FASTWAVE ENTRY GUIDE

Senior Schools Gala
Official Instruction Manual

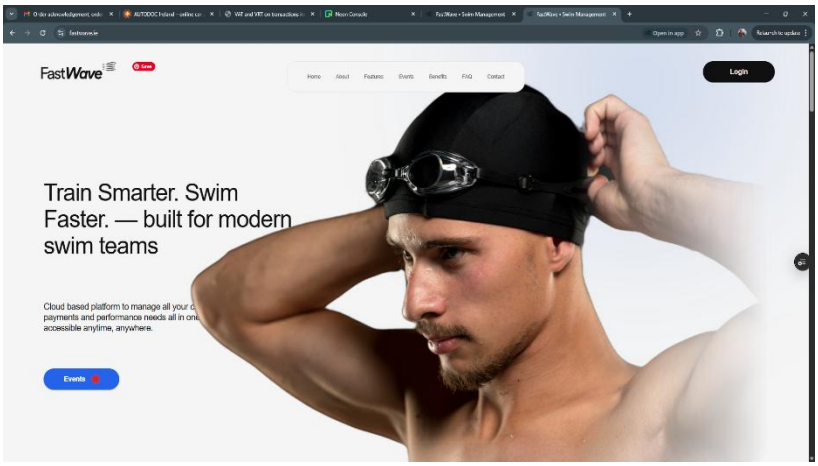
Prepared for Schools & Clubs Coordinators

Please use this guide to assist in entering swimmers for the upcoming Senior Schools Gala.

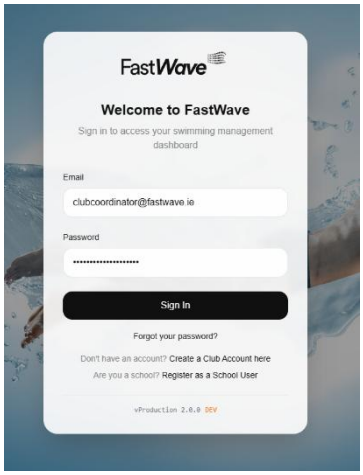
support@fastwave.ie

1.0 Club Entered Swimmers

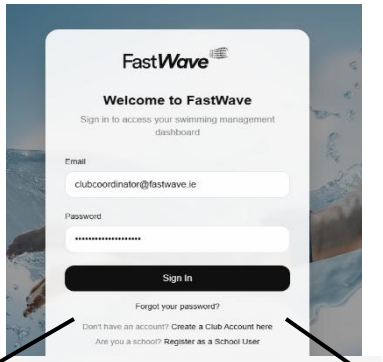
1. Go to www.fastwave.ie and click events

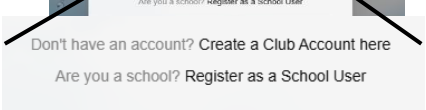


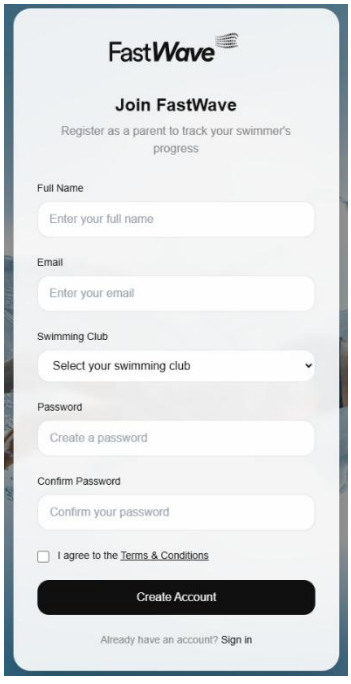
2. Click Login, if you do not have a Login, **Skip to Step 3**

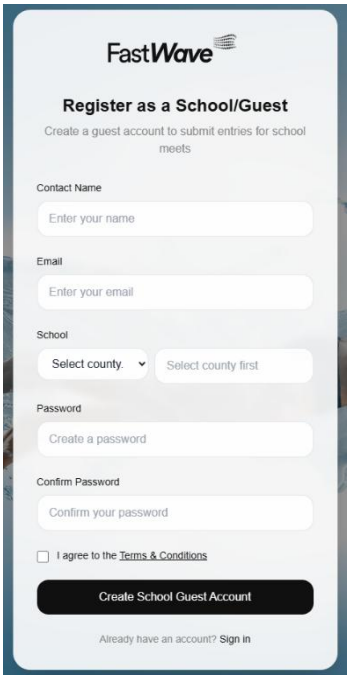


3. If you are a school, Create a school account.
   If you are a club create a club account
   Complete the required information





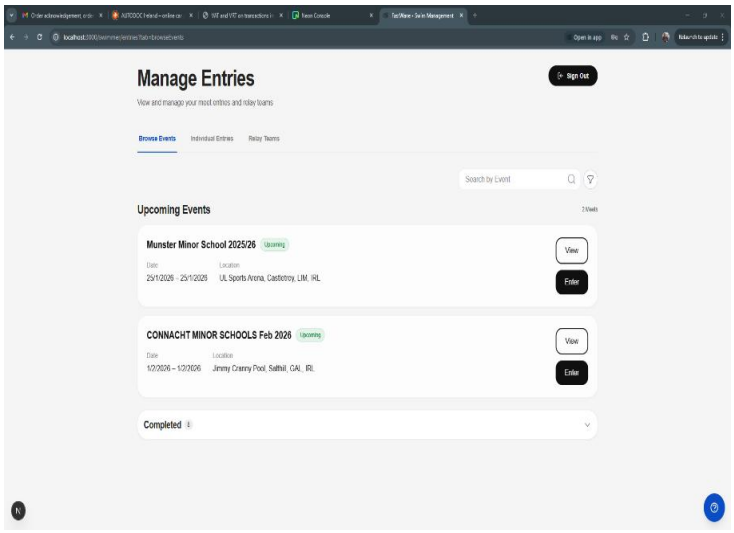




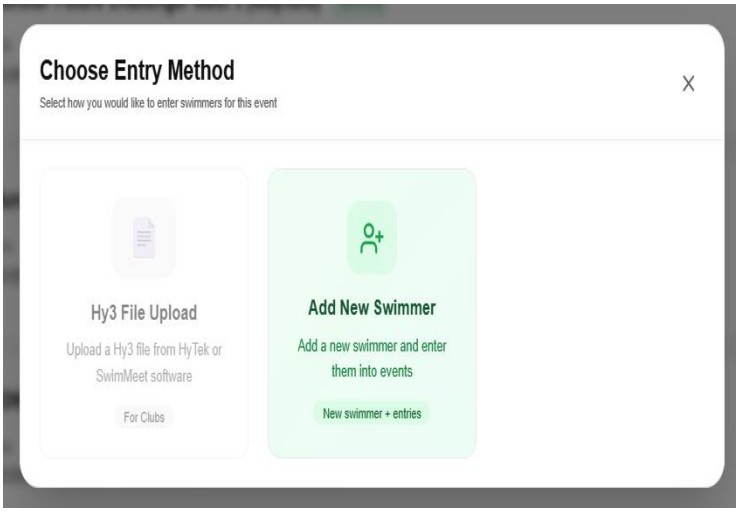
- If your School or Club is not on the list, please email **support@fastwave.ie**

Next Steps relate to Clubs Uploading Entries, if you are submitting entry as a school coordinator/School Team Manager, Skip to Step 10

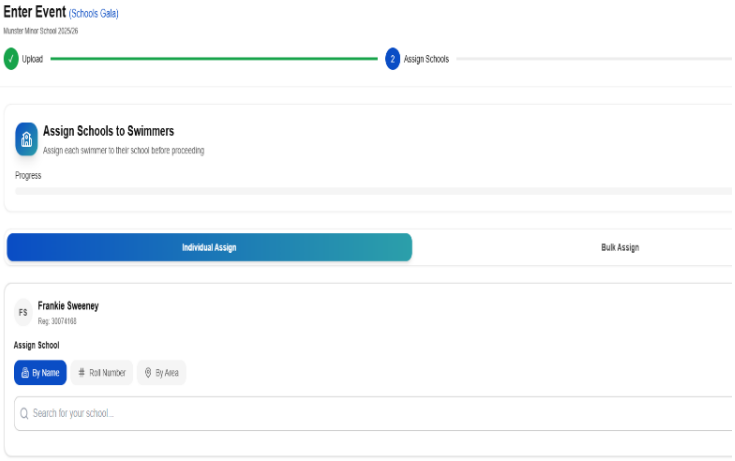
4. Once logged-in, You will be taken to the “Manage Entries” Screen. Click “Enter” on the gala you wish to enter.



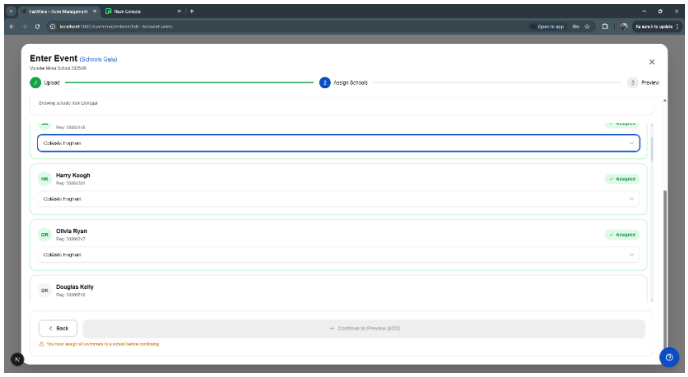
5. The Choose Entry Method window will appear, For Clubs entering swimmers, Please Select, “HyTek Upload”. You will be asked to select file to upload. This is the file you normally email to the organiser



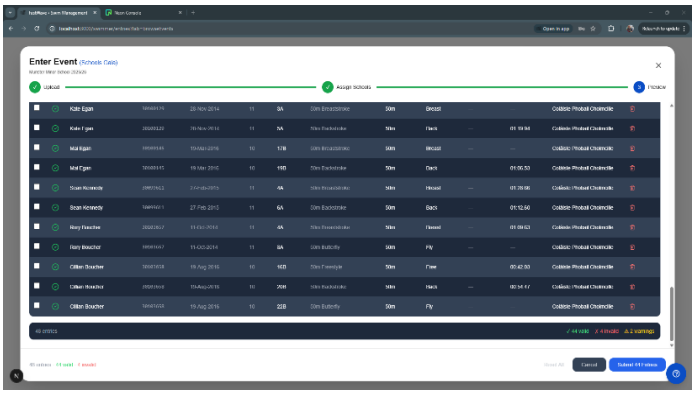
6. In the case of a school gala, you will be asked for the names of the schools that the individual swimmers represent. You will have 3 option to search for your schools, Roll Number, Eircode or School Name



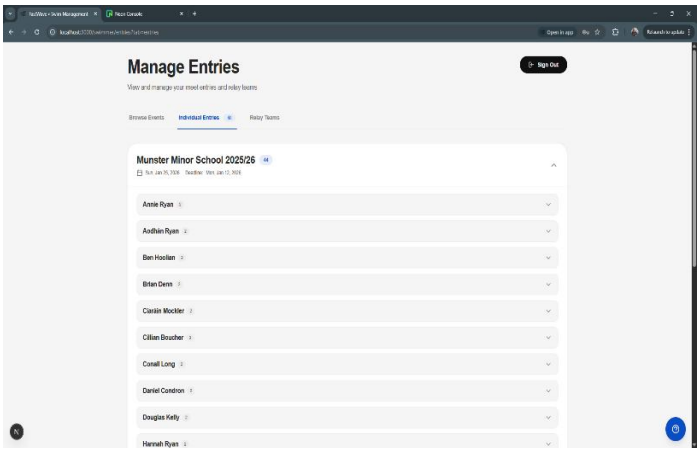
7. Once you have selected a school for each swimmer. You can then Click “Continue to Preview”



8. The preview screen will display a table of the swimmers you can enter, if there is any issue with any swimmer’s details. These will be flagged as invalid. At this point, you can submit all valid entries.



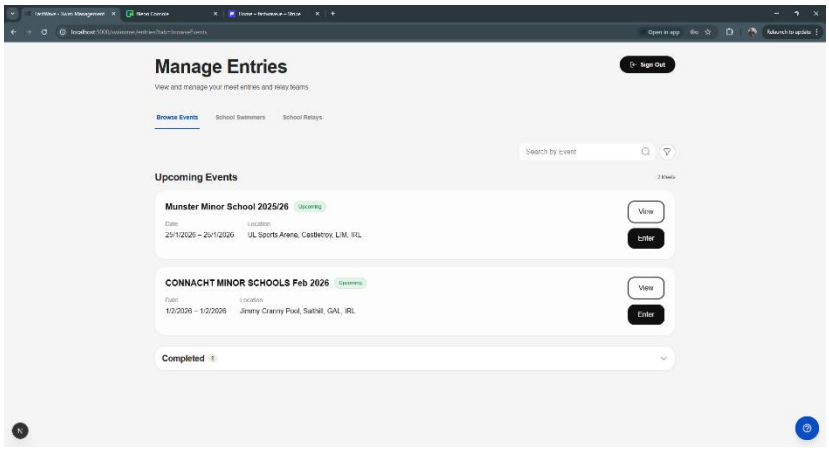
9. Once you have submitted your Entries, You can review and edit them in the “Individual Entries” tab on the “Manage Entries” screen.



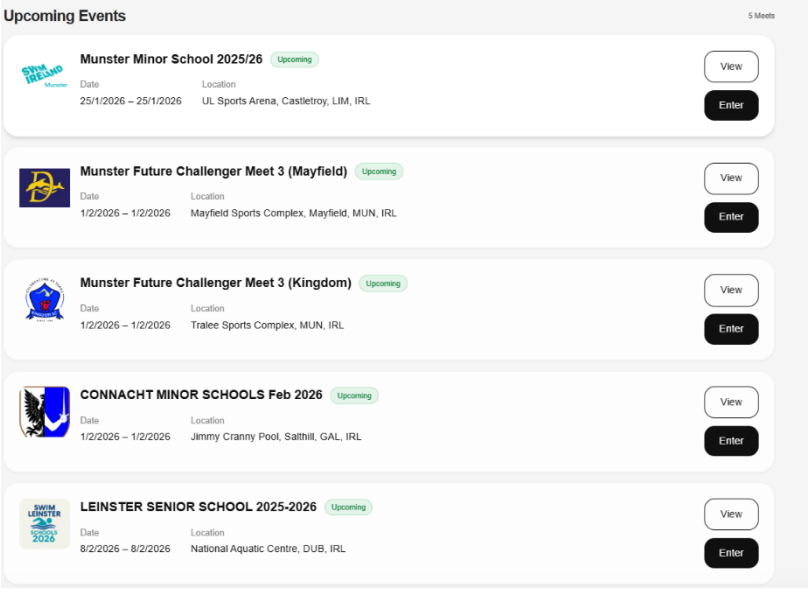
Note: If any swimmers have an issue with their details, Missing Swim Ireland Number, Incorrect events entry. You can Submit all valid entries and return when you have fixed the issue and upload the file again.

School Coordinators (School Team Managers)

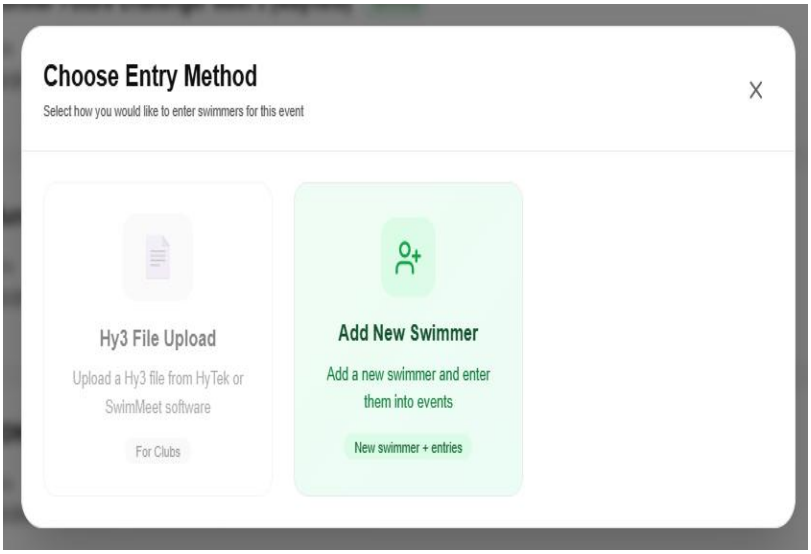
10. When you login with a school account. This will bring you to the “Manage Entries”, This contains 3 tabs, **Browse Events, School Swimmer and School Relays.**



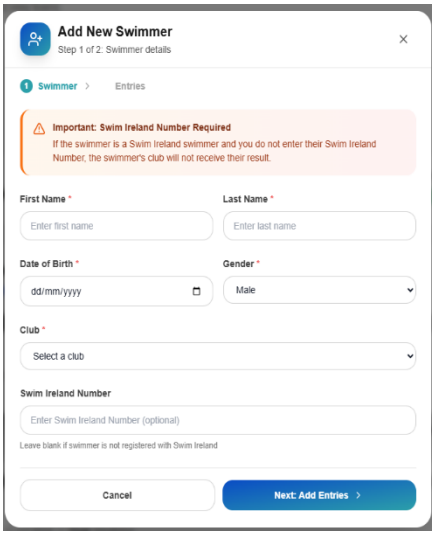
11. Click “Enter” button on the gala you wish to enter.

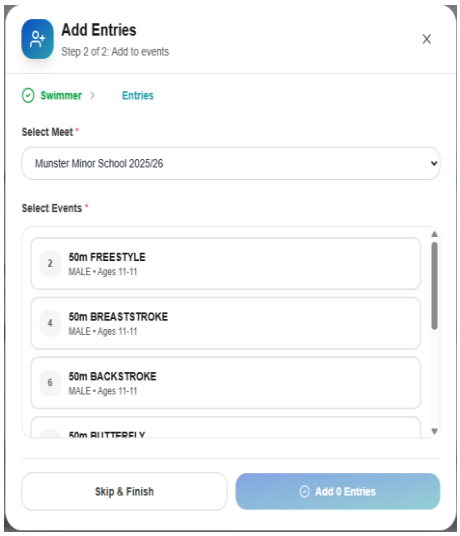


12. This will display the Entry Method Modal. Click on “Add New Swimmer”



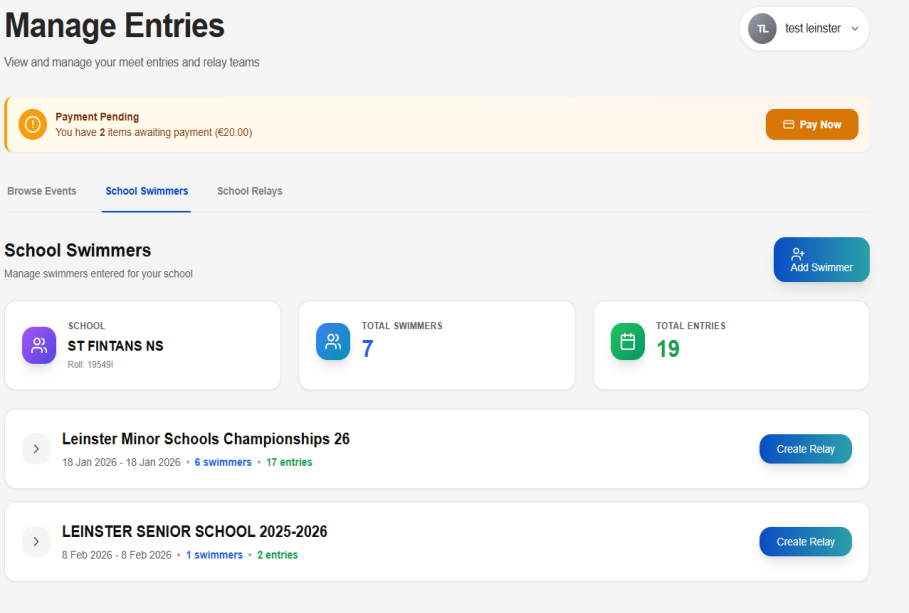
13. Please complete the Add Swimmer Form and **Click “Next: Add Entries”** This will give you a list of events your swimmer is eligible for. Please select the individual events to enter and **Click “Add Entries”**





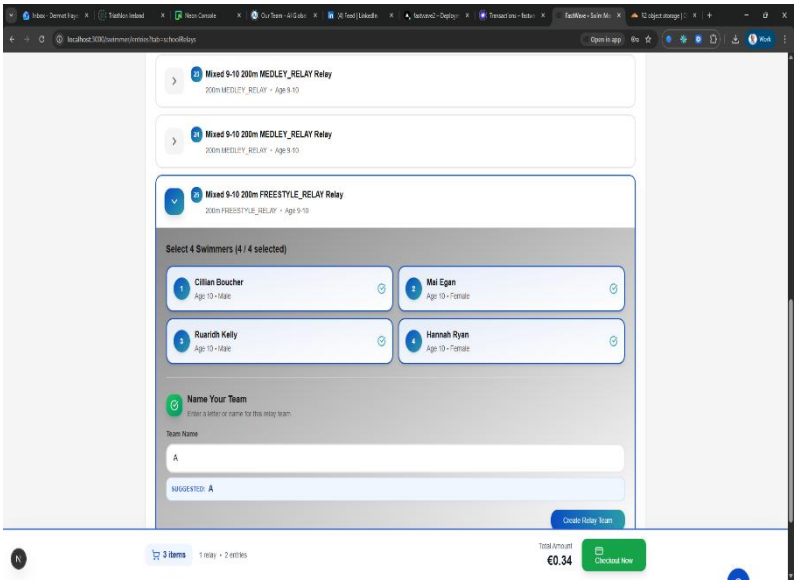
Note: If you are entering Swim Ireland Swimmer manually, you must have the Club and Swim Ireland Number. Otherwise. The swimmers club will not receive their result.

14. Once “All Entries” are complete. You can checkout and pay.



Adding Relay Teams

15. Click “Enter Relay”, The swimmers that have been entered for your school that are eligible for that event will be selectable. Select you 4 swimmers, The team will be named wit ha Letter automatically and then click “Create Relay Team”.



16. Click “Checkout” on the bottom of the screen and once your payment is made. You entries are now live in the meet.