

Swim manager instructions

With over 4600 swimmers entering the qualifiers there is a huge amount of competitor data to process. We ask schools to support what is a very complex event to organise by processing their own competitor details on Swim Manager. The Meet Entries website streamlines the meet entry process for schools and host schools. It also ensures that all your competitor's names are spelt correctly, and they are entered into the correct races. If they qualify for the finals, their names will appear on the big screens at the Aquatic Centre so it's best if you enter them to avoid any mistakes.

Step 1: complete IAPS swimming competitor details Excel document

1.
 - a. Add all swimmers' details to the relevant cells.
 - b. The Registration number; **does not** need to be completed.
 - c. For relays complete the fields as below.

Registration number – leave blank

First Name – School name

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.

- d. 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

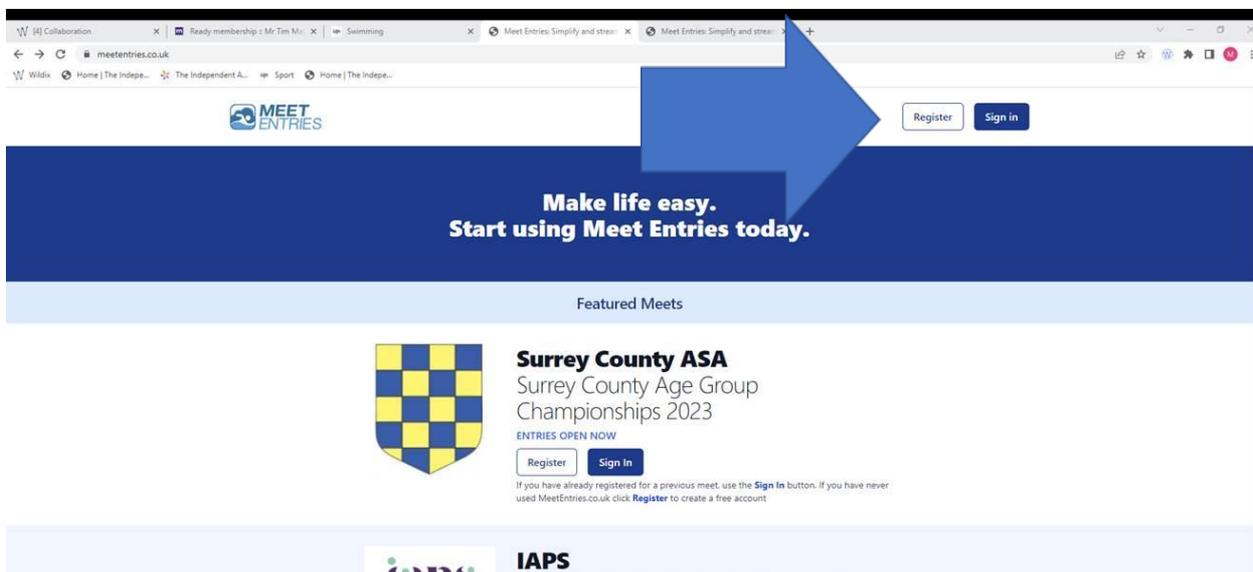
- e. Save the file on your laptop/ PC. You will need to upload this file to the Meet Entries website.

Step 1: visit meet entries website

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

Step 2: register your school

1. 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 2024 – Finals.**



2. Find your school name within the Organisation drop-down.
3. Complete the Name, email and password boxes and click register.

Step 3: new club entry

1. Scroll down to find the IAPS qualifying round that you are attending. *do not select the IAPS Championship Meet 2024 – Finals
2. Select the New Club Entry button underneath that IAPS qualifying round.

Step 4: contact details

1. Select your school from the dropdown box underneath the organisation heading.
2. Complete the Contact Details section and enter TBC into the Bank Details section.

Step 5: uploading Excel document

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

Step 6: Save

1. Click Save
2. 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**.



Website <https://iaps.uk/sport.html>

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