GREATER CHARLOTTE SWIM LEAGUE

MEET MANAGER/TEAM MANAGER GUIDELINES

IF YOU ARE THE HOME TEAM:

1. Create the meet in MM

   a. Go to MM
   b. Open the GCSL Template database
   c. Go to Setup/Meet Setup and change the name of the meet to, for example, 2006 Barclay Downs v. Olde Georgetown. Change the date of the meet to the correct date, and make sure it is set on either Short Course Meters (most pools) or yards. You shouldn't need to change anything else from the template (unless you are in a five lane pool).
   d. Go to File/Save As. Be sure it is saving in "C:" in the "swmeets" folder, changing the name to, for example, 2006 Barclay Downs v. Olde Georgetown.
   e. You now have a meet database for this home meet.

2. Send the Events file to the away team and to your Team Manager system.

   a. Go to File/Export/Events for TM.
   b. Check the parameters (i.e. number of events permitted to enter, etc. – should be correct given the template).
   c. Save as a zip file in C:\swmeets (this is the default). You may want to save it on your flashdrive also.
   d. Send this zip file to the visiting team for them to use to do their entries.

3. Importing the file into TM (home or visiting team – this is how you do your entries)

   a. In Team Manager, go to File/Import/Meet Events. Find the file in the "swmeets" file. Just keep following the directions (saying "ok"), and it should pop up and say "file successfully unzipped. 70 events imported" or something to that effect.

4. Entries for the meet (both the home and away teams need to do this):

   a. In Team Manager, go to Meets, and highlight the correct meet. Then under Meets, click Entries by Event. As you highlight each event, each eligible swimmer from your team for that event will be listed. You can either select "Enter All" (works great for the 6 & unders and the freestyle) or individually check the box next to their names. Do this for every event. For the Relays, you will have to click "Add a New Relay", which will enter a team for you in the event. Then you select the participants on the relay – you can ask the computer to create the best relay for you, or you can individually select the participants. The template is set up so that it should warn you if you enter a child in too many events. Your entries are done!

b. To check your entries, in TM, click on reports, select the meet, and choose to run the report by event number or by swimmer name. This is useful for your coach also to post at the meet so that the kids know what they are in.

5. Sending the Entries back to the Home Team:

   a. In Team Manager, go to File/Export/Meet Entries. It will save it to TMIIData as a zip file. If you need to e-mail that file to the home team, just attach that zip file to your e-mail. If you are the away team, you are done.

   b. If you are the home team, now you need to import it into MM. Save the attachment that is sent to you as the entry file somewhere easy to find (your desktop, your flashdrive, whatever).

6. Importing the Entries into Meet Manager.

   a. In Meet Manager, open up the Database for this meet. Remember, the only way to tell which Database is open is by reading at the very top of the blue MM screen.

   b. Then click File/Import/Entries. You will then select the file you want to import. It will unzip the file, and confirm the number of swimmers and events. You will need to do this for the entry file for both the visiting and the home team.

7. Seeding the Meet/Running Heat Sheets

   a. Once you have imported both entry files, you can now seed the meet. Go to seeding, select all the events, and click "start seeding". The template should automatically seed the teams in the correct lanes, with the fastest heat first.

   b. Now you can create a heat sheet and timer sheets. Go to Reports/Meet Program, and select all the events. Then select the appropriate preferences. For example, your clerk of course will need a heat sheet with one event per page (it's a 70 page document, but makes their life easier). Some divisions are also printing timer sheets, so that each lane will get a heat sheet with only the swimmers in that lane on it, for them to write the times down on and send that to the scorers table (eliminates the need for a recorder/head timer). You will definitely need to print an ordinary heat sheet, set up as 2 or 3 column (3 column is fine – saves trees), that will list each event, and have all the heats. This is what the coaches and starter will get, and maybe will get sold at the meet. Remember, what you see on your screen is what will print, so if you don't like the report you created, just close that box, and change the preferences until you get the report that you are looking for.

8. Now you are ready to Run the Meet!

   a. Open the Database for this meet.

   b. Click Run. It will open with your first event! Enter the middle time in the pink highlighted column (or 2 times, if you are averaging two). Remember to enter NS for a no-show, and to click DQ if appropriate. Once all those times are entered, score the event (except the 6 & unders – just enter their times). That's it!

   c. When the meet is over, fully scored, go to File/Export/Results for TM. Save that zip file on to your flash drive, on to the other teams flash drive as well. Then in TM, you can click on File/Import/Meet Results, and those results will be added to your database.

IF YOU ARE THE AWAY TEAM:

1. Importing the file into TM (home or visiting team – this is how you do your entries)

    a. When the e-mail arrives, save the attachment somewhere easy to fine – your desktop, flashdrive, wherever.

    b. In Team Manager, go to File/Import/Meet Events. Find the file where you saved it (it should be a zip file). Just keep following the directions (saying "ok"), and it should pop up and say "file successfully unzipped. 70 events imported" or something to that effect.

2. Entries for the meet (both the home and away teams need to do this):

    a. In Team Manager, go to Meets, and highlight the correct meet. Then under Meets, click Entries by Event. As you highlight each event, each eligible swimmer from your team for that event will be listed. You can either select "Enter All" (works great for the 6 & unders and the freestyle) or individually check the box next to their names. Do this for every event. For the Relays, you will have to click "Add a New Relay", which will enter a team for you in the event. Then you select the participants on the relay – you can ask the computer to create the best relay for you, or you can individually select the participants. The template is set up so that it should warn you if you enter a child in too many events. Your entries are done!

    b. To check your entries, in TM, click on reports, select the meet, and choose to run the report by event number or by swimmer name. This is useful for your coach also to post at the meet so that the kids know what they are in.

3. Sending the Entries back to the Home Team:

    a. In Team Manager, go to File/Export/Meet Entries. It will save it to TMIIData as a zip file. You need to e-mail that file to the home team, so just note where it saved it, and then attach that zip file to your e-mail. If you are the away team, you are done.

SOME GUIDELINES:

1. Be sure to use the TM events file sent by the home team for that meet to do your entries. This insures that all of the preferences are set up correctly for that meet, and should eliminate any bugs when the entries get imported by the home team.

2. Theoretically, the home teams can send out their entry files for each meet they host today! It isn't hard, and then you don't have to worry about it. Each team should confirm that the right person is receiving the Events file, and where it should be sent back.

3. When sending in your entries, it is helpful to indicate how many swimmers are entered, the number of individual entries and the number of relay entries in the text of your e-mail. This information is generated by your Entry Report (under TM reports). That way, when the host team imports your entries, they can confirm that they got what you think you sent, since it will tell them those numbers when they import.

4. Confirm the number of copies of the heat sheet needed by the visiting team – it isn't very hard to make a few extra copies at Kinkos, and can save you lots of headaches later.