TEAM MANAGER 6.0 – GETTING READY FOR SWIM MEET

Team Manager Reports

Top Times Report for Seeding and for Opponent Team's Coach

The following Top Times Report should be run and emailed to your opponent.

1. From the Menu Bar, select **Reports**, then **Performance**.
2. Choose **Top Times**.
3. Set Meet to All Meets
4. Set Team to your team (unless it is already set as the default team)
5. Set "Top How Many" to **0** Times.
6. Set "Sort By" to **Event (Current Age).**
7. Set "Age Groups" to **Use Custom** (VERY IMPORTANT).
8. Course **SS** (Short Course Meters) or **YY** (Yards) depending on pool which is hosting meet.
9. Click on **Stds** (Standards) and choose **JRAC** (only standards available).
10. Click on box beside "Include Time Standards" to ✓ it.
11. Click on Create Report.
12. When asked "Show only Fastest for Each Swimmer for each Event?" answer **YES**.
13. Once report displays, review for correctness, then click on the **Export icon** at the far left of the top menu. Choose Format: **Microsoft Word or Adobe Acrobat.** Destination? **Disk File.** Choose a location and click save.
14. Send file to opposing team by email within 24 hours of previous meet completion.
15. If a computer rep receives this report he or she should print and deliver it to the coach as soon as possible.

Top Times Report for Head Table (a current copy of this report should be handed in to the Head Table 45 minutes prior to the start of each meet)

1. From the Menu Bar, select **Reports**, the select **Performance**. Choose Top Times.
2. Set "Top How Many" to **1** Time.
3. Set "Sort By" to: **Name**.
4. Set "Age Groups" to **Use Custom**.
5. Course **SS** (Short Course Meters) or **YY** (Yards) depending on pool which is hosting meet.
6. Click on **Stds** and choose **JRAC**.
7. Click on box beside "Include Time Standards" to ✓ it.
8. Click Create report.

9. Once report displays, review for correctness, then click on the **Printer icon** at the top of the report.

This report can be printed one age group and gender at a time to produce a report similar to our old group times gender report.

Entering Meet Entries

When all of the meet entry decisions have been made, they should be entered into the program.

1. From the Menu Bar, choose **Meets**.
2. Click on the Meet Name of the meet you are setting up. (VERY IMPORTANT to get the right meet).
3. Make sure the Course is correct! It should be **S** for Short Course Meters or **Yards** for Yards. If it is not correct:
    a. Click on the **Edit** button.
    b. When the **Meet Maintenance** screen comes up, click on the drop down list box arrow beside the “Course:” field and select S or Y from the list.
    c. Then click the **OK** button.
4. Click on the **Entries** button.
5. Click on the **–by Event** button or the **By Name** button depending on your preference.
6. On the **Entry by Event** screen, click on the drop down list box arrow beside the “Team:” and select your team.
7. The first line for Event #1 will be highlighted in blue and eligible swimmers will be displayed in the box beneath.
8. Choose the box **Enter All**. This enters all active swimmers into this event which is not an actual event. Doing this puts all active swimmers on your team in the meet entry file.
9. Click the **Next Event** and all eligible swimmers will be displayed in the box beneath.

From this screen you will click on swimmers names to select them for individual events. Put the mouse cursor on the entry box and click to choose a swimmer for the event. When you click on the entry box the name is “highlighted”. Do not continue until the check mark appears. To remove a swimmer from selection, click on their name again and the highlight will be removed.

IMPORTANT: In the JRAC, Novice swimmers are allowed to “swim up” into the Regular division (Hy-tek calls speed categories divisions) at regular season dual meets. When entering a Novice swimmer in a Regular heat, his or her best time or NT (for No Time) will be listed in the **Best Time** column. After the name is highlighted, click on the cell in the **Custom Time** column and enter the Novice cutoff time for the appropriate stroke, gender, and age category. This will put the swimmer in the Regular category for scoring the event, but will not affect his or her best time.

When finished entering for that event, click the **Next Event** or **Next Swimmer** button at the top of the screen to continue the process on the next event or next swimmer.

Entering Relay Entries

When you get to the Relay events, the screen will change slightly.

1. Click on **"New Relay**"
2. Click on **A** on the right.
3. Go to Athlete list on the left and double click on the swimmer #1. The name will move to the first position of Relay A.
4. Repeat step 3 for the 2nd, 3rd and 4th relay swimmers.
5. Click on "New Relay" again and add **Relay B**. etc.

To remove a swimmer from the Relay Team, click on **clear swimmer's name** above the relay team box. A prompt will display asking, "Remove xxxxx from Current Relay?" Answer "Yes". Entry times are not necessary for relays in dual meets.

Meet Entry Reports (By Name and By Event)

1. From the Main Menu bar choose**, Reports/Meet Reports/Meet Entries**.
2. Choose your team if it does not come up as the default.
3. Events: select **Individual**
4. Sort by: **Meet Event #**
5. Choose **Stds** – JRAC and click on Include Time Standards Box
6. "Include Proof of Time?", click the box to make an ✓.
7. Click **Create Report**.
8. After viewing, click the **printer icon** to print.
9. Events: select **Relay**
10. For "Show Relay Swimmers:" select Four.
11. Proof of Time can be off.
12. Click **Create Report**.
13. After viewing, click the **printer icon** to print.
14. Events: select **Individual** again
15. Sort by: **Name**.
16. Proof of Time can be off.
17. Click **Create Report**.
18. After viewing, click the **printer** icon to print.

****IMPORTANT**: These reports are very helpful for checking the accuracy of your meet entries. The By Event report will easily show if you have more than 3 regular, X, or XX swimmers in an event. Novice swimmers in the Regular division will print with an R and Custom Time by their name. The By Name report will allow you to see the number of entries for each swimmer. *Important:* Remember that all swimmers are entered in Event #1 so you should look for any swimmer that has more than **5 entries.**

Backup

It is strongly recommended that you Backup after making your entries. To do this:

1. Insert a flash drive or put a CD in the CD Rom drive.
2. From the Menu Bar, choose **File**.
3. Choose **Backup**.
4. Click on the **OK** button to continue.
5. Answer the prompts that follow in the affirmative until the backup is done.

Generating Meet Entry Data to Load into Meet Manager

In order to get your team's entries into the Meet Manager program and run the meet, you must export the meet entries to a disk file.

To do this:

1. From the Menu Bar, select **File**.
2. Then choose **Export/Meet Entries**.
3. Select a drive and location from the **Export to drive:** box.
4. Insert a flashdrive or a CD and click **OK** to write to that location.
5. Make sure that the specific meet selected is the correct meet.
6. Make sure "Unconverted Times" is **NOT** checked.
7. Make sure "Export Relays?" is set to **Yes.**
8. Make sure the correct Meet is displayed in "Specific meet".
9. Click **OK** button.
10. The program will count entries and write to selected drive and directory.

This is the file that must be delivered to the table at least 45 minutes before the start of a meet. This file must also be imported to your team's Meet Manager program in order to print your event cards. In addition to the flashdrive or CD on which your meet entry file is saved, you must bring a hard copy (paper copy) of your roster with all active swimmers that are eligible to swim in the meet listed (even if they have not been registered with the league and paid for). You must also bring a hard copy of the Top Times Report **By Name** for your team. This report must include all active swimmers with valid times from the 2010 and/or 2011 season.

IMPORTANT: The visiting team should contact the host team several days before the meet to determine whether the host team has a compatible disk drive to read the meet entries of the visiting team. If not, the visiting team can arrange to email meet entries to the appropriate person in advance of the meet.

MEET MANAGER 3.0

Meet Setup

You will first need to copy the meet templates for 2011 into your **swmeets3 folder** which is the default folder for all swim meets associated with Meet Manager program Templates are now downloaded from the website and can be found on the Results and Records page grouped by week. Prior to the beginning of the season download all 6 of your team's dual meet templates into your swmeets3 folder. Do this by clicking on the link for your meet. Then choose save and choose the swmeets3 folder on the C drive. Then choose close. When ready to prepare for a meet, open MM. Choose file/restore and then click the option unzip, copy database to a selected folder (swmeets3) and open new database. The template will be unzipped and opened. **<u>The meet setup has been completed on each meet template so the following checklist is necessary only as a double check.</u>** Once all 6 meets have been unzipped they are ready to have entries imported.

Setup Meet

1. Start Meet Manager
2. Select File, then Open/New
3. Choose the meet you will be swimming which should now be in your swmeet folder unzipped and no longer a backup file.
4. Select Setup, then verify that the Meet Setup is correct
5. Enter the correct name of the meet (Ex. 11 WEST@KRA)
6. Enter the hosting team initials under Location.
7. Course should be set correctly for Short Course Meters (S) or Yards (Y).
8. Age up date should be set to 6/01/2011.
9. Meet Type should be **Time Standards** and Meet Style should be **Standard**.
10. Click on **OK**.

Setup Athlete / Relay Preferences

Select **Setup** again, then **Athlete/Relay Preferences**. Verify that the following is correct.
Click on the following boxes:
Enter ages
Enter birth dates
Other boxes should be unchecked.

Click on **OK**.
Answer **Yes** to recomputed ages of all athletes

Report Preferences

1. Select **Setup,** then **Report Preferences** – **Format** tab.
2. Check all appropriate boxes
   Flag all Over-Achievers with a "+"
   List athletes with last name first
   Suppress LSC Team Designator
   Printer options tab should be set to 3 reports or 2 (if announcer does not announce event results)
3. Click **Punctuation** tab and choose Upper and Lower case

Entry / Scoring Preferences

1. Select **Setup**, then **Entry/Scoring Preferences**
2. Check all appropriate boxes on the Scoring/Awards tab:
   Different point for each division
   Top how many for award labels: **6** individual and **6** relay
3. Check all appropriate boxes on the Entry limits tab
   Maximum entries per athlete including relays **5**
   Maximum individual entries per athlete **4** (**because all athletes are entered in event #1 to bring them into the meet file – it is not an actual event)**
   Maximum relay entries per athlete **1**
   Warn if entry limit exceeded: check box
4. Check all appropriate boxes on the Time Stds Meet tab
   Points awarded based on seed time
   Points and awards given to over achievers
   Points and awards given to under achievers

Scoring Setup

1. Select **Setup**, then **Scoring Setup / Standard**
2. Verify that points for each Time Standard (Division) are correct. Select the speed category at the bottom left of the box. (Note: X and XX are probably mixed up) Points are given in 2011 JRAC Rulebook.

Division / Region Names /Divisions

1. Select **Setup**, then **Division /Region Names / Divisions**
2. Verify that all Division and Codes are correct
   N Novice
   R Regular
   X SingleX

XX DoubleX

Options

1. Select **Setup**, then **Options / Personal Preferences**.
2. Choose how you wish to move from field to field.

Setup Session Name

1. Select **Events** from the Meet Manager opening screen
2. A listing of all events in the chosen meet is displayed. This has been pre-set and should be correct.
3. Select **Sessions** from the menu bar.
4. Select **Edit** from the menu bar.
5. Go to the field Session Title and put in the correct meet name beginning with 11 (ex. 11 West@KRA). Make certain the Course type is correct (S or Y).
6. Click **OK** to accept changes and close Edit Session window.
7. Click **Close**
8. Click **Close** again.

MEET MANAGER - MEET PREPARATION

Import Meet Entries

1. Start Meet Manager
2. Select **File / Open/New** and open the appropriate database for the week.
3. Select **File/Import/Entries**
4. The Open file For Import dialog box will appear.
5. Select the file that you exported from Team Manager with your team's entries and click **Open.**
6. The COMMLINK II File Information box opens. **Look in:** drive where entries are stored.
7. Double click on entry file name (example West-Va-Entries.001)
8. Click **OK**.
9. Double click on the file with a .HY3 extension
10. File information appears.
11. Click **OK**.
12. Check the box to **Include entries with No Time (NT).**
13. Check the box to **Match on event numbers**.
14. Click **OK** to proceed.
15. The Import Progress will display as the entries are processed and then it will indicate that the Import Finished.
16. Click OK.

17. **Repeat Steps 3-13 to import the visiting team(s) entries**.
18. You may want to backup your database to a diskette at this time.

Once the entries from each team have been imported to the scoring computer you must “seed” the meet. Choose **Seeding** from the main menu and then select **All** and **Start Seeding**. Once seeding has finished you should print out a report that will be most helpful to the Clerk of Course. Choose Reports from the main menu bar. Choose Psych Sheets. Select all events **except Event #1.** Click on include Time Standards and Entry Time. Click on Create Report. Print. This will give a list by event of all swimmers currently entered in the meet with their entry time and time standard. The clerk can refer to this list if a card comes in without a time standard written on it.

Printing Deck Cards

Each team is responsible for printing entry cards for their team for both home and away meets. Meet entries should be imported into the Meet Manager program (see above) in order to print entry cards. Meet Manager offers a variety of seeding options. Our weekly dual (and triple) meets will be deck seeded. Even though we are deck seeding the weekly meets, the process of releasing meet entries within the computer to allow deck cards to be printed and to later allow results to be entered is called seeding.

1. From the Meet Manager Menu Bar select **Seeding**.
2. This brings up the full screen Seeding the Meet display.
3. On the left column of buttons click **Select All**. All the events that are unseeded will be highlighted.
4. Click on **Start Seeding**.
5. The screen will display a running list of events being seeded and conclude with a message that the seeding is completed.
6. If there were no entries in a particular event it will not be seeded.
7. Click **OK** on the Seeding Completed box.
8. Click **Close** at the bottom of the left button column.

Printing

9. From the Meet Manager Menu Bar select **Labels/Entry Cards/Labels**.
10. This brings up the full screen Entry Cards/Labels Display.
11. At the bottom of the screen make your Label Selection.
12. Select Laser 2x3 for perforated 8.5”x11” card stock.
13. In the Format box select Rank Order Slow-Fast and Include entry time
14. **Do Not** click on heat and lane.
15. In the Sort By box select **Session Order**
16. Click on the **Preference** tab on the menu bar and make certain the label tab is set to one (1) copy.
17. Load the White Card Stock into your printer.

18. **Select every event except Event #1. You do not need cards for this event**.
19. Click on the Create labels tab on the menu bar.
20. The preview screen will appear. Click the printer icon to release the preview to the printer to start the actual printing process.
21. After seeing the printing process start and the dialog box go away, the preview screen will remain. Click the X in the upper left corner to close the preview.
22. In the selection box for Sort By select Blank Individual.
23. Click on the Create Labels button in the left button column.
24. Repeat until you have as many blank cards as you want.

Once cards have been printed, **the speed category MUST be written on the cards**. This should be large enough for the clerk to identify easily and should be in a color that stands out. Write N on all Novice cards, R on all regular cards, X on all single X cards, and XX on all double X cards. Use your meet entry report or top times report to put speed category on each card. Remember there is **NO regular speed category for Intermediate and Senior 50 Free and Breast.**

Running The Meet

1. Start Meet Manager
2. Select **File / Open/New** and open the appropriate database for the week.
3. Select **Run** from the Meet Manager menu bar.
4. The RunThe Meet screen will display.
5. The screen is divided into several sections.
    a. The Command Line section gets you to other screens to perform entry maintenance that may be required during the meet.
    b. The Event sections displays the status of each event through its various steps: Unseeded, Seeded, Done, and Scored. When first opened all events should show Seeded.
    c. The Event Management commands are found in the middle section.

6. In the Command Line section, Click on **Preferences / Report Formats**.
7. In lower right of screen change **# of copies to printer** to **3** (or 2 if your announcer does not announce event results during meet.)
8. Click on **OK**.
9. Click on **Sessions** in the Event Management section.
10. Highlight **Session 1** and click **OK**. This will present the events in session order. Event #1 will be listed last.
11. In the Events Section click on the event you want to enter results for.
12. The cursor will be at the Final Time entry field for the first swimmer.
13. Verify that the Name on the card matches the name on the cursor line.
14. From the time card received from the Table Workers
    a. Key the swimmer's time **using only numbers**, i.e. 1:02.34 would be keyed as **10234**

b. Key **DQ** in the Final Time entry field for any swimmer with a valid disqualification.

c. Key **NS** in the Final Time entry field for any swimmer who was entered but did not swim and for whom you have no card or a card with no time.

16. Press Enter key. Cursor moves to the next position.
17. Continue keying all results for the event.
18. Note that when all entries have a result, the event status will change to **Done**.
19. Click on Score Event in the middle Events Management section.
20. A report showing the scored event results will preview.
21. Click on the **printer icon** at the top of the screen. When the print dialog box appears verify the number of copies is set to 3 and click **OK**.
22. Click the X in the upper left of the preview screen to close it.
23. After printing results, click on **Next Event** in the Event Management section.
24. Results copies go to Verifiers with the swimmers' card for Verification.
25. Once copy is wrapped with the event cards, one copy is posted, and one copy goes to the announcer.

Ribbon labels for the entire meet should be printed at the conclusion of the meet when the verification and scoring is complete. Before printing, choose the **sort by** athlete/team feature. Labels will be printed alphabetically by athlete, first for one team and then the next. The visiting team can take their ribbon labels home and stick them at their convenience. This reduces the incidence of duplicate ribbons and ribbons being sorted incorrectly and going home with the wrong team.

Additional Swimmer Entries

It is possible that you will be presented with a handwritten card for a swimmer that has no computer entries in the meet. Before adding the swimmer, make certain their name appears either on the active roster or top times report that each team is required to turn in at the head table before the meet. If their name does not appear on one of these reports, they are not considered active and therefore not eligible to swim in the meet.

1. From the top of the Run the Meet screen select **Athletes.**
2. The athlete screen will be displayed. Click on **Add Athletes** at the top of the column of buttons on the left of the screen.
3. The Add a New Athlete screen is displayed.
4. Using the Top Times Report enter the swimmer's information. This includes :
   a. Last Name
   b. First Name
   c. Reg ID
   d. Birth date
   e. Team

5. Age will calculate based on birth date and the events the swimmer is eligible for will appear at the bottom of the screen.
6. Entries can be made directly on the lower left portion of the screen.
7. **Be sure to enter the Entry Times from the Top Times Report** so the swimmer will be scored in the appropriate speed category**.**
8. Click **OK** to close the Add an Athlete screen.
9. Click **Close** to close the Athlete screen.
10. From the Main Menu bar select **Seeding.** Click on **Select All** on the left column of buttons.
11. Click on **Start Seeding.** Events will be reseeded and added swimmer will be available for results entry.

Edit Entries for Swimmers Already In the Meet

1. From the top of the Run the Meet screen select **Athletes**. The Athlete screen will be displayed.
2. Click on the letter that begins the swimmer's last name at the top of the screen.
3. Click once on the swimmer's name that you would like to delete or add an event for.
4. The events the swimmer is eligible for are shown and the events the swimmer is entered into are highlighted.
5. Change the swimmers entries by clicking on the check box.
6. **Be sure to enter the Entry Times from The Top Times Report**.
7. Click **Close** to close the Athlete screen.
8. From the Run Meet window select **Seeding/Select All and Start Seeding.**
9. All events will be reseeded and available for results entry.

CONCLUDING THE MEET

After the last relay is finished click on **Events** in the command line. Highlight Event #1 and then choose **Delete Event** from the command bar at the left. Remember that Event #1 is not a '"real" event.

At the conclusion of the meet go to **File/Backup** from the main menu and **backup** the meet results to diskette or CD for the visiting team(s). The visiting team may request a **Results for Team Manager file** instead. In addition make a backup of meet results for your team if needed. Email the meet file (**a Backup of the meet from Meet Manager)** to Kathy Watson ASAP (preferably the night of the meet) or by noon the day following the meet.

The easiest method to find triple/quad winners is as follows:

1. From the Run the Meet menu select Labels from the menu bar.
2. Select Award Labels.

3. From left hand menu bar choose Select All.
4. Label Selection choose All Events.
5. Award Type choose Standard Award Label, Individual Places 1 to 1, and Relay Places 1 to 1.
6. Sort By choose Team/Athlete
7. Click on Create Labels
8. Preview to screen or print on paper (not labels).
9. Scroll or look through to determine triple/quad winners.

Import Meet Results file into TM6.0 and your TM database will automatically update best times for your swimmers.