

# Quick Start Guide

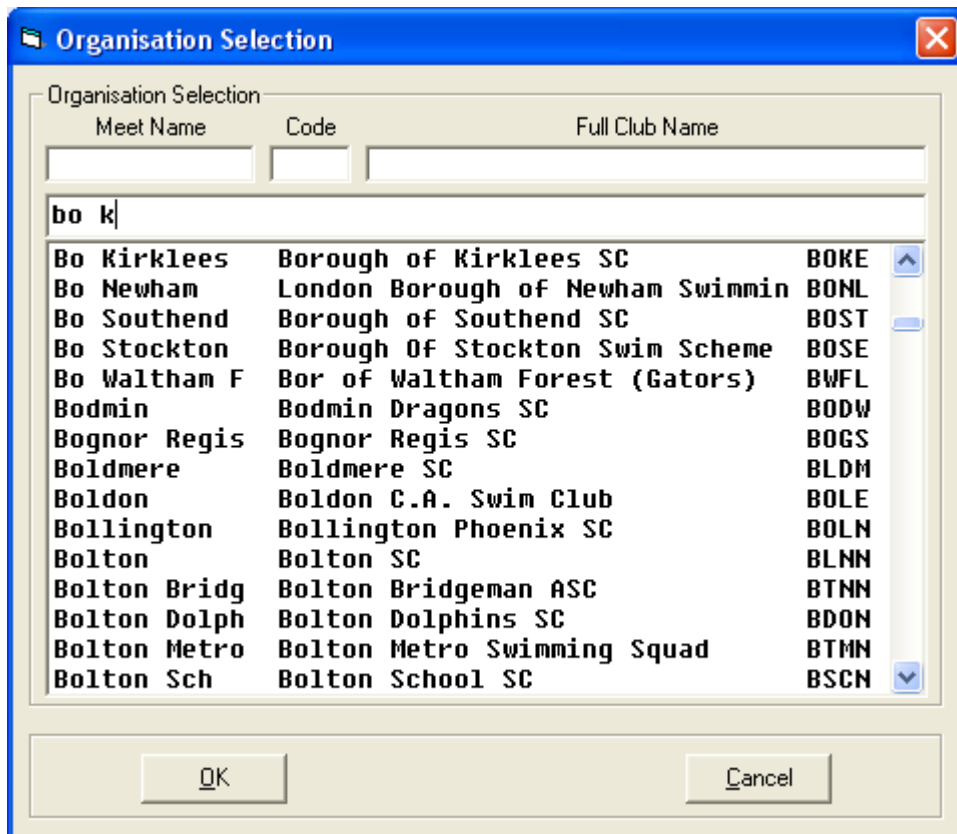
## Contents

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

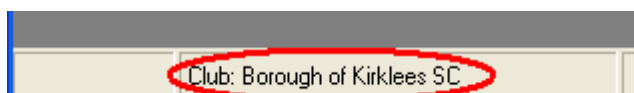
Download **SPORTSYSTEMS Entry Manager** from [this link](#) and run the file to install the program.

## 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.



## Import Meet File Set

Receive the meet file (download from website or by email) from Meet Organiser, save it to your computer and 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 will be named `<meetcode>_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.



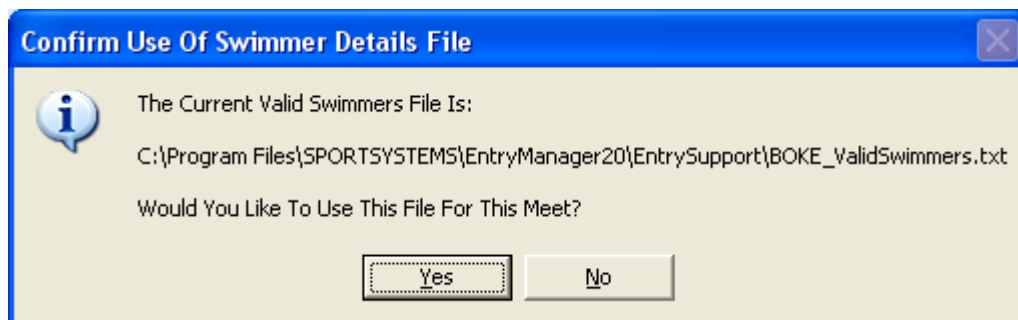
If there is a problem the message shown is



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: Bo Kirklees

Swimmer Details:  
Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
GB Comp.No.: \_\_\_\_\_ Country: \_\_\_\_\_ Scoring: \_\_\_\_\_ S: \_\_\_\_\_ SB: \_\_\_\_\_ SM: \_\_\_\_\_  
Disability Exception Code: \_\_\_\_\_ Expand

**a.** Event Sex and Type:  
 Ind. Boys     Ind. Men     Male Team  
 Ind. Girls     Ind. Women     Female Team

Entrants List:  

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Swimmer Events:

Event	Sub Time	Swim
50 Fr		
100 Fr		
200 Fr		
400 Fr		
800 Fr		
1500Fr		
50 Ba		
100 Ba		
200 Ba		
50 Br		
100 Br		
200 Br		
50 FI		
100 FI		
200 FI		
4x1LIM		
200 IM		
400 IM		

**b.** Add  
Save  
Cancel  
Delete  
GB Comp.No.: \_\_\_\_\_  
Get Member  
Get Times  
Find  
Done

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 Details:  
Family Name: \_\_\_\_\_ Given Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_  
GB Comp.No.: \_\_\_\_\_ Country: E Scoring: YES S: \_\_\_\_\_ SB: \_\_\_\_\_ SM: \_\_\_\_\_  
Disability Exception Code: \_\_\_\_\_ Expand

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
800 Fr		N
1500Fr		N
50 Ba		N
100 Ba		N
200 Ba		N
50 Br		N
100 Br		N
200 Br		N
50 FI		N
100 FI		N
200 FI		N
4x1LIM		N
200 IM		N
400 IM		N

Add  
Save  
Cancel  
Delete  
GB Comp.No.: \_\_\_\_\_  
Get Member  
Get Times  
Find  
Done

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

5. Click **Get Times** button on rhs (needs [Internet](#) connection).

**Add/Edit Entries**

Entries for:  
Club - Meet Name: Bo Kirklees

Swimmer Details  
Family Name: R Given Name: Kieron Birth Date: 21/03/94  
GB Comp.No.: 150000 Country: E Scoring: YES S SB SM  
Disability Exception Code: Expand

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

Entrants List

Swimmer Events

Event	Sub Time	Swim
50 Fr	00:28.70	Y
100 Fr	01:01.92	Y
200 Fr		N
400 Fr	04:32.19	Y
800 Fr		N
1500Fr		N
50 Ba	00:31.70	Y
100 Ba	01:07.30	Y
200 Ba	02:21.43	Y
50 Br	00:33.20	Y
100 Br	01:14.25	Y
200 Br	02:39.67	Y
50 FI		N
100 FI		N
200 FI		N
4x1LIM		N
200 IM	02:23.44	Y
400 IM	05:00.25	Y

Buttons: Add, Save, Cancel, Delete, GB Comp.No.: 150000, Get Member, **Get Times**, Find, Done

- Click on **Y Swim** button to delete entries. A yellow **Y** button indicates a time outside the qualifying time.
- Enter times manually if not available [online](#).
- Click red **N** button to enter event when swimmer doesn't have a time.
- 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: R Given Name: Kieron Birth Date: 21/03/94  
GB Comp.No.: 150000 Country: E Scoring: YES S SB SM  
Disability Exception Code: Expand

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

Entrants List

Swimmer Events

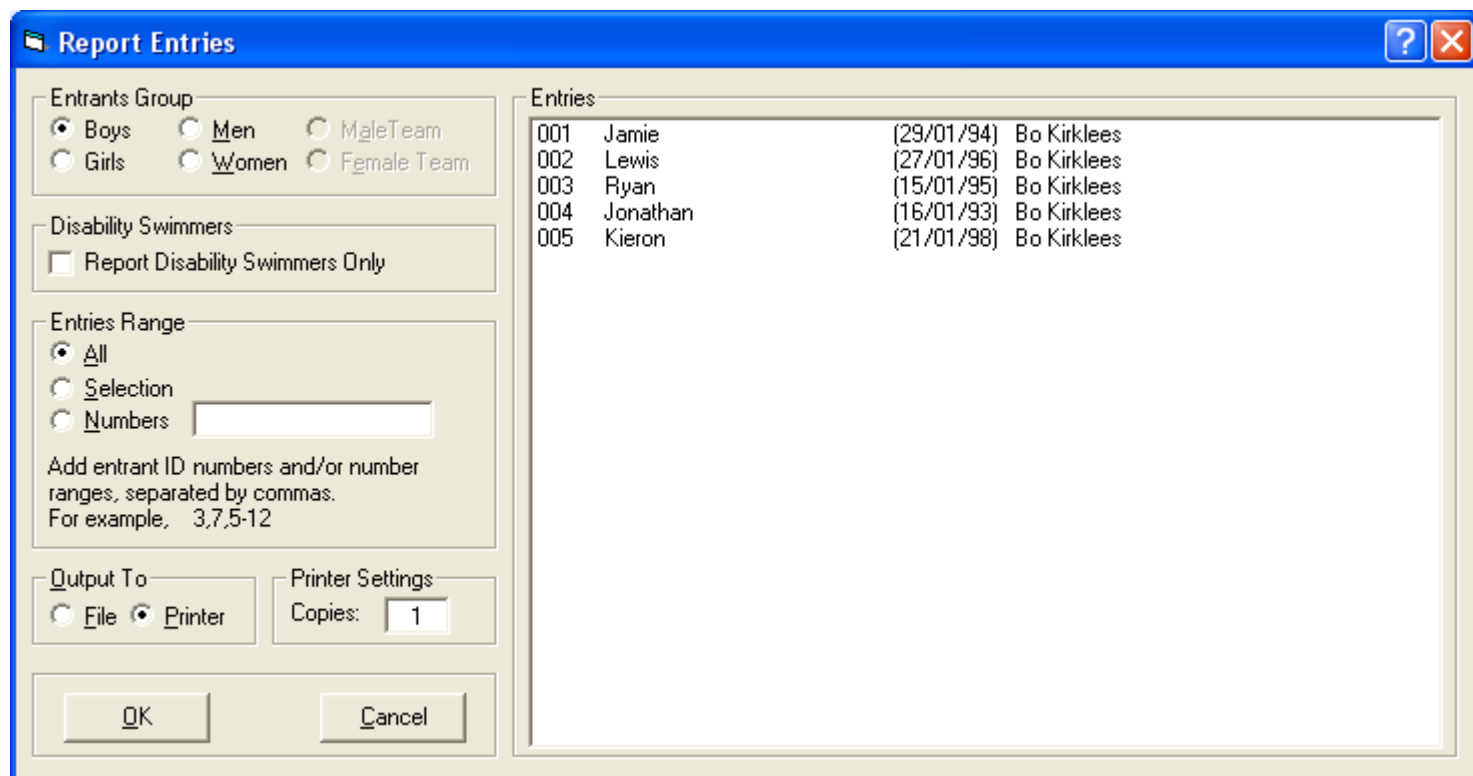
Event	Sub Time	Swim
50 Fr		N
100 Fr		N
200 Fr		N
400 Fr		N
800 Fr		N
1500Fr		N
50 Ba		N
100 Ba		N
200 Ba		N
50 Br	00:33.20	Y
100 Br	01:14.25	Y
200 Br	02:39.67	Y
50 FI		N
100 FI		N
200 FI		N
4x1LIM		N
200 IM	02:23.44	Y
400 IM	05:00.25	Y

Buttons: Add, **Save**, Cancel, Delete, GB Comp.No.: 150000, Get Member, Get Times, Find, Done

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

# Print/Report Entries

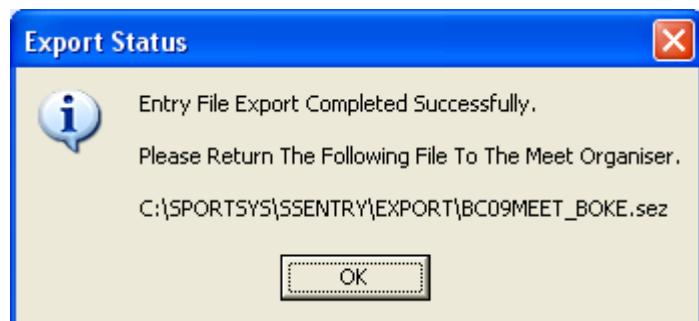
Choose **Report > Report Entries** to print entries.



Entrant ID	Name	Date of Birth	Club
001	Jamie	(29/01/94)	Bo Kirklees
002	Lewis	(27/01/96)	Bo Kirklees
003	Ryan	(15/01/95)	Bo Kirklees
004	Jonathan	(16/01/93)	Bo Kirklees
005	Kieron	(21/01/98)	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 is displayed on the confirmation screen, and click **OK**.



Entry File Export Completed Successfully.  
Please Return The Following File To The Meet Organiser.  
C:\SPORTSYS\SENTRY\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\SENTRY\EXPORT and is named according to the convention:  
<meetcode>MEET\_<club code>.sez.

