

Swim Central: Entering a Swim Meet Online

Before you can enter a meet you will need to have logged into Swim Central for the first time and set up your family group and PIN. [How Do I log In For the First Time?](#)

In Swim Central meet entries are referred to as “nominations”.

To enter a meet you should follow the steps listed below:

1. Sign In to swimcentral.swimming.org.au using your SWIM ID (email) and password
 2. On the Home Page, click on the **Family Setup** button
 3. Then **Unlock your Family Group** ie click on the padlock and **key in your PIN**
 4. **Select the swimmer you want to enter** by clicking on **their Icon/Name**
You will now be “impersonating” that member
 - On the top left: a “grey ghost” will appear beside their name
 - On bottom right: there will be an orange button allowing you to “End impersonation”
 5. Click on the “**Events**” icon
 6. On the **Calendar**, click on the date of the meet you wish to enter to view more details
 7. To enter your swimmer in the selected meet:
 - Click on “**Nominate**” on the right
 - **Select each event they want to swim (Note if they do not meet the requirements for a particular event this will be indicated on the right) and click on “Add to Trolley”**
 8. **Payment: Once all events have been selected, “Go To Trolley” and confirm contents**
 - **Read and agree With Terms & Conditions of Purchase**
 - **Click on “Checkout” and provide (credit card) payment details for your purchase**
 9. If you wish to enter multiple swimmers in the one meet, you can leave products in your shopping trolley whilst you nominate your other swimmers, then pay for all at the same time.
- Once you have finished the entries for one swimmer click on the “End Impersonation” box on bottom right.** Then, select the next swimmer and complete the steps 4 to 7 for them.
9. If you wish to enter several swim meets at the one time, you can leave products in your shopping trolley whilst you nominate for the other meets, then pay for all at the same time.

However Note:

Until you have completed all of the steps 4 to 8 above, including the payment step, your swimmer is not yet entered in the meet.

If you have any queries or problems regarding the meet entry process, please initially contact sv.admin@vic.swimming.org.au for assistance.

If the meet you want to enter is not showing in the calendar, use the orange “Finder” button on the top left to search for the Venue (often MSAC), with events in the next 60 days.

Then, on the map, click on the blue Venue icon, then on “View Events” The Venue Calendar should now include the meet you wish to enter.