

Competition Entry Process

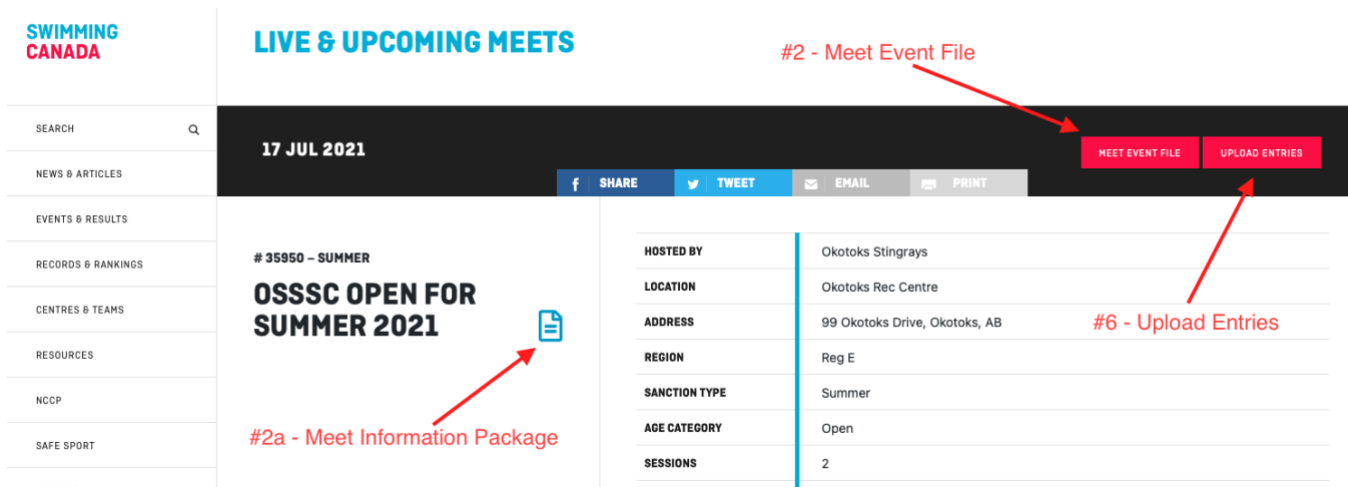
The following are the required steps to assist with entering swimmers into competitions. Please note that clubs must have a **fully registered coach** in order submit competition entries and that all **swimmers must be fully registered** before entries can be submitted.

Process to submit entries prior to the entry deadline*.

* *Entries after the entry deadline can still be submitted online, the Meet Manager must email the 'Meet Entry Link' directly.*

- 1) Find the meet information page on the [Swimming Canada Meet List](#).
 - a. From the [Swimming Canada](#) website select events & results then upcoming meets.
 - b. The meet list has filters to search by month and province.
 - c. All links are available at the top of the page, as well as available the bottom of the page.

- 2) Download the meet event file from this page.
 - a. Read and/or download the meet information package to ensure that any competition specific rules, format, entry limits, etc. are followed.



- 3) Import the meet event file to Hy-Tek Team Manager or Team Unify.
 - a. There may be other programs available, follow the program specific instructions.

- 4) Enter all swimmers using the event file in Hy-Tek Team Manager or Team Unify.
 - a. Follow the program specific instructions.

- 5) Export a meet entry file from Hy-Tek Team Manager or Team Unify.
 - a. Follow the program specific instructions.

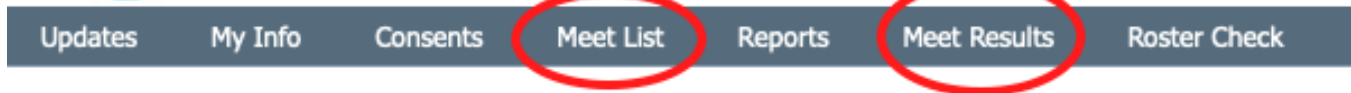
- 6) Upload the meet entry file to the meet information page on the [Swimming Canada Meet List](#).
 - a. The upload of entries requires that all **swimmers are fully registered** and validated.
 - i. Validation means that the swimmer is fully registered and that the swimmers first name, last name, date of birth, club code and registration ID# are an exact match between the RTR and Hy-Tek Team Manager or Team Unify.

- b. There is a roster check option on the RTR for both club that ensures all swimmers are validated. The roster check is available for both club registrars and coaches. It is recommended that all clubs use the roster check prior to submitting meet entries.
- c. All entries must be submitted through the [Swimming Canada Meet List](#). Deck entries are not recommended, unless the swimmer is already entered in the competition. On deck entries can result in validation errors and delay the posting of results.
- d. A **fully registered coach** must be selected in order to submit entries, clubs are encouraged to list all coaches who will be in attendance at the meet.

Process to Download Competition Results for Club Use

Following the competition results can be downloaded by the coach through their Swimming Canada Coach Login to import results to Hy-Tek Team Manager or Team Unify. Downloading competition results ensures the club has a record of swimmer's best times for future competition entries.

- 1) Coach logs into the RTR using their coach account.
- 2) Find the competition and download the competition results using the [meet list](#) or [meet results](#) option available in the coach account.



Club Meet Entry and Results Report

Default All Meets View

Season: 2020-2021

- 3) Upload results to Hy-Tek Team Manager or Team Unify.
 - a. Follow the program specific instructions.