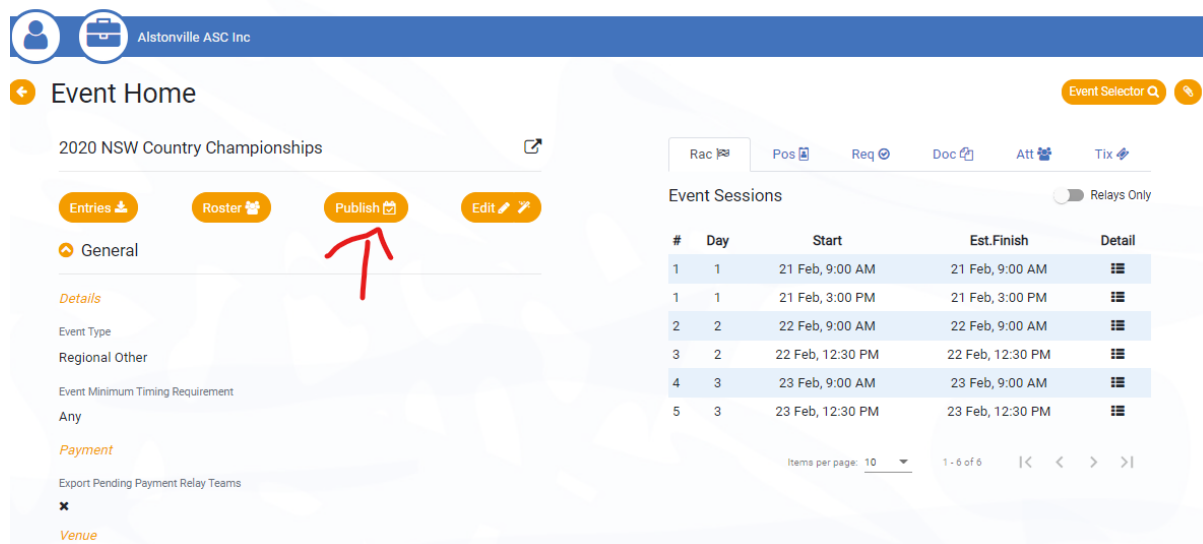
***Please refer to our support guide 'Creating an Event Entry Ticket' for details on how to do this.***

Once you have created a meet entry ticket (if you chose to do so), click save.

You will then be taken back to the home page.



Once happy with your event, select the 'Publish' button.



Alstonville ASC Inc

Event Home

2020 NSW Country Championships

Entries Roster **Publish** Edit

General

Details

Event Type  
Regional Other

Event Minimum Timing Requirement  
Any

Payment

Export Pending Payment Relay Teams

Venue

Event Sessions

#	Day	Start	Est.Finish	Detail
1	1	21 Feb, 9:00 AM	21 Feb, 9:00 AM	
1	1	21 Feb, 3:00 PM	21 Feb, 3:00 PM	
2	2	22 Feb, 9:00 AM	22 Feb, 9:00 AM	
3	2	22 Feb, 12:30 PM	22 Feb, 12:30 PM	
4	3	23 Feb, 9:00 AM	23 Feb, 9:00 AM	
5	3	23 Feb, 12:30 PM	23 Feb, 12:30 PM	

Items per page: 10 1 - 6 of 6

This will now allow your event to become public and allow people to enter the meet.

To create a link to send out to swimmers or publish on a club website to allow swimmers to register, follow the link to this support guide here

<https://nsw.swimming.org.au/sites/default/files/assets/documents/Direct%20links%20to%20events%20in%20Swim%20Central.pdf>

Once created, this link will allow people to find your meet and easily make an entry for it.