

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

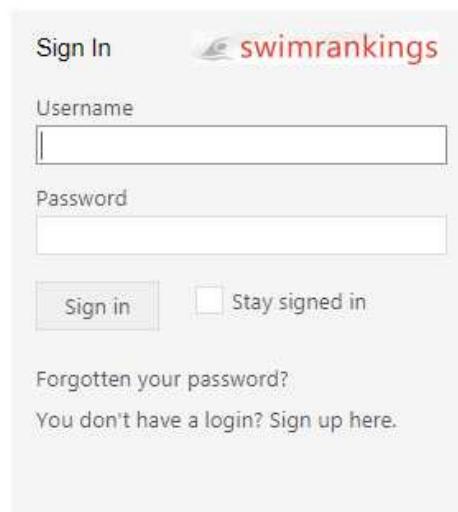
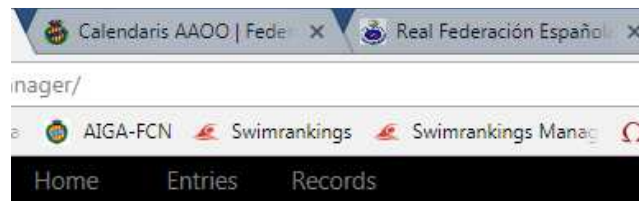
- Choose the meeting
- Add a club
- Add athletes
- Entries
- Entries report

Send the entries report by email ([natacio@natacio.cat](mailto:natacio@natacio.cat) , [ciutatbarcelona@cnsantandreu.com](mailto:ciutatbarcelona@cnsantandreu.com))

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.](#)

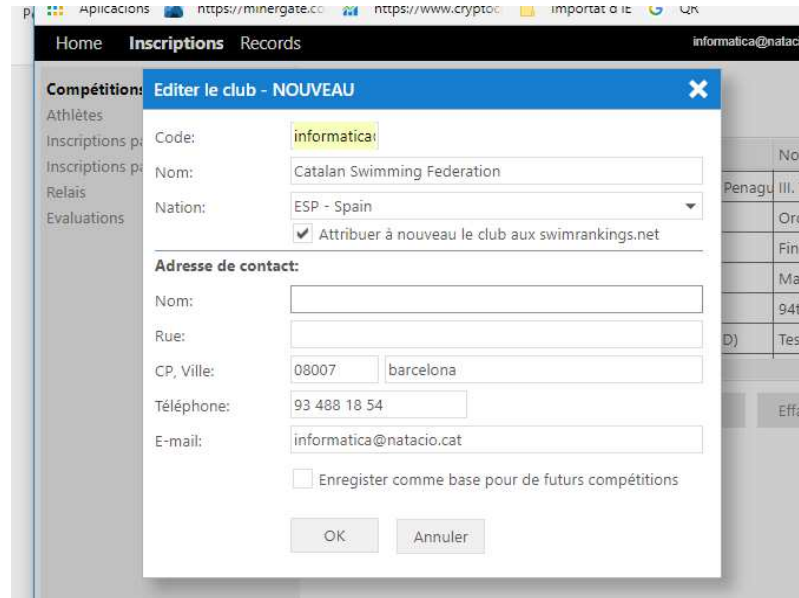
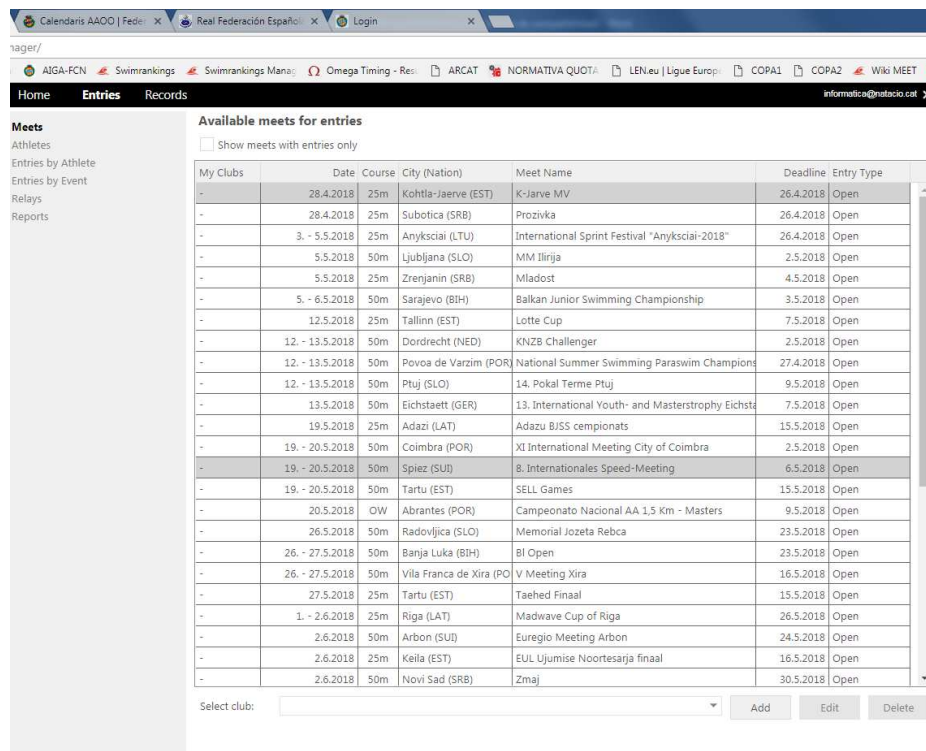
When you checked in, select 'entries' at the top menu bar.

You can see the meets available for entries.

You must choose the MEET "Trofeu Ciutat de Barcelona" on 13th-14th of June

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

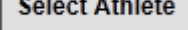
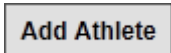



| My Clubs | Date            | Course | City (Nation)             | Meet Name   | Deadline  | Entry Type |
|----------|-----------------|--------|---------------------------|---|-----------|------------|
| -        | 28.4.2018       | 25m    | Kohtla-Jaerve (EST)       | K-Jarve MV  | 26.4.2018 | Open       |
| -        | 28.4.2018       | 25m    | Subotica (SRB)            | Prozivka  | 26.4.2018 | Open       |
| -        | 3. - 5.5.2018   | 25m    | Anyksciai (LTU)           | International Sprint Festival "Anyksciai-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    | Radovljica (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

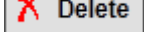
Adding athletes to the team (Select and Add buttons)


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

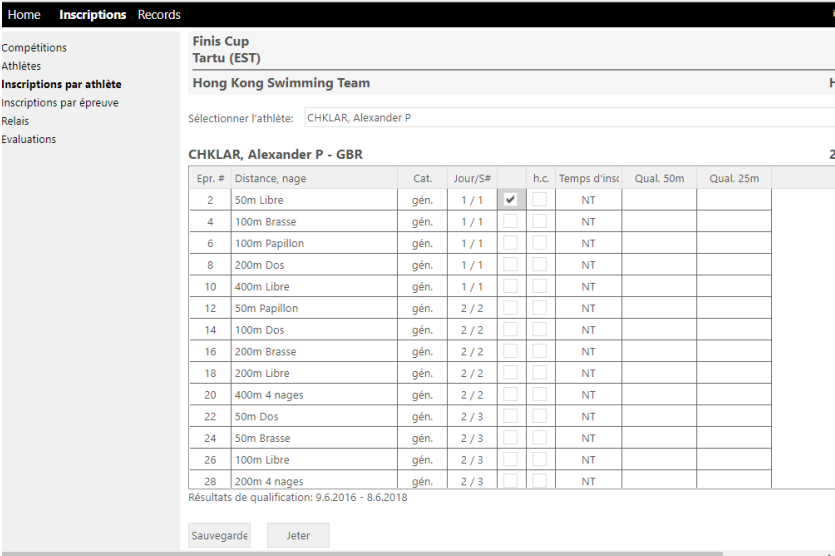
When you have adding the athletes for your team, then you can create the entries

You can choose two options

By event or by athlete.

By athlete or by event

Example view by athlete



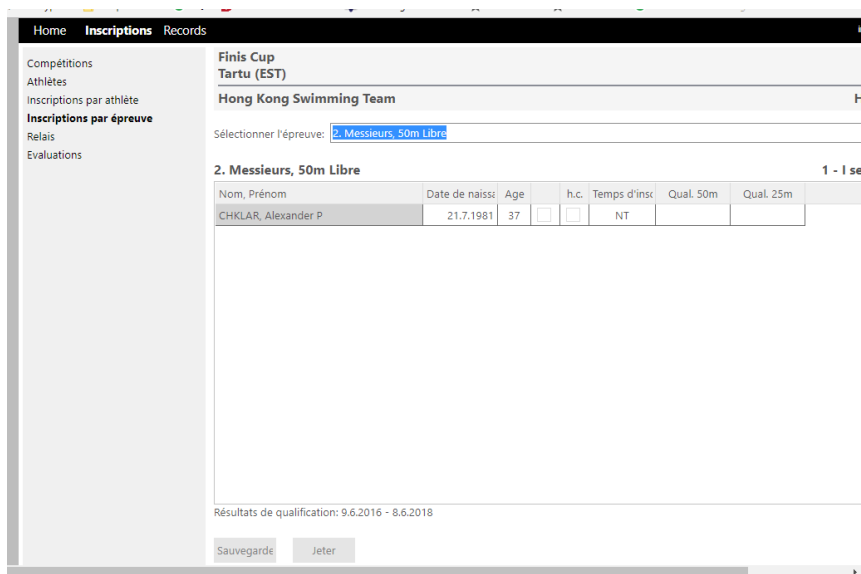
The screenshot shows the 'Inscriptions' page for the 'Hong Kong Swimming Team'. The athlete selected is 'CHKLAR, Alexander P - GBR'. The table below lists the events and their status.


| 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            |           |           |

Résultats de qualification: 9.6.2016 - 8.6.2018

Buttons: Sauvegarde, Jeter

Example view by entries




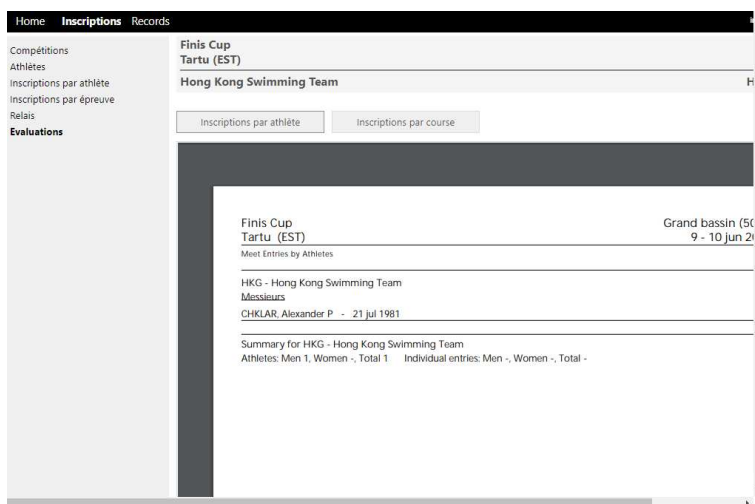
Apply the checkboxes  to select the entries you want for the current athlete (event resp.) and then click the  button.

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.

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.



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