



Sport Event Management System (SEMS)

Club Entry Guide - IRB Championships 2019 – v2



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1. Access to SEMS

Logging into SEMS

URL: <https://sems.sls.com.au>

Can't login to SEMS or Need SEMS Access

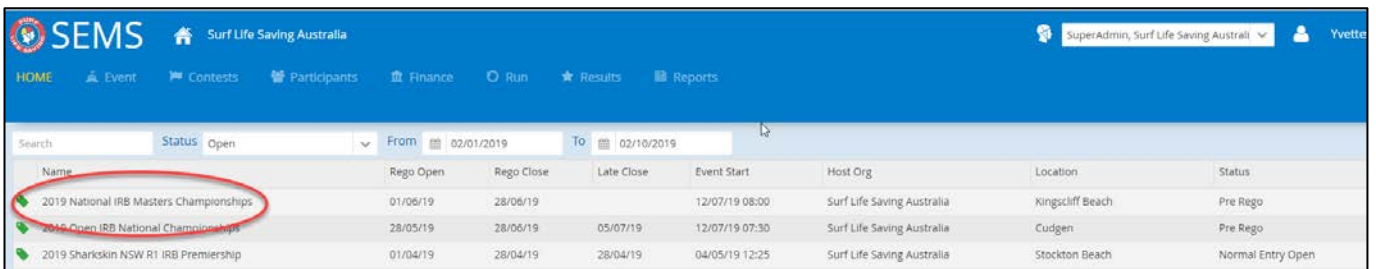
Access to SEMS is assigned by the SLSA IT Helpdesk via the lodgement of a Form 49.

Please Note: to be assigned SEMS functions the user must have an active Members Area log in account.

If you have already been assigned access, please login to SEMS using your Members Area login details

2. Entering Competitors by Team Contest

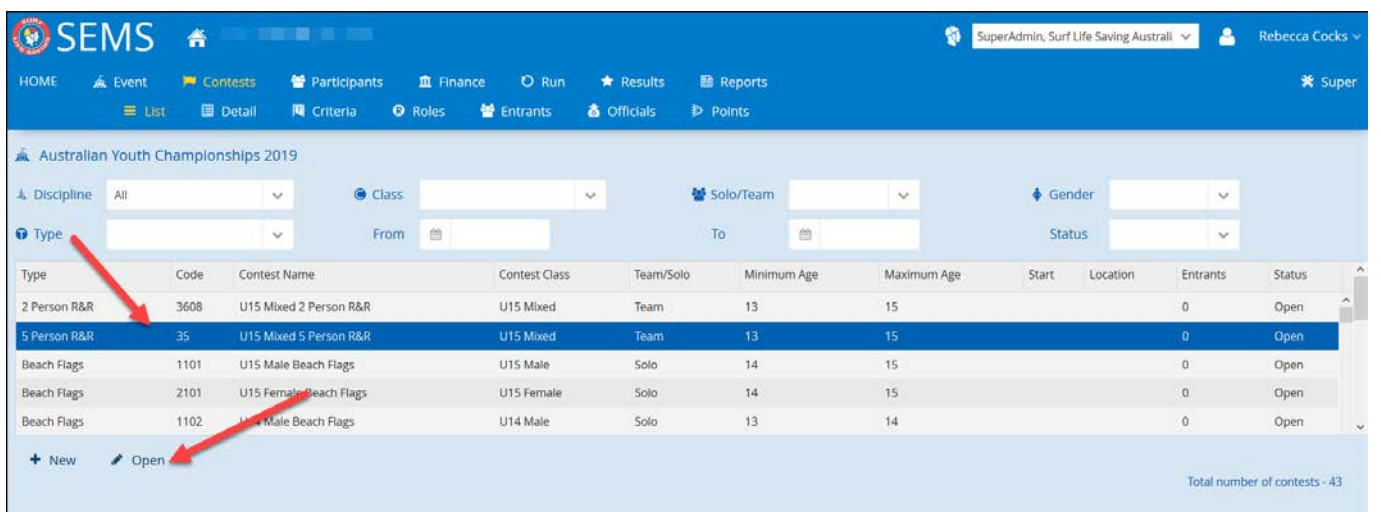
1. When you login to the SEMS it will open on the Home page and a list of Events (carnivals) will display.



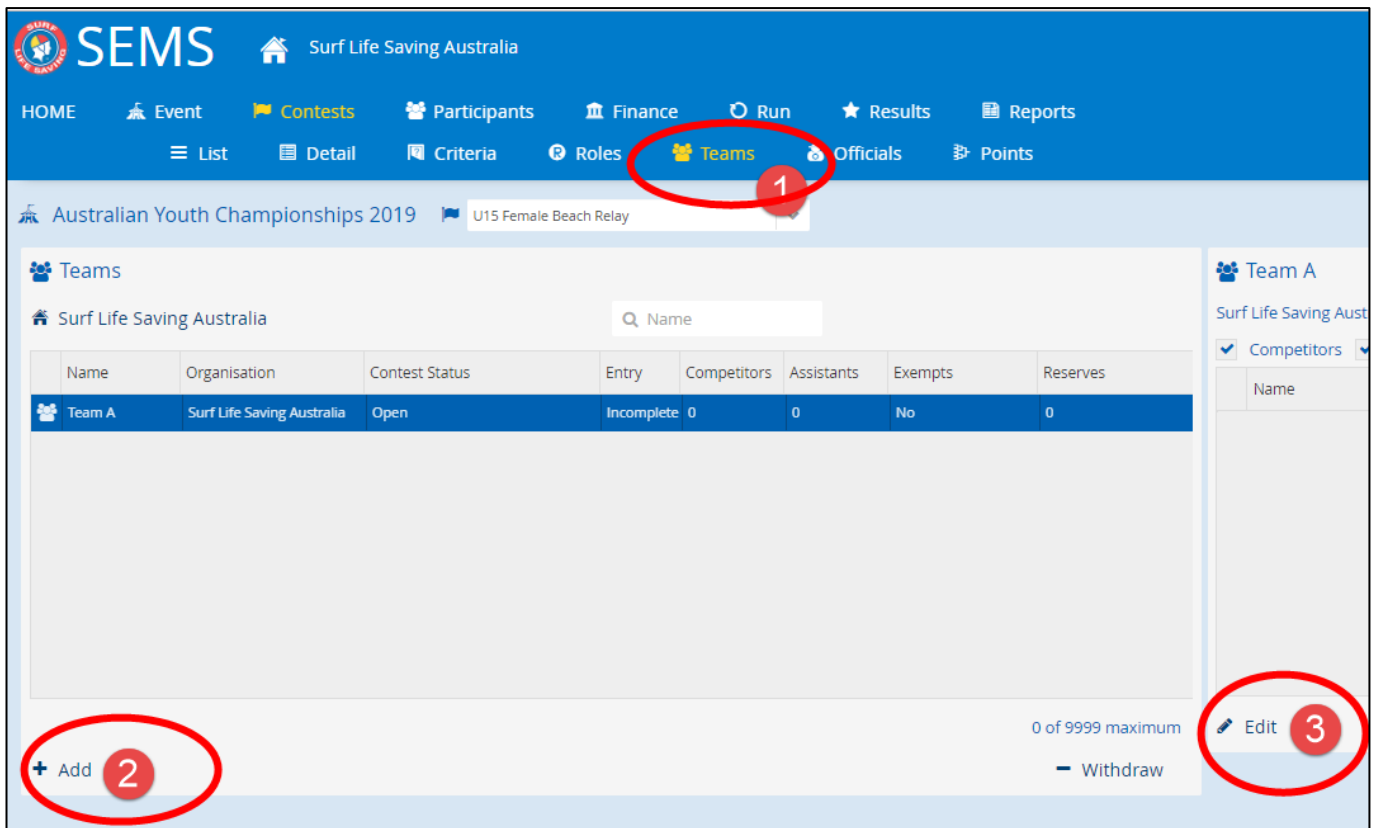
2. Highlight the Event that you wish to add entries too. eg. 2019 Sharkskin NSW R1 IRB Premiership and click **Open** (located bottom left of screen).

3. The screen will display all the Contests (events) being held in this Event. Highlight (click on) the contest name that you wish to place your entries in and click **'Open'** (located bottom left of screen).

Note: use the filtering options to assist in finding the correct contest.

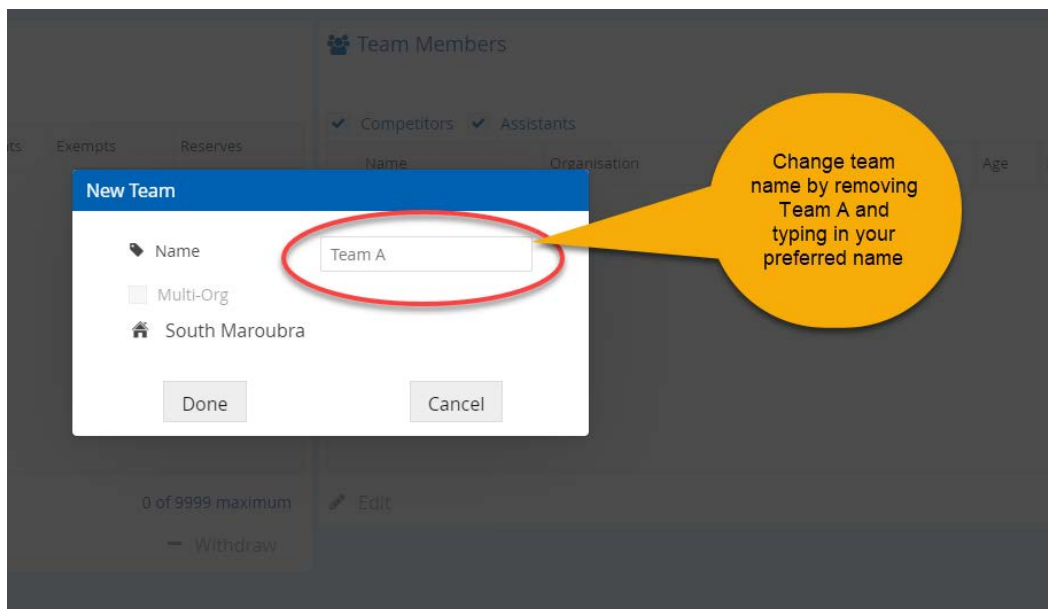


- 1 Click the 'Teams' sub-menu tab.



Click 'Add' (located bottom left of screen) to create a team name. The system defaults to Alphabetical team names

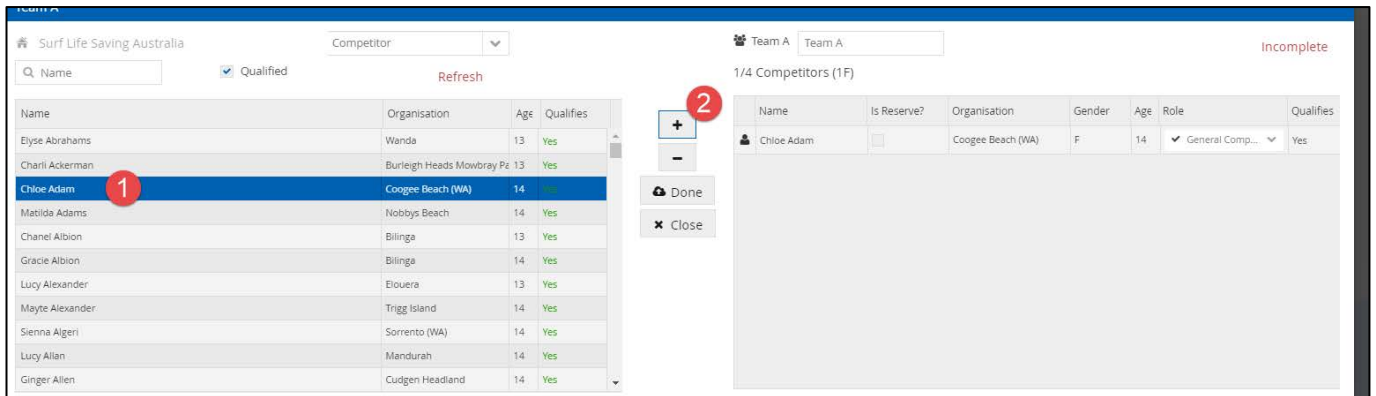
Note: you must create the team name before you can add team members



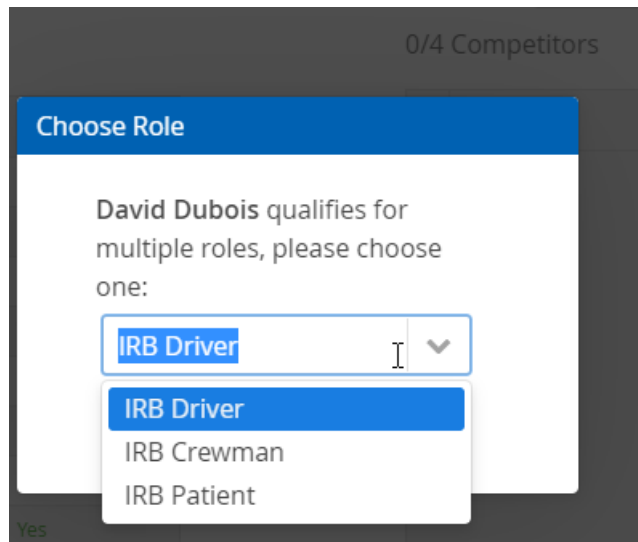
Click 'Done'

3. Highlight the team name you want to add members to ie: Team A and click 'Edit' (located bottom right of screen). By default, a list of eligible entrants will display.

1. To add a competitor, highlight their name and
2. click the **+** to move them into the team.

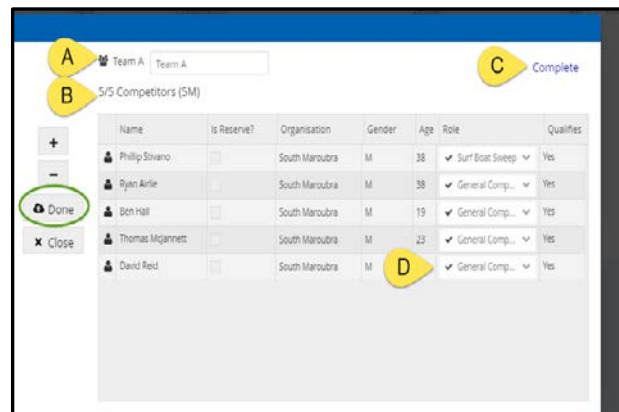


The **Choose Role** screen will display. The highlighted member will need to be assigned a specific role based on the role they are eligible for and which role they perform within IRB Team.



Continue to add competitors to the team. You will be able to view on the right-hand side: -

- a. Team Name – you can edit the team name if required.
 - b. See the number of competitors entered and total number required for the contest
 - c. The teams are marked as incomplete until all team members are entered. You can save an incomplete team and update later.
 - d. The Role assigned to each member of the team.
5. Click **'Done'** to the save the team

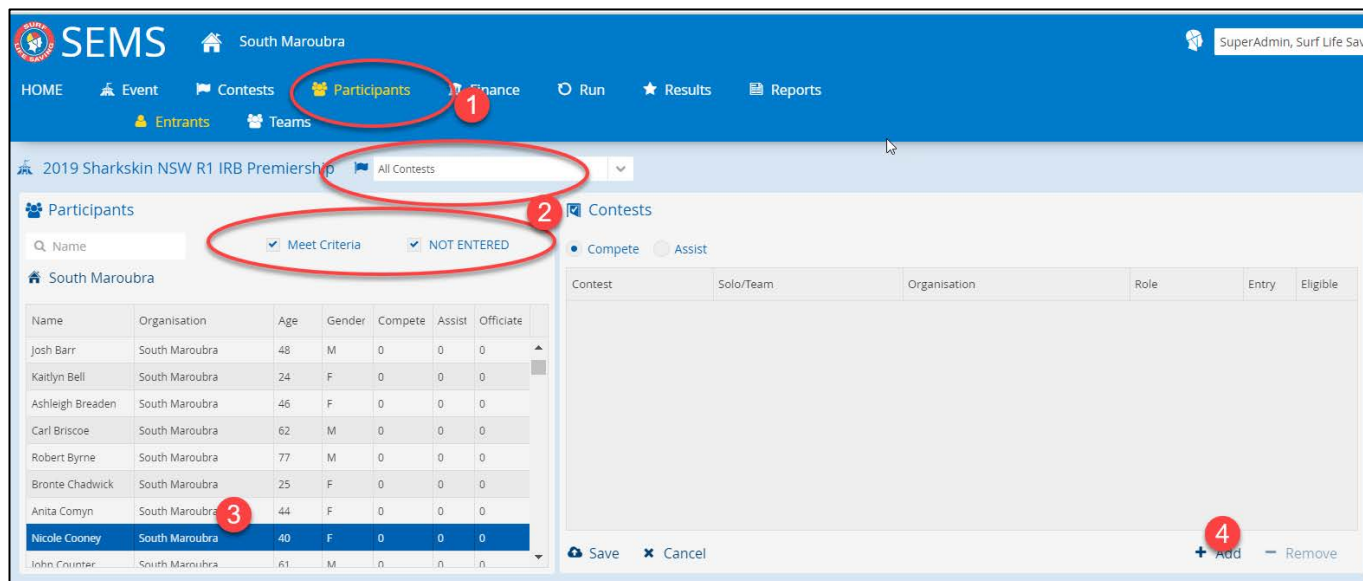


3. Entering Competitors by Name

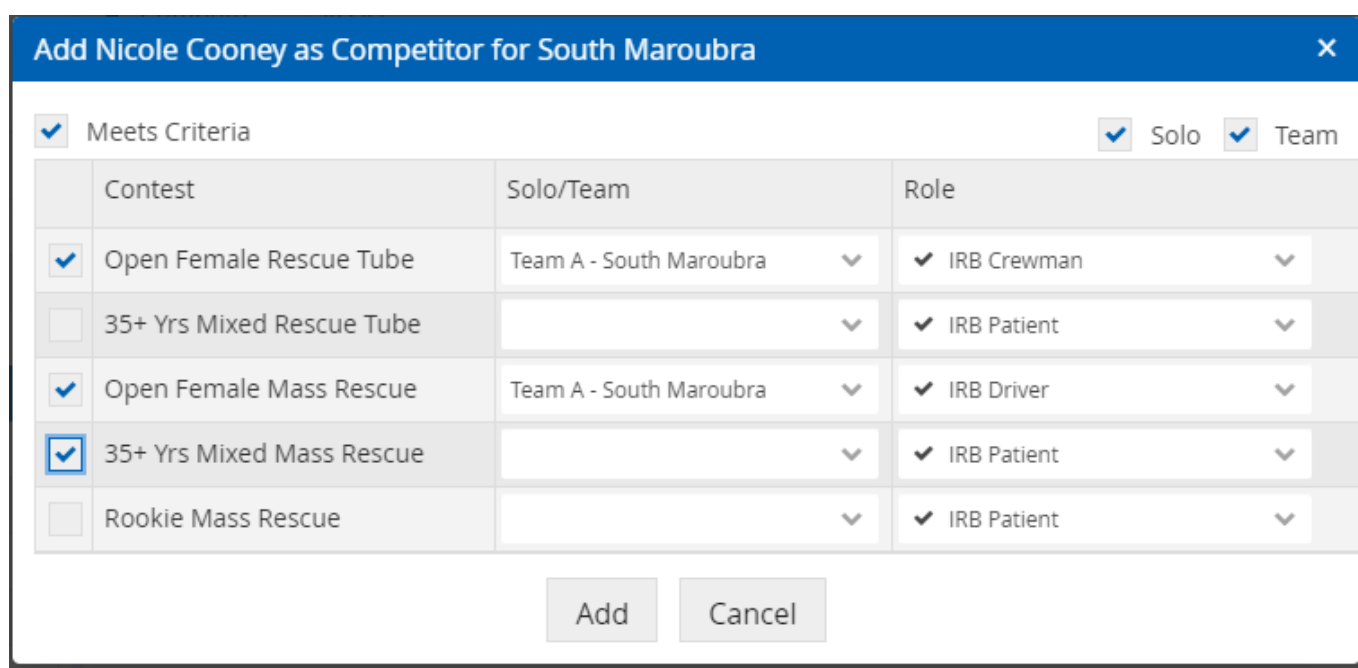
Entering competitors by name is just another way to make your solo contest entries.

Note: if you wish to enter competitors into a Team Contest by name using the ‘Participants’ tab you need to create the team name first. How to do this is detailed in Section 2 of this user guide.

1. From the Contest – Lists screen click on the ‘Participants’ menu tab.
2. Ensure that ‘all contests’ has been selected and you tick the checkbox ‘Meet Criteria’ and ‘Not Entered’.
3. The system will then display all eligible club members.
Click on the name of the competitor that you wish to ADD, highlighting their name
4. Click on the Add button and the system will display all eligible contest that the competitor is able to be entered into.



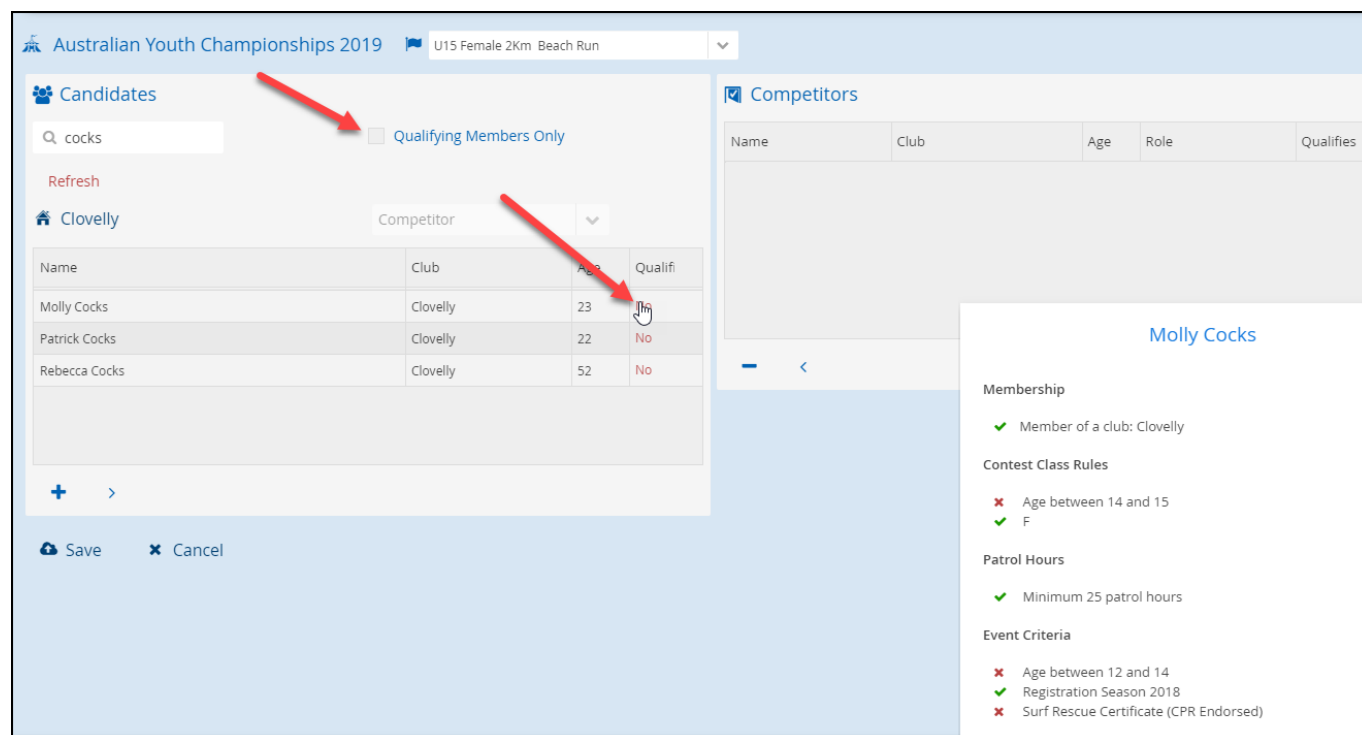
5. Using the checkboxes, tick the contest that you wish to add the competitor into, select the appropriate team eg: Team A, select the Role and then click ADD



4. Member is Not Displaying in Qualifying Member List

The default display is for qualifying members that are eligible to be entered a specific contest. If a member does not display untick the **'Qualified'** Box for team entries.

To view why a member does not qualify for a contest click on the **red NO** next to the person's name and a pop up will display why this member does not qualify for a contest. (**Please note the popup will go away when you move your mouse**).



The screenshot shows the 'Australian Youth Championships 2019' interface for the 'U15 Female 2Km Beach Run' contest. The 'Candidates' section is active, showing a search for 'cocks' and a 'Qualifying Members Only' checkbox. A table lists candidates from the 'Clovelly' club:

Name	Club	Age	Qualifi
Molly Cocks	Clovelly	23	No
Patrick Cocks	Clovelly	22	No
Rebecca Cocks	Clovelly	52	No

A red arrow points to the 'Qualifying Members Only' checkbox, and another red arrow points to the 'No' in the 'Qualifi' column for Molly Cocks. A popup window for 'Molly Cocks' is open, showing the following details:

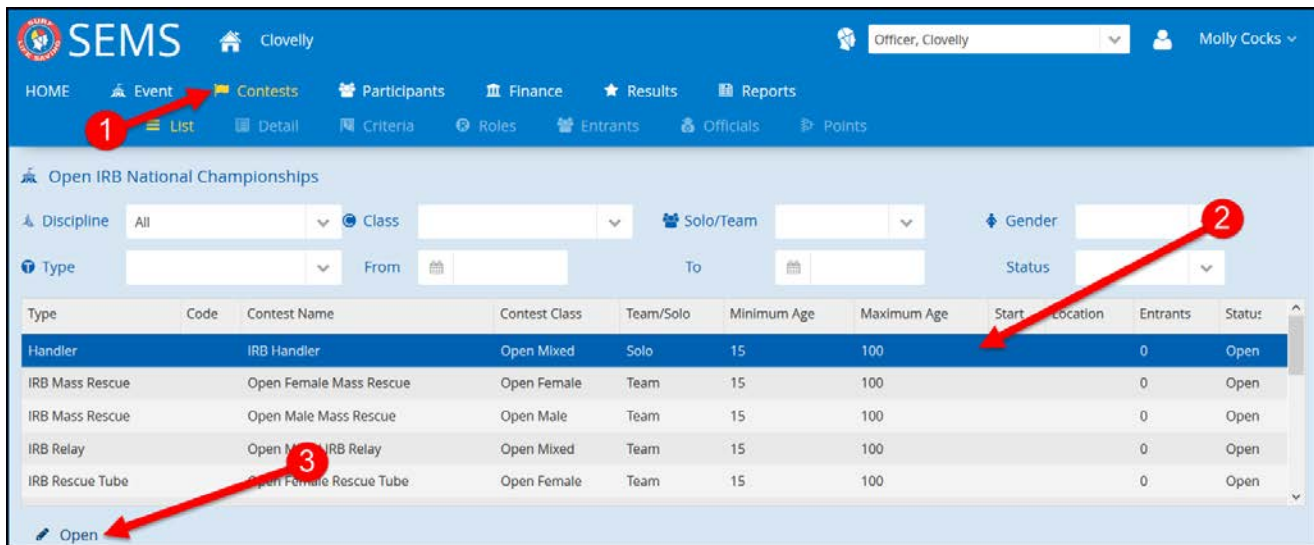
- Membership:** ✓ Member of a club: Clovelly
- Contest Class Rules:**
 - ✗ Age between 14 and 15
 - ✓ F
- Patrol Hours:** ✓ Minimum 25 patrol hours
- Event Criteria:**
 - ✗ Age between 12 and 14
 - ✓ Registration Season 2018
 - ✗ Surf Rescue Certificate (CPR Endorsed)

Club Officers are unable to add 'non-qualifying competitors' to contests. If you have a competitor how qualifies for a pro-rata of 2018 competition patrol hours you will need to email the IT Helpdesk sems@slsa.asn.au so they can be entered as an exemption. We will need to know the following information:

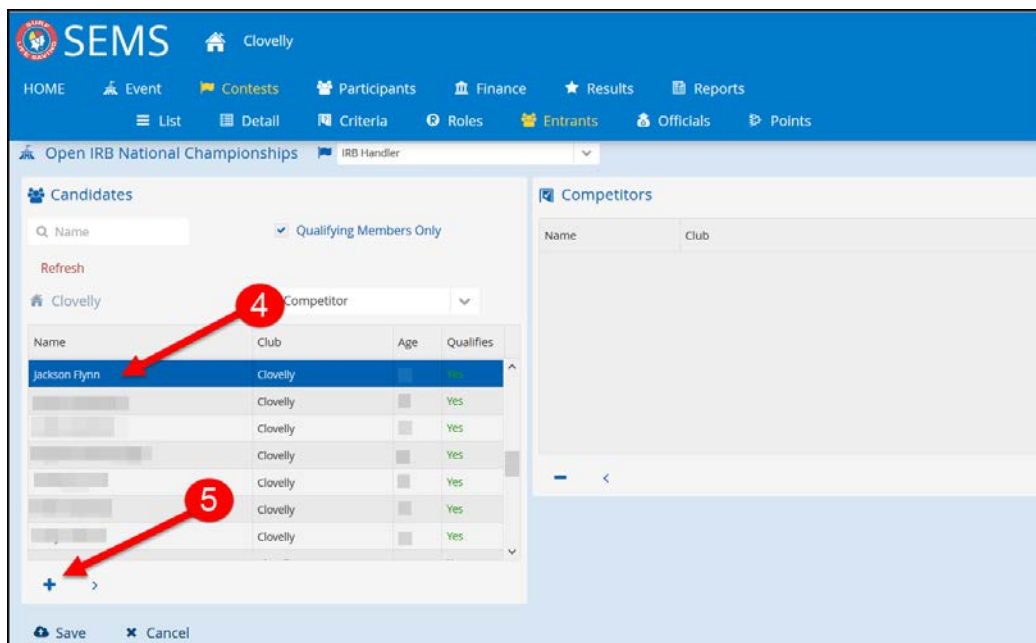
- Reason why the competitor can not be added by the club. ie: only gained BM Jan 2019 therefore does not have the minimum competition patrol hours set by State.
- Club Name
- Name of Event (Carnival)
- Name of Contest (Race)
- Team name
- Name of the competitor and the role the competitor ie: Driver, Crew or Patient.

5. Entering Handlers

1. Click **'Contests'**, highlight the **'Handler'** contest and click **'Open'** (located bottom left of screen)

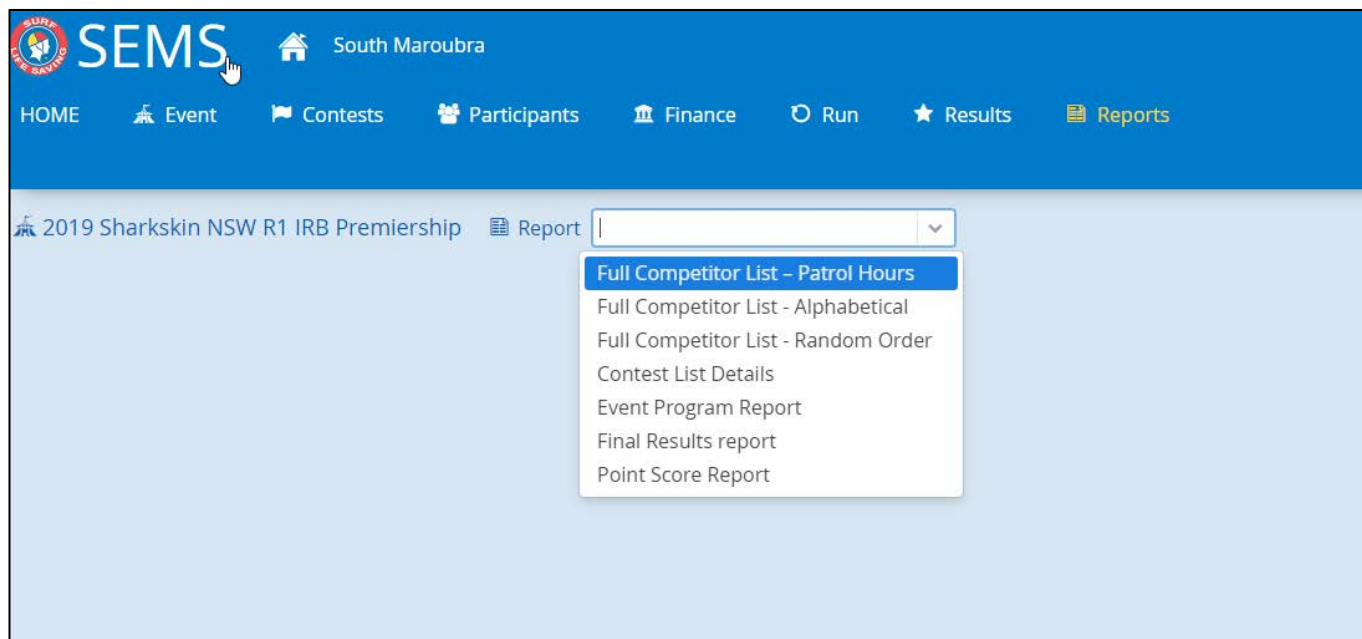


2. At the next screen click **'Entrants'** from the sub menu tab.
3. By default, a list of eligible entrants will display
4. Highlight the 'handlers' name and click the **+** to add them to the 'competitors list' on the right side of the screen.
5. Continue adding your handlers and then click **'Save'** (located bottom left of screen)

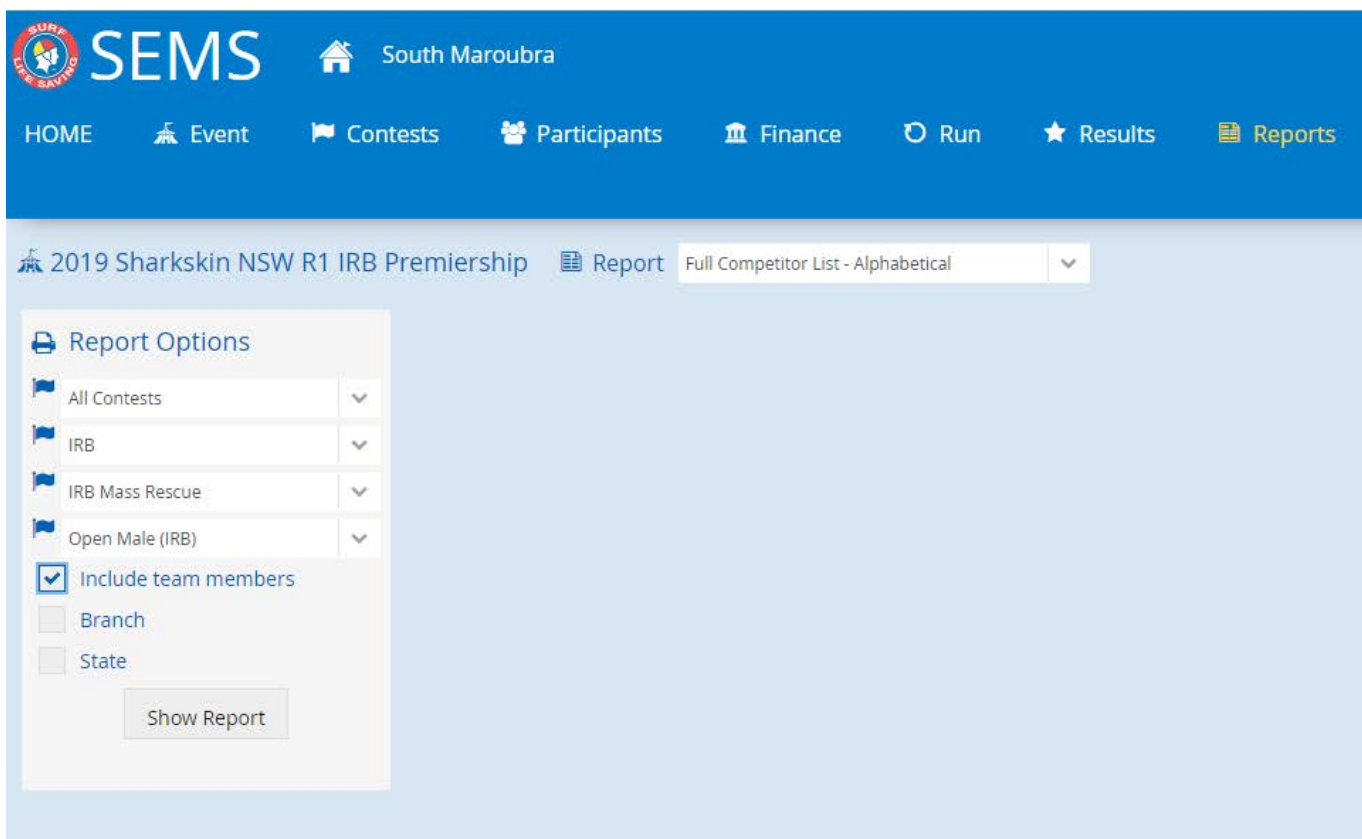


5. Entry Reports

To run a report of your entries, click the **'Reports'** menu tab and select your report type from the drop-down eg. Full Competitor List.



Once you have selected your desired report, you will be given several report options. Print all entries for all contests or you can filter the report and include team names.



6. Need Help?

If you require any assistance completing your entries, please contact the SLSA IT Helpdesk.

Email: sems@slsa.asn.au