

2022 Start Up Instructions

Open TM 7.0 or TM 8.0

Print a top times report **by event or name** for your team. This will serve as a record of your team's data from last summer should a question arise or if your team archives data. Remember, this report will not be accurate if you failed to update your top times after the 2021 championship meet.

Top Times Report

1. From the Menu Bar, select **Reports**, then 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 your pool.
5. Set "Top How Many" to **1** time
6. Click on **STDS** and choose **JRAC**.
7. Click on the box beside "Include Time Standards" to check it.
8. Click **Create Report**
9. Once report displays, review for correctness, then click on the **Printer Icon** at the top of the report.

You may also want to Backup your database if you did not do so at the end of last season. Label this 2021 JRAC Backup. This is useful if you ever need a history of your team or need to go back and check for team records, etc. because the league uses times from the 2 prior seasons only.

IMPORTANT: If your team keeps records and has a **team record file** stored in your TM database, be sure to export your record file before completing the following instructions.

From the top menu bar, choose **Records/Export Records**, then choose your team's records from the available records and save the record file onto a flash drive or onto your hard drive and import it into your 2022 database after finishing the 2022 startup process.

Startup procedure:

Open TM 7.0/8.0 and make sure your JRAC 21 database is open

Choose **File** from the main menu bar

Choose **Purge**

Delete current database (which should be JRAC 21)

Answer **Yes** to permanently delete current database

Create **JRAC 22 Database**

Choose **File/Open New** (this dialogue box may automatically open after prior step)

In file name box at the bottom of the page, type: **JRAC 22**

Click **OPEN**

You will need to make several choices on the next page:

Gender: choose boys/girls

Athlete browser: uncheck school year

Uncheck relay leadoff splits

Default team registration: USS

Default team type: Rec

Country: USA

Meet age up date: 06/01/2022

System age up date: 06/01/2022 and click the “Age-Up” button

Click **OK**

Now click on the **2022 JRAC startup database link** found on the opening page of the website. Choose **SAVE** (not open) and download the file to your computer and then complete the following:

Choose **FILE**

Choose **RESTORE**

Double click on **swtm7bkupjrac_22-04** (from the location where you downloaded the file) and a menu page will open up

Restore Options:

Choose **replace currently open database** (TM7Data\JRAC 22.mdb)

Click OK and answer yes when prompted if you want to overwrite with

JRAC 22.

Choose **FILE**

Choose **REPAIR/COMPACT DATABASE**

Click **YES**

NOTES:

All swimmers turning 19 on or before June 1, 2022 have been deleted from the start up database.

First year 9-10 year olds who swam as 8 year olds last season, will not show up on new top times reports as they have no 50 times to carry over from last season.

TEAM DEFAULTS

You will likely want to set your team as the default so when you open TM each time, only your team's athletes will be displayed.

In order to do this:

- Choose: **Set-up** from top menu bar
Then choose: **Favorite filters**
Highlight your team and then click on **Set Default** on top menu bar

How to add Brand New Swimmers into your Database:

1. From the top of the screen, select Athletes
2. The athlete screen will be displayed
 - a. 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 your Registration Form for the needed date:
 - a. Last Name
 - b. First Name
 - c. Birthdate
 - d. Gender
 - e. Team (make certain you choose the correct team)
5. Age will calculate based on birthdate and the events the swimmer is eligible for will appear at the bottom of the screen.
6. A box will pop up confirming their Athlete ID – auto generated based on what you entered
 - a. Click “YES” if correct or “NO to change
7. Click OK to finish with this new athlete
8. Close to close the Athlete screen.