

# **Hampshire County ASA**

## **Electronic Entry System for 2007 Championships**

The enclosed CD contains the software needed to record entries for the championships for electronic submission.

Install the software from the CD:

- Run the file **setup.exe** to install the program, from the CD provided.
- This should create a folder C:\program files\mmentries
- This folder will contain the program itself, mmentries.exe, and a number of associated files including the database used to record entries and a reasonably up to date list of ASA club codes.
- You may receive a message that a file on your computer is newer than the one to be installed. If this occurs, answer YES to the question Keep the current version?

Full instructions for using the Meet Manager Entries Module is included on the CD in the file:

MMEntries Documentation.pdf

Please refer to the specific notes relating to this competition (attached).

Also included on the CD is a file containing the forms that you need to complete to confirm your entry

Electronic Entry Summary.doc

When you have completed and checked your entries, send the database containing your entries by e-Mail to [mike.lambert@hampshireswimming.org](mailto:mike.lambert@hampshireswimming.org), and send your completed entry summary (which includes application for coaches passes) together with a cheque made payable to HCASA to arrive before the closing date for entries.

The file that needs to be submitted is

**C:\Program Files\MEntries\meetmanager.mdb**

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Special Notes:

### Teams

Each team (sex/age group) must be entered separately. Ensure that multiple teams are given distinct names.

For team entries, do not enter a date of birth, but make sure that one of the four groups on the right hand side of the entry form is selected.

### Individuals

For individual entries, enter the swimmers date of birth. The age group is calculated and the available events displayed.

### Open/Junior Events

Swimmers competing in the Open/Junior Championships are entered in the age group in which they will compete in the Youth Championships. This entry also includes the Open/Junior competition.

It is possible for swimmers who are too young for the Youth Championships to enter the Open/Junior competition. (i.e. Boys 14 Years and under; Girls 13 Years and under).

- The must have achieved the entry time set for the Open age group.
- The entry for the Open/Junior championships needs to be a separate entry. After entering the date of birth, click on the Open age group button in order to record the entry for this competition.

### Multi-Disability

For swimmers entering in the multi-disability events, select the Multi-Disability category instead of one of the age groups and enter the classification code for each stroke in the box to the right of the time field.