



# HOW DO I NOMINATE FOR A MEET IN SWIM CENTRAL?

Swim Central allows clubs, regions etc. to setup meets to accept online nominations. Participants can enter these meets online, but must have a valid Primary Membership to enter. For help [purchasing a membership click here](#).

[CLICK HERE TO ACCESS SWIM CENTRAL](#)

## STEP 1.

Navigate to Swim Central and complete the sign in process. *If you don't know which email address to use, or need further help signing in, [contact us directly](#).*

## STEP 2.

From your 'My Family' page, select yourself as the parent and enter your family pin. Then select a swimmer who you wish to nominate to impersonate them. *You can also unlock your family pin using the 'Padlock' icon located in the navigation bar at the top of the screen.*

## STEP 3.

Select the swimmer's 'Events' tile, choose the meet from the calendar and select the 'Nominate' button.

## STEP 4.

**Membership Requirements** (i.e. the requirement for a swimmer to hold a valid membership) will be checked on the first nomination workflow screen, select 'Next' to proceed. Some meets may also have a **Meet Entry** fee, this will need to be purchased prior to nominating, if required you will be redirected appropriately.

## STEP 5.

The nominate screen will show races for the swimmer based on their age and gender.

- If there are no qualification times, or the swimmer meets the qualification time a small trolley icon will be available to add the race to trolley.
- If the swimmer does not meet the qualification time an 'Ineligible' icon will display.
- Races already entered will display with a green indicator.

Once you have added to trolley, all races for the swimmer, select 'Proceed to Payment'.



## STEP 6.

Check races are correct, use 'Change Trolley Items' to amend if required and agree to the Terms and Conditions (Ts & Cs) to select 'Make Payment' and continue. Provide payment details and select 'Purchase' to proceed. *If completing multiple purchases (e.g. multiple swimmers for the same meet) a token will be held temporarily (for up to 15 minutes after last use), to facilitate an easier checkout process.*

## STEP 7. NEXT FAMILY MEMBER

If you would like to nominate other members of your family for this meet, select the 'Next Family Member' button to choose the next member of your family and repeat the process.

[Need further help? You can find other help files on our website here.](#)