



2022 Pan American Masters Championships

Team Relay Entry Instructions

Instrucciones de entrada de relevos de natación

Brought to you by

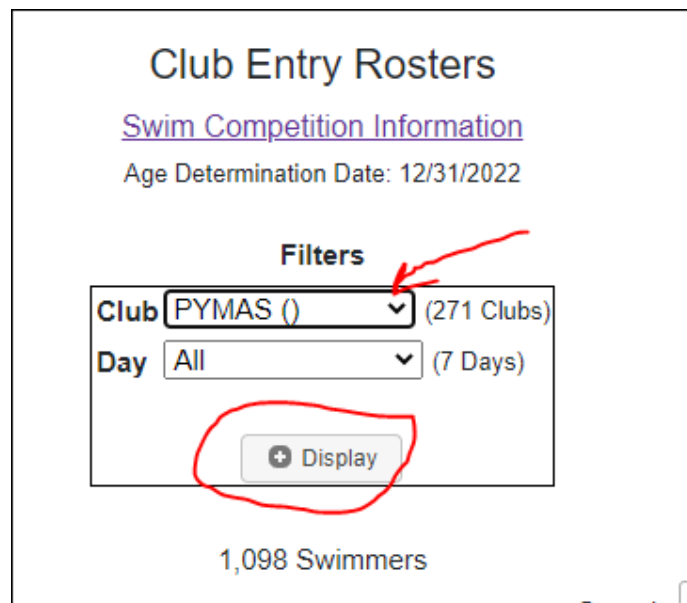


The swimming relays can only be entered online. Only one person from a club should submit the relays for that club. A coach or team captain may submit the relay team entries. At the end of the process the person who submits the entry is responsible for paying the relay entry fee online, by credit card. The team relay fees are \$20.00 (US) per relay.

Los relevos de natación solo se pueden ingresar en línea. Solo una persona de un club debe enviar los relevos para ese club. Un entrenador o capitán del equipo puede enviar las inscripciones del equipo de relevos. Al final del proceso, la persona que envía la entrada es responsable de pagar la tarifa de entrada al relevo en línea, con tarjeta de crédito. Las tarifas de relevo del equipo son de \$ 20.00 (US) por relevo.

You may first review the names of your club members in the Athlete Roster, on this page:

https://www.clubassistant.com/club/competitions/team_rosters.cfm?c=2164&smid=12482



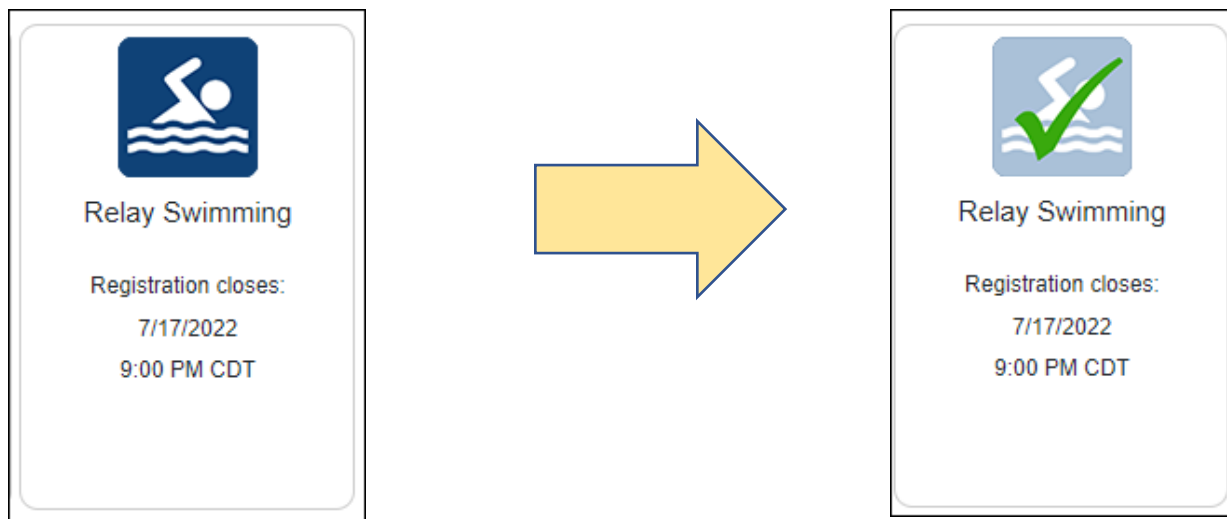
When you are ready to submit your relay entries, begin here:

Cuando esté listo para enviar sus entradas de relevos, comience aquí:

https://www.clubassistant.com/club/form/select_sports.cfm?c=2164&msid=5

Click on the swimmer icon. You should see a green check mark after you have clicked on it.

Haga clic en el icono de nadador. Debería ver una marca de verificación verde después de haber hecho clic en ella.



Select your club, then click "Continue." Note that all of the relay swimmers must be entered in the meet with the same club affiliation.

Seleccione su club, luego haga clic en "Continuar". Tenga en cuenta que todos los nadadores de relevos deben ingresar a la competencia con la misma afiliación de club.

A screenshot of a web form. At the top left is a swimmer icon. Below it, the text reads "Select the local team you are representing:". To the right is a dropdown menu with "Paraguay Master (PYMAS), Paraguay" selected. A red circle highlights the dropdown arrow. Below the dropdown, the text says "If your team is not listed, contact PanAmericanMasters@meets.clubassistant.com with the team name, team abbreviation, and country." At the bottom, a blue "Continue >" button is circled in red.

Enter your name and biographical information as the person who is submitting the entry for the relay team.

Ingrese su nombre e información biográfica como la persona que envía la inscripción para el equipo de relevos.

First Name *

Last Name *

Sex * Female Male

Birth Date *

Age Determining Date: 12/31/2022

At the bottom of that page, you will be asked again to select your club. Then click the "Next Page" button.

En la parte inferior de esa página, se le pedirá nuevamente que seleccione su club. Luego haga clic en el botón "Página siguiente".

Select the local team you are representing:

If your team is not listed, contact PanAmericanMasters@meets.clubassistant.com with the team name, team abbreviation, and country.

On this page, click on the button next to the relay you wish to submit. In this example, we are clicking on the Female 200 medley relay.

En esta página, haga clic en el botón junto al relevo que desea enviar. En este ejemplo, estamos haciendo clic en el relevo combinado Femenino 200.

#	Event Sex	Event	Relay Sex	Age Group	Relay Name	Entry	Build
21	Female	200 M	Medley Relay			none	+ Add/Modify Relays
22	Male	200 M	Medley Relay			none	+ Add/Modify Relays
23	Mixed	200 M	Medley Relay			none	+ Add/Modify Relays
24	Female	200 M	Free Relay			none	+ Add/Modify Relays
25	Male	200 M	Free Relay			none	+ Add/Modify Relays
26	Mixed	200 M	Free Relay			none	+ Add/Modify Relays

This is the relay entry form. Leave the Name as "Auto." For each relay entry, you will type in an estimated seed time and then select the four swimmers IN THE ORDER IN WHICH THEY WILL SWIM the event.

Este es el formulario de entrada de relevo. Deje el nombre como "Auto". Para cada entrada de relevos, ingresará un tiempo inicial estimado y luego seleccionará a los cuatro nadadores EN EL ORDEN EN QUE NADARÁN en el evento.

There are enough swimmers to create a maximum of 1 relay for this event
Type an entry time (estimate if necessary) next to each event entered.
[Time Conversion Utility](#)

Relay	Name	Time	Position	Total Age
		mins : secs . huns		Age Group Clear Data
1	Auto ▾ (LCM time)	<input type="text"/> : <input type="text"/> . <input type="text"/>	1 Select Swimmer ▾ 2 Select Swimmer ▾ 3 Select Swimmer ▾ 4 Select Swimmer ▾	

In the below example, the relay seed time is 6:03.00 and the first swimmer is being selected from the list of available swimmers.

En el siguiente ejemplo, la hora inicial del relevo es 6:03:00 y el primer nadador se selecciona de la lista de nadadores disponibles.

Relay	Name	Time	Position	Total Age
		mins : secs . huns		Age Group Clear Data
1	Auto ▾ (LCM time)	6 : 30 . 00	1 Select Swimmer ▾ 2 Select Swimmer 3 71 Maria Ines Acosta 4 50 Diana Duque Correa 42 Ana Raquel Rios 47 Rosa Sánchez ← 41 Valeria Versalovic	

Update Relays

Continue to select each swimmer, IN THE ORDER IN WHICH THEY WILL SWIM the event.

Continúe seleccionando a cada nadador, EN EL ORDEN EN QUE NADARÁN en el evento.

mins	Position	Total Age
		Age Group
00	1 47 Rosa Sánchez ▾	
	2 Select Swimmer ▾	
	3 Select Swimmer	
	4 71 Maria Ines Acosta	
	50 Diana Duque Correa	
	42 Ana Raquel Rios	
	47 Rosa Sánchez	
	41 Valeria Versalovic ←	

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After you have entered all of the relay teams for that event, click the “Update Relays” button.

Una vez que haya ingresado todos los equipos de relevos para ese evento, haga clic en el botón "Actualizar relevos".

Relay	Name	Time	Position	Total Age	Age Group	Clear Data
		mins : secs . huns				
1	Auto <input type="text"/>	6 : 30 . 00 (LCM time)	1 47 Rosa Sánchez <input type="text"/>			<input type="button" value="🗑"/>
			2 41 Valeria Versalovic <input type="text"/>			
			3 42 Ana Raquel Rios <input type="text"/>			
			4 71 Maria Ines Acosta <input type="text"/>			

Continue to add relays as needed by clicking the button next to each relay event.

Continúe agregando relevos según sea necesario haciendo clic en el botón junto a cada evento de relevo.

#	Event Sex	Event	Relay Sex	Age Group	Relay Name	Entry	Build
21	Female	200 M Medley Relay	Female	200-239	A	6:30.00	<input type="button" value="+ Add/Modify Relays"/>
22	Male	200 M Medley Relay				none	<input type="button" value="+ Add/Modify Relays"/>
23	Mixed	200 M Medley Relay				none	<input type="button" value="+ Add/Modify Relays"/>
24	Female	200 M Free Relay				none	<input type="button" value="+ Add/Modify Relays"/>
25	Male	200 M Free Relay				none	<input type="button" value="+ Add/Modify Relays"/>
26	Mixed	200 M Free Relay				none	<input type="button" value="+ Add/Modify Relays"/>

IF YOU NEED TO DELETE A RELAY:
SI NECESITA ELIMINAR UN RELÉ:



Click the "Add/Modify Relays" button next to the relay that needs to be deleted.

Haga clic en el botón "Agregar/Modificar relés" junto al relé que debe eliminarse.

Mixed	160-199	A	4:30.00	+ Add/Modify Relays
Mixed	200-239	A	3:30.00	

Next to the relay that you wish to delete, click the "Clear Data" icon (trash can). THEN CLICK THE "Update Relays" button.

Junto al relé que desea eliminar, haga clic en el icono "Borrar datos" (papelera). LUEGO HAGA CLIC EN EL botón "Actualizar relés".

uns		Position	Total Age	Age Group	Sex	Clear Data
00	1	45 M Emiliano Estigarribia	▼	178	Mixed	
	2	45 M Martin Lavagnino	▼	160-199	2 Females	
	3	47 F Rosa Sánchez	▼		2 Males	
	4	41 F Valeria Versalovic	▼			
00	1	52 M Javier Abbate	▼	221	Mixed	
	2	71 F Maria Ines Acosta	▼	200-239	2 Females	
	3	48 M Héctor Negro Caballero Cañisá	▼		2 Males	
	4	50 F Diana Duque Correa	▼			

When you are finished entering your relays, your screen will look something like this. Click the "Review Relays" button to review all of your data.

Cuando haya terminado de ingresar sus relés, su pantalla se verá así. Haga clic en el botón "Revisar retransmisiones" para revisar todos sus datos.

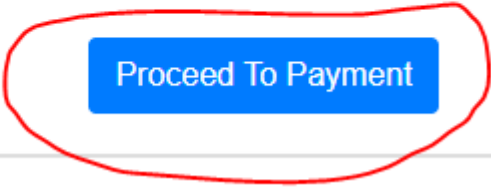
#	Event Sex	Event	Relay Sex	Age Group	Relay Name	Entry	Build
21	Female	200 M Medley Relay	Female	200-239	A	6:30.00	+ Add/Modify Relays
22	Male	200 M Medley Relay	Male	160-199	A	5:00.00	+ Add/Modify Relays
23	Mixed	200 M Medley Relay				none	+ Add/Modify Relays
24	Female	200 M Free Relay				none	+ Add/Modify Relays
25	Male	200 M Free Relay				none	+ Add/Modify Relays
26	Mixed	200 M Free Relay	Mixed Mixed	160-199 200-239	A A	4:30.00 3:30.00	+ Add/Modify Relays



The Relay Review page looks like this. If you see an error, use the Back button to go back to the previous page to modify that relay entry. Once you are satisfied with the Relay Review page, click the "Proceed to Payment" page.

La página de revisión de retransmisión se ve así. Si ve un error, use el botón Atrás para volver a la página anterior y modificar esa entrada de relé. Una vez que esté satisfecho con la página de revisión de retransmisión, haga clic en la página "Proceder al pago".

Relay Review - PYMAS	
Event 21 Female 200 M Medley Relay	A - 6:30.00 200-239 1 Rosa Sánchez 47 F 2 Valeria Versalovic 41 F 3 Ana Raquel Rios 42 F 4 Maria Ines Acosta 71 F
Event 22 Male 200 M Medley Relay	A - 5:00.00 160-199 1 Emiliano Estigarribia 45 M 2 Héctor Negro Caballero Cañisá 48 M 3 Javier Abbate 52 M 4 Rodrigo fabian Pires Ayala 26 M
Event 23 Mixed 200 M Medley Relay	None
Event 24 Female 200 M Free Relay	None

	3 Rosa Sânc 4 Valeria Ver
	

Your Shopping Cart will show the number of relays you have entered and the total dollar amount. If this looks OK, click "Proceed to Checkout."

Su carrito de compras mostrará la cantidad de relevos que ha ingresado y el monto total en dólares. Si esto se ve bien, haga clic en "Continuar con el pago".

◆ Biographical ◆ Events ◆ **Fees** ◆ Waiver & Payment ◆ Receipt

Shopping Cart

Qty	Name	Price
4	2022 Swimming: Relay Fee	\$80.00
	Total	\$80.00

[Proceed to Checkout >](#)

On the Waiver & Payment page, check the box to agree to the waiver (Release of Liability).

En la página Renuncia y pago, marque la casilla para aceptar la renuncia (Exención de responsabilidad).




By checking this box and submitting this form, you are agreeing to the terms of the 'Release of Liability'.

Enter your credit card information.

Ingrese la información de su tarjeta de crédito.

Credit Card Information

(Visa, MasterCard, ATM cards with the Visa and MasterCard logos, Discover)



Credit Card Number *

At the bottom of the page, click that you understand the “no refund” policy. Then click the “Submit” button to submit your credit card.

En la parte inferior de la página, haga clic en que comprende la política de "no reembolso". Luego haga clic en el botón "Enviar" para enviar su tarjeta de crédito.

Refund / Cancellation Policy

Meet registrations are non-refundable and non-transferable.

agree to Refund / Cancellation Policy

Credit Card Statement

Your credit card statement will reflect a charge from "**ClubAssistant.com Events**".

All information is confidential and on a secured network. We do not share or distribute

Payment Method must be added before submitting entry

Submit

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