

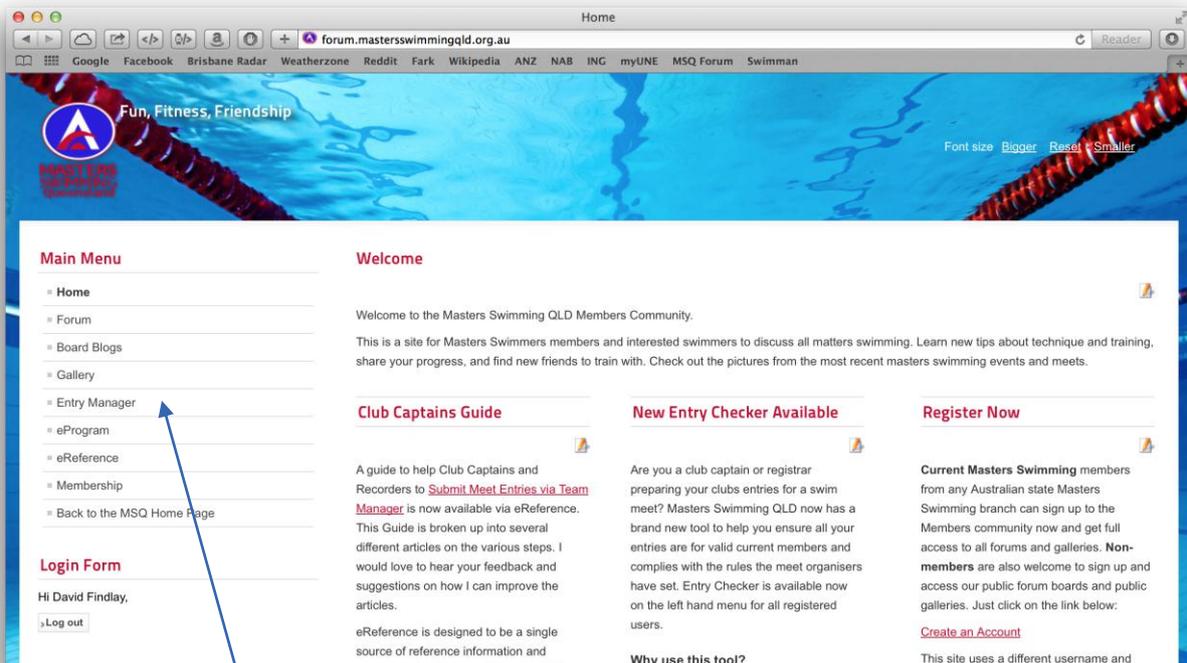
Submitting Entries in 2014

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.

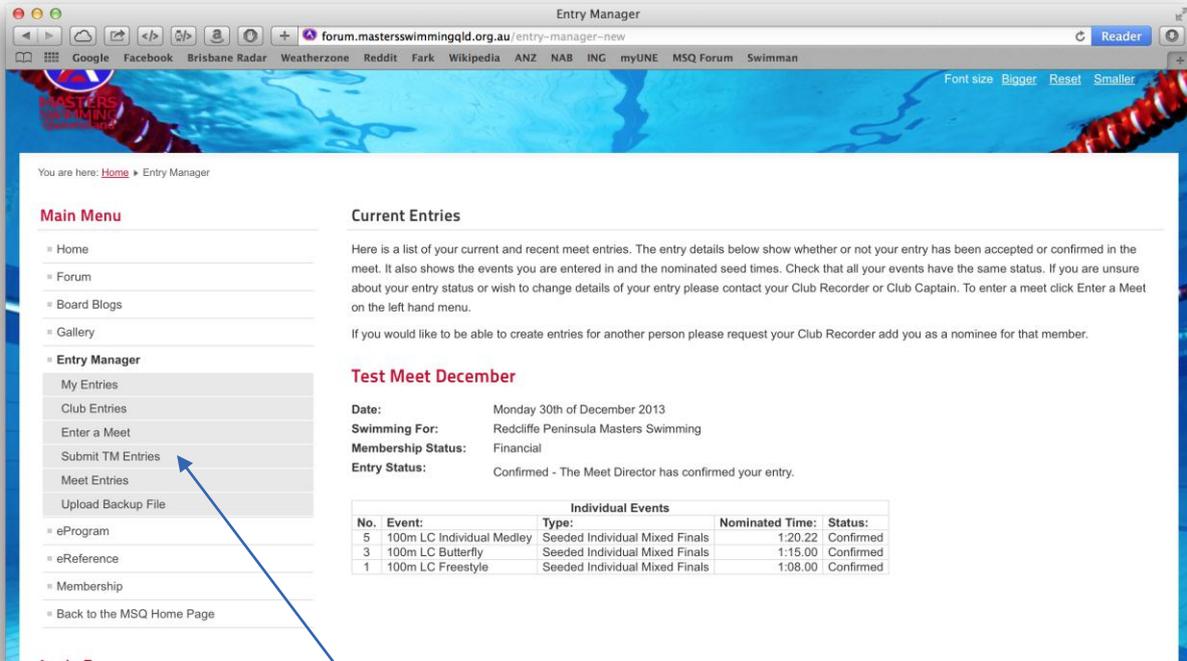
If you have any issues at all with this process please contact Director of Recording, David Findlay by email recorder@mastersswimmingqld.org.au or phone 0428 874 874 (please leave a message and I will return your call urgently).

Step 1:



Click **Entry Manager**

Step 2:



The screenshot shows a web browser window titled "Entry Manager" with the URL "forum.mastersswimmingqld.org.au/entry-manager-new". The page features a blue header with a swimming pool background. On the left, a "Main Menu" is visible, with "Submit TM Entries" highlighted and a blue arrow pointing to it. The main content area includes a "Current Entries" section with explanatory text, a "Test Meet December" section with details like "Date: Monday 30th of December 2013" and "Swimming For: Redcliffe Peninsula Masters Swimming", and a table of "Individual Events".

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Current Entries

Here is a list of your current and recent meet entries. The entry details below show whether or not your entry has been accepted or confirmed in the meet. It also shows the events you are entered in and the nominated seed times. Check that all your events have the same status. If you are unsure about your entry status or wish to change details of your entry please contact your Club Recorder or Club Captain. To enter a meet click Enter a Meet on the left hand menu.

If you would like to be able to create entries for another person please request your Club Recorder add you as a nominee for that member.

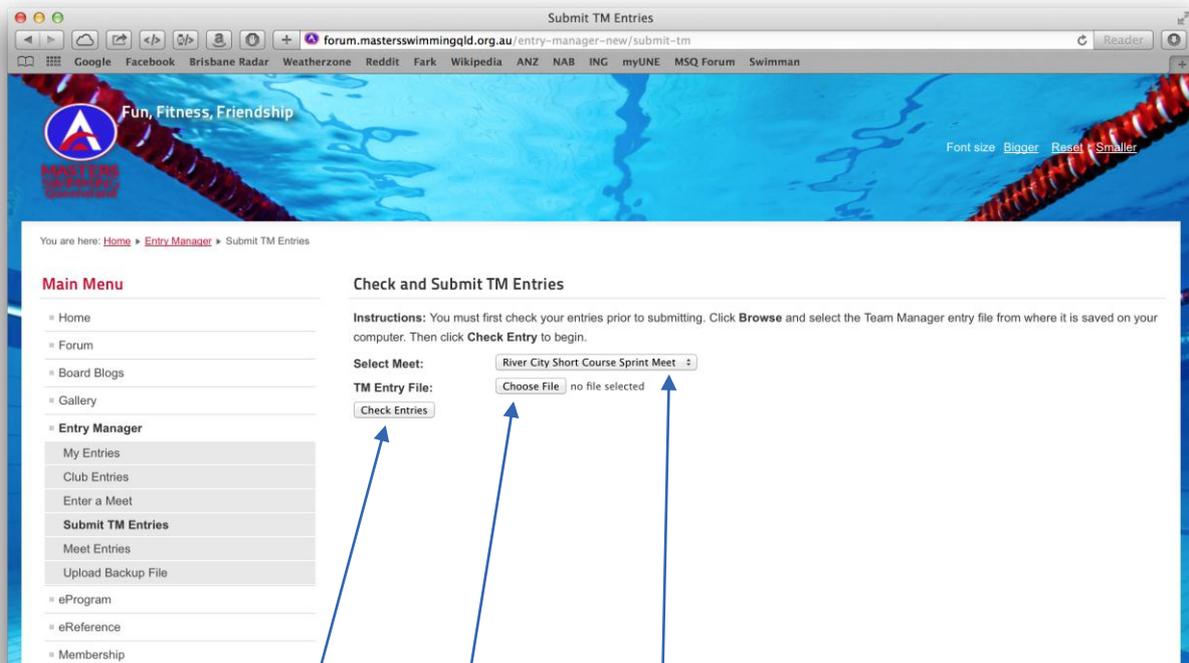
Test Meet December

Date: Monday 30th of December 2013
Swimming For: Redcliffe Peninsula Masters Swimming
Membership Status: Financial
Entry Status: Confirmed - The Meet Director has confirmed your entry.

Individual Events				
No.	Event:	Type:	Nominated Time:	Status:
5	100m LC Individual Medley	Seeded Individual Mixed Finals	1:20.22	Confirmed
3	100m LC Butterfly	Seeded Individual Mixed Finals	1:15.00	Confirmed
1	100m LC Freestyle	Seeded Individual Mixed Finals	1:08.00	Confirmed

Click **Submit TM Entries**

Step 3

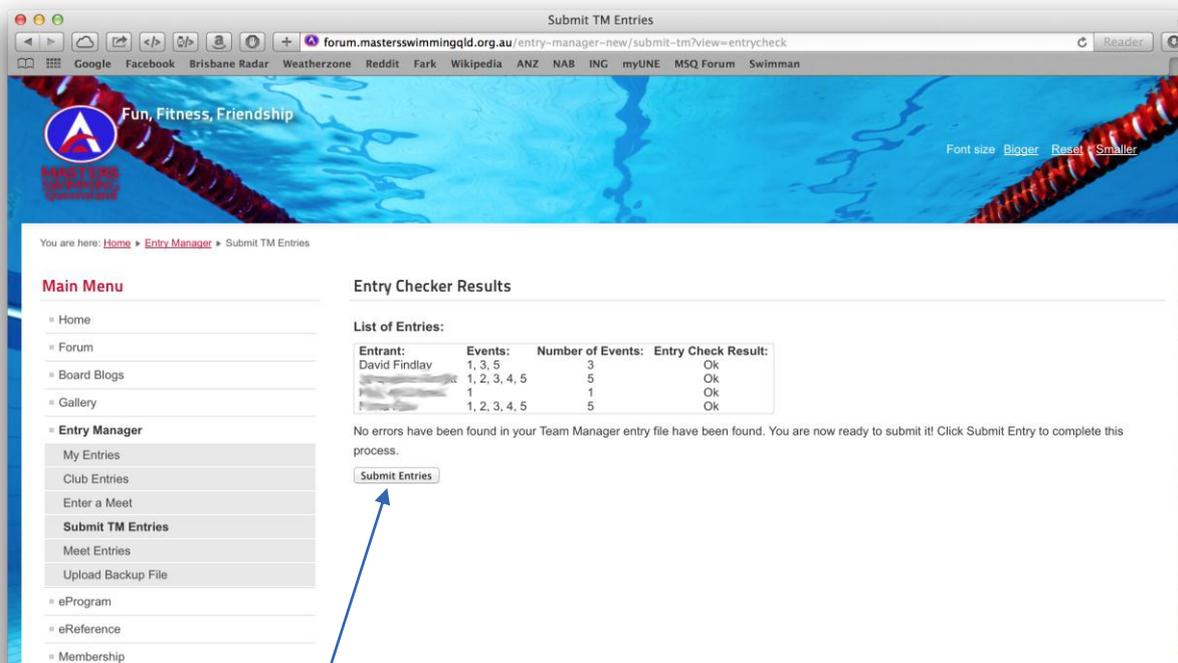


Click the drop down box beside **Select Meet** and choose the meet that the entries are for. Only meets currently accepting entries will be shown.

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

Click **Check Entries**.

Step 4



Submit TM Entries

forum.mastersswimmingqld.org.au/entry-manager-new/submit-tm?view=entrycheck

Fun, Fitness, Friendship

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Entry Checker Results

List of Entries:

Entrant:	Events:	Number of Events:	Entry Check Result:
David Findlay	1, 3, 5	3	Ok
[REDACTED]	1, 2, 3, 4, 5	5	Ok
[REDACTED]	1	1	Ok
[REDACTED]	1, 2, 3, 4, 5	5	Ok

No errors have been found in your Team Manager entry file have been found. You are now ready to submit it! Click Submit Entry to complete this process.

[Submit Entries](#)

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.