

Easyware Entry Program Instructions

1. Download Easyware Entries program at: <http://www.goeasyware.com/trackii/trackentriesii.exe> (Approx. 30 second download with DSL/Broadband. Not recommended with dial-up. The entries program is available via CD (contact meet director))
2. Download events file at: <http://students.hamilton.edu/trackandfield/liberty.htm>
3. Run the Easyware Entries software to install it. An icon will be placed on you computer desktop after installation. Double click on icon to start entries program.
4. Under "FILE" menu, select "LOAD MEET INFORMATION" and browse to the location that you saved the events zip file to. Load the file.
5. Click on "ENTRIES" to enter athletes. You may tab from one field to the next or mouse click.
 - a) Enter first name
 - b) Enter last name
 - c) Skip middle initial
 - d) Enter 4 letter team abbreviation (typically first 4 letters of school name). This will trigger a screen that will ask you to type in your full school name. Fill in the required info only and click on "OK." This will return you to the main entries screen.
 - e) Skip age
 - f) Enter grade (Fr, So, Jr, Sr, Gr).
 - g) Skip bib #
 - h) Click on male or female to identify gender.I) Enter seed mark for each individual event the athlete is to enter. All seed marks must be listed to the 100TH PLACE WITHOUT PUNCTUATION (NO EXCEPTIONS). The program will put the appropriate punctuation in after you have finished entering the numbers. Examples are listed below:

For Times: 15371 = 1:53.71
 4932 = 49.32
 153511 = 15:35.11

Please add .24 to hand (manual) times (e.g. 11.0 = 1124)

Metric Distances: 204 = 2.04
(College Meets) 5032 = 50.32

Imperial Distances: 60225 = 6' 2.25"
(High School Meets) 500775 = 50' 7.75"
 1361150 = 136' 11.50"

If you do not have a seed mark, use NT for no time and ND for no distance/height. For athletes entered in relays only, just enter their first name, last name, class year and gender.

6. To enter relays, click on the “RELAY ENTRIES” button that is located on the main entries screen.
 - a) Choose relay event by clicking on appropriate relay event.
 - b) Select your team from team box by clicking on it, then click the ADD TO EVENT button.
 - c) You will be prompted to designate a relay letter (A,B,C, etc.) Use “A” for your first team and repeat the process for other relay events.
 - d) Relay team members may be declared (not mandatory) by clicking on the appropriate relay team, then double clicking on eligible athletes located on the roster (left hand side of screen).
7. Print a copy of your entries by clicking on the “PRINT/PREVIEW” button. You may select a variety of formats. The grid option is probably the best. Once you select your option(s), click on the “PRINT/PREVIEW” button on the lower right corner of screen. A report will be generated.
8. When finished, exit out of entries screen and click on “FILE” menu. Select “EXPORT FOR EMAIL TO HOST and enter name for file (team name) and save it to a location of choice. Attach saved file to an email addressed to bhull@hamilton.edu.
9. The program saves your information as you type. After shutting the program down, you may return to your information at anytime.
10. Program may be used for any meet using Easyware to process results. All you need for future meets is to download the events file for desired meet.