

EnterNOW for Schools/Clubs

- [Importing Students](#)
- [Uploading ID Photos](#)
- [Importing Student Data from KAMAR \(Automatically\)](#)
- [Importing Groups from KAMAR](#)
- [Privacy Policy for Student Data](#)
- [Importing Student Data from KAMAR \(Manually\)](#)
- [Copy & Paste a team list from a spreadsheet](#)
- [Quick Start Guide](#)
- [Importing Entries into SportSoftware OE2010](#)
- [Exporting Swim Meet Manager Database](#)
- [Importing Student Data from MUSAC](#)
- [Importing Student Data from eTap](#)
- [Restricting which schools can enter a competition](#)
- [Applying Quota Rules](#)
- [Swim Meet Manager SDIF Files](#)
- [Restricted Entries](#)
- [Admin: How to collect premier team lists](#)

Importing Students

You can import data from a spreadsheet into EnterNOW

The spreadsheet will need to be exported or saved as a csv file

The following fields are required, the rest are optional

- First Name
- Last Name
- Date of Birth
- Gender

The following column headers are recognised, they are case insensitive, anything that doesn't match will be ignored.

Student ID Number

- cm.special(20)
- local student id
- id number
- pupil id
- student id
- reference
- slsnz id number

Remote Unique Identifier (used to match external systems)

- contactid

Student Last Name

- legal surname
- surname (preferred)
- surname
- last name
- family name
- preferred family name
- surname (legal)

Student First Name

- preferred firstname
- first name (preferred)

- first name
- first names
- preferred name
- first name (legal)
- first

Gender (Acceptable Values M or F)

- gender
- sex

Date of Birth (Expected format YYYY-MM-DD)

- date of birth (yyyymmdd)
- birthdate
- dob

Enrollment Date

- first attendance
- date started here
- first started school

Year Level

- year level
- this year
- year

Previous School

- previous school
- previous schools

Email

- email

Phone

- phone

Address

- address

Suburb

- suburb

Town / City

- town/city
- city

Ethnicity

- ethnicity

The following applications should generate files with these headers

Kamar

ID Number, Surname (Preferred), First Name (Preferred), Gender, Date of Birth, First Attendance, Year Level, Previous School 1 Name

Musac

Local student ID, Family Name, First Names, This Year, Gender, DOB, Date started here, Previous schools

eTAP

Pupil ID, Preferred Family name, Preferred name, Year level, Gender, Date of birth, First started school, Previous school

Surf Life Saving NZ

ContactID, SLSNZ ID Number, First Name, Last Name, Birthdate, Gender

Uploading ID Photos

Some sports require that ID Photos are uploaded.

Click on the **Members** tab

The members with photos already will have a tick next to them
If you need to load a photo, click on **[edit]** next to their name.

Hogwarts School (change)

Entry Forms Archived Entries **Members** Officials Reports Settings Help Log

Members

A B C D E F G H I J K L M N O P Q R S

+ Add Member

Last Name	First Name	Date of Birth	Gender	Year	Photo	Action
AGAR	Lisa	12-Aug-98	F	10	✓	Edit ID Card
AGAR	Zane	11-Jan-99	M		✓	Edit ID Card
AGNEY	Eli	12-Jun-98	M	11		Edit
AGUELE	Amanda	10-Apr-00	F	10		Edit

Click on **[choose file]**, and select a photo from your computer

Once the photo has uploaded, click on **[Save]** to go back to the members list.

Don't worry if it is too big, we will crop it down before the ID cards get printed

Add/Edit Member

EnterNOW ID 231950

First Name

Last Name

Date of Birth

Gender

Year Level (Updated 7 Feb 2014 - 11:43AM)

Previous School

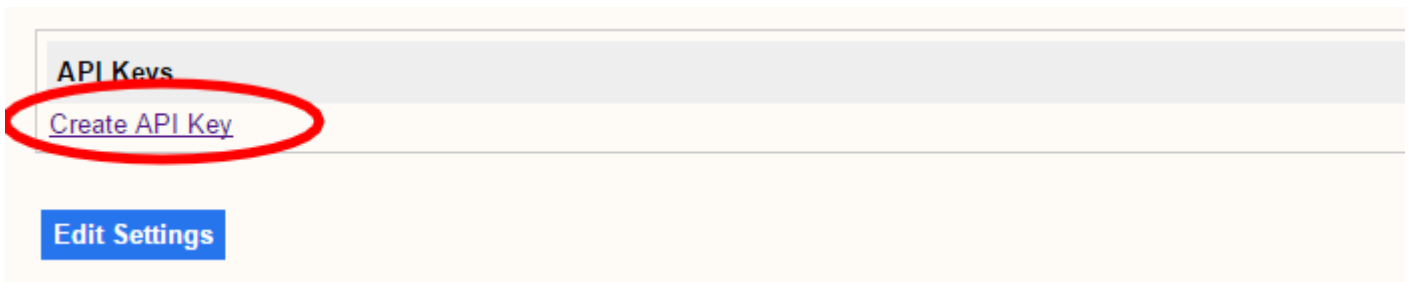


Importing Student Data from KAMAR (Automatically)

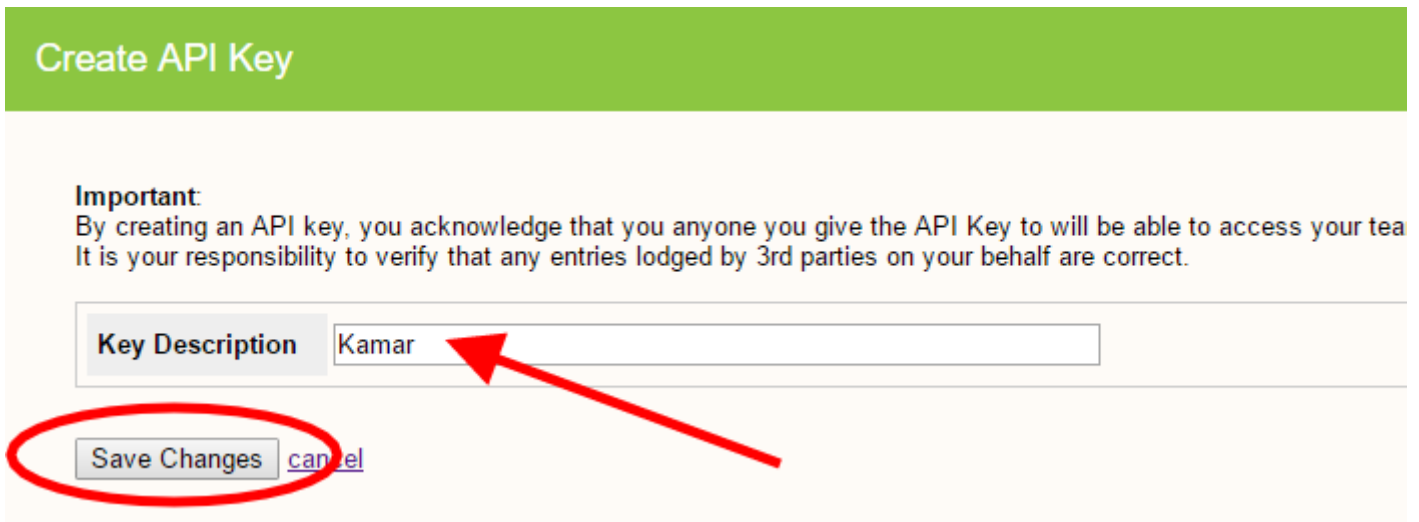
If your schools uses KAMAR you have the option to automatically import student data into EnterNOW.

1. In EnterNOW

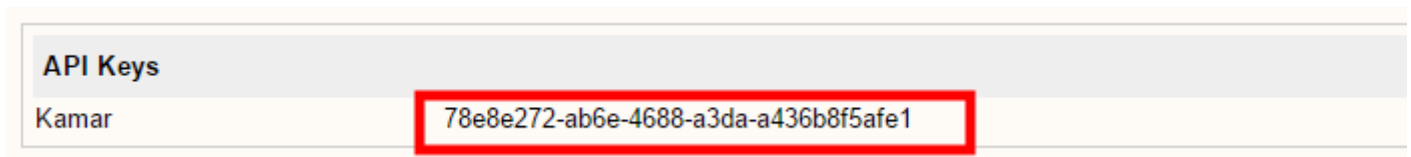
In EnterNOW go to the Settings tab, then click on [Create API Key]



On the next screen type in **Kamar** as the **Key Description**, then click on [**Save Changes**]



You will now be back on the Settings tab, and down the bottom will be your new **API Key**.
Select and copy the Kamar API Key



2. In KAMAR

Note: you may need your kamar administrator to do this.

Follow the instructions in the kamar help manual

<https://www.kamar.nz/setup/server/directory-services/enable>

You will need the following settings

Name	enternow
Address	kamar.enternow.co.nz
Port	443
Username	enternow
Password	(Use the API Key you created above)
Format	JSON
Password	(Use the API Key you created in EnterNOW above)
Part Updates	NO
Full Update	We recommend once per day, but it can be as low as once per week.

Click on the [**Check and Enable**] button to verify your connection is working.

After a few seconds, KAMAR will report the result of your connection.

If successful, you can then press the [**Run Now**] button to complete your first full sync of all students to the EnterNOW service.

Note: The update process is run on the server and may take a while to complete before you see anything happening.

Required Data

- Student ID
- First Name
- Last Name
- Gender
- Year Level
- Date of Birth
- Starting Date (eg enrollment date)

Optional Data

- Ethnicity
- Iwi
- Mobile
- Email
- Residence, Street, Suburb, Town
- Photo

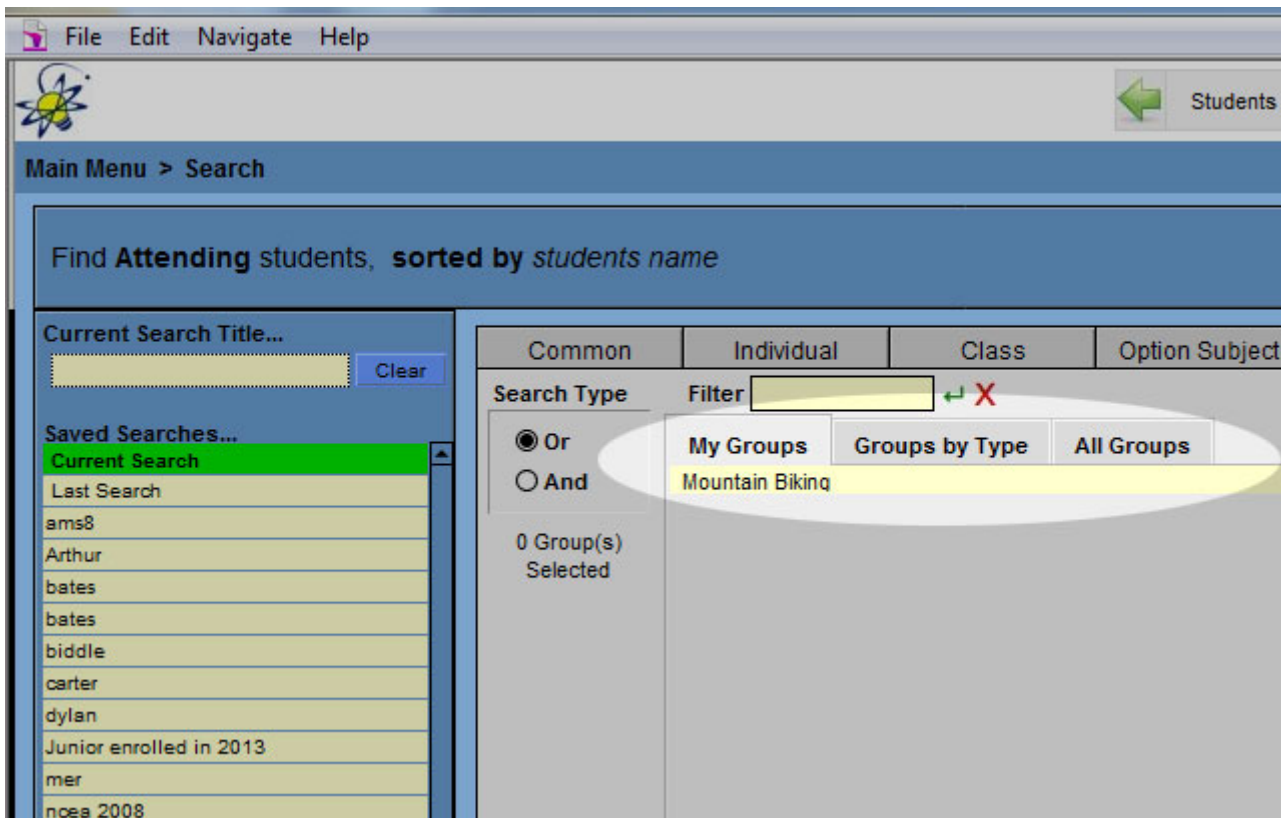
If you need student photos to be transferred, under the selected directory service, select the '**Student Photos**' option.

Importing Groups from KAMAR

Exporting student data from Kamar School Management System

From the main screen go to [**Printing**] > [**Export**] > [**Group Tab**]

You can choose from **My Groups** if you setup the groups or select **Groups by Type** > **Sport** > Select Sports, if someone else setup the groups.



The fields you need to export should match the entry form

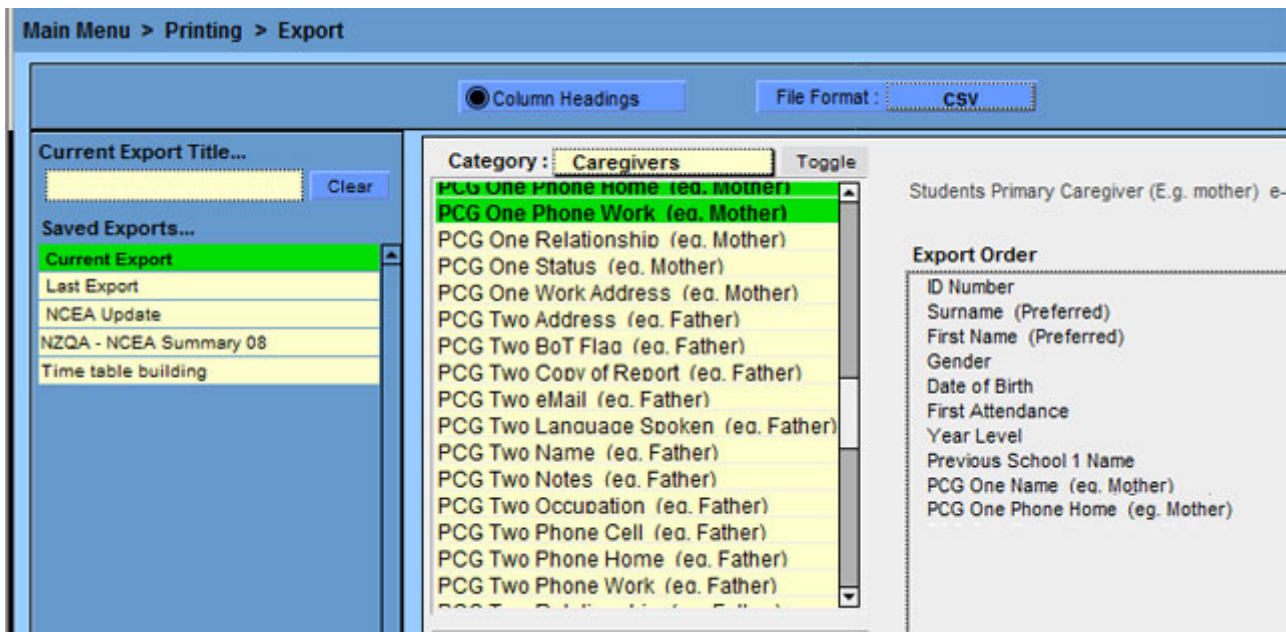
The easiest way to do this is setup a search that exports all data, and save that search so you don't have to select the fields all the time. Then export the data to csv/xls file and delete the columns you don't need

These fields should cover most of what is required

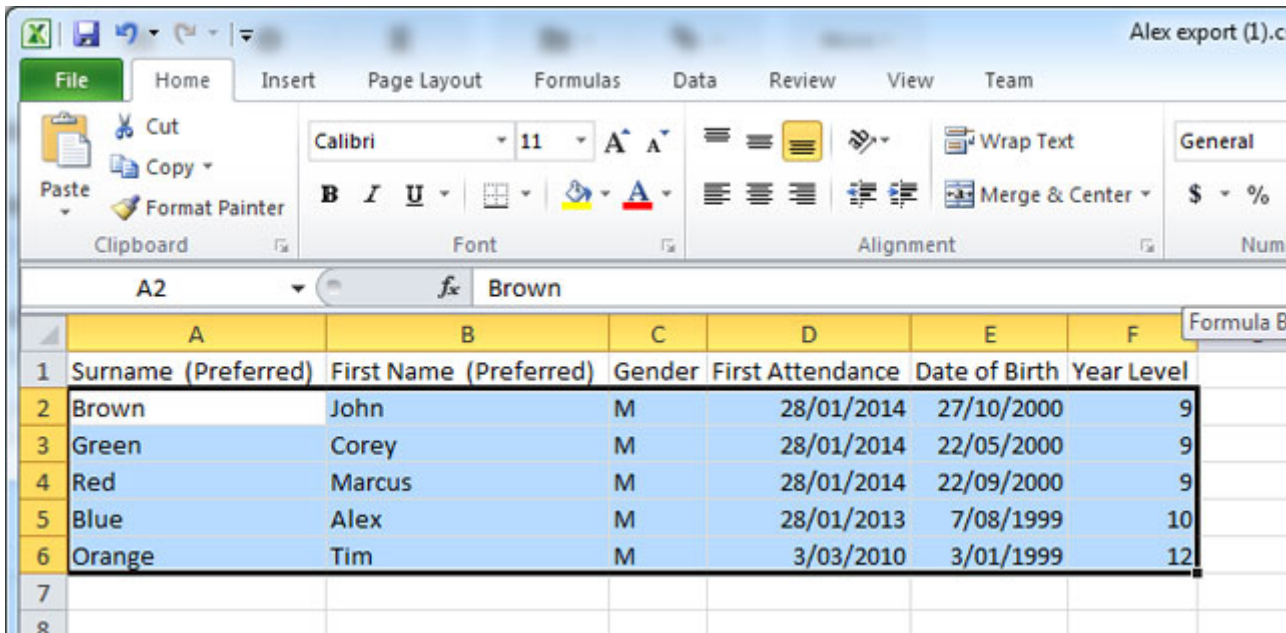
- Student ID (Should already be selected)
- First Name (Should already be selected)
- Surname (Should already be selected)
- General > Gender
- Date > Date of Birth
- Date > First Attendance
- Timetable > Year Level
- Ministry > Previous School 1 Name

- Caregivers > PCG One Name (eg. Mother)
- Caregivers > PCG One Phone Home (eg. Mother)
- Caregivers > PCG One eMail (eg. Mother)

Click [**Export**] and save the file.



Once you have exported the data to excel, rearrange the columns to match the entry form, then select the data, copy and click on Import Player Data in EnterNOW



STARTS
1st May 2014

ENTRIES CLOSED
2 Apr - 11:59pm

PLAYER LISTS DUE
10 Apr - 11:59pm

Import Player Data

Open Spreadsheet



Columns must be in the same order as the entryform

	A	B
1	Last Nam	First Name
2		

Select and copy



Paste data and press Import

Brown John M 28/01/2014 27/10/2000 9
Green Corey M 28/01/2014 22/05/2000 9
Red Marcus M 28/01/2014 22/09/2000 9
Blue Alex M 28/01/2013 7/08/1999 10
Orange Tim M 3/03/2010 3/01/1999 12

Import

Cancel

Privacy Policy for Student Data

What data is synchronised

We only synchronise the data that is used by most organisers for school events.

- Student ID
- First Name
- Last Name
- Gender
- Date of Birth
- Year Level
- Previous School Name
- Date of Enrolment
- Residency Status
- Ethnicity
- Photograph (optional)

Who has access to the data

School sports coordinators

- Each school gets issued a login and password which gives you access to the EnterNOW websites.
- If you choose to share that password with others, they will also have access to your schools data.
It is your responsibility to keep your password safe.

Event Organisers

- Can only see the data that you have included in the entry form. (This is no different to what they receive with a paper entry form)
- Have the ability to use the auto-complete functionality to enter students on your behalf (for late entries or special cases).
- DO NOT have the ability to download or view your full your student list (the Members tab in EnterNOW)

EnterNOW

- EnterNOW Ltd and its staff will have access to your data for the sole purpose of providing support and resolving problems with the system.

What precautions are taken to keep the data secure

- SSL Secure certificate is used on the website (encrypts data between end user and server)
- SSH public key access is used to authenticate to the server and transfer files. (only 2 people have access to the key)
- Our website server has a firewall in place.
- Software/Security patches are applied at regular intervals
- Regular backups are taken of all data, and stored on a secondary server which is not publicly accessible, also protected by firewall.
- All our development machines have encrypted hard drives, with password access (in the case of loss or theft, they will be inaccessible)
- Development machines all run current antivirus/malware detection software.
- Development machines are backed up on regular intervals and backups are encrypted.

How long do you keep the data

- Student records are erased once they turn 19, as the system assumes they have left the school
- If a student leaves school before they turn 19 and the student management system offers that data, then we will erase the students record
- If a student record is not accessed for a period of 24 months, the record will be erased
- Entries that are made into events, and the associated information are retained indefinitely for statistical purposes.

Importing Student Data from KAMAR (Manually)

If you want to automatically update the student data from KAMAR see this article

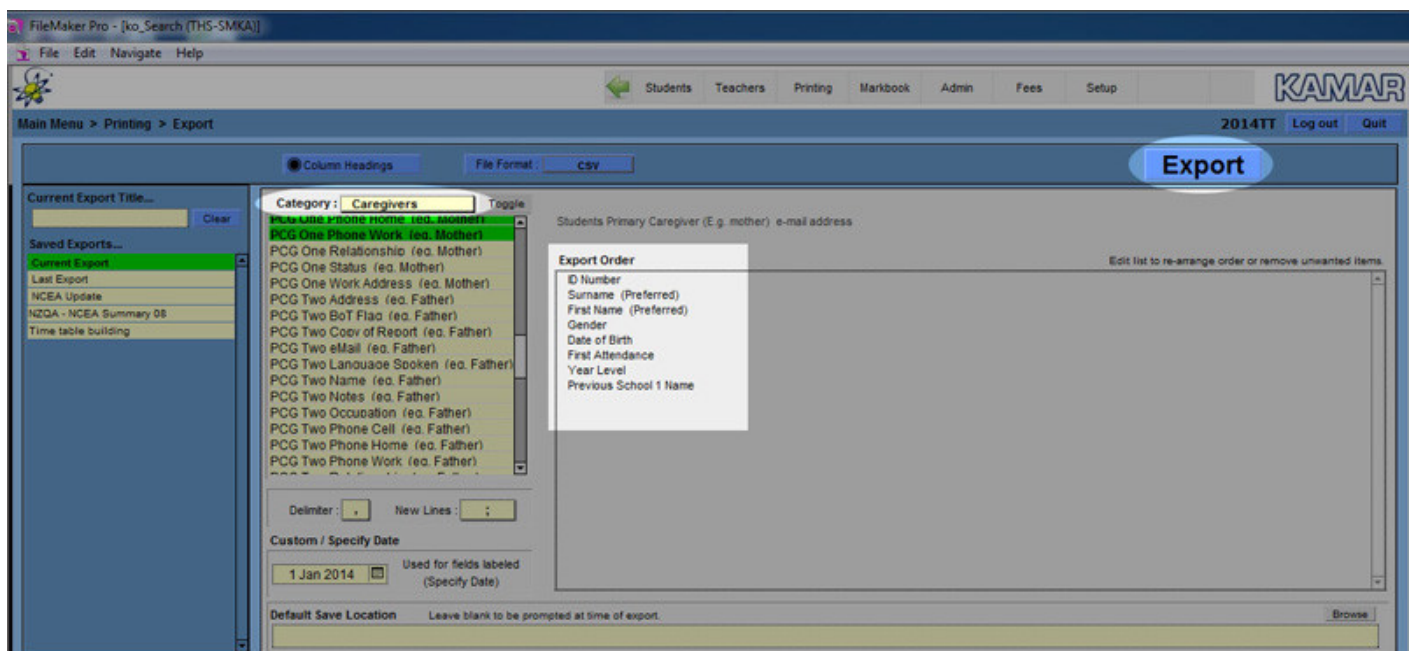
From the main screen go to **[Printing]** > **[Export]** > **[Find]**

Select the following fields:

- Student ID (Should already be selected)
- First Name (Should already be selected)
- Surname (Should already be selected)
- General > Gender
- Date > Date of Birth
- Date > First Attendance
- Timetable > Year Level
- Ministry > Previous School 1 Name

Click [Export] and save the file.

Email the file to help@enternow.co.nz and we will check the file and import it for you.



Copy & Paste a team list from a spreadsheet

If you have been given players lists in a spreadsheet format, you can copy and paste them directly into EnterNOW.

	LAST NAME*	FIRST NAME*	GENDER (M/F)*	DOB (D/M/YY)*	CAP NUMBER	
1*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	⊘

Before we can import the data, we need to make sure that our column order in the spreadsheet matches the order of the columns in the entry form

In this example the column order is

1. Last Name
2. First Name
3. Gender
4. Date of Birth
5. Cap Number

If you don't have all the information required, just leave a blank column in your spreadsheet, as long as there is a column for each field.

	A	B	C	D	E
1	Last Name	First Name	Gender	Date of Birth	Cap
2	Grainger	Hermoine	M	22/03/2014	1
3	Potter	Harry	M	23/03/2010	2
4	Weasley	Ron	F	24/03/1981	3
5	Riddle	Tom	M	25/03/1980	4


In excel select your team list, and copy it to the clipboard. Eg **Ctrl+C** on a pc, or **Command-C** on a mac

<input type="text"/>	<input type="text"/>	<input type="text"/>	⊘
Paste from Spreadsheet			

Click on [**Add Entry**], then down the bottom right of the players list, click on [**Paste from Spreadsheet**]

Paste from Spreadsheet ✕

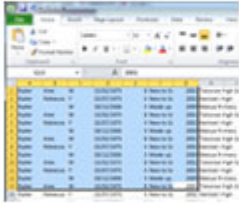
Open Spreadsheet




Columns must be in the same order as the entryform

	A	B
1	Last Nam	First Name
2		

Select and copy



Paste data and press Import



Grainger	Hermione	F	1/03/2001	1
Wesley	Ron	M	4/05/1995	2
Potter	Harry	M	6/07/1998	3
Riddle	Tom	M	4/05/1990	4

Import **Cancel**

Paste your data into the box, **Ctrl+V** on pc, or **Command+V** on a mac, then click on **[Import]**
Your players will now be showing in the entry form.

	LAST NAME*	FIRST NAME*	GENDER (M/F)*	DOB (D/M/YY)*	CAP NUMBER	
1*	<input type="text" value="Grainger"/>	<input type="text" value="Hermione"/>	<input type="text" value="F"/>	<input type="text" value="1/03/2001"/>	<input type="text" value="1"/>	<input type="button" value="⊗"/>
2*	<input type="text" value="Wesley"/>	<input type="text" value="Ron"/>	<input type="text" value="M"/>	<input type="text" value="4/05/1995"/>	<input type="text" value="2"/>	<input type="button" value="⊗"/>
3*	<input type="text" value="Potter"/>	<input type="text" value="Harry"/>	<input type="text" value="M"/>	<input type="text" value="6/07/1998"/>	<input type="text" value="3"/>	<input type="button" value="⊗"/>
4*	<input type="text" value="Riddle"/>	<input type="text" value="Tom"/>	<input type="text" value="M"/>	<input type="text" value="4/05/1990"/>	<input type="text" value="4"/>	<input type="button" value="⊗"/>
5*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="⊗"/>
6*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="⊗"/>

Quick Start Guide

Adding Entries (Tutorial)

You can also watch this tutorial as a youtube video

<https://www.youtube.com/embed/5kJmYZ6xKm8>

When you first login, you will see a screen listing all the Open competitions.

Click on the Event Name to open the Entry Form

Hogwarts School

Entry Forms Archived Entries Members Officials Reports Help Logout Wed, 26 Feb - 10:50AM

Demo School | Entry Forms

SPORT COORDINATOR
Name:
Phone:
Email:
Mobile:

DEMO

OPEN

Athletics - Demo Entries Close
28 Feb 2014 - 11:59pm

Netball - Junior Tournament (Demo) Entries Close
2 Apr 2014 - 11:59pm
Player Lists Due
10 Apr 2014 - 11:59pm

1. Click on the Event Name to open the Entry Form

Select an event from the drop list and click on [Add Entry]

Netball - Junior Tournament (Demo)

STARTS
1st May 2014

ENTRIES CLOSE
2 Apr - 11:59pm

PLAYER LISTS DUE
10 Apr - 11:59pm

ENTRIES

Name	Event	Status
Select: Netball - Junior A	<input type="button" value="Add Entry"/>	

QUESTIONS

Primary Contact *(required)*

<input type="text"/>	<input type="text"/>	<input type="text"/>
Name	Mobile	Email

2. Select an event from the drop list and click on Add Entry

Complete any relevant questions

Enter player names into the list, and click on [Save] button

Note: Not all entries require player names.

Hint: If you type the first 3 letters of the players name (and they are already in the system), you can select them from the drop list.

ENTRIES

Name	Event	Status																																																																								
NETBALL - JUNIOR A Import Player Data																																																																										
Team Name: <input type="text" value="Hogwarts School"/>																																																																										
Coach <input type="text"/> <input type="text"/> <input type="text"/> Name Mobile Email <small>(required)</small>																																																																										
Umpire <input type="text"/> <input type="text"/> <input type="text"/> Name Mobile Email <small>(required)</small>																																																																										
Uniform Colours (Top/Skirt) <input type="text"/> <small>(required)</small>																																																																										
<table border="1"><thead><tr><th>Last Name</th><th>First Name</th><th>Gender (M/F)</th><th>DOB (d/m/y)</th><th>Email</th><th></th></tr></thead><tbody><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td>×</td></tr></tbody></table>			Last Name	First Name	Gender (M/F)	DOB (d/m/y)	Email		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	×
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<input type="button" value="Save"/> <input type="button" value="cancel"/>																																																																										

3. Complete Questions

4. Enter Player Names

If players are already in the system, just type the first 3 letters of their name, and the drop list will show players you can select from.

Once you have entered a team, you can complete any competition questions, and click on [Save Changes]

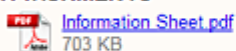
QUESTIONS

Primary Contact (required)

<input type="text" value="Alex Ryder"/>	<input type="text" value="07 12341234"/>	<input type="text" value="alex@enternow.co.nz"/>
Name	Mobile	Email

5. Complete any competition questions and [Save Changes]

ATTACHMENTS



ENTRY CONFIRMATION

Once you have completed your entries, you can download an Entry Confirmation and Invoice. You can still change your entries up until 2 Apr - 11:59pm

6. Download Entry Confirmation (and optional Invoice)

Once everything is complete, you can download an Entry Confirmation document and Invoice.

Note: Not all competitions use online invoicing.

Importing Entries into SportSoftware OE2010

SportSoftware OE2010 is an application for administering orienteering events.

In EnterNOW take the OE2010 Competitors download option

[file-xT0BijLSL.png](#)

In SportSoftware OE2010

In the menu click on, Extras > Import > Competitors
Select Identify Competitors by Database Id
Carefully select the Competitors option that suits

Warning: Clear and create again, will wipe all existing entries

Select the download file and click on [OK]

[file-DGFxaZbDaf.png](#)

Click on [Yes] when the warning dialog shows up

[file-HfA0x96hYC.png](#)

Once the import is complete, you will see a summary window.

Check that the number of Competitors and the number of Clubs matches the totals in EnterNOW

[file-RIW0VRuCbX.png](#)

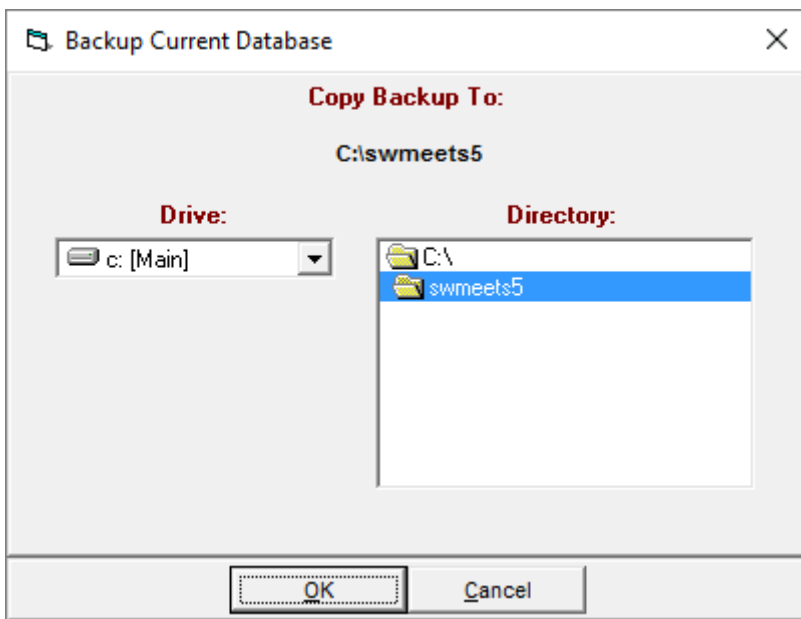
Exporting Swim Meet Manager Database

If you are running your event in Swim Meet Manager. First of all, open the meet and check all the events are set up as you like.

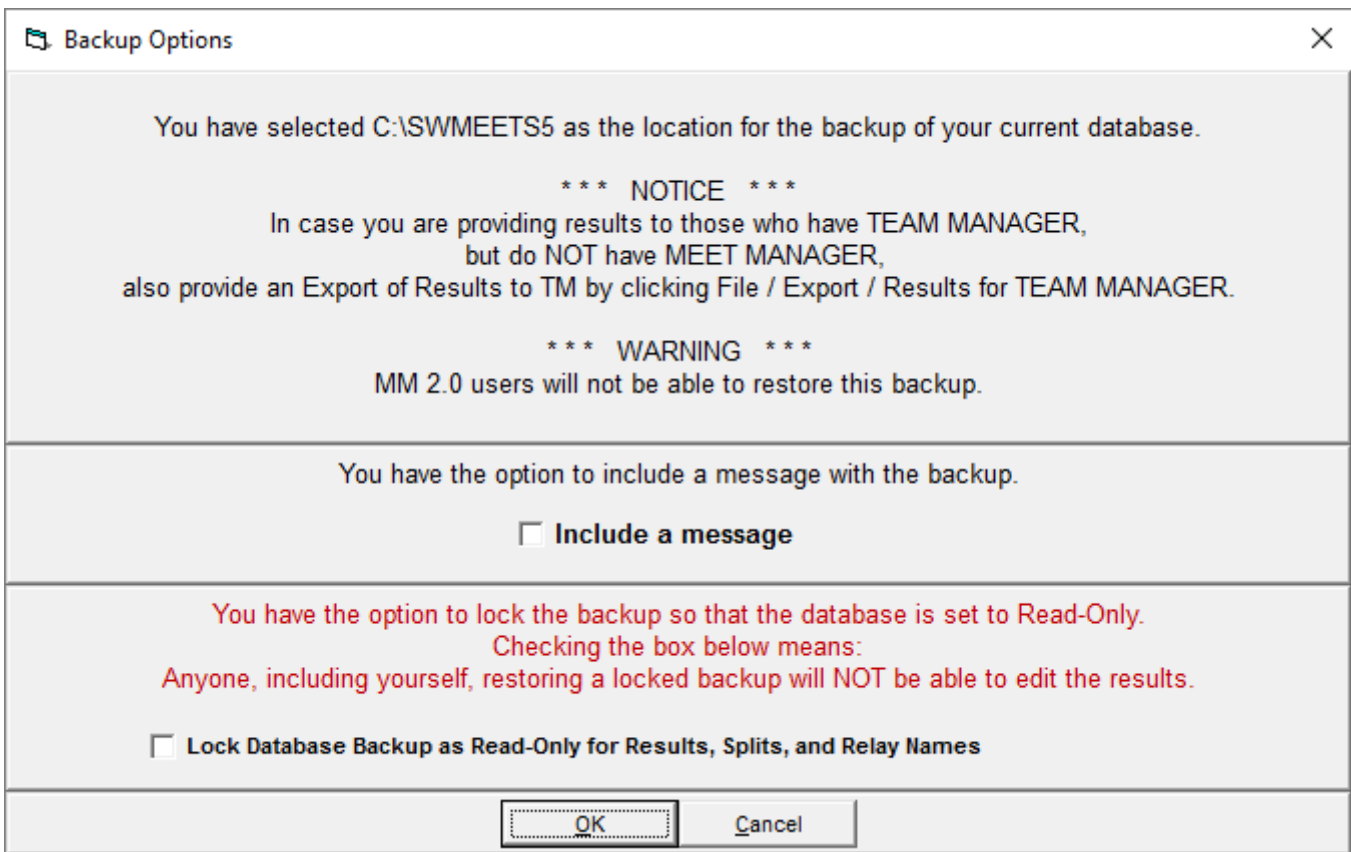
Then when you are ready to export the database file.

Click on **File > Backup** from the menu

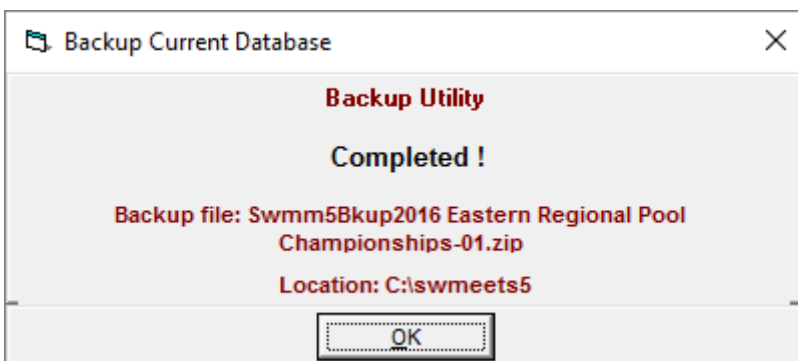
You will be prompted to backup the current database, click on [**OK**]



A screen will popup with some warnings, click on [**OK**]

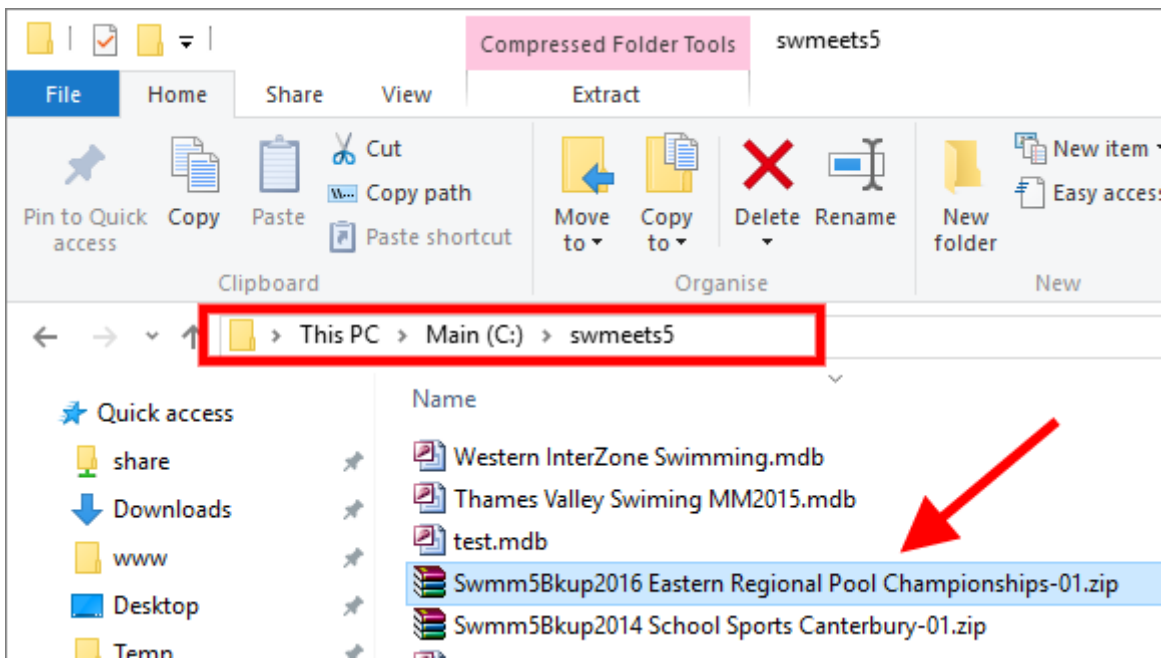


The backup will now be complete, take note of the filename and the location it was saved in. Click [**OK**]



Navigate your way to the location where the backup was saved and find the backup file for your event.

This is the file you need to email to us, so we can set up your event.



Importing Student Data from MUSAC

Click **Student Manager** > **Utilities** > **Import/Export student data** > Export selected data

Give the file an appropriate name

Select the following fields from the right hand column:

- Student ID
- First Name
- Surname
- Gender
- DOB
- This Year
- Date started here
- Previous school

Please note - the student ID field is found under Select Information Derived from Columns > Tab (specials) > Local student ID > Select

Once all the fields above are selected, click [Proceed to final steps] > [Select all] > [Excel] then proceed to export.

This report may take up to 5 minutes for larger schools

Email the file to help@enternow.co.nz and we will check the file and import it for you.

Importing Student Data from eTap

From the eTAP main menu go to Pupil Lists

From the Columns section select the following fields:

- Unique ID - First field at upper left
- First Name (Should already be selected) - you can untick this and select preferred name instead.
- Surname (Should already be selected) - you can untick this and select preferred surname instead.
- Gender
- DOB
- Year Level
- First started school
- Previous school

At upper right select ' Export file csv' and save the file somewhere on your hard-drive.

Email the file to help@enternow.co.nz and we will check the file and import it for you.

Restricting which schools can enter a competition

In EnterNOW, you can restrict which schools/clubs can enter a competition. By default, every competition is Open entry, which means any school that has a login for your site, can enter.

When a school logs in, and they are not on the restricted list, they will not see the competition at all.

When you are logged in as an Administrator, you will see a badge below the competition, saying ENTRY RESTRICTED



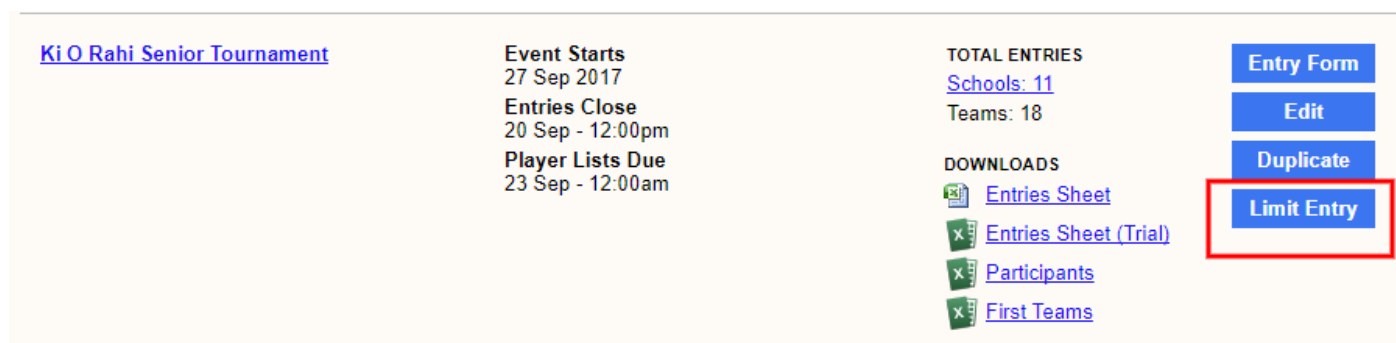
[Ki O Rahi Senior Tournament](#)
ENTRY RESTRICTED

Event Starts
27 Sep 2017

Entries Close
20 Sep - 12:00pm

Player Lists Due
23 Sep - 12:00am

To edit the restrictions, click on the Limit Entry button next to the competition of your choice



[Ki O Rahi Senior Tournament](#)

Event Starts
27 Sep 2017

Entries Close
20 Sep - 12:00pm

Player Lists Due
23 Sep - 12:00am

TOTAL ENTRIES
[Schools: 11](#)
Teams: 18

DOWNLOADS

- [Entries Sheet](#)
- [Entries Sheet \(Trial\)](#)
- [Participants](#)
- [First Teams](#)

[Entry Form](#)

[Edit](#)

[Duplicate](#)

[Limit Entry](#)

Then just go in and put ticks next to each school that you would like to be able to enter. If no schools are ticked, then it becomes unrestricted, eg Open Entry to all

Limit Entries Ki O Rahi Senior Tournament

Select All

Select None

Select Members

- Aotea College
- Athletics Wairarapa Zone
- Bishop Viard College
- Chanel College
- Chilton St James School
- Feilding High School
- Francis Douglas Memorial College
- Freyberg High School
- Gisborne Boys High School
- Hato Paora College
- Heretaunga College
- Horowhenua College

Applying Quota Rules

Quota rules are useful for limiting entries into events, where an athlete may be eligible (by age) to enter several events.

Example, a 17yr old athlete would qualify for both of these events.





















Open Board Race (Age range 14yrs +)

J19 Board Race (Age range 16-18yrs)

First you need to edit every event that you want to make exclusive and add a tag. The tag can be anything, but it needs to be the same tag on each of them.

We have used the tag "boardrace" in this example

2019 Eastern Regional Championships (ERC's)

#	EVENT / DIVISION	TEAM SIZE	DISCIPLINE	REFRESHERS	FEE / PENALTY	SORT	
001	Open Male - 2km Beach Run Open Male / M 19-109yrs	1 *	-		0.00	1	  
001	Open Male - Beach Flags Open Male / M 19-109yrs	1 *	-		0.00	1	  
001	Open Male - Beach Relay Open Male / M 14-109yrs	4	-		0.00	1	   
001	Open Male - Beach Sprint Open Male / M 14-109yrs	1 *	-		0.00	1	  
001	Open Male - Board Race Open Male / M 19-109yrs BOARDRACE	1 *	-		0.00	1	  
001	Open Male - Board Relay Open Male / M 14-109yrs	3	-		0.00	1	   

Edit Event

2019 Eastern Regional Championships (ERC's) / Events / Edit Event

EVENT NAME	EVENT NO	DIVISION	DISCIPLINE	DIST. (M)
<input type="text" value="Open Male - Board Race"/>	<input type="text" value="1"/>	<input type="text" value="Open Male"/>	<input type="text" value="Nothing selected"/>	<input type="text"/>
PLAYERS (MIN)	PLAYERS (MAX)	PLAYERS (RESERVES)	TEAM NAMING FORMAT	
<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="0"/>	<input type="text" value="A,B,C..."/>	
FEE PER EVENT (INC GST)	LATE PENALTY (INC GST)			
<input type="text" value="\$ 0.00"/>	<input type="text" value="\$ 0.00"/>			
NUM LANES	LANE DRAW ORDER			
<input type="text" value="16"/>	<input type="text"/>			
QUOTA (PER ASSOCIATION)	QUOTA (MAX ENTRIES)			
<input type="text"/>	<input type="text"/>			
IS TEAM CAPTAIN REQUIRED	IS INDIVIDUAL (ONLY USED FOR ATHLETICS)	ALLOW DUPLICATE PLAYERS (FOR TRIATHLON TEAMS)	200M BADGE REQUIRED	SLG AWARD
<input type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> Masters <input checked="" type="radio"/> No
TAGS (USED TO DETERMINE QUOTA RULES)		ARENA	CODE (MEET MANAGER)	SORT ORDER
<input type="text" value="BOARDRACE"/>		<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
ENABLED				
<input checked="" type="radio"/> Yes <input type="radio"/> No				
<input type="button" value="Save Changes"/> <input type="button" value="cancel"/>				

Once you have added that tag to each event, you can create a quota rule

2019 Eastern Regional Championships (ERC's)

[General](#) [Divisions](#) [Events](#) [Questions](#) [Quota Rules](#) [Limit Entry](#)

QUOTA RULE	MATCHING TAG	EXCLUDE
<input type="button" value="+ Add Rule"/>		

Put something that clearly explains the reason in the Validation Message.

The max number of events, means that of the events that have boardrace, you can only enter that number of them.

In this case, 1 means you can only enter 1 board race.

In Athletics events it is common to have rules such you can enter any 3 events, but a maximum of 2 track events.

Create Event Quota Rule

2019 Eastern Regional Championships (ERC's) / Quota Rules / Edit Rule

VALIDATION MESSAGE

You can only enter 1 board race

This message is shown to the entrant when rule is broken

MATCHING TAG

boardrace

This rule will apply to any events with this matching tag

MAX NUM EVENTS

1

Limit of the number of matching events entered in

EXCLUDE TAG

Block entrant from entering both events that match the Matching Tag and Exclude Tag, eg:

SORT ORDER

1

Order the rules are applied in

Save Changes

cancel

When the user tries to enter both events, it will display the validation message your typed.

INDIVIDUALS

NAME

DATE OF BIRTH

EVENTS

Add Competitor

Lookup Member

Last Name RYDER

First Name Alex

Date of Birth 02/02/2000

Gender Male

Event 1

Event 2

Event 3

Event 4

Event 5

Event 6

Event 7

Event 8

Event 9

Event 10

Event 11

Event 12

Event 13

Event 14

Event 15

You can only enter 1 board race

Save

cancel

Swim Meet Manager SDIF Files

SDIF data files are an old format and as such only support Freestyle and Medley Relays.

To import entries for Fly, Back, Breast relays we need to trick Swim Meet Manager into thinking they are Freestyle relays.

EnterNOW will export the SDIF files with Fly, Back, Breast relays all marked as Freestyle.

In Swim Meet Manager you need to edit each event that is affected, and

1. Change the **Stroke** to **Freestyle**
2. Change the **Note**: to read Fly Relay (or whatever style it is supposed to be)
3. Tick the box that says **Suppress Stroke Name**

The screenshot shows the 'Event Edit' window for 'Girls Open 200 Fly Relay Relay'. The window is divided into several sections:

- Event #:** 25
- Individual / Relay:** Relay (selected)
- Gender:** Alt Gender (checked), Girls (selected)
- Division:** (empty)
- Age Group:** Open/Senior (selected)
- Distance:** 200 (selected)
- Stroke:** Freestyle (selected)
- Note:** Fly Relay
- Suppress Stroke Name:** (checked)
- Rounds:** Timed Finals (selected)
- Round 1 - Prelims or Timed Finals:** Number of Lanes (1-12): 8, Lanes for Best: 8, Heats: 1
- Assign Lanes:** Standard (selected)
- Heat Order:** Slow to Fast (selected)
- Event Type:** Standard (selected)
- Round 2 or Round 3 - Finals:** Number of Lanes (1-12): 8, Heats in Finals (1-6): 1
- Finals Heat Order:** Slow to Fast (selected)

Restricted Entries

If you see the Entry Restricted notice showing under a competition listing, there are a couple of reasons for this

[Winter Tournament - Small Zone](#)

ENTRY RESTRICTED

Event Starts

24 Aug 2017

Entries Close

10 Aug - 5:00pm

1. Single Sex Schools

If you are currently switched to a Single Sex school or club, and there are no events of the appropriate gender in that competition.

Eg Boys College can't enter into the Netball tournament, unless you are offering a mixed gender event.

2. Limit Entries

On the limit entries screen, you can select specific associations that are able to enter a competition.

If you are currently switched to one of the associations that are blocked from entering, then the Entry Restricted badge will be displayed.

Admin: How to collect premier team lists

To collect premier team lists, you need to set up 2 things

1. Edit the Entry Form and set a Premiers Close date

Football Boys - Premier, Senior A1-A3 & 14A1 Season

Football Boys - Premier, Senior A1-A3 & 14A1 Season / Edit Competition

General **Key Dates** Notices Sections Settings Restrictions Invoicing

COMPETITION START 04-May-2019	CALCULATE ATHLETES AGE AS AT 01-Jan-2019
ENTRIES CLOSE 01-Jan-2019 11:59 pm	PLAYERS CLOSE
PREMIERS CLOSE 09-Apr-2019 11:59 pm	
LATE PENALTIES APPLY AFTER 	

[Save Changes](#) [cancel](#)

2. Go the Events tab for the Entry Form

You can see if premiers are already set up, in the premiers column, in this example you can see 11-35 (4),

that means minimum of 11 players, maximum 35 players and 4 new to school players

[file-skQqpyBF4M.png](#)

3. Edit the Event and change the settings to suit

[file-ah9Wj75yZM.png](#)