How to complete Open Meet forms

* Select events that are appropriate for your child. If you have any doubts about which events to enter then discuss with your child’s coach. They will be able to suggest suitable events.
* Check the upper and lower (where specified) qualifying times and do not enter events where your child’s times are outside of those, they will be rejected. Some Open Meets accept ‘No Time’ entries – please mark NT on entry form
* Convert times where necessary - Long Course meets usually require short course times to be converted – use the Swim England (SE) Tables on <http://www.pullbuoy.co.uk/times>
* Complete all fields on the entry forms (including SE number & Date of Birth). Sometimes paper forms need to be sent to confirm entry.
* If you do not know your SE number or best times these can be found on the rankings database <https://www.swimmingresults.org/individualbest/>

Input your surname and find your details – your SE number is on the left-hand side in blue.

Once the list is displayed you can click on the event (Long Course or Short course) to display all swims for that event in date order and time order.

* Make all cheques payable to Loughborough Town Swimming Club with child(rens) name(s) and SE number(s) on the reverse.
* You can also make payment by BACs. Include swimmers name and given reference/identify online payment reason to help identify who has paid for what. If you are paying for Open Meet X and Open Meet Y please make these two separate payments so the correct reference is given. Payment should be made prior to submitting or handing in forms. Account details Loughborough Town Swimming Club (Loughborough Town SC or LTSC also accepted) Sort Code 20-52-69 Account: 30588504
* Please take a copy of your entry forms or note the events that have been entered for your future reference.
* Return entry forms and cheques before the club closing date and not the closing date printed on any entry forms (which may well be later than the club closing date).
* Late and incorrect entries will not be accepted
* Please ask if you are unsure