

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 be 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 doddle. 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:

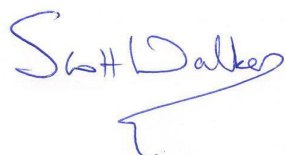
BOYS
GIRLS
RELAYS

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 by the closing date.

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

Kind regards

A handwritten signature in blue ink that reads "Scott Walker". The signature is written in a cursive style with a long, sweeping underline that extends to the right.

Scott Walker
scott@doverlifeguard.co.uk
Tel: 0771 422 5282

Quick Start Guide

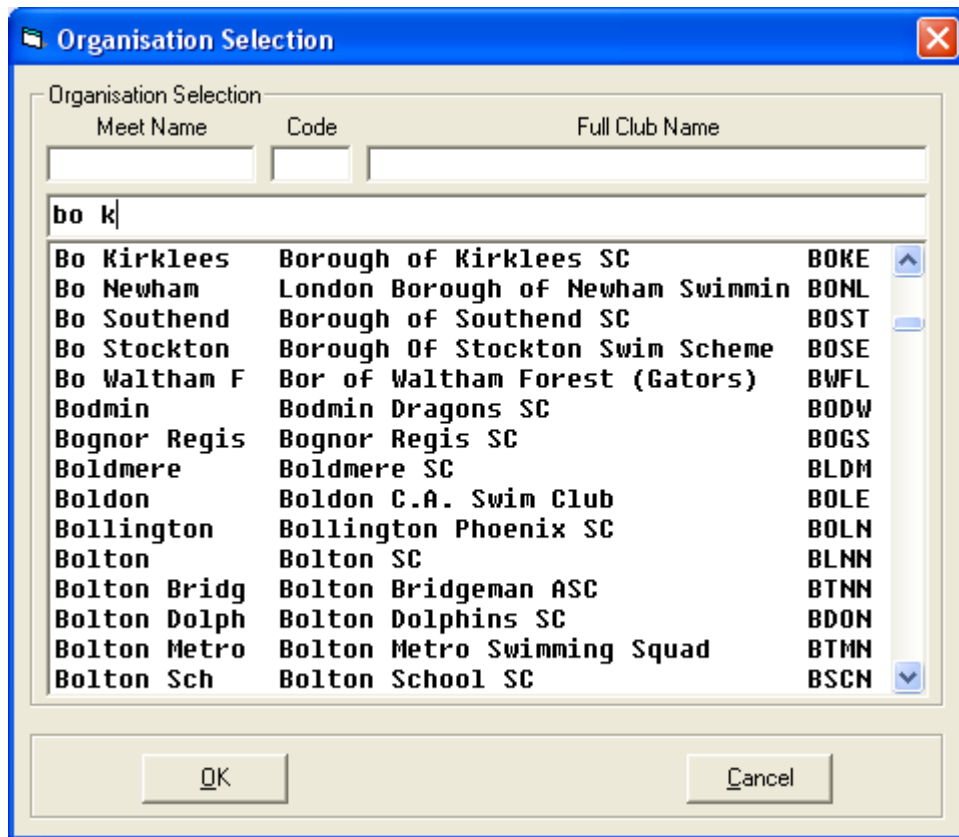
Menu

- [Select Club](#)
- [Check for Updates](#)
- [Import Meet File Set](#)
- [Get Swimmers](#)
- [Add Entries](#)
- [Print Entries](#)
- [Return Entries](#)

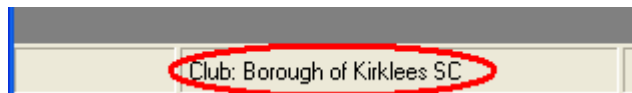
Download **SPORTSYSTEMS Entry Manager** from www.sportsys.co.uk and run the file to install the program.

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.

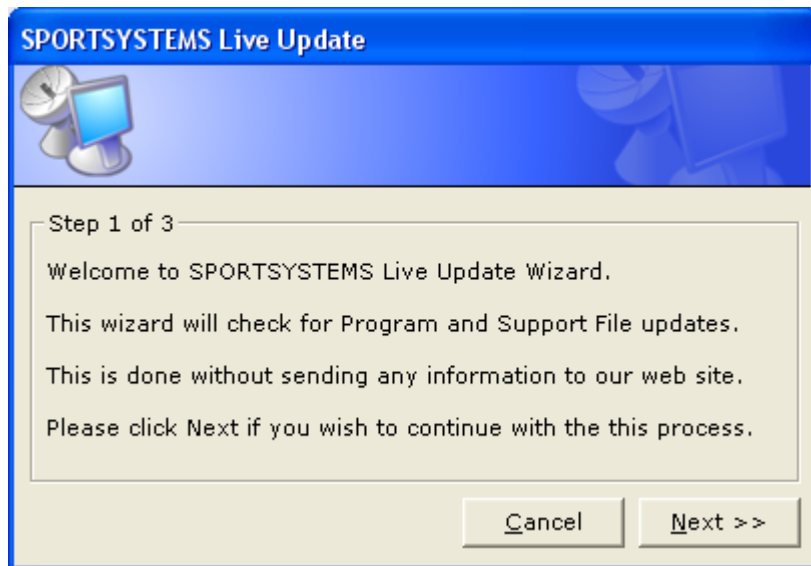


The name of the club/organisation that you selected is now shown in the bottom left border of the **SPORTSYSTEMS Entry Manager** main screen.



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.

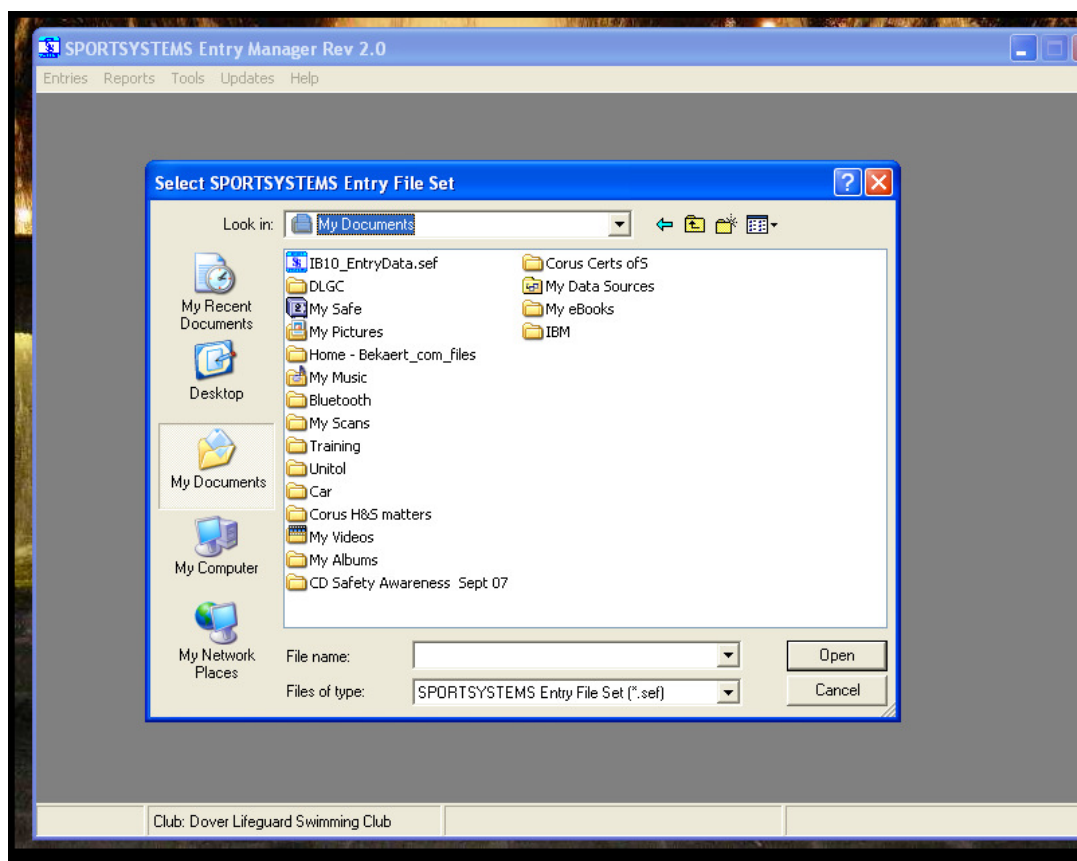


You do not need to install any updates.... Click cancel if you are installing for the first time.

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.

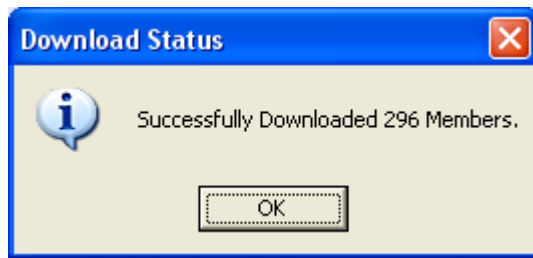


Select the file and choose **Open**. The meet code and meet title will be displayed at the bottom of the main screen.



Get Swimmers from ASA Rankings D'base

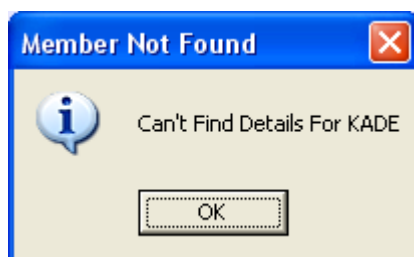
From the main menu select **Tools > Download Valid Swimmers File** (needs Internet connection). You may need to wait until file download is complete. On completion you will get confirmation that the file has been downloaded.



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 ENTRY THEIR DETAILS MANUALLY.**



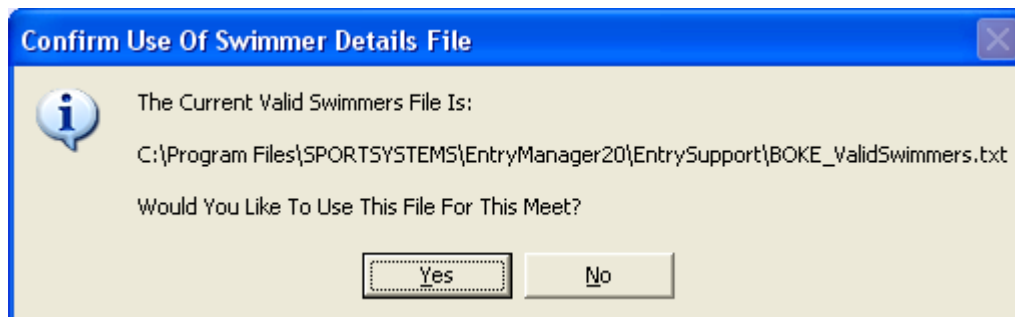
If there is a problem the message shown is



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.

Add/Edit Entries

Entries for:
Club - Meet Name

Swimmer Details

Family Name Given Name Birth Date

GB Comp.No. Country Scoring **S** **SB** **SM**

Disability Exception Code

a.

Event Sex and Type

Ind.Boys Ind.Men Male Team
 Ind.Girls Ind.Women Female Team

Entrants List

Swimmer Events

Event	Sub Time	Swim
50 Fr		
100 Fr		
200 Fr		
400 Fr		
50 Ba		
100 Ba		
50 Br		
100 Br		
50 FI		
100 FI		
200 IM		
400 IM		

b.

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

Add/Edit Entries

Entries for:
Club - Meet Name

Swimmer Details

Family Name Given Name Birth Date

GB Comp.No. Country Scoring **S** **SB** **SM**

Disability Exception Code

Event Sex and Type

Ind.Boys Ind.Men Male Team
 Ind.Girls Ind.Women Female Team

c.

Valid Swimmer details

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
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

Swimmer Events

Event	Sub Time	Swim
50 Fr		N
100 Fr		N
200 Fr		N
400 Fr		N
50 Ba		N
100 Ba		N
50 Br		N
100 Br		N
50 FI		N
100 FI		N
200 IM		N
400 IM		N

- Click on the swimmer's name in list and the swimmer information is copied to **Swimmer Details** boxes.
- 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....

Entries for:
Club - Meet Name Bo Kirklees

Swimmer Details

Family Name: ROBINSON Given Name: Kieron Birth Date: 21/03/94

GB Comp.No.: 150327 Country: E Scoring: YES S: SB: SM:

Disability Exception Code: Expand

Event Sex and Type

Ind.Boys Ind.Men MaleTeam
 Ind.Girls Ind.Women FemaleTeam

Entrants List

Event	Sub Time	Swim
50 Fr	00:29.44	Y
100 Fr		N
200 Fr	02:13.12	Y
400 Fr	04:30.54	Y
50 Ba	00:32.31	Y
100 Ba	01:08.21	Y
50 Br	00:34.14	Y
100 Br	01:14.55	Y
50 FI		N
100 FI		N
200 IM	02:19.41	Y
400 IM	04:55.39	Y

GB Comp.No.: 150327

Get Member

Get Times

Find

Done

- Click on green **Y Swim** button to delete any entries not required. The Time will be deleted and the button will change to **N**.
- Enter times manually if not available [online](#).
- Click red **N** button to enter event when swimmer doesn't have a time.

9. Click **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 Details
 Family Name: ROBINSON Given Name: Kieron Birth Date: 21/03/94
 GB Comp.No.: 150327 Country: E Scoring: YES S: SB: SM: Disability Exception Code: Expand

Event Sex and Type
 Ind.Boys Ind.Girls Ind.Men Ind.Women MaleTeam Female Team

Event	Sub Time	Swim
50 Fr		N
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
100 Fl	YES	Y
200 IM	02:19.41	Y
400 IM	04:55.39	Y

Entrants List

Buttons: Add, Save, Cancel, Delete, GB Comp, Get Men, Get Tim, Find, Done

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

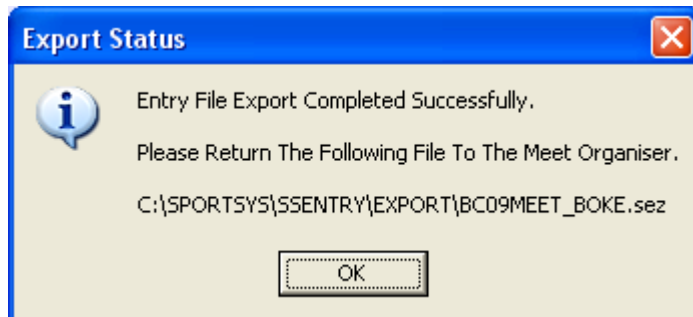
Print/Report Entries

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

Report Entries			
Entrants Group <input checked="" type="radio"/> Boys <input type="radio"/> Men <input type="radio"/> Male Team <input type="radio"/> Girls <input type="radio"/> Women <input type="radio"/> Female Team			
Disability Swimmers <input type="checkbox"/> Report Disability Swimmers Only			
Entries Range <input checked="" type="radio"/> All <input type="radio"/> Selection <input type="radio"/> Numbers <input type="text"/>			
Add entrant ID numbers and/or number ranges, separated by commas. For example, 3,7,5-12			
Output To <input type="radio"/> File <input checked="" type="radio"/> Printer		Printer Settings Copies: <input type="text" value="1"/>	
OK		Cancel	
Entries 001 Jamie BROWN (29/12/95) Bo Kirklees 002 Lewis Dyson (27/01/93) Bo Kirklees 003 Ryan FLANAGAN (15/10/94) Bo Kirklees 004 Jonathan BOOTH (16/06/98) Bo Kirklees 005 Kieron ROBINSON (21/03/94) Bo Kirklees			

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**.



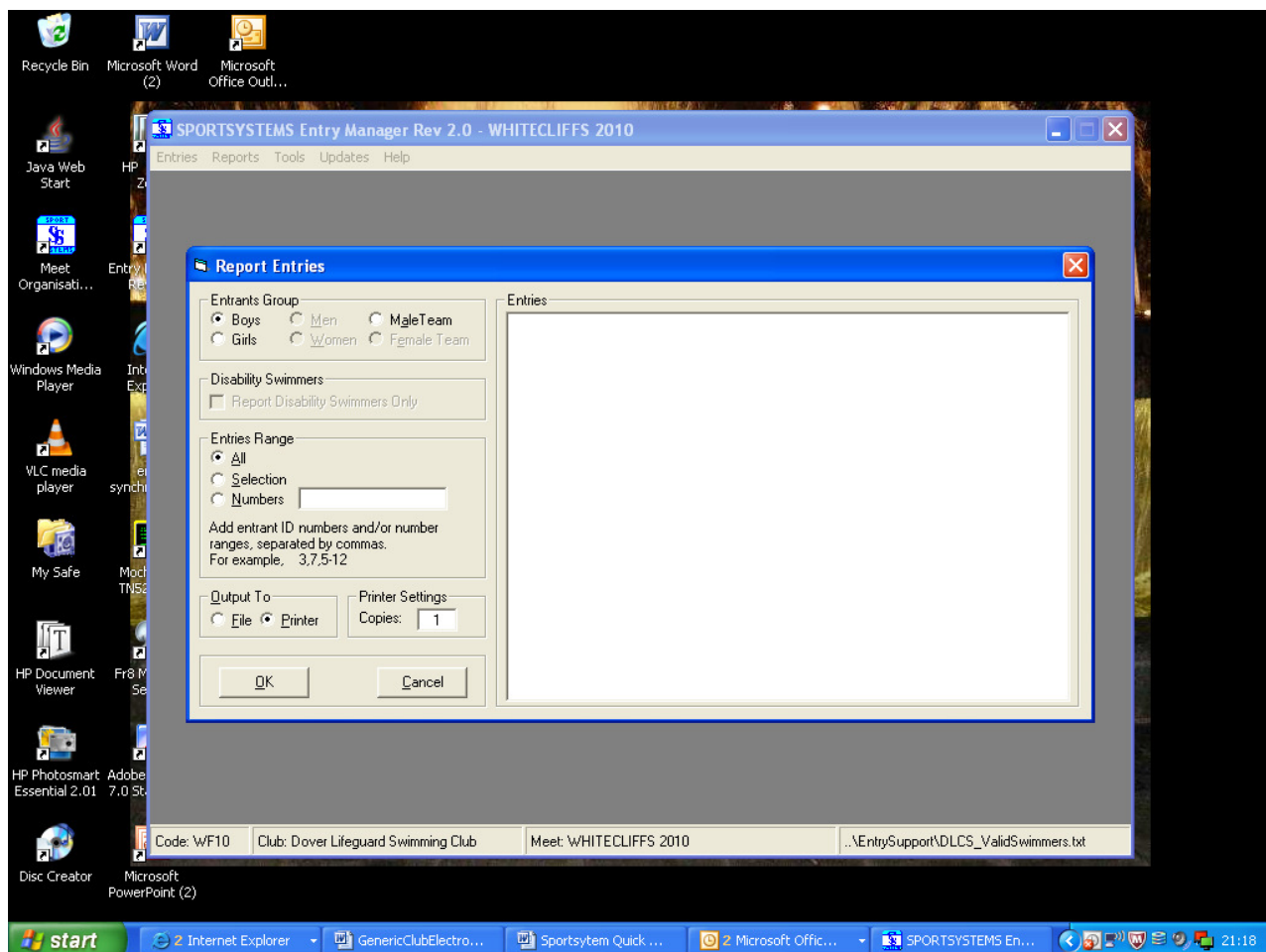
Close **SS Entry Manager** until next time. Mail/dispatch the **Meet Entries** export file to the Meet Organiser. The file is saved to C:\SPORTSYS\SSENTRY\EXPORT and is named according to the convention: *<meetcode>MEET_<club code>.sez*.

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 by the closing date.

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