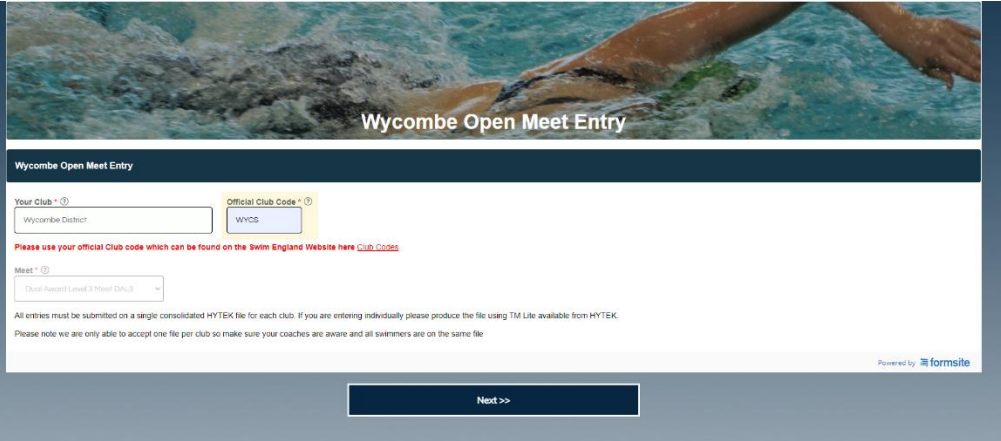


# Entering Wycombe Meets

This is what you will see on the entry form. Your entry is not completed until the last screen. Currently we only accept entries on Hytek/SD3 Files. We cannot have more than one file per club so it must be consolidated as a team. If you do not use a team management package please use [TM Lite from Hytek to create the file](#)

## 1st Screen



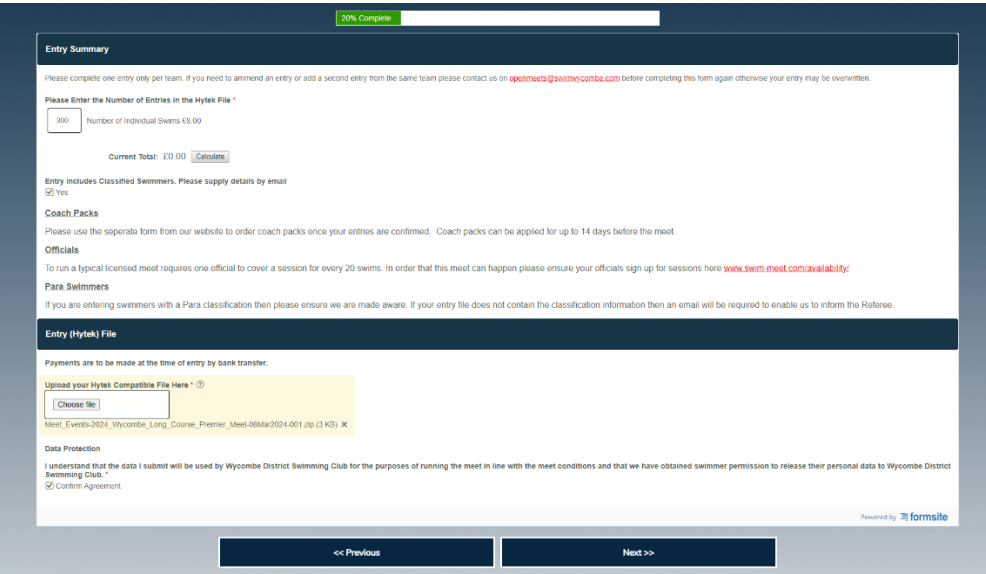
The screenshot shows the 'Wycombe Open Meet Entry' form. At the top is a banner image of a swimmer with the text 'Wycombe Open Meet Entry'. Below the banner, the form has two input fields: 'Your Club \*' with 'Wycombe District' entered, and 'Official Club Code \*' with 'WYCS' entered. A red note below these fields says: 'Please use your official Club code which can be found on the Swim England Website here [Club Codes](#)'. There is a 'Meet \*' dropdown menu showing 'David Pearson Level 3 Meet (DPL3)'. A small text block states: 'All entries must be submitted on a single consolidated HYTEK file for each club. If you are entering individually please produce the file using TM Lite available from HYTEK. Please note we are only able to accept one file per club so make sure your coaches are aware and all swimmers are on the same file'. At the bottom right, it says 'Powered by formsite'. A 'Next >>' button is at the bottom center.

Please enter your club name, ie Wycombe District (we don't need to know its a Swimming Club)

Enter Your club code – This can be found here <https://www.swimming.org/swimengland/swim-england-club-codes/>

The meet name will populate based on the meet link you are entering from. Click Next

## 2<sup>nd</sup> Screen



The screenshot shows the 'Entry Summary' screen of the form. At the top, a green progress bar indicates '20% Complete'. The 'Entry Summary' section contains the following information: a note about completing one entry per team; a field for 'Please Enter the Number of Entries in the Hytek File \*' with '300' entered and a note 'Number of Individual Swims £5.00'; a 'Current Total: £10.00' with a 'Calculate' button; a checkbox for 'Entry Includes Classified Swimmers' which is checked; a 'Coach Packs' section with a note about ordering; an 'Officials' section with a note about officials; a 'Para Swimmers' section with a note about classification; and an 'Entry (Hytek) File' section with a note about payments and a file upload area. The file upload area shows a file named 'Meet\_Events2024\_Wycombe\_Long\_Course\_Premier\_Meet-08Mar2024-001.zip (3 KB)' with a download icon. At the bottom, there is a 'Data Protection' section with a note about data usage and a checked 'Confirm Agreement' checkbox. At the bottom right, it says 'Powered by formsite'. Navigation buttons '<< Previous' and 'Next >>' are at the bottom.

Enter the number of swims in the Hytek file. This is to help price the event entry for you but will be cross checked by us and any discrepancies notified by email

Please tell us if the entry has classified swimmers.

Attach the entry file and click next.

### 3<sup>rd</sup> Screen

60% Complete

**Club Officer Confirmation**

First Name \*  
Your

Last Name \*  
Name

Phone Number \*  
011121120

Email Address \*  
xxxxxxxx@swimwaycombe.com

Confirm Email Address \*  
xxxxxxxx@swimwaycombe.com

Office held at Club \*  
Meet Secretary

SE Membership Number \* ⓘ  
12345

**Confirmation of Entry**  
I certify that all the above details are correct and that I have read and understood the meet conditions which our Club members will abide by. \*

☒ Confirm Agreement

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<< Previous      Next >>

Please enter your contact details and club role including swim England membership number.

Then click next

### 4<sup>th</sup> Screen

80% Complete

**Thank You**

Thank you for your application for Entry to the Dual Award Level 3 Meet DAL3 if you click next you will see a summary of your order and the costs please check carefully and confirm to submit to us. You will need to submit an electronic payment to the club in order for us to process your entry.

We will not confirm acceptance until the meet is closed or full. We will only contact you if we have a question concerning this entry

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<< Previous      Next >>

This is a summary screen – you entry is not complete yet. Click Next

## 5<sup>th</sup> Screen

Order Summary

Please take a moment to review your order.

Item Description	Quantity	Amount
Number of Individual Swims £8.00	300	£2,400.00
<b>Order Total</b>		<b>£2,400.00</b>

Back

Confirm Order

This screen confirms the financial cost. Please click confirm order to complete and submit your entry.

We do not take payments through this system currently. The next screen will tell you how to pay us. You will also receive a confirmation email.

Thank You

Your entries for Wycombe District to the Wycombe Dual Award Level 3 Meet DAL3 has been successfully submitted. Entries will be processed and accepted entries confirmed in line with the meet conditions.

Please ensure Payment of £ 2,400.00 is made to Wycombe District Swimming Club with this application to ensure we can process your entry.

HSBC; Sort code:  Account number

All payments should be referenced with the 4 Digit meet code(above) followed by your club code WYCS or swimmer name

[Printable Receipt](#)

Reference #: 29001384

Order Summary

Item Description	Quantity	Amount
Number of Individual Swims £8.00	300	£2,400.00
<b>Order Total</b>		<b>£2,400.00</b>

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