GENERAL INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF COMPETITION ENTRIES

SPORTSYSTEMS Entry Manager Version 2

Full instructions can be found within the program under “Help” and the quick start webcast video clip, however the main points are listed below:

- Download and install the Entry Manager program, this can remain on your computer and used for other meets that use Sportsystems entry files. Note however that if you have used Entry Manager previously, and it has been installed on your computer for some time, then it is very important to **CHECK FOR UPDATES** before proceeding.

- Download the entry file set for the meet and import into Entry Manager.

- Run the program and configure for your club

- Download the valid swimmers file for your club

- Enter your swimmers by selecting them from the list which appears when you start to ‘add’ swimmers. This means little or no typing and much less chance of any errors. The ‘Get Times’ button can be used to get the current times for that swimmer from GB Ranking.

- Should you need to enter a swimmer not in the downloaded file for your club then you can type in the details manually. If you do this then you must be sure that the appropriate registration paperwork has been sent to the ASA membership department and that this complies with the promoters conditions.

- The ‘get times’ button can be used get the swimmers current times from GB Ranking.

- Any times entered should show a green flag, a yellow flag means that the time is outside the qualifying times for the meet. Any time yellow flagged ‘N’ will not be saved when you click ‘Save’. Note is necessary to click on ‘Save’ after adding each swimmer

- When all the entries have been entered and checked then ‘export’ the file and return to the meet organiser by email.

- The exported file is in the “C:\SPORTSYS\SSENTRY\EXPORT” folder and will have a file name similar to:

  NC11_WOKA_20090930-021421.sez

  (Meaning MeetCode_Club_Date-Time.sez)

  Return this file by email attachment to the published email address.

PROBLEMS? THEN DO NOT HESITATE TO CALL OR EMAIL FOR ADVICE CONTACT DETAILS ARE IN THE INFORMATION PACK FOR THE MEET