



# British Gas ASA National County Team Championships

Sheffield  
16/10/2011

## ENTRY SPREADSHEET INSTRUCTIONS

Please find attached an Entry Spreadsheet for you to enter your swimmers into the British Gas ASA National County Team Championships 2011.

	A	B	C	D	E	F	G	H	I	J	K
1	Club	Family Name	Given Name	GovB	DoB	Sex	100 Fr	100 Ba	100 Br	100 Fl	
2	Derbyshire	Smith	John	95435	1995-11-27	M	01:13.00	01:29.00			# # EXAMPLE ENTRY #
3											
4											

There is an example of one entry highlighted yellow in row 2. You should complete one row of information for every swimmer you wish to enter. Each County can enter a maximum of 30 swimmers (including those who may just be swimming a relay.)

- Column A: Enter the name of your COUNTY.
- Column B: Enter the swimmer's FAMILY NAME.
- Column C: Enter the swimmer's FIRST NAME as you wish it to be displayed in the programme.
- Column D: Enter the swimmer's ASA NUMBER. This MUST be completed.
- Column E: Enter the swimmer's DATE OF BIRTH. This must be in the format yyyy-mm-dd.
- Column F: Enter the swimmer's sex using an 'M' for Male and 'F' for female.
- Columns G - J: Enter the swimmer's TIMES in the format demonstrated to enter either the 100m Freestyle, 100m Backstroke, 100m Breaststroke or 100m Butterfly respectively (leave the box blank if a swimmer is not entering that event)

Entry times should be short course times (25m). Heats will be seeded according to these entry times.

For your swimmers who are competing in the relay events only, please complete Columns A to F and leave boxes G – J blank.

Should you experience any problems please contact **Barry Saunders on 01423 885 326** (after 6pm only) or **Kieran Walsh on 01509 640 239**.

Entries must be returned by **Monday 19<sup>th</sup> September 2011** to [national.entries@swimming.org](mailto:national.entries@swimming.org)

### Changes

The final processing of the files will be carried out on the **Wednesday 12<sup>th</sup> October**. A team changes spreadsheet will be sent to you with your team managers' handbook approximately three weeks prior to the event. If you have any team changes between submitting your entries via spreadsheet and Wednesday 12<sup>th</sup> October please contact me immediately so that these can be amended before the final deadline. This will allow the programme that is printed for the spectators to be as accurate as possible.

No changes after the **Wednesday 12<sup>th</sup> October** will be allowed except for name changes. Final name changes will be permitted up until the end of the Team Managers' meeting on **Sunday 16<sup>th</sup> October**. Please however keep these to a minimum to enable the recorders to make them prior to the start of the competition.

