

Setting Up Your Entry Files

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 Age Group Entry 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 Age Group Entry 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_Boys, Ind_Girls, Ind_Men, Ind_Women, Male_Team or Female_Team.
Entries may 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 a file resembling MCyyMeet_xxxx_sez.

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>