On-Line Meet Entry for the Swim England South East Championships 2026

On-line Entry Portal Instructions

Thank you for inputting your entries electronically. We are working with the London Region and other organisations to develop and improve the entry process for our events. Therefore, you may see some images that refer to other organisations.

The inputting of your entries electronically has advantages for both your club and the event management team:

- It allows you to be certain that times you submit will be correctly entered into the event.
- It allows you to get immediate feedback on probable rejections allowing time to resolve before the closing date.
- It speeds up the generation of the meet programme and the list of rejected swimmers (if any).

We have put together the following instructions which we hope you will find helpful. This document does not cover the steps you need to take in your club management system to select valid entries.

All necessary information will be made available through links on the competition web page:

https://www.southeastswimming.org/swimming/long-course-championships-2026/

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1 Importing the Meet Information

1. Download the file containing meet events for this event from the competition web page. Click on the **Meet Entry Files** link.

2. Import this file into your Team Management system.

3. The file contains the Consideration Times for the events (which may also be downloaded from the competition web page).

4. The portal will check entries against the Base (Consideration) Times. If you meet the Base (Consideration) Qualifying Time, your entry will have a green smiley face but **this does not guarantee acceptance into the event**.

2 Exporting your Meet Entries

1. You need to follow your team management systems instructions to create a meet entry file. We accept files in SD3 or HY3 formats.

2. Save your meet entry file to your desktop and log onto the Entry Portal **https://meetentries.co.uk/**

3 Team Management System Guidance

The Swim England South East competition delivery team does not have expertise in club management systems and is unable to provide support if you encounter problems. However, we have collected guidance for some of the more popular systems in use.

We would welcome improved guidance from clubs with experience of these and other systems and have collected information from most clubs about the systems they use. That has enabled the creation of some self-help groups.

1. You should consult your team management systems help documents for the appropriate entry process.

2. The first question is do I have a qualifying time. On the meet file in your team management system, you need to ensure you have selected **enforce qualifying times** so that you only select times that meet the qualification requirements. The second question is, "do I have a qualifying time that appears on Rankings at the right license level and has been swum since the date specified in the Meet Events file. For this competition, achieved on or after 1st June 2025

    a. **Team Unify.** Set the entry criteria to **convert all times to LCM** instead of "multi-cut course LSY". This converts all SC times to LC using the US conversion standards which may result in a rejection if the original SC time is outside the SC qualifying time. However, this should ensure all properly qualifying entries are accepted by the portal. When you create your meet entry file for upload, check the box: **Export entry times as unconverted** before you create your extended SD3 file. Additional guidance for users of Team Unify is provided in Appendix A.

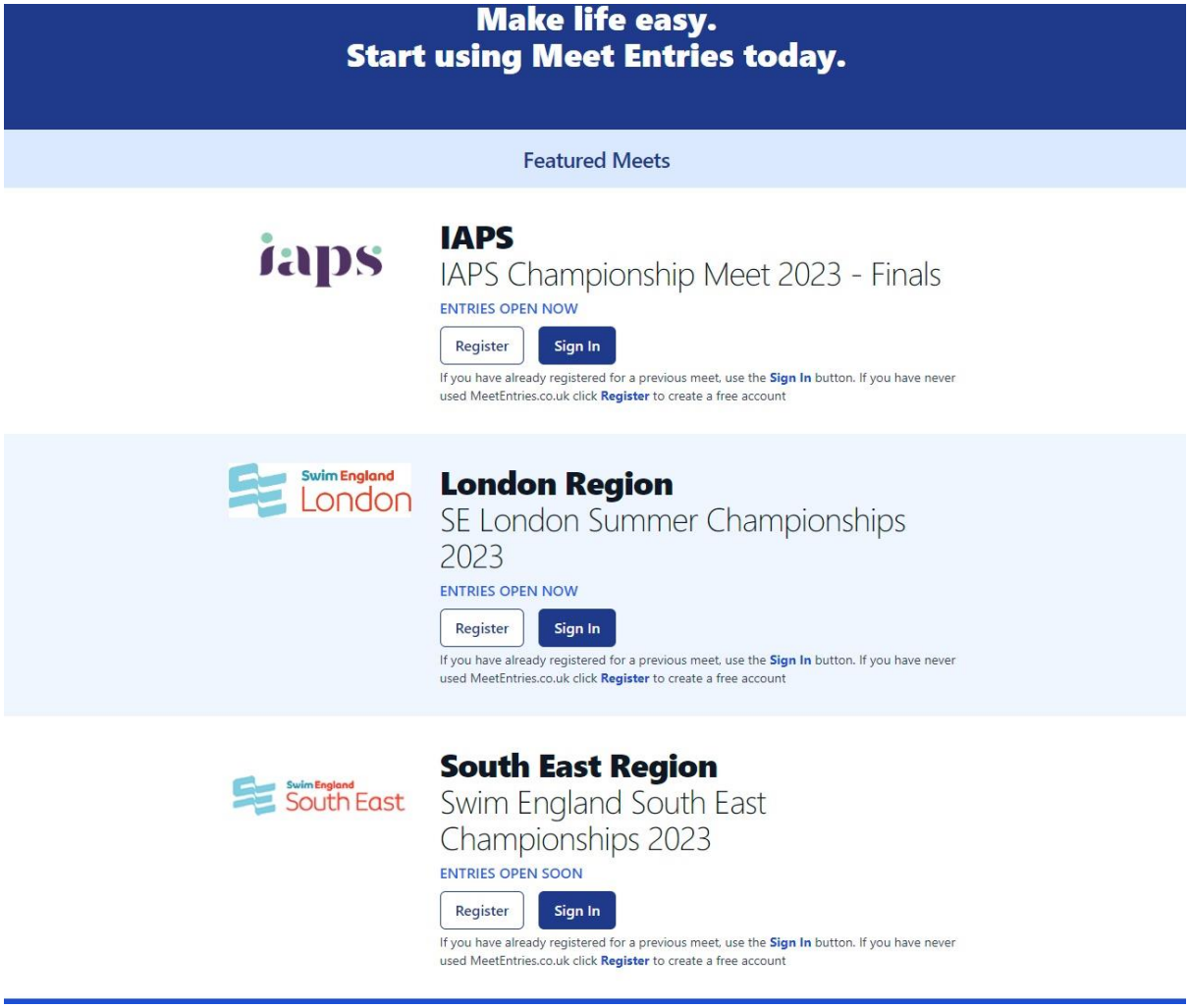
    b. **Swim Manager.** Set the meet to the course being swum, which is Long Course (LC) for these Championships, and allow conversions. This works the same way as Team Unify but uses the Swim England conversion factors. The entry file automatically includes swum times by default.

    c. **HyTek Team Manager**. We do not think this has the same facility as Team Unify so you may need some manual effort to enter a custom LC time, if LSY multi-course is selected, and the swimmer has a faster converted SC time than their LC PB. The conversion factors built in to HyTek software are not the same as the Swim England factors built in to the Entry Portal., so you must check the handling of converted SC times carefully.

4 Registering and Signing in to the Online Entry Portal

1. Access the portal using this URL **https://meetentries.co.uk/**

2. You will see the home screen page. This competition will appear in the list (you may need to scroll down to find it).



3. When you access the entry system for the first time you will need to register. Select the **Register** button under the competition description and follow the instructions.

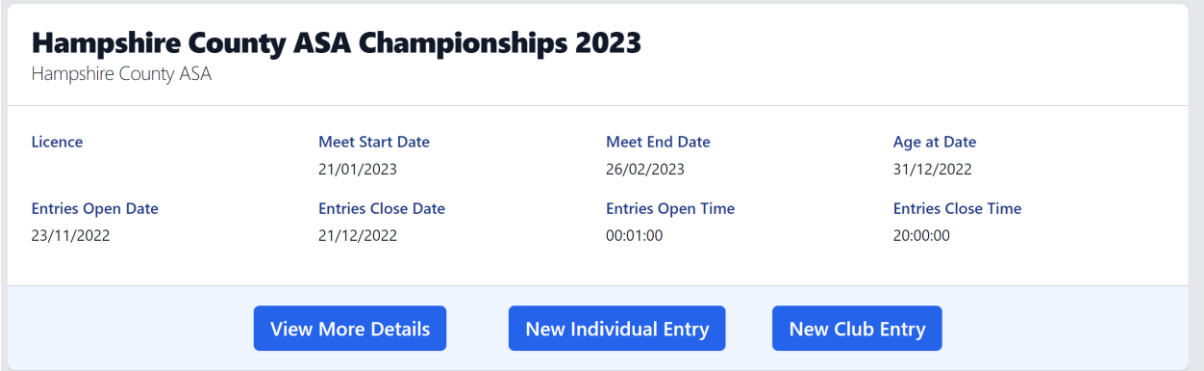
4. Return to this screen and **Sign In** with your registered user name and password.

5 Uploading your Entry File

Sign in to the On-Line Entry Portal. You will be presented with a list of all the featured meets using the portal.

1. Select the one you wish to enter.

2. On the home entry screen for the meet that you have selected, you will have three options as shown:

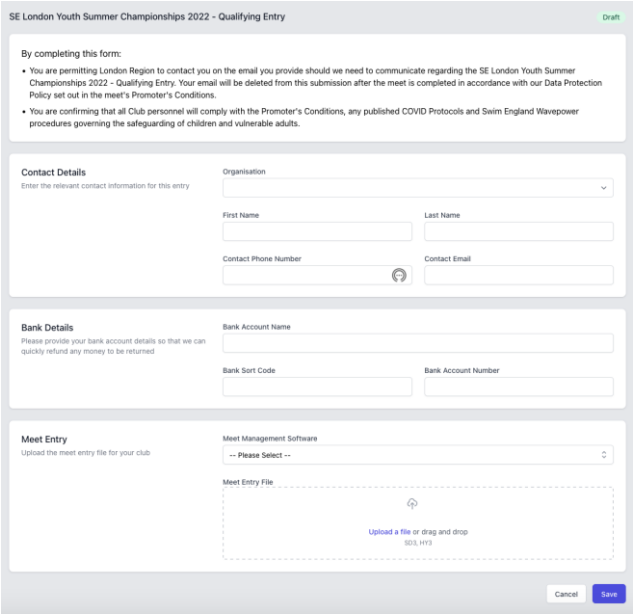


3. **View More Details** allows clubs to view entries already submitted. We will come back to this option later. **New Club Entry** is the option you should use for all entries other than para-swimmer entries. Para-swimmers only should be entered using the **New Individual Entry** option.

4. In both cases you need to select the button and complete all the fields in the entry form.

6 Submitting a Club Entry

1. When you select the **New Club Entry** button, you will see the following screen.



2. The **Contact Details** allow you to change who will own this entry as far as the meet communications is concerned.

3. **Bank Details** are those of your club to help us process any refunds. We do not collect entry fees at the time of entry; this is done by a single invoice to your club after the whole competition has been completed (see the competition conditions for more details).

4. **Meet Entry** is where you select your Team Management Software and the type of file it exports.

5. Select **Upload a File** and browse to the meet entry file you saved from your team management software

6. Select **Save.**

7. We will check the entries against the consideration times and against Rankings. You will receive an email confirming the details of your entry, the total cost and an excel file showing the results of those checks. Please note that the total cost is not the amount that you will be invoiced, because no account has been taken of subsequent rejections.

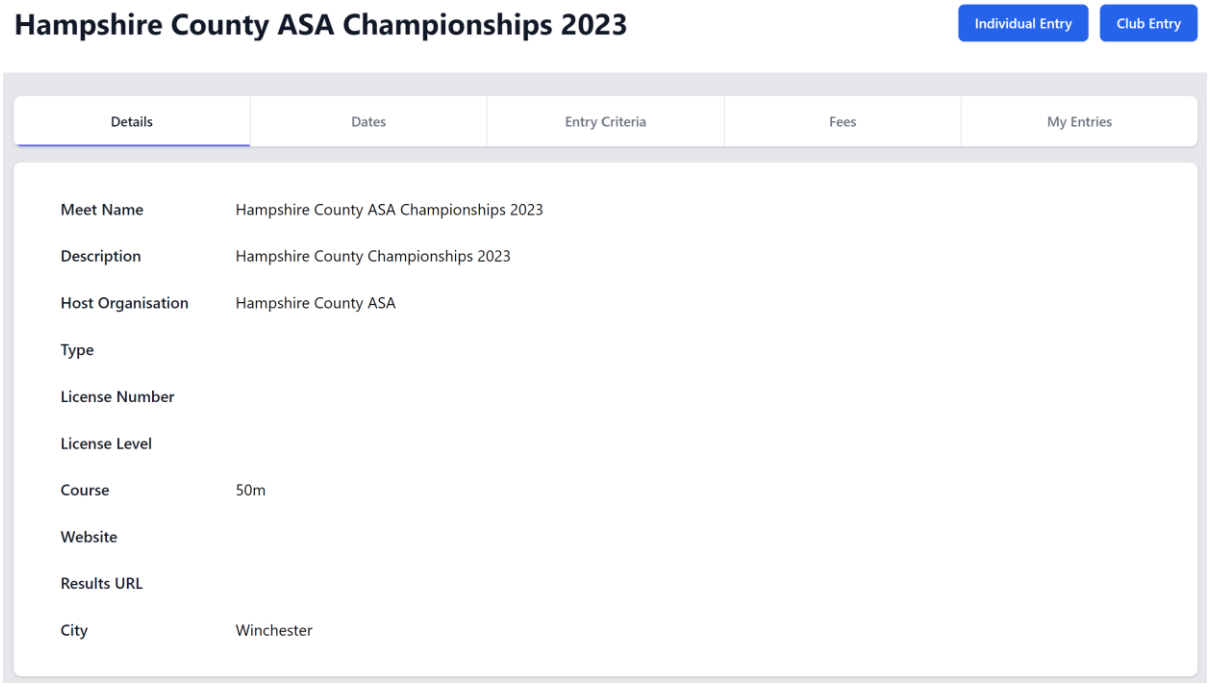
   Please note: The portal uses the British Swimming rankings functionality to check times. This is done as a background task and until this is completed, the display of valid entries may be incorrect.

8. If you have any exceptions, you can make the corrections in your team management system and upload a new file. **Please note that whenever you upload a new file, all previous entries will be deleted from the system (except for disability entries).**

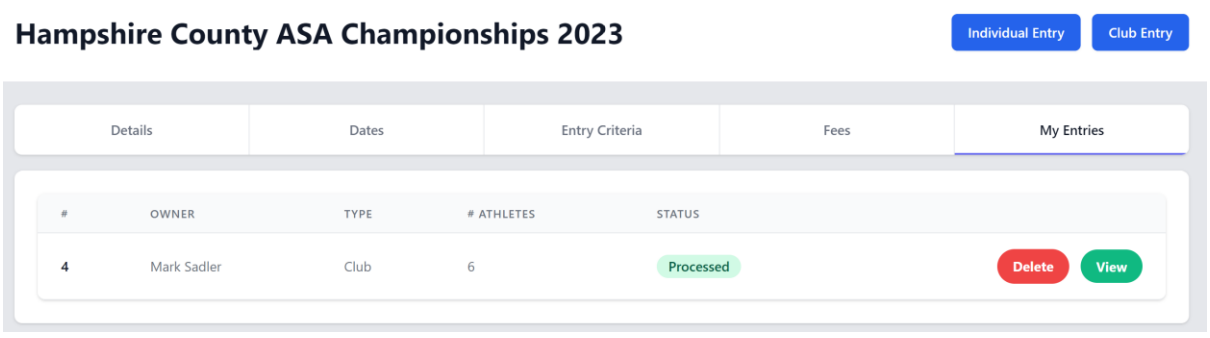
7 Checking your Entries and Uploading a New File

1. Return to the home entry page for the meet you wish to check and select the button **View More Details**

2. You will see the following screen:



3. Select **My Entries** and you will see the following screen:



4. This will list all the entry files that you have in the meet. **Please note that whenever you upload a new file, all previous entries will be deleted from the system.** We check for duplicate entries approximately once per day, retaining only the latest entry. Until that is done, the display of valid entries may be incorrect. You can ensure that the display is correct by deleting the previous entry before submitting a replacement.

5. If you select **View**, you will be provided with options to list the athletes, the individual entries or the relay entries from your club in this meet.

6. Your list of individual entries will show two columns of faces that will be either green, amber or red. The first column shows whether the time appears on Rankings (Valid) for the course entered and the second shows whether the time meets the Consideration Times. If any of these are red, you should go back to your team management system and correct the errors; uploading a new corrected file.

7. The entry portal will also send you an email containing a list of swimmers and swims and their status.

8 Para-swimmer Entries

1. It will be necessary for entries for the **Para-swimmer competition** to be submitted individually but these form part of the club entry. These entries must be submitted using the individual entry functionality; the entry must be submitted by the club entry co-ordinator. Any individual entries for swimmers without a para-swimming classification will be rejected.

2. They must also enter their classification codes. This will ensure the correct QTs are used for validation.

3. If a Para-swimmer is entering an event that is not available to Para-swimmers, their entry time will be checked against the meet consideration times rather than the Para qualifying times.

9 After the Meet Closing Date

1. As soon as possible after the initial closing date (April 2nd 2026), a spreadsheet showing all validated swims submitted to the entry portal will be published. As soon as this information has been published the entry portal will be reopened to allow corrections, withdrawals and to add additional swims achieved since April 2nd, 2026.

2. There is only 1 closing date for the Team Championships, March 14th, 2026, but team declarations and times can be changed up to the start of warm up for the competition.

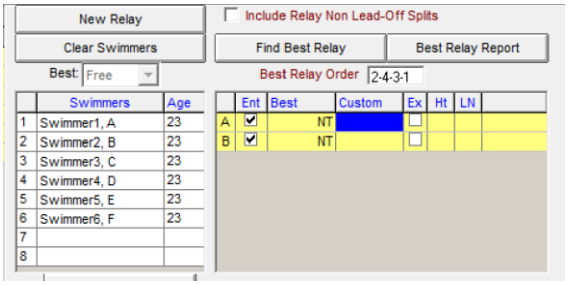
3. Immediately after the final closing date, April 9th, 2026, valid entries will be imported into HyTek Meet Manager, and Short Course submitted times converted to Long Course using the Swim England (ASA) conversion algorithms. Acceptance/rejection and seeding will be actioned after the entries have been imported into HyTek Meet Manager from the entry portal.

4. A list of accepted/rejected entries will be published as soon as possible after the final closing date.

5. After the whole competition is complete, we will issue invoice all clubs including:
   - Entry fees for accepted swims
   - Fines for swimmers who do not withdraw and are no-shows at the start of their race (including final)
   - “Refunds” for swimmers who are unable to swim because of significant illness or injury

10. Relay Entries

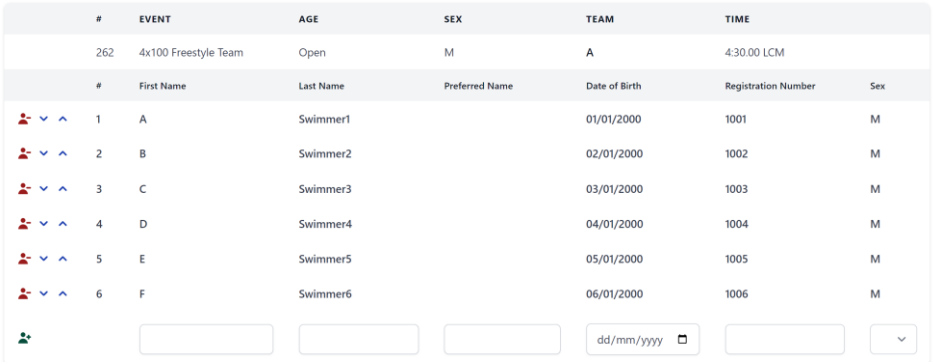
1. Setup your swimmers in your entry system. In Hytek Team Manager you can have more than 4 swimmers in each relay event (other systems may also have this option):



2. Export the entries (individual and relay) from your meet management system.

3. Submit the entries as a club entry on the portal. This year the relay competition is set up as a separate competition on the portal.

4. You should now have the relay swimmers showing in the Portal:



5. Where there are more than 4 swimmers in the relay the first 4 swimmers will be assumed to be actually swimming on competition day. The other swimmers will be available within the system and will be treated as reserves. Declaring reserves in advance will make it easier to make substitutions in the future (particularly for coaches on the day).

6. We are aware that at least one entry system (Swim Club Manager) has not always generated entry files correctly when a club has both an A and B relay in an event. You must check the relay entries within the portal to ensure similar issues do not apply for your entries.

11. Updating Relay Swimmer Names

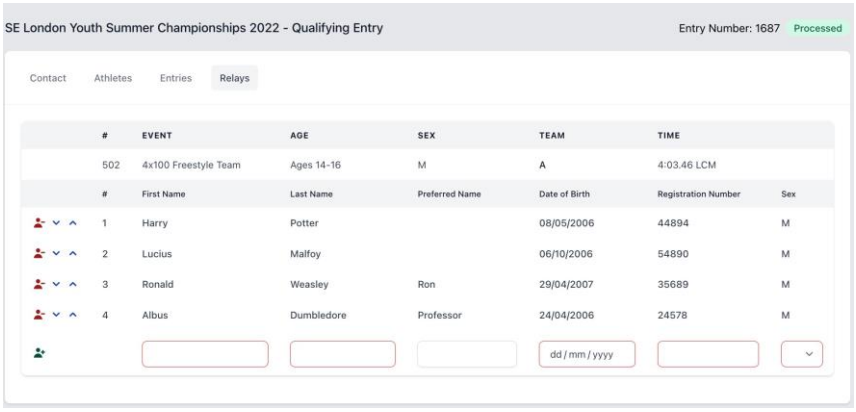
1. Relays are entered through your team management system. Please follow the guidance of your chosen software.

2. After you have submitted your entry file you can return to the home entry page for the meet you wish to view and select the button **View More Details**. This will list all the

entry files that you have in the meet.

3. If you select **View**, you will be provided options to list the athletes, the individual entries or the relay entries from your club in this meet.

4. If you select **Relays**, all your relay entries will be listed in the following screen format:



5. You can select the Up or Down arrow next to a swimmer's name to move them to a different position in the Swim Order.

6. You can also add a swimmer to the list by completing the details next to the grey person icon. They will be added as the next leg and you can add up to 8 names. You can move them up and down as described above.

7. The entry time for the relay may also be amended by editing the time at the top of each individual relay.

8. Please note: If you upload a new entry file, any amendments made to swimmers and times in the entry portal will be overwritten. We recommend that you make any necessary changes to relay swimmers and times after the closing date for entries.

9. **The functionality to amend swimmers and update the entry time within the portal is available after the closing date up to the start of first warm-up for the relay competition.**

10. The names will be downloaded before the start of first warm-up for the relay championships so that we can have all the expected names in the database. Coaches and team managers will be able to make changes permitted under the competition conditions after this time.

APPENDIX A – USING TEAM UNIFY – ADDITIONAL GUIDANCE

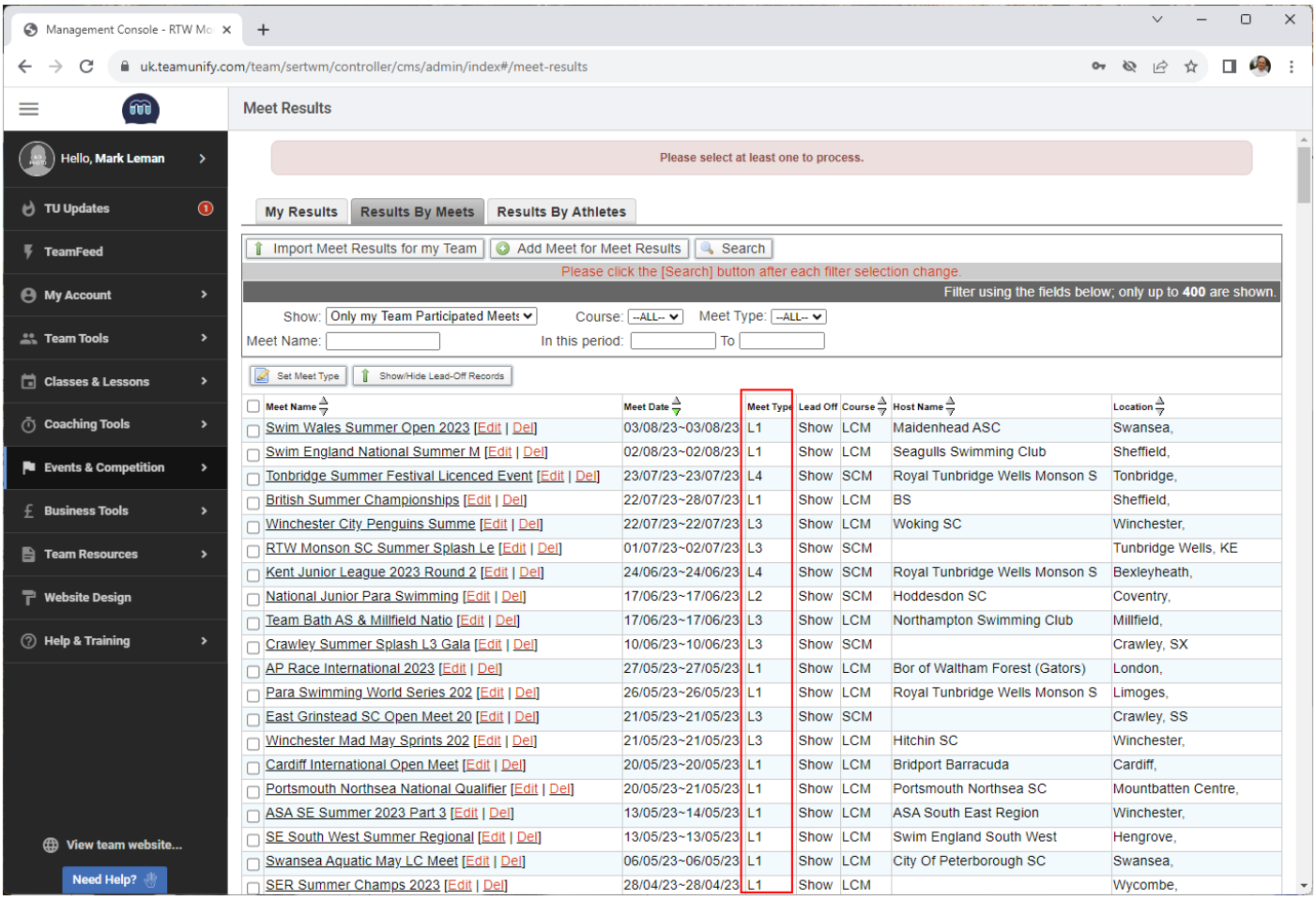
The following additional guidance for users of Team Unify was submitted by RTW Monson.

Team Unify does not natively have the concept of gala 'level' built in (it was designed for swimming in the USA)

Originally, they did not tell clubs how to get round this, but clubs I have spoken to who started using it more recently have been told this:

Make sure you have set up 'Meet types' for L1,2,3,4 and Unlicenced galas.

And make sure you have applied these to all the event results you have imported:



Meet Name	Meet Date	Meet Type	Lead Off	Course	Host Name	Location
Swim Wales Summer Open 2023 [Edit | Del]	03/08/23~03/08/23	L1	Show	LCM	Maidenhead ASC	Swansea,
Swim England National Summer M [Edit | Del]	02/08/23~02/08/23	L1	Show	LCM	Seagulls Swimming Club	Sheffield,
Tonbridge Summer Festival Licenced Event [Edit | Del]	23/07/23~23/07/23	L4	Show	SCM	Royal Tunbridge Wells Monson S	Tonbridge,
British Summer Championships [Edit | Del]	22/07/23~28/07/23	L1	Show	LCM	BS	Sheffield,
Winchester City Penguins Summe [Edit | Del]	22/07/23~22/07/23	L3	Show	LCM	Woking SC	Winchester,
RTW Monson SC Summer Splash Le [Edit | Del]	01/07/23~02/07/23	L3	Show	SCM		Tunbridge Wells, KE
Kent Junior League 2023 Round 2 [Edit | Del]	24/06/23~24/06/23	L4	Show	SCM	Royal Tunbridge Wells Monson S	Bexleyheath,
National Junior Para Swimming [Edit | Del]	17/06/23~17/06/23	L2	Show	SCM	Hoddesdon SC	Coventry,
Team Bath AS & Millfield Natio [Edit | Del]	17/06/23~17/06/23	L3	Show	LCM	Northampton Swimming Club	Millfield,
Crawley Summer Splash L3 Gala [Edit | Del]	10/06/23~10/06/23	L3	Show	SCM		Crawley, SX
AP Race International 2023 [Edit | Del]	27/05/23~27/05/23	L1	Show	LCM	Bor of Waltham Forest (Gators)	London,
Para Swimming World Series 202 [Edit | Del]	26/05/23~26/05/23	L1	Show	LCM	Royal Tunbridge Wells Monson S	Limoges,
East Grinstead SC Open Meet 20 [Edit | Del]	21/05/23~21/05/23	L3	Show	SCM		Crawley, SS
Winchester Mad May Sprints 202 [Edit | Del]	21/05/23~21/05/23	L3	Show	LCM	Hitchin SC	Winchester,
Cardiff International Open Meet [Edit | Del]	20/05/23~20/05/23	L1	Show	LCM	Bridport Barracuda	Cardiff,
Portsmouth Northsea National Qualifier [Edit | Del]	20/05/23~21/05/23	L1	Show	LCM	Portsmouth Northsea SC	Mountbatten Centre,
ASA SE Summer 2023 Part 3 [Edit | Del]	13/05/23~14/05/23	L1	Show	LCM	ASA South East Region	Winchester,
SE South West Summer Regional [Edit | Del]	13/05/23~13/05/23	L1	Show	LCM	Swim England South West	Hengrove,
Swansea Aquatic May LC Meet [Edit | Del]	06/05/23~06/05/23	L1	Show	LCM	City Of Peterborough SC	Swansea,
SER Summer Champs 2023 [Edit | Del]	28/04/23~28/04/23	L1	Show	LCM		Wycombe,

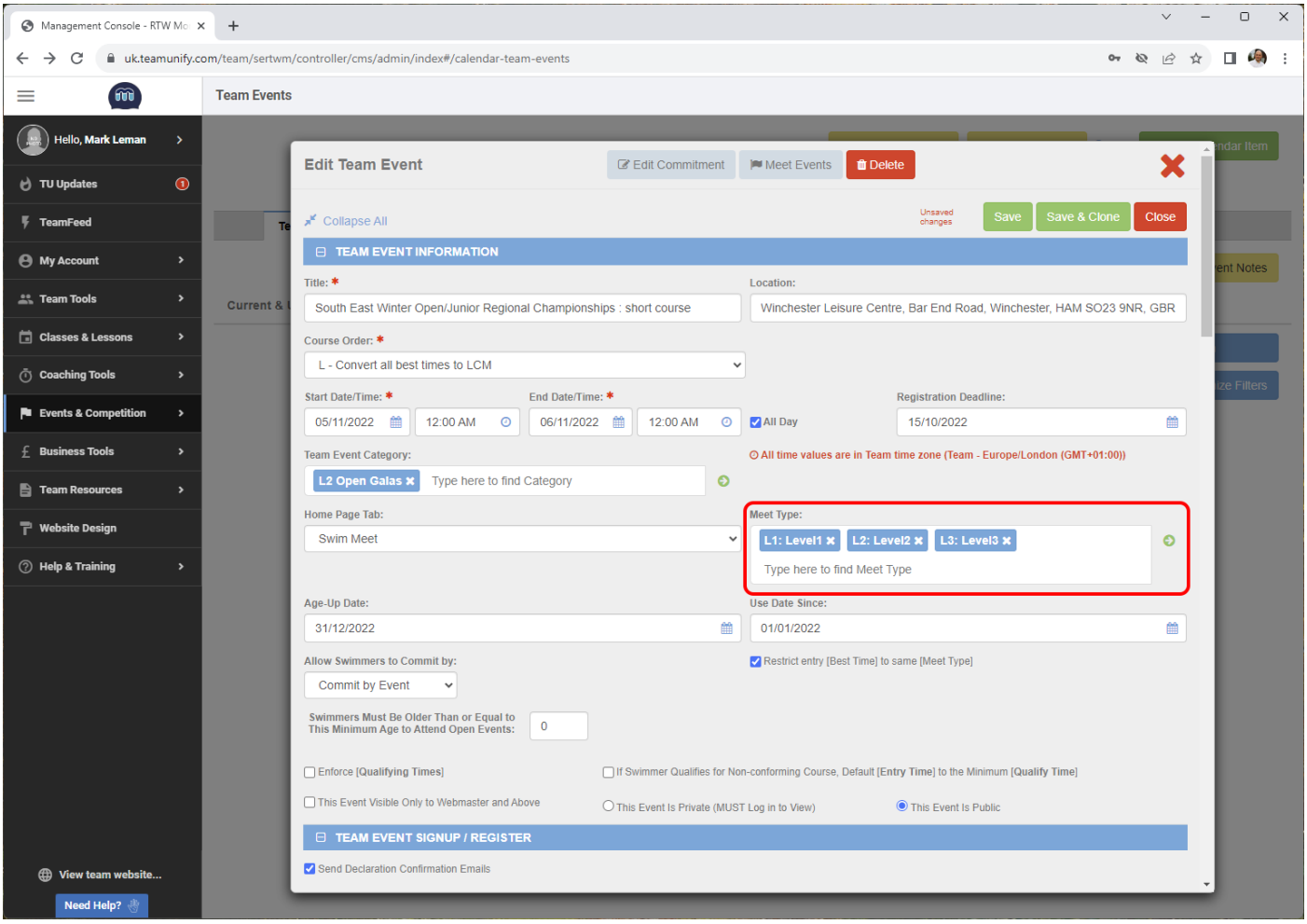
Then when setting up the meet, make sure you have set the meet type, click in the box and a drop down appears to select the levels you have defined)

(note the small green arrow where you can add new meet types if you don't have any defined)

Tick the 'Restrict entry [best time] to same[meet type]' box.

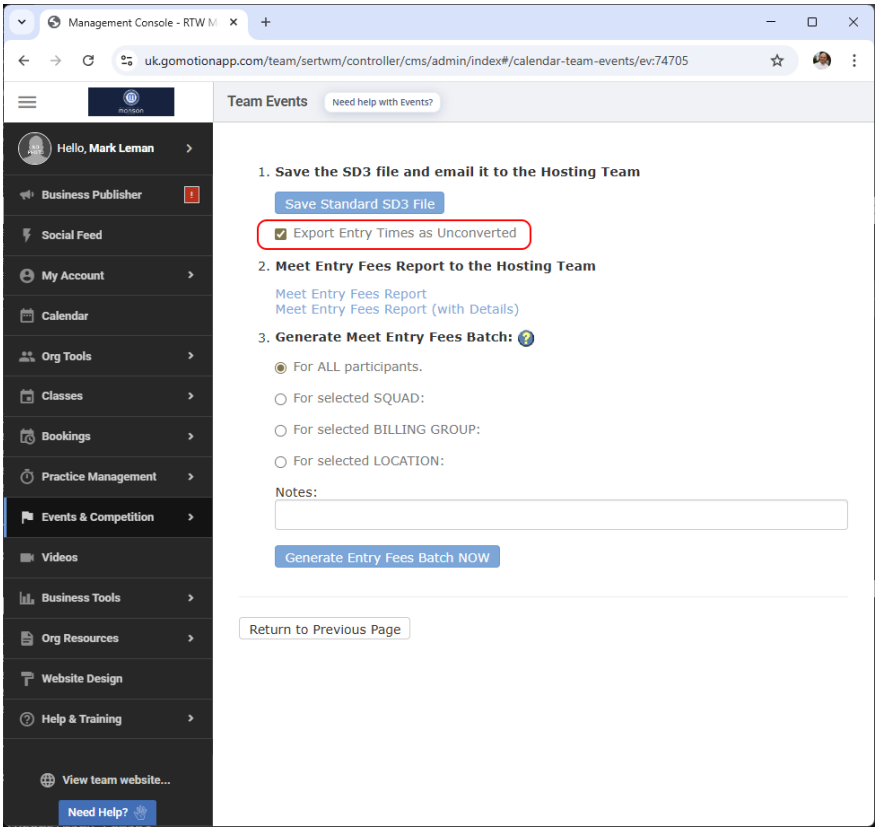
And check 'Use Date since' matches the galas requirements for entry times.

You almost certainly also want the 'enforce [Qualifying times]' box ticked too.



Team Unify should then work and only include times that match the correct level and date range and use them.

When exporting the results to send to the portal, ensure that you check the box to send the original times (not converted)



However, there is a fly in the ointment:

When getting results in .SD3 format (which is again a US format), Team unify expects to have your 'Local Swim Committee' (LSC) code (a concept we don't have in British Swimming, although it is similar to our region) in results as part of your team ID.

Depending on where the results came from, they may put ZZ or SE in the LSC field .

e.g. Monson's swim England ID of "RTWS" is either "ZZRTWS" or "SERTWS" in the .sd3 file.

Team Unify expects a region code, but common sources of results files like Club rankings puts ZZ in the LSC code field.

If you have a mixture or results with SE and ZZ, Team Unify will ignore some of the times!

I have explained this to Team Unify but I don't think it's been fixed.

SE Region		TU LSC code
		ZZ
East	T	EA
East Midland	A	EM
London	L	LD
North East	E	NE
North West	N	NW
Scotland	X	SS
South East	S	SE
South West	W	SW
Wales	Y	WS
West Midland	M	WM