



ARENA EUROPEAN AQUATICS CHAMPIONSHIP – LONDON 2016

ENTRY GUIDE



LEN EUROPEAN AQUATICS
CHAMPIONSHIPS
SWIMMING DIVING SYNCHRO MASTERS

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Masters Entry Process

This document provides a basic guide on using the master's entry process, all athletes are advised to review this prior to entering the Championship.

Please note that before you can enter a relay team in swimming or a duet, combination or team in synchronised swimming all athletes must register using the individual entry system.

Registration for Individual Entries for Swimming, Diving & Synchronised Swimming Solo

This is the process that you follow to enter up to a maximum of five swimming events (excluding relays), diving events and the synchronised swimming solo event.

Step 1 – Enter Personal Information as shown below then select sex (M or F)

1. Personal information

FAMILY NAME: USER GENDER: MALE

NATIONALITY: Great Britain

ADDRESS: LONDON AQUATICS CENTRE, QUEEN ELIZABETH OLYMPIC PARK

ZIP: LAT 1LA CITY: LONDON

TELEPHONE: E-MAIL: aquatics2016@swimming.org DATE OF BIRTH (D/M/Y): 01 / 01 / 1999

PHOTO: Choose File No file chosen Upload Shoot Picture

IF YOUR PASSPORT REQUIRES A VISA FOR ENTERING UNITED KINGDOM, PLEASE TICK BELOW AND ENTER PASSPORT DATA

Visa ☐ Passport Number: Expires Date (D/M/Y): / /

2. Age groups

SEX: M AGE GROUP: M45

Notes:

- Please enter your nationality as on your passport.
- You must upload a picture as this will be on your accreditation (this must be .jpg and max 2MB). You cannot enter without a picture.
- If you require a visa you must also apply to the UK Border Force. You will find a link on the Masters page on the OC website

Step 2 – Select the events you want to enter.

2. Age groups

SEX AGE GROUP

3. Events

Event:

	Required format min:mas:sc
<input type="checkbox"/> 50 m Freestyle	ENTRY TIME
<input type="checkbox"/> 100 m Freestyle	ENTRY TIME
<input type="checkbox"/> 200 m Freestyle	ENTRY TIME
<input type="checkbox"/> 400 m Freestyle	ENTRY TIME
<input type="checkbox"/> 800 m Freestyle	ENTRY TIME
<input checked="" type="checkbox"/> 50 m Breaststroke	ENTRY TIME 0:40.36
<input checked="" type="checkbox"/> 100 m Breaststroke	ENTRY TIME 01:34.35
<input type="checkbox"/> 200 m Breaststroke	ENTRY TIME
<input type="checkbox"/> 50 m Backstroke	ENTRY TIME
<input type="checkbox"/> 100 m Backstroke	ENTRY TIME
<input type="checkbox"/> 200 m Backstroke	ENTRY TIME
<input type="checkbox"/> 50 m Butterfly	ENTRY TIME
<input type="checkbox"/> 100 m Butterfly	ENTRY TIME
<input type="checkbox"/> 200 m Butterfly	ENTRY TIME
<input type="checkbox"/> 200 m Individual Medley	ENTRY TIME
<input type="checkbox"/> 1 m Springboard	
<input type="checkbox"/> 3 m Springboard	
<input type="checkbox"/> Platform	

SWIMMING CLUB CLUB NAME

OPPING CLUB CLUB NAME

Notes:

- Then enter the times in correct format (mm.ss.dc). Times must be within the Standard Times or you will not be able to enter.
- You can only enter five events for swimming.
- Please enter club name carefully if you want to enter a relay as names must be the same for all athletes

Diving Events – Select the events you want to compete in and enter the club you compete for .

3. Events

Event	Required format min.us.ac
<input type="checkbox"/> 50 m Freestyle	ENTRY TIME
<input type="checkbox"/> 100 m Freestyle	ENTRY TIME
<input type="checkbox"/> 200 m Freestyle	ENTRY TIME
<input type="checkbox"/> 400 m Freestyle	ENTRY TIME
<input type="checkbox"/> 800 m Freestyle	ENTRY TIME
<input type="checkbox"/> 50 m Breaststroke	ENTRY TIME
<input type="checkbox"/> 100 m Breaststroke	ENTRY TIME
<input type="checkbox"/> 200 m Breaststroke	ENTRY TIME
<input type="checkbox"/> 50 m Backstroke	ENTRY TIME
<input type="checkbox"/> 100 m Backstroke	ENTRY TIME
<input type="checkbox"/> 200 m Backstroke	ENTRY TIME
<input type="checkbox"/> 50 m Butterfly	ENTRY TIME
<input type="checkbox"/> 100 m Butterfly	ENTRY TIME
<input type="checkbox"/> 200 m Butterfly	ENTRY TIME
<input type="checkbox"/> 200 m Individual Medley	ENTRY TIME
<input type="checkbox"/> 1 m Springboard	
<input checked="" type="checkbox"/> 3 m Springboard	
<input type="checkbox"/> Platform	
<input type="checkbox"/> Solo	

SWIMMING CLUB	CLUB NAME
NATIONALITY	
Great Britain	CLUB NAME
NATIONALITY	CLUB3

4. Entry fees

Synchronised Swimming Solo event – If you wish to enter the solo event only or solo and other synchro events then

50 m Freestyle
100 m Freestyle
200 m Freestyle
400 m Freestyle
800 m Freestyle
50 m Breaststroke
100 m Breaststroke
200 m Breaststroke
50 m Backstroke
100 m Backstroke
200 m Backstroke
50 m Butterfly
100 m Butterfly
200 m Butterfly
200 m Individual Medley
1 m Springboard
3 m Springboard
Platform
Solo

SWIMMING CLUB NATIONALITY: Great Britain
CLUB NAME: CLUB1

4. Entry fees

Price	AMOUNT
45 €	45 €
0 €	0 €
Total	45 €

5. Registration Payment

Payment method: PayPal

*With PayPal you can also pay by credit card. PayPal will add an extra fee to the total.

☒ Please confirm you have read and approved the "release of liability"

Subscribe

Notes:

- a) Please enter club name carefully if you want to enter duet, combination or team.

Step 3 – Select **Calculate** button and your fees will be shown, then ensure you tick the release of liability box. Finally select **Subscribe** to make payment.

50 m Freestyle
100 m Freestyle
200 m Freestyle
400 m Freestyle
800 m Freestyle
50 m Breaststroke
100 m Breaststroke
200 m Breaststroke
50 m Backstroke
100 m Backstroke
200 m Backstroke
50 m Butterfly
100 m Butterfly
200 m Butterfly
200 m Individual Medley
1 m Springboard
3 m Springboard
Platform
Solo

SWIMMING CLUB NATIONALITY: Great Britain
CLUB NAME: CLUB2

4. Entry fees

Price	AMOUNT
45 €	45 €
25 €	25 €
Total	70 €

5. Registration Payment

Payment method: PayPal

*With PayPal you can also pay by credit card. PayPal will add an extra fee to the total.

☒ Please confirm you have read and approved the "release of liability"

Subscribe

Notes:

- a) You will not be able to enter unless you confirm you have read and approved the "release of liability".
- b) If you wish to enter swimming relays please see the separate section on this.
- c) It is your responsibility to ensure that your Federation will confirm to LEN that you are eligible to compete. If they do not confirm LEN will not allow you to race and no refunds will be given.

Step 4 – PayPal System.

You will be directed to the PayPal site where you need to choose your payment method and make payment.

The screenshot displays the PayPal checkout interface. On the left, under 'Your order summary', there is a table with the following data:

Descriptions	Amount
Entry London Master 2016 Item number: 118 Item price: €72.83 Quantity: 1	€72.83
Item total	€72.83
Total €72.83 EUR	

On the right, under 'Choose a way to pay', there are two main options:

- Pay with my PayPal account**: Includes a 'Log in to your account to complete this purchase' prompt, an email input field, a PayPal password input field, a checkbox for 'This is a private computer. What's this?', a 'Log in' button, and a link for 'Forgotten your email address or password?'.
- Pay with a debit or credit card**: Includes a sub-link '(Optional) Sign up to PayPal to make your next checkout faster'.

Notes:

- You will be able to pay the fees either through your PayPal Account if you have one or through Credit Card.
- Please note that until this is complete you will not be registered for the Masters Championships. Please ensure you have entered all the events you wish to as you will not be able to add extra events.
- In line with LEN Rules there will be no refunds.

You will receive a confirmation email from the entry system, please check your Spam folder in case your email system places it there.

You will not be able to change details after entering so ensure they are correct before you pay.

Registration for Swimming Relays Only

The following process is for those athletes who wish to swim in relay events only.

Step 1 – Enter Personal Information as shown below.

Notes:

- Please enter your nationality as on your passport.
- You must upload a picture as this will be on your accreditation. You cannot enter without a picture.
- If you require a visa you must also apply via the link in the Masters page on the website

Step 2 – Select club.

Notes:

- Do not select any events or you will have to pay for these.
- Please enter club name carefully as club name must be identical for all athletes

Step 3 – Select **Calculate** button and your fees will be shown, then ensure you tick the release of liability box. Select **Subscribe** to make payment. You will then see the box below, select **Yes** if you only want to enter, duet, combination or team but not solo.

The screenshot shows the registration interface. On the left, a list of events is visible. In the center, a 'Confirmation' dialog box asks for confirmation to subscribe. Below this, the '4. Entry fees' section shows a 'Calculate' button circled in red. Further down, the '5. Registration Payment' section shows a 'Subscribe' button circled in red. A checkbox for 'Please confirm you have read and approved the "release of liability"' is also visible. A red arrow points from the 'Calculate' button to the 'Subscribe' button.

Notes:

- You will not be able to enter unless you confirm you have read and approved the “release of liability”.
- This process is only for those not entering the solo event.
- It is your responsibility to ensure that your Federation will confirm to LEN that you are eligible to compete. If they do not confirm LEN will not allow you to race and no refunds will be given.

Step 4 – PayPal System.

You will be directed to the PayPal site where you need to choose your payment method and make payment.

The screenshot shows the PayPal payment page. On the left, the 'Your order summary' shows the total amount of €21.07. On the right, the 'Choose a way to pay' section shows the 'Pay with my PayPal account' option selected, with fields for email and password, and a 'Log in' button. Below this, the 'Pay with a debit or credit card' option is also visible.

Notes:

- You will be able to pay the fees either through your PayPal Account if you have one or through Credit Card.
- Please note that until this is complete you will not be registered for the Masters Championships. Please ensure you have entered all the events you wish to as you will not be able to add extra events.
- In line with LEN Rules there will be no refunds.

You will receive a confirmation email from the entry system, please check your Spam folder in case your email system places it there.

You will not be able to change details after entering so ensure they are correct before you pay.

Registration for Synchronised Swimming – Duet, Combination & Team

The following process should be followed if you wish to enter Synchronised Swimming Duet, Combination or Team events. Each athlete must complete this before the nominated Team Leader can enter the duet, combination or team in the Championship.

Step 1 – Enter Personal Information as shown below.

Notes:

- d) Please enter your nationality as on your passport.
- e) You must upload a picture as this will be on your accreditation. You cannot enter without a picture.
- f) If you require a visa you must also apply via the link in the Masters page on the website

Step 2 – Select club.

Notes:

- c) Please enter club name carefully if you want to enter a relay as names must be the same for all athletes

Step 3 – Select **Calculate** button and your fees will be shown, then ensure you tick the release of liability box. Select **Subscribe** to make payment. You will then see the box below, select **Yes** if you only want to enter, duet, combination or team but not solo.

The screenshot shows a registration interface with a list of events on the left, including 100m Backstroke, 200m Backstroke, 50m Butterfly, 100m Butterfly, 200m Butterfly, 200m Individual Medley, 1m Springboard, 3m Springboard, Platform, and Solo. A 'Calculate' button is highlighted with a red circle. A 'Confirmation' dialog box is open, asking 'You are subscribing to the London Master 2016 without taking part in any individual events. Do you confirm?' with 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red circle. Below the dialog, a 'Registration Payment' section shows 'Payment method: PayPal' and a 'Subscribe' button, both highlighted with red circles. A checkbox for 'Please confirm you have read and approved the "release of liability"' is also visible.

Notes:

- d) You will not be able to enter unless you confirm you have read and approved the “release of liability”.
- e) This process is only for those not entering the solo event.
- f) It is your responsibility to ensure that your Federation will confirm to LEN that you are eligible to compete. If they do not confirm LEN will not allow you to race and no refunds will be given.

Step 4 – PayPal System.

You will be directed to the PayPal site where you need to choose your payment method and make payment.

The screenshot shows the PayPal payment interface. On the left, a 'Your order summary' box lists 'Entry London Master 2016' with an item price of €21.07 and a total of €21.07 EUR. On the right, the 'Choose a way to pay' section shows 'Pay with my PayPal account' as the selected method, with a 'Log in' button. Below this, there are fields for 'Email' and 'PayPal password', a checkbox for 'This is a private computer', and a 'Log in' button. A link for 'Forgot your email address or password?' is also present. At the bottom, there is an option to 'Pay with a debit or credit card'.

Notes:

- d) You will be able to pay the fees either through your PayPal Account if you have one or through Credit Card.
- e) Please note that until this is complete you will not be registered for the Masters Championships. Please ensure you have entered all the events you wish to as you will not be able to add extra events.
- f) In line with LEN Rules there will be no refunds.

You will receive a confirmation email from the entry system, please check your Spam folder in case your email system places it there.

You will not be able to change details after entering so ensure they are correct before you pay.

Registration for Club Entry - Appointed Team Leader for Entering Relays, Synchronised Swimming (Duet, Combination & Team)

Step 1 – Enter Personal Information as shown below.

LEN EUROPEAN AQUATICS CHAMPIONSHIPS 2016
SWIMMING DIVING SYNCHRO MASTERS

1. Personal Information

CLUB NAME: CLUB1

CLUB ADDRESS: LONDON AQUATICS CENTRE, QUEEN ELIZABETH OLYMPIC PARK

ZIP: LA1 1LA CITY: LONDON

CLUB COUNTRY: Great Britain

Reference P

FAMILY NAME: USER GENDER: FEMALE1

TELEPHONE: 0123456789

E-MAIL: aquatics2016@swimming.org

Credentials

USERNAME: USERSYNCHRO

PASSWORD: *****

Subscribe

Notes:

- Please enter club details required. It is important that the club name is the same as everyone who entered individually.
- This should be the details you entered/registered as an individual.
- You will then create a logon which you can use to then enter the team system.

Step 2 – You will then receive an email with login details, use these to login via the club login page to then add team your additional team members.

Entering Relay Teams

The following process is how you will enter relay teams in swimming.

Step 1 – Go to Club Login page and enter the username and password you registered with.



a)

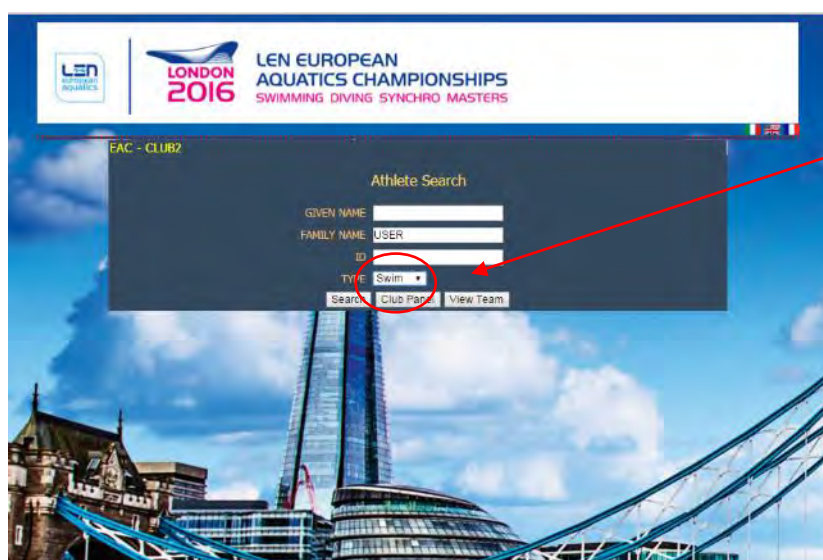
Step 2 – You will see the main admin panel, select **view team** to add members.



This will list team members you have entered, the first time there will be no names. To add members select **Add Member** at the bottom



Adding team members is done by searching for athletes who have paid to enter and have selected the same club nationality as you.



Notes:

- Note you must select Swim to be able search
- If the team members can provide their ID that will help search.
- Press search.

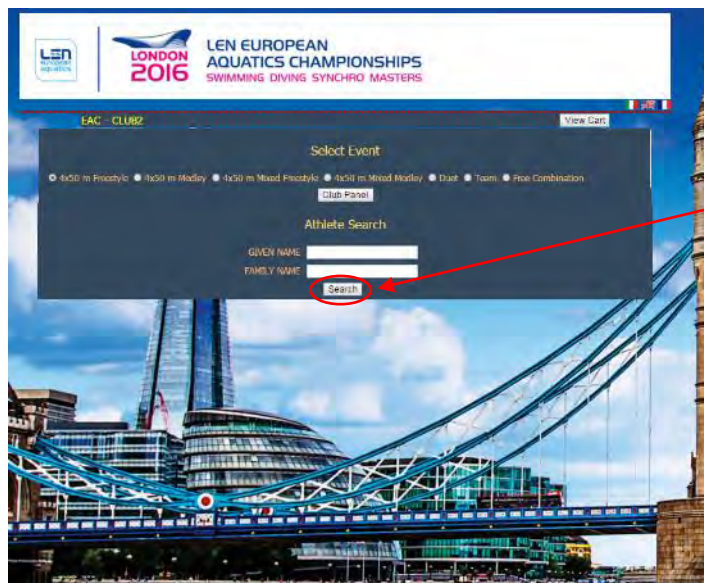
You will then get a list of athletes registered to your club who you have not added to your team yet. Select the athlete you want to add the select **Add selected athletes to the club**.



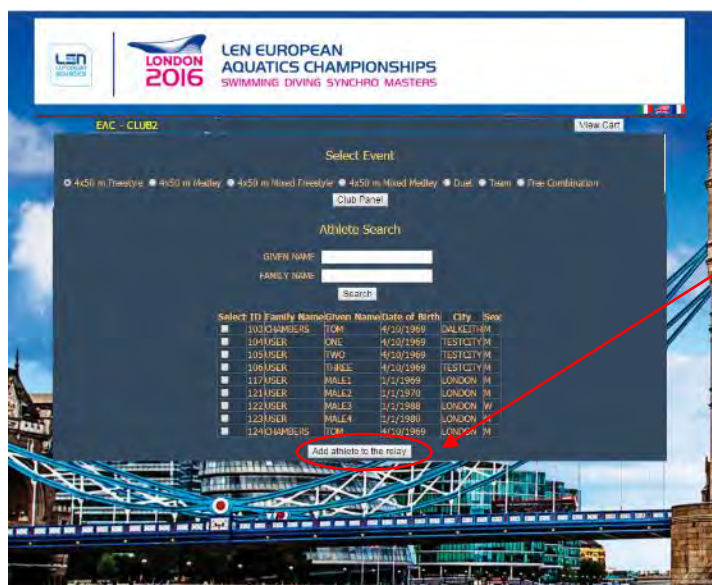
Then return to club panel and next is to enter a relay.

Step 3 – To register a relay team select **Event Registration**

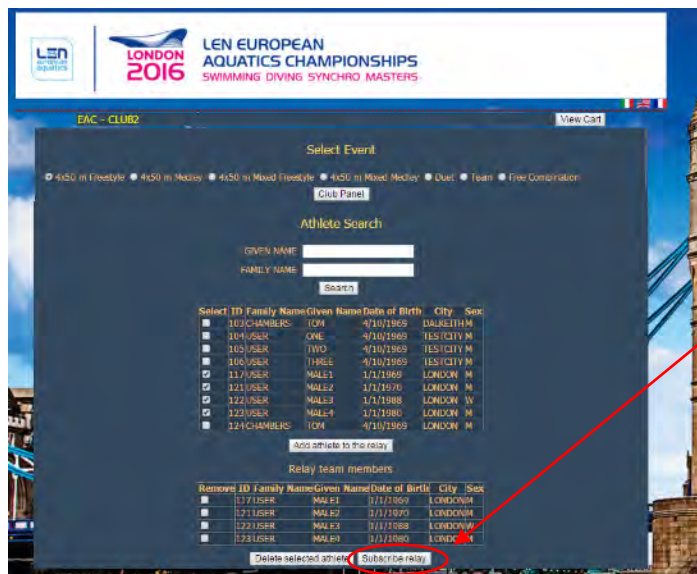




Select the relay you wish to enter and you will then see the next screen select **Search** to get list of athlete in your club



Select the athletes you wish to enter then press **Add athlete to the relay**

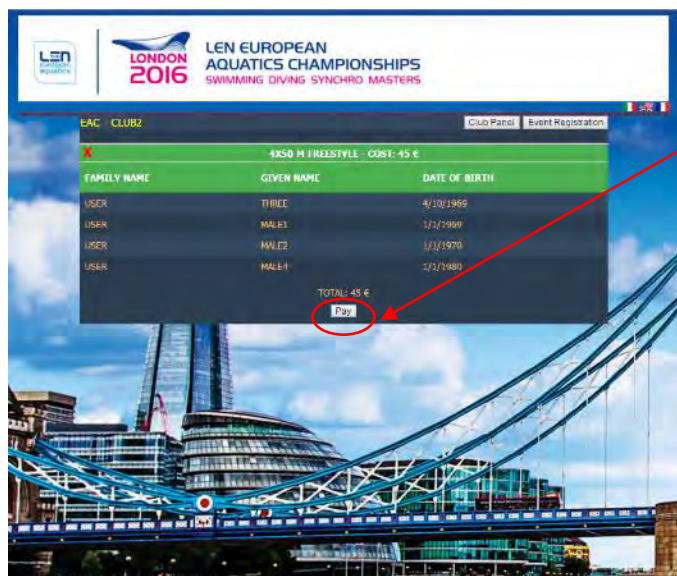


This screen confirms the members of your relay, once you have finalised the four members select **Subscribe relay**.

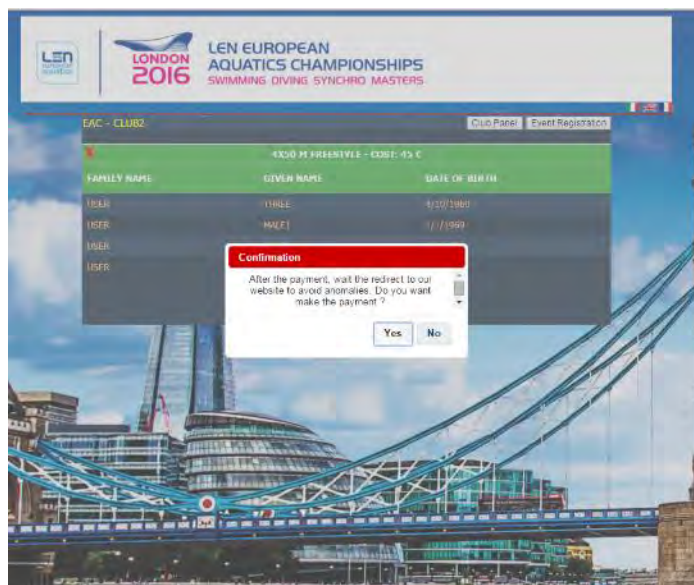
You will get a message at top of screen saying **Relay successfully added to cart**

Go to view Cart to pay or go back to club panel

Step 4 – Paying



Select Pay



You will then get this message
select **Yes** to pay via the PayPal
page as per individual entry

You can use the club panel page to view teams already entered or for
entering any other relays.

Entering Duet, Combination or Teams in Synchronised Swimming

The following process is to enter a duet, combination or team.

Step 1 – Go to Club Login page and enter the username and password you registered with.



b)

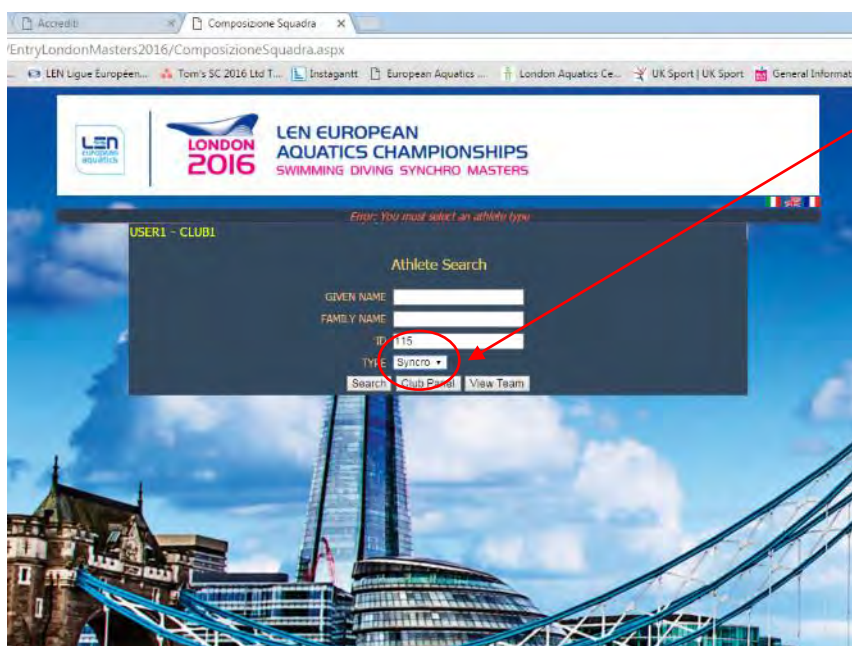
Step 2 – You will see the main admin panel, select **view team** to add members.



This will list team members you have entered, the first time there will be no names. To add members select **Add Member** at the bottom



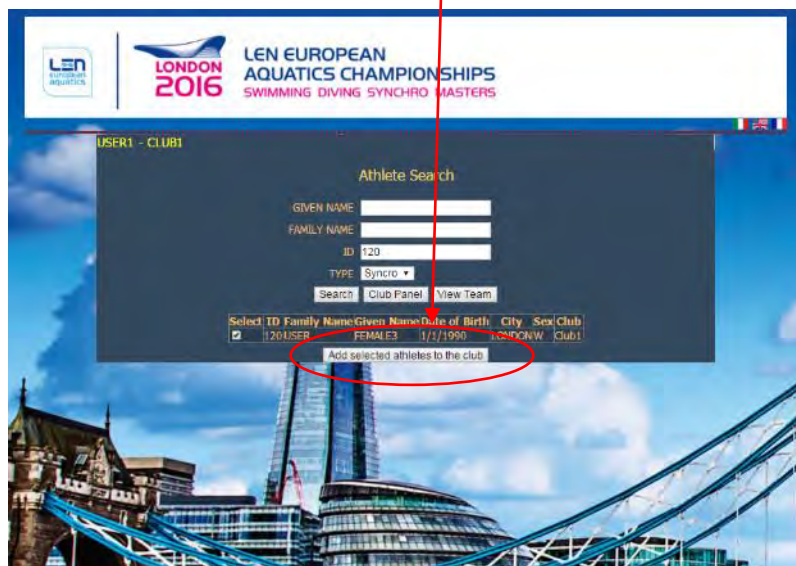
Adding team members is done by searching for athletes who have paid to enter and have selected the same club nationality as you.



Notes:

- d) Note you must select **Synchro** to be able search
- e) If the team members can provide their ID that will help search.
- f) Press search.

You will then get a list of athletes registered to your club who you have not added to your team yet. Select the athlete you want to add the select **Add selected athletes to the club**.



Then return to club panel and next is to enter a relay.

Step 3 – To register a duet, combination or team select **Event Registration**



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EAC - CLUB2 View Cart

Select Event

☐ 4x50 m Freestyle
 ☐ 4x50 m Medley
 ☐ 4x50 m Mixed Freestyle
 ☐ 4x50 m Mixed Medley
 ☐ Duet
 ☐ Team
 ☐ Free Combination

Club Panel

Athlete Search

GIVEN NAME:

FAMILY NAME:

Search

Select the **event** you wish to enter and you will then see the next screen select **Search** to get list of athlete in your club

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USER1 - CLUB1 View Cart

Select Event

☐ 4x50 m Freestyle
 ☐ 4x50 m Medley
 ☐ 4x50 m Mixed Freestyle
 ☐ 4x50 m Mixed Medley
 ☐ Duet
 ☐ Team
 ☐ Free Combination

Club Panel

Athlete Search

GIVEN NAME:

FAMILY NAME:

Search

Select	ID	Family Name	Given Name	Date of Birth	City	Sex
<input checked="" type="checkbox"/>	114	USER	FEMALE1	1/1/1990	LONDON	W
<input checked="" type="checkbox"/>	115	USER	FEMALE2	1/1/1989	LONDON	W
<input type="checkbox"/>	120	USER	FEMALE3	1/1/1990	LONDON	W

Add athlete to the relay

Select the athletes you wish to enter then press **Add athlete to the relay**

USER1 - CLUB1

Select Event

4x50 m Freestyle • 4x50 m Medley • 4x50 m Mixed Freestyle • 4x50 m Mixed Medley • Duet • Team • Free Combination

Club Panel

Athlete Search

GIVEN NAME:

FAMILY NAME:

Search

Select	ID	Family Name	Given Name	Date of Birth	City	Sex
<input checked="" type="checkbox"/>	114	USER	FEMALE1	1/1/1990	LONDON	W
<input checked="" type="checkbox"/>	115	USER	FEMALE2	1/1/1989	LONDON	W
<input type="checkbox"/>	120	USER	FEMALE3	1/1/1990	LONDON	W

Add athlete to the relay

Relay team members

Remove	ID	Family Name	Given Name	Date of Birth	City	Sex
<input type="checkbox"/>	114	USER	FEMALE1	1/1/1990	LONDON	W
<input type="checkbox"/>	115	USER	FEMALE2	1/1/1989	LONDON	W

Delete selected athlete **Subscribe relay**

This screen confirms the members of you duet, combination or team, once you have finalised the member's select **Subscribe relay**.

You will get a message at top of screen saying **Relay successfully added to cart**

Go to view Cart to pay or go back to club panel

Step 3 – Paying

USER1 - CLUB1

Club Panel Event Registration

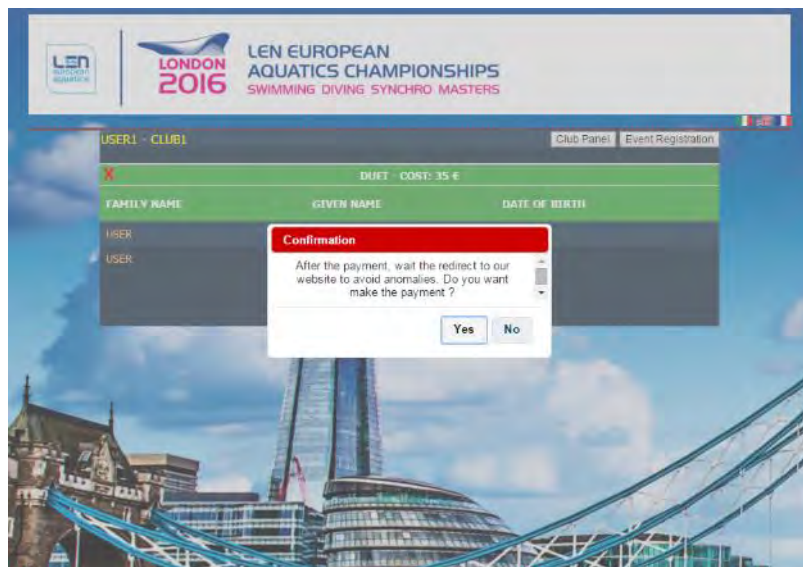
X DUET - COST: 35 €

FAMILY NAME	GIVEN NAME	DATE OF BIRTH
USER	FEMALE1	1/1/1990
USER	FEMALE2	1/1/1989

TOTAL: 35 €

Pay

Select Pay



You will then get this message select **Yes** to pay via the PayPal page as per individual entry

You can use the club panel page to view teams already entered or for entering any other events.

