



## Swim Manager (SM) guide for meet entry

- Make sure that your Meet notification is on (green tick). If it is not on you will not be notified when a new meet is open or receive a reminder that a meet is about to close! Click on Members and select the account holders name. Scroll down to the bottom of the screen to check that this is ticked.
- Please take time to read the user manual (it is very easy to understand). It can be found at the bottom of your Account page on the left hand side
- All times can be found on SM. Please use this as the website will no longer show updated times.
- You can also find time conversions on SM so please do not use any other time conversion sites. Look under the Members tab and click on your swimmer. Use the tab above their name to select PB's and scroll down accordingly
- If you do not qualify for any event it will be highlighted in red on the entry form and you will not be able to enter it.
- When entering your swimmer it would be wise to save a draft entry until you are sure that your entry is correct. **Once you submit you will not be able to change your entry.** That can only be done by the meet administrator. The meet entry is solely the parents/swimmers responsibility so please check it carefully before submitting.
- If you need to update times **after** you have submitted your entry this will need to be done by you. **IT WILL NO LONGER AUTOMATICALLY UPDATE AND WILL NOT BE DONE BY THE MEET SECRETARY**
- Once your entry has been submitted, a direct debit payment will be generated for your fees. **This will be taken from your account 4 working days after submission.**

**BANK TRANSFER AND CHEQUE PAYMENTS WILL NO LONGER BE ACCEPTED**

If you encounter any problems with entry please contact the Meet Secretary at [openmeet@midsussexmarlins.org](mailto:openmeet@midsussexmarlins.org)