On-Line Meet Entry for the Surrey County Age Group Championship 2027

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.

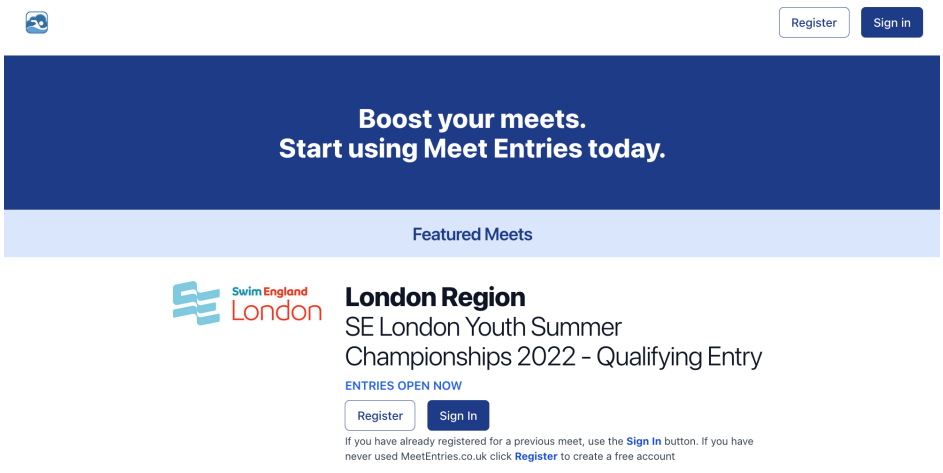
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1. Logging into the On-Line Entry Portal

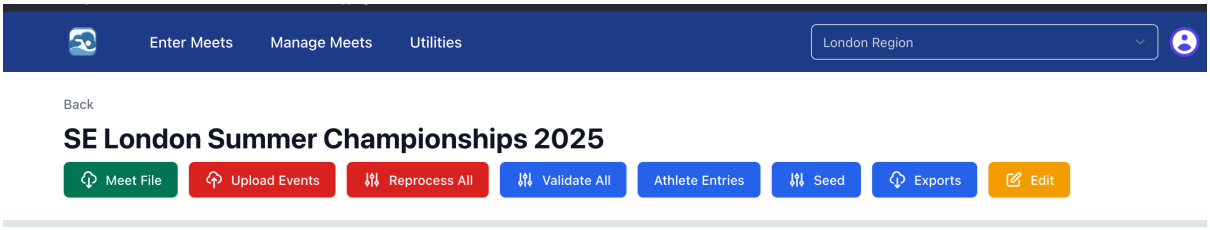
1. Access the portal using this URL https://meetentries.co.uk/
2. You will see the log in screen



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.

2. Importing the Meet Information

1. There are two routes to accessing the Meet Events file. The first is to select the green button at the top left of the meet page and download the file containing the meet events for the meet you want to enter from the portal.



The second route is to download the file from the Meet Page on the host organisations website.

2. The file name for this meet is “Meet Events-Surrey Age Group Championship 2027 (Sprints)-16Jan2027-002.zip” for the 50m Sprint events and “Meet Events-Surrey Age Group Championship 2027-16Jan2027-001.zip” for the events being held at SSP. Copy the files to your desktop.
3. Import the files into your Team Management system.

3. Exporting your meet entries

1. You need to follow your team management systems instructions to create a separate meet entry file for the Sprint events and for the SSP events. We accept files in the SD3 or HY3 formats.
2. Save your meet entry files to your desktop and log onto the Entry Portal.

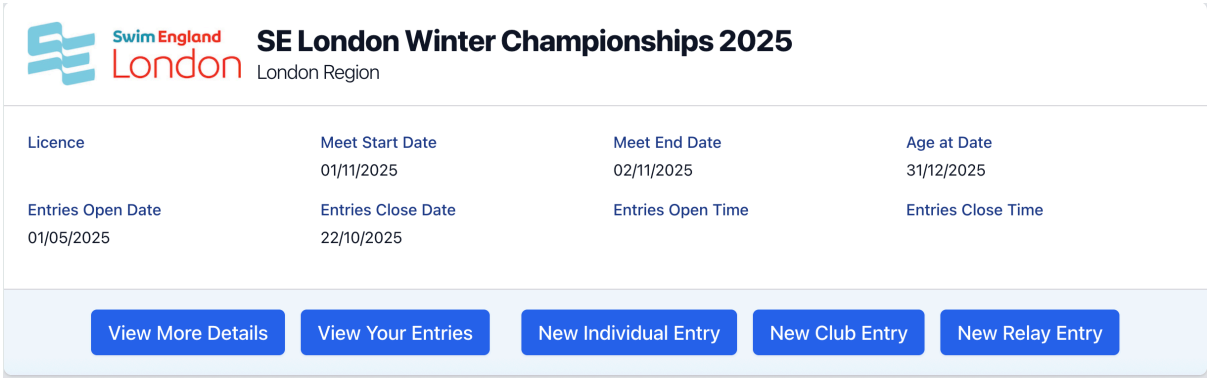
4. Team Management System Guidance

1. You should consult your team management systems help documents for the appropriate entry process. We give guidance here for some of the more popular systems in use.
2. The first question is do I have a qualifying time. On the meet file in your team management system, you need to ensure you have selected **“enforce qualifying times”** so that you only select times that meet the qualification requirements.
3. The second question is do I have a qualifying time that appears on Rankings at the right licence level and has been swum since the date specified in the Meet Events file. For the Masters meet this year, times gained at a Level 0 meet or above are eligible for entry. The date of the swim on Rankings must be on or after 1 January 2021.
    a. **Team Unify.** Set the entry criteria to “convert all times to LCM” for the SSP events and SCM for the sprint events instead of “multi-cut course LSY”. This converts all SC/LC times to LC/SC using the US conversion standards which may result in a rejection if the original SC/LC time is outside the SC/LC qualifying time. However, this should ensure all properly qualifying entries are included in the portal. When you create your meet entry file for upload, check the box “Export entry times as unconverted” before you create your extended SD3 file. You also have the option to use times from the same meet type. This will allow you to exclude Level X meets. To do this you need to create a “County” meet type, say type 2, that is then used to identify all meets at level 1, 2, 3 or 4 as you set them up. You will set the meet type for the county meets as Type 2.
    b. **Swim Manager.** Set the meet to the course being swum, which is Long Course for the events at SSP and Short Course for the Sprint events, and allow conversions. This works the same way as Team Unify but uses the Swim England conversion factors. The entry file automatically includes swum times by default. You also need to select Levels 1-4 in the meet QT Licence Level.

c. **HyTek Team Manager.** I do not think this has the same facility as Team Unify so I am afraid this is a manual effort to enter a custom SC/LC time, if LSY multi-cut course is selected, and the swimmer has a faster converted SC/LC time than their LC/SC PB.

5. Uploading your Entry File

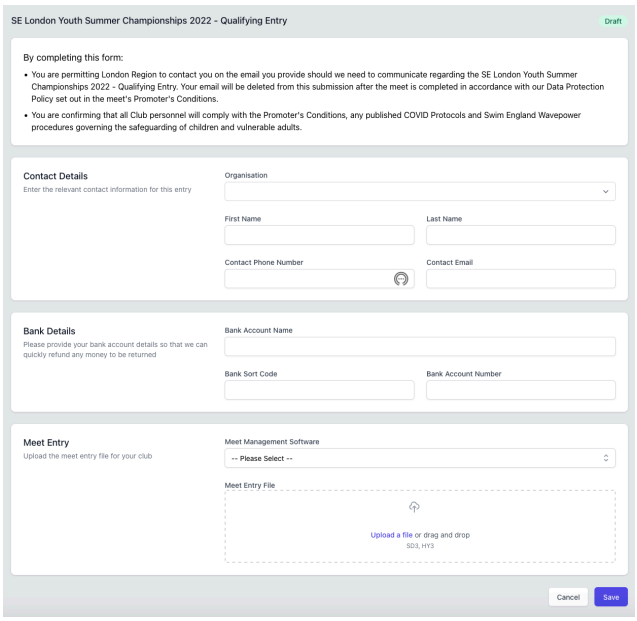
1. Log in to the On-Line Entry Portal. You will be presented with a list of all the featured meets using the portal.
2. Select the one you wish to enter.
3. On the home entry screen for the meet you have selected you will have up to five options as shown.



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

6. Submitting a Club Entry

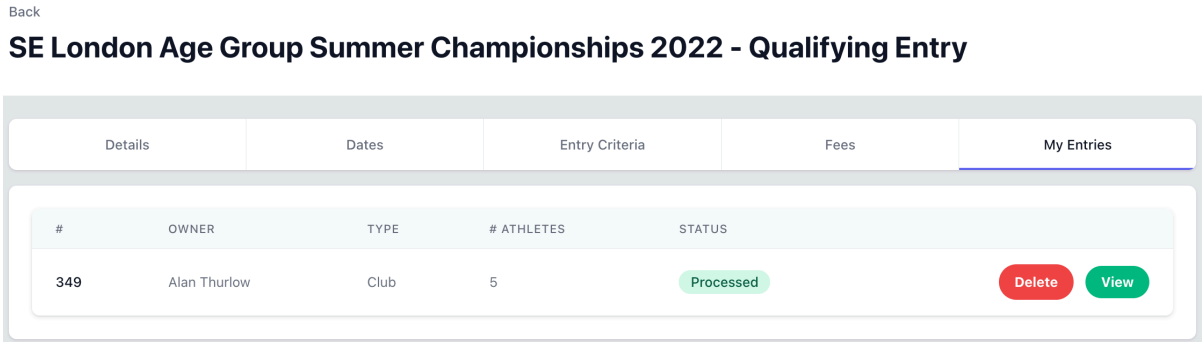
1. When you select the New Club Entry button, you will see a screen similar to the one below.



2. The Contact Details allow you to change who will own this entry as far as the meet communications is concerned.
3. Bank Details are those of your club to which we can pay any refunds.
4. Meet Entry is where you select your Team Management Software and the type of file it exports.
5. Select “Upload a File” and browse to the meet entry file you saved from your team management software
6. Select Save.
7. We will check the entries against the qualifying times and against Rankings. You will receive an email confirming the details of your entry, the total cost and an excel file showing the results of those checks.
8. If you have any exceptions, you can make the corrections in your team management system and upload a new file. Please delete any existing files when you re-submit.

7. Checking your entries and upload a new file

1. Return to the home entry page for the meet you wish to check and select the button "View Your Entries” and you will see a screen similar to the one below:



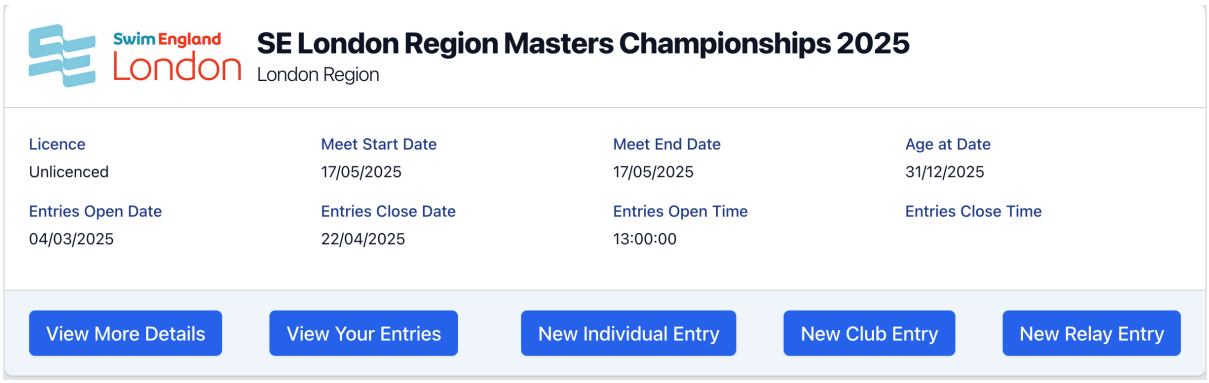
2. This will list all the entry files that you have in the meet. When you enter your new updated file you need to delete this one so that you only have one set of entries in the system for which you will need to pay the entry fees. If you have more than one file, they must include unique entries.
3. 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.
4. Your list of individual entries will show two columns of faces that will be either green, amber or red. The first column shows whether the time appears on Rankings (Valid) for the course entered and the second shows whether the time meets the qualifying times (Green smiley face) or the Consideration Times (Amber smiley face). If any of these are a red unhappy face, you should go back to your team management system and correct the errors, uploading a new corrected file.

8. Submitting an Individual Entry

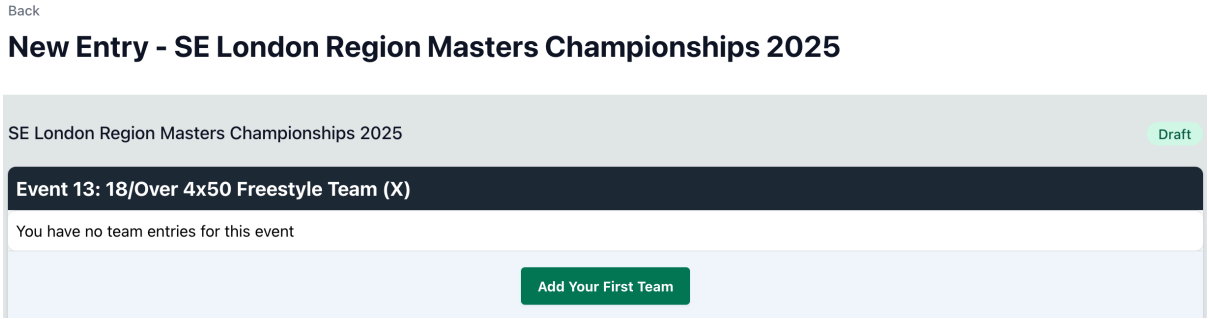
1. When you select the New Individual Entry button, you will see the same contact screen as for the Club Entry. The next step will ask for the details of the swimmer. If the swimmer is a para swimmer, their classification should be entered in this screen. The final screen shows the eligible times for your swimmer. You should tick the box next to the event that you want to enter.
2. After this process, all review actions are the same as for a Club entry.

9. Relay Entries

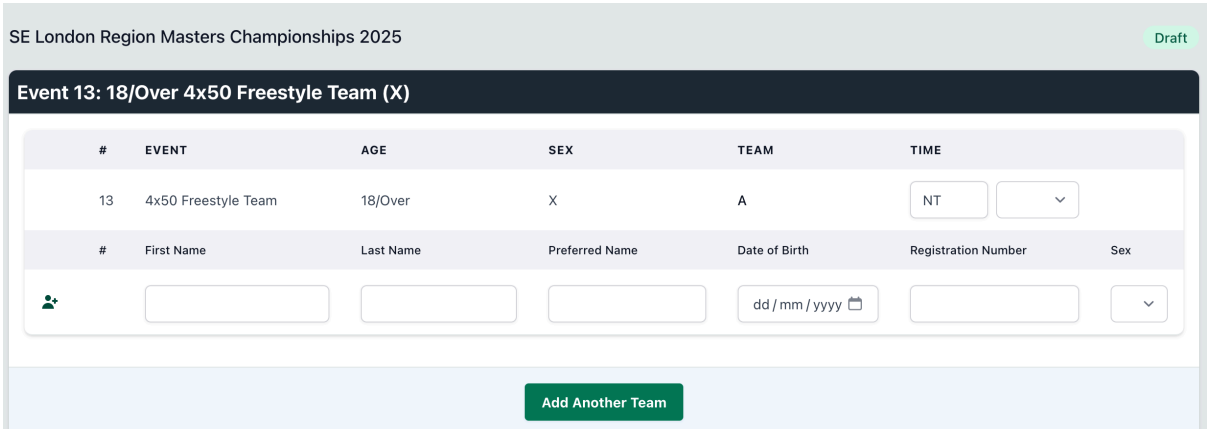
1. Relay entries can be made through your team management system or through the “New Relay Entry” button on the meet entry page.
2. If you use your team management system, please follow the instructions for that software. If you use the portal, please select the “New Relay Entry” button and follow the following instructions.



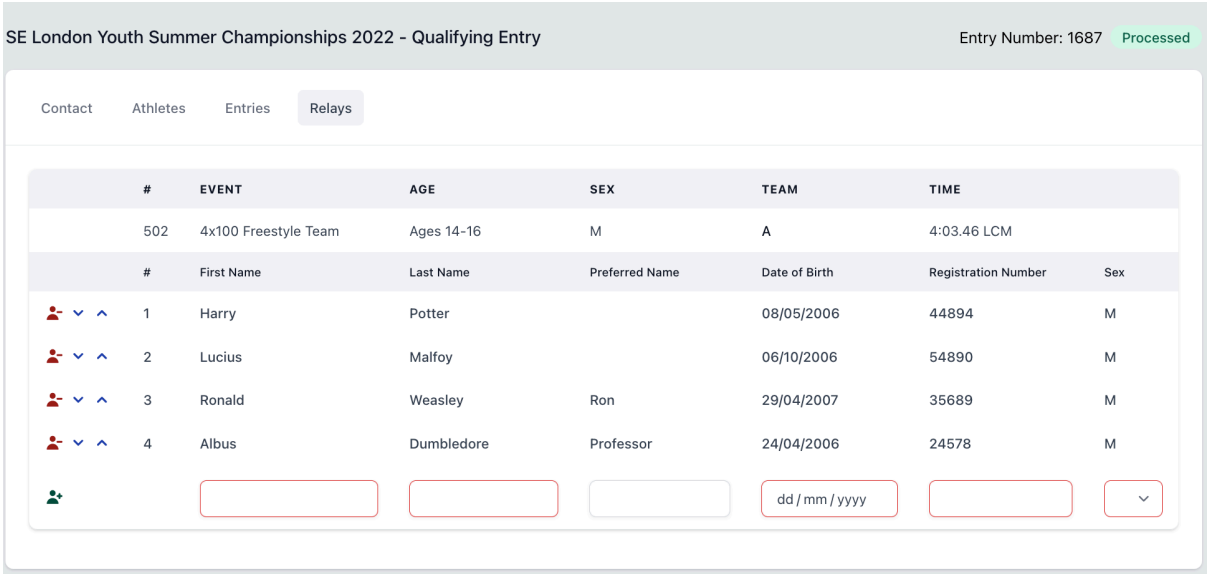
3. The initial registration screen is the same as for an individual entry but then you will be presented with the team entry screen for each relay event available in the meet.



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



4. 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.



5. 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.

10. Para-swimmer Entries

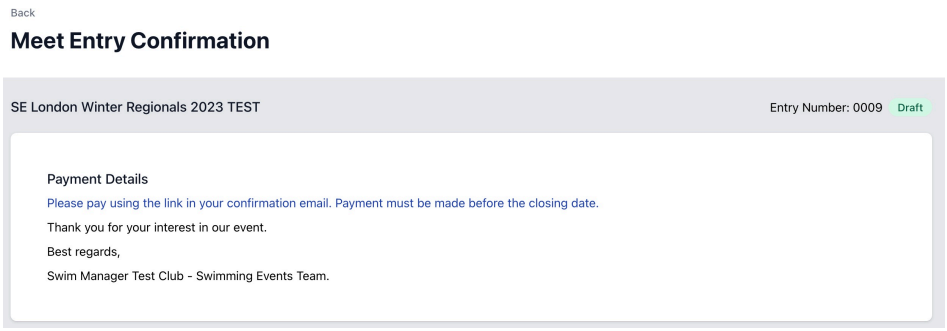
1. All Para-swimmers must complete an Individual Entry form for the competition they wish to enter.
2. They must also enter their classification codes. This will ensure the correct QTs are used for validation (if relevant).
3. If a Para-swimmer is entering an event that is not available to Para-swimmers, they must enter through their Club Entry or through a separate Individual Entry without using their classification codes.

11. After the Meet Closing Date

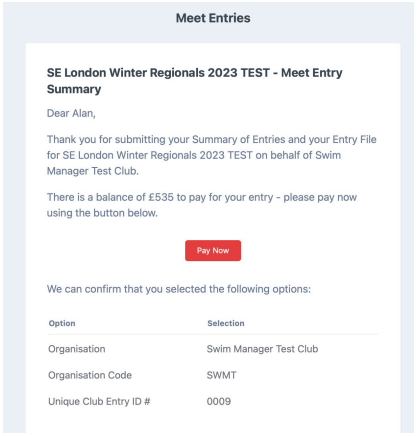
1. After the closing date, we will determine how many swimmers will be accepted to fulfil the requirements of the meet timeline.
2. Once the meet is seeded, you will see the seed number appear in your list of entries and those seeded will be shown as either accepted or rejected depending on the space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

12. On-Line Payments

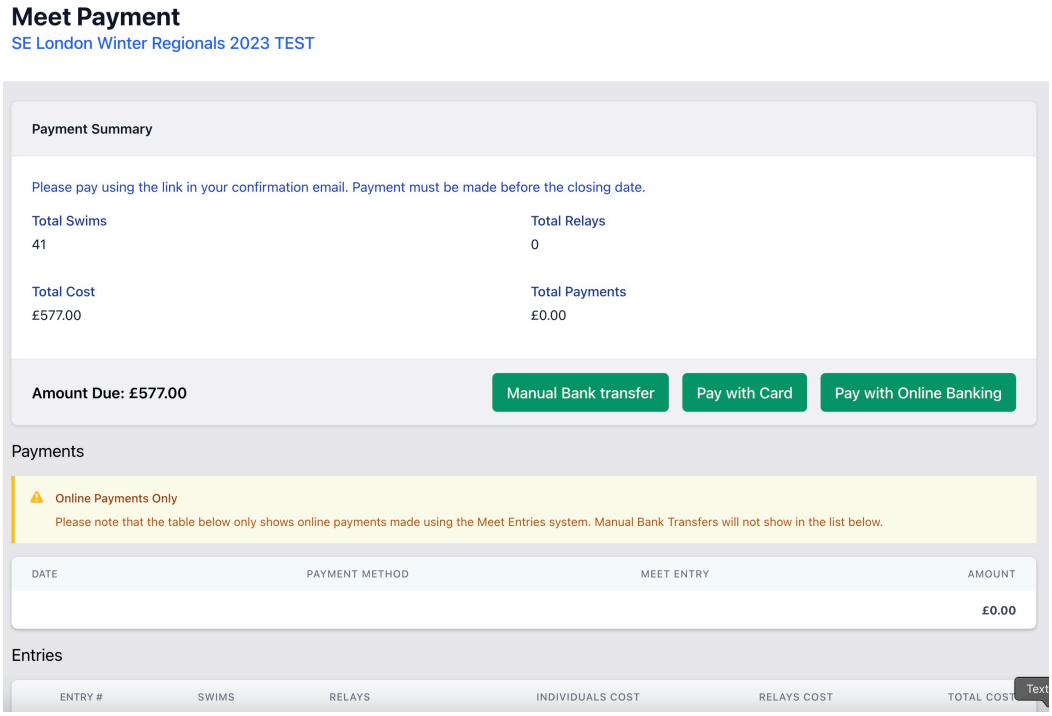
1. On-Line payments are now available in the portal. You can pay by credit card, on-line bank transfer or manual bank transfer.
2. Your entry confirmation screen after submitting your entries will look similar to the page below. A date will be shown by which you need to have completed your payment. For this meet, you should pay after the accepted entries have been published.
3. If you submit an individual entry, you will be asked to pay immediately before the entry has been validated. After validation, any rejections will be refunded after the meet.



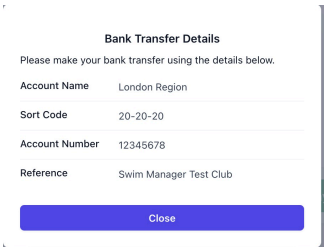
4. Your Club Entry Confirmation email will show the amount to be paid for your validated entries and will have a “Make Payment” button.



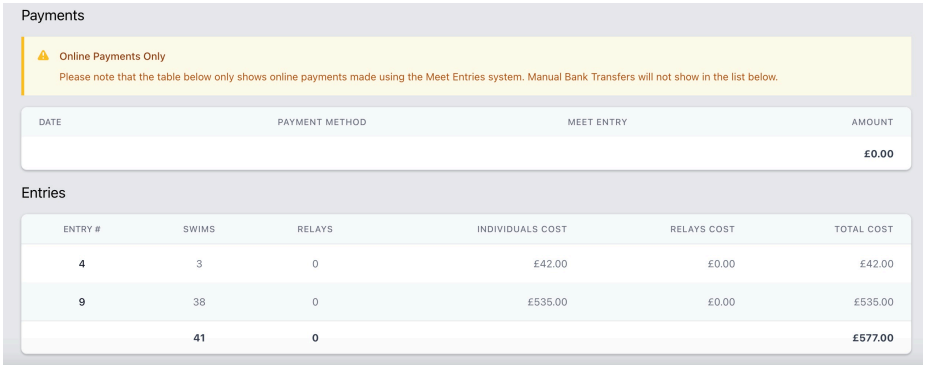
5. Select the “Make Payment” button when you are ready to pay your fees, and you will be taken to the Payment Page.



6. You can make the payment with a credit/debit card, an online bank transfer or a manual bank transfer. Each selection will have a set of instructions which you should follow. If you select a manual bank transfer, the transfer details will be shown:



7. The Amount Due shows the total due and will include all valid entries made net of any rejections. If you have made an individual entry for a para swimmer, it will be included in the total. The bottom of the Meet Payment screen will show the breakdown of the entry fees due, and any payments already made through the system. Off-line manual bank transfers will not be included in this list of payments.



8. Payment for Club entries needs to be made after the accepted entries are published and before the date listed in the Promoter's Conditions. Any rejections made because of the meet being over-subscribed will be netted off against your account so that you only need to pay the net amount.
9. Any refunds due will be processed after the meet. Please contact our treasurer if you think you are due one.