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

S6#Dalker

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

Quick Start Guide

Menu

- <u>Select Club</u>
- Check for Updates
- Import Meet File Set
- <u>Get Swimmers</u>
- Add Entries
- Print Entries
- <u>Return Entries</u>

Download **SPORTSYSTEMS Entry Manager** from <u>www.sportsys.co.uk</u> 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.

Organisation Sele	ection	×
Organisation Selection Meet Name	Code Full Club Name	
bo k		
Bo Kirklees Bo Newham Bo Southend Bo Stockton Bo Waltham F Bodmin Bognor Regis Boldmere Boldon Bollington Bolton Bolton Bridg Bolton Dolph Bolton Metro Bolton Sch	Borough of Kirklees SC London Borough of Newham Swimmin Borough of Southend SC Borough Of Stockton Swim Scheme Bor of Waltham Forest (Gators) Bodmin Dragons SC Bognor Regis SC Boldmere SC Boldon C.A. Swim Club Bollington Phoenix SC Bolton SC Bolton Bridgeman ASC Bolton Dolphins SC Bolton Metro Swimming Squad Bolton School SC	BOKE SONL BOST BOSE BWFL BODW BOGS BLDM BOLE BOLN BLNN BLNN BTNN BTNN BTNN
<u>K</u>	<u>C</u> ancel	

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 <u>Internet</u> 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.
<u>C</u> ancel <u>N</u> ext >>

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.

A DOWNERS SOUND COMMAND	A CONTRACTOR OF	AND STATES AND STATES	A STATE OF A		
🚪 🔝 SPORTSY	STEMS Entry Mar	nager Rev 2.0			
Entries Repo	rts Tools Updates	Help			
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			TEMUSENUY NE SEC(.SEI)		-//
	Club: Dover Lifegua	ard Swimming Club			
	A CONTRACTOR OF THE OWNER	STREET, STREET		Gould in the second	And a state of the second

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.

Downloa	nd Status 🛛 🛛
(į)	Successfully Downloaded 296 Members.
	OK

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.

2	Meet: British Championships (50m) 2009	EntrySupport\BOKE_ValidSwimmers.txt

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.

Confirm	Use Of Swimmer Details File	
(j)	The Current Valid Swimmers File Is:	
	C:\Program Files\SPORTSYSTEMS\EntryManager20\EntrySupport\BOKE_ValidSwimmers.txt	
	Would You Like To Use This File For This Meet?	
	<u>Y</u> es <u>N</u> o	

The Add/Edit Entries screen opens

1. Choose Event Sex and Type.

2. Click **Add** button.

Add/Edit Entries						
Entries for: Club - Meet Name Bo Kirkl	ees		Swimmer Events-	Sub Time	Swim	b. Add
Swimmer Details Family Name	Given Name	Birth Date	100 Fr 200 Fr 400 Fr			<u>S</u> av
GB Comp.No. Country	Scoring S	SB SM	50 Ba 100 Ba 50 Br			Cano
а.	Disab	ility Exception Code <u>Exp</u> and	100 Br 50 Fl 100 Fl			Delei
Event Sex and Type Ind. <u>B</u> oys C Ind. <u>G</u> irls C Ind.	nd. <u>M</u> en C nd. <u>W</u> omen C	M <u>a</u> leTeam F <u>e</u> male Team	200 IM 400 IM			GB Comp
Entrants List						<u>G</u> et Mer <u>G</u> et Tir
						Einc
						Don

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

Add/Edit Entries		
Entries for: Club - Meet Name Bo Kirklees	Swimmer Events Event Sub Time Swim	Add
Swimmer Details Family Name Given Name Birth Date	100 Fr N 200 Fr N 400 Fr N	Savi
GB Comp.No. Country Scoring S SB SM E VES V VES V	50 Ba N 100 Ba N 50 Br N	<u>C</u> anc
Disability Exception Code	100 Br N 50 Fl N 100 Fl N	
Event Sex and Type Ind. <u>B</u> oys Ind. <u>M</u> en C MaleTeam C Ind. <u>W</u> omen C Female Team	200 IM N 400 IM N	GB Com
Valid Swimmer details		<u>G</u> et Mer
Reidy,James,1997/07/24,Bo Kirklees,M,403733 Rhodes,Daniel,1993/11/11,Bo Kirklees,M,150325 Rhodes,Luke,1997/03/17,Bo Kirklees,M,290396 Riding,Luke,1995/06/30,Bo Kirklees,M,302756		Find
Riley,Lorcan,1995/12/05,Bo Kirklees,M,220058 Robertson,Alexander,1997/12/13,Bo Kirklees,M,434923 Robinson,Kieron,1994/03/21,Bo Kirklees,M,150327		

- 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....

🛱 Add/Edit Entries						
Entries for: Club - Meet Name Bo Kir	klees		Swimmer Events Event 50 Fr	Sub Time 00:29.44	Swim	Add
Family Name ROBINSON	Given Name Kieron	Birth Date 21/03/94	200 Fr 400 Fr	02:13.12 04:30.54	Y	<u>S</u> ave
GB Comp.No. Country	Scoring	S SB SM	50 Ba 100 Ba 50 Br	00:32.31 01:08.21	Y	<u>C</u> ancel
	Dis	ability Exception Code	100 Br 50 Fl	01:14.55	Y N	Delete
Event Sex and Type • Ind. <u>B</u> oys C Ind. <u>G</u> irls	Ind. <u>M</u> en (Ind. <u>W</u> omen () M <u>a</u> leTeam) F <u>e</u> male Team	100 FI 200 IM 400 IM	02:19.41 04:55.39	N Y Y	GB Comp.No 150327
Entrants List					e	<u>G</u> et Member
						Eind
						<u>D</u> one

- 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 <u>online</u>.
- 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).

Add/Edit Entries	
Entries for: Club - Meet Name Bo Kirklees	Swimmer Events Event Sub Time Swim 50 Fr
Swimmer Details Family Name Given Name Birth Date ROBINSON Kieron 21/03/94 GB Comp.No. Country Scoring S SB SM 150327 E VYES Disability Exception Code Expand	100 Fr N 200 Fr N 400 Fr 04:30.54 Y 50 Ba N 100 Ba 01:08.21 Y 50 Br 00:34.14 Y 100 Br 01:14.55 Y 50 Fl N
Event Sex and Type Ind. <u>B</u> oys C Ind. <u>M</u> en C M <u>a</u> leTeam C Ind. <u>G</u> irls C Ind. <u>W</u> omen C F <u>e</u> male Team	100 FI YES Y 200 IM 02:19.41 Y GB Com 400 IM 04:55.39 Y 150327
Entrants List	<u>G</u> et Mer <u>G</u> et Tir <u>Einc</u> <u>D</u> on

- 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.

Report Entries		
Entrants Group	Entries	
● Boys ○ Men ○ MaleTeam ○ Girls ○ Women ○ FemaleTeam	001 Jamie BROWN (29/12/95) Bo Kirklees 002 Lewis Dyson (27/01/93) Bo Kirklees 003 Ryan FLANAGAN (15/10/94) Bo Kirklees	
Disability Swimmers Report Disability Swimmers Only	004 Jonathan BOOTH (16/06/98) Bo Kirklees 005 Kieron ROBINSON (21/03/94) Bo Kirklees	
Entries Range <u>All</u> <u>S</u> election <u>N</u> umbers		
Add entrant ID numbers and/or number ranges, separated by commas. For example, 3,7,5-12		
Output To Printer Settings C File ● Printer Copies:		
<u>O</u> K <u>C</u> ancel		

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**.

Export S	itatus 🛛 🔀
i)	Entry File Export Completed Successfully. Please Return The Following File To The Meet Organiser. C:\SPORTSYS\SSENTRY\EXPORT\BC09MEET_BOKE.sez

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.

1	W	e					
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