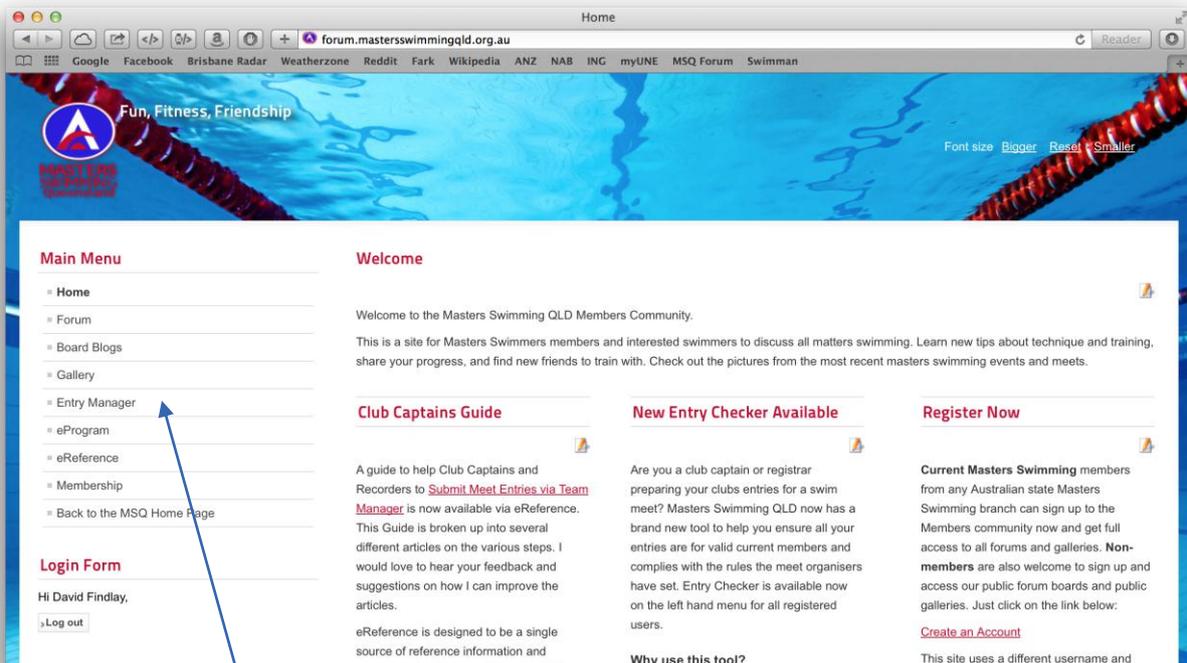# Submitting Entries in 2014

To submit an entry for an event in 2014, Club Recorders need to register for the MSQ Member's Community site. When registering be sure to fill out the Member Name, Date of Birth and Membership number details correctly. Please send the Director of Recording an Email(recorder@mastersswimmingqld.org.au) with your MSQ Members Community username, so he can update your account to be able to access entries for your club.

Once you have access, prepare your Team Manager entry in the same manner as previously. Be sure that membership numbers are not included and member names match the details in the IMG Membership Database. Once your entry file is prepared, export the entries as you always have, but instead of emailing them to the Meet Organisers follow this procedure.
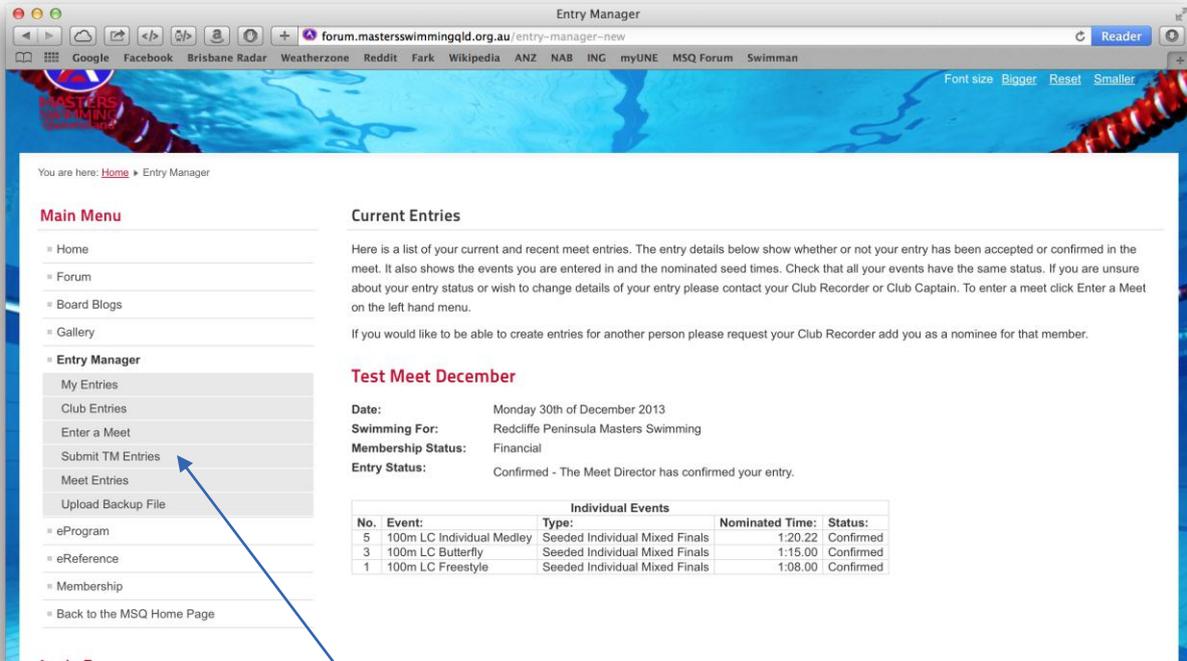
If you have any issues at all with this process please contact Director of Recording, David Findlay by email recorder@mastersswimmingqld.org.au or phone 0428 874 874(please leave a message and I will return your call urgently).

Step 1:

Click **Entry Manager**

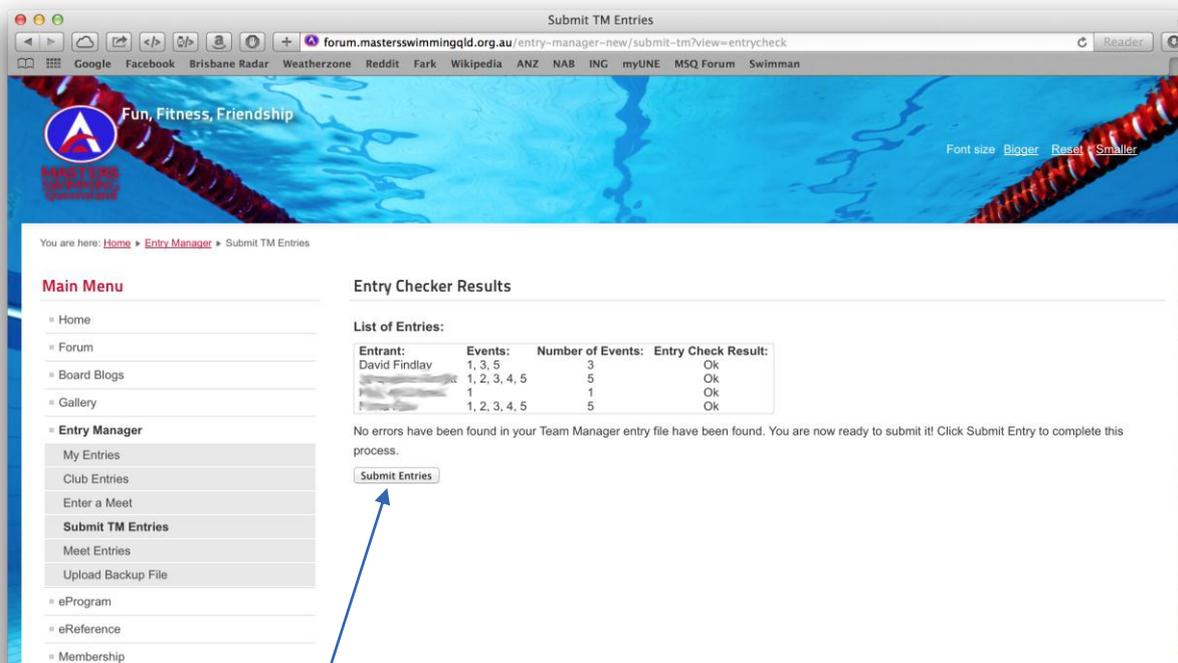# Step 2:

Click **Submit TM Entries**

Step 3
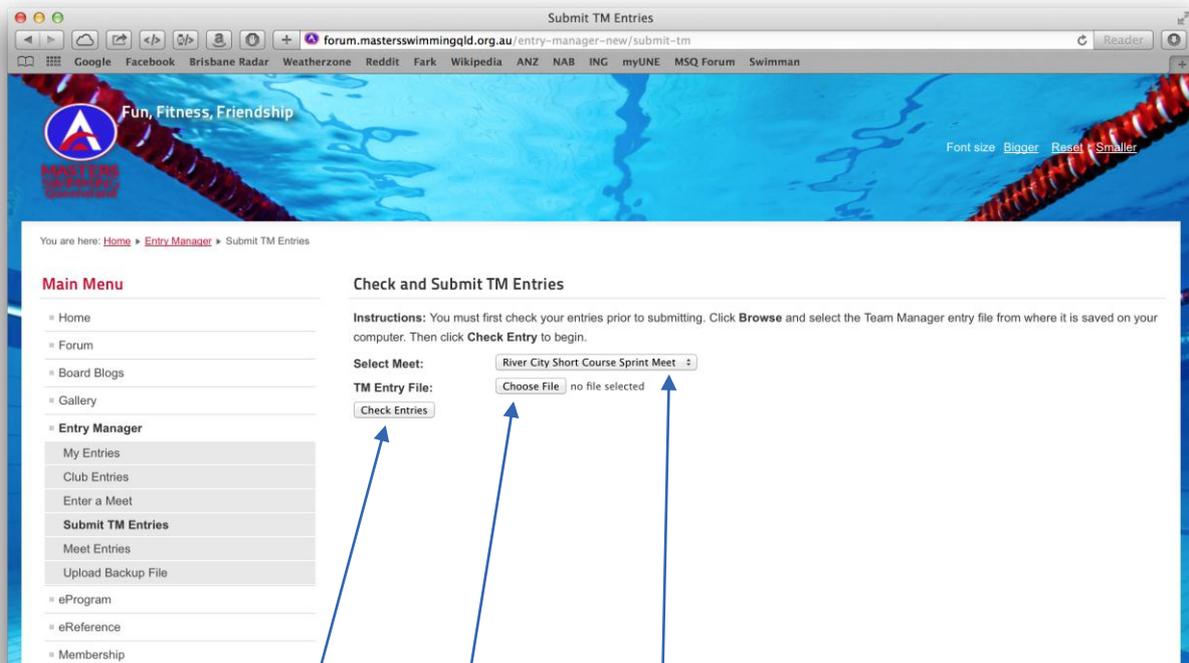
Click the drop down box beside **Select Meet** and choose the meet that the entries are for. Only meets currently accepting entries will be shown.

Click the **Choose File** or **Browse** button and select the Team Manager entry file you have exported.

Click **Check Entries.**

Step 4

If your entry contains any errors these will be listed, along with instructions on how to fix them. Please correct these errors and then resubmit by clicking Submit TM Entries again.

If your entry has no errors it will appear as in the above screenshot. Click **Submit Entries** to finalise the submission of your entry.

After you have submitted your entries you will be taken to the Club Entries page which will show the entries that have been sent.