Thank you for requesting an electronic entry file for our East Invicta Championships. If you have already download Sportsystem Entry manager for use at a previous meet you can skip forward to the Quick Start Guide.

You will pleased to learn that Sportsystem have upgraded their entry systems and they now have some very sexy features that will save you all data entries provided your swimmers are all registered with the ASA!. The one small problem is that the entry file is too large to send you by e-mail and will have to be downloaded from the Sportsystem website:

http://www.sportsys.co.uk/

You are going to download SPORTSYSTEMS Entry Manager V2

Click to download the Meet Organisation 5.3 entry manager

This will take about 30 seconds to 1 minute depending on the speed of your internet connection. You will need the Meet entry file which is attached to this e-mail. If you are familiar with Sportsystem the rest is a dawdle. The new sexy bit allows you to download all your swimmer's details from the ASA website which includes DOB, and ASA number – no spelling mistakes and little typing. It also lets you download the swimmers times but these will only be times achieved at licensed meets not PBs so only useful if entering regional or National Champs. If you have swimmers without ASA reg. numbers yet you will have to enter them manually. If you have any problems doing this send me their entry details by e-mail. In this case I require

Any problems please feel free to call me.

And a PS: can you please twist the arm of any qualified official who you know may be coming win their other capacity "parent" please tell them we have a much more important job!!

YOU WILL NEED TO PRINT OFF THREE REPORTS:
        BOYS
        GIRLS
        RELAYS
CHECK THESE ARE CORRECT AND MAKE ANY AMENDMENTS.

A copy of all these reports plus the summary entry sheet and your cheque should be sent to me by the closing date. I need to receive the electronic entries by the closing date. Your envelope if being posted must be postmark dated by the closing date.

Please do not send me the individual entry forms!!!!

Kind regards

Scott Walker
East Invicta Championship Secretary
33 Crabble Lane
River
Dover
CT17 0LS
scott@doverlifeguard.co.uk
Tel: 0771 422 5282

Quick Start Guide

Menu

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Download **SPORTSYSTEMS Entry Manager** from www.sportsys.co.uk and run the file to install the program.

Select Club/Organisation

Open SS Entry Manager and if prompted, select the club for whom you are making entries. If you are not prompted, from the main menu select **Tools > Select Organisation**. Start to type the name of the club you require and the list will be filtered dynamically. When you see the club/organisation required click the name in the lower list and it will be copied to the **Meet Name** etc. boxes. Click **OK** to accept the organisation and the **Organisation Selection** screen closes.
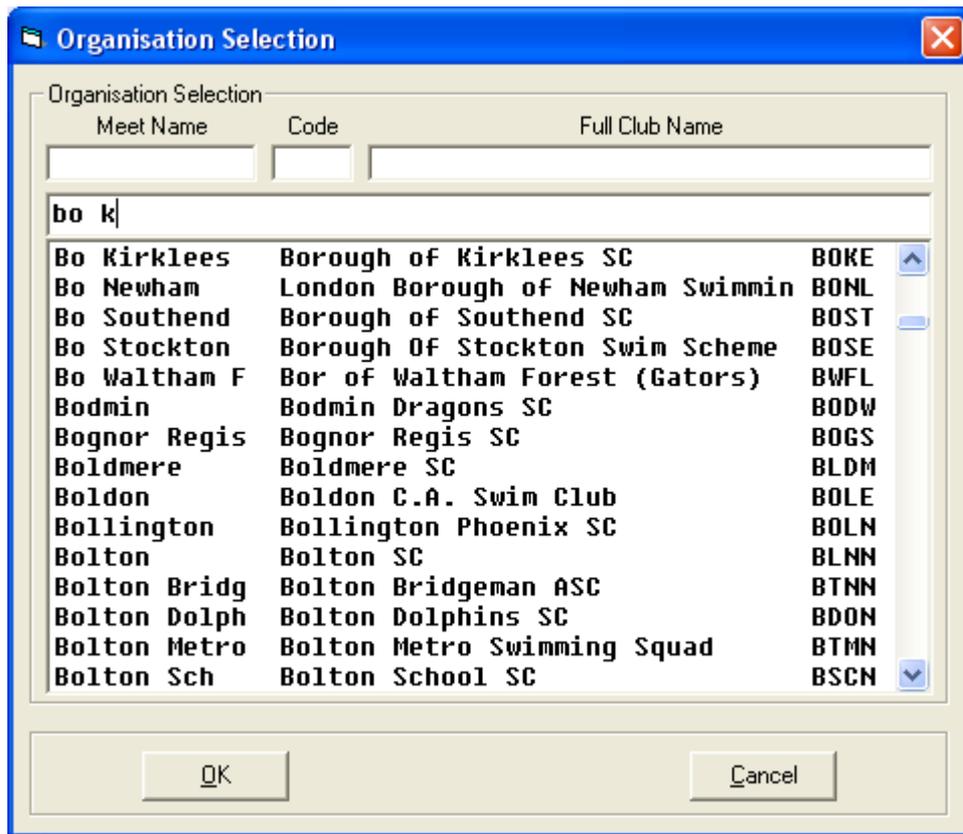
The name of the club/organisation that you selected is now shown in the bottom left border of the **SPORTSYSTEMS Entry Manager** main screen.
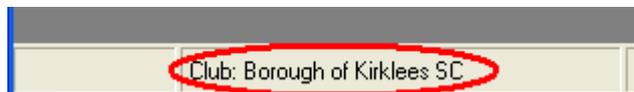
Check for Updates

Follow auto prompt to update or select **Updates** (needs Internet connection) from the main menu. Follow the **SPORTSYSTEMS Live Update** steps by clicking **Next** to download and install the update.

SPORTSYSTEMS Live Update

Step 1 of 3

Welcome to SPORTSYSTEMS Live Update Wizard.

This wizard will check for Program and Support File updates.

This is done without sending any information to our web site.

Please click Next if you wish to continue with the this process.

[Cancel] [Next >>]
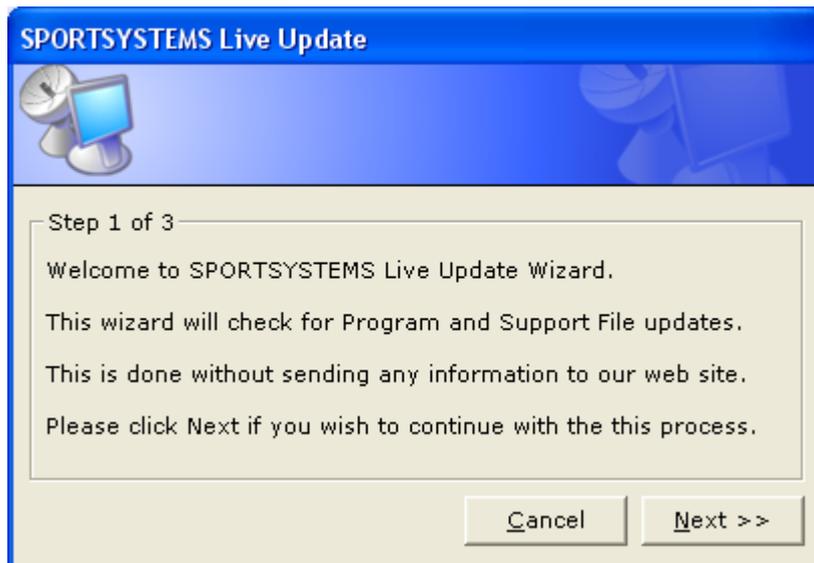
You do not need to install any updates…. Click cancel if you are installing for the first time.

Import Meet File Set

You will have received the meet file attached to this e-mail, save it to your computer into you're my Documents folder, if not make a note of the folder name.

Select **Entries > Import > Entry File Set** from **SPORTSYSTEMS** main menu and navigate to the folder where you previously saved the Meet file. The file is named <IB10>_EntryData.sef.
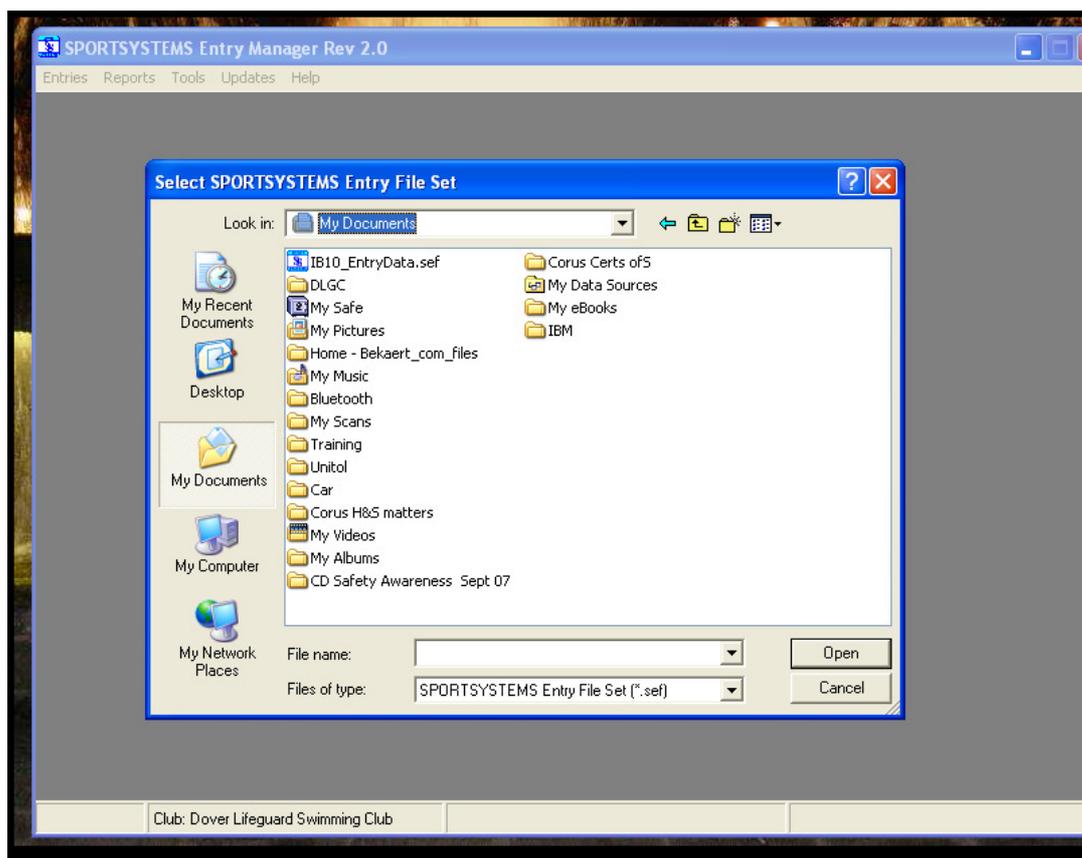
Select the file and choose **Open.** The meet code and meet title will be displayed at the bottom of the main screen.

Get Swimmers from ASA Rankings D'base

From the main menu select **Tools > Download Valid Swimmers File** (needs Internet connection). You may need to wait until file download is complete. On completion you will get confirmation that the file has been downloaded.

The swimmer file information will be displayed in the bottom right border of the main screen. **IF YOU HAVE A SWIMMER WHO IS HAS TRANSFERRED TO YOUR CLUB FROM ELSEWHERE OR WHO IS A NEW ASA MEMBER AND DOES NOT HAVE A NUMBER YOU WILL NEED ENTERY THEIR DETAILS MANUALLY.**

If there is a problem the message shown is

Check your Internet connection or that you have selected the correct club or try again later – the Internet may be too busy at the moment.

Add Entries

From the main menu select **Entries > Add/Edit Entries**. Confirm the **Swimmer Details File** that you will use.
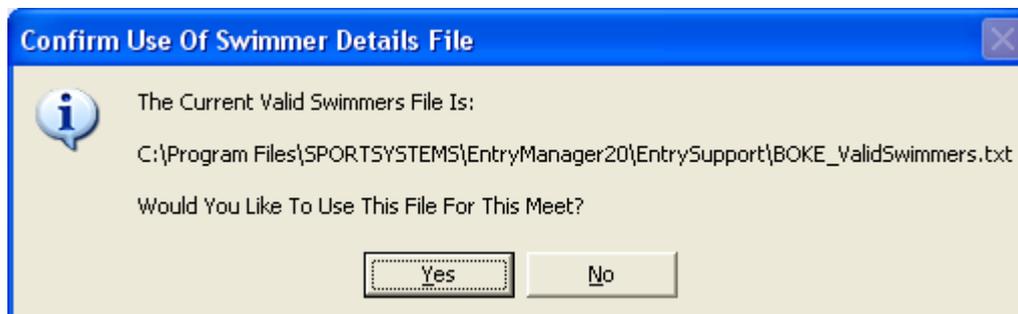
The **Add/Edit Entries** screen opens

1. Choose **Event Sex and Type.**

2. Click **Add** button.

3. Type the beginning of the swimmer's surname in **Valid Swimmer details** box.

4. Click on the swimmer's name in list and the swimmer information is copied to **Swimmer Details** boxes.
5. Clicking **Get Times** button on rhs (needs Internet connection) will get you all of the swimmers times that are recorded on the ASA data base. These may not necessarily be your swimmers Personal Best Times as they are only those he has achieved at Licensed meets. It will avoid you having to type them all in of course….

6. Click on green **Y** **Swim** button to delete any entries not required. The Time will be deleted and the button will change to **N**.

7. Enter times manually if not available online.

8. Click red **N** button to enter event when swimmer doesn't have a time.

9.   Cllick **Save** button on top right (or **Cancel** to start again) to add entries to
      Entrants List (v. important).

10. Choose new **Event Sex and Type** when you need to change.
11. Click **Done** when finished.

Print/Report Entries

8.Choose **Report > Report Entries** to print entries.

Return Entries

To return entries to the Meet Organiser select **Entries > Export > Meet Entries.**
Record the file and folder names where the exported file is saved, which are displayed
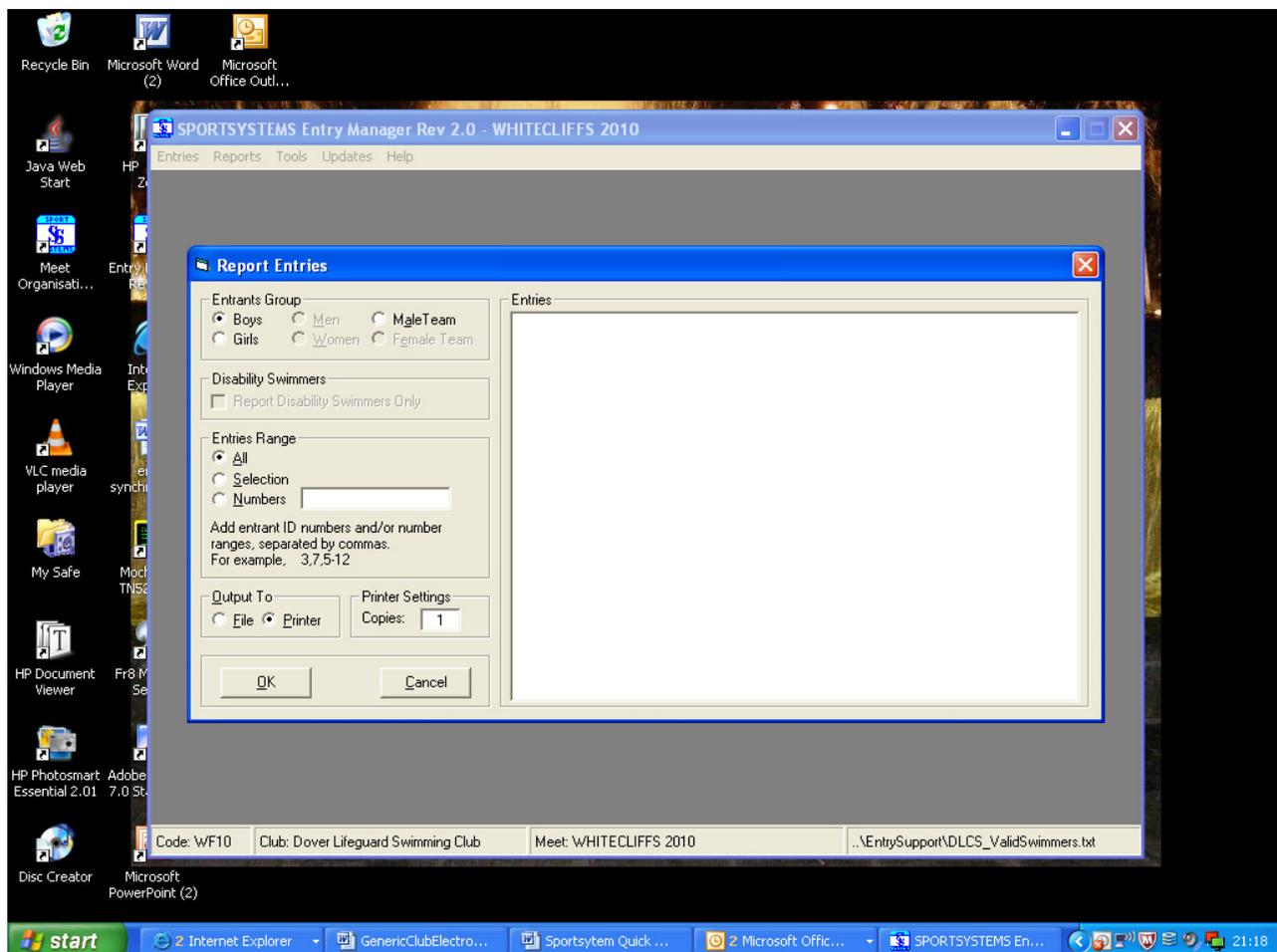on the confirmation screen, and click **OK.**
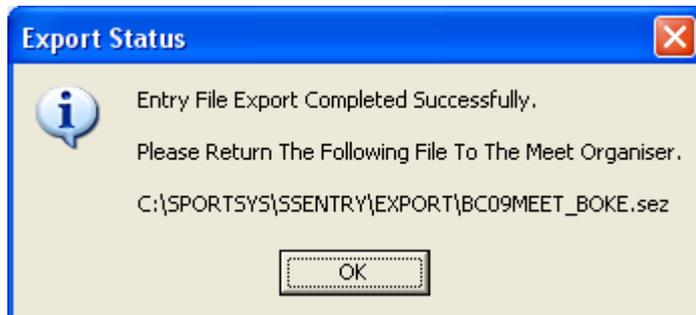
Close **SS Entry Manager** until next time. Mail/dispatch the **Meet Entries** export file
to the Meet Organiser. The file is saved to C:\SPORTSYS\SSENTRY\EXPORT and
is named according to the convention: *<meetcode>*MEET_*<club code>*.sez.

File will be called: IB11MEET_DLCS_20100520-021421.sez (DLCS is for Dover there
will be a four character short code for your club.

Attach to your e-mail and send it to: kimlatham@btinternet.com

If you have any problems call me on my mobile: 07984 835647

FINALLY PRINT OFF YOUR OWN ENTRY SUMMARY. YOU WILL DO THIS BY CLICKING ON REPORTS.

YOU WILL NEED TO PRINT OFF THREE REPORTS:
       BOYS
       GIRLS
       RELAYS
CHECK THESE ARE CORRECT AND MAKE ANY AMENDMENTS.

A copy of all these reports plus the summary entry sheet and your cheque should be sent to me by the closing date. I need to receive the electronic entries by the closing date. Your envelope if being posted must be postmark dated by the closing date.

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