

What to do when entering a meet?

Looking to enter a meet through the new SNZ Database or Websites? Here are a few helpful hints.

1

MyPage:

To access the meet through your MyPage go to <http://mypage.swimming.org.nz/>

Website:

On the home page of the website you are trying to access the meet from you should see a meets calendar.

2

MyPage and Website:

Do you have a login? – If not contact your club or regional administrator.

When logging in you may encounter some messages that don't allow you to proceed past the login stage. These can include:

- Browser problem – Some versions of Safari won't allow access. If you have an issue try Mozilla Firefox, Google Chrome or Internet Explorer
- Not Financial – Contact your club or regional administrator
- Membership has not been approved – Contact your club or regional administrator

3

MyPage:

Once logged in click on Upcoming Meets tab and find the meet you wish to enter. Once you have found this click on the details button. A popup page will appear, with a button that says "enter" click on this to proceed to your entries. This will bring up all the events you qualify for giving you the option to enter. **(Can't see all events available? – Move the scroll bar at the bottom of the screen to the right, it will give you another scroll bar that you can use to move down the list of events).**

Website:

Click on the details button corresponding to the meet you want to enter. A popup page will appear with a button that says "Enter" click this to proceed to entries. This will bring up all the events you qualify for.

4

MyPage and Website:

Once you have selected the meets you want to enter click proceed at the bottom of the page.

5

MyPage and Website:

Once you have clicked proceed you will be asked to pay by credit card. Follow the prompts to process the payment. If you then go back to the popup box where you clicked to enter the meet (step 3) you can check your entry by clicking on the competitors button. This will bring up a list of all competitors and the option to expand each competitor to see entry times.

6

MyPage:

While in your MyPage check that your details are all correct and update if necessary.

