

How to enter the 2016 South East Regional Swimming Championships Age Group (age 14 and under)

The South East Region requires all swimmers to enter on an individual basis, using an entry form on their website.

What you need to do

- Go to the South East Region website as soon as possible and complete the online entry form yourself. We explain how you do this below.
- You then need to print off confirmation of your entries and send this to Claire Walsh at the address over the page **by the club deadline of 9pm on Tuesday 12th April 2016**. Remember to include a cheque payable to Guildford City Swimming Club. Claire will collate all entries received by that date and submit them to the South East Region together before the event deadline.
- If you have any questions about this process, please get in touch with Claire (NOT the South East Region – they would like to deal with just one contact at each club).

Important: You need to register to use the entry form on the South East Region website. They will send you a password, but this can take time to arrive – so please don't wait until the last minute before trying to enter.

How to enter

First, make sure you are eligible to enter the Championships:

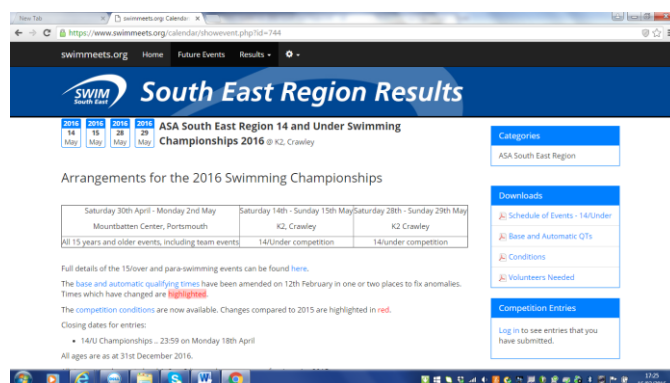
- Check your individual best times on the British Swimming website:
www.swimmingresults.org/individualbest/
- Then check these against the qualifying times on the event page on the South East Region website:
www.swimmeets.org/calendar/showevent.php?id=744

Find your swimmer's ASA Registration number.

- If you do not know your swimmer's number you can find it on the ASA website:
www.swimming.org/asa/clubs-and-members/membership-check/

On the event page on the South East Region website, go to the 'How to Enter' box:

- **If you have previously entered the Regionals online**
 - Click 'log in' and type in your e-mail address and password
 - Once you've logged in, click the link on the next page called 'Regionals Event', then on the right will be the 'Competition Entry' box with the entry form.
- **If this is the first time you are entering the Regionals online:**
 - Click on Register and follow the on-screen instructions.
 - This will generate a password, which will be e-mailed to you. Keep an eye out for this e-mail in case it gets diverted to your junk mail box.



Once you have logged in to the online entry system, complete your entry:

- Type in your swimmer's name as it appears on the ASA database, and other details as requested.
- Carefully select and enter the events you wish to swim.

Important: Do not enter false times and do not enter any event if you do not have the relevant qualifying time as your entry will be rejected. If you are in any doubt, please ask someone to check your entry times.

- Tick the promoter's conditions and click on '[Submit Entry](#)'.
- Print off your confirmation form – called 'Details of Events Entered' – and send it to Claire at the address below **by the club deadline of 9pm on Tuesday 12 April 2016**. Remember to include a cheque payable to Guildford City Swimming Club. Claire will collate all entries received by that date and submit them to the South East Region together before the event deadline.
- The South East Region will send you an email to confirm they have received your request to enter.

We will publish a list of all the entries we receive on the club website.

The deadline for submitting entries to the South East Region is Monday 18 April (at 11.59pm). After this date, the South East Region will post a list of accepted entries on their website. When these details appear, check your entry very carefully for any errors.

If you need to change an entry

You can correct or update existing entry times at any point up to the club deadline of 9pm on Tuesday 5 April 2016. You can also add new swims.

- On the event page on the South East Region website, go to the 'How to Enter' box and log in.
- Once you've logged in, you will see your swimmer's name half way down the right-hand side under the '[Entries](#)' heading. Click on this to bring up your entry and then scroll down to the '[Edit your entry](#)' tab.
- Once you have updated and checked your entry, click '[Submit](#)'.
 - If you have added a new swim, you need to print off your confirmation form – 'Details of Events Entered' – and send it to Claire immediately with a new cheque for the additional swim(s).
 - If you have corrected a time, no further action is needed.

If you achieve new qualifying times at the Crawley meet (9 April) or the Rushmoor Royals meet (9/10 April)
You must do the following by 9pm on Tuesday 12th April at the very latest:

- Following the instructions above, log in to the online entry system and add your new event.
- Email clairewalsh9@aol.com immediately with the event(s) and time(s) entered. Claire will manually add the new events to your existing printed summary sheet. GCSC will then pay upfront for these addition swims so we meet the deadline.
- Immediately send your new Summary and cheque for the additional swims to Claire as she will need to forward the new print outs to SER. If not received you will be removed from the event as we are past the deadline at this point.

If you have any queries please contact Claire on clairewalsh9@aol.com