



WORLD
AQUATICS

MASTERS WORLD RECORDS AND YEARLY

TOP 10

**NEW UPLOAD AND VERIFICATION PROCESS
FOR NATIONAL MASTERS RECORDERS**

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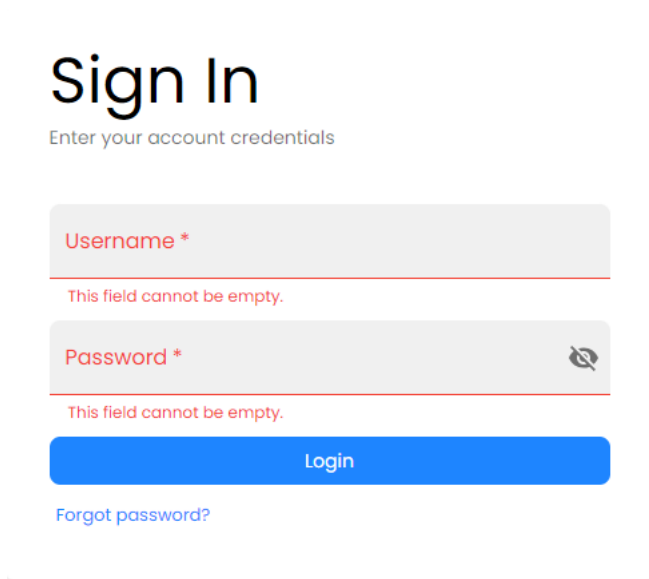
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INTRODUCTION

In an email National Federations will be informed about the new process to submit Masters World Records and Top 10

National Federations will receive an email with a link to a google form to register a new Masters Recorder
World Aquatics will then create the GMS login to the Aqua app for the new Masters Recorder.

The Login will then be sent directly to the new National Masters Recorder through the Aqua App, with the link to the Login page:

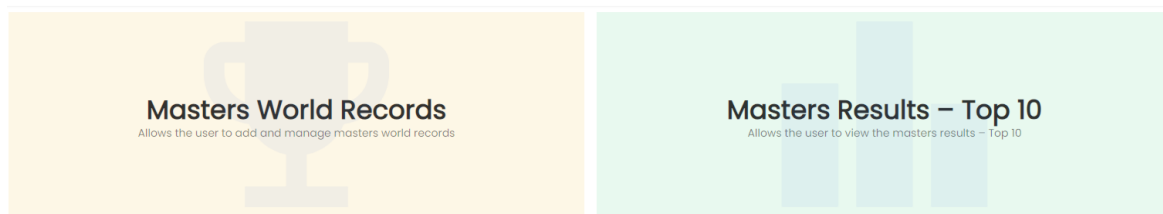


The screenshot shows a 'Sign In' form with the following elements:

- Sign In** (large heading)
- Enter your account credentials (sub-heading)
- Username *** (input field with red error text: "This field cannot be empty.")
- Password *** (input field with a toggle icon and red error text: "This field cannot be empty.")
- Login** (blue button)
- [Forgot password?](#) (link)

The National Recorder will then be able to choose if he wants to submit a Masters World Record or a Masters Result for the yearly top 10 by clicking on one of the pictures

Home



MASTERS WORLD RECORDS

Should the National Recorder want to upload a Masters World Record he needs to click on the "Add World Record Request" button in the top right corner as shown below:

World Record Requests

[World Record Requests](#) | [World Records](#) | [Age Groups](#) | [Athletes](#) | [Clubs](#) | [Countries](#) | [Events](#) | [Organizations](#) | [Pools](#)

Organization Event Age Group Pool Length
Apply Filters X Clear
➔ + Add World Record Request

Once the National Recorder has clicked on that button it will take him to the Page where he can enter the various information regarding the Masters World Record

Starting with the Club and Event information:

Club and Event Information

Organization * Club *
No Club Selected Pick Existing Create New Event *

Age Group * Date of Swim (DD/MM/YYYY) * Pool *
No Pool Selected Pick Existing Create New

The National Recorder must then choose:

- His Organization
- The Age group of the Swimmer
- The Event
- The Date when the Record was swam:

Date of Swim (DD/MM/YYYY) *

01/07/2024

Should the date of the swim be 30 days prior to the current date, World Aquatics cannot accept the record and the national recorder will not be able to submit it and an error message will appear on the top of the page:

World Record Request

The date of swim is either in the future or more than 30 days in the past. Please correct the date of swim.

- When entering the Club of the swimmer there are two possibilities:
- 1.

Club *

No Club Selected Pick Existing Create New

Select Club

Search

Q |

- 1880 ISLAND (CAN) CAN
- 1880KOKAI (JPN) JPN
- ACADEMIA (BRA) BRA
- AC BOULOGNE (FRA) FRA
- AC BOULOGNE-BELANCOURT (FRA) FRA
- ADELAIDE (AUS) AUS
- ADP (DEN) DEN
- ACIS ACQUARE MARFICO (ITA) ITA
- ALAMEDA AQUATIC MASTERS (USA) USA
- ALDERWOOD (CAN) CAN
- AMTY-TV-HAMBURG (GER) GER
- ANCIENT MARINERS (USA) USA
- AOIMAX (JPN) JPN
- AQUA KEY (UKR) UKR
- AQUAMORE ACQUA IS (ITA) ITA
- AQUATIC MASTERS (SU) SU
- ASA SS (JPN) JPN
- ARIZ (USA) USA
- ARIZONA (USA) USA
- ARIZONA MASTERS (USA) USA

Cancel Clear

2. In case the club is not in the list of existing clubs, the National Recorder can create a club as shown below:

Club *
No Club Selected

Pick Existing **Create New**

↓

Create Club

Name *

Organization *

Cancel Clear **Select**

*Please keep in mind that the Club needs to be associated to the National Federation

- For the Pool selection the process is similar:

1.

Pool *
No Pool Selected

Pick Existing **Create New**

↓

Select Pool

Search

Length Country

- LCM 2008 Olympic Trials Competition Pool (USA) Omaha NE
- LCM 2012 Olympic Trials Competition Pool (USA) Omaha NE
- SCM 29 de abril Shamann (ESP) Las Palmas
- SCM AA-Bad (NED) Zwolle
- LCM Aaltoalvari (FIN) Jyväskylä
- SCM Anttonen (FIN) Helsinki

Cancel Clear

The Pools can be filtered by length and by country

2. Should the Pool not be available in the list of existing pools the National Recorder can create a new pool:

Pool *
No Pool Selected

Pick Existing **Create New**

↓

Create Pool

Name * City *

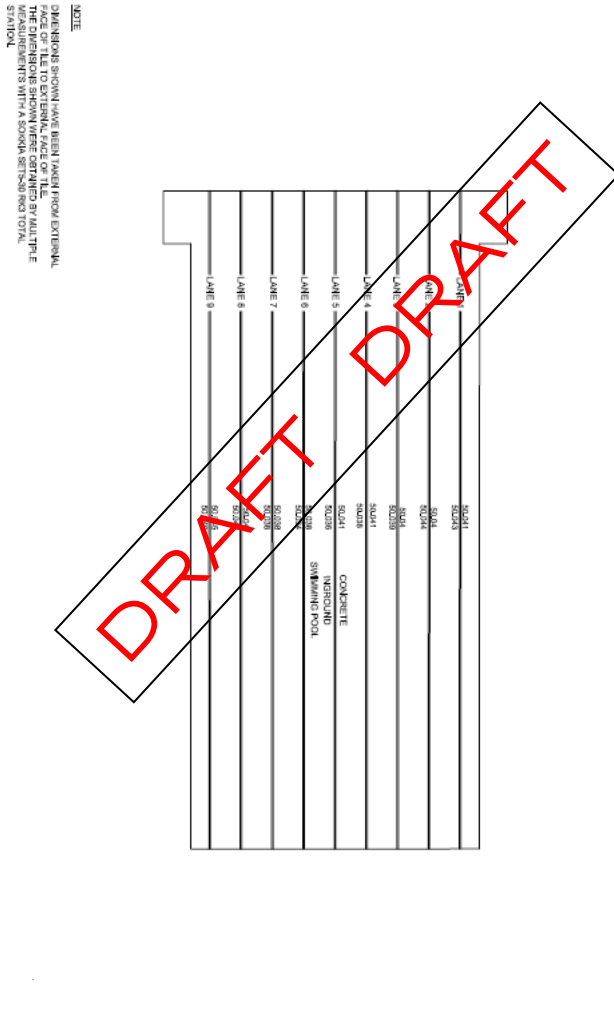
Country * Length *

Certificate *
No file selected **Select File**

Cancel Clear **Select**

To be able to create a new pool the National Recorder needs to upload the certificate confirming the Pool length these need to include the total measured length of the pool / different lanes and be signed by the surveyor / Constructor or other Referee.

An example of a pool length certificate could look like this:



Once all the information in the Event and Organization section has been filled in the recorder can then enter the time swam

Time Achieved

Official Time * 00:00:00.00 Primary Electronic Time 00:00:00.00

Backup Semi-Automatic Time 1 00:00:00.00 Backup Semi-Automatic Time 2 00:00:00.00 Backup Semi-Automatic Time 3 00:00:00.00

A Copy of the Timing System Printout * No file selected

To facilitate the entry the recorder can use the copy and paste function to copy the times from one field into the next

Official Time * 00:00:00.00

one:

Should the time entered be slower than the current Masters World Record in that Event and Age Group a message will then appear on top of the page:

🏠 World Record Request

This time is not faster than the current record and will be automatically rejected. The current record is 00:00:25.42.

As a final step for this section the recorder needs to upload a copy of the timing system printout




A Copy of the Timing System Printout *

No file selected

Select File

The national recorder then needs to complete the following information regarding the certifying official (with the date of the swim) and himself (with the date he certified the record)

Official & Recorder

<p>Certifying Official</p> <p>Printed Name * Official Title *</p> <p>Date (DD/MM/YYYY) * </p>		<p>National Recorder</p> <p>Printed Name * Organization * </p> <p>Date (DD/MM/YYYY) * </p>	
---	--	---	--

Finally there are two ways to enter the information regarding the participant that swam the record

1. If the Athlete is already existing in the GMS database or has swam a Masters World Record previously

Athlete Info /Team Info

Single Athlete


No Athlete Selected


Pick Existing Create New

Search

Q |

GMS ID

Organization 

Gender 

M	ABAL Pablo Martin	A
M	ABBOTT Rick	A
M	ABE Daisuke	A
M	ABED Salim	A
W	ABERG Helena	A
M	ABRAHAMS Richard	A
M	ABRAMS Scott	A
M	ABRESCIA Antonio	A
M	ABRESCIA Simone	A
W	A BURRILL Billie	A
	ACEINO Margo	A
	ACEINO Alexander	A
	ACHTERBERG Olaf	A
M	ADACHI Satoru	A
W	ADAIR Bonnie	A

2. If the participant is not in the GMS database or has never swam a Masters World Record

The national recorder will then have to create a new athlete

Athlete Info /Team Info

Single Athlete
No Athlete Selected

Pick Existing **Create New**

To create the athlete the recorder needs to fill out the fields marked with "*" and upload a proof of identity showing the date of birth of the participant:

Create Athlete Search GMS

GMS Number

LastName * FirstName *

Date of Birth (DD/MM/YYYY) * Calendar Icon Gender *
Women

Proof of Age *
No file selected

Select File

Cancel Select

Create Athlete Search GMS

GMS Number

LastName * FirstName *

Date of Birth (DD/MM/YYYY) * Calendar Icon Gender *
Women

Proof of Age *
No preview available

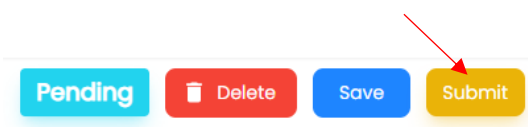
Passport Johanna.jpeg

Cancel **Select**

Once the information has been filled out correctly in all the sections the national recorder can then press the "Save" button in the top right corner




Once Saved the recorder can then submit the record



An email notification will be sent to you and to World Aquatics, the submitted Record will then be approved in the latest 120 hours after your submission by World Aquatics

Masters World Record Request Submitted - Women 100m Freestyle

 no-reply=st-software.com@mg.st-soi on behalf of no-reply@st-software.com
To: [Redacted]

Dear team [Redacted]

Masters World Record Request has been submitted.
It will be approved in 120 hours automatically if everything is in order. **Women 100m Freestyle: 00:00:50.00** swam on 13.08.2024

- ANDERSON Beryl (Women)

Best Regards,

World Aquatics

Once the Record has been submitted it will appear on the main page as shown below:

World Record Requests

Org. Code	Athlete/Relay	Age Group	Event	Pool Length	Date of Swim	Official Time	Status	Actions
AUS	ARTIS Clarice	25-29	Women 50m Freestyle	LCM	13/08/2024	00:00:24.00	Submitted	Edit Delete

Once the World Aquatics Masters Record has been approved, the waiting period of 30 days has started before it will be published

Status

Approved

Once published, the NF Recorder will receive an email with the Certificate attached

World Record Certificate



no-reply=st-software.com@mg.st-soi

To: wsm-admin@st-software.com; [Redacted]

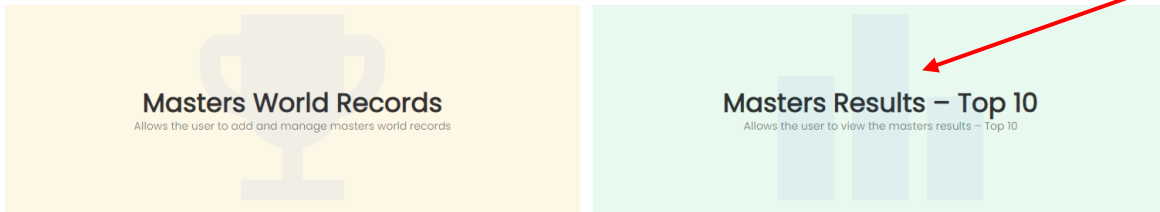


world-record-certificate-1724065200832.pdf
266 KB

Please find attached the certificate for the world record

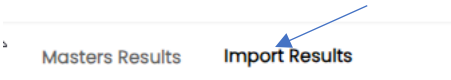
YEARLY MASTERS TOP 10

Home



To upload the Masters Top 10 for the current year the National Recorder has two possibilities:

1. To upload the Results by filling out an Excel and uploading (if you have many Results you want to upload)
 - a. Click on "import Results"



- b. Then you will reach the page where you enter your Organization and the length of the Pool you want to upload the top 10's for:



- c. If you don't have the Excel Template yet, you can download it by pressing the button below:



- d. Once you open the Excel you need to fill it out with the following Information

- i. Age Group
- ii. Event
- iii. Club
- iv. Time of the swim
- v. NF code
- vi. GMS ID
- vii. Year of Birth / Date of Birth
- viii. Name of the Swimmer

Individual	Event	Club	Time	NFCode	GmsId1	DateOfBirth1	Swimmer1
Age Group	Event	Club	Time	National Federation Code	GMS ID	Year of Birth / Date of Birth	Swimmer
35-39	Men 1500m freestyle	ASK	00:15:00.00	AUT	194789	06.01.1989	BUCHSBAUM Anton

- e. When you are done filling in the Excel template and have saved it you can upload it either by dragging and dropping it or clicking the area pointed out below:

Season*
2024

Organization*

Pool Length*

Drag 'n' drop some files here, or click to select files

f. It will then ask you to confirm your upload by clicking on "import"

The following will be imported

master-import-individual (1).xlsx
12.63 KB



g. If all the information in the Excel was correctly entered the Result will then appear on the

Masters Results nikolaos Masters - Admin

Masters Results Import Results

Export All Times LCM | Export All Times SCM | Export 2024 LCM | Export 2024 SCM

Keyword: Season: Organization: Age Group: Event: Apply Filters X Clear + Add New Result

Season	Organization	Athlete/Relay	Club	Event	Age Group	Time	
2024	AUS	PABLO		Women 50m Butterfly	25-29 Individual	00:00:30.39	Delete

2. The other option is to upload single swims by clicking on

Export All Times LCM | Export All Times SCM | Export 2024 LCM | Export 2024 SCM

Keyword: Season: Organization: Age Group: Event: Apply Filters X Clear + Add New Result

a. You will then be able to enter all the information manually

New Result Show Close Save & Close

General Information

Time:

Season: Organization:

Club: Age Group:

Pool Length: Event:

Please select an Age Group and Event to match the number of athletes

b. If all the information is correctly entered it will then appear on the first page:

Masters Results nikolaos Masters - Admin

Masters Results Import Results

Export All Times LCM | Export All Times SCM | Export 2024 LCM | Export 2024 SCM

Keyword: Season: Organization: Age Group: Event: Apply Filters X Clear + Add New Result

Season	Organization	Athlete/Relay	Club	Event	Age Group	Time	
2024	AUS	PABLO		Women 50m Butterfly	25-29 Individual	00:00:30.39	Delete