

How to enter meets on CoStA's Sports Engine Motion app or the Sports Engine website

Via the app (<https://www.sportsengine.com/motion/features/mobile-app>)

1. Open the app and sign in using the email you have supplied to CoStA membership and for registration. Use the forgot password functionality if needed.
2. On the home screen, expand the menu from the top left burger and select Events & Jobs > Events & Meet Entries
3. Scroll down to the event you would like to enter.
4. Select RSVP or Declare
5. Select the swimmer you would like to enter
6. For declarations select the events you would like to enter
7. Save
8. Sign up for any jobs you would like to do at the meet.
9. You can edit your entry (Commitment) up until the registration deadline
10. Your entry will remain as "Pending" until an Administrator approves your entry, usually after the closing date
11. If there are entry fees, then these will be added to the following month's direct debit. Or you can pay for them by credit card

Via the desktop website <https://uk.gomotionapp.com/team/costa/page/home>

1. Make sure you are signed in by selecting the sign-in feature on the top right of the website home page. Sign in using the email you have supplied to CoStA membership and for registration. Use the forgot password functionality if needed.
2. Select My Account (top right of home page)
3. This will take you to your Sports Engine account
4. From the left-hand menu select Events & Competition > Team Events to take you to the CoStA calendar
5. Scroll down to find the event you want to enter
6. Select attend/decline for the events and select whether you will be attending or declining
7. If you are attending, select the swimmer you would like to enter
8. Follow the steps to select the events you would like to enter them into (NB this is on the right-hand side of the screen so scroll across)
9. Confirm and save
10. Sign up for any jobs you would like to do at the meet
11. You can edit your entry up until the registration deadline
12. Your entry will remain as "Pending" until an Administrator approves your entry, usually after the closing date
13. If there are entry fees, then these will be added to the following month's direct debit. Or you can pay for them by credit card