In your internet browser,

You must go to https://www.swimrankings.net/manager to access the Swimrankings Manager,
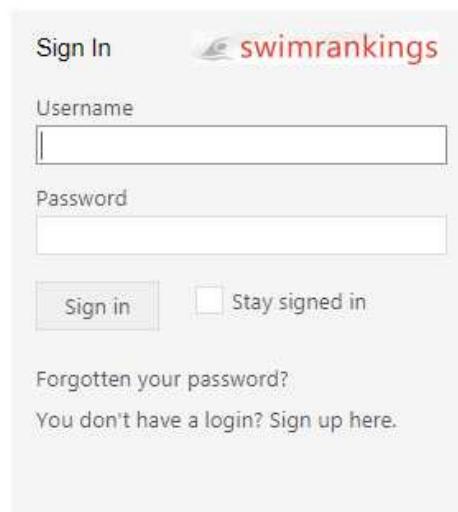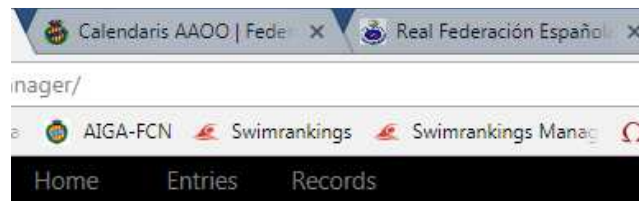
This is the check list you must do

- o Choose the meeting
- o Add a club
- o Add athletes
- o Entries
- o Entries report

Send the entries report by email (natacio@natacio.cat , ciutatbarcelona@cnsantandreu.com)

The next lines is an explanation how can you do it

Access into the portal

When you entry you can see a window like this

If you don't have an account, create new one→

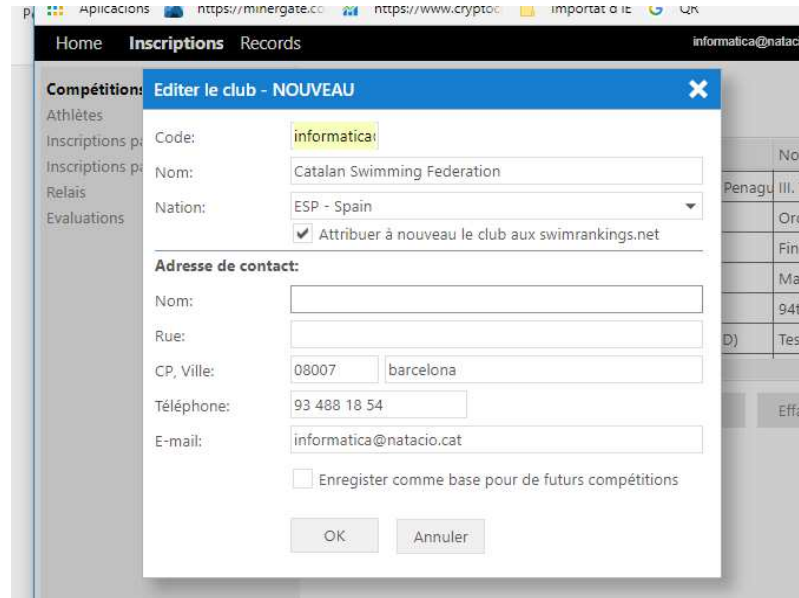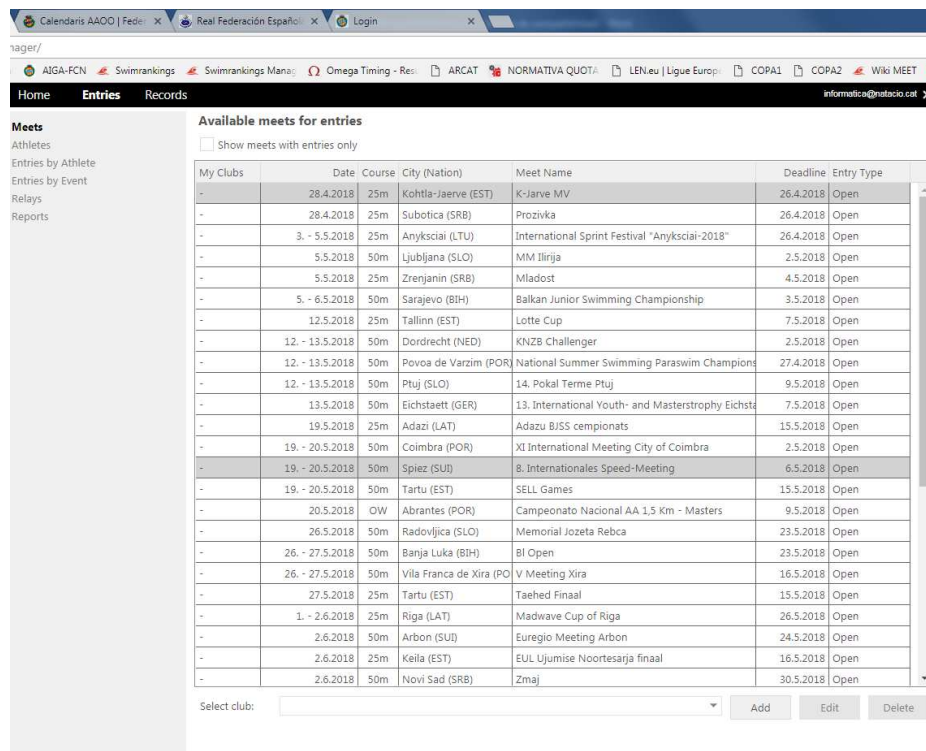You don't have a login? Sign up here.

When you checked in, select 'entries' at the top menu bar.

You can see the meets available for entries.

You must choose the MEET "Trofeu Ciutat de Barcelona" on 13th-14th of June

Then you must go to the bottom and select club, if not exists then you must create an 'Add' a new one,

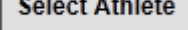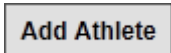If it's a new one you must fill the club form

When you have chosen the MEET and the club, you can add the ATHLETES on the right top
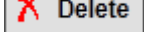
ATHLETES

Adding athletes to the team (Select and Add buttons)

Whenever possible please use the [Select Athlete] button to add an athlete to your team (instead of entering an athlete manually by using the [Add Athlete] button). This allows you to incrementally search the athlete database by last name and/or first name and the athlete will be properly connected with all his results in the swimrankings.net database:

Once the athlete you are looking for is shown in the incremental list, just click it to add it to the current team.

Editing or Removing Athletes

Back in the athletes list you may click on any name to show and, if necessary, edit the athlete's details. Do not forget to click the [Save] button after having changed the data:

To remove an athlete from the team, use the [✗ Delete] button.

⚠️ Please note that if you remove an athlete, all his or her entries will be removed as well!
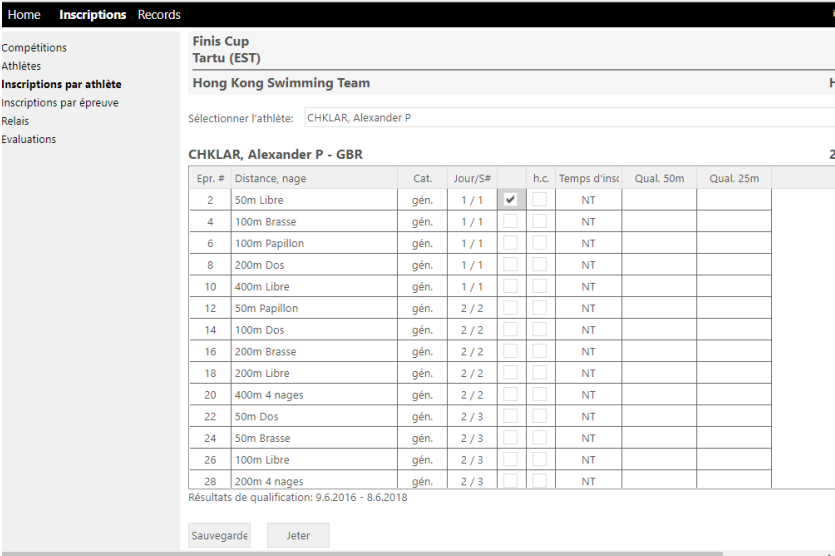
ENTRIES

When you have adding the athletes for your team, then you can create the entries

You can choose two options

By event or by athlete.

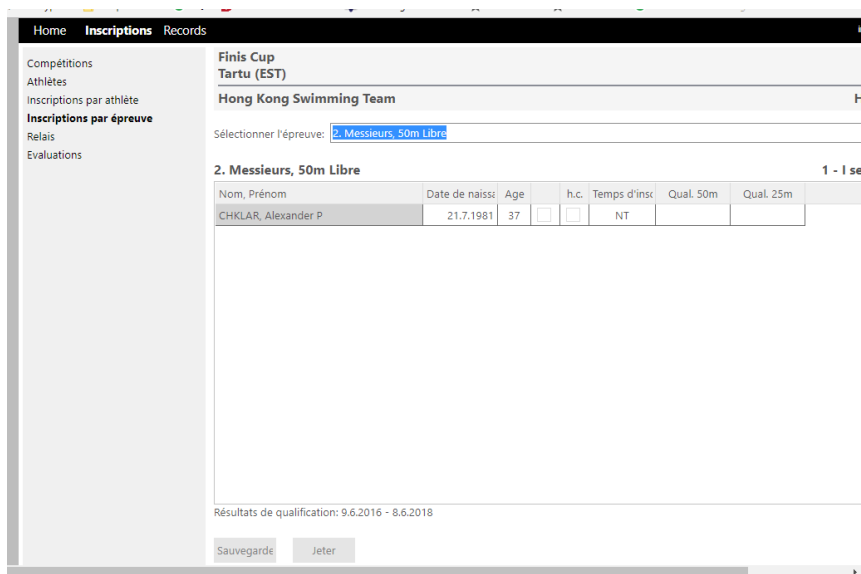By athlete or by event

Example view by athlete

		Home	Inscriptions	Records						

Finis Cup
Tartu (EST)

Compétitions
Athlètes
Inscriptions par athlète
Inscriptions par épreuve
Relais
Evaluations

Hong Kong Swimming Team

Sélectionner l'athlète: CHKLAR, Alexander P

CHKLAR, Alexander P - GBR

Epr. #	Distance, nage	Cat.	Jour/S#		h.c.	Temps d'insc	Qual. 50m	Qual. 25m
2	50m Libre	gén.	1 / 1	✔		NT		
4	100m Brasse	gén.	1 / 1			NT		
6	100m Papillon	gén.	1 / 1			NT		
8	200m Dos	gén.	1 / 1			NT		
10	400m Libre	gén.	1 / 1			NT		
12	50m Papillon	gén.	2 / 2			NT		
14	100m Dos	gén.	2 / 2			NT		
16	200m Brasse	gén.	2 / 2			NT		
18	200m Libre	gén.	2 / 2			NT		
20	400m 4 nages	gén.	2 / 2			NT		
22	50m Dos	gén.	2 / 3			NT		
24	50m Brasse	gén.	2 / 3			NT		
26	100m Libre	gén.	2 / 3			NT		
28	200m 4 nages	gén.	2 / 3			NT		

Résultats de qualification: 9.6.2016 - 8.6.2018

[Sauvegarde] [Jeter]

Example view by entries
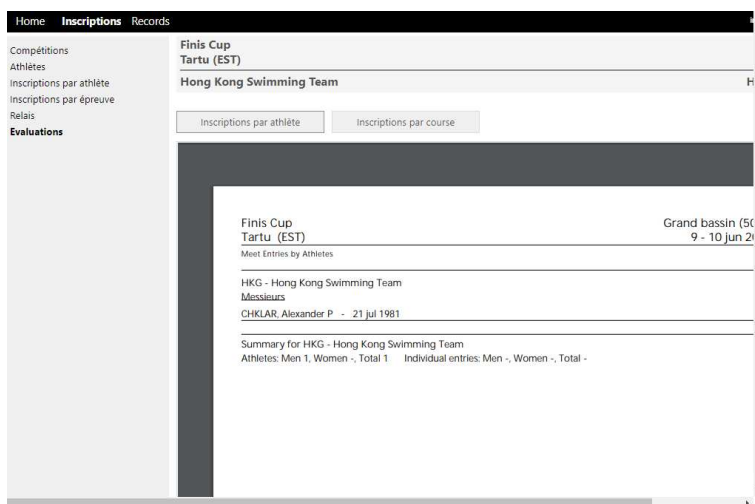

Apply the checkboxes ☑ to select the entries you want for the current athlete (event resp.) and then click the ✔ Save button.

As you move the mouse cursor over a qualification time, you can see the meet date/city of the time:

Qualification times are shown according to the rules for the qualification period of the selected meet.

REPORTS

Click the appropriate button to generate a report in PDF format.

⚠ Reports can only be printed when your entries are valid. If you have too many entries in an event, there will be a warning.

ANY QUESTION?

You can contact to informatica@natacio.cat or natacio@natacio.cat for any question that you have it