

**MEET ENTRIES CHECKLIST FOR CLUB RECORDERS**

* I have received all paper individual entries from members and entered their events in Team Manager Lite.
* I have entered all Open Water Swims on the **Club OWS Summary Sheet** and sent it to:
recorder@mastersswimmingqld.org.au and copied nationals2014@mastersswimmingqld.org.au
* I have imported the [TM Events File](https://assets.imgstg.com/assets/console/document/documents/Meet%20Events-2013%20McDonald-s%20Queensland%20Sprint%20Champs-09Feb2013-001.zip) into Team Manager
* ALL Competitors are entered into the TM file using their full name OR preferred names and DOB **as per their membership information (Clubs Online Database)**
* I have submitted all names of competitors correctly including their dates of birth, but **WITHOUT ID** numbers
* ALL Competitors are registered (ACTIVE & FINANCIAL) members of Masters Swimming Australia.
* I confirm I have entered my club code and the club name. I have deleted any incorrect club codes e.g. QLQ

❑ I have exported a TM **Meet Entries** file, including the Relay Team entries. Names do not have to be included.

❑ I have exported a TM **Meet** **Fees** file. Members have paid $7.50 for each event.

❑ I have attached my **TM ZIP File,** to an email to Masters Swimming Queensland at recorder@mastersswimmingqld.org.au by **MIDNIGHT Friday, 14 March 2014.**

❑ I have attached my TM **Meet Entries’** file, to an email to Masters Swimming Queensland at recorder@mastersswimmingqld.org.au by **MIDNIGHT Friday, 14 March 2014**

❑ I have attached my TM **Meet Fees** file, to an email to Masters Swimming Queensland at

 recorder@mastersswimmingqld.org.au by **MIDNIGHT Friday, 14 March 2014**

❑ I have submitted the club payment by cheque, which includes all individual nominations as well as the Presentation Dinner (for those who haven’t already paid), the OWS and OWS Bus fees.

 **OR**

❑ I have organised a Direct Debit Payment using the description code: (club code) Q \_ \_ Nat2014

**Payment Methods:**
1. **Club Cheques** made payable to **Nationals 2014** must be sent by **latest** Friday, 14 March 2014
 Please make sure the amount includes the **Individual Entries , Presentation Dinner, OWS & OWS Bus Fees.**2. **Direct Debit** Payment

 **Nationals 2014 Bank Account Details: Postal Address:**

BSB: 064 107 Masters Swimming Queensland

A/C no: 10327819 PO Box 1279

A/C Name: Masters Swimming Australia, Queensland, Nationals 2014 CAPALABA BC

Bank: Commonwealth Bank 4157

Payment descriptions: Club Code + Nat2014 e.g. QSU**Nat2014**

Failure to comply with the above checklist will results in your club’s TM file being deemed incomplete. **Incomplete TM files** are determined by any of the following:

* Swimmers are not registered members of Masters Swimming Australia
* Meet Entries Report is not submitted
* Any updates or amendments to original TM Meet Entries file after submission
* Additional email address for enquiries: nationals2014@mastersswimmingqld.org.au
* Telephone number: 07 3245 1571