TEAM MANAGER 7.0 – 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 "Age Groups" to **Use Custom** (VERY IMPORTANT).
6. Set "Sort By" to **Event (Current Age).**
7. Set Course Options to SS (Convert all time to Short Course Meters) or YY (Convert all times to Yards) depending on pool which is hosting meet.
8. Set Filters to Individual and set "Top Times How Many" to 0 times**.**
9. Click on **Stds** (Standards) and choose **JRAC**.
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). Please follow instructions and print **By Name** for the head table.

1. From the Menu Bar, select **Reports**, the select **Performance**. Choose Top Times.
2. Set "Age Groups" to **Use Custom**.
3. Set "Sort By" to: **Name**.
4. Course **SS** (Short Course Meters) or **YY** (Yards) depending on pool which is hosting meet.
5. Set "Top How Many" to **1** time.
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.

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 **Save** button.
4. Click on the **Entries** button.
5. Click on the **–by Event** button or the **By Name** button depending on your preference. Entry by Event is recommended.
6. On the **Entry by Event** screen, click on the drop down list box arrow beside the "Team:" and select your team. In the shaded box below the event list choose your team again and click on the standards box and choose JRAC. You must choose your team in both places!
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 into the meet entry file. This is helpful to the head table if swimmers are entered into the meet with handwritten cards who are not in the original 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 entrd 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 the six 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. Cutoff times can be found in the rulebook. This will put the swimmer in the Regular category for scoring the event, but will not affect his or her best time.

Teams are allowed to enter 3 swimmers in Regular exhibition freestyle in the mite, midget and junior age-groups. To enter a swimmer as exhibition click on the exhib box and then enter the correct novice cut-off time for the age group and gender in the custom box if the swimmer is not actually Regular. Teams are allowed to enter 3 Regular exhibition swimmers in midget and junior 100 IM and must be entered as exhibition by clicking the exhib box. If swimmer does not have a Regular time, be certain to put the appropriate novice cut-off time in the custom box.

When finished entering for an 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. To change a swimmer's position in the relay, click and hold on the swimmer's name and drag to the appropriate position.
6. 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.

After entries are completed, print the following reports to check your entries.

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: Filters - select **Individual**
4. Sort by: **Meet Event #**
5. Choose **Standards** – 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. Click **Create Report**.
12. After viewing, click the **printer icon** to print.
13. Events: select **Individual** again
14. Sort by: **Name**.
15. Click **Create Report**.
16. 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.** In dual meets, a swimmer can swim a maximum of 3 individual events and 1 relay. Exhibition swims count as one of the 3 individual events for a swimmer.
Make sure to also check that no mite that is entered in novice backstroke in weeks 2,3,5 or 6 is also entered in novice breaststroke (weeks 2 and 5) or novice butterfly (weeks 3 and 6).

Backup

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

1. From the Menu Bar, choose **File**.
2. Choose **Backup.**
3. Insert a flash drive or choose a backup location.
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 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 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 2017 and/or 2018 seasons.

MEET MANAGER 5.0

Meet Setup

You will first need to copy the Meet Manager meet templates for 2019 into your **swmeets folder** which is the default folder for all swim meets associated with Meet Manager program. It is suggested that you open the swmeets folder on your hard drive and then create a folder named 2019 meets inside the swmeets folder. Templates are downloaded from the website (www.jracsummerswim.org) and can be found on the Swim Results page grouped by week. Prior to the beginning of the season, download all 6 of your team's dual meet templates into the 2019 meets folder in your swmeets folder. Do this by clicking on the link for your meet under week 1. The meet will be downloaded to your hard drive and you can then copy and paste it into the 2019 meets folder. Repeat this process for your weeks 2-6 meets. When ready to prepare for a meet, open MM. Choose file/open new and find the correct meet in your 2019 meets folder. The chosen meet will open and the name of the meet will show up in the top menu bar. These meet templates are.mdb files and do not need to be unzipped.

MEET MANAGER - MEET PREPARATION

Import Meet Entries

1. Start Meet Manager
2. Select **File / Open/New** and open the appropriate database for the week. It is imperative that you open the correct meet 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.

Printing Relay Cards

1. From the Meet Manager Menu Bar select **Labels/Entry Cards/Labels**.
2. This brings up the full screen Entry Cards/Labels Display.
3. At the bottom of the screen make your Label Selection.
4. Select Laser 2x3 for perforated 8.5”x11” card stock.
5. In the Format box select **Rank Order Slow-Fast and Include entry time**
6. **Do Not click on heat and lane.**
7. In the Sort By box select **Session Order**
8. Click on the **Preference** tab on the menu bar and make certain the label tab is set to one (1) copy under printer options.
9. Load the White Card Stock into your printer.
10. **Select Only Relay Events.**
11. Click on the Create labels tab on the menu bar.
12. The preview screen will appear. Click the printer icon to release the preview to the printer to start the actual printing process.
13. 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.
14. You can also then print blank relay entry cards.

You are now ready for the meet! Don’t forget to take a meet entry file on a flashdrive, a current roster report and a top times report **by name** to the head table **45 minutes** before the start of the meet. Also remember your blank cards for last minute relay entries.

AFTER THE MEET

Get a backup of the MM file and/or a results for Team Manager file from the scoring computer on your flashdrive before leaving the meet. Import the results for Team Manager file into your TM database to update your top times. It is necessary to do this before sending your top times to your next opponent and before seeding your next meet. The results for team manager file is obtained from the Meet Manager meet file by choosing File/Export/Results for Swim Manager. Save the export file to your preferred location. To update top times in Team Manager:

Open Team Manager
Choose File/Import/Meet Results
Double click on results file
Click OK
Double click on the HY3 file that pops up and an import box will open up
Under Criteria check the following:
    Add new teams/athletes
    Import relays
Click OK and import will begin