

## **How to use the Forms and Sportsystems Entry Pack**

### **A) Entry Form**

The Entry Form will work with both Microsoft Office, 2000 and later, and OpenOffice.org (also known oOo), which is available free from [www.openoffice.org](http://www.openoffice.org)

Instead of working through a chart to find the cut off times the interactive form will bring the detail of the times to the form, and validate any entry time you put in, after adding your Gender and DOB

Fill the form in top to bottom. For a quick check of the maximum and minimum times just put in your Gender and date of Birth.

The form is to be sent or e-mailed to your Meet Co-ordinator.

#### **Additional note for individual entries**

Individual entries can be e-mailed to [windsor2009@gmail.com](mailto:windsor2009@gmail.com). Please send a cheque for the total amount with the consolidation form, to address on the form.

### **B) Sportsystem Entry Pack**

#### **Initial Setup**

1. Please download SportsystemsEntry.zip from [babasa.org](http://babasa.org).
2. Unzip the file, this is usually accomplished by right clicking on the file and from the drop down list pick unzip or extract here, (It may also be under Open With > Compressed(zip) folders).
3. The unzipped file then needs moving to the 'C' drive, click on My Computer and drag the file onto Local Disk(C:)
4. Double click on Local Disk(C:), then the SportsystemsEntry folder, and click on the blue icon SPORTSYS Entry.exe to open the programme.
5. You will be asked if you want to configure for your club/Organisation, click Yes.
6. In the long box, just above the box with swimming club names in start to add your clubs name, when your club appears in the box below click on this and it will fill in the remaining detail.
7. Click on Configure Entry File Set, you will then be presented with a box to confirm club name.
8. Click yes to confirm club name, and the entries manager will then be open and properly configured. Subsequently when opened you will come straight to this screen.

#### **Adding Entries**

1. Go to the SportsystemsEntry folder and click on the blue icon SPORTSYS Entry.exe to open the programme.
2. Go to Entries > Add/Edit Entries.
3. To start adding entries press Add.
4. Fill in the details.
5. Press Save to save the entry, you will need to do this after completing each swimmers entry, on pressing save the screen will be ready to accept the next swimmer, no need to press add again.
6. On completing the last swimmer, press Save, then Done. You can go back and add further swimmers or change details at a later date.

#### **Sending Entries**

1. Go to the SportsystemsEntry folder and you will find **two** files, starting NF09 and ending .IB and .IG
2. Attach these to an e-mail and send to [windsor2009@gmail.com](mailto:windsor2009@gmail.com)

### **3) Consolidation Form**

Fill in the details required and then send the form with a cheque to the address on the form

#### **Problems?**

If you have any difficulty in using the forms please contact me, Pete, on 07739 220275

You can also contact us via [windsor2009@gmail.com](mailto:windsor2009@gmail.com).