



# **Welcome to the 2016/17 Season**

## **HOW TO ENTER ONLINE GUIDE: For Swimmers and Parents**

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## INTRODUCTION

The following Guide is a step-by-step instruction handbook for Parents and Swimmers to use when entering Swimming NSW Championships and Meets using the Online Meet Entry (OME) system.

This Guide includes simple instructions and easy to follow screen shots of what your computer screen should look like at each step to make the entry process as quick and easy as possible.

**PLEASE NOTE:** This Guide does not include the process for entering Relay events, this is detailed in the Frequently Asked Questions (FAQ) section found at the back of this guide. Multi Classification (MC) entries extra information is also included in the FAQ section.

If you have any questions or problems please do not hesitate to get in touch with the Swimming NSW office on (02) 9763 5833.

# **SWIMMING NSW MEETS USING ONLINE MEET ENTRIES** **FOR THE 2016/2017 SEASON**

Swimming NSW will be accepting online entries via OME for the following meets;

## **SUMMER 2016-2017**

- NSW Metropolitan Championships
- NSW Speedo State 10 & Under – 12 Years Age Championships
- NSW Speedo State 13-18 Years Age Championships
- NSW Country Regional Meets
- NSW Country Championships
- NSW State Open Championships
- NSW National Prep Meet

## **WINTER 2017**

- NSW Country SC Championships
- NSW Metropolitan SC Championships
- NSW 13 Years & Over State SC Championships
- NSW 10 & Under – 12 Years State SC Championships

# **SWIMMING AUSTRALIA MEETS USING ONLINE MEET ENTRIES FOR THE 2016/2017 SEASON**

All Swimming Australia meets will only be accepting online entries via OME for the following meets:

## **SUMMER 2016-2017**

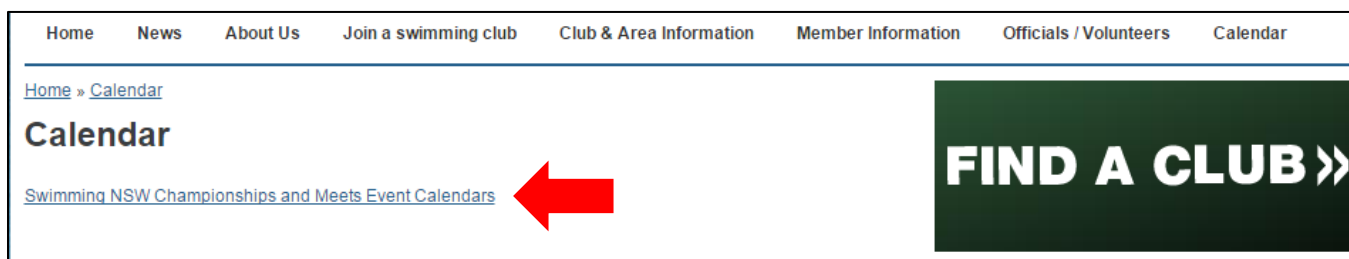
- Australian Open/Age Open Water Championships
- Georgina Hope Foundation Australian Age Championships
- Hancock Prospecting Australian Swimming Championships

## **WINTER 2017**

- Australian SC Championships
- Australian Age Multi Class Championships

# GETTING STARTED: HOW TO ENTER ONLINE

1. Make sure you are an **ACTIVE** and **FINANCIAL** Member of your club for the upcoming 2016-2017 season; otherwise you will NOT be able to enter in the meet
2. Make sure you have a **List of Events** you wish to swim in, and you have double checked these with your coach. The order of events will be listed in the same order as the program
3. Make sure you have your **Username** and **Password** as you will be prompted to log in throughout the OME process. This is the same Username and Password you use to log in for membership registration. If you do not know your Username or Password please contact your Club Registrar or call the Swimming NSW office on (02) 9763 5833
4. Go to the **Swimming NSW Website**, <http://nsw.swimming.org.au>
5. Click on the **Calendar** tab from the homepage and then click on the **Swimming NSW Championships and Meets Event Calendars** link to choose the meet you wish to enter



6. You will then be directed to the **Entries** page. Before you proceed past this page, please ensure you read the meet information as displayed. Scroll down to find the **OME Link**

## Entries

LONG COURSE and SHORT COURSE TIMES ACHIEVED SINCE **1ST OCTOBER, 2015** CAN BE USED TO ENTER THIS MEET

- Competitors must enter with their long course entry times where possible, however if you enter using a Short Course entry time you must be entered on the Qualifying Time for that event.
- **Race Secretaries:** Please ensure that if you enter a swimmer on a short course time, that you change it to the long course Qualifying Time **PRIOR to sending your entries through.**
- You may enter this meet either via the ClubLane Online Entries system or via your club Race Secretary using either a **Team Manager** or **Meet Manager** E-Entry file. Proof of times report **MUST** be sent with **ALL** E-Entries, see below
- **An approved qualifying time must have been achieved by the specified closing time and date of the meet**
- Entries will be accepted until the advertised closing time and date
- If you experience technical difficulties when trying to enter, please contact [meet.entries@nsw.swimming.org.au](mailto:meet.entries@nsw.swimming.org.au) at least 24hours PRIOR to the closing date and time to ensure assistance can be given
- A copy of our Entry Procedure Policy can be found [HERE](#) under the header **Procedures**
- Manual Card Entries **WILL NOT** be accepted.
- Payment can be made by Cheque or EFT. Cheques made payable to Swimming NSW and posted to PO Box 571, SYDNEY MARKETS NSW 2129. NO CASH WILL BE ACCEPTED
- Individual Entries - \$17.00 each
- Relay Entries - \$34.00 each
- Please ensure you have read and understood our [REFUND POLICY](#) before proceeding with your entries.
- **\*\*PLEASE NOTE\*\*** The "Competitor Listing" shown on the OME entry page, is **NOT** a full list of competitors. This list only includes Clublane ONLINE ENTRIES. A FULL Start List will be uploaded to this calendar page **AFTER** the closing time and date for all entries.

[Click HERE to begin your online meet entry \(OME\)](#) 

Entries close at 5pm on Tuesday 14th February, 2017.

7. This will open up a new page for Online Meet Entries. Click on the **Enter** button to begin your entries

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Meet Detail Page

### 2015 NSW State Age SC Championships

DATES	28/08/2015 - 30/08/2015	<input type="button" value="Enter"/>	<input type="button" value="Competitors"/>
VENUE	SOPAC - Sydney Olympic Park Aquatic Centre	<input type="button" value="Entries"/>	28/08/2015 17:00
ORGANISER	New South Wales & ACT		
CONTACT	Shannon Smith		
EMAIL	shannon.smith@nsw.swimming.org		

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#### Meet Information

This event will be held Friday, Saturday & Sunday, 28th - 30th August, 2015 at the Sydney Olympic Park Aquatic Centre, Olympic Boulevard, Sydney Olympic Park.

**Warm Up** - 1:30pm Friday and 7:30am on Saturday and Sunday

**Friday Afternoon Session** to commence at 3:00pm

**Saturday & Sunday Morning Sessions** commence at 9:00am


**Saturday & Sunday Afternoon Sessions** will not start before 12:30pm



- You will then be asked to enter your **Username and Password** in the appropriate fields. Press **Login** to continue

**i** In order to book on the Meet you need to be logged in; please enter your details below.

### Login


\* Username  

\* Password

If you cannot remember your login details, click the button below

- A login confirmation page will be displayed. Click **Book on Meet** to continue to the OME system

**✓** You are now logged in (as Eric, 953443) and can continue to book on the Meet




- Please read and accept the **Terms and Conditions**. Click **Proceed**

2. I have read, understood, acknowledge and agree to the declarations above and the details provided in the application and I personally consent to the declarations above and I warrant that all information provided is true and correct.

3. I as the parent or guardian of the applicant expressly agree to be responsible for the applicant's behaviour and agree to personally accept the conditions set out in this membership application and declaration

By entering the 2015 NSW State Age SC Championships, I declare that I am fit to compete. Refer to GR3.3 All entrants in a New South Wales Championship (or if under the age of 18 years their parent or guardian) shall declare themselves fit to compete.

\*  I, Eric Johnson (or nominated Parent/Guardian) hereby accept the Entry T&Cs



- A list of events will appear, showing eligible events and times at the top of the page. Please select the event/s you wish to enter. Your best time available will be picked up by the system on the designated closing time and date. For more information on this, please refer to our FAQ page at the end of this guide

This Meet has one or more events which you may be able to enter. Please specify below which event/s you wish to enter by selecting the appropriate fee type from the dropdown menu for the event. Please note for Multi Class Events, qualifying times that show are for the slowest class. Please check you meet the qualifying times for your class before entering as refunds will not be provided.

Events you may enter

Event Number	Event	Your best time	Qualifying Time	Type	Enter Event
115-115	Boys, 17-18, 50 Freestyle	24.24 (S)	Below 25.90(S)	Standard	<input type="button" value="Yes (16.00)"/> <input type="button" value="No"/> <input type="button" value="Yes (16.00)"/>

Events you do not qualify for

Event Number	Event	Your best time	Qualifying time	Type
11-11	Boys, 17-18, 200 IM	(S)	Below 2:18.00	Standard
13-13E	Boys, 17-18, 400 Freestyle	(S)	Below 4:25.00	Standard
25-25	Boys, 17-18, 100 Breaststroke	(S)	Below 1:12.20	Standard
41-41	Boys, 17-18, 100 Freestyle	(S)	Below 56.00	Standard
57-57	Boys, 17-18, 200 Freestyle	(S)	Below 2:02.00	Standard
65-65E	Boys, 17-18, 400 IM	(S)	Below 4:50.00	Standard
81-81	Boys, 17-18, 200 Butterfly	(S)	Below 2:21.00	Standard

- When you have selected all your events, click **Proceed**

81-81	Boys, 17-18, 200 Butterfly	(S)	Below 2:21.00	Standard
97-97	Boys, 17-18, 100 Backstroke	(S)	Below 1:04.50	Standard
131-131	Boys, 17-18, 200 Breaststroke	(S)	Below 2:39.00	Standard
151-151	Boys, 17-18, 100 Butterfly	(S)	Below 1:01.50	Standard
167-167	Boys, 17-18, 200 Backstroke	(S)	Below 2:22.80	Standard

**13. Make sure your booking details are correct and click **Proceed to Payment**.**

\*Please note: As with all credit card/online purchases, you will be charged a 1.5% surcharge fee\*

### Booking details

**⚠ Please check these details carefully, and use the 'Back' button if you need to change them. The total fee due is 16.24 which may be paid by debit or credit card on the next page.**

Event	Fee
115 Boys, 17-18, 50 Freestyle	16.00

Mail name  
Eric Johnson

**i** The information below shows how the total fee of 16.24 is calculated.

Meet fee	<b>0.00</b>
Event fee(s)	<b>16.00</b>
Surcharge	<b>0.24</b>
<b>Total to pay</b>	<b>16.24</b>

**14. Enter your payment details and press **Continue**.** Follow the prompts until you have completed payment. Currently, the OME system does **not** email you a confirmation receipt. To keep receipt of this payment, please take a screen shot of the finalised payment page for your records (this can be done on most computer keyboards by pressing the **"Print Screen"** button and copy/pasting into a blank word or paint document)

**i** Please enter your credit or debit card details to complete the payment. The name and address given must match those on the card statement.

#### Card details

**⚠ Amount to pay: 16.24**

\* Card name  **i**

\* Card number **i**

\* Card type  **v**

Issue

Valid from **i**

\* Expiry date **i**

\* Security code **i**

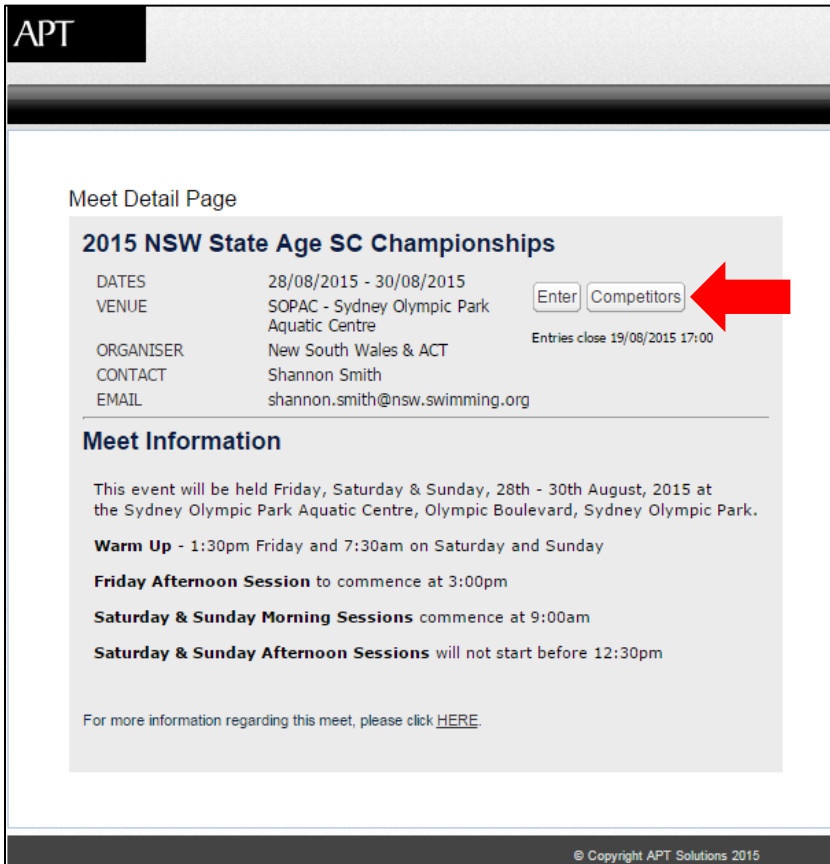
\* Address **i**

\* Suburb

\* State  **v**

\* Postcode

15. To check that your entries have been successful, return to the meet info page (as directed in **Step 5** of this guide), click on the OME link and from the entry page, click on the **Competitors** button



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Meet Detail Page

### 2015 NSW State Age SC Championships

DATES 28/08/2015 - 30/08/2015  
VENUE SOPAC - Sydney Olympic Park Aquatic Centre  
ORGANISER New South Wales & ACT  
CONTACT Shannon Smith  
EMAIL shannon.smith@nsw.swimming.org

Enter Competitors

Entries close 19/08/2015 17:00

#### Meet Information

This event will be held Friday, Saturday & Sunday, 28th - 30th August, 2015 at the Sydney Olympic Park Aquatic Centre, Olympic Boulevard, Sydney Olympic Park.

**Warm Up** - 1:30pm Friday and 7:30am on Saturday and Sunday

**Friday Afternoon Session** to commence at 3:00pm

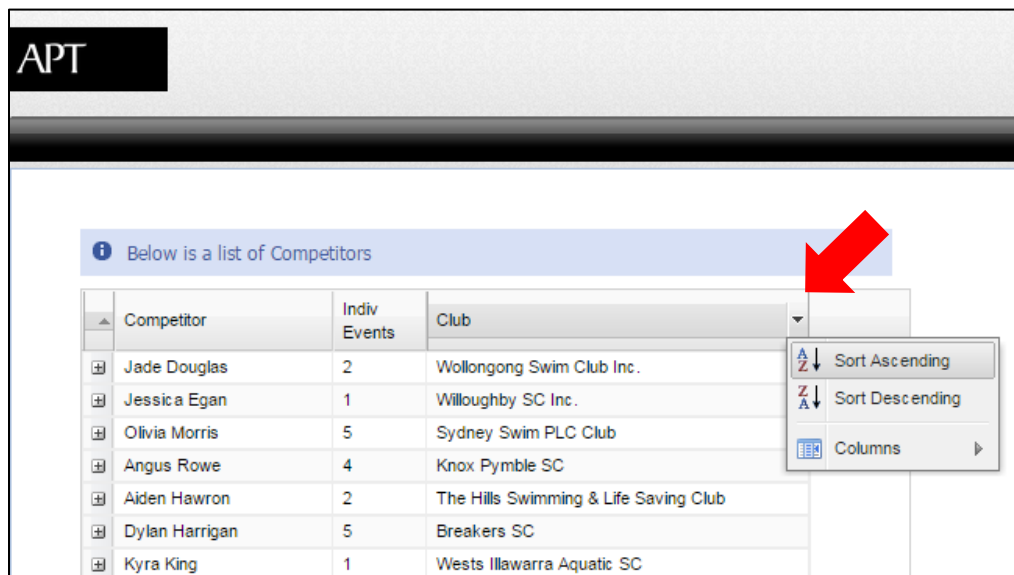
**Saturday & Sunday Morning Sessions** commence at 9:00am

**Saturday & Sunday Afternoon Sessions** will not start before 12:30pm

For more information regarding this meet, please click [HERE](#).

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16. This will bring up the list of competitors who have entered **online** only. This list can then be sorted alphabetically by club using the arrow button shown below



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Below is a list of Competitors

Competitor	Indiv Events	Club
Jade Douglas	2	Wollongong Swim Club Inc.
Jessica Egan	1	Willoughby SC Inc.
Olivia Morris	5	Sydney Swim PLC Club
Angus Rowe	4	Knox Pymble SC
Aiden Hawron	2	The Hills Swimming & Life Saving Club
Dylan Harrigan	5	Breakers SC
Kyra King	1	West's Illawarra Aquatic SC

Sort Ascending  
Sort Descending  
Columns

17. Following the close of Online Entries, a **Complete Start List** will be posted on the Swimming NSW website homepage and on the calendar meet info page for approximately **48 hours**. It is the swimmers' responsibility to check the Start List within the specified time frame. If there are any amendments and/or corrections to be made, please email [meet.entries@nsw.swimming.org.au](mailto:meet.entries@nsw.swimming.org.au) . **PLEASE NOTE:** NO changes will be made over the phone, if sent to any other email address, or if sent after the specified time and date

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## **ENTRY QUALIFYING TIMES**

**Entry times must have been achieved since the dates set out below for each meet listed for the 2016/2017 Summer Season**

<b>MEET</b>	<b>DATE</b>
NSW Metropolitan Championships	1 October 2015
NSW Country Regional Meets	1 January 2016
Speedo NSW State Age 10 & Under - 12 Years Championships	1 January 2016
Speedo NSW State Age 13 - 18 Years Championships	1 January 2016
NSW Country Championships	1 October 2015
NSW State Open Championships	1 January 2016
NSW National Prep Meet	1 January 2016

**Entry times must have been achieved since the dates set out below for each meet listed for the 2016 Winter Season**

<b>MEET</b>	<b>DATE</b>
2017 NSW Country Short Course Championships	1 <sup>st</sup> June, 2016
2017 NSW Metropolitan Short Course Championships	1 <sup>st</sup> June, 2016
2017 NSW 13 Years & Over State Short Course Championships	1 <sup>st</sup> June, 2016
2017 NSW 10 & Under – 12 Years State Short Course Championships	1 <sup>st</sup> June, 2016

***All Area approved Meet results should be uploaded into the National Results Database (NRD) BY THE CLUB RACE SECRETARY within seven (7) days of the completion of the meet.***

***All School Swim Meet Results should be uploaded into the National Results Database (NRD) BY SCHOOL SWIM MEET ORGANISER within seven (7) days of the completion of the meet.***

***Swimming NSW is not responsible for uploading these results.***

# SCHOOL SWIM MEET POLICY

Any swim meets conducted by schools, school associations or groups who wish to have their Meets recognised for the purpose of achieving qualifying standards must meet the following requirements and criteria;

1. Prior Approval in writing must be sought from Swimming NSW
2. The names of the intended Referee and Starter must be provided at the time of application for Recognition of the Meet
3. The Referee must be a fully accredited and registered Referee
4. The Starter must be a fully accredited and registered Starter
5. Times must be recorded by electronic timing equipment
6. Swimming NSW to verify that the Referee and Starter have the required qualifications
7. The results must be forwarded to Swimming NSW **BY THE DEDICATED SWIM MEET ORGANISER** within seven (7) working days and must include the names of the currently accredited Referee and Starter who actually officiated the meet

## **Please Note:**

It is a condition of entry to all Swimming New South Wales conducted meets that all Entry Times are able to be verified in accordance with the abovementioned criteria.

It is the responsibility of the Club to ensure that these times are able to be verified.

Should a Swimmer swim slower than the qualifying time in a Swimming New South Wales conducted meet and the qualifying time of the participant is not able to be verified, then the Swimmer will be fined in accordance with Swimming New South Wales General Rule GR 7.

**All names and dates of birth must be correct when submitting these results to Swimming NSW otherwise we will not accept the school meet results**

# FREQUENTLY ASKED QUESTIONS

## 1. How do I obtain my Username and Password to enter online?

You should contact your Club Registrar to request your Username and Password or alternatively you can contact the Swimming NSW Office on (02) 9763 5833

## 2. When I enter a meet, it says I don't qualify for some events?

Firstly, you will need to check that you have a valid qualifying time in the **National Results Database**. Go to the Swimming NSW website at <http://nsw.swimming.org.au> and click on the **Results** icon (pictured).

In the fields provided, enter your **name** (make sure you select the correct name that appears in the drop down menu as you start typing), the **stroke** and **distance** of the time you are looking for, and select **Results Status - Approved**. Click **Find**



Swimmer: <input type="text"/>	Distance: <input type="text" value="50 metre"/> <input type="text" value="All"/>	PB: <input type="text" value="All"/>	<input type="button" value="Find"/>
Meet: <input type="text"/>	Stroke: <input type="text" value="Freestyle"/>	Age: <input type="text"/> to <input type="text"/>	
Dates: <input type="text" value="dd/mm/yyyy"/> to <input type="text" value="dd/mm/yyyy"/>	Result Status: <input type="text" value="Approved"/>	Gender: <input type="text" value="All"/>	<input type="button" value="Clear"/>

The list of results for this event will display below. If your results are not showing, change the **Results Status** to **Not Approved** and click **Find**. If the results you are looking for are displayed here, you will be unable to use them in the OME system. If the results you are looking for are still not showing, or if you have any further problems, please contact the Swimming NSW Office on (02) 9763 5833

## 3. I want to use a SC time to enter in a LC meet, how do I enter?

For Long Course meets, the OME system will pick up your fastest LC entry time. If you do not have one, the OME system will then select your fastest SC entry time, however, this will mean your entry time will be **equal to** the LC Qualifying Time for that event

## 4. I want to use a LC time to enter in a SC meet, how do I enter?

For Short Course meets, the OME system will pick up your fastest SC entry time. If you do not have one, the OME system will then select your fastest LC entry time

## 5. What if I swim a faster time AFTER I have already submitted my online entries?

The OME system will pick up your fastest available approved entry time recorded in the NRD at the closing time and date of the meet. If this time does not appear on the Complete Start List after the close of entries, please contact the Swimming NSW Office on (02) 9763 5833

## 6. I'm a Multi Class (MC) swimmer, how do I enter online?

**Online Meet Entries for MC Swimmers** is the same process as outlined in this guide. However, once you have submitted your entries online, you must email [meet.entries@nsw.swimming.org.au](mailto:meet.entries@nsw.swimming.org.au) stating your current MC Classification

# FREQUENTLY ASKED QUESTIONS (cont...)

## **7. What if I don't have a credit card, visa debit or mastercard debit card?**

There are a few options available to members who wish to register, but do not have a credit/debit card. *Please note that the Online Meet Entry system only accepts Visa and MasterCard branded credit/debit cards*

Some examples of these options are:

- **Visa pre-paid charge card** - this can be brought in preset amounts from **Australia Post**. Once the amount has been spent they can just be thrown away
- **ANZ Everyday Visa Debit Card** - (does not require an ANZ bank account). It uses only the amount of money the member has transferred onto it from their existing bank account
- **Visa Gift cards** - these have preset limits and can be disposed of once fully spent. These are available at **ANZ bank branches, Westpac bank branches, Australia Post outlets, 7-Eleven stores and Caltex petrol stations**

## **8. What if I don't have internet access?**

There are several options that may be suitable for members. For example:

- Your Club could run an OME Registration Day in which you could provide a computer with internet access for your members to use
- Members may have family or friends who would be willing to provide internet access
- Community libraries offer free internet access to the public
- Internet Cafés may be accessible to your members

## **9. What if your club pays for swimmers' entries?**

If your club pays for swimmers' entries or subsidises your entries the system provides two options:

- If the club pays all entries fees, the club Race Secretary can log in on the member's behalf and enter and pay for the required events online
- If the club subsidises swimmers' entries, the individual will need to log in and enter and pay online and then the club will need to reimburse the individual

## **10. How do I enter in Relay events?**

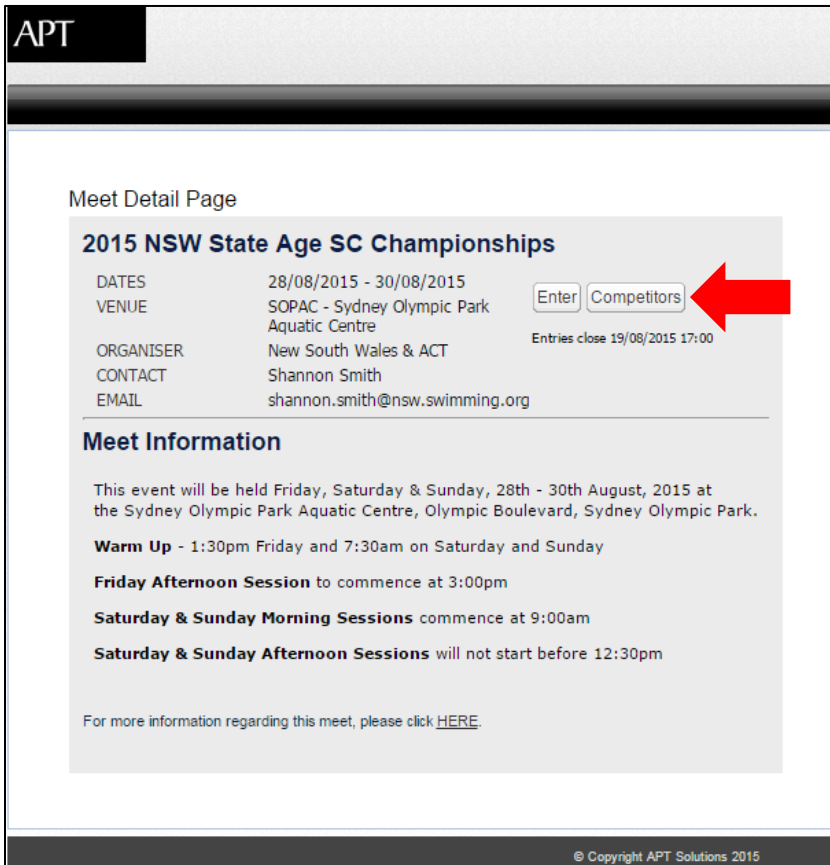
Online Entries for Relay Entries are now available to all clubs. Your club Race Secretary can submit Relay Entries either by using the TM and MM files available on the meet information calendar page and submit these via email to [meet.entries@nsw.swimming.org.au](mailto:meet.entries@nsw.swimming.org.au) BEFORE the specified closing time and date, or by entering online.



# FREQUENTLY ASKED QUESTIONS (cont...)

## 11. How can I check if a swimmer has been entered correctly?

To check that your entries have been successful, return to the meet information page (as directed in **Step 5** of this guide), click on the OME link and from the entry page, click on the **Competitors** button



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Meet Detail Page

### 2015 NSW State Age SC Championships

DATES 28/08/2015 - 30/08/2015

VENUE SOPAC - Sydney Olympic Park Aquatic Centre

ORGANISER New South Wales & ACT

CONTACT Shannon Smith

EMAIL shannon.smith@nsw.swimming.org

Enter Competitors

Entries close 19/08/2015 17:00

#### Meet Information

This event will be held Friday, Saturday & Sunday, 28th - 30th August, 2015 at the Sydney Olympic Park Aquatic Centre, Olympic Boulevard, Sydney Olympic Park.

**Warm Up** - 1:30pm Friday and 7:30am on Saturday and Sunday

**Friday Afternoon Session** to commence at 3:00pm

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For more information regarding this meet, please click [HERE](#).

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Sort Ascending

Sort Descending

Columns