

## How to List a Masters Meet on the Swimming Canada Upcoming Meets Page

1. Login to REMS Meet Manager account
2. Click Manage My Meets
3. Click “Add” button at top of the page
4. For the “I want this meet to be:” field - select the “**Listed**” option
  - a. *On Initial Details Tab*
    - i. Add Meet Name
    - ii. Add Meet Start and End Dates
      1. Time values for the Meet Start and End Dates can be ignored
      2. Meet Description is not required
      3. Click “Next”
  - b. *On Meet Details Tab*
    - i. Select the “Meet Listing” option from Sanctioning Event. It will be the only option available.
    - ii. Meet Type – choose **Masters**
    - iii. Meet Category – choose **Masters**
    - iv. Meet course – length of pool (25m = SC; 50m = LC)
    - v. Max Swimmer per Individual Entries – **this must be filled in for Masters Meets** (How many entries can one swimmer enter?)
    - vi. No. of Sessions – how many session will the meet be?
    - vii. Click “Next”
  - c. *On Contact Tab*
    - i. Add in Meet Manager information
      1. Name, email address and phone number
        - a. Phone field must be filled in. If you don’t want to use a real number, you can enter anything here.
    - ii. Click “Finish”
  - d. *Next page*
    - i. Add in Meet Listing Contact’s name and email address
      1. Listing Contact will
        - a. Receive confirmation of the meet listing submission
        - b. Be contacted by the PSO if there are questions related to the meet listing
        - c. Receive confirmation once the meet listing is approved
    - ii. Click “Save” button
  - e. *Next page*
    - i. Select **BC** as “Approving Province”
      1. Carefully select the province that will approve the meet listing
        - a. **This selection cannot be edited later**
        - b. **If wrong province is chosen, you must start over and resubmit the listing.**
        - c. **Do not click the DELETE icon on this page. If you click it accidentally, choose “Cancel” when the confirmation popup appears**
      2. Click “Continue” to submit the meet listing.
5. After submitting your meet listing:
  - a. You will receive a payment conformation (even though no fees are charge).
  - b. A confirmation email will be sent to the Meet Listing Contact email address you entered above.

**Note:** You can edit a Meet Listing until it has been approved by Swim BC. After your listing has been approved, you can make edits when you submit your meet sanctioning application.

## How to Apply for a Sanction from a Listed Masters Meet

1. Login to REMS Meet manager account
2. Click on Manage My Meets
3. If your meet is already listed and the listing has been approved by Swim BC,
  - a. Click the “edit” icon on the far right of the page
4. *On Initial Details Tab*
  - a. Change the “I want my meet to be” field from “Listed” to “**Sanctioned and Listed**”.
  - b. If any of the other information on this tab needs to be updated – you can
  - c. Click “Next”
5. *On Meet Details Tab*
  - a. Add the following meet details
    - i. Meet Entry Deadline (**date and LOCAL time**)
    - ii. Sanctioning Event = **Masters**
    - iii. Meet Type = **Masters**
    - iv. Meet Category = **Masters**
    - v. Meet Course = length of pool (25m- SC; 50m - LC)
    - vi. Venue = Pool Name
      1. If pool name is not listed, please contact Swim BC
    - vii. Lanes = how many lanes in the pool
    - viii. Max Swimmers Accepted = ?
    - ix. Max Swims for Individual entries – **must be filled out for Masters meets** (how many individual swims are they allowed? Number should not include relays)
    - x. No of Sessions = How many sessions will the meet be?
    - xi. Entry by = choose “**Masters**” option
  - b. Click “Next”
6. *On Prerequisites Tab*
  - a. Select only “**Masters**” for required membership category
  - b. For coach settings - you need to choose at least 1 for min. number of coaches
    - i. Can leave the Max Num Coach “blank”
    - ii. Choose Coach Pre-competitive, Masters, Summer Club as the required membership category for coaches
  - c. For Min Number of Support Staff - not required to fill in any info
  - d. Click “Next”
7. *On Attachments Tab*
  - a. Meet Package - Upload a **Word document file** of meet package
  - b. Meet Event File - upload hy-tek meet entries file.
  - c. Click “Next”
8. *On Contact Tab*
  - a. Add in Meet Entries contact details (Name and email address – phone is optional)
  - b. Add the Meet Manager details, if the meet was previously listed, this information will already be populated
  - c. Add Meet Referee details (Name and email address – phone is optional)
  - d. Add Meet Officials Coordinator details (Name, email address and phone number are required)
  - e. Click “Finish”
9. Meet Sanction Application Contact
  - a. Add in name and email address
    - i. This email address will receive confirmation of the meet sanction submission
    - ii. Be contacted by Swim BC if there are questions related to the meet sanction

- iii. Receive confirmation once the meet sanction is approved
  - b. Click "Save"
10. Select **BC** as Approving Province
- a. Carefully select the province that will approve the meet listing
    - i. **This selection cannot be edited later**
    - ii. **If wrong province is chosen, you must start over and resubmit the listing.**
    - iii. **Do not click the DELETE icon on this page. If you click it accidentally, choose "Cancel" when the confirmation popup appears**
  - b. Click "Continue"
11. After submitting your meet sanction application:
- a. You will receive a payment confirmation (even though no fees are charged).
  - b. A confirmation email will be sent to the Meet Sanction Application Contact email address you entered above.
  - c. Your meet will be listed on the Swimming Canada Upcoming Meets page with the status "Sanction Pending" until the meet have been approved.

**Note:**

Once submitted, your meet sanction application will be assigned the status of Awaiting Approval. To view the status of the sanction application - click the "Sanctioning Applications" icon on the far right in your meet list.

You can only edit your meet sanction before it has been approved by your PSO. After your meet sanction has been approved, any change must go through Swim BC

## How to Apply for a New Masters Meet Sanction

1. Login to REMS Meet Manager account
2. Click “Manage my Meets”
3. To submit a sanction application for a meet – [click Add](#)
4. Complete the Initial Details Tab
  - a. Select **Sanctioned and listed** for the “I want my meet to be” dropdown field
  - b. Add the Meet Name, Start date and end date (time values for start and end dates can be ignored)
  - c. Meet Description is not required
  - d. Click “Next”
5. *On Meet Details Tab*
  - a. Add the following meet details
    - i. Meet Entry Deadline (**date and LOCAL time**)
    - ii. Sanctioning Event = **Masters**
    - iii. Meet Type = **Masters**
    - iv. Meet Category = **Masters**
    - v. Meet Course = length of pool (25m- SC; 50m - LC)
    - vi. Venue = Pool Name
      1. If pool name is not listed, please contact Swim BC
    - vii. Lanes = how many lanes in the pool
    - viii. Max Swimmers Accepted = ?
    - ix. Max Swims for Individual entries – **must be filled out for Masters meets (how many individual swims are they allowed? Number should not include relays)**
    - x. No of Sessions = How many sessions will the meet be?
    - xi. Entry by = choose “**Masters**” option
  - b. Click “Next”
6. *On Prerequisites Tab*
  - a. Select only “**Masters**” for required membership category
  - b. For coach settings: you need to choose at least 1 for min. number of coaches
    - i. Min and Max Number of Coaches “blank”
    - ii. Choose Coach Pre-competitive, Masters, Summer Club as the required membership category for coaches
  - c. For Min Number of Support Staff – not required to fill in any info
  - d. Click “Next”
7. *On Attachments Tab*
  - a. Meet Package - [Upload a Word document file of meet package](#)
  - b. Meet Event File – upload hy-tek meet entries file.
  - c. Click “Next”
8. *On Contact Tab*
  - a. Add in Meet Entries contact details (Name and email address – phone is not required)
  - b. Add the Meet Manager details, if the meet was previously listed, this information will already be populated
  - c. Add Meet Referee details (Name and email address – phone is not required)
  - d. Add Meet Officials Coordinator details (Name, email address and phone number are required)
  - e. Click “Finish”
9. Meet Sanction Application Contact
  - a. Add in name and email address
    - I. This email address will receive confirmation of the meet sanction submission
    - II. Be contacted by Swim BC if there are questions related to the meet sanction

- III. Receive conformation once the meet sanction is approved
  - b. Click "Save"
10. Select **BC** as Approving Province
- a. Carefully select the province that will approve the meet listing
    - i. **This selection cannot be edited later**
    - ii. **If wrong province is chosen, you must start over and resubmit the listing.**
    - iii. **Do not click the DELETE icon on this page. If you click it accidentally, choose "Cancel" when the confirmation popup appears**
  - c. Click "Continue"
11. After submitting your meet sanction application:
- a. You will receive a payment confirmation (even though no fees are charged).
  - b. A confirmation email will be sent to the Meet Sanction Application Contact email address you entered above.
  - c. Your meet will be listed on the Swimming Canada Upcoming Meets page with the status "Sanction Pending" until it is approved.

**Note:**

Once submitted, your meet sanction application will be assigned the status of Awaiting Approval. To view the status of the sanction application - click the "Sanctioning Applications" icon on the far right in your meet list.

You can only edit your meet sanction before it has been approved by your PSO. After your meet sanction has been approved, any change must go through Swim BC

## Uploading Meet Results

[https://scribhow.com/viewer/Upload Meet Results Training Guide Club DWx36T5oQcyq4yATGcJ2tw](https://scribhow.com/viewer/Upload%20Meet%20Results%20Training%20Guide%20Club%20DWx36T5oQcyq4yATGcJ2tw)