

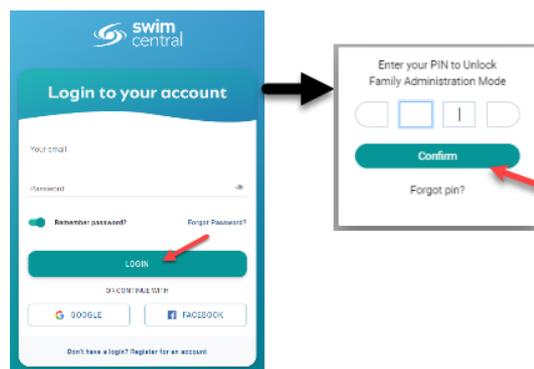
HOW A SWIMMER ENTERS A MEET IN SWIM CENTRAL

To participate in races at upcoming swim meets, participants will need enter the meet via Swim Central. This help guide is for members wishing to enter and pay for race entries in upcoming swim meet events.

If you are an individual member not attached to a family group entering a meet for yourself, **Login** to Swim Central and go directly to **Events** from your personal dashboard.

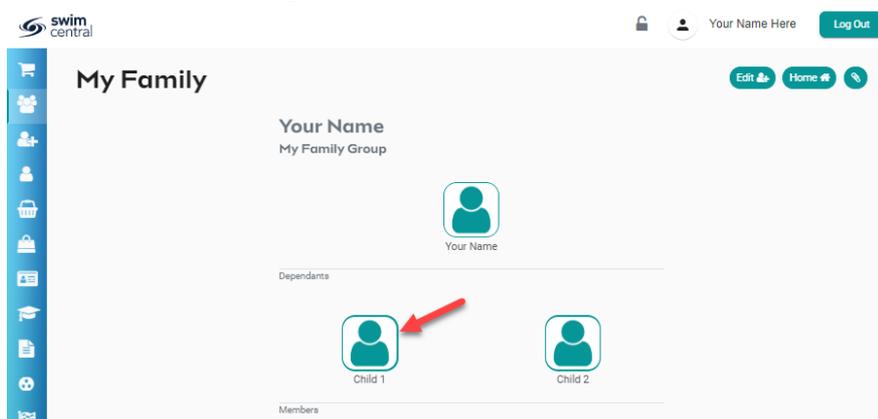
To compete in meets, you need to have a primary membership assigned. To ensure you have your primary membership established, please following the steps [here](#). *This step is only required once, if your primary membership is already established, you do not need to complete this step again.*

If you are the Head of a family group entering a child/dependant to participate in a meet, **Login** to Swim Central and **Unlock** your family group by entering your family administration PIN.



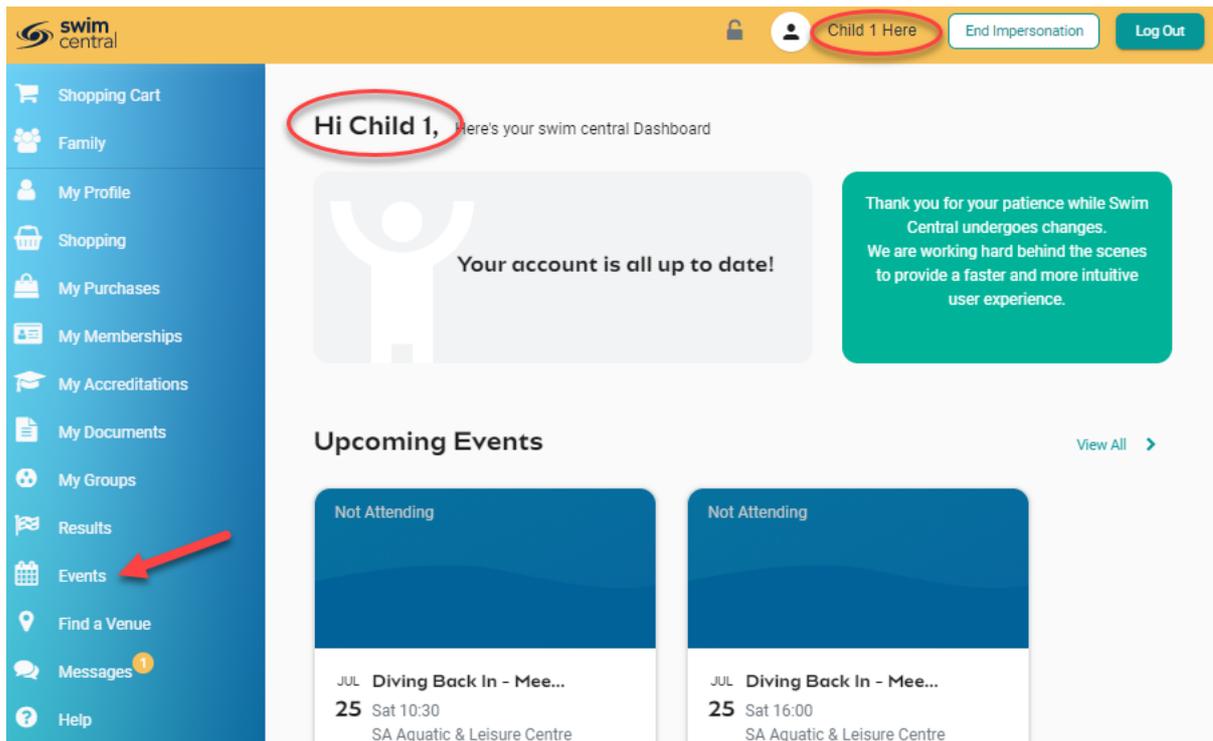
To compete in meets, competitors need to have a primary membership assigned. To ensure you and/or your children have your primary membership established, please following the steps [here](#). *This step is only required once, if primary membership has is already established for each member, you do not need to complete this step again.*

Select **Family** from your personal dashboard then choose the child profile you want to enter to race in the upcoming meet.



**** If you are entering more than one child, you will complete the entry process for one child before proceeding with the second. Payment for all entries will be a single transaction at the end.**

From that child's dashboard home screen, select **Events**. You will know you are representing that child when you see the gold ribbon at the top and the name on the dashboard is the name of the child you are entering.



FINDING A MEET

From the Events home screen, you will see a calendar view that shows all upcoming meets your club/organisation is linked to. Generally, clubs/organisations are linked to their Region/District/Area in addition to State. If you are looking to enter a meet that is not shown on your events calendar, please contact your State Administrator.

Select the meet you are looking to enter by using the calendar tool and clicking on the date. Available meets will show for that date, select the meet to view details on the right.

← Events

My Events  Finder  Home  

  March ▾ 2019 ▾ 

Mon	Tue	Wed	Thu	Fri	Sat	Sun
25	26	27	28	1	2	3
4	5	6	7	8	9	10 
11	12	13	14	15 	16 	17 
 2019 NSW State Open Championships						
18	19	20	21	22	23	24

[Details !\[\]\(0a430dbc7d06af85b831adcff8150400_img.jpg\)](#)
[Nominations !\[\]\(5aad5154cab86cea48dd9d10e2d01884_img.jpg\)](#)
[Tickets !\[\]\(a86311389280ae0b3c35372f357d29e9_img.jpg\)](#)

2019 NSW State Open Championships

[Details](#)

Organiser
New South Wales

Event Type
Non Approved Meet (e.g. Interclub, Club night)

Venue
Sydney Olympic Park Aquatic Centre

Start Date
15-03-2019

Finish Date
17-03-2019

Nominations Open
28-09-2018

Nominations Close
06-03-2019

ENTERING THE MEET

Once you have found the right meet, Select the **Nominations tab** from the event details on the right and click **Nominate**

← Events Calendar

  October ▾ 2020 ▾ 

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	1	2 	3 	4 
5 	6	7 	8 	9 	10 	11 
 2020 State SC Championships						
12 	13	14	15	16	17	18

[Details !\[\]\(36ebc3e35cc3fb5eaf2ae41a07d26ef6_img.jpg\)](#)
[Nominations !\[\]\(e1687b6171e52ae9a86daa348a102466_img.jpg\)](#)

2020 State SC Championships

[Race Nominations](#)

No Nominations Found

Why not submit a Race Nomination now?

[Nominate !\[\]\(7ffc4e18438e795fb0f220b28688421e_img.jpg\)](#)

[Position Nominations](#)

Position Eligible

A list of all events this swimmer is eligible to enter will appear. This list has already been sorted for age and gender, in addition, if the event requires a qualification time, this will be beneath the event. If the swimmer is eligible to enter, you will see  to the right of the event with the price of entry for the event. If the swimmer is not eligible to swim due to not having the qualifying time, you will see  to the right of the event.

Select **Add to Cart** for each event you want to enter the swimmer in. You will see the icon change to  which will indicate that you have entered the swimmer in that event. If you make a mistake, simply click on the  to remove the entry.

You will see the number adjust in your shopping cart on the top left  to reflect additions/removals.

Nominations

Listed below are the races for which **you** may be able to nominate based on age and gender.

This meet is **Short Course** and will **Allow Converted Nonconforming** qualification times recorded using **Manual** (or more accurate) equipment achieved on, or after **1.1.2015**

Stroke Type: All Distance: All

* venue local time

S-R	Race Name	Time	
1-2	Girls 200M Medley Fnl (<109yrs) 26-Jul 8:30 AM*	NT	 \$10.91
1-6	Girls 100M Back Fnl (<109yrs) 26-Jul 8:30 AM*	NT	 \$10.91
1-8	Girls 200M Breast Fnl (<109yrs) 26-Jul 8:30 AM*	NT	 \$10.91
1-12	Girls 100M Free Fnl (<109yrs) 26-Jul 8:30 AM*	NT	 \$10.91
1-14	Girls 200M Back Fnl (<109yrs) 26-Jul 8:30 AM*	NT	 \$10.91
1-16	Girls 100M Medley Fnl (<109yrs) 26-Jul 8:30 AM*	NT	 \$10.91
1-20	Girls 100M Fly Fnl (<109yrs) 26-Jul 8:30 AM*	NT	 \$10.91

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Once you have entered all the events for that swimmer, you can either **Proceed to Payment**, **Exit to the Event Calendar**, or **Restart**.

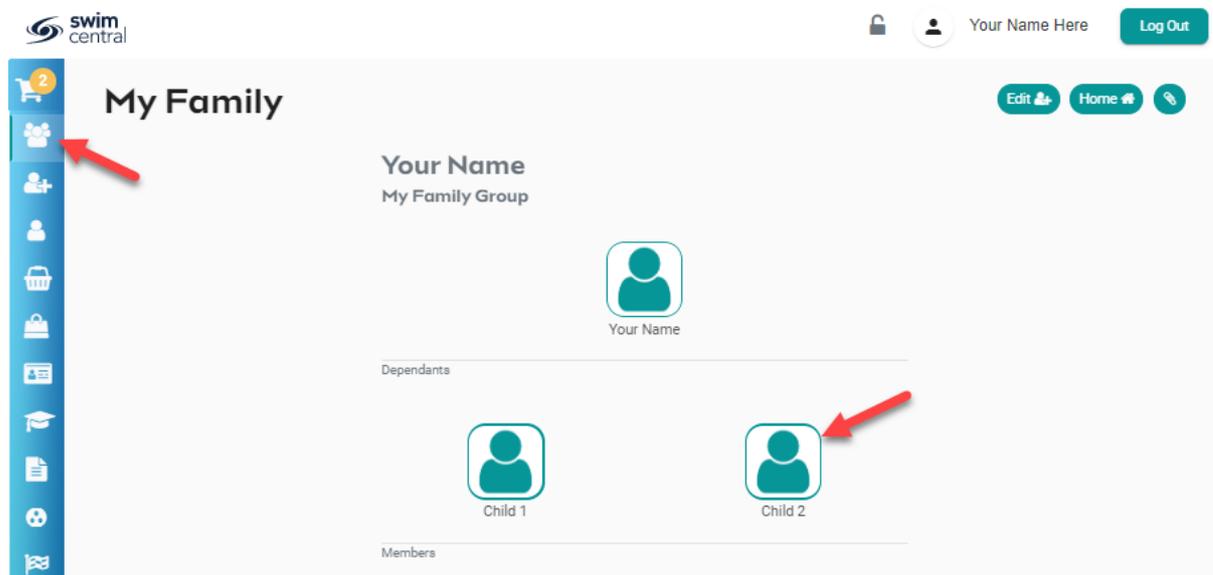
If you select **Proceed to Payment**, you can review items in your cart, adjust if necessary and proceed to payment to complete the entry process for this one meet for this one swimmer. *If you wish to enter another child, see below ([ENTERING MORE THAN ONE CHILD](#)).*

If you select **Exit to Event Calendar**, you can select another swim meet from the event calendar and follow the entry steps to add entries for this same swimmer for a different meet to your shopping cart. This allows you to enter more than one meet for that single swimmer and have one payment transaction for all entries. *If you wish to enter another child, see below ([ENTERING MORE THAN ONE CHILD](#)).*

If you select **Restart**, you will clear all race entries from your cart and will start over in the process.

[ENTERING MORE THAN ONE CHILD](#)

To complete entries for another child for the same meet or different meets, simply click on **Family** in the top left beneath the Shopping Cart icon then select the second child you wish to enter to race. You will then go to Events in that child's home and repeat the process of finding the meet, then adding entries to your cart. You will see the total number of events entered for your family reflected in the Shopping Cart item count as you go along.



[PAYING FOR MEET ENTRIES](#)

Once entries have been added to the Shopping Cart, click on the cart icon on the top left or select **Proceed to Payment**. You will see a confirmation screen listing all events you entered for each swimmer and which meets have been entered. Confirm all entries and, if necessary, remove any unwanted items by clicking the **x**.

Checkout Go back into the meet and enter more events [Continue Shopping](#)

Child 1 ✕

Firbank Aquastars 2020 Winter SC Meet: Girls 100M Free Fnl 1-1-1 **\$11.07**

Child 1 ✕

Firbank Aquastars 2020 Winter SC Meet: Girls 200M Medley Fnl 1-2 **\$11.07**

Child 2 ✕

Firbank Aquastars 2020 Winter SC Meet: Girls 200M Medley Fnl 1-2 **\$11.07**

Child 2 ✕

Firbank Aquastars 2020 Winter SC Meet: Girls 100M Back Fnl 1-6 **\$11.07**

Payment Method

Credit

Name on Card
Anyname Anyperson

Visa 4242 exp. 4/24
[Use a different Credit Card](#)

Agree with Terms & Conditions

Remember card details

Buy Now

GST \$0.00

Fees \$0.64

TOTAL \$44.28*

*includes components

Enter payment details then select Agree with Terms & Conditions in the Payment Method window to complete the purchase.

Verify that your purchase is complete by going to My Purchases from your dashboard home screen and seeing that the purchase status is set to complete for the transaction.

- [Home](#)
- [My Purchases](#)
- [My Account](#)
- [My Events](#)
- [My Clubs](#)
- [My Profile](#)
- [My Settings](#)
- [My Tickets](#)
- [My Receipts](#)
- [My History](#)
- [My Support](#)
- [My Help](#)
- [My About](#)

My Purchases

From Date: 01/01/2017 To Date: 22/07/2020 Purchase Status: ▼

Date	State	Total incGST
21.7.2020	Completed	\$33.21
21.7.2020	Completed	\$209.46
1.7.2020	Completed	\$270.36
1.7.2020	Completed	\$270.36
26.6.2020	Completed	\$33.21
26.6.2020	Completed	\$5.08
26.6.2020	Completed	\$22.14

PO# 200721062832 Products

[Transactions](#) [Invoice](#)

Search

Product Name	exGST	Qty	incGST
Firbank Aquastars 2020 Winter SC Meet: Girls 100M Back Fnl 1-6	\$11.07	1	\$11.07
Firbank Aquastars 2020 Winter SC Meet: Girls 200M Medley Fnl 1-2	\$11.07	1	\$11.07
Firbank Aquastars 2020 Winter SC Meet: Girls 200M Medley Fnl 1-2	\$11.07	1	\$11.07
Grand Total	3		\$33.21
GST Component			\$0.00
Transaction Fee*			\$0.48

If the Purchase Status is showing Payment Pending, select **Make Payment** to complete the transaction.

HOW TO SET A PRIMARY MEMBERSHIP

Within Swim Central, each participant can purchase a membership from any number of clubs/organisations. **However, each participant needs to select which is their primary membership for competition purposes.** This help guide is for setting primary memberships in two different circumstances, for the individual membership holder (if applicable) and for dependants.

SET YOUR OWN PRIMARY MEMBERSHIP

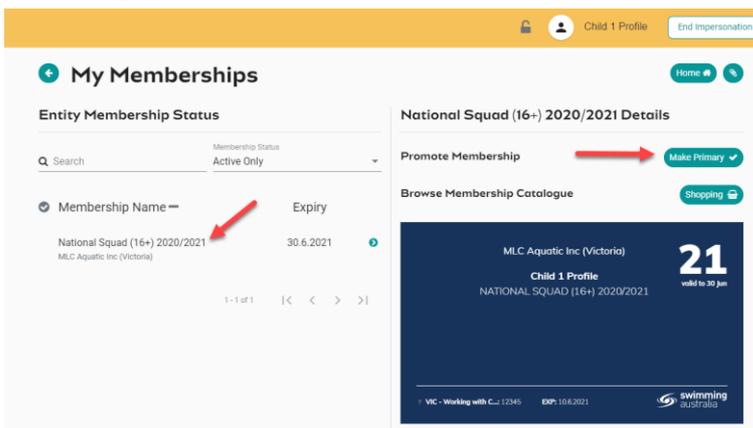
From your Swim Central homepage, select **My Memberships** from the left-hand navigation panel of your dashboard.

Select a Membership from your list on the left to view more information on the right. To set the selected membership as 'Primary' click on **Make Primary** above the membership details on the right to make the membership your primary membership. You will see a green tick appear to indicate you have designated this membership as your primary membership.

SET PRIMARY MEMBERSHIP FOR CHILDREN

Upon login, enter your family administration PIN to unlock your family. From your Swim Central homepage, select **Family** from the left-hand navigation panel of your dashboard. Click on the child for which you would like to set the primary membership. You will land on that child's dashboard. From the menu options, select **My Memberships**.

Select a Membership from the list on the left to view more information. To set the selected membership as 'Primary' click on **Make Primary**. You will see a green tick indicating you have selected that membership as that child's primary membership.



The screenshot displays the 'My Memberships' page. On the left, under 'Entity Membership Status', there is a table with columns for 'Membership Name' and 'Expiry'. The first row is 'National Squad (16+) 2020/2021' with an expiry of '30.6.2021'. A red arrow points to the membership name. On the right, under 'National Squad (16+) 2020/2021 Details', there is a 'Promote Membership' section with a 'Make Primary' button. A red arrow points to this button. Below this is a 'Child 1 Profile' card for 'NATIONAL SQUAD (16+) 2020/2021' with a large '21' and 'valid to 30 Jun'.

Select **End Impersonation** to go back to the family group and select any other people needing a primary membership established. Repeat this process as required until you and all children have a primary membership designated.