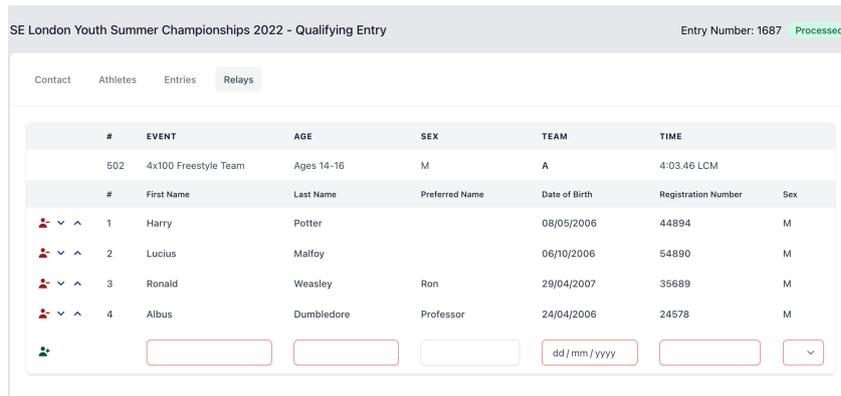


## Amending Relay Names after the Closing Date

1. Relays can be entered through your team management system or through the Relay entry button in the portal. For the former, please follow the guidance of your chosen software. For the latter, please follow the instructions in the Portal instructions document.
2. After you have submitted your relay entries you can return to the home entry page for the meet you wish to view and select the button "View My Entries".
3. This will list all the entry files that you have in the meet.
4. If you select "View", you will be provided options to list the athletes, the individual entries or the relay entries from your club in this meet.
5. If you select relays, all your relay entries will be listed in the following screen format:



The screenshot shows a web interface for "SE London Youth Summer Championships 2022 - Qualifying Entry". The top right corner displays "Entry Number: 1687" and a green "Processed" status. Below the header are navigation tabs: "Contact", "Athletes", "Entries", and "Relays". The main content area contains a table with the following data:

#	EVENT	AGE	SEX	TEAM	TIME
502	4x100 Freestyle Team	Ages 14-16	M	A	4:03.46 LCM

#	First Name	Last Name	Preferred Name	Date of Birth	Registration Number	Sex
1	Harry	Potter		08/05/2006	44894	M
2	Lucius	Malfoy		06/10/2006	54890	M
3	Ronald	Weasley	Ron	29/04/2007	35689	M
4	Albus	Dumbledore	Professor	24/04/2006	24578	M

Below the table is a form for adding a new swimmer, featuring a grey person icon, a date input field with a "dd/mm/yyyy" placeholder, and a dropdown menu.

6. You can select the Up or Down arrow next to a swimmer's name to move them to a different position in the Swim Order.
7. You can also add a swimmer to the list by completing the details next to the grey person icon. They will be added as the next leg and you can add up to 8 names. You can move them up and down as described above.
8. This functionality is available after the closing date.
9. The names will be downloaded before the weekend so that we can have all the expected names in the database. Coaches will be able to amend race order up to the end of withdrawals for each session.