



## ONLINE ENTRY SYSTEM USER GUIDE

Please make sure the following registration items are completed before proceeding to the next step

- Confirmation of Account Information
- Acknowledgement and Assumption of Risk Form Signed
- Consent messages answered

1. Follow the link provided in the meet package to access the online entry system.

Online Entries - Speedo #RaceAgain Challenge Masters\_maitres nageurs - Intro (#35521)

For login support, please email [support@swimming.ca](mailto:support@swimming.ca)

username

password

**LOGIN**

[FORGOT USERNAME/PASSWORD?](#)

2. Log into the system with your username and password.

**Note:** this is the same username and password to log into Swimming Canada online registration system. If you cannot locate this information, click Forget Username/Password or send an email to [support@swimming.ca](mailto:support@swimming.ca). Please include your full name and club in this email.

3. Once logged in, you will be brought to the entries summary screen

Online Entries - Speedo #RaceAgain Challenge Masters\_maitres nageurs - Intro (#35533)

Firstname	Lastname	Gender	DOB	Age	Club	Online Entries
Race Again	Test	Male	1979-01-01	42	SNCSTAFF	0

If more than one swimmer is associated with the account (same email address), they will appear individually on the entries summary screen (see below).

Online Entries - Speedo #RaceAgain Challenge Masters\_maitres nageurs - Intro (#35521)

First Name	Last Name	Gender	DOB	Age	Club	Online Entries	Preview	Submit	Last Entry
Rick	Loucks_SB1	Male	1986-01-01	35	SNCSTAFF	0 Entries	Preview	Submit Entries	
SNC	Test Swimmer	Female	2000-01-01	21	SNCSTAFF	0 Entries	Preview	Submit Entries	



4. To begin your entries, click the “0” listed under the **Online Entries** column (0 entries will be displayed the first time you log in), all meet events will appear in the order as per the meet package.

SNC Test Swimmer							
Events: SNC Test Swimmer							
<input type="checkbox"/>	Event	Age Group	Faster than	Slower than	Bonus	Entry Time	Best Time(SC) Best Time(LC)
<input type="checkbox"/>	50 Butterfly	18 - 24			<input type="checkbox"/>		
<input type="checkbox"/>	50 Backstroke	18 - 24			<input type="checkbox"/>		
<input type="checkbox"/>	50 Breaststroke	18 - 24			<input type="checkbox"/>		
<input type="checkbox"/>	50 Freestyle	18 - 24			<input type="checkbox"/>		
<input type="checkbox"/>	100 Individual Me...	18 - 24			<input type="checkbox"/>		

**Save & Close**

5. Select the event(s) that you will be swimming by checking the box next to it.

<input type="checkbox"/>	Event	Age Group
<input type="checkbox"/>	50 Butterfly	18 - 24
<input checked="" type="checkbox"/>	50 Backstroke	18 - 24
<input type="checkbox"/>	50 Breaststroke	18 - 24
<input checked="" type="checkbox"/>	50 Freestyle	18 - 24
<input type="checkbox"/>	100 Individual Me...	18 - 24

6. Type in your time (e.g. for a time of 2:45.00 you can type 02:450 or 24500 – the system will put it in the correct format).

<input type="checkbox"/>	Event	Age Group	Faster than	Slower than	Bonus	Entry Time
<input type="checkbox"/>	50 Butterfly	18 - 24			<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<b>50 Backstroke</b>	18 - 24			<input type="checkbox"/>	00:50.00
<input type="checkbox"/>	50 Breaststroke	18 - 24			<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<b>50 Freestyle</b>	18 - 24			<input type="checkbox"/>	00:45.00
<input type="checkbox"/>	100 Individual Me...	18 - 24			<input type="checkbox"/>	

7. Repeat for all events that you will be swimming for the meet
8. Once all of your events have been entered click **Save and Close**.



9. The number of events that you have selected will now appear under the **Online Entries** column

Online Entries - Speedo #RaceAgain Challenge Masters\_maitres nageurs - Intro (#35521)

Your entries have not been submitted yet. Please review and use the submit button to complete your entries.

First Name	Last Name	Gender	DOB	Age	Club	Online Entries
Erica	Newman	Female	1994-05-17	26	SNCSTAFF	2 Entries

10. Click **Preview Entries** to preview your events

Online Entries - Speedo #RaceAgain Challenge Masters\_maitres nageurs - Intro (#35521)

Your entries have not been submitted yet. Please review and use the submit button to complete your entries.

First Name	Last Name	Gender	DOB	Age	Club	Online Entries
Erica	Newman	Female	1994-05-17	26	SNCSTAFF	2 Entries

Online Entries - Speedo #RaceAgain Challenge Masters\_maitres nageurs - Intro (#35521)

Your entries have not been submitted yet. Please review and use the submit button to comp.....

First Name	Last Name	Gender	DOB	Age	Club	Online Entries	Preview	Submit	Last Entry
Rick	Loucks_SB1	Male	1986-01-01	35	SNCSTAFF	1 Entries	Preview	Submit Entries	Version - 3 Removed
SNC	Test Swimmer	Female	2000-01-01	21	SNCSTAFF	1 Entries	Preview	Submit Entries	

The following screen will appear:

**Report**

First Name	Last Name	Gender	DOB	Age	Event	Age Group	Faster than	Slower than	Bonus	Entry Time	Best Time
Erica	Newman	Female	05/17/1994	26	50 Butterfly	25 - 29				05:00.00	
Erica	Newman	Female	05/17/1994	26	50 Breaststroke	25 - 29				00:50.00	

11. Click Close to return to the entries summary screen

**Report**

First Name	Last Name	Gender	DOB	Age	Event	Age Group	Faster than	Slower than	Bonus	Entry Time	Best Time
Erica	Newman	Female	05/17/1994	26	50 Butterfly	25 - 29				05:00.00	
Erica	Newman	Female	05/17/1994	26	50 Breaststroke	25 - 29				00:50.00	

12. To edit your entries, repeat steps 5 through 7



13. Click **Submit Entries** to submit your events to the Entries Coordinator

Online Entries - Speedo #RaceAgain Challenge Masters\_maitres nageurs - Intro (#35521)

Your entries have not been submitted yet. Please review and use the submit button to complete your entries.

First Name	Last Name	Gender	DOB	Age	Club	Online Entries
Erica	Newman	Female	1994-05-17	26	SNCSTAFF	2 Entries

Online Entries - Speedo #RaceAgain Challenge Masters\_maitres nageurs - Intro (#35521)

Your entries have not been submitted yet. Please review and use the submit button to complete your entries.

First Name	Last Name	Gender	DOB	Age	Club	Online Entries	Preview	Submit
Rick	Loucks_SB1	Male	1986-01-01	35	SNCSTAFF	1 Entries	Preview	Submit Entries
SNC	Test Swimmer	Female	2000-01-01	21	SNCSTAFF	1 Entries	Preview	Submit Entries

14. Once submitted you will see the following message

Online Entries - Speedo #RaceAgain Challenge Masters\_maitres nageurs - Intro (#35521)

Entries successfully submitted to Meet Manager

Last Entry : Version - 1 Status - Pending Uploaded On - 01-05-2021 10:13 AM

First Name	Last Name	Gender	DOB	Age	Club	Online Entries
Erica	Newman	Female	1994-05-17	26	SNCSTAFF	2 Entries

Online Entries - Speedo #RaceAgain Challenge Masters\_maitres nageurs - Intro (#35521)

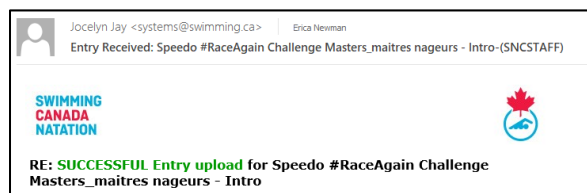
Entries successfully submitted to Meet Manager

First Name	Last Name	Gender	DOB	Age	Club	Online Entries	Preview	Submit	Last Entry
Rick	Loucks_SB1	Male	1986-01-01	35	SNCSTAFF	1 Entries	Preview	Submit Entries	Version - 3 Removed
SNC	Test Swimmer	Female	2000-01-01	21	SNCSTAFF	1 Entries	Preview	Submit Entries	

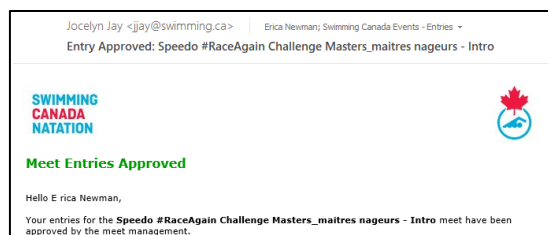
**Note:** You will be able to see the version and status of your entries as well as the date and time it was submitted to the Entries Coordinator. Once approved by the Entries Coordinator, the status will switch to **Approved**.



15. Following the submission of meet entries, you will receive an email indicating that the meet entries have been received by the Entries Coordinator.



An additional email will be received once the Entries Coordinator approves the entry.



Information will appear at the bottom of the email with a link to pay the invoice via PayPal if enabled by the Meet Manager

Invoice Details				
Speedo #RaceAgain Challenge Masters_maitres nageurs - Intro - #35533 SNCSTAFF				
Fee	Quantity	Fee/Qty	Tax Collected	Amount
Entry Fee	2	\$0.00	\$0.00	\$0.00
Surcharge	1	\$10.00	\$0.00	\$10.00
<b>TOTAL :</b>				\$10.00
<a href="#">CLICK HERE TO PAY</a>				

For any questions, please contact [support@swimming.ca](mailto:support@swimming.ca)