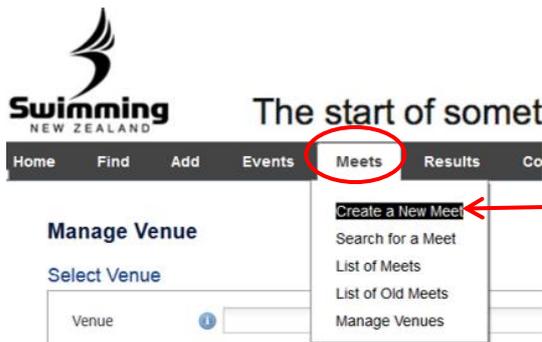


How do I set up a meet?

1

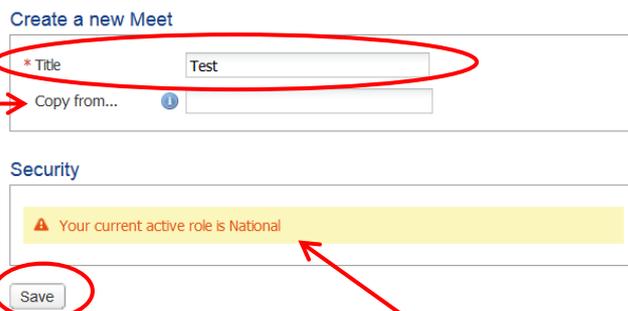
Click the Meets tab and select Create A New Meet



2

The Create A New Meet page will display. Type the title of your meet and select Save.

If you have existing meets in the system, and the meet you are creating has the exact same Meet Manager set up, you can copy a previous meet by typing the name of the meet in the Copy from... text box.



The screenshot shows the 'Create a new Meet' form. The 'Title' field is circled in red and contains the text 'Test'. Below it is the 'Copy from...' field. The 'Security' section is highlighted in yellow and contains the message 'Your current active role is National'. A red arrow points to the 'Save' button at the bottom left of the form.

The security box will display which role you are currently logged in as, in order to ensure you are creating a meet in your correct portal (for administrators who have hold both regional and club committee roles).

3

Complete each of the fields on the Main Details screen.

Main details

* Title

Dates

* Meet Date From

* Meet Date To

Entry Start Date

Entry Start Time

Entry End Date

Entry End Time

Time Zone

Venue

Venue

Meet Contact

Organiser

Organiser's email

Save

Main Details screen fields explained:

- Title: Auto-populated from text entered into Create A New Meet screen
- Meet Date From: First day of the meet
- Meet Date To: Last day of the meet
- Entry Start Date: Date that online entries will automatically open
- Entry Start Time: Exact time that online entries will automatically open
- Entry End Date: Date that online entries will become unavailable
- Entry End Time: Exact time that online entries will become unavailable
- Venue: Venue must be selected from a list of pre-set up venues.
- Organiser: Event Organisers Name
- Organiser's email: Event Organisers email

Once all fields have been completed, select Save.



4

You will receive the following confirmation screen upon completion. If you are accepting online entries for this meet, select the View button.

Meet created...

The Meet 'Test' (code = 000247) has been created...

You may now continue to view this new Meet and add or edit various details by clicking the button below.

If you choose not to do so now, you can find the Meet later from the 'Search...' option on the Meets menu, then click 'Manage'.

[View Event](#)

5

You will be taken to the below screen.

Meet	From	To	Venue
Test	22/05/2014	22/05/2014	

[Details](#) [Settings](#) [Meet Manager](#) [Competitors](#) [Fees](#) [Web display](#) [Competitive Events](#) [Notes](#) [Open To](#) [T and C's](#)

Main details

Event Code	000247
Title	Test
Course	

Venue

Specific venue

Dates

From Date	22/05/2014
To Date	22/05/2014
Entry Start Date	
Entry Start Time	
Entry End Date	
Entry End Time	
Time Zone	
Show in web calendar	Yes
Allow web booking	

Contact

Organiser	Becki
Organiser's email	tech@swimmingnz.org.nz

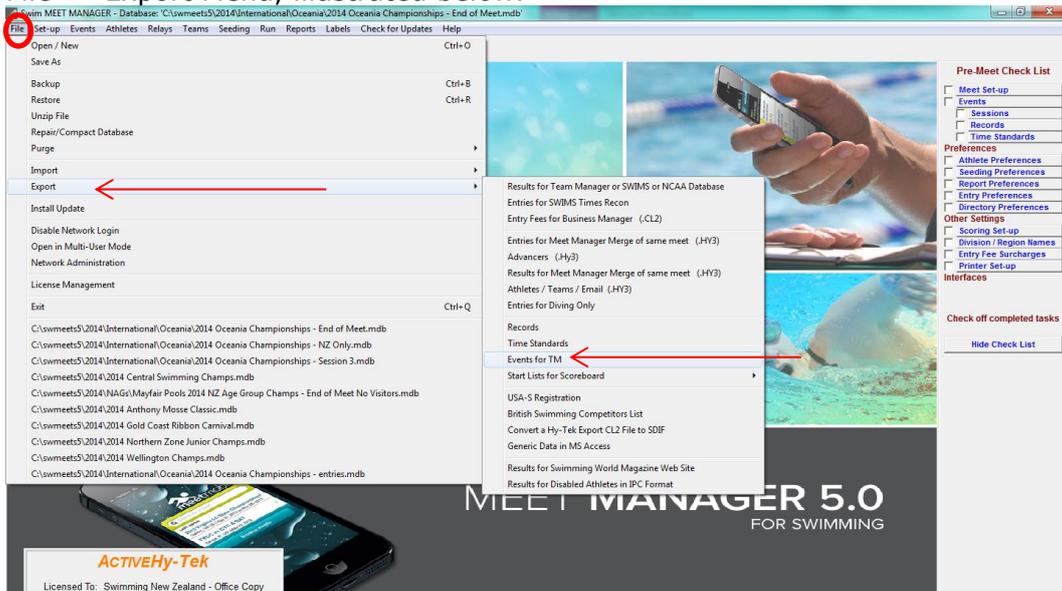
[Cancel](#) [Edit](#)

Click edit and complete all available sections.

5

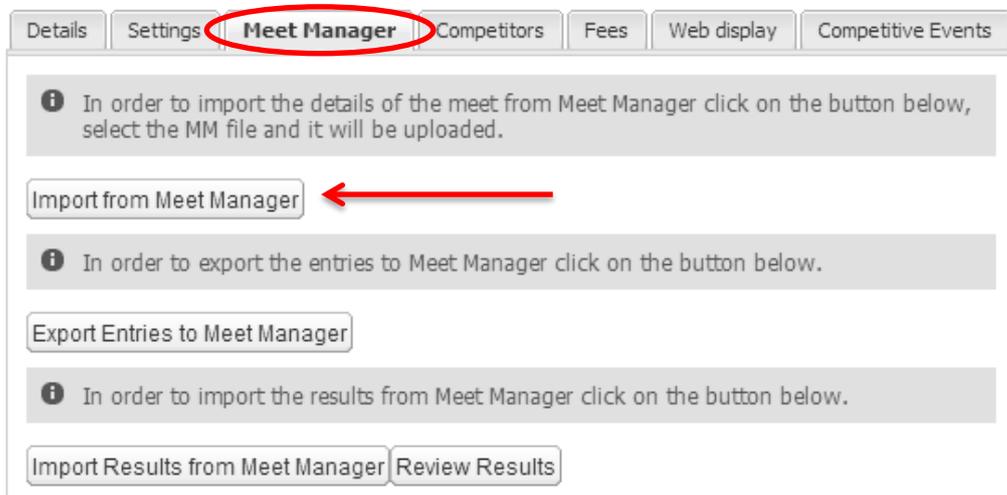
Once you have finished editing the details section of the meet you will now need to upload your events file from Meet Manager. The follow steps will help you to export the files from meet manager and to upload them to the database.

In Meet Manager, export your events using 'Events for TM' process under the File -> Export Menu, illustrated below.



6

Click the meet manager tab in the meet and the select 'Import from Meet Manager button'.



7

You can import the Meet Manger Events file (.zip) using two different methods:

- Select the Add File button and then locate the file on your computer.
- Locate the Meet Evens Zip file on your computer and drag it into the Drag Files Here box.

Here box.

Upload Swimming Event

Select Meet File
Add file to the upload queue and click the start button.

Filename
Drag files here. 

Meet File Name :
 Meet Name :
 Meet Start Date :
 Meet Facility :
 Meet Course :
 Meet Event Count :

* Please ensure this is the correct file

8

You will receive confirmation that the upload was successful. The confirmation screen also shows you the details of the meet that you have just uploaded. After reviewing these details, ensuring all are correct, tick the 'Please ensure this is the correct file' box and select submit.

Upload Swimming Event



Filename	Status	Size
Meet Events-2012 McDonald-s Qld Swimming Championships-15Dec2012-001.zip	100%	5 KB

100% 5 KB

Meet File Name : Meet Events-2012 McDonald-s Qld Swimming Championships-15Dec2012-001.zip
 Meet Name : 2012 McDonald's Qld Swimming Championships
 Meet Start Date : 15/12/2012
 Meet Facility : Brisbane Aquatic Centre
 Meet Course : Long Course
 Meet Event Count : 194

* Please ensure this is the correct file 

Select the Competitive Events tab to review the Meet Events you have just uploaded. By clicking on the gender of the event you can make changes to the event including changing the title, the date, the qualifying times and the entry fee.

Number	Gender	Age From	Age To	Stroke	Distance	Relay	Type
1	Men	0	109	Butterfly	50 metre		
2	Women	0	109	Butterfly	50 metre		
3	Men	9	99	Backstroke	50 metre		
4	Women	9	99	Backstroke	50 metre		
5	Boys	11	11	Freestyle	50 metre		
6	Girls	11	11	Freestyle	50 metre		
7	Boys	12	12	Backstroke	50 metre		
8	Girls	12	12	Backstroke	50 metre		
9	Boys	13	13	Butterfly	50 metre		
10	Girls	13	13	Butterfly	50 metre		
11	Boys	16	16	Freestyle	50 metre		
12	Girls	16	16	Freestyle	50 metre		
13	Boys	17	18	Backstroke	50 metre		
14	Girls	17	18	Backstroke	50 metre		
15	Men	9	99	Freestyle	50 metre		
16	Women	9	99	Freestyle	50 metre		
17	Boys	11	11	Backstroke	50 metre		
18	Girls	11	11	Backstroke	50 metre		
19	Boys	12	12	Freestyle	50 metre		
20	Girls	12	12	Freestyle	50 metre		

Individual Event

Main details

Sub-event code: 1-1A
 * Title:

Timings

Date:

Criteria

Gender:
 Stroke:
 Distance:
 Type:
 Qualifying time:
 Short:
 Long:
 Minimum age:
 Maximum age:
 Relay?:
 Relay Legs:

Miscellaneous

Allow web booking:

Fee

Fee:



Now that you have imported the meets events you will need to check that the qualifications parameters are correct, to do this you will need to click into the "Settings" tab.

Meet	From	To
2016 NZ Short Course Championships	02/10/2016	06/10/

You will now see a page that looks like the one below that will click on edit down the bottom of the page.

Competition Parameters

School event
 Meet status
 Auto approved No
 Result status Not Approved
 Timing type

Qualifications Parameters

Qualifications Since 01/07/2015
 Qualifications Cut off 20/09/2016
 Age up date 02/10/2016
 Qualification type Short Course - Allow LC Converted, Entry unconverted
 Exclude Splits
 Timing allowed All
 Meet status allowed All
 Result status allowed All

Member Transfer

Transfer Window

Maximum Events

Limit per Entry 0

Volunteers / Technical Officials

Invite volunteer
 TO Nominee info Applications close 5pm Monday 16th May 2016.
 If you have any questions please contact
 events@swimmingnz.org.nz

Position	Qty	Accreditation Required	Level
Referee National	100	Yes	National
Starter National	100	Yes	National
Inspector of Turns Regional	100	Yes	Region
Timekeeper Regional	100	No	
Inspector of Turns National	100	Yes	National

Competition Parameters: In this box you will need to mark if the meet is a school meet such as "Tasman Secondary School Championships" this will ensure that when swimmers enter their secondary club or school will be used as their team.

You will also notice that the "Auto Approved" and "Result Status" sections cannot be changed, these can only be changed by Swimming New Zealand once the Meet Approval Process has been followed.

Qualification Parameters: This section outlines what times a swimmer can use as qualifying times to enter the meet. Qualifications Since and Qualifications Cut off is the period where times achieved in this period can be used as qualifying. Qualification type determines what types of times can be used, this is an important part in setting up the meet. For descriptions on each of the options have a look at the Qualifying Rules Guide under the MEETS section.

Volunteers/Technical Officials: This section when set up correctly will allow technical officials to apply for positions to officiate at meets. To set this up please refer to "How to set up technical official applications" in the MEETS section.

There are also a number of other useful tabs within the meet set up including Web Display, Open To, T and C's, Documents.

Web Display: This tab allows you to add text to the pop-up window that appears when people click onto the meet in a website calendar. This is where meet flyers, contact information should be recorded so swimmers have access to this information before entering.

Open To: This tab allows you to restrict who can enter the meet, you can restrict it by Zone, Region or Club. For example if it was a club championship and you only wanted swimmers from your club entering then you would enter your clubs name into the "Open to Club" section which will restrict entry to only your club members.

T and C's: This tab allows you to add Terms and Conditions to the meet that swimmers have to accept to enter. Click the edit button and add your terms and conditions. Once you have saved this a prompt will appear before swimmers can choose their events asking them to accept the terms and conditions of the meet by clicking on a tick box.



Documents: The documents tab is a place where you can store any documents relevant to the meet. This section is only available to be seen by administrators who log into the database, this section cannot be seen by swimmers using their MyPage to enter a meet.

