Instructions for entries with Splash Entry Editor
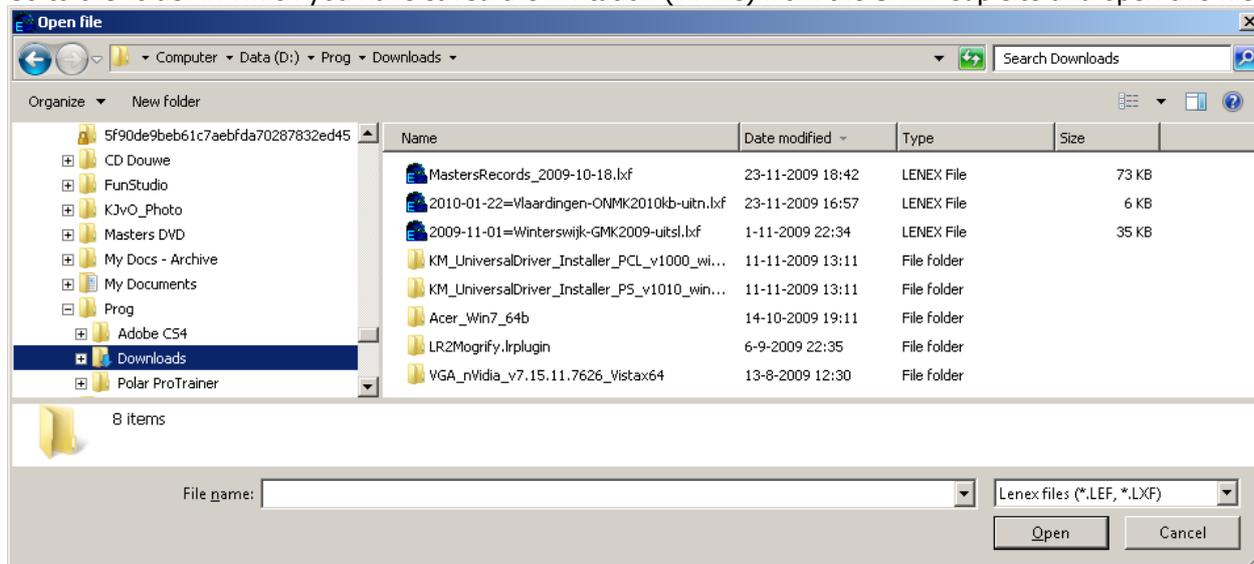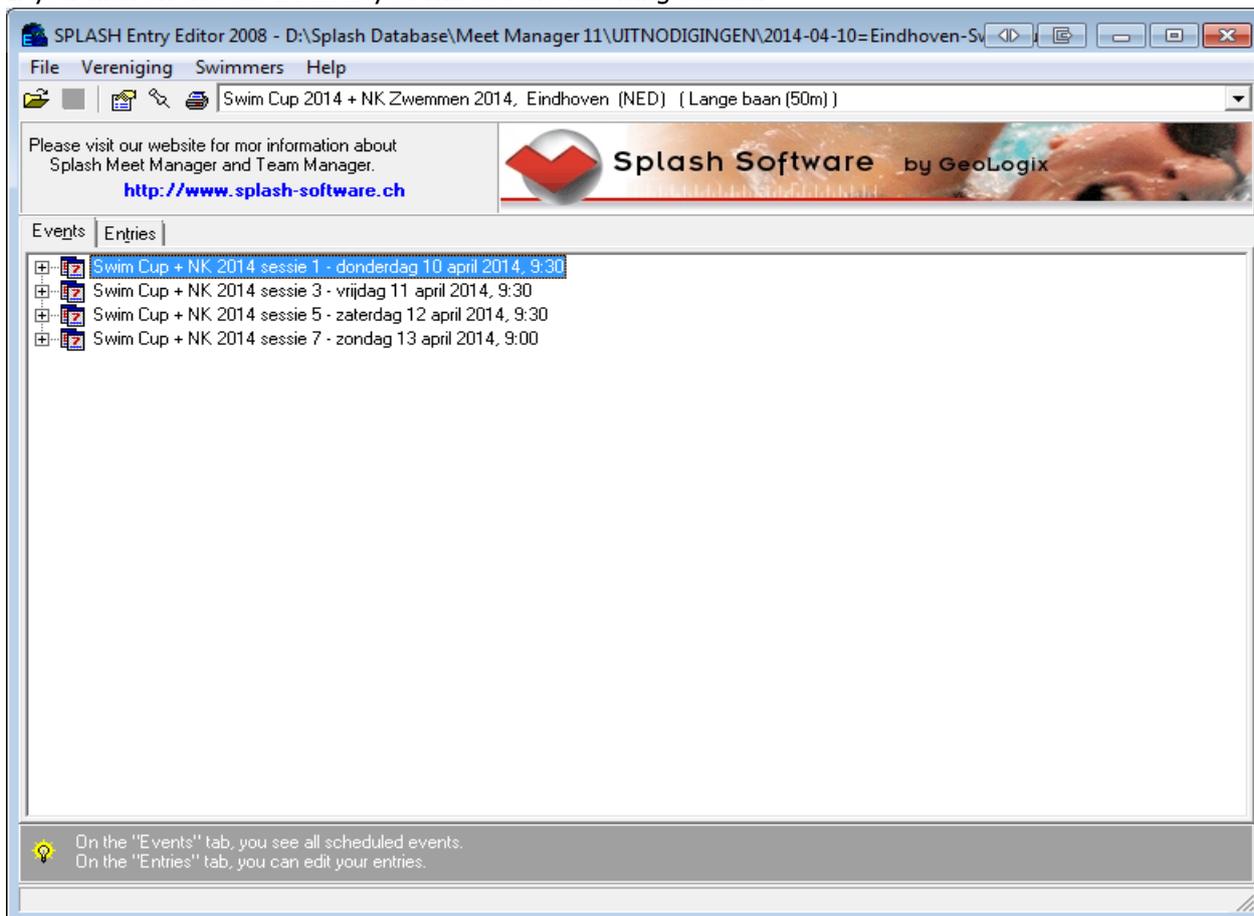
Download Splash Entry Editor
and install the software on your computer. Go to **File**/*Select language* and select your language of choice.

Upload the invitation (lxf) 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 Swim Cup site and open this file.

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

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:

OK   Cancel

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

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

Swimmer

Last name: | Sex
First name: | ⦿ Male
Prefix: | ○ Female

Birthdate: ⬆

Nationality: NED ⬆

ASA Reg.:

OK   Cancel

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.

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

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 Swim Cup website

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.

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 2 files: an lxf file, a pdf file.

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:
<date yyy-mm-dd>=<Teamname>-<tournament>-entry.lxf
If you would like to make changes to your entry, you can open this file with Splash Entry Editor.

Then you must create the pdf file.
Go to *File/print entries*. You will get the following screen:

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:
date=Teamname-DutchOpenSwimmingChampionschip-entry.pdf

All files you have created:

<date yyy-mm-dd>=<Teamname>-<tournament>-entry.lxf
<date yyy-mm-dd>=<Teamname>-<tournament>-entry.pdf

these 2 files should be sent to:
nkinschrijvingen@knzb.nl with as a subject line: **Entry tournament + Your Teamname**

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