



swimming
queensland

EVENTS ONLINE TRAINING GUIDE

for

Parents & Swimmers



SWIMMING AUSTRALIA EVENTS

Swimming Australia will only be accepting entries online via Events Online from 1 January 2010. This affects the following Meets:

- 2010 Australian Age & Open, Open Water Championships
 - 2010 Australian Age SWD Championships
 - 2010 Telstra Australian Championships
 - 2010 Australian Age Championships

SWIMMING QUEENSLAND EVENTS

Swimming QLD will trial Events Online at the following meet:

- 2010 Long Course Qualifying Meet (February)

Swimming QLD encourages clubs to try Events Online with the Long Course Qualifying Meet, prior to Australian Meets.

Please note: - Nominations will only be accepted using one format. Clubs can nominate swimmers using either Events Online OR Team Manager, not a combination of both.

How does it all work?

1. Clubs let members know what their username and password is
2. Members go to the Meet Host website (e.g. Swimming Australia or Swimming Queensland) and follow the links to the swim meet
3. Members log in using their username and password supplied by their club
4. Members enter events and pay online using a credit card
5. Clubs go to the Meet Host website (e.g. Swimming Australia or Swimming Queensland) and follow the links to the swim meet
6. Clubs are able to check who is entered into the meet
7. Clubs are able to nominate swimmers in relay events(if applicable) and pay for entries online using a credit card
8. Clubs purchase club packages online using a credit card

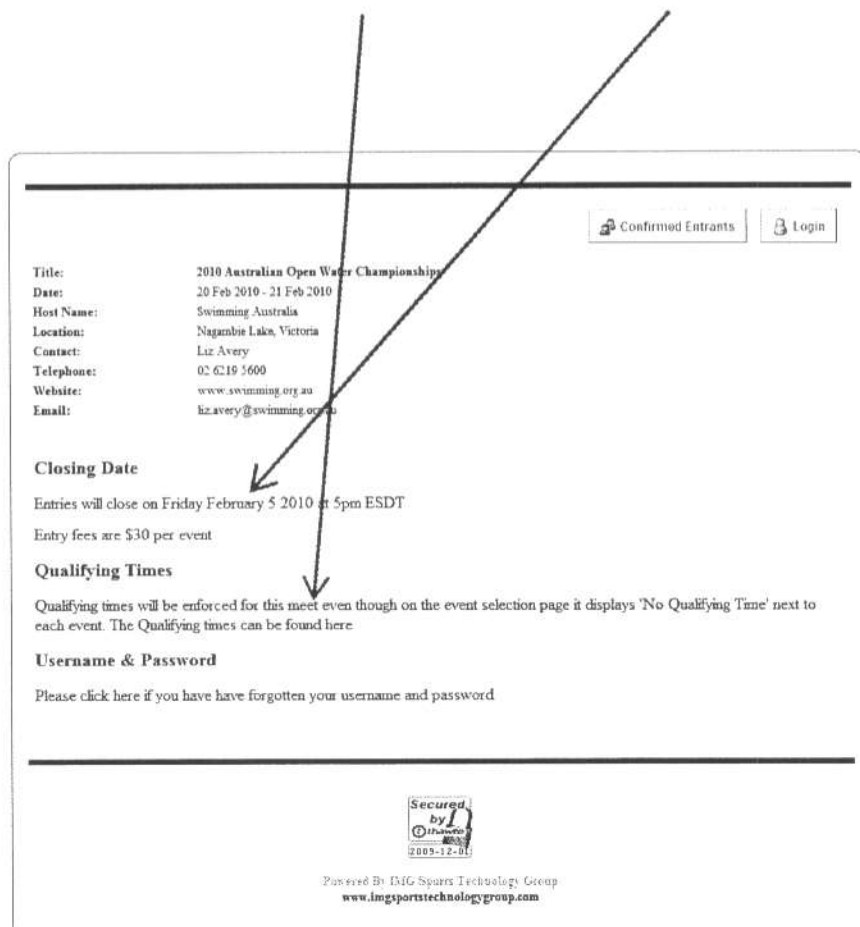
HOW SWIMMERS ENTER ONLINE

For a Swimming Australia Swim Meet:

1. Go to the **Swimming Australia** website www.swimming.org.au
2. Click the link on the Noticeboard to enter online for the meet - eg. 2010 Australian Open Water Championships



3. Check the event information for Qualifying Times and Closing Dates



4. Make sure you have a list of events you wish to swim in, and you have double checked this information with your coach.
5. Click '**LOGIN**' and enter your Username and Password. If you do not know your username or password, please click on forgotten password or contact your club registrar.


[Confirmed Entrants](#) [Login](#)

Title: 2010 Australian Open Water Championships
Date: 20 Feb 2010 - 21 Feb 2010
Host Name: Swimming Australia
Location: Nagambie Lake, Victoria
Contact: Liz Avery
Telephone: 02 6119 5600
Website: www.swimming.org.au
Email: liz.avery@swimming.org.au

Closing Date
Entries will close on Friday February 5 2010 at 5pm ESST
Entry fees are \$30 per event

Qualifying Times
Qualifying times will be enforced for this meet even though on the event selection page it displays 'No Qualifying Time' next to each event. The Qualifying times can be found here

Username & Password
Please click here if you have have forgotten your username and password


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6. Once logged in, the information regarding the meet will appear for you to review.

[Register](#) [Results](#) [Confirmed Entrants](#) [Logoff](#)

Title:	2010 Australian Open Water Championships
Date:	20 Feb 2010 - 21 Feb 2010
Host Name:	Swimming Australia
Location:	Nagambie Lake, Victoria
Contact:	Liz Avery
Telephone:	02 6219 5600
Website:	www.swimming.org.au
Email:	liz.avery@swimming.org.au

Closing Date

Entries will close on Friday February 5 2010 at 5pm ESDT


Entry fees are \$30 per event

Qualifying Times

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From this screen you are able to:-

- View your '**Results**' currently in the database
- Review the '**Confirmed Entrants**'
- '**Register**' for the meet.

7. Click on '**Register**' to continue with entering the swim meet.

8. You will then be required to accepted the terms and conditions of entry.
Click 'Next' to continue.

Terms Of Entry > Personal Details > Events > Payment > Confirmation > Receipt

Terms Of Entry

I agree to the Terms & Conditions of Entry , Swimming Australia By-Laws and the Indemnity Form

I agree to the above

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9. Check your personal information is correct. Click 'Next' to continue.

Terms Of Entry > Personal Details > Events > Payment > Confirmation > Receipt

Personal Data

• Denotes a required field


Title: •

First Name: •

Gender: • Male Female

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Payment Processing
Credit Card Statement
Security


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10. Click on 'Enter Events' to select the events you wish to swim in.

Terms Of Entry > Personal Details > **Events** > Payment > Confirmation > Receipt

Enter Event

Currently no events are selected for entry.

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11. Select your first event and click 'Next'

Terms Of Entry > Personal Details > **Events** > Payment > Confirmation > Receipt

Enter Event

	Title	Qualifying Time (H:M:S.H)
<input checked="" type="radio"/>	Women's 10km	No Qualifying Time
<input type="radio"/>	Women's 5km	No Qualifying Time
<input type="radio"/>	Women's Multi Class 5km	No Qualifying Time

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12. Review your entry before clicking 'Submit'.

Terms Of Entry > Personal Details > **Events** > Payment > Confirmation > Receipt

Enter Event

Event Entry Fee: \$30.00

Event Type: 0

Session Title: Day1

Session Number: 1

Multi-Disability Classification: 0

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13. You can now enter more events, clicking on '**Events**' or complete your entry, using '**Enter and Pay Online**'. If the system tells you that you have no qualifying time for the event you are trying to enter and you believe you do, please contact Swimming Queensland (on 1300 559 548 or 3390 2011).
14. Qualifying Times are held in a national online results database. Every qualifying meet held in Queensland must provide a complete Meet Manager back-up to Swimming Queensland. The results are then uploaded by Swimming Queensland into the database. Results from other State, National and International competitions are also included. The online results database can be accessed via https://console.clubsonline.com.au/swimmaster/_resultsTable/
15. You can now continue to add the events you wish to swim in. Once you are finished, click on '**Enter and pay online**' to enter your credit card details. There is **NO** additional fee for paying online with your credit card.
16. Your best times will automatically be selected from the online results database as at the closing date for online entries.
17. Once you have paid, a receipt will be emailed to you.

FREQUENTLY ASKED QUESTIONS

I HAVE PAID MY MEMBERSHIP HOWEVER THE SYSTEM WILL NOT LET ME ENTER ONLINE.

Swimmers will need to contact their clubs and make sure that their membership is ACTIVE and FINANCIAL, not PENDING or UNFINANCIAL.

I HAVE SEARCHED ONLINE RESULTS AND MY RESULTS ARE INCORRECT AND I AM MISSING SOME OF MY TIMES.

If a swimmer's results are missing from the online results database

<https://console.clubsonline.com.au/swimmer/resultsTable/>

Please contact Swimming Queensland immediately (on 1300 559 548 or 3390 2011).

WHAT IF I DON'T HAVE A CREDIT CARD?

We are fully aware and appreciate that not everyone owns a credit/Debit card; unfortunately IMG (who provide the technology to Swimming Australia) are not able at this stage to offer members alternative online payment methods other than credit card. The online system will also accept Visa and Mastercard branded debit cards.

Visa pre-paid charge cards are available at Australia Post, banks and financial institutions. Similar to a plastic gift voucher card, they can be brought in preset amounts. Once the amount has been spent, the card can be disposed of.

WHAT IF I DON'T HAVE INTERNET ACCESS?

We appreciate that not everyone has internet access. We encourage members to work with colleagues, family or friends who may be of assistance obtaining and using internet access. Also research your local public library, and the possibility of Internet Cafés

WHAT IF MY CLUB PAYS FOR MY ENTRIES?

If your club pays for your entries or subsidizes your entries, you have two options:

1. If the club pays all your entries fees, they can log in on your behalf and enter and pay for your events online.
2. If the club subsidizes your entries, you will need to log in, enter and pay online and the club will then need to reimburse you.