Thank you for requesting an electronic entry file for Icebreaker. If you have already downloaded 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.

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!

# **Sportsystem Quick Start Guide**

### Menu

- <u>Select Club</u>
- Check for Updates
- Import Meet File Set
- <u>Get Swimmers</u>
- <u>Add Entries</u>
- <u>Print Entries</u>
- <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 Sch	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	BOKE BONL BOST BOSE BWFL BODW BOGS BLDM BOLE BOLN BLNN BTNN BDON BTMN BSCN
		1
<u>K</u>	Cancel	

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.

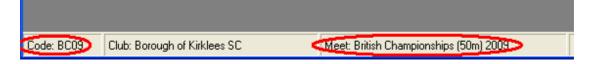
### **Import Meet File Set**

You will either have received the meet file attached to an e-mail, or you can download from our website. Save it to your computer into your 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 IC17\_EntryData.sef.

	IS Entry Man	ager Rev 2.0	- 34		1			
Entries Reports T								
Sel	ect SPORTSY	(STEMS Entry File Se My Documents IB10_EntryData.sef DLGC My Safe My Pictures Home - Bekaert_com My Music Bluetooth My Scans Training Unitol Carus H&S matters My Videos My Videos My Albums CD Safety Awareness File name:	files s Sept 07	Corus Certs ofS Corus Certs ofS My Data Source My eBooks IBM IBM	25 T	?       III >       Open       Cancel		
Club	): Dover Lifegua	rd Swimming Club						
The state of the second se				And the second se	to Manual Internation	Samaline meters	THE OWNER OF TAXABLE PARTY.	Contra de Californi

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?			
	Yes No			

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- Event 50 Fr	Sub Time	Swim	b. Ado
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
		M <u>a</u> leTeam F <u>e</u> male Team	200 IM 400 IM			GB Com
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.

Entries for: Club - Meet Name Bo Kirklee	15		Swimmer Events Event 50 Fr	Sub Time	Swim	Add
Swimmer Details Family Name GB Comp.No. Country	Given Name Scoring <b>S</b> YES <b></b>	Birth Date SB SM	100 Fr 200 Fr 400 Fr 50 Ba 100 Ba 50 Br		N N N N N	<u>S</u> ave
Event Sex and Type Ind. <u>B</u> oys Ind. <u>G</u> irls Ind. <u>G</u> irls	<u>М</u> еп С.М	ty Exception Code Expand	100 Br 50 Fl 100 Fl 200 IM 400 IM		N N N N	<u>D</u> elet GB Comp
Valid Swimmer details Reidy,James,1997/07/24,Bo K Rhodes,Daniel,1993/11/11,Br Rhodes,Luke,1997/03/17,Bo Riding,Luke,1995/06/30,Bo K Riley,Lorcan,1995/12/05,Bo K Robertson,Alexander,1997/12 Robinson,Kieron,1994/03/21,	o Kirklees,M,150325 Kirklees,M,290396 Kirklees,M,302756 Kirklees,M,220058 V13,Bo Kirklees,M,434					<u>G</u> et Mer <u>G</u> et Tin <u>Eind</u>

- 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 Kirk	lees		-SwimmerEvents- Event 50 Fr 100 Fr	Sub Time 00:29.44	Swim Y	Add
Family Name	Given Name	Birth Date	200 Fr	02:13.12	Y	<u>S</u> ave
ROBINSON GB Comp.No. Country		21/03/94 S SB SM	400 Fr 50 Ba 100 Ba	04:30.54 00:32.31 01:08.21	Y	<u>C</u> ancel
150327 E 💌	YES Dis	ability Exception Code	50 Br 100 Br 50 Fl	00:34.14 01:14.55	Y Y N	Delete
		) 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.
Entrants List					e	<u>G</u> et Member <u>G</u> et Times
						Eind Done

- 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.

If you get a yellow highlight it indicates that the swimmer has failed a qualifying time. Please check the time you have entered. Is correct. If so and it is within the qualifying range this will have to be advised separately as the entry will not be accepted by Sportsystem.

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 Events Event Sub Time Swim
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 Ind. <u>M</u> en MaleTeam Ind. <u>G</u> irls Ind. <u>W</u> omen Female Team Entrants List	100 FI YES Y 200 IM 02:19.41 Y 400 IM 04:55.39 Y GB Com 150327 <u>G</u> et Me
	<u><u>G</u>et Tir <u>Eino</u></u>

- 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 ○ Female Team	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 🛛 🔀
<b>i</b> )	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: IC17MEET\_DLCS\_20100520-021421.sez (DLCS is for Dover there will be a four character short code for your club. The numbers are a unique a generated by the computer so will be different every time you do one)

Attach to your e-mail and send it to: <a href="https://www.nthill@ntlworld.com">nthill@ntlworld.com</a>

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

2	2		C											
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Meet Organisati	Entr Re			ort Entrie	5									
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Disc Creator		Code: rosoft Point (2)		Club: Dove	er Lifeguard	Swimming Clu	Ь	Meet: WHITECLIFI	FS 2010		\EntrySupport\E	OLCS_ValidSwimn	ners.txt	
🐉 start		<u>ع</u> ک	nternet E	xplorer 🚽	👜 Gene	ricClubElectro		Disportsytem Quick		2 Microsoft Offic	- SPORT	SYSTEMS En	0	<sup>0)</sup> 👿 😂 🥑 🖶 21:18

#### YOU WILL NEED TO PRINT OFF TWO REPORTS:

BOYS GIRLS

#### CHECK THESE ARE CORRECT AND MAKE ANY AMENDMENTS.

A copy of all these reports, the summary entry sheet and your cheque should be sent to me at the following address:

Mrs Jo Hogben, 1A Newlands, Whitfield, Dover CT16 3NB

Telephone: 07702 208 606

I do not need the individual entries for each swimmer. You should retain these in case of later query.

#### Entries must be received by midnight Monday December 12th, 2016.