

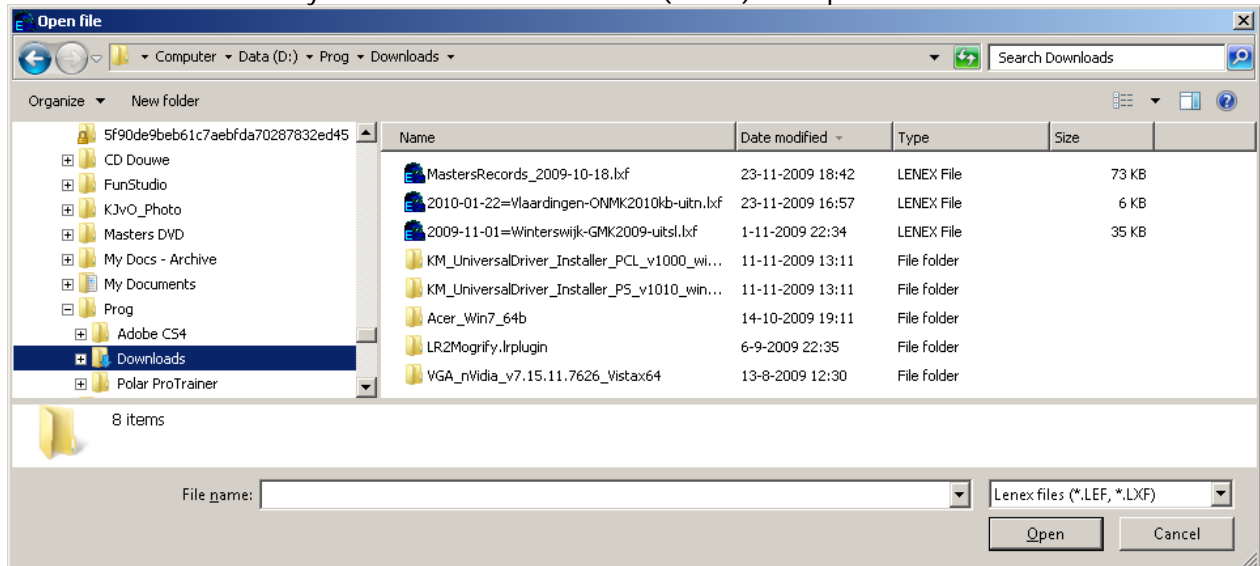
# Instructions for entries with Entry Editor for European Youth Olympic Festival



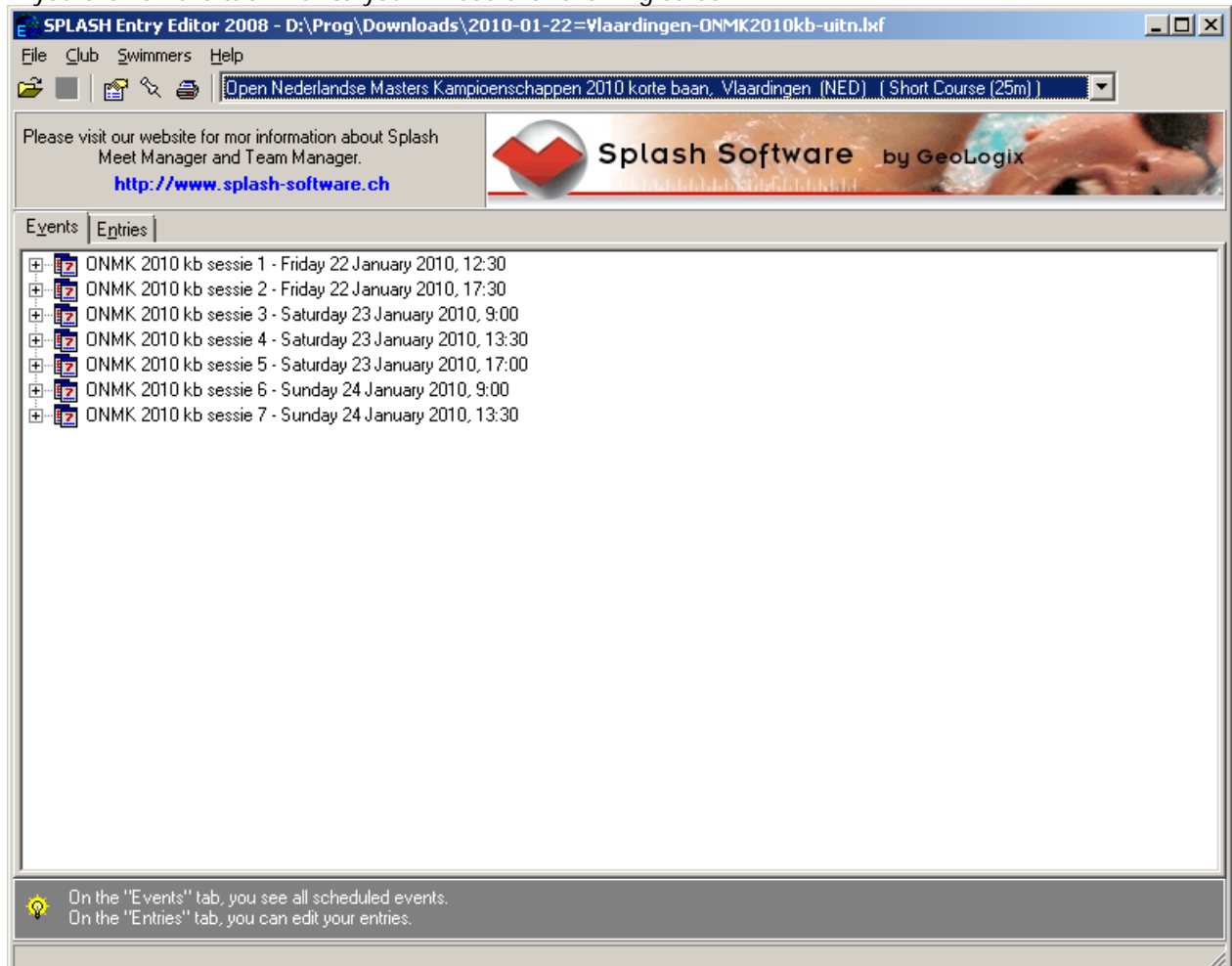
Use this instruction only if you have no other possibility to create a lxf file

Download Entry Editor ([http://www.knzb.nl/english/dutch\\_open\\_swimming\\_championships](http://www.knzb.nl/english/dutch_open_swimming_championships)) and install the software on your computer. Go to **File/Select language** and select your language of choice. The invitation (lxf file) is enclosed in the mail

Open the file in 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) and open this file.



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



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Now you can see all sessions and events that will be swum during the EYOF. Click on the tab **Entries**, then go to the menu and click on **Club/New**. The following screen will appear:

The 'Club information' dialog box contains the following fields and controls:

- Name: [Text input]
- Nation: [Dropdown menu] [Region/LSC: [Text input]] [Code: [Text input]]
- Contact section (grouped):
  - Name: [Text input]
  - Street: [Text input]
  - ZIP, City: [Text input] [Text input] State: [Text input]
  - Phone: [Text input] Fax: [Text input]
  - E-mail: [Text input]
  - Internet: [Text input]
- Buttons: OK, Cancel

Enter all of your team data and click **OK**.

Then go to **Swimmers/New**. The following screen will appear:

The 'Swimmer' dialog box contains the following fields and controls:

- Last name: [Text input]
- First name: [Text input]
- Prefix: [Text input]
- Birthdate: [Date picker] [Dropdown arrow]
- Nationality: [Dropdown menu] [Dropdown arrow]
- ASA Reg.: [Text input]
- Sex:  Male  Female
- Buttons: 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.

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

The 'Register entries' dialog box shows a list of events for swimmer 'STER, te, 4 Dec 1982'. Each row includes an event name, an 'Entry time' field, a 'Date, city, nation for entrytime achievement' field, and a 'Save' button. The first event, '1. 1500m Freestyle, Men', has its 'Entry time' field highlighted in blue.

Event	Entry time	Date, city, nation for entrytime achievement	
1. 1500m Freestyle, Men	[highlighted]		[Save]
3. 50m Breaststroke, Men			[Save]
5. 100m Medley, Men			[Save]
7. 200m Fly, Men			[Save]
9. 200m Backstroke, Men			[Save]
13. 400m Medley, Men			[Save]
15. 100m Backstroke, Men			[Save]
17. 200m Freestyle, Men			[Save]
21. 100m Fly, Men			[Save]
23. 50m Freestyle, Men			[Save]
25. 100m Breaststroke, Men			[Save]
27. 200m Medley, Men			[Save]
31. 400m Freestyle, Men			[Save]
33. 800m Freestyle, Men			[Save]
35. 50m Fly, Men			[Save]
37. 200m Breaststroke, Men			[Save]
41. 50m Backstroke, Men			[Save]
43. 100m Freestyle, Men			[Save]

You can see all events your swimmer could participate in, provided that the swimmer meets the criteria.

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.


If you also wish to enter a relay, you should proceed as follows:

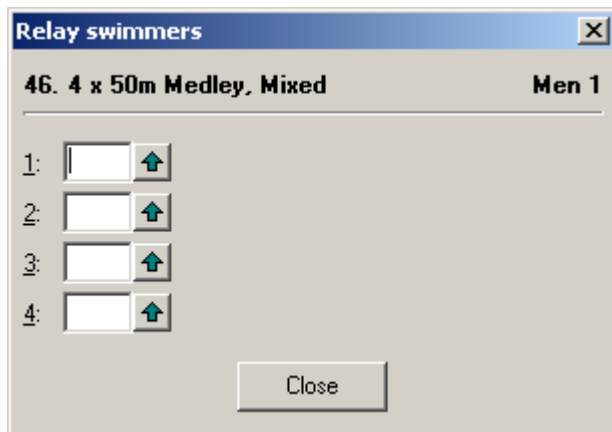
Click on **Edit relays** at the bottom of the tab page **Entries** and you will see the following screen:

The 'Relay entries' dialog box is titled 'testing (NED)' and shows '1 of 1' relay. It contains fields for 'Team No.', 'Age from' and 'to', 'Race No.', 'Entry time', and 'Description'. A 'Sex' section has radio buttons for 'Male', 'Female', and 'Mixed'. The 'Description' field has a note: '(indicate only if different from name in title)'. At the bottom are navigation arrows, a 'Print' icon, and 'OK' and 'Cancel' buttons.

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

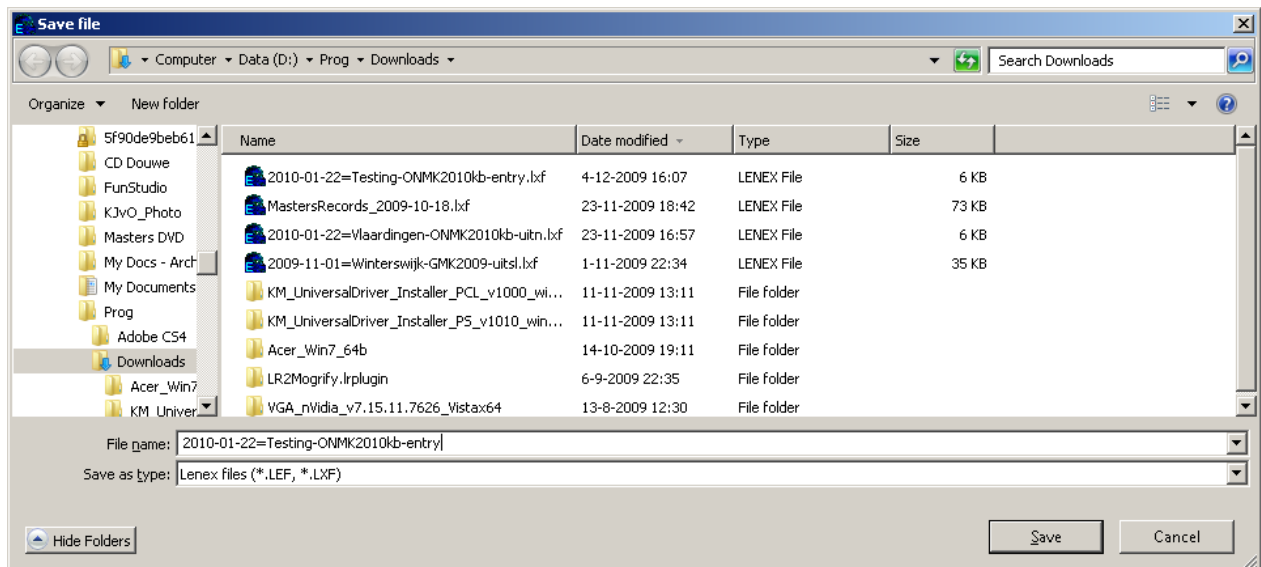


By clicking the green arrows you will be able to select swimmers for the relay.

Once you have made all your entries, you can continue creating the entry files that should be sent to the entry address. This concerns 2 files: a lxf file and 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:

**2013-07-19=your Teamname-EYOF2013.lxf**

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

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Then you must create the pdf file.

Go to **File/print entries**. You will find 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 marked the box behind **print date** etc and that you will see **Clubs / Swimmers** behind **group by**.

Click on **PDF** and save the file in the following name format:  
**2013-07-19=your Teamname-EYOF2013.pdf**

Now you have created 2 files:

2013-07-19=your Teamname-EYOF2013.lxf  
2013-07-19=your Teamname-EYOF2013.pdf

These 2 files should be sent to: [Eyof@knzb.nl](mailto:Eyof@knzb.nl)  
with as a subject line: **EYOF + Teamname**

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