Connecticut Swimming
FAST ONLINE ENTRIES (OE)
User Manual

Clubs new to Connecticut Swimming will be emailed login information. Existing clubs will not receive new passwords. Please contact Nan Cooper if you have lost your password. Please use good judgment about who has access to your club's online entry.

THINGS TO DO NOW:

1. Email office@ctswim.org "custom meet" and out-of-state USA Swimming sanctioned meets results to upload into FAST. These must contain USD ID number and be attested by a referee.
2. If you do not have electronic results, please enter custom times manually. Email proof of time. <u>Please allow plenty of time for verification.</u>
3. As you receive custom times, please enter them into OE. Don't wait until the deadline.
4. Please have all custom times in system at least 24 hours before entries close.
5. Register all your athletes for the current year.
6. Supply the registrar with releases for all transferring athletes.
7. Refer to the meet announcement for eligibility criteria. OE doesn't contain all the "rules".

You may update your club's championship entry as many times as you would like until the deadline stated in the meet announcement. <u>Be sure to scroll to the bottom and hit SAVE ENTRY after each editing session.</u> You must save your work. After the meet deadline, OE access will be denied for that meet.

As meets are loaded into FAST, championship qualifying times/events will be automatically added to your entry. You must go in and select these events and re-save your entry. This will refresh your entry with the latest results.

Multiple users from the same club may log on and from different computers, but you cannot work simultaneously on the same entry. If multiple users work simultaneously, only the last user's data will be saved.

Each club is provided a web link of its entry. You may post this link on your website and it will update every time you revise the entry.

Remember that the clock on the CSI server may not be the same as the clock on your computer. Please don't wait until the last minute to begin your entry and if you are another time zone, plan accordingly. The CSI server clock is on Eastern Time.

Before you begin, it would be helpful to know who your unattached athletes are. Athletes that swim with your club, but are registered as CT-UN (See Connecticut FAST), may be added to your entry. During high school season, high school athletes that are registered with your club and need to be listed as unattached will be handled differently as explained later in the Users Manual.

Remember, only registered athletes will be available in OE. If an athlete is not registered for the current season, you will be unable to enter that athlete. Please forward registrations to your CSI registrar immediately. If an athlete is swimming on XYZ team, but a release has not been received, she will still appear with the old club or UN team.

Adapted athlete entries, championship birthday swimmers, and corrections will be handled via email to the entry chair. Regional Championship meet hosts should be notified of championship birthday entries. Please include the athlete's USA ID number along with the time, event number, event name, and meet name.

Payment may be made online at https://shop.ctswim.org using VISA or MC. There are no extra fees for the user. Clubs submitting checks must mail the checks by the deadline stated in the meet announcement. Note about web payments: We are using a third party (QuickBooks Merchant Services and Authorize.net) to handle all credit card payment. No one from CSI will have access to credit card information and the numbers will not reside on CSI's server. Our SSL certificate is the highest level of security.

You may prefer to work off a hardcopy of your club's entry. We recommend this because it should provide you a list of custom times. All custom times must be proven and attested by a Referee. Further instructions are listed below, under SUBMITTING PROOF OF TIME. Please read this carefully because time-sensitive information is stated.

SUBMITTING PROOF OF TIME
CUSTOM TIMES

Times that automatically appear in Online Entries are proven and no further action is needed. These are "automatic" times. Times achieved at meets other than USA/CT Swimming meet, are considered "Custom Times" and must be attested by a Referee These times may be used to enter CSI meets.

Times that are submitted using "Custom Times" require proof. These times and proof of time may be submitted 2 ways:

1. For automatic file upload into FAST custom times table, email office@ctswim.org a result file from the non-sanctioned/approved/observed meet. Please provide the Referee name and attestation.

2. Club entry chairs may manually enter times if electronic files are not available. Please see *FAST* Online Entries [User Manual](#) for directions about manual entry. After manually uploading the times, please email to office@ctswim.org pertinent pages only of the results (just the pages with custom times on it) along USA Swimming Referee name and attestation. Pertinent pages may be faxed to 1-866-238-8660.

   You may access a list of your club's custom times in OE.

   The Users Manual begins on the next page.

USER MANUAL

Thanks to OAK for allowing us to use their club for purposes of demonstration in this Users Manual. All the custom times, etc. have been fabricated by Nan Cooper and "disapproved" so they would not appear in OAK's live entry.

LOG IN

Go to Connecticut FAST and click on Administration. This is the 3rd button down on the button bar in the far right corner. This will take you to the login page.
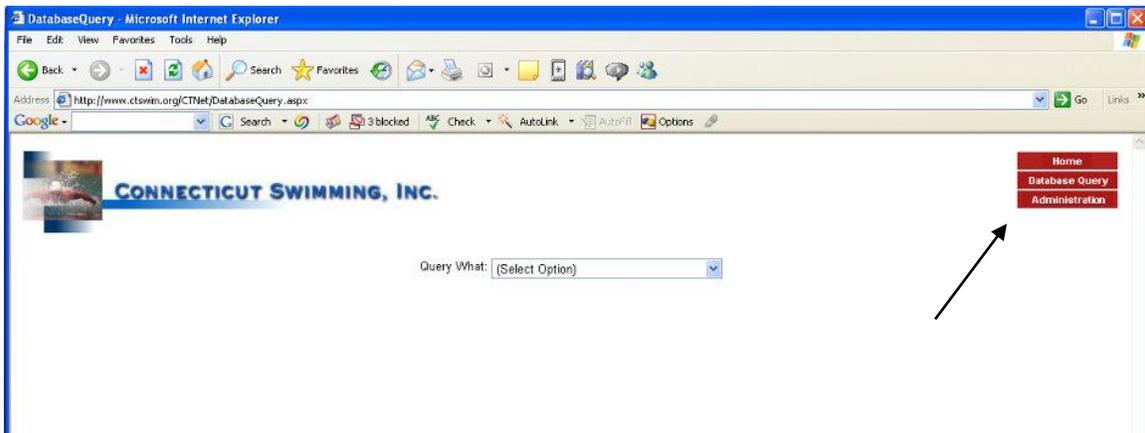
Enter your Club's pre-assigned User ID and Password. And click on Log In button.

You will now be on your Club's main page.

CLUB MAIN PAGE NAVIGATION

The Club main page is titled with your club name at the top. Beneath the club name, there are two columns. The right column header is Reports and the left column header is Updates.

The Updates column consists of three options. Using these options you will build your club's entry.
1. Championship Entry
2. Add Unattached Swimmer
3. Custom Times
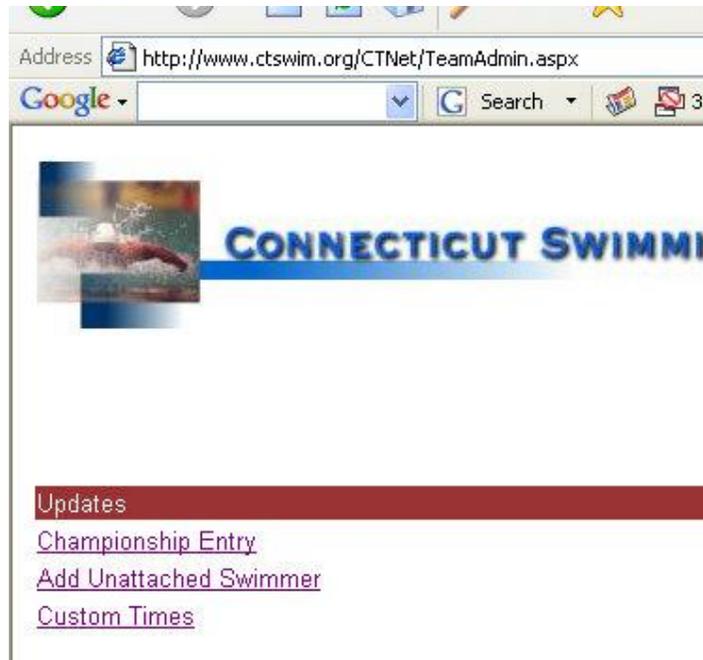
1. Championship Entry
   a. This is where you build your club's entry.
2. Add Unattached Swimmer
   a. This is where you may enter an athlete swimming with your club who is registered with another CT club or CT-UN. Please use FAST, if you don't know what club an athlete is registered with. It will tell you under Best Times.
3. Custom Times
   a. This is where you will enter custom times. Custom times are times that do not appear automatically. They that have been achieved at a USA Swimming meet that is not uploaded into FAST or from a non-USA Swimming/CT Swimming meet that is attested by a Referee. After verification, these times will remain in the championship times database and may be used for future meets. They will not appear in FAST official times but they will appear in the championship meet database.
   b. You are able to add custom times throughout the season..
   c. In addition to the swimmer, event and time, you will need the following information before submitting a custom time:
      i. Date of meet the custom time was achieved at
      ii. Name of meet the custom time was achieved at
      iii. Hard copy or electronic file of pertinent pages of results and referee attestation to submit to CSI Office for verification of time.
   d. After acceptable proof is received, the custom time will be "verified" and will appear in Championship Entry.   A list of custom times and their status will display when you click Custom Times.

To return to the Club Main Page, click on Administration in the upper right corner.
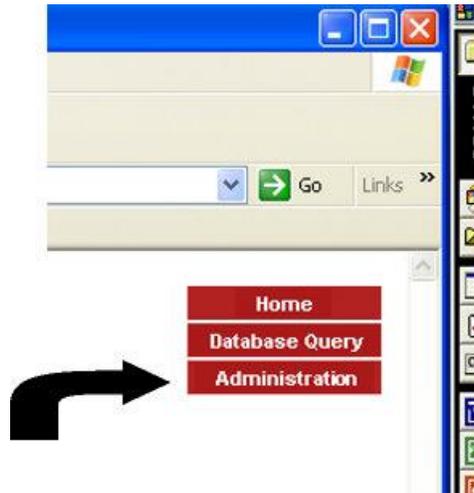
BUILDING YOUR CLUB'S ENTRY

You may do Steps 1, 2 or 3 in any order but you always have to go back to <u>Championship Entry</u> and click on Save Entry.

Before beginning, make sure you are on the Club Main Page (2 columns)

1. If you have athletes on the UN club (within the 120 unattached period), click <u>Add Unattached Swimmer.</u> Do *not* use this feature for high school athletes. This feature is for athletes that are registered with USA Swimming as CT-UN.
   a. Select <u>Add Unattached Swimmer</u>
   b. Select the championship meet from the drop-down box.
   c. Enter your search criteria
   d. Select swimmer and then hit Select button.
   e. Repeat until all CT-UN Athletes have been selected.
   f. Click on Administration (upper right button block) and go back to the Club main page.
2. Select <u>Championship Entry</u>
   a. Select the championship meet from the drop-down box.

Charter Oak Aquatics
OAK

Championship Meet: [3/16/2006 Senior Open Championship ▼]

> 3/16/2006 Senior Open Championship
> **3/9/2006 Age Group Championship**
> 3/3/2006 Regional Championships

b. Click on Build Entry
    i. You will see an alphabetical list of all the athletes on your club, and the UN athletes you added, that have automatic championship qualifying times for the particular meet you are working on.
        1. For each athlete, select the events you are entering him/her in following any limitations in the meet announcement.
        2. You may not see custom times if they have not been verified. Custom times will appear after verification.
        3. After you have selected all the individual events by athlete, scroll down to relays.
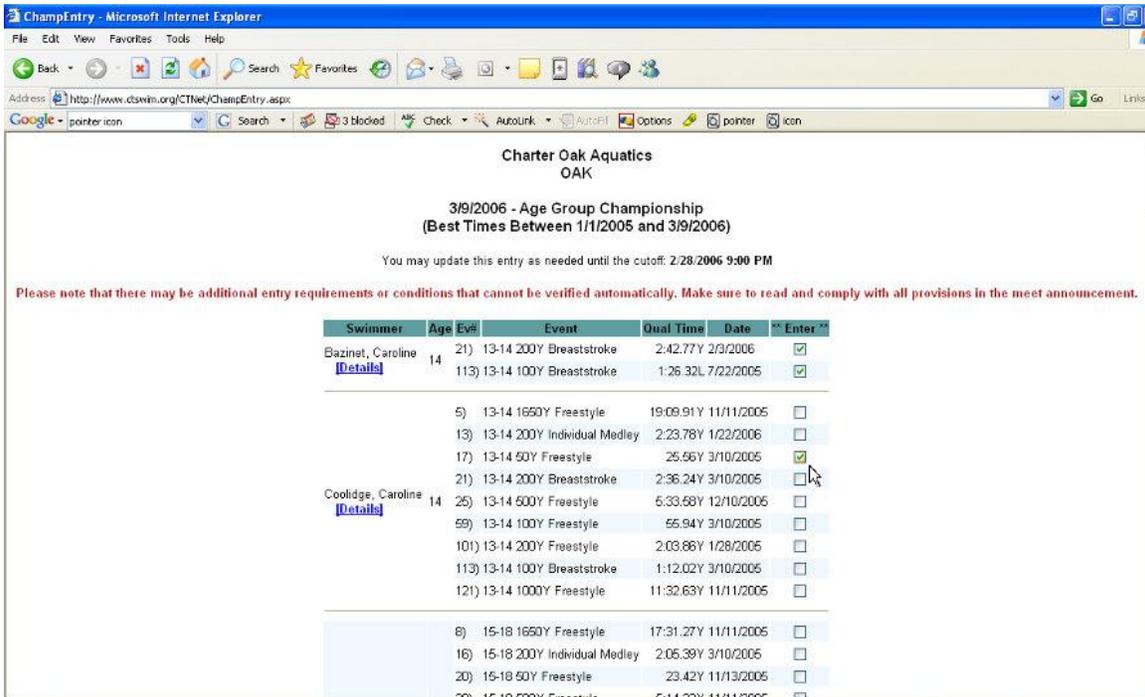
ii. Scroll down to relays. Manually add relay seed times into chart.
    1. The semicolon(s) are optional. 1:15.23 or 115.23.
    2. Please use a decimal point.

3. Please do not use NT. You may estimate relay times.
4. After you have entered relay times, scroll down to Relay-Only Swimmer.

To Enter Relay Team, Place Seed Time Into Chart

Event	A	B	C
9) 13-14 Girls 800Y Freestyle Relay	801.11	804.44	811.56
10) 13-14 Boys 800Y Freestyle Relay	729.66		
11) 15-18 Girls 800Y Freestyle Relay			
12) 15-18 Boys 800Y Freestyle Relay			
29) 13-14 Girls 400Y Medley Relay			
30) 13-14 Boys 400Y Medley Relay			

iii. Relay-Only Swimmer
1. Control-Click (hold down Ctrl key and click at the same time) so that each relay-only athlete is highlighted. The highlight should stick. You can un-select a swimmer the same way.
2. After you have selected all your relay-only swimmers, scroll down.

Control-Click Each Relay-Only Swimmer

Jordan Alter [12]
Jeffrey Arace [15]
Allison Bazinet [9]
Caroline Bazinet [14]
Eliza Bellock [16]
Alexander Belser [11]
Anjulee Bhalla [9]
Devina Bhalla [6]
Eshani Bhalla [12]
Alyson Cannone [16]

iv. Click on Save Entry
1. A summary of your entry will display.
   a. You may print this from your browser
   b. You may go back and update this entry as often as you like before the meet deadline.
   c. Your custom times (see next step) will not display or print until they have been verified. You may review your list of pending times by clicking on Custom Times.

d. Your entry total in dollars will print at the top. This includes relays and relay-only swimmers.

120) 15-18 Boys 400Y Freestyle Relay			
143) 10/U Girls 400Y Freestyle Relay			
144) 10/U Boys 400Y Freestyle Relay			
145) 11-12 Girls 400Y Freestyle Relay			
146) 11-12 Boys 400Y Freestyle Relay			

Control-Click Each Relay-Only Swimmer

Jordan Alter [12]
Jeffrey Arace [15]
Allison Bazinet [9]
Caroline Bazinet [14]
Eliza Bellock [16]
Alexander Belser [11]
Anjulee Bhalla [9]
Devina Bhalla [6]
Eshani Bhalla [12]
Alyson Cannone [16]

Save Entry

v. Click on Administration

Home
Database Query
Administration
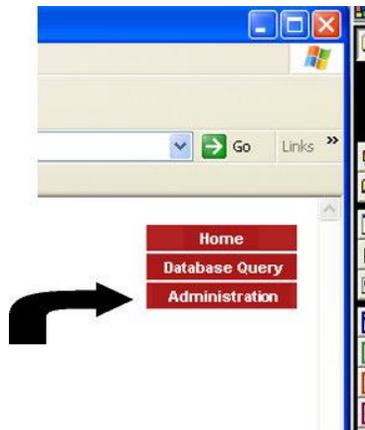
3. Add Custom Times
   a. General Information
      i. You may add custom times before or after you build your entry.
      ii. You may go in at anytime prior to the meet deadline and add a custom time but allow extra time for verification.

iii. You may go in at anytime prior to the meet deadline and review your club's list of "pending", "verified" or "disapproved" list of custom times.
1. Custom times will be "verified" pertinent results and referee attestation is received in the CSI office.
2. Custom times will remain "pending" until the hardcopy/attestation is received.
3. Custom times flagged as "disapproved" did not meet the CSI Proof of Time Criteria and cannot be used for championship entry.
iv. After a custom time is verified it will be automatically appear under Championship Entry. You then must go into Championship Entry , select the event and Save or Re-Save Entry.
v. Verified custom times will be held over until the next season(s) and can be used to enter subsequent championship meets assuming that the eligibility period has not expired.

**Custom Times
For Championship Entries**

**Charter Oak Aquatics
OAK**

To Submit Time, Select Swimmer: [⌄]

Team	Swimmer	Event	Date	Result	Status	
OAK	Jordan Alter	100L Backstroke	3/19/2006	1:16.99	Disapproved	[Details]
OAK	Jordan Alter	50Y Breaststroke	11/25/2005	48.01	Pending Verification	[Details]
OAK	Arielle Dufour	50Y Freestyle	12/12/2005	13.99	Verified	[Details]
OAK	Bryan Dunn	500Y Freestyle	3/16/2005	5:30.33	Disapproved	[Details]

b. Entering a Custom Times
i. Select Custom Times from the Club main page
ii. Select a swimmer from the drop box
iii. Click Submit New Custom Time and enter the following:
1. Distance
2. Course
3. Stroke
4. Swim Type
5. Result Time
6. Meet Date
7. Meet Name

OAK
Cecelia Coffey

Distance: [50 ▼]   Course: [YDS ▼]   Stroke: [Free ▼]   Swim Type: [Final Result ▼]

Result Time: [_____]

Meet Date: [_____] (mm/dd/yyyy)

Meet Name: [_____]

Custom Time Status: **Pending Verification**

    iv. Click Submit Custom Time
    v. At this point you may add another custom time to the same
        swimmer OR select a new swimmer.
    vi. Click Administration to go back to Club main page

Remember you may go in at anytime and add custom times, de-select or select individual events, relays, etc. ==You MUST go to Championship Entry and click Save Entry to save your changes.==

Alexander Belser [11]
Anjulee Bhalla [9]
Devina Bhalla [6]
Eshani Bhalla [12]
Alyson Cannone [16]

Save Entry

NetStudio - fastselect...   ChampEntry - Micros...   mouse pointer - Goog...

PRINT OR POST YOUR ENTRY

1. Go to the Main Club page (click on Administration) and select <u>View/Print Championship Entry</u> .
2. Select the meet and the view page of your entry will appear. You may also view/print by Age Group. Select the "Sort Report by Age Group" option located at the bottom of the page.
3. Print from your browser
4. You may also print from <u>Championship Entry.</u>
5. <u>At the bottom of the main entry page is a url to your entry. You may use this to post your entry, email, etc. It will update after every revision until the deadline.</u>
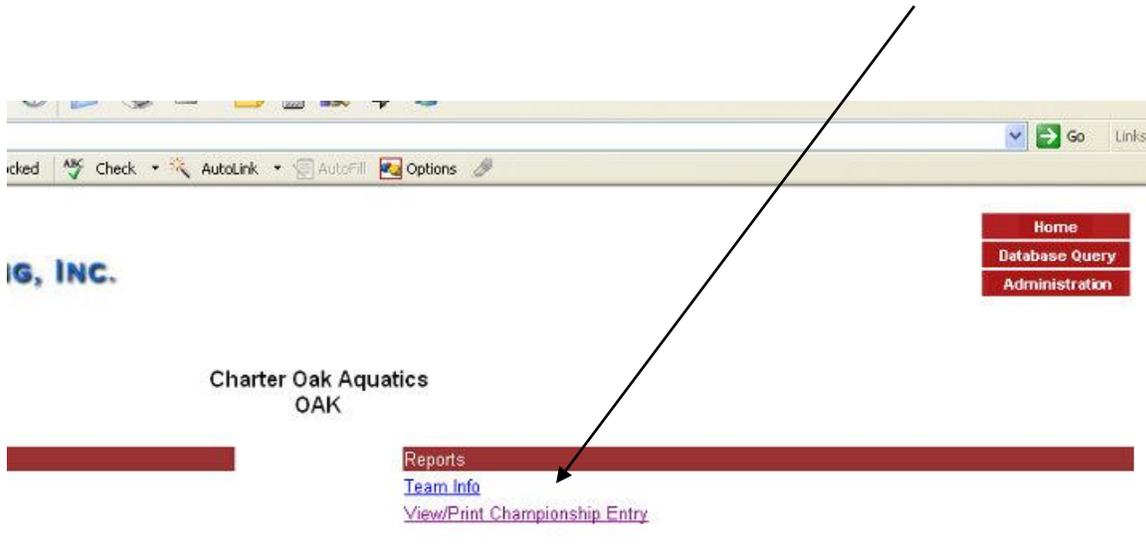
LATE QUALIFIERS

At this time, the Late Qualifier tool is available for Senior and Age Group Championships only. It allows the entry chair to automatically enter late qualifiers after the original entry has closed.

1. Log into club administration page using FAST OE user id and password.

2. Click on "Now Accepting Entries From Late Qualifiers For Age Group Championship." The date and time Late Qualifier Entries closes is posted at the top of the page. Date and time is based on the *server's* clock (not your's or your computer's). Please refer to the Late Qualifier deadline published in the championship meet announcement.

3. The page will display: 1.) all individual late qualifiers in alpha order, 2.) relay chart, including original relay entries and, 3.) relay-only swimmers excluding relay-only swimmers from the original entry.

- Individual Late Qualifiers: check the box of swims you would like to enter or use the "Enter All" feature.
- Add relay times to the available boxes. You will not be able to edit or delete previously entered relays.
- Add relay-only swimmers. Relay-only swimmers on the original entry are excluded.

4. Click Save Entry at the bottom of the page. The late qualifiers will be designated by *LQ*. You may go back and edit this entry up until the late qualifier deadline.

5. Your <u>new</u> billing total will appear at the top of the page.