

Sport Event Management System (SEMS)

Club Entry Guide – 2021 NSW Sharkskin IRB Season



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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.

SEMS	SEMS 希 Surf Life Saving Australia							SuperAdmin, Surf L	ife Saving Australi 👻 🤱 Yvette
HOME 🛋 Event		🗑 Participants	🏛 Finance			B Reports			
Search	Status Open	~	From m 82/	01/2019	To m 02/	10/2019			
Name	-		Rego Open	Rego Close	Late Clo	ose Event Start	Host Org	Location	Status
2019 National IRB Mas	ters Championships)	01/06/19	28/06/19		12/07/19 08:00	Surf Life Saving Australia	Kingscliff Beach	Pre Rego
2019 Open IRB Nationa	al Chamnios ships	() () () () () () () () () ()	28/05/19	28/06/19	05/07/1	9 12/07/19 07:30	Surf Life Saving Australia	Cudgen	Pre Rego
2019 Sharkskin NSW R	1 IRB Premiership		01/04/19	28/04/19	28/04/1	9 04/05/19 12:25	Surf Life Saving Australia	Stockton Beach	Normal Entry Open

- 2. Highlight the Event that you wish to add entries to and click **Open** (located bottom left of screen). For example, the events for the 2021 Sharkskin NSW IRB Series are as follows:
 - 2021 NSW Sharkskin R1 IRB Premiership
 - 2021 NSW Sharkskin R2 IRB Premiership
 - 2021 NSW Sharkskin R3 IRB Premiership
 - 2021 NSW Sharkskin R4 IRB Premiership
 - 2021 NSW Sharkskin State IRB Championship
- 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.

℗ SE	EMS	ń	10.100								9	SuperAdmin, Surf I	lfe Saving Au	strali 🗸 🐣	Rebecca C	ocks 🛩
HOME	ん Event 目 Li	р со st 🔳	ontests Detail	Participants	n Fin	iance 🛛 Run 🖶 Entrants	8	 Results Officials 	ReportsPoints						*	Super
ية. Austral	lian Youth	Champio	nships 201	9												
A Disciplin	e All		~) Cla	155		v		🔮 Solo/Team		~	🛊 Gen	ler	÷		
🛛 Туре	-		×	Fri	om 🖀				То	8		Stati	IS	*		
Туре		Code	Contest M	Name		Contest Class	5	Team/So	lo Minim	um Age	Maximum Age	Start	Location	Entrants	Status	^
2 Person R&	R	3608	U15 Mixe	ed 2 Person R&R		U15 Mixed		Team	13		15			0	Open	^
5 Person R&	R	35	U15 Mixe	ed 5 Person R&R		U15 Mixed		Team	13		15			0	Open	
Beach Flags		1101	U15 Male	e Beach Flags		U15 Male		Solo	14		15			0	Open	
Beach Flags		2101	U15 Fem	ale Beach Flags		U15 Female		Solo	14		15			0	Open	
Beach Flags		1102	H + Male	e Beach Flags		U14 Male		Solo	13		14			0	Open	Ŷ
+ New	🖋 Оре	en 🥢												Total numb	er of contests	- 43

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

но	SEN	Vent ► Contests	ife Saving Australia	finance	10 Ru	n 🔺 R	esults	Reports			
杰	Australian Y	outh Championships	5 2019 💌 U15 Female Bea	ch Relay			ais s ^y	Points			
알 송	Teams Surf Life Sav	ing Australia		Q Nan	ne				Su	Team A	ust
2	Name Team A	Organisation Surf Life Saving Australia	Contest Status Open	Entry	Competitors	Assistants 0	Exempts	Reserves 0		Name	•
								0 of 9999 maximum	(Edit 3	١
(+	Add 2)						- Withdraw			

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

		👹 Team Members			
ts Exempt	s Reserves	Competitors Competitors Competitors	its reanisation	Change team name by removing	Age F
	 Name Multi-Org South Maroubr 	Team A		Team A and typing in your preferred name	
I.	Done	Cancel			

Click 'Done'

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.

脊 Surf Life Saving Australia		Competitor 🗸	-			Team A Team A	8				Incr	omplete
Q, Name	 Qualified 	Refresh				1/4 Competitors (1)	F)					
Name		Organisation	Age	Qualifies	2	Name	Is Reserve?	Organisation	Gender	Age	Role	Qualifie
Elyse Abrahams		Wanda	13	Yes		🆀 Chloe Adam		Coogee Beach (WA)	F	14	🗸 General Comp 🗸	Yes
Charli Ackerman		Burleigh Heads Mowbray	Pa 13	Yes	-							
Chioe Adam		Coogee Beach (WA)	14		🛆 Done							
Matilda Adams		Nobbys Beach	14	Yes	¥ Close							
Chanel Albion		Bilinga	13	Yes	· ciose							
Gracie Albion		Bilinga	14	Yes								
Lucy Alexander		Elouera	13	Yes								
Mayte Alexander		Trigg Island	14	Yes								
Sienna Algeri		Sorrento (WA)	14	Yes								
Lucy Allan		Mandurah	14	Yes								
Ginger Allen		Cudgen Headland	14	Yes	-							

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.

			0/4 C	etitor	
Choo	se Role				
	David Dubois qualifies multiple roles, please cl one:	for hoo	se		
	IRB Driver	I	~		
	IRB Driver				
	IRB Crewman				
Ver	IRB Patient				
Yes	IRB Patient				

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

	Name	Is Reserve?	Organisation	Gender	Age	Role	Qualifie
۵	Phillip Stivano		South Maroubra	М	38	🗸 Surf Boar Sweep 😒	Ves
4	Ryan Airlie		South Maroubra	М	38	🖌 General Comp 🛩	Ves
4	Ben Hall		South Marcubra	М	19	🖌 General Comp 🗸	Yes
4	Thomas Micjannett		South Maroubra	м	23	🗸 General Comp 😒	Yes
۵	David Reid		South Maroubra	MC	1	🖌 General Comp., 🐱	Yes

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 'Participates' menu tab.
- 2. Ensure that 'all contests' has been selected and you tick the checkbox 'Meet Criteria' and 'Not Entered'.
- 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

Add	Nicole Cooney as Competitor	for South Maroubra		×
~	Meets Criteria		✓ Solo	Team
	Contest	Solo/Team	Role	
~	Open Female Rescue Tube	Team A - South Maroubra 🗸 🗸	✓ IRB Crewman	~
	35+ Yrs Mixed Rescue Tube	~	✓ IRB Patient	~
~	Open Female Mass Rescue	Team A - South Maroubra	✓ IRB Driver	~
~	35+ Yrs Mixed Mass Rescue	~	✓ IRB Patient	~
	Rookie Mass Rescue	~	✓ IRB Patient	~
		Add Cancel		

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*).

🛣 Australian Youth Champio	onships 2019 🔎 U15 Female 2Kr	m Beach Run		~					
🚰 Candidates				Competit	ors				
Q cocks	Qualifying Member	s Only		Name	Club		Age	Role	Qualifies
Refresh									
A Clovelly	Competitor	~							
Name	Club	Ast	Qualifi						
Molly Cocks	Clovelly	23	- Im						
Patrick Cocks	Clovelly	22	No					Molly Cocks	
+ >						Membership Member Contest Class X Age betw	of a club Rules veen 14	: Clovelly and 15	
✿ Save ★ Cancel						 F Patrol Hours Minimur Event Criteria Age betx Registra Surf Res 	n 25 pati veen 12 tion Seas cue Certi	rol hours and 14 son 2018 fricate (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 'Contacts'	highlight the 'Handle	r' contact and click 'Onan'	(located bottom left of screen)
±.	CHER COMESIS,	, mgimgint the nanule	contest and there open	(Incared politoni left of screen)

🕑 SEI	MS	i Clovelly							1	Officer, Clovelly		· 🍐	Molly Cock	cs 🛩
HOME 🛦	Event	Contests	😁 Particip	ants	🏛 Finance	🛣 Re	sults	🖿 Repo	orts					
1	≡ List	💷 Detail	🕅 Criteria	🙁 R	toles 😭 E	ntrants	å (officials	₽ Pol	nts				
魚 Open IRB	National Ch	ampionships												
A Discipline	All	~	Class			~	🔮 Solo	/Team		~	Gender		2	
О Туре		~	From	6			То		m		Status		~	
Туре	Code	Contest Name			Contest Class	Te	am/Solo	Minimu	ım Age	Maximum Age	Start Cocation	Entrants	Statu:	^
Handler		IRB Handler			Open Mixed	So	lo	15		100	-	0	Open	
IRB Mass Rescu	e	Open Female N	lass Rescue		Open Female	Te	am	15		100		0	Open	- 68
IRB Mass Rescu	e	Open Male Ma	ss Rescue		Open Male	Te	am	15		100		0	Open	
IRB Relay		Open Market	B Relay		Open Mixed	Te	am	15		100		0	Open	
IRB Rescue Tub	2	Ppen Fernale R	escue Tube		Open Female	Te	am	15		100		0	Open	¥

- 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.

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SEMS 🍵 South Maroubra										
НОМЕ	🛦 Event	🏳 Contests	👑 Participants	🏛 Finance	ບ Run	🖈 Results	🗎 Reports			
<u> 禾</u> 2019 Sl	harkskin NSW	R1 IRB Premier	ship 🗎 Report	1		~				
				Full Competitor Li Full Competitor Li Full Competitor Li Contest List Detail Event Program Re Final Results repo Point Score Repor	st – Patrol Ho st - Alphabetic st - Random C s port rt t	urs cal Drder				

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.

SEMS A South Maroubra											
HOME 🔺 Event	🏳 Contests	😁 Participants	🏛 Finance	ບ Run	🖈 Results	Reports					
杰 2019 Sharkskin NSW	R1 IRB Premier	rship 🗎 Report	Full Competitor List - Alp	phabetical	~						
🔒 Report Options											
All Contests	~										
IRB	~										
IRB Mass Rescue	~										
Open Male (IRB) Include team members Branch State Show Report	¥										

6. Need Help?

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

Email: sems@slsa.asn.au