

## The advantages for the club of the Swim Manager software.

Once completely up and running the online administration software will allow:

- The club to post upcoming galas online (which can then be entered by swimmers and paid for all online).
- The coaches to take the register electronically, this will enable them to access various statistical data based on attendance.
- The coaches to set performance targets for each swimmer in each stroke/distance.
- The coaches to monitor swimmers' performance and track improvements over various periods.
- The club to send emails to individual swimmers/squads and/or the whole club.
- The club to advertise volunteer roles to help with our galas (which can be selected by parents online).

Other functions will be come available as the software evolves.

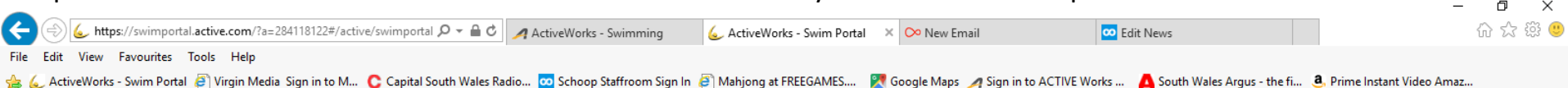
# The Swim Portal

(your personal account listing:- Contact Details, Galas, PB's and Attendance for your family)

This is the first screen you get when you log in, it acts as your home screen.

(To log in use the link in your registration confirmation email.)

If you would like to help the club at a gala, by clicking a meet in the volunteer list you will get a full list of all roles required for that meet. You can then select the role and session you would like to help with.



HOME ORDER HISTORY SCHEDULE TEAM

Christopher Jones

## City of Newport Swimming & Waterpolo Club

VIEW PROGRAMS ATTENDANCE VIEW MEETS PERSONAL BEST

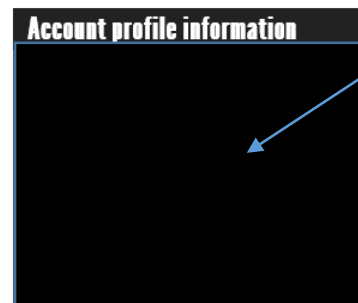
### CITY OF NEWPORT SWIMMING & WATERPOLO CLUB 2016/17

September 1, 2016 to August 31, 2017  
Newport International Sports Village Velodrome Way  
Newport, NP19 4RA United Kingdom

VIEW ORDERS

REGISTER ATHLETE

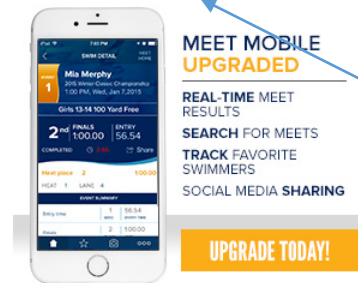
Athletes	Entered in
<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Registered	
<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Registered	



Primary parent's name and contact details listed here, along with all other registered family members names.

### PAYMENT NOTIFICATIONS

You have no outstanding balance due or upcoming payments



A list of all galas where volunteer roles are required be will shown here.

Swimmers' names are automatically listed here.

Swimmer's squad listed here. By clicking on squad you can edit contact details.

# The "Attendance" tab – Session Schedule.

You have the ability to see your swimmers scheduled sessions here, listed either by day (as below).

**ACTIVE** HOME ORDER HISTORY SCHEDULE TEAM | Christopher Jones

## City of Newport Swimming & Waterpolo Club

VIEW PROGRAMS **ATTENDANCE** VIEW MEETS PERSONAL BEST

SESSION SCHEDULE ATTENDANCE REPORT

Month Day

September 14, 2016 < Today >

Wednesday

6:00 a.m.	Nat Per / Nat Pot Wed AM	
8:00 a.m.	♀ NISV	
	James goodwin(Primary)	
5:00 p.m.	Nat Per Wed PM	
7:00 p.m.	♀ NISV	
	James goodwin(Primary)	

If you have more than one swimmer in the family, their sessions will be below each other here.

Swimmers' names automatically listed here.

### Account profile information

### PAYMENT NOTIFICATIONS

You have no outstanding balance due or upcoming payments

### MEET MOBILE UPGRADED

REAL-TIME MEET RESULTS  
SEARCH FOR MEETS  
TRACK FAVORITE SWIMMERS  
SOCIAL MEDIA SHARING

UPGRADE TODAY!

Or by the month (as here). If you have more than one swimmer in the family, all the scheduled sessions for the family will be listed here. By clicking on a session you can bring up the time and other details.

VIEW PROGRAMS ATTENDANCE VIEW MEETS PERSONAL BEST

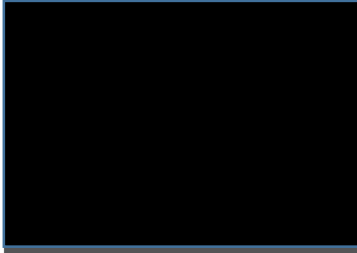
SESSION SCHEDULE ATTENDANCE REPORT

Month Day

September 2016 < Today >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
				Nat Pot / RP1 & RP1 Thu PM 5:	Nat Per Fri AM Nat Pot Fri PM	Nat Pot Sat AM
4	5	6	7	8	9	10
RP1 Sun PM 8: Nat Per / Nat P RP1 Mon PM 4: Nat Pot Mon PM	Nat Per / Nat P RP1 Mon PM 4: Nat Pot Mon PM	RP1 Tue PM 5: Nat Pot Tue PM	Nat Per / Nat P Nat Per Wed P	Nat Pot / RP1 & RP1 Thu PM 5:	Nat Per Fri AM Nat Pot Fri PM	Nat Pot Sat AM
11	12	13	14	15	16	17
RP1 Sun PM 8: Nat Per / Nat P RP1 Mon PM 4: Nat Pot Mon PM	Nat Per / Nat P RP1 Mon PM 4: Nat Pot Mon PM	RP1 Tue PM 5: Nat Pot Tue PM	Nat Per / Nat P Nat Per Wed P	Nat Pot / RP1 & RP1 Thu PM 5:	Nat Per Fri AM Nat Pot Fri PM	Nat Pot Sat AM
18	19	20	21	22	23	24
RP1 Sun PM 8: Nat Per / Nat P RP1 Mon PM 4: Nat Pot Mon PM	Nat Per / Nat P RP1 Mon PM 4: Nat Pot Mon PM	RP1 Tue PM 5: Nat Pot Tue PM	Nat Per / Nat P Nat Per Wed P	Nat Pot / RP1 & RP1 Thu PM 5:	Nat Per Fri AM Nat Pot Fri PM	Nat Pot Sat AM
25	26	27	28	29	30	1
RP1 Sun PM 8: Nat Per / Nat P RP1 Mon PM 4: Nat Pot Mon PM	Nat Per / Nat P RP1 Mon PM 4: Nat Pot Mon PM	RP1 Tue PM 5: Nat Pot Tue PM	Nat Per / Nat P Nat Per Wed P	Nat Pot / RP1 & RP1 Thu PM 5:	Nat Per Fri AM Nat Pot Fri PM	Nat Pot Sat AM

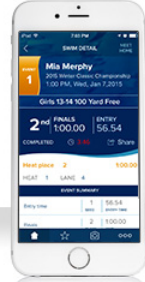
### Account profile information



### PAYMENT NOTIFICATIONS



You have no outstanding balance due or upcoming payments

### MEET MOBILE UPGRADED



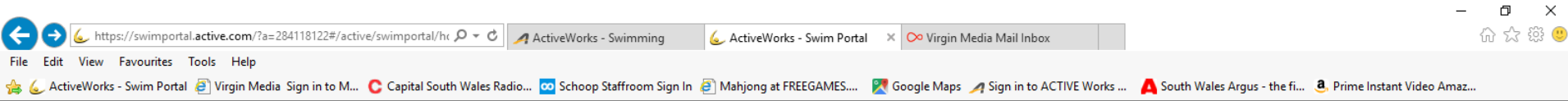
- REAL-TIME MEET RESULTS
- SEARCH FOR MEETS
- TRACK FAVORITE SWIMMERS
- SOCIAL MEDIA SHARING

**UPGRADE TODAY!**

Available on the iPhone  GET IT ON Google play 

# The "Attendance" tab – Attendance Report

In this tab all your swimmers are listed below each other, in age order. Their percentage attendance is listed along with a list of all scheduled sessions.



- VIEW PROGRAMS
  - ATTENDANCE**
  - VIEW MEETS
  - PERSONAL BEST
- 
- SESSION SCHEDULE
  - ATTENDANCE REPORT**

Swimmers' names are automatically listed here.

Diagram illustrating the layout of the Attendance Report page. Three blue boxes on the left are connected by lines to the corresponding rows in the table below.

Attendance	On-going session(s)
Attendance	Nat Per / Nat Pot Wed AM, Nat Per Wed PM, Nat Pot Fri PM, Nat Pot Sat AM, Nat Pot Mon PM, Nat Pot Tue PM, Nat Per Fri AM, Nat Per / Nat Pot Mon AM, Nat Pot / RP1 & 2 Thu AM
Attendance	On-going session(s) Nat Pot / RP1 & 2 Thu AM, Nat Pot Fri PM, RP1 Mon PM, RP1 Sun PM, RP1 Thu PM, RP1 Tue PM

### Account profile information

### PAYMENT NOTIFICATIONS

You have no outstanding balance due or upcoming payments

### MEET MOBILE UPGRADED

- REAL-TIME MEET RESULTS
- SEARCH FOR MEETS
- TRACK FAVORITE SWIMMERS
- SOCIAL MEDIA SHARING

**UPGRADE TODAY!**

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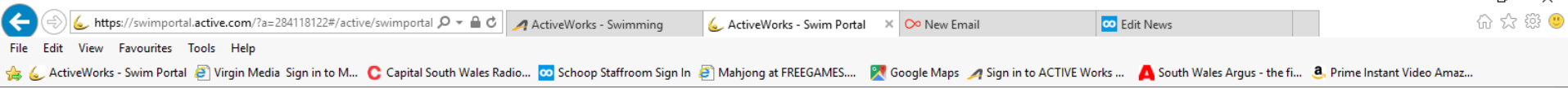
By clicking on the list icon above the scheduled sessions, you bring up this window. Please note it appears to list sessions from the bottom up and not from the top down as is usual.

The screenshot shows a web browser window with the URL <https://swimportal.active.com/?a=284118122#/active/swimportal/hr>. The page has a navigation menu with 'VIEW PROGRAMS', 'ATTENDANCE', 'VIEW MEETS', and 'PERSONAL BEST'. The 'ATTENDANCE' section is active, showing 'SESSION SCHEDULE' and 'ATTENDANCE REPORT'. A modal window titled 'SESSIONS' is open, displaying a table of sessions. The table is sorted by date from bottom to top. The background shows a sidebar with attendance reports and a right-hand panel with 'Account profile information', 'NOTIFICATIONS', and a 'MEET MOBILE UPGRADED' banner.

Session	Date	Attendance
Nat Per Wed PM	September 7, 2016 - August 31, 2017	-- >
Nat Per / Nat Pot Wed AM	September 7, 2016 - August 31, 2017	-- >
Nat Pot Tue PM	September 6, 2016 - August 31, 2017	-- >
Nat Per / Nat Pot Mon AM	September 5, 2016 - August 31, 2017	-- >
Nat Pot Mon PM	September 5, 2016 - August 31, 2017	-- >
Nat Pot Sat AM	September 3, 2016 - August 31, 2017	-- >
Nat Per Fri AM	September 2, 2016 - August 31, 2017	-- >
Nat Pot Fri PM	September 2, 2016 - August 31, 2017	-- >
Nat Pot / RP1 & 2 Thu AM	September 1, 2016 - August 31, 2017	-- >

# The "View Meets" tab.

For many parents this will be the most important tab. Upcoming meets are listed first. Please note they are listed in reverse order so the next meet is at the bottom of the list.



[VIEW PROGRAMS](#) [ATTENDANCE](#) **[VIEW MEETS](#)** [PERSONAL BEST](#)

[UPCOMING MEETS](#) [COMPLETED MEETS](#)

Upcoming meets

### CHRISTMAS CRACKER 2016

You have been invited by your coach to make your entry declarations. You must complete the entry process by the end of the Online Meet Entry period shown below. After the meet entry process is completed, you will receive a confirmation email from the coach at which time you can view your entries in your Swim Portal.

- Meet dates: December 11, 2016 to December 11, 2016 BST
- Location: NISV
- Online Meet Entry period: August 1, 2016 12:00 a.m. to November 15, 2016 11:59 p.m. BST (In progress)
- Athlete surcharge: **GBP 0.00**

<input type="checkbox"/>	<input type="checkbox"/>	Attending	<input type="checkbox"/>	Not attending
<input type="checkbox"/>	<input type="checkbox"/>	Attending	<input type="checkbox"/>	Not attending

### GREATER GWENT 2016 LEVEL 2

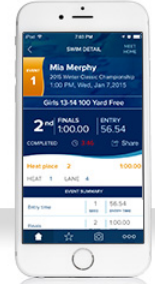
You have been invited by your coach to make your entry declarations. You must complete the entry process by the end of the Online Meet Entry period shown below. After the meet entry process is completed, you will receive a confirmation email from the coach at which time you can view your entries in your Swim Portal.

- Meet dates: October 15, 2016 to October 16, 2016 BST
- Location: Newport International Sports Village,
- Online Meet Entry period: July 22, 2016 11:59 p.m. to September 6, 2016 11:59 p.m. BST (In progress)
- Athlete surcharge: **GBP 0.00**



### PAYMENT NOTIFICATIONS

You have no outstanding balance due or upcoming payments



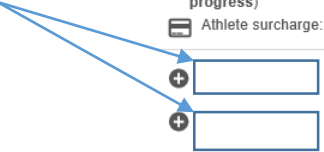
### MEET MOBILE UPGRADED

- REAL-TIME MEET RESULTS
- SEARCH FOR MEETS
- TRACK FAVORITE SWIMMERS
- SOCIAL MEDIA SHARING

**UPGRADE TODAY!**



Swimmers' names are automatically listed here.



When entering a gala, first click on the **+** symbol next to the swimmer you want to enter. This opens a list of all qualifying events. Personal best times for each event are automatically populated from the club database. If an event isn't listed, your swimmer doesn't qualify for it.

process by the end of the Online Meet Entry period shown below. After the meet entry process is completed, you will receive a confirmation email from the coach at which time you can view your entries in your Swim Portal.

- Meet dates: December 11, 2016 to December 11, 2016 BST
- Location: NISV
- Online Meet Entry period: August 1, 2016 12:00 a.m. to November 15, 2016 11:59 p.m. BST (In progress)
- Athlete surcharge: **GBP 0.00**

Attending  Not attending

**Eligible events**

Session	Date/Time	Event	Time	Cost
Session 1	Sunday, December 11, 2016 09:30 AM BST	Event 5C: 16&over Girls 50 Breast Timed Final	NT	GBP 5.00
		Event 11C: 16&over Girls 50 Back Timed Final	35.87 S ⓘ	GBP 5.00
Session 2	Sunday, December 11, 2016 01:00 PM BST	Event 23C: 16&over Girls 50 Fly Timed Final	NT	GBP 5.00
Session 3	Sunday, December 11, 2016 04:15 PM BST	Event 29B: 16&over Girls 200 IM Timed Final	NT	GBP 5.00
		Event 31: 8&over Girls 200 Free Relay Timed Final		

Attending  Not attending

Swimmers' names are automatically listed here.

### PAYMENT NOTIFICATIONS

You have no outstanding balance due or upcoming payments

**MEET MOBILE UPGRADED**

- REAL-TIME MEET RESULTS
- SEARCH FOR MEETS
- TRACK FAVORITE SWIMMERS
- SOCIAL MEDIA SHARING

**UPGRADE TODAY!**

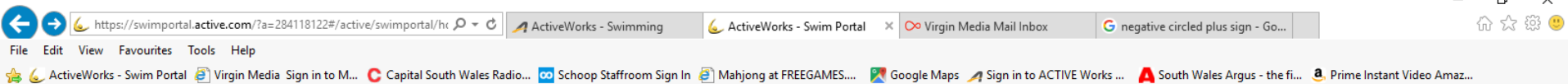
Available on the iPhone **App Store** | GET IT ON **Google play**

### GREATER GWENT 2016 LEVEL 2

You have been invited by your coach to make your entry declarations. You must complete the entry process by the end of the Online Meet Entry period shown below. After the meet entry process is completed, you will receive a confirmation email from the coach at which time you can view your entries in your Swim Portal.



Once you click on the “Attending” radio button, tick boxes will appear next to each event. Select the events you wish your swimmer to enter by ticking the appropriate boxes, and clicking “Save”. Once the closing date has passed the coach or meet manager will review all entries to check for anomalies, then confirm entries. At this point your payment will be taken via the credit card you registered with.



### Upcoming meets

## CHRISTMAS CRACKER 2016

You have been invited by your coach to make your entry declarations. You must complete the entry process by the end of the Online Meet Entry period shown below. After the meet entry process is completed, you will receive a confirmation email from the coach at which time you can view your entries in your Swim Portal.

- Meet dates: December 11, 2016 to December 11, 2016 BST
- Location: NISV
- Online Meet Entry period: August 1, 2016 12:00 a.m. to November 15, 2016 11:59 p.m. BST (In progress)
- Athlete surcharge: GBP 0.00

Attending  Not attending **SAVE** **CANCEL**

Eligible events		Meet entries: 0 IE / 0 R / 0 C
<b>Session 1</b>	Sunday, December 11, 2016 09:30 AM BST	<input checked="" type="checkbox"/> Attending this session
<input type="checkbox"/> Event 5C: 16&over Girls 50 Breast Timed Final	NT	GBP 5.00
<input type="checkbox"/> Event 11C: 16&over Girls 50 Back Timed Final	35.87 S	GBP 5.00
<b>Session 2</b>	Sunday, December 11, 2016 01:00 PM BST	<input checked="" type="checkbox"/> Attending this session
<input type="checkbox"/> Event 23C: 16&over Girls 50 Fly Timed Final	NT	GBP 5.00
<b>Session 3</b>	Sunday, December 11, 2016 04:15 PM BST	<input checked="" type="checkbox"/> Attending this session
<input type="checkbox"/> Event 29B: 16&over Girls 200 IM Timed Final	NT	GBP 5.00
<input type="checkbox"/> Event 31: 8&over Girls 200 Free Relay Timed Final		

Click here to begin entry

Swimmer's name is automatically listed here.

Select the events you require.

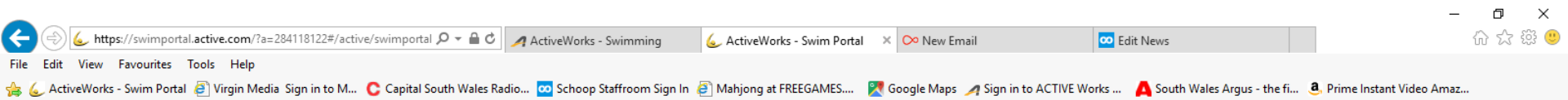


### PAYMENT NOTIFICATIONS

You have no outstanding balance due or upcoming payments

**MEET MOBILE UPGRADED**  
REAL-TIME MEET RESULTS  
SEARCH FOR MEETS  
TRACK FAVORITE SWIMMERS  
SOCIAL MEDIA SHARING  
**UPGRADE TODAY!**  
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Below the Upcoming Meets are the Completed Meets. These are listed with the most recent top of the list. For each swimmer there will be a list of events they competed in at the gala; with their finishing place, time and improvement, listed next to them.



### CARDIFF INTERNATIONAL OPEN MEET 2016

May 27, 2016 to May 29, 2016 BST  
Cardiff International Pool

Athletes	Event	Place	Time	Improved
<a href="#">Result Details</a>	15-16 Women 200 Free Prelim		NS	--
<a href="#">Result Details</a>	9&over Women 50 Free Prelim	57	29.49 L	+0.08
<a href="#">Result Details</a>	9&over Women 50 Free Prelim	145	32.47 L	--

### SWIM WALES LONG COURSE CHAMPIONSHIPS 2016

March 25, 2016 to March 28, 2016 BST  
Wales National Pool

Athletes	Event	Place	Time	Improved
<a href="#">Result Details</a>	15-16 Girls 50 Free Prelim	12	29.41 L	--
	15-16 Girls 100 Free Prelim	14	1:03.53 L	--
	15-16 Girls 200 Free Prelim	15	2:16.85 L	--

### SOUTH EAST WALES REGIONAL CHAMPIONSHIPS 2016

January 29, 2016 to February 7, 2016 BST  
Newport International Pool

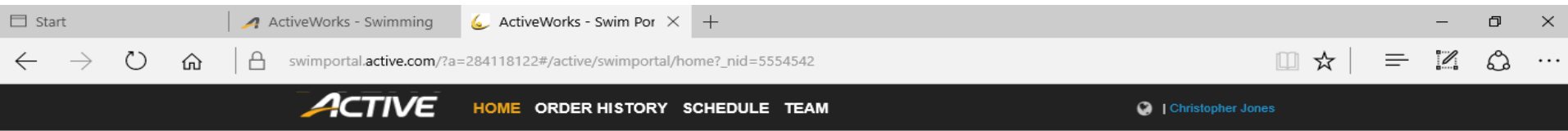
Athletes	Event	Place	Time	Improved
<a href="#">Result Details</a>	15-16 Girls 50 Free Prelim	11	29.16 S	+0.51
	15-16 Girls 100 Free Final	6	1:02.60 S	+0.77
	15-16 Girls 100 Free Prelim	6	1:02.74 S	+0.91
	15-16 Girls 200 Free Final	12	2:17.18 S	+2.16

Swimmers' names are automatically listed here.



## The "Personal Best" tab.

This tab will list all personal bests, which you can filter by; stroke, distance, course length or date. Click the **+** by the swimmer you want to check on. By default it is set to yards when you open the tab. Change this to SCM or LCM as you require



### City of Newport Swimming & Waterpolo Club

VIEW PROGRAMS ATTENDANCE VIEW MEETS **PERSONAL BEST**

Swimmers' names are automatically listed here.

Program:  Unselect all  
 City of Newport Swimming & Waterpo...

Distance: All Stroke: All Course: **Yards Only**

Dates: mm/dd/yyyy - mm/dd/yyyy

No results have been found matching selected filters.

#### Account profile information

[Redacted content]

#### PAYMENT NOTIFICATIONS

You have no outstanding balance due or upcoming payments

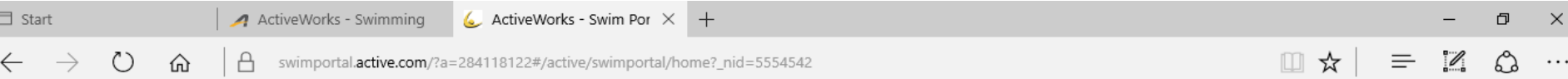
#### MEET MOBILE UPGRADED

REAL-TIME MEET RESULTS  
SEARCH FOR MEETS  
TRACK FAVORITE SWIMMERS  
SOCIAL MEDIA SHARING

**UPGRADE TODAY!**

Change this to SCM or LCM as required

Personal Best improvements are always listed as a negative number



# City of Newport Swimming & Waterpolo Club

VIEW PROGRAMS ATTENDANCE VIEW MEETS PERSONAL BEST

Swimmers' names are automatically listed here.

Swimmers' names are automatically listed here. (Annotations point to the name input fields)

Program:  Unselect all  
 City of Newport Swimming & Waterpo...  
Distance: All Stroke: All Course: SCM Only  
Dates: mm/dd/yyyy - mm/dd/yyyy

## FREESTYLE

Event	Previous PBT	Seasonal PBT	Improved	%
50 Free	33.77 S	32.02 S	- 1.75	+ 5.18%
100 Free	--	1:11.21 S	--	--
200 Free	--	2:35.67 S	--	--
400 Free	--	5:27.08 S	--	--
800 Free	--	11:19.76 S	--	--

### Account profile information

### PAYMENT NOTIFICATIONS

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### MEET MOBILE UPGRADED

- REAL-TIME MEET RESULTS
- SEARCH FOR MEETS
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- SOCIAL MEDIA SHARING

UPGRADE TODAY!

# The "Order History" tab

This is where all payments will be listed for example gala entry fees.

Order history

## Order history

**YOUR ORDERS**

All dates All orders All order types

ORDER ID	ITEMS	DUE	PAID	BALANCE
8/2/2016 C-1GD0FH3W	City of Newport Swimming & Waterpolo Club 2016/17 registration	GBP 0.01	GBP 0.01	GBP 0.00
8/2/2016 C-1GCX3SSD	City of Newport Swimming & Waterpolo Club 2016/17 registration	GBP 0.01	GBP 0.01	GBP 0.00
8/2/2016 C-1GCWKSVH	City of Newport Swimming & Waterpolo Club 2016/17 registration Cancellation of City of Newport Swimming & Waterpolo Club 2016/17 registration	GBP 0.00	GBP 0.00	GBP 0.00

Swimmers' names and squads are automatically listed here.

**PAYMENT NOTIFICATIONS**

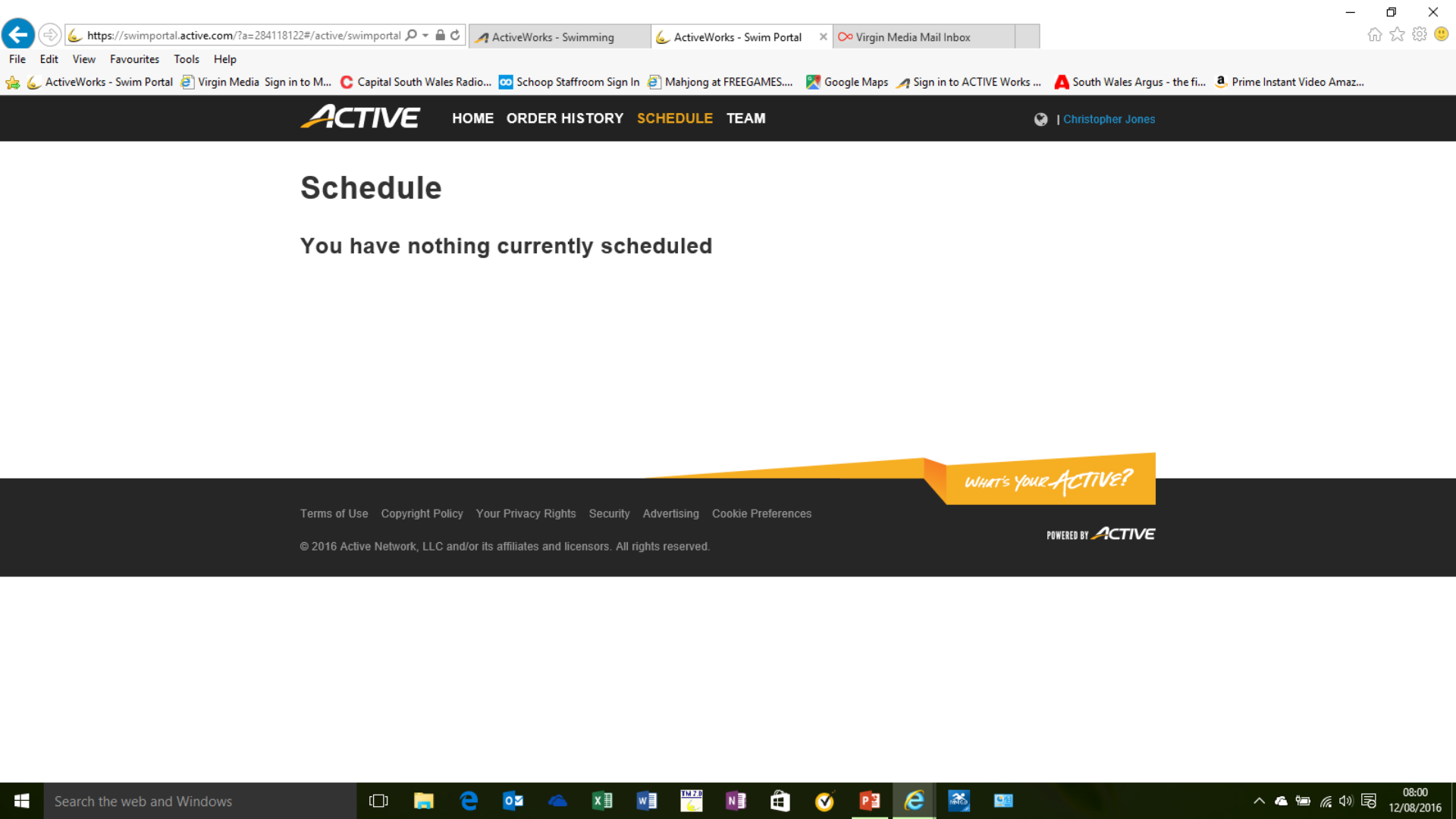
You have no outstanding balance due or upcoming payments

ACTIVE HOME ORDER HISTORY SCHEDULE TEAM | Christopher Jones

What's Your Active?

# The "Schedule" tab.

This is where any scheduled events will be listed.



# The "Team Directory" tab.

This screen will list all the contact details of parents who have ticked the team directory button during registration. This is to allow parents to contact each other directly, e.g. to share lifts etc. (the list is populated automatically from the database)

ACTIVE HOME ORDER HISTORY SCHEDULE TEAM | Christopher Jones

## Team directory

All

SWIMMER FIRST NAME	SWIMMER LAST NAME	PRIMARY CONTACT	EMAIL	HOME & MOBILE PHONE	ADDRESS
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	H: <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	H: <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	H: <input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	H: <input type="text"/>	<input type="text"/>

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WHAT'S YOUR ACTIVE?