

On-Line Meet Entry for Hampshire County Championships 2023

Thank you for inputting your entries electronically. We are working with the London and South East Regions to develop and improve the entry process for our events. Therefore, you may see some images that refer to the London region. The processes for all three organisations are similar.

The inputting of your entries electronically 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; and
- It speeds up the generation of the meet programme and the list of rejected swimmers (if any).

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 contact details for different types of query may be accessed via the competition web page:

<https://www.swimmeets.org/calendar/showevent.php?id=980>

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1. Importing the Meet Information

1. Download the file containing meet events for the Hampshire County Championships from the competition web page: <https://www.swimmeets.org/downloads/get.php?id=658>
2. Click on the Meet Entry Files link in the Download area.
3. Import this file into your Team Management system.
4. The file contains the Consideration Times for the events (which may also be downloaded from the competition web page: <https://www.swimmeets.org/downloads/get.php?id=655>)
5. The portal will check entries against the Consideration Times. If you meet the Base Qualifying Time your entry will have a green smiley face but **this does not guarantee acceptance into the event.**

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.
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. 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 this competition, achieved on or after 1st March 2022.

On-Line Portal Entry Instructions for Swimming Competitions

- 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.
- b. **Swim Manager.** Set the meet to the course being swum, which is Short Course (SC) for the regional 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.
- c. **HyTek Team Manager.** We do not think this has the same facility as Team Unify so you may need some 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 following screen

Register Sign in

**Boost your meets.
Start using Meet Entries today.**

Featured Meets

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

On-Line Portal Entry Instructions for Swimming Competitions

Hampshire County ASA Championships 2023

Hampshire County ASA

Licence	Meet Start Date	Meet End Date	Age at Date
	21/01/2023	26/02/2023	31/12/2022
Entries Open Date	Entries Close Date	Entries Open Time	Entries Close Time
23/11/2022	21/12/2022	00:01:00	20:00:00

[View More Details](#) [New Individual Entry](#) [New Club Entry](#)

4. "View More Details" allows clubs 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 the following screen.

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

First Name Last Name

Contact Phone Number Contact Email

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

Bank Account Name

Bank Sort Code Bank Account Number

Meet Entry
Upload the meet entry file for your club

Meet Management Software

-- Please Select --

Meet Entry File

Upload a file or drag and drop
SDI, HX3

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.
9. **Please note that whenever you upload a new file, all previous entries will be deleted from the system.**

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 the following screen:

Hampshire County ASA Championships 2023 Individual Entry Club Entry

Details	Dates	Entry Criteria	Fees	My Entries
Meet Name	Hampshire County ASA Championships 2023			
Description	Hampshire County Championships 2023			
Host Organisation	Hampshire County ASA			
Type				
License Number				
License Level				
Course	50m			
Website				
Results URL				
City	Winchester			

3. Select "My Entries" and you will see the following screen:

Hampshire County ASA Championships 2023 Individual Entry Club Entry

Details	Dates	Entry Criteria	Fees	My Entries
#	OWNER	TYPE	# ATHLETES	STATUS
4	Mark Sadler	Club	6	Processed Delete View

4. This will list all the entry files that you have in the meet. **Please note that whenever you upload a new file, all previous entries will be deleted from the system.**
5. If you select "View", you will be provided with 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, 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 Consideration Times. If any of these are red, you should go back to your team management system and correct the errors; uploading a new corrected file.

8. Para-swimmer Entries

1. It will be necessary for entries for the **Para-swimmer competition only** to be submitted individually but these must form part of the club entry and be included on the club entry declaration sheet.
2. They must also enter their classification codes. This will ensure the correct QTs are used for validation.
3. If a Para-swimmer is entering an event that is not available to Para-swimmers, their entry time will be checked against the meet consideration times rather than the Para qualifying times.

On-Line Portal Entry Instructions for Swimming Competitions

9. 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.

10. Relay Entries

1. Setup your swimmers in your entry system. In Hytek Team Manager you can have more than 4 swimmers in each relay event (other systems may also have this option):

Swimmers	Age	Ent	Best	Custom	Ex	HT	LN
1 Swimmer1, A	23	<input checked="" type="checkbox"/>	NT		<input type="checkbox"/>		
2 Swimmer2, B	23	<input checked="" type="checkbox"/>	NT		<input type="checkbox"/>		
3 Swimmer3, C	23						
4 Swimmer4, D	23						
5 Swimmer5, E	23						
6 Swimmer6, F	23						
7							
8							

2. Export the entries (individual and relay) from your meet management system.
3. Submit the entries as a club entry on the portal (individual and relays in one file).
4. You should now have the relay swimmers showing in Portal:

#	EVENT	AGE	SEX	TEAM	TIME
262	4x100 Freestyle Team	Open	M	A	4:30.00 LCM

#	First Name	Last Name	Preferred Name	Date of Birth	Registration Number	Sex
1	A	Swimmer1		01/01/2000	1001	M
2	B	Swimmer2		02/01/2000	1002	M
3	C	Swimmer3		03/01/2000	1003	M
4	D	Swimmer4		04/01/2000	1004	M
5	E	Swimmer5		05/01/2000	1005	M
6	F	Swimmer6		06/01/2000	1006	M

5. Where there are more than 4 swimmers in the relay the first 4 swimmers will be assumed to be actually swimming on competition day. The other swimmers will be available within the systems and will be treated as reserves. Declaring reserves in advance will make it easier to make substitutions in the future (particularly for coaches on the day)
6. If you need to alter the order of swimmers or add extra swimmers you can do this on the portal.
 - a. **WARNING:** If you alter the relays on the portal and upload a new entry file any alternations you make will be lost. We'd encourage you to only make alterations on the portal after the closing date.