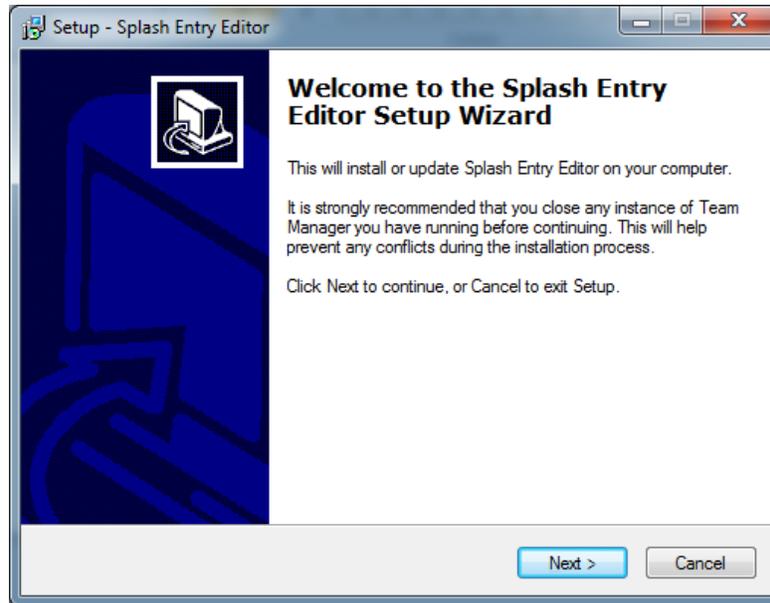


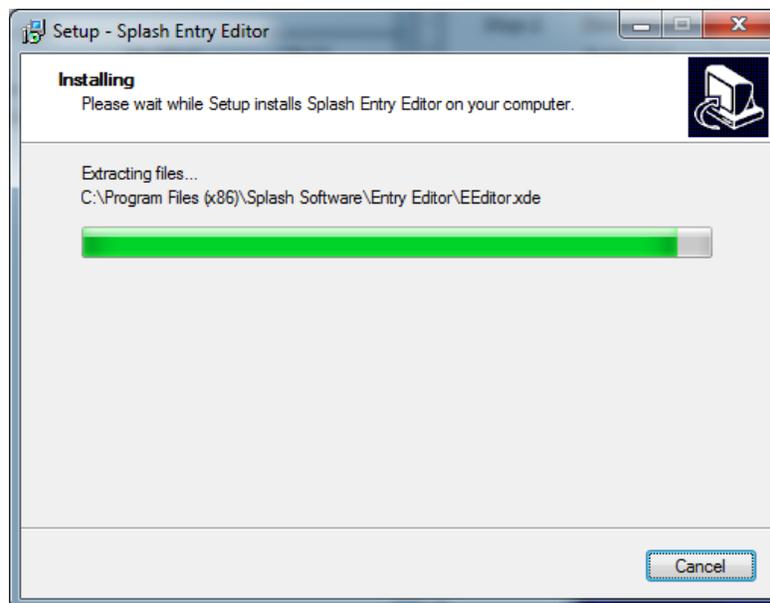
## Manual entering for the BeNe Cup 2014 with Splash Entry Editor

*Step 1.* Open the folder “Splash Entry Editor”.

*Step 2.* Double click “install\_editor.exe”. You will see the following screen, click “Next >”.

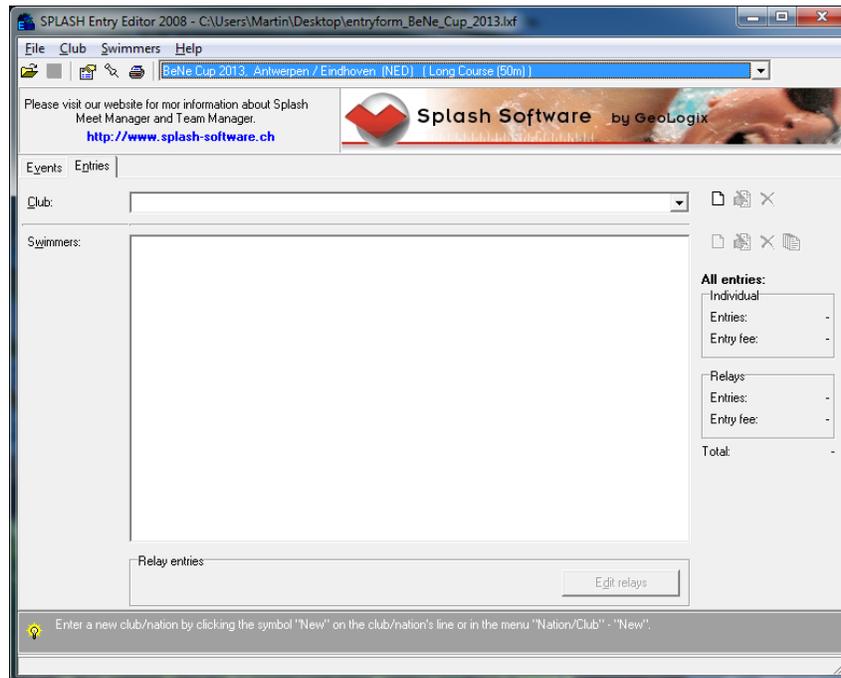


*Step 3.* Accept the license agreement, select a location to install the program and click “Install”.



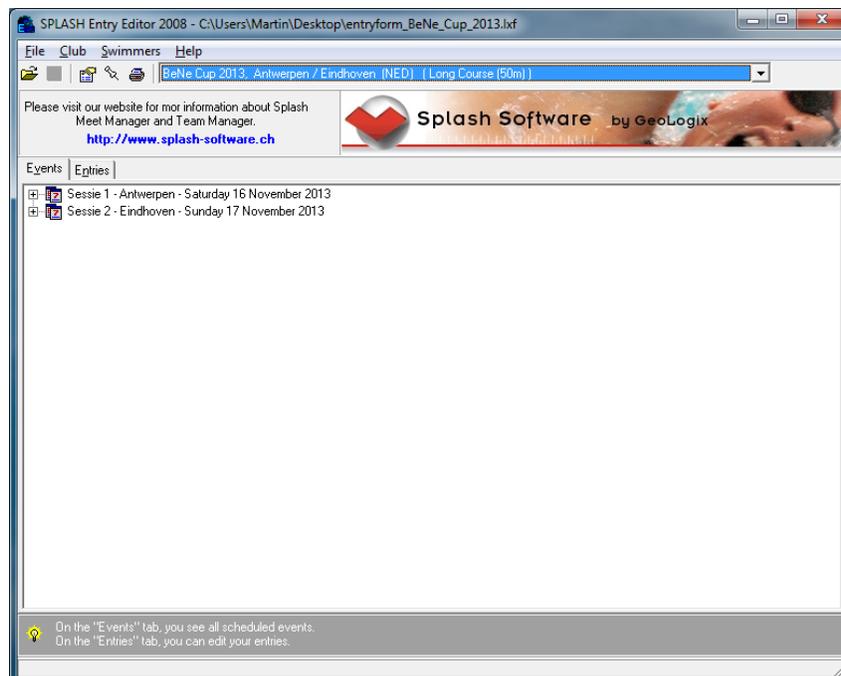
*Step 4.* After installation, click “Finish”, the application will start itself.

You will see the following screen.

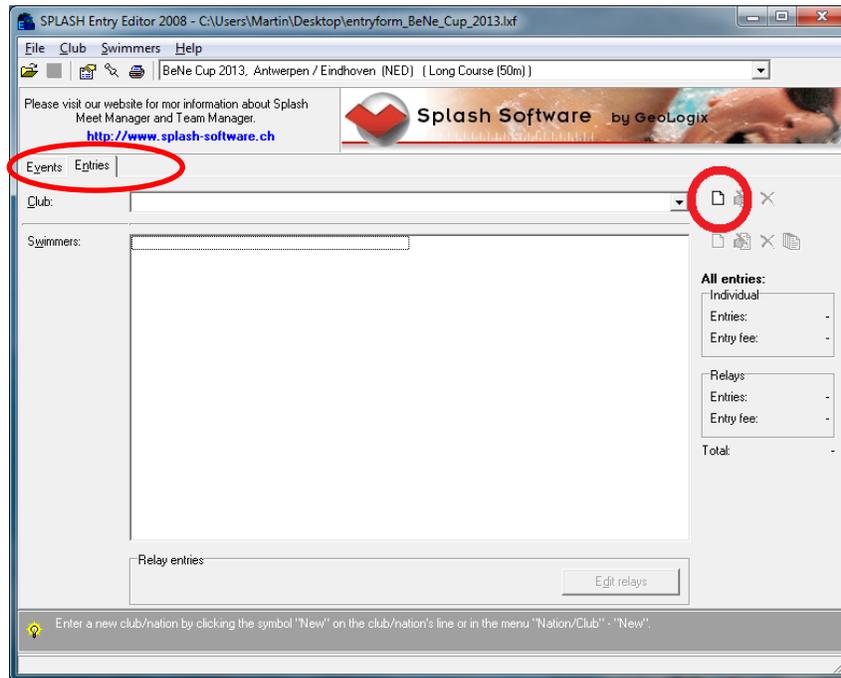


NB. You are able to choose your own language when clicking File > Select language.

*Step 5.* Go to File > Open and navigate to the folder “entryform”. Then, open the entry file “entryform\_BeNe\_Cup\_2014.lxf”.



Step 6. In the “Entries” tab, click “New club/nation”. You can also navigate to Club > New in the menu.



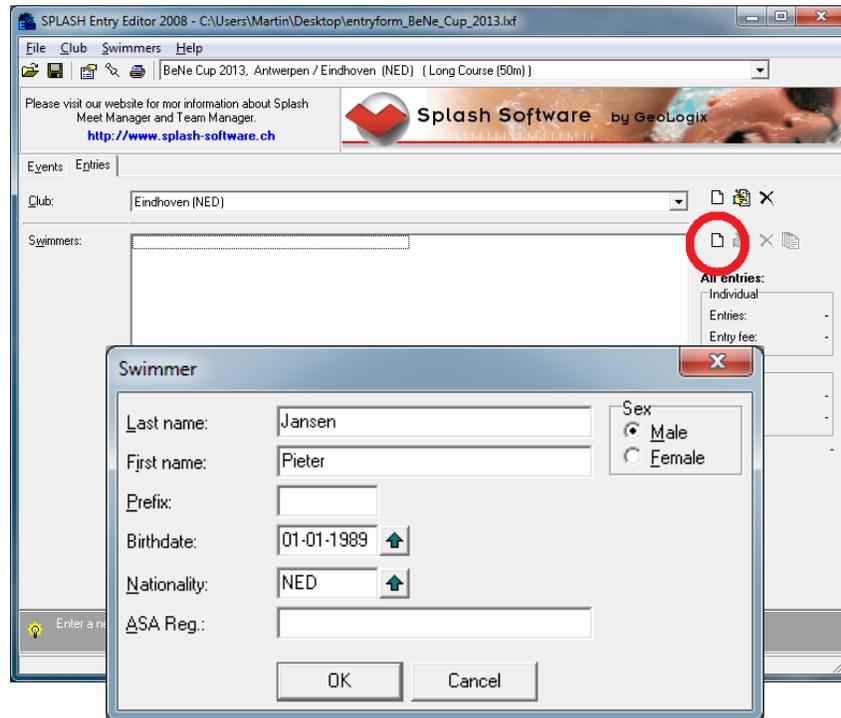
Step 7. You will see the following dialog screen. Fill in the club name and nation, as well as your contact details. Then, click “OK”.

The 'Club information' dialog box is shown. It has a title bar with a close button. The fields are as follows:

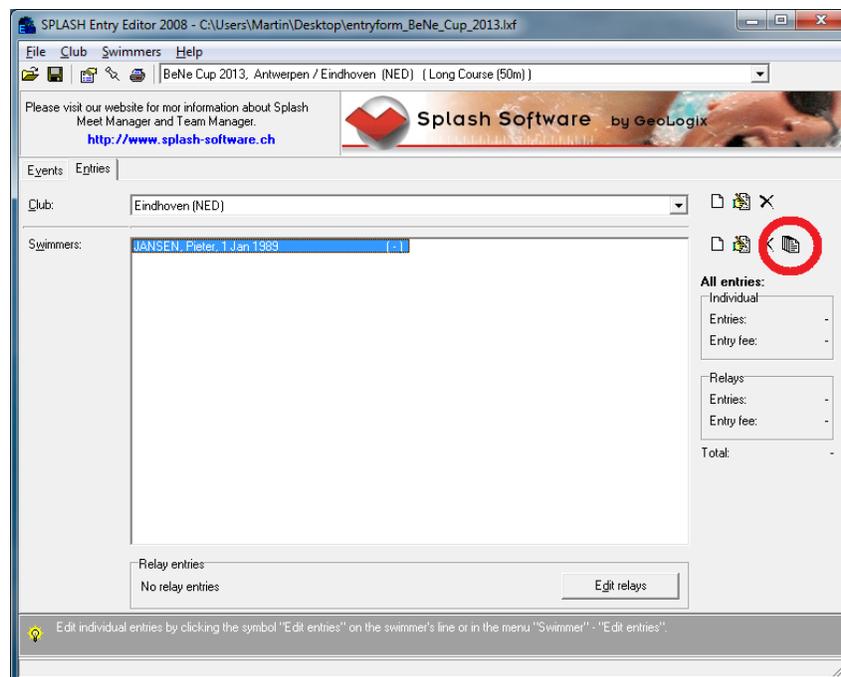
- Name: Eindhoven
- Nation: NED (with a dropdown arrow)
- Region/LSC: (empty)
- Code: (empty)
- Contact Name: Bob Dekkers
- Street: (empty)
- ZIP, City: (empty)
- State: (empty)
- Phone: (empty)
- Fax: (empty)
- E-mail: (empty)
- Internet: (empty)

At the bottom, there are 'OK' and 'Cancel' buttons.

**Step 8.** Now you can begin entering the details of the athletes. To add an athlete, click “New swimmer”. You can also use the hotkey Ctrl-N or navigate to Swimmers > New in the menu.

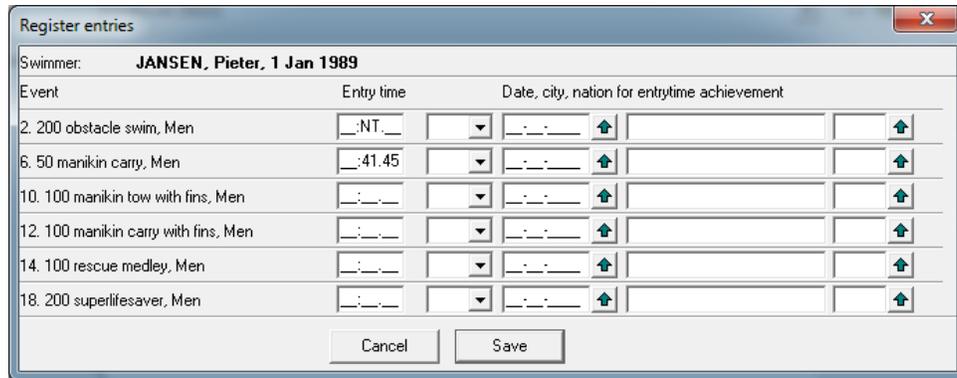


**Step 9.** After you have entered a swimmer into the competition, you can enter him or her into the individual events. To do this, select the athlete and click “Edit entries”. You can also use the hotkey Ctrl-M, or navigate to Swimmers > Entries in the menu.



In dialog screen that appears, you can enter the athlete for individual events. You only need to enter numbers, so no points or commas. When there is no entry time available, fill in 99:99.99 or fill in the letter N. This is automatically converted to “NT” which stands for “No Time”. Attention: when the “Entry time” field is blank, the athlete will NOT be entered in the event!

You have the option to fill in when and where the athlete achieved that time, but you are not obligated to do so.

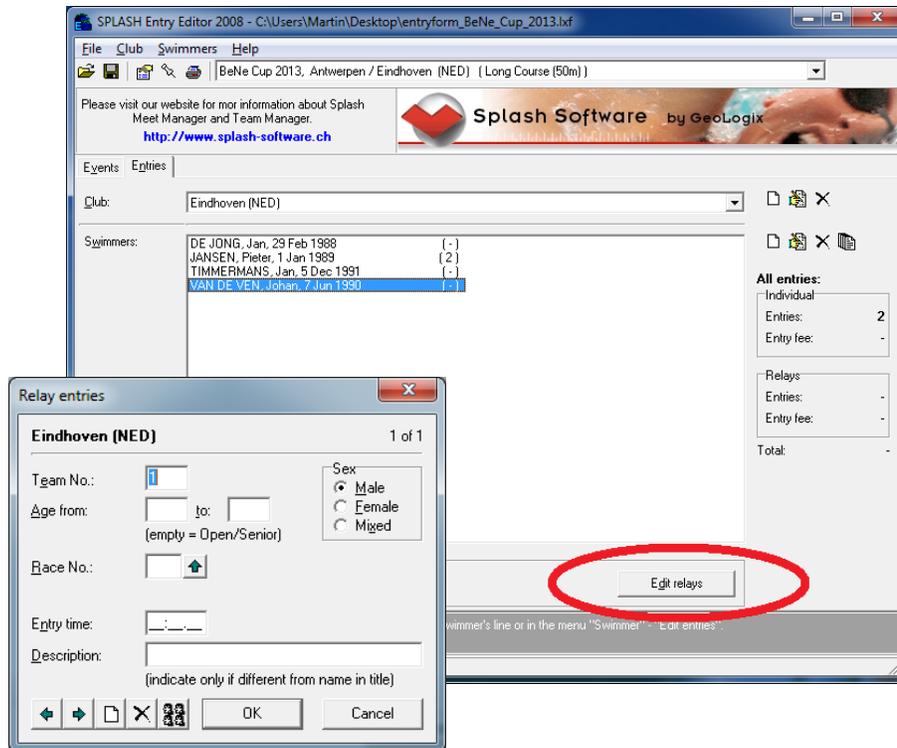


Swimmer:	JANSEN, Pieter, 1 Jan 1989		
Event	Entry time	Date, city, nation for entrytime achievement	
2. 200 obstacle swim, Men	:NT		
6. 50 manikin carry, Men	:41.45		
10. 100 manikin tow with fins, Men			
12. 100 manikin carry with fins, Men			
14. 100 rescue medley, Men			
18. 200 superlifesaver, Men			

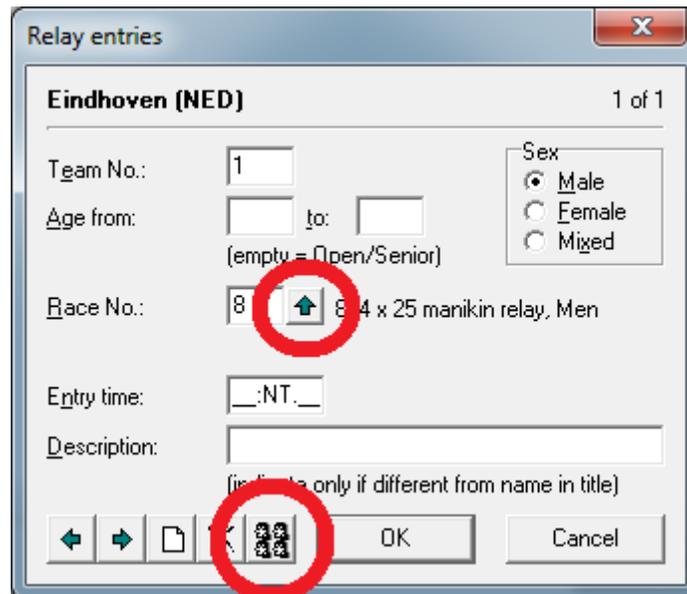
When you are ready, click “Save”. The dialog screen will close, and you will be able to see the number of individual events the athlete is registered for. By clicking “Edit entries” again, you will be able to modify the individual events for this athlete.

By repeating step 8 and step 9, you will enter all your athletes into this competition.

*Step 10.* When you have entered four or more athletes, you can enter relay events as well. To do so, click “Edit relays”. You can also navigate to Club > Edit relays in the menu.



After that, you can click the green arrow to choose the event (double click). You can also fill in the event number if you happen to remember it.



For the entry time the same applies as for the individual events: all you need to use are numbers, and when no entry time is available, you use 99:99.99 or the letter N.

When you have entered the entry time, you are ready to enter the athletes who will be competing in the relay. Attention: this is obligated! To do this, click the icon with the four heads. With the arrows, you can select athletes you already entered into the competition. Attention: the sequence is the sequence in which the athletes have to swim in the relay.



You need to repeat step 10 for every relay you wish to enter. Attention: a maximum of six (6) males and six (6) females are allowed to participate in the relays for one club.

*Step 11.* You are now at the final step of the entry procedure. Click "Save file". You can also use the hotkey Ctrl-S or navigate to File > Save in the menu.

Hint: save the file to a different name, so that you will be able to relocate the file easier. For example, add "\_<yourclubname>" to the file name.

When you have saved the file to your hard disk, you can email the file to the email address provided in the invitation: [rednedbenecup@gmail.com](mailto:rednedbenecup@gmail.com)

NB. It is wise to encrypt the file in a compressed folder (.zip file), otherwise it can be possible that programs like Microsoft Outlook or other email programs block the sending of the file. To do so, use the windows explorer to navigate to the entry file you just saved, right-click the file and select "Send to > Compressed folder".