

## Withdrawing Swimmers after the Closing Date

1. Swimmers are entered in the portal as an individual entry or as a club entry through your team management system. Please follow the instructions in the document “On-Line Portal Entry Instructions v1” on the London Meet Page.
2. After you have submitted your entry, you can return to the home entry page for the meet you wish to view and select the button “View More Details” and then “My Entries”.
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, “Entries” all your individual entries will be listed in the following screen format:

SE London Winter Championships 2023



SE London Winter Championships 2023									
Contact <b>Entries</b> Relays									
NAME	SEX	EVENT	AGE	TIME	VALID	QUALIFIES	SEED	STATUS	
Alan Thurlow	M	200m FL	Ages 11-16	2:14.91 LCM	☺	☺	---		<b>Withdraw</b>
Alan Thurlow	M	100m FL	Ages 11-16	1:00.44 LCM	☺	☺	---		<b>Withdraw</b>

6. The “Withdraw” button will be activated at the closing date and will allow you to withdraw a swimmer from an event through the portal. This is a toggle button so if you make a mistake, you can reverse the withdrawal by clicking the button again.
7. This functionality is available after the closing date.
8. The withdrawals will be downloaded when the withdrawals are closed for a particular session. All withdrawals up to this time can be made through the Portal. The existing manual process will continue for these Winter Championships.
9. Coaches or team managers can use the QR code below to log in to their Club’s entry page and withdraw their swimmers before the withdrawals close for a session while at the venue.



10. Competition Secretaries will find a three-word passphrase in the top right corner of their contact page that can be used by anyone they want to allow access to their entries.
11. When the QR code is scanned it will access the following page:

12. Your coach should enter their email address and the passphrase provided by the Competitions Secretary. They will then see all the entries entered under their competition secretary’s ID in the format above and can withdraw or reinstate swimmers.
13. The QR code will be active until the end of the meet.