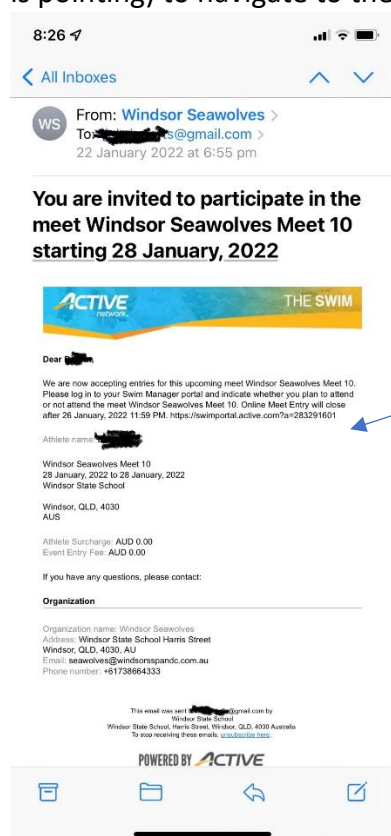




Nomination Process

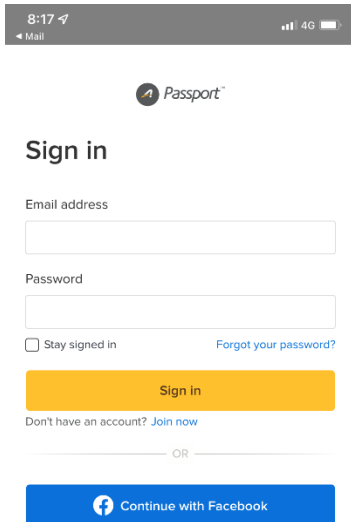
1) Weekly email from Windsor Seawolves (email address: no-reply@active.com)

You will receive an email like the below weekly during the season. Click on the link (where the arrow is pointing) to navigate to the nomination log in page



Alternatively click here: <https://swimportal.active.com?a=283291601>

2) Sign-In Page



8:17
Mail 4G

Passport

Sign in

Email address


Password

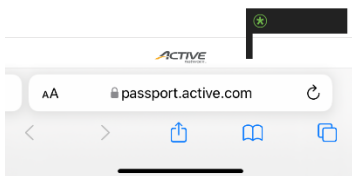
Stay signed in [Forgot your password?](#)

Sign in

Don't have an account? [Join now](#)

OR

 Continue with Facebook

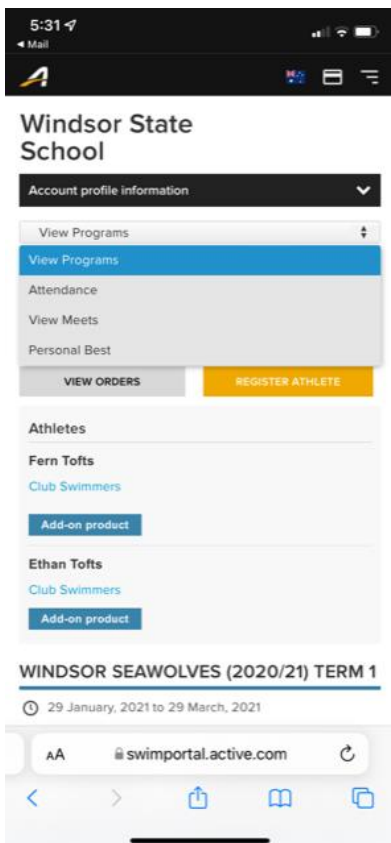


Enter email address and password (same as what you used to register for the season)

3) Navigate to Nominations Page

Via Mobile - Select "View Programs" menu and in the drop down menu select "View Meets" from list.

Via Web – Select "View Meets" which is visible on the horizontal menu on the page.

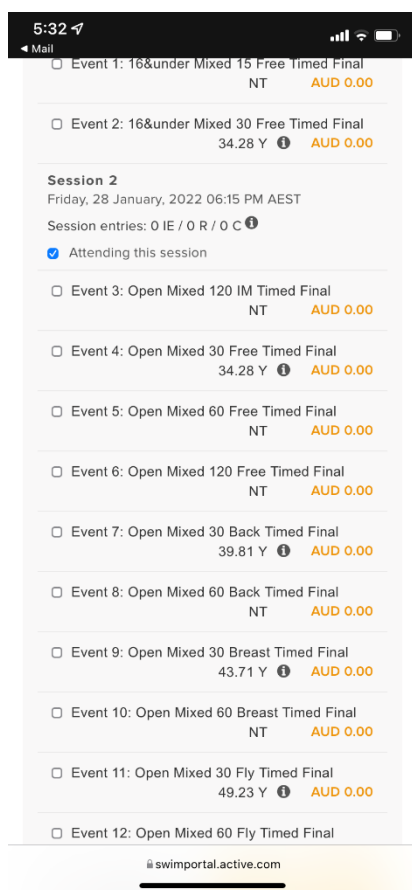


4) Select the 'Meet' you are nominating for (check dates and/or it will be at the top of the page)

For each swimmer select "Attending" then each races they will be participating in on Friday.

- Session 1 - are not timed events:
 - o Event 1 is our 15m Tadpoles event for swimmers requiring support from a Year 6 student or parent
 - o Event 2 is our 30m kickboard event for swimmers that can swim the 30m with a kickboard
- Session 2 – are our timed events:
 - o Event 3 is our 120m Individual Medley – swimmers who have qualified to swim 60m in all four strokes can participate
 - o Event 4 is our 30m Freestyle
 - o Event 5 is our 60m Freestyle – swimmers who have qualified in the 30m event to swim 60m (see the [Handbook](#) for qualifying times)
 - o Event 6 in the example here is our 120m Freestyle event (this will be 120m Backstroke next week and Event 8, then the following week 120m Breaststroke and Event 10)
 - o And so on

Once a swimmer has received a time for that event their best time will show.



5) Complete Nominations

Select the races the swimmer will participate in on Friday and press "Save" which is after the Event selection, before selecting "Attending" and repeating the process for the next swimmer. Then log out