

# HOW TO ENTER ONLINE

1. Find the Program of the meet you wish to enter which requires "Online Entries"
2. Click the "enter online" button OR click on a link that is supplied in the Program instructions.
3. Make sure you have a list of events you wish to swim in. This info is on the Meet Info flyer
4. Click '**Login**' and enter your Username and Password. If you do not know your username or password go to the Swimming Victoria Website [www.swimmingvictoria.org.au](http://www.swimmingvictoria.org.au) enter Members Portal (top right hand side) click Username & Password and then enter your email address and all user names and passwords attached to that address will be sent to you.
5. Once logged in the information regarding the meet will appear for you to review. Click on '**Register**' where you will be required to accept the terms and conditions of entry, then you will be able to update your personal details, if you wish.
6. Click on '**Enter Event**' to select the first event you wish to nominate for. **Please note:** You can only select one event at a time. Once the event has been selected click '**next**'.
7. On the next screen select the "**submit**" button. The screen provides the option to enter another event by clicking '**enter event**'. Continue to add the second, third etc events you wish to swim in (as you did the first), and once finished, click on "**Entry and online payment**" to enter your credit card details. There is NO additional fee for paying online with your credit card.
8. Your best times will automatically be downloaded from the **Swimming Australia results database** at 5pm on the day entries close.
9. Once you have paid a receipt will be emailed to you. If you do not receive an email confirmation please check the confirmed entrants listing on the home page of the entry form to ensure the swimmer has been entered into the nominated events or contact [swimonline@swimming.org.au](mailto:swimonline@swimming.org.au) for confirmation.