



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
- COVID Attestation Form signed
- Swim Ontario Procedures and Concussion Management Acknowledgements Form Signed
- Consent messages answered

For a step-by-step breakdown on How to complete the above items status for the season, click [here](#).

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

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. 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 *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 checked="" 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="text"/>		
<input type="checkbox"/> 50 Backstroke	18 - 24			<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/> 50 Breaststroke	18 - 24			<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/> 50 Freestyle	18 - 24			<input type="checkbox"/>	<input type="text"/>		
<input type="checkbox"/> 100 Individual Me...	18 - 24			<input type="checkbox"/>	<input type="text"/>		

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"/>	50 Backstroke	18 - 24			<input type="checkbox"/>	00:50.00
<input type="checkbox"/>	50 Breaststroke	18 - 24			<input type="checkbox"/>	
<input checked="" type="checkbox"/>	50 Freestyle	18 - 24			<input type="checkbox"/>	00:45.00
<input type="checkbox"/>	100 Individual Me...	18 - 24			<input type="checkbox"/>	

For the OW Gull Lake entries, you will need to select carefully the correct event as the distances are the same for each session.

OW Gull Lake Events: Each session will offer the same events. Swimmers are limited to one session (1 individual event and relays)

- **A.** Saturday Morning Session – 2KM & 4 x 500m Mixed Relay (events 101/102 & to 503)
- **B.** Saturday Afternoon Session – 2KM & 4 x 500m Mixed Relay (events 104/105 & 506)
- **C.** Sunday Morning Session – 2KM & 4 x 500m Mixed Relay (events 107/108 & 509)
- **D.** Sunday Afternoon Session – 2KM & 4 x 500m Mixed Relay (events 110/111 & 512)

The default entry time is zero (NT). NT will be accepted. **The 2KM must be completed in one hour.**

Online Entries - ONT MASTERS OW FESTIVAL – GULL LAKE (#35954)

Preview Entries **Submit Entries** 5

Firstname	Lastname	Gender	DOB	Age	Club	Online Entries
Online Entries	Masters	Female	2000-01-01	21	SOM	1 1

Online Entries Masters

Events: Online Entries Masters

<input type="checkbox"/>	Event	Age Group	Faster Than	Slower Than	Bonus	Entry Time	Best Time(SC)	Best Ti
<input type="checkbox"/>	2000 Freestyle [#102]	Under - Over	Saturday Morning		<input type="checkbox"/>			
<input checked="" type="checkbox"/>	2000 Freestyle [#105]	Under - Over	Saturday Afternoon		<input type="checkbox"/>	60:00.00 3		
<input type="checkbox"/>	2000 Freestyle [#108]	Under - Over	Sunday Morning		<input type="checkbox"/>			
<input type="checkbox"/>	2000 Freestyle [#111]	Under - Over	Sunday Afternoon		<input type="checkbox"/>			
<input type="checkbox"/>	500 Freestyle [#503]	Under - Over	Saturday Morning		<input type="checkbox"/>			
<input type="checkbox"/>	500 Freestyle [#506]	Under - Over	Saturday Afternoon		<input type="checkbox"/>			
<input type="checkbox"/>	500 Freestyle [#509]		Sunday Morning		<input type="checkbox"/>			
<input type="checkbox"/>	500 Freestyle [#512]		Sunday Afternoon		<input type="checkbox"/>			

4 Save and Close

ONT MASTERS OW F...
Hosted By:
Province:
Sanction Type:
Meet Type:
Age Category:
Sessions:



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 complete your entries.

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	

[Close](#)

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	

[Close](#)

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)

[Preview Entries](#)
[Submit entries](#)

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

Preview Entries **Submit entries**

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	

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"

Online Entries - Speedo #RaceAgain Challenge Masters_maitres nageurs - Intro (#35521)

Entries successfully submitted to Meet Manager

Preview Entries **Submit entries**

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

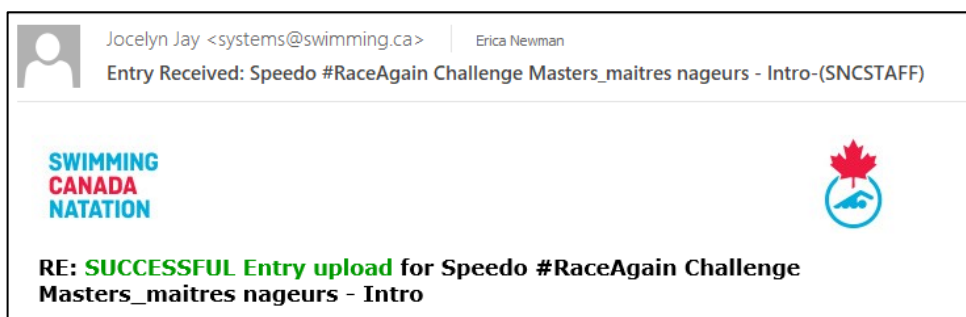


15. Following the submission of meet entries, you will receive an email indicating that the meet entries have been received by the Entries Coordinator.

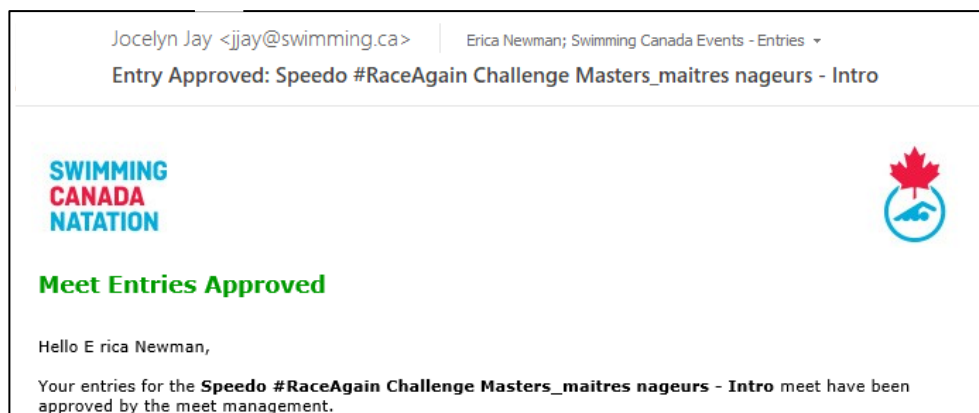
For Gull Lake: the email indicates that a validation report is attached. You may or may not receive this. It does not affect your entries. If you receive the emails, we have also received the entry. Payment instructions will be sent after the entries deadline.

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	1 Entries	Preview	Submit Entries	Version - 3 Removed
SNC	Test Swimmer	Female	2000-01-01	21	SNCSTAFF	1 Entries	Preview	Submit Entries	Version - 2 Approved



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



For any questions, please contact support@swimming.ca