

# HOW TO CREATE A MEET IN SWIM CENTRAL?

## STEP 1. CHECKING MEET MANAGER

Swim Central “talks” to Meet Manager much more than the previous system, which means that there may be some old settings in your Meet Manager file that didn’t cause issues in the past but may do unexpected things in Swim Central.

- The first thing to check is that all events have ages set correctly. For Open events, a minimum age can be set in Meet Manager or Swim Central.
- The second thing to check is that the Event Entry Fee has been correctly set for each event. This amount is what your Club will receive per event entry. *Keep in mind, if your Club is registered for GST your Event Entry Fee in Meet Manager needs to be excluding GST (as Swim Central will add GST). A 2.5% system fee, and then a 1.5% transaction fee will be applied in the shopping trolley.*
- Thirdly, we ask that you check that no other surcharges have been set in the Meet Manager file – Swim Central isn’t able to read these as they were designed, so they need to be empty. This includes the Athlete Surcharge, Facility Surcharge and Team Surcharge.

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

## STEP 2. UPLOADING MEET

- Sign in to Swim Central, and proceed through your Entity Management Tile to your Entity Home.
- Select the Events tile and then select Event +.
- Select your 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
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
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
Transition Meet	Yes	Manual	National Championship or below

**Please ensure that you do not use the Publish button until you are completely happy with your meet – we strongly recommend contacting Swimming Queensland before you publish your meet. It will be a lot easier for us to correct things prior to publishing and we’re happy to assist you with this.**

## STEP 3. EDITING SETTINGS

From Event Home use the Edit button and ensure that all details are correct for your meet. See below for details on each field.

### Section 1: Details

- **Event Name:** This is the name of your meet for example. 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 information that a member will see.

### Section 2: Qualifications

- **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.
- **Allowed Minimum Result Timing:** This field allows you to set what timing type can be used by entrants to enter the meet. It is completely acceptable that this be set as "Any" for all Queensland Club meets.
  - 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 or Electronic)
  - Manual – Entrants must have at least a Manual time
  - Semi-Electronic – Entrants must have at least a Semi-Electronic time (i.e. Any and Manual 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)
- **Course Type:** Select the course for your meet.
- **Qualification Course Conformance:** 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 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).
- **Qualification Seeding:** This field allows you to set which seed/entry time is taken for an entrant if they are using a nonconforming time. We suggest that the best option is **Use Converted Nonconforming**.
  - Use race qualification time – Entrants 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).
- **Allow unapproved event results:** This field allows you to select whether unapproved event results can be used by entrants (yes/no option).
- **Allow unverified event results:** This field allows you to select whether unverified event results can be used by entrants (yes/no option).

- Earliest allowed qualification: This field allows you to set the earliest date for entry times to have been swum.
- Age up date: This field allows you to set the age up date for the meet.
- Open Event Min. Age: This field is to be used if your meet has open events which have a minimum age.

### Section 3: Venue

- Venue: Only venues, which you have already associated/linked to your Club, will display here. Select the venue where you will host this meet.

### Section 4: Event Dates

- Start date: Enter the first date of your meet
- Finish date: Enter the last date of your meet

### Section 5: Nomination Dates

- Opening date: Enter the date you wish entries to open for this meet. Please note, the time will be automatically set at 10:00AM to change this contact Swimming Queensland.
- Closing date: Enter the date you wish to close entries for this meet. Please note, the time will be automatically set at 10:00AM to change this contact Swimming Queensland.

### Section 5: Timing

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

### Section 6: Event Settings

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.

- 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 any one timekeeper can be allocated during an entire session as well as the maximum time of each session.

Ensure you save once you have updated all fields.

## STEP 4. MEMBERSHIP REQUIREMENTS & RELATIONSHIP RESTRICTIONS

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

This is an extremely important step, that ensures that your meet is only open to eligible swimmers; by setting the Membership Products or Components 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.

On the right hand side of the Event Home screen, select the Req. tab. Then within the Memberships tab, select the Membership + button.

In Queensland, most clubs are willing to accept entries from swimmers registered anywhere in Australia (e.g. if a WA swimmer was on holiday in Queensland, they would be welcome at most club meets). In this case, you would use the Swimming Australia Business Entity Catalogue to set the Membership Requirements. This means that anyone who has a Membership Product which includes a Swimming Australia Component selected, will be eligible to enter your meet. You will complete the Membership + process for each Swimming Australia Membership Component that is eligible for your meet.

If your club meet is restricted or you're setting up a regional championships, you will need to select the lowest entity, that all eligible swimmers would have a Membership Component with.

To help explain this step, here are some 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 in the Business Entity Catalogue field.
- For most Regional Championships, as they are typically only open to members of that region, the region would select themselves as the Business Entity Catalogue.
- In the case of a three way club meet, if all three clubs are from the same region, you would select that region as the Business Entity Catalogue. 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 as the Business Entity Catalogue. The specific regions are restricted in a later step.
- For Brisbane Preparation Meets, clubs can select Swimming Queensland as the Business Entity Catalogue and the allocated clubs and regions are specified later on.

## STEP 5. SETTING ENTRY / RELATIONSHIP RESTRICTIONS

Clubs and regions can choose to restrict their meet to only swimmers who have certain relationships (e.g. swimmers who have a membership with a specific club).

On the right hand side of the Event Home screen, select the Req. tab. Then within the Relationships tab, select the Relationship + button. You will then (in turn) select and save each entity who entrants will need a relationship with to be eligible for your meet.

For example:

- For Brisbane Preparation Meets, clubs are provided a list of clubs and regions to be added as Relationships.
- In the case of a three way club meet, each of the three clubs would be added as Relationships.



- For a Regional Championship open to members of that region plus another region, each eligible region would be added here.
- For a club night where some second claim swimmers from a different or multiple different clubs are eligible to attend all of these clubs (including the host) would be added as Relationships.

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

## OTHER MEET FEATURES

Swim central allows for technical officials to nominate their availability for a meet (setup using the Pos. tab). However, this is not currently ready for use. Tickets can also be sold through Swim Central for spectators (using the Tix. tab), however Swimming Queensland are not intending to use this feature straight away.

## STEP 6. CHECKING MEET DETAILS

It is critical that the details of your meet that came from Meet Manager 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 Excl. GST)
- Qualification times

***We strongly encourage all clubs and regions to contact us at this point to assist you with this checking prior to publishing your meet to ensure everything runs as smoothly as possible.***

## 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.

## MEET VISIBILITY AND ASSOCIATION

Once your meet has been published it will be automatically visible to anyone who holds a membership product with your entity. 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.

This extra visibility is accomplished through Meet Association. Any entity 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 event in their calendar. This is also how clubs can see a list of swimmers who are attending a particular meet.

To associate a meet clubs 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

## NOMINATING FOR THE MEET

At this stage, swimmers will use their Events tile in Swim Central to locate your meet and nominate. However, the embedding capability is coming which will allow clubs and regions to publish a direct link for their meet on their website or in their flyer. We will advise clubs and regions when we have clear instructions on how to accomplish this.

To nominate a swimmer, parents can follow these steps:

- Sign in to Swim Central and enter the Family Administration Pin
- Select the swimmer, and from their Home screen, select the Events tile
- Use the calendar to locate the meet, and select the Nominate button
- Choose races/events and Add to Trolley  
*If the Add to Trolley button is greyed out this means, the Family Administration Pin needs to be entered.*
- Complete the payment for the nominations in the parents shopping trolley
- The parent will receive a confirmation email, plus the nominations can be checked within the Events tile of the swimmer, under the My Events tab

Please note, if a parent is interrupted when completing a nomination and doesn't process the payment at the time, Swim Central will 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

You view of a list of attendees at any point from the Att. Tab from your Event Home screen. After your meet closes, entries can be downloaded using the Export button from the Event Home screen. At this early stage, we are doing a number of checks after entries close for a meet to pick up any potential anomalies, so we strongly encourage clubs to stay in contact with us throughout the full meet process so that we can assist.

## 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](mailto:results.qld@swimming.org.au)) as soon as possible after your meet has run.