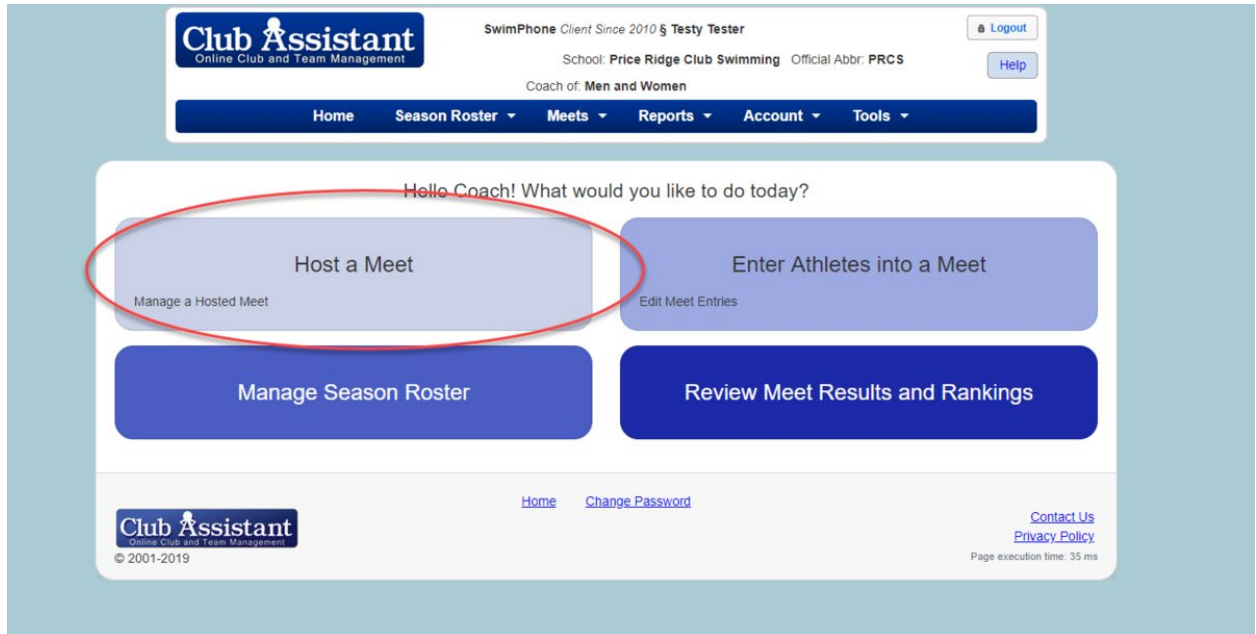


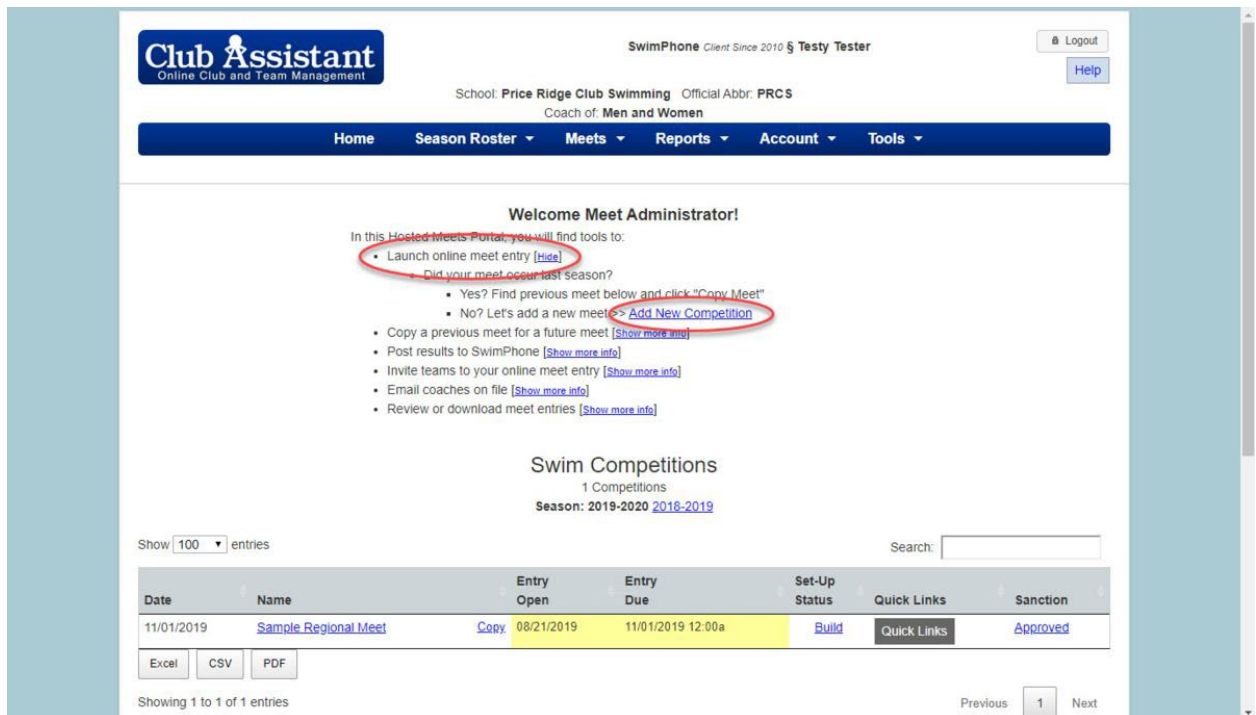
# College Club Swimming Submit an Event to the Calendar Tutorial

Log in to your Club Assistant [president portal](#).

## 1. Select "Host a Meet."



## 2. To create a new meet, select "Show", then "Add New Competition".



3. Fill out the meet form with all the necessary information (see next steps on adding Events) and select "Add".

The screenshot shows the 'Swim Competition Setup Form' in the Club Assistant application. The 'Quick Form' tab is active, displaying various input fields for competition details. At the bottom of the form, a green '+ Add' button is circled in red, indicating the next step in the process.

4. On the Meet Form >> Online Meet Entry tab, enter the total events, then click "Update."

The screenshot shows the 'Swim Competition Setup Form' with the 'Online Meet Entry' tab selected. The 'Total Events' field is circled in red, and the 'Update' button at the bottom is also circled in red. The form displays the current meet setup for 'PR Test Meet 2' and provides instructions for entering event details.

5. Hover over Meet Setup and first create Sessions before adding specific events.

Price Ridge Test Meet Sat, 2/16/2019 - Sun, 2/17/2019 - Entries Close 2/9/2019 12:00 AM

Meets Meet Setup Meet Entries Reports Tools SwimPhone Help

Unresolved Meet Tasks: Entries are Disabled [\[Resolve Now\]](#) Meet is Unsanctioned [\[Requested\]](#)

### Meet Session Form

Session #	<input type="text" value="1"/>	*
Name	<input type="text"/>	(i.e. Morning)
Session Date	<input type="text"/>	* <a href="#">2/16/2019</a> <a href="#">2/17/2019</a>
Warm-Up Time	<input type="text"/>	
Start Time	<input type="text"/>	
End Time	<input type="text"/>	(Estimated)
<input type="button" value="Add"/>		

[Home](#)

6. At the top of the Competition Setup form, hover over "Meet Setup" and select "Events."

Club Assistant Online Club and Team Management

SwimPhone Client Since 2010 & Testy Tester

School: Price Ridge Club Swimming Official Abbr: PRCS

Coach of: Men and Women

Logout Help

Home Season Roster Meets Reports Account Tools

Price Ridge Test Meet Sat, 2/16/2019 - Sun, 2/17/2019 - Entries Close 2/9/2019 12:00 AM

Meets Meet Setup Meet Entries Reports Tools SwimPhone Help

Unresolved Meet Tasks: Entries are Disabled [\[Resolve Now\]](#) Meet is Unsanctioned [\[Requested\]](#)

Meet Form Sessions Events Teams Attending Analyze Setup

### Swim Competition Setup Form

(MID=11279) [Copy Meet](#) [Delete](#)

5 AM Tue, 1/8/2019 by Testy Tester Updated: 8:55 AM Tue, 1/8/2019 by Promchitmart

[Update](#)

[Quick Form](#) [Location](#) [Additional Info](#) [Meet Links](#) [Online Meet Entry](#) [Merchandise](#) [Custom Fields](#) [Registration Review](#)

[Registration Admin](#)

Competition Name \*

Previous Meet in Series

Nickname

Competition Dates \*  Start (mm/dd/yyyy)  End (mm/dd/yyyy) [Copy Start Date](#)

Competition Type

Swim Meet Type

Use Heat Lane Entry ☐ Yes Maximum Heats  [i](#)

Intrasquad? ☐ Yes

Meet Format

Finals Qualifying Place  (Enter 0 for N/A.)

Course / Outdoor?  ☐ Outdoor

Online Meet Entry ☒ Yes ☐ Athlete Driven Entry ☐ Coach Driven Entry

7. On the Meet Events form you will see a list of events for you to enter.

To make things go faster, you can click Copy^ which will populate the next event with the alternating gender.

PR Test Meet 2 Wed, 12/12/2018 - Thu, 12/13/2018 - Entries Closed 12/1/2018 12:00 AM

Meets Meet Setup Meet Entries Reports Tools SwimPhone Help

Unresolved Meet Tasks: Entries are Disabled [Resolve Now] Meet is Unsanctioned [Resolve Now]

Meet Events [Delete Event\(s\)](#)

Copy event layout from another meet

Meet  [Copy Events](#)

[Submit](#)

Error: 31 events indicated: 0 events populated

Event #	All Mixed	Sex	Distance	Course	Stroke	Relay	Relay Legs	# of Dives	Prelims Session	SwimPhone Prelims Timeline	SwimPhone Finals Timeline	School Limit	Meet Limit	Entries	Close	Variation
1		Women	50	25 Y	Free		4	0	1-12/12/2018			0	0	0		
2		Men	50	25 Y	Free		4	0	1-12/12/2018			0	0	0		
3				25 Y			4	0	1-12/12/2018			0	0	0		
4				25 Y			4	0	1-12/12/2018			0	0	0		
5				25 Y			4	0	1-12/12/2018			0	0	0		
6				25 Y			4	0	1-12/12/2018			0	0	0		

8. Now that your events are entered, review your submission. You can check the meet setup on the Analyze Setup form.

Club Assistant Online Club and Team Management

SwimPhone Client Since 2010 \$ Testy Tester

Logout

School: College Club Swimming Official Abbr: CCS

Coach of: Men and Women

Home Season Roster Meets Reports Account Tools

Test Meet Sat, 2/11/2023 - Entries Closed

Meets **Meet Setup** Meet Entries Reports Tools SwimPhone Help

Unresolved Meet Form Sessions Events Teams Attending Lane Assignments **Analyze Setup**

Meet Dates Sat, 2/11/2023

Sanctioned B College Club

Institution Type College Club

Governing Body

Analyze Meet Setup

9. Once you've viewed your setup page, you need to officially request the meet for sanctioning. Click on Resolve Now.

The screenshot shows the Club Assistant web application interface. At the top, there's a header with the Club Assistant logo, user information (SwimPhone Client Since 2010, Testy Tester), and a Logout button. Below the header, a navigation bar contains links for Home, Season Roster, Meets, Reports, Account, and Tools. A secondary navigation bar includes Meets, Meet Setup, Meet Entries, Reports, Tools, SwimPhone, and Help. A status bar indicates 'Unresolved Meet Tasks: Entries are Disabled [Resolve Now] Meet is Unsanctioned [Resolve Now]'. The main content area is titled 'Sanction Request Form' and contains the following fields:

- Club Name: Price Ridge Club Swimming (PRCS)
- Event Name: Sample Meet
- Dates: 11/1/2019
- Type of Meet: Invitational
- Facility: UCLA Spieker Aquatic Center, Los Angeles, CA
- U.S. Masters Swimming Approved Pool: (Dropdown menu)

Below the facility field, there is a warning message: 'Unapproved Pool Warning: USMS.org file was not available. Cached file used instead.'

10. Review the form to make sure all information is correct, select the facility and answer the 5 questions. Once you are done with this form, click on Request Sanction.

The screenshot shows the 'Questions' section of the Sanction Request Form. It contains five questions, each with a radio button for 'Yes' and 'No'. Red arrows point to the 'No' radio buttons for each question, indicating that the user should select 'No' for all of them.

Questions	Yes	No
Are you following <a href="#">USMS Rules</a> on starts, strokes, and relays? *	<input type="radio"/>	<input type="radio"/>
Will you be using automatic timing - timing with touchpads? *	<input type="radio"/>	<input type="radio"/>
If not automatic timing, will you have 2 manual timers in every lane?	<input type="radio"/>	<input type="radio"/>
Is the facility on the <a href="#">USMS Certified Pool List</a> ? *	<input type="radio"/>	<input type="radio"/>
Will there be one Official on deck acting as the starter and/or referee? *	<input type="radio"/>	<input type="radio"/>

Below the questions, there is a section for 'Meet Information Packet' with a link to [Meet Information Packet](#) and a note that it is missing but not required.

The 'Sanction Status' section shows a green bar with a checkmark and the text 'No critical errors detected.'

At the bottom, there is a blue button labeled 'Request Sanction' which is circled in red.

**11. When you go to your home page, the status next to the meet should read Requested. Once it has been approved, you will receive a confirmation email and the status will change.**

#### Welcome Meet Administrator!

In this Hosted Meets Portal, you will find tools to:

- Launch online meet entry [\[Show more info\]](#)
- Copy a previous meet for a future meet [\[Show more info\]](#)
- Post results to SwimPhone [\[Show more info\]](#)
- Invite teams to your online meet entry [\[Show more info\]](#)
- Email coaches on file [\[Show more info\]](#)
- Review or download meet entries [\[Show more info\]](#)



### Swim Competitions

2 Competitions

Season: 2019-2020 [2018-2019](#)

how  entries

Search:

Date	Name	Entry Open	Entry Due	Set-Up Status	Quick Links	Sanction
11/01/2019	<a href="#">Sample Meet</a> 	08/21/2019	11/01/2019 12:00a	<a href="#">Build</a>	<a href="#">Quick Links</a>	<a href="#">Requested</a>
11/01/2019	<a href="#">Sample Meet</a> 	08/21/2019	11/01/2019 12:00a	<a href="#">Build</a>	<a href="#">Quick Links</a>	<a href="#">Requested</a>

[Excel](#) [CSV](#) [PDF](#)

howing 1 to 2 of 2 entries

Previous 1 Next

you have questions, email [Meets@ClubAssistant.com](mailto:Meets@ClubAssistant.com) or call 888-794-6638 x106.

'age Tips

**If you have any other questions, please email [collegeclub@usmastersswimming.org](mailto:collegeclub@usmastersswimming.org)**