

Instructions for using entries submission via e-mail

East Invicta Swimming Championships 2009

Introduction

Thank you for agreeing to enter your clubs entries electronically for this year's Championships. The instructions below cover the new Windows version of the entry system.

This year's entry files have been sent by e-mail to you

IMPORTANT: only use the files supplied, do not use any files you may have for other meets.

Although you are completing the entries electronically, you must also return printed-paper entry details from the files. This will also ensure you can check the entries are correct before you send them to us.

If you have any problems with the files, please call:

Scott Walker Tel: 0771 422 5282

You will find attached to the e-mail in addition to these instructions a compressed ZIP folder. Double left click on this. You will see a list of files. Right click on the file titled "**SPORTSYSTEMSENTRY**". Select "**open**".

You will then get a message which says "**For this application to run properly you must extract all files**".

Click on "**Extract All**"

Click "**Next**"

The programme will automatically allocate a file name which includes then initials of your club. Please write this down so you can find it again if necessary!

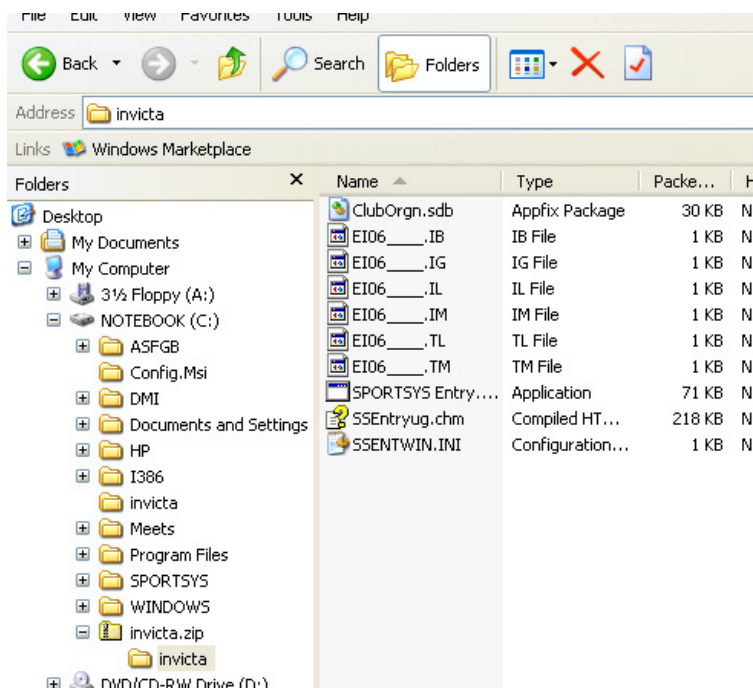
Click "**Finish**"

Compressed folder contents

There are three different views of folder contents but if you select details you will see the following files:

- EI09DLCS.IL
- EI09DLCS.IM
- EI09DLCS.TL
- EI09DLCS.TM
- SPORTSYS Entry.exe - **This is the new Windows version of the Sportssystem entry module.**
- SSENTWIN.INI - **Windows settings file for the Windows version. Do not edit this file.**
- ClubOrgn.sdb – **Club index file**
- SSEntryug.chm – **Sportssystem Help File**

In the filenames, "**DLCS**" represents the 4-letter code for your club. For example DLCS = Dover, Ashford files will be called EM09ASHS.IM etc, IM = Individual Men. As this is a generic file set the club code will not be seen until the files have been opened and saved again.



Entering individual competitor details

1. Click on the file SPORTSYS **entry.exe**. This will start up the entry program in a window titled **SPORTSYSTEMS Open Meet Entries Manager**.
2. From the **Entries** menu select **Add/Edit**. The **Add/Edit Entries for [club]** window appears, where [club] is the name of your club. Here is an example of the window, in this case for Ashford Town.
3. Check that the Club Name is correct. *If this name is not your club's name, please do not continue but contact me and I will send you the correct file.*
4. In **Event Sex and Type**, click on **Ind. Boys** or **Ind Girls**.
5. To add a swimmer, click on the **Add** button on the right-hand side. The cursor appears in the **Family Name** field.

Event	Sub.Time	Pool
50 Fr		
100 Fr		
800 Fr		
50 Ba		
100 Ba		
50 Br		
100 Br		
50 Fl		
100 Fl		
4x1LIM		

6. Enter the swimmer's full name, including middle initial if known, in the relevant boxes. Press the Tab key or click with the mouse to change between fields.
7. In the **Birth Date** field enter the swimmer's date of birth using standard British format, i.e. dd/mm/yy (e.g. for 26th Feb 1987 enter 26/02/87).
8. If the competitor has an English registration number, the **Country** field should contain an **E**. You will only need to edit this field if the competitor has a non-English registration, but for the vast majority of competitors you can ignore this field. When entering details for a competitor with a Scottish, Welsh or foreign registration, change the **Country** field to **S** or **W**, or **F** for the foreign registration.
9. Press Tab or use the mouse to move the cursor to the right-hand side of the window.
10. Type the entry times for each event, separating minutes, seconds and fractions of seconds with a full stop. For an entry time of less than a minute you do not have to enter **00** for minutes, e.g. type 34.78. This will change to 00:34.78 when you move the cursor to another field.
11. When you have entered all the entry times for the first competitor, click on the **Save** button on the right. The first competitor's name appears in the Entrants List window.
12. Repeat the steps for the next competitor.
13. When you have finished entering competitors, click on the **Done** button.
14. To quit Sportsystems Entry Manager, from the **Entries** menu select **Exit**.

Entering team details

1. Double-click on the file **SPORTSYS entry.exe**.
2. From the **Entries** menu select **Add/Edit**.

- In Event Sex and Type, click on the **Male Team** or **Female Team** button. The following screen appears. Note that the events in the right-hand window are not the same as for individual entries.

- Click on the **Add** button.
- In the **Family Name** field enter the name of the team. As a default the club name is entered here. You do not have to include the club name in your team name, so if you have a Green team, just enter the word "Green". Do not enter any details in any other fields on the left-hand side.
- Enter the times for that team in the events on the right-hand side. If you do not have an entry time for the team, enter "Yes" in the relevant event field. **YOU MUST ENTER EITHER YES OR A TIME; ANY OTHER ENTRIES SUCH AS "NT" WILL RESULT IN YOUR TEAM ENTRY NOT BEING RECOGNISED.**
- When you have entered all the events for that team, click on the **Save** button. The team name is shown in the Entrants List group at the bottom left of the window.
- To enter more teams, repeat the steps above.
- When you have finished entering teams, click on the **Done** button.
- To quit Sportsystems Entry Manager, from the **Entries** menu select **Exit**.

Printing entries

Before returning the files it is a good idea to print the entries off and double-check them. Windows Explorer, open the diskette and double-click on the file **SPORTSYS entry.exe**.

- From the **Entries** menu select **Print**. The **Print entries for [club]** screen appears.

2. Print entries and check the details. You will need to request the entries for boys, girls, male team and female team individually.

Note: you can also print entries to a file rather than to a printer. You can then open the file in another program such as Excel, and check them from there.

3. Make any changes required, re-print and check again until you are happy with the entries.

Correcting errors

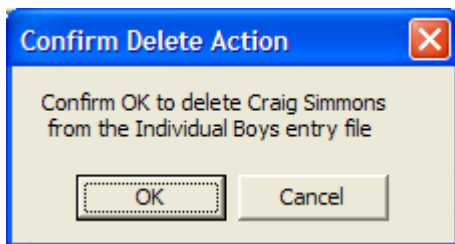
If you find that you have made a mistake, you can either edit the details for an individual competitor or team (e.g. when the entry time is wrong) or delete a competitor or team completely (e.g. if you have entered a girl in the boy's events).

To edit a competitor's details:

1. Start up SPORTSYSTEMS Entry Manager and from the **Entries** menu select **Add/Edit**.
2. Click on the correct radio button in Event Sex and Type.
3. Click on the competitor's name in the Entrants List and click on the **Edit** button on the right.
4. Edit the field that you need to change.
5. To save the changes, click on the **Save** button.
6. To finish editing competitor details, click on the **Done** button.
7. To quit SPORTSYSTEMS Entry Manager, from the **Entries** menu select **Exit**.

To delete a competitor:

8. Start up SPORTSYSTEMS Entry Manager and from the **Entries** menu select **Add/Edit**.
1. Click on the correct radio button in Event Sex and Type.
2. Click on the competitor's name in the Entrants List and click on the **Delete** button on the right-hand side. The **Confirm Delete Action** dialog box appears.



3. Click on the **OK** button. The competitor's details will be deleted from the Entrants List window.
4. Click on the **Save** button.
5. To quit Sportsystems Entry Manager, from the **Entries** menu select **Exit**.

Returning the entries and electronic files

When you have completed your entries the individual entry forms and the correct entry fees must be returned to the following address by the closing date.

EI Competition Secretary.
Mr J S Walker
33 Crabble Lane
River
Dover
CT17 0LS

ENTRIES CLOSE ON MONDAY 21st September 2009

Late entries will not be eligible for inclusion in the championships.

You should e-mail the entry files back to:

Scott.walker21@ntlworld.com and scott.walker@pofm.com

The entry files are all of the form:

- EM09DLCS.IL
- EM09DLCS.IM
- EM09DLCS.TL
- EM09DLCS.TM

DLCS is for Dover the letters your folder will refer to your own club. Please do not send back the files named:

- SPORTSYS Entry.exe –

My firewall at work does not like this file and prevents your entire e-mail from getting through to me!!!!

If you have any problems please feel free to call Scott Walker on 0771 422 5282.