

## On-Line Portal Entry Instructions for Swimming Competitions

### On-Line Meet Entry for the Surrey Championships 2025

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. Importing the Meet Information

1. Download the file containing meet events for the meet you want to enter from the Surrey website. The file name is "Meet Events-Surrey Age Group Championship 2025-18Jan2025-003.zip". Copy the file to your desktop.
2. Import this file into your Team Management system.
3. Please note that the portal will check entries against the qualifying times, so if you have not enforced qualifying times in your system, a swimmer entered with a slower time than the CT will be rejected by the portal.
4. The portal will also reject a time that is not on rankings for the course entered on or after 5 February 2024.

### 2. Exporting your meet entries

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

### 3. Team Management System Guidance

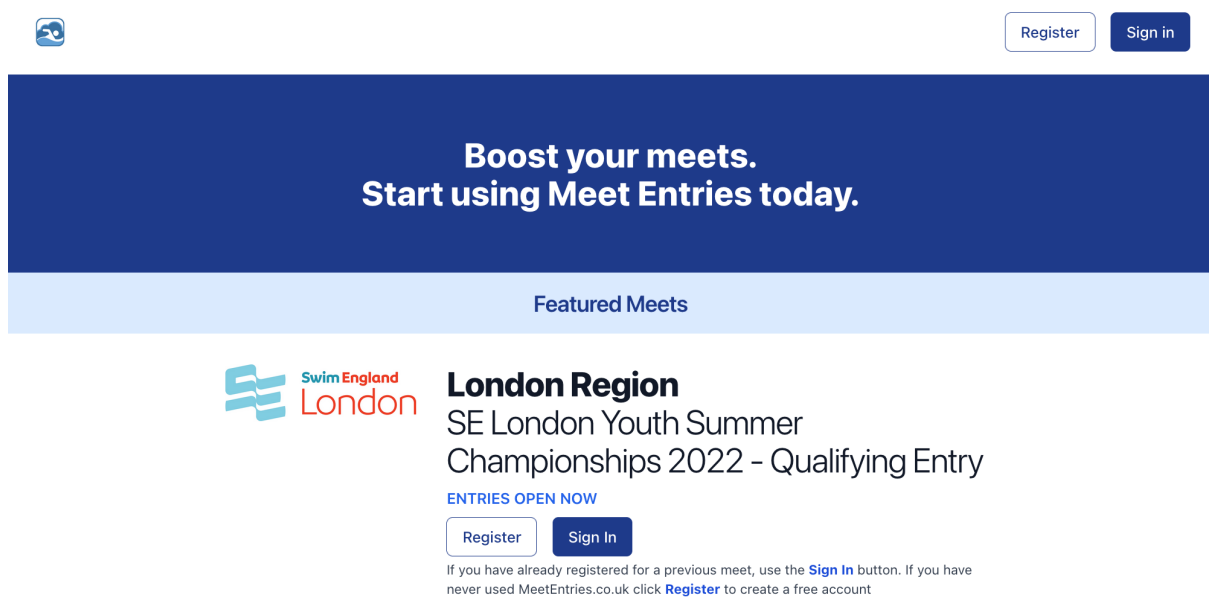
1. You should consult your team management systems help documents for the appropriate entry process. We give guidance here for some of the more popular systems in use.

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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 County meet this year, times gained at a Level 4 meet or above are eligible for entry. The date of the swim on Rankings must be on or after 6 February 2023.
  - a. **Team Unify.** Set the entry criteria to “convert all times to LCM” instead of “multi-cut course LSY”. This converts all SC times to LC using the US conversion standards which may result in a rejection if the original SC time is outside the SC 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 county championships, 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 time, if LSY multi-cut course is selected, and the swimmer has a faster converted SC time than their LC PB.

## 4. 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



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SE London Youth Summer  
Championships 2022 - Qualifying Entry

ENTRIES OPEN NOW

Register Sign In

If you have already registered for a previous meet, use the [Sign In](#) button. If you have never used MeetEntries.co.uk click [Register](#) to create a free account

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.

## 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.

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3. On the home entry screen for the meet you have selected you will have three options as shown.

Licence	Meet Start Date	Meet End Date	Age at Date
1LR220486	30/04/2022	02/05/2022	31/12/2022
Entries Open Date	Entries Close Date	Entries Open Time	Entries Close Time
24/04/2022	24/04/2022	19:00:00	19:30:00

Buttons: View More Details, New Individual Entry, New Club Entry

4. "View More Details" 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. Submitting a Club Entry

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

SE London Youth Summer Championships 2022 - Qualifying Entry Draft

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 Youth Summer Championships 2022 - Qualifying Entry. 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.

**Contact Details**  
Enter the relevant contact information for this entry

Organisation: [Dropdown]

First Name: [Text Field]      Last Name: [Text Field]

Contact Phone Number: [Text Field]      Contact Email: [Text Field]

**Bank Details**  
Please provide your bank account details so that we can quickly refund any money to be returned

Bank Account Name: [Text Field]

Bank Sort Code: [Text Field]      Bank Account Number: [Text Field]

**Meet Entry**  
Upload the meet entry file for your club

Meet Management Software: [Dropdown: -- Please Select --]

Meet Entry File: [File Upload Area]

Upload a file or drag and drop  
303.HY3

Buttons: Cancel, Save

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.

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### 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 More Details"
2. You will see a screen similar to the one below:

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#### SE London Youth Summer Championships 2022 - Qualifying Entry

[Individual Entry](#)

[Club Entry](#)

Details	Dates	Entry Criteria	Fees	My Entries
Meet Name	SE London Youth Summer Championships 2022 - Qualifying Entry			
Description	Youth Qualifying Entry			
Host Organisation	London Region			
Type	1LR220486			
License Number				
License Level				
Course	50m			
Website	<a href="https://www.swimming.org/london/se-london-summer-championships-2022/">https://www.swimming.org/london/se-london-summer-championships-2022/</a>			
Results URL	<a href="https://www.swimming.org/london/se-london-summer-championships-2022/">https://www.swimming.org/london/se-london-summer-championships-2022/</a>			
City	London			

3. Select "My Entries" and you will see a screen similar to the one below:

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#### SE London Age Group Summer Championships 2022 - Qualifying Entry

Details	Dates	Entry Criteria	Fees	My Entries
#	OWNER	TYPE	# ATHLETES	STATUS
349	Alan Thurlow	Club	5	Processed <a href="#">Delete</a> <a href="#">View</a>

4. 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.
5. 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.
6. Your list of individual entries will show two columns of faces that will be either green 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 allows you to

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enter the swimmer's times for those entries they want to make. Please make sure the times you enter meet the consideration times for the meet and are valid times on rankings.

2. After this process, all review actions are the same as for a Club entry.

### **9. 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.

### **10. 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.

### **11. On-Line Payments**

1. On-Line payments are now available in the portal. You can pay by credit card, on-line bank transfer or the current method of off-line bank transfers.
2. Your Entry Confirmation email will have a "make payment" button that will take you to the payment page where you can make your selection.
3. Each selection will have a set of instructions which you should follow.
4. Payment needs to be made after the accepted entries are published and before the date listed in the Promoter's Conditions. Any rejections made as a result of the meet being over-subscribed will be netted off against your account so that you only need to pay the net amount.
5. Any refunds due will be processed after the meet. Please contact our treasurer if you think you are due one.