



Swimmer and team validation instructions

DO NOT – “Cut & Paste” or “Drag & Drop” in the team sheet.

It is the individual responsibility of each club to ensure that their team sheet is correct.

Any errors remaining in team sheets after submission to the host club are your responsibility.

Any events recorded for unvalidated swimmers may not be accepted for inclusion on rankings.

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

NB This is unlikely to work on ipads or Macs.

1/ Open the blank Arena team sheet and enter your team and swimmer details.

- a) **Your club name must be typed exactly as registered with rankings for this check to work.**
The club name should be as shown on Rankings against times swum. This may not be the officially recorded full club name and is often abbreviated to fit the space available on the rankings database.
- b) ie “**Kingston Royals**” shows as “**Kingston Roy**” !!!! “**East Grinstead**” shows as “**East Grins’d**”.

Example selection of most required club names is on page 2.

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.

8/ Errors shown should then be corrected in the team sheet before submitting to the gala host.

Notes

1/ **The ASA system check, unfortunately, only picks up on the fee paying club.** This will likely show as an error for a dual registered swimmer, competing for their second choice club. However providing you have **confirmed** that all other details are correct, this will not be a problem when it comes to submitting times to rankings.

2/ 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.

After the validation has been carried out, the team name can, if necessary, be altered and “A” or “B” designations added if required. You may now submit the sheet to the host club.

CLUB	CODE	<u>VALIDATION NAME</u> <u>Must be as typed</u>
Alton & District	ALTS	Alton & Dist
Altrincham	ALTN	Altrincham
Amersham	AMES	Amersham
Anaconda	ANCL	Anaconda
Andover Swimming & WP club	ANDS	Andover
Ashford Town	ASHS	Ashford Town
Atlantis	ATLS	Atlantis
Aylesbury & District	AYBS	Aylesbury
Barking & Dagenham	BACL	Bark & Dagen
Basildon & Phoenix	BAST	Basildon Ph
Basingstoke Bluefins	BBFS	Basingstoke
BC Swim Club (Buckley)	BUCY	Buckley
Beachfield Swimming Squad	BFDS	Beachfield
Beacon	BCNS	Beacon
Bebington	BEBN	Bebington
Beckenham	BEKL	Beckenham
Berkhamsted	BKHT	Berkhampsted
Bexley	BXHS	Bexley
Biddulph	BIDM	Biddulph
Biggleswade	BWPT	Biggleswade
Black Lion	BLAS	Black Lion
Blackburn Centurions	BLCN	Blackburn
Blackpool Aquatics	BAQN	Blackpool Aq
Borough of Harrow	HAWL	Bo Of Harrow
Borough of Kirklees	BOKE	B0 Kirklees
Bracknell & Wokingham	BRKS	Bracknell
Braintree & Bocking	BTRT	Braintree
Bramcote SC	BRMA	Bramcote
Brent Dolphins	BOBL	Brent Dolph
Brighton	BRIS	Brighton
Bromley	BRYL	Bromley
Brompton	BRBL	Brompton
Broomfield Park	BROL	Broomfield
Bushey Amateur SC	BUST	Bushey
Calverton & Bingham	CALA	Calv Bing
Camden Swiss Cottage	CSCL	Camden Swiss
Carlisle Aquatics	CAQN	Carlisle Aq
Carnforth Otters	CDON	Carnforth
Chalfont Otters	CHAS	Chalfont
Chelmsford City	CHET	Chelmsford
Chesham	CHMS	Chesham
Cheshunt	CHST	Cheshunt
Chesterfield	CFDA	Chesterfield
Chichester Cormorants	CHIS	Chichester
Chorley Marlins	CMAN	Chorley Marl
City of Cambridge	CAMT	Co Cambridge
City of Canterbury	CANS	Co Cant'bury
City of Leeds	LDSE	Co Leeds
City of Lincoln Pent	CLPA	Co Lincoln P
City of Liverpool	LPLN	Co Liverpool

City of Milton Keynes	CMKS	Co Milton K
City of Oxford	OXFS	Co Oxford
City of Peterborough	PETT	Co Peterboro
City of Salford	SAFN	Co Salford
City of Sheffield	COSE	Co Sheffield
City of St Albans	SAST	Co St Albans
Clitheroe & District	CLIN	Clithero
Cockermouth	COKN	Cockermouth
Colchester	COYT	Colchester
Copeland ASC	COPN	Copeland
City of Stoke	CITM	Cosacss
Crawley	CRWS	Crawley
Crewe Flyers	CREN	Crewe Flyers
Croydon Amphibians	CROL	Croydon Amph
Dane Valley	DANN	Dane Valley
Dartford District	DARS	Dartford
Deepings	DEEA	Deepings
Dereham & District	DADT	Dereham
Didcot & Barramundi	DABS	Didcot & Bar
Doncaster Dartes	DODE	Donc Dartes
Dorking	DORS	Dorking
Dover Lifeguard SC	DLCS	Dover Life
Dunmow Atlantis	DUAT	DunmowAtlant
Ealing	EALL	Ealing
East Grinstead	EAGS	East Grins'd
Eastleigh	EATS	Eastleigh
Edenbridge Piranhas	EDPS	Edenbridge
Ellesmere Port	ELLN	Ellesmere Pt
Enfield Swim Squad	ENSL	Enfield Sq
Epsom District	EPSS	Epsom Dist
Erith & District	ERIL	Erith & Dist
Everton Swimming Association	EVEN	Everton
Fareham Nomads	FANS	Fareham N'ds
Farnham	FARS	Farnham
Fleetwood & District	FLEN	Fleetwood
Garston	GARN	Garston
Godalming ASC	GODS	Godalming
Greenwich Royals	GWRL	Gwich Royals
Guildford City	GUIS	Guildford Ct
Hackney Aquatics	HAGL	Hackney
Halstead	HAST	Halstead
Halton	WIDN	Halton
Haringey Aquatics	HABL	Haringey
Harlow Penguin SC	HALT	Harlow Pen
Harpenden	HRPT	Harpenden
Hart	HARS	Hart
Hastings Seagull	HSGS	Hastings
Hatfield	HATT	Hatfield
Havant & Waterlooville	HVWS	Havant & Wat
Hemel Hempstead	HEMT	Hemel Hemp
Herne Bay L & SC	HNBS	Herne Bay
Hertford	HERT	Hertford
Hillingdon	HISL	Hillindon
Hitchin	HITT	Hitchin

Hoddesdon	HODT	Hoddesdon
Horwich Leisure Centre	HLCN	Horwich
Hoylake	HOYN	Hoylake
Isle of Man	IOMN	Io Man
Kendal	KENN	Kendal
Kimberley	KIMA	Kimberley
Kingston Royals	KIRL	Kingston Roy
Lancaster City	LANN	Lancaster
Larkfield	LARS	Larkfield
Leander	LEAL	Leander
Leatherhead	LETS	Leatherhead
Leyland Barracudas	LEYN	Leyland Barr
Lincoln Vulcans	VULA	Lincoln Vulc
Linslade Crusaders	LCRT	Linslade
Littlehampton	LITS	Littleh'pton
Liverpool Penguin SC	LIVN	LiverpoolPen
Loughborough Tyown SC	LOUA	Loughborough
Louth Dolphins	LODA	Louth
Lowestoft & Oulton Broad	LOBT	Lstoft & OB
Maidenhead Marlins	MADS	Maidenhead
Maidstone	MAIS	Maidstone
Maxwell	MAXS	Maxwell
Mid Sussex Marlins	MSMS	Mid Sussex
Nantwich Seals	NANN	N'wich Seals
Newbury	NEWS	Newbury
Northampton	NHNA	Northampton
Northwich Centurions	NTWN	Northwich
Norwich Swan	NOST	Norwich Swan
Nottingham Leander	LEAA	NottmLeander
Orpington Ojays	OOJS	Oprington OJ
Oswestry Otters	OSWM	Oswestry Ott
Pioneer 79	PION	Pioneer 79
Portsmouth Northsea	PORS	Pourtsmouth N
Potters Bar	POTT	Potters Bar
Prescot	PREN	Prescot
Preston	PRNN	Preston
Putteridge	PRCT	Putteridge
Reading	REAS	Reading
Redhill & Reigate	RERS	Redhill & R
Rochford & District	ROCT	Rochford
Romford Town	ROML	Romford Town
Romiley Marina	MARN	Romily Mari
Royal Tunbridge Wells Monson	RTWS	RTW Monson
Rushmoor Royals	RURS	Rushmoor Ryl
Sandbach Sharks	SSHN	Sandbach
Satellite	SATN	Satellite
Saxon Crown (Lewisham)	SAXL	Saxon Crown
Sevenoaks	SEVS	Sevenoaks
Shepway	SHES	Shepway
Sherwood Colliery	SHRA	Sherwood
Shiverers	SHIS	Shiverers
South Croydon	SCRL	SouthCroydon
South Lincs Competitive sc	SLCA	South Lincs
Southport	SPTN	Southport

St Ives	SIVT	St Ives
Staines	STAS	Staines
Stevenage	STET	Stevenage
Stockport Metro	STMN	Stockport Mo
Stretford	STRN	Stretford
Sutton & Cheam	SUTL	Sutton Cheam
Team Ipswich	IPST	teamipswich
Team Luton Swimming	LUTT	Team Luton
Teddington	TEDL	Teddington
Thanet Swim Club	THAS	Thanet Swim
Tilehurst	TILS	Tilehurst
Tonbridge	TONS	Tonbridge
Trafford Metro Borough sc	TMBN	Trafford Met
Tring	TRIT	Tring
UEA City of Norwich	NORT	UEA Norwich
Ulverston	ULVN	Ulverston
Verulam	VERT	Verulam
Walker Tigers (Jersey) Ltd	TIGS	TigersJersey
Wandsworth	WANL	Wandsworth
Ware	WART	Ware
Warrington Warriors	WOWM	Warrington W
Watford	WATT	Watford SC
Wellingborough	WELA	Wellingboro
West Norfolk	KLWT	West Norfolk
West Suffolk	WSUT	West Suffolk
West Wight	WEWS	West Wight
Wey Valley	WEYS	Wey Valley
Whitchurch Wasps	WHTM	Whitchurch
White Oak	WHIS	White Oak
Wigan Best	WBEN	Wigan BEST
Wimbledon Dolphins	WMBL	Wimb Dolphs
Winchester City Penguins	WCPS	Winchester
Windsor	WINS	Windsor
Winsford	WINN	Winsford
Wisbech	WIST	Wisbech
Woking	WOKS	Woking
Worthing	WORS	Worthing SC
Wrexham	WREY	Wrexham
Wycombe District	WYCS	Wycombe Dist
York City Baths Club	YCBE	York City