



## **Instructions for Entering Friday Night Club Events**

1. Go to the home page of the club website – [www.thehills.swimming.org.au](http://www.thehills.swimming.org.au)
2. Under Events Schedule tab (in centre of page) press blue “Detail” button
3. Select “Enter” button
4. Login with your Username and Password
5. If you do not know your Username and Password contact our Registrar: [registrar@thehills.org.au](mailto:registrar@thehills.org.au)
6. Select “Book on Meet” button
7. Ignore information about Fee Types and Multi-Class
8. Choose each event you would like to enter (maximum of 3) by changing the drop-down box in the “Enter Event” column from “No” to “Yes”
9. Select “Proceed” button
10. On the Booking Details Screen check the 3 events you have selected are correct
11. Select “Finish” button
12. Return to the Home Page of the Club Website. Select the “Detail” button
13. Select the “Competitors” button
14. Check your name is listed.
15. If you have any issues please contact our Friday Night Convenor: [fridaynights@thehills.org.au](mailto:fridaynights@thehills.org.au)