

On-Line Portal Entry Instructions for Swimming Competitions

On-Line Meet Entry for the Surrey County Masters Competition 2026

Thank you for inputting your entries electronically. This has a number of advantages for both the club and for the event admin people.

- It allows you to be certain that times you submit will be entered into the meet correctly;
- It allows you to get immediate feedback on probable rejections allowing time to resolve before the closing date;
- It speeds up the generation of the meet programme and the list of rejected swimmers (if any); and
- Allows payments to be made on-line if this is preferred.

We have put together the following process flow and instructions which we hope you will find helpful. This document does not cover the steps you need to take in your team management systems to set up the meet and enter your swimmers. However, we have included some recommendations based on our experience. Please check your own help documents and instructions with this process.

If you have any questions when following these instructions, please feel free to contact me. Once again, thank you for agreeing to submit your entries electronically, it is much appreciated.

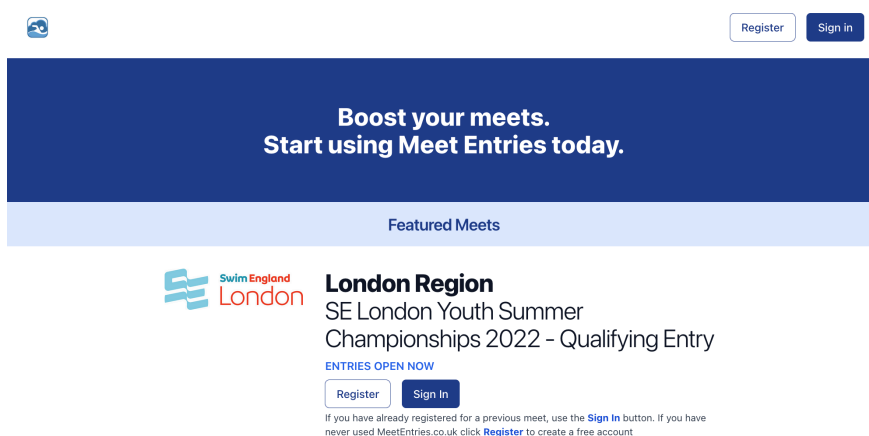
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1. Logging into the On-Line Entry Portal

1. Access the portal using this URL <https://meetentries.co.uk/>
2. You will see the log in screen



3. When you access for the first time you will need to register. Select the button at the top right of the screen and follow the instructions.
4. Return to this screen and log in with your registered user name and password.

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2. Creating and Submitting your Entry

1. Log in to the On-Line Entry Portal. You will be presented with a list of all the featured meets using the portal.
2. Select the one you wish to enter.
3. On the home entry screen for the meet you have selected you will have up to five options as shown.

The screenshot shows the entry portal for the SE London Winter Championships 2025. At the top left is the Swim England London logo. The title is "SE London Winter Championships 2025" with "London Region" underneath. Below this is a table of key dates:

Licence	Meet Start Date	Meet End Date	Age at Date
	01/11/2025	02/11/2025	31/12/2025
Entries Open Date	Entries Close Date	Entries Open Time	Entries Close Time
01/05/2025	22/10/2025		

At the bottom of the table are five blue buttons: "View More Details", "View Your Entries", "New Individual Entry", "New Club Entry", and "New Relay Entry".

4. "View Your Entries" allows you to view entries already submitted. We will come back to this option later.
5. "New Club Entry" is the option you should use for all entries other than para-swimmer entries. Please select the button and complete all the fields in the entry form. Para-swimmers should be entered using the "New Individual Entry" option.
6. "New Individual Entry" is the option you should use if you are submitting an entry as an individual swimmer. Please select the button and complete all the fields in the entry form.
7. "View More Details" allows you to view the details of the meet and can also be used to select your entries already submitted.
8. "New Relay Entry" allows you to manually add a relay if your team management system does not provide a file in the correct format.

3. Submitting an Individual Entry

1. When you select the New Individual Entry button, you will see the following contact screen:

The screenshot shows a contact details form for the SE London Region Masters Championships 2026. The form is titled "Contact Details" and includes the instruction "Enter the relevant contact information for this entry". The form fields are:

- Organisation: Wandsworth SC (dropdown menu)
- First Name: Alan
- Last Name: Thurlow
- Contact Phone Number: (empty field)
- Contact Email: alancthurlow@gmail.com

At the bottom right of the form are two buttons: "Cancel" and "Next Step".

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2. Please complete it with your club and details. The next step button will ask for the details of the swimmer. If the swimmer is a para swimmer, their classification should be entered in this screen.

By completing this form:

- You are permitting London Region to contact you on the email you provide should we need to communicate regarding the SE London Region Masters Championships 2026. Your email will be deleted from this submission after the meet is completed in accordance with our Data Protection Policy set out in the meet's Promoter's Conditions.
- You are confirming that all Club personnel will comply with the Promoter's Conditions, any published COVID Protocols and Swim England Wavepower procedures governing the safeguarding of children and vulnerable adults.

Swimmer Details

Enter registered swimmer details for this entry

Swimmer First Name	<input type="text" value="Alan"/>	Swimmer Last Name	<input type="text" value="Thurlow"/>
Preferred Name	<input type="text"/>	License / Registration Number	<input type="text"/>
Date of Birth	<input type="text" value="dd / mm / yyyy"/>	Sex	<input type="text" value="-- Please Select --"/>

Disability Details


Enter any applicable disability codes for this entry

Freestyle	<input type="text"/>	Breaststroke	<input type="text"/>	Medley	<input type="text"/>
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3. The final screen will present the events for which you are eligible. For this meet, you will need to enter a time for the events you want to enter in the format minutes (mm), seconds (ss), hundredths (hh). This will activate a blue tick box next to the event which confirms it will be entered after payment is made.
4. After this process, you will be taken to the payment page where you will be able to pay by credit or debit card.
5. After the payment is completed, the entry will be processed and you will receive an email confirmation of your entries. If you do not complete the payment, your entry will not be processed and you will not be entered into the meet.

4. Relay Entries

1. Relay entries can be made using the "New Relay Entry" button on the meet entry page.



SE London Region Masters Championships 2025

London Region

Licence	Meet Start Date	Meet End Date	Age at Date
Unlicenced	17/05/2025	17/05/2025	31/12/2025
Entries Open Date	Entries Close Date	Entries Open Time	Entries Close Time
04/03/2025	22/04/2025	13:00:00	

2. The initial registration screen is the same as for an individual entry but then you will be presented with the team entry screen for each relay event available in the meet.

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New Entry - SE London Region Masters Championships 2025

SE London Region Masters Championships 2025 Draft

Event 13: 18/Over 4x50 Freestyle Team (X)

You have no team entries for this event

[Add Your First Team](#)

- Select the button to add your first team. You will see the following screen showing your team.

SE London Region Masters Championships 2025 Draft

Event 13: 18/Over 4x50 Freestyle Team (X)

#	EVENT	AGE	SEX	TEAM	TIME
13	4x50 Freestyle Team	18/Over	X	A	NT <input type="text"/>

#	First Name	Last Name	Preferred Name	Date of Birth	Registration Number	Sex
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd / mm / yyyy"/>	<input type="text"/>	<input type="text"/>

[Add Another Team](#)

- Select "Add Another Team" button to add another team in this event. Select the person icon to add your swimmers in their swim order. Once completed the screen will look like the screen below.

SE London Youth Summer Championships 2022 - Qualifying Entry Entry Number: 1687 Processed

Contact Athletes Entries **Relays**

#	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	
<input type="button" value="v"/> <input type="button" value="^"/>	1	Harry	Potter	08/05/2006	44894	M	
<input type="button" value="v"/> <input type="button" value="^"/>	2	Lucius	Malfoy	06/10/2006	54890	M	
<input type="button" value="v"/> <input type="button" value="^"/>	3	Ronald	Weasley	Ron	29/04/2007	35689	M
<input type="button" value="v"/> <input type="button" value="^"/>	4	Albus	Dumbledore	Professor	24/04/2006	24578	M
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="dd / mm / yyyy"/>	<input type="text"/>	<input type="text"/>	

- To change the swim order, use the up and down arrows against the person's name. To add an additional swimmer, use the person icon at the bottom to enter their details. You can have up to eight swimmers in a relay team. The first four will be selected to swim in that order unless changed in the portal before midnight on the day before the meet or on the day of the meet in the timing suite before the cut off specified in the meet information.
- Please save your entry and make the payment required to ensure that your entry is processed. If it is showing in draft status it will not be included in the meet.

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5. After the Meet Closing Date

1. After the closing date, we will determine how many swimmers will be accepted to fulfil the requirements of the meet timeline.
2. Once the meet is seeded, you will see the seed number appear in your list of entries and those seeded will be shown as either accepted or rejected depending on the space available. If an entry was rejected as invalid on entry, it will not be seeded, and will be marked as rejected.

6. Individual On-Line Payments

1. On-Line payments are now available in the portal. You can pay by credit or debit card.
2. After you have selected your events, you will be prompted to enter your card details and complete the payment process.

The screenshot shows the 'Meet Entry Payment' screen for the 'SE London Region Masters Championships 2026'. The entry number is 0001 and it is in 'Draft' status. A table lists the items to be paid for:

ITEM	QTY	TOTAL
David Redshaw: 800m Freestyle	1	£15.00
David Redshaw: 100m Butterfly	1	£15.00
TOTAL PRICE		£30.00

To the right of the table, the total amount to pay is displayed as **Total to Pay: £30.00** with a green 'Pay by Card' button below it.

3. After you have completed the payment, you will see a confirmation screen similar to the one below.

The screenshot shows the 'Meet Entry Confirmation' screen for the 'SE London Region Masters Championships 2026'. The entry number is 0001 and it is in 'Draft' status. The screen displays the following text:

Payment Details
Thank you for your entry. We will process this and you will receive a confirmation email shortly.
Thank you for your interest in our event.
Best regards,
London Region - Swimming Events Team.