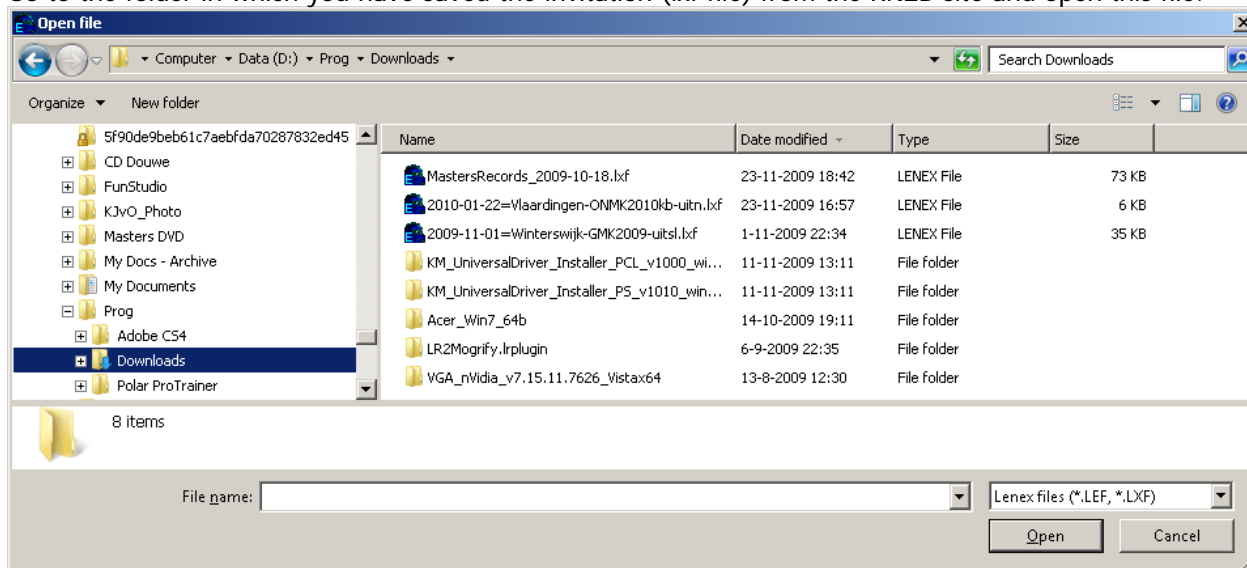


Instructions for entries with Splash Entry Editor for Dutch swimming championships

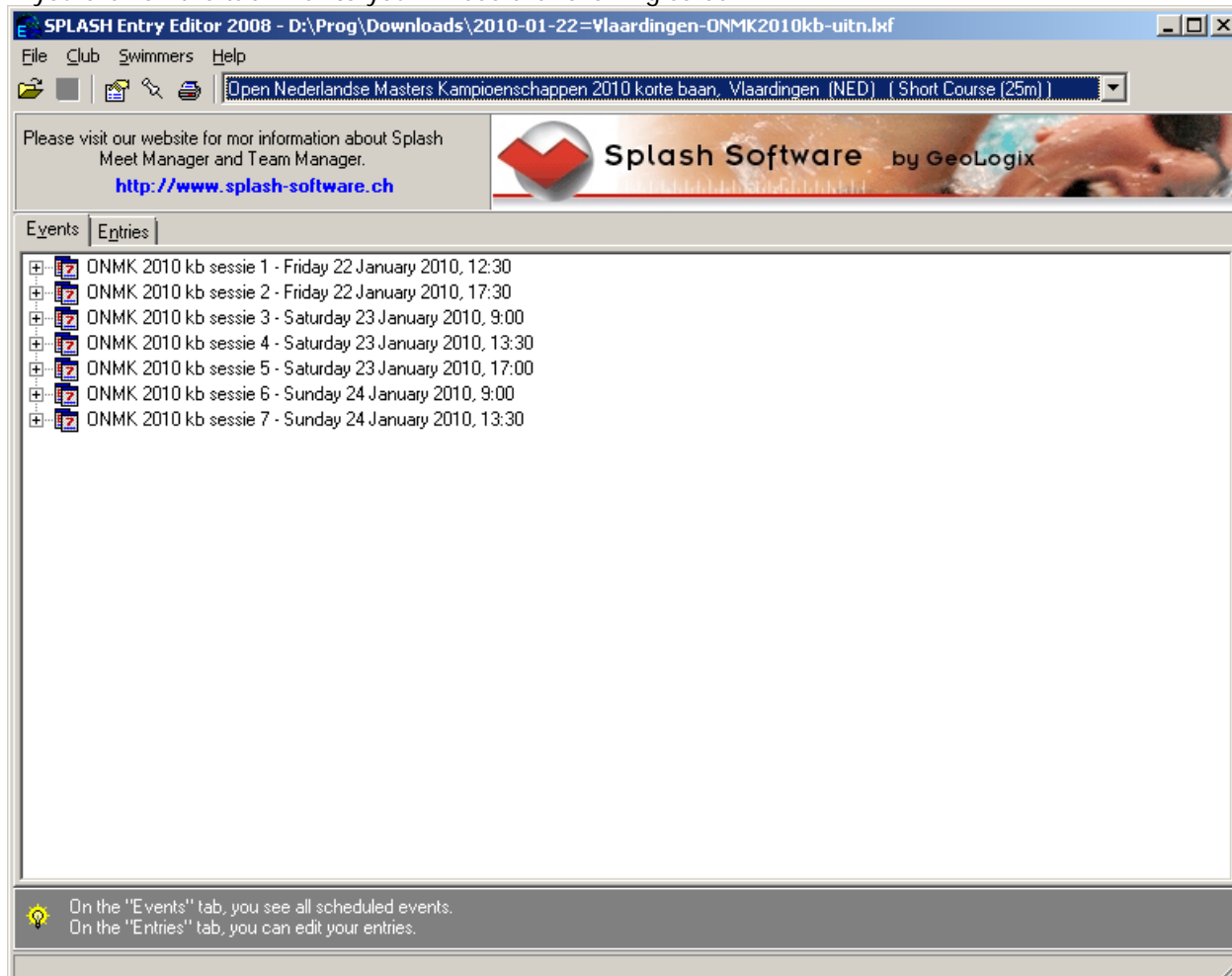


Download Splash Entry Editor (http://www.splash-software.ch/index.php?nav=,down,C&new_lang=en) and install the software on your computer. Go to **File/Select language** and select your language of choice. Then download the invitation (lxf file) from the KNZB site (<http://www.knzb.nl/english> for the particular Dutch championships you wish to enter and proceed as follows: (use only this file to make your entries)

Upload the file to Entry Editor: **File/Open**, you will now see the screen in which you can open a file. Go to the folder in which you have saved the invitation (lxf file) from the KNZB site and open this file.



If you click on the tab **Events** you will see the following screen:



Instructions for entries with Splash Entry Editor for Dutch swimming championships



Here you can see all sessions and events that will be swum during these championships. Click on the tab **Entries**, then go to the menu and click on **Club/New**. You will then see the following screen:

A screenshot of the 'Club information' dialog box. The title bar is blue with the text 'Club information' and a close button. The form contains several input fields: 'Name:' (text), 'Nation:' (dropdown with an up arrow), 'Region/LSC:' (text), 'Code:' (text), 'Contact Name:' (text), 'Street:' (text), 'ZIP, City:' (text), 'State:' (text), 'Phone' (text), 'Fax:' (text), 'E-mail:' (text), and 'Internet:' (text). At the bottom are 'OK' and 'Cancel' buttons.

Enter all of your club's data and click **OK**.

Then go to **Swimmers/New**. You will get the following screen:

A screenshot of the 'Swimmer' dialog box. The title bar is blue with the text 'Swimmer' and a close button. The form contains: 'Last name:' (text), 'First name:' (text), 'Prefix:' (text), 'Birthdate:' (text with a date picker icon), 'Nationality:' (text with a dropdown icon), 'ASA Reg.:' (text), and 'Sex' (radio buttons for 'Male' and 'Female'). At the bottom are 'OK' and 'Cancel' buttons.

In this screen you should enter the data of the swimmer you wish to enter. Repeat this procedure for all swimmers who should be entered.

Instructions for entries with Splash Entry Editor for Dutch swimming championships



Select the swimmer for whom you want to make an entry and go to **Swimmers/Entries** and you will see the following screen:

Event	Entry time	Date, city, nation for entrytime achievement
1. 1500m Freestyle, Men		
3. 50m Breaststroke, Men		
5. 100m Medley, Men		
7. 200m Fly, Men		
9. 200m Backstroke, Men		
13. 400m Medley, Men		
15. 100m Backstroke, Men		
17. 200m Freestyle, Men		
21. 100m Fly, Men		
23. 50m Freestyle, Men		
25. 100m Breaststroke, Men		
27. 200m Medley, Men		
31. 400m Freestyle, Men		
33. 800m Freestyle, Men		
35. 50m Fly, Men		
37. 200m Breaststroke, Men		
41. 50m Backstroke, Men		
43. 100m Freestyle, Men		

You can see all events your swimmer could participate in, provided that the swimmer meets the criteria as stated in the conditions that can be found on the KNZB site: <http://www.knzb.nl/english>
Enter the necessary data for the events your swimmer should be entered in and click on **Save**. Repeat this procedure for all swimmers you are entering.

If you also wish to enter a relay, you should proceed as follows:

Click on **Edit relays** at the bottom of the tab page **Entries** and you will get the following screen:

testing (NED) 1 of 1

Team No.:

Age from: to:
(empty = Open/Senior)

Race No.:

Entry time:


Description:
(indicate only if different from name in title)

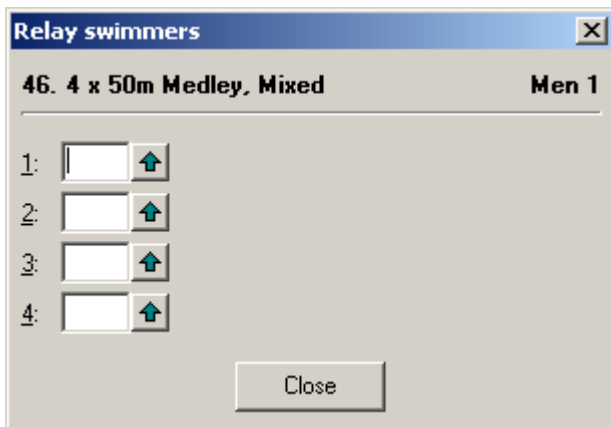
Sex
 Male
 Female
 Mixed

OK Cancel

Instructions for entries with Splash Entry Editor for Dutch swimming championships



Enter the data into this screen and click the button with the four heads  (*define relay swimmers*). You will then get the following screen:

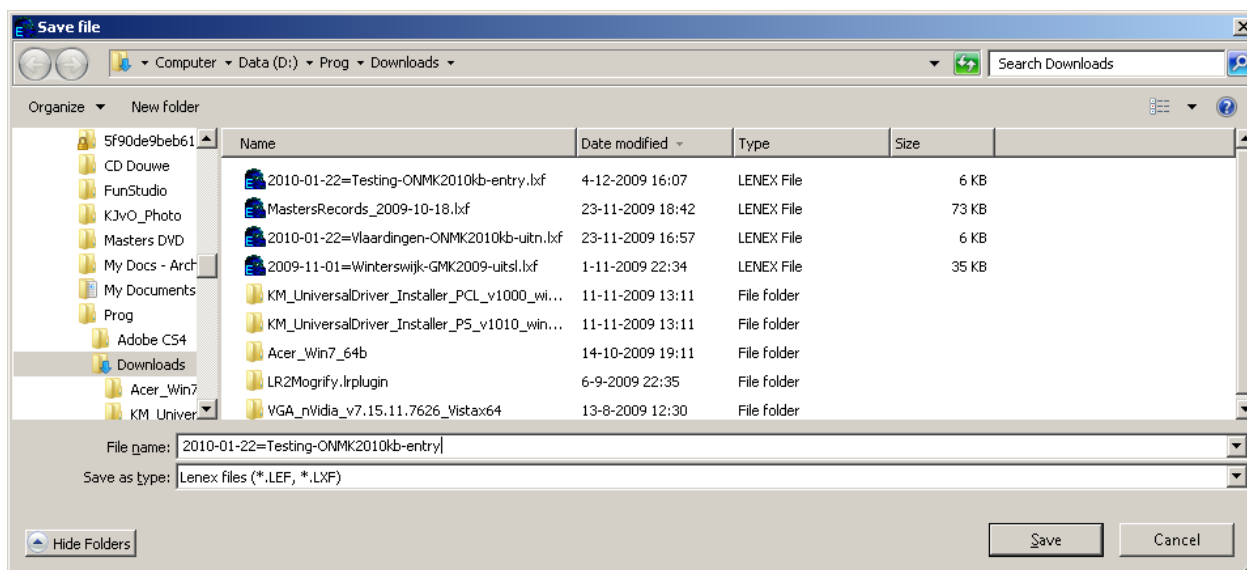


By clicking the green arrows you will be able to select swimmers for the relay.

Once you have made all your entries, you can continue on to creating the entry files that should be sent to the entry address. This concerns 3 files: an lxf file, a pdf file and the entry form (excel or word file depending on the kind of champ.).

First you must create the lenex file.

Go to **File/Save**. You will see the following screen:



Save the file in the following name format:

yyyy-mm-dd=Teamname-champ.name-entry.lxf

If you would like to make changes to your entry, you can open this file with Splash Entry Editor.

Instructions for entries with Splash Entry Editor for Dutch swimming championships



Then you must create the pdf file.

Go to **File/print entries**. You will get the following screen:

A screenshot of a 'Print entries' dialog box. It has a blue title bar. The 'Printer name' is set to 'Adobe PDF'. The 'Copies' field is '1', with 'Properties' and 'Options' buttons next to it. A checkbox for 'print date, city of achievement' is checked and circled in red. The 'group by' dropdown is set to 'Clubs / Swimmers'. At the bottom are buttons for 'Print', 'Preview', 'PDF', 'HTML File', and 'Cancel'.

Take care that you have checked the box behind **print date** etc and that behind **group by** you will see **Clubs / Swimmers**.

Click on **PDF** and save the file in the following name format:

yyyy-mm-dd=Teamname-champ.name-entry.pdf

Next you should completely fill in the entry form that you have to download from the KNZB site (<http://www.knzb.nl/english>) and save this in the file name format:

yyyy-mm-dd=Teamname-champ.name-entryform.xls(or doc)

All files you have created:

yyyy-mm-dd=Teamname-champ.name-entry.lxf

yyyy-mm-dd=Teamname-champ.name-entry.pdf

yyyy-mm-dd=Teamname-champ.name-entryform.xls(or doc)

these 3 files should be sent to:

the address for entries with as a subject line: **Entry champ.name + Teamname**

Created 4 december 2009 with EE 2008 build 1343

