Swimmer and team validation instructions

"If you wish to check that your team member details are all entered exactly as shown on Rankings then follow these instructions.

----This process is necessary if your gala is licensed----

1/ Open the blank Arena team sheet and enter your team and swimmers as usual

  a) Your club name must be typed exactly as registered with rankings for this check to work. The club name should be the one as shown on Rankings against times swum. This may not be the officially recorded full club name ie "**Kingston Royals**" shows as "**Kingston Roy**" !!!! "**East Grinstead**" shows as "**East Grins'd".** When the team sheets are submitted you may put the proper name in rather than the abbreviated name as when they are sent to rankings, these names are substituted with the 4 digit club code anyway. If an "A" or "B" designation is required then also add that in after the validation has been carried out.

2/ Open a Blank text or notepad file. This is easily done by placing the cursor on the desktop - Right click your mouse, select ""New"" then choose the option from the drop down menu.

3/ Highlight & copy all the swimmer information shown on the ""Rankings validation tab"" and paste it into that text/notepad file. NOW - SAVE THIS FILE OR THE CHECKING PROCESS DOES NOT WORK.

4/ Go to www.swimmingresults.org and select ""Entry tools"" from the menu at the top of the page.

5/ select the ""entry check"" option for either Hy-tek or Sportsy (it doesn't matter which one).

6/ Select the ""File to check"" button and select the text file you have just created.

7/ Select ""check it"" and the resulting page will show any errors in your team sheet.

Note.
The check only picks up on the fee paying club and will likely show as an error for a dual registered swimmer, competing for their second choice club, However providing all other details are correct, his will not be a problem when it comes to submitting times to rankings.

Errors shown can then be corrected in the team sheet before submitting to the gala host.

It may be that you need to check the details of your swimmers with your club membership secretary to find out the exact spelling of the name, including hyphens, DOB, ASA number, "known as name" etc.
Official registered details can often be different from the information in general use within the club

Any errors remaining in your team sheet after submission to the host club are your responsibility and will mean that any events recorded for that swimmer will not be accepted for inclusion on rankings.