



# Nottinghamshire A.S.A.

## SportSystems Entry Eligibility Checker Instructions

To use this Entry Checker you will need to be a registered member of your club, have the SportSystems Entry Manager installed and also have your personal Key installed on Entry Manager.

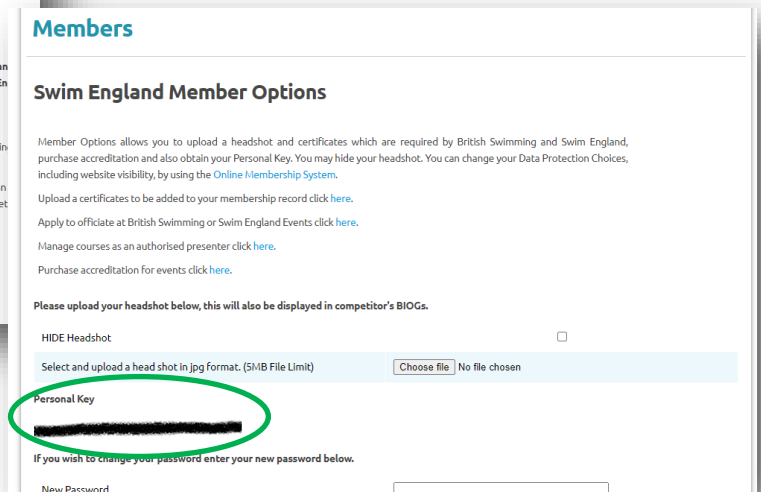
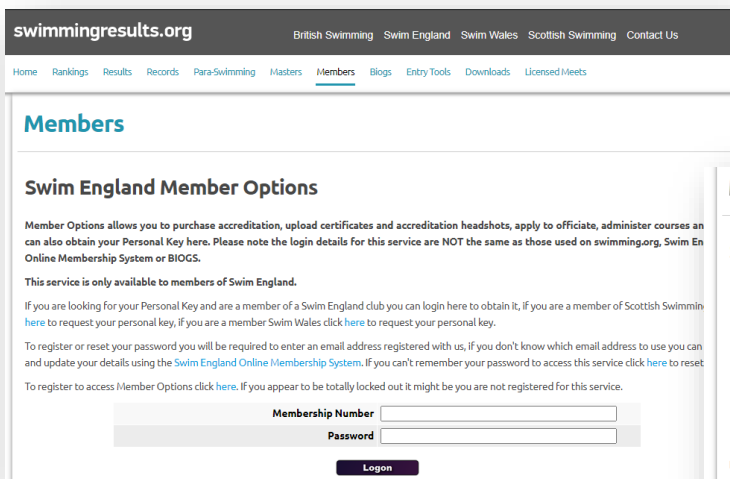
If you have Entry Manager Installed but not your personal key you will still be able to use the entry manager but you will need all of your swimmers Swim England Membership Numbers to hand.

### PERSONAL KEY

If you have not installed your personal Key from Swim England, please follow the steps below.

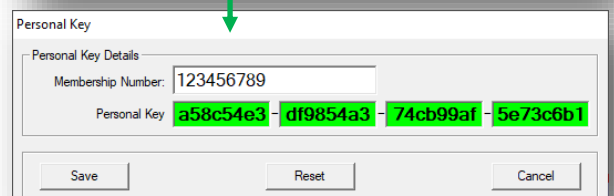
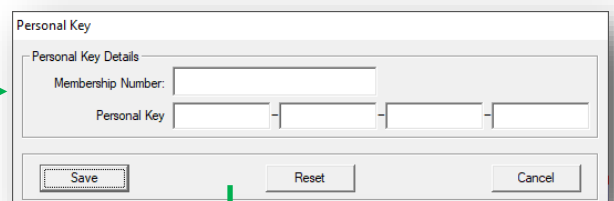
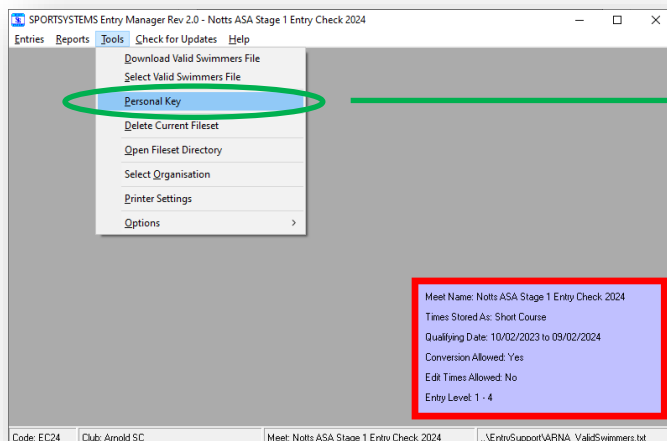
You will need to log into your Swim England Member Options using this link:

[https://www.swimmingresults.org/member\\_options/](https://www.swimmingresults.org/member_options/)



Once logged in on the main page you will see your personal key (as circled).

In SportSystems Entry Manager, if you go to the “Tools” menu and then “Personal Key”, you will be shown a prompt where you can put in your membership number and personal key and press save.





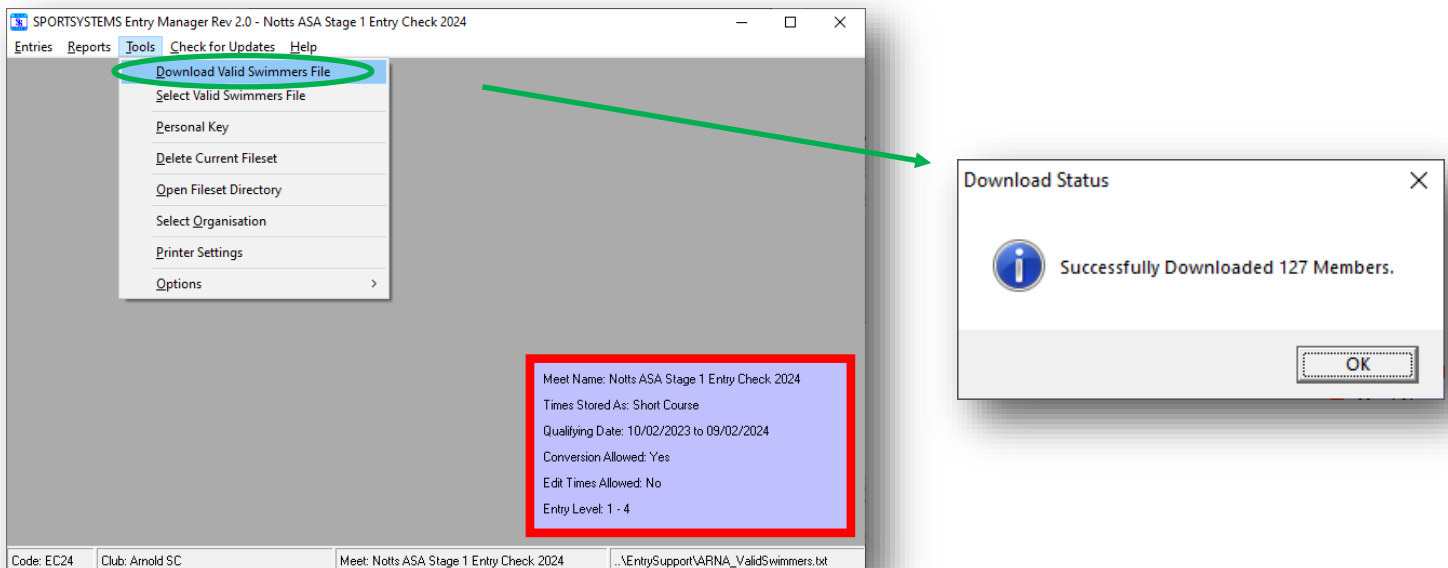
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## SportSystems Entry Eligibility Checker Instructions

### DOWNLOADING SWIMMERS INFORMATION

If you have your personal Key installed you will be able to download a valid swimmers file for your club. You will need to re-download this file each time you get new members registered with your club.

To download the valid swimmers file, in SportSystems Entry Manager, click on “Tools” and then “Download Valid Swimmers File”. This may take a few seconds to complete but is successful, you should get a message similar to this (the number of members will vary depending on the number of Swim Train and Swim Compete members in your club).



### OPENING THE CHECK FILE

You can either open the Entry Check direct from the file downloaded from the website, or by opening SportSystems Entry Manager and opening the file downloaded from the website

Once loaded, you should see the details in the box in the bottom corner of the Entry Manager.

Meet Name: Notts ASA Stage 1 Entry Check 2024  
Times Stored As: Short Course  
Qualifying Date: 10/02/2023 to 09/02/2024  
Conversion Allowed: Yes  
Edit Times Allowed: No  
Entry Level: 1 - 4



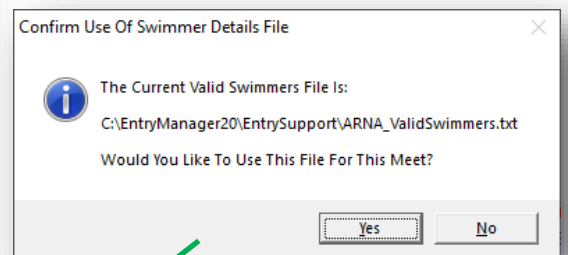
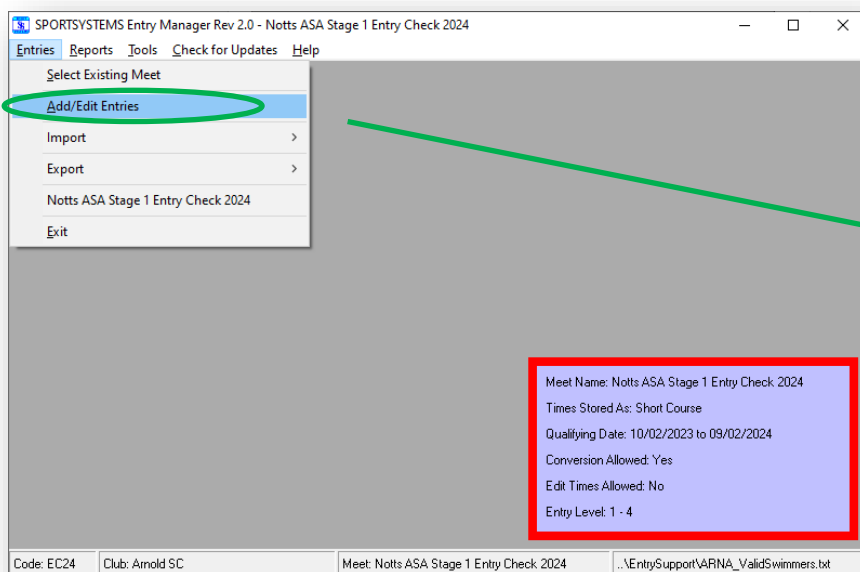
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## SportSystems Entry Eligibility Checker Instructions

### CHECKING SWIMMERS

When you have Entry Check file loaded, you will be able to go into the “Add/Edit” option to check your swimmers eligibility.

Go to the “Entries” menu, and then “Add/Edit Entries”. If you have a valid swimmers file downloaded you will be asked if you wish to use it or not. If you don’t have a valid swimmers file downloaded, you will be taken directly to the entry screen.



Add/Edit Entries

Entries for:  
Club - Meet Name

Swimmer Details

Family Name Given Name Birth of Date

Member Number Country Scoring S SB SM

Para Exception Codes

Event Sex and Type

Individual Group 1 Individual Group 2 Team

Open/Male Open/Male Open/Male  
Female Female Female  
Mixed

Entrants List

| Event | Sub Time | Swim |
|-------|----------|------|
| 50 Fr |          | N    |
| 50 Ba |          | N    |
| 50 Br |          | N    |
| 50 Fl |          | N    |

Add  
Save  
Cancel  
Delete  
Member Numb  
Get Member  
Get Times  
Find  
Done



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## SportSystems Entry Eligibility Checker Instructions

On the Entry Screen the first thing you must do is select the Open/Male Gender category, or the Female Category in the middle of the screen, and then click on the “Add” button at the top right.

**Add/Edit Entries**

Entries for:  
Club - Meet Name

Swimmer Details  
Family Name  Given Name  Birth of Date   
Member Number  Country  Scoring  S  SB  SM   
Para Exception Codes

Event Sex and Type  
Individual Group 1:  Open/Male  Female  
Individual Group 2:  Open/Male  Female  
Team:  Open/Male  Female  Mixed

Entrants List

| Event | Sub Time             | Swim                 |
|-------|----------------------|----------------------|
| 50 Fr | <input type="text"/> | <input type="text"/> |
| 50 Ba | <input type="text"/> | <input type="text"/> |
| 50 Br | <input type="text"/> | <input type="text"/> |
| 50 FI | <input type="text"/> | <input type="text"/> |

Buttons: Add, Save, Cancel, Delete, Member Num, Get Member, Get Times, Find, Done

If you have a valid swimmers file loaded you will be able to select your swimmers from the list now shown in the bottom left window,. If you do not you will be able to either type the details in, or put the membership number in the box highlighted, and press “Get Member”.

**Add/Edit Entries**

Entries for:  
Club - Meet Name

Swimmer Details  
Family Name  Given Name  Birth of Date   
Member Number  Country  Scoring  S  SB  SM   
Para Exception Codes

Event Sex and Type  
Individual Group 1:  Open/Male  Female  
Individual Group 2:  Open/Male  Female  
Team:  Open/Male  Female  Mixed

Valid Swimmer details

| Surname,Forename,DoB,Club,Gender,Membership,Disability |
|--|
| <input type="text"/>                                   |

Buttons: Add, Save, Cancel, Delete, Member Num, Get Member, Get Times, Find, Done



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## SportSystems Entry Eligibility Checker Instructions

Once you have your swimmer loaded you can press the “Get Times” button to check the swimmers times in the national rankings.

| Event | Sub Time | Swim |
|-------|----------|------|
| 50 Fr |          | N    |
| 50 Ba |          | N    |
| 50 Br |          | N    |
| 50 Fl |          | N    |

This will download your selected swimmers times from rankings between the dates specified for the competition, if any times are available.

| Event | Sub Time | Swim |
|-------|----------|------|
| 50 Fr |          | N    |
| 50 Ba |          | N    |
| 50 Br |          | N    |
| 50 Fl |          | N    |

times1

| Event | Sub Time | Swim |
|-------|----------|------|
| 50 Fr | 00:57.89 | Y    |
| 50 Ba | 01:00.77 | Y    |
| 50 Br |          | N    |
| 50 Fl |          | N    |

times2

If no times are downloaded (times1) or some times are downloaded and show in green (times2), then your swimmer is eligible to swim. If **ANY** times are downloaded and show in Yellow (times3 and times4) in **ANY** event, then your swimmer is **NOT** eligible to swim in the Stage 1 gala.

| Event | Sub Time | Swim |
|-------|----------|------|
| 50 Fr | 00:35.42 | Y    |
| 50 Ba | 00:40.18 | Y    |
| 50 Br | 00:46.52 | Y    |
| 50 Fl | 00:35.48 | N    |

times3

| Event | Sub Time | Swim |
|-------|----------|------|
| 50 Fr | 00:31.62 | N    |
| 50 Ba | 00:37.49 | N    |
| 50 Br |          | N    |
| 50 Fl | 00:34.99 | N    |

times4