

• FASTWAVE

HOW-TO GUIDE

Create and submit relay team entries

Get relay coordinator access, build your relay teams and pay, in 13 steps.

What's inside

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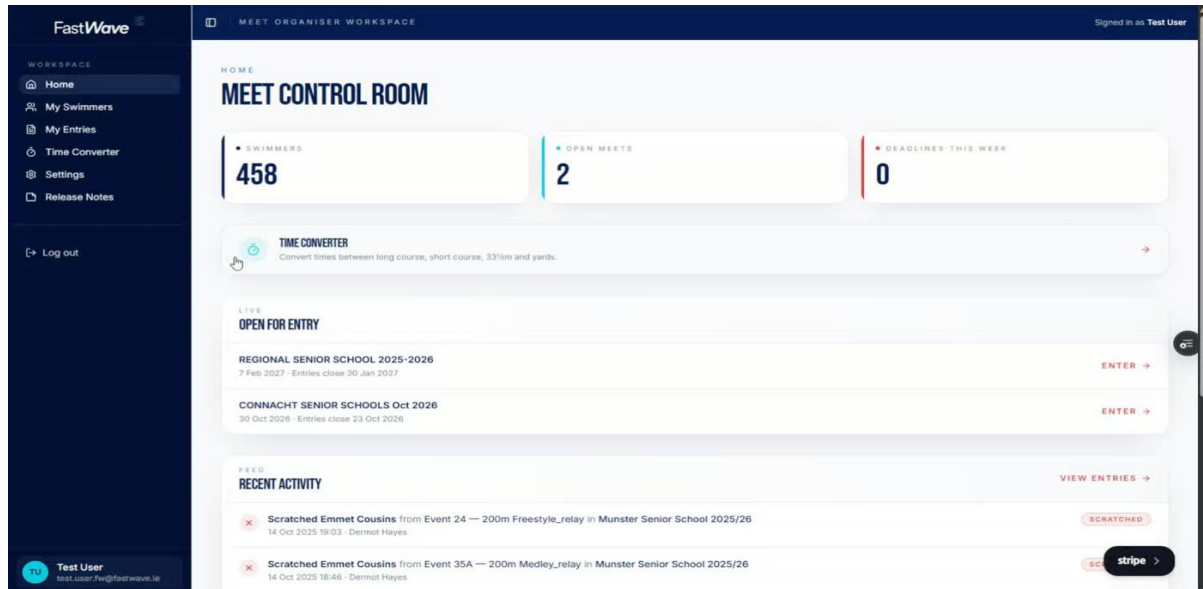
Part 4 Pay and confirm · 3 steps

PART 1 Request relay coordinator access

1

Open Fastwave

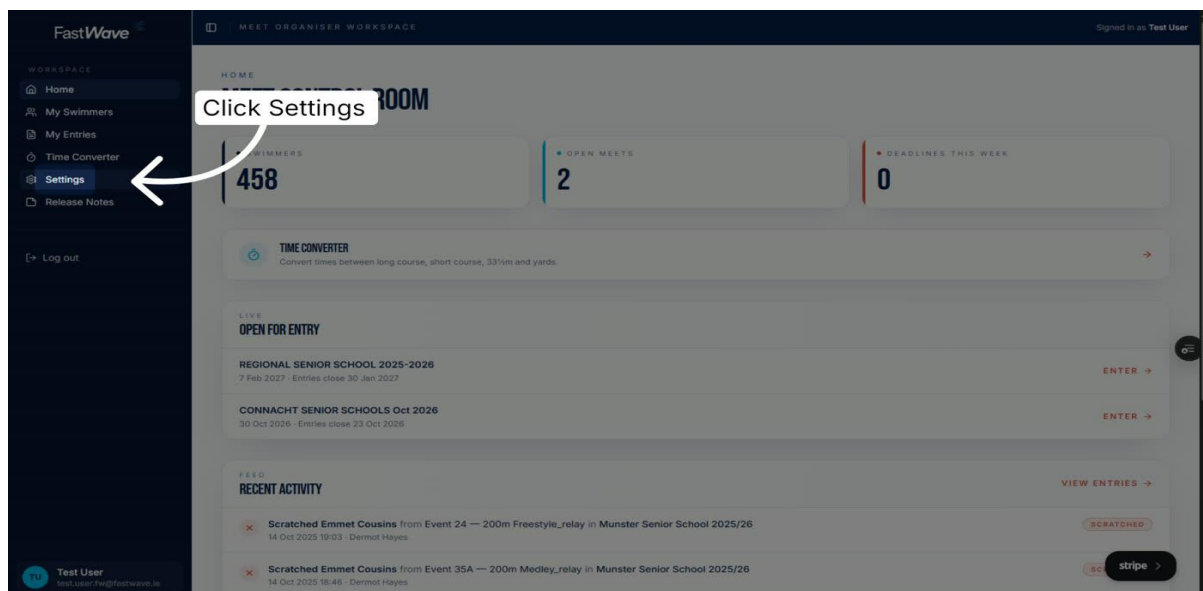
Sign in to Fastwave and go to your dashboard.



2

Go to Settings

Open the Settings menu to manage your account.

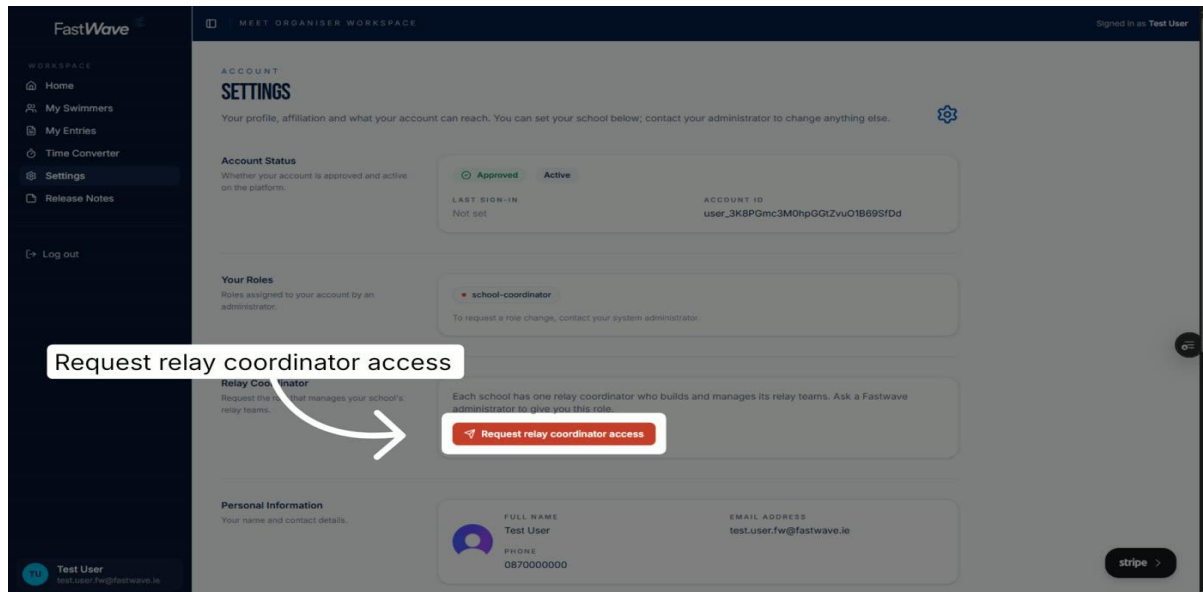


3

Request relay coordinator access

In your account settings, request relay coordinator access.

Tip: Each school can have only one relay coordinator.

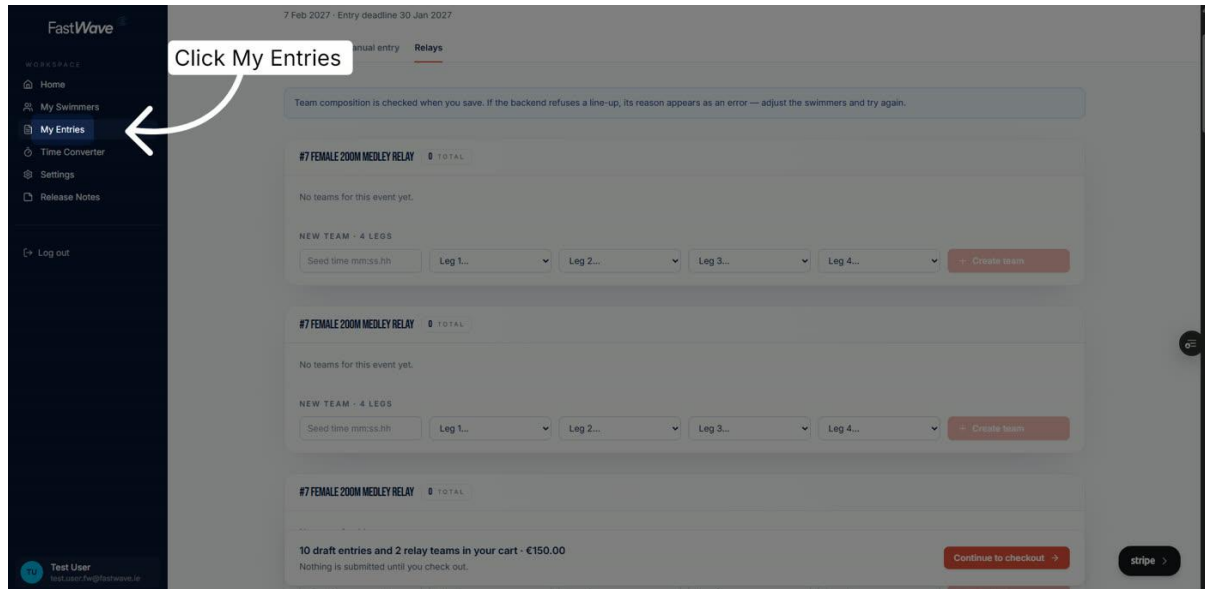


PART 2 Find the relay events

4

Go to My Entries

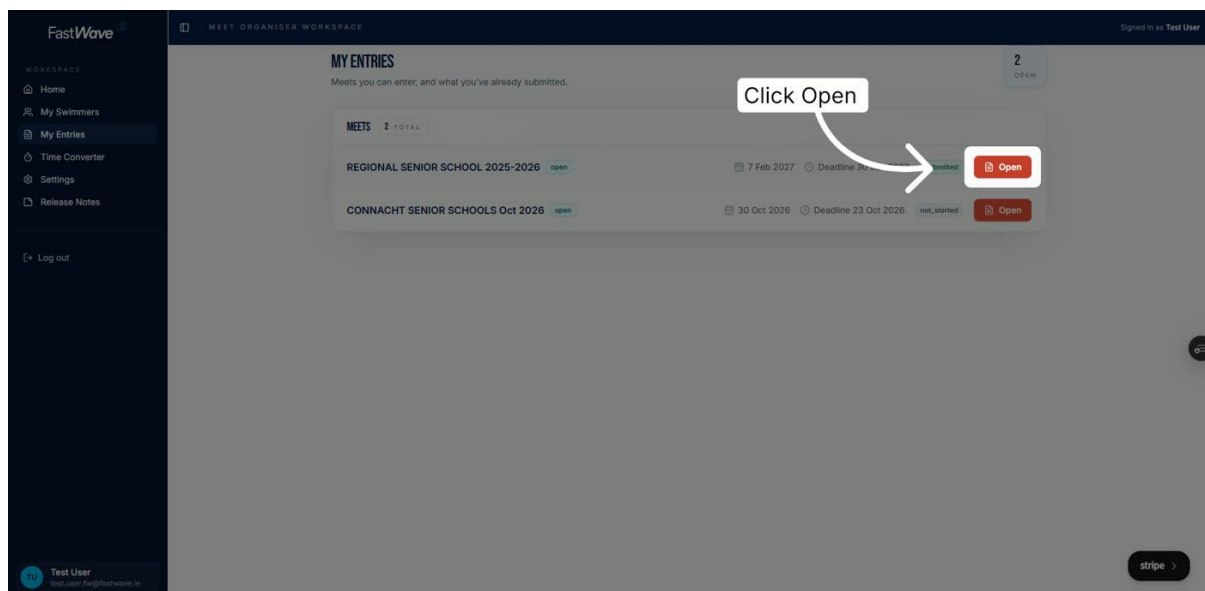
Open My Entries to see your meet registrations.



5

Open the meet

Open the meet you want to enter relay teams for.



6

Open the Relays tab

Click the Relays tab to see the relay events.

Important: Swimmers must already be entered in individual events at this meet before they can be added to a relay team.

The screenshot shows the FastWave Meet Organizer Workspace interface. The left sidebar contains navigation links: Home, My Swimmers, My Entries, Time Converter, Settings, and Release Notes. The main content area is titled 'MEET ORGANISER WORKSPACE' and displays details for the 'REGIONAL SENIOR SCHOOL 2025-2026' meet, including the dates '7 Feb 2027' and 'Entry deadline 30 Jan 2027'. A callout box with the text 'Click Relays' and an arrow points to the 'Relays' tab in the 'My entries' section. Below the tabs, there are four summary cards: '10 ENTRIES', '5 SWIMMERS', '2 RELAY TEAMS', and '0 SCRATCHED'. The 'ENTRIES BY SWIMMER' section shows a list of swimmers and their event entries. A table at the bottom lists specific events with columns for EVENT, ENTRY TIME, STATUS, and ACTION.

EVENT	ENTRY TIME	STATUS	ACTION
☐ #2 100m Backstroke	1:45.00	Pending payment	SCRATCH
☐ #6 400m Freestyle	4:50.98	Pending payment	SCRATCH

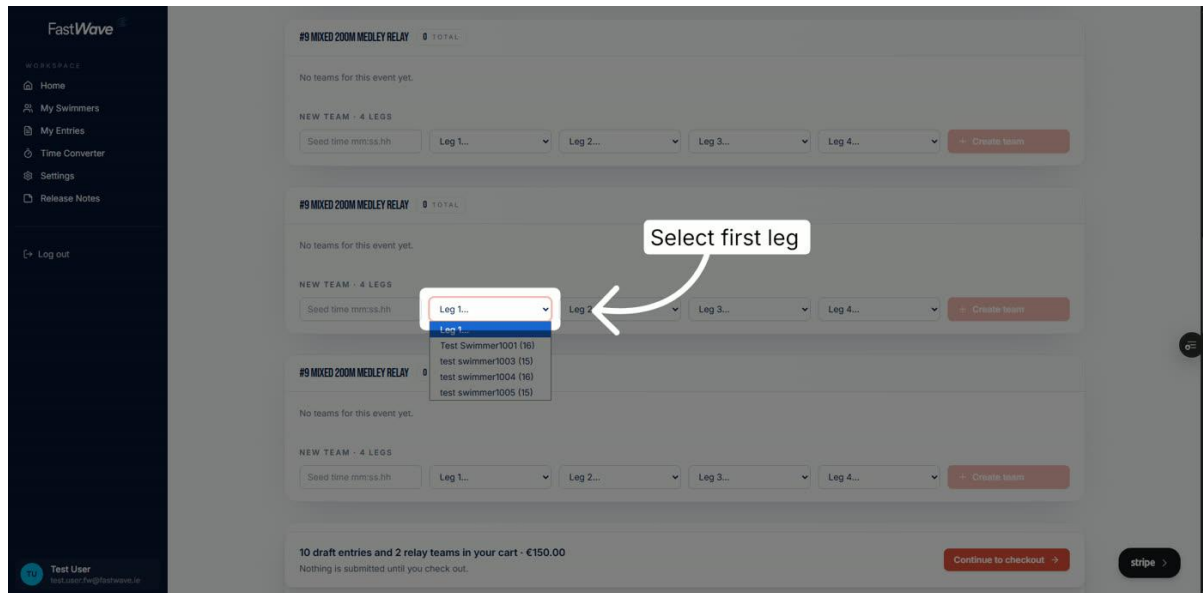
PART 3 Build your relay team

7

Choose a swimmer for each leg

On the relay event, use the Leg 1, Leg 2, Leg 3 and Leg 4 drop-downs to pick a swimmer for each leg, in swimming order.

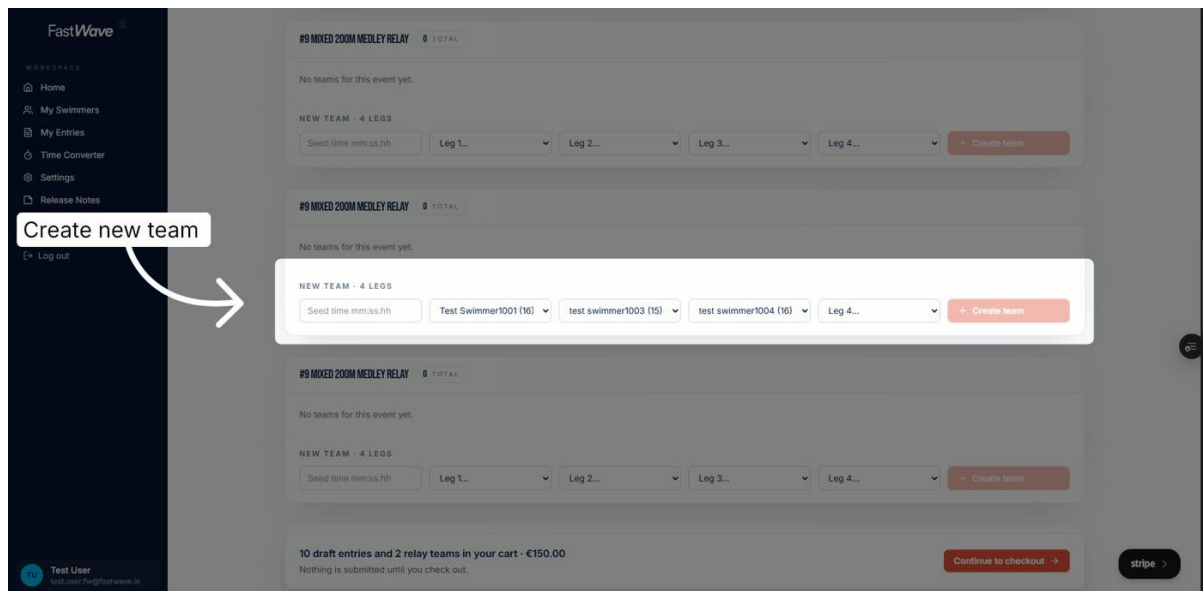
Tip: Only swimmers entered in this meet appear in the lists.



8

Check all four legs are filled

Make sure a swimmer is chosen for all four legs before moving on.



9

Enter the seed time

Click the seed time box and type the team's time (mm:ss.hh). This sets where they start on the day.

Tip: No team time yet? Leave it blank.

The screenshot shows the FastWave interface with a sidebar on the left containing links like Home, My Swimmers, My Entries, Time Converter, Settings, and Release Notes. The main area displays three identical relay team creation forms for the '#9 MIXED 200M MEDLEY RELAY'. Each form includes a 'Seed time' input field, four leg selection dropdowns (Leg 1... to Leg 4...), and a '+ Create team' button. The second form has pre-filled swimmer names: 'Test Swimmer1001 (16)', 'test swimmer1003 (15)', 'test swimmer1004 (16)', and 'test swimmer1005 (15)'. At the bottom, a summary bar indicates '10 draft entries and 2 relay teams in your cart - €150.00' with a 'Continue to checkout' button and a Stripe logo.

10

Create the team

Click Create team to save the relay team to your cart.

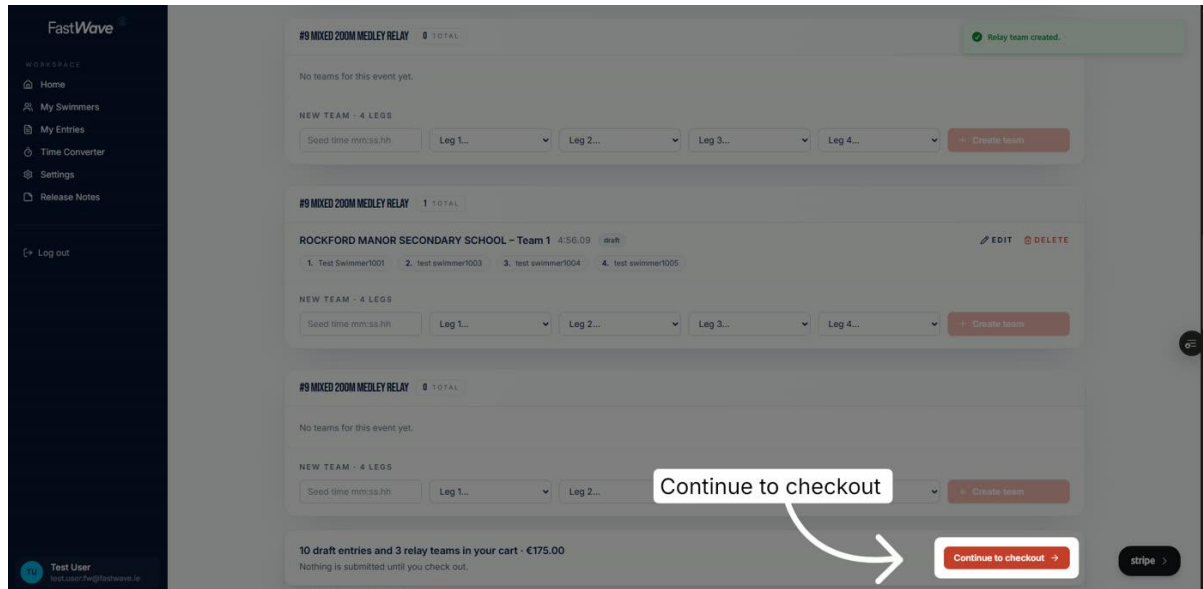
This screenshot is similar to the previous one but includes an annotation. A white box with the text 'Create team' and a curved arrow points directly to the '+ Create team' button of the second relay team form. Additionally, the 'Seed time' input field in the same form is highlighted with a red border and contains the text '4:56.09'.

PART 4 Pay and confirm

11

Go to checkout

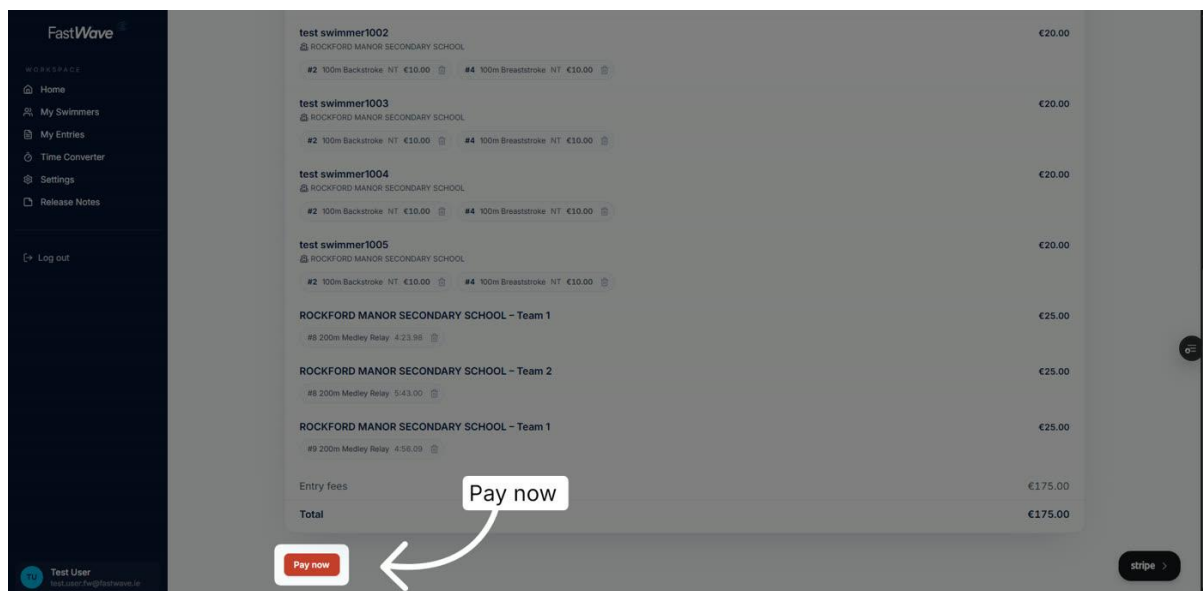
Click Continue to checkout to review your entries.



12

Complete payment

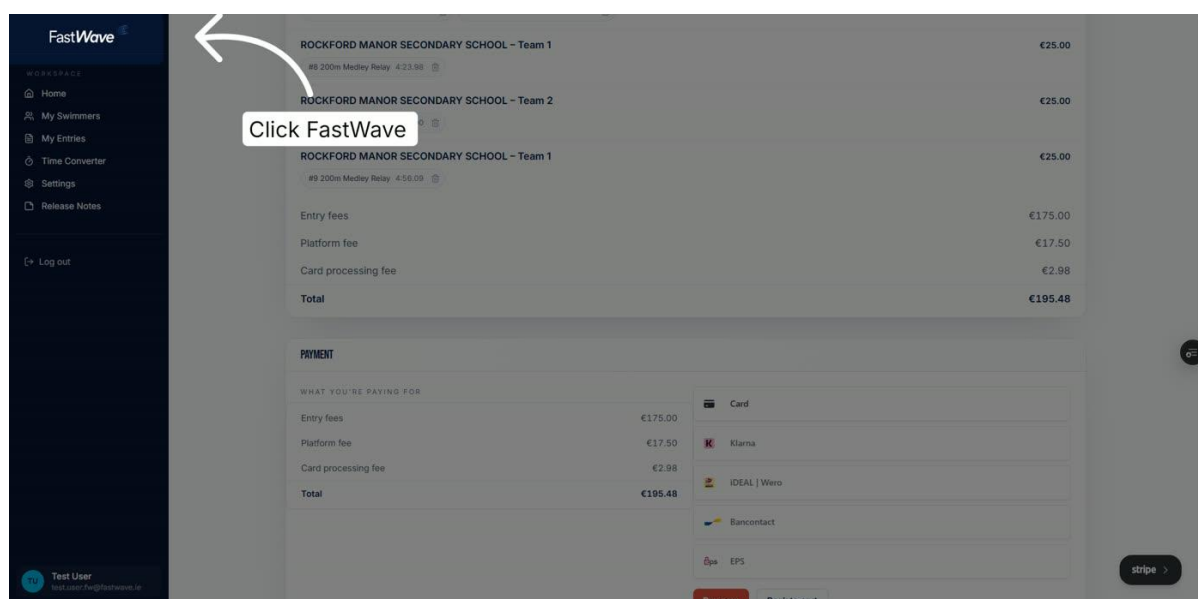
Enter your payment details and submit to confirm your relay entries.



13

Return to the dashboard

Go back to your Fastwave dashboard to manage other entries.



You're all set

Your relay team is entered. Repeat Part 3 for each team.