

HOW TO ENTER A MEET

The following Help Sheet is to assist you with entering a Meet in Swim Central – please make sure you have read the Meet Guide and are familiar with all Meet Rules before you start nominating for any events in Swim Central. For example, some meets may have maximum number of events you can swim.

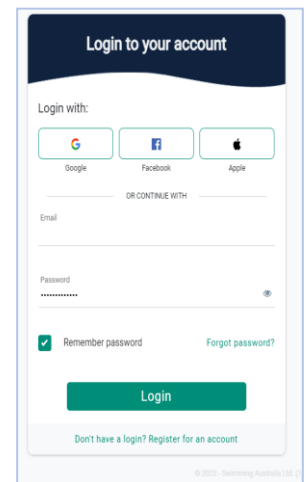
For the Belgravia Meet Program please visit the [Event Listing](#) on MSQ website.

1. Login to Swim Central

Go to <https://swimcentral.swimming.org.au>

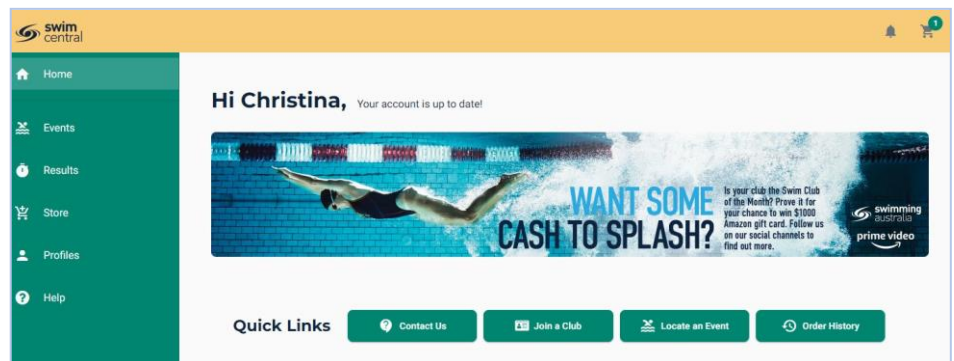
Enter your email and password **Select forgot password if you do not know your password.*

Once logged in you will see you Home Page (below).



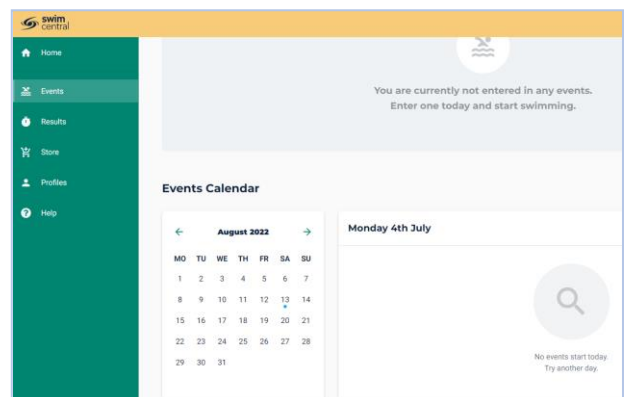
2. Click on Events

From the lefthand green panel click on the events tab (swimmer icon).



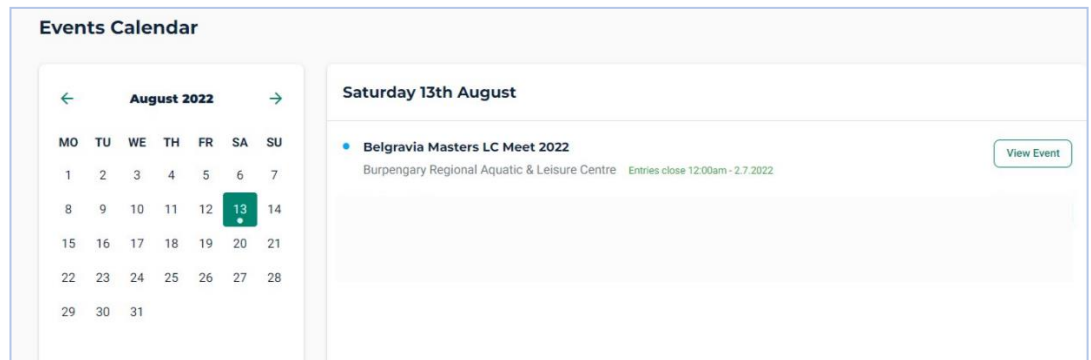
3. Find your Event

Select the date from the calendar using the arrows for each month. There will be a green dot under any dates with events listed, for Belgravia Masters Long Course click on the 13 August.



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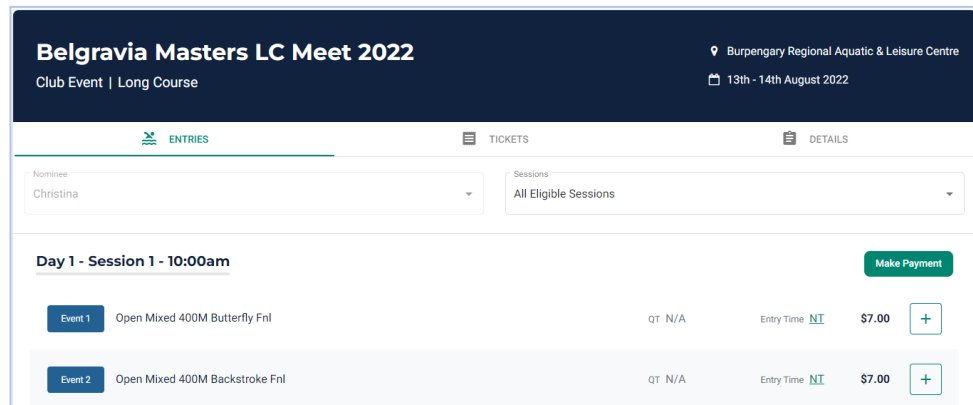
4. Click on View Event to view and to enter the Meet



5. Click on Entries

Select the events you want to swim by clicking on the **green +** button next to the event(s) you want to nominate for. Please make sure you have read the Meet Guide before nominating for any events.

Please note your time will self-populate.



A pop-up message will tell you when a new nomination has been added to your cart. Continue adding events by clicking on the **green +** next to the events you would like to swim.

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You can remove a nomination by clicking on the **green tick box**

Day 1 - Session 1 - 10:00am		Make Payment		
Event 1	Open Mixed 400M Butterfly Fnl	QT N/A	Entry Time NI	Remove from Cart <input checked="" type="checkbox"/>
Event 2	Open Mixed 400M Backstroke Fnl	QT N/A	Entry Time NI	\$7.00 <input type="checkbox"/>
Event 3	Open Mixed 400M Freestyle Fnl	QT N/A	Entry Time NI	\$7.00 <input type="checkbox"/>
Event 4	Open Mixed 400M Breaststroke Fnl	QT N/A	Entry Time NI	\$7.00 <input type="checkbox"/>

Nomination Added to Shopping Cart

6. Making Payment

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

- Make Payment
- or Your Shopping Cart to check out

Belgravia Masters LC Meet 2022
Club Event | Long Course
Burgengary Regional Aquatic & Leisure Centre
13th - 14th August 2022

ENTRIES | TICKETS | DETAILS

Nominee: Christina | Sessions: All Eligible Sessions

Day 1 - Session 1 - 10:00am		Make Payment		
Event 1	Open Mixed 400M Butterfly Fnl Reserved 3 mins	QT N/A	Entry Time NI	\$7.00 <input checked="" type="checkbox"/>
Event 2	Open Mixed 400M Backstroke Fnl Reserved 4 mins	QT N/A	Entry Time NI	\$7.00 <input checked="" type="checkbox"/>
Event 3	Max Open Mixed 400M Freestyle Fnl	QT N/A	Entry Time NI	\$7.00 <input type="checkbox"/>
Event 4	Max Open Mixed 400M Breaststroke Fnl	QT N/A	Entry Time NI	\$7.00 <input type="checkbox"/>
Event 5	Max Open Mixed 400M Medley Fnl	QT N/A	Entry Time NI	\$7.00 <input type="checkbox"/>

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7. Terms and Conditions & Credit Card Details

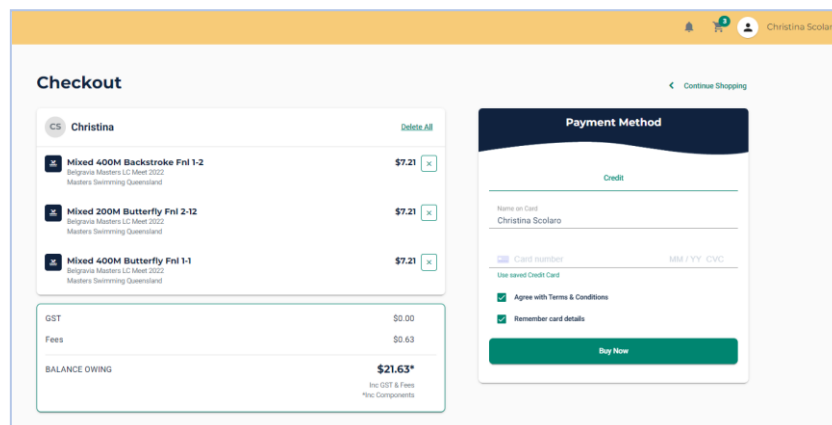
In your Shopping Cart you will see the items you are purchasing on the left and card payment details and Terms and Conditions on the right.

You have the option to review your purchases, remove any, continue shopping and save your credit card for future purchases should you wish to do this.

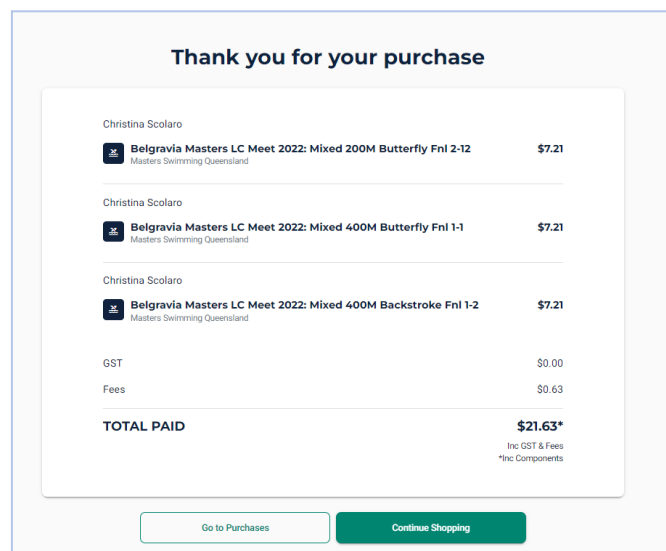
Credit Card details are stored securely by the Stripe platform behind Swim Central. Staff and club administrators do not have access to any card details you save in the system.

Before you check out you will be required to agree to the Terms and Conditions.

Click on green Buy Now button [This will finalise your transaction and submit your entries.](#)



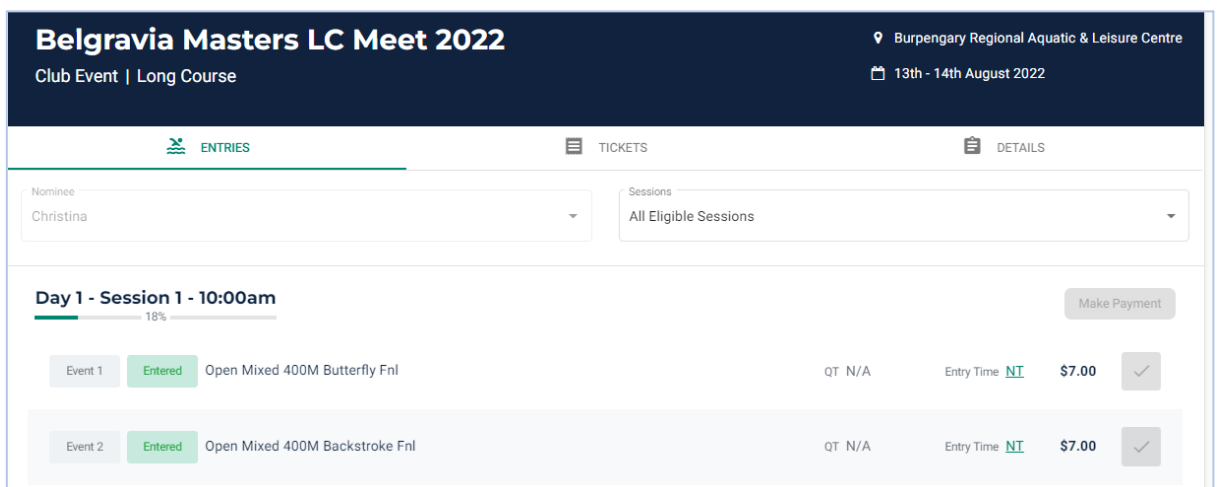
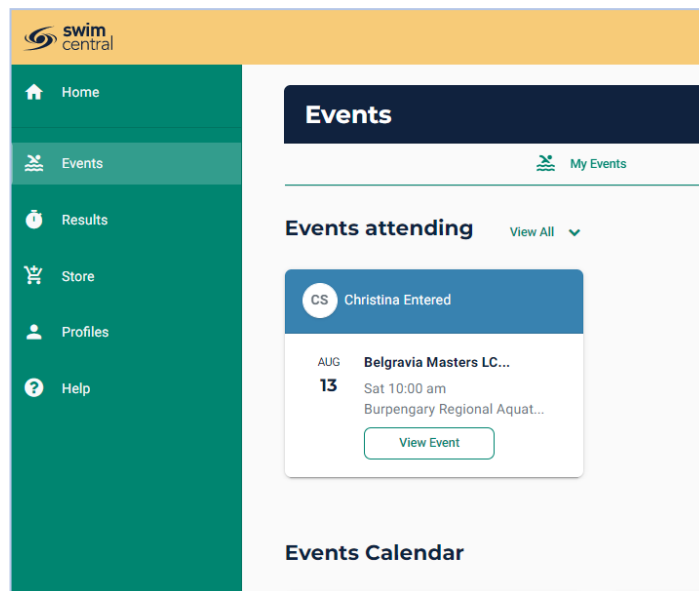
Once payment has been processed, you will see the Thank you for your purchase screen and you will receive a Swim Central - Purchase Order Confirmation email from noreply@swimcentral.swimming.org.au.



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8. How to check what you have entered

- You can check your entries in two places: the events calendar or your order history
- Click on Event tab and you can see you have entered the Belgravia Meet
- Click on view event and the events you have paid for are listed as Entered
- Click on profile and Order History
- You can see what you have entered and paid for



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9. How to make changes before closing date

- If you want to change events (prior to the closing date) you will need to view your order history
- Click on event you would like refunded – you will need to write a reason for the request
- Once request is submitted you can follow the above steps to enter new events in the Meet
- Refund request is to be approved by Meet host

