



In your internet browser,

You must go to <https://www.swimrankings.net/manager> to access the Swimrankings Manager,

This is the check list you must do

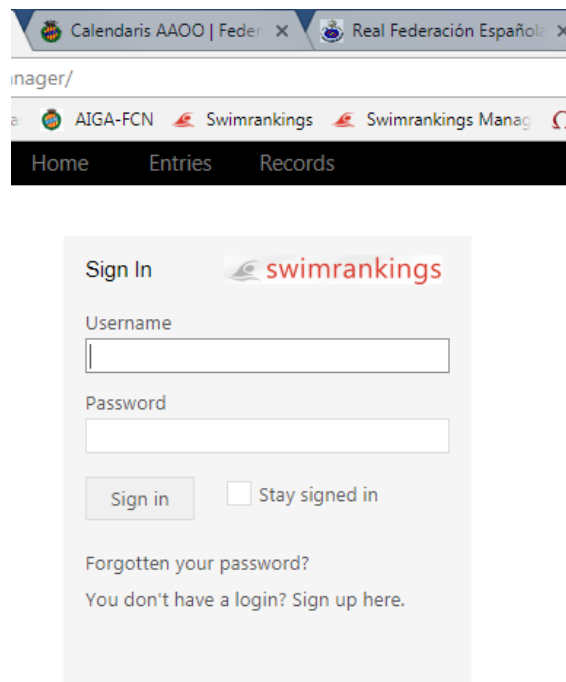
- Choose the meeting
- Add a club
- Add athletes
- Entries
- Entries report

Send the entries report by email (masters@natacio.cat)

The next lines is an explanation how can you do it

### Access into the portal

When you entry you can see a window like this



If you don't have an account, create new one→

[You don't have a login? Sign up here.](#)

When you checked in, select 'entries' at the top menu bar.

You can see the meets available for entries.

You must choose the MEET "Campionat Catalunya Màster"

Then you must go to the bottom and select club, if not exists then you must create an 'Add' a new one,



If it's a new one you must fill the club form

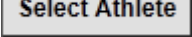
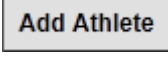
My Clubs	Date	Course	City (Nation)	Meet Name	Deadline	Entry Type
-	28.4.2018	25m	Kohtla-Jaerne (EST)	K-Jarve MV	26.4.2018	Open
-	28.4.2018	25m	Subotica (SRB)	Prozivka	26.4.2018	Open
-	3. - 5.5.2018	25m	Anyksiai (LTU)	International Sprint Festival "Anyksiai-2018"	26.4.2018	Open
-	5.5.2018	50m	Ljubljana (SLO)	MM Ilirija	2.5.2018	Open
-	5.5.2018	25m	Zrenjanin (SRB)	Mladost	4.5.2018	Open
-	5. - 6.5.2018	50m	Sarajevo (BIH)	Balkan Junior Swimming Championship	3.5.2018	Open
-	12.5.2018	25m	Tallinn (EST)	Lotte Cup	7.5.2018	Open
-	12. - 13.5.2018	50m	Dordrecht (NED)	KNZB Challenger	2.5.2018	Open
-	12. - 13.5.2018	50m	Povoa de Varzim (POR)	National Summer Swimming Paraswim Champions	27.4.2018	Open
-	12. - 13.5.2018	50m	Ptuj (SLO)	14. Pokal Terme Ptuj	9.5.2018	Open
-	13.5.2018	50m	Eichstaett (GER)	13. International Youth- and Masterstrophy Eichst	7.5.2018	Open
-	19.5.2018	25m	Adazi (LAT)	Adazu BJSS cempionats	15.5.2018	Open
-	19. - 20.5.2018	50m	Coimbra (POR)	XI International Meeting City of Coimbra	2.5.2018	Open
-	19. - 20.5.2018	50m	Spiez (SUI)	8. Internationales Speed-Meeting	6.5.2018	Open
-	19. - 20.5.2018	50m	Tartu (EST)	SELL Games	15.5.2018	Open
-	20.5.2018	OW	Abrantes (POR)	Campeonato Nacional AA 1,5 Km - Masters	9.5.2018	Open
-	26.5.2018	50m	Radovijica (SLO)	Memorial Jozeta Rebca	23.5.2018	Open
-	26. - 27.5.2018	50m	Banja Luka (BIH)	BI Open	23.5.2018	Open
-	26. - 27.5.2018	50m	Vila Franca de Xira (POR)	V Meeting Xira	16.5.2018	Open
-	27.5.2018	25m	Tartu (EST)	Taehed Finaal	15.5.2018	Open
-	1. - 2.6.2018	25m	Riga (LAT)	Madwave Cup of Riga	26.5.2018	Open
-	2.6.2018	50m	Arbon (SUI)	Euregio Meeting Arbon	24.5.2018	Open
-	2.6.2018	25m	Keila (EST)	EUL Ujumise Noortesarja finaal	16.5.2018	Open
-	2.6.2018	50m	Novi Sad (SRB)	Zmaj	30.5.2018	Open

When you have chosen the MEET and the club, you can add the ATHLETES on the right top




## ATHLETES

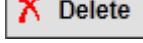
### Adding athletes to the team (Select and Add buttons)


Whenever possible please use the  button to add an athlete to your team (instead of entering an athlete manually by using the  button). This allows you to incrementally search the athlete database by last name and/or first name and the athlete will be properly connected with all his results in the swimrankings.net database:

Once the athlete you are looking for is shown in the incremental list, just click it to add it to the current team.

### Editing or Removing Athletes

Back in the athletes list you may click on any name to show and, if necessary, edit the athlete's details. Do not forget to click the  button after having changed the data:

To remove an athlete from the team, use the  button.

 Please note that if you remove an athlete, all his or her entries will be removed as well!

## ENTRIES

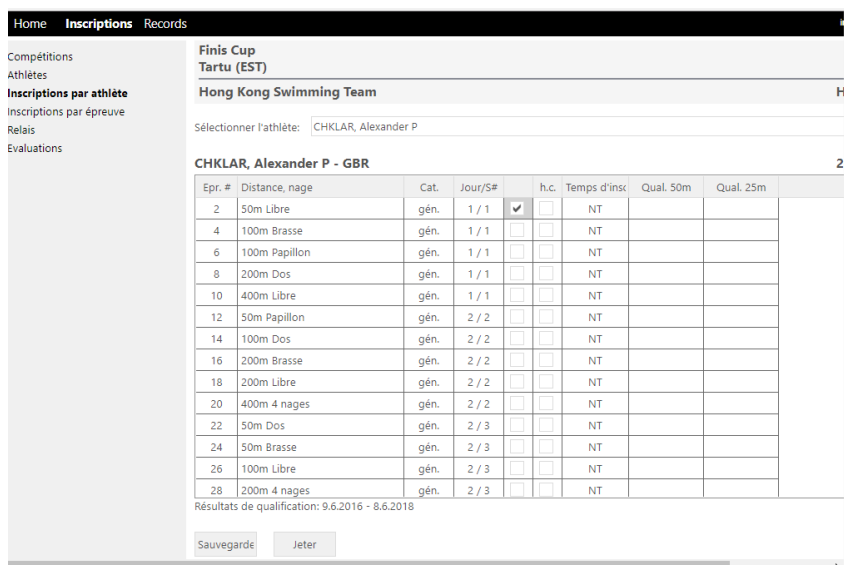
When you have adding the athletes for your team, then you can create the entries

You can choose two options

By event or by athlete.

By athlete or by event

Example view by athlete



The screenshot shows the 'Inscripcions' page for the athlete 'CHKLAR, Alexander P - GBR'. The page is titled 'Finis Cup Tartu (EST)' and 'Hong Kong Swimming Team'. It lists various swimming events with columns for 'Epr. #', 'Distance, nage', 'Cat.', 'Jour/S#', 'h.c.', 'Temps d'insc.', 'Qual. 50m', and 'Qual. 25m'. The first event, '50m Libre', is selected with a checked checkbox. Below the table, there are buttons for 'Sauvegardé' and 'Jeter'.

Epr. #	Distance, nage	Cat.	Jour/S#	h.c.	Temps d'insc.	Qual. 50m	Qual. 25m
2	50m Libre	gén.	1 / 1	<input checked="" type="checkbox"/>	NT		
4	100m Brasse	gén.	1 / 1	<input type="checkbox"/>	NT		
6	100m Papillon	gén.	1 / 1	<input type="checkbox"/>	NT		
8	200m Dos	gén.	1 / 1	<input type="checkbox"/>	NT		
10	400m Libre	gén.	1 / 1	<input type="checkbox"/>	NT		
12	50m Papillon	gén.	2 / 2	<input type="checkbox"/>	NT		
14	100m Dos	gén.	2 / 2	<input type="checkbox"/>	NT		
16	200m Brasse	gén.	2 / 2	<input type="checkbox"/>	NT		
18	200m Libre	gén.	2 / 2	<input type="checkbox"/>	NT		
20	400m 4 nages	gén.	2 / 2	<input type="checkbox"/>	NT		
22	50m Dos	gén.	2 / 3	<input type="checkbox"/>	NT		
24	50m Brasse	gén.	2 / 3	<input type="checkbox"/>	NT		
26	100m Libre	gén.	2 / 3	<input type="checkbox"/>	NT		
28	200m 4 nages	gén.	2 / 3	<input type="checkbox"/>	NT		



## Example view by entries

The screenshot shows the 'Inscriptions' interface for the 'Finis Cup Tartu (EST)' event. The selected event is '2. Messieurs, 50m Libre'. A table lists the entries for this event:

Nom, Prénom	Date de naiss:	Age	h.c.	Temps d'insc:	Qual. 50m	Qual. 25m
CHKLAR, Alexander P	21.7.1981	37	<input type="checkbox"/>	NT		

Buttons for 'Sauvegarde' and 'Jeter' are visible at the bottom.

Apply the checkboxes  to select the entries you want for the current athlete (event resp.) and then click the Save button.

As you move the mouse cursor over a qualification time, you can see the meet date/city of the time: Qualification times are shown according to the rules for the qualification period of the selected meet.

In case ENTRY TIME boxes show NT, you can double click onto and change by the right time. Don't worry if the reports show NT again.

## REPORTS

Click the appropriate button to generate a report in PDF format.

Reports can only be printed when your entries are valid. If you have too many entries in an event, there will be a warning.

The screenshot shows the 'Evaluations' report for the '2. Messieurs, 50m Libre' event. It includes the following information:

- Event: Finis Cup Tartu (EST)
- Meet: Grand bassin (50m) - 9 - 10 Jun 2018
- Team: HKG - Hong Kong Swimming Team
- Athlete: CHKLAR, Alexander P - 21 Jul 1981
- Summary for HKG - Hong Kong Swimming Team: Athletes: Men 1, Women -, Total 1

## ANY QUESTION?

You can contact to [informatica@natacio.cat](mailto:informatica@natacio.cat) or [natacio@natacio.cat](mailto:natacio@natacio.cat) for any question that you have it