

Easter International Swim Meet

Thursday 21st to Saturday 23rd April 2022

Online Entries Procedure

Entries can be created following the link and instructions below:

Open the link <https://www.swimrankings.net/manager/>

If you are using Swimrankings For the first time, you need to sign-Up by clicking on: *“You don’t have a login? Sign up here”*

Fill in the registration and you will receive back an email. Click on the link in the email to activate your account.

Go back to the site above: <https://www.swimrankings.net/manager/>

Login with the new credentials just created.

At the top bar, click on **Entries**

Scroll down and Click once on the **Easter International Swim Meet** to highlight the line in the table

At the bottom of the table (For the first Meet only) click on **Add** (from the next meet you will simply **Select** your team from the dropdown list) and fill in the details of your club.

Then fill in your personal details and tick the box to *“save as defaults for future meets”*

The row for the Meet should be highlighted and you will get your club name showing at the bottom of the table.

From the Left side Menu, choose **Athletes**

For existing Swimmers: choose **Select**

Follow the instructions and start typing the surname of the swimmer

When the name of the swimmer appears in the list, double click on it to add it to your athletes for this meet

Keep selecting all swimmers who will be taking part.

For new Swimmers: choose **Add**

Fill in the details of the new swimmers

For the date use the following format - DD.MM.YYYY

For Registration ID, fill in their ID card or Passport number

Once all Athletes are created or added, From the Left side Menu, choose **Entries by Athlete**

Select the Athlete from the top selection box

For each athlete you need to tick (DOUBLE CLICK inside) the box on the right from the 2 tick boxes next to each event (it is the only column without a heading)

DO NOT tick the EXH box since that means its an Exhibition (out of Competition participation)
In the example below, the swimmer has been selected for 200 Free, 200 Back and 50 Free. In the case of the 200 Free and 50 Free the swimmer had an entry time between the qualifying window but No Time for 200m Back.

When Ready, it is important to click on Save button shown at the bottom of the screen.

Ev #	Distance, Stroke	Age gr.	Day	EXH	Entry Time	Qual. 50m	Qual. 25m
1	200m Breaststroke	Open	1	<input type="checkbox"/>	NT		
3	50m Backstroke	Open	1	<input type="checkbox"/>	NT		
5	200m Freestyle	Open	1	<input checked="" type="checkbox"/>			
7	50m Butterfly	Open	1	<input type="checkbox"/>	NT		
9	200m Medley	Open	1	<input type="checkbox"/>	NT		
11	200m Backstroke	Open	1	<input checked="" type="checkbox"/>	NT		
13	50m Breaststroke	Open	1	<input type="checkbox"/>	NT		
15	200m Butterfly	Open	1	<input type="checkbox"/>	NT		
17	50m Freestyle	Open	1	<input checked="" type="checkbox"/>			
19	800m Freestyle	Open	1	<input type="checkbox"/>	NT		

You can then go ahead with all the other athletes.

Once ready, from the left Menu choose **Reports**

Choose any of the 2 buttons – Entries by Athlete or Entries by Event

Download and Double check the reports

You can Edit any entries for any athlete how many times you like till the deadline date

Deadline for entries is the 7th April 2022.

Feel free to send an email on vpswimming@asaofmalta.eu if you need any assistance.