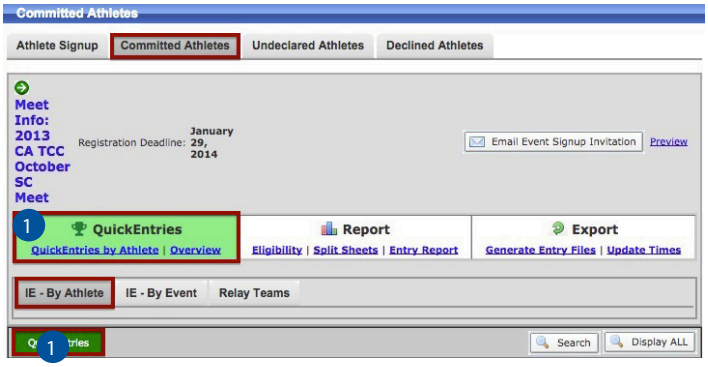
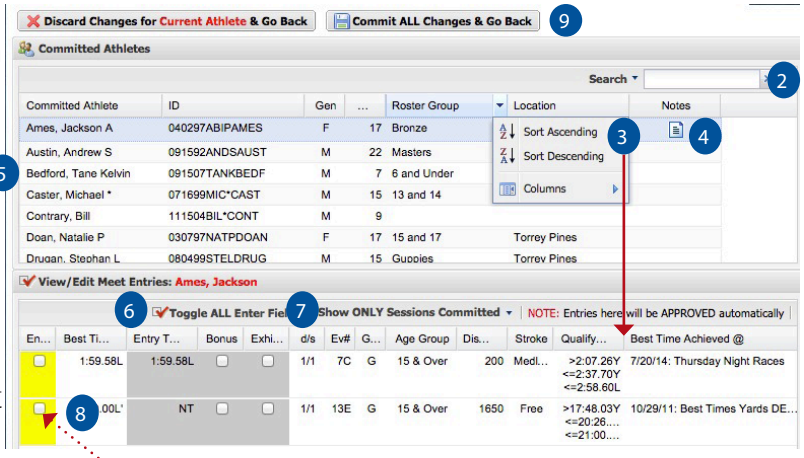
QuickEntries Quick Start Guide



1 **QuickEntries** - Select to begin entering your athletes into their events.. QUICKLY!

2 **Search** - Use the powerful search feature to find information QUICKLY. Type in Gold (for Gold roster group) to show only those athletes in that group for ex. Or use it to find an individual athlete.



3 **Customization** - Select a column header to sort alphabetically or use the columns selection to add or delete only the columns you need. You can find this in both the athlete area and event entries below.

4 **Notes** - Simply hover over this notes icon to see if a parent left a note regarding this athlete.

5 **Athletes** - Select the athlete to enter them into their events. Once you select them, all of the events they qualify for will appear in the lower screen

6 **Toggle ALL Enter Fields** - Select this to place the athlete in all events in view.

7 **Show ONLY Sessions Committed** - Select this to show only the sessions that the athlete has been committed to swim. This IS only available if the event was setup to commit by day/session. If it's signup by event the events will show.

8 **Events** - This is where the magic happens. Click the box highlighted in yellow to enter the athlete. ONCE SELECTED, you can manually enter their time by selecting the gray box under entry time.

Finishing Touches! Everything you select is **AUTOMATICALLY APPROVED!** Select 'Commit ALL changes and Go Back' to go back to the Committed Athlete Screen and Voila; all of your athletes have been approved and ready for entries file generation.

Tutorial QuickEntries Video Tutorial