# 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
- 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



**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



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 | |

Step 1 - Click "0"

**4.** To begin your entries, click on the "0" of 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

| | Event | Age Group | Faster than | Slower than | Bonus | Entry Time | Best Time(SC) | Best Time(LC) |
|---|-------|-----------|-------------|-------------|-------|------------|---------------|---------------|
| ☐ | 50 Butterfly | 18 - 24 | | | ☐ | | | |
| ☐ | 50 Backstroke | 18 - 24 | | | ☐ | | | |
| ☐ | 50 Breaststroke | 18 - 24 | | | ☐ | | | |
| ☐ | 50 Freestyle | 18 - 24 | | | ☐ | | | |
| ☐ | 100 Individual Me... | 18 - 24 | | | ☐ | | | |

Save & Close

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

| Event | Age Group |
|-------|-----------|
| ☐ 50 Butterfly | 18 - 24 |
| ☑ 50 Backstroke | 18 - 24 |
| ☐ 50 Breaststroke | 18 - 24 |
| ☑ 50 Freestyle | 18 - 24 |
| ☐ 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).



**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



**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 | 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:



| 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



| 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)

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 |

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## 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 |

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## 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.

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 |

Jocelyn Jay <systems@swimming.ca>    Erica Newman
Entry Received: Speedo #RaceAgain Challenge Masters_maitres nageurs - Intro-(SNCSTAFF)
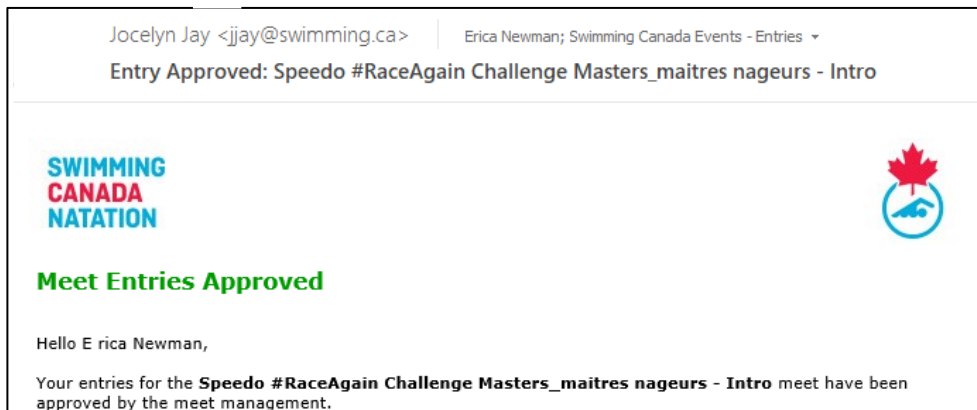
SWIMMING
CANADA
NATATION

RE: SUCCESSFUL Entry upload for Speedo #RaceAgain Challenge Masters_maitres nageurs - Intro

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

Jocelyn Jay <jjay@swimming.ca>    Erica Newman; Swimming Canada Events - Entries ▾
Entry Approved: Speedo #RaceAgain Challenge Masters_maitres nageurs - Intro

**SWIMMING**
**CANADA**
**NATATION**

**Meet Entries Approved**

Hello E rica Newman,

Your entries for the **Speedo #RaceAgain Challenge Masters_maitres nageurs - Intro** meet have been approved by the meet management.

*For any questions, please contact* support@swimming.ca