

Relay TEAM Entry: Online Relay Team Registration

1. Relay team captains or coaches, go to the same link for online meet entry that swimmers used for individual entry.
2. Click "Relay Team Registration".
3. Plug in your own MSA member credentials. Even if you are NOT swimming in the meet, you must be verified in the meet entry as a MSA member of the same club for which you are building relays.
4. Proceed past the biographical page. There should be no edits needed here.
5. The next page shows you all the members of your club who have entered this meet as individuals. The page also shows you the relays you may build. Click on a relay to begin building it.
6. Best to know the Age-group of the Relay first.
7. Also note – **ALL Relays are A teams** – unless there is a second team in the same age group, **and** event. [Then it can be B, or C if necessary.] This has been set to be automatic.
8. Enter a time for a relay team. Estimated times are ok. Choose the four swimmers you want on that relay team, or leave name fields blank. Names may be added or edited in another online session. Click Submit.
9. When you are finished building relays, proceed to payment. Relay teams will be calculated at \$_5_ each. Proceed to the credit card payment.
10. Note that with the new system cards will be charged AFTER the event based on actual relays swum. Please ensure that sufficient funds are available if using a debit card for the transaction to proceed after the meet.
11. If you need to edit relays prior to the online entry deadline, you may begin another online session and edit the relays you built in your previous online session. Relays may be edited due to illness etc, at the pool, but the administrators would sure appreciate that you complete your relay building prior to the meet!