

Guide for clubs to use MySwimResults for online entries to carnivals

This document is a guide for clubs to use online entries for carnivals via MySwimResults.

Overview

Using MySwimResults makes the job of the captain of the host club much easier, as there are not multiple files coming in from each club entering swimmers. For the host club using MySwimResults does require preparation earlier than if using manual entries, but once set up there is very little to do. The host club will receive the entry fee from swimmers, even if they are a no-show.

It is possible to track entered swimmer numbers in real time – for the host club, competing club captains, and individual swimmers

For the competing clubs, the club captain is only responsible for online relay entries, which will happen once individual entries close.

Inputs

- Meet Manager File
- Competitor number limits
- Competitor event limits
- Event cost
- Club banking details

Parties involved

- Host club
- MSWA office
- MySwimResults
- Swimmers
- Club Captains (relays)

Scope

This guide focuses on the online entry processes and the activities the host club needs to undertake. Other activities such as sanctioning and preparation of the event flyer are not within the scope of this guide, but are vital parallel activities to run a carnival. The event flyer requires the MySwimResults link for entries. This means the flyer can not be issued until all the online entry set up has been completed with MySwimResults.

Promotion of the event is outside of this guide.

Planning Timeline

This timeline assumes that entries will open six (6) weeks before the event, and close one (1) week before the event.

Weeks to go	Action	Who
12	Reminder email sent to host club	MSWA office
12	Event planning <ul style="list-style-type: none"> • Sanction document preparation • Draft flyer • Prepare info for MySwimResults 	Host club
10	Details ready to send to MySwimResults	Host club
10-8	Creation of MySwimResults landing page / link for flyer	MySwimResults
10-8	Validation of MySwimResults setup	Host club
9-7	Include the MySwimResults link in the draft flyer	Host club
7	All approvals in place Event sanctioning Flyer is ready MySwimResults set up and ready to go	
7	Extract file of active Masters members and send to MySwimResults	MSWA
7	Import active member file	MySwimResults
6	Advertise that carnival entries are now open <ul style="list-style-type: none"> • Email / newsletter • Other : Facebook, Instagram 	MSWA
6-2	Individual entries	swimmers
6-2	Re-extract file of active Masters members and send to MySwimResults – on a as needs basis	MSWA
6-2	Import re-extracted active member file	MySwimResults
2-1	Individual entries close	MySwimResults
1	Create relay teams	Club Captains
1	Relays entry close	MySwimResults
1	Extract MM file and send to host club	MySwimResults
1	Creation of heats,.. event program	Host Club

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Host club responsibilities

MySwimResults preparation

- Confirm the events and their sequence
 - Create the Meet Manager file
- Confirm any limit on competitor numbers
 - This can be changed by MySwimResults, to accommodate late entries. Eg if the limit is set to 150, and a couple of swimmers contact the club saying they can't enter because the event is full, then MySwimResults can adjust the entry limit to 160.
- Confirm close of individual entries – can be either date based or once swimmer limit is reached
- Confirm closure date for relay entries
- Confirm the individual swim restrictions. For most carnivals this is generally three individual swims.
- Confirm entry time rules
 - A nominated time is mandatory for each event
 - No previous swim times are required as a proof. (Activity is underway to provide past results from WA events to MySwimResults to build up a swimmer history)
- Pricing
 - Confirm the event pricing structure
 - MySwimResults supports
 - Event entry (typically for most carnivals)
 - Event entry + per swim charge (used for States and Nationals)
 - MySwimResults will add a processing charge to the cost the club wishes to charge. This covers their merchant fees on the various payment gateways (credit card, PayPal, ...) and a margin for their service. The club will receive their base charge. This is paid to the club a few days after the event has been run.
 - Use the phrasing on the flyer: “entry cost is \$xx + commission”
- **Provide the club bank account details for the payment to the club.**

Masters Swimming WA activities

- Masters Swimming WA is responsible for providing the list of financial members to MySwimResults. This will be done on a weekly basis prior to an event.
- Swimmers must wait up to five (5) working days following Membership renewal or payment before their details will be included on the MySwimResults database. Clubs can use this as encouragement for members to pay membership fees promptly.
- Masters Swimming WA will send the member details directly to MySwimResults.

MySwimResults Responsibility

- Create entry page based on MM file provided
- Provide link of event “landing page” to host club for flyer
- Load member files from Masters Swimming WA to be received weekly
- Send final files to host club



Club Captains - Relay entry

- Each WA Masters club will be provided a club logon to MySwimResults.
- This will then be used by the club captains to enter relay details for the carnival.
- Relay teams will not require a nominated swim time.
- Relays can be built at any time once there are sufficient swimmers for a club.
- The timeline will allow for a short window after individual entries close, for the creation of relay teams.