



# ARENA EUROPEAN AQUATICS CHAMPIONSHIP – LONDON 2016

ENTRY GUIDE



LEN EUROPEAN AQUATICS  
CHAMPIONSHIPS  
SWIMMING DIVING SYNCHRO MASTERS

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## Masters Entry Process

This document provides a basic guide on using the master's entry process, all athletes are advised to review this prior to entering the Championship.

Please note that before you can enter a relay team in swimming or a duet, combination or team in synchronised swimming all athletes must register using the individual entry system.

### Registration for Individual Entries for Swimming, Diving & Synchronised Swimming Solo

This is the process that you follow to enter up to a maximum of five swimming events (excluding relays), diving events and the synchronised swimming solo event.

**Step 1** – Enter Personal Information as shown below then select sex (M or F)

Notes:

- Please enter your nationality as on your passport.
- You must upload a picture as this will be on your accreditation (this must be .jpg and max 2MB). You cannot enter without a picture.
- If you require a visa you must also apply to the UK Border Force. You will find a link on the Masters page on the OC website

## Step 2 – Select the events you want to enter.

2. Age groups

SEX: M AGE GROUP: M45

3. Events

Event	Required format mm:ss.dc
50 m Freestyle	ENTRY TIME
100 m Freestyle	ENTRY TIME
200 m Freestyle	ENTRY TIME
400 m Freestyle	ENTRY TIME
800 m Freestyle	ENTRY TIME
50 m Breaststroke	ENTRY TIME 0:40.36
100 m Breaststroke	ENTRY TIME 01:34.35
200 m Breaststroke	ENTRY TIME
50 m Backstroke	ENTRY TIME
100 m Backstroke	ENTRY TIME
200 m Backstroke	ENTRY TIME
50 m Butterfly	ENTRY TIME
100 m Butterfly	ENTRY TIME
200 m Butterfly	ENTRY TIME
200 m Individual Medley	ENTRY TIME
1 m Springboard	ENTRY TIME
3 m Springboard	ENTRY TIME
Platform	ENTRY TIME

SWIMMING CLUB: Great Britain CLUB NAME: CLUB2

DIVING CLUB: NATIONALITY: CLUB NAME: CLUB3

Notes:

- Then enter the times in correct format (mm.ss.dc). Times must be within the Standard Times or you will not be able to enter.
- You can only enter five events for swimming.
- Please enter club name carefully if you want to enter a relay as names must be the same for all athletes

## Diving Events – Select the events you want to compete in and enter the club you compete for .

3. Events

Event	Required format mm:ss.dc
50 m Freestyle	ENTRY TIME
100 m Freestyle	ENTRY TIME
200 m Freestyle	ENTRY TIME
400 m Freestyle	ENTRY TIME
800 m Freestyle	ENTRY TIME
50 m Breaststroke	ENTRY TIME
100 m Breaststroke	ENTRY TIME
200 m Breaststroke	ENTRY TIME
50 m Backstroke	ENTRY TIME
100 m Backstroke	ENTRY TIME
200 m Backstroke	ENTRY TIME
50 m Butterfly	ENTRY TIME
100 m Butterfly	ENTRY TIME
200 m Butterfly	ENTRY TIME
200 m Individual Medley	ENTRY TIME
1 m Springboard	ENTRY TIME
3 m Springboard	ENTRY TIME
Platform	ENTRY TIME
Solo	ENTRY TIME

SWIMMING CLUB: NATIONALITY: CLUB NAME: CLUB3

DIVING CLUB: NATIONALITY: Great Britain CLUB NAME: CLUB3

4. Entry fees

PRICE AMOUNT

Synchronised Swimming Solo event – If you wish to enter the solo event only or solo and other synchro events then

Notes:

- Please enter club name carefully if you want to enter duet, combination or team.

**Step 3** – Select **Calculate** button and your fees will be shown, then ensure you tick the release of liability box. Finally select **Subscribe** to make payment.

Notes:

- You will not be able to enter unless you confirm you have read and approved the “release of liability”.
- If you wish to enter swimming relays please see the separate section on this.
- It is your responsibility to ensure that your Federation will confirm to LEN that you are eligible to compete. If they do not confirm LEN will not allow you to race and no refunds will be given.

#### Step 4 – PayPal System.

You will be directed to the PayPal site where you need to choose your payment method and make payment.

The screenshot displays the PayPal checkout interface. On the left, under 'Your order summary', there is a table with two columns: 'Descriptions' and 'Amount'. The table lists 'Entry London Master 2016' with an item number of 118, an item price of €72.83, and a quantity of 1. Below this, the 'Item total' is €72.83, and the 'Total' is €72.83 EUR. On the right, under 'Choose a way to pay', there are two main options. The first is 'Pay with my PayPal account', which includes a login form with fields for 'Email' and 'PayPal password', a 'Log in' button, and a checkbox for 'This is a private computer. What's this?'. Below this is a link for 'Forgotten your email address or password?'. The second option is 'Pay with a debit or credit card', which includes a note: '(Optional) Sign up to PayPal to make your next checkout faster'.

Notes:

- You will be able to pay the fees either through your PayPal Account if you have one or through Credit Card.
- Please note that until this is complete you will not be registered for the Masters Championships. Please ensure you have entered all the events you wish to as you will not be able to add extra events.
- In line with LEN Rules there will be no refunds.

You will receive a confirmation email from the entry system, please check your Spam folder in case your email system places it there.

**You will not be able to change details after entering so ensure they are correct before you pay.**



## Registration for Swimming Relays Only

The following process is for those athletes who wish to swim in relay events only.

### Step 1 – Enter Personal Information as shown below.

**1. Personal information**

FAMILY NAME: USER GIVEN NAME: MALE1  
 NATIONALITY: Great Britain  
 ADDRESS: LONDON AQUATICS CENTRE, QUEEN ELIZABETH OLYMPIC PARK  
 ZIP: LA1 1LA CITY: LONDON  
 TELEPHONE: FAX:  
 E-MAIL: aquatics2016@swimming.org DATE OF BIRTH (D/M/Y): 01 / 01 / 1969

PHOTO: Choose File No file chosen  
 Upload  
 Shoot Picture

IF YOUR PASSPORT REQUIRES A VISA FOR ENTERING UNITED KINGDOM, PLEASE TICK BELOW AND ENTER PASSPORT DATA

Visa ☐ Passport Number: Expires Date (D/M/Y): / /

**2. Age groups**  
 sex: M AGE GROUP: M45

**3. Events**

#### Notes:

- Please enter your nationality as on your passport.
- You must upload a picture as this will be on your accreditation. You cannot enter without a picture.
- If you require a visa you must also apply via the link in the Masters page on the website

### Step 2 – Select club.

**3. Events**

Required format mm:ss.ss

Event	ENTRY TIME
50 m Freestyle	
100 m Freestyle	
200 m Freestyle	
400 m Freestyle	
800 m Freestyle	
50 m Breaststroke	
100 m Breaststroke	
200 m Breaststroke	
50 m Backstroke	
100 m Backstroke	
200 m Backstroke	
50 m Butterfly	
100 m Butterfly	
200 m Butterfly	
200 m Individual Medley	
1 m Springboard	
3 m Springboard	
Platform	
Sinks	

SWIMMING CLUB: Great Britain CLUB NAME: CLUB2  
 NATIONALITY: Great Britain CLUB NAME: CLUB2

**4. Entry fees**

Price	AMOUNT
-------	--------

#### Notes:

- Do not select any events or you will have to pay for these.
- Please enter club name carefully as club name must be identical for all athletes

**Step 3** – Select **Calculate** button and your fees will be shown, then ensure you tick the release of liability box. Select **Subscribe** to make payment. You will then see the box below, select **Yes** if you only want to enter, duet, combination or team but not solo.

The screenshot shows the registration interface. On the left, a list of events is visible: 100 m Backstroke, 200 m Backstroke, 50 m Butterfly, 100 m Butterfly, 200 m Butterfly, 200 m Individual Medley, 1 m Springboard, 3 m Springboard, Platform, and Solo. A red arrow points to the 'Calculate' button under the '4. Entry fees' section. Another red arrow points to the 'Subscribe' button under the '5. Registration Payment' section. A third red arrow points to the 'Yes' button in a 'Confirmation' dialog box that asks: 'You are subscribing to the London Master 2016 without taking part in any individual events. Do you confirm?' The 'Yes' button is circled in red. Below the 'Subscribe' button, there is a checkbox labeled 'Please confirm you have read and approved the "release of liability"' which is also checked.

Notes:

- You will not be able to enter unless you confirm you have read and approved the “release of liability”.
- This process is only for those not entering the solo event.
- It is your responsibility to ensure that your Federation will confirm to LEN that you are eligible to compete. If they do not confirm LEN will not allow you to race and no refunds will be given.

**Step 4** – PayPal System.

You will be directed to the PayPal site where you need to choose your payment method and make payment.

The screenshot shows the PayPal payment page. On the left, under 'Your order summary', there is a table with the following data:

Descriptions	Amount
Entry London Master 2016	€21.07
Item number: 114	
Item price: €21.07	
Quantity: 1	
<b>Item total</b>	<b>€21.07</b>
<b>Total</b>	<b>€21.07 EUR</b>

On the right, under 'Choose a way to pay', there are two main options: 'Pay with my PayPal account' and 'Pay with a debit or credit card'. The 'Pay with my PayPal account' option is selected, showing a 'Log in to your account to complete the purchase' prompt. Below this, there are input fields for 'Email' and 'PayPal password', a checkbox for 'This is a private computer. What's this?', a 'Log in' button, and a link for 'Forgotten your email address or password?'. The 'Pay with a debit or credit card' option is also visible below.

Notes:

- You will be able to pay the fees either through your PayPal Account if you have one or through Credit Card.
- Please note that until this is complete you will not be registered for the Masters Championships. Please ensure you have entered all the events you wish to as you will not be able to add extra events.
- In line with LEN Rules there will be no refunds.

You will receive a confirmation email from the entry system, please check your Spam folder in case your email system places it there.

**You will not be able to change details after entering so ensure they are correct before you pay.**



## Registration for Synchronised Swimming – Duet, Combination & Team

The following process should be followed if you wish to enter Synchronised Swimming Duet, Combination or Team events. Each athlete must complete this before the nominated Team Leader can enter the duet, combination or team in the Championship.

### Step 1 – Enter Personal Information as shown below.

**1. Personal information**

Family Name: USER Given Name: FEMALE1  
 Nationality: Great Britain  
 Address: LONDON AQUATICS CENTRE, QUEEN ELIZABETH OLYMPIC PARK  
 ZIP: LA1 1LA City: LONDON  
 Telephone: FAX:  
 E-Mail: aquatics2016@swimming.org Date of Birth (D/M/Y): 01 / 01 / 1990  
 Choose File No file chosen  
 Upload  
 Shoot Picture

**IF YOUR PASSPORT REQUIRES A VISA FOR ENTERING UNITED KINGDOM, PLEASE TICK BELOW AND ENTER PASSPORT DATA**

Visa ☐ Passport Number: Expires Date (D/M/Y): / /

**2. Age groups**

SEX: W AGE GROUP: W25

**3. Events**

#### Notes:

- d) Please enter your nationality as on your passport.
- e) You must upload a picture as this will be on your accreditation. You cannot enter without a picture.
- f) If you require a visa you must also apply via the link in the Masters page on the website

### Step 2 – Select club.

**3. Events**

Event: 50 m Freestyle, 100 m Freestyle, 200 m Freestyle, 400 m Freestyle, 800 m Freestyle, 50 m Breaststroke, 100 m Breaststroke, 200 m Breaststroke, 50 m Backstroke, 100 m Backstroke, 200 m Backstroke, 50 m Butterfly, 100 m Butterfly, 200 m Butterfly, 200 m Individual Medley, 1 m Springboard, 3 m Springboard, Platform, Solo

Required format mm:ss.ss

Event	ENTRY TIME
50 m Freestyle	
100 m Freestyle	
200 m Freestyle	
400 m Freestyle	
800 m Freestyle	
50 m Breaststroke	
100 m Breaststroke	
200 m Breaststroke	
50 m Backstroke	
100 m Backstroke	
200 m Backstroke	
50 m Butterfly	
100 m Butterfly	
200 m Butterfly	
200 m Individual Medley	
1 m Springboard	
3 m Springboard	
Platform	
Solo	

Swimming Club: CLUB NAME  
 Diving Club: CLUB NAME  
 Synchronised Club: Great Britain CLUB NAME: CLUB1

**4. Entry fees**

#### Notes:

- c) Please enter club name carefully if you want to enter a relay as names must be the same for all athletes

**Step 3** – Select **Calculate** button and your fees will be shown, then ensure you tick the release of liability box. Select **Subscribe** to make payment. You will then see the box below, select **Yes** if you only want to enter, duet, combination or team but not solo.

The screenshot shows the registration interface. On the left, a list of events is visible: 100 m Backstroke, 200 m Backstroke, 50 m Butterfly, 100 m Butterfly, 200 m Butterfly, 200 m Individual Medley, 1 m Springboard, 3 m Springboard, Platform, and Solo. A red arrow points to the 'Calculate' button under the '4. Entry fees' section. Another red arrow points to the 'Subscribe' button under the '5. Registration Payment' section. A third red arrow points to the 'Yes' button in a 'Confirmation' dialog box that asks: 'You are subscribing to the London Master 2016 without taking part in any individual events. Do you confirm?'. The dialog box also has a 'No' button. Below the 'Subscribe' button, there is a checkbox labeled 'Please confirm you have read and approved the "release of liability"'. The background of the interface shows a list of events with their respective entry times.

Notes:

- d) You will not be able to enter unless you confirm you have read and approved the “release of liability”.
- e) This process is only for those not entering the solo event.
- f) It is your responsibility to ensure that your Federation will confirm to LEN that you are eligible to compete. If they do not confirm LEN will not allow you to race and no refunds will be given.

**Step 4** – PayPal System.

You will be directed to the PayPal site where you need to choose your payment method and make payment.

The screenshot shows the PayPal payment page. On the left, there is a 'Your order summary' box with the following details:
 

Descriptions	Amount
Entry London Master 2016	€21.07
Item number: 114	
Item price: €21.07	
Quantity: 1	
<b>Item total</b>	<b>€21.07</b>
<b>Total</b>	<b>€21.07 EUR</b>

 On the right, there is a 'Choose a way to pay' section. The first option is 'Pay with my PayPal account', which includes a 'Log in to your account to complete the purchase' button. Below this are fields for 'Email' and 'PayPal password', a 'Log in' button, and a link for 'Forgotten your email address or password?'. The second option is 'Pay with a debit or credit card', which includes a link to 'Sign up to PayPal to make your next checkout faster'.

Notes:

- d) You will be able to pay the fees either through your PayPal Account if you have one or through Credit Card.
- e) Please note that until this is complete you will not be registered for the Masters Championships. Please ensure you have entered all the events you wish to as you will not be able to add extra events.
- f) In line with LEN Rules there will be no refunds.

You will receive a confirmation email from the entry system, please check your Spam folder in case your email system places it there.

**You will not be able to change details after entering so ensure they are correct before you pay.**

## Registration for Club Entry - Appointed Team Leader for Entering Relays, Synchronised Swimming (Duet, Combination & Team)

**Step 1** – Enter Personal Information as shown below.

**1. Personal information**

CLUB: CLUB1

ADDRESS: LONDON AQUATICS CENTRE, QUEEN ELIZABETH OLYMPIC PARK

ZIP: LA1 1LA CITY: LONDON

CLUB COUNTRY: Great Britain

**Reference Person**

FAMILY NAME: USER GIVEN NAME: FEMALE1

TELEPHONE: 0123456789

E-MAIL: aquatics2016@swimming.org

**Credentials**

USERNAME: USERSYNCHRO

PASSWORD: \*\*\*\*\*

Subscribe

Notes:

- Please enter club details required. It is important that the club name is the same as everyone who entered individually.
- This should be the details you entered/registered as an individual.
- You will then create a logon which you can use to then enter the team system.

**Step 2** – You will then receive an email with login details, use these to login via the club login page to then add team your additional team members.

## Entering Relay Teams

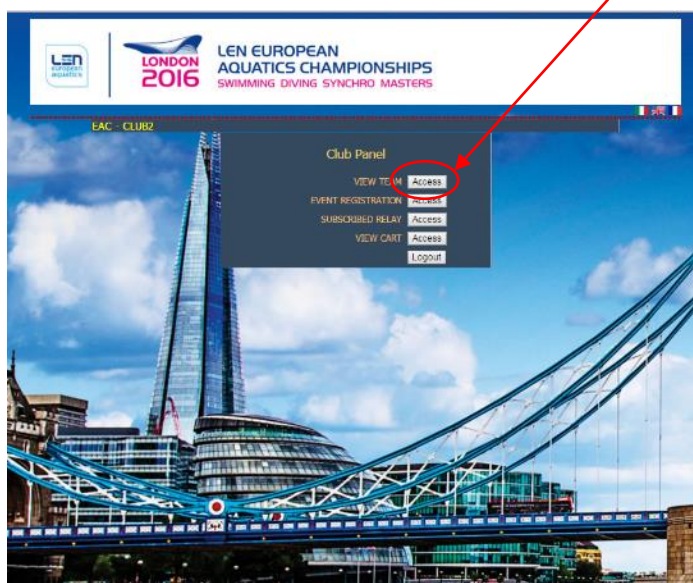
The following process is how you will enter relay teams in swimming.

**Step 1** – Go to Club Login page and enter the username and password you registered with.



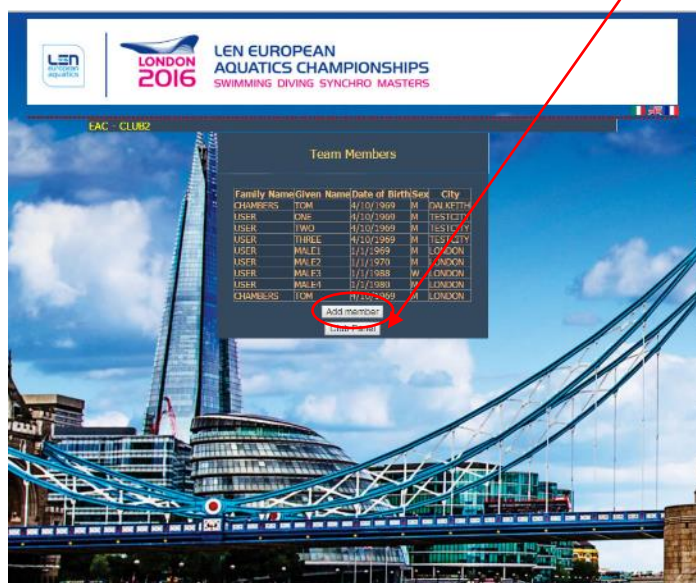
a)

**Step 2** – You will see the main admin panel, select **view team** to add members.

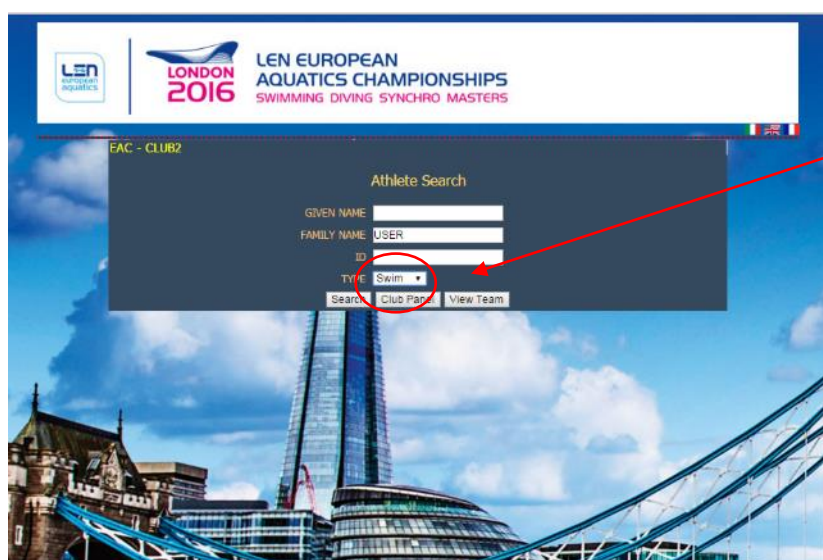




This will list team members you have entered, the first time there will be no names. To add members select **Add Member** at the bottom



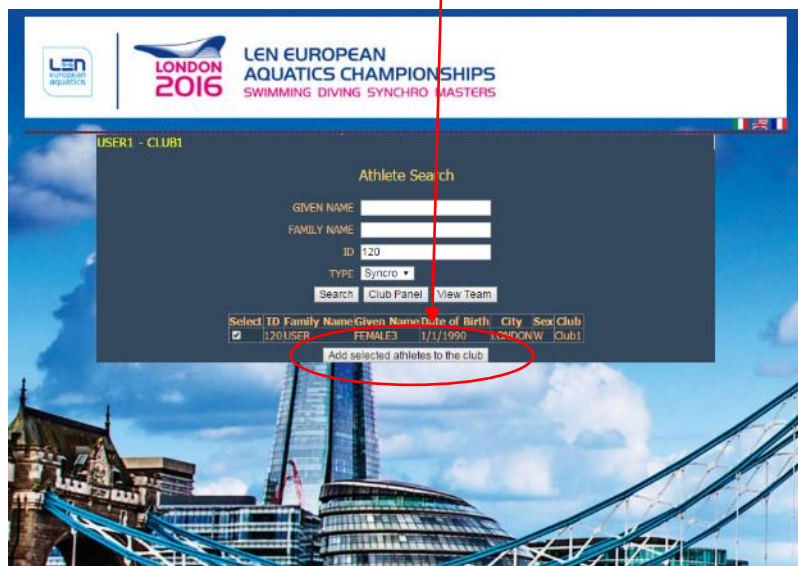
Adding team members is done by searching for athletes who have paid to enter and have selected the same club nationality as you.



Notes:

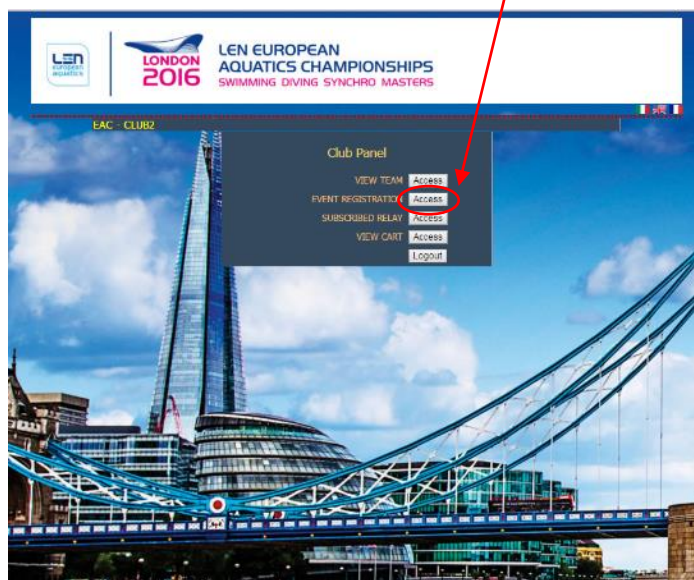
- Note you must select Swim to be able search
- If the team members can provide their ID that will help search.
- Press search.

You will then get a list of athletes registered to your club who you have not added to your team yet. Select the athlete you want to add the select **Add selected athletes to the club**.

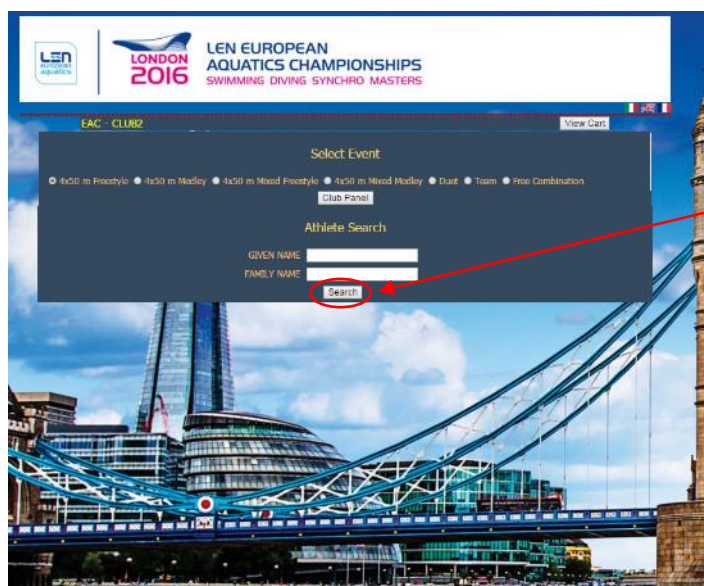


Then return to club panel and next is to enter a relay.

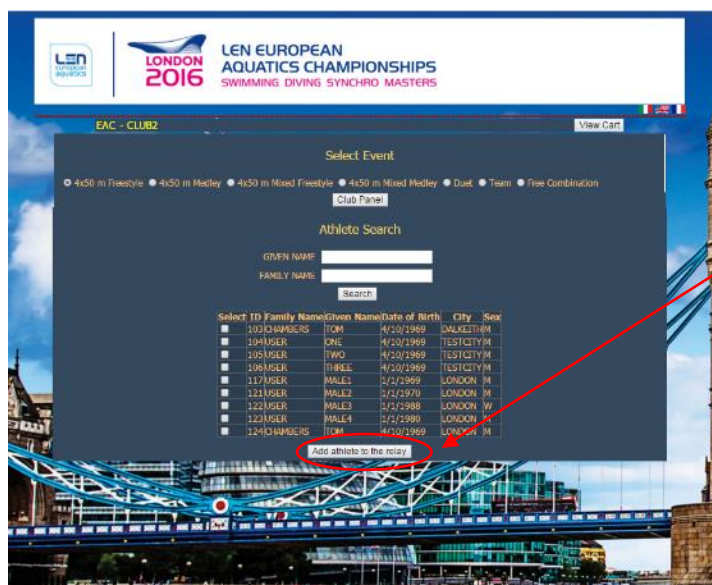
**Step 3 –** To register a relay team select **Event Registration**



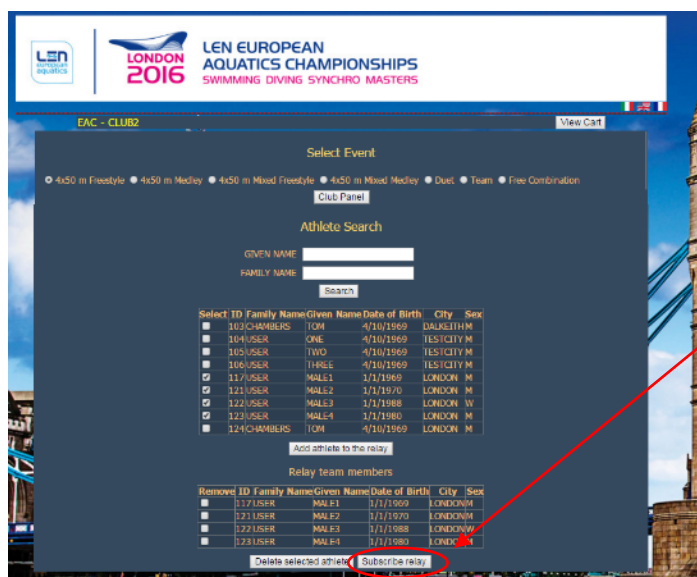




Select the relay you wish to enter and you will then see the next screen select **Search** to get list of athlete in your club



Select the athletes you wish to enter then press **Add athlete to the relay**

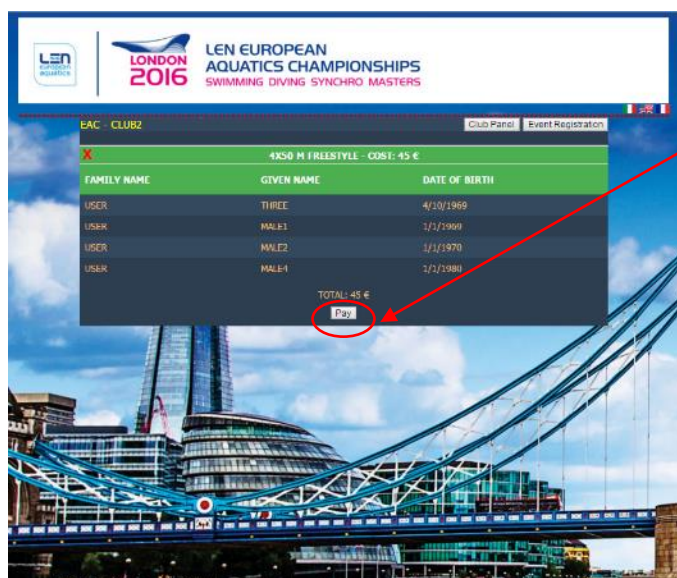


This screen confirms the members of your relay, once you have finalised the four members select **Subscribe relay**.

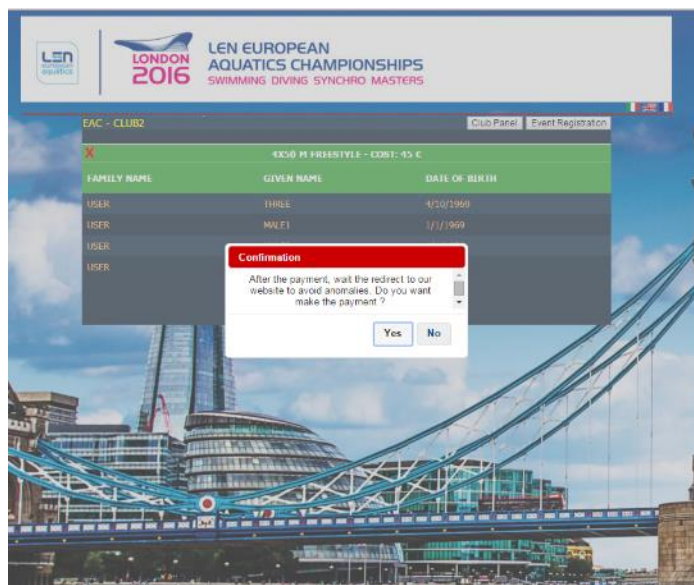
You will get a message at top of screen saying **Relay successfully added to cart**

Go to view Cart to pay or go back to club panel

#### Step 4 – Paying



Select Pay



You will then get this message  
select **Yes** to pay via the PayPal  
page as per individual entry

You can use the club panel page to view teams already entered or for  
entering any other relays.

## Entering Duet, Combination or Teams in Synchronised Swimming

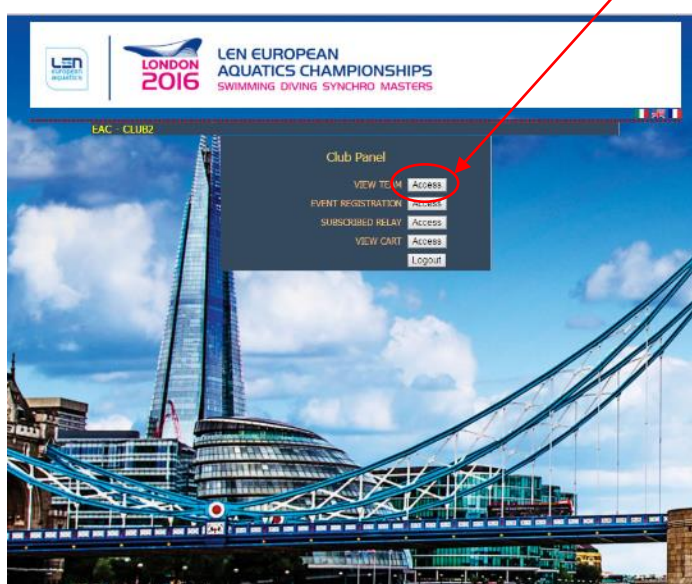
The following process is to enter a duet, combination or team.

**Step 1** – Go to Club Login page and enter the username and password you registered with.



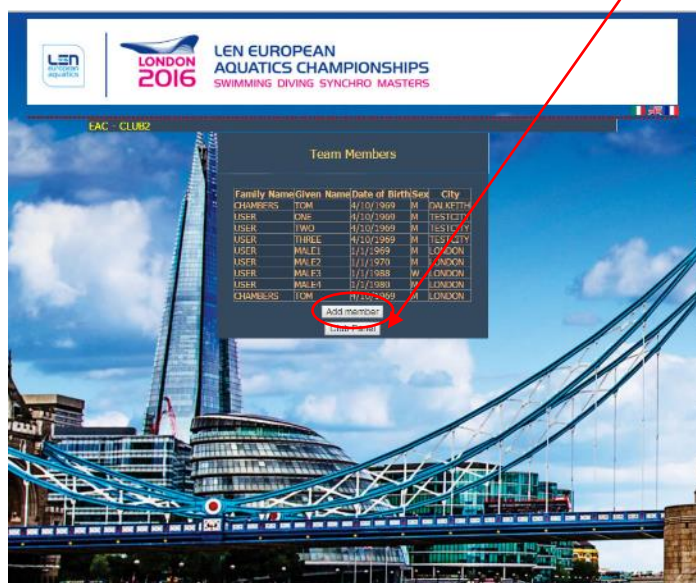
b)

**Step 2** – You will see the main admin panel, select **view team** to add members.

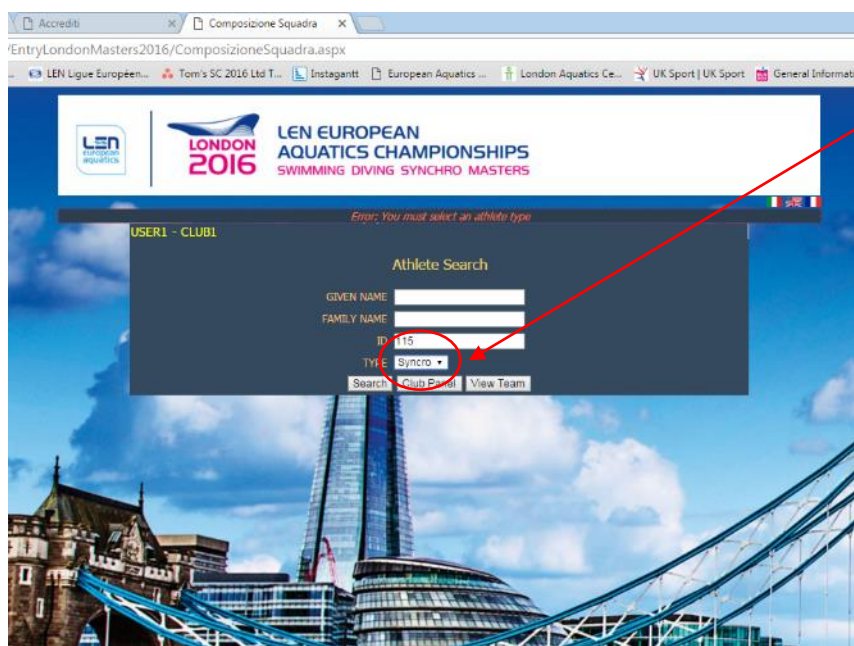




This will list team members you have entered, the first time there will be no names. To add members select **Add Member** at the bottom



Adding team members is done by searching for athletes who have paid to enter and have selected the same club nationality as you.



Notes:

- d) Note you must select **Synchro** to be able search
- e) If the team members can provide their ID that will help search.
- f) Press search.

You will then get a list of athletes registered to your club who you have not added to your team yet. Select the athlete you want to add the select **Add selected athletes to the club**.

USER1 - CLUB1

Athlete Search

GIVEN NAME

FAMILY NAME

ID

TYPE

Search Club Panel View Team

Select	ID	Family Name	Given Name	Date of Birth	City	Sex	Club
<input checked="" type="checkbox"/>	120	USER	FEMALE	1/1/1990	LONDON	F	Club1

Add selected athletes to the club

Then return to club panel and next is to enter a relay.

**Step 3 –** To register a duet, combination or team select **Event Registration**

EAC - CLUB2

Club Panel

VIEW TEAM

EVENT REGISTRATION

SUBSCRIBED RELAY

VIEW CART

Logout



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EAC - CLUB2 View Cart

Select Event

4x50 m Freestyle 4x50 m Medley 4x50 m Mixed Freestyle 4x50 m Mixed Medley **4x50 m Mixed Medley** Duet Team Free Combination

Club Panel

Athlete Search

GIVEN NAME:

FAMILY NAME:

**Search**

Select the **event** you wish to enter and you will then see the next screen select **Search** to get list of athlete in your club

LEN EUROPEAN AQUATICS CHAMPIONSHIPS LONDON 2016 SWIMMING DIVING SYNCHRO MASTERS

USER1 - CLUB1 View Cart

Select Event

4x50 m Freestyle 4x50 m Medley 4x50 m Mixed Freestyle 4x50 m Mixed Medley Duet Team Free Combination

Club Panel

Athlete Search

GIVEN NAME:

FAMILY NAME:

**Search**

Select	ID	Family Name	Given Name	Date of Birth	City	Sex
<input checked="" type="checkbox"/>	114	USER	FEMALE1	1/1/1990	LONDON	W
<input checked="" type="checkbox"/>	115	USER	FEMALE2	1/1/1989	LONDON	W
<input checked="" type="checkbox"/>	120	USER	FEMALE3	1/1/1990	LONDON	W

**Add athlete to the relay**

Select the athletes you wish to enter then press **Add athlete to the relay**

USER1 - CLUB1

Select Event

4x50 m Freestyle • 4x50 m Medley • 4x50 m Mixed Freestyle • 4x50 m Mixed Medley • Duet • Team • Free Combination

Club Panel

Athlete Search

GIVEN NAME:

FAMILY NAME:

Search

Select	ID	Family Name	Given Name	Date of Birth	City	Sex
<input checked="" type="checkbox"/>	114	USER	FEMALE1	1/1/1990	LONDON	W
<input checked="" type="checkbox"/>	115	USER	FEMALE2	1/1/1989	LONDON	W
<input type="checkbox"/>	120	USER	FEMALE3	1/1/1990	LONDON	W

Add athlete to the relay

Relay team members

Remove	ID	Family Name	Given Name	Date of Birth	City	Sex
<input type="checkbox"/>	114	USER	FEMALE1	1/1/1990	LONDON	W
<input type="checkbox"/>	115	USER	FEMALE2	1/1/1989	LONDON	W

Delete selected athlete | **Subscribe relay**

This screen confirms the members of you duet, combination or team, once you have finalised the member's select **Subscribe relay**.

You will get a message at top of screen saying **Relay successfully added to cart**

Go to view Cart to pay or go back to club panel

### Step 3 – Paying

USER1 - CLUB1

Club Panel | Event Registration

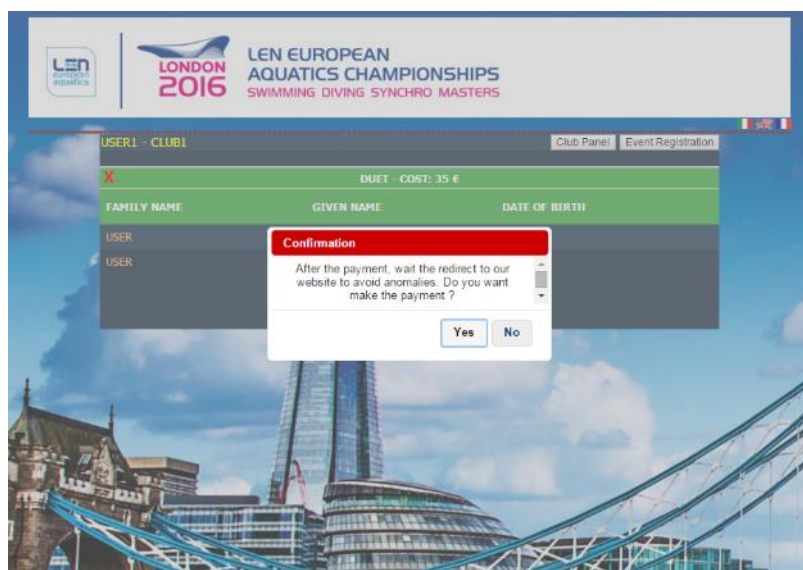
**X** DUET - COST: 35 €

FAMILY NAME	GIVEN NAME	DATE OF BIRTH
USER	FEMALE1	1/1/1990
USER	FEMALE2	1/1/1989

TOTAL: 35 €

**Pay**

Select Pay



You will then get this message select **Yes** to pay via the PayPal page as per individual entry

You can use the club panel page to view teams already entered or for entering any other events.

