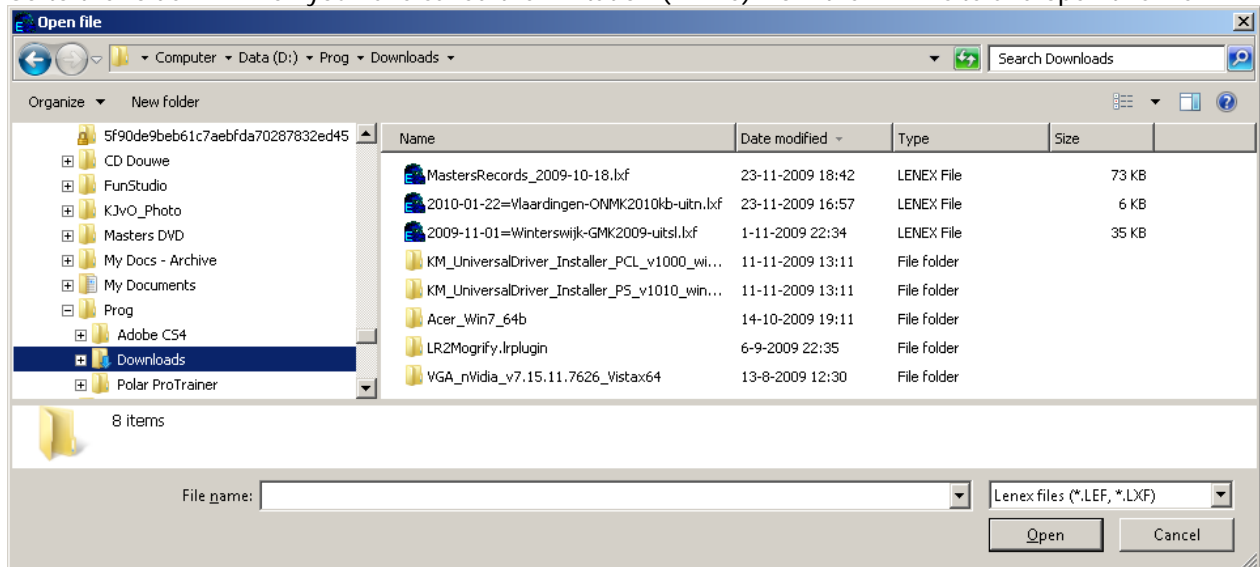


# Instructions for entries with Splash Entry Editor for Dutch swimming championships

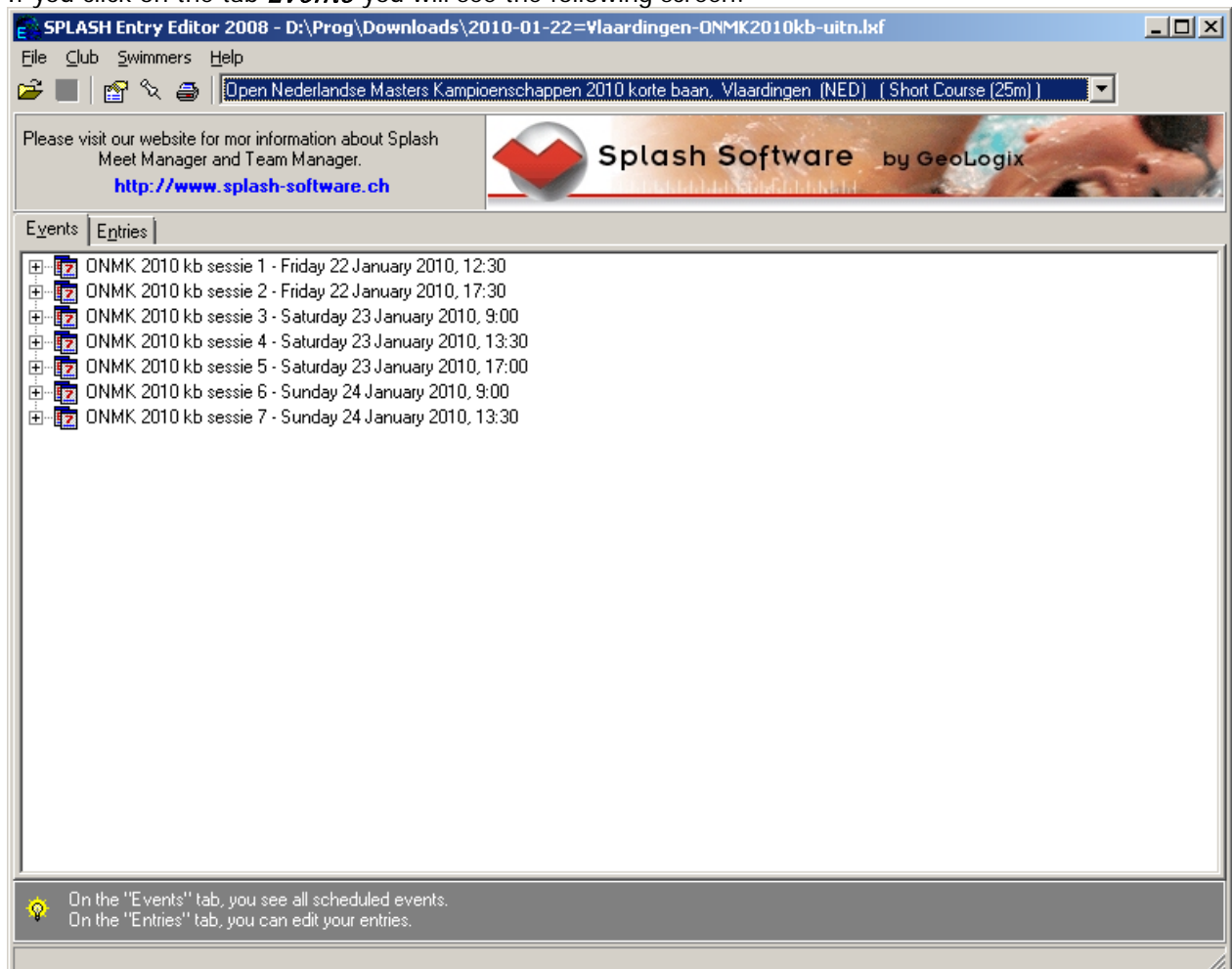


[Download Splash Entry Editor](#) and install the software on your computer. Go to **File/Select language** and select your language of choice. Then download the invitation (lxf file) from the KNZB site (<http://www.knzb.nl/english> for the particular Dutch championships you wish to enter and proceed 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 for entries with Splash Entry Editor for Dutch swimming 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** [X]

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** [X]

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.

# Instructions for entries with Splash Entry Editor for Dutch swimming 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	[Time]	[Date] [City] [Nation]
3. 50m Breaststroke, Men	[Time]	[Date] [City] [Nation]
5. 100m Medley, Men	[Time]	[Date] [City] [Nation]
7. 200m Fly, Men	[Time]	[Date] [City] [Nation]
9. 200m Backstroke, Men	[Time]	[Date] [City] [Nation]
13. 400m Medley, Men	[Time]	[Date] [City] [Nation]
15. 100m Backstroke, Men	[Time]	[Date] [City] [Nation]
17. 200m Freestyle, Men	[Time]	[Date] [City] [Nation]
21. 100m Fly, Men	[Time]	[Date] [City] [Nation]
23. 50m Freestyle, Men	[Time]	[Date] [City] [Nation]
25. 100m Breaststroke, Men	[Time]	[Date] [City] [Nation]
27. 200m Medley, Men	[Time]	[Date] [City] [Nation]
31. 400m Freestyle, Men	[Time]	[Date] [City] [Nation]
33. 800m Freestyle, Men	[Time]	[Date] [City] [Nation]
35. 50m Fly, Men	[Time]	[Date] [City] [Nation]
37. 200m Breaststroke, Men	[Time]	[Date] [City] [Nation]
41. 50m Backstroke, Men	[Time]	[Date] [City] [Nation]
43. 100m Freestyle, Men	[Time]	[Date] [City] [Nation]

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 KNZB site: <http://www.knzb.nl/english>  
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.: [1]

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

Sex  
 Male  
 Female  
 Mixed

Race No.: [ ]


Entry time: [ ]

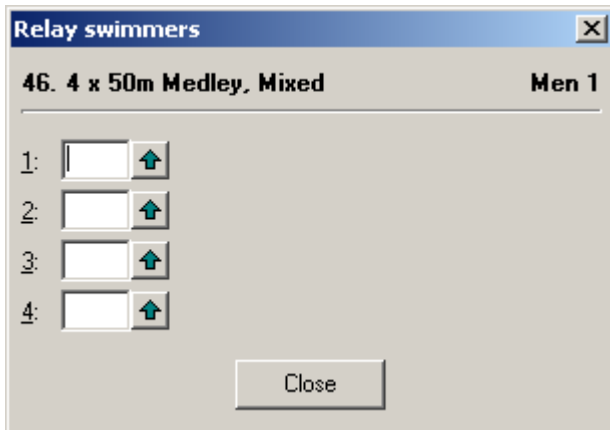
Description: [ ]  
(indicate only if different from name in title)

[OK] [Cancel]

# Instructions for entries with Splash Entry Editor for Dutch swimming championships



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

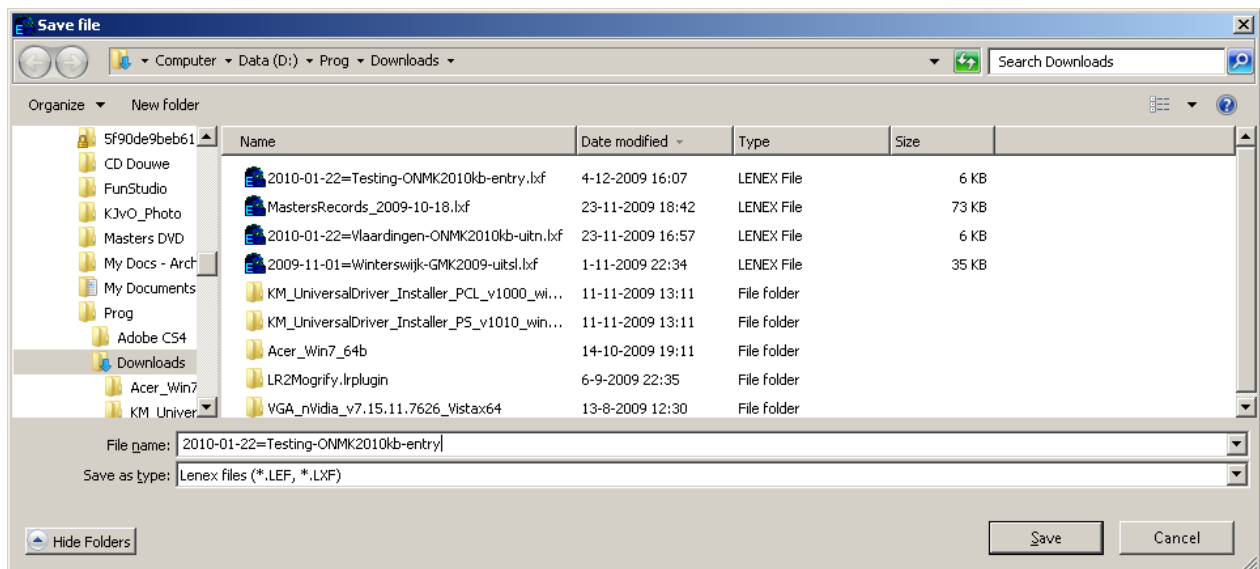


By clicking the green arrows you will be able to select swimmers for the relay.

Once you have made 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 (doc)

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=Teamname-champ.name-entry.lxf**

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

# Instructions for entries with Splash Entry Editor for Dutch swimming championships



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:  
**yyyy-mm-dd=Teamname-champ.name-entry.pdf**

All files you have created:

yyyy-mm-dd=champ.name + Teamname-entry.lxf  
yyyy-mm-dd=champ.name + Teamname-entry.pdf  
yyyy-mm-dd=champ.name + Teamname-recordform.doc  
See regulations for exact filenames

Next you should completely fill in the online entry form on the KNZB site  
(<http://www.knzb.nl/english>)  
And upload there the created files.

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