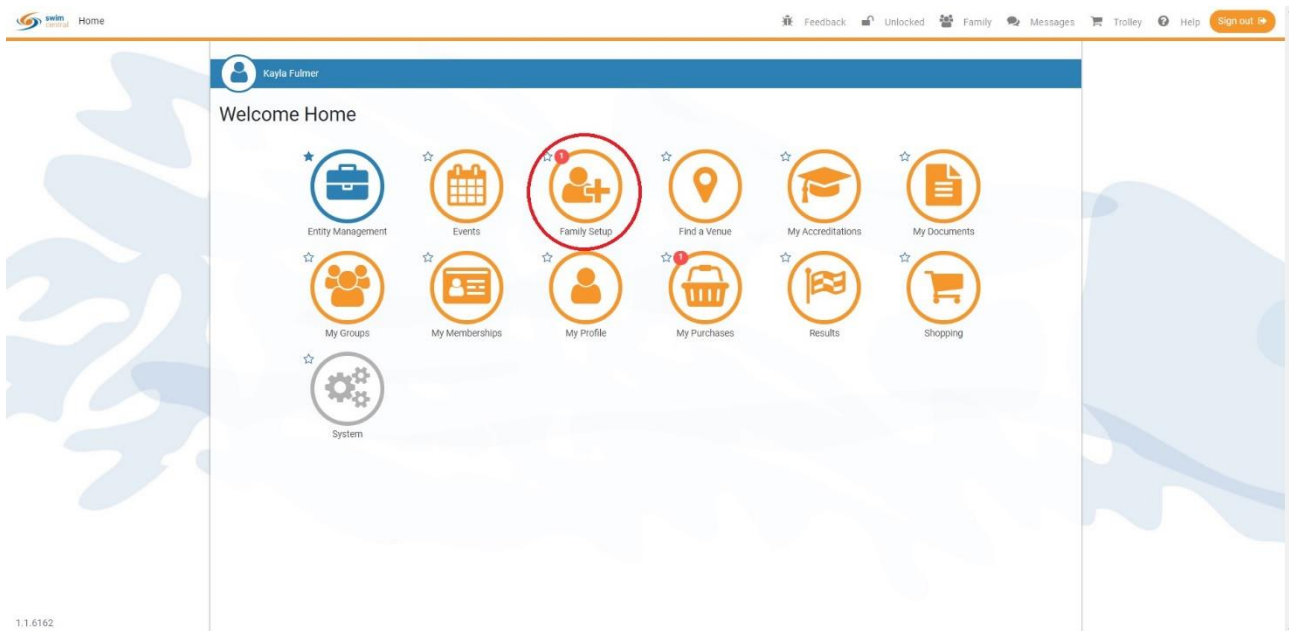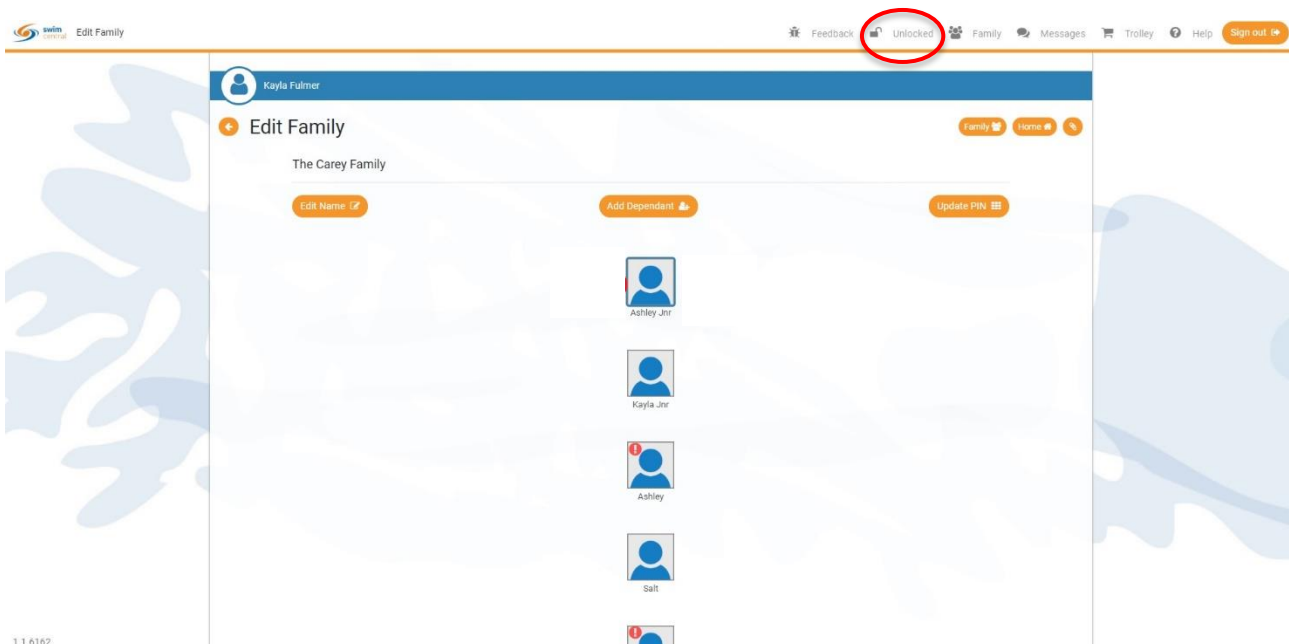# HOW TO NOMINATE FOR AN EVENT

1. Click the Family Setup button on your home page to view your family setup.

2. Click on the lock icon in the top right-hand corner of your page and enter your family pin to unlock your family. This will allow you to add event nominations to your trolley and process payments for them.

3. Click the dependent you wish to enter then click the smaller profile icon to begin impersonating that dependent.
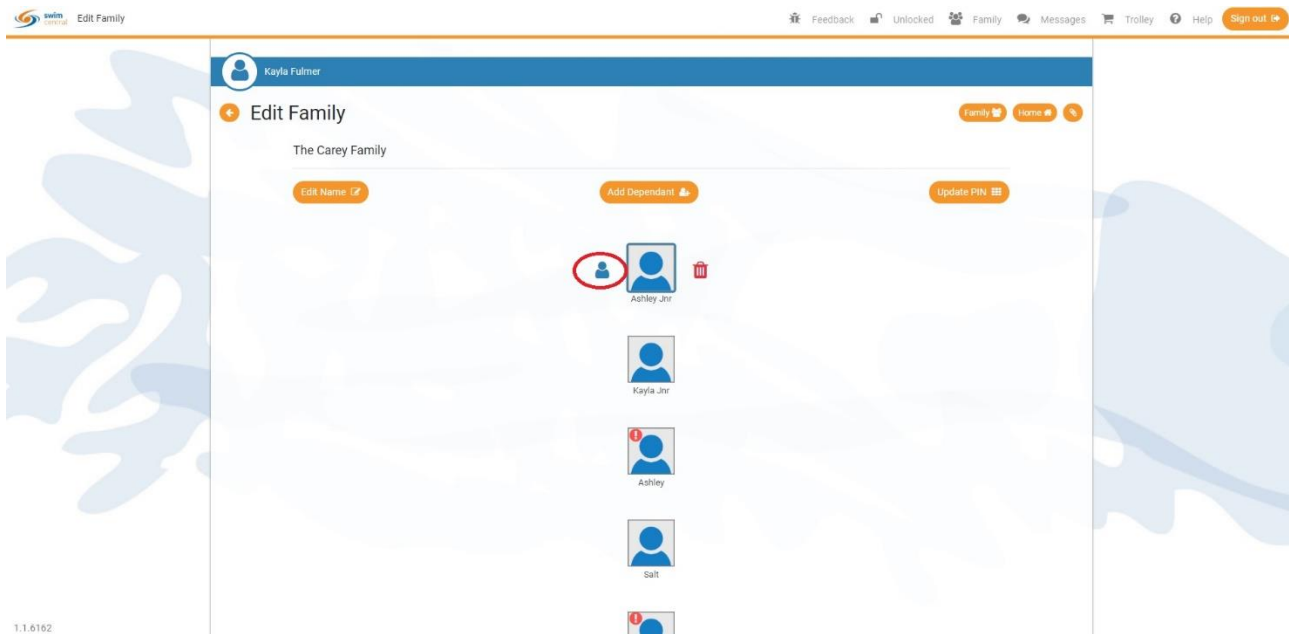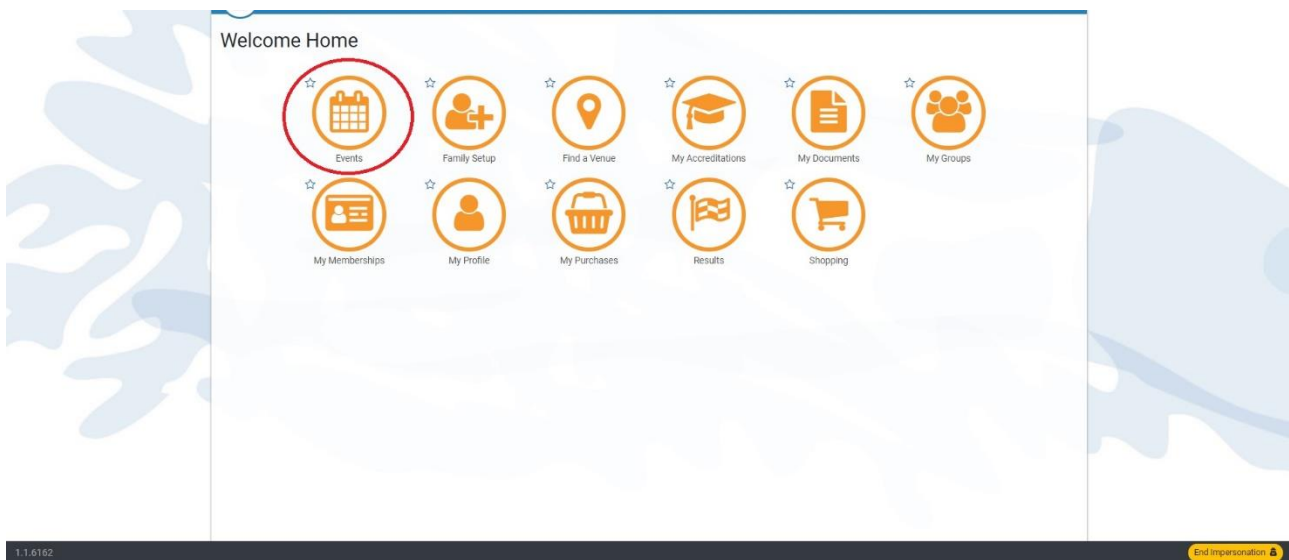

4. Ensure you are impersonating the dependent by checking for the incognito icon on top of the profile icon and the yellow End Impersonation banner on the bottom right hand side.
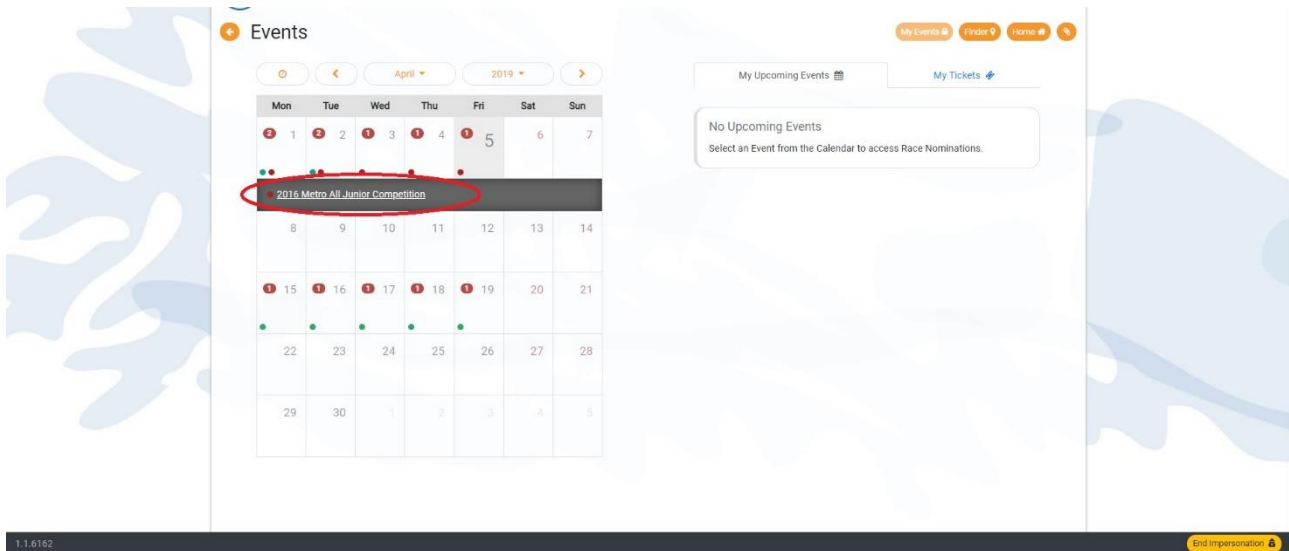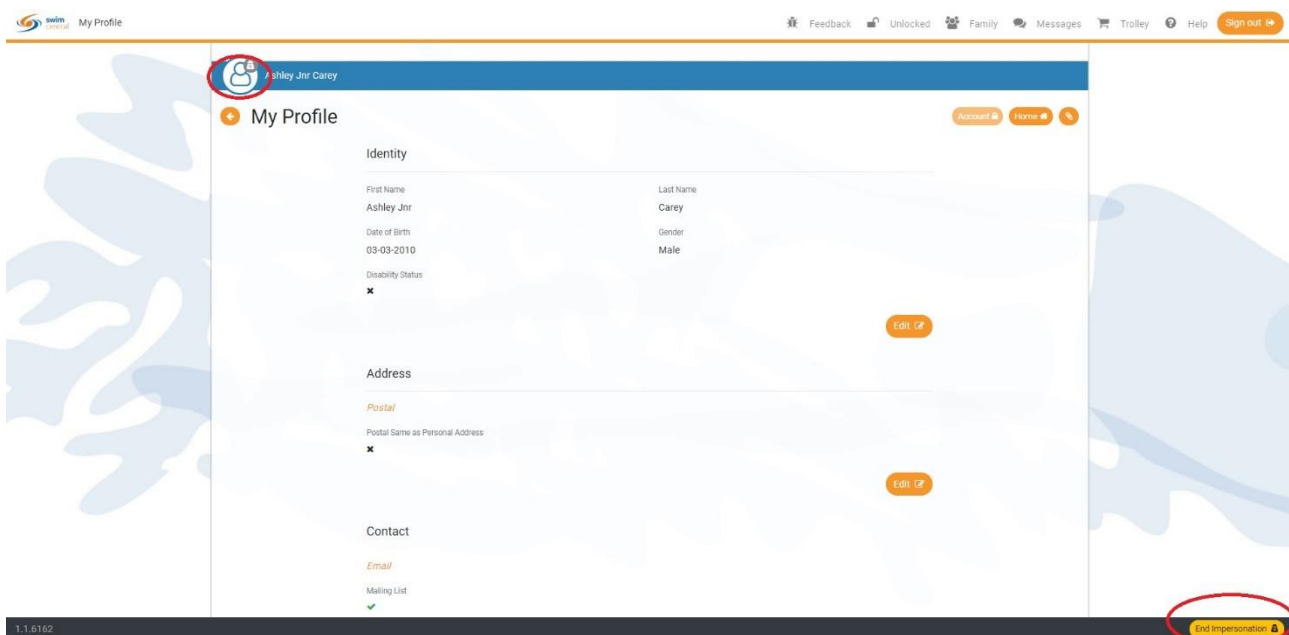
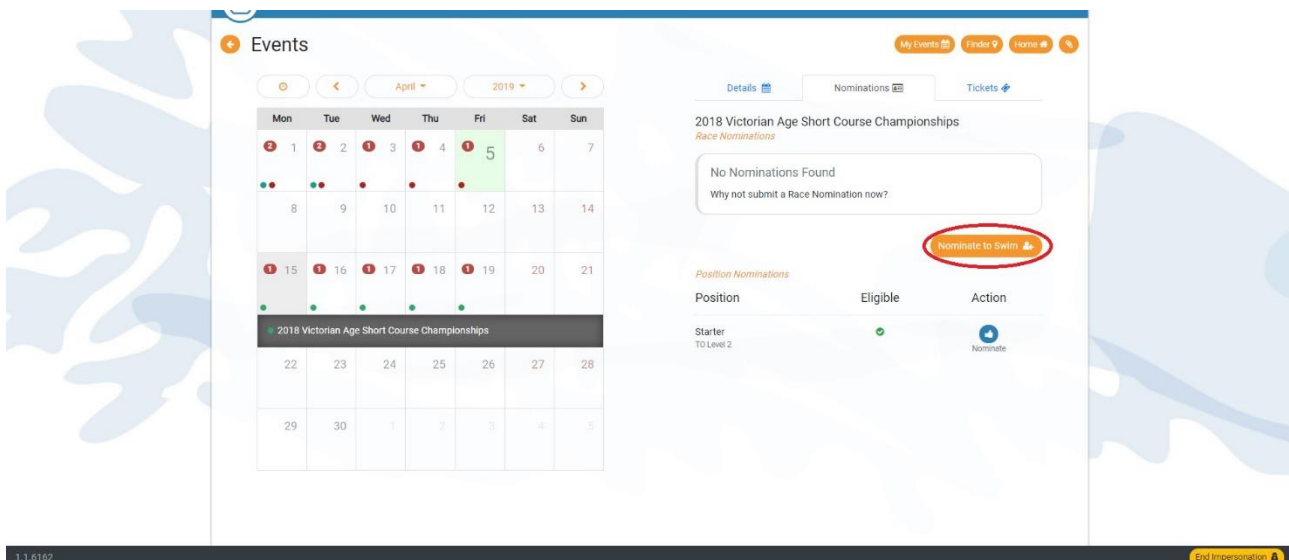5. Click the home button or the profile button to go to the member homepage.
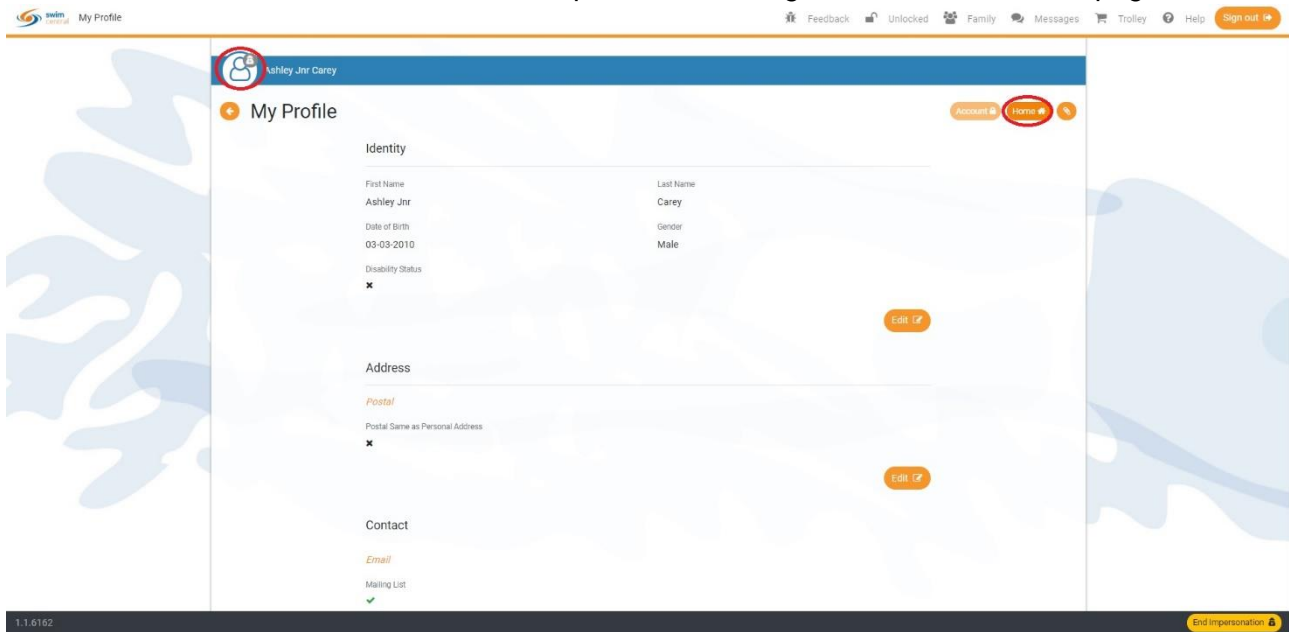
6. Click the Events button to go to the events page.

7. Select the event you wish to enter.

8. Click Nominate to Swim.

9. Select the event you wish to enter and click Add to Trolley. You will see the item has entered your trolley. Click on the trolley icon to go to your trolley and follow the steps to checkout and process a payment.
10. Membership Requirements (i.e. the requirement for a swimmer to hold a valid membership) will be checked on the first nomination workflow screen, select 'Next' to proceed. Some meets may also have a Meet Entry fee, this will need to be purchased prior to nominating, if required you will be redirected appropriately.

11. The nominate screen will show races for the swimmer based on their age and gender. o If there are no qualification times, or the swimmer meets the qualification time a small trolley icon will be available to add the race to trolley. o If the swimmer does not meet the qualification time an 'Ineligible' icon will display. o Races already entered will display with a green indicator. Once you have added all to trolley all races, select the 'Proceed to Payment' button.

12. Check races are correct, use the 'Change Trolley Items' button to amend if required and agree to the Terms and Conditions (Ts & Cs) to select 'Make Payment' and continue. Provide payment details and select 'Purchase' to proceed. If completing multiple purchases a token will be held temporarily (for up to 15 minutes after last use), to facilitate an easier checkout process.

13. NEXT FAMILY MEMBER If you would like to nominate other members of your family for this meet, select the 'Next Family Member' button to choose the next member of your family and repeat the process.