

Nottinghamshire ASA Summer Gala 2010

CLUB ENTRY PROCEDURES

Meet Administrator
Mr David Rush 8 Sheaf Place, Worksop, Notts S81 7LE
Tel 01909 481310 Mobile 07989 138510
Email david@dlrush.co.uk

Please find below the entry procedure for the Notts ASA Summer Gala 2010.

- Entries must be received via a club coordinator who is responsible for communicating all information to and from the swimmers. Individual entries will not be accepted.
- Entry forms are not required to be submitted. An entry form has been included in the pack which can be handed out to swimmers, this can be edited to suit your club or you may wish to create your own.
- Electronic entry files must be received by email and by the closing date FRIDAY 9th JULY. The club name must be clearly stated in the subject header.
- A summary form and payment should be sent immediately after the electronic files by FIRST CLASS POST. To be received no later than WEDNESDAY 14th JULY.
- PAYMENT – must be ONE CHEQUE on behalf of the CLUB. Please write the name of the CLUB on the back of the cheque.

Using Sportsystems Entry Manager.

If Sportsystems Entry Manger 2.0 is already installed on your computer then it is important to use the update feature to update the program before proceeding.

Download the file set and configure for your club, then download the latest valid swimmers file from the ASA database.

It is recommended that as you add swimmers use the 'Get Times' which will load the swimmers latest times from GB Ranking. As far as possible use these times, deselecting any event that is not required by clicking on the green 'Y'

As always, please email or call for help if required.

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