

# HARROGATE DISTRICT SWIMMING CLUB

Affiliated to ASA North East Region

## SPA TOWN A & B GRADED MEET

### Instructions for electronic submission of competition entries

Clubs must use the SPORTSYSTEMS Entry Manager program.

There is a new version of this program with many enhanced features.

If you do not already have a copy of Sportsystems Entry Manager V2 download a copy from [www.sportsys.co.uk](http://www.sportsys.co.uk)

Watch the demonstration video on the same site before using the software.

Click 'Video demos' and then pick [Click to view a live demonstration of entry manager v2](#)

### What to do to enter this meet

1. Download and install the free SPORTSYSTEMS Entry Manager V2 program using the link above.
2. Once installed, this program can be retained on your computer for future competition entries, you will only need to download the Entry File Set for the specific competition being entered.
3. Run the program, select your Club and download a list of registered swimmers for your Club from the asa. (The Valid Swimmers File).
4. Check for program updates. "Updates" menu command.
5. Download the "Entry File Set" (single file) for this competition which is available from our website and "Import" it into the Entry Manager program. "Entries – Import" menu command. (A quick way is simply to double click the Entry File Set file).
6. Add your swimmers entries for this competition.
7. The entry box will show a Green background if the Qualifying Standard has been achieved but a Yellow background if the entry time is too fast for this meet.
8. Check / print (optional) / edit the entries until you are satisfied they are complete and correct.
9. "Export" the entries (to a single file).
10. Send payment for the entries with the form provided.
11. The exported file will most likely be saved in the "C:\SPORTSYS\SENTRY\EXPORT" folder and will have a file name something like:  
JA18MEET\_DERA\_20180225-021421.sez  
(Meaning MeetCode MeetYear\_Club\_Date-Time.sez )
12. Return this file by email attachment to [SwimBarry42@gmail.com](mailto:SwimBarry42@gmail.com)