

HOW TO CREATE A MEET IN SWIM CENTRAL?

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STEP 1. CHECKING MEET MANAGER

It's critical that clubs check their Meet Manager file before uploading into Swim Central to prevent any unexpected outcomes.

Meet Manager Checklist:

- **Check all events** to make sure ages, gender, stroke etc. are correct.
For Open events, a minimum age can be set in Meet Manager or Swim Central.
- **Check the Event Entry Fee is excluding GST**, Swim Central adds GST when a Club is GST registered.
A 2.5% system fee, and then a 1.5% transaction fee will be applied in the trolley.
- **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)

It's very important that your Meet Manager file is correct before uploading into Swim Central.

STEP 2. UPLOADING INTO SWIM CENTRAL

- Sign into Swim Central, and proceed through your Entity Management Tile to your Entity Home.
- Select the Events tile and then select the Meet + button.
- Select your Venue (if no venues are listed you will need to link a venue using the **Entity Venues** tile).
- Select the Event Type (see below) and upload your Meet Manager "Meet Events" File.
You create the "Meet Events" file in Meet Manager, by clicking File, Export, Events for TM.

Please note, selecting the correct Event Type (see below for options for Queensland clubs) is important for approval of your meet as well as pre-population of certain information to streamline the event creation process.

Event Type	Eligible for Approval	Minimum timing required	If Approved, highest level times can be used for
Development Meet	Yes	Manual	State Championships or below
Transition Meet	Yes	Semi-Electronic	National Championship or below
Preparation Meet	Yes	Semi-Electronic	National Championship or below
Regional Championships	Yes	Semi-Electronic	National Championship or below
Regional Preparation	Yes	Semi-Electronic	National Championship or below
Non Approved Meet (e.g. Club night point system)	No	Any	Transition or below
Non Approved Meet (e.g. Interclub, Club night)	No	Any	Transition or below

Please ensure that you do not use the Publish button until you are completely happy with your meet!

If you do need to delete a meet in Swim Central, please email admin.qld@swimming.org.au with the name of the meet and the problem.

STEP 3. EVENT DETAILS

You will automatically be directed to the Event Setup Workflow, which will allow you to ensure that all details are correct for your meet. See below for details on each field.

General (Page 1)

Details

- Event Name: This is the name of your meet (e.g. 2019 Test Club SC Preparation Meet).
- Named Sponsors: This field is optional, if you have a naming sponsor for your event you can enter the name of the sponsor here.
- Event Description: This field is optional, and will display in the event calendar. There is some great features in this field, including the ability to include URLs and text formatting.

Contact

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

Payment

- Export Pending Payment Relay Teams: This toggle only needs to be used 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) toggle this field on, in all other situations leave toggled off (as is default).

Venue

- Venue: This field will be pre-filled from step 2.
- Course Type: Select the course for your meet.
- Event Timing: 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.*

Qualifying (Page 2)

Visitors

- Home Member Pinnacle Entity: All meets run by Queensland clubs and regions need to set this field as **Queensland**. This field is how Swim Central will attribute the Visitor (V) appropriately.

Eligibility

- Open Event Min. Age: This field is to be used if your meet has open events, which have a minimum age.
- Age up date: This field sets the age up date for the meet, and will be pre-filled from Meet Manager.

Qualifications

- Qualification Course Conformance: This field sets 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 Converted 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 confirming time (i.e. LC time can be used for SC meet or SC time can be used for LC meet).
- Earliest allowed qualification: This field sets the earliest date for entry times to have been swum.
- 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
- Allow More Accurate Timing Types: Turn this toggle **ON** 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).
- Allow unapproved event results: This field allows you to select whether unapproved event results can be used by entrants (clubs are welcome to select either yes or no).
- Allow unverified event results: This field allows you to select whether unverified event results can be used by entrants (clubs are welcome to select either yes or no).
- 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 seeds times from previous club nights this field should be toggled on)

Seeding

- Qualification Seeding: This field allows you to set which seed time is taken for an entrant, **ONLY** if they are using a nonconforming entry time. We suggest that the best option is **Use Converted Nonconforming**.
 - Use unconverted entry time – Entrants will be entered using their entry time, unconverted.
 - 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).
 - Use conforming qualification time – Entrants will be entered on the conforming qualification time.

Dates & Times (Page 3)

Event Dates & Times

- Local* Start date: Enter the first date of your meet.
- Local* Start time: Enter the start time of your meet.

***Please note, these dates & times are all local to the venue where you're hosting the meet.**

Nomination Dates & Times

- Local* Opening date: Enter the date you wish entries to open for this meet.
- Local* Opening time: Enter the time you wish to open entries for this meet.
- Local* Closing date: Enter the date you wish to close entries for this meet.
- Local* Closing time: Enter the time you wish to close entries for this meet.

***Please note, these dates & times are all local to the user's current browser time zone.**

Roster (Page 4)

Roster Settings

We recommend keeping these settings as defaulted. These settings will be used by Swim Central to calculate the length of your sessions and keep your sessions from going over the intended maximum duration; in the future they will also help to create timekeeping rosters.

- Lanes per race: Set the number of lanes your meet will use
- Seconds between heats: Set the time between heats that you will use at your meet. It is recommended that you use **30 seconds**.
- Seats per lane: Set the number of timekeepers you will have per lane.
- 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 timekeep as they have other roles they need to fill as meet hosts. We recommend keeping this field at **0.5**.
- 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 for your session/s.
Ensure you set this long enough for the expected duration of the longest of your sessions.

Summary (Page 5)

Check all details are correct and select the Next button to save, and move into the next phase of the Event Setup Workflow.

STEP 4. REQUIREMENTS

Memberships (Page 6)

Please note, meets without correct Membership Requirements set will be considered unapproved.

This is an extremely important step, which ensures that your meet (also applies to club nights) is only open to eligible swimmers; by setting the Memberships that need to be held in order to enter the meet. Keeping in mind if this step is not completed correctly, it could cause your meet to be unapproved, with results not verified.

Please note, in Queensland and Victoria season dates run July-June, while in New South Wales, South Australia and Tasmania the season runs October – September.

- If your meet is open to any swimmer in Australia:
 - Select Swimming Australia, then switch on the “Required” toggle for any memberships that are eligible to enter your meet (e.g. Swimmer (8yo & under) Jul19-Jun20, Swimmer (9yo & above) Oct19-Sep20 etc.).

- If your meet is open to only Queensland swimmers:
 - Select Queensland, then switch on the “Required” toggle for any memberships that are eligible to enter your meet (e.g. 19/20 Swimmer 8&U etc.).
- If your meet is open to only your Region’s swimmers (e.g. Regional Champs):
 - Select your Region, then switch on the “Required” toggle for any memberships that are eligible to enter your meet (e.g. 19/20 Competitive Swimmer 9&O etc.).
- If your meet is open to only your Club’s swimmers (e.g. Club Night):
 - Select your Club, then switch on the “Required” toggle for any memberships that are eligible to enter your meet (e.g. 19/20 Recreational Swimmer 9&O etc.).

You should select the **lowest entity** that all eligible swimmers would be members of.

To help explain this step, here are some more examples of different scenarios. However, if you want to discuss a specific scenario please don’t hesitate to get in touch.

- For a common **club night**, as club nights are typically only open to your own club and no other club, you would select your Club and all eligible memberships.
- For most **Regional Championships**, as they are typically only open to members of that region, the region would select themselves and all eligible memberships.
- In the case of a **three way club meet**, if all three clubs are from the same region, you would select that region and all eligible memberships. The three clubs are specified in a later step.
- For a Regional Championship open to members of that region plus another region, the region would select Queensland and all eligible memberships. The specific regions are restricted in a later step.
- For **Brisbane Preparation Meets**, clubs can select Queensland or Swimming Australia memberships and the allocated clubs and regions are specified later on.

Documents (Page 7)

You can choose to restrict your meet to only swimmers who hold a certain document. *Please note, Swimming Queensland don’t foresee any clubs in Queensland using this feature, it is not required and you can simply select next to continue.*

Relationships (Page 8)

You can choose to restrict your meet to only swimmers who have certain relationships (e.g. swimmers who have a membership (i.e. relationship) with a specific club, region etc.).

- To select allowed regions, simply switch on the toggle to the right of the region.
- To select allowed clubs, click on the region the club is part of and then switch on the toggle to the right of all allowed clubs.

For further assistance with this section, please don’t hesitate to get in touch with us.

STEP 5. TICKETS

Swim central allows meet hosts to sell a number of different tickets (e.g. spectator, catering items, event programs and also meet entry tickets which can be required to be purchased prior to allowing event nomination).

If you wish to charge a one-off meet fee for each competitor, attending your meet you can do this via Tickets and following the below steps.

- Select the Create an Entry Ticket button
- Ticket Name: Give the ticket a name, this name will show for the purchaser
- Ticket Type: Choose “Meet Entry”
- Description: Add a description (optional), this will show for the purchaser
- Cost Price exGST: The price of your meet entry ticket (excluding GST)
- Gst Payable: This field is automatically populated based on your Club’s settings.
- Margin on Cost: Not a required field
- Margin is Percentage: Not a required field
- Is Refundable: We recommend keeping this on, as it doesn’t guarantee a refund just allows it if needed.
- Total QTY for Sale: The maximum number of these tickets that can be sold
- Nomination Requirement: You need to toggle this field on for the Meet Entry ticket to be made mandatory for each competitor nominating for your meet.

After creating any tickets required for your meet, select the finish button to be directed to your event home screen. Please note, you can re-enter the Event Setup Workflow again if needed (prior to publishing your meet) by selecting the small wand icon in the Edit button from your event home.



STEP 6. CHECKING MEET DETAILS

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

From the Event Home screen, use the Rac. tab to check the following:

- Sessions (e.g. session number, days, dates and start times)
- Events/races (e.g. event/race number and name match)
- Ages for events/races
- Event fees (the fee shown here will be excluding GST)
- Qualification times

STEP 7. PUBLISHING YOUR MEET

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 from the Event Home screen.

STEP 8. 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.

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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 directed to their My Family page, where they should unlock their family pin and select the family member they wish to nominate first.
- After selecting the family member, they're directed to the family member's Events Calendar, where the meet is pre-selected (on the right of the screen on a desktop; or after scrolling down on a mobile).
- They then use the Nominate button to 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 (big green tick) for each family member's nomination to avoid creating a pending payment.

STEP 9. MAKING YOUR MEET VISIBLE TO OTHER CLUBS & REGIONS

Once your meet has been published it will be automatically visible to anyone who holds a membership with your Club. However, if you would like your meet to be visible to a wider audience, you can contact us and request your meet be made visible to other clubs or regions or alternatively, you can advise other clubs and regions that your meet has been published and they can associate your meet with their calendar allowing their members to nominate.

Any club or region who has associated 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 associate a meet, follow these steps:

- From the Events Tile
- Use the Event Link button
- Search for the entity hosting the meet, and select the relevant meet from the calendar
- Use the Associate button

HOW TO NOMINATE FOR THE MEET

We have a separate step-by-step guide to assist parents with completing the nomination process, you can access it here: <https://qld.swimming.org.au/swim-central-resources-0>

Please note, it's not recommended that administrators complete nominations on behalf of swimmers, however, if absolutely required the parent or administrator must also accept the nominations via the swimmer's event calendar.

PENDING PAYMENTS

If a parent is interrupted when completing a nomination and doesn't process the payment at the time, Swim Central may save the items from their trolley as a **Pending Payment** listed **under the parent's My Purchases tile**. The parent can, either complete payment for these items or cancel the order from their My Purchases tile.

DOWNLOADING ENTRIES & VIEWING ATTENDEES

You can view of a list of attendees at any point from the Att. Tab from your Event Home screen. You can also download this list of attendees. After your meet closes, entries can be downloaded using the Entries button from the top left corner of the Event Home screen.

DISTRIBUTION OF ENTRY LIST/RESULTS

Swim Central has the capability to make a document accessible to all clubs that have associated themselves to your meet, as well as swimmers attending your meet. For example, this feature could be used to:

- Provide the entry list to all clubs and members after entries close,
- Provide the results file after the meet has occurred, or
- Provide a timekeeping roster to all clubs attending.

To provide a document, use the Doc tab from the right hand side of the Event Home screen.

Swimmers will have access to the documents from their Events Calendar. For clubs to be able to access the documents they will need to associate the meet following the steps below:

- From the Events Tile
- Use the Event Link button
- Search for the entity hosting the meet, and select the relevant meet from the calendar
- Use the Associate button

This meet will then be accessible from the Events list to view any provided documents etc.

UPLOADING RESULTS

After your meet has run, you can upload your results into Swim Central using the Results button. After results have been uploaded, they need to be verified by Swimming Queensland. Please ensure that results (both the Meet Manager Backup file and the TM Results file) are emailed directly to Swimming Queensland (results.qld@swimming.org.au) as soon as possible after your meet has run, as verification won't occur until the results have been received.

Please note, Swimming Queensland doesn't require copies of Unapproved Meet Results (e.g. Club Nights).