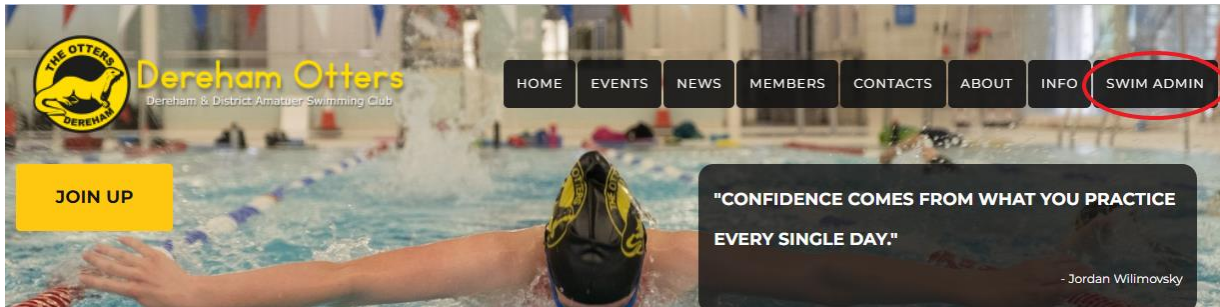


## Swim Admin – Online Gala Entry

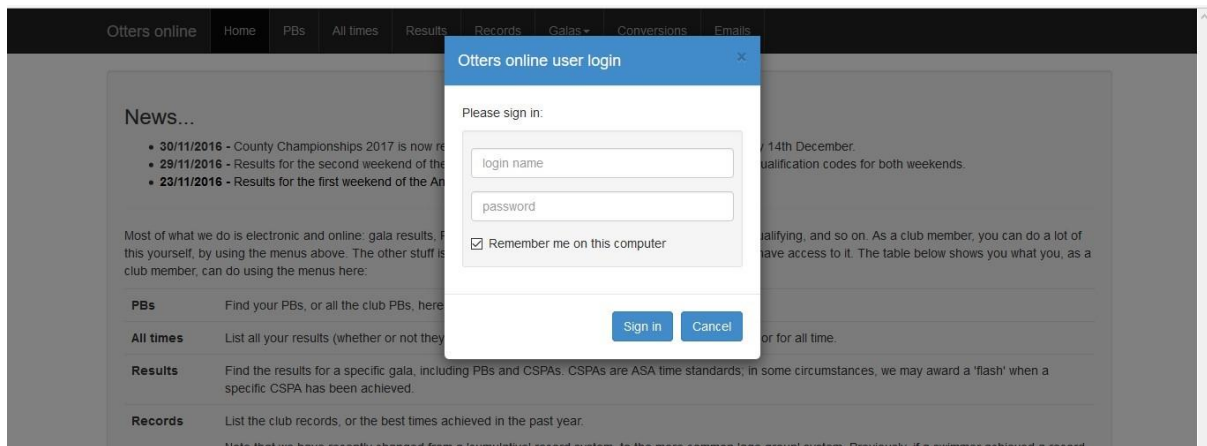
Swim Admin is an online management system that allows clubs to record swimmers results and use these for future gala entries and to monitor performance.

All members can access this information via the Swim Admin website

<http://www.swimadmin.org/DADT/> or click on the link on the Dereham Otters homepage



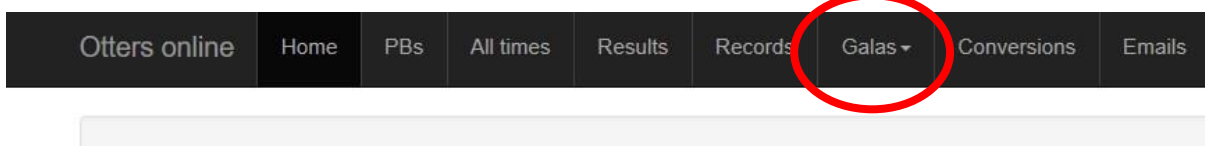
You will be presented with the home page and a pop-up login



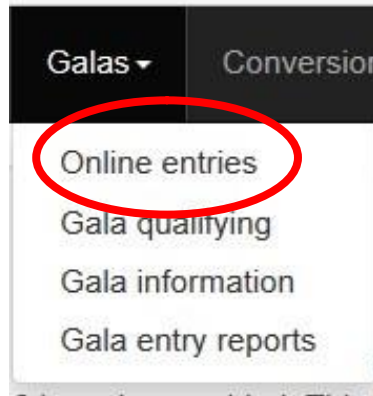
You will have been provided with a login when joining. If you are unsure of your log in credentials please contact the [membership secretary](#).


Note: login and password are case sensitive

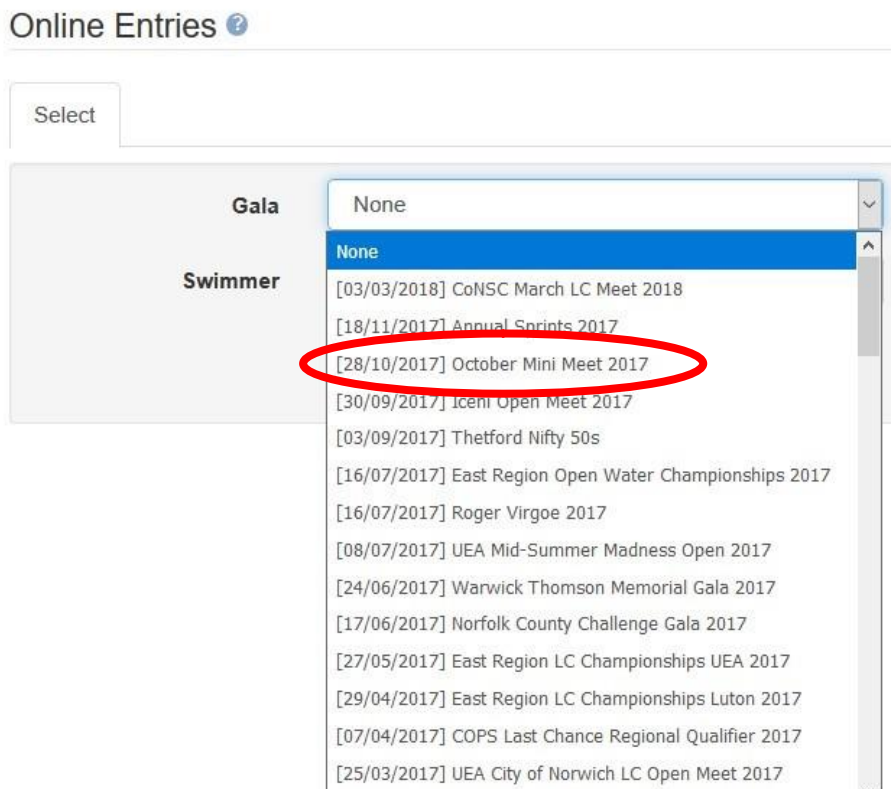
Once logged in you will have access to the following menu options



Select galas, which will produce a drop down menu:



Select online entries which will take you to a page where you can now select which gala and swimmer you wish to enter. Click the gala box and select from the drop down menu the gala you wish to enter (October mini meet). Then do the same for the swimmer and click 



The next page lists the Gala information on the left and at the bottom the number of events the swimmer has qualified to swim. The box on the right lists the events, entry fee per event, session and heat number, any cut-off times that may be relevant to the gala and the swimmers PB for that event. Tick the check boxes for the events you wish to enter

## Online Entries ?

Select

Tattersall, James x

Tattersall, James	
DOB	08/11/1975
Gender	M
ASA number	605676
Meet Name	October Mini Meet 2017 sample
Meet Date	28/10/2017
Course	SC
Age up	28/10/2017
Age at age-up	41
Age at meet	41:11
Conversions allowed	N
<b>Submit entries</b>	<input type="button" value="Submit"/>
You have qualified for 9 events.	

Event	Cost	S/E	CT	PB	SC	
25FR	£2.50	1/8		NT	NT	<input checked="" type="checkbox"/>
50FR	£2.50	1/18		30.65	30.65	<input checked="" type="checkbox"/>
25BR	£2.50	1/6		NT	NT	<input checked="" type="checkbox"/>
50BR	£2.50	1/16		NT	NT	<input type="checkbox"/>
25FL	£2.50	1/2		NT	NT	<input type="checkbox"/>
50FL	£2.50	1/12		35.01	35.01	<input type="checkbox"/>
25BA	£2.50	1/4		NT	NT	<input type="checkbox"/>
50BA	£2.50	1/14		NT	NT	<input type="checkbox"/>
100IM	£2.50	1/10		1:19.39	1:19.39	<input type="checkbox"/>

Once you have selected all the events you wish to enter click submit

A pop-up will appear asking you to confirm your entries. Select the email address you wish the entry confirmation to be sent and click confirm

### Confirm meet entry submission

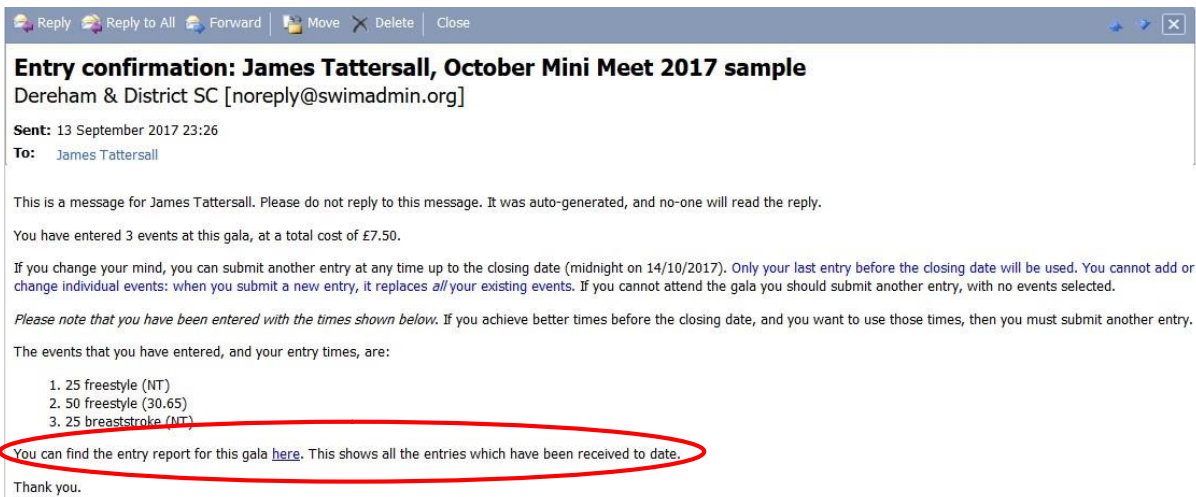
- You have entered 3 events for James Tattersall, at a total cost of £7.50. If you wish to continue, click the 'Confirm' button below, after checking your email confirmation details.
- If you confirm this entry and later change your mind, you can submit another entry, at any time up to the closing date. Only your last entry before the closing date will be used. If you cannot attend this gala, you should submit another entry, with no events selected.
- Please make payment to DDASC account.

#### Confirmation email

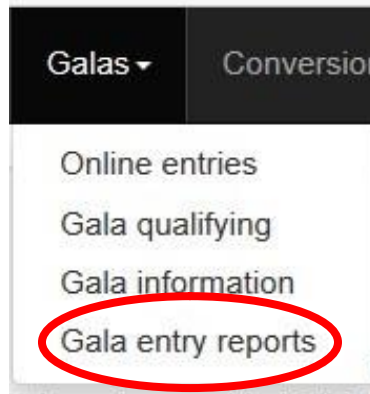
Your email address is shown below. You can select this address for your confirmation email by ticking the box. You may alternatively enter a new address by clicking in the last row of the table.

james.tattersall@grovereferrals.co.uk	<input checked="" type="checkbox"/>
Or enter new address:	

You will receive an email to the selected address confirming your entry, listing the events and total cost.



Please check the email to ensure the entry details are correct. There is also a link that will direct you to the gala entry report. This page can also be accessed via the swim admin homepage.



The gala entry report will list all swimmers entries for that gala

## Gala Entry Reports ?

Select October Mini Meet 2017 sample x

October Mini Meet 2017 sample										
Name	Entered	DOB	Age	Gender	ASA	Cost	Event 1	Event 2	Event 3	
Tattersall, James	13/09/2017 23:26:25	08/11/1975	41	M	605676	£7.50	25FR NT	50FR 30.65	25BR NT	

Entry Summary	
Total swimmers:	1
Events entered:	3
Total cost:	£7.50

Entries can be changed at anytime before the closing date by repeating the process.

**Please note: only your last entry will register and will over  
write any previous submissions**

If you wish to withdraw from a gala then ensure all the event check boxes are clear and click submit.

Once you are happy with your entries please ensure payment is made before the closing date

Otters Bank Details

Sort Code: 20-28-20

Account Number: 60321346

PLEASE REFERENCE with the Swimmer's Name AND what the payment is for (eg Mini Meet).

Any queries please email [james.tattersall@derehamotter.org.uk](mailto:james.tattersall@derehamotter.org.uk)



James Tattersall  
DDASC Chair & Fixtures Secretary  
[James.Tattersall@derehamotters.org.uk](mailto:James.Tattersall@derehamotters.org.uk)