

Meet Application 6-Step Meet Process

Step 1 - Meet Application sent to ddrsasecretary@gmail.com

- Submit FLYER and PROGRAM OF EVENTS **with** meet application **by the due date (28th February, 2025)** - If no flyer and program of events are submitted, your meet application will be rejected
- You must include official and equipment requests
- Complete ALL sections of the application
- Specify 3 dates (if you don't, we can't guarantee that the date you have chosen will be allocated to you)

Step 2 - Meet Manager & Swim Central Setup

- When verification has been sent from the DDRSA committee for your meet events and flyer, the meet can then be set up in MM and Swim Central (ensure this is at least 6 weeks prior to your meet occurring)
- When your meet has been set up in Swim Central and is in DRAFT, contact DDRSA so the meet can be checked for publishing
- Please ensure that your meet closes on either a Sunday or Monday night

Step 3 - Meet Entry List

- Meet Entries need to be sent to ddrsasecretary@gmail.com and ALL participating clubs within 24 hours of your meet closing in Swim Central – these will then be uploaded to the DDRSA website (either Monday or Tuesday depending on when your meet closes)

Step 4 - Discrepancies

- Allow 24 hours for discrepancies to adjust entries

Step 5 - Publish program and email Timeline

- Once discrepancies have been finalised, complete your program and timeline and email to ddrsasecretary@gmail.com as well as all participating clubs
- We will publish the Program and Timeline on the DDRSA website as well as advise everyone on Facebook

Step 6 - Post Meet

- Email back-up file to ddrsasecretary@gmail.com
- The meet will then be verified so that results can be released