

ASA South East Region

Electronic Entry System for 2007 Championships

In order to use the electronic entry system for the 2007 South East Region Championships, you will need to

1. Install the Meet Manager Entries Module software.
2. Download the competition database(s) for this competition. There are separate databases for the Youth and Age Groups competitions.

If you have previously installed a version of the Meet Manager software, you should remove it before installing this version. (The same version of the software is used for both South East Region competitions).

From your **Start** menu, go to Control Panel and select **Add or Remove Programs**.

Select the entry for **MglSoft Meet Manager** and click on the **Change/Remove** button.

If you understand how to download and install software from the internet, a version of the software is available as a self-extracting archive. If you do not understand how to do this, contact Lis Hartley and ask for a version to be supplied on CD.

Installing from the Internet

Download the software from the following location:

<http://www.mglweb.com/meetmanager/seryth07/mmentrymodule.exe>

You will be invited to save the file. Make sure that you remember where you save it.

Open the download file. This will allow you to extract the files contained. Select an appropriate directory and click on the **Unzip** button.

Go to the directory to which files were extracted and double-click on **setup.exe** and proceed as below.

Installing from the CD

The 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.
- 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 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?

Installing the Database for this competition

You will need to download the database for this competition.

Go to the main page for the championships on the ASA South East Region web site:

<http://www.southeastswimming.org/swimming/2007/summer/>

Click on the download links on the right of the screen, labelled:

Youth Championships Database for Electronic Entry

and/or

BAGCAT Championships Database for Electronic Entry

Although it is not strictly necessary, saving this in the same directory as the downloaded software makes subsequent operations easier.

C:\Program Files\MMEentries

Using the Entry Module

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

MMEentries.pdf

or may be downloaded from

<http://www.mglweb.com/meetmanager/seryth07/MMEentries.pdf>

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

Submitting your Entry

You will need to complete the Electronic Entry summary to confirm your entry. This may be found on the CD or downloaded from the ASA South East Region web site.

Electronic Entry Summary.doc

When you have completed and checked your entries, send the database containing your entries by e-Mail to 2007champs@seregion.powweb.com , and send your completed entry summary (which includes application for coaches passes) together with a cheque made payable to ASA South East Region to arrive before the closing date for entries.

The file(s) that need to be submitted are:

Youth Championships:

C:\Program Files\MEntries\mm-seryth-2007.mdb

Age Group Championships:

C:\Program Files\MEntries\mm-serbagcat-2007.mdb

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Competition Database

Make sure that you have downloaded the database(s) for this competition. There are separate databases for the Youth and BAGCAT Championships.

Go to the main page for the championships on the ASA South East Region web site:

<http://www.southeastswimming.org/swimming/2007/summer/>

Click on the download link on the right of the screen, labelled:

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Teams

Each team 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 the appropriate age group is selected (15-18 for boys, 14-17 for girls in the Youth Championships; 11-14 for boys, 11-13 for girls in the Age Group Championships)

Individuals

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

Multi-Disability

For swimmers entering in the multi-disability events (Youth Championships), enter the classification code for each stroke in the box to the right of the time field.