

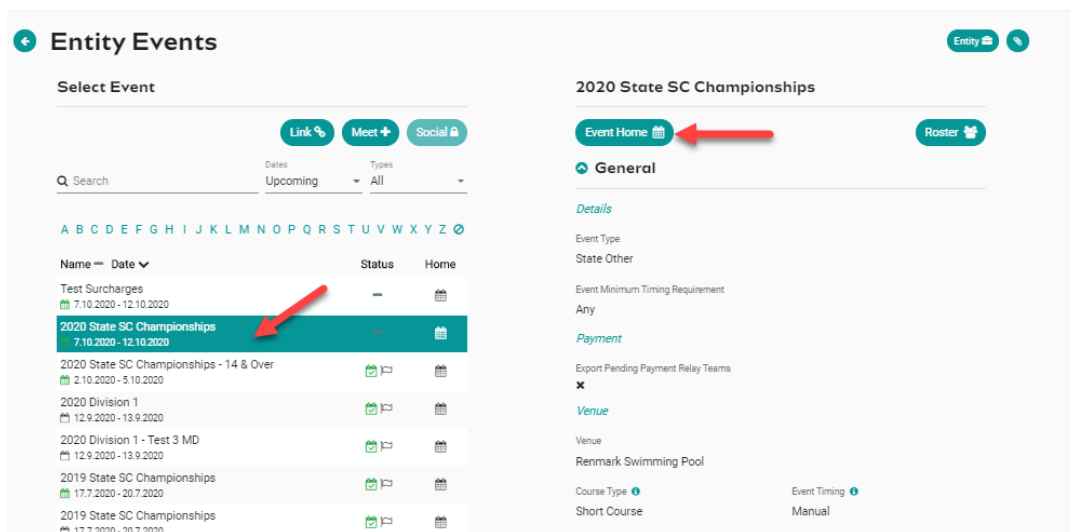
HOW TO ENTER A RELAY

This help guide is for **Race Secretaries and Coaches** wanting to enter relay teams into upcoming swim meets.

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**



Entity Events

Select Event

Link Meet Social

Dates: Upcoming Types: All

Search

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	Date	Status	Home
Test Surcharges	7.10.2020 - 12.10.2020	-	
2020 State SC Championships	7.10.2020 - 12.10.2020	-	
2020 State SC Championships - 14 & Over	2.10.2020 - 5.10.2020		
2020 Division 1	12.9.2020 - 13.9.2020		
2020 Division 1 - Test 3 MD	12.9.2020 - 13.9.2020		
2019 State SC Championships	17.7.2020 - 20.7.2020		
2019 State SC Championships	17.7.2020 - 20.7.2020		

2020 State SC Championships

Event Home Roster

General

Details

Event Type: State Other

Event Minimum Timing Requirement: Any

Payment

Export Pending Payment Relay Teams: x

Venue

Venue: Renmark Swimming Pool

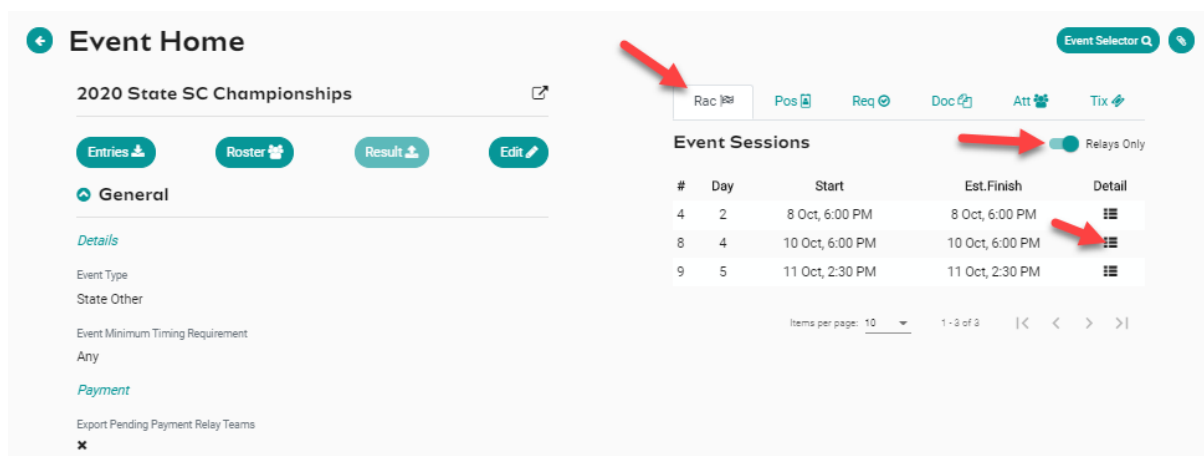
Course Type: Short Course

Event Timing: Manual

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.

For instructions on nominating a team for a medley relay [click here](#).

For instructions on nominating a team for a mixed medley relay [click here](#)



Event Home

2020 State SC Championships

Entries Roster Result Edit

General

Details

Event Type: State Other

Event Minimum Timing Requirement: Any

Payment

Export Pending Payment Relay Teams: x

Event Sessions

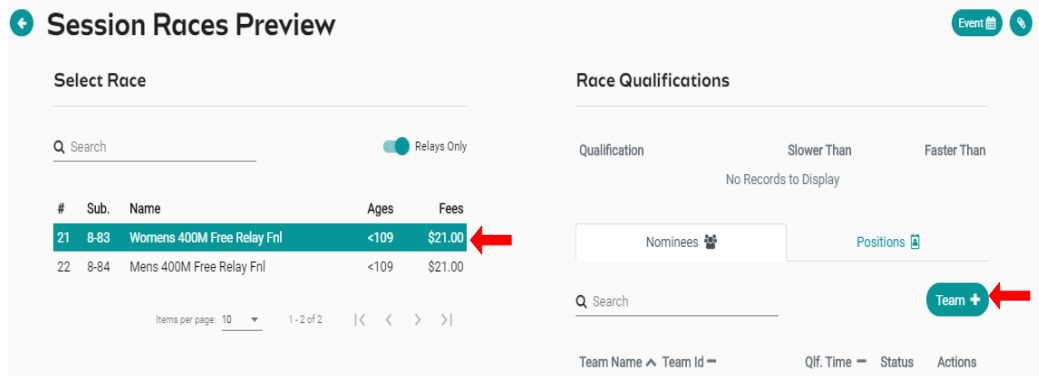
Rac Pos Req Doc Att Tix

Relays Only

#	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	

Items per page: 10 1 - 3 of 3

1. Select the 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

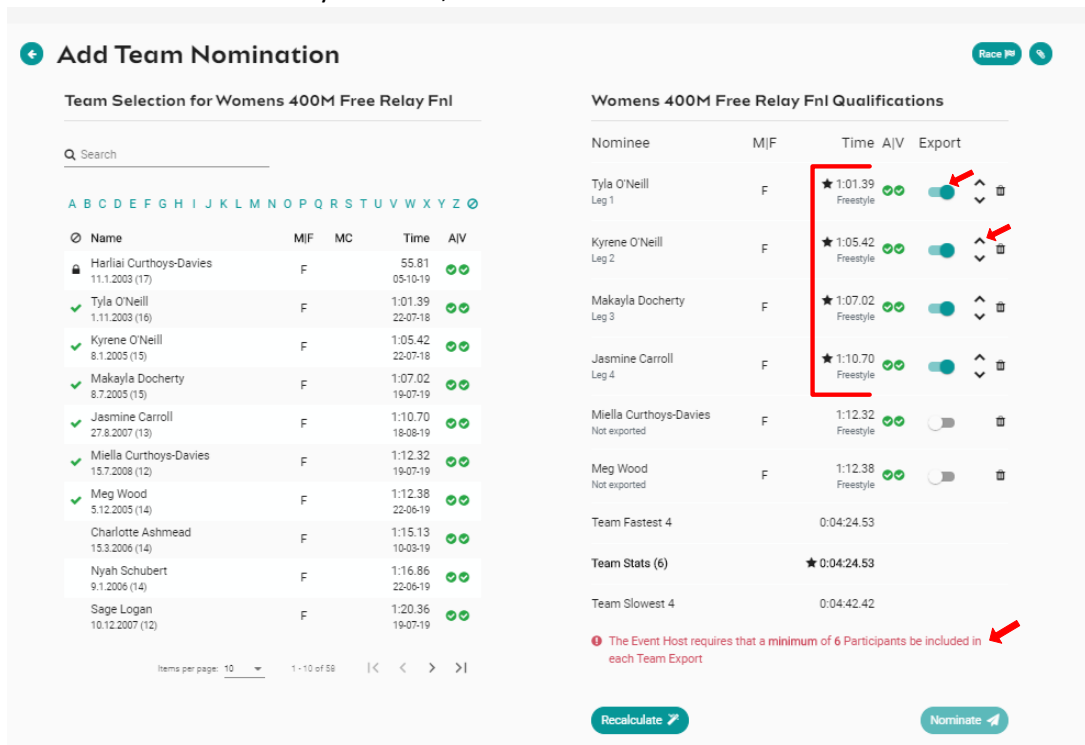
Nominees Positions

Q Search **Team +**

Team Name Team Id Qlf. Time Status Actions

Swimmers are shown by default as fastest to slowest and alphabetically by surname if equal times or NT. This provides a wider selection of participants for nomination.

2. The system will automatically show your 4 fastest qualifying swimmers from fastest to slowest on the right screen indicated by a star next to their time.
3. Confirm the **Export** toggle is on – this is required to export your team including the reserves to Meet Manager. If it is toggled off then the swimmer will not be exported and arrow keys disabled.
4. At the bottom of the screen is the **minimum participants required** for each Team Export. You will not be able to select 'Nominate' if you do not meet the minimum required number of participants for that event.
5. The **arrow keys** allow the user to move a swimmer up to or down to the next leg. This is disabled for medley events.
6. To add a swimmer to your team, click on the swimmer's name once.
7. To delete a swimmer from your team, select the bin icon



Add Team Nomination

Team Selection for Womens 400M Free Relay Fnl

Q Search

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	A/V
Harliai Curthoys-Davies 11.1.2009 (17)	F		55.81 05-10-19	✓✓
✓ Tyla O'Neill 1.11.2003 (16)	F		1:01.39 22-07-18	✓✓
✓ Kyrene O'Neill 8.1.2005 (15)	F		1:05.42 22-07-18	✓✓
✓ Makayla Docherty 8.7.2005 (15)	F		1:07.02 19-07-19	✓✓
✓ Jasmine Carroll 27.8.2007 (13)	F		1:10.70 18-08-19	✓✓
✓ Miella Curthoys-Davies 15.7.2008 (12)	F		1:12.32 19-07-19	✓✓
✓ Meg Wood 5.12.2005 (14)	F		1:12.38 22-06-19	✓✓
Charlotte Ashmead 15.3.2006 (14)	F		1:15.13 10-03-19	✓✓
Nyah Schubert 9.1.2006 (14)	F		1:16.86 22-06-19	✓✓
Sage Logan 10.12.2007 (12)	F		1:20.36 19-07-19	✓✓

Items per page: 10 1 - 10 of 58 < >







Womens 400M Free Relay Fnl Qualifications

Nominee	MIF	Time	A/V	Export
★ Tyla O'Neill Leg 1 Freestyle	F	1:01.39	✓✓	✓
★ Kyrene O'Neill Leg 2 Freestyle	F	1:05.42	✓✓	✓
★ Makayla Docherty Leg 3 Freestyle	F	1:07.02	✓✓	✓
★ Jasmine Carroll Leg 4 Freestyle	F	1:10.70	✓✓	✓
Miella Curthoys-Davies Not exported	F	1:12.32	✓✓	✗
Meg Wood Not exported	F	1:12.38	✓✓	✗
Team Fastest 4		0:04:24.53		
Team Stats (6)		★ 0:04:24.53		
Team Slowest 4		0:04:42.42		

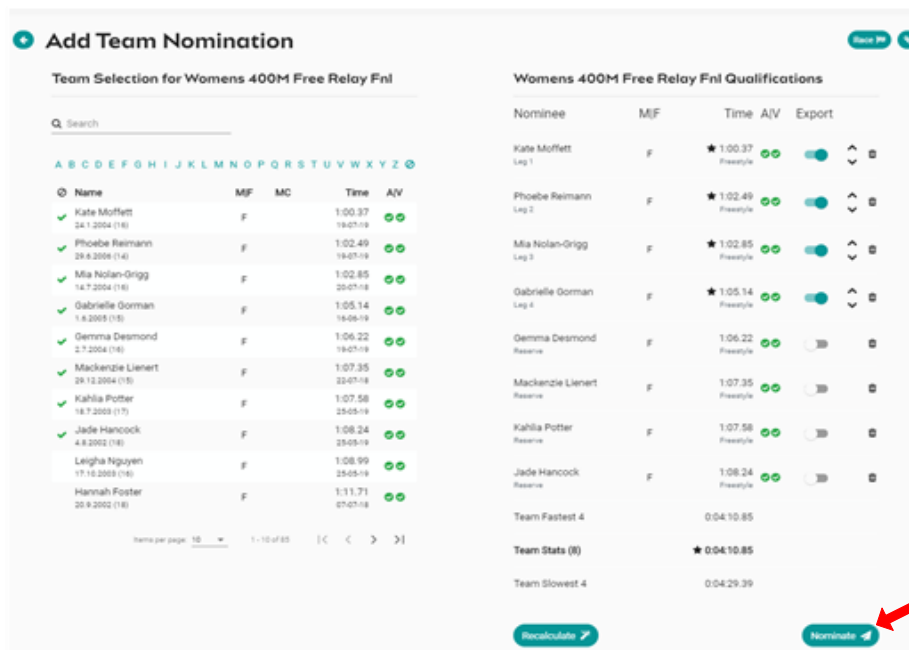
⚠ The Event Host requires that a minimum of 6 Participants be included in each Team Export

Recalculate **Nominate**

*Key on next page

-  1:00.37 Freestyle 
 - Star indicates swimmers nominated for the relay team
- 
 -  Green ticks - Swimmer is **A** - available to nominate and **V** time is verified
 -  Swimmer already assigned to a team in the same event will be locked.
 -  Swimmer has no results but can be nominated
- Recalculate** - clears the swimmers in the nominee screen and populates the 4 fastest available and verified swimmers





















8. **Confirm** your Team then select **Nominate** to save your team & repeat steps 2 to 7 to add extra teams to the same event.



















Add Team Nomination Save PR

Team Selection for Womens 400M Free Relay Fnl

Womens 400M Free Relay Fnl Qualifications





Name	MF	MC	Time	AIV
 Kate Moffett 24.1.2004 (16)	F		1:00.37 19-07-18	
 Phoebe Reimann 28.6.2006 (14)	F		1:02.49 19-07-18	
 Mia Nolan-Grigg 14.7.2004 (16)	F		1:02.85 20-07-18	
 Gabrielle Gorman 1.6.2005 (15)	F		1:05.14 19-06-19	
 Gemma Desmond 2.7.2004 (16)	F		1:06.22 19-07-18	
 Mackenzie Lienert 29.12.2004 (15)	F		1:07.35 22-07-18	
 Kahli Potter 18.7.2003 (17)	F		1:07.58 25-05-19	
 Jade Hancock 4.8.2002 (18)	F		1:08.24 25-05-19	
 Leigha Nguyen 17.10.2003 (16)	F		1:08.99 25-05-19	
 Hannah Foster 20.9.2002 (18)	F		1:11.71 07-07-18	

Nominee	MF	Time	AIV	Export
Kate Moffett Lag 1	F	★ 1:00.37 Freestyle		
Phoebe Reimann Lag 2	F	★ 1:02.49 Freestyle		
Mia Nolan-Grigg Lag 3	F	★ 1:02.85 Freestyle		
Gabrielle Gorman Lag 4	F	★ 1:05.14 Freestyle		
Gemma Desmond Reserve	F	1:06.22 Freestyle		
Mackenzie Lienert Reserve	F	1:07.35 Freestyle		
Kahli Potter Reserve	F	1:07.58 Freestyle		
Jade Hancock Reserve	F	1:08.24 Freestyle		
Team Fastest 4		0:04:10.85		
Team Stats (8)		★ 0:04:10.85		
Team Slowest 4		0:04:29.39		

Recalculate Nominate



9. Once you have nominated your teams 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

10. Select each of 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 |< >|


11. 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 <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1 	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool B <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool A <small>South Australia Mountain Pool</small>	\$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

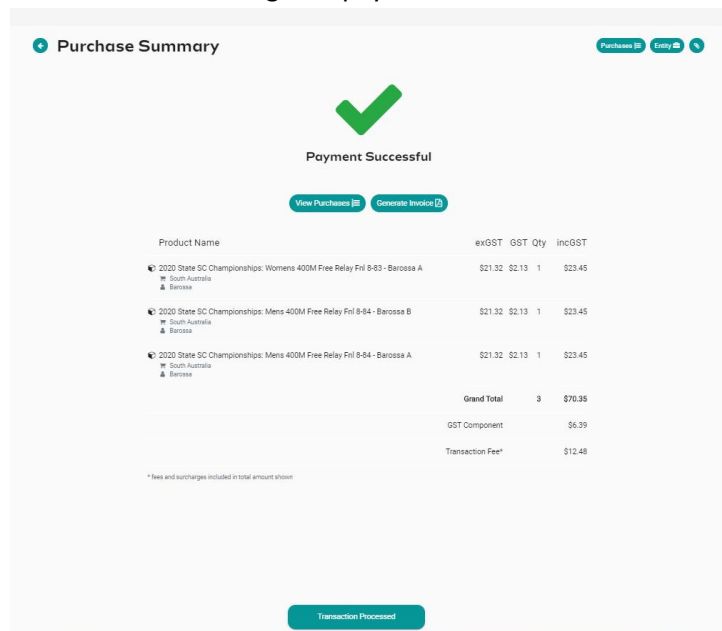
I agree to the terms and conditions of this purchase.
I acknowledge the full terms and conditions are available to me [HERE](#)

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

12. Provide **Credit Card Details** then select **Purchase**

13. A large green tick will show confirming that payment was successful



14. To View your nominated Teams and their status go to the **Events Home Page** select **Tms.**

A list of your nominated teams will show.



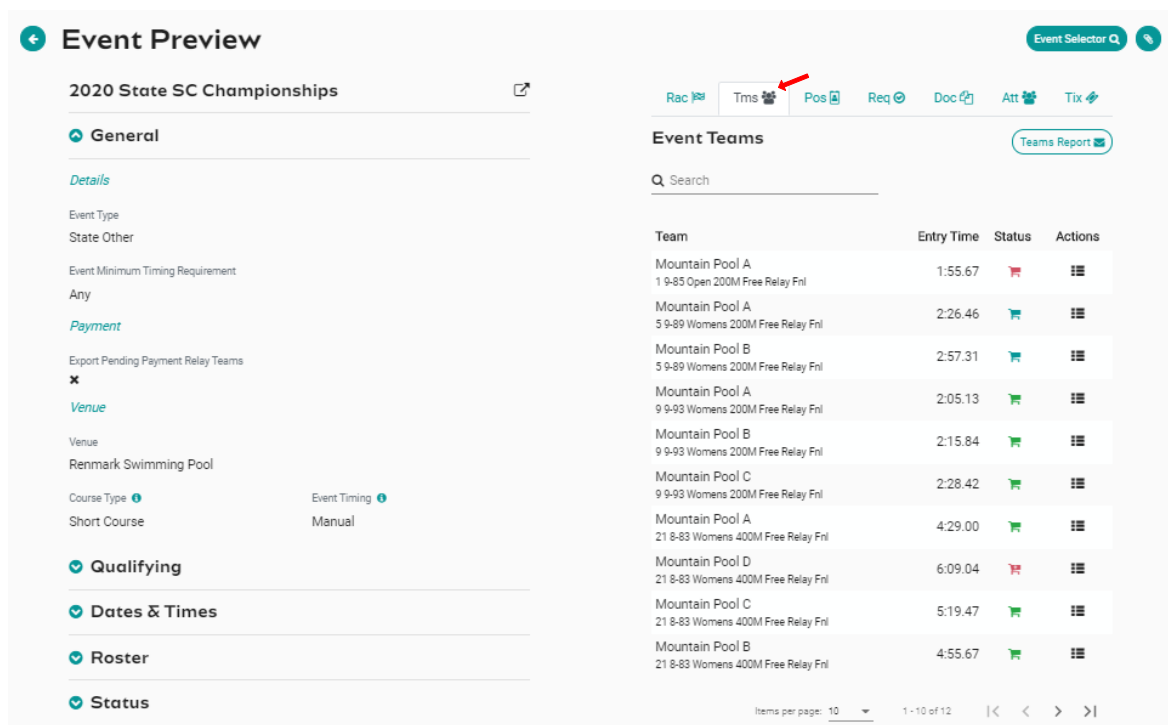
Green Trolley – Payment received and entry completed



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

Navigation: Rac, **Tms**, Pos, Req, Doc, Att, Tix

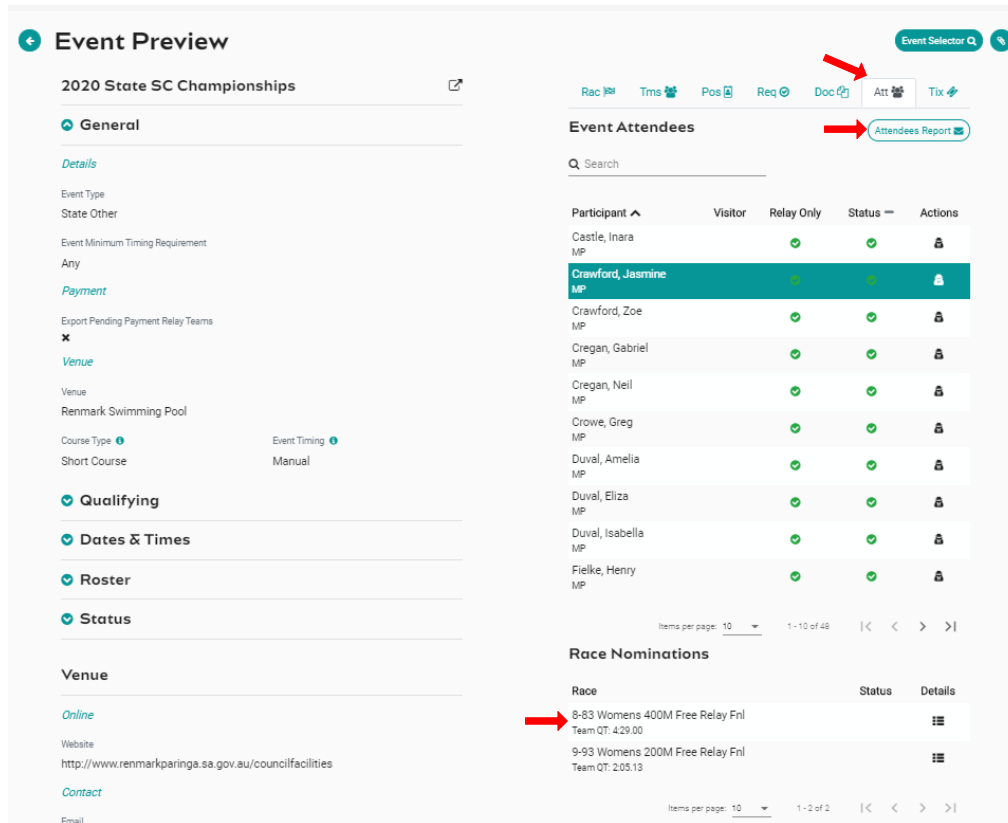
Event Teams Teams Report

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 shows the 'Event Preview' interface 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 and the 'Attendees Report' button in the 'Event Attendees' section. Another red arrow points to 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);2	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	Prctl.	Actions
Aaron Newman aaronnewman@outlook.com		⋮
Aileen Gideon-Takasawa Dependant		⋮
Bailey Newman Dependant		⋮
Cameron McGuinness-Richar... Cameron@2erfish.net		⋮
Greg Crowe holgreg@intermode.on.net		⋮
Sophie McCallum Dependant		⋮