

Setting Up Your Entry Files and Guidance for Relay Entries

Below is listed a quick summary of how to handle your entry files. For more in depth and graphical instructions it is recommended that you open, and refer to, the Sportsystems tutorial. Place the cursor anywhere in the following link, right click your mouse and select 'Open Hyperlink' and left click your mouse

<http://www.sportsys.co.uk/entry/ssEntryHelp/default.htm>

To set up your entries file (quick summary)

- 1) From the Masters web page download and save the Sportsystems Meet Entry Manager.
- 2) For ease of access it is probably a good idea to save this to your Desktop
- 3) Double click the downloaded 'Sportsystems Meet Entry Manager.exe' file and allow it to install. It will install to the C:\Sportsystems\SSEntry folder
- 4) From the Masters web page open the 'Sportsystems Entry File' click the button that shows 'Open with SPORTSYSEntryMan (default)'. Click 'OK'
- 5) On the 'meet entry seek' menu that is displayed click 'OK'.
- 6) On the upper menu bar locate and click on 'tools'. Click 'Select Organisation'. Find and click on your club from the drop down list. Click 'OK'.
- 7) On the top menu bar click on 'entries'.
- 8) Make your entries in the relevant sections i.e. Ind_Men, Ind_Women, Male_Team or Female_Team. These entries can be added to or amended at any time. Close Entry Manager when finished.

Additional entries

- 9) Double click on the Sportsystems Meet Entry Manager. Select Meet. The meet manager will offer to open the file to be last modified. Accept this and continue with entries.

Saving and sending entries

- 10) When your entries are complete whilst in Meet Entry manager click on 'Entries' on the menu bar. Then click on 'Export' and then 'Meet Entries'. The entries will be saved in the 'C:\Sportsystems\SSEntry\Export' folder and will be saved in the form of an MMyMeet_xxxx_sez file. Open your email folder and send this file as an attachment to: helen.macaulay@medwayswimming.org
or

Place the cursor anywhere in the following link, right click your mouse and select 'Open Hyperlink' and left click your mouse to go straight to your to a new email.

<mailto:helen.macaulay@medwayswimming.org>

GUIDANCE FOR RELAY ENTRIES

Ladies relay entries will be entered under:

Event 5	Ladies 120+	will read 30/34 years
Event 7	Ladies 160+	will read 35/39 years
Event 11	Ladies 200+	will read 40/44 years

Mens relay entries will be entered under:

Event 6	Mens 120+	will read 30/34 years
Event 8	Mens 160+	will read 35/39 years
Event 12	Mens 200+	will read 40/44 years

Mixed relay entries will be found in the Men's entries section and entered under:

Event 19	Mixed 120+	will read 60/64 years
Event 20	Mixed 200+	will read 65/69 years
Event 21	Mixed 160+	will read 70/74 years

N.B. These files are set out in this way to facilitate electronic entry and bear no reflection on either the events or swimmers ages!!!