On-Line Meet Entry for SE London Region Summer Championships 2024

Thank you for inputting your entries electronically. This has a number of advantages for both the club and for the event admin people.

- It allows you to be certain that times you submit will be entered into the meet correctly;
- It allows you to get immediate feedback on probable rejections allowing time to resolve before the closing date; and
- It speeds up the generation of the meet programme and the list of rejected swimmers (if any).

We have put together the following process flow and instructions which we hope you will find helpful. This document does not cover the steps you need to take in your team management systems to set up the meet and enter your swimmers. However, we have included some recommendations based on our experience. Please check your own help documents and instructions with this process.

If you have any questions when following these instructions, please feel free to contact me. Once again, thank you for agreeing to submit your entries electronically, it is much appreciated.

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1. Importing the Meet Information

1. Download the file containing meet events for the SE London Summer Championships from the meet page on the London website.
2. The file name for the Summer Championships is ***Meet Events-SE London Summer Championships 2024-27Apr2024-001.zip***
3. Import this file into your Team Management system.
4. The file contains the Consideration Time for the events as qualifying times. Any swimmer who equals or exceeds this time will be allowed to enter.
5. The Automatic Qualifying Times are published on the meet page of the London website.
6. The portal will check entries against the consideration times and the automatic qualifying times. If you meet the automatic qualifying times your entry will have a green smiley face, if you meet the consideration time only your entry will have an amber smiley face and if you do not meet the consideration time your entry will have a red unhappy face.

2. Exporting your meet entries

1. You need to follow your team management systems instructions to create a meet entry file. We accept files in the SD3 or HY3 formats.
2. Save your meet entry file to your desktop and log onto the Entry Portal

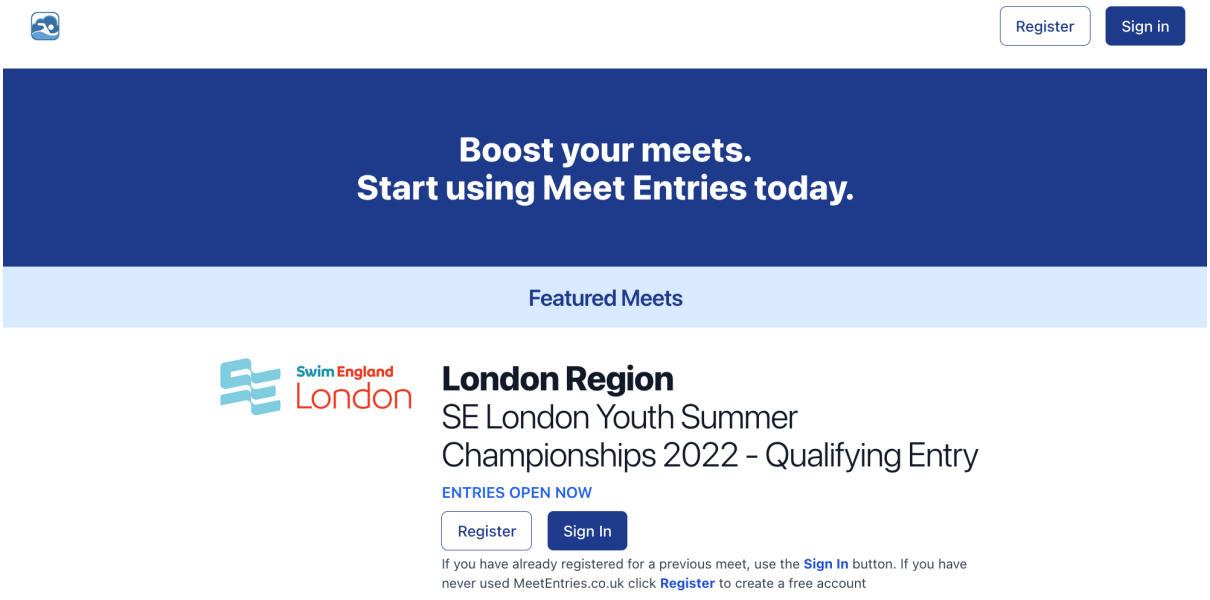
3. Team Management System Guidance

1. You should consult your team management systems help documents for the appropriate entry process. We give guidance here for some of the more popular systems in use.

2. The first question is do I have a qualifying time. On the meet file in your team management system, you need to ensure you have selected **"enforce qualifying times"** so that you only select times that meet the qualification requirements.
3. The second question is do I have a qualifying time that appears on Rankings at the right licence level and has been swum since the date specified in the Meet Events file. For the Regional meet, times gained at a Level X or Level 4 meet are not eligible for entry. The date of the swim on Rankings must be on or after 18 April 2023.
    a. **Team Unify.** Set the entry criteria to "convert all times to LCM" instead of "multi-cut course LSY". This converts all SC times to LC using the US conversion standards which may result in a rejection if the original SC time is outside the SC qualifying time. However, this should ensure all properly qualifying entries are included in the portal. When you create your meet entry file for upload, check the box "Export entry times as unconverted" before you create you extended SD3 file. You also have the option to use times from the same meet type. This will allow you to exclude Level 4 meets. To do this you need to create a "Regional" meet type, say type 1, that is then used to identify all meets at level 1, 2 or 3 as you set them up. You will set the meet type for the regional meets as Type 1.
    b. **Swim Manager.** Set the meet to the course being swum, which is Long Course for the regional championships, and allow conversions. This works the same way as Team Unify but uses the Swim England conversion factors. The entry file automatically includes swum times by default. You also need to select Levels 1-3 in the meet QT Licence Level.
    c. **HyTek Team Manager.** I do not think this has the same facility as Team Unify so I am afraid this is a manual effort to enter a custom SC time, if LSY multi-cut course is selected, and the swimmer has a faster converted SC time than their LC PB.

4. Logging into the On-Line Entry Portal

1. Access the portal using this URL https://meetentries.co.uk/
2. You will see the following screen

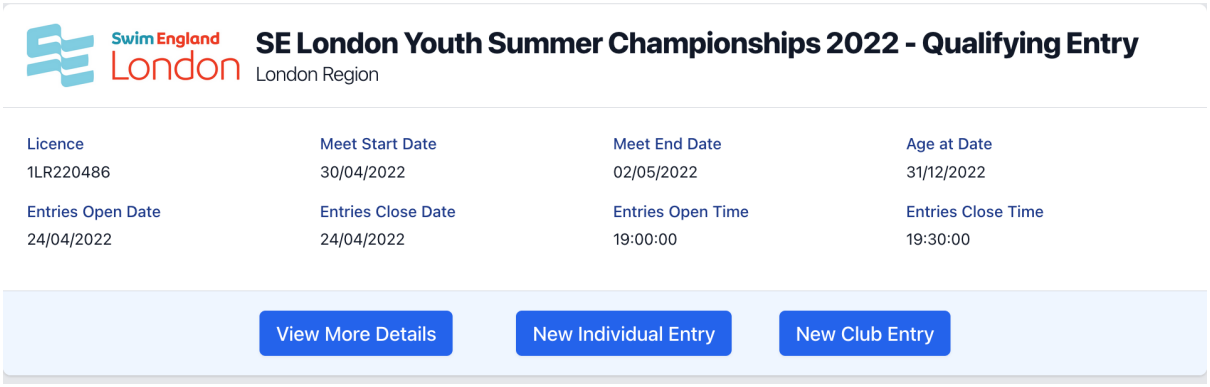


3. When you access for the first time you will need to register. Select the button at the top right of the screen and follow the instructions.
4. Return to this screen and log in with your registered user name and password.

5. Uploading your Entry File

1. Log in to the On-Line Entry Portal. You will be presented with a list of all the featured meets using the portal.
2. Select the one you wish to enter.

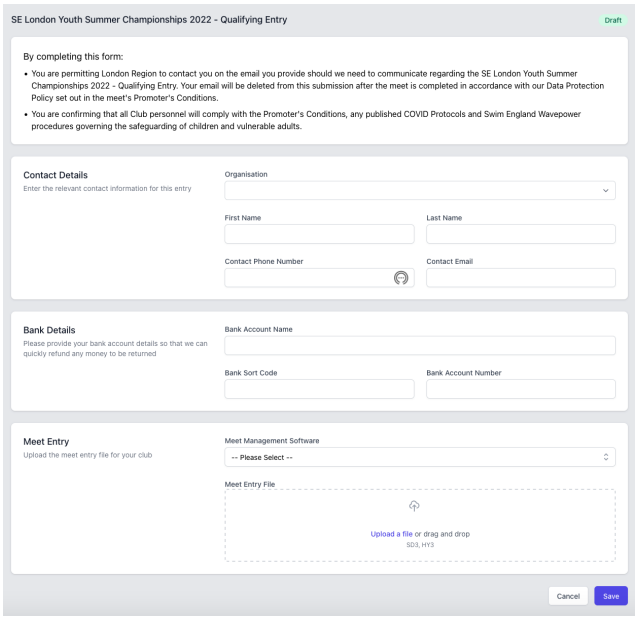
3. On the home entry screen for the meet you have selected you will have three options as shown.



4. "View More Details" allows you to view entries already submitted. We will come back to this option later. "New Club Entry" is the option you should use for all entries other than para-swimmer entries. Para-swimmers should be entered using the "New Individual Entry" option.
5. In both cases you need to select the button and complete all the fields in the entry form.

6. Submitting a Club Entry

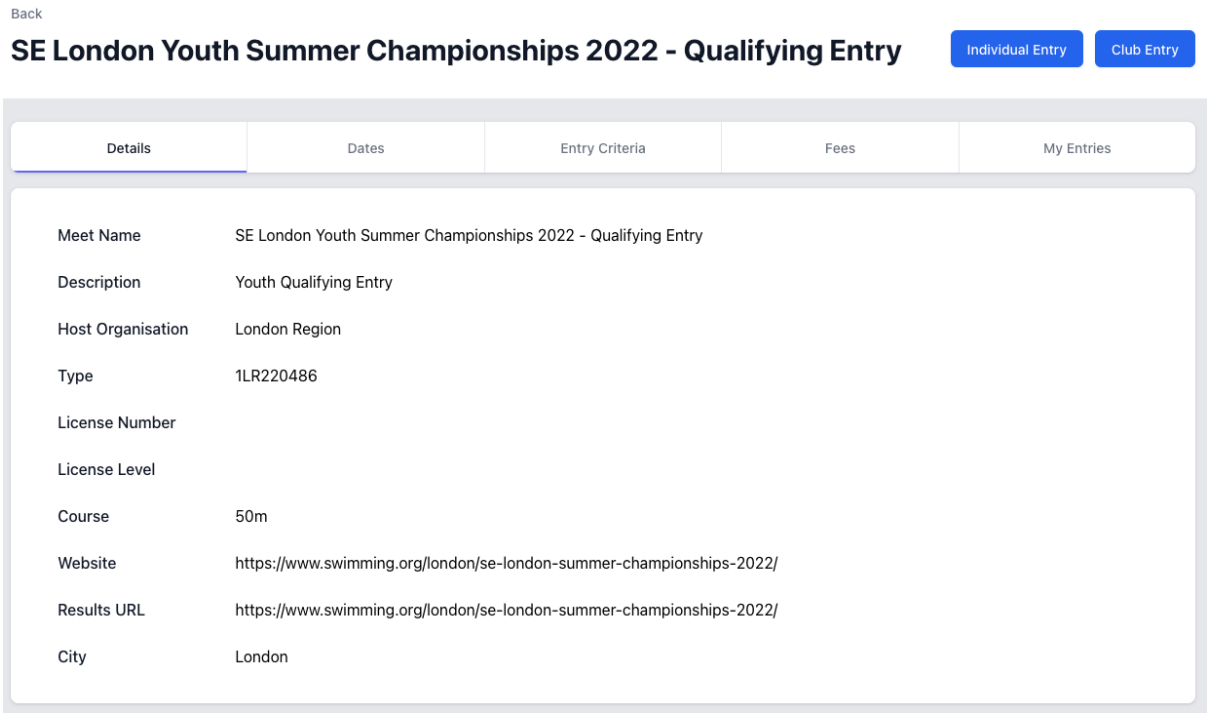
1. When you select the New Club Entry button, you will see the following screen.



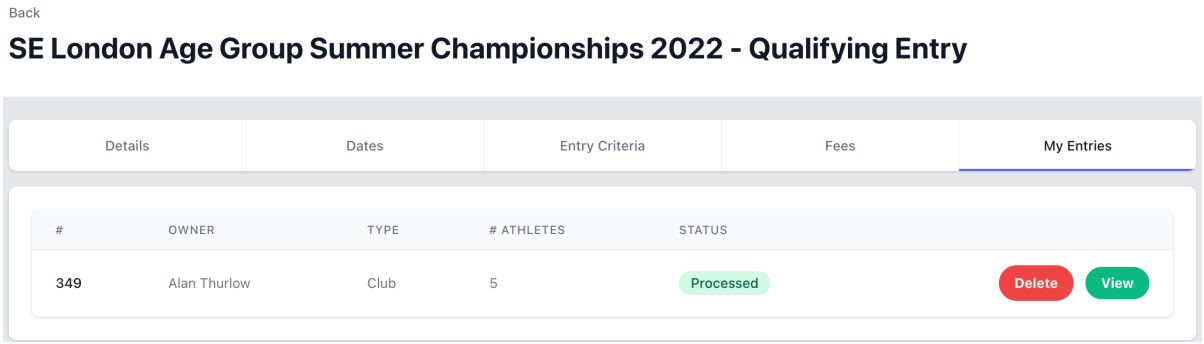
2. The Contact Details allow you to change who will own this entry as far as the meet communications is concerned.
3. Bank Details are those of your club to which we can pay any refunds.
4. Meet Entry is where you select your Team Management Software and the type of file it exports.
5. Select "Upload a File" and browse to the meet entry file you saved from your team management software
6. Select Save.
7. We will check the entries against the qualifying times and against Rankings. You will receive an email confirming the details of your entry, the total cost and an excel file showing the results of those checks.
8. If you have any exceptions, you can make the corrections in your team management system and upload a new file. Please delete any existing files when you re-submit.

7. Checking your entries and upload a new file

1. Return to the home entry page for the meet you wish to check and select the button "View More Details"
2. You will see the following screen:



3. Select “My Entries” and you will see the following screen:



4. This will list all the entry files that you have in the meet. When you enter your new updated file you need to delete this one so that you only have one set of entries in the system for which you will need to pay the entry fees. If you have more than one file, they must include unique entries.
5. If you select “View”, you will be provided with options to list the athletes, the individual entries or the relay entries from your club in this meet.
6. Your list of individual entries will show two columns of faces that will be either green, amber or red. The first column shows whether the time appears on Rankings (Valid) for the course entered and the second shows whether the time meets the qualifying times (Qualifies). If any of these are red, you should go back to your team management system and correct the errors; uploading a new corrected file.

8. Submitting an Individual Entry

1. When you select the New Individual Entry button, you will see the same contact screen as for the Club Entry. The next step will ask for the details of the swimmer. If the swimmer is a para swimmer, their classification should be entered in this screen. The final screen allows you to

enter the swimmer's times for those entries they want to make. Please make sure the times you enter meet the qualifying times for the meet and are valid times on rankings.
2. After this process, all review actions are the same as for a Club entry.

9. Para-swimmer Entries

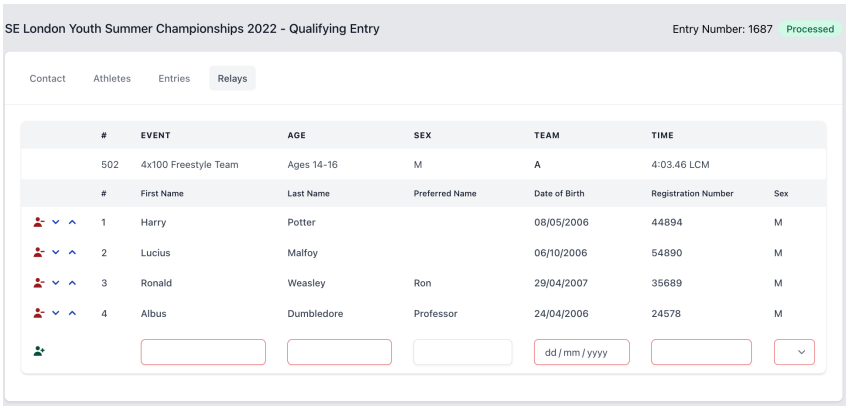
1. All Para-swimmers must complete an Individual Entry form in the Qualifying meet for the competition they wish to enter.
2. They must also enter their classification codes. This will ensure the correct QTs are used for validation.
3. If a Para-swimmer is entering an event that is not available to Para-swimmers, their entry time will be checked against the meet qualifying times rather than the Para qualifying times.

10. After the Meet Closing Date

1. After the closing date, we will determine how many swimmers will be accepted from the consideration entries to fulfil the requirements of the meet timeline.
2. Once the meet is seeded, you will see the seed number appear in your list of entries and those seeded will be shown as either accepted or rejected depending on the space available. If an entry was rejected as invalid on entry, it will not be seeded, and will be marked as rejected.

11. Relay Entries

1. Relays are entered through your team management system. Please follow the guidance of your chosen software.
2. After you have submitted your entry file you can return to the home entry page for the meet you wish to view and select the button "View More Details".
3. This will list all the entry files that you have in the meet.
4. If you select "View", you will be provided options to list the athletes, the individual entries or the relay entries from your club in this meet.
5. If you select relays, all your relay entries will be listed in the following screen format:



6. You can select the Up or Down arrow next to a swimmer's name to move them to a different position in the Swim Order.
7. You can also add a swimmer to the list by completing the details next to the grey person icon. They will be added as the next leg and you can add up to 8 names. You can move them up and down as described above.
8. This functionality is available after the closing date.
9. The names will be downloaded before each relay weekend so that we can have all the expected names in the database. Coaches will be able to amend race order up to the end of withdrawals for each session.