



# COLCHESTER

SWIMMING CLUB | ALL SECTIONS

## Guide to entering the Club Championship Open Meet

Please select events that are appropriate for your child. If you have any doubts about which events to enter then discuss with either Michelle (Our Head Coach) or your child's coach. They will be able to suggest suitable events and entry times.

All entries shall be processed using the online **Swimfee Meet Entry System** (<https://www.swimfee.com/>). The system shall require you to complete all necessary fields so kindly ensure that you complete them correctly as any false information will result in your Application being rejected.

There are a number of Useful Links on the Club Website (<http://colchesterswimming.com/links.shtml>) and the Swimfee Website (<https://www.swimfee.com/useful-links>) that should help you find all the information that you require.

For your reference, the following steps set out the process required to successfully enter the Club Championships using Swimfee.com.

### **Step 1**

- Click on the 'Enter this Meet' Link on the Club website. This will take you to the Swimfee website (<http://colchesterswimming.com/champs.shtml>)

### **Step 2**

- Click on the 'Enter this Meet' button. This will take you to the login screen. If you do not have a Swimfee Account, click on the 'Don't have an Account?' link below the Login Button.

### **Step 3**

- If you have an account login and proceed to Step 4. If not, select an appropriate account. Parent Accounts will be setup in the name of the

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parent (as the account holder) and will allow the parent to add their children in the same account. After creating and activating your Parent Swimfee account a link will appear on the Swimmer Dashboard (not Parent Dashboard). Simply follow this link to enter the Club Championships.

#### **Step 4**

- Once you have accessed the Club Champs Meet you will have to select the Events you wish to enter. Simply tick the boxes next to the event and add your Entry Time. Your lane coach should be able to assist you to decide which events to enter. Once you have selected your Events, click on 'Add to Shopping Cart'. This will take you to your Shopping Cart.

#### **Step 5**

- If you are happy with the items in your Shopping Cart, click on 'Proceed to Checkout'. If not remove the Events you do not wish to enter or click on the 'Back' Button to add more events. After clicking on 'Proceed to Checkout' you will be taken to a final stage checkout. No changes can be made after this point.

#### **Step 6**

- On the Shopping Basket Checkout Page, click on the 'Pay Now' Button. This will take you to Paypal where you can either pay with your Paypal Account or without a Paypal Account. If without a Paypal Account, simply click on the grey 'Pay by Debit/ Credit Card' button and complete your purchase. After successful checkout you will be redirected to the Successful Checkout Landing Page.

To see the Events that you had entered, return to your Swimfee Account Dashboard and click on the 'Meets Entered' button. You should also receive email confirmation of this.

Should you experience any difficulty in processing your application, kindly contact the Swimfee Support Team using the Support Button from your Swimfee Account Dashboard.

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