

MglSoft Meet Manager Meet Entries Module

Preliminary documentation
September 2006

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MglSoft Meet Manager

MglSoft Meet Manager is a comprehensive system for running swimming competitions:

- 🏊 Open Meets
- 🏊 Masters Competitions
- 🏊 Internal Club Competitions

MglSoft Gala Recording is a complementary product for recording the results of an Inter-Club competition.

The **Meet Entries** module enables the recording of entries before the running of a competition. It is suitable for distribution to clubs for them to record their own entries.

Prior to running the **Meet Entries** module, it is necessary to use the **Competition Manager** Module to set up the details of the competition.

The **Competition Manager** module is subsequently used to plan the competition, estimate session lengths, print entry cards, prepare the competition programme and run the event on the day of competition.

The **Competition Manager** module is able to import entries prepared by multiple copies of the **Meet Entries** module (for example, prepared by individual clubs).

Installation

Down the installation file **mmentries.zip**.
Unzip the file to an empty directory.
Run the file **setup.exe** to install the program.

This should create a folder
C:\program files\mmentries

This folder will contain the program itself, mmentries.exe, and a number of associated files including the database used to record entries and a reasonably up to date list of ASA club codes.

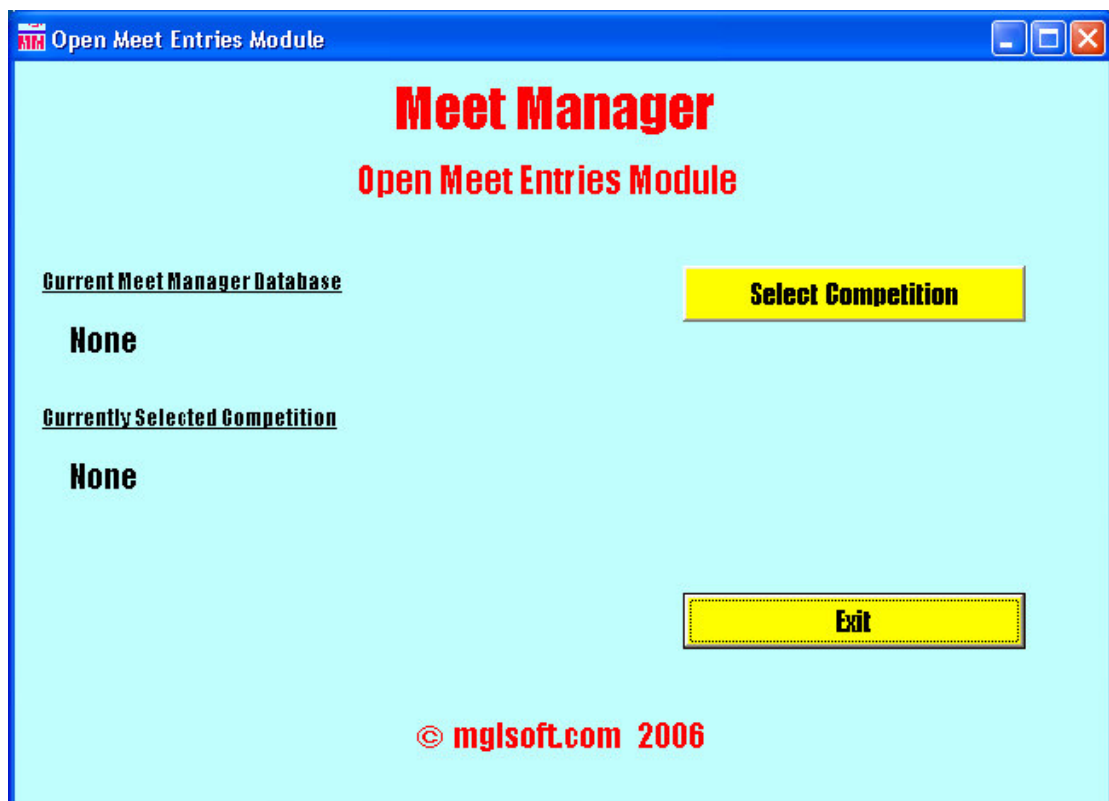
You may receive a message that a file on your computer is newer than the one to be installed. If this occurs, answer YES to the question Keep the current version?

Running the Entries Module

Depending on the setup of your system, you may have an icon on your desktop for the Mglsoft.com Entries Module, or you may have to locate the program from the Start menu under the heading **MGLsoft Meet Manager – Entries Module**.

Either double click the icon on the desktop or select the program from the start menu.

You will see an initial screen as follows.

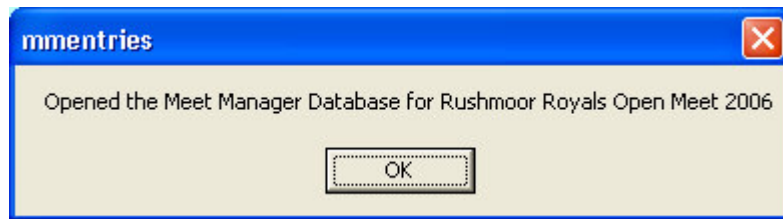


Click on the **Select Competition** button and then the **Known MeetManager Database** button.

This will produce a list of databases known to the system. There will probably only be one entry in this list. Click on that name to select it.

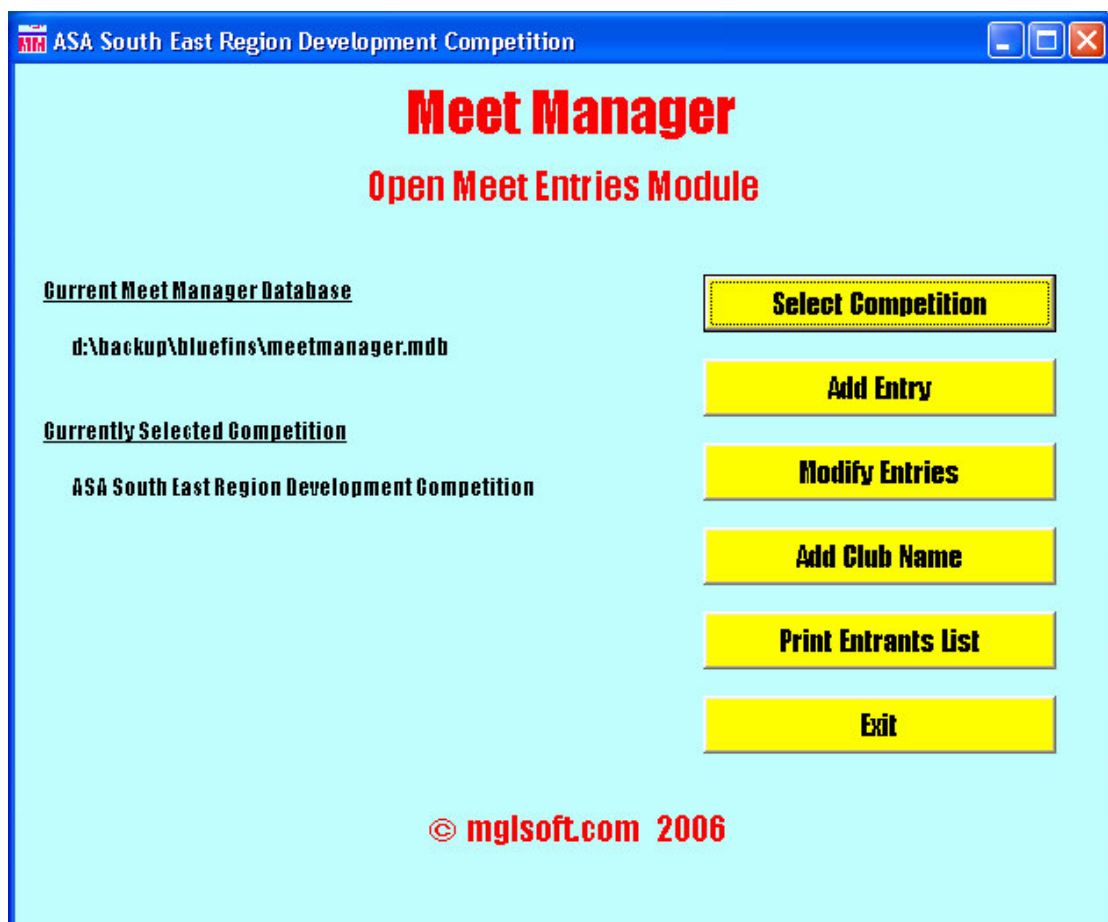
If there are multiple competitions on the database, you will be presented with a list, latest at the top. Select the competition that you want by clicking on the name. [If there is only one competition on the database, that competition is opened automatically.]

You will see a dialogue box confirming the competition selected.



Click **OK** to continue.

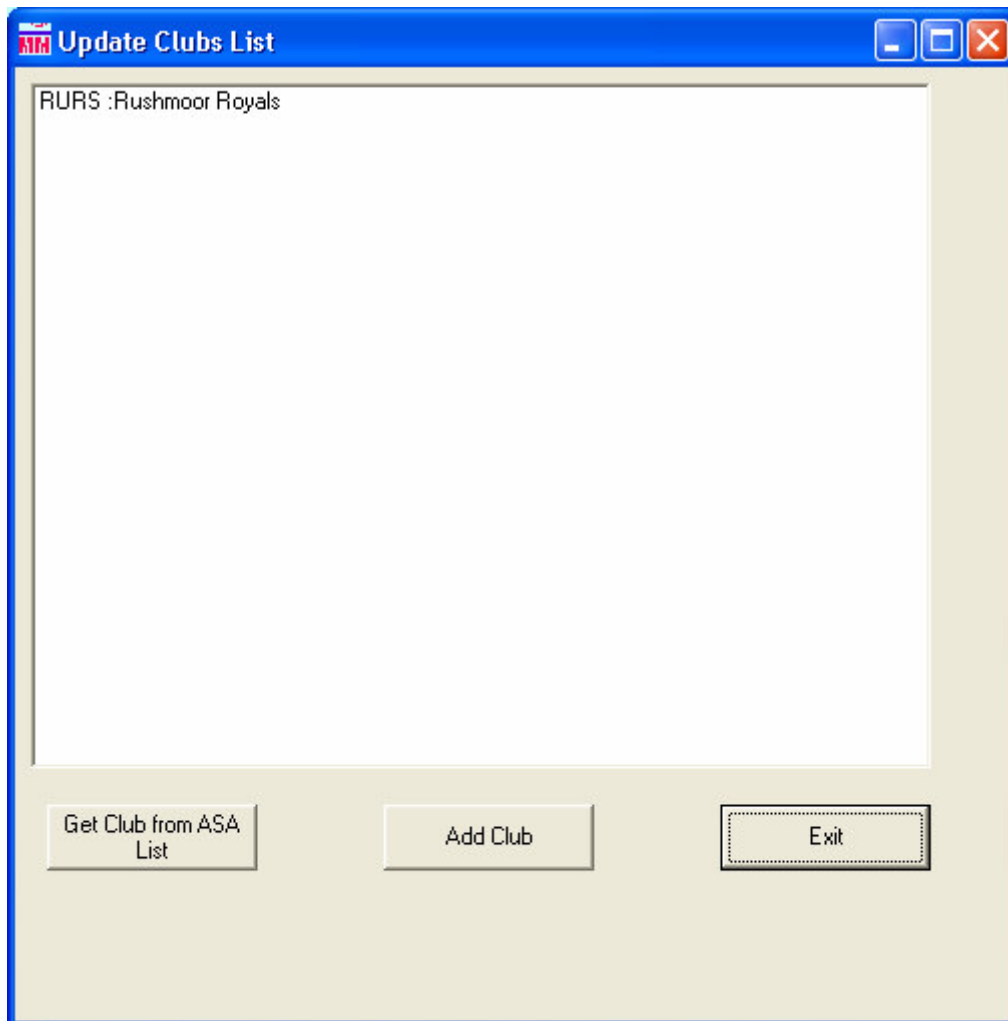
You will now see the initial screen with details of the selected competition and additional options:



Entering Club Names

Before recording an entry the name of the club that the swimmer represents must be entered.

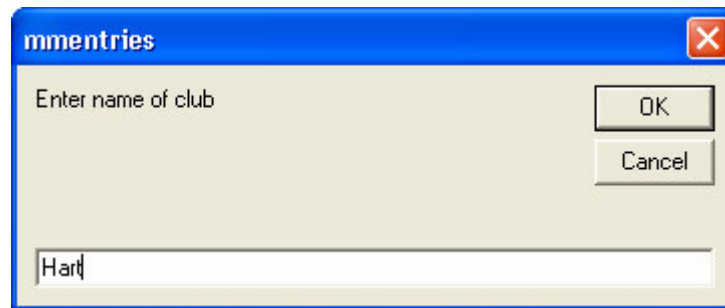
Click on the **Add Club Name** button. A screen showing the club names currently entered for this gala is displayed.



There are two ways to add a name. The easiest is to use the ASA list of clubcodes supplied with the software.

Click on the **Add Club from ASA list** button.

Enter part or all of the club name:



mmentries

Enter name of club

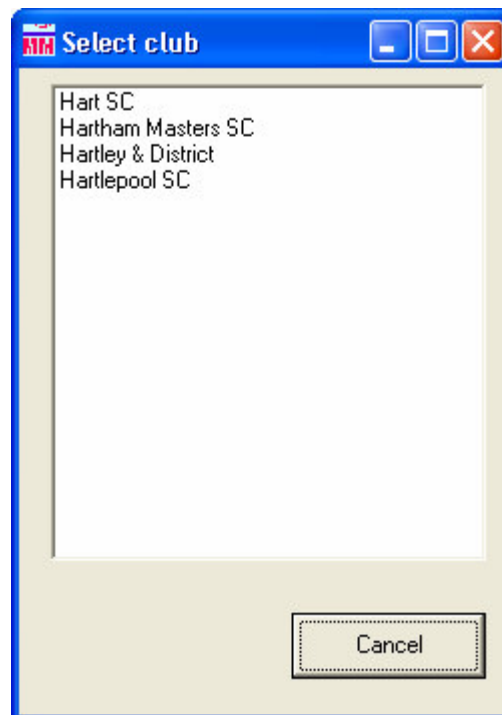
OK

Cancel

Hart

Then click on **OK**.

If there is more than one club that matches the information entered, you will see a list of matches:

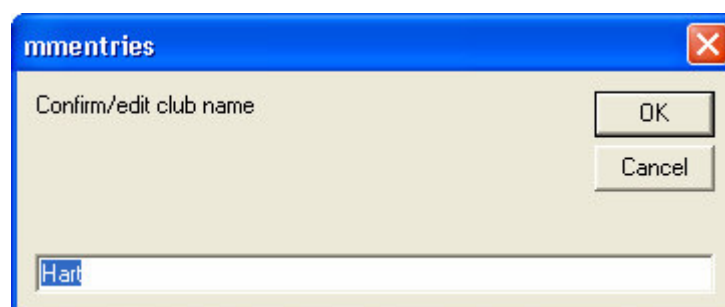


Select club

Hart SC
Hartham Masters SC
Hartley & District
Hartlepool SC

Cancel

Click on the club you are interested in. You will then see the name of the club displayed.



mmentries

Confirm/edit club name

OK

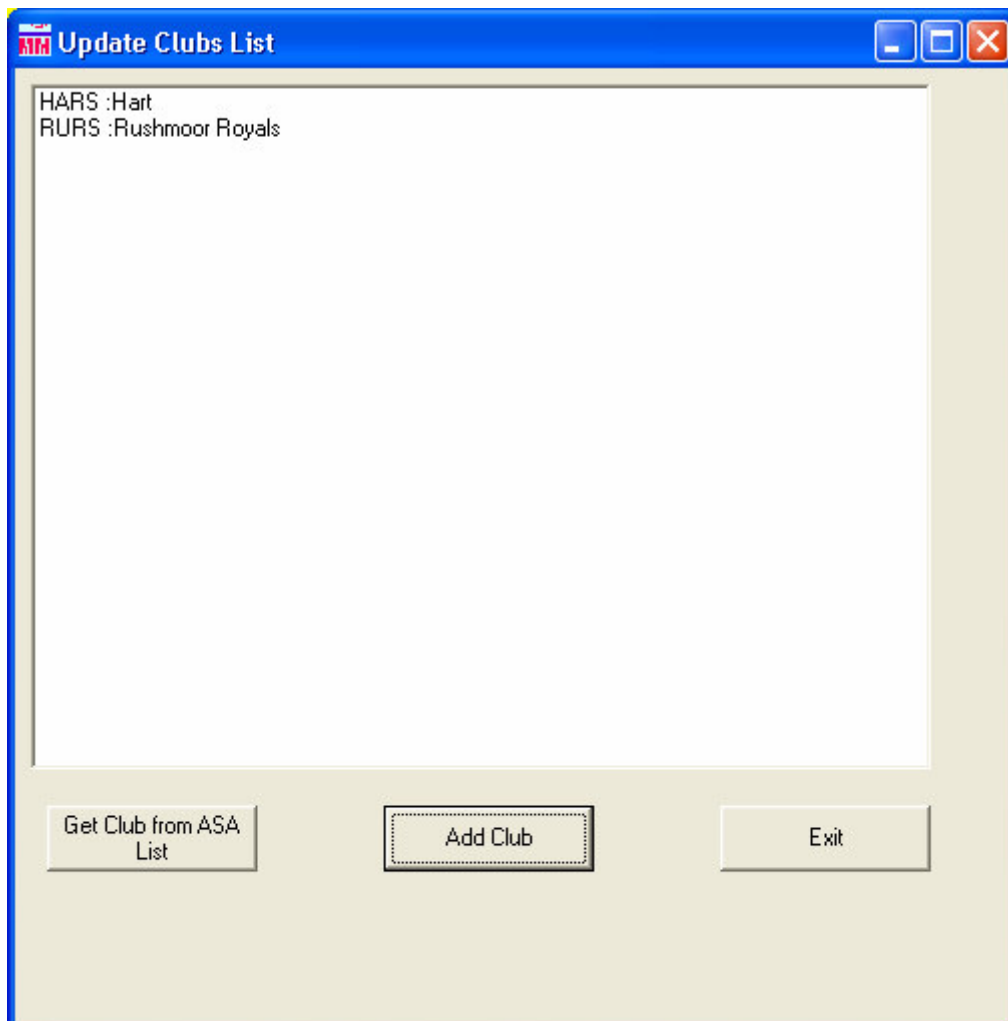
Cancel

Hart

You have the option here to edit the name. It is a good idea to remove words like "Swimming Club" or "Swimming & Diving Club" to improve the appearance of printed results etc.

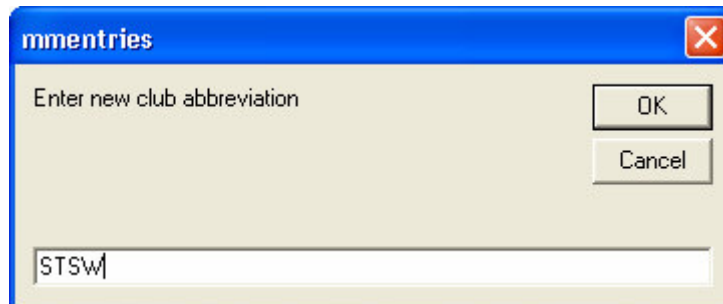
When you are happy that the name of the club is correct, click on **OK**.

The club will be added to the list of clubs (in alphabetic order), together with the standard ASA 4 digit club code.



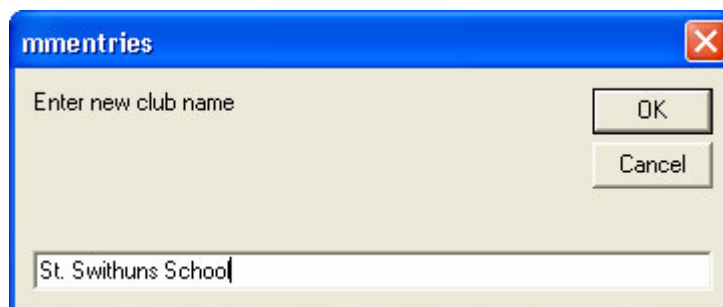
If the club name is not in the list of codes provided (it could be a new club, or the competition may not involve registered clubs (e.g. a schools competition), click on the **Add Club** button

In turn you will be asked to enter the abbreviation to be used for the "club"



The screenshot shows a dialog box titled "mmentries" with a close button (X) in the top right corner. The main text inside the dialog reads "Enter new club abbreviation". Below this text is a text input field containing the text "STSW". To the right of the input field are two buttons: "OK" and "Cancel".

And then the "club" name



The screenshot shows a dialog box titled "mmentries" with a close button (X) in the top right corner. The main text inside the dialog reads "Enter new club name". Below this text is a text input field containing the text "St. Swithuns School". To the right of the input field are two buttons: "OK" and "Cancel".

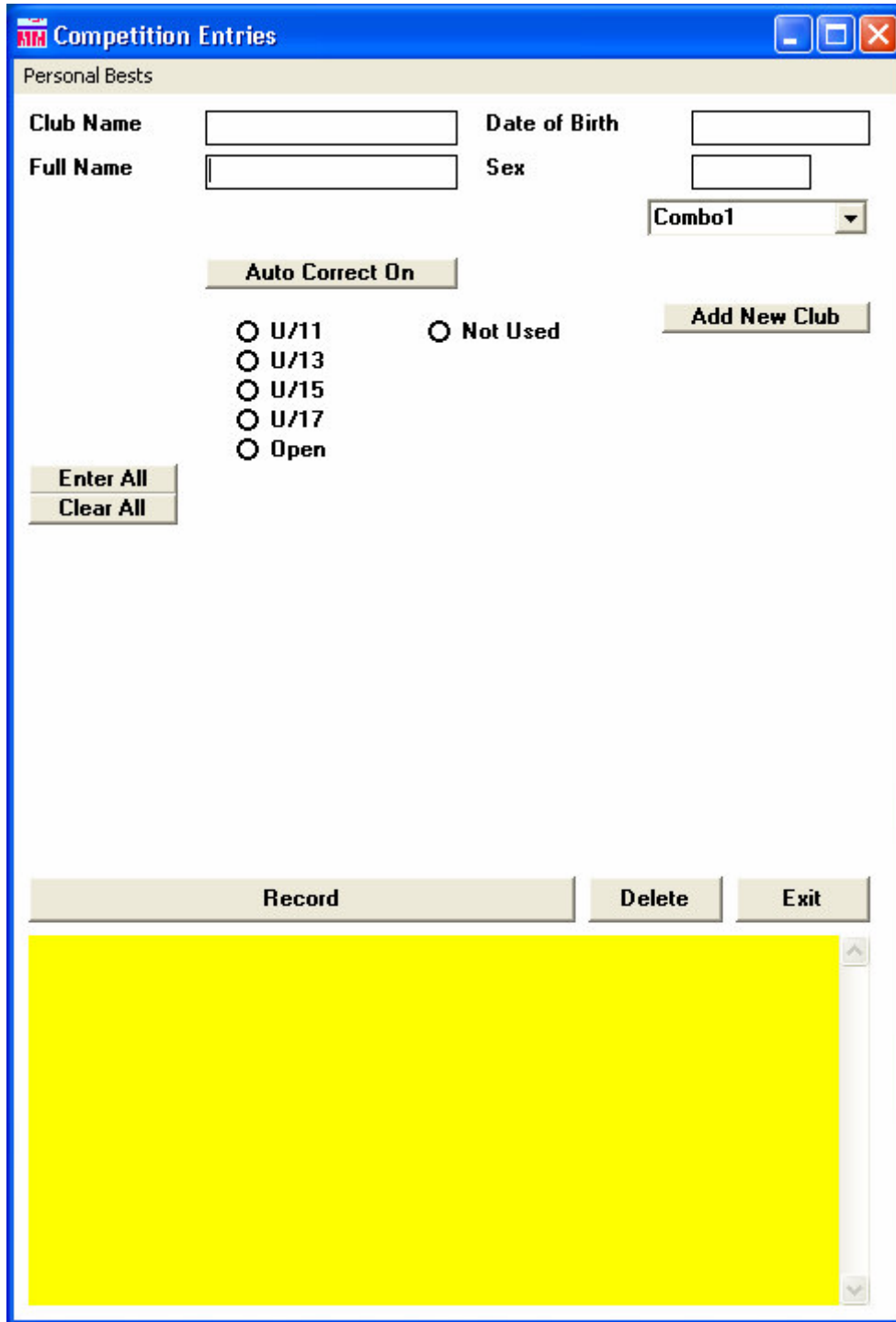
You may continue to add additional clubs. When you are completed, press the **EXIT** button.

NOTE: You don't have to enter all club names at the start. You can enter additional clubs at any stage even if you have already started to submit entries for other clubs.

Recording Entries

Click on the **Add Entry** button.

The main entry screen will be displayed:



The screenshot shows a software window titled "Competition Entries" with a blue title bar. The window contains a form for recording personal bests. The form has the following elements:

- Personal Bests** (Section Header)
- Club Name** (Text input field)
- Date of Birth** (Text input field)
- Full Name** (Text input field)
- Sex** (Text input field)
- Combo1** (Dropdown menu)
- Auto Correct On** (Section Header)
- U/11
- U/13
- U/15
- U/17
- Open
- Not Used
- Add New Club** (Button)
- Enter All** (Button)
- Clear All** (Button)
- Record** (Button)
- Delete** (Button)
- Exit** (Button)

The bottom section of the window is a large yellow area, likely a list or table for recording entries, which is currently empty.

Select the club from the pull down list, shown as "Combo1" in the illustration above. [If the club is not in the list, click on the **Add New Club** button to go to add the club as above].

Remember that this list is shown in order of club code, not name.



A screenshot of a dropdown menu. The selected item is 'Combo1'. The list of options below it includes 'Hart' and 'Rushmoor Royals'.

The code for the selected club will now appear in the Club Name box.

Enter the full name of the swimmer (or team), date of birth and sex.

Date of birth in the format dd/mm/yy
Sex limited to m M f F x X
 X or x means Mixed



A screenshot of a form with a pink background. It contains the following fields and controls:

- Club Name**: Text box containing 'RURS'
- Date of Birth**: Text box containing '1/8/98'
- Full Name**: Text box containing 'Swimmer Name'
- Sex**: Text box containing 'F'
- Club Selection**: A dropdown menu showing 'Rushmoor Royals'
- Auto Correct On**: A button at the bottom of the form.

When entering names, the system automatically converts to lower case with the first letter of each name in upper case. In some cases (McX, double-barrelled names) this is incorrect. Click on the **Auto Correct On** box and then you can edit the name to make it correct.

As soon as the sex is entered,

- the background switches to blue for a male or pink for a female (staying white for mixed)
- the appropriate age group is indicated
- the available events for the age group is displayed in the form of the grid below

The screenshot shows a software interface with a teal background. At the top right, there are five radio button options for age groups: U/11 (selected), U/13, U/15, U/17, and Open. Below these are two buttons: "Enter All" and "Clear All". At the bottom, there is a table with event descriptions on the left and a grid for recording times on the right.

<input type="radio"/>	2A:200 FE		
<input type="radio"/>	8A:400 FE		
<input type="radio"/>	4A:200 BK		
<input type="radio"/>	14A:200 BR		
<input type="radio"/>	10A:200 FLY		
<input type="radio"/>	6A:200 MED		
<input type="radio"/>	12A:400 MED		
<input type="radio"/>	15MA:800 FE		

To record an entry, enter the entry time for the event in the box immediately to the right of the event description.

If the swimmer has no entry time for an event, check the box to the left of the event description.

In the example below, the swimmer has entered the 200m freestyle and breaststroke with times and the 800m freestyle without an entry time.

The screenshot shows the same event grid as above, but with some entries filled in. The checkboxes for 2A:200 FE, 14A:200 BR, and 15MA:800 FE are checked. The time 3:52.45 is entered in the box to the right of 2A:200 FE, and 4:25.60 is entered in the box to the right of 14A:200 BR. The 15MA:800 FE row is empty.

<input checked="" type="checkbox"/>	2A:200 FE	3:52.45	
<input type="checkbox"/>	8A:400 FE		
<input type="checkbox"/>	4A:200 BK		
<input checked="" type="checkbox"/>	14A:200 BR	4:25.60	
<input type="checkbox"/>	10A:200 FLY		
<input type="checkbox"/>	6A:200 MED		
<input type="checkbox"/>	12A:400 MED		
<input checked="" type="checkbox"/>	15MA:800 FE		

Entering Times

There is a great deal of flexibility in entering times into the Meet Manager system.

The generic format is mm:ss.99

 mm is the number of minutes

 ss is the number of seconds

 99 is hundredths of a second

You can use semi-colon (;) point (.) or comma(,) instead of the colon(:)

If the time is less than a minute, you can omit the mm: part

You may also enter a time longer than a minute in seconds.

You may omit non-significant zeros.

The following times are all taken as being 1 minute 0.05 seconds

1:00.05

1:0.05

1:.05

60.05

Note that the zero in the decimal hundredths of a second IS significant

1:.1 means 1:00.10

Once you are satisfied that the entry is correct click on the **Record** button to record the entry.

Confirmation of the entry and the number allocated is given in the yellow box at the foot of the screen.

Set-Up Entrant No 1 Swimmer Name

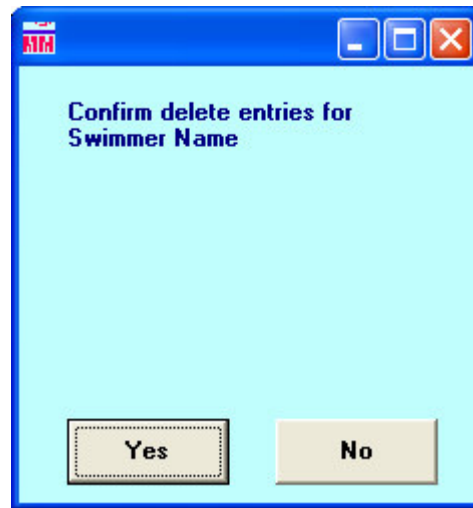


It is useful to keep a record of the number (in case you need to amend the entry later).

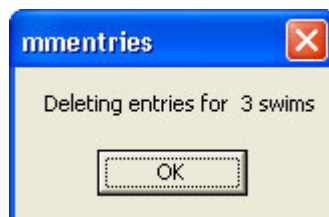
There are two ways to correct mistakes. For minor changes, use the amendment system described later. For major changes, it is often simpler to delete the entry completely and start again.

To delete an entry completely, enter the name of the swimmer (exactly as entered previously) and click on the **Delete** button.

You will get a dialogue box to ensure that you are deleting the correct. Swimmer:



Then you will get confirmation of the number of swims that are being deleted.



When you have finished entering swimmers, click on the **Exit** button.

You may come back later and add more swimmers.

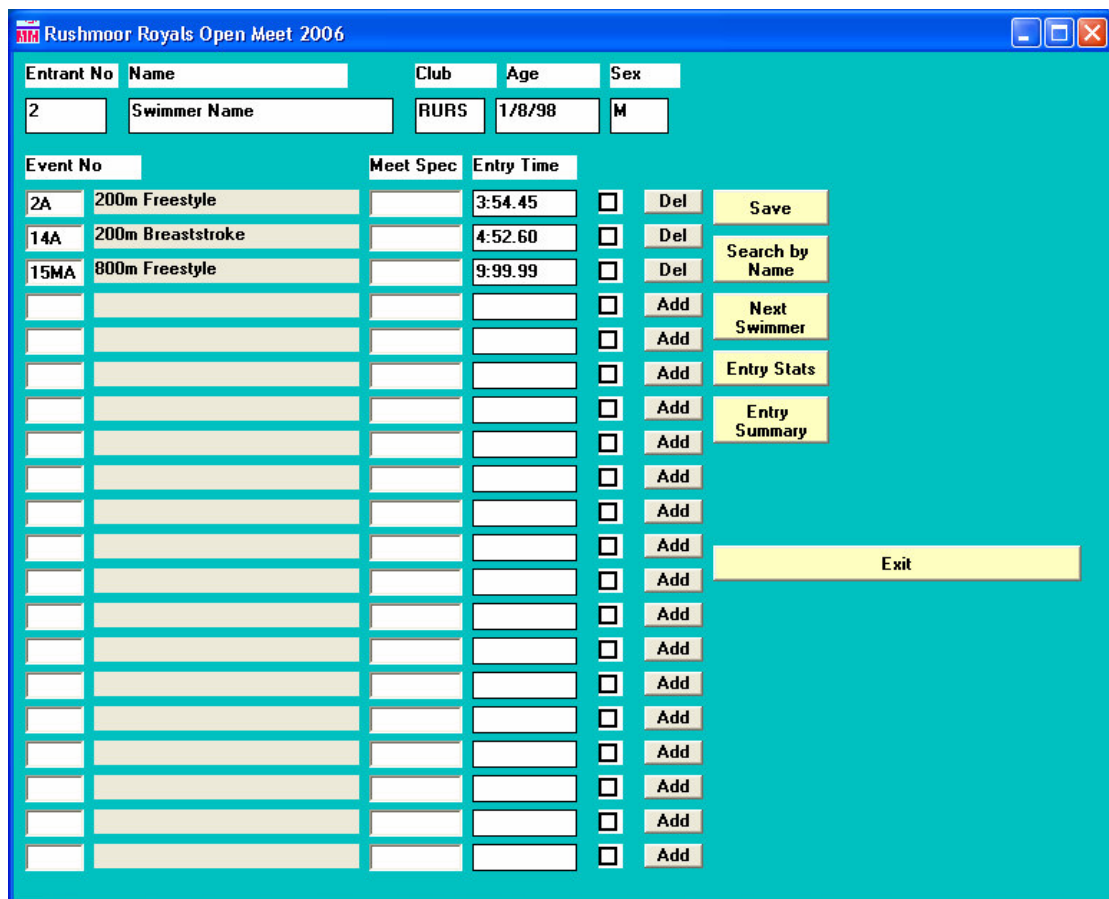
Modifying Entries

To modify entries once they have been submitted, click on the **Modify Entries** button on the main screen.

Locate the entry that you want to modify.

- ✚ Enter the entrant number in the box at the top and press tab, or
- ✚ Click on the **Search by Name** button and enter sufficient of the name to uniquely define the swimmer or team you are looking for
- ✚ Click on the **Next Swimmer** button to move to the next swimmer by number. [You can use this feature to step through the entries one at a time for checking purposes].

The current recorded details are displayed:



The screenshot shows a software window titled "Rushmoor Royals Open Meet 2006". At the top, there are input fields for "Entrant No" (value: 2), "Name" (value: Swimmer Name), "Club" (value: RURS), "Age" (value: 1/8/98), and "Sex" (value: M). Below this is a table with columns: "Event No", "Meet Spec", "Entry Time", and a checkbox. The table contains three rows of data:

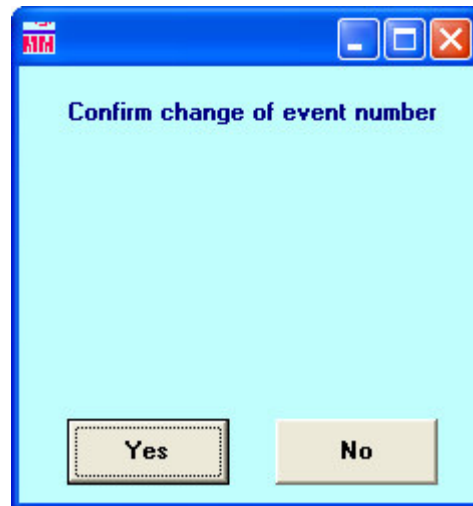
Event No	Meet Spec	Entry Time	
2A	200m Freestyle	3:54.45	<input type="checkbox"/>
14A	200m Breaststroke	4:52.60	<input type="checkbox"/>
15MA	800m Freestyle	9:99.99	<input type="checkbox"/>

To the right of the table are several buttons: "Del", "Save", "Search by Name", "Next Swimmer", "Entry Stats", "Entry Summary", and "Add". There is also a large "Exit" button at the bottom right.

You may edit any information relating to the entry (other than the entrant number), **but the system does not automatically change the numbers of events entered.**

That means if you change the date of birth or sex, you may have to change all of the event number appropriately.

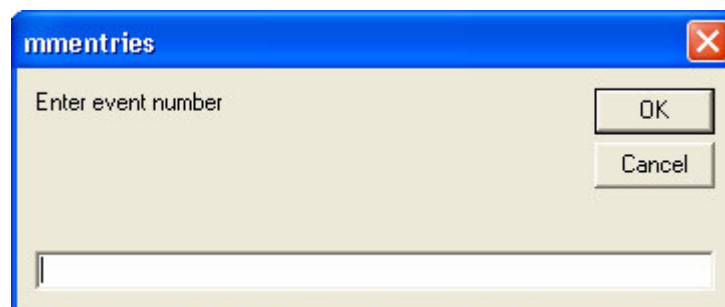
To change an event, click on the event number on the left and overwrite with the desired event. (The description in the next column will be corrected the next time that details for this entry are displayed). You will be asked to confirm the change:



To remove an event, click on the **Del** button against the event to be removed.

To add additional events, click on the Add button on the line below the last event.

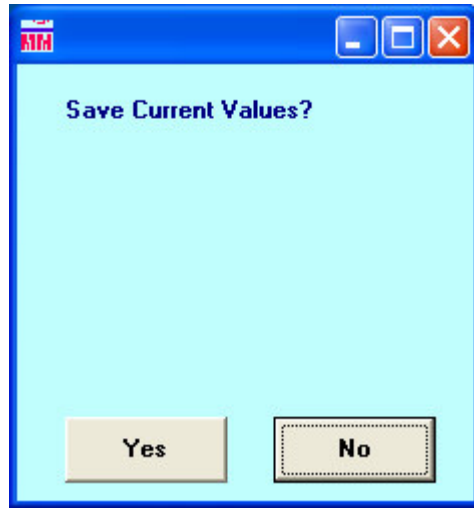
You then get a box into which you can enter one or more event numbers, separated by spaces.



The events are recorded with no times (indicated by 9:99.99). You can subsequently edit the entry times.

Once you have corrected the entry, move onto the next entry to be corrected (as at the start of this section), or click on the **Exit** button.

You will be asked whether you wish to save the latest changes:



Warning: The system saves periodically at regular intervals, so even if you answer No to this question, at least some of the changes you have made will have been saved.

Print Entrants List

At any stage you may obtain a printout of your entries. Click on the **Print Entrants List** button on the main screen.