

Coaches using the meet sanctioning, entries and results system will need to know the following:

1. How to find a meet on the system
2. How to download the meet information package and entry file
3. How to enter a meet, specifically submitting and updating entries
4. How to find and download meet results

### Finding a Swim Meet on the System

Go to the following website: <http://snc.stageserver.ca/registration/MeetList.aspx>

A meet that has been added to the calendar, but is not sanctioned, will only show the dates, name, course, meet type and host club.

Meet List

Season: 2007-2008    PSO: SWIMON    Club: All Club    Course: All Course   

Filter:

Date	Meet Name	Province	Region	Club	Meet Type	Course	Pkg	Event File	Result File	Submit Entries	Status	Meet Report
12/15/07 - 12/15/07	Test Meet to Meet List	ON	CENT	SCC	Default						Listed	

Once a meet sanction is approved, a meet package download icon becomes visible, and the meet information package is available by clicking on the meet name.

When the meet manager loads the Hytek/Splash event file, the event file download icon appears, and the submit entries icon becomes available as well.

Meet List

Season: 2007-2008    PSO: SWIMON    Club: All Club    Course: All Course   

Find previous years meets by changing season listed and click on Show button. Specific PSO or host Club to narrow search.

Date	Meet Name	Province	Region	Club	Meet Type	Course	Pkg	Event File	Result File	Submit Entries	Status	Meet Report
11/15/07 - 11/16/07	<a href="#">This is a test Meet</a>	ON	CENT	SCC	Default	SC					Approved	
12/15/07 - 12/15/07	Test Meet to Meet List	ON	CENT	SCC	Default						Listed	

Click meet name for general meet information

Download Meet Package

Download event file for Hytek/Splash

Upload entry file (Hytek .cl2 or Splash .sd3)

You can apply a number of different filters to help you find the meet(s) you want to see:

- You can look at previous seasons' meets by changing the Season setting and clicking the Show button.
- Narrow your search to a particular Province or Host Club using the drop down lists
- Choose to only see events of a particular course – Short Course, Long Course, Mixed SC/LC and Open Water are the settings here
- Sort – all tables in the system allow for sorting by clicking on the column heading. ie. sort by Meet Name alphabetically by clicking on the Meet Name heading. To change the order of sort, click again.

### Submitting Entries

The online entry system provided is quite simple to use, but does require the entry file to contain important information for each swimmer.

Step 1 Download Meet Package and Event File

Step 2 Using your Team Manager software, import the Event file and complete your entries using your software as you would have in the past.

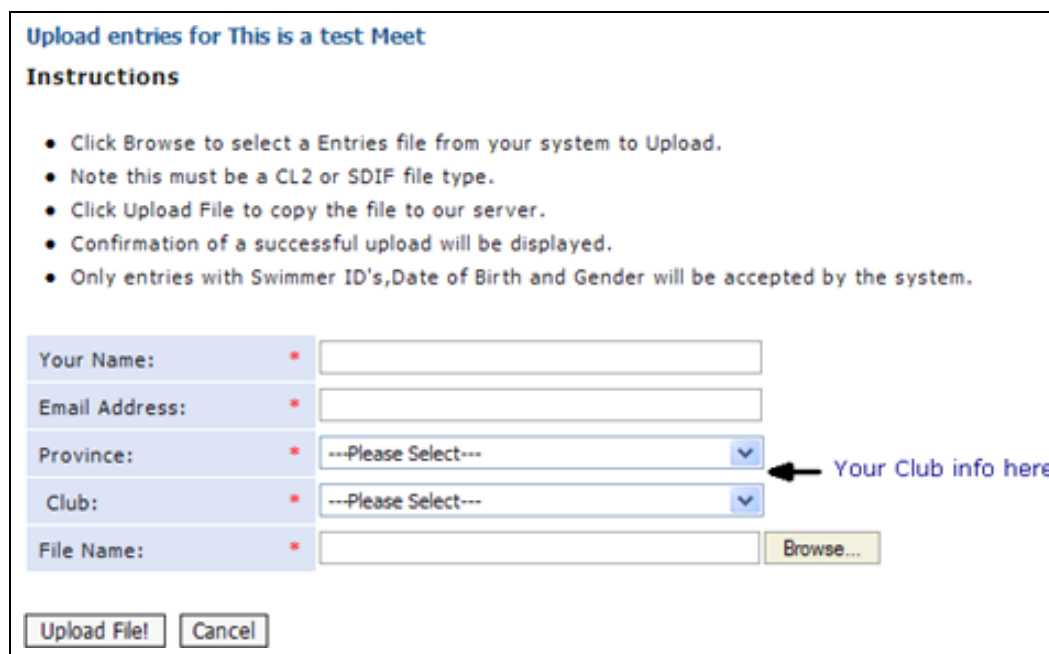
Be sure every swimmer being entered has a nine-digit Swimming Canada registration ID number, a properly entered Date of Birth (age alone will not suffice), and proper gender.

The registration ID is provided in the National registration system, and your registrar should be able to assist if you are missing the number for any of your swimmers.. **Do not** create new ID numbers for swimmers who have come from another Club or are entering a University team. These swimmers must be transferred from their previous Club to their new Club so the history of their swimming career stays with them within the database.

Step 3 Export your entry file – this **file must be .cl2 or .sd3 format**. Hytek Team Manager’s EXPORT ENTRY FILE produces a “zip” file. You will have to extract the .cl2 or .sd3 file (it doesn’t matter which you upload) from the “zip” file.

Step 4 Go back to your web browser and make your way to the **Meet List**. Find the meet you wish to enter - and click on **submit entries**

Step 5 Complete the **Upload Entries** information (name, email address, etc.), click **Browse**, locate the entry file (.cl2 or .sd3) you created at Step 3, click on that file, and then click the **Upload File** button



**Upload entries for This is a test Meet**

**Instructions**

- Click Browse to select a Entries file from your system to Upload.
- Note this must be a CL2 or SDIF file type.
- Click Upload File to copy the file to our server.
- Confirmation of a successful upload will be displayed.
- Only entries with Swimmer ID's,Date of Birth and Gender will be accepted by the system.

Your Name:

Email Address:

Province:

Club:

File Name:

← Your Club info here

### Submitting Entries continued...

Provided the required swimmer data is present for EVERY swimmer in your entry file, you will receive a confirmation message on the upload screen, and an email will automatically be sent to the address entered on the upload page.

If you are missing any information, an error report will be displayed on the upload page, and the entry **will not be uploaded**. Go back to your Team Manager software, fill in the missing information, and repeat steps 3 - 5.

### Entry Status

A file submitted for entry to a meet has a status of **Pending** until the Meet Manager **accepts** or **rejects** the entries. The contact email used to upload the entries will be notified when the Meet Manager has changed the status (either "accepted" or "rejected") of your entries.

### Updating Entries

Once your entries have been accepted, you may submit revisions of your original entry file up to the entry deadline. When a new file is uploaded, the first upload date will be held in the meet managers view of entries so you don't lose your entering order, but a view of all uploads will be available to the meet manager.

### Results

When the meet manager has uploaded the results file, the status of the meet in the **Meet List** changes to **Completed**, and a results file download icon/link will appear.

Click on this results file button to download the result file for your Team Manager software.

A Meet Report icon will also appear. Click on this icon to see various options for viewing your team's results.

**Meet List**

Season: 2006-2007    PSO: All Pso    Club: All Club    Course: All Course   

Filter:

Date	Meet Name	Province	Region	Club	Meet Type	Course	Pkg	Event File	Result File	Submit Entries	Status	Meet Report
09/29/06 - 09/29/06	<a href="#">GUELPH WATERLOO MCGILL...</a>	ON	WEST	UG	Default	SC					Completed	
09/30/06 - 09/30/06	<a href="#">HEAD OF THE TRENT TIME T...</a>	ON	HUR	TRENT	0	SC					Completed	
09/30/06 - 09/30/06	<a href="#">GO PENTATHLON TIME TRIA...</a>	ON	EAST	GO	0	SC					Completed	

When meet results are loaded by Meet Manager, download link for results appears, status changes to Completed, Meet Report view appears