

# E-ENTRY PROCEDURE

Coast and Valley Swimming are implementing a change for clubs that use the TM program & send e-entries for Coast & Valley Area run swim meets. These changes will make it easier & cheaper for clubs sending reports.

This will apply to the following CVSA meets:

- CVSA Championships,
- CVSA development meet,
- Speedo sprints.

## What is required using Team Manager & sending cheque by mail?

- Entry report summary sheet. (Sorted by name) report generated by TM
- Entry fee report. Report generated by TM

## What is required using Team Manager & paying using direct deposit?

- When sending TM entry file attach entry report & entry fee report to email.
- Report generated by TM

### 1. No need to send cards anymore

All race secretaries are asked to check & double check entries from their swimmers. Any mistakes will be the responsibility of the relevant club Race Secretary.

### 2. Entry report summary sheet;

On TM program select > meet > report > entry report > **sort by name** (bottom left)

For Championships select proof of time (top right)

Select individual for individual entry report

Select relays for relay entry report

### 3. Entry fee report sheet;

On TM program select > meet > report > entry fee report

### 4. Direct deposit EFT payments:

Westpac bank

Coast & Valley Swimming association

BSB: 032-528

Account Number: 191702

Please show swimmers name & club on deposit

Send a copy of receipt or receipt number to the following e-mail address: [waughs11@bigpond.com](mailto:waughs11@bigpond.com)

### 5. Confirmation of entries:

When entry files from clubs are uploaded to Meet Manager race secretaries will be sent PDF copy of the Meet Manager file to check & rectify if needed.

If anyone needs help in saving the entry report or entry fee report please contact Russell Waugh  
Mob: 0400302052