HOW DO I NOMINATE FOR A MEET IN SWIM CENTRAL?

Swim Central allows clubs, regions etc. to setup meets to accept online nominations. Participants can enter these meets online, but must have a valid Primary Membership to enter. For help purchasing a membership click here.

CLICK HERE TO ACCESS SWIM CENTRAL

STEP 1.

Navigate to Swim Central and complete the sign in process.

If you don't know which email address to use, or need further help signing in, contact us directly.

STEP 2.

From your 'My Family' page, select yourself as the parent/guardian and enter your family administration pin*.* Then select the swimmer you wish to nominate, to impersonate them.

You can also unlock your family administration pin using the 'Principal' padlock icon located in the navigation bar at the top of the screen.

STEP 3.

Select the swimmer's 'Events' tile, navigate through the calendar to the date of the meet and then select the meet from the calendar. Information will display about the meet on the right and you can select the 'Nominate' button.

If a meet is not showing in the calendar, you can search by the venue where the meet is being hosted. Select the orange 'Finder' button towards the top right of the screen. Enter the postcode or suburb where the meet is being held, then select the blue indicator icon, which represents the venue. Select the blue 'Events' button and you should be able to select the meet from the calendar and nominate.

STEP 4.

Membership Requirements (i.e. the requirement for a swimmer to hold a valid membership) will be checked on the first nomination workflow screen, select 'Next' to proceed. Some meets may also have a Meet Entry fee, this will need to be purchased prior to proceeding with nomination, if required you will be redirected appropriately.

STEP 5.

The nominate screen will show races for the swimmer based on their age and gender.

- o If there are no qualification times, or the swimmer meets the qualification time, a small trolley icon will be available to add the race to trolley.
  If nothing happens when you click the trolley, enter your family administration pin.
- o If the swimmer does not meet the qualification time, an 'Ineligible' icon will display.
- o Races already entered will display with a green indicator.

Once you have added to trolley, all races for the swimmer, select 'Proceed to Payment'.

STEP 6.

Check races are correct, use 'Change Trolley Items' to amend if required.

Please note, if there is a membership product in your trolley that you don't wish to purchase at this time, you can remove it using the 'Trolley' icon in the navigation bar in the very top right corner of your screen.

STEP 7.

Agree to the Terms and Conditions (Ts & Cs), select 'Make Payment' and then continue.

STEP 8.

Provide payment details and select 'Purchase' to proceed.

If completing multiple purchases (e.g. multiple swimmers for the same meet) a token will be held after this step temporarily (for up to 15 minutes after last use), to facilitate an easier checkout process.

STEP 9. NEXT FAMILY MEMBER

If you would like to nominate other members of your family for this meet, select the 'Next Family Member' button to choose the next member of your family and repeat the process.

*Please note, if you exit the nomination process prior to finalising the nomination (big green tick) the nomination will be pending payment. This means the nominations have been placed in the parent's My Purchases tile as **Pending Payment**; it can be completed or cancelled in the future from the parent's My Purchase tile.*

Need further help? You can find other help files on our website here.