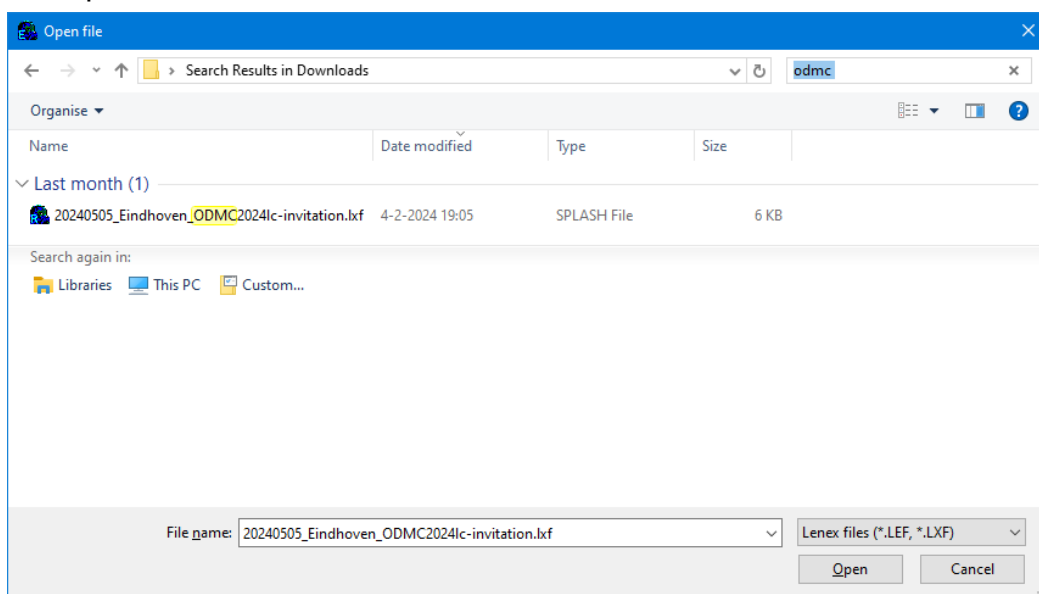


Instructions to enter with Splash Entry Editor for Open Dutch Masters Championships

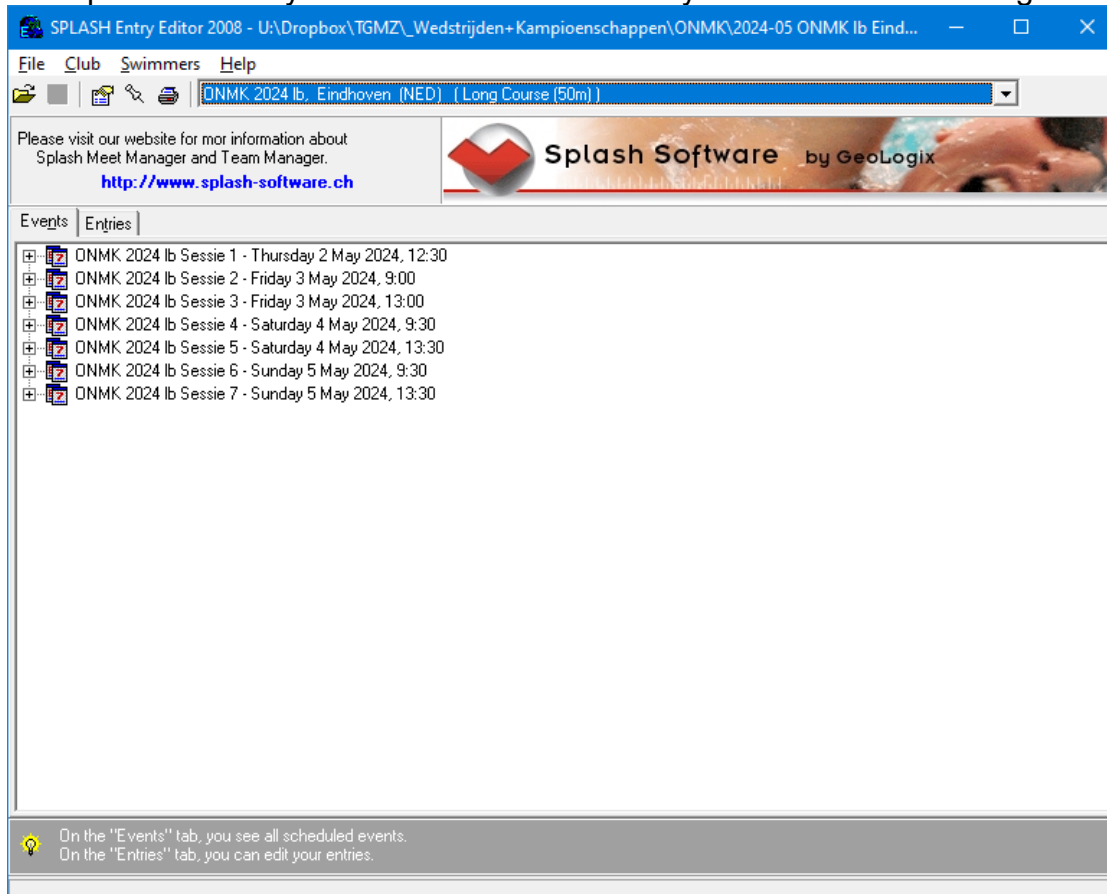


Download Splash Entry Editor [here](#) or from the competition website for the particular Dutch championships you wish to enter and install the software on your computer (Windows only). Go to **File/Select language** and select your language of choice. Then download the invitation (lxf file) from the same competition and proceed as follows: (use only this file to make your entries)

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:



Instructions to enter with Splash Entry Editor for Open Dutch Masters Championships



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:

First name:

Prefix:

Birthdate:

Nationality:

ASA Reg.:

Sex
☒ Male
☐ Female

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.

Instructions to enter with Splash Entry Editor for Open Dutch Masters Championships



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

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

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 competition 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.

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 get the following screen:

testing (NED) 1 of 1

Team No.:

Age from: to:
(empty = Open/Senior)

Race No.:

Entry time:

Description:
(indicate only if different from name in title)

Sex:
☒ Male
☐ Female
☐ Mixed

Navigation buttons:

OK Cancel

Instructions to enter with Splash Entry Editor for Open Dutch Masters Championships



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



four heads (**define**

Relay swimmers

46. 4 x 50m Medley, Mixed Men 1

1:

2:

3:

4:

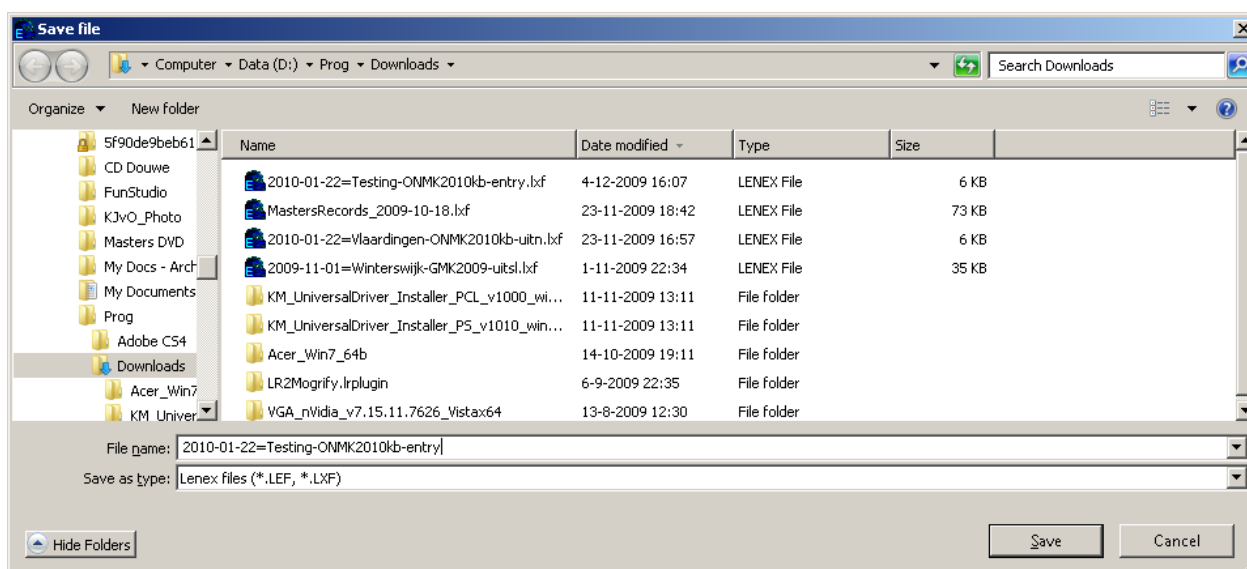
Close

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

Once you have made your entries, you can continue creating the entry files which you must upload at the entry form. This concerns 2 or 3 files: a lxf-file and a pdf-file. When a swimmer wants to attempt an European Masters record you fill in the recordform (docx)

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:

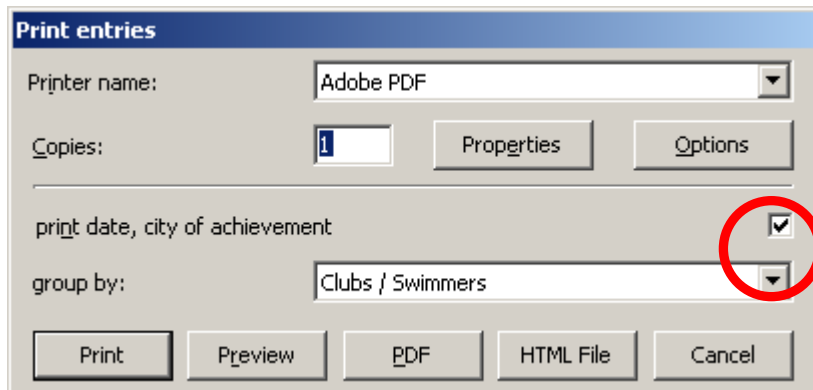
yyyy-mm-dd=(Your Swim Club name)-champ.name-entry.lxf

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

Instructions to enter with Splash Entry Editor for Open Dutch Masters Championships

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:

yyyy-mm-dd=(Your Swim Club name)-champ.name-entry.pdf

All files you have created:

yyyy-mm-dd=(Your Swim Club name)-champ.name-entry.lxf

yyyy-mm-dd=(Your Swim Club name)-champ.name-entry.pdf

yyyy-mm-dd=(Your Swim Club name)-champ.name-recordform.docx

See regulations on the competition website for exact filenames

Next you should completely fill in the online entry form on the KNZB site

<https://www.formdesk.com/knzb/entriesODMC> And upload there the created files.

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