Electronic Entry By Disc or Email Guidelines

Sportsystems Electronic Entry program and data files are usually made available as a downloadable zip file (file extension .zip), or possibly a self extracting zip file (file extension .exe).

Follow these simple instructions to successfully use this facility. Throughout these help notes the example shows files for a meet code of "LC" in 2008.

Before starting to download and use this software, create a folder on your computer hard disc (usually the C: drive). You will extract the entry software and data files into this folder before using them. If you do this often you might like to create a "**Swimming**" folder and then a sub-folder for this swim meet.

* **Warning*** If you try and make this a sub-folder within your "**My Documents**" folder you may have some difficulties. If you choose long folder names and have a long user name the full path name to the file may become longer than the system can cope with.
For example :
"**C:\Documents and Settings\gavin.murray\My Documents\Swimming\CODLC08**"
Is too long and will not work.

Ideally, create a folder at the top level of your C: drive for all your swimming related activities and then your can keep things organised by extracting this program into a sub-folder of this.
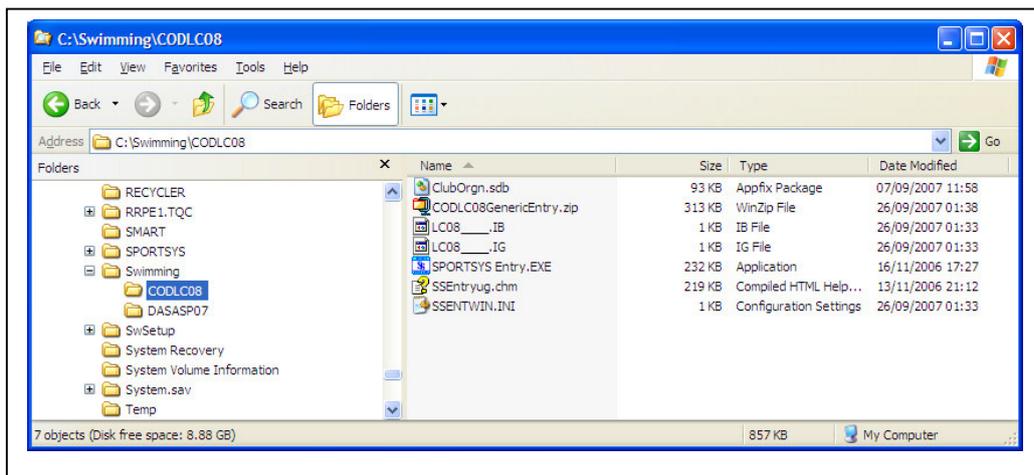
* **Warning*** Depending on the settings on your computer you may receive cautionary messages when you try and create a folder at the top (root) level of your C: drive.

For example you might put this program in a folder named "**C:\Swimming\CLUBMCYY**", (Where you replace "CLUB" with an abbreviation for the Club organising the meet, "MC" with the two letter meet code and "YY" with the year of the competition).

1. Download the zip file, save it in the folder that you have just created, and extract the enclosed files into that same folder.
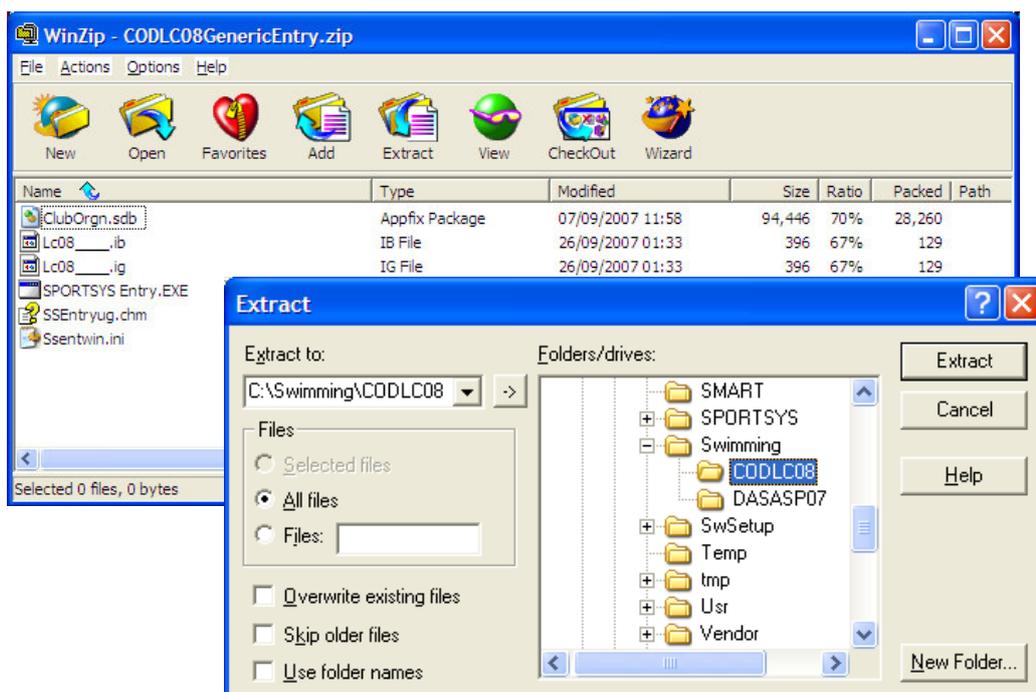
Your folder will now look something like this : (this example shows files for a meet code of "LC" in 2008)

2. To add / edit or print your entries, double click on the program file named
SPORTSYS Entry.EXE

* **Warning*** Depending on your computer settings you might not see the file name extensions of "**.EXE**" etc. You might just see the file name
**SPORTSYS Entry** This is ok and normal.

3. The very first time you run the program you will see the following message asking you to choose your Swimming Club from a list of registered Clubs.
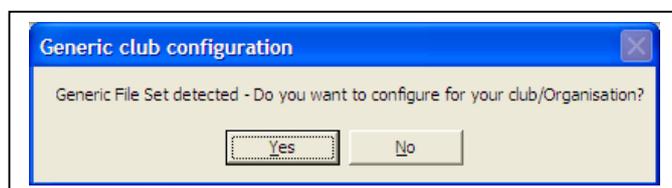

4. Click on "**Yes**", and start typing the first few letters of you club name in the window that open and a list of clubs will appear.
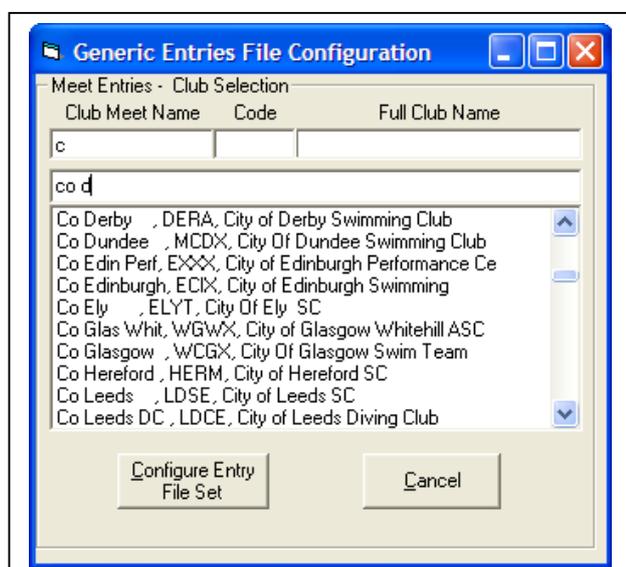
5. When your club name appears Click on it and the details will be completed.
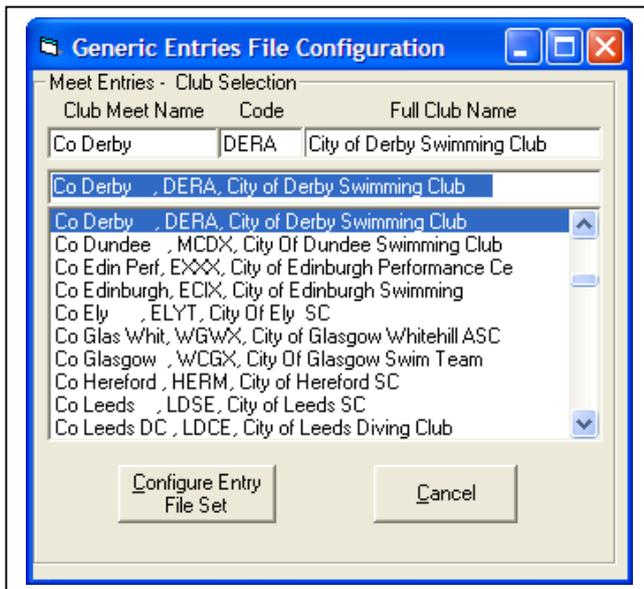
6. When you have selected the correct club then click on "**Configure Entry File Set**". This will customise these entry data files for entries from your Club. You will get a warning message – Click on "**Yes**"
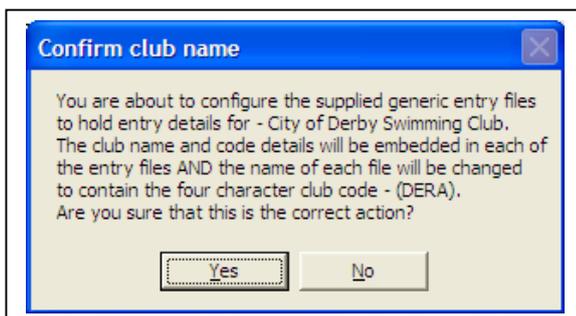

This will customise the Entry Files to your club and you will see the names of the entry data files in the folder change name to include your 4 character Club Code.

7. The main program screen will open and you can now add / edit entries by using the menu command "**Entries – Add / Edit Entries**".

8. The Add / Edit Entries screen will be shown. Make sure the correct entry file is selected (Boys or Girls) and then click the "**Add**", button on the right.
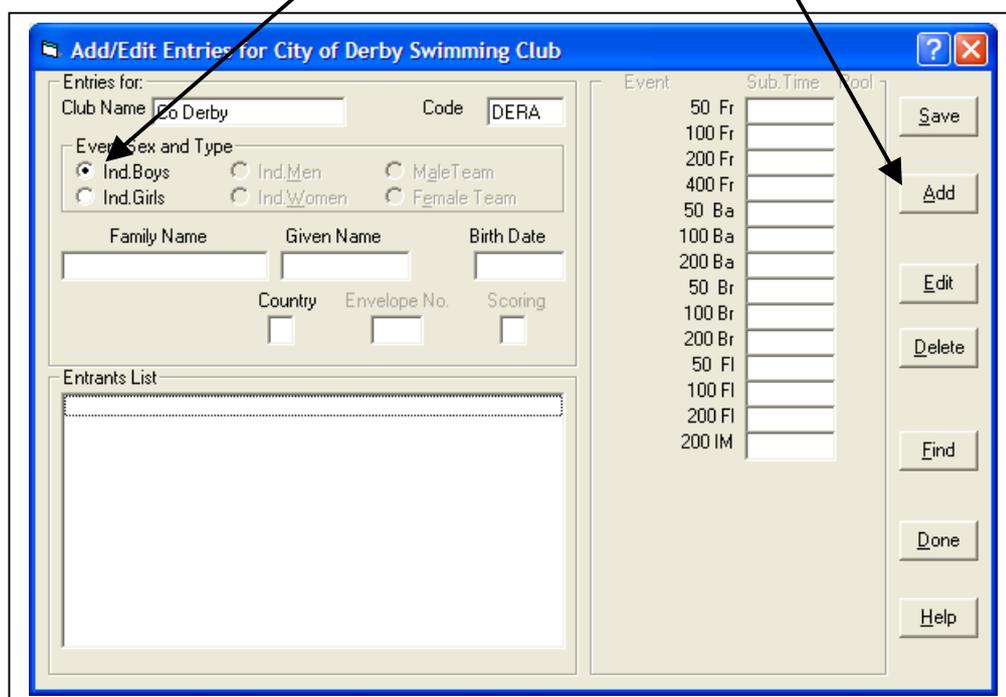
9. You will notice the Club has been pre-entered as the club name that you chose when you configured the entry files. To add a swimmer, click in the "**Family Name**" box and start typing the swimmers surname. Use the "Tab" key to move between fields on the screen (as in any "Windows" program). Enter the swimmers family name, given name and date of birth, then tab to the Event time entry fields


at the right of the screen and type in the desired entry times. Separate minutes from seconds and seconds from tenths with a period "**.**" (full stop) eg **1.12.34** Use tab to move to the next event and when all the required times for a swimmer have been entered you **MUST** click on the "**Save**" button to save the entries for this swimmer in the entry file on disk. You can continue adding swimmers of the same sex by repeating this process.

* **Warning*** you **MUST** click on the "**Save**" button to save the entries for this swimmer. You **MUST** do this after entering the times for **EACH** swimmers – before moving on to the next swimmer.

* **Warning*** you **MUST** only add the correct gender swimmers into the correct entry file. It is your responsibility to only add **male** swimmers to the correct **Boys** entry files and **female** swimmers to the correct **Girls** entry files.

10. When finished adding swimmers click the "**Done**" button. All the entries are saved on disc.

11. As you add swimmers their names appear in the "**Entrants List**" on screen. To edit or delete them simply click on them to highlight them, and then click on the "**Edit**" or "**Delete**" buttons on the right. After editing always remember to click "**Save**" to save your changes to disc.
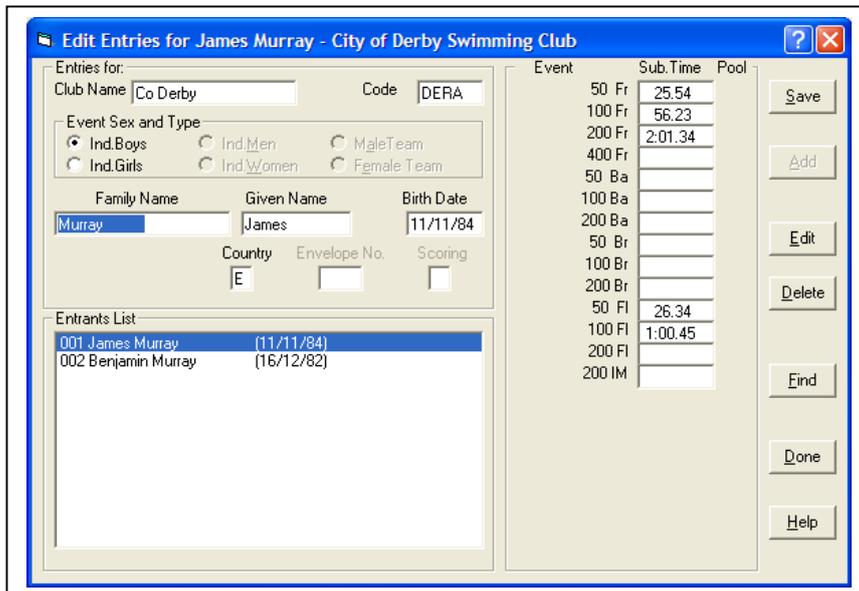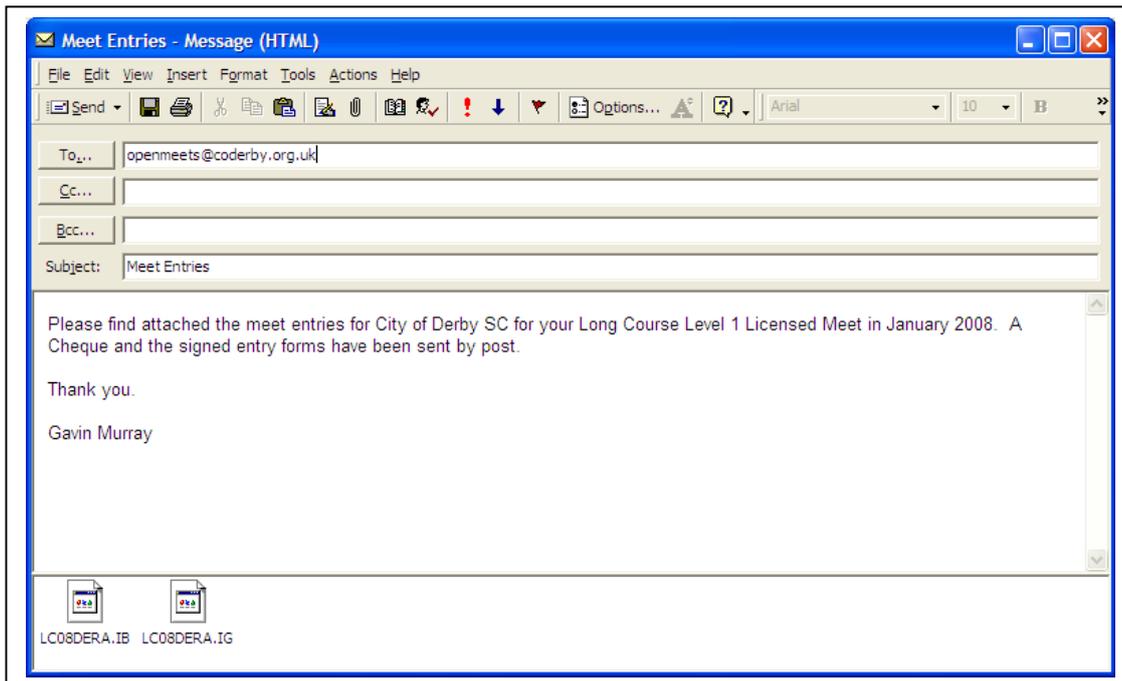

The screen above shows an entry being edited – click "**Save**" to save the changes to disc.

12. After you have typed in all your swimmers entries, for both genders, and printed them (if you want to), and thoroughly checked them, you are ready to email the entry files back to the meet organiser (or give them on disc or memory stick). The only files that need be returned are the male and female entry files that start with the Meet Code ("LC08" in this example) and end with the file extension ".**IB**" (Boys), and ".**IG**" (Girls), in your folder. Remember depending on your settings you may not see file extensions. These are the files who's file names changed to include your 4 character Club Code when you customised the entry files for your club.
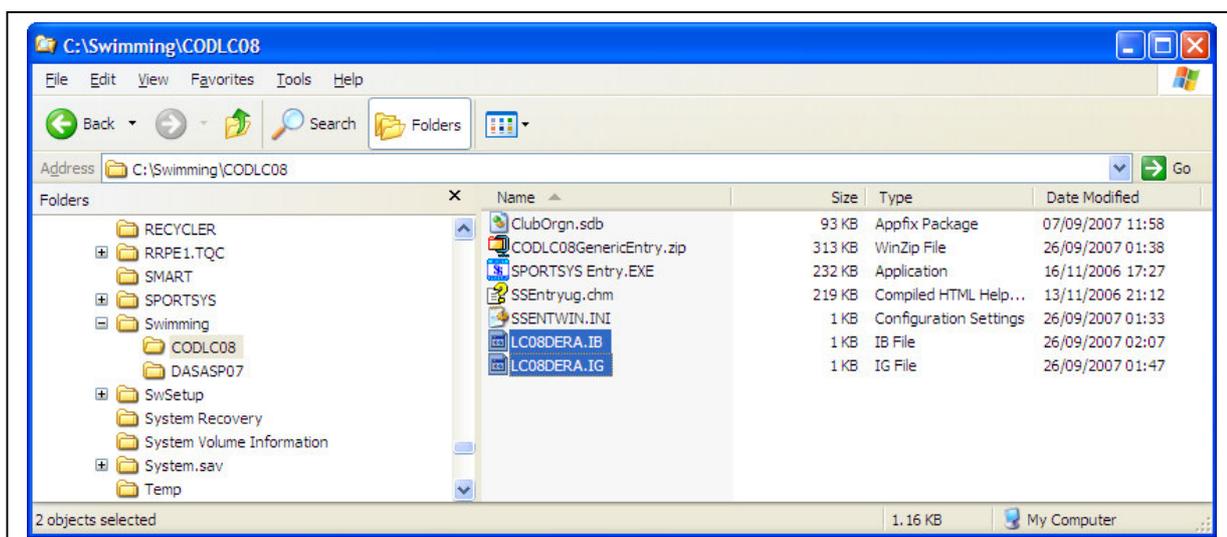
13. Create an email to the meet organiser and add these files as a file attachment and send it. Do remember to send your entry fee cheque and the entry forms by post!

That's all there is too it …