

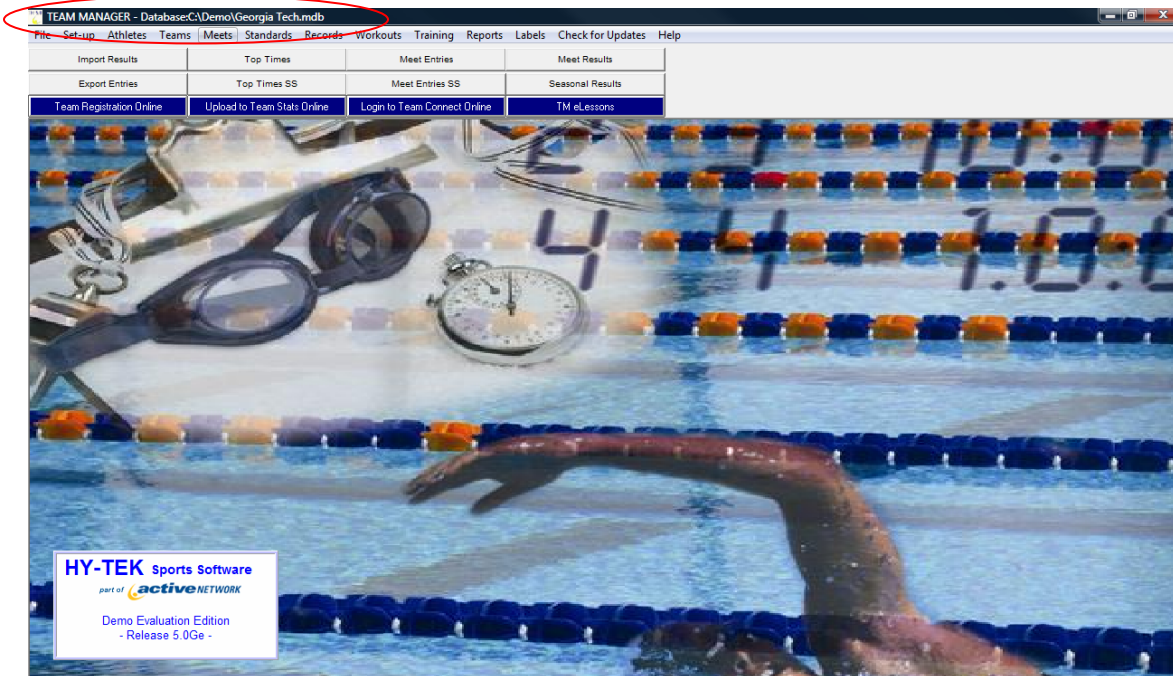
Meet Entry Instruction Version 1.0

Meet Entries are due Friday, March 13!!!

This set of instruction will give a walkthrough of the basics of Team Manger and will give you the tools to make the meet entries for the East Cost Swim Club Championships. Note: this is not required for this year's meet, but it will make everything 100 times easier for us. So it is highly appreciated!

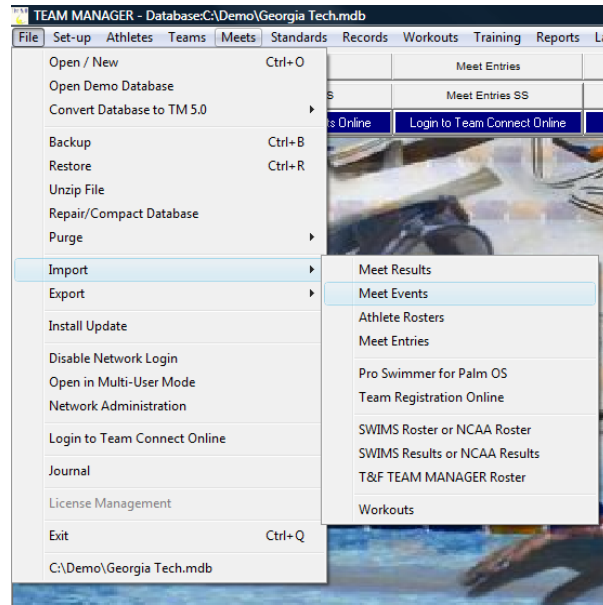
If you have not created a team roster yet, please see the other PDF on how to create a team and export the roster.

Open Team Manger or Team Manager Lite. Check the Database link on the top left corner to make sure the correct database is opened. If not, select "File" -----> "Open/New" and find the correct database to work with.



Now, download the attachment from the meet director containing the meet entry template. It is a zip file that should say "Meet Events – 2009 ECCs.zip". Make sure you download the file to a directory that you can find.

Click "File" -----> "Import" -----> "Meet Events" to bring up the import window. Then find the directory where you saved the zip file and select the file. Then click "OK".



A window will pop up telling you the file inside the Zip file has been unzipped. Click “OK” to bring up another selection window. There should only be file available. It’s a .ev3 file. Select it and click “Open” to bring up the “Import Events” window. Verify the Meet Name to be “2009 East Coast Championship” then click “OK”. A window should pop up telling you that 48 events have been imported. Click “OK”.

NOTE: If the number of events does not match, please contact the meet director.

Now that the meet has been imported, entries for each athlete can now be created. Click the “Meets” tab on the top menu to bring up the meet window. Again, verify the 2009 East Coast Championship is in the “Meet Name” column and the “Start Date” reads March 27, 2009.

To create entries, select “Entries” tab on the top and choose either “Entry by Name” or “Entry by Event”. For the sake of this demonstration, “Entry by Name” is selected. The window should look similar to this,

The screenshot shows the 'TEAM MANAGER' software interface. At the top, there's a menu bar with 'Find', 'Time Calc', 'Athlete Results', 'View', 'Print', and 'Help'. Below that is a toolbar with various icons. The main window title is 'TEAM MANAGER - Database:C:\Demo\Georgia Tech.mdb - [Entries by Name]'. The interface is divided into several sections:

- Filtering Section:** Includes 'For this Meet, Swim for Team: GT-GA', 'Only Pre-Entered Athletes' checkbox, gender selection (Male, Female, Both), and dropdown menus for Team, Group, School Yr, Subgroup, WM Gr, and WM Sub. There are also 'Clear All' and 'Enter All' buttons.
- Athlete List:** A table with columns: Last Name, First Name, MI, Gen, Birth, Age, Gr, Sub, Yr, Preferred Name, Team, D, Citizen. Swimmers listed include Carter, Chai, Kennedy, Smith, Washington, and Wayne.
- Event Entry Section:** Includes 'Show Relay Entries' (Current Entries: 0), 'Max Combined Entries: 4', 'Relay Entries: 0', 'Session' dropdown, 'Division' dropdown, and 'Show Swim-Up Events' checkbox.
- Event Table:** A large table for event entries with columns: Sess, Div, Event, Gen, Distance, Stroke, Age, Enter, Best Time, Custom Time, Exh, Alt, Bonus, Slower Than (Yds), Faster Than (Yds), Slower Than (LCM), Faster Than (LCM), Slower Than (SCM), Faster Than (SCM), Achieved, Meet Achieved. The table is currently empty.

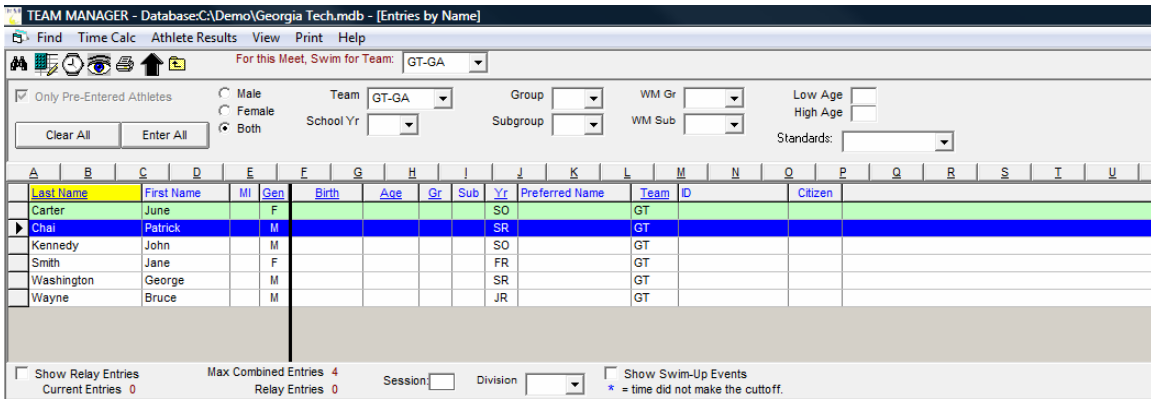
The events in the picture will not match. Don't worry. You can make sure the events are the correct one by referencing the Event Number and the Event itself to the ones listed in the Meet Information Packet.

To enter a swimmer in an event, first select the swimmer in the top window. Make sure the "For this Meet, Swim for Team" tab is filled in for the correct team on the top. Then just find the event that the athlete wishes to enter and check the "Enter" box. This will highlight the row. If an entry time is provided, enter this information in the "Custom Time" column.

This screenshot shows the same software interface as above, but with some data entered into the event table. The 'For this Meet, Swim for Team' dropdown is circled in red. The event table now has several rows highlighted in yellow, indicating entries:

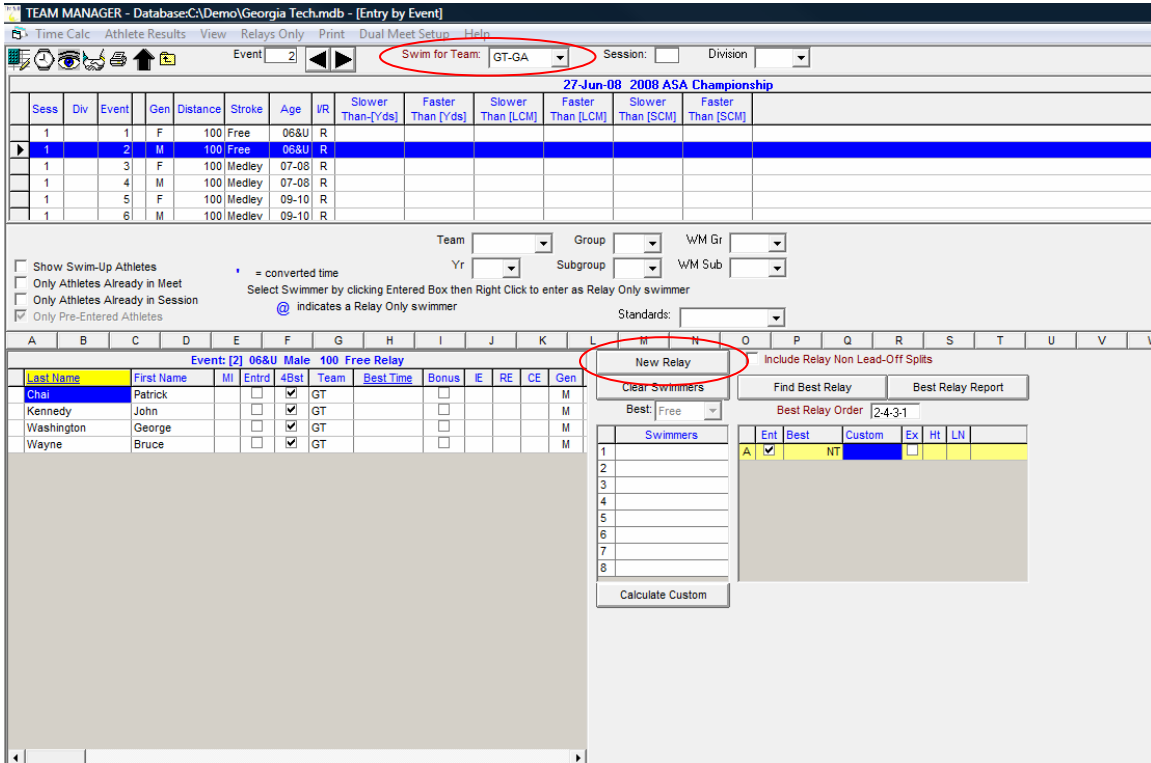
Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than (Yds)	Faster Than (Yds)	Slower Than (LCM)	Faster Than (LCM)	Slower Than (SCM)	Faster Than (SCM)	Achieved	Meet Achieved
1	1	13	F	25	Free	06&U	<input type="checkbox"/>													
1	1	15	F	25	Free	07-08	<input type="checkbox"/>													
1	1	17	F	25	Free	09-10	<input type="checkbox"/>													
1	1	19	F	50	Free	11-12	<input type="checkbox"/>													
1	1	21	F	50	Free	13-14	<input type="checkbox"/>													
1	1	23	F	50	Free	15-18	<input checked="" type="checkbox"/>		22.55Y											
1	1	25	F	50	Free	07-08	<input type="checkbox"/>													
1	1	27	F	50	Free	09-10	<input type="checkbox"/>													
1	1	29	F	100	Free	11-12	<input type="checkbox"/>													
1	1	31	F	100	Free	13-14	<input type="checkbox"/>													
1	1	33	F	100	Free	15-18	<input checked="" type="checkbox"/>		48.96Y											
1	1	35	F	25	Back	06&U	<input type="checkbox"/>													
1	1	37	F	25	Back	07-08	<input type="checkbox"/>													
1	1	39	F	25	Back	09-10	<input type="checkbox"/>													
1	1	41	F	50	Back	11-12	<input type="checkbox"/>													
1	1	43	F	50	Back	13-14	<input type="checkbox"/>													
1	1	45	F	50	Back	15-18	<input type="checkbox"/>													
1	1	47	F	100	M	07-08	<input type="checkbox"/>													
1	1	49	F	100	M	09-10	<input type="checkbox"/>													
1	1	51	F	100	M	11-12	<input type="checkbox"/>													

Once the athlete is entered into the meet, their name will be highlighted in green in the top window.



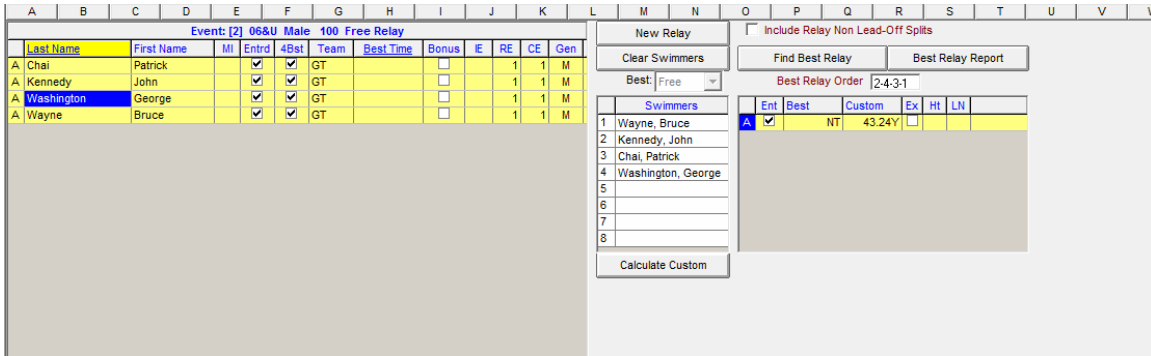
Do this for all of the swimmer's individual events.

To enter relay events, go back to the "Meet Browser" window, and click "Entries"----> "Entry by Event". The top column is now the events. Select the relay event that your team wants to swim in. Make sure the "Swim for Team" tab is filled in on the top. Then click "New Relay" button to create a Relay Team. You can create as many as your team needs, but remember only one relay per team can score. Here you can input the entry time in the "Custom" column.



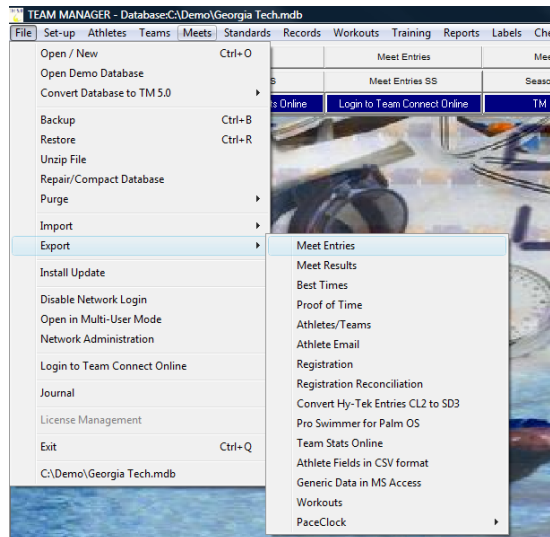
If you want to add the athlete to the team now, you can. This step is not required. You can simply hand in relay cards the day of the meet if you'd like. Or you can skip this part completely if you want. The individual name will not appear on the scoreboard if you don't input them here but it won't affect the team's entry.

To add a swimmer to the team, make sure the particular relay is highlighted in the right window and double click the athlete's name in the order you want the relay to be. If you mess up you can remove the swimmer from the relay by double clicking on their name in the middle column to remove them from the relay.

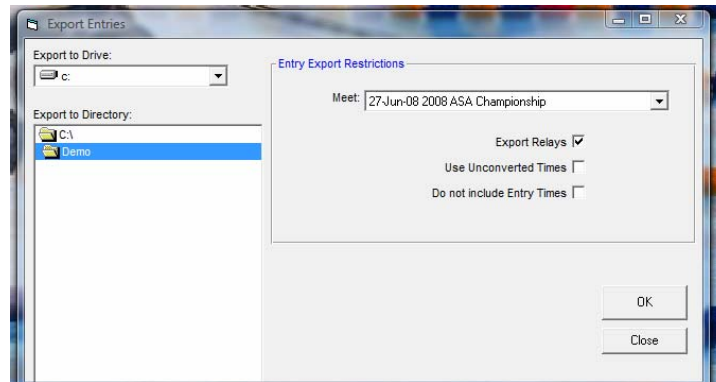


Once everything has been entered, you can double check the entries by creating an entry report. Go back to the "Meet Browser" window and select "Report" -----> "Entry Spread Sheet" and click "Create Report". This will bring up a spreadsheet of all the entries for you team. You can print this and sent it to your team as a check to make sure all of the entries are correct.

When you are ready to submit the entries, go back to the home page of the program. Then select "File" -----> "Export" -----> "Meet Entries"



This will bring up another window. Select where you want to file to be exported to and make sure the Meet selected in the drop down menu is the correct one. Make sure the “Export Relay” box is checked, and the other two left blank.



Then click “OK” to export the entries. A pop up window should appear saying the entries has been exported to wherever you selected. The file should be “TeamCode-State-Entries001.zip” (for example “GT-GA-Entries001.zip”)

Click “OK” and you’re done! Find the zip file that you’ve just exported the entries to and email it to the meet director.

If you have any questions, please contact the meet director.

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