



Using the SNZ swimmer portal and entering swim meets

The SNZ swimmer portal is the place where swimmers can enter most swim meets, and also where swimmers pay their Club membership fees. Swimmers have to pay their membership fees through the portal before they can enter swim meets through the portal. The portal will not let swimmers enter meets if they haven't paid their membership fees.

Getting started

When your swimmer's membership application has been processed, you'll receive an email from the portal with a link that you click on to set up your swimmers username and password. You will need this username and password every time you log in to the portal, so make sure you choose something easy to remember. The username for each swimmer must be different, so we strongly suggest you do not use an email address as the log in, as if you have two or more swimmers you cannot use the same email address as a log in for both of them. We strongly suggest you use the following format for your swimmers: Log in ID: Firstname/Surname (eg JohnSmith); Password: FirstnameDateof Birth (eg John310801).

Accessing the portal, paying membership fees and entering meets

Once you've got a swimmer's log in username and password, you can get to the portal each time by following this link: <http://mypage.swimming.org.nz>

In the top left of the page there is a user ID and password block. Enter your swimmer's username and password.

If you haven't paid membership fees, that's the first thing you need to do. This is normally done through the Subscriptions icon at the top of the page.

Once you've paid your membership fees, you'll be able to enter your swimmer in upcoming meets that are on the SNZ online entry system under the "Upcoming meets" tab of the site. The site shows the next few meets that are available. If you can't see the meet you're looking for, simply click on the "Next page" tab at the bottom until you get to the relevant meet. The meets are in date order. Click on "Detail" on the right hand side for the relevant meet and that will take you to the site for entering the meet.

The site will only show the events that your swimmer is able to enter. Make sure you select carefully as the site will not let you change your entries once you've paid for them. Also

make sure you have checked the meet flyer so you know the maximum number of events a swimmer can enter.

All payments must be made via credit card through the site. Payments cannot be made through the Club. There are no exceptions.

What to do if you can't remember your swimmer's log in details (or you don't get the joining up email for the online entry system)

If you don't get an email with a link to set up your swimmers username and password, please check your junk mail/spam folders first. The emails often end up there. If you still don't have anything, please email karoripiratesmembership@gmail.com with your swimmer's name and email address and we will try and find out what's happened.

If you have created a swimmer's log in ID in the online entry system before, but can't remember your log in ID, please also email karoripiratesmembership@gmail.com with your swimmer's name and email address and we will send out a password re-set email.

If you have created a swimmer's log in ID in the online entry system before but can't remember your password, simply go to mypage.swimming.org.nz and click the "forgotten password" link.