<u>Entering a Race Meet Online</u>

To enter a race meet online you will need to have a log-in for the Swimming Wellington/Swimming NZ websites. Some of you will have this already.

If for some reason you do not (or have forgotten it) please e-mail Brent Harris at info@swimporirua.co.nz and ask him to reset your login. Once he has done that you will receive an e-mail with a link enabling you to set up a username and password. **It is best to do this early.**

Please note you must have a separate login for each child

- Once you have your log-in, go to https://mypage.swimming.org.nz/. This is where your entries will be submitted.

- Click on the 'Members My Page' box - scroll down the page, on the left. This will open up the login portal so you can enter your user name and password.

- Once logged in, go to 'Upcoming Meets'

- You will see the list of meets.

- Click on the "details" Tab next to the race meet you want to enter.

- This will take you to an information page. All meet information for the race meet will be displayed on this page and it will be updated as new information becomes available (eg: psych sheets, seating plans)

- When the race meet is open for entries the 'Enter' button will appear. Click 'enter' and then proceed through the screens until you reach the page where you can submit your entries.

- After entering 'Yes' for the events your child wants to swim, scroll down the window and click 'proceed' to continue.

- For a Gold Coast there won't be any entry fees to pay online, as these are paid at the door on the day of the meet. For other meets, you will be required to pay entry fees online after selecting your swimmers events. You will need to pay the entry fees by credit card.

- You can view your child's entries by going back to the meet information page and clicking the "competitors" tab (sort and view by swimmer's name or club).

Please feel free to contact the race secretary, Keri Martin on race@swimporirua.co.nz or 021 1500063, if you have any questions or queries about your entries.

Any queries about log-in details please contact Brent Harris on info@swimporirua.co.nz