

## **Electronic entry system**

To create entries online, you need a myResults.eu Account for creating online entries. If you have not an CIS-Online.NET online entry account, you can create one directly in the online entries menu.

### **Overview about the ONLINE ENTRIES site**

- Create login

For users without an account in the myResults.eu system, please enter a clubname, username, password and a valid email address and press this option.

After a successful user account creation process, you will receive an email with an unique id. Please enter this id after your first login (you will be automatically asked for this id).

- Login

If you already have an account in the myResults.eu system, please enter your login data into the fields and click LOGIN.

### **Working with the online entries module**

- Overview

After login into the system, you see all your swimmers/relays. Swimmers/relays with entries for the current competition show below the name the already entered entries.

- To add a new swimmer/relay, please click below the club data the option ADD RELAY / PERSON.
- To change a swimmer / relay, click the first option of the swimmer or relay (first symbol Change relay/person), change the data and press SAVE.
- To create or change an entry for a swimmer/relay, click the second option of the swimmer / relay (second symbol Change entries), change the data and press SAVE.
- To delete a swimmer / relay, click the second option of the swimmer / relay (second symbol Delete relay/swimmer).

- Entrylist / Confirmation of the sport health

After adding and changing all entries, you have to print an entrylist and send this list with with signature to the contact person of the administrative club. Click on PRINT ENTRYLIST on the bottom, sign it and send it via fax or email to the administrativ club. Please check the deadline!

- Club data / change password

If you want to change your club data or if you want to change your password, please click on CHANGE CLUB (on top). After pressing the button SAVE, all new data will be stored.