
How to setup a Swim Meet in Swim Central

This document describes how to setup a Swim Meet in Meet Manager and then publish that Meet in Swim Central. It is not an exhaustive description of the Meet Manager process but rather a high-level and general guide to the important tasks required.

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1. Meet Manager

It's critical you check your Meet Manager file before uploading into Swim Central as most fields cannot be edited in Swim Central.

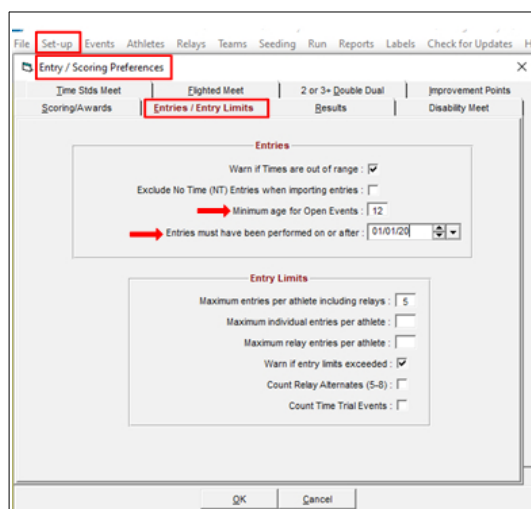
Meet Manager Checklist:

- i. **Event Name:** This is the name of your meet (eg 2022 My Club Meet)
- ii. **Event Start and End Dates:** Enter the dates of your event which are local to the venue where you are hosting the event
- iii. **Course Type:** Select the course for your meet. (LC = Long Course; SC: = Short Course). Please ensure "Course Type" under *Events/Sessions/Edit Sessions* matches.
- iv. **Age Up Date:** This field sets the age at which each swimmer will compete for this Meet.
- v. **Entry Open and Deadline Date:** Dates that nominations are open and closed. Please ensure these are set to the current or a future date.

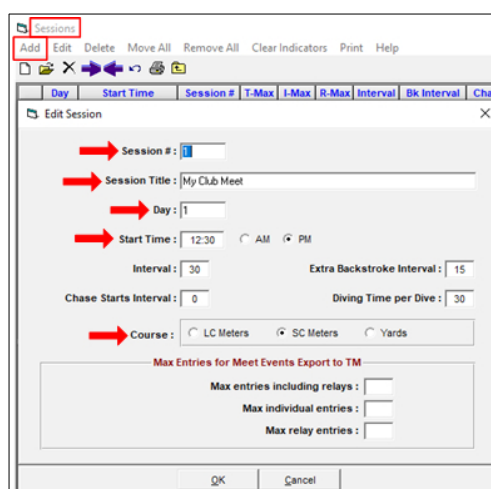
- vi. **Events:** to make sure Age Groups, Gender, Distance, Stroke, Entry Fees are correct.

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- vii. **Open Event Min Age:** This field is to be used if your meet has open events, which have a minimum age. (Complete this by clicking Set-up, Entry/Scoring Preferences, Entries/Entry Limits tab, Min age for Open Events:)
- viii. **Earliest Allowed Qualification:** This field sets the earliest date for entry times to have swum. (Complete this by clicking Set-up, Entry/Scoring Preferences, Entries/Entry Limits tab, Entries must have been performed on or after:)



- ix. **Sessions and Session Times:** A meet MUST have at least ONE session set up as Swim Central draws your meet start time from this. Meet Manager also uses these sessions to help in planning the meet and some reports - such as estimating a timeline. Larger meets can have multiple sessions which may separate Junior from Senior. It is best done once all of the events have been entered into the meet. (Complete this by clicking Events, Sessions, Add/Edit then complete the fields). Please note that even though you set the Course of the pool in the initial setup of the meet - it needs to be replicated here.



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- x. Now you need to add events to a session. If you double click on the events in the left side (Event List), they can be moved over individually. Events will be highlighted in yellow on the left to show that they have been associated with a session. Once all events have been added to sessions, then the window can be closed.

Sessions

Add
Edit
Delete
Move All
Remove All
Clear Indicators
Print
Help

Day

Start Time

Session #

T-Max

L-Max

R-Max

Interval

Bk Interval

Chase

Dive Interval

Course

Title for Session

1

12:30 PM

1

40

15

0

30

S

My Club Meet

EVENT LIST - (Double Click to Add)

Evt #

Rnd

Event Name

1

F

Mixed 100 Breaststroke

2

F

Mixed 25 Freestyle

3

F

Mixed 50 Freestyle

4

F

Mixed 25 Butterfly

5

F

Mixed 50 Butterfly

6

F

Mixed 25 Backstroke

7

F

Mixed 50 Backstroke

8

F

Mixed 25 Breaststroke

9A

F

Mixed 400 IM

9B

F

Mixed 400 Freestyle

SESSION SCHEDULE - (Double Click Evt # to Delete)

Evt #

Rpt H/P

P/S/F

Event Name

Order

Alt

Alt Heats

Break

Break Description

1

H

F

Mixed 100 Breaststroke

1

0

2

H

F

Mixed 25 Freestyle

2

0

3

H

F

Mixed 50 Freestyle

3

0

4

H

F

Mixed 25 Butterfly

4

0

5

H

F

Mixed 50 Butterfly

5

0

6

H

F

Mixed 25 Backstroke

6

0

7

H

F

Mixed 50 Backstroke

7

0

8

H

F

Mixed 25 Breaststroke

8

0

9A

H

F

Mixed 400 IM

9

0

9B

H

F

Mixed 400 Freestyle

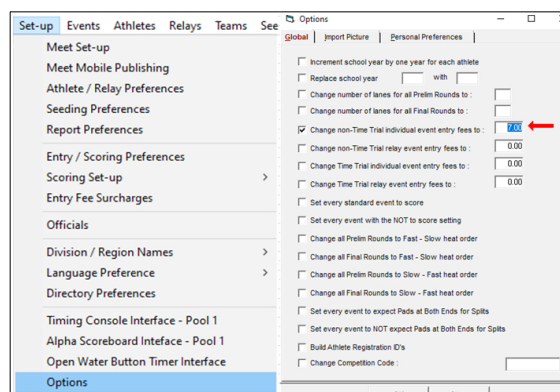
10

0

- xi. **Event Entry Fee:** This can be set up in 2 ways

Option 1: Global Option

From the Meet Manager homepage, click on set-up, From the drop down menu, choose Options, insert fee next to "Change non-Time Trial individual event entry fees". The global options will allow you to change your entry price of all events.



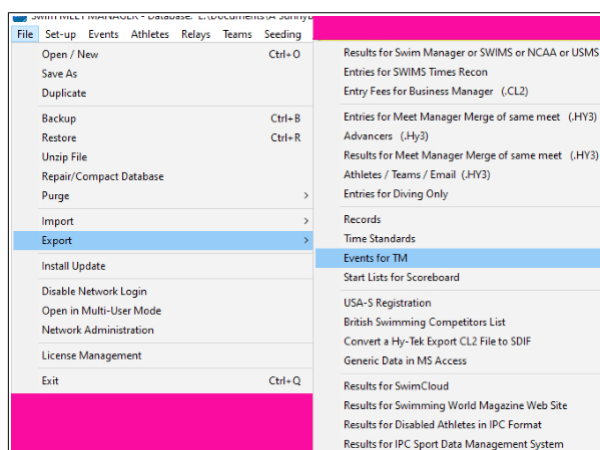
- Option 2: Individual Option From the Meet Manager homepage, click on events, select an event, Edit. You can insert an amount for each individual event.

<input type="checkbox"/>	<input checked="" type="checkbox"/> Multi-Age Group
<input type="checkbox"/>	<input type="checkbox"/> Multi-Age Group Extra
<input type="checkbox"/>	<input type="checkbox"/> Seed Multi-Age Old to Young
<input checked="" type="checkbox"/>	Score Event
<input type="checkbox"/>	Manual Seed
	Entry Fee
	8.00

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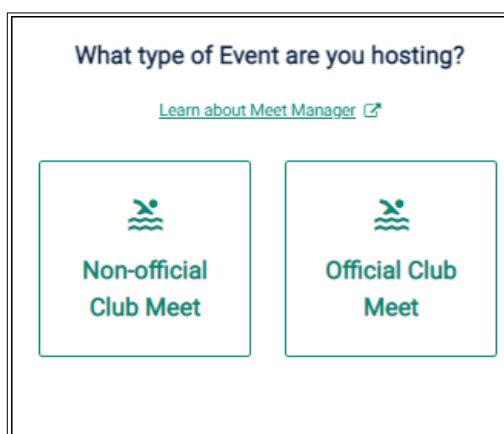
- xii. Swim Central adds GST when a Club is GST registered. If your club has not registered for GST, enter the full price.
- xiii. Check that no Entry Fee Surcharges have been set. No Athlete, Team or Facility Surcharges (Check in Meet Manager by clicking Setup, Entry Fee Surcharges).
- xiv. NB. A system fee, and then a transaction fee will be applied in the Swim Central shopping cart.

Once you have confirmed your meet information is correct, export your “Meet Event” file by selecting *File, Export, Events for TM*.



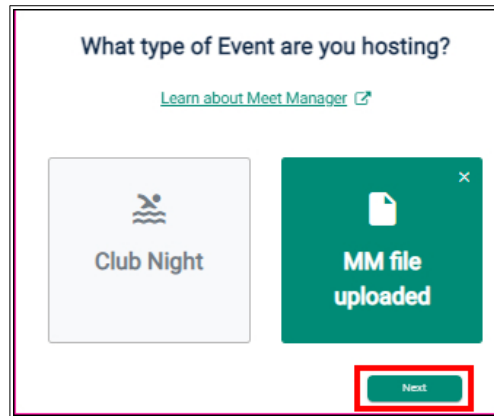
2. Log in to Swim Central and Upload your MM Zip or EV3 File

- i. Login to Swim Central and select 'Administration'
- ii. Enter your PIN, if required
- iii. Select 'Create Event' from the club dashboard
- iv. Click 'Meet Manager Event' and select what type of Event you are hosting.
These are state specific so only templates set by your state will display.
Selecting the correct Event Type is important for approval of your meet as well as pre-population of certain information to streamline the event creation process.



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- v. Upload your Meet Manager 'Meet Events' Zip or EV3 file.
- vi. You will create this 'Meet Events' file in meet Manager, by clicking File, Export, Events for TM.
- vii. Select 'Next'



3. Meet Manager File Review

- i. Information from your Meet Manager file will be displayed here to review.
- ii. Ensure that all details are correct for your meet
- iii. If all information is correct select '**Next**'
- iv. Alternatively select '**Save Draft**' if you wish to save and continue later
- v. If you need to make a correction to the MM file select '**delete**' at the bottom of the page.
- vi. This will remove the meet and MM Zip file from Swim Central.
- vii. Return to meet manager, update the necessary fields, re-export the file
- viii. Start the create an event workflow again

Meet Manager File Review

Please review the information below that has come in from Meet Manager. If there is incorrect data, please go back to MM, update and re-export your ZIP or EV3 file.

General Details

Event Name: Swim Meet Name

Start Date: 1:00pm - 27.11.2021

Finish Date: 11:59pm - 27.11.2021

Course Type: Long Course

Open Event Min. Age: 4

Earliest Allowed Qualification: 1.1.2019

Age Up Date: 27.11.2021

Session Timetable: Day 1

Session 1 - 1:00pm

Back Save Draft Delete Next

4. Additional Details

4.1. Contact

- i. Contact Name: This optional field allows you to list a contact person for the meet in the event calendar.
- ii. Contact Phone: This optional field allows you to list a contact phone for the meet in the event calendar.
- iii. Contact Email: This optional field allows you to list a contact email for the meet in the event calendar.

4.2. Event Details

- i. Venue: Your primary venue will be listed, or if you have multiple venues then select from the dropdown box (If no venues are listed you will need to link a venue via Club Information --> Club Details --> **Venues + --> Link Venue**
- ii. Allow Refunds: This field allows participants to request a refund for an entry
- iii. Nomination Local Opening date: Enter the date you wish to open entries.
- iv. Nomination Local Opening time: Enter the time you wish to open entries.
- v. Nomination Local Closing date: Enter the date you wish to close entries.
- vi. Nomination Local Closing time: Enter the time you wish to close entries. Please note, these dates & times are all local to the user's current browser time zone.
- vii. Further Event Details: This field is optional, and will display in the Details tab of the event in the calendar. There is some great features in this field, including the ability to include URLs and text formatting.

4.3. Timing

- i. Event Timing to be Used: Select the type of timing that you will be using to host your meet (e.g. Manual, Semi-Electronic or Electronic). Please note, that certain Event Types are required to be conducted using certain timing types in order to be approved.

4.4. Qualifications

- i. Qualification Course Conformance: This field sets whether a non-conforming time (i.e. LC for SC meet or SC for LC meet) can be used and how it is handled.

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- ii. Only Allow Conforming: Entrants can only use a time swum in a conforming course (i.e. SC only for SC meet or LC only for LC meet).
- iii. 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).
- iv. 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).
- v. Allowed Minimum Result Timing: This field allows you to set what timing type can be used as a minimum, by entrants to enter the meet. *Manual – Entrants must have a Manual time, Semi-Electronic – Entrants must have a Semi-Electronic time, Electronic – Entrants must have an Electronic time*
- vi. Allow More Accurate Timing Types: Tick this box to allow more accurate timing types, 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 and Manual).
- vii. Allow unapproved event results: This field allows you to select whether unapproved event results can be used by entrants
- viii. Allow Event Host Results Only: 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 ticked)
- ix. Allow unverified event results: This field allows you to select whether unverified event results can be used by entrants

4.5. Event Constraints

- i. Lanes per race: Set the number of lanes your meet will use
- ii. Seconds between heats: Set the time between heats that you will use at your meet.
- iii. Limit Swimmers per session: This optional field allows you to set the maximum number of participants for your session/s.
- iv. Max Duration Per session (Minutes): This field allows you to set the maximum time for your session/s. Ensure this is long enough for the expected duration of the longest of your sessions

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4.6. Relay

- i. **Minimum No of Swimmers Required for relay Teams:** This field allows the meet host to specify the minimum number of swimmers a club is required to submit when nominating for a relay team. Any swimmers' names selected will then be exported to meet manager and listed against the relay team. We suggest you choose 4 as a minimum. This will not stop a club entering reserves however will ensure they enter four swimmers at least to reduce the workload for the recorders when entering athlete names on the day.
- ii. **Export Pending Payment Relay Teams:** This box only needs to be ticked for a meet, which has relay events. If your meet does have relay events, and you wish to allow relay team entries to be paid for in an offline capacity (i.e. not using a credit card through Swim Central) tick this box, in all other situations you can leave unticked.

4.7. Seeding

- i. **Qualification Seeding:** This field allows you to set which seed time is taken for an entrant, *only* if they are using a non-conforming entry time.
- ii. **Use unconverted entry time:** Entrants will be entered using their entry time, unconverted. Swim Central will export using the exact race result,, including course type and result/split time. Meet Manager will perform its own internal conformance corrections.
- iii. **Use converted non-conforming 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). Swim Central will export applying a 2% conversion factor, and then indicate to Meet Manager that the time is conformant so that no further calculations are performed after export.
- iv. **Use unconverted non-conforming 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). Swim Central will export without applying a conversion factor but will lie to Meet Manager to say that the time is conformant so that no further calculations are performed after export.
- v. **Use conforming qualification time:** Entrants will be entered on the conforming qualification time.

4.8. Visitors

- i. **Home Member Pinnacle Entity:** denotes which athletes will be considered visitors at your meet. If you list this as Australia, all international athletes will be considered visitors. If you list this as your

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state eg Victoria, all interstate and international athletes will be considered visitors. This field is how Swim Central will attribute the Visitor (V) appropriately.

4.9. Document Requirements

- i. This is used for occasions when an individual must have a particular document to enter the meet.

Once Complete Select '**Next**'. Alternatively select '**Save Draft**' if you wish to save and continue later.

5. Requirements

This is an extremely important step, which ensures that the Meet is only available to swimmers who meet your eligibility criteria. This is achieved by specifying the types of membership and relationship that need to be held in order to enter the Meet.

Keep in mind that if this step is not completed correctly you may be inadvertently restricting the swimmers who can enter the Meet. Furthermore, the Meet may not receive Approved Status, thereby making all times swum ineligible for use in later Meets that require a Qualifying Time.

You can only select your own or your ancestor's memberships

If you set Membership and Relationship requirements then a participant must meet BOTH requirements to enter your Meet.

Season Dates: *Queensland, Victoria, NT - Jul 1 to Jun 30*

NSW, South Australia, Tasmania - Oct 1 to Sep 30

5.1. Membership Requirements

Using the filters at the top of the page:

- If the Meet is open to every swimmer in Australia: Select **Swimming Australia**, then select any subsequent memberships that are eligible to enter the Meet. For example, *Swimmer 8&U (QLD VIC NT)*, *Swimmer 9&O (SA NSW TAS)*.
- If the Meet is open to only your State's swimmers: Select Swimming Australia, select **your State** then select any subsequent memberships that are eligible to enter the Meet. For example, *Competitive Swimmer 9 & over*.
- If the Meet is open to only your District's swimmers: (e.g: District Championships) Select Swimming Australia, select your State, select

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your District then select any subsequent memberships that are eligible to enter the Meet. For example, *Competitive Swimmer 9&over*.

- If the Meet is open to only your Club's swimmers: (e.g: *Club Night*) select the tick box that says '**Filter by Club Name**' and your club's memberships will display. Click any memberships that are eligible to enter the Meet. For example, *Recreational Swimmer 9&Over*. Alternatively select Swimming Australia, Select the State, Select the Region/District, Select your Club, then click any memberships that are eligible to enter the Meet.

Your selection will be displayed on the right in the 'Green Box'.

Requirements

Do you want to restrict entries to your event? Use the filter to choose which state, regions, clubs or memberships swimmers need to enter your event.

FILTER

National: Swimming Australia | Filter by Club Name ☐ | State: | Region: | Club: | Sub-Club: |

Results

RELATIONSHIP

☐ Swimming Australia

SWIMMING AUSTRALIA MEMBERSHIP

☒ 21/22 Comp Swimmer (8&U)

☒ 21/22 Comp Swimmer (9&O)

Selected

MEMBERSHIPS

21/22 Comp Swimmer (8&U) x
Swimming Australia

21/22 Comp Swimmer (9&O) x
Swimming Australia

5.2. Relationship Requirements

You can restrict your Meet to only members of:

- A single club
- A group of clubs
- A Region/District or Regions/Districts
- A State or States
- Australia

Using the Filters at the top of the page:

- To select one or more Clubs: from the filters simply select Australia, the State, the District and click on 'Select Descendants' to choose a single club or multiple clubs.
- To select a District: select Australia, the State and select the Region/District.
- Your selection will be displayed on the right in the 'Green Box'
- To remove a Club or Membership select the green '**X**'

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Requirements

Do you want to restrict entries to your event? Use the filter to choose which state, regions, clubs or memberships swimmers need to enter your event.

FILTER

National
Swimming Australia

State

Region

Club

Sub-Club

Filter by Club Name ☐

Results

RELATIONSHIP

☒ My Club

Selected

Relationships

My Club X
Club 2 X
Club 3 X

Memberships

21/22 Comp Swimmer (S&U) X
Swimming Australia
21/22 Comp Swimmer (S&O) X
Swimming Australia

Back Save Draft Delete Next

Once complete select **'Next'**. Alternatively, select **'Save Draft'** if you wish to save and continue later.

Requirements

Do you want to restrict entries to your event? Use the filter to choose which state, regions, clubs or memberships swimmers need to enter your event.

FILTER

National
Swimming Australia

State

Region

Club

Sub-Club

Filter by Club Name ☐

Results

RELATIONSHIP

☒ My Club

Selected

Relationships

My Club X
Club 2 X
Club 3 X

Memberships

21/22 Comp Swimmer (S&U) X
Swimming Australia
21/22 Comp Swimmer (S&O) X
Swimming Australia

Back Save Draft Delete Next

6. Create Meet Entry Fee (Optional)

Swim Central allows Meet hosts to charge a one-off Meet entry fee for each competitor attending their event which is required to be purchased prior to allowing event nomination. To set up a Meet Entry Fee select 'Create Fee' and follow the steps below.

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- i. **Name:** Give the meet entry fee a name that is displayed for the purchaser
- ii. **Description:** Add a description (optional), this will show for the purchaser
- iii. **Cost Price (exGST):** The price of your meet entry fee (excluding GST)
- iv. **GST Payable:** This field is automatically populated based on your Club's settings.
- v. **Quantity Available:** The maximum number that can be sold
- vi. **Is Refundable:** Recommend keeping this ticked, as it doesn't guarantee a refund just allows it if needed.

Select '**Next**'. Select '**Save Draft**' if you wish to save and continue later.

7. Event Summary

It is critical that the details of your Meet are checked before it is published.

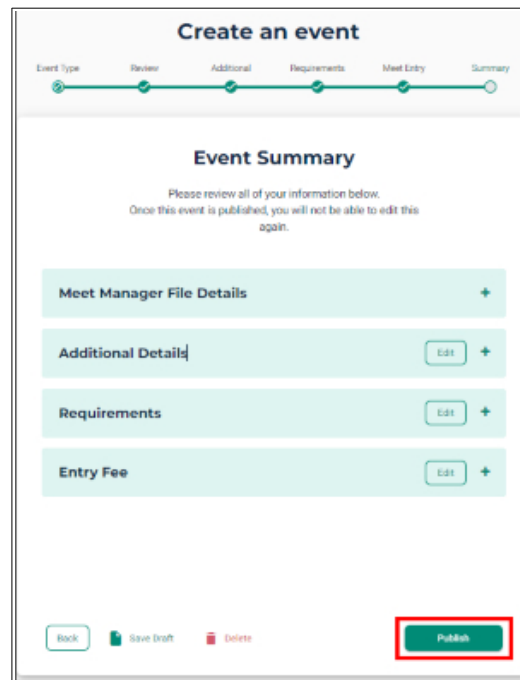
- To view the details select the '+' to display the information from that page
- To make any changes select 'Edit' and you will be taken back to that page for editing.
- To make changes to the meet manager file select 'Delete'
- This will remove the meet and MM Zip file from Swim Central.
- Return to meet manager, update the necessary fields, re-export the file
- Start the create an event workflow again

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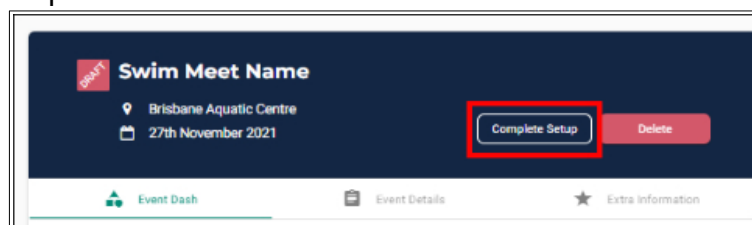
8. Publishing Your Meet

If you are unsure of any event set up features, we strongly recommend that you contact your State Administrator for assistance at this point.

Once you have checked your meet and are comfortable that your meet has been setup correctly you can then publish the meet using the Publish button at the bottom of the Event Summary Page.



If you are returning after saving your draft, from the Events dashboard select the Meet then select 'Complete Setup'.



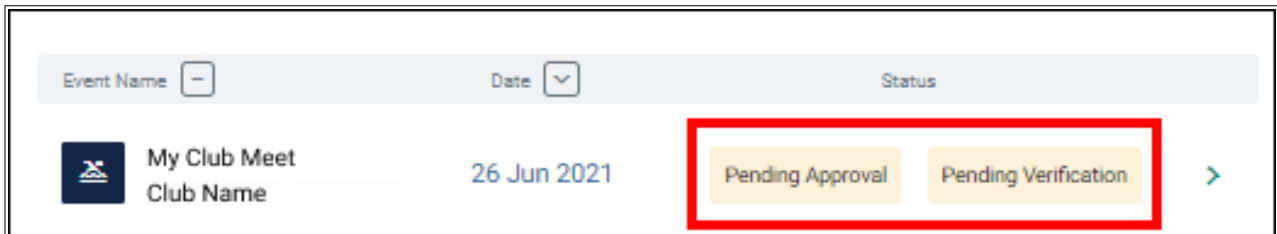
If an error is found a Club admin is able to unpublish their meet. This will remove the meet from calendars, and withdraw all tickets/products related to this event from the store.

However you can only unpublish your Meet if it is:

- Within 72 hours of publishing
- Prior to event nominations opening
- Prior to event starting

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- No related purchase order products
- No related products are in a person's shopping cart
- Once published, Meets that require approval and verification will show a status as pending on your Events dashboard. After your meet has run, results are uploaded and you have met any requirements as set by your State/Region/District, your Ancestor will approve and verify your meet.



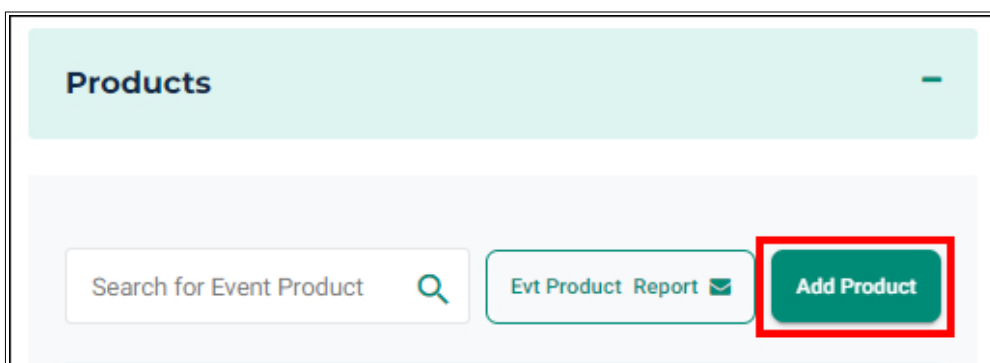
9. Setting up Event Products

Swim Central allows hosts to set up any of the following event products to sell:

- Event Spectator Tickets
- Event Entry
- Programs
- Catering pre-orders
- Event Merchandise

To set up an event product:

- i. From the event home page go to the 'Extra Information' tab and select the 'Products' accordion
- ii. Click on 'Add Product'



- iii. Complete the details of the product and select "Next"

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Event Product

Details

Name *
Spectator Ticket Day 1 22 of 100

Product Type *
Event Spectator

Description 0 of 100

Cost Price exGST
5.00 ☐ Gst Payable

Quantity Available *
50 ☒ Is Refundable

☐ Nomination Requirement

- iv. Confirm the details and click on save
- v. Open the accordion of the product created and select 'Release Product' which will make the product available to purchase from the member's view of the event or from the store.
- vi. Select 'Delete' to remove the product
- vii. Once released you can select 'Withdraw Product' which removes the product from sale.

Spectator Ticket Day 1
Event Spectator

Available 50/50 Sales \$0.00

Unreleased

- viii. When a member purchases an event product they will receive an email confirmation with their event products listed.
- ix. For Spectator or Event Entry ticket/s set up under the Products accordion and are not a requirement, upon completion of a purchase, members will receive a separate email with their tickets listed. The tickets include Event name, Ticket Name, Ticket amount, Nominee Name, date and time of the event.

***** This is an automatically generated email, please do not reply *****

Hi Parent/Adult,
Please find your tickets below:

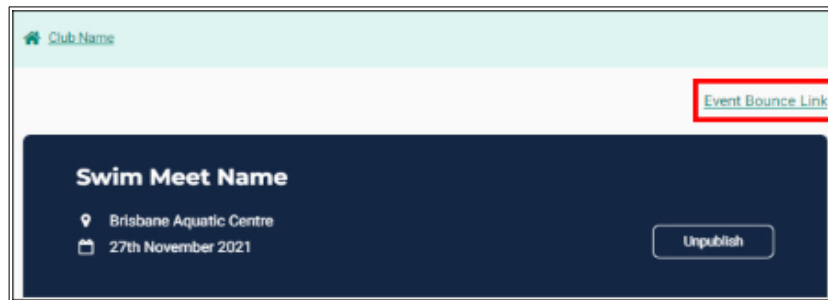
Swim Meet Name
Spectator Ticket Day 1 - Admit 1

Parent/Adult Name
10:00am - 3.12.2022 to 11:50pm - 3.12.2022



10. Creating a Direct 'Clickable' link to Your Meet

It's possible to generate a "clickable" link (a Bounce Link), to allow potential participants easy and direct access to nominate for your meet in Swim Central. This direct link can be emailed, placed within a flyer or on a website etc. You can copy your direct/bounce link by selecting the icon to the right of the event name on the Event Home screen.



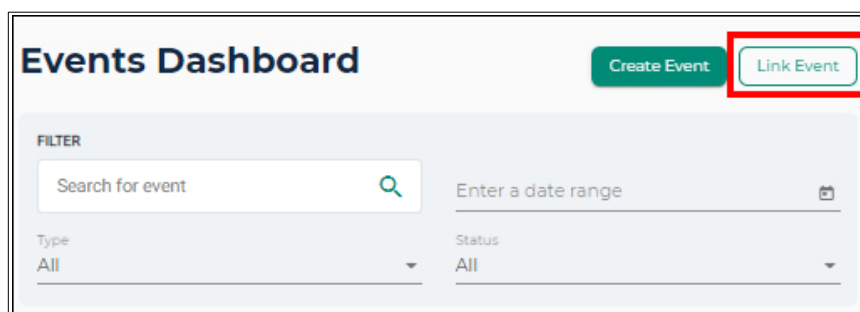
The steps below outline what happens when a member uses the direct/bounce link.

- After clicking the link, they're directed to the Swim Central sign in page (if not already signed in).
- Once they've signed in, they're taken directly to that meet.
- They then complete the nomination workflow process for the first family member and they repeat the nomination workflow process as needed, to complete nominations for all family members.

We encourage clubs to remind their members to ensure that they proceed to the final confirmation screen (Thank you for your Purchases) for family member's nominations to avoid creating a pending payment.

11. Linking to Your Meet

You can advise other clubs and regions that your meet has been published and they can link your meet with their calendar, allowing their members to nominate.



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Any club or region who has linked themselves with your meet, will be able to see the meet in their calendar and their members will be able to see the meet in their calendar. This is also how clubs can see a list of swimmers who are attending a particular meet.

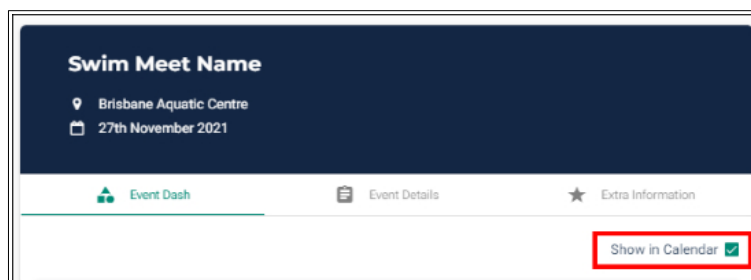
To link a meet, follow these steps:

- From the Events Dashboard
- Select the Link Event button
- Search for the entity hosting the meet
- Select the event date from the calendar
- Select 'View Event'
- Select the Associate button
- You will get the option to set a surcharge, if this is not necessary, select 'Next'
- Select 'Save'



12. Show in Calendar Feature

You now have the option to hide or show your meet from the calendar. This may be due to an error with the meet and is outside the window to unpublish or you have to cancel your meet etc.



From the Event Home Dashboard, untick 'Show in Calendar' box. This can be done at any time with immediate effect and will remove the event from

- Swim Central Event Calendar/Selector
- Swim Central Public Event Embeddables
- Swim Finder - Swimming Australia website

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- Event Calendar - Swimming Australia website
- Event Products removed from store

For those who have nominated or in the process of nominating

- Events attending tile continues to display and will allow navigation to Event Details
- Navigation to Event Details (for anybody with bounce link or nominations) will see a read only view
- Event products and nominations in trolleys or on payment pending orders will be blocked and an error message will display. For items in the trolley they will need to be removed. For payment pending the person will need to proceed to their order history and cancel the purchase order.

13. Related articles

- [Hosting a Meet - Meet Entries, Products and Results](#)
- [How to Enter a Meet](#)
- [Create An Event Terminology](#)
- [Contact Your National/State/Territory Association](#)
- [How to Request a Refund for a Meet Entry](#)