

How to Enter a Relay Team in Swim Central

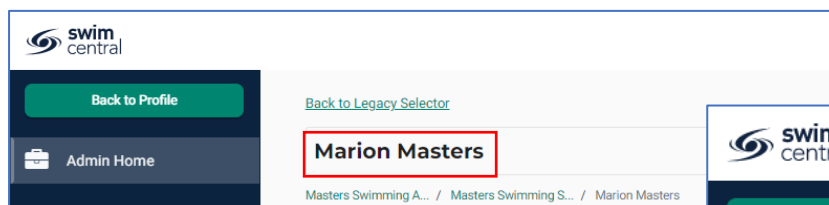
This help guide is for **Clubs and Districts** wanting to enter relay teams into upcoming competitions.

Contents

Finding the Meet	1
Locating a Relay Event	2
Entering a Freestyle Relay Team	3
Entering a Medley Relay Team	4
Entering a Mixed Medley Relay Team	4
Confirming Teams	5
Finalise & Submit All Teams	5
Check Out	6
Payment	6
Viewing Your Entered Teams	6
Entered Teams Report	7

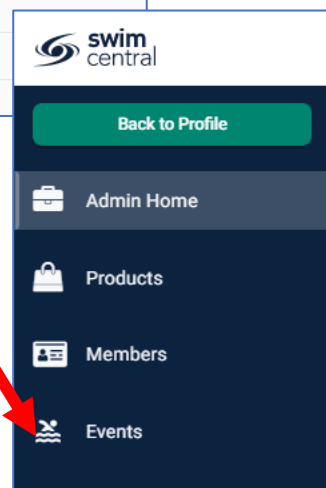
Finding the Meet

1. From your dashboard home screen, select **Administration** from in the left-hand navigation panel.
2. Check that the correct club/district for which relay teams are being created and entered is displayed in the dropdown.

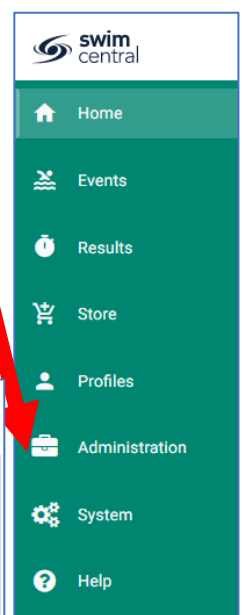
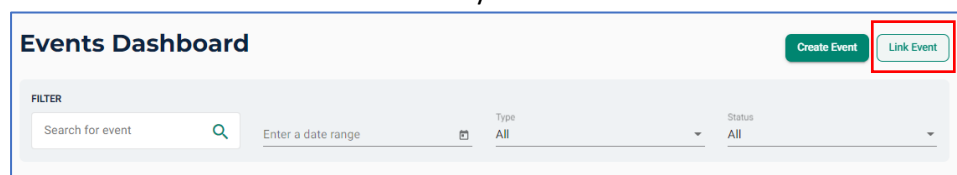


3. Select **Events** and find the meet you are looking to enter teams to compete.

If the event is not listed on the events dashboard you must link the event to your club before you can enter relays.



4. Click on **Link Event** to add the event to your calendar



- Search for the host organisation (**Masters Swimming SA**), select the event date and click on view event

Event Association

Entity Selection

Search: X

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	State	View
Masters Swimming SA	SA	Q

Items per page: 10 1 - 1 of 1 |< < > >|

Masters Swimming SA Events

July 2022

MO	TU	WE	TH	FR	SA	SU
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Sunday 17th July

- 2022 MSSA Interclub 2
SA Aquatic & Leisure Centre

[View Event](#)

- Click on **Associate** to link the event to your club

Return to your events dashboard - Once you have associated the event to your club you can enter relays, see which of your members have entered individual events. You can also view and download any event specific documents.

2022 MSSA Interclub 2 Preview

[Calendar](#) [Associate](#)

General

Contact

Contact Name: Masters Swimming SA
Contact Phone: 0459 272 324
Contact Email: mssarecorder@outlook.com.au

Event Details

Start Date: 9:00am - 17.7.2022
Finish Date: 11:59pm - 17.7.2022
Venue: SA Aquatic & Leisure Centre
Venue Time Zone on Day of Event (UTC+09:30): Adelaide
Course Type: Short Course
Local Nomination Opening Date: 10:00am - 9.5.2022
Local Nomination Closing Date: 11:59pm - 1.7.2022

Locating a Relay Event

- After linking your meet return to the **Events Dashboard**

Masters Swimming SA Events

July 2022

MO TU WE TH FR SA SU

- From the event dashboard, locate the meet you are looking to enter relays for and **click on it**. This will take you to the event home page.

Events Dashboard

[Create Event](#) [Link Event](#)

FILTER

Search for event: Enter a date range: Type: All Status: All

Event Name	Date	Status
2022 MSSA Interclub 2 SA Aquatic & Leisure Centre	17 Jul 2022	Approved Pending Verification

2022 MSSA Interclub 2

Masters Swimming SA
SA Aquatic & Leisure Centre
17th July 2022

[Event Home](#) [Event Details](#) [Event Information](#)

Show in Calendar

[Results](#) [Reports](#)

7 TOTAL ATTENDEES
0 YOUR CLUB'S ATTENDEES

Event Sessions

Session	Date	Start/Finish	Capacity	Attendees
Session 1	17 JUL	9:00am to 9:25am	0% (0/10)	7

- ## 2022 MSSA Interclub 2

 - Masters Swimming SA
 - SA Aquatic & Leisure Centre
 - 17th July 2022

Event Home

Event Details

Extra Information

Show in Calendar

Results

Reports

7

TOTAL ATTENDEES

0

YOUR CLUB'S ATTENDEES

Event Sessions

Relays Only

	Start/Finish	Capacity	Attendees
<div>Session 1</div> <div>17 JUL</div>	9:00am to 9:28am	0% 28:01:19	7 >

11. View the list of races in the session by clicking on the **session name**/number. This will take you to the Even Sessions page.

Event Sessions

Select a Session

Event Sessions Relays Only

#	Day	Start	Est.Finish	Capacity	Att.
1	1	9:00am 17-Jul	9:28am 17-Jul	0% 28.01.19	7

Items per page: 10 1 - 1 of 1 |< < > >|

Races Positions

Session Races

Q Search

#	Sub.	Name	Ages	Detail
20	1-20	Mixed 100M Medley Relay Fnl	<109	Detail
21	1-21	Mixed 100M Freestyle Relay Fnl	<109	Detail

Items per page: 10 1 - 2 of 2 |< < > >|

- ## Entering a Freestyle Relay Team

- ## Session Races Preview

Select Race

Q Search

Relays Only

#	Sub.	Name	Ages	Fees
21	8-83	Womens 400M Free Relay Fnl	<109	\$21.00
22	8-84	Mens 400M Free Relay Fnl	<109	\$21.00

Items per page: 10

1 - 2 of 2

<

>

Race Qualifications

Qualification

Slower Than

Faster Than

No Records to Display

Nominees

Positions

Q Search

Team

Team Name


Team Id

Qf. Time

Status

Actions

15. To add a swimmer to your team, click on the swimmer's name once. The padlock will appear if the swimmer is already listed for another team in the same event.

17. The **arrow keys**  allow the user to move a swimmer up to or down to the next leg.

- ## Add Team Nomination
- Team Selection for **Womens 400M Free Relay Fnl**
- Q Search
- ABCDEFGHIJKLMNOPQRSTUVWXYZ
- | Name | M/F | MC | Time | A/V |
|------------------------|-----|----|---------------------|-----|
| Mariel Curthoys-Davies | F | | 55.81
05-10-19 | ✓✓ |
| | F | | 1:01.39
22-07-18 | ✓✓ |
| | F | | 1:05.42
22-07-18 | ✓✓ |
| | F | | 1:07.02
19-07-19 | ✓✓ |
| | F | | 1:10.70
18-06-19 | ✓✓ |
| | F | | 1:12.32
19-07-19 | ✓✓ |
| | F | | 1:12.38
22-06-19 | ✓✓ |
| | F | | 1:15.13
18-03-21 | ✓✓ |
| | F | | 1:16.86
22-06-19 | ✓✓ |
| | F | | 1:20.36
19-07-19 | ✓✓ |
- Items per page: 10 1 - 10 of 58 < > >>
- Womens 400M Free Relay Fnl Qualifications
- | Nominee | M/F | Time A/V | Export |
|--|-----|------------------------|---|
| Tyla O'Neill
Leg 1 | F | ★ 1:01.39
Freestyle | ✓✓ <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Kyrene O'Neill
Leg 2 | F | ★ 1:05.42
Freestyle | ✓✓ <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Makayla Docherty
Leg 3 | F | ★ 1:07.02
Freestyle | ✓✓ <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Jasmine Carroll
Leg 4 | F | ★ 1:10.70
Freestyle | ✓✓ <input checked="" type="checkbox"/> <input type="checkbox"/> |
| Miella Curthoys-Davies
Not exported | F | 1:12.32
Freestyle | ✓✓ <input type="checkbox"/> <input type="checkbox"/> |
| Meg Wood
Not exported | F | 1:12.38
Freestyle | ✓✓ <input type="checkbox"/> <input type="checkbox"/> |
| Team Fastest 4 | | 0:04:24.53 | |
| Team Stats (6) | | ★ 0:04:24.53 | |
| Team Slowest 4 | | 0:04:42.42 | |
- ⓘ The Event Host requires that a minimum of 6 Participants be included in each Team Export
- Recalculate Nominate

19. The **minimum participants required** for each Team Export. You will not be able to select 'Nominate' if you do not meet the minimum required number of participants for that event. **Recalculate** - clears the swimmers in the nominee screen and populates the 4 fastest available and verified swimmers
20. **Confirm** your Team then select **Nominate** to save your team & repeat steps 6 to 13 to add extra teams to the same event.

Entering a Medley Relay Team

21. Select the relay event you want to enter, click on **Team +**

22. The system will show the 4 fastest qualifying Swimmers on the right screen in the order of backstroke, breaststroke, butterfly and freestyle.

23. A list of backstroke swimmers will be the default stroke shown in the left-hand screen.

24. To **amend** your team, you can search for swimmers via stroke type and or swimmer's name.

25. To **add** a swimmer to your team, select **stroke type** and then click on the **swimmer's name**.

26. Click on **Nominate** to save your team. Repeat steps 14-18 to add extra teams to the same event.

Entering a Mixed Medley Relay Team

27. Select the relay event you want to enter, click on **Team +**

28. The system will NOT automatically load any swimmers on the right screen. However, Team Candidate details for a Mixed Medley team will be displayed

29. Search via a swimmer's name, gender or stroke type and select a swimmer to add to the team.

30. Once you commence selection a **selection criteria** will be displayed at the bottom of the right screen

- ❗ Team nominations for Medley Events must include at least one participant per stroke in each Team Export.
- ❗ Team nominations for Open Events must include an equal number of female and male Participants
- ❗ The Event Host requires that a minimum of 6 Participants be included in each Team Export



31. Once you have selected your team Click on **Nominate** to save your team & repeat steps 20 to 23 to add extra teams to the same event.

Confirming Teams

32. Once you have selected your teams you can double check and **Review them** from the nominee's view under each event by clicking on the **Edit** button. You can **delete** the team if necessary.

The screenshot shows the 'Session Races' page. On the left, under 'Select Race', there is a search bar and a table of races. The table has columns for '#', 'Sub.', 'Name', 'Ages', and 'Fees'. Two races are listed: '20 4-40 Womens 400M Medley Relay Fnl' and '21 4-41 Mens 400M Medley Relay Fnl'. The second race is highlighted. On the right, under 'Race Qualifications', there is a search bar and a table of nominees. The table has columns for 'Team Name', 'Team Id', 'Qlf. Time', 'Status', and 'Actions'. One nominee is listed: 'South Australia A' with a time of '3:32.39'. A red arrow points from the 'Edit' button in the instructions to the 'Edit' button in the 'Actions' column of the nominees table.










#	Sub.	Name	Ages	Fees
20	4-40	Womens 400M Medley Relay Fnl	<109	\$21.00
21	4-41	Mens 400M Medley Relay Fnl	<109	\$21.00

Team Name	Team Id	Qlf. Time	Status	Actions
South Australia A	SA	3:32.39		 




Finalise & Submit All Teams

33. To finalise your relay entries each team must be added to the shopping trolley.
34. Select the **black trolley** next to add **each Team** to add it to the shopping cart. This will create a purchase order for each team nomination.
35. When all teams you wish to nominate have a **red + shopping trolley status** please proceed to the check out.

The screenshot shows the 'Nominees' table. It has columns for 'Team Name', 'Team Id', 'Qlf. Time', 'Status', and 'Actions'. Three teams are listed: 'South Australia A', 'STARplex A', and 'STARplex B'. The 'Status' column shows a red shopping trolley icon for 'South Australia A' and a black shopping trolley icon for 'STARplex A' and 'STARplex B'. A red arrow points from the 'black trolley' in the instructions to the black shopping trolley icon in the 'Status' column of the 'STARplex A' row.

Team Name	Team Id	Qlf. Time	Status	Actions
South Australia A	SA	3:32.39		 
STARplex A	STP	3:52.57		 
STARplex B	STP	4:33.62		 

The screenshot shows the 'Nominees' table. It has columns for 'Team Name', 'Team Id', 'Qlf. Time', 'Status', and 'Actions'. One team is listed: 'South Australia A'. The 'Status' column shows a red shopping trolley icon with a plus sign for 'South Australia A'. A red arrow points from the 'red + shopping trolley status' in the instructions to the red shopping trolley icon with a plus sign in the 'Status' column of the 'South Australia A' row.

Team Name	Team Id	Qlf. Time	Status	Actions
South Australia A	SA	3:32.39		 

Nominees

Positions

Q Search

Team +

Team Name Team Id Qlf. Time Status Actions

South Australia A

SA

3:32.39

Murray Bridge

Club Cart

1

Entity

Entity Cart

Confirm Your Cart Contents

Product Name	exGST	Qty	incGST
<div><div><div><div><div><div></div><div>2022 SA Country Championships: Womens 200M Freestyle Relay Fri 5-51 - Murray Bridge A</div><div></div></div><div><div><div><div></div><div>South Australia</div></div><div><div><div></div><div>Murray Bridge</div></div></div></div></div></div></div></div></div>	\$20.30	2.03	<div><div></div><div>1</div><div>\$22.33</div></div>
Grand Total	1	\$22.33	
GST Component		\$2.03	
Transaction Fee*		\$0.30	

fees and surcharges included in total amount shown

Agree with Ts & Cs

Charters only

Terms and Conditions of Purchase

1:34:16/24

Payment

My Entry Checkout

Info

Ready to Purchase?

Product Name	exGST	GST	Qty	incGST
<div>2020 State SC Championships: Mens 400M Medley Relay F4 4-1 - South Australia A</div> <div> <div> <div></div> <div>South Australia</div> </div> <div> <div></div> <div>South Australia</div> </div> </div>	\$21.92	\$2.13	1	\$23.45
<div>Relay Testing 3: Mens 200M Free Relay F4 2-13 - South Australia A</div> <div> <div> <div></div> <div>South Australia</div> </div> <div> <div></div> <div>South Australia</div> </div> </div>	\$10.15	\$1.02	1	\$11.17
<div>Relay Testing 3: Womens 200M Medley Relay F4 2-2 - South Australia A</div> <div> <div> <div></div> <div>South Australia</div> </div> <div> <div></div> <div>South Australia</div> </div> </div>	\$10.15	\$1.02	1	\$11.17

Grand Total

3

\$45.79

GST Component

\$4.17

Transaction Fee*

\$0.62

* fees and surcharges included in total amount shown

Please Provide Payment Details

This payment will be handled securely via Stripe. Your card details will not be stored.

Name on Card

Card number

MM / YY

CVC

Payment \$45.79

42. A large green tick will show confirming that payment was successful.
Generate an invoice if you require one.

[Rac](#)
[Tms](#)
[Pos](#)
[Req](#)
[Doc](#)
[Att](#)
[Tix](#)

Event Teams

[Teams Report](#)

Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fnl	1:55.67		
Mountain Pool A 5 9-89 Womens 200M Free Relay Fnl	2:26.46		
Mountain Pool B 5 9-89 Womens 200M Free Relay Fnl	2:57.31		
Mountain Pool A 9 9-93 Womens 200M Free Relay Fnl	2:05.13		
Mountain Pool B 9 9-93 Womens 200M Free Relay Fnl	2:15.84		
Mountain Pool C 9 9-93 Womens 200M Free Relay Fnl	2:28.42		
Mountain Pool A 21 8-83 Womens 400M Free Relay Fnl	4:29.00		
Mountain Pool D 21 8-83 Womens 400M Free Relay Fnl	6:09.04		

Green Trolley – Payment received and entry completed

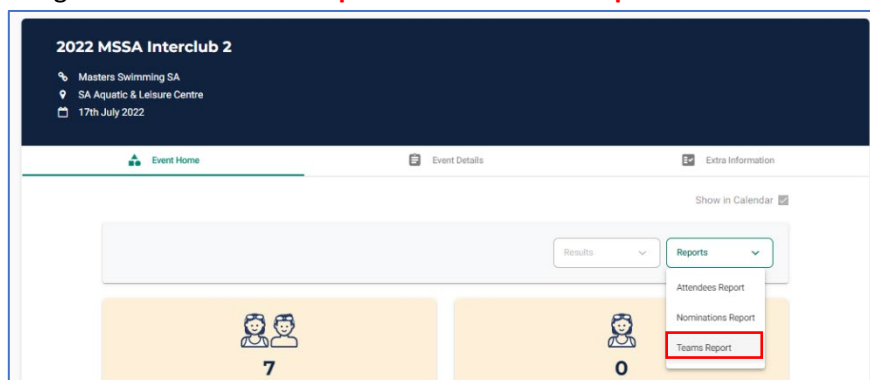
Red Trolley – Purchase Order not created, refunded or require payment – not exported

Red + Trolley – In Shopping Cart Purchase Order not created – not exported

Blue Trolley – Entity submitted & Purchase Order created (pending) payment

Entered Teams Report

44. To view a list of each team go to **Event Home** -> **Reports** -> click **Teams Report**.



45. A report will be emailed to you. This report details the Team Name, Team Alpha Character, Race Number, Race Name, Team Entry Time, List of Athletes Names, Event Cost and the payment Status.

A	B	C	D	E	F	G	H
Team Name	Team Alpha Character	Race num	Race name	Team Entry T	Athletes name (age)	Event cost	Status
Mountain Pool A	A	1 9-85	Open 200M Fre	01:55.7	Bailey Newman (15);Cameron McGuinni	21	Paid
Mountain Pool A	A	5 9-89	Womens 200M	02:26.5	Annabelle Starr (12);Ella Newman (12);2	21	Paid
Mountain Pool B	B	5 9-89	Womens 200M	02:57.3	Yingzi Gao (11);Poppy Hooper (11);Erin 5	21	Paid
Mountain Pool A	A	9 9-93	Womens 200M	02:05.1	Sophie McCallum (16);Kaitlyn Richards (21	Paid
Mountain Pool B	B	9 9-93	Womens 200M	02:15.8	Elisha Jones (13);Kara Scarborough (13);	21	Paid
Mountain Pool C	C	9 9-93	Womens 200M	02:28.4	Ella Newman (12);Alisa Gideon-Takasaw	21	Paid
Mountain Pool A	A	20 4-40	Womens 400M	05:00.7	Isabella Duval (17);Aileen Gideon-Takas	21	Not Complete

46. Alternatively select from the session races screen select the event you wish to view. Select the magnifying glass icon under to view the team you have submitted.

