



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 may not 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**”.

A sheet showing all required club names is included in the team sheet.

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 highlighted in yellow 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 Sportsy as this works best.

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.

9/ If all results show as “Not Matched” then your team name is incorrect.

Search the “Club name check” tab for the correct spelling for a rankings check.

Notes

1/ **The system check, unfortunately, may only pick up on the fee paying club.** This may 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, Swim England number, “known as name” etc. Official registered details can often be different from the information in general use within the club.

After the successful validation has been carried out, the team name can, if necessary, be altered to show “A”, “B” or other specific team designations if required. You may now submit the sheet to the host club along with a copy of the successful validation check.

Please be aware that any errors in your team sheet are likely to result in that swimmers time not being included on rankings. The league cannot accept responsibility for these omissions.