## SWIMMING CANADA NATATION



## **Online Entry System User Guide – Foreign Swimmer**

1. Follow the link provided in the meet package (or included above) to access the online entry system

| Records Found        |               |  |
|----------------------|---------------|--|
| irst Name:           |               |  |
| ast Name:            |               |  |
| mail:                |               |  |
| elephone:            |               |  |
| lub Name:            |               |  |
| OB:                  |               |  |
|                      |               |  |
| ender:               | OMale OFemale |  |
| wimmerId/Code:       |               |  |
| lational Federation: |               |  |
|                      |               |  |

## 2. Select "Foreign Swimmer"

| Online Entries - 2022 | Canadian Masters Sw |
|-----------------------|---------------------|
| o Records Found       |                     |
| First Name:           | Test                |
| Last Name:            | Test                |
| Email:                | test@swimming.ca    |
| Telephone:            | 123-456-7890        |
| Club Name:            | Test                |
| DOB:                  | May-17-1994         |
|                       |                     |
| Gender:               | OMale©Female        |
| SwimmerId/Code:       | Test                |
| National Federation:  | Test                |
| PREPA                 | RE ENTRIES          |
|                       |                     |

3. Complete all the required fields and click "Prepare Entries"

| o Records Found |                          |  |
|-----------------|--------------------------|--|
| First Name:     | Erica                    |  |
| Last Name:      | Newman                   |  |
| Email:          | enewman@swimming.        |  |
| Telephone:      | 123-456-7890             |  |
| Club Name:      | Test                     |  |
| DOB:            | May-17-1994              |  |
|                 |                          |  |
| Gender:         | Hale <sup>®</sup> Female |  |
| SwimmerId/Code: | Test                     |  |
| PREPARE ENTRIES |                          |  |

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**4.** Select the event(s) that you will be swimming by checking the box next to it and type in your time (e.g. for a time of 2:45.00 you can type 02:450 or 24500 – the system will put it in the correct format).

| nts: Erica Newman                    |              |             |             |       |            |  |
|--------------------------------------|--------------|-------------|-------------|-------|------------|--|
| Event                                | Age Group    | Faster than | Slower than | Bonus | Entry Time |  |
| 1500 Freestyle                       | Under - Over |             |             |       | 15:00.21   |  |
| <ul> <li>200 Freestyle</li> </ul>    | Under - Over |             |             |       |            |  |
| 100 Breaststroke                     | Under - Over |             |             |       | 01:45.32   |  |
| 100 Butterfly                        | Under - Over |             |             |       |            |  |
| 200 Individual Me                    | Under - Over |             |             |       | 02:15.20   |  |
| S0 Backstroke                        | Under - Over |             |             |       |            |  |
| 400 Freestyle                        | Under - Over |             |             |       |            |  |
| 100 Individual Me                    | Under - Over |             |             |       |            |  |
| <ul> <li>200 Breaststroke</li> </ul> | Under - Over |             |             |       |            |  |
| S0 Butterfly                         | Under - Over |             |             |       |            |  |
| 200 Backstroke                       | Under - Over |             |             |       |            |  |
| <ul> <li>100 Freestyle</li> </ul>    | Under - Over |             |             |       |            |  |
|                                      |              |             |             |       |            |  |

- 5. Repeat for all events that you will be swimming for the meet
- 6. Once all of your events have been entered click Submit Entries

|   | Event             | Age Group    | Faster than | Slower than | Bonus | Entry Time |  |
|---|-------------------|--------------|-------------|-------------|-------|------------|--|
| 2 | 1500 Freestyle    | Under - Over |             |             |       | 15:00.21   |  |
|   | 200 Freestyle     | Under - Over |             |             |       |            |  |
| 2 | 100 Breaststroke  | Under - Over |             |             |       | 01:45.32   |  |
|   | 100 Butterfly     | Under - Over |             |             |       |            |  |
| 2 | 200 Individual Me | Under - Over |             |             |       | 02:15.20   |  |
|   | 50 Backstroke     | Under - Over |             |             |       |            |  |
|   | 400 Freestyle     | Under - Over |             |             |       |            |  |
|   | 100 Individual Me | Under - Over |             |             |       |            |  |
|   | 200 Breaststroke  | Under - Over |             |             |       |            |  |
|   | 50 Butterfly      | Under - Over |             |             |       |            |  |
|   | 200 Backstroke    | Under - Over |             |             |       |            |  |
|   | 100 Freestyle     | Under - Over |             |             |       |            |  |
|   |                   |              |             |             |       |            |  |

**7.** Following the submission of meet entries, you will receive an email indicating that the meet entries have been received by the Entries Coordinator.



An additional email will be received once the Entries Coordinator approves the entry. Information will appear at the bottom of the email with a link to pay the invoice via PayPal.

For any questions, please contact support@swimming.ca