

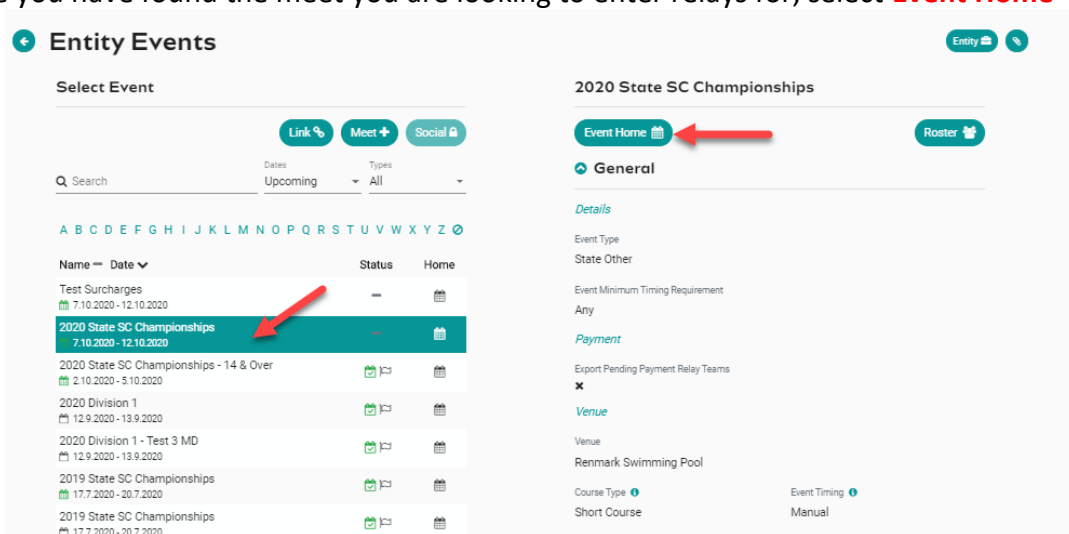
NOMINATING FOR A MIXED MEDLEY RELAY

This help guide is for **Race Secretaries and Coaches** wanting to enter Male or Female Medley relay teams into upcoming swim meets. Instructions for Male or Female ONLY Medley relays can be found [here](#).

From your dashboard home screen, select **Entity Management** from in the left-hand navigation panel. Enter your entity PIN and select **Confirm**, select the correct club/organisation for which relay teams are being created and entered.

Select **Events** and find the meet you are looking to enter teams to compete. To learn how to associate your club to an external meet, [click here](#) for instructions.

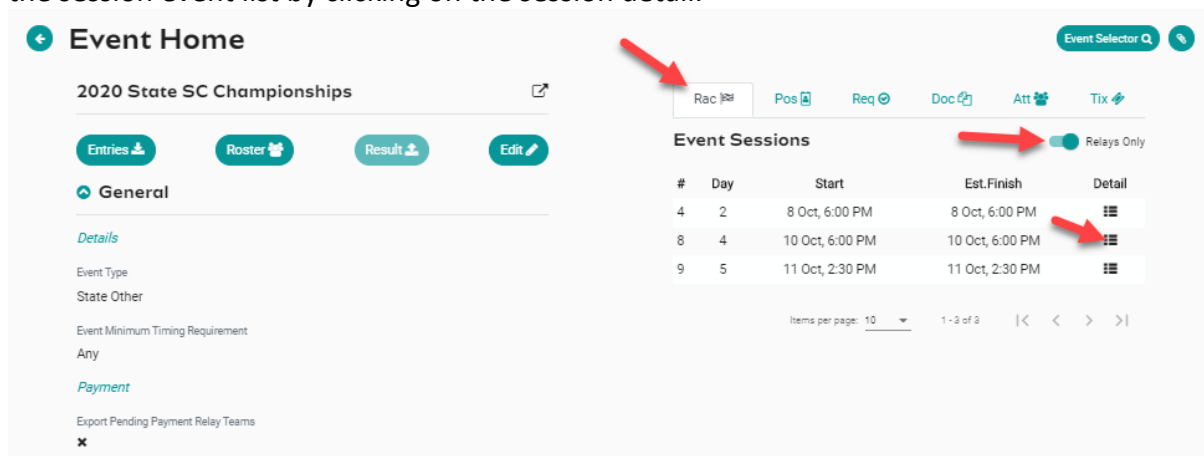
Once you have found the meet you are looking to enter relays for, select **Event Home**



The screenshot shows the 'Entity Events' interface. On the left, there is a table of events. The '2020 State SC Championships' event is highlighted in green, with a red arrow pointing to it. On the right, the 'Event Home' page for the '2020 State SC Championships' is shown, with a red arrow pointing to the 'Event Home' button.

Name	Date	Status	Home
Test Surcharges	7.10.2020 - 12.10.2020	-	
2020 State SC Championships	7.10.2020 - 12.10.2020		
2020 State SC Championships - 14 & Over	2.10.2020 - 5.10.2020		
2020 Division 1	12.9.2020 - 13.9.2020		
2020 Division 1 - Test 3 MD	12.9.2020 - 13.9.2020		
2019 State SC Championships	17.7.2020 - 20.7.2020		
2019 State SC Championships	17.7.2020 - 20.7.2020		

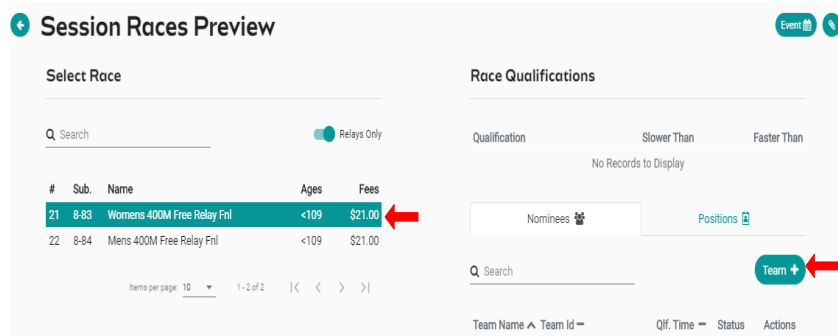
From **Event Home**, view the **Event Sessions** from the **Races** tab on the right. Turn on the toggle for **Relays Only** to view only the sessions with relay races available for entry. View the session event list by clicking on the session detail.



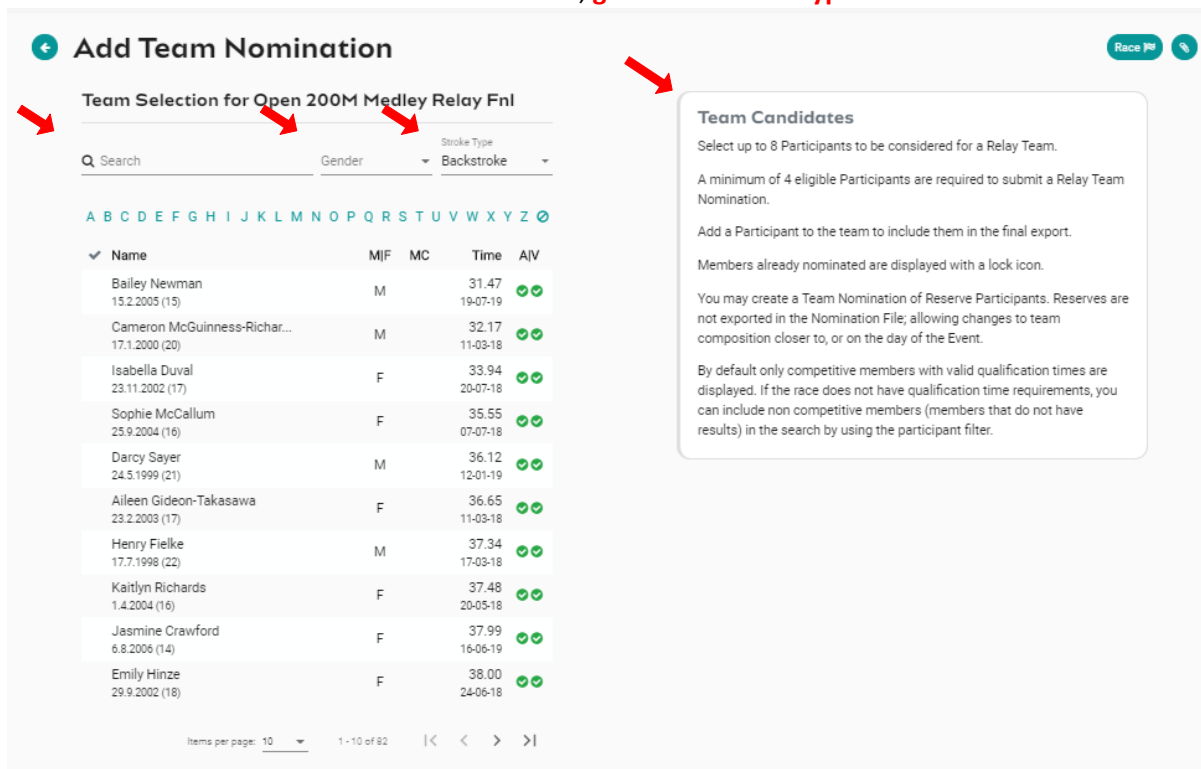
The screenshot shows the 'Event Home' page for the '2020 State SC Championships'. The 'Races' tab is selected, and the 'Event Sessions' table is visible. A red arrow points to the 'Relays Only' toggle, which is currently turned on. Another red arrow points to the 'Detail' column of the table.

#	Day	Start	Est. Finish	Detail
4	2	8 Oct, 6:00 PM	8 Oct, 6:00 PM	
8	4	10 Oct, 6:00 PM	10 Oct, 6:00 PM	
9	5	11 Oct, 2:30 PM	11 Oct, 2:30 PM	

1. Select the OPEN MEDLEY relay event you want to enter, click on Team +



2. The system will NOT automatically load any swimmers on the right screen. However Team Candidate details for a Mixed Medley team will be displayed
3. Users can search via a **swimmer's name, gender or stroke type**.







4. Select a swimmer to add to the nominee's screen
Once you commence selection a **selection criteria** will be displayed at the bottom of the right screen



5. Once you have selected your team Click on **Nominate** to save your team & repeat steps 1 to 5 to add extra teams to the same event. Swimmers already assigned to a team in the same event will be locked.



6. Review your teams for each event – A Team ID Alpha Character is assigned to each team name; this is displayed as an additional column beside Team Name. The team list can be sorted by fastest time, which would list Team A first, then Team B etc
7. Select the **black trolley** to add each Team nomination to the entity cart. This will create a purchase order for each team nomination

-  Create Purchase order  Edit Team
-  In Shopping Cart; Purchase order not created - not exported
-  Delete the team













Race Qualifications

Qualification Slower Than Faster Than

No Records to Display


Nominees  Positions 

Q Search Team +







Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A MP		2:05.13		  
Mountain Pool B MP		2:15.84		  
Mountain Pool C MP		2:28.42		  

Items per page: 10 1 - 3 of 3 |< < > >|


8. Next go to **Entity Home, Entity Cart** where you can view your purchase orders for your relays. **Confirm or remove** any purchase order then select **Ts & Cs** then **Checkout**

Entity Cart Empty 

Confirm Your Cart Contents

Product Name	exGST	GST	Qty	incGST
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool C <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1 	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool B <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1 	\$26.24
 2020 State SC Championships: Womens 200M Free Relay Fri 9-93 - Mountain Pool A <small>South Australia Mountain Pool</small>	\$23.85	\$2.39	1 	\$26.24
Grand Total			3	\$78.72
				GST Component \$7.17
				Transaction Fee* \$15.72

* fees and surcharges included in total amount shown

I agree with Ts & Cs Checkout 

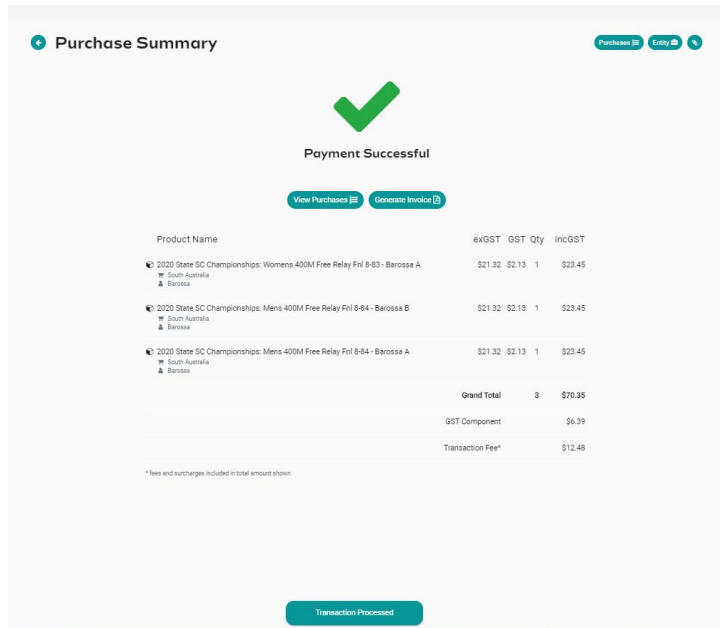
Terms and Conditions of Purchase

I agree to the terms and conditions of this purchase.
I acknowledge the full terms and conditions are available to me [HERE](#)

Specific Terms and Conditions:

- [Terms and Conditions of Membership - Individual](#)
- [Terms and Conditions - Promotions](#)
- [Terms and Conditions of Sale](#)
- [Terms and Conditions of Membership - Club / District](#)
- [Refund Policy](#)
- [Fees and Charges Policy](#)
- [Pool Deck Policy](#)

9. Provide **Credit Card Details** then select **Purchase**
10. A large green tick will show confirming that payment was successful



11. To View your nominated Teams and their status go to the **Events Home Page** select **Tms**. A list of your nominated teams will show.



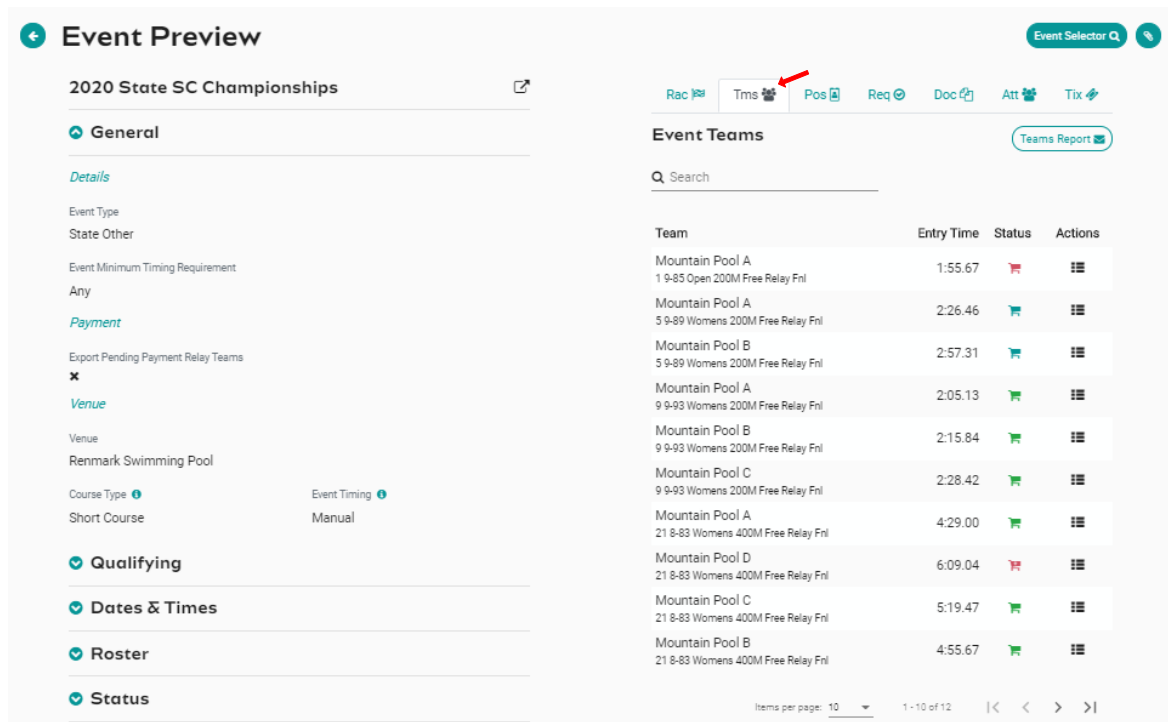
Green Trolley – Payment received and entry completed



Blue Trolley – Entity submitted & Purchase Order created (pending) payment



Red Trolley – Purchase Order not created, refunded or require payment – not exported



Event Preview 2020 State SC Championships

Navigation: Rac, **Tms**, Pos, Req, Doc, Att, Tix

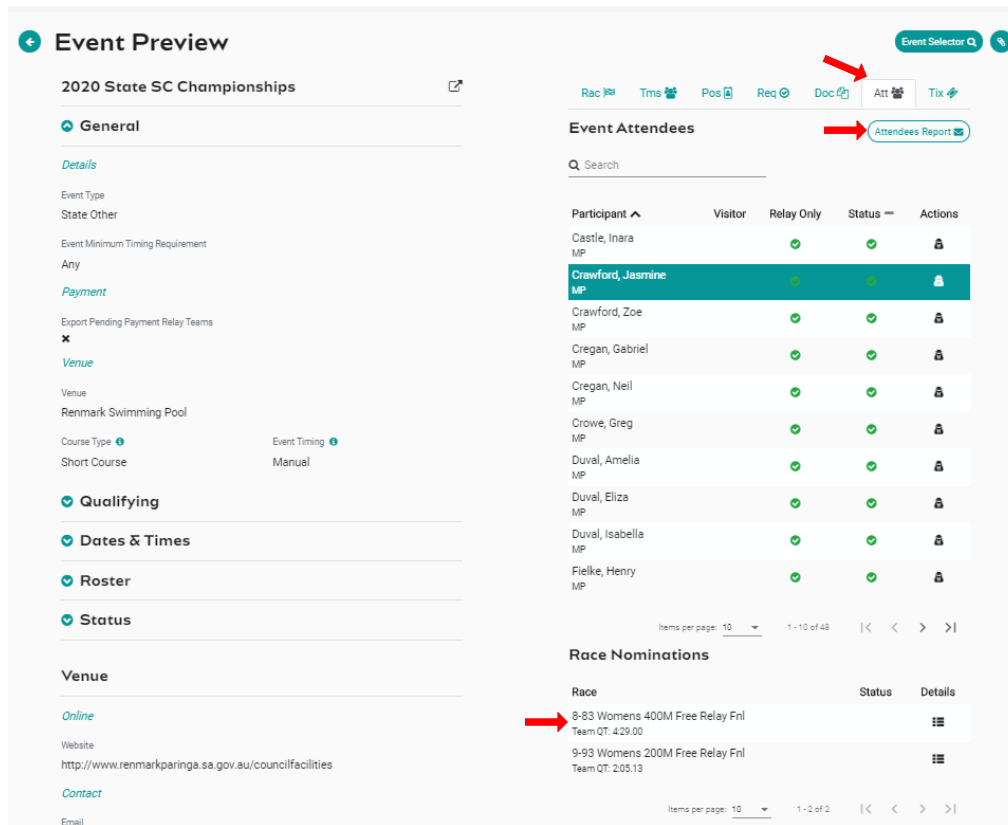
Event Teams Teams Report

Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fnl	1:55.67	Red Trolley	⋮
Mountain Pool A 5 9-89 Womens 200M Free Relay Fnl	2:26.46	Blue Trolley	⋮
Mountain Pool B 5 9-89 Womens 200M Free Relay Fnl	2:57.31	Blue Trolley	⋮
Mountain Pool A 9 9-93 Womens 200M Free Relay Fnl	2:05.13	Green Trolley	⋮
Mountain Pool B 9 9-93 Womens 200M Free Relay Fnl	2:15.84	Green Trolley	⋮
Mountain Pool C 9 9-93 Womens 200M Free Relay Fnl	2:28.42	Green Trolley	⋮
Mountain Pool A 21 8-83 Womens 400M Free Relay Fnl	4:29.00	Green Trolley	⋮
Mountain Pool D 21 8-83 Womens 400M Free Relay Fnl	6:09.04	Red Trolley	⋮
Mountain Pool C 21 8-83 Womens 400M Free Relay Fnl	5:19.47	Green Trolley	⋮
Mountain Pool B 21 8-83 Womens 400M Free Relay Fnl	4:55.67	Green Trolley	⋮

Items per page: 10 1 - 10 of 12

ATTENDEES REPORT

To obtain a list of attendees for the relay events go to **Event Home** -> **Att Tab** -> Select **Attendees Report**. A report will be emailed which details the attendees and how many relay nominations. This is also visible on the screen in the "event attendees list". Select the individual and a list of their race nominations will display at the bottom of the screen



Event Preview 2020 State SC Championships

General

Details

Event Type
State Other

Event Minimum Timing Requirement
Any

Payment

Export Pending Payment Relay Teams
✘

Venue

Venue
Renmark Swimming Pool

Course Type
Short Course

Event Timing
Manual

Qualifying

Dates & Times

Roster

Status

Venue

Online

Website
http://www.renmarkparinga.sa.gov.au/councilfacilities

Contact

Email

Event Attendees

Search

Participant	Visitor	Relay Only	Status	Actions
Castle, Inara MP		✓	✓	🔒
Crawford, Jasmine MP		✓	✓	🔒
Crawford, Zoe MP		✓	✓	🔒
Cregan, Gabriel MP		✓	✓	🔒
Cregan, Neil MP		✓	✓	🔒
Crowe, Greg MP		✓	✓	🔒
Duval, Amelia MP		✓	✓	🔒
Duval, Eliza MP		✓	✓	🔒
Duval, Isabella MP		✓	✓	🔒
Fielke, Henry MP		✓	✓	🔒

Items per page: 10 1 - 10 of 46

Race Nominations

Race	Status	Details
8-83 Womens 400M Free Relay Fnl Team QT: 4:29.00		☰
9-93 Womens 200M Free Relay Fnl Team QT: 2:05.13		☰

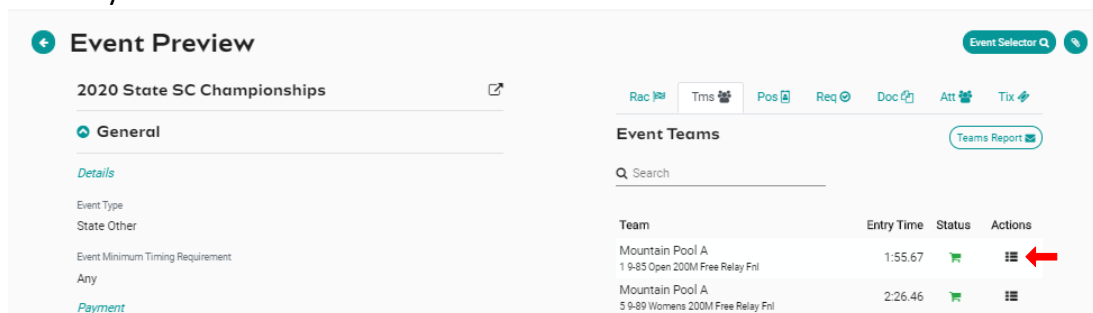
Items per page: 10 1 - 2 of 2

TEAMS REPORT

To view a list of each team nominated for a relay go to **Event Home** -> **Tms Tab** -> select **Teams Report**. A report will be emailed which details the Team Name, Team Alpha Character, Race Number, Race Name, Team Entry Time, List of Athletes Names, Event Cost and the payment Status.

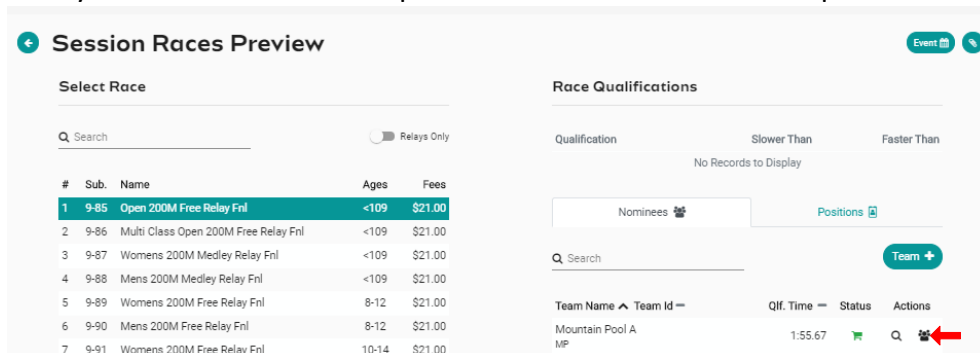
A	B	C	D	E	F	G	H
Team Name	Team Alpha Character	Race num	Race name	Team Entry Ti	Athletes name (age	Event cost	Status
Mountain Pool	A	1 9-85	Open 200M Fre	01:55.7	Bailey Newman (15);Cameron McGuinn	21	Paid
Mountain Pool	A	5 9-89	Womens 200M	02:26.5	Annabelle Starr (12);Ella Newman (12);Z	21	Paid
Mountain Pool	B	5 9-89	Womens 200M	02:57.3	Yingzi Gao (11);Poppy Hooper (11);Erin S	21	Paid
Mountain Pool	A	9 9-93	Womens 200M	02:05.1	Sophie McCallum (16);Kaitlyn Richards (21	Paid
Mountain Pool	B	9 9-93	Womens 200M	02:15.8	Elisha Jones (13);Kara Scarborough (13);	21	Paid
Mountain Pool	C	9 9-93	Womens 200M	02:28.4	Ella Newman (12);Alisa Gideon-Takasaw	21	Paid
Mountain Pool	A	20 4-40	Womens 400M	05:00.7	Isabella Duval (17);Aileen Gideon-Takas	21	Not Complete

Alternatively select the 'Details' icon under Actions



Team	Entry Time	Status	Actions
Mountain Pool A 1 9-85 Open 200M Free Relay Fnl	1:55.67	✔	
Mountain Pool A 5 9-89 Womens 200M Free Relay Fnl	2:26.46	✔	

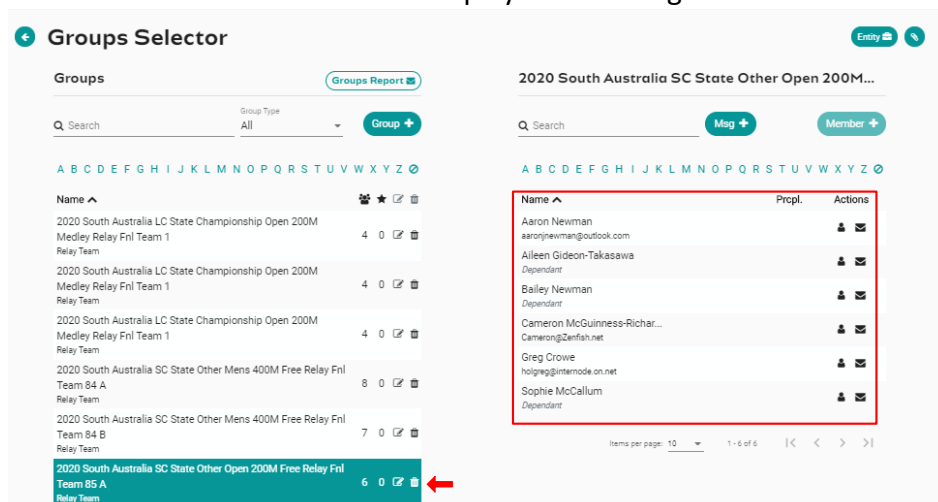
This will take you to the session Races preview screen. Select the 'Group' icon under Actions



Team Name	Team Id	Qlf. Time	Status	Actions
Mountain Pool A MP		1:55.67	✔	

This will display a list of relay teams in the left screen.

Select a Team and a list of athletes will be displayed on the right screen



Name	Prapl.	Actions
Aaron Newman aaronnewman@outlook.com		
Alleen Gideon-Takasawa Dependant		
Bailey Newman Dependant		
Cameron McGuinness-Richar... Cameron@zeifahr.net		
Greg Crowe holgreg@intemode.on.net		
Sophie McCallum Dependant		