



Berkshire & South Buckinghamshire Amateur Swimming Association

Open Masters 2009

(Under ASA Laws and ASA Technical Rules)

Instructions for electronic entries submission

Introduction

Thank you for using the electronic entry process for your Club's entries to this year's Open Masters. The instructions below should assist in this process.

If you encounter any problems please contact Rob Moore
Tel: **01344 752106** email countymasters@bsbasa.org

Although you are completing the entries electronically, you must also return individual paper entry forms to Rob Moore with the correct Entry Fees

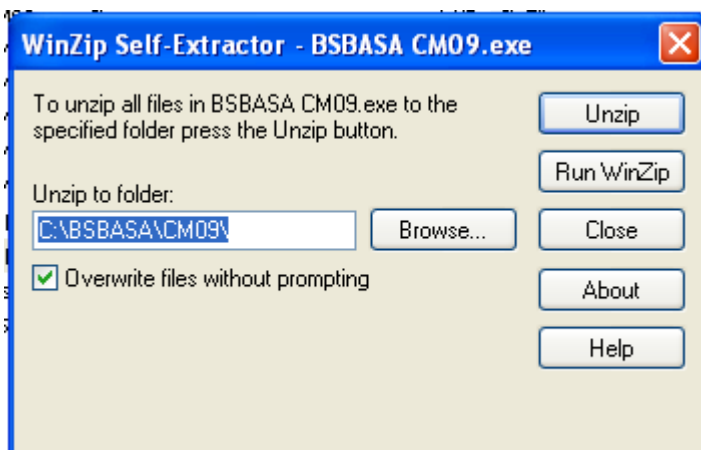
Software

The software is contained in a self extracting zip file called BSBASA CM09.SSZ which has either been emailed to you or can be downloaded from the BSBASA website (www.bsbasa.org).

You should save this file in you're My Documents folder.

As many email systems will not accept executable files with an .EXE file extension, the zip file has been supplied with an .SSZ extension. You will need to rename this file BSBASA CM09.EXE. To do this locate the file in My Documents and right click on it. Select the rename option from the menu and change the name to BSBASA CM09.EXE and press enter.

Then launch the file by double clicking on it. You will then see the following dialogue box.



Click Unzip

You will then see a message saying that 8 files have been unzipped successfully. Click OK then click Close.

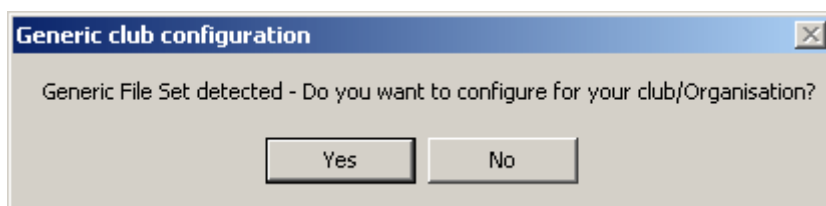
The following files will have been copied to a folder C:\BSBASA\CM09\

CM09____.IM
CM09____.IL
CM09____.TL
CM09____.TM
SPORTSYS Entry.exe
SSENTWIN.INI
ClubOrgn.SDB
SSEntryug.chm

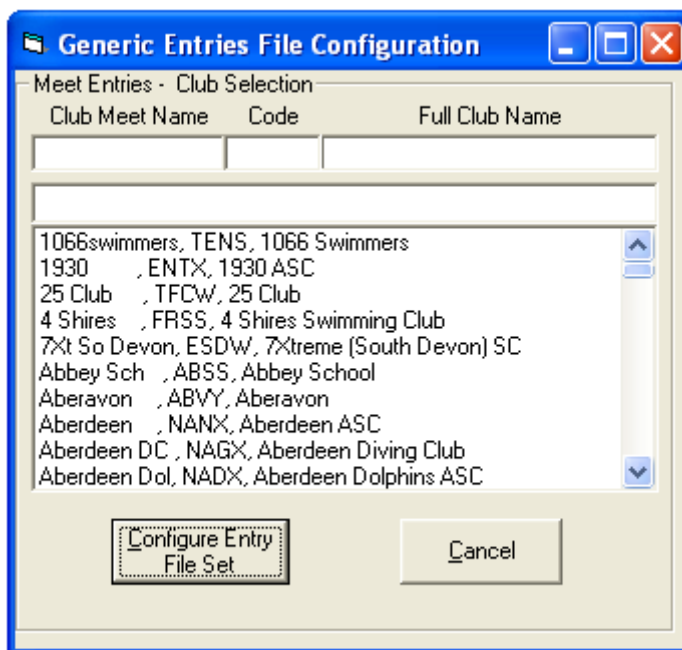
Entering individual competitor details

In Windows Explorer, open the C:\BSBASA\CM09\ folder and double click on the file **SPORTSYS Entry.exe**. This will start up the entry program in a window titled **SPORTSYSTEMS Open Meet Entries Manager**

When used for the first time the following will appear:



Answer yes to configure the entry file set specifically for your Club using the dialogue box shown below



Pick your Club name from the drop down list, then click the Configure Entry File Set button

Click Yes in the Confirm Club Name box.

- 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 Bracknell (& Wokingham) Swimming Club

5. Check that the Club Name is correct
6. In **Event Sex and Type**, click on **Ind.Men** or **Ind.Women**.
7. To add a swimmer, click on the **Add** button on the right-hand side. The cursor appears in the **Family Name** field
8. Enter the swimmer's full name, in the relevant box. Press the Tab key or click with the mouse to change between fields
9. 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)
10. Press Tab or use the mouse to move the cursor to the right-hand side of the window. You should leave E in the country field.
11. 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. Use Tab or the mouse to move between events. If a swimmer is not entering and event, just leave it blank.
12. 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
13. Repeat steps 8 – 12 for the next competitor
14. **REMEMBER TO CLICK THE SAVE BUTTON AFTER EACH ENTRY**
15. Change to Ind.Mens, Ind.Womens, Male Team or Female Team when necessary
16. When you have finished entering competitors, click on the **Done** button
17. To quit Sportsystems Entry Manager, from the **Entries** menu select **Exit**

Entering team details

1. From the **Entries** menu select **Add/Edit**
2. In Event Sex and Type, click on the **Male Team** or **Female Team** radio button. The following screen appears. Note that the events in the right-hand window are not the same as for individual entries

3. In case the titles are not obvious, they are

Men		Women	
120 F	120yrs+ Freestyle team	120 F	120yrs+ Freestyle team
160 F	160yrs+ Freestyle team	160 F	160yrs+ Freestyle team
200 F	200yrs+ Freestyle team	200 F	200yrs+ Freestyle team
240 F	240yrs+ Freestyle team	240 F	240yrs+ Freestyle team
160MxF	160yrs+ Mixed Freestyle team		
200MxF	200yrs+ Mixed Freestyle team		
120 M	120yrs+ Medley team	120 M	120yrs+ Medley team
160 M	160yrs+ Medley team	160 M	160yrs+ Medley team
200 M	200yrs+ Medley team	200 M	200yrs+ Medley team
240 M	240yrs+ Medley team	240 M	240yrs+ Medley team
160MxM	160yrs+ Mixed Medley team		
200MxM	200yrs+ Mixed Medley team		

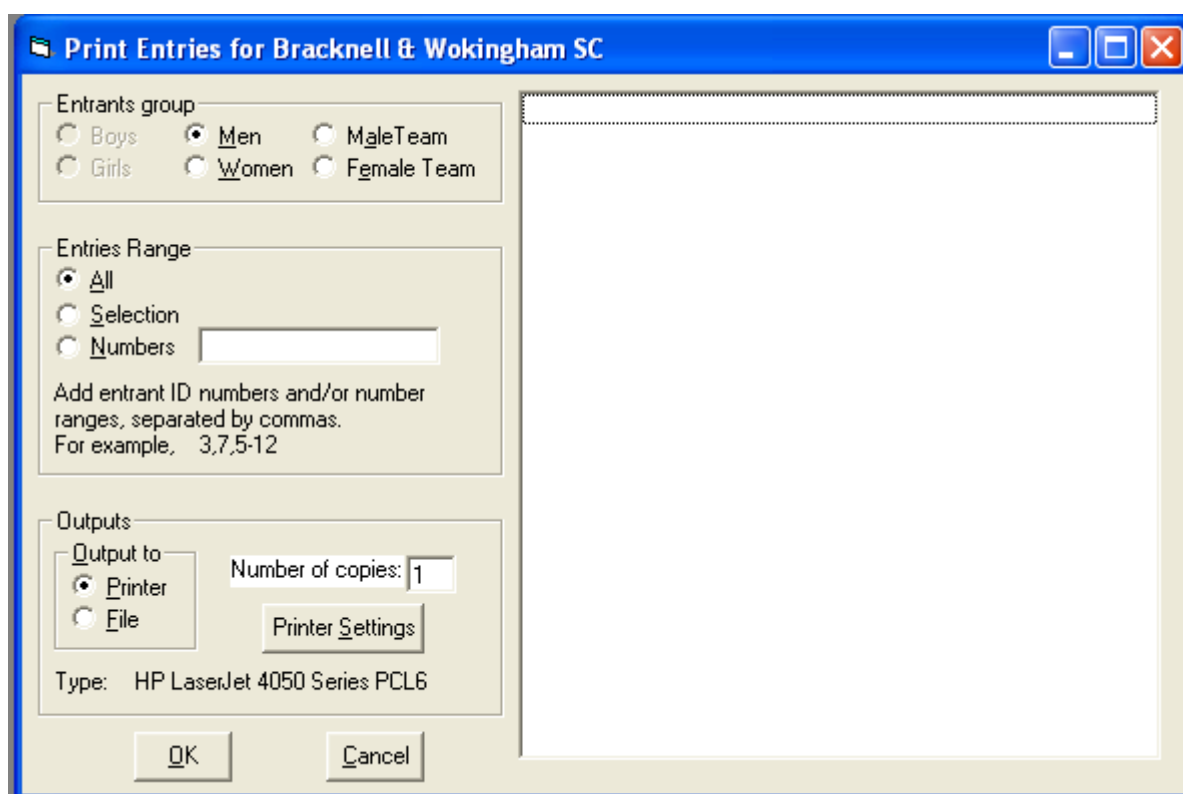
4. Click on the **Add** button
5. In the **Full Team Name** field enter the name of the team. As a default the club name is entered here. You will not need to change this except to add "A", "B" etc where you will be entering more than one team in an event.
6. You can enter more than one event for each team. So, for example, if you had one team for all the medley team events and two for all the Medley events, you should enter the first team for all events and then enter a "B" team for the 4 Medley events.

7. Press Tab or use the mouse to move the cursor to the right-hand side of the window. You should leave E in the country field.
8. Enter the times for that team in the events on the right-hand side
9. 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
10. To enter more teams, repeat steps 5 – 9 above
11. When you have finished entering teams, click on the **Done** button
12. To quit Sportsystems Entry Manager, from the **Entries** menu select **Exit**

Printing entries

Before returning the entries file, print the entries off and double-check them.

1. From the **Entries** menu select **Print**. The **Print entries for [Club]** screen appears



2. Print entries and check the details. You will need to print the mens, womens and male and female team entries separately by selecting the appropriate group in the Entrants Group section.
3. Make any changes required, re-print and check again until you are happy with the entries

It is also possible to print entries to a file which you can then open in another program such as Excel, and check them from there.

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 male in the female events).

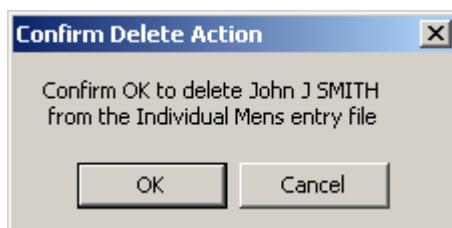
To edit a competitor's details:

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:

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 **Delete** button on the right-hand side. The **Confirm Delete Action** dialog box appears



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

Returning the files

When you have completed your entries, please email the following files
CM09xxxx.IM
CM09xxxx.IL
CM09xxxx.TL
CM09xxxx.TM

to countymasters@bsbasa.org by 29 October 2009.

Where xxxx is your four character club code. These will be in the c:\BSBASA\CM09\ folder.

You must also return the entry forms, with the correct entry fees and SAE to the following address by 31 October 2009.

Rob Moore
22 Heatherdene Avenue
Crowthorne
Berks
RG45 6AA

Note that e-mailing the files does not constitute entry as we must receive the paper forms and correct payment by the closing date.

Or, you can upload the files at www.bsbasa.org at the online entry page (third option – “Bulk load pre-created entries from Sports Systems”). If you pay on line the deadline is 31 October 2009. If you upload and send a cheque, the cheque must arrive by 31 October 2009.

Late entries will not be accepted