Swimfee

Guide to entering the

Colchester Regional Preparation Open Meet

All Colchester Regional Qualifier entries shall be processed using the online **Swimfee Meet Entry System** (https://www.swimfee.com/).

It is free to create an account on Swimfee.

Here are the steps.

STEP 1 – Create a FREE Swimfee Account
STEP 2 – Add your child Swimmer
STEP 3 – Find the Meet on the Swimfee Calendar
STEP 4 – Select Events to Enter
STEP 5 - Checkout

Step 1
- Click on the 'Enter this Meet' Link on the Club website. This will take you to the Swimfee website (http://colchesterswimming.com/openmeet.shtml)
- Click on the 'Enter this Meet' button. This will take you to the Swimfee login screen. If you do not have a Swimfee Account, click on the '*Don't have an Account?*' link below the Login Button.
- If you do have a Swimfee account login and proceed to Step 4. If not, select an appropriate account. Parent Accounts will be setup in the name of the parent (as the account holder) and shall allow the parent to add their children in the same account.

Step 2

After creating and activating your Parent Swimfee account you would need to add your children by following the '*Add New Swimmer*' Button.

Step 3

Once your Child Swimmer has been added, from your Swimfee Dashboard click on the Swimmer name. A link will appear on the Swimmer Dashboard (not Parent Dashboard). Simply follow this link to enter the Colchester Regional Qualifier.

Step 4

- Once you have accessed the Colchester Regional Qualifier Meet you will have to select the Events you wish to enter. Simply tick the boxes next to the event and add your Seeded Entry Time. Once you have selected your Events, click on '*Add to Shopping Cart*' button. This will take you to your Shopping Cart.

Step 5

- If you are happy with the items in your Shopping Cart, click on 'Proceed to Checkout'. If you need to change or remove the Events click on the 'Back' Button to add more events or simply remove them from your shopping cart. After clicking on 'Proceed to Checkout' you will be taken to a final stage checkout. No changes can be made after this point.

PAY BY DEBIT / CREDIT CARD

- On the Shopping Basket Checkout Page, click on the 'Pay Now' Button. This will take you to Paypal where you can either pay with your Paypal Account or without a Paypal Account. If you do not wish to pay by Paypal, simply click on the grey 'Pay by Debit/ Credit Card' button and complete your purchase. After successful checkout you will be redirected to the Successful Checkout Landing Page.

To see the Events that you had entered, return to your Swimfee Account Dashboard and click on the 'Meets Entered' button. You should also receive email confirmation of this.

Should you experience any difficulty in processing your application, kindly contact the Swimfee Support Team using the 'Support' Button from your Swimfee Account Dashboard.