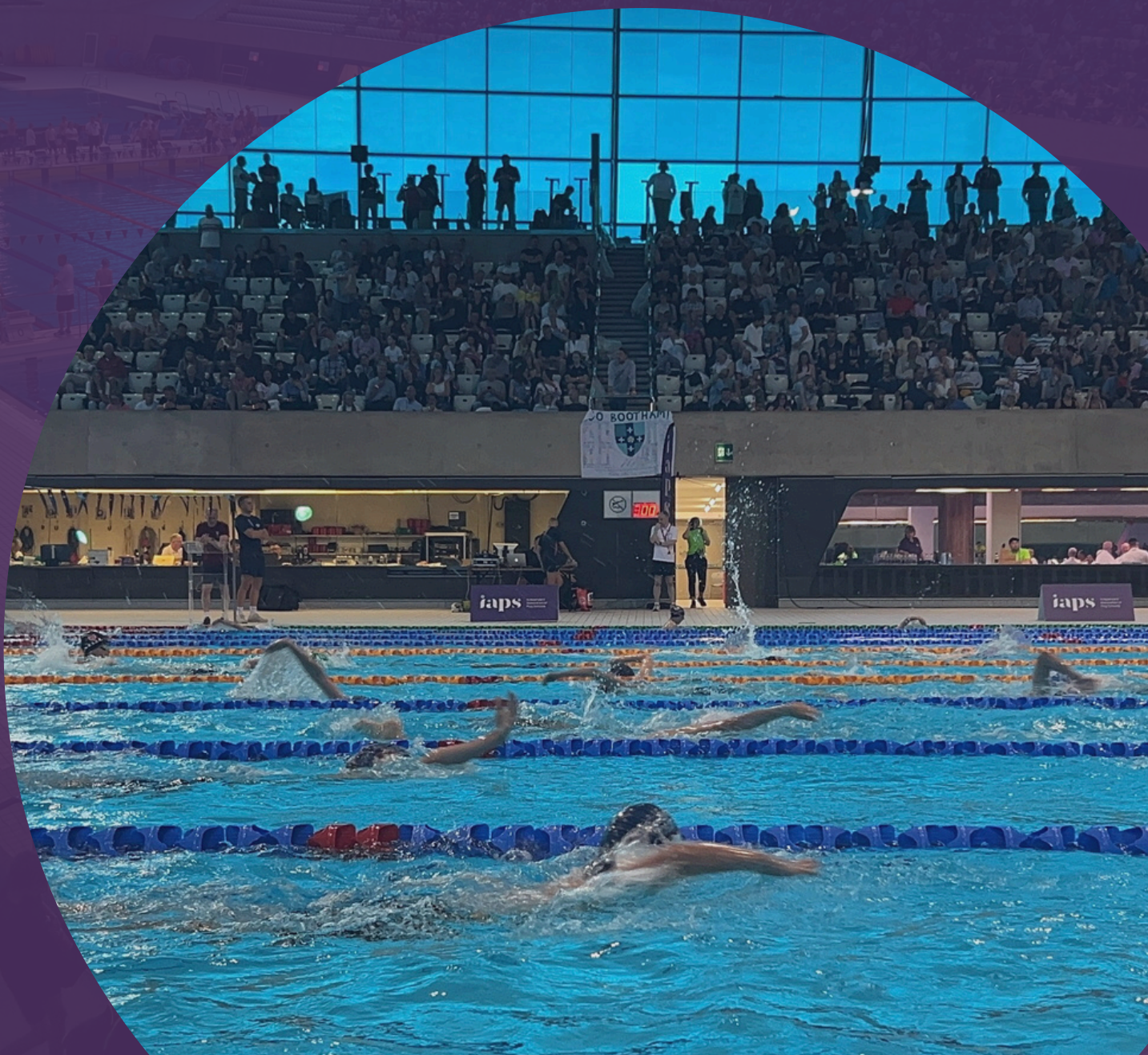




Independent
Association of
Prep Schools

Swim Manager instructions 2025/2026



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Step-by-step guide

Step 1: complete IAPS swimming competitor details Excel document

- a. Add all swimmers' details to the relevant cells
- b. For **relays** complete the fields as below.

Registration number – leave blank

First Name – School name e.g. Hogwarts School

Last Name – A

Date of birth – leave blank

Sex – Male or Female

Entry Time – NT

Entry Time Course – SC

Disability codes – leave blank

*You do not enter the names of your relay swimmers.

- c. For **individuals** complete the fields as below.

Registration number – leave blank

First Name –

Last Name –

Date of birth – DD/MM/YYYY

Sex – Male or Female

Entry Time – NT

Entry Time Course – SC

Disability codes – leave blank

- d. Save the file on your laptop/ PC. You will need to upload this file to the Meet Entries website.

Step 2: visit meet entries website

- a. Visit the meet entries website [here](#).

Step 3: register your school or sign in

- a. If you have previously used the Swim Manager portal, sign in using the button at the top right of the screen.
- b. If you have not used the Swim Manager portal previously, select the register button in the top right corner of the web page. **Please make sure the 'Register' button you select is the one in the top right of the screen and NOT the button under the IAPS Championships Meet 2026 – Finals.**
- c. Find your school name within the Organisation drop-down.
- d. Complete the Name, email and password boxes and click register.

Step 4: new club entry

- a. Scroll down to find the IAPS qualifying round that you are attending. *do not select the IAPS Championship Meet 2026 – Finals
- b. Select the New Club Entry button underneath that IAPS qualifying round.

Step 5: contact details

- a. Select your school from the dropdown box underneath the organisation heading.
- b. Complete the Contact Details section and enter **TBC** into the Bank Details section.

Step 6: uploading Excel document

- a. In the Meet Entry section, select Excel/ CSV Entry file from the drop-down underneath Meet Management Software heading.
- b. Select the upload a file option.
- c. Find and upload the 'IAPS swimming competitor details' Excel document that you have saved on your PC/laptop.

Step 7: save

- a. Click Save
- b. Once saved you will be faced with a blank screen, you will receive an email confirmation a few minutes after uploading your file.

If you need any support using Swim Manager, please contact IAPS Sport or call 01926 887833.



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