

Entry Procedure

Overview

This chapter outlines the entry options of the platform, including Youth Swimming, Club Swimming, Masters Swimming. It is designed to provide users with details of how to enter competitions based on user type.

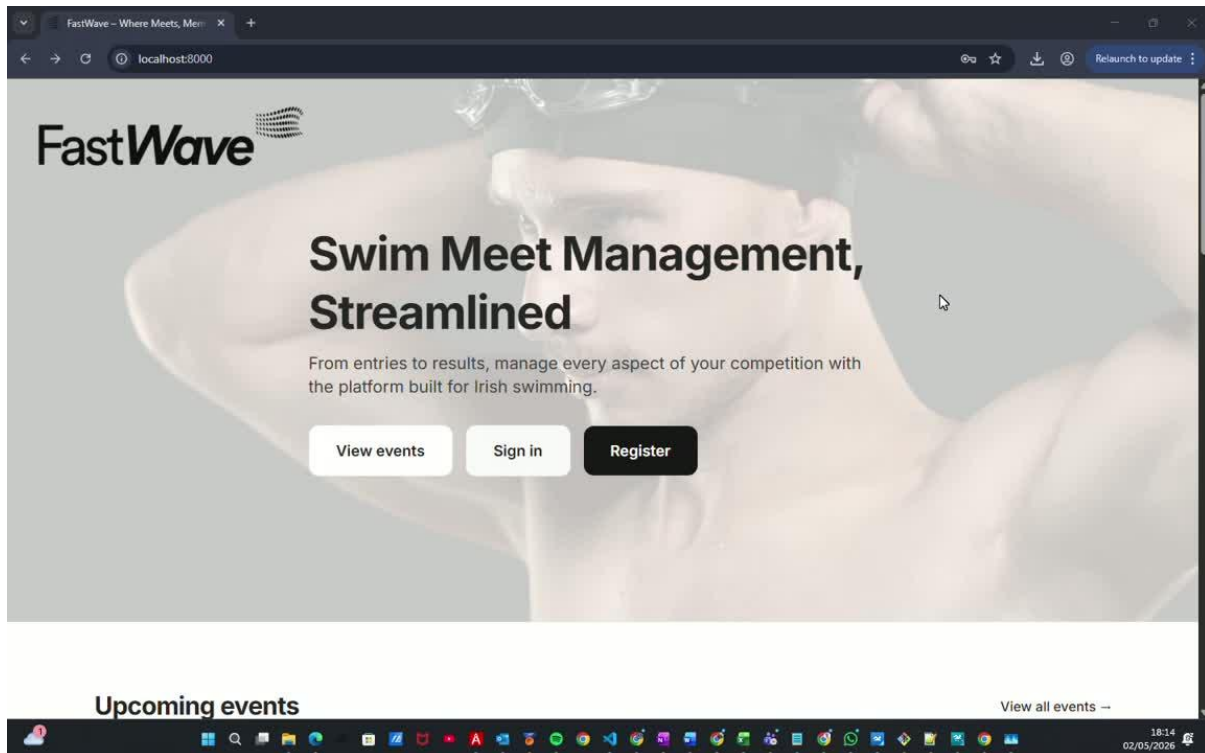
Privacy Notice

This system processes limited personal data, including names, email addresses, and payment-related information, strictly for the purpose of managing entries and financial transactions. All data is handled securely and in accordance with applicable data protection legislation.

Access to financial and personal data is restricted based on user roles. No personal data is shared with third parties except where necessary to facilitate payment processing (e.g. via Stripe).

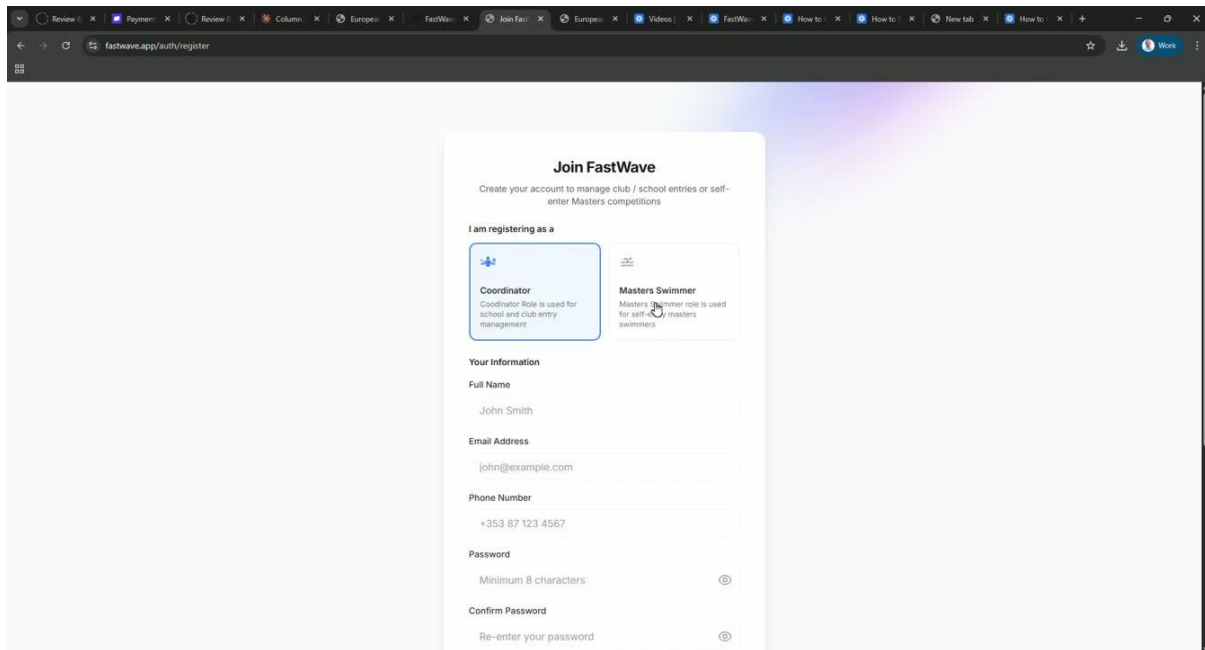
How to Register and Enter Events as a Masters Swimmer on Fastwave

1. Open Fastwave and start registration at www.fastwave.ie



- Choose Sign in if you already have an account, or Sign up / Register if you are new.
- For new users, click Sign up to begin the registration process.

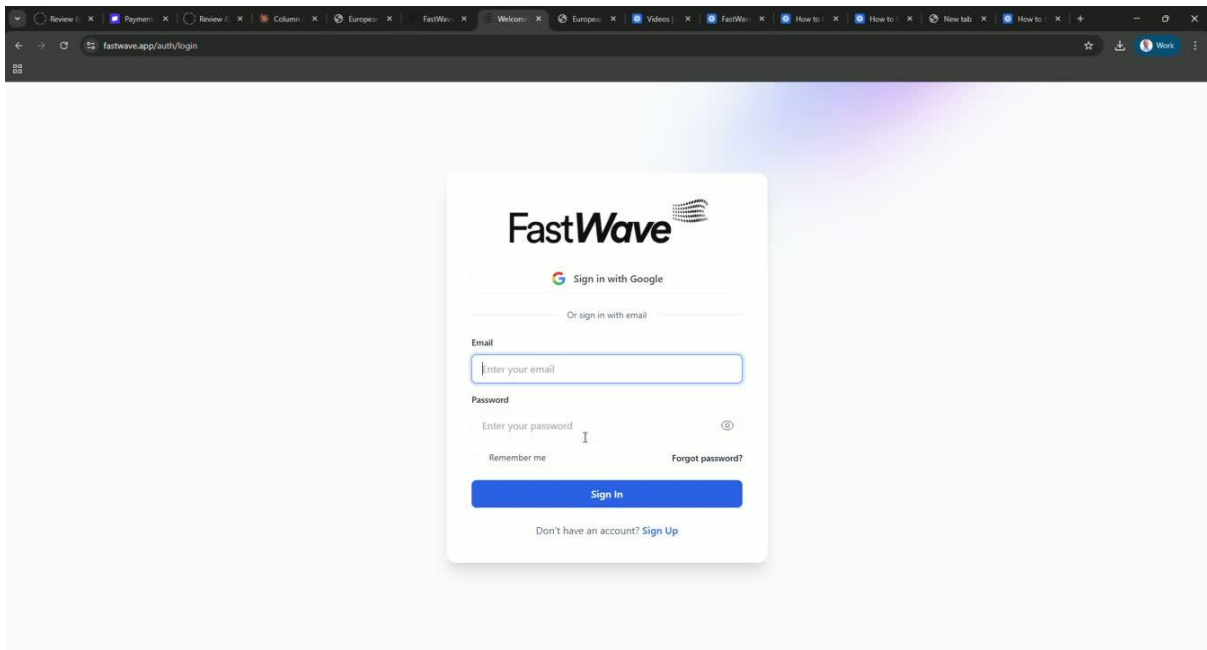
2. Create a Masters Swimmer account



The screenshot shows a web browser window with the URL `fastwave.app/auth/register`. The page title is "Join FastWave". Below the title, it says "Create your account to manage club / school entries or self-enter Masters competitions". There are two radio button options under "I am registering as a": "Coordinator" (selected) and "Masters Swimmer". The "Coordinator" role is described as "Coordinator Role is used for school and club entry management". The "Masters Swimmer" role is described as "Masters Swimmer role is used for self-enter masters swimmers". Below these options is a section titled "Your Information" with the following fields: "Full Name" (John Smith), "Email Address" (john@example.com), "Phone Number" (+353 87 123 4567), "Password" (Minimum 8 characters), and "Confirm Password" (Re-enter your password).

- On the registration page, select I am registering as a Master Swimmer.
- Enter your personal details.
- Agree to the Terms and Conditions.
- Click Create Account to finish account setup.

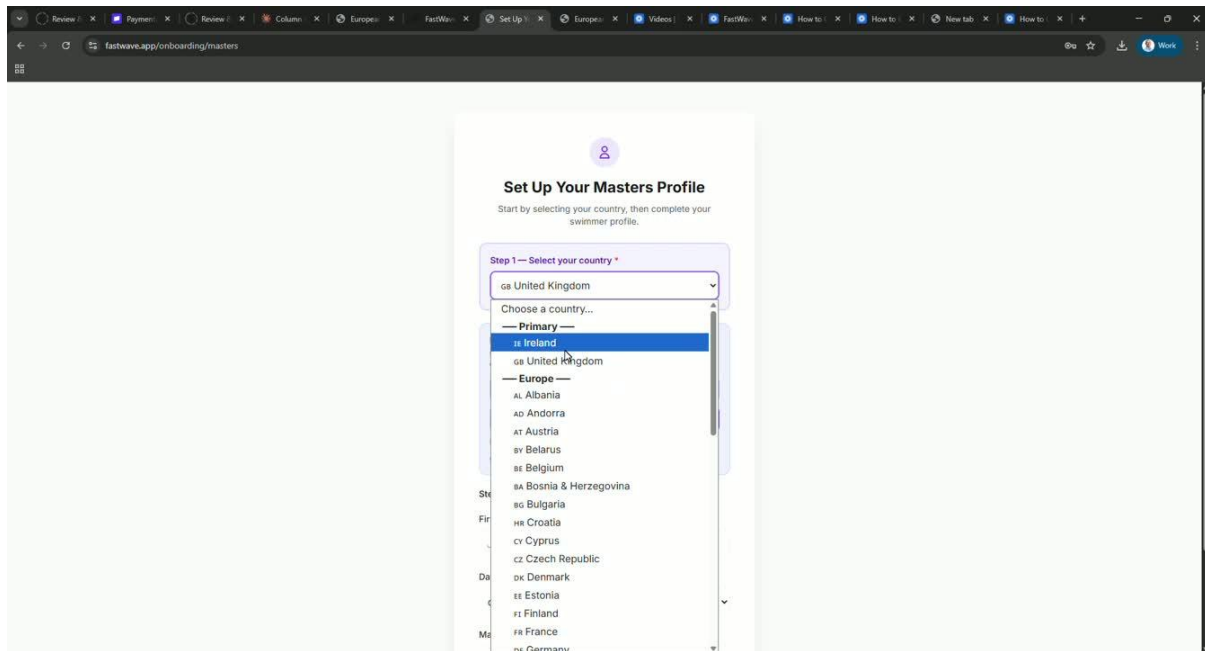
3. Log in and complete your Masters swimmer profile [1:07](#)



- After creating your account, log in with your new credentials.
- You will be prompted to set up your Masters swimmer profile.

Set up the Masters profile

- After account creation, FastWave will prompt you to set up a **Masters profile**.
- Select your **country of origin**.
- Follow the country-specific setup process:
 - **Ireland:** enter your Swim Ireland Registration Membership number, and date of birth.
 - **UK:** the system searches **swimmingresults.org** for your details.
 - **Other countries:** you may be asked to set yourself up manually as a swimmer.
- If the system finds your details, continue to complete your profile.



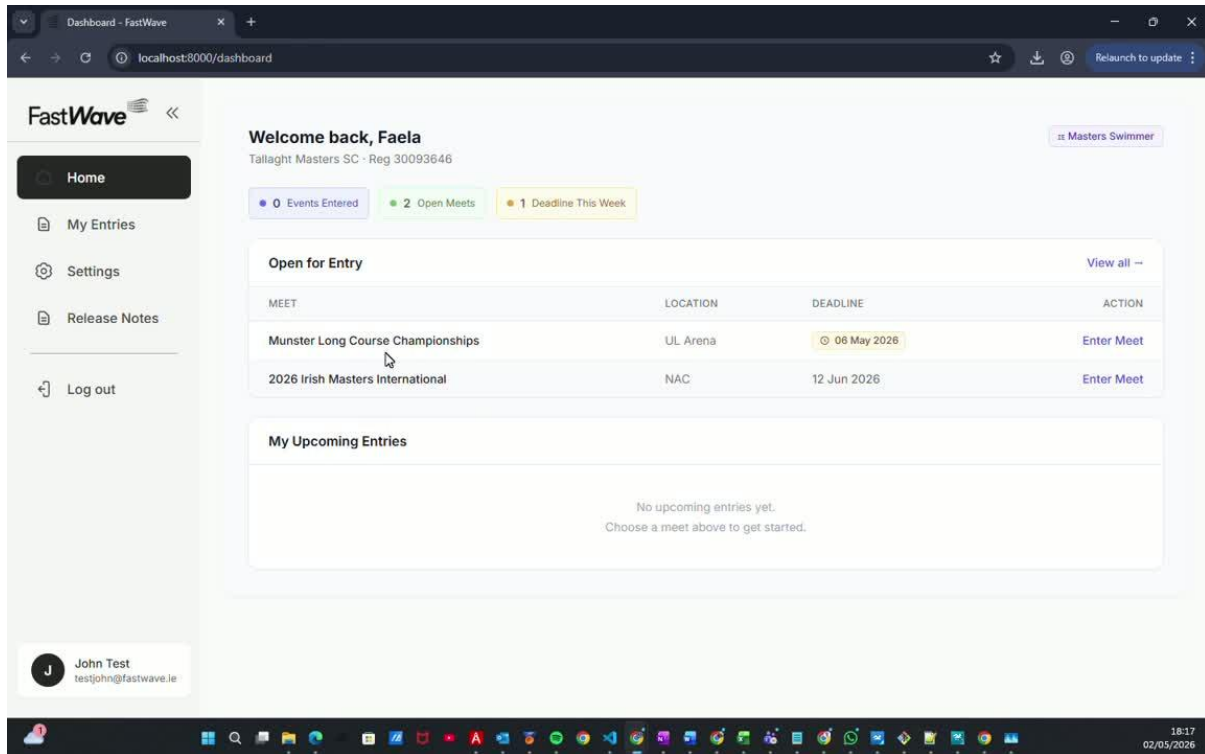
- If your swimmer record is not found, verify your details carefully.
- Check your:
 - Membership number
 - JustGO email address(your login email)
 - Country selection
- If needed, confirm your information in the relevant national swimming system.
- Completing the profile allows you to enter Masters meets available in the system.

Choose the Masters competition and select events

FastWave

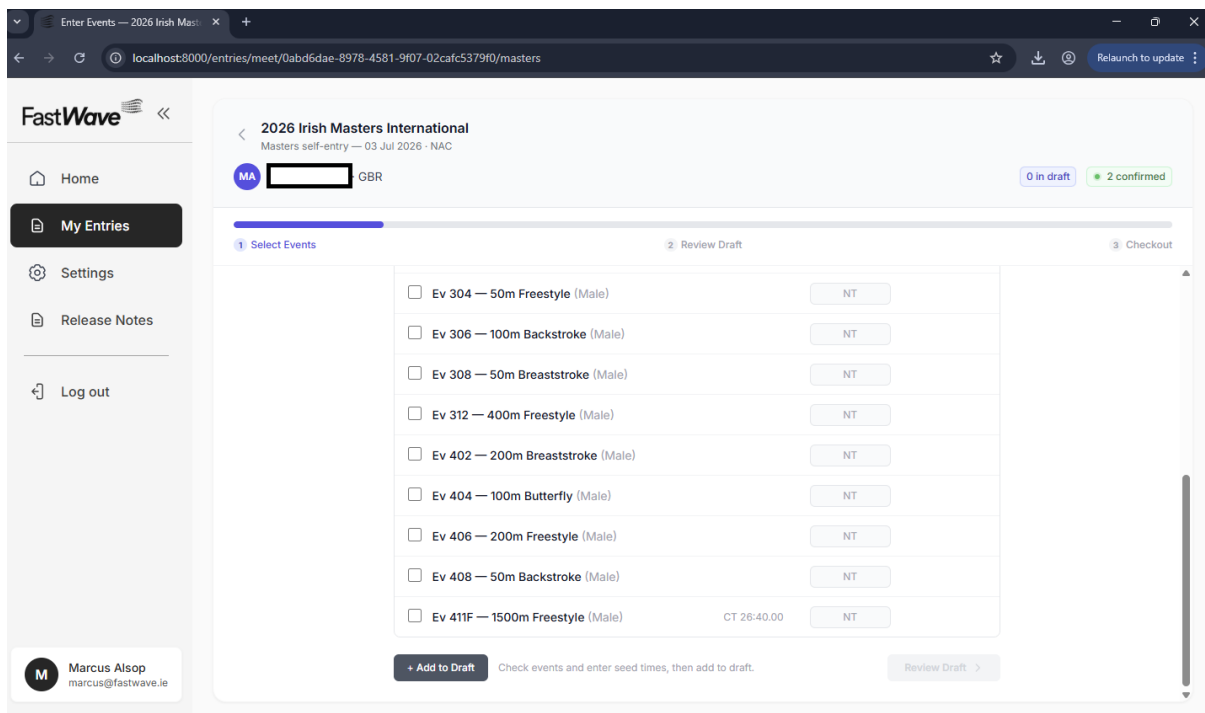
User Manual

Entry Procedure



- Open the Masters competition you want to enter.
- Review the list of available events.
- The platform will automatically show:
 - Events you are eligible to swim in
 - Explanations for why you are eligible or ineligible

6. Add event entries and draft them



- Select the events you want by checking the box next to each event.

Enter your entry time for each selected event.

- Click Add to Draft.
- This will make the Review Draft button appear.

7. Review your draft and proceed to checkout [3:20](#)

The screenshot shows the FastWave web application interface. The main content area is titled '2026 Irish Masters International' and shows 'Masters self-entry — 03 Jul 2026 - NAC'. The user is identified as 'MA [redacted] GBR' with '2 in draft' and '2 confirmed' entries. The 'Review Draft' tab is active, showing a progress bar with 'Select Events', 'Review Draft', and 'Checkout' stages. Below the progress bar, there are two tables:

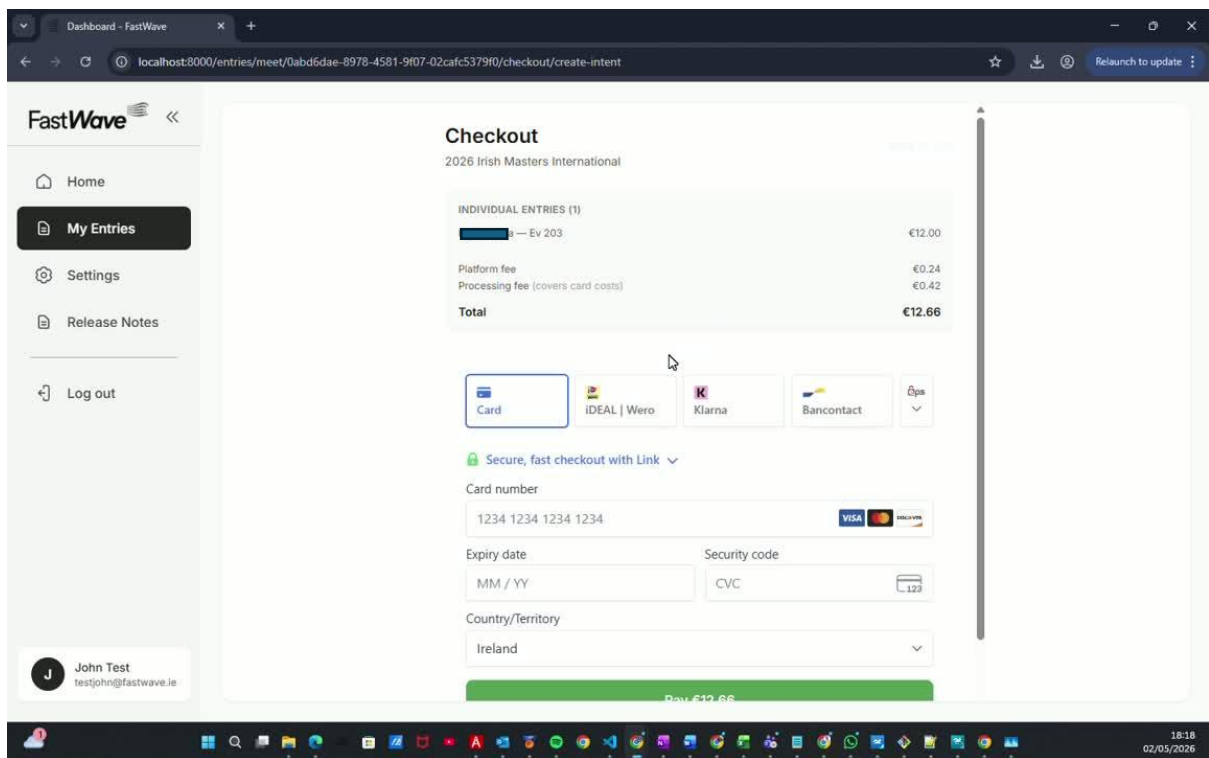
Review Draft Entries			
Event	Distance / Stroke	Seed Time	Status
Ev 208	100m Freestyle	NT	Draft
Ev 308	50m Breaststroke	NT	Draft

ENTERED			
Event	Distance / Stroke	Time	Status
Ev 202	200m Backstroke	4:45.00	Entered
Ev 102	400m Individual Medley	8:56.00	Entered

At the bottom of the screen, there are navigation links: '< Back to Events' and a blue button 'Proceed to Checkout >'.

- Click Review Draft to see all of your selected entries.
- Confirm that the events and times are correct.
- Click Proceed to Checkout when you are ready to submit.

8. Pay and download your entry confirmation [3:31](#)



- Complete payment at checkout.
- After successful payment, download the Entry Confirmation PDF.
- Save the PDF for your records as proof of entry.

9. Return later to add more entries or log out

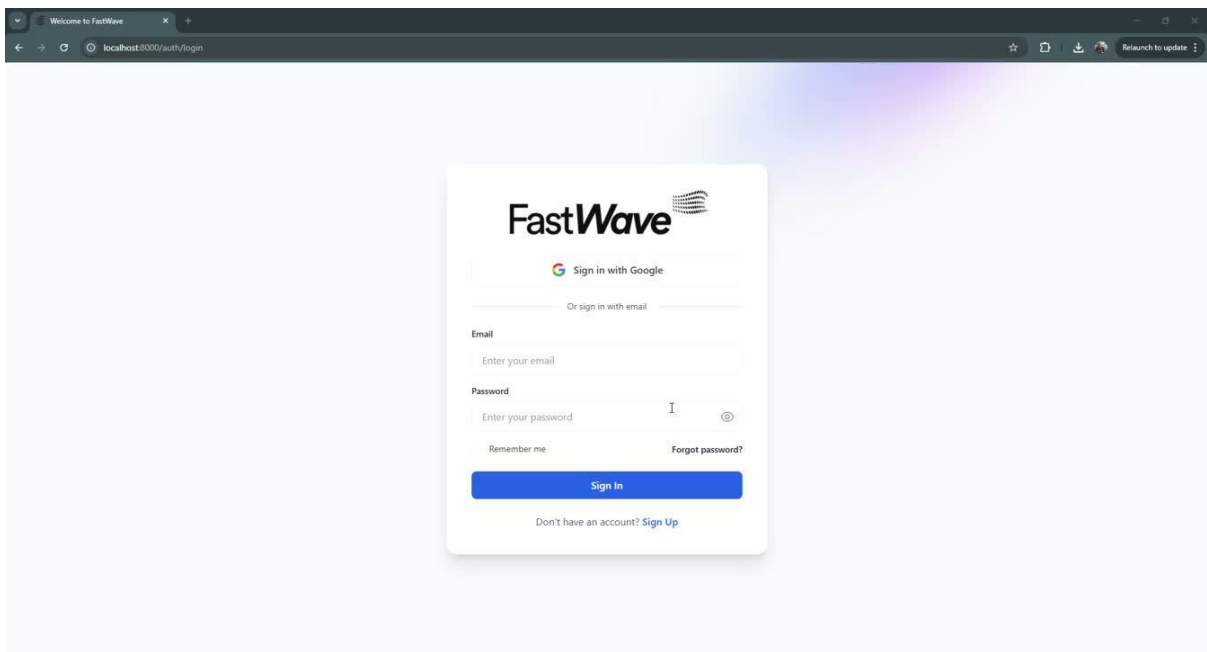
- You can come back later to add more entries if needed.
- If you already have one confirmed entry, you can continue editing and add additional events.
- When finished, log out of the platform.

Club Coordinator: Entering Masters Gala Entries

1. Create a FastWave account as was detailed above

- Go to the FastWave login screen.
- Choose **Sign Up** to create a new account or Enter **Email** and **Password** to Login
- Select **Coordinator** as the role.
- Use this role only
 - A Swim Ireland affiliated club entering swimmer.

1. Log in as a Club Coordinator



- Sign in using the Club Coordinator role for your Masters swimming club.
- After logging in, you should be able to see:
 - Available events in the system
 - Swimmers connected to your club
 - Your account/settings area

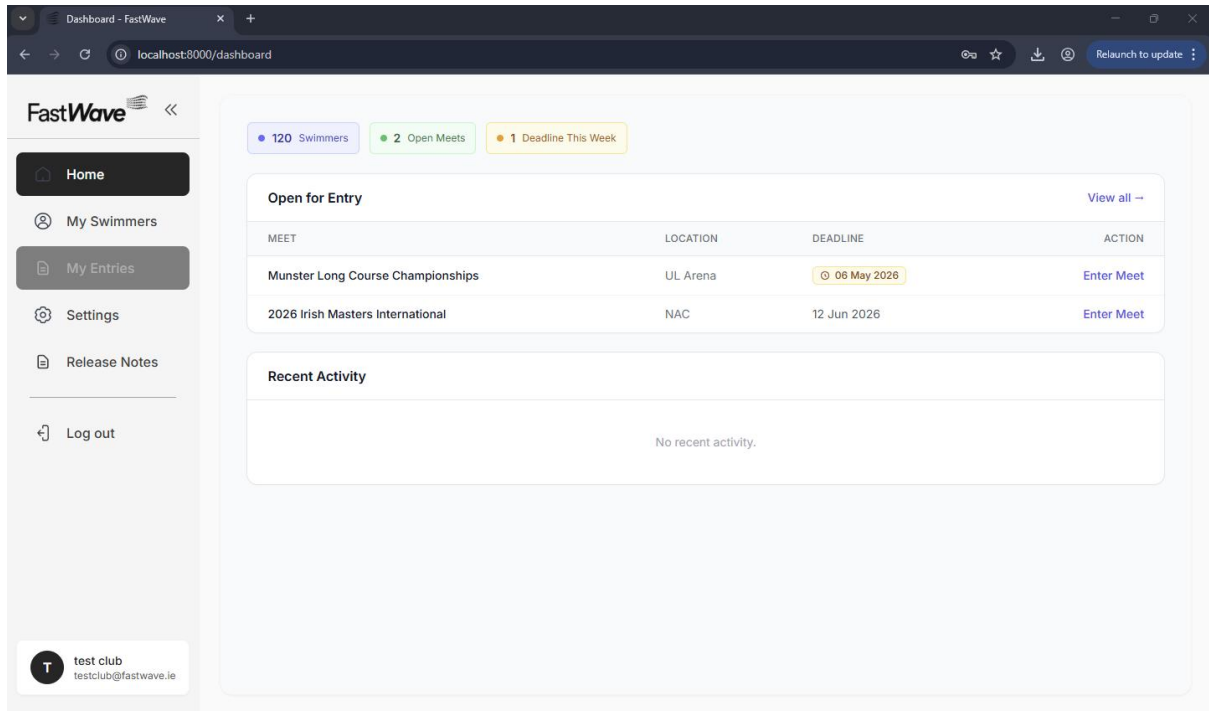
Note: Club Coordinator Accounts need approval

- Pending accounts are locked out until approved.
- Approval is required because the system contains swimmer data tied to a specific club.

FastWave
User Manual
Entry Procedure

- Once approved, you can access My Entries and begin entering swimmers into meets.

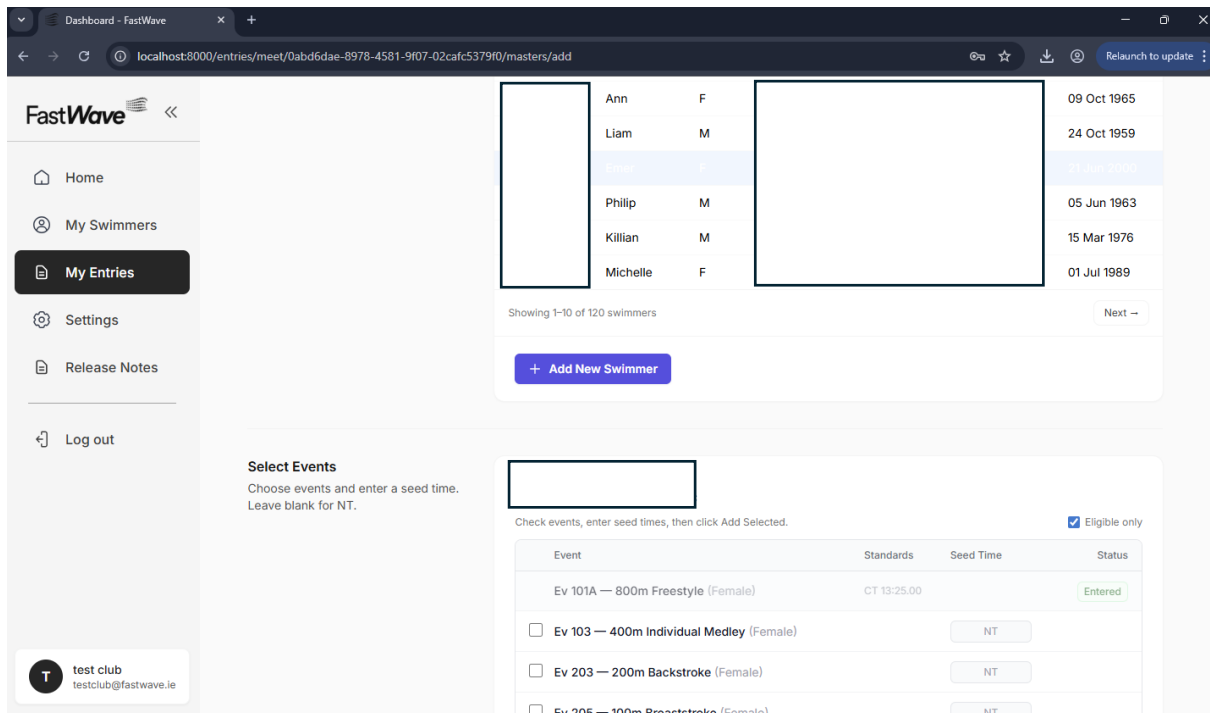
Login and access the main dashboard



5.0 Add individual verified swimmers manually

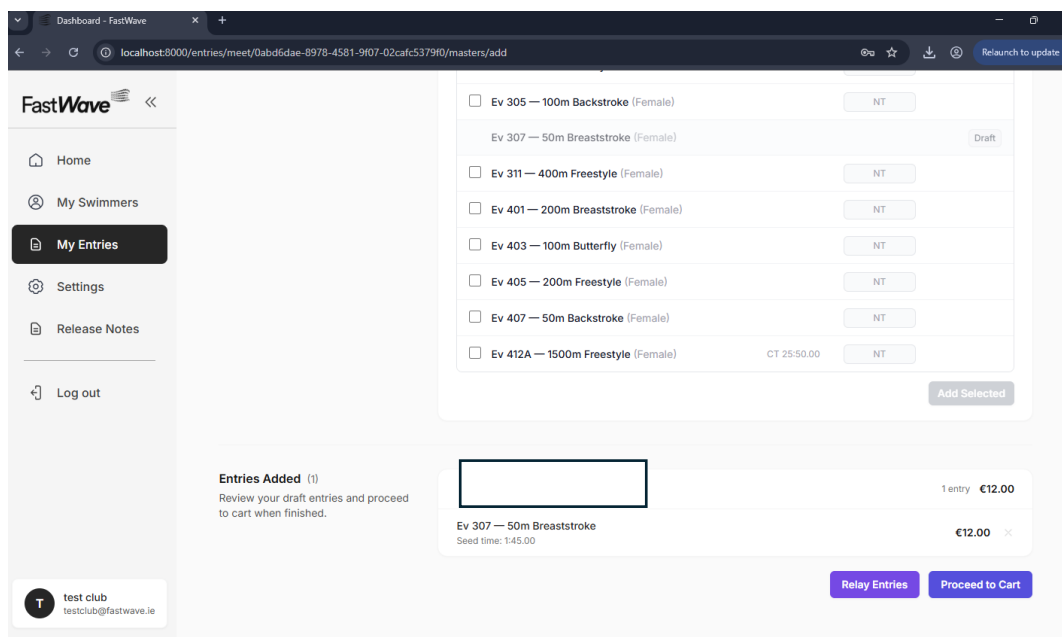
- From the dashboard, Select the meet you wish to enter
- This then takes you to the Meets Page
- Click **Add Entries on the master meet you wish to enter**

FastWave
User Manual
Entry Procedure



7. Enter an event and seed time for a swimmer

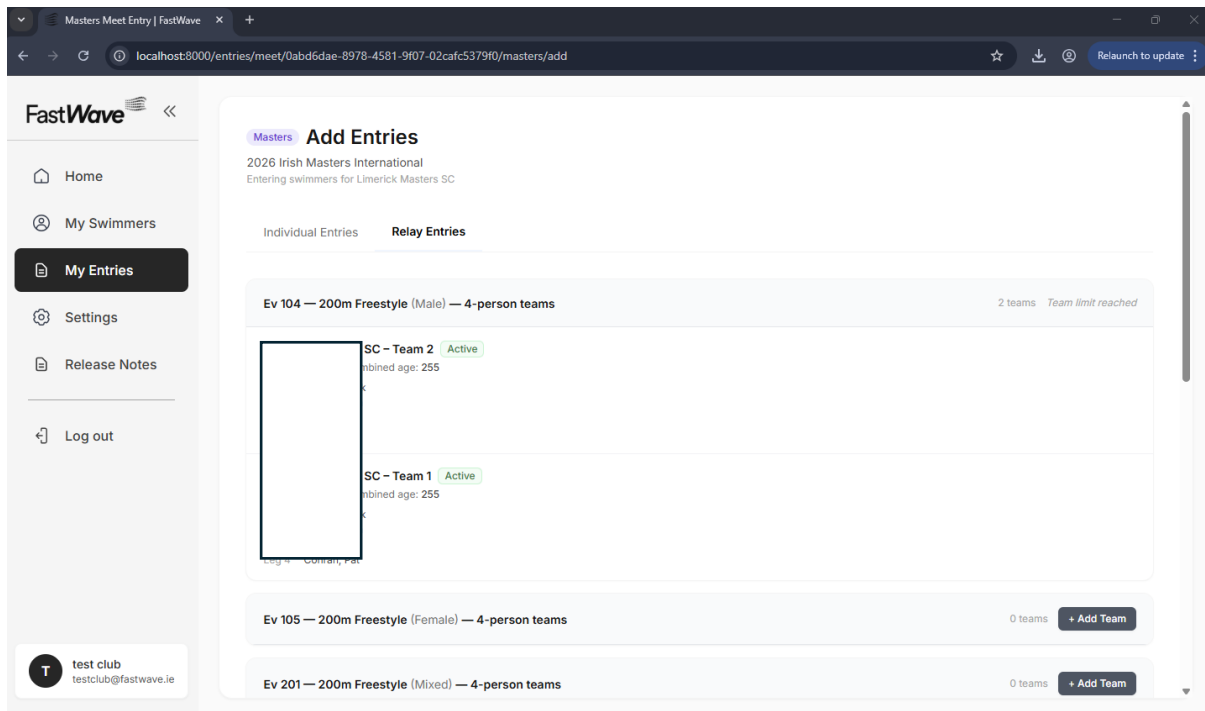
- Highlight the swimmer, and the events they are eligible for will appear in the Select Events section
- Check the box beside the event you wish to enter and enter a seed time for this event
- Click Add Selected at the bottom of the page.



FastWave
User Manual
Entry Procedure

- Repeat this process for all swimmers you wish to enter and once you individual Entries are complete. You can click Relay Entries and Add replay teams or proceed to checkout.

8. Add a Relay Team



- Go to the Relay Entries Tab and Click Add Team. This will allow you select swimmers from your club that have already entered the meet
- Select all 4 positions and Click Add to Cart
- Once all Teams are added, you can click “Proceed to Checkout” at the bottom of the page.

8. Remove or correct an entry if needed

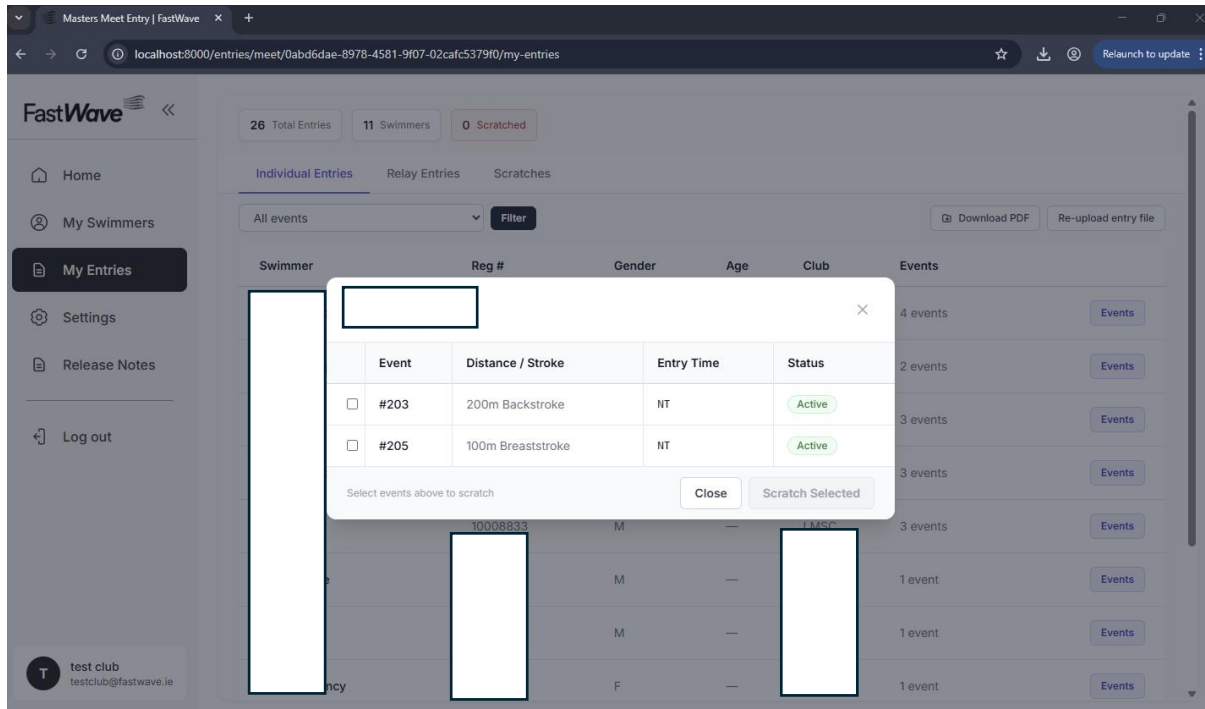
If you need to scratch a swimmer from an event as a Club Coordinator

The screenshot shows the FastWave web application interface. The top navigation bar includes the FastWave logo and a sidebar with menu items: Home, My Swimmers, My Entries (highlighted), Settings, Release Notes, and Log out. The main content area displays a table of swimmer entries. The table has columns for Swimmer, Reg #, Gender, Age, Club, and Events. The Events column shows the number of events each swimmer has entered, and there are 'Events' buttons next to each row. The top of the page shows statistics: 26 Total Entries, 11 Swimmers, and 0 Scratched. The URL in the browser is localhost:8000/entries/meet/0abd6dae-8978-4581-9f07-02cfc5379f0/my-entries.

Swimmer	Reg #	Gender	Age	Club	Events	Events
		M	—		4 events	Events
		F	—		2 events	Events
		M	—		3 events	Events
		F	—		3 events	Events
		M	—		3 events	Events
		M	—		1 event	Events
		M	—		1 event	Events
		F	—		1 event	Events

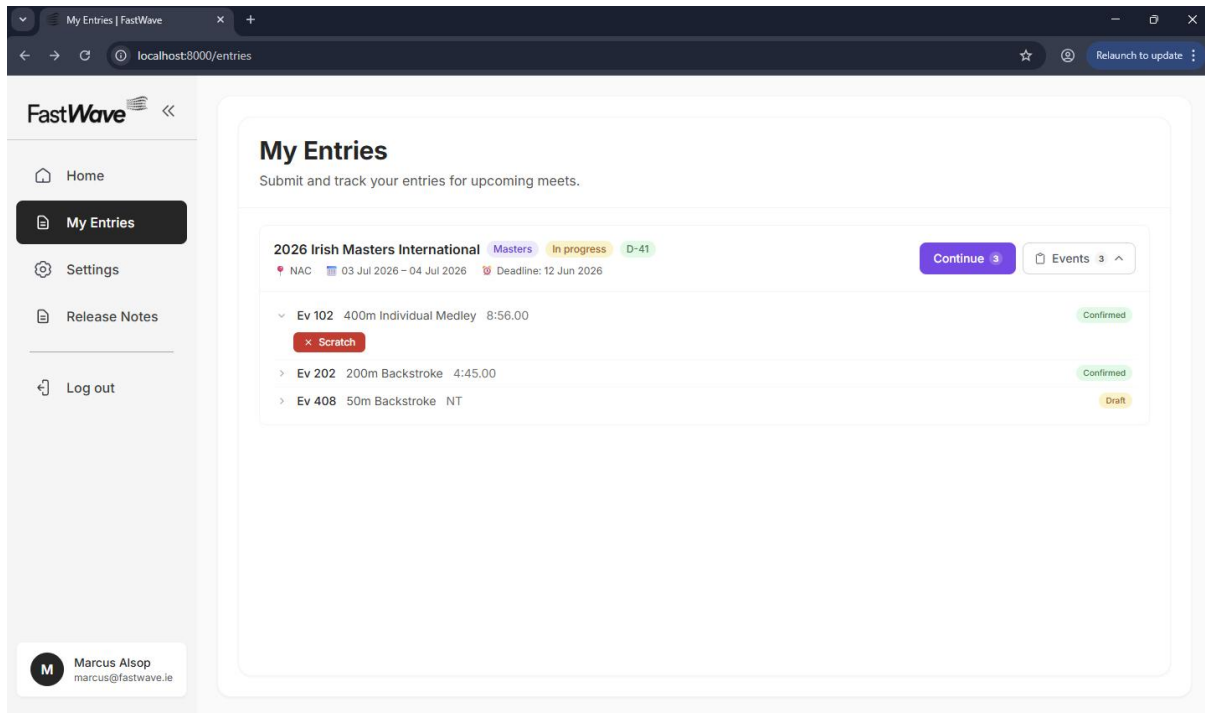
- Login and Click **“My Entries”**
- On the My Entries Click View
- This will load all the Entry’s you have in this meet.
- Click **“Events”**, this will display the events the swimmer has entered

FastWave
User Manual
Entry Procedure



- Click the Checkbox of the event you wish to withdraw from and Click **Scratch Selected**

If you need to scratch a self-entered masters swimmer



- Go to “My Entries” Page
- Click on “**Events**”
- Click the event you wish to scratch from, the scratch button then becomes visible.

Cautionary Notes

- Ensure you select **Master Swimmer** only if you are entering as an individual self-entry swimmer.
- Use the exact required time format when entering seed times; the system will reject incorrect formats.
- Double-check membership numbers, date of birth, and country selection if the swimmer record is not found.
- Draft entries are not final until checkout and payment are completed.
- Entries in **Pending Payment** status are not active yet.

Tips for Efficiency

- Have your membership number, date of birth, and seed times ready before starting.
- Review the meet program and attachments before selecting events.
- Use the **Eligible Only** filter to quickly focus on events you can enter.
- Save time by entering all intended events into draft before going to checkout.
- Verify all details carefully before payment to avoid needing corrections later.