MASTERS SWIMMING AUSTRALIA
Swim Central Help Sheet

HOW TO ENTER A MEET

1. Login to Swim Central

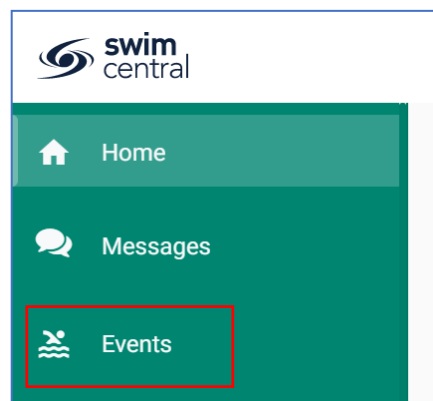https://swimcentral.swimming.org.au

Enter your email and password

*Select forgot password if you
do not know your password*
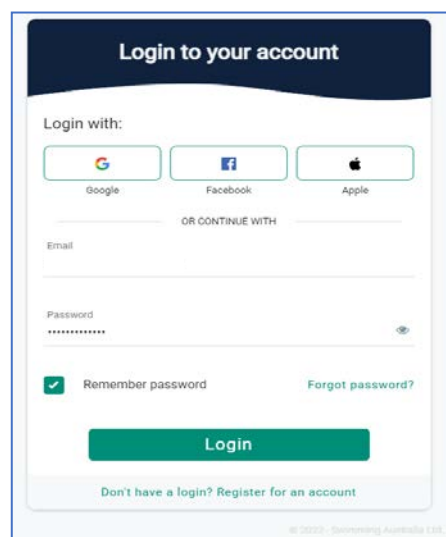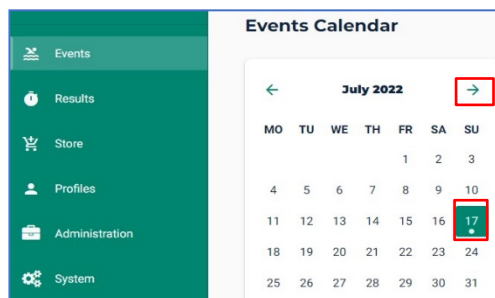

2. Click on Events

From the lefthand panel click on events
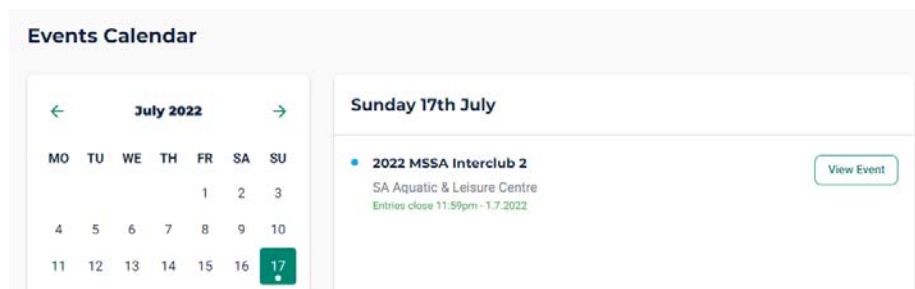

3. Find your Event
Select the date from the calendar using the arrows for each month.
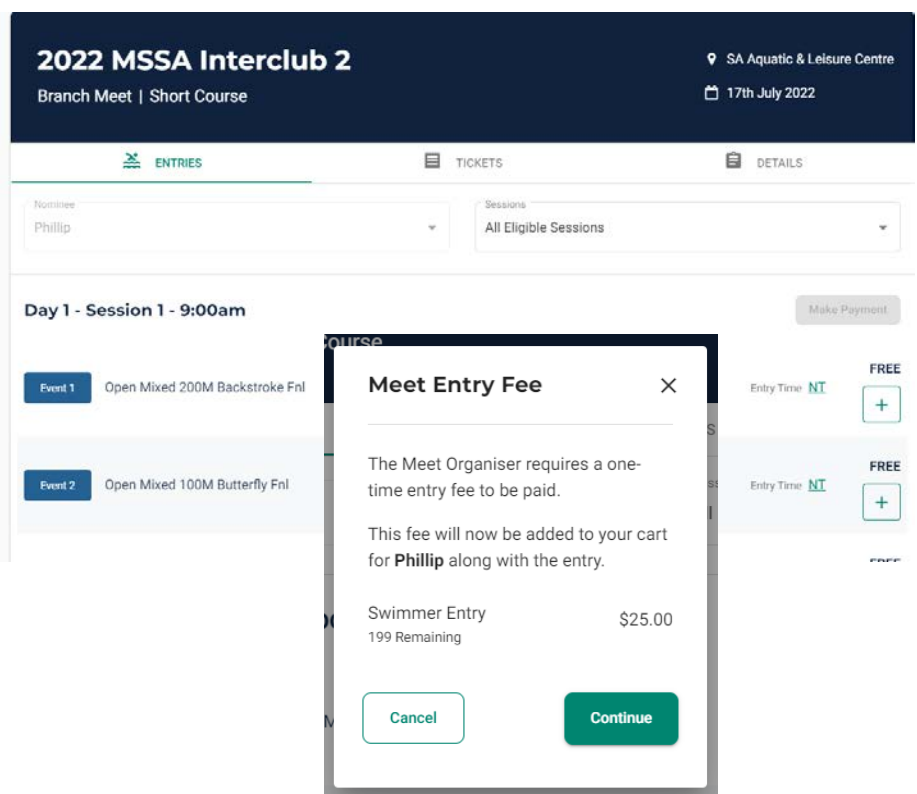E.g., 17th July 2022

HOW TO ENTER A MEET

4. Click on view event

Events Calendar

← **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

Sunday 17th July

• **2022 MSSA Interclub 2**
SA Aquatic & Leisure Centre
Entries close 11:59pm - 1.7.2022

[View Event]

5. Click on Entries
Select the races you want to swim by clicking on the + button next to the event

2022 MSSA Interclub 2
Branch Meet | Short Course

📍 SA Aquatic & Leisure Centre
📅 17th July 2022

≈ ENTRIES   ☰ TICKETS   🗐 DETAILS

Nominee
Phillip   ▼

Sessions
All Eligible Sessions   ▼

Day 1 - Session 1 - 9:00am   Make Payment

Note when you select the first event a pop up will provide you will the meet entry fee information. Click continue to select more races.

Event 1   Open Mixed 200M Backstroke Fnl   Entry Time NT   FREE [+]

Event 2   Open Mixed 100M Butterfly Fnl   Entry Time NT   FREE [+]

Meet Entry Fee   ×

The Meet Organiser requires a one-time entry fee to be paid.

This fee will now be added to your cart for **Phillip** along with the entry.

Swimmer Entry $25.00
199 Remaining

[Cancel]   [Continue]

Click continue to select more races.
A pop-up message will tell you when a new nomination has been added to your cart.

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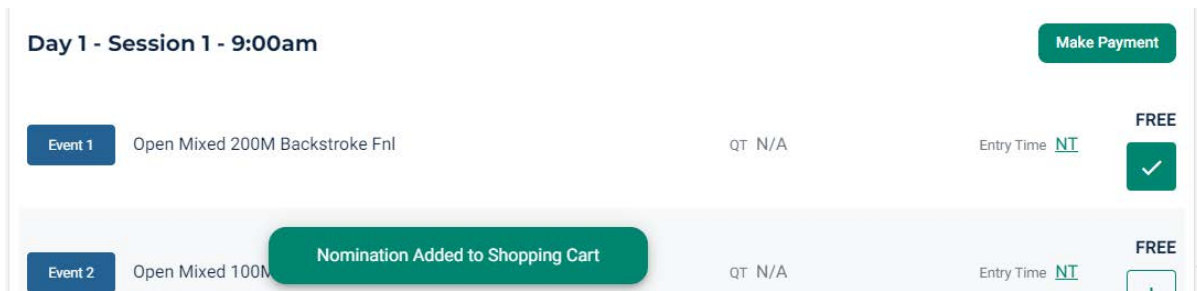
6. Purchasing Venue Entry / Spectator Tickets

You can also purchase (free) venue entry spectator Tickets during or after your entry purchase. These tickets are not needed for swimmers just any spectators that you are bringing with you. The tickets are free and will ensure your name/guest's name is on the door list at the venue. Click on Tickets tab, Add ticket to the trolley
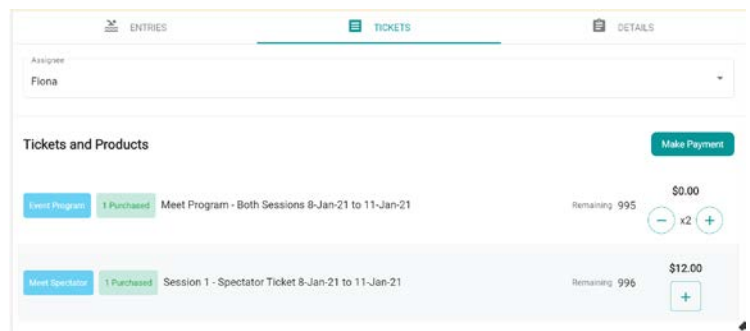

7. Making Payment

When you have selected the events and tickets you want click on either:

- Make Payment; or
- Your Shopping Cart to check out.

8. Terms and Conditions & Credit Card Details

In your Check Out you will see the items you are purchasing on the left and card payment details and terms and conditions on the right.

You have the option to review your purchases and save your credit card for future purchases should you wish to do this. Credit
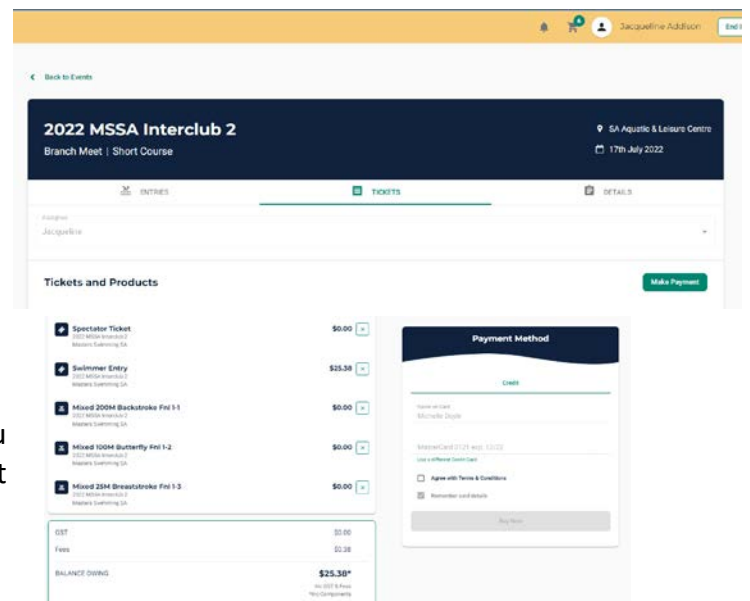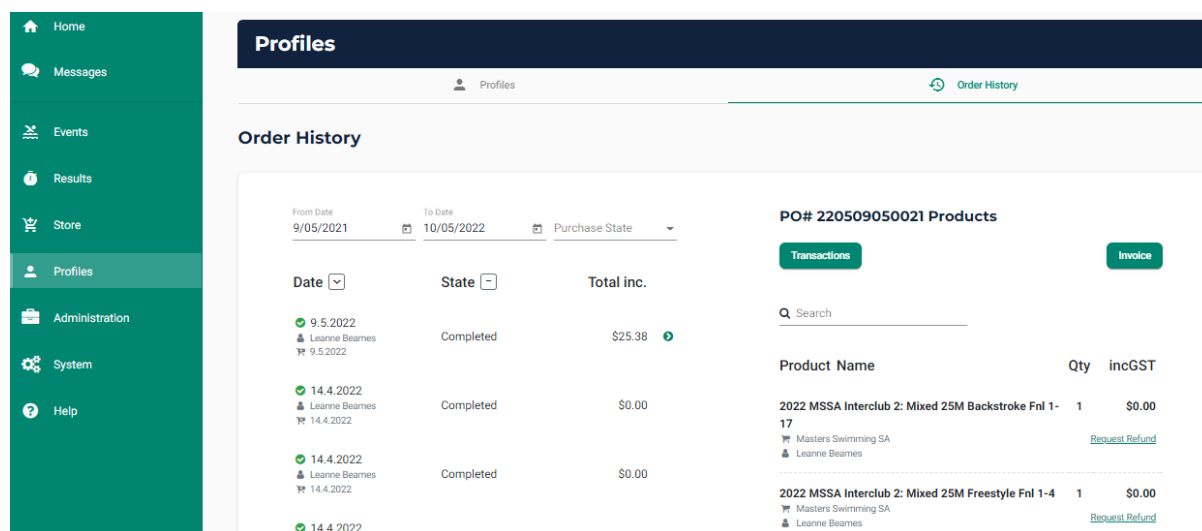
HOW TO ENTER A MEET

Card details are stored securely by the Stripe platform behind Swim Central. Staff and club administrators do not have access to any card details you save in the system.

Before you check out you will be required to agree to the terms and conditions and click on now the green buy now button.
This will finalise your transaction and submit your entries.

9. How to Find your receipt
- Click on Profiles > Order History
- Select your purchase
- Click on Invoice to download a pdf

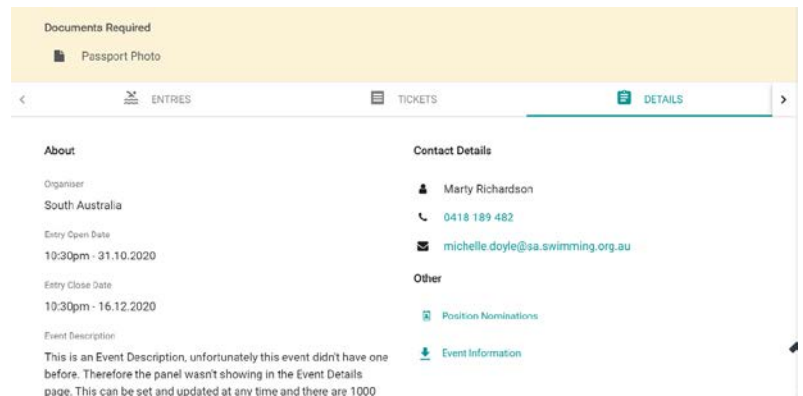## 10. How to check what you have entered & make changes before closing date
- You can check your entries in two places: the events calendar or your order history
- If you want to change events (prior to the closing date) you will need to view your order history and request a refund. Then follow the above process to enter the new event.

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11. Event Details Tab

For more details you can return to the event calendar and Click on Details to view more information about the event

- Documents Required
- Event Organiser
- Event Description
- Open / Close Dates
- Nominate for Positions
- Event Documents for Download

Further online help

https://support.swimming.org.au/hc/en-us/articles/360002105435-How-to-Enter-a-Meet