

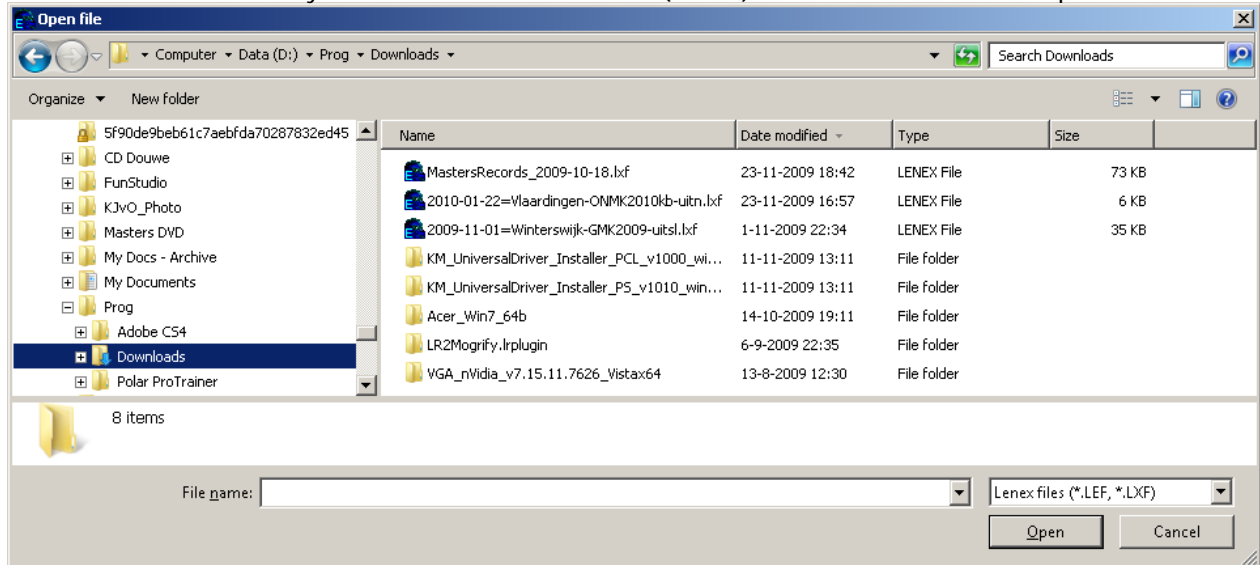


Instructions for entries with Splash Entry Editor for Dutch swimming championships

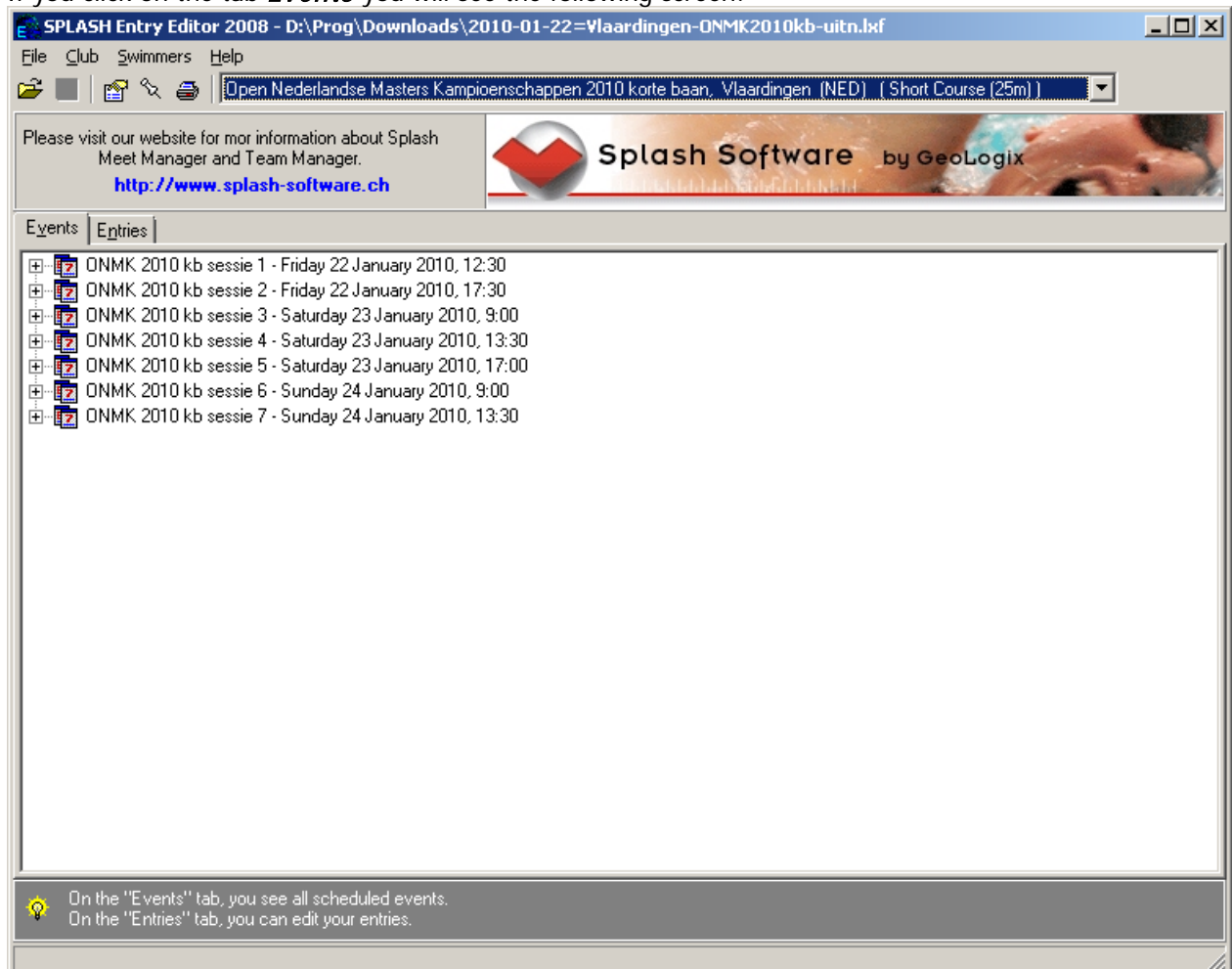


Download [Splash Entry Editor](#) and install the software on your computer. Go to **File/Select language** and select your language of choice. Then download [the invitation \(lxf file\)](#) from the KNZB site

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:





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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:

Club information

Name:

Nation: Region/LSC: Code:

Contact

Name:

Street:

ZIP, City: State:

Phone Fax:

E-mail:

Internet:

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

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

Swimmer

Last name:

First name:

Prefix:

Birthdate:

Nationality:

ASA Reg.:

Sex

Male


Female

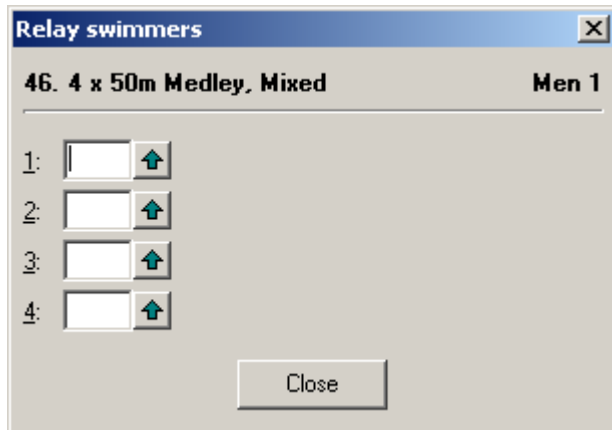
In this screen you should enter the data of the swimmer you wish to enter. Repeat this procedure for all swimmers who should be entered.



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

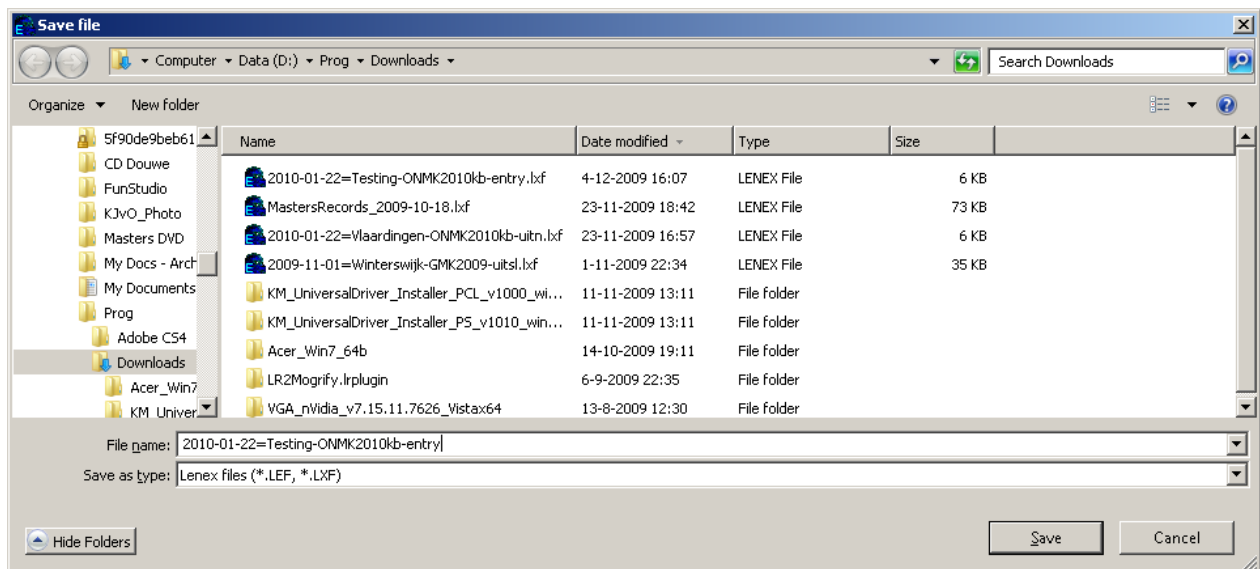


By clicking the green arrows you will be able to select swimmers for the relay.

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 a doc file ([the record request form](#) if necessary).

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:

2018-01-18=(Your Swim Club name)-ODMC2018sc-entry.lxf

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



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Then you must create the pdf file.

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

Print entries

Printer name: Adobe PDF

Copies: 1 Properties Options

print date, city of achievement

group by: Clubs / Swimmers

Print Preview PDF HTML File 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:

2018-01-18=(Your Swim Club name)-ODMC2018sc-entry.pdf

All files you have created:

2018-01-18=(Your Swim Club name)-ODMC2018sc-entry.lxf

2018-01-18=(Your Swim Club name)-ODMC2018sc-entry.pdf

2018-01-18=(Your Swim Club name)-ODMC2018sc-recordform.doc (if necessary)

these 3 files should be sent to:

mastersinschrijvingen@knzb.nl with as a subject line: **Entry ODMC2018sc + your swim club name**

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