



## Carnival Entry System User Guide

All entries into SNB carnivals must be made via the carnival entries system by Thursday midnight unless otherwise stipulated by the host club. There are no late entries for boat carnivals or Branch championships.

Boat entries, March past entries and R&R entries need more information than anyone else. For all other events only age groups need to be entered for each competitor, this entitles the competitor to race in any event for that particular age group. Please see below for a step-by-step process for entering a competitor. Please note boat, march past and R&R entries are different and listed further down the page.

1. go to [www.carnivalentries.com.au/snb](http://www.carnivalentries.com.au/snb)
2. accept terms and conditions to enter the site
3. enter your username and password (these can be obtained from Branch Office)
4. select carnival from drop down menu
5. click on return to main menu
6. click on new batch
7. enter competitors surname into box halfway down the page then click on "use surfguard" (clubs with no surfguard access will have to hit local search or manually enter each competitor in the system – see 'local search' explanation below)
8. A name or list of names should now appear below the box.
9. On the right hand side of the page there should be age groups or events depending on the carnival. Select an age group unless it is for a boat, march past or R&R entry.
10. After the age group has been selected select the correct competitor from your names list. The name should be transferred directly above.
11. repeat steps 7-10 until all competitors have been entered
12. click on validate batch at the top right of the page
13. click on proceed
14. click on check validation report
15. The validation report will indicate on the right hand side if the entry has been rejected and why it was rejected.
16. If there are rejections, click on back and then click on return to menu. You will now be on the entries page
17. Select the rejected persons name and click on the edit icon (above the display order button – roll cursor over icons to see explanation) if you would like to delete an entry, select the competitor and then click on delete.
18. the edit mode will allow you to change events, team name and boat entry type
19. When changes have been made validate batch again and make sure there are no rejection comments on the validation report. If all is well just exit the system, you may want to print the validation report as proof of entry.

### **For Boat Entries**

1. go to [www.carnivalentries.com.au/snb](http://www.carnivalentries.com.au/snb)
2. accept terms and conditions to enter the site
3. enter your username and password (these can be obtained from Branch Office)
4. select carnival from drop down menu



5. Click on teams to set team names. (this only needs to be done to set team names once)
6. To add names click on the add icon (green plus sign) and enter team name followed by save (disc). If you would like to delete names select the name and click on delete (red minus sign)
7. when names are entered return to main menu
8. select carnival from drop down menu
9. click on return to main menu
10. click on new batch
11. enter competitors surname into box halfway down the page then click on "use surfguard" (clubs with no surfguard access will have to hit local search or manually enter each competitor in the system – see 'local search' explanation below)
12. A name or list of names should now appear below the box.
13. on the top left select team name
14. to the right of this enter Boat Entry Type – this is either a starting rower (starter) reserve rower (reserve) or Sweep ( sweep)
15. select event i.e. U23 Women Boat Race
16. select competitor name
17. repeat steps 11-16 until all competitors/crews have been entered
18. Please note that sweeps need to be specified for every crew. Sweeps are able to enter in more than one event however are unable to sweep 2 crews in one age group.
19. click on validate batch at the top right of the page
20. click on proceed
21. click on check validation report
22. The validation report will indicate on the right hand side if the entry has been rejected and why it was rejected.
23. If there are rejections, click on back and then click on return to menu. You will now be on the entries page
24. Select the rejected persons name and click on the edit icon (above the display order button – roll cursor over icons to see explanation) if you would like to delete an entry, select the competitor and then click on delete.
25. the edit mode will allow you to change events, team name and boat entry type
26. When changes have been made validate batch again and make sure there are no rejection comments on the validation report. If all is well just exit the system, you may want to print the validation report as proof of entry.

### **March Past Entries / R&R Entries**

1. go to [www.carnivalentries.com.au/snb](http://www.carnivalentries.com.au/snb)
2. accept terms and conditions to enter the site
3. enter your username and password (these can be obtained from Branch Office)
4. select carnival from drop down menu
5. Click on teams to set team names. (this only needs to be done to set team names once)
6. To add names click on the add icon (green plus sign) and enter team name followed by save (disc). If you would like to delete names select the name and click on delete (red minus sign)
7. when names are entered return to main menu
8. select carnival from drop down menu



9. click on return to main menu
10. click on new batch
11. enter competitors surname into box halfway down the page then click on "use surfguard" (clubs with no surfguard access will have to hit local search or manually enter each competitor in the system – see 'local search' explanation below)
12. A name or list of names should now appear below the box.
13. on the top left select team name
14. select event i.e. Open marchpast / open 5 person R&R
15. select competitor name
16. repeat steps 11-16 until all competitors/teams have been entered
17. please note that all march past entries and R&R entries must have team names to be accepted by the entries system
18. click on validate batch at the top right of the page
19. click on proceed
20. click on check validation report
21. The validation report will indicate on the right hand side if the entry has been rejected and why it was rejected.
22. If there are rejections, click on back and then click on return to menu. You will now be on the entries page
23. Select the rejected persons name and click on the edit icon (above the display order button – roll cursor over icons to see explanation) if you would like to delete an entry, select the competitor and then click on delete.
24. the edit mode will allow you to change events, team name and boat entry type
25. When changes have been made validate batch again and make sure there are no rejection comments on the validation report. If all is well just exit the system, you may want to print the validation report as proof of entry.