

E-ENTRY PROCEDURE for Race Secretaries

ONLINE ENTRIES SHOULD BE USED WHEN AVAILABLE

Changes have been implemented 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.

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.
- Reports are generated by TM

1. No need to send cards anymore

All race secretaries are asked to check & double check entries from there swimmers. Any mistakes will be the responsibility of the race sec.

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) SNSW events only

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

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.

They will also be posted on the Coast & Valley website along with an approximate timeline of the meet.

6. Ensure that entry times are correct. **Don't** enter swimmers that **don't** meet the Qualifying Times or Break Times stated.

7. Include payment promptly when you send entry files or summary sheets.

If anyone needs help with these reports ring me 0400302052

Regards

Russell Waugh