



Running an Approved Meet Online Meet Entry (OME)

Table of Contents

Creating the Meet in ClubLANE	2
Step by Step Guide	2
Important things to remember	2
Managing the Meet in ClubLANE	2
<i><u>Before Opening Entries</u></i>	2
Creating a New Venue for the Meet	2
Exporting Events from Meet Manager and Uploading to ClubLANE	2
Restricting the meet to your Club, Region or State	2
Setting the Visibility Level for your meet to your Region or All Regions	3
Setting Entry Fees for the Meet	3
Setting Up Mixed Entry Events	3
Combining Events	3
Using Long Course and Short Course Acceptance Rules.....	3
Setting a Maximum Number of Events for a Swimmer	3
Setting Terms and Conditions of Entry to the Meet	3
<i><u>Opening Entries</u></i>	3
Allowing Members to Book (Enter) into the Meet Online.....	3
Publishing Meet Information in the Event Schedule on your Club's APT Website.....	3
Setting Online Entries to Open and Close Automatically	3
<i><u>After Closing Entries</u></i>	4
Viewing and Downloading a List of Competitors for the Meet	4
Exporting Online Entries from ClubLANE into Meet Manager	4
Withdrawing a Swimmer	4
Viewing a List of Withdrawn/Cancelled Entries.....	4
<i><u>After Running the Meet</u></i>	4
Providing Results to SQ	4
Publishing Results in ClubLANE.....	4
<i><u>Further Assistance</u></i>	4



Creating the Meet in ClubLANE

ClubLANE is the national database used by Swimming Australia, Swimming Queensland, QLD Regions and QLD Clubs to manage their members through a streamlined online system; reducing the workload on volunteer committee members. This national database can also be used to create and manage meets online. Below you will find a step by step guide to creating and managing a meet in ClubLANE. With specific information for Queensland Clubs.

Step by Step Guide

To access the step by step guide for creating a meet using the ClubLANE system please [click here](#).

Important things to remember

- Ensure you Title your meet using the SQ Meet Name Template
 - Year Club Name SC / LC A Grade / B Grade / Development / Introductory Meet
 - For Example:
 - 2016 Comercial SC B Grade Meet
 - 2017 Marlin Coast LC Development Meet
- Ensure you take note of the Event Code as you will need to provide this to SQ or SAL on a number of occasions
 - With any correspondence related to the meet
 - When submitting the SQ Swim Meet Approval Form
 - When submitting the TM results file to SQ

Managing the Meet in ClubLANE

Now that you have created your Meet using ClubLANE you can manage the details in the ClubLANE system. If you are continuing the process directly after creating the meet select *View Event*. If you are managing the meet at a later time hover your cursor over *Meets* and select *Lists of Meets*. Select the meet you would like to manage from the list of Current Meets owned by your Club. Below are help files to assist with the management of the meet in ClubLANE.

Before Opening Entries

Creating a New Venue for the Meet

When managing your meet in ClubLANE you may need to create a new venue for your purposes. For help creating a new venue [click here](#).

Exporting Events from Meet Manager and Uploading to ClubLANE

When managing your meet in ClubLANE you will need to export the events from Meet Manager and Import these events into the Meet Manager tab on ClubLANE. For help with this process please [click here](#).

Restricting the meet to your Club, Region or State

When managing your meet in ClubLANE you will need to manage the restriction status of your meet to determine who can enter. This is done from the *Open To* tab in your meet on ClubLANE. For help with this process [click here](#).



Setting the Visibility Level for your meet to your Region or All Regions

You will need to provide Swimming QLD (entries.qld@swimming.org.au) with the level of visibility for your meet (Visible to YOUR REGION ONLY or ALL REGIONS). This is different from the *Open To* component of the meet management process. This will allow members from outside of your Club to see your meet in MyLANE.

Setting Entry Fees for the Meet

When managing your meet in ClubLANE you will need to edit the entry fees charged to swimmers if your meet is charging an event entry fee. If you have already set your meet entry fees in Meet Manager, these will be automatically uploaded into ClubLANE when you upload your TM Events file. If you need to update the event fee that was automatically imported from Meet Manager, you will need to do this in the original Meet Manager file and re-upload the event file into ClubLANE. For help with this process please [click here](#).

Please note that the Meet Fee is a fee that would be charged per swimmer for entry into the entire meet and is different to the Event Fee; Meet Fee is not commonly used.

Setting Up Mixed Entry Events

If you would like to set up mixed entry events in the meet please [click here](#) for help.

Combining Events

If you would like to combine events in the meet please [click here](#) for assistance.

Using Long Course and Short Course Acceptance Rules

For assistance with Long Course and Short Course acceptance rules for the meet please [click here](#).

Setting a Maximum Number of Events for a Swimmer

If you would like to set a maximum number of events able to be entered into by swimmers and need assistance please [click here](#).

Setting Terms and Conditions of Entry to the Meet

If you need assistance to set terms and conditions for swimmers to accept when entering the meet please [click here](#).

Opening Entries

Allowing Members to Book (Enter) into the Meet Online

When managing the meet in ClubLANE there is a process to be followed to ensure that swimmers are able to enter or *book in* to the meet online. For help with this process using an APT website [click here](#) and when using a non-APT website [click here](#).

Publishing Meet Information in the Event Schedule on your Club's APT Website

When using an APT website you can publish the meet details within the event schedule on the website, for assistance with this please [click here](#).

Setting Online Entries to Open and Close Automatically

Using the ClubLANE system it is possible to set the entries for the meet to open and close automatically. For assistance with this process please [click here](#).



After Closing Entries

Viewing and Downloading a List of Competitors for the Meet

After closing the entries for the meet you are able to view and download a list of competitors for the meet, for assistance with this please [click here](#).

Exporting Online Entries from ClubLANE into Meet Manager

After closing the entries online you will need to export this information into Meet Manager in order to run the meet, for assistance with this process please [click here](#).

Withdrawing a Swimmer

After the meet entries close online you may have the need to withdraw a swimmer from the [entire meet](#) or from [individual events](#), click the links for the appropriate help files. Please note that withdrawing a swimmer through ClubLANE does not refund any money.

It is more common to instead withdraw the swimmer from the Meet Manager Database directly.

Viewing a List of Withdrawn/Cancelled Entries

If you would like to view a list of all withdrawn or cancelled entries to the meet you can do this using ClubLANE for assistance with this please [click here](#).

After Running the Meet

Providing Results to SQ

You will need to provide your results to SQ within two days of the completion of the meet.

Email Swimming QLD (results.qld@swimming.org.au) with:

1. The TM File for the meet as a compressed Zip File:
i.e. Meet Results – Meet Name – Meet Date
2. The MM backup for the meet as a compressed Zip file:
i.e. Swmm6Bkup2016MeetName
3. The ClubLANE **Event Code** and the **Title** of the meet in ClubLANE

These can both be found in the Main Details section of the meet in ClubLANE

**Note: Please ensure you follow the Swimming QLD Meet Name Template when titling your meet in the ClubLANE system and that the TM File reflects the same meet name.*

Publishing Results in ClubLANE

You will need to publish your results in ClubLANE in order for them to appear in Results Central and against the individual swimmers. For assistance with uploading and publishing results to ClubLANE please [click here](#).

Further Assistance

Please note that if you require further assistance with Online Meets in ClubLANE please try the following options:

1. Search the Swimming Australia Online Support Portal for the answer
<https://support.swimming.org.au/hc/en-us>
2. Contact Swimming Australia ClubLANE Support
support@swimming.org.au