

## **2014/2015 - Instructions for Online Entries**

Once the Online Meet Entry system is functional again, all competitions you will enter this season will use the 'on-line entry' method, meaning you must enter via a secure website and pay via credit card.

1. Go to the Swimming Victoria website [www.swimmingvictoria.org.au](http://www.swimmingvictoria.org.au)
2. Click onto the "Calendar" or the 'Competitions' menu. Find the Meet you wish to enter and click on "online entry"
3. Click "Login" and enter your Username & Password. This was provided to each member in a letter at the beginning of the season however, please contact the Club Entries Officer if you have forgotten.
4. Once logged in the information regarding the meet will appear for you to review. Click on "Register" where you will be required to accept the terms and conditions of entry, then you will be able to update your personal details if you wish.
5. Click on "Enter Event" to select the first event you wish to nominate for. PLEASE NOTE: You can only select one event at a time. Once the event has been selected click 'next'. If an error message stating that "a valid qualifying time was not found for the event" selected, and you know you do have a qualifying time for that event please contact Swimming Victoria.
6. On the next screen select the "submit" button. The screen provides the option to enter another event by clicking "enter event". Continue to add the second, third, etc events you wish to swim in (as you did the first).
7. You will not see your entry times when entering - nor do you have to add them manually. Your best times will automatically be downloaded from the Swimming Australia Results Database at 5.00pm on the day entries close.
8. Once you have entered all your events click on "entry and online payment" to enter your credit card details. There is NO additional fee for paying online with your credit card.
9. Once you have paid a receipt will be emailed to you. If you do not receive an email confirmation (very unlikely) please check the "confirmed entrants" listing on the home page of the entry form to ensure the swimmer has been entered into the nominated events - or contact [swimonline@swimming.org.au](mailto:swimonline@swimming.org.au) for confirmation.