



My Swim Results

Entering relay teams online

Club relay entries can be done online through My Swim Results using a club registrar or coach login.

Requirements:

- Current username and password for a Club Registrar or Coach login
- Internet access from a desktop, laptop or tablet. Mobile phone is also possible.

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Important: Some meets have certain rules about how many times a swimmer can be in a relay team or have rules about the age groups of team members – these will need to be checked manually before finalising entries.

The system allows combinations of:-

- Suggested relay team members
- Pick your own team

By default, it only lists swimmers who are already participating at the meet however you can include “Relay only” swimmers from your club.

Steps

- 1) Login to www.myswimresults.com.au using a club registrar or coach login
- 2) Visit the calendar page to find the swim meet
- 3) Find the Swim meet and click on “Relay Entries”

Hosted: Breakers
[Entries Wizard](#)
[Relay Entries \(Availability\)](#)
[Confirmed Entrants](#)
[Event Listing](#)
[Extract Entries](#)
Entries to events will become limited or

(also available – relay availability)

- 4) Review the relays on offer.



Add new Relay Team

Available Swimmers only

5. Mixed 8 years and over 4x50 Freestyle Relay

12. Mixed 8 years and over 4x50 Medley Relay

Next [Relay Availability](#)

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In the above example the “Available Swimmers only” tick-box is ticked (default) so that when it comes time to look at the team members – it only chooses from those that have nominated themselves as available or are already participating individually at the meet.

Events 5 and 12 are the relays.

Choose an event to enter a relay team. In this example Event 5 – 4x50 Freestyle and press Next

Add new Relay Team

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5. Mixed 8 years and over 4x50 Freestyle Relay

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Screen will display a number of suggestions for relay teams and also allow

5. Mixed 8 years and over 4x50 Freestyle Relay

Suggestions
Manual Entry

Choose to add a team either by starting with a suggestion or your own entry.

Relay Suggestions

➔ Please note that the event may have additional rules which are not taken into account with these suggestions. A swimmer can participate.

Relay # 1: 2:12.79			Relay # 2: 2:33.75			Relay # 3: 2:52.83		
Leg	Name	Split	Leg	Name	Split	Leg	Name	Split
1.	St... W...	32.72 FS	1.	K... C...	36.66 FS	1.	Al... F...d	42.94 FS
2.	K... S...	33.70 FS	2.	Z... Pi...r	39.77 FS	2.	L... T...r	43.83 FS
3.	C... O...	34.14 FS	3.	N... Vi... S...	41.71 FS	3.	K... Si...	44.20 FS
4.	E... P...	32.23 FS	4.	E... M... g	35.61 FS	4.	D... M...	41.86 FS

Teams can be edited to change the order, include reserves or replace swimmers up to entries closing.

Save
Cancel

Note: Any suggestion can be changed at any time – (until entries close).

In this example the system has come up with 3 possible relay team combinations for the club.



A suggestion can be accepted by simply ticking the tick-box at the top of each team that you want to accept.

Relay Suggestions



Please note that the event may have additional rules which are not taken into account a swimmer can participate.

<input checked="" type="checkbox"/> Relay # 1: 2:12.79			<input checked="" type="checkbox"/> Relay # 2: 2:33.75			<input checked="" type="checkbox"/> Relay # 3: 2:52.83		
Leg	Name	Split	Leg	Name	Split	Leg	Name	Split
1.	St... W...	32.72 FS	1.	K... C...	36.66 FS	1.	A... F...	42.94 FS
2.	K... S...	33.70 FS	2.	Z... P...	39.77 FS	2.	L... T...	43.83 FS
3.	C... O...	34.14 FS	3.	N... V... S...	41.71 FS	3.	K... S...	44.20 FS
4.	E... P...	32.23 FS	4.	E... M...	35.61 FS	4.	D... M...	41.86 FS

Note: For Medley relays – the system only shows 1 suggestion.

On the “Manual Entry” tab there is also the ability to add additional “blank” teams which can then be updated to include relay team members at a later time.

In this example we are just going to add the 3 suggested relay teams. (Additional teams can be added later if required.)

Pressing the “Save” button at the bottom of the page will put the new relay team members into the system.

Entries Closing: Monday, 10 October 2016 (Closing in 18 days)

Entered Relays

	Event	Event Name	#	Entry	Team	Confirmed
<input checked="" type="checkbox"/>	5	Mixed 8 years and over 4x50 Freestyle Relay	1	2:12.79	S... W..., K... S..., C... O..., E... P... (Reserves: K... Cr..., Z... P...)	
<input checked="" type="checkbox"/>	5	Mixed 8 years and over 4x50 Freestyle Relay	2	2:33.75	K... C..., Z... F..., N... V... S..., E... M... g (Reserves: A... F..., L... T...)	
<input checked="" type="checkbox"/>	5	Mixed 8 years and over 4x50 Freestyle Relay	3	2:52.83	A... L... T..., K... S..., D... M...	

Use the above to change the order of the swimmers and add any additional swimmers as reserves.

Add new Relay Team

- Available Swimmers only
- 5. Mixed 8 years and over 4x50 Freestyle Relay
- 12. Mixed 8 years and over 4x50 Medley Relay

Next [Relay Availability](#)

Add Relays to Cart

Swimmers names and reserves

Unconfirmed

The list of the relays entered will be displayed however they will be unconfirmed at this stage. If you chose multiple relay teams suggestions, then reserves may also be put into each team.

If any manual entries (or blank relay teams) were added, then they will also be displayed but may not have any team members added yet.

There is a pencil icon on the left of each relay entry to be able to change the relay team. By clicking on the edit for the relay team it will allow you to change the team, change the order of the team or add a new swimmer.



5. Mixed 8 years and over 4x50 Freestyle Relay

Entry Time:

		#	Swimmer	Leg Time
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A... F... d	42.94
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. L... T... r	43.83
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. K... S...	44.20
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. D... M...	41.86

[Add swimmer](#)

Removing a swimmer from the team can be done with the “delete” icon on the left. The up and down arrows change the order of the swimmers around.

If additional swimmers are required, then click on “Add Swimmer” to show a list of swimmers to add to the team.

5. Mixed 8 years and over 4x50 Freestyle Relay

Entry Time:

		#	Swimmer	Leg Time
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. A... F... d	42.94
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. L... a T... r	43.83
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. K... S...	44.20
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. D... a M... r	41.86

Add swimmer:

Bl... B... g *

G... la D... k *

A... F... d * (42.94)

Si... e Li... e *

M... r M... g * (52.64)

D... M... r * (41.86)

* - Swimmer is already at session.

Different devices have different methods of selecting multiple swimmers to add to the team. For a windows machine - by pressing the CTRL key on the keyboard you can select additional swimmers.

Pressing the “Add” button will add the additional swimmers to the relay team. If the event has 4 swimmers, then any swimmer numbered 5 or higher will be reserves for the team.

Note: Swimmers listed in the “add swimmer” list will not be listed as swimmers of another relay (may be listed as a reserve on another relay team). The list also depends on the previously mentioned “Available Swimmers only” tick box.

Pressing the Save button will return back to the list of relay entries ready to have other events or relay teams added.



Entered Relays

	Event	Event Name	#	Entry	
 	5	Mixed 8 years and over 4x50 Freestyle Relay	1	2:12.79	S... W...
 	5	Mixed 8 years and over 4x50 Freestyle Relay	2	2:33.75	K... C... y.
 	5	Mixed 8 years and over 4x50 Freestyle Relay	3	2:52.83	A... F... d... L...
 	12	Mixed 8 years and over 4x50 Medley Relay	1	2:33.35	K... S... C...
 	12	Mixed 8 years and over 4x50 Medley Relay	2	2:56.91	Z... P... r... K...

Use the  above to change the order of the swimmers and add any additional swim

Add new Relay Team

Available Swimmers only

5. Mixed 8 years and over 4x50 Freestyle Relay

12. Mixed 8 years and over 4x50 Medley Relay

Next [Relay Availability](#)

Add Relays to Cart

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Once relay teams are ready to be confirmed – press the “Add the Relays to Cart” button which will take you through to the checkout with an itemised checkout allowing you to pay for the entries which will confirm that the club is going to submit relay teams. (In the above example – submitting 5 teams).

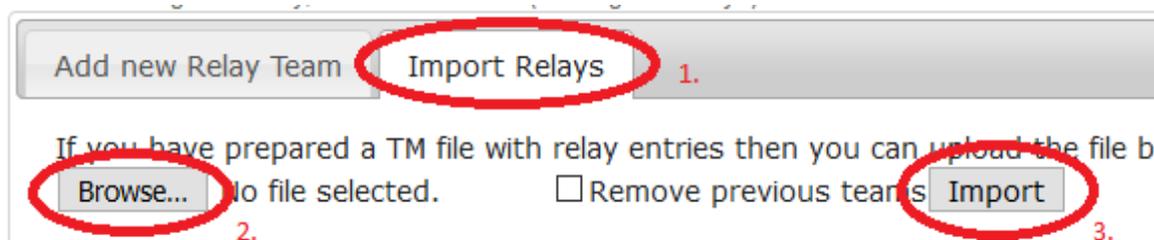
Note: relay teams can still be altered online up-to entries closing even after they have been confirmed.

Additional entries can be added later if required.



Team Manager entries files

If your club prefers to use Team Manager to work out the relay teams, then the relay entries can still be submitted online. Once all the teams are setup in Team Manager - export the relay entries to create an entries file. Return back to My Swim Results calendar, find the meet and then click on Relay Entries (similar to above). This time choose the "Import Relays" Tab.



Use the "Browse" (or similar) button to select the file that you have exported from Team Manager.

If there are some previous unconfirmed relay teams that you want to get rid of before importing the relay entries then tick the "Remove previous teams" tick-box before pressing the "import" button.

The screen will refresh and the new teams will now be listed on the website. They will still need to be confirmed / paid for.

You can make last minute changes, before entries close, using the Pencil icon beside each team.

Please check that the relay teams have come across properly by comparing the teams with entries reports from Team Manager.

Once confirmed, the relay teams will be displayed in the confirmed entrants section under the individual swimmers.

Relay Availability

When swimmers enter for their individual events online they can nominate themselves for relays for each session. This can be helpful to see who is available at each session for relays.

For the keen observers - the report also gives an indicator as to how many relay teams each swimmer has been entered into. This can be useful to try and get as many kids involved as possible in the relays (if this is what the club intends).



Exceptions

On some occasions the system might produce exceptions which appear as red text in amongst the relay entries. (example below.) These should be resolved before entries close.

Entered Relays

	Event	Event Name	#	Entry	Team	Confirmed
✗	36	Girls 11 to 12 years 4x50 Medley Relay	1	12:40.19	Sofia M. , Amelia T. , Sathmi G. , Ava M	
✗	66	Mixed 11 to 12 years 4x50 Freestyle Relay	1	12:18.54	Finn R (M), Ava T (F), Sathmi G (F), Sofia M (F) (Reserves: Amelia G (F), Flynn B (M)) Needs at least 2 males in the team	

Use the  above to change the order of the swimmers and add any additional swimmers as reserves.

These could be triggered by:-

- Swimmer used in more than one relay for the same event
- Relay team not making a qualifying time
- Mixed relays requiring a minimum number of boys or girls
- Novelty relays requiring a maximum cumulative age

FAQ

I'm trying to enter a particular swimmer however they are not appearing in the list of swimmers to choose from?

There could be 2 causes for this:-

- 1) The meet has an "Unattached Period" setup on it. If the swimmer is a recent transfer – then they may be forced to swim "Unattached" and therefore ineligible for a relay team.
- 2) The tick box for "Available swimmers only" is ticked when setting up new relay teams. If the swimmer hasn't nominated online for the session then they will be omitted from the list. Unticking the tick box for "Available swimmers only" will allow all swimmers from the club to appear as possible relay member candidates.

