

• FASTWAVE

HOW-TO GUIDE

Add swimmers and submit competition entries

Sign in, add your swimmers, choose their events and pay — in 30 steps. You can stop and come back any time before you pay.

What's inside

Part 1 Sign in · 4 steps

Part 2 Add your swimmers · 10 steps

Part 3 Choose events · 6 steps

Part 4 Save and come back later · 5 steps

Part 5 Pay and submit · 3 steps

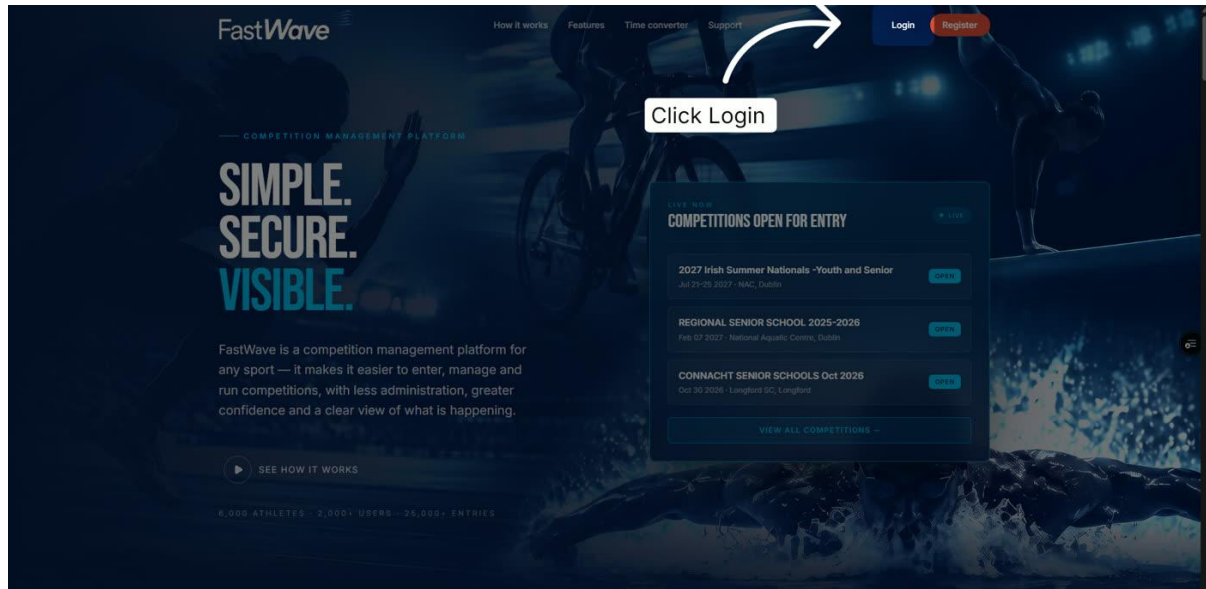
Part 6 Check your entries · 2 steps

PART 1 Sign in

1

Go to the Fastwave login page

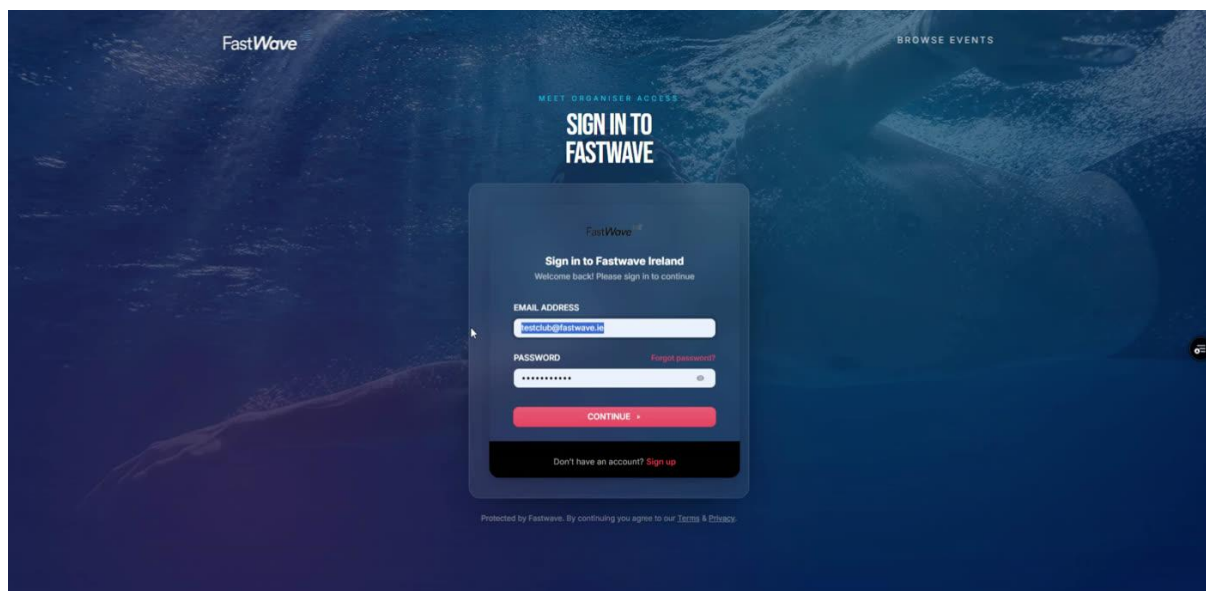
Open the Fastwave login page in your browser.



2

Enter your email address

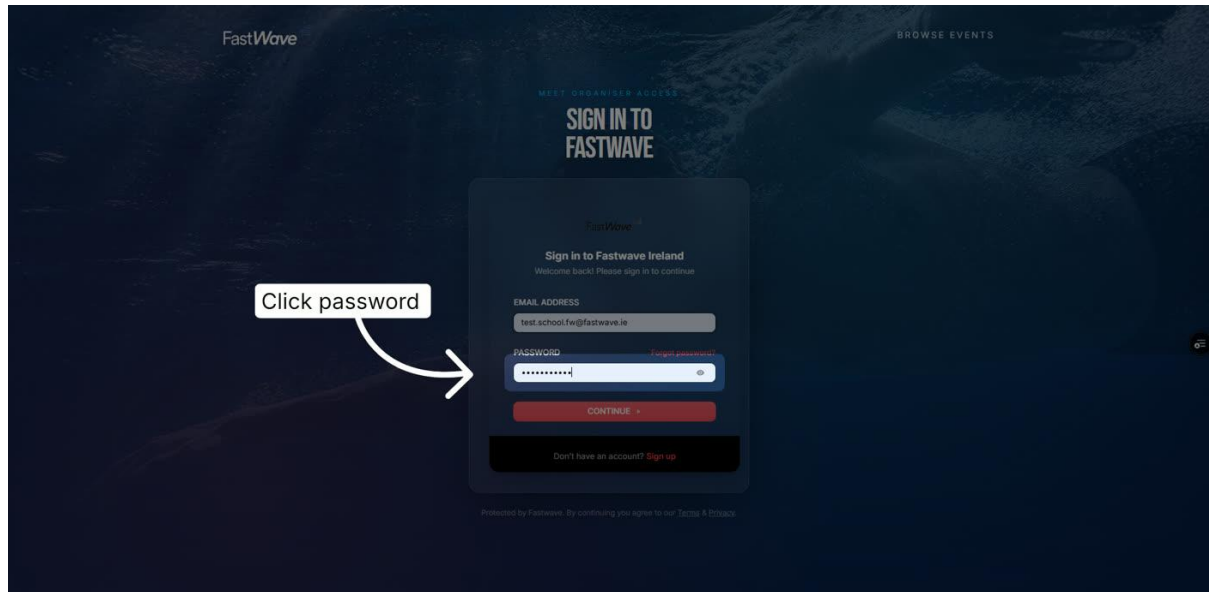
Click the Email address field and type the email for your Fastwave account.



3

Enter your password

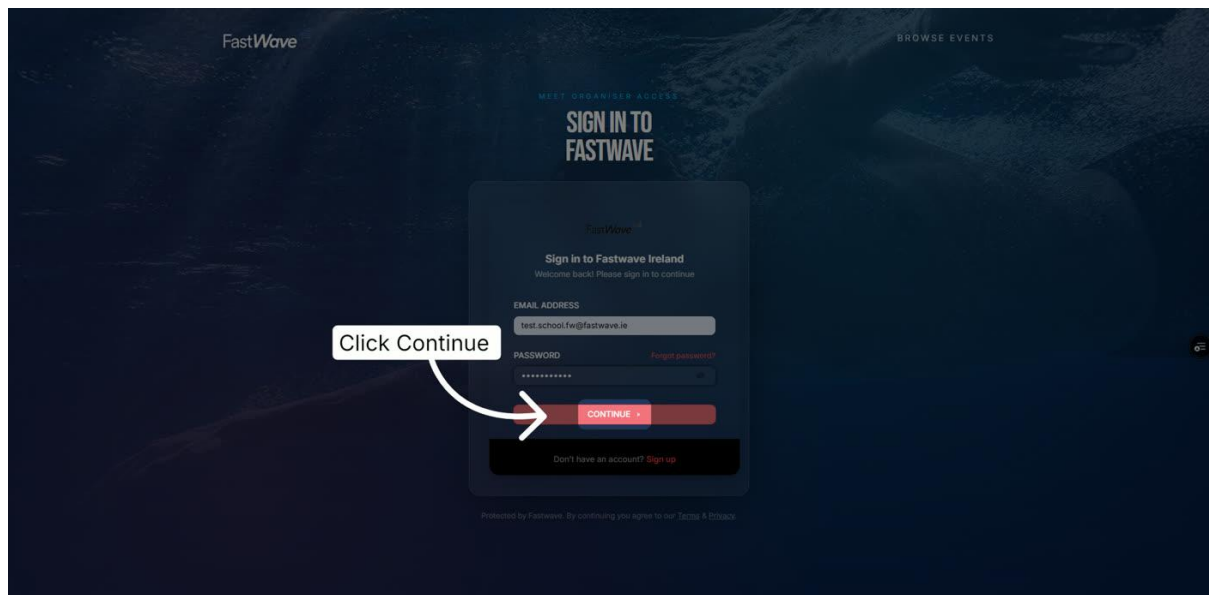
Click the Password field and type your password.



4

Click Continue

Click Continue to sign in and open your dashboard.



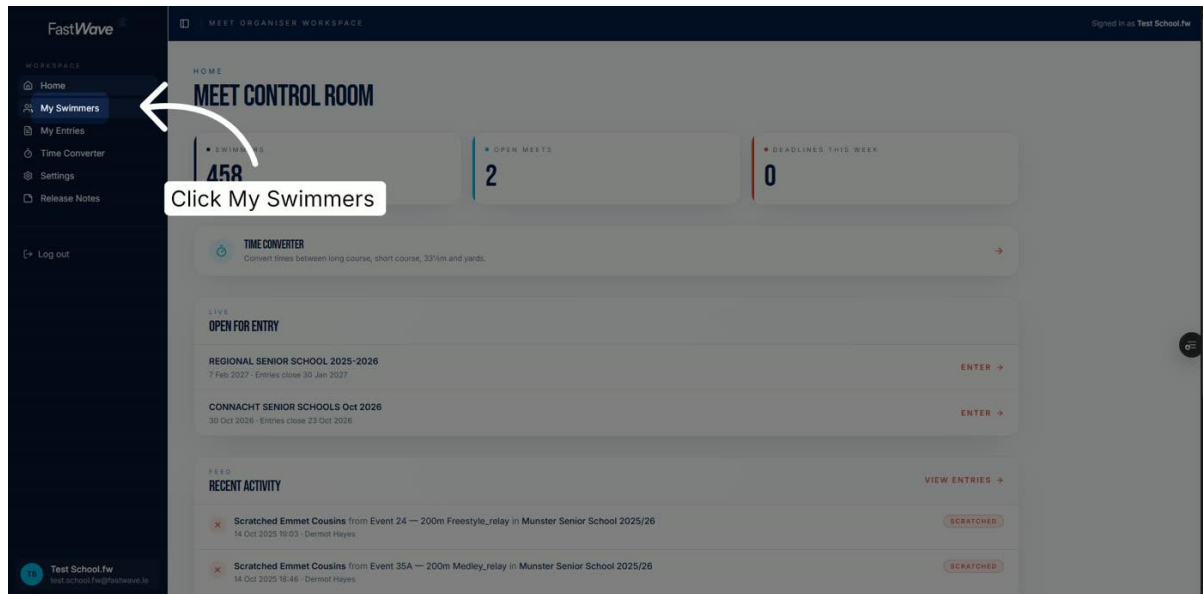
PART 2 Add your swimmers

5

Open My Swimmers

Click My Swimmers in the menu on the left.

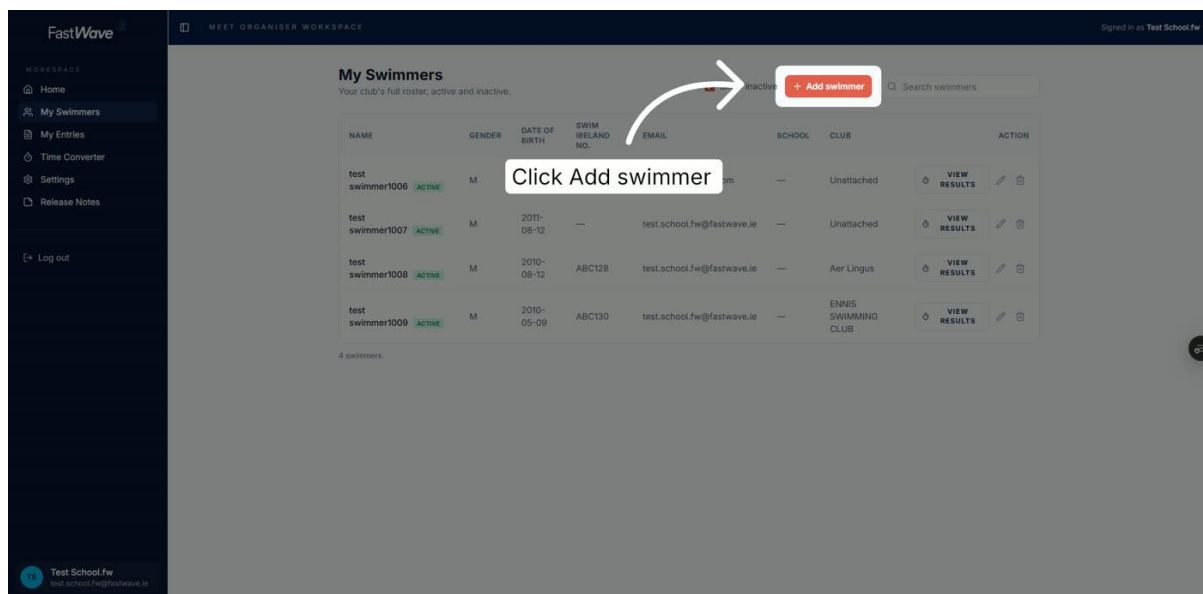
Tip: This list shows the swimmers already set up on your account. If they're all there, skip to Part 3.



6

Click Add swimmer

Click Add My swimmer to open the Add swimmers form.



7

Enter the swimmer's name

Type the swimmer's first name and last name.

The screenshot shows the 'My Swimmers' page in the FastWave interface. A modal titled 'Add swimmers' is open, allowing the user to add a new swimmer. The form fields are as follows:

- Swimmer 1**
- FIRST NAME ***: test
- LAST NAME ***: swi
- DATE OF BIRTH ***: dd/mm/yyyy
- GENDER ***: Select...
- CLUB ***: Select a club...
- SCHOOL**: No school
- SWIM IRELAND NO.**: (empty)

At the bottom of the modal, there is a '+ Add another swimmer' link, a 'Cancel' button, and an 'Add swimmer' button.

8

Enter the date of birth

Click the Date of birth field and enter it as dd/mm/yyyy.

Tip: This places the swimmer in the right age group.

The screenshot shows the 'My Swimmers' page in the FastWave interface. A modal titled 'Add swimmers' is open, allowing the user to add a new swimmer. The form fields are as follows:

- Swimmer 1**
- FIRST NAME ***: test
- LAST NAME ***: swimmer1009
- DATE OF BIRTH ***: dd/mm/yyyy
- GENDER ***: Select...
- CLUB ***: Select a club...
- SCHOOL**: No school
- SWIM IRELAND NO.**: (empty)

At the bottom of the modal, there is a '+ Add another swimmer' link, a 'Cancel' button, and an 'Add swimmer' button.

9

Choose the gender

Open the Gender list and choose the swimmer's gender.

The screenshot shows the 'My Swimmers' page in the FastWave app. A modal titled 'Add swimmers' is open, allowing the user to add a new swimmer. The form includes fields for 'Swimmer 1' with sub-fields: 'FIRST NAME *' (test), 'LAST NAME *' (swimmer1009), 'DATE OF BIRTH *' (13/08/2010), and 'GENDER *'. The 'GENDER *' dropdown menu is open, showing a list of options. Below these are 'CLUB *' (Select a club...), 'SCHOOL' (No school), and 'SWIM IRELAND NO.'. At the bottom of the modal are buttons for '+ Add another swimmer', 'Cancel', and 'Add swimmer'.

10

Choose the club

Open the Club list and choose the swimmer's club.

Important: If the swimmer doesn't swim with a club, choose "Unattached".

This screenshot is similar to the previous one, showing the 'Add swimmers' modal. In this instance, the 'CLUB *' dropdown menu is open, displaying a list of clubs for selection. The other fields remain the same: 'FIRST NAME *' (test), 'LAST NAME *' (swimmer1009), 'DATE OF BIRTH *' (13/08/2010), 'GENDER *' (Male), 'SCHOOL' (No school), and 'SWIM IRELAND NO.'. The '+ Add another swimmer', 'Cancel', and 'Add swimmer' buttons are also visible at the bottom.

11

Choose the school

Open the School list and choose the swimmer's school.

The screenshot shows the 'Add swimmers' modal in the FastWave application. The modal contains the following fields and options:

- Swimmer 1:**
 - FIRST NAME: test
 - LAST NAME: swimmer1009
 - DATE OF BIRTH: 13/08/2010
 - GENDER: Male
 - CLUB: Unattached (selected)
 - SCHOOL: No school (selected)
 - SWIM IRELAND NO. (empty field)
- Buttons: '+ Add another swimmer', 'Cancel', 'Add swimmer'

12

Enter the Swim Ireland number

Click the Swim Ireland No. field and type the swimmer's number.

Important: A Swim Ireland number is required if you chose a Swim Ireland club.

The screenshot shows the 'Add swimmers' modal in the FastWave application. The modal contains the following fields and options:

- Swimmer 1:**
 - FIRST NAME: test
 - LAST NAME: swimmer1009
 - DATE OF BIRTH: 13/08/2010
 - GENDER: Male
 - CLUB: Unattached
 - SCHOOL: ROCKFORD MANOR SECONDARY SCHOOL
 - SWIM IRELAND NO. (empty field)
- Swimmer 2:**
 - FIRST NAME: test
 - LAST NAME: swimmer1010
 - DATE OF BIRTH: 13/08/2011
 - GENDER: Female
 - CLUB: Sundays Well Swimming Club
 - SCHOOL: ROCKFORD MANOR SECONDARY SCHOOL
 - SWIM IRELAND NO. (empty field)
- Buttons: '+ Add another swimmer', 'Cancel', 'Add 2 swimmers'

13

Add another swimmer (optional)

To add more swimmers, click Add another swimmer and repeat steps 7 to 12.

14

Save your swimmers

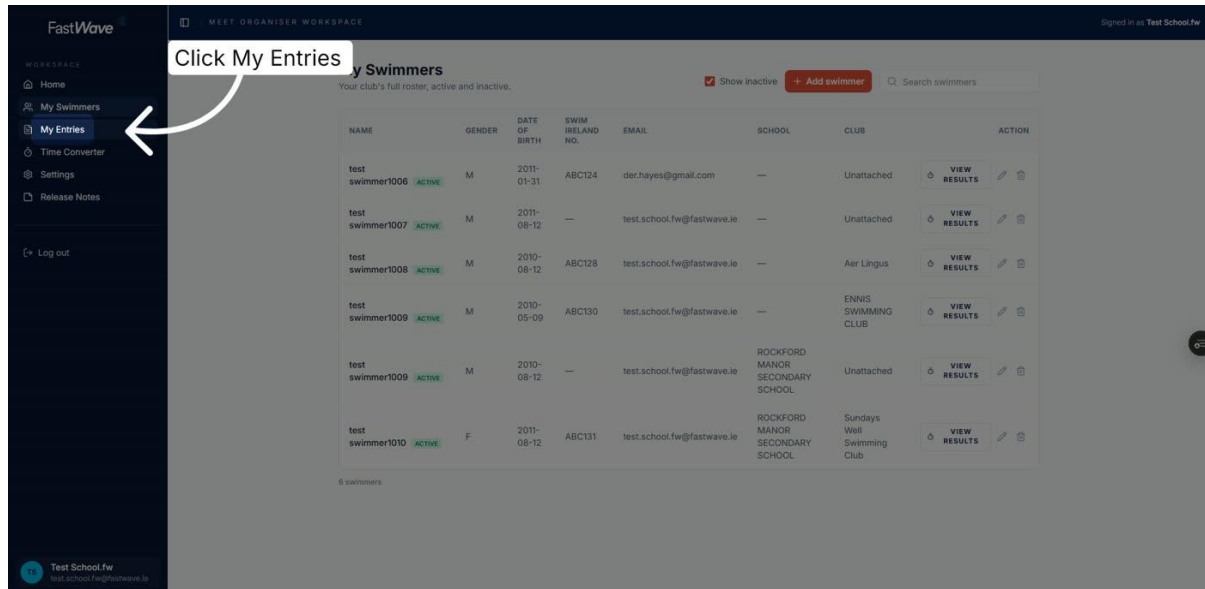
Click the Add button at the bottom, for example "Add 2 swimmers", to save them all.

PART 3 Choose events

15

Open My Entries

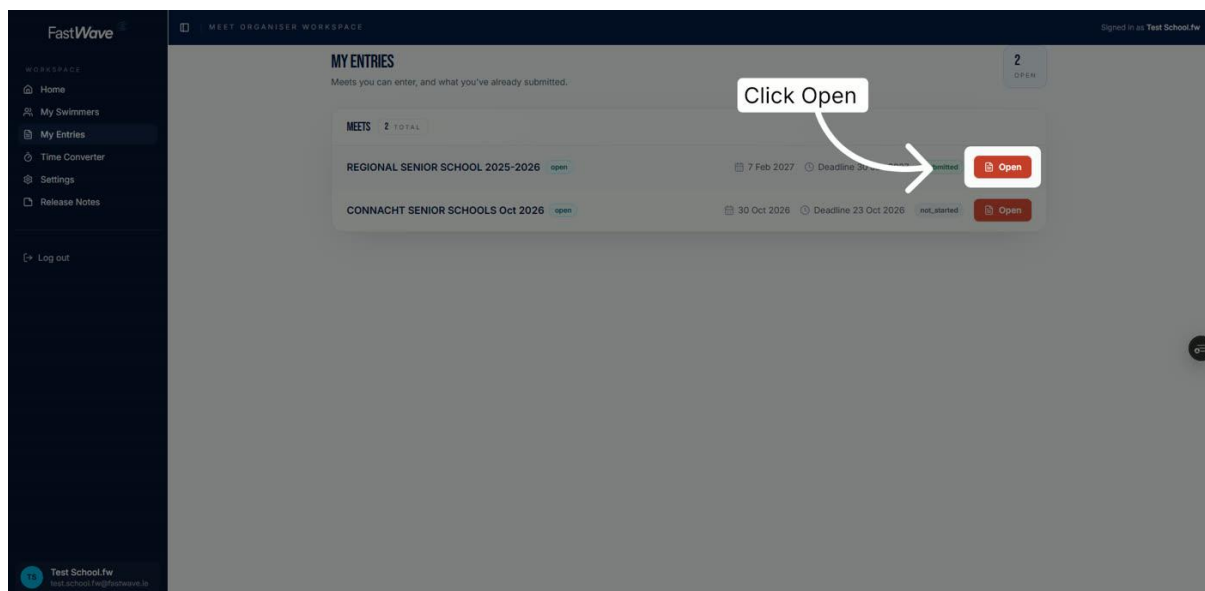
Click My Entries in the menu on the left.



16

Open the meet

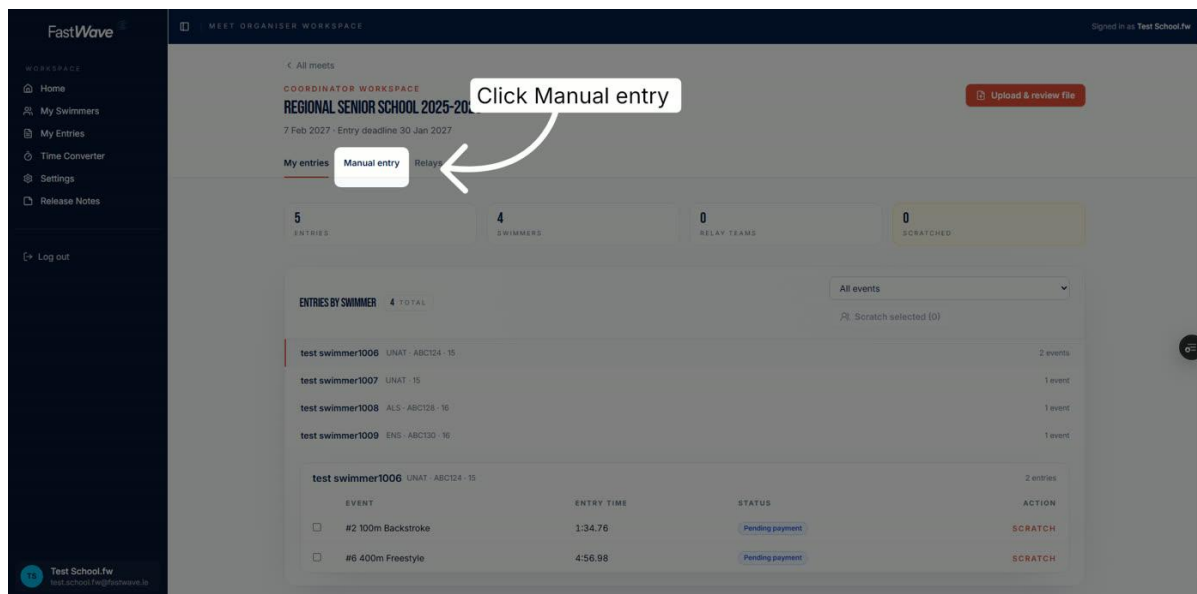
Click Open beside the meet you want to enter.



17

Click Manual entry

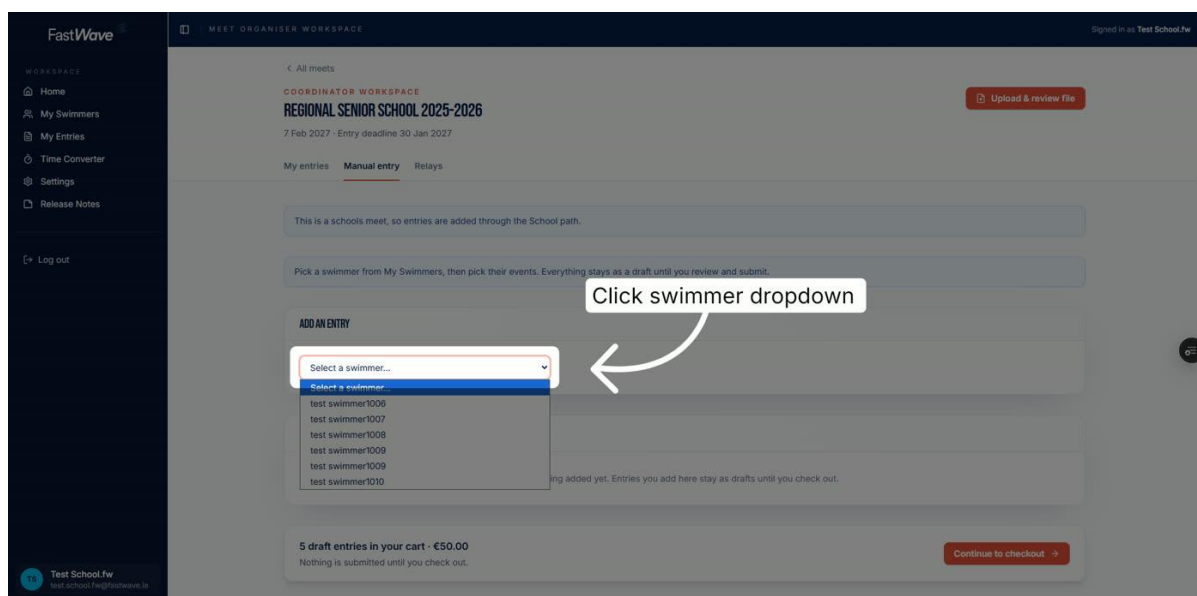
Choose the Manual entry tab.



18

Choose a swimmer

Open the swimmer list and pick a swimmer. Their events appear below.



19

Enter the seed time

Click the time box beside an event and type the swimmer's seed time.

Tip: No time yet? Leave it as NT.

This is a schools meet, so entries are added through the School path.

Pick a swimmer from My Swimmers, then pick their events. Everything stays as a draft until you review and submit.

ADD AN ENTRY

test swimmer1009

☐ Show ineligible events

#2C	Male 17-19 100m Backstroke	NT	+ Add
#4C	Male 17-19 100m Breaststroke	NT	+ Add
#6C	Male 17-19 400m Freestyle	NT	+ Add
#11C	Male 17-19 100m Butterfly	NT	+ Add
#13C	Male 17-19 100m Freestyle	NT	+ Add
#15C	Male 17-19 200m Individual Medley	NT	+ Add

DRAFT ENTRIES 0 TOTAL

5 draft entries in your cart - €50.00
Nothing is submitted until you check out.

[Continue to checkout](#)

20

Click Add

Click Add to put the event in your cart. Repeat for each event and each swimmer.

This is a schools meet, so entries are added through the School path.

Pick a swimmer from My Swimmers, then pick their events. Everything stays as a draft until you review and submit.

ADD AN ENTRY

test swimmer1009

☐ Show ineligible events

#2C	Male 17-19 100m Backstroke	1:54.00	+ Add
#4C	Male 17-19 100m Breaststroke	NT	+ Add
#6C	Male 17-19 400m Freestyle	NT	+ Add
#11C	Male 17-19 100m Butterfly	NT	+ Add
#13C	Male 17-19 100m Freestyle	NT	+ Add
#15C	Male 17-19 200m Individual Medley	NT	+ Add

DRAFT ENTRIES 0 TOTAL

5 draft entries in your cart - €50.00
Nothing is submitted until you check out.

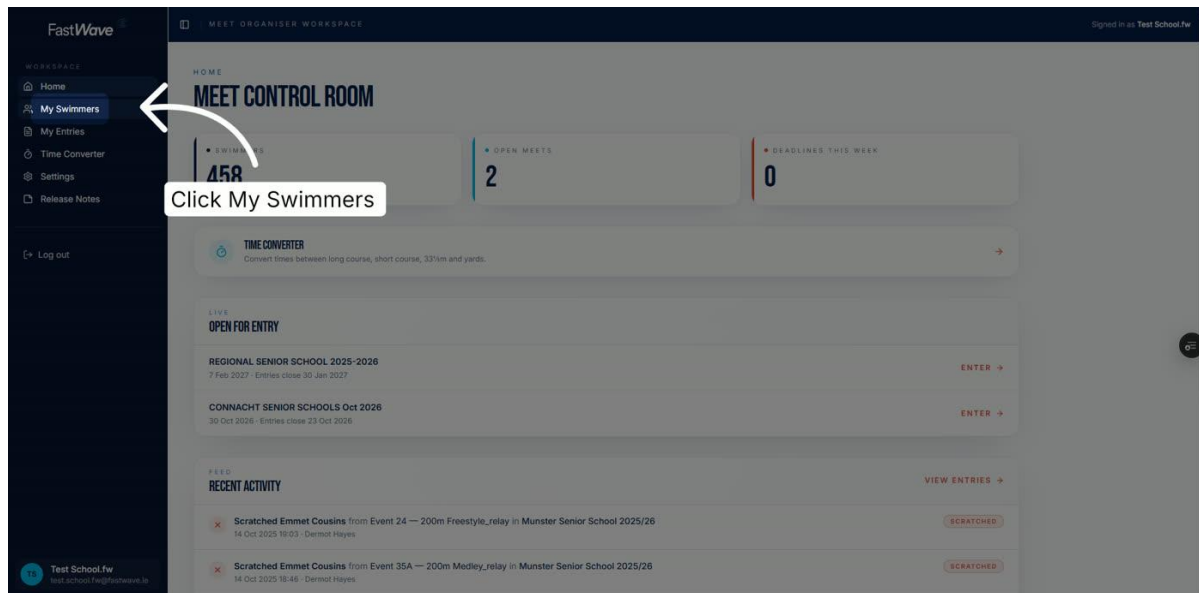
[Continue to checkout](#)

PART 4 Save and come back later

21

Your swimmers are saved

Once you add a swimmer, they stay in My Swimmers. You can stop now and come back another day to add more swimmers or enter events for the ones you've added.

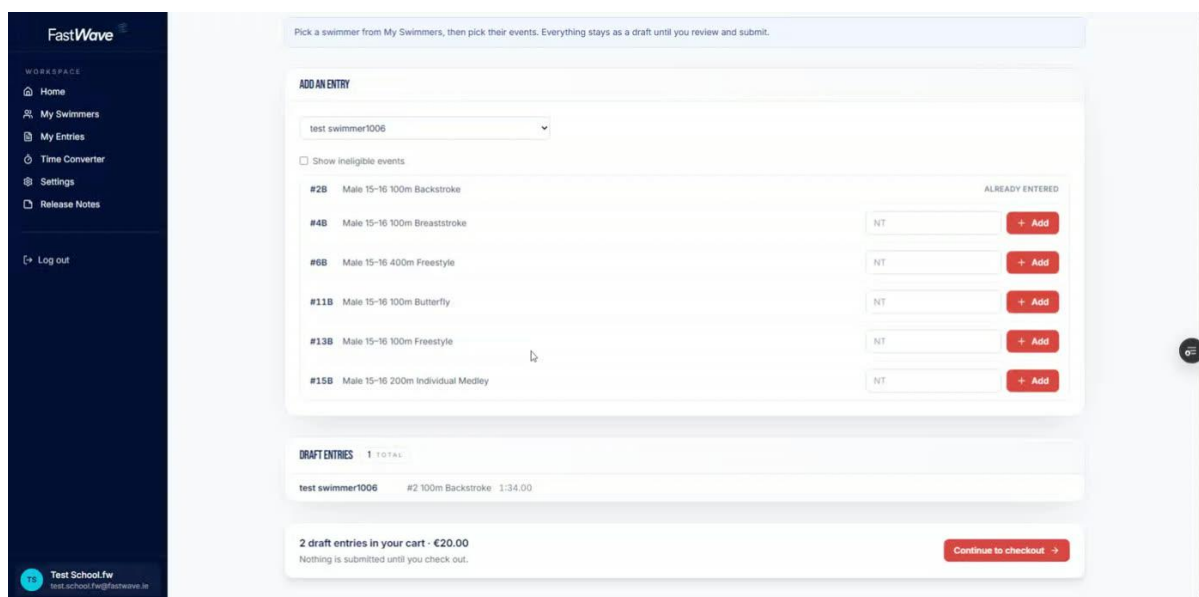


22

Your entries are saved as drafts

Each event you add appears under Draft entries and in your cart. Drafts are kept for you, so you can finish later.

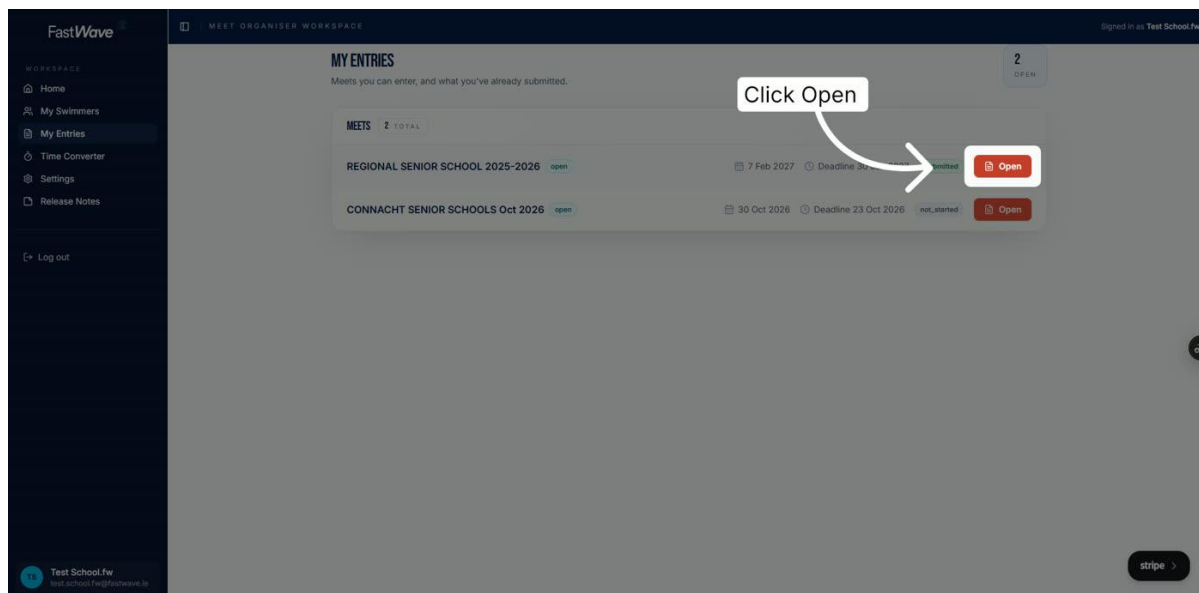
Important: Draft entries are NOT entered in the meet. They're only entered once you click Continue to checkout and pay. Make sure you pay before the meet's entry deadline.



23

Come back to your drafts

Sign in, click My Entries, then click Open beside the meet. Choose Manual entry to see your draft entries.

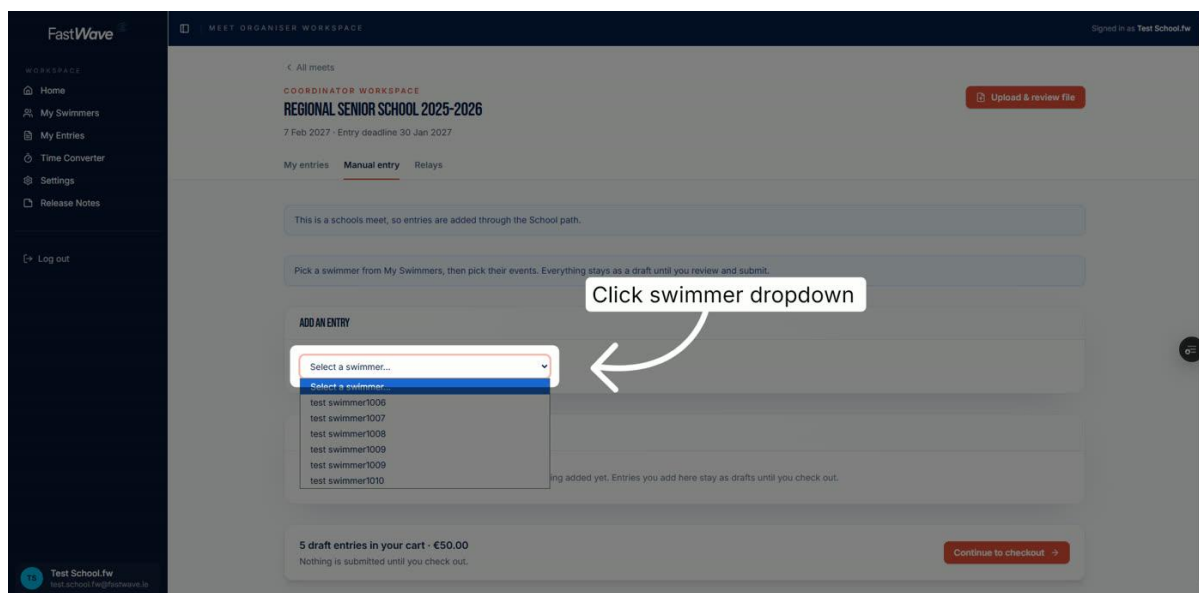


24

Add more entries

Pick another swimmer from the swimmer list, enter a seed time beside each event and click Add.

Tip: Events you've already added show as "Already entered".



Remove or change an entry

Click Continue to checkout to open Review & submit. In the cart, click the red bin icon beside an entry to remove it. To change a seed time, remove the entry and add it again with the new time.

Tip: You can make changes as often as you like until you pay.

FastWave

MEET ORGANISER WORKSPACE

Signed in as Test School.fw

← Back to upload & review

REVIEW & SUBMIT

REGIONAL SENIOR SCHOOL 2025-2026 - Entry deadline 30 Jan 2027

Nothing is committed yet. Check the entries below, then continue to the cart to pay or request a bank transfer.

1 DRAFT ENTRIES	0 RELAY TEAMS	€10.00 TOTAL DUE	NOT REQUIRED PAYMENT
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pending_payment: 1 draft: 1

[Continue to submit](#)

CART 2 TOTAL

test swimmer1007		€10.00
No school on file		
#13 100m Freestyle 1:34.09	€10.00	
test swimmer1010		€10.00
ROCKFORD MANOR SECONDARY SCHOOL		
#1 100m Backstroke 1:34.09	€10.00	
Entry fees		€20.00
Total		€20.00

Test School.fw
test.school.fw@fastwave.co

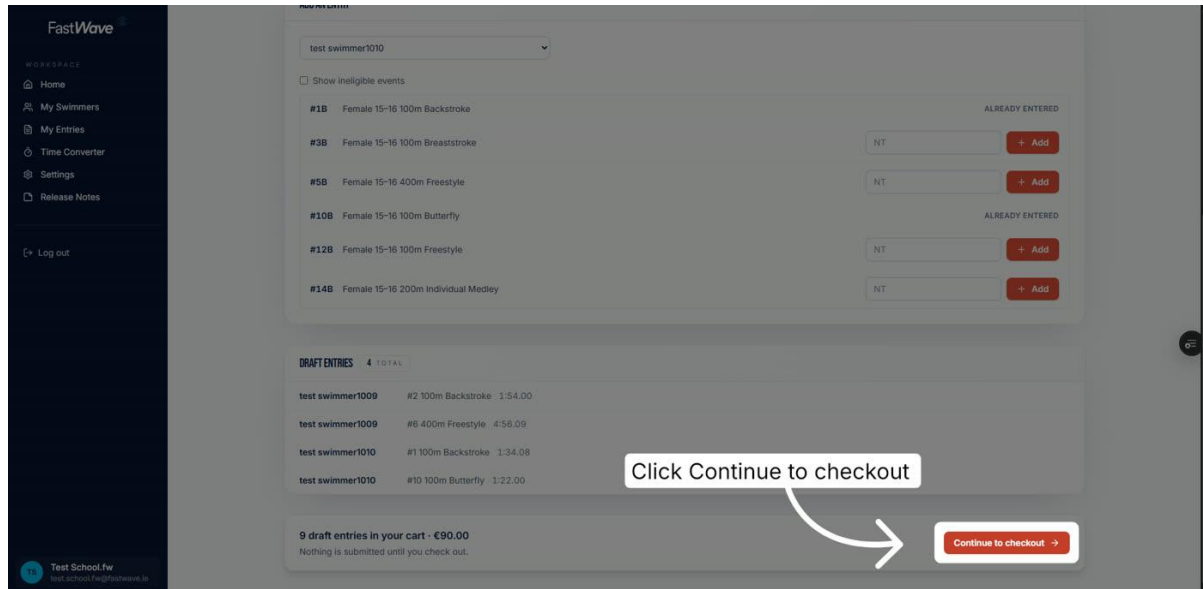
Click here

PART 5 Pay and submit

26

Continue to checkout

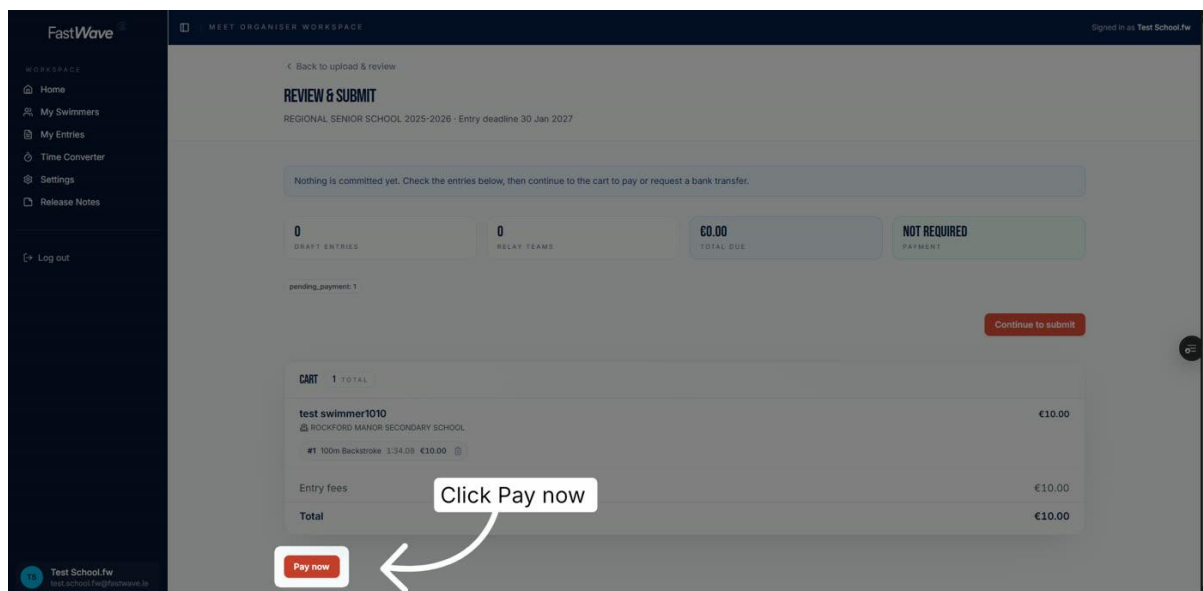
Once all swimmers and events are added, click Continue to checkout.



27

Review your entries

Check every swimmer and event is correct before paying.



Pay now

Enter your payment details and click Pay now to submit your entries.

The screenshot displays the FastWave checkout interface. On the left is a dark sidebar with the 'FastWave' logo and a 'WORKSPACE' menu containing links to Home, My Swimmers, My Entries, Time Converter, Settings, and Release Notes, along with a 'Log out' button. The main content area is divided into two sections. The top section shows a summary of fees: Platform fee (€9.00), Card processing fee (€1.85), and a Total of €100.85. The bottom section is titled 'Secure, fast checkout with Link' and contains a form for payment details. This form includes fields for Card number (4242 4242 4242 4242), Expiration (04 / 29), Security code (123), and Country (Ireland). Below these are optional fields for saving information, such as Email (you@example.com), Mobile number (085 012 3456), and Full name. At the bottom of the form are logos for various payment methods: Klarna, IDEAL | Wierd, Bancontact, and EPS. A red 'Pay now' button is prominently displayed at the bottom right of the form, with a white arrow pointing to it from a text box that says 'Click Pay now'. A 'Back to cart' button is located next to the 'Pay now' button. The bottom right corner of the page features a 'stripe' logo.

Fee Type	Amount
Platform fee	€9.00
Card processing fee	€1.85
Total	€100.85

Secure, fast checkout with Link

Card number: 4242 4242 4242 4242 | Expiration (MM/YY): 04 / 29 | Security code: 123

Country: Ireland

Optional: Save my information for faster checkout

Email: you@example.com

Mobile number: 085 012 3456

Full name: First and last name

link - By providing phone number and email, you agree to create an account subject to Link's Terms and Privacy Policy.

Payment methods: Klarna, IDEAL | Wierd, Bancontact, EPS

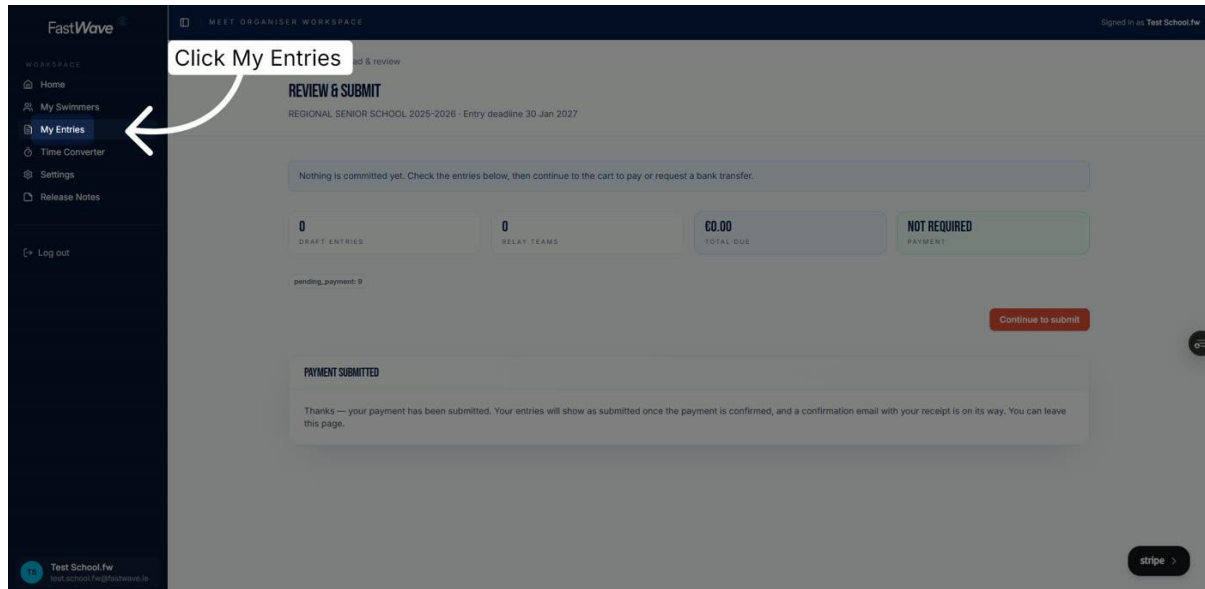
Pay now | Back to cart

PART 6 Check your entries

29

Go back to My Entries

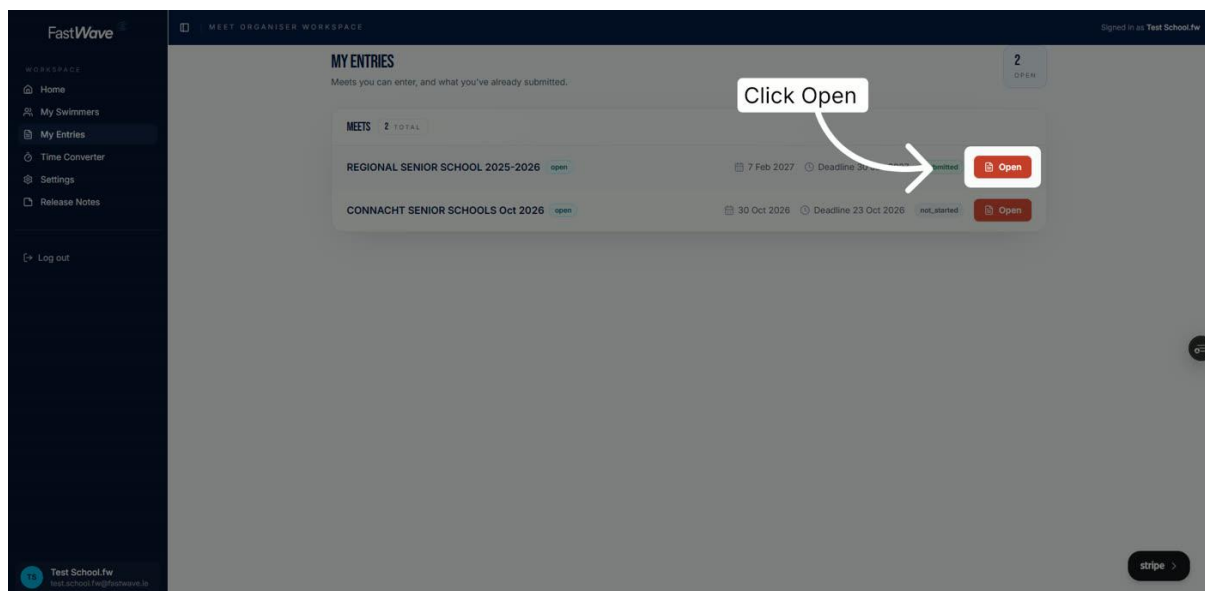
Click My Entries in the menu on the left.



30

Open the meet

Click Open to see your submitted entries.



You're all set

Your entries are submitted. You can check them any time in My Entries.