MEET MANAGER
AND
TEAM MANAGER

A BASIC GUIDE

© SNSW - Meet Manager and Team Manager - A Basic Guide - July 2020

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PROGRAM OF EVENTS

1. Boys 8 & Under 50 metre Freestyle

2. Girls 8 & Under 50 metre Freestyle

3. Mens Open 100 metre Backstroke

4. Womens Open 100 metre Backstroke

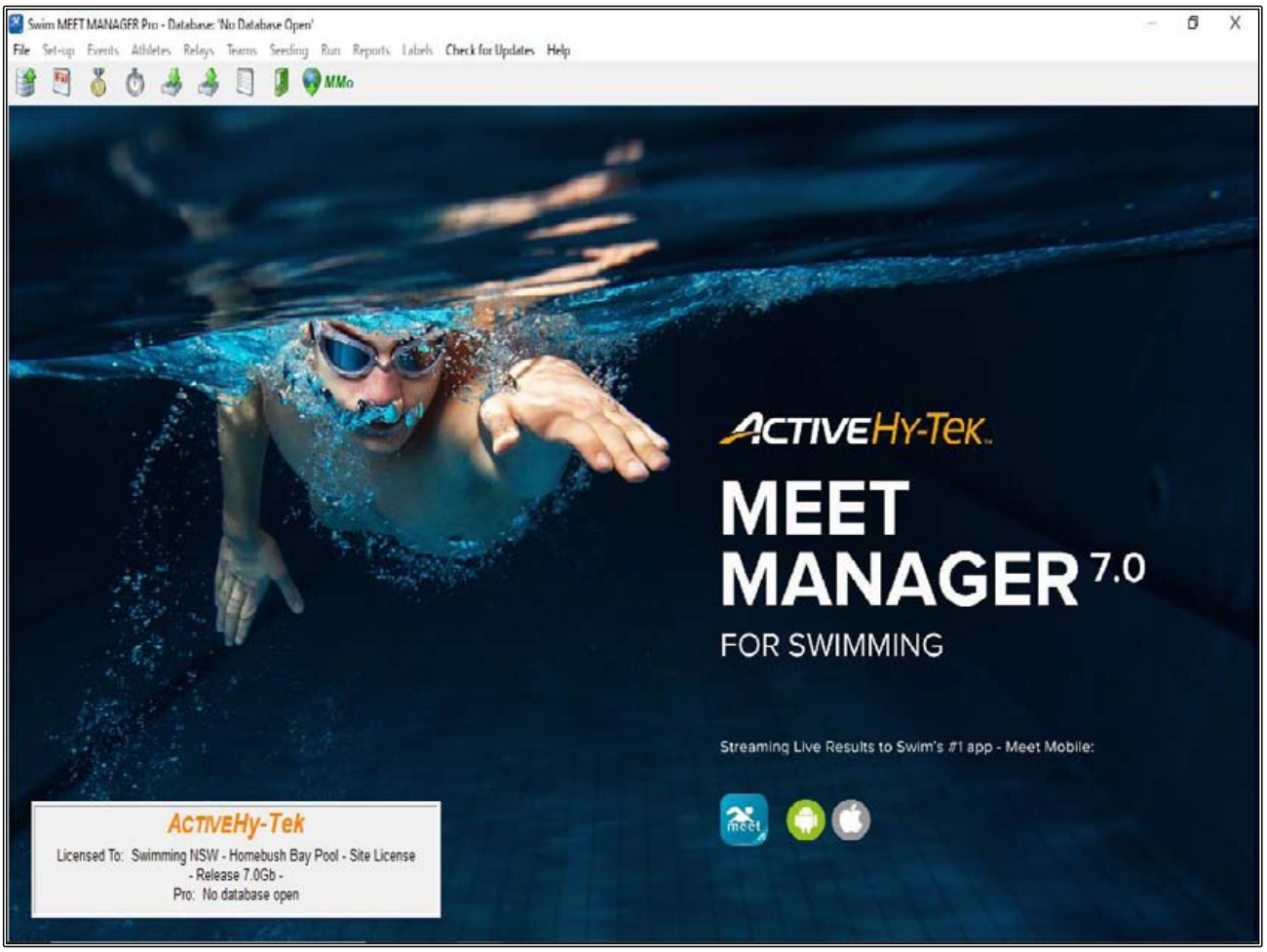
5. Boys 9 years 200 metre Breaststroke

6. Girls 9 years 200 metre Breaststroke

7. Mixed Open 400 metre (4 x 100m) Medley Relay

8. Girls 6 - 10 years 200 metre (4 x 50m) Freestyle Relay

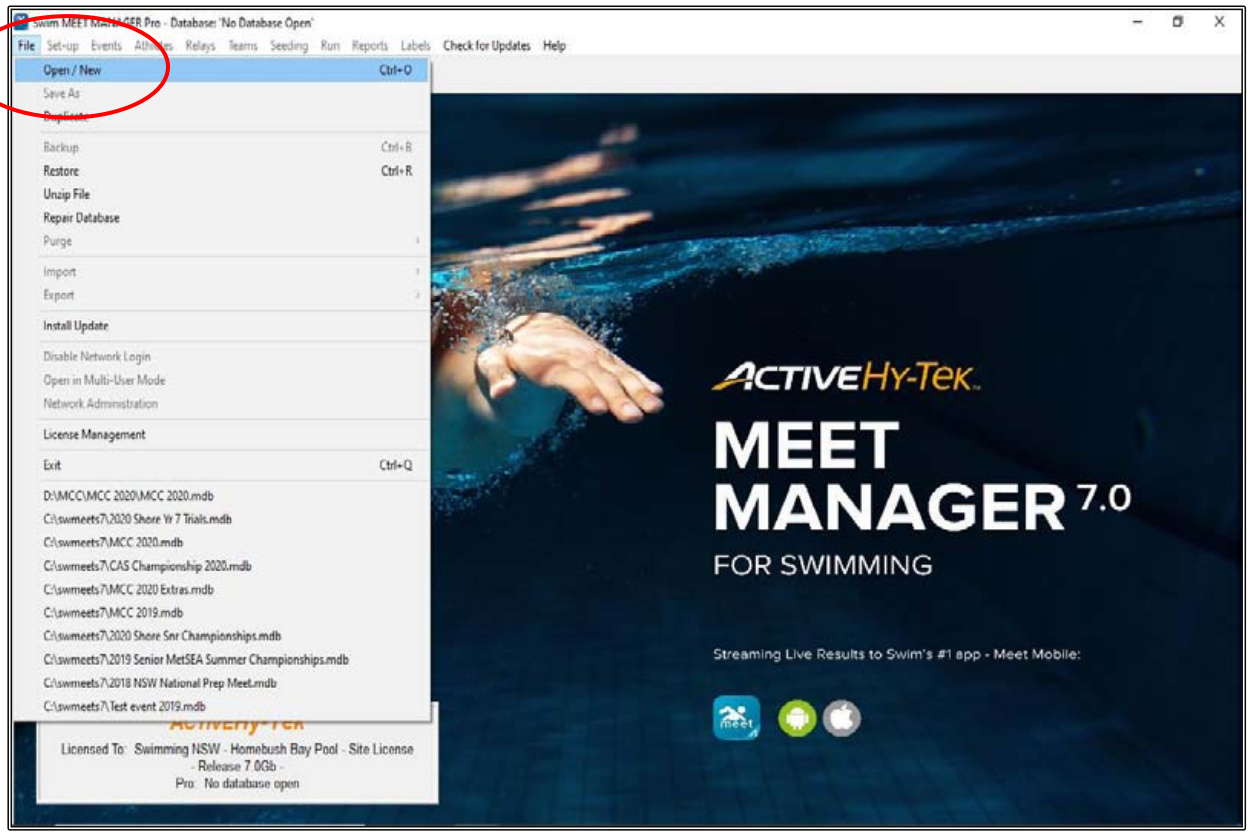
MEET MANAGER MAIN MENU SCREEN



SECTION ONE: SETTING UP THE MEET

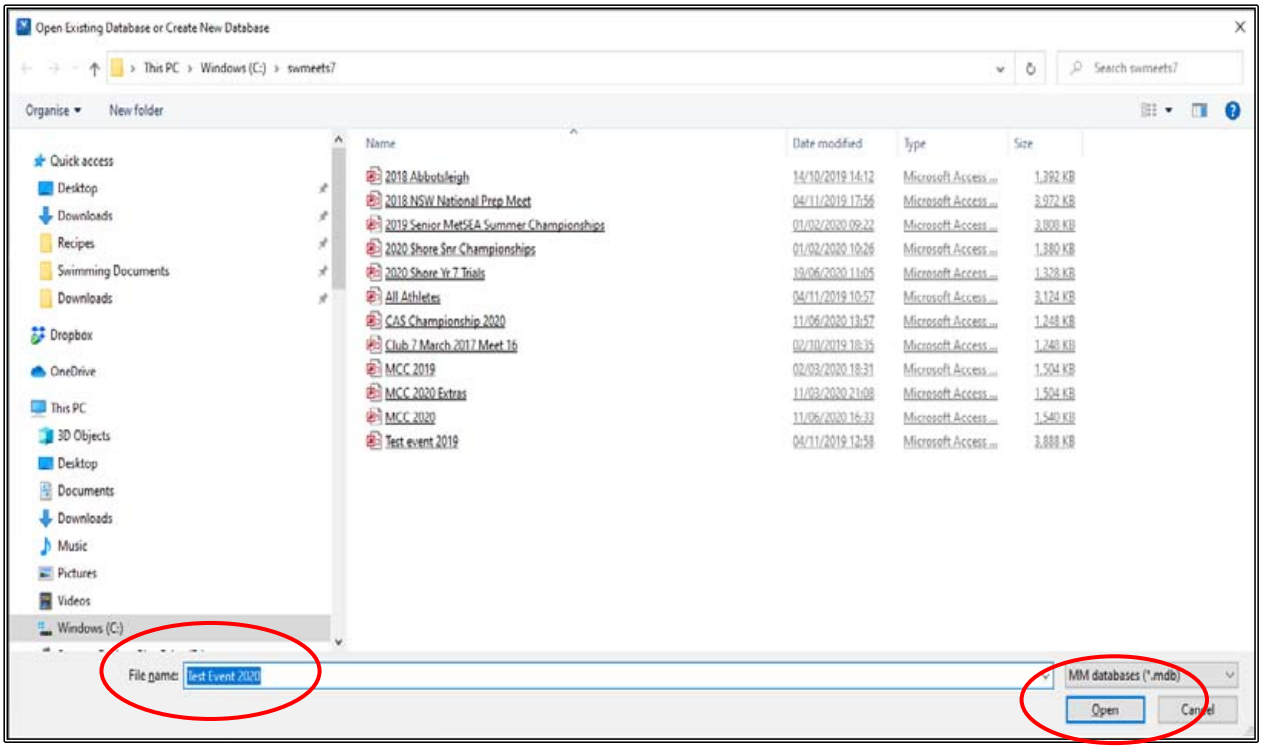
1. SET UP MEET PREFERENCES:

From the MAIN MENU screen, click on the FILE tab and then select OPEN/NEW from the drop down.

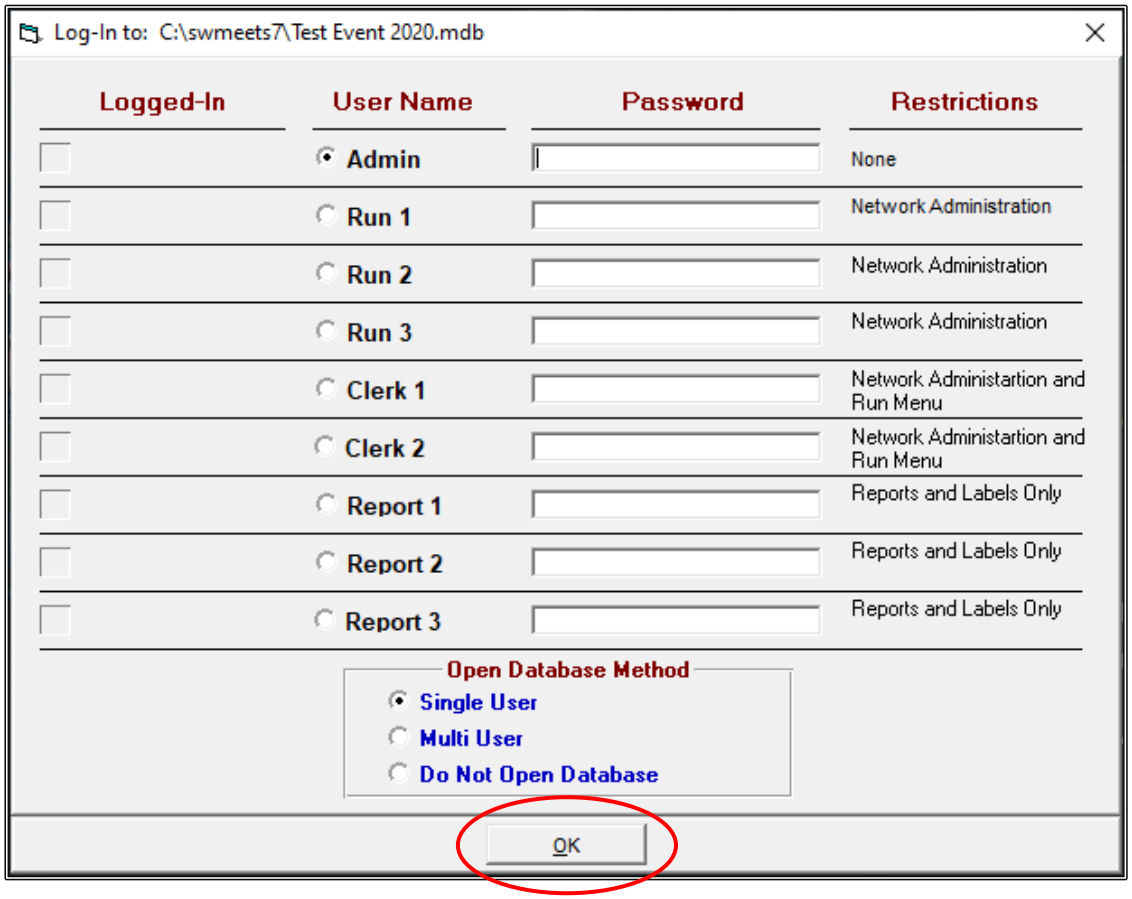


MEET MANAGER will default to the C:\ DRIVE\swmeets7 and this is where the file should be kept.

In the FILE NAME box, give your meet a name, eg: TEST EVENT 2020 and then click OPEN.



If the screen below appears, just click OK.
This is only used if you are networking your computer with another Meet Manager Computer.



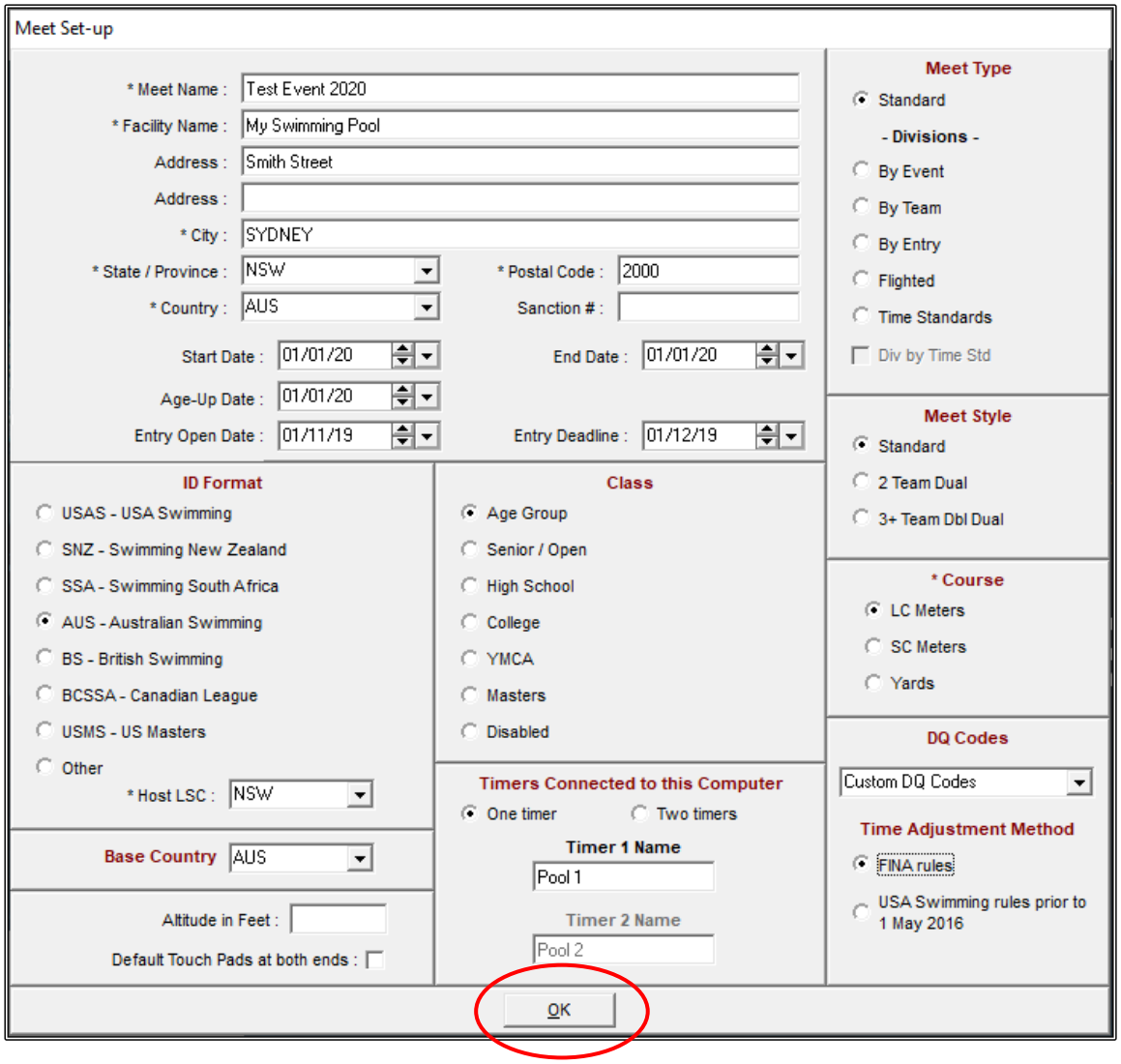
The MEET SET-UP screen below will then automatically open. This screen can also be accessed from the SET-UP tab if you need to make changes.

Fill in all the appropriate information and then click OK. The fields with an asterisk (*) are compulsory.

Use the information shown below for this TEST EVENT to ensure that all further applications will work. When you are actually doing your own meet, you will use your appropriate information.

Meet Name	Test Event 2020
Facility Name	My Swimming Pool
Address	Smith Street
Address	
City	Sydney
State/Province	NSW
Postal Code	2000
Country	AUS
Sanction #	Leave blank
Start and End Dates	01.01.20 (for both)
Age-Up Date	01.01.20
Entry Open Date	01.11.19
Entry Deadline	01.12.19
ID Format	AUS - Australian Swimming
Host LSC	NSW
Base Country	AUS
Altitude in Feet	Leave blank
Default Touch Pads at both ends	Leave blank
Class	Age Group
Timers Connected to this Computer	One Timer
Timer One Name	Pool 1
Meet Type	Standard
Meet Style	Standard
Course	Long Course
DQ Codes	Custom DQ Codes
FINA Adjustment Method	FINA rules

When all necessary fields are complete, click OK.


Meet Set-up
* Meet Name : Test Event 2020
* Facility Name : My Swimming Pool
Address : Smith Street
Address :
* City : SYDNEY
* State / Province : NSW
* Postal Code : 2000
* Country : AUS
Sanction # :
Start Date : 01/01/20
End Date : 01/01/20
Age-Up Date : 01/01/20
Entry Open Date : 01/11/19
Entry Deadline : 01/12/19
Meet Type
Standard
- Divisions -
By Event
By Team
By Entry
Flighted
Time Standards
Div by Time Std
Meet Style
Standard
2 Team Dual
3+ Team Dbl Dual
* Course
LC Meters
SC Meters
Yards
DQ Codes
Custom DQ Codes
Time Adjustment Method
FINA rules
USA Swimming rules prior to 1 May 2016
ID Format
USAS - USA Swimming
SNZ - Swimming New Zealand
SSA - Swimming South Africa
AUS - Australian Swimming
BS - British Swimming
BCSSA - Canadian League
USMS - US Masters
Other
* Host LSC : NSW
Class
Age Group
Senior / Open
High School
College
YMCA
Masters
Disabled
Timers Connected to this Computer
One timer
Two timers
Timer 1 Name
Pool 1
Timer 2 Name
Pool 2
Base Country AUS
Altitude in Feet :
Default Touch Pads at both ends :
OK

The MEET MOBILE PUBLISHING screen should now appear.

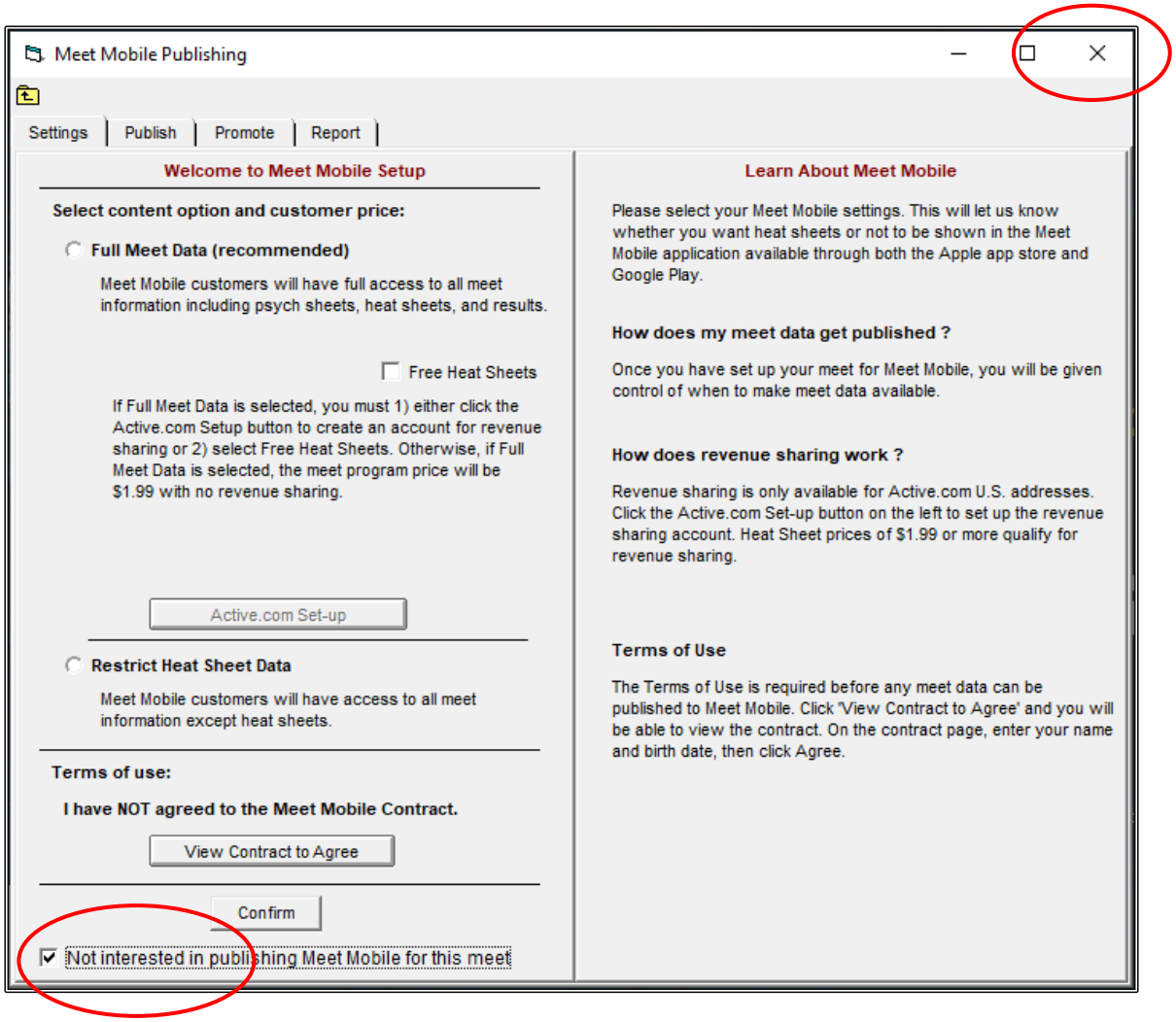
If you are using MEET MOBILE at your meet, please follow the instructions found under the Section 12 on Page 174 of this booklet.

This step cannot be done until all other information for the meet has been set up.

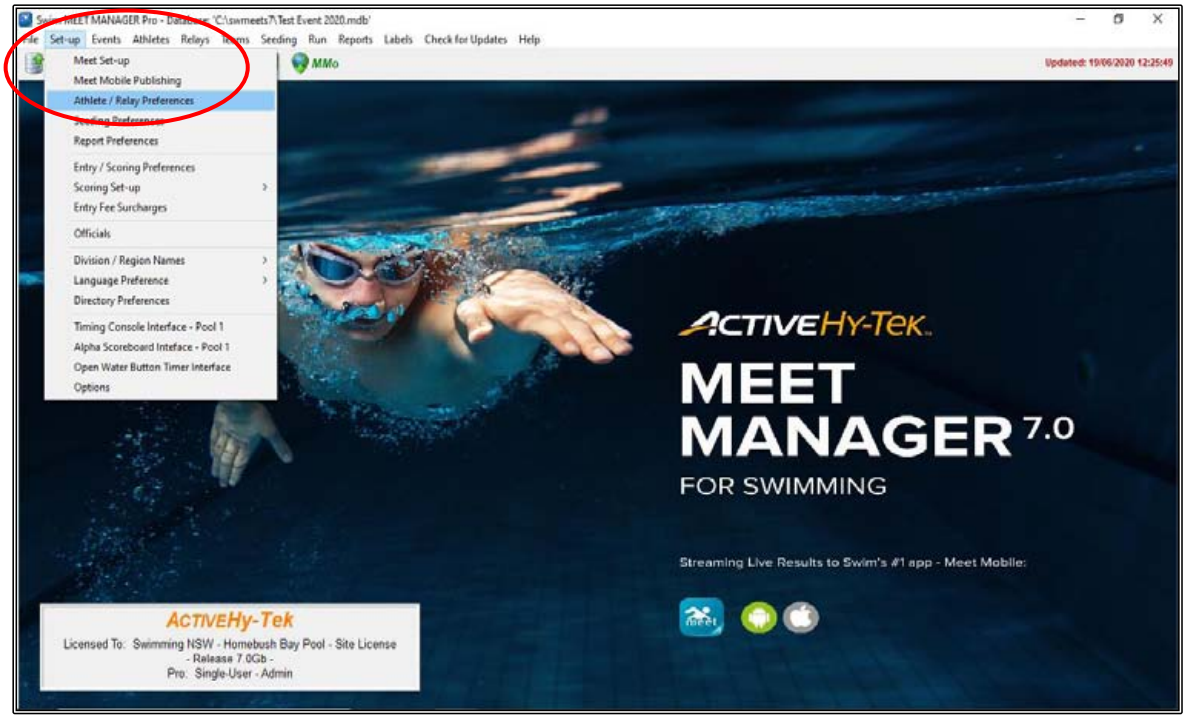
For this exercise we will not use MEET MOBILE so just tick the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET box and then CLOSE OUT ☒ the screen.

NOTE: If you decide later to publish your results via MEET MOBILE, just click on the SET-UP tab from the MAIN MENU screen and then click on MEET MOBILE PUBLISHING from the drop down. Uncheck the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET tick box and follow the instructions in Section 12.

Also note that MEET MOBILE is not available 7 days after the meet has finished.

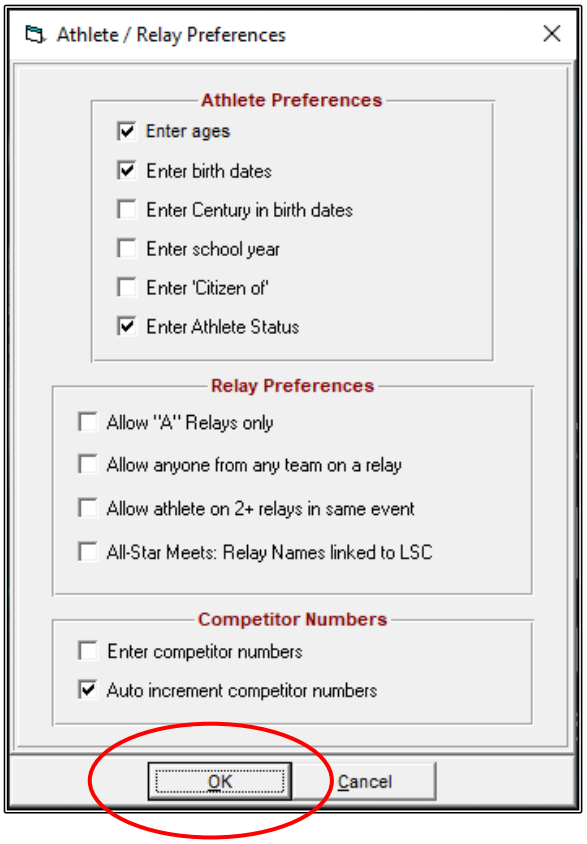


From the MAIN MENU screen, select the SET-UP tab and click on ATHLETE/RELAY PREFERENCES from the drop down.

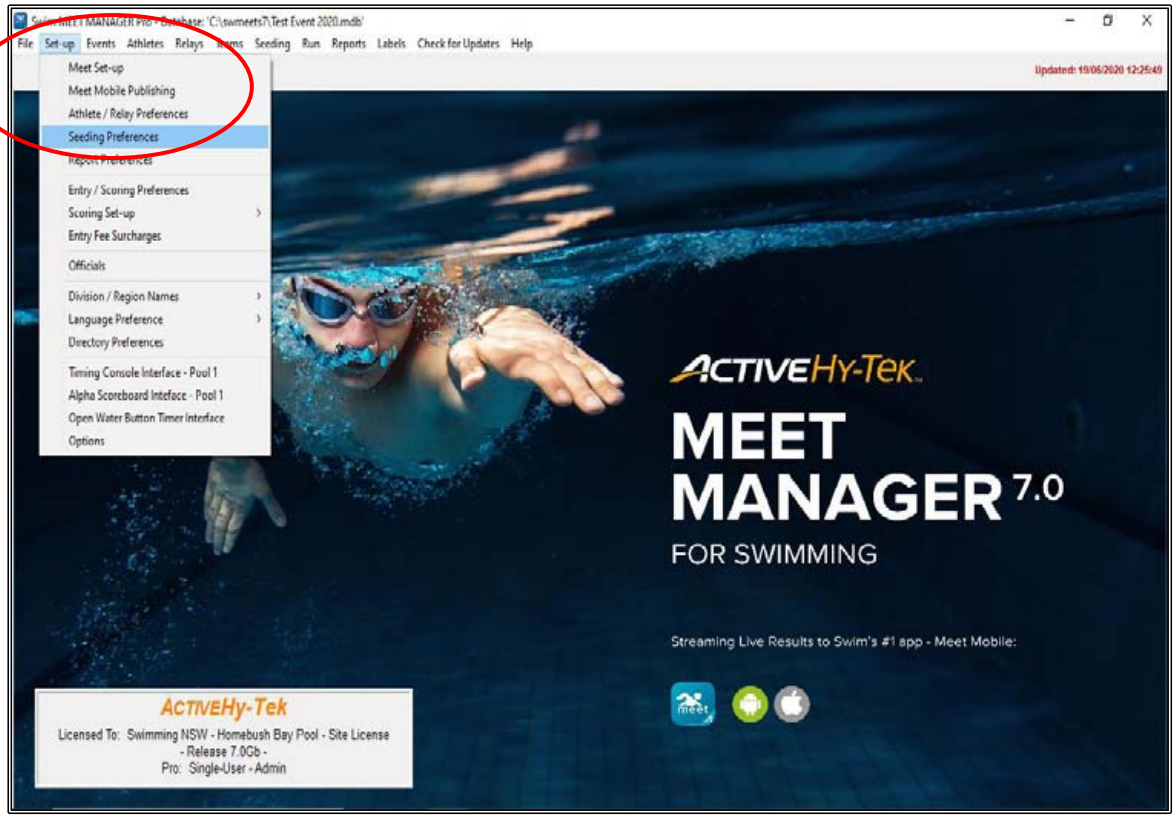


Complete the relevant fields as shown below and then click OK.

- ✓ Enter Ages
- ✓ Enter Birthdates
- ✓ Enter Athlete Status
- ✓ Auto increment competitor numbers

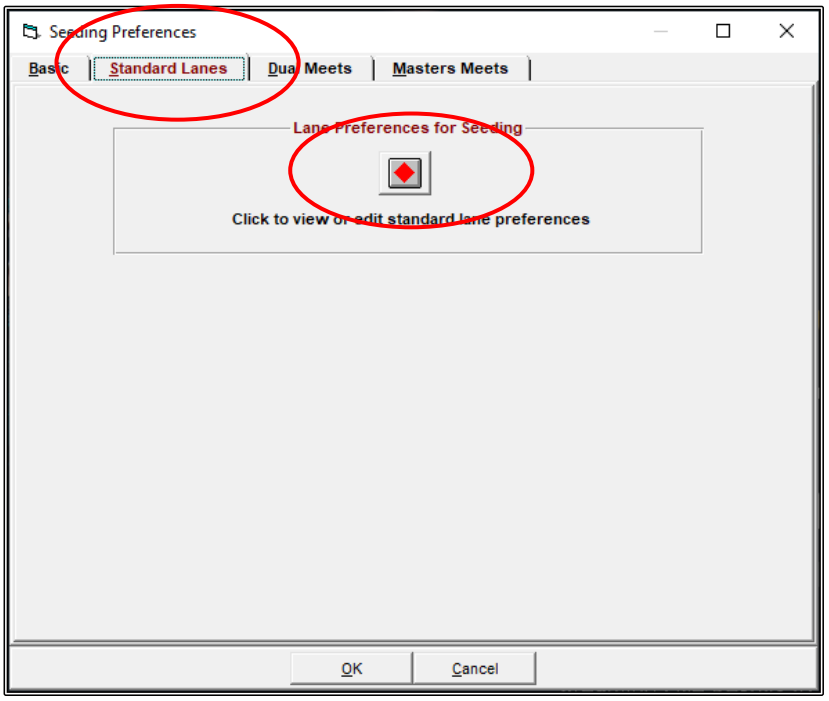


Once again from the MAIN MENU screen select the SET-UP tab and click on SEEDING PREFERENCES from the drop down.



The STANDARD LANES tab is the only tab you need to look at in this section.

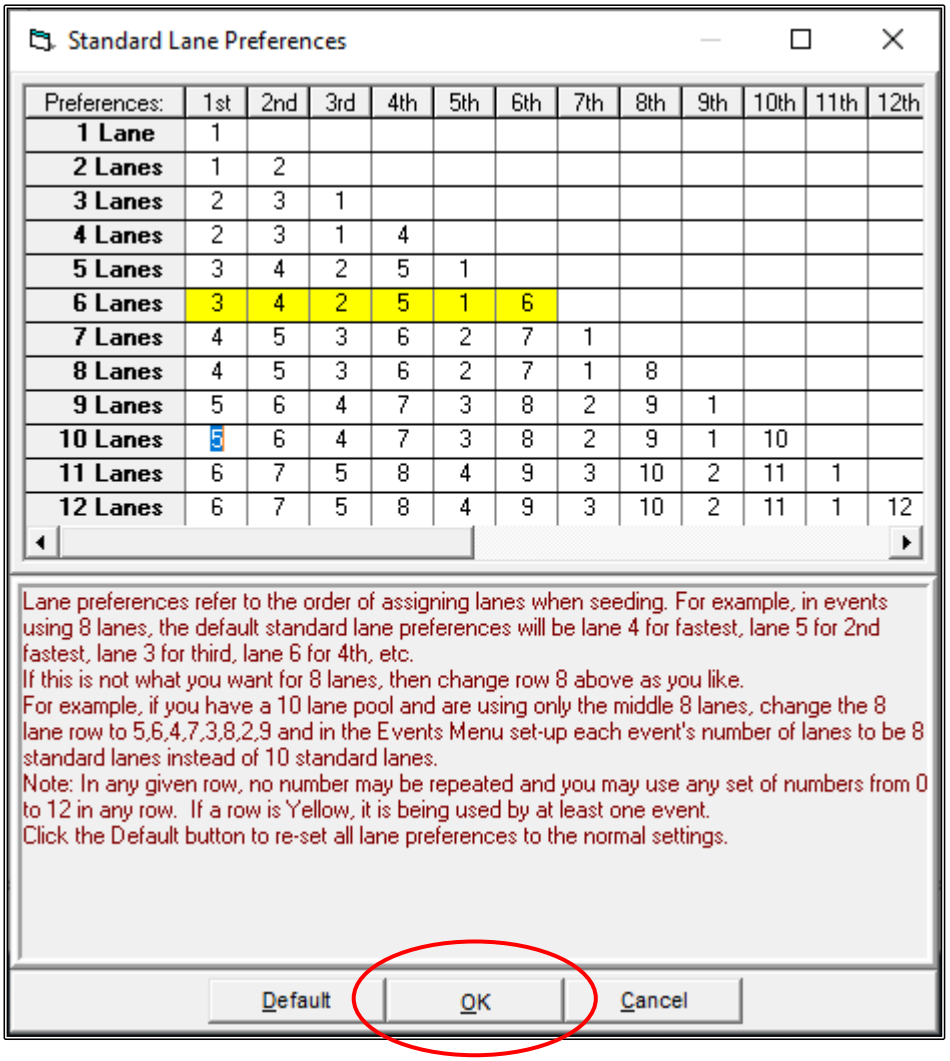
Click on the RED DIAMOND to bring up the STANDARD LANE PREFERENCES table.



Check that the lane PREFERENCES are correct for a 6 lane pool ie: in the order: 3, 4, 2, 5, 1, 6.

Then click OK.

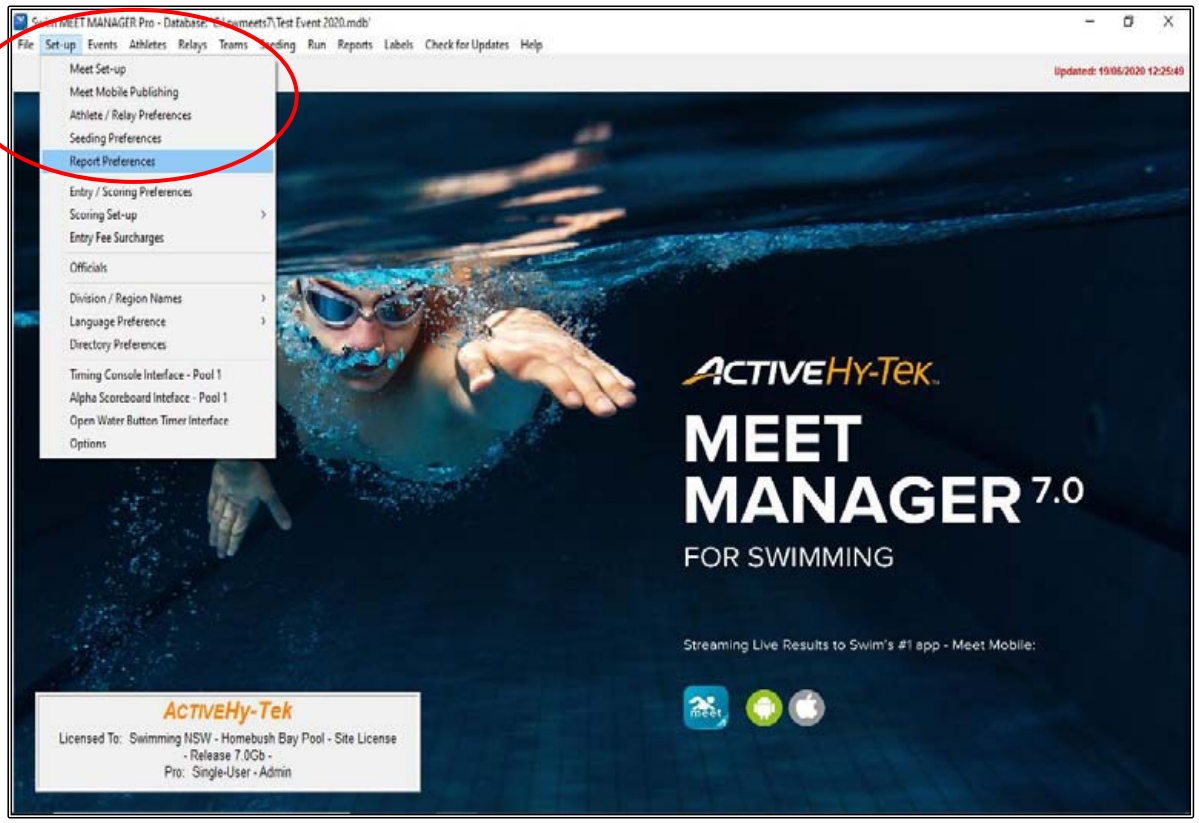
NOTE: Meet Manager automatically seeds the fastest swimmer in lane 5 for a 9 or 10 lane pool. If you were running a meet at Homebush (SOPAC) for example, this is where you would manually correct the 10 lanes to read as follows: 4, 5, 3, 6, 2, 7, 1, 8, 0, 9 which would then place the fastest swimmer in lane 4 instead of lane 5 which is then correct. As you would know, we do not have a lane 10 at Homebush.



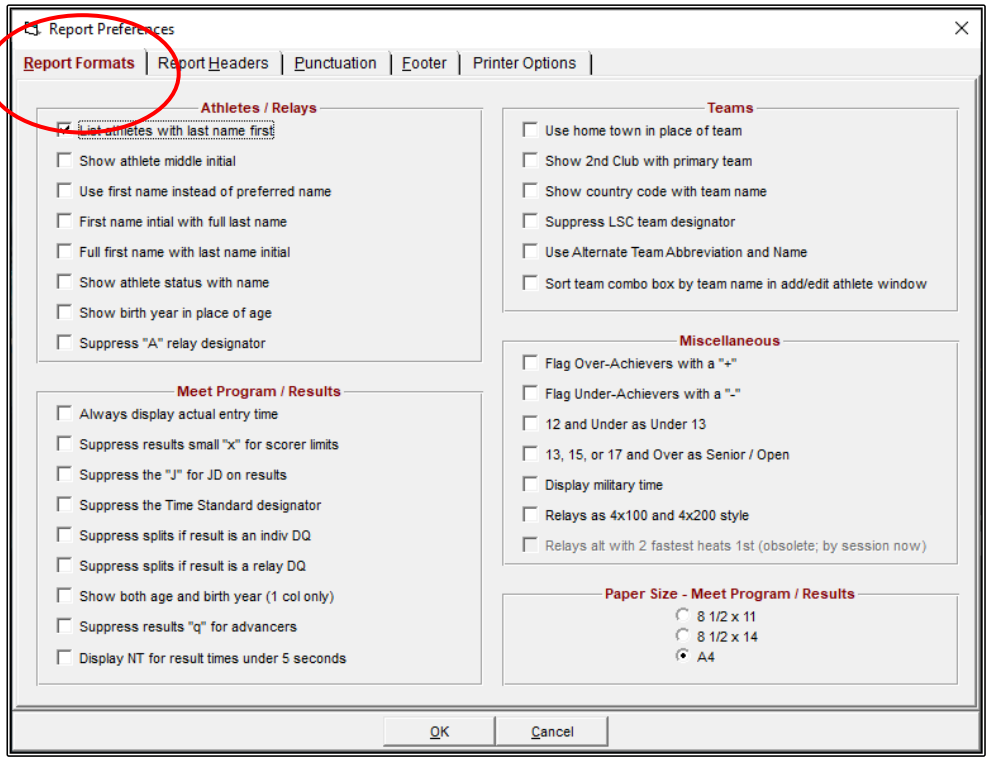
Preferences:	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
1 Lane	1											
2 Lanes	1	2										
3 Lanes	2	3	1									
4 Lanes	2	3	1	4								
5 Lanes	3	4	2	5	1							
6 Lanes	3	4	2	5	1	6						
7 Lanes	4	5	3	6	2	7	1					
8 Lanes	4	5	3	6	2	7	1	8				
9 Lanes	5	6	4	7	3	8	2	9	1			
10 Lanes	5	6	4	7	3	8	2	9	1	10		
11 Lanes	6	7	5	8	4	9	3	10	2	11	1	
12 Lanes	6	7	5	8	4	9	3	10	2	11	1	12

From the MAIN MENU screen, select the SET-UP tab again and then click on REPORT PREFERENCES from the drop down.

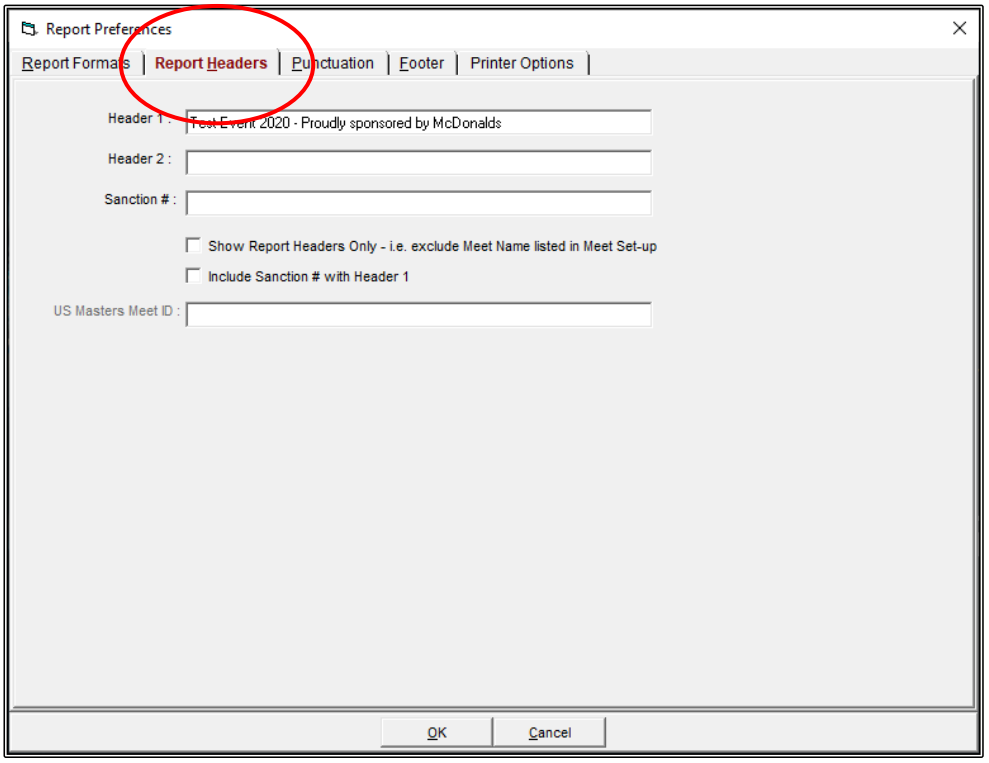
From this screen you can select your preferences on how you want your reports to look when they are printed.



REPORT FORMATS tab - determines the way in which athlete's names, Teams and other information is displayed in your program and on your reports.

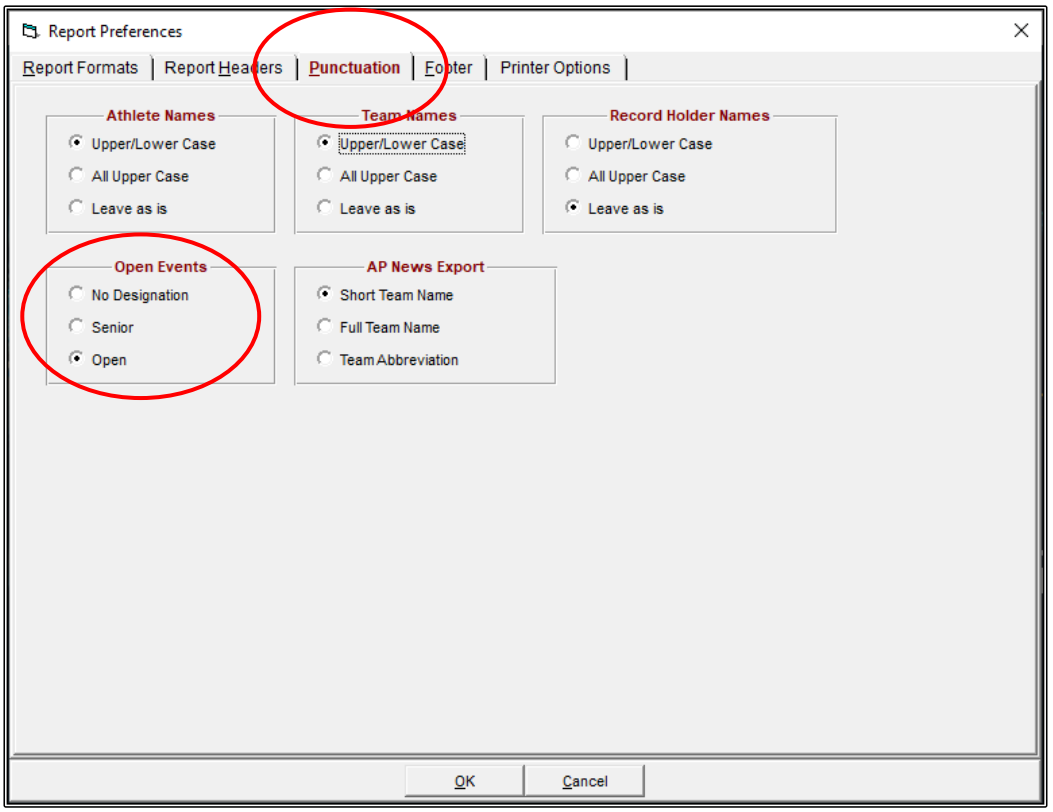


REPORT HEADERS tab - can change the way headers will look in your program and on your reports. Normally this is not changed as Meet Manager will automatically pick up the Meet Name as the heading but can be useful if you have sponsors which can then be shown here.



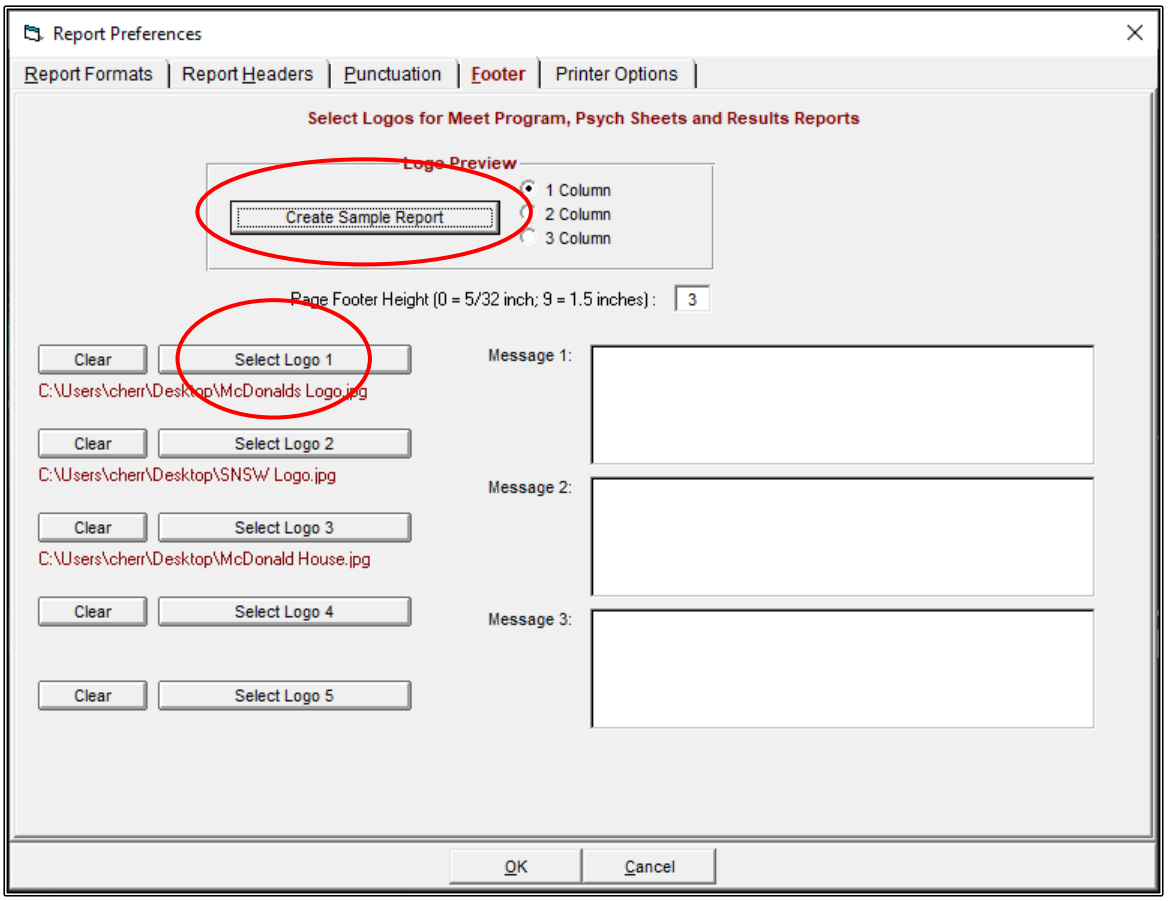
PUNCTUATION tab - it is always good to be consistent in your reporting, ie: all upper case or all upper/lower case.

NOTE: OPEN EVENTS - if you are running Open Events - change this setting to OPEN.



FOOTER tab - If you wish to have your Club/Area/Sponsor logo appear at the bottom of your program and reports, you can import logos by clicking on SELECT LOGO 1, 2 etc. and then click on CREATE SAMPLE REPORT to see how this will look.

This selection is optional and is normally not used.



Test Event 2020 - 01/01/2020
Test Event 2020 - Proudly Sponsored by McDonalds
Logo Sample Report

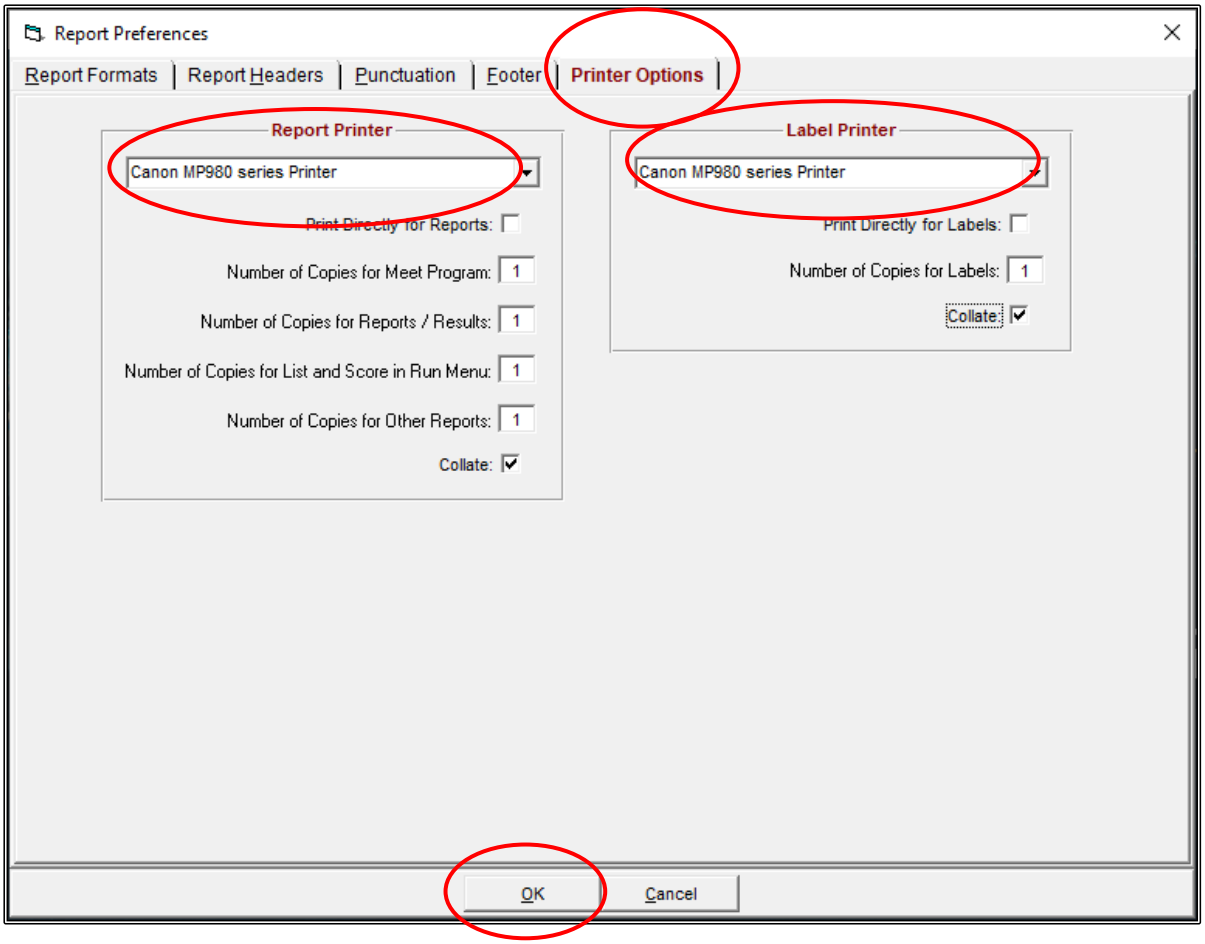
Event 1 100 Free

Lane	Name	Age	Team	Seed Time
Heat 1 of 20				
2	Swimmer 2	18	Logo Team	1:00.00
3	Swimmer 3	18	Logo Team	1:00.00
4	Swimmer 4	18	Logo Team	1:00.00
5	Swimmer 5	18	Logo Team	1:00.00
6	Swimmer 6	18	Logo Team	1:00.00
7	Swimmer 7	18	Logo Team	1:00.00
8	Swimmer 8	18	Logo Team	1:00.00
1	Swimmer 1	18	Logo Team	1:00.00
Heat 2 of 20				
1	Swimmer 9	18	Logo Team	1:00.00
8	Swimmer 16	18	Logo Team	1:00.00
7	Swimmer 15	18	Logo Team	1:00.00
6	Swimmer 14	18	Logo Team	1:00.00
5	Swimmer 13	18	Logo Team	1:00.00
4	Swimmer 12	18	Logo Team	1:00.00
2	Swimmer 10	18	Logo Team	1:00.00
3	Swimmer 11	18	Logo Team	1:00.00
Heat 3 of 20				
5	Swimmer 21	18	Logo Team	1:00.00
6	Swimmer 22	18	Logo Team	1:00.00
7	Swimmer 23	18	Logo Team	1:00.00
3	Swimmer 19	18	Logo Team	1:00.00
1	Swimmer 17	18	Logo Team	1:00.00
2	Swimmer 18	18	Logo Team	1:00.00
8	Swimmer 24	18	Logo Team	1:00.00
4	Swimmer 20	18	Logo Team	1:00.00
Heat 4 of 20				
7	Swimmer 31	18	Logo Team	1:00.00
8	Swimmer 32	18	Logo Team	1:00.00
6	Swimmer 30	18	Logo Team	1:00.00
5	Swimmer 29	18	Logo Team	1:00.00
3	Swimmer 27	18	Logo Team	1:00.00
2	Swimmer 26	18	Logo Team	1:00.00
1	Swimmer 25	18	Logo Team	1:00.00
4	Swimmer 28	18	Logo Team	1:00.00
Heat 5 of 20				
4	Swimmer 36	18	Logo Team	1:00.00
8	Swimmer 40	18	Logo Team	1:00.00
7	Swimmer 39	18	Logo Team	1:00.00
1	Swimmer 33	18	Logo Team	1:00.00
5	Swimmer 37	18	Logo Team	1:00.00
3	Swimmer 35	18	Logo Team	1:00.00
2	Swimmer 34	18	Logo Team	1:00.00
6	Swimmer 38	18	Logo Team	1:00.00
Heat 6 of 20				
5	Swimmer 45	18	Logo Team	1:00.00
8	Swimmer 48	18	Logo Team	1:00.00
7	Swimmer 47	18	Logo Team	1:00.00
6	Swimmer 46	18	Logo Team	1:00.00
3	Swimmer 43	18	Logo Team	1:00.00
2	Swimmer 42	18	Logo Team	1:00.00

PRINTER OPTIONS tab - this is where you set up the printer that you will be using to print your program, results and reports.

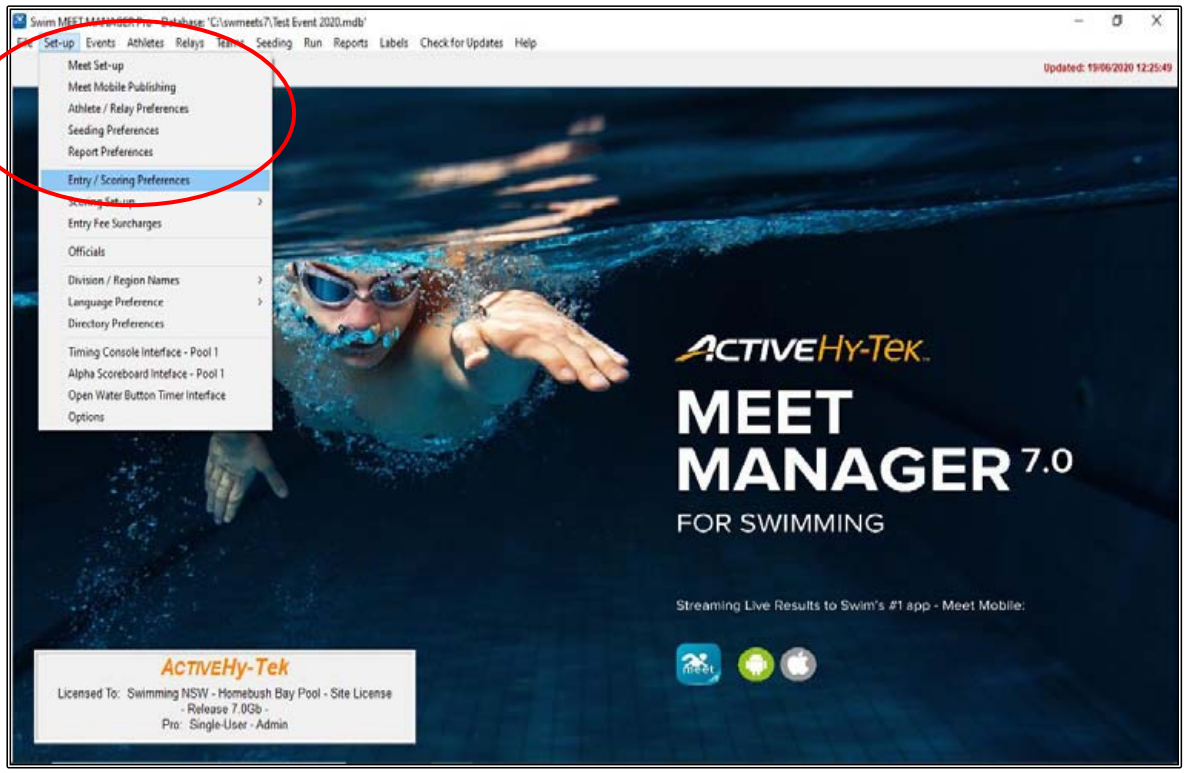
This may change from time to time and can be changed when needed by clicking on this tab.

By default, the LABEL PRINTER also needs to be set up even though labels are not used.



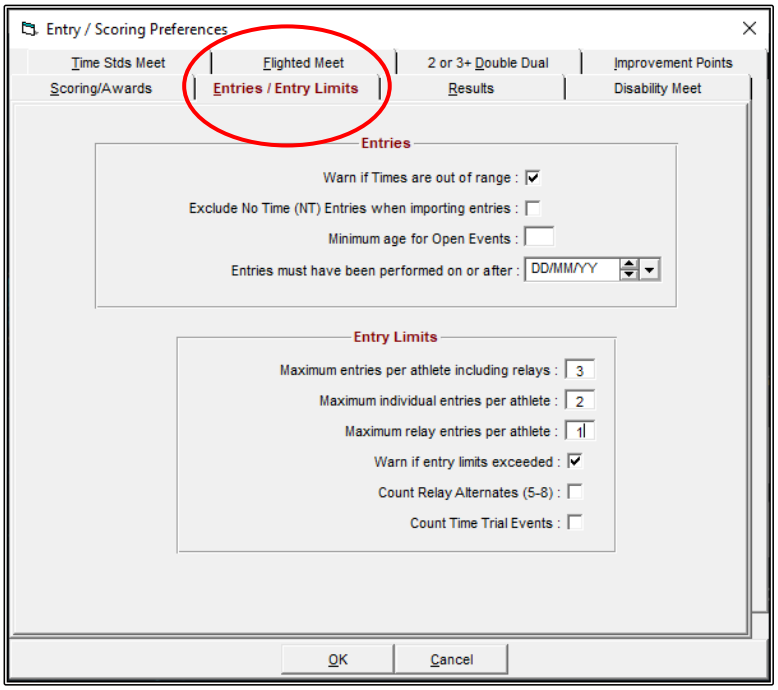
When you are happy with all your REPORT PREFERENCES, click OK to save.

From the MAIN MENU screen, click on the SET-UP tab and click on ENTRY/SCORING PREFERENCES from the drop down.



From the ENTRY/SCORING PREFERNCES screen you would probably only use 2 or 3 of these tabs for a normal meet.

ENTRIES/ENTRY LIMITS tab - this should be used if you have qualifying times for events, if you want to have times imported that are current or if you want to limit the number of events an athlete can enter. None of these parameters would be used at a normal meet.

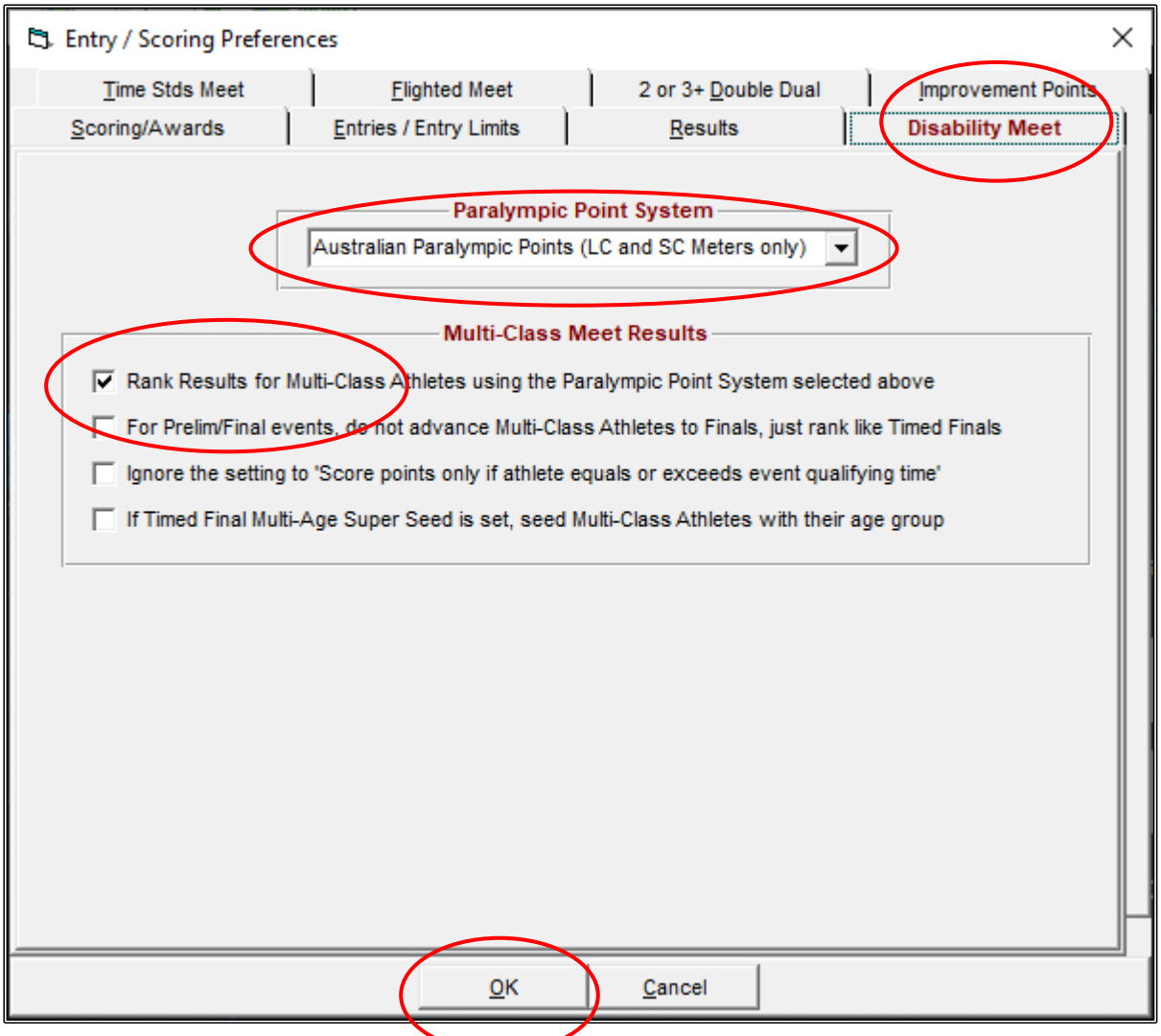


If you are running a meet which includes Multi-Class (swimmers with a disability) events that will be scored, then you need to click on the DISABILITY MEET tab and select AUSTRALIAN PARALYMPIC POINTS (LC and SC METRES ONLY) from the drop down to ensure that the correct points are being given to these swimmers.

Under MULTI-CLASS MEET RESULTS, you will need to tick RANK RESULTS FOR MULTI-CLASS ATHLETES USING THE PARALYMPIC POINT SYSTEM SELECTED ABOVE.

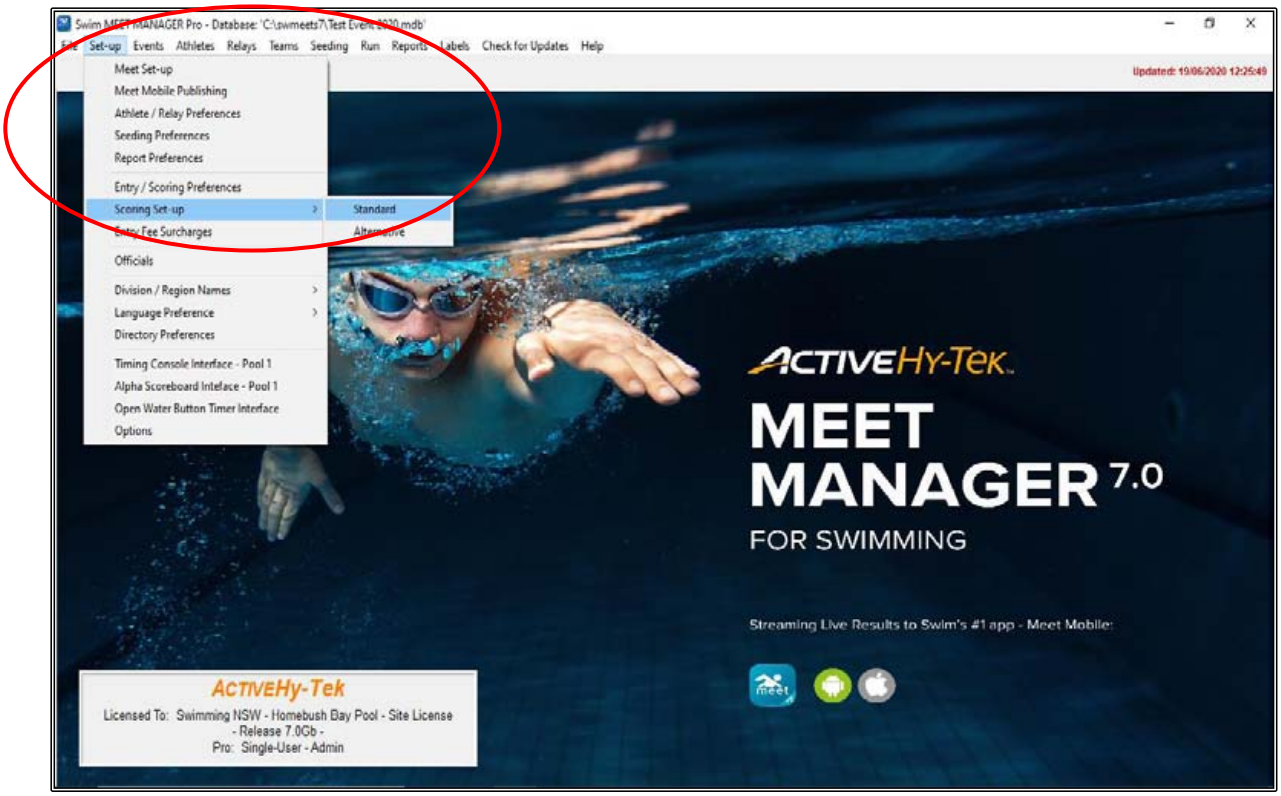
NOTE: If you are running Multi-Class events, then at the SET-UP tab -> MEET SET-UP, instead of selecting AGE GROUP in the CLASS section, you would need to change this to DISABILITY.

You will also need to know the Classification of your swimmers and enter them as Disabled swimmers rather than Normal in their ATHLETE PROFILE under STATUS. You will need to place their 3 Classification numbers in the appropriate boxes. You can read more about setting up for a meet with MULTI-CLASS swimmers in Section 14 on Page 184 of this booklet.



When you are happy with all your ENTRY/SCORING PREFERENCES, click OK to save.

From the MAIN MENU screen, click on the SET-UP tab and select SCORING SET-UP from the drop down and then click on STANDARD.

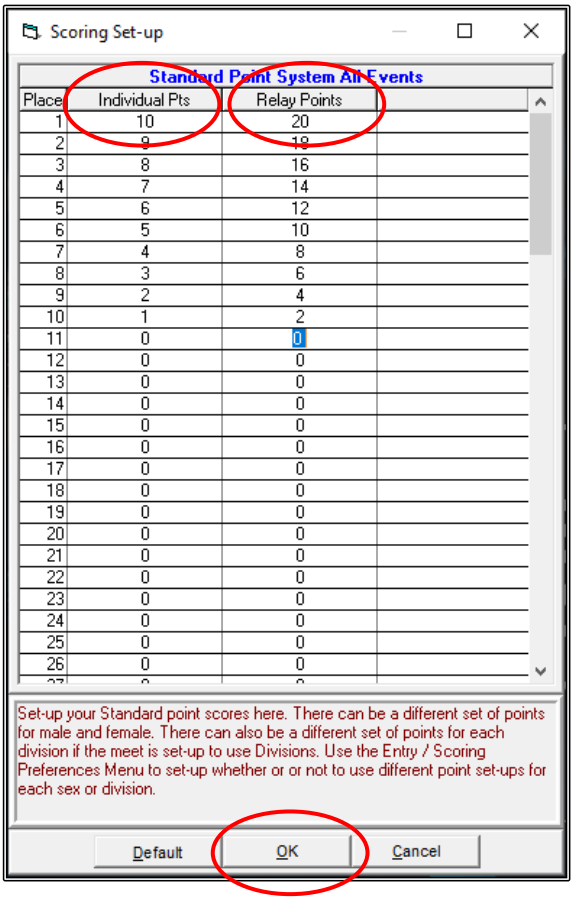


From the SCORING SET-UP screen, change scoring to:

Individual Pts: 10, 9, 8, 7, 6, 5, 4, 3, 2, 1 and,

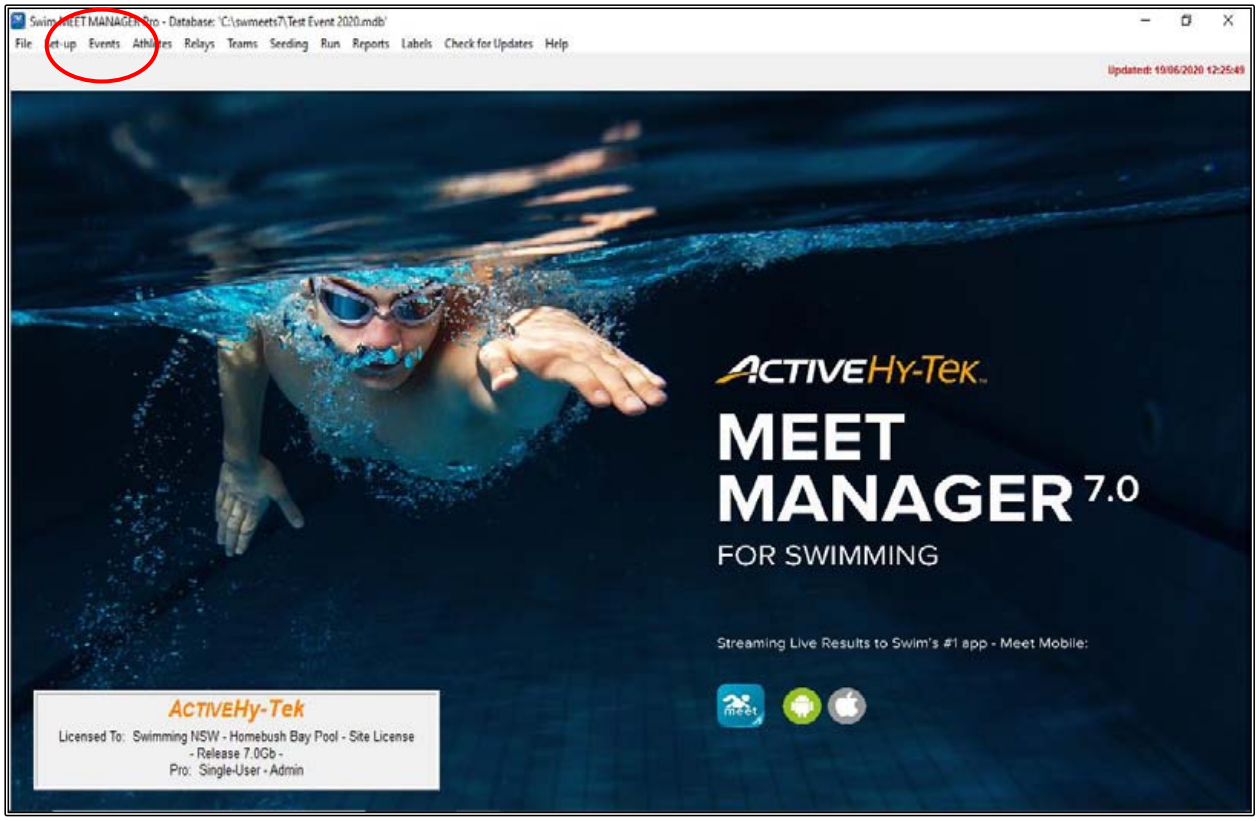
Relay Points: 20, 18, 16, 14, 12, 10, 8, 6, 4, 2.

Click OK when finished.

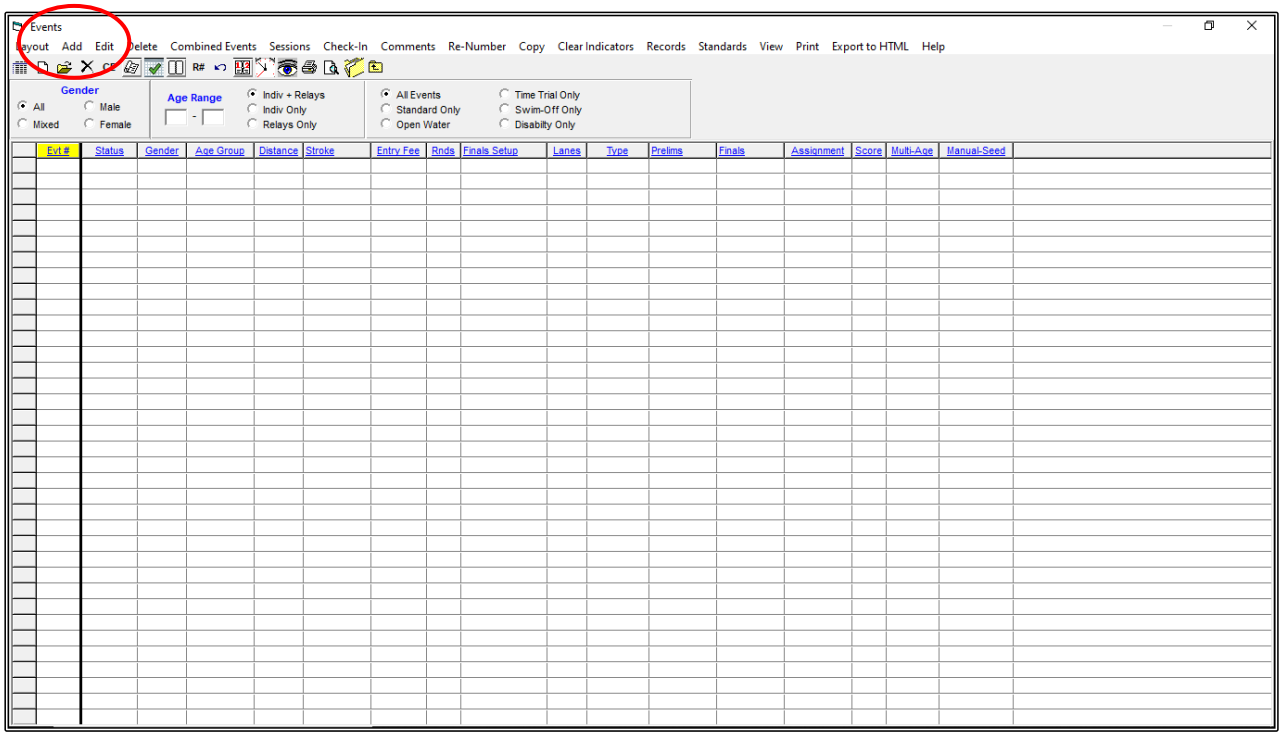


2. SET UP EVENTS:

From the MAIN MENU screen, click on the EVENTS tab.



After reading the instructions below, click on ADD in the EVENTS screen and proceed to enter the events as detailed on the Program of Events page at the beginning of this booklet (Page 4).



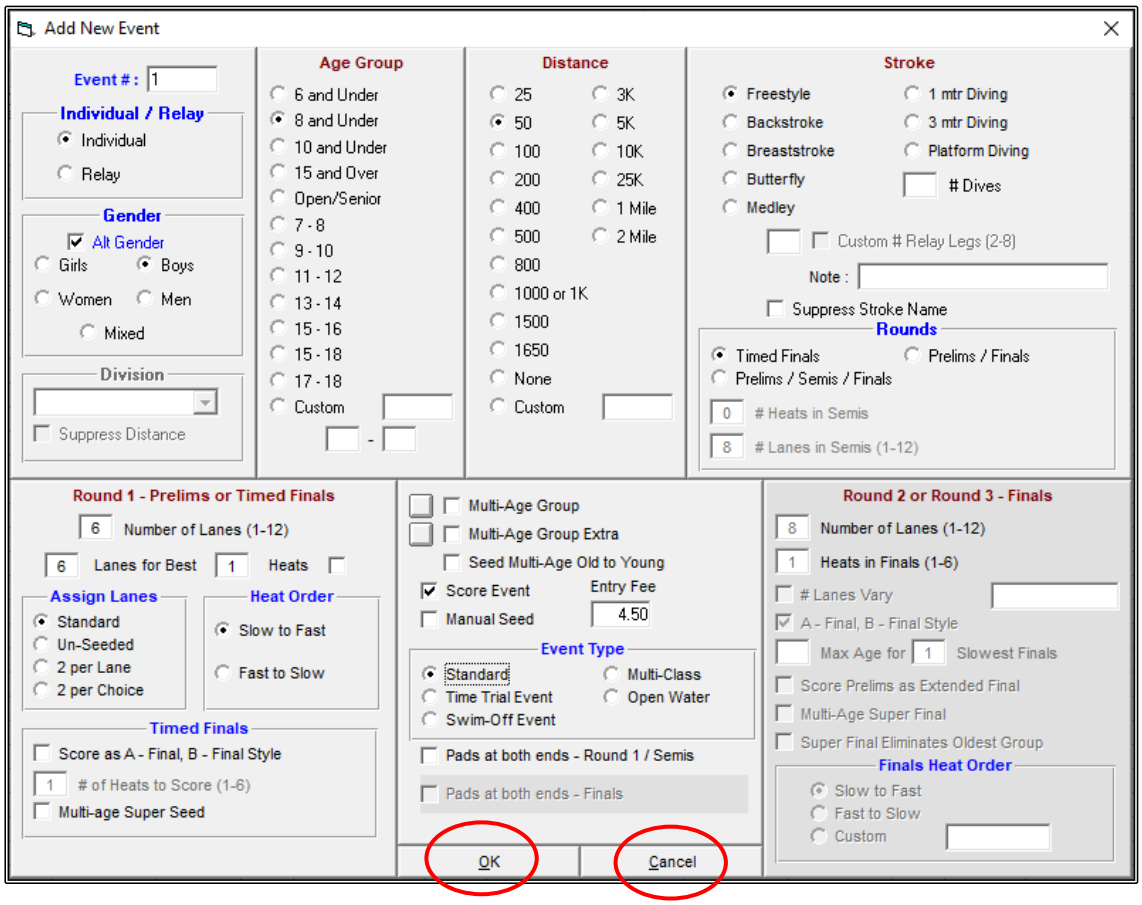
Meet Manager will automatically start numbering from Event #1 and then progress one event number at a time once you select OK after entering each event's details.

You now need to select your preferences for each event.

NOTE: Once you have selected all the criteria below, this will not change from event to event unless you physically do so - except for the Event # and the Gender.

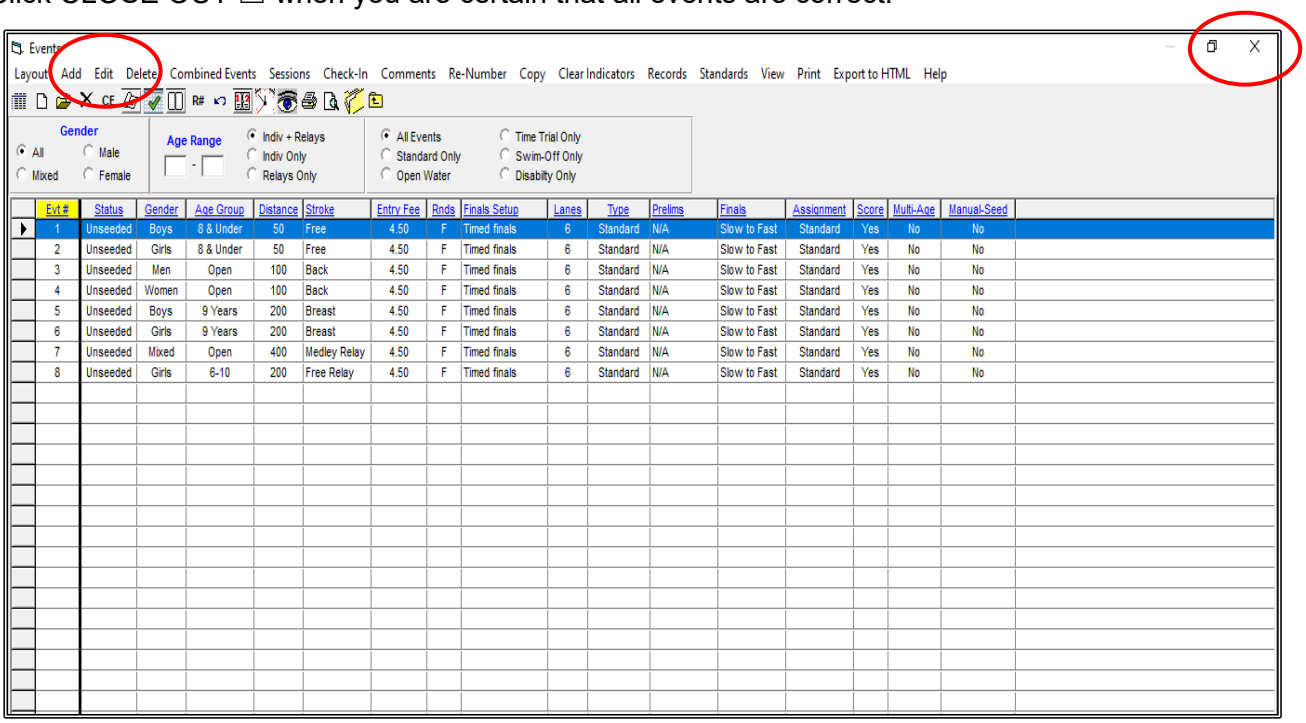
Individual/Relay:	Click on the appropriate selection.
Gender:	By ticking the Alt Gender box, Meet Manager will now alternate between the genders from one event to the next without you having to do so. Select Gender or Mixed.
Division:	Will be greyed out - leave blank.
Age Group:	Select the appropriate button for your event. If the standard selection does not give you the range of age/ages you require, you can select the Custom option and designate a range of ages eg: 12 & Under = 0 - 12 13 & Over = 13 - 109 9 years = 9 - 9 etc.
Distance:	Select the distance to be swum. Once again, if you require distances not listed, you can select the Custom option and designate the distance required.
Stroke:	Select the appropriate stroke for the event.
Rounds:	This meet is a Timed Finals meet, so you would select this option.
Round 1 - Prelims or Timed Finals:	The venue - My Swimming Pool - only has 6 lanes. Number of Lanes = 6 Lanes for Best = 6 Heats = 1
Time Finals, Heat Order and Timed Finals selections:	These will be filled in automatically and do not need to be adjusted for this meet.
Multi-Age Group:	This is used if you want to swim several age groups together but award them separately. For this meet it is left blank. (See Section 13 on Page 181 for further information on this set-up)
Score Event:	This needs to be ticked to give you a point score at the end of the meet so that you can award Champion Girl/Boy/Club etc.
Entry Fee:	Enter the cost of each event, especially if uploading to Swim Central for online entries.
Event Type:	This is where you can choose Standard or Multi-Class if running those events.
Round 2 or Round 3 - Finals	This will be greyed out and cannot be filled in because you have selected this meet as a Timed Final meet.

Proceed to enter all 8 Events as listed on the Program of Events page (Page 4).



Click CANCEL once all events have been entered and then your EVENTS screen will now have all events listed as shown below. If you see that you have made a mistake, you can highlight the event and then click EDIT to make any changes.

Click CLOSE OUT ☒ when you are certain that all events are correct.

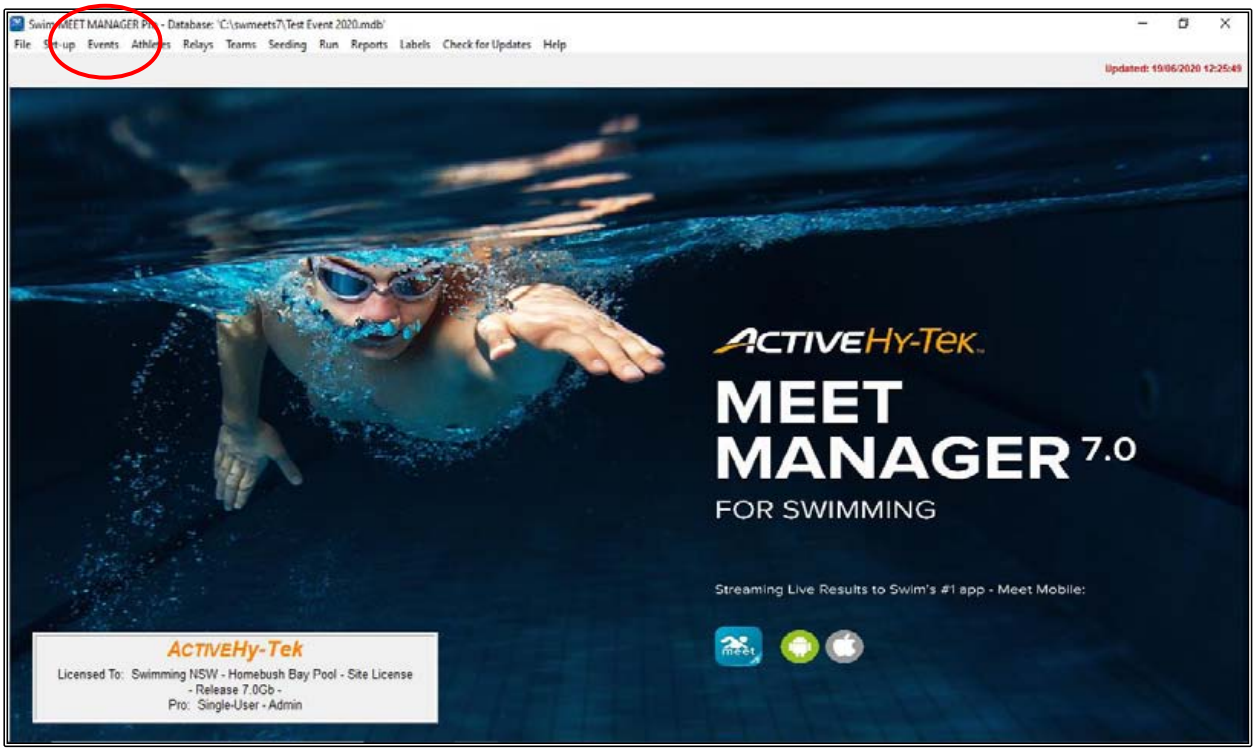


Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Unseeded	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Unseeded	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Unseeded	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Unseeded	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Unseeded	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Unseeded	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No

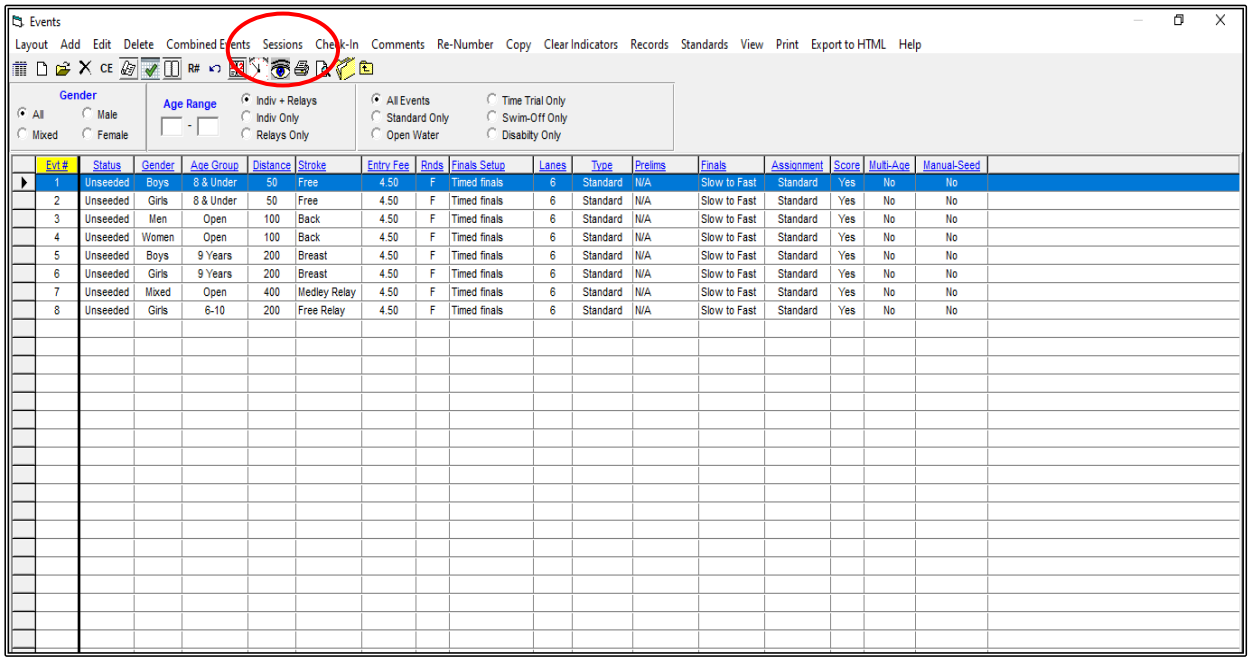
3. SET UP SESSIONS:

This is not a must, but you cannot produce a TIMELINE for the meet or setup MEET MOBILE without setting up a Session/s.

Click on the EVENTS tab again from the MAIN MENU screen.

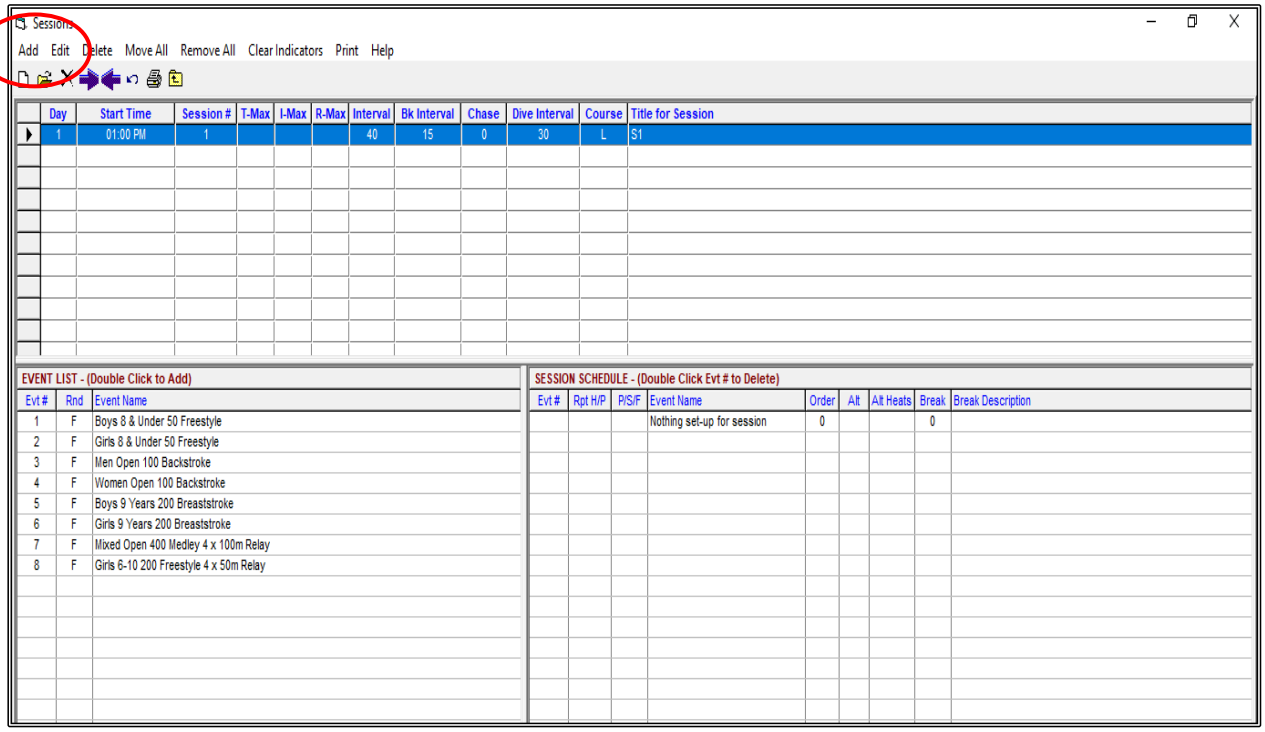


Click on the SESSIONS tab in the EVENTS screen.



Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Unseeded	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Unseeded	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Unseeded	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Unseeded	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Unseeded	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Unseeded	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No

Click on the ADD button and proceed to enter your session details. We will add 2 session for this meet.



Session # - 1

Session Title - MORNING

Day - 1

Start time - 9.00 AM

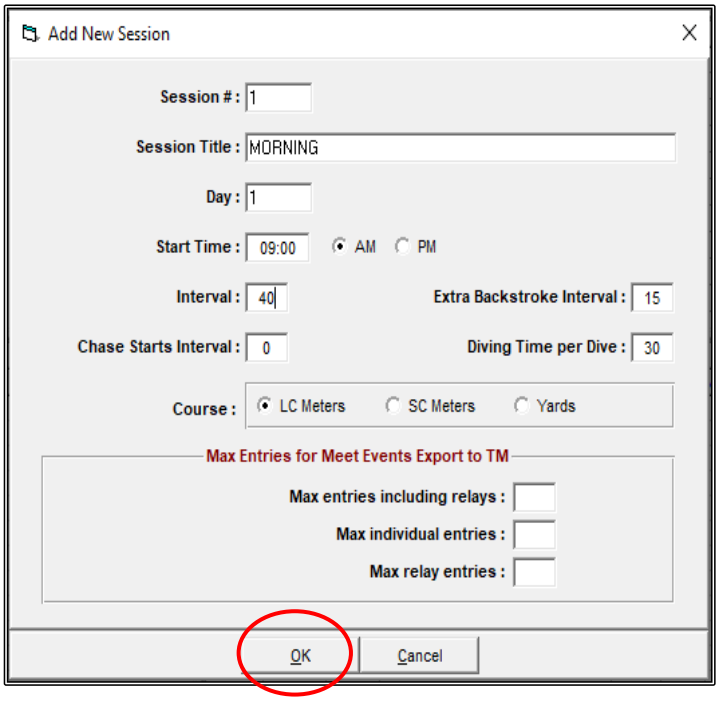
Interval - 40

Extra Backstroke Interval - 15

Chase and Diving are not relevant fields for swimming.

Course - LC Metres

Leave the Max Entries for Meet Events Export to TM fields blank.



Click OK then set up Session 2.

Session # - 2

Session Title - AFTERNOON

Day - 1

Start time - 1.00 PM

Interval - 40

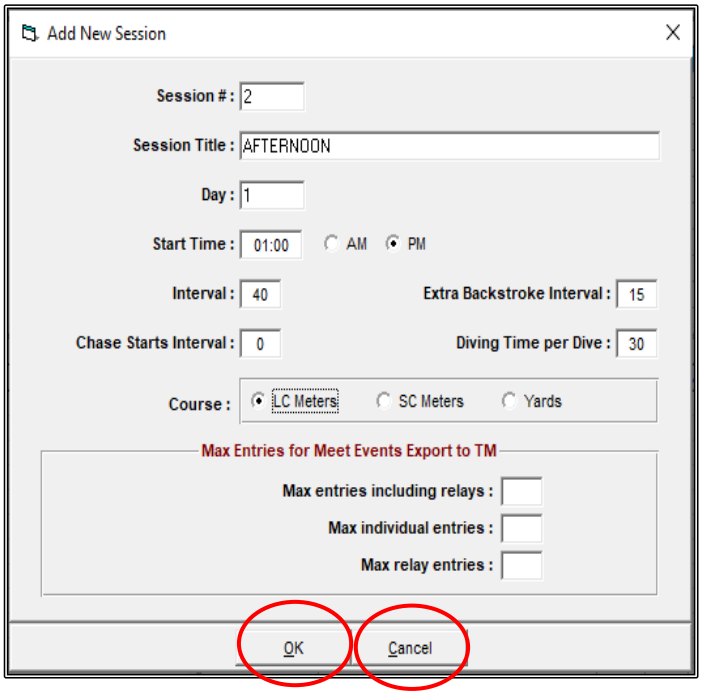
Extra Backstroke Interval - 15

Chase and Diving are not relevant fields for swimming.

Course - LC Metres

Leave the Max Entries for Meet Events Export to TM fields blank.

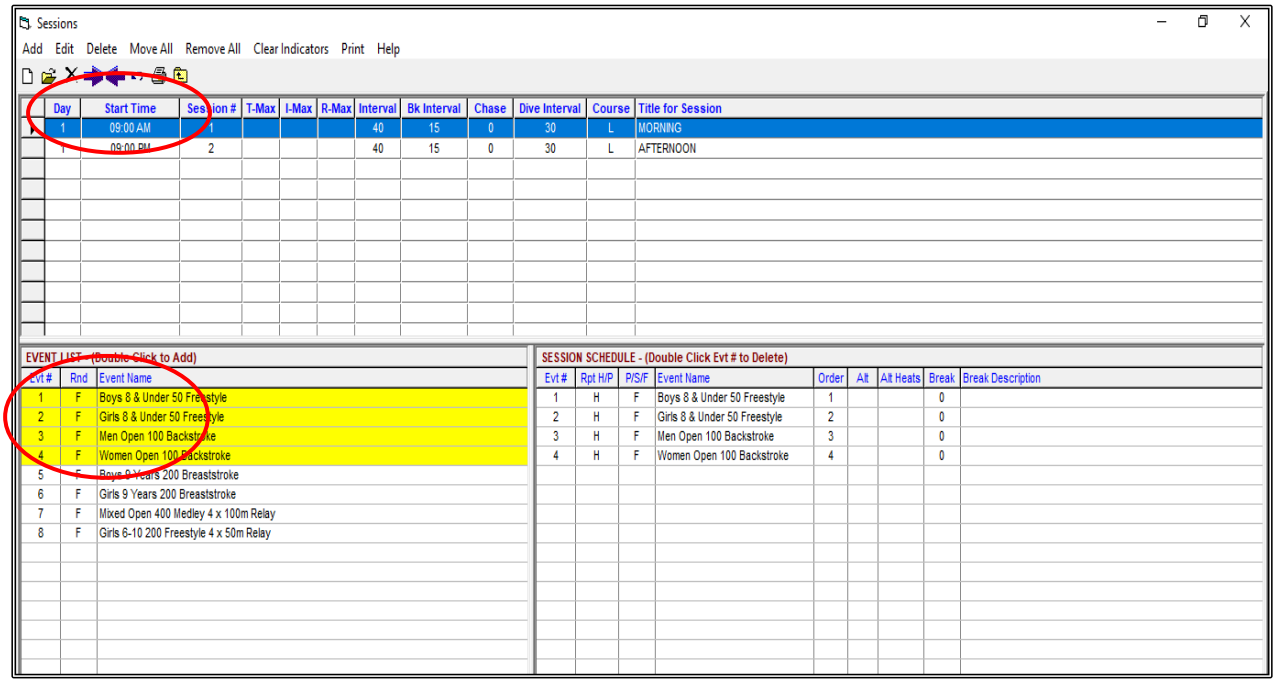
Click OK and then CANCEL.



You now need to put the events that you want into each session.

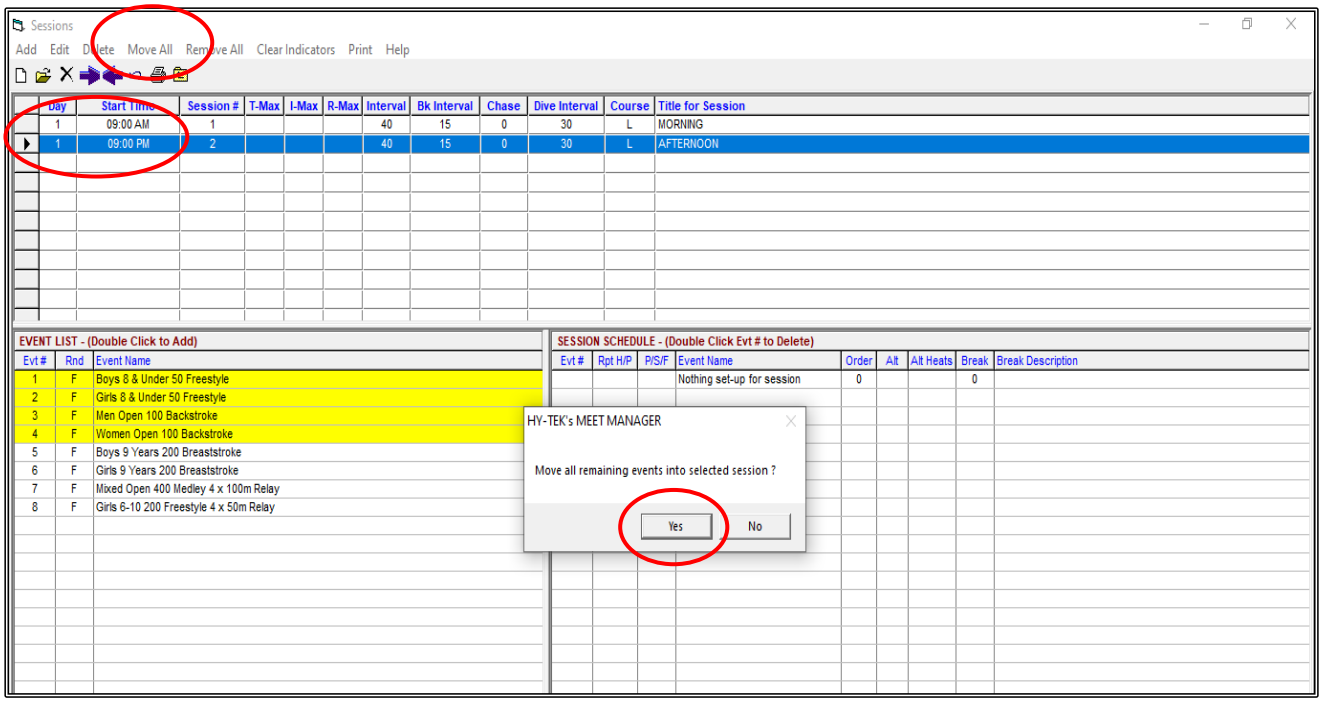
With SESSION 1 highlighted, double click on the EVENT NUMBER from the left-hand side and this will import them across to the SESSION SCHEDULE on the right-hand side.

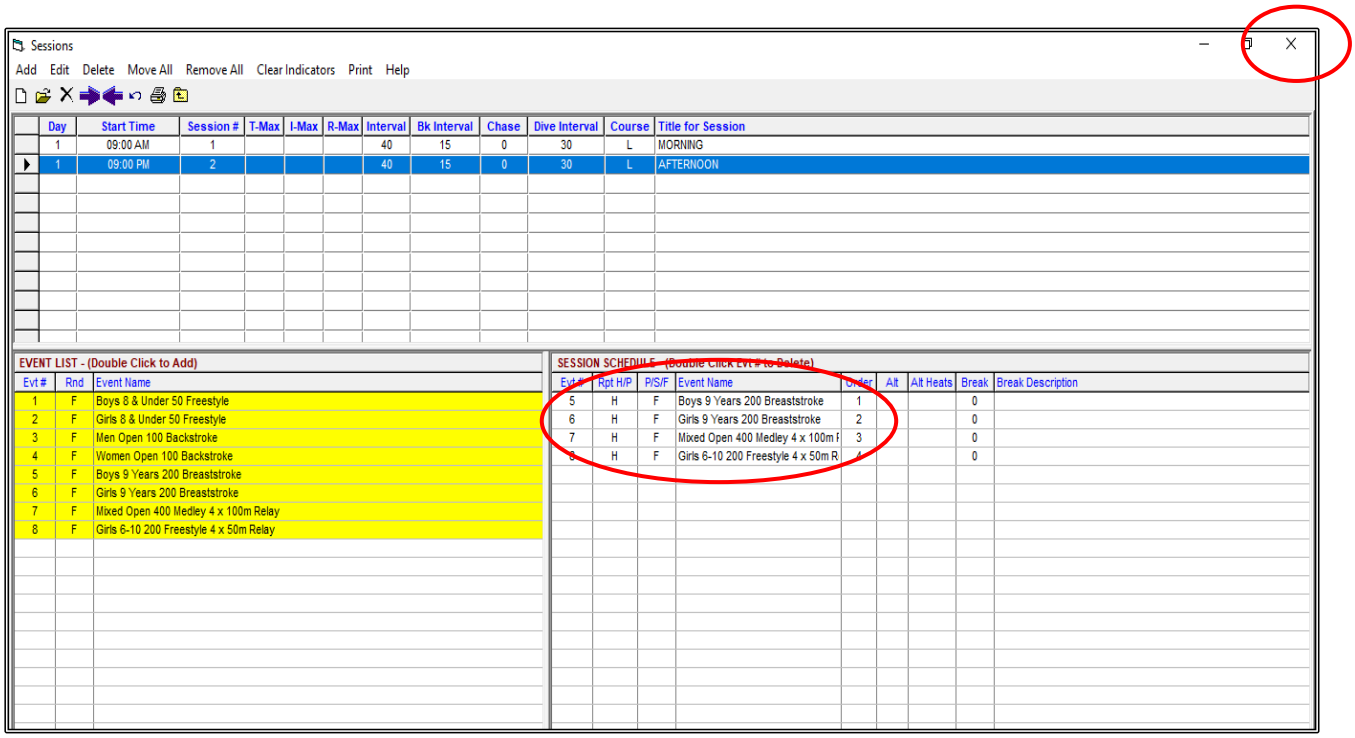
These events are now flagged as yellow.



Now highlight SESSION 2. Click on MOVE ALL -> answer YES. This moves all the remaining events into Session 2.

If you make a mistake, just double click on the event name in the SESSION SCHEDULE on the right-hand side and this will remove the event from that Session.

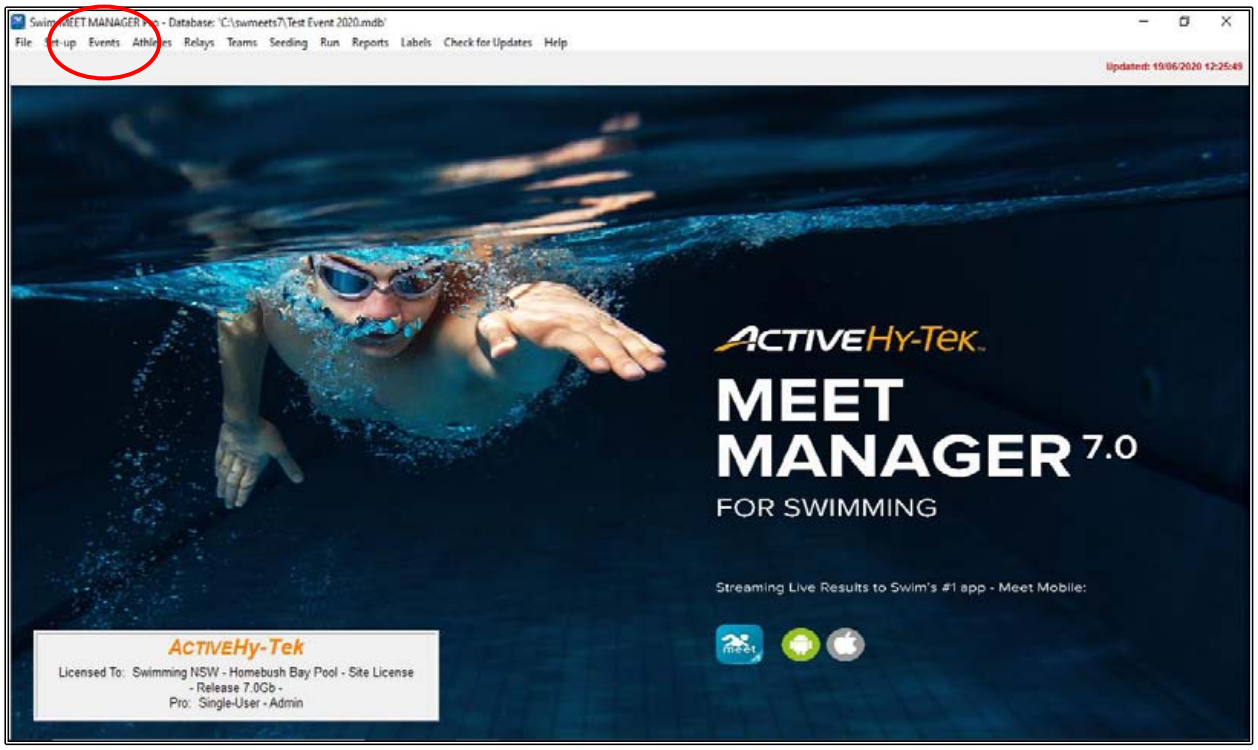




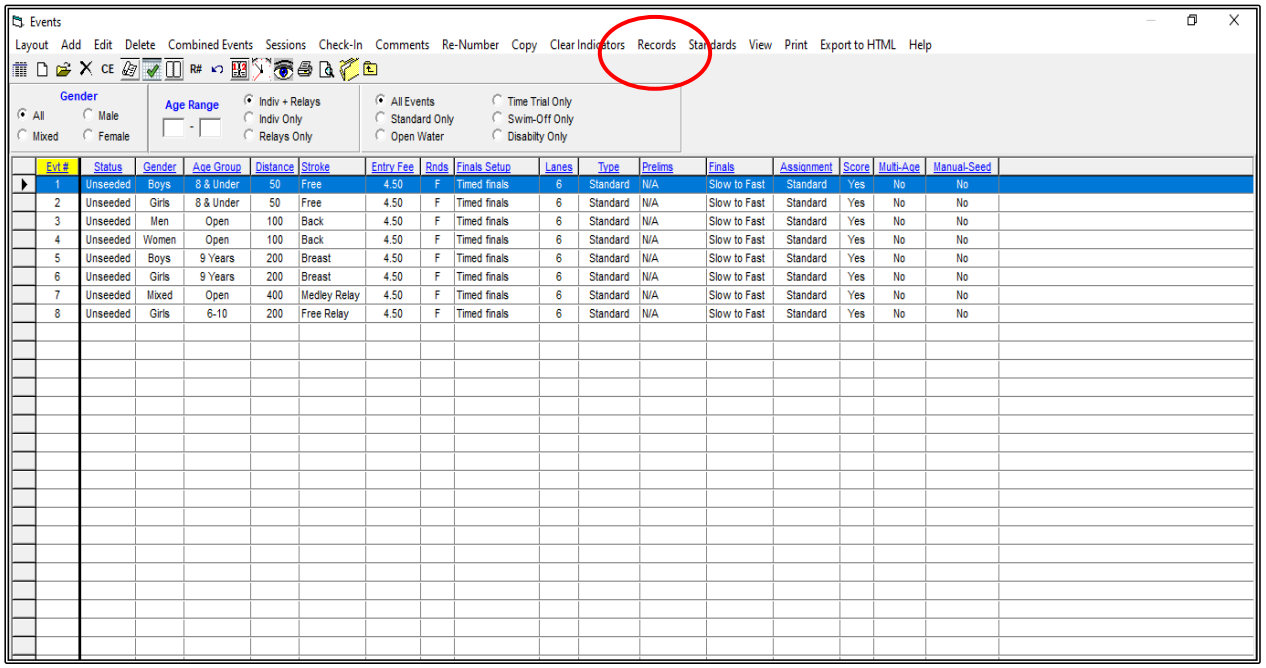
CLOSE OUT ☒ the screen when your Sessions are all complete.

4. SET UP RECORDS:

Click on the EVENTS tab again from the MAIN MENU screen.



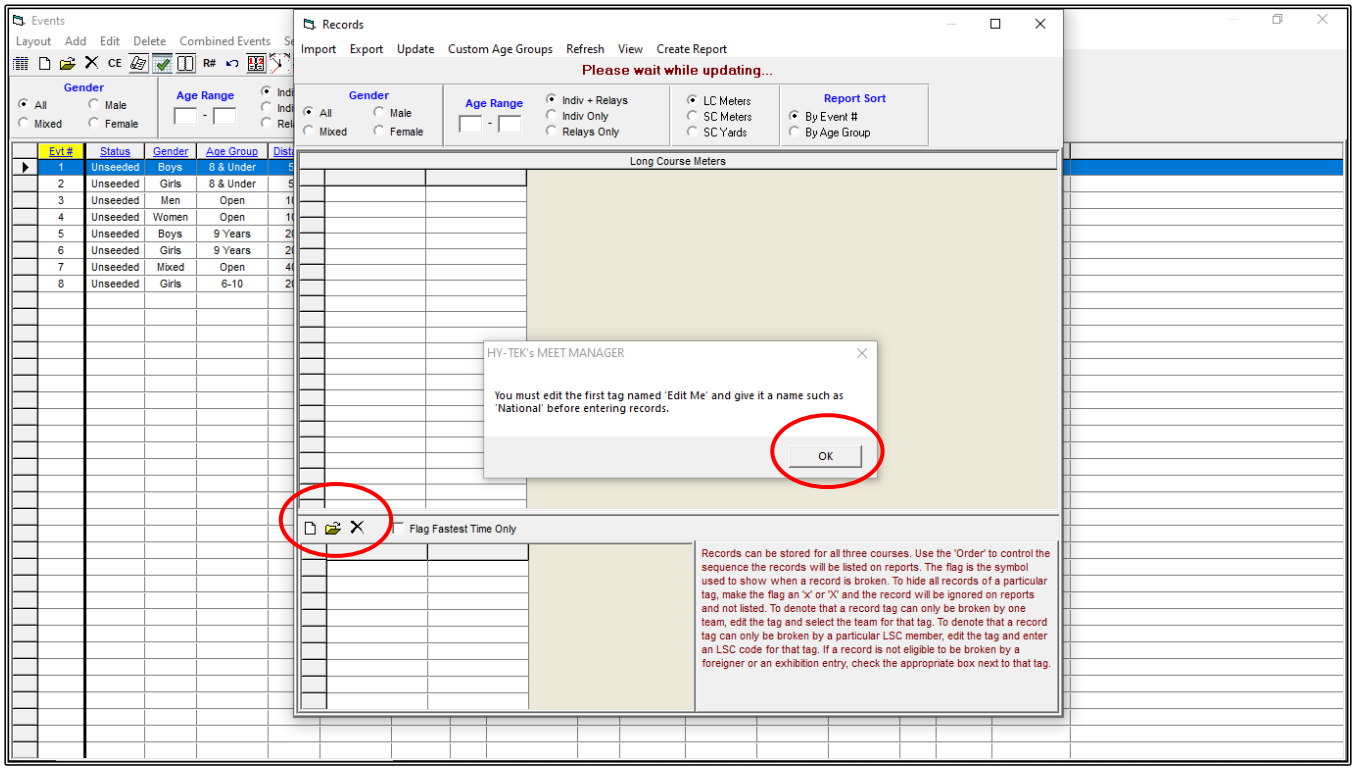
Click on the RECORDS tab.



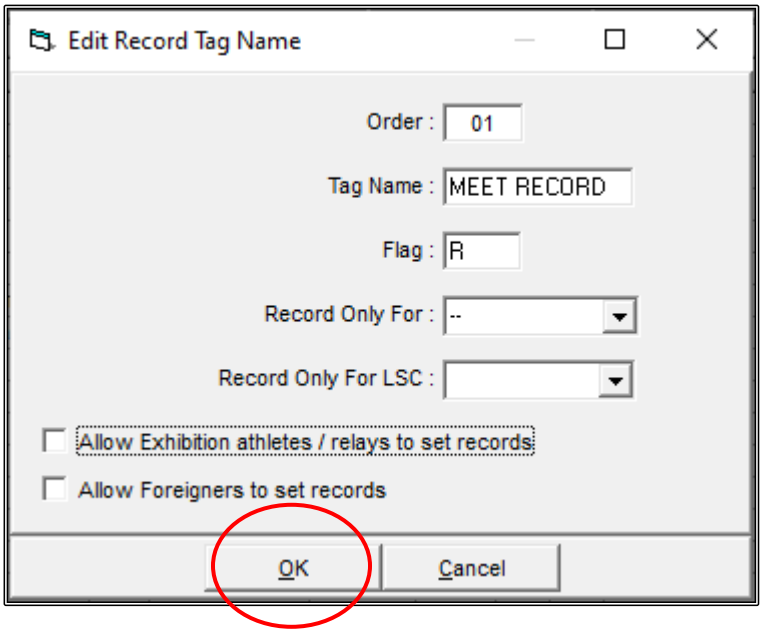
Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Unseeded	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Unseeded	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Unseeded	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Unseeded	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Unseeded	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Unseeded	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Unseeded	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Unseeded	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No

As soon as the RECORDS screen opens, you will be prompted to edit the FIRST TAG NAME (record name) before proceeding to enter your records. Just click OK to BOTH prompts.

Now click on the OPEN FOLDER icon to give your records a name and a flag indicator.



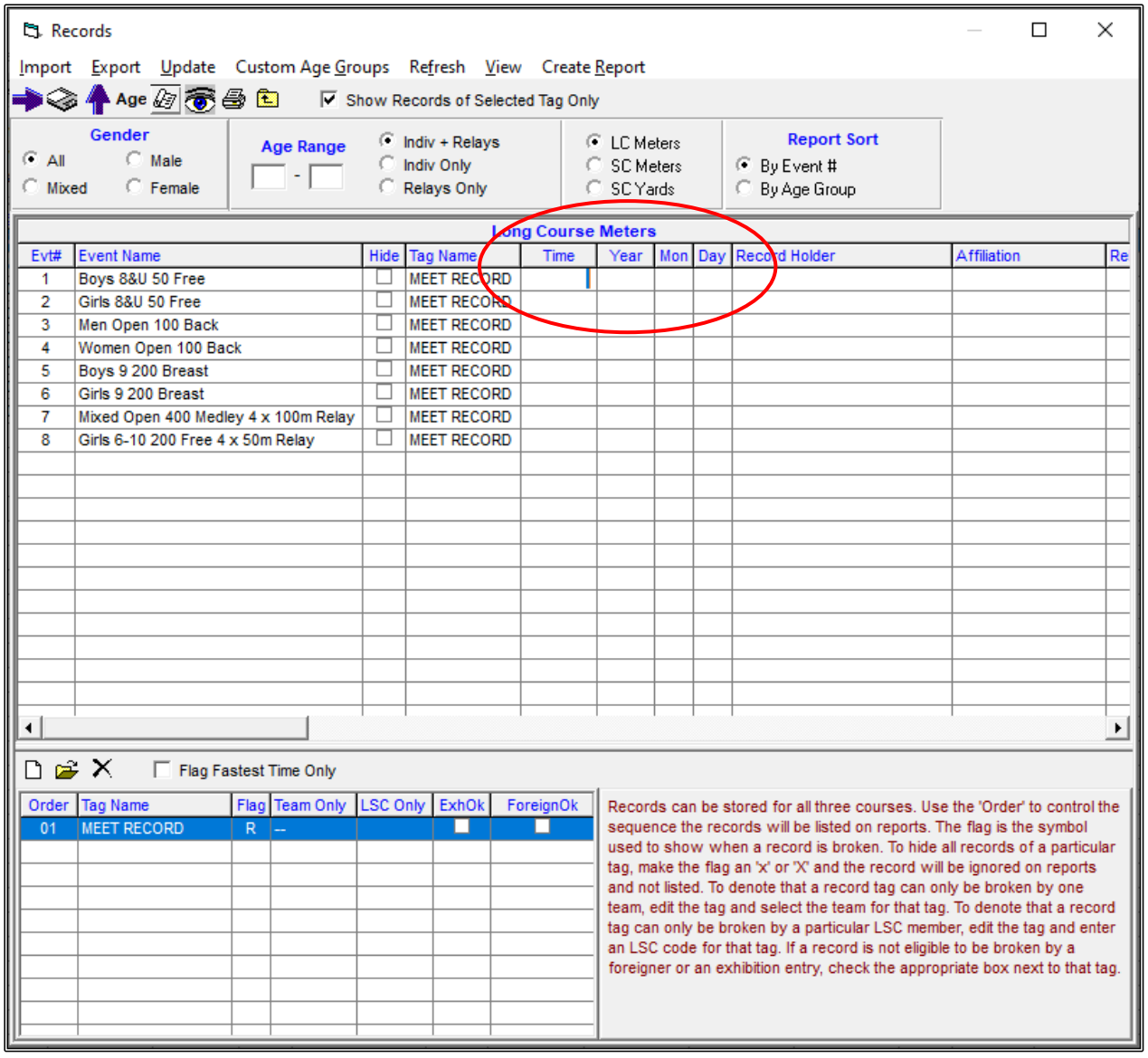
Proceed to enter the information as shown below and then click OK.



Click into the appropriate field to enter the TIME, DATE, RECORD HOLDER'S NAME and CLUB for all events as listed on the following Meet Records page.

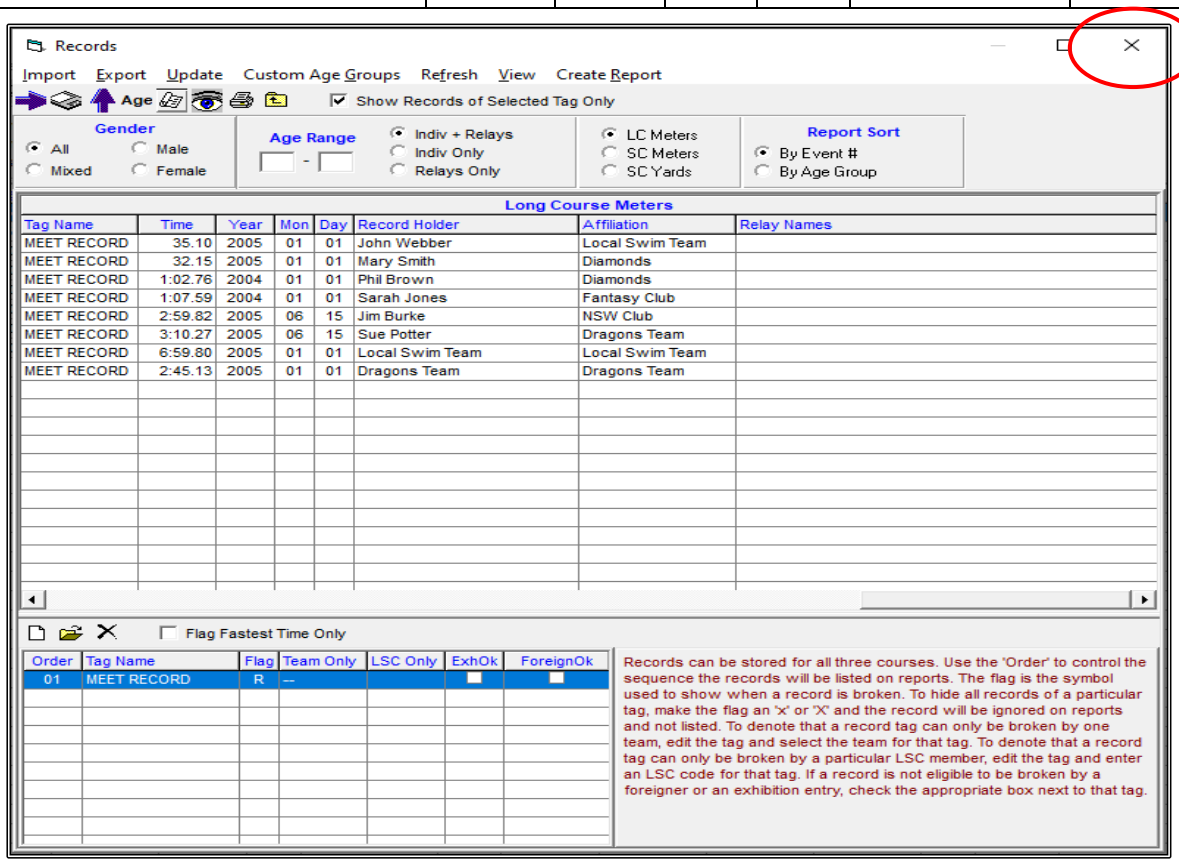
TIP: You do not need to use the decimal point when adding times - Meet Manager does this for you.

You only have to do this once, as these RECORDS can now simply be UPDATED for any future meets. See Section 15 (Page 197) for more information.



MEET RECORDS:

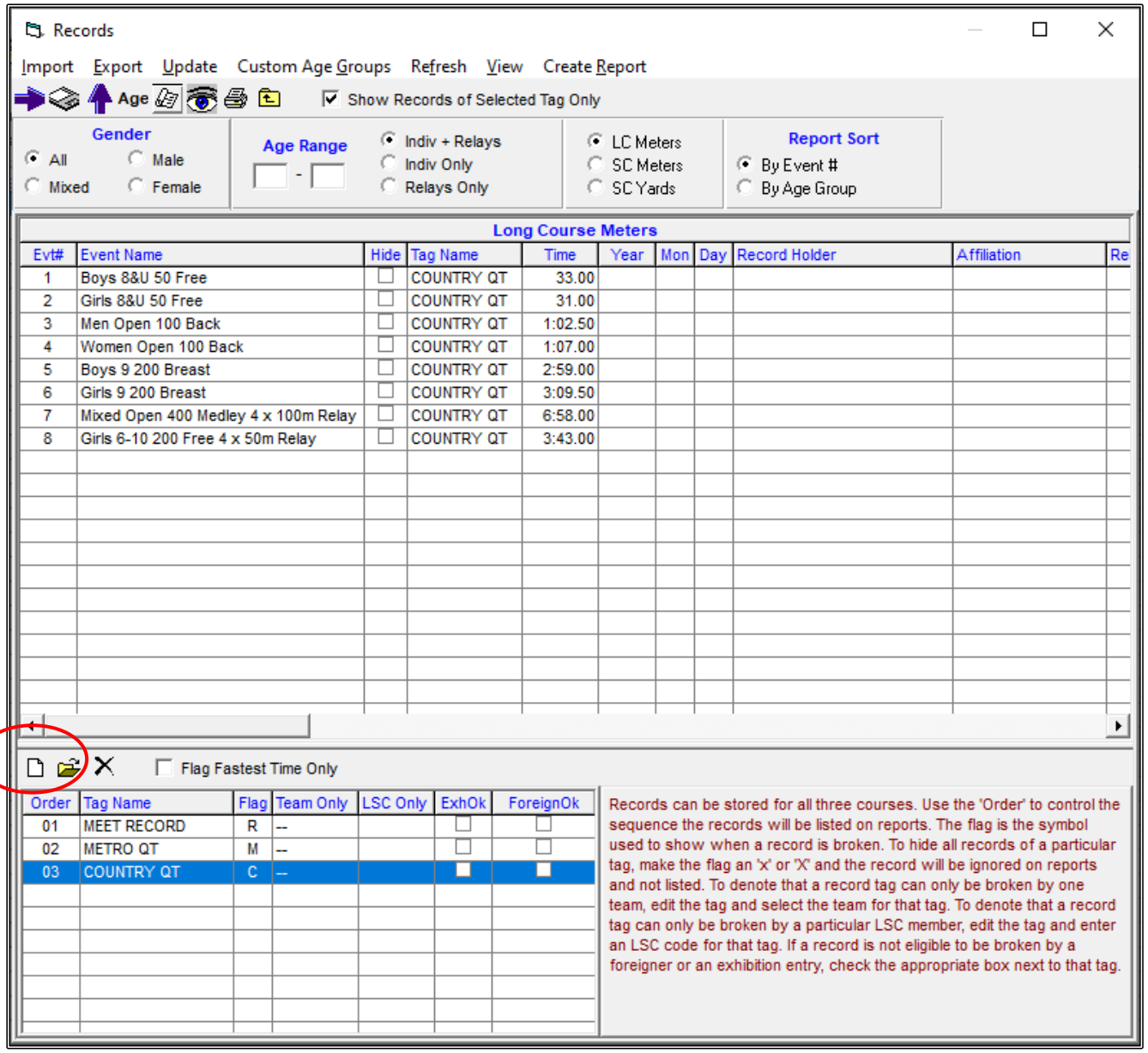
Event	Time	Year	Mon	Day	Record Holder	Affiliation
1. Boys 8 & Under 50m Freestyle	35.10	2005	01	01	John Webber	Local Swim Team
2. Girls 8 & Under 50m Freestyle	32.15	2005	01	01	Mary Smith	Diamonds
3. Mens Open100m Backstroke	1:02.76	2004	01	01	Phil Brown	Diamonds
4. Womens Open100m Backstroke	1:07.59	2004	01	01	Sarah Jones	Fantasy Club
5. Boys 9 years 200m Breaststroke	2:59.82	2005	06	15	Jim Burke	NSW Club
6. Girls 9 years 200m Breaststroke	3:10.27	2005	06	15	Sue Potter	Dragons Team
7. Mixed Open 400m Medley Relay	6:59.80	2005	01	01	Local Swim Team	Local Swim Team
8. Girls 6-10 years 200m Freestyle Relay	2:45.13	2005	01	01	Dragons Team	Dragons Team



Once all records have been entered, CLOSE OUT ☒ of the Records and the Events Screens back to the MAIN MENU screen.

If you wanted to add say NSW METROPOLITAN or COUNTRY qualifying times to see if any of your swimmers qualify for these meets, simply obtain the qualifying times from the Swimming NSW website and then add them as another record by clicking on the ADD NEW RECORD TAG 🗋.

The swimmers who achieve these times at your meet will then be highlighted with the flag that you set up. See example below.



SECTION TWO: BACK UP SHELLS FOR MEET MANAGER, TEAM MANAGER AND ONLINE ENTRIES.

1. BACKUP FILE (SHELL) FOR MEET MANAGER:

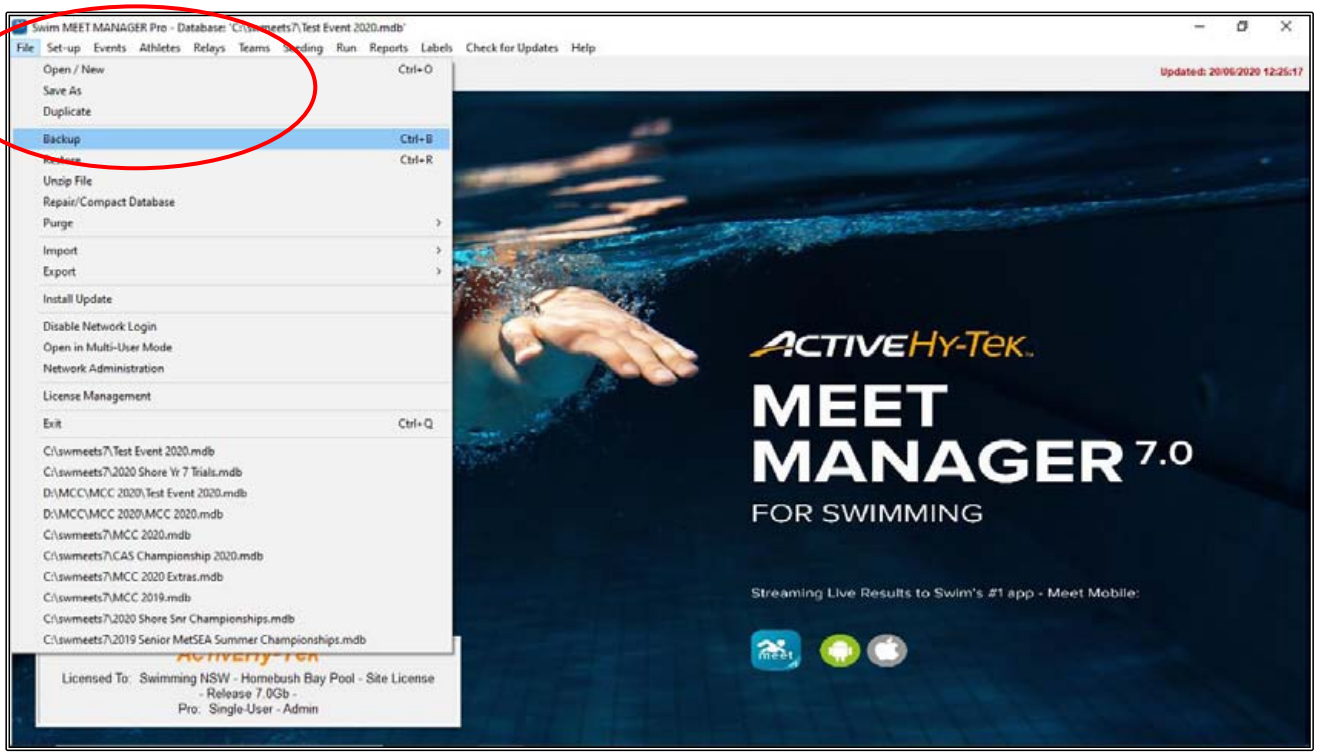
Before making your BACKUP FILES, go into your C:\ Directory on your computer and select SWMEETS7 and add a new folder called TEST EVENT 2020.

Within the newly created TEST EVENT 2020 folder make the following sub-folders:

1. Backups
2. Entries
3. Results
4. Shells

This way you will not become confused with all the different files that you will be making and saving as you go through this meet process.

Once you have done this, go back into the Meet Manager program and click on the FILE tab from the MAIN MENU screen and select BACKUP from the drop down.



Ensure that you are in the right DRIVE, ie C: (Windows)

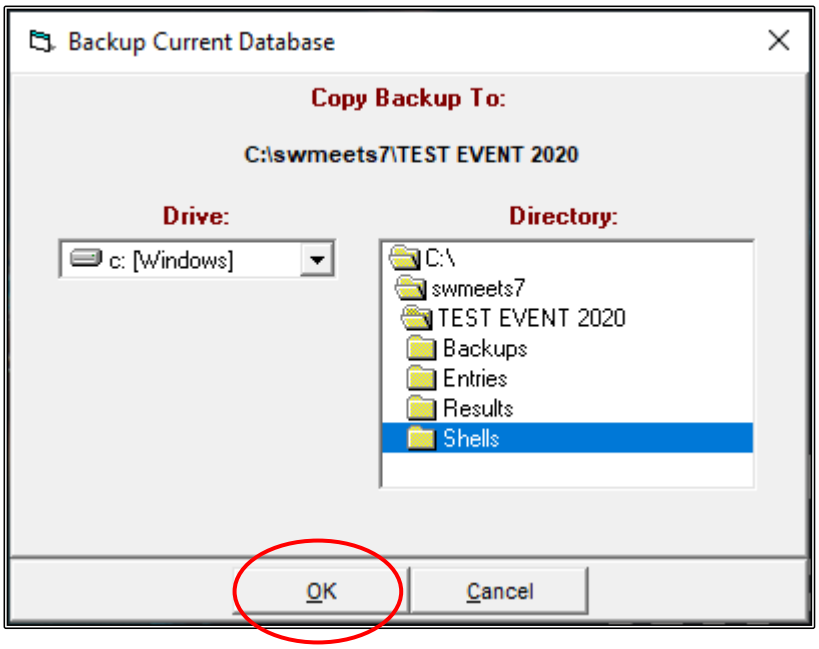
You may wish to save all of this data to an external drive such as a USB in which case you would select the appropriate DRIVE.

Under the DIRECTORY setting, the C:\ swmeets7 folder should be showing with the TEST EVENT 2020 folder underneath that you previously created.

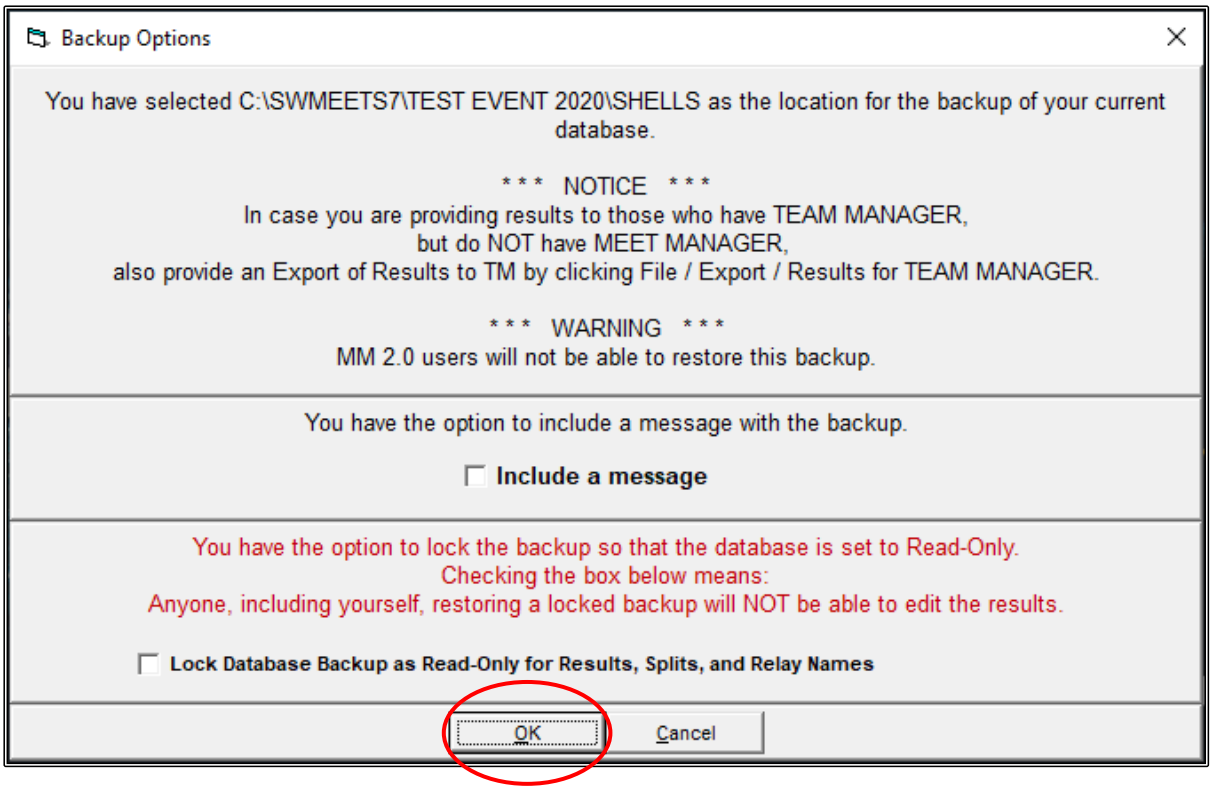
Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

Double click on the SHELLS folder so that your files will be saved here.

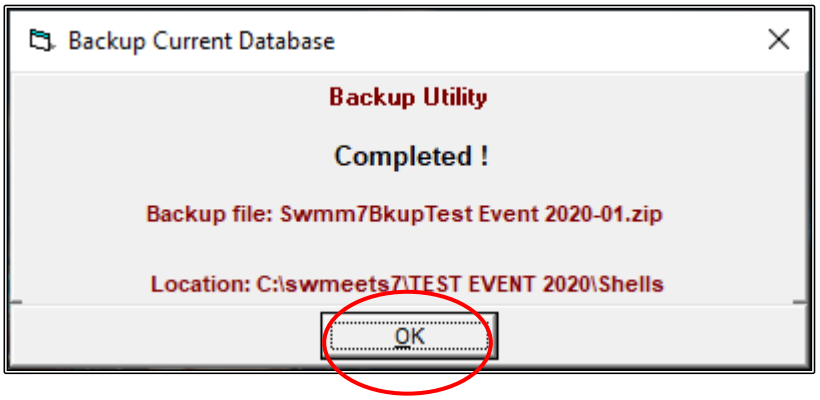
Click OK to save.



When the BACKUP OTIONS screen below appears click on OK.



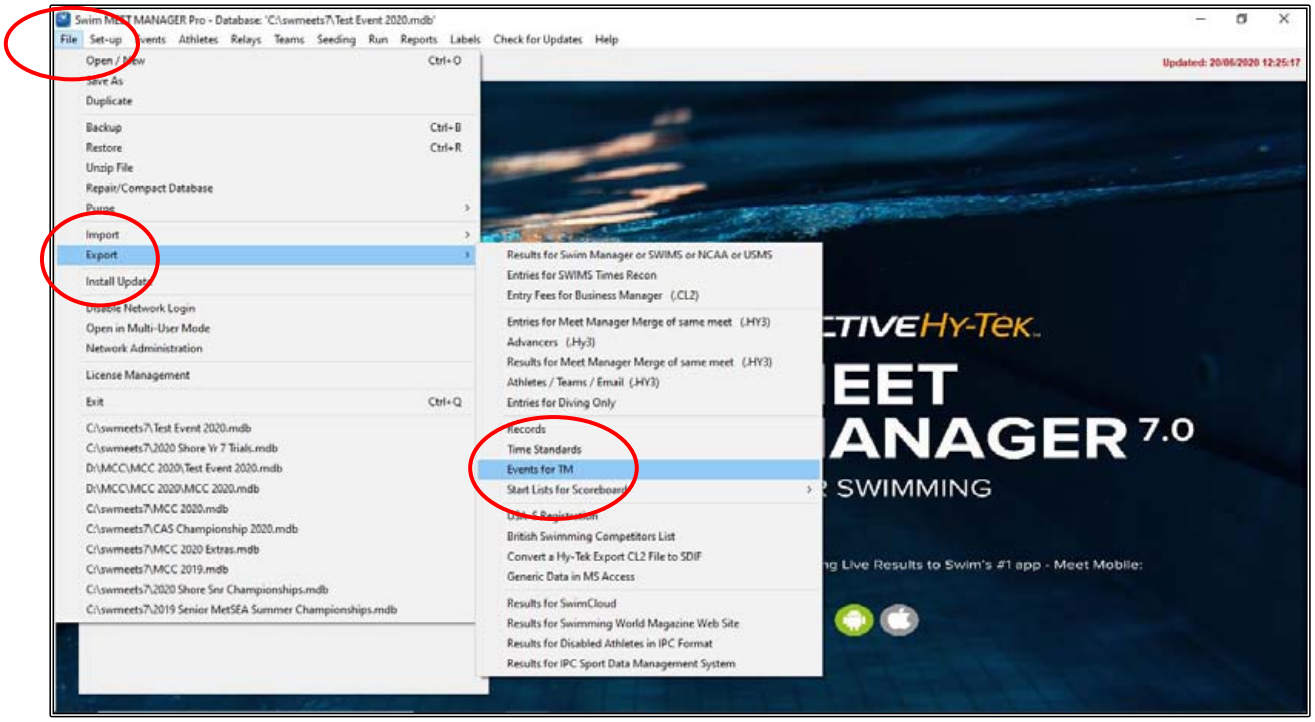
Once the BACKUP is complete, click OK.



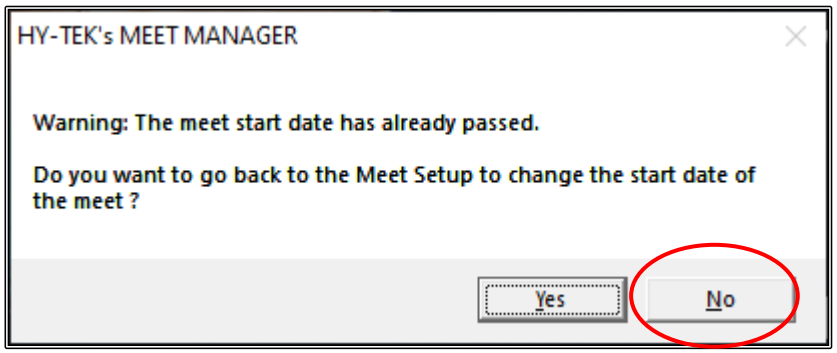
2. BACK UP FILE (SHELL) FOR TEAM MANAGER AND ONLINE ENTRIES:

From the MAIN MENU screen, click on the FILE tab and select EXPORT.

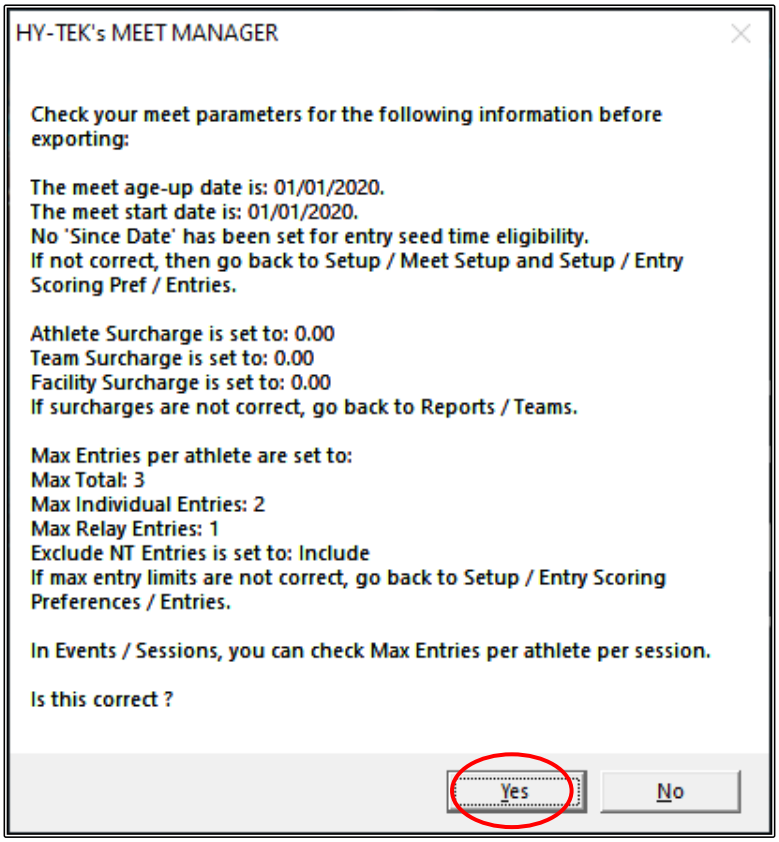
Then click on EVENTS FOR TM.



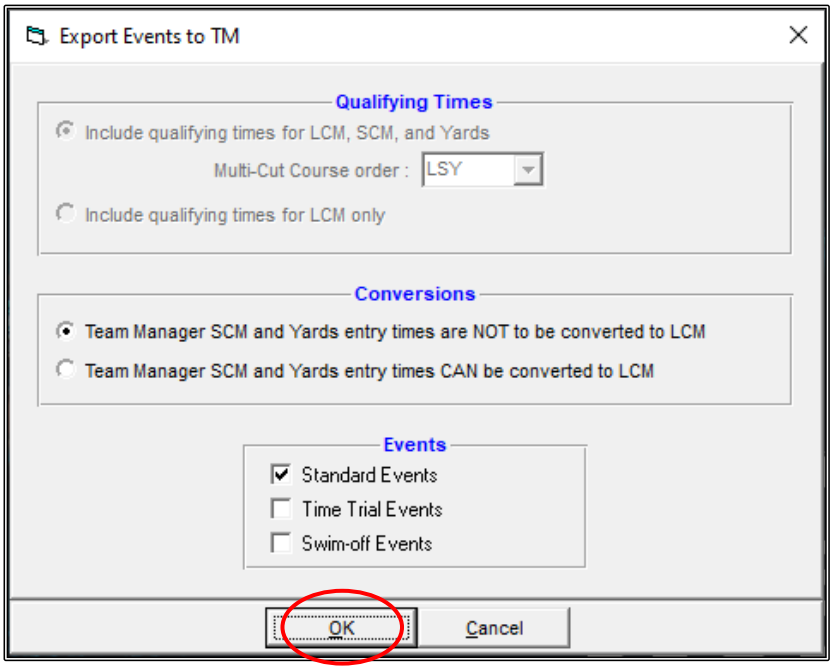
Because we are using a fictional meet, MEET MANAGER will display a WARNING sign that the meet start date has already passed and asks if you want to change the start date. For this exercise, click NO. You would not normally see this warning sign.



A CHECK YOUR MEET PARAMETERS SCREEN will appear and once checked, click YES.



A QUALIFYING TIMES AND CONVERSIONS screen will now appear for you to check and then click OK.



Ensure that you are in the right DRIVE, ie C: (Windows)

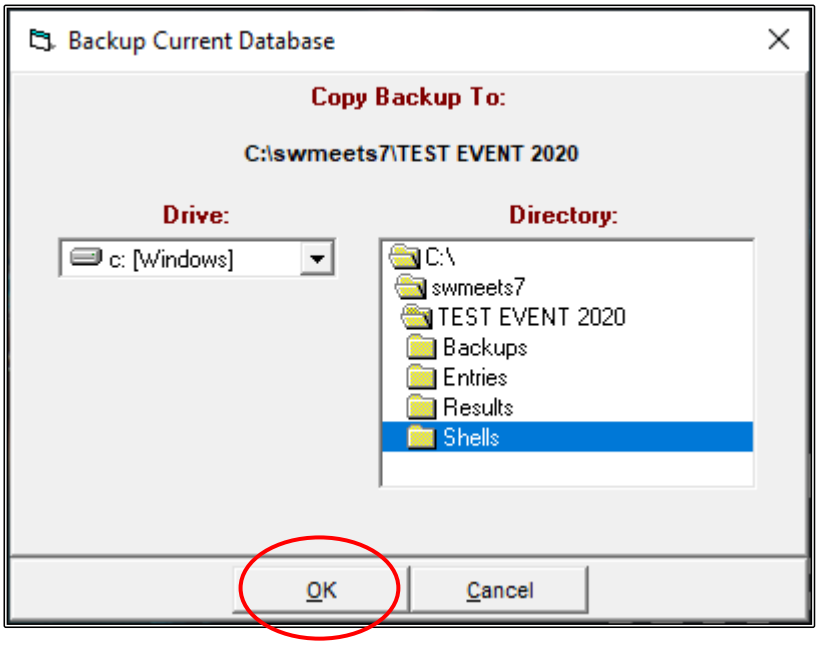
You may wish to save all of this data to an external drive such as a USB in which case you would select the appropriate DRIVE.

Under the DIRECTORY setting, the C:\ swmeets7 folder should be showing with the TEST EVENT 2020 folder underneath that you previously created.

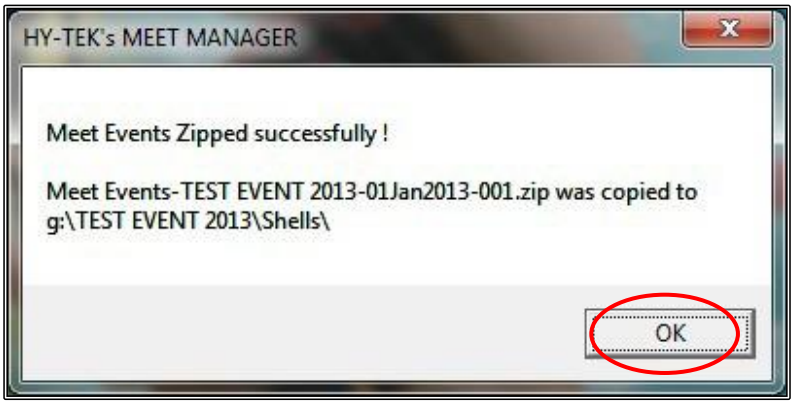
Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

Double click on the SHELLS folder so that your files will be saved here.

Click OK to save.

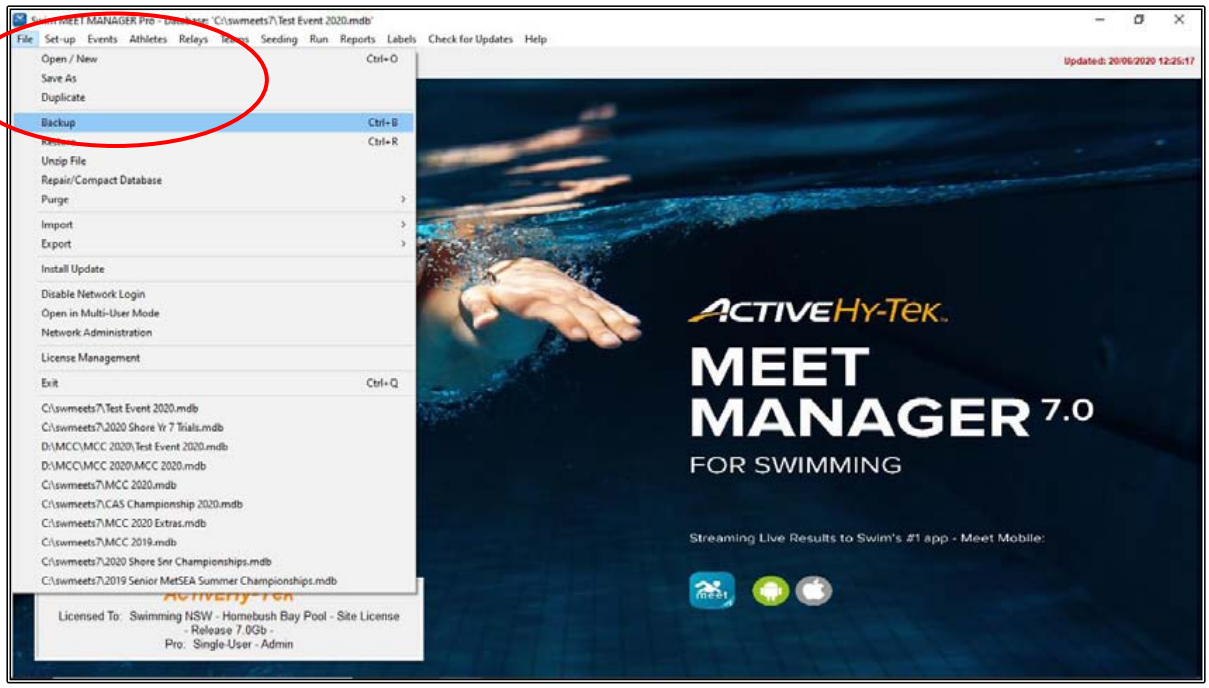


You will now see the ZIPPED SUCCESSFULLY screen. Click OK.



It is good practice to periodically save your Meet Manager data into BACKUPS so that none of the information that you have already entered and uploaded is lost.

From the MAIN MENU screen click on the FILE tab and then select BACKUP from the drop down.

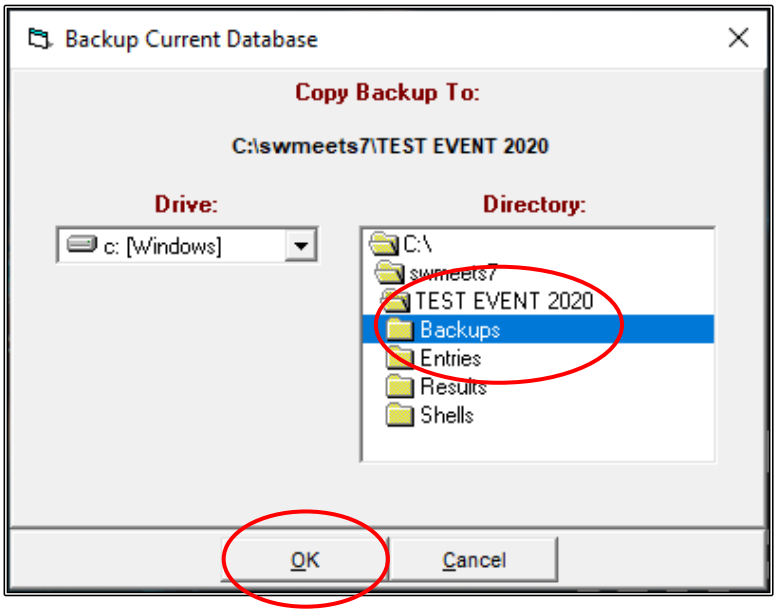


Ensure that you are in the right DRIVE, ie C: (Windows)

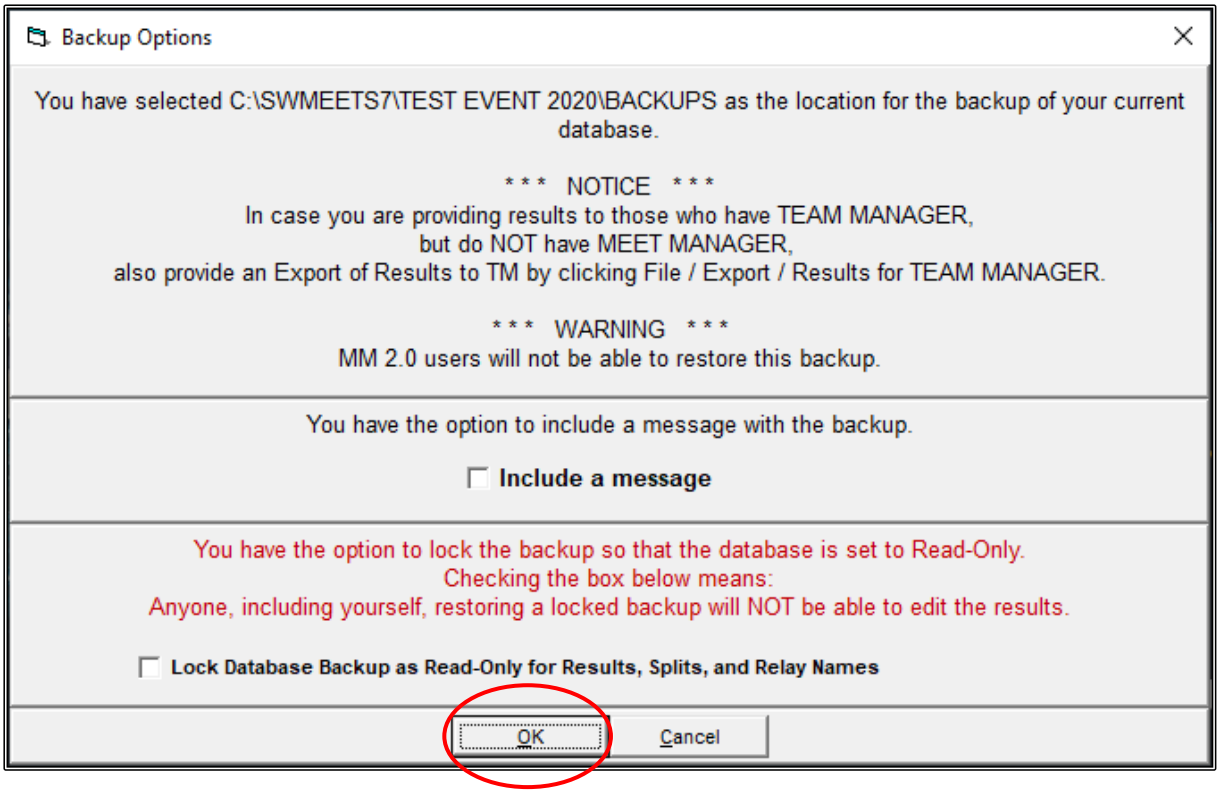
Under the DIRECTORY setting, the C:\ swmeets7 folder should be showing with the TEST EVENT 2020 folder underneath that you previously created.

Double click on the TEST EVENT 2020 folder and your sub folders should now be displayed.

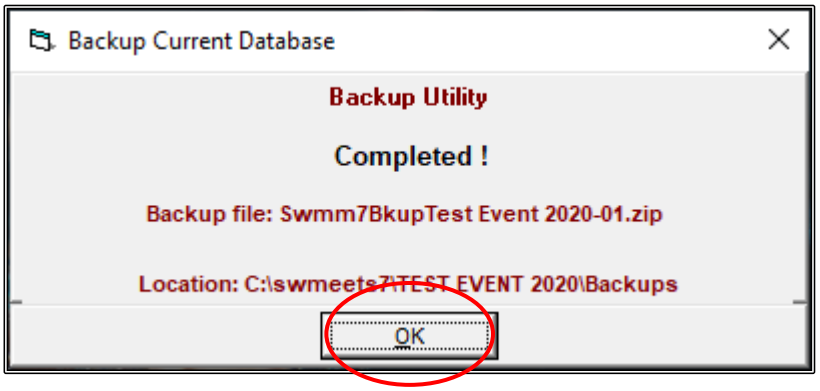
Double click on the BACKUPS folder so that your files will be saved here. Click OK to save.



When the BACKUP OTIONS screen below appears click on OK.



Once the BACKUP is complete, click on OK.



You have now successfully created the SHELL for your meet and saved the backup files and are ready to start accepting entries.

You can start advertising your meet by placing the MEET MANAGER BACKUP file and the TEAM MANAGER EVENTS file, along with a Program of Events on your Club/Area/Swimming NSW website so that external clubs entering your meet can download them, enter their swimmers and send back an entries file for you to import into your SHELL.

These forms of entry are known as E-ENTRIES.

You can also email these files through to other Club Race Secretaries for inclusion on their websites.

You will need to give the TEAM MANAGER EVENTS file to your RACE SECRETARY for upload into the Swimming NSW Swim Central portal so that swimmers may enter directly online.

The two files that you have created and saved in your TEST EVENTS 2020 Folder -> SHELLS sub-folder will look like this:

MEET MANAGER FILE:

Swmm7BkupTest Event 2020-01.zip

TEAM MANAGER FILE:

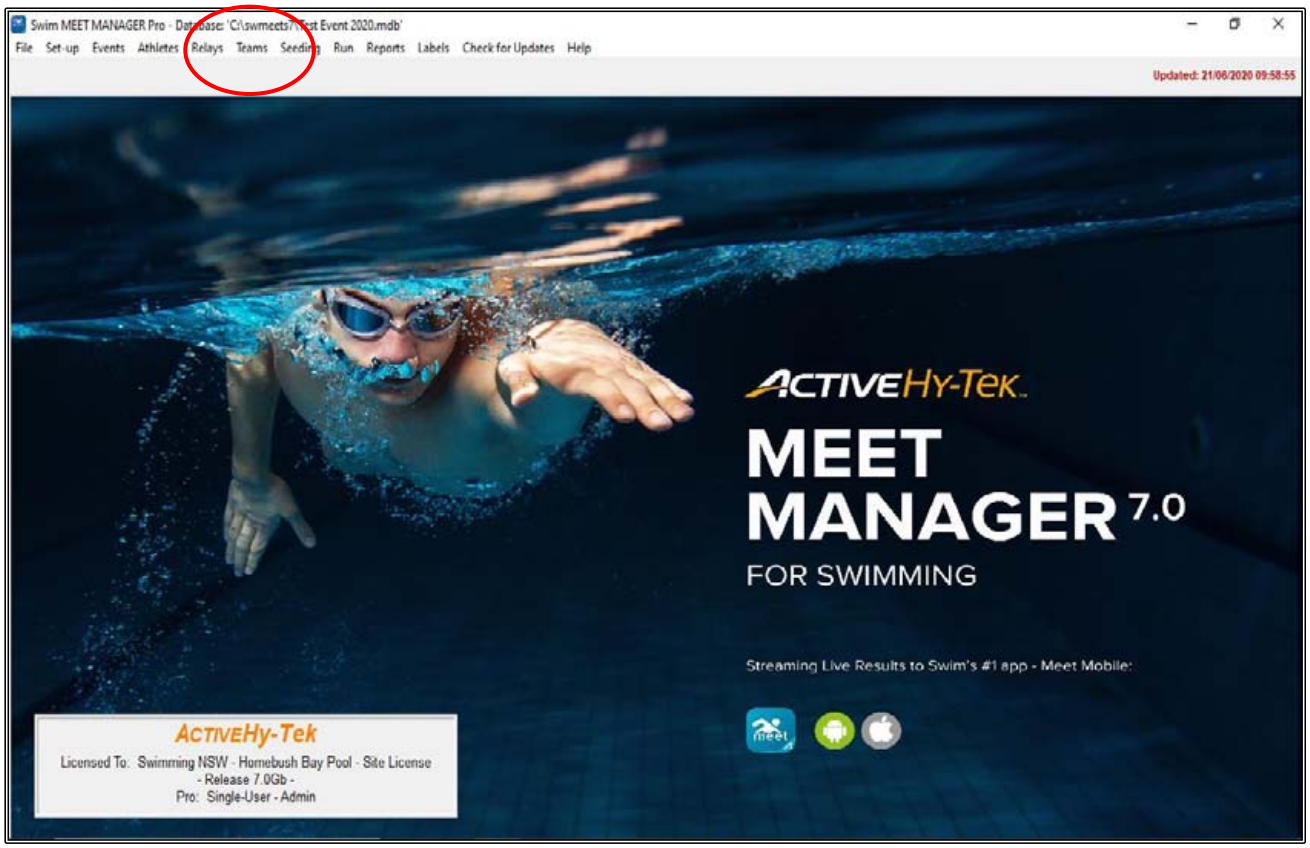
Meet Events-Test Event 2020-01Jan2020-001.zip

SECTION THREE: ENTERING DATA MANUALLY INTO MEET MANAGER (TEAMS, ATHLETES AND RELAYS)

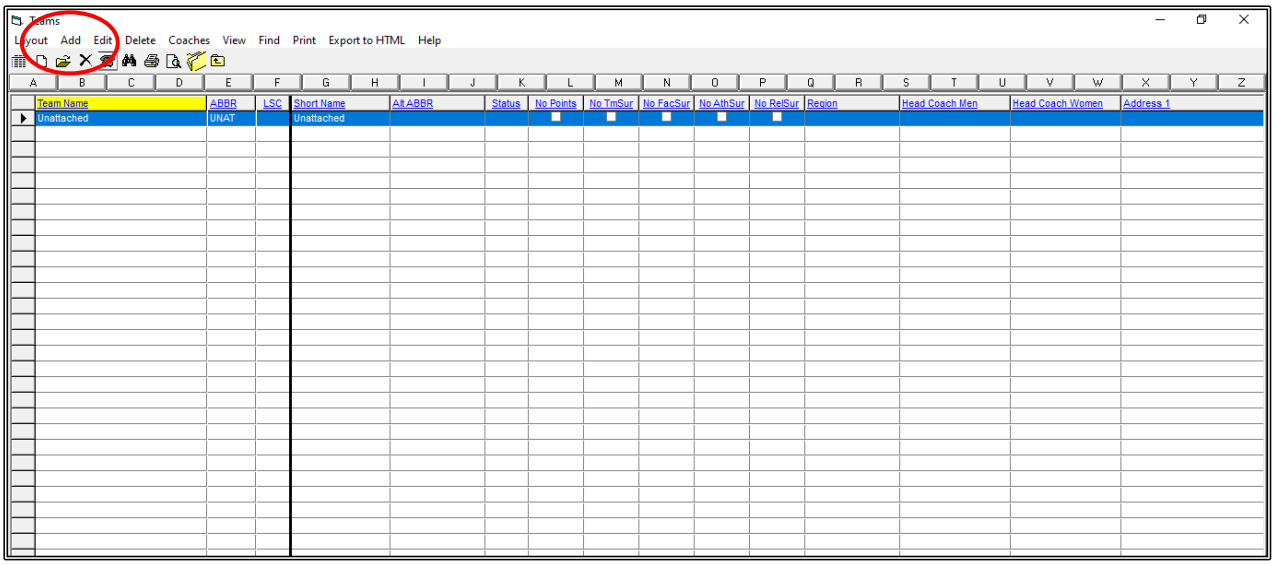
1. ENTERING TEAMS:

If you are doing MANUAL ENTRIES, which is very rare these days, you will need to add the TEAM NAME first before you can enter any athletes.

From the MAIN MENU screen select the TEAMS tab.



When the TEAMS screen opens up, click on the ADD button.



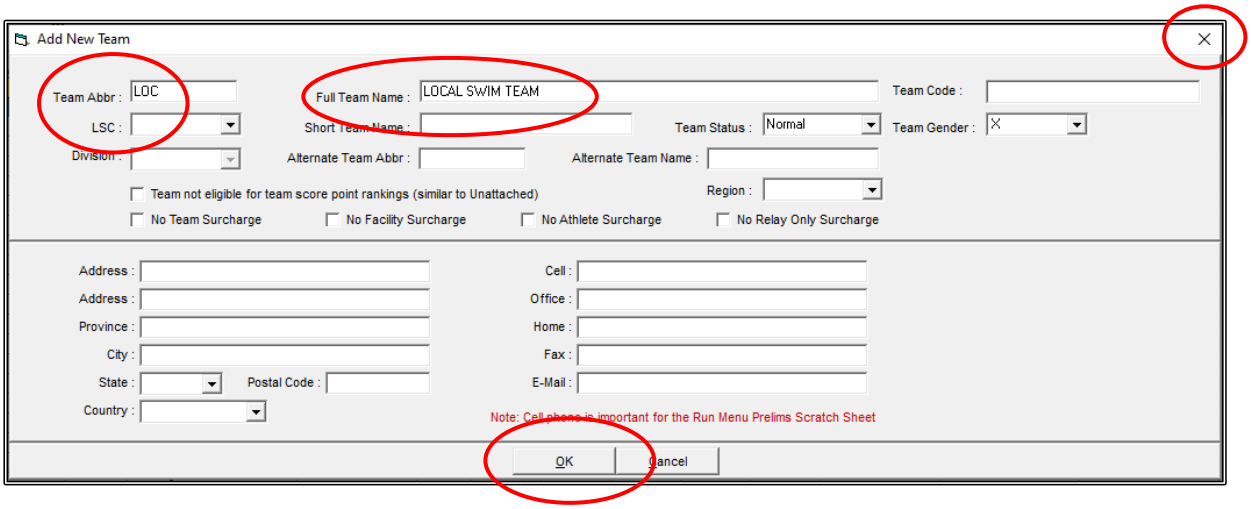
When the ADD NEW TEAM screen appears, enter your TEAM information as shown below. For this exercise, we will be entering the LOCAL SWIM TEAM.

There is no need to input anything more than the TEAM ABBREVIATION and the FULL TEAM NAME at this point. Any further information that you may wish to enter can be added at a later date.

TEAM ABBREVIATION -> LOC

FULL TEAM NAME -> LOCAL SWIM TEAM

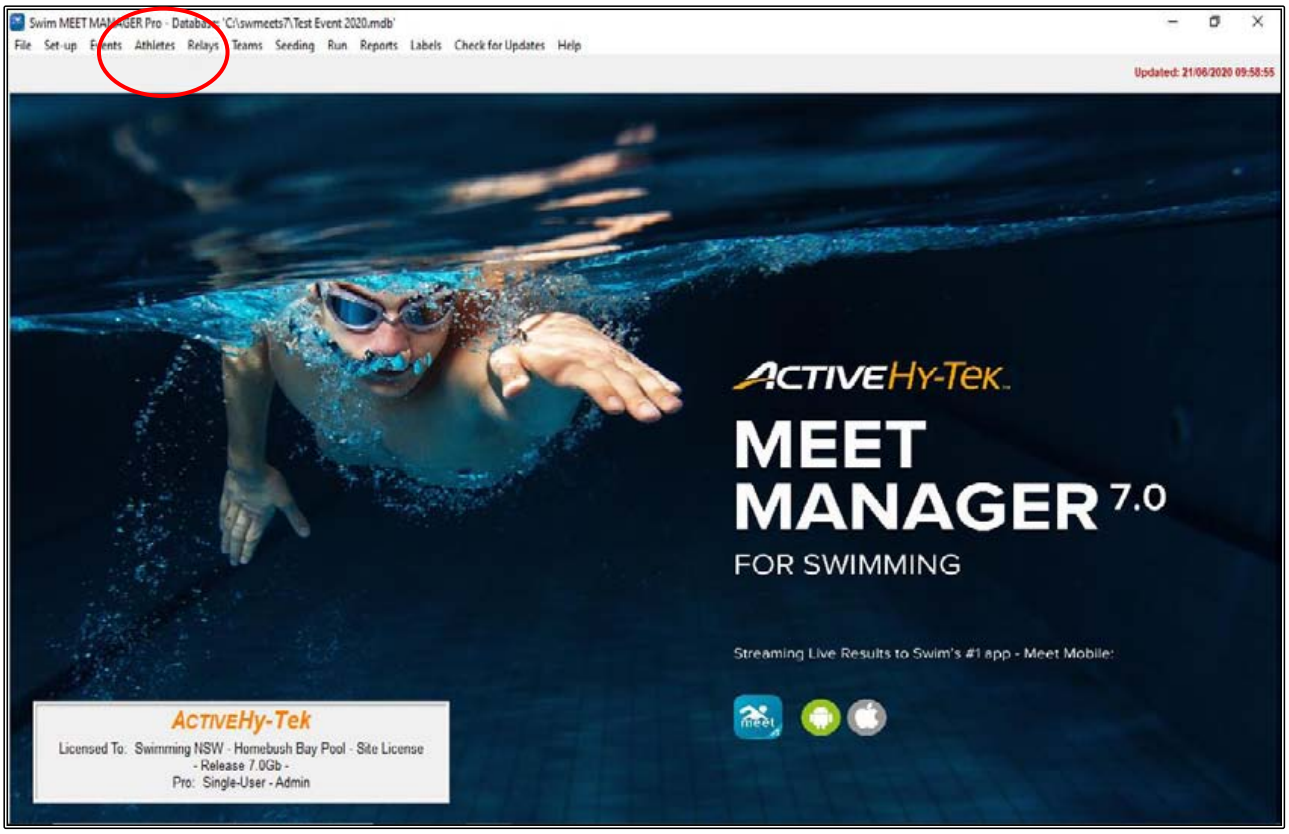
Click OK after you have entered the team information and then CANCEL after all teams have been added.



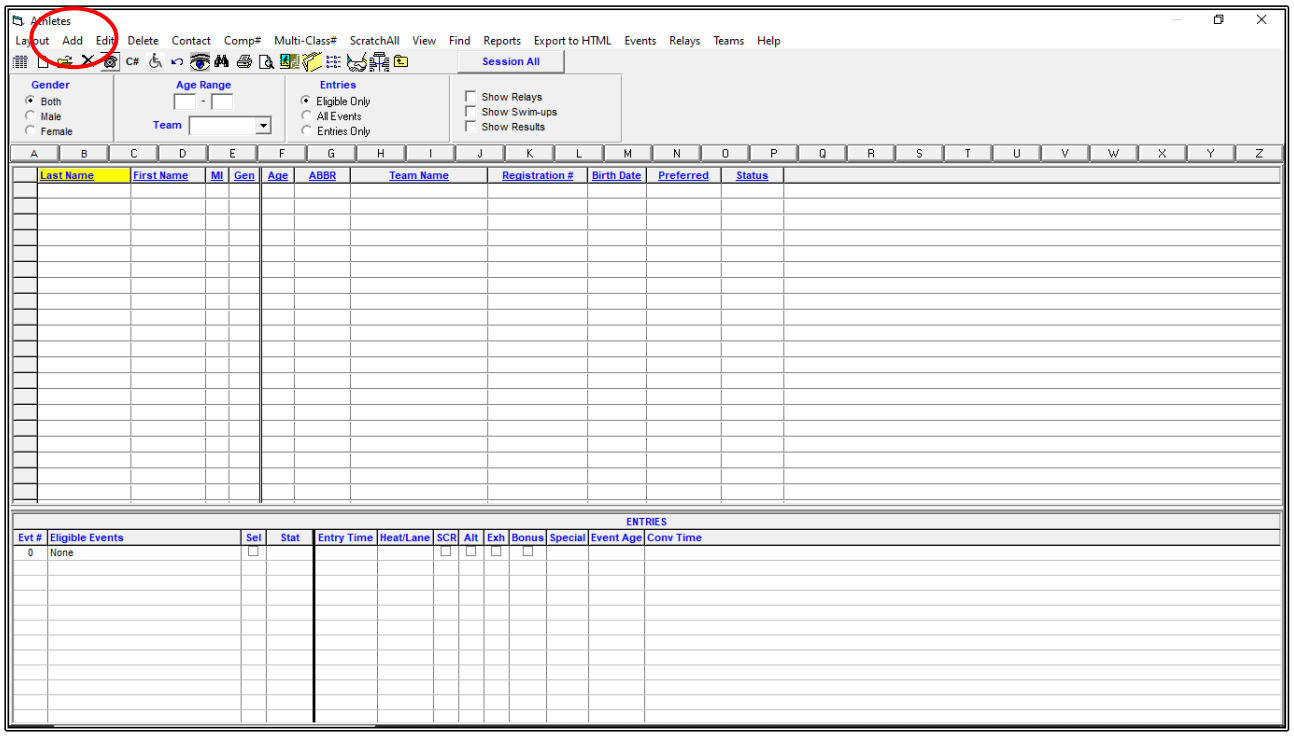
You can now CLOSE OUT ☒ of the TEAMS screen back to the MAIN MENU screen.

2. ENTERING ATHLETES:

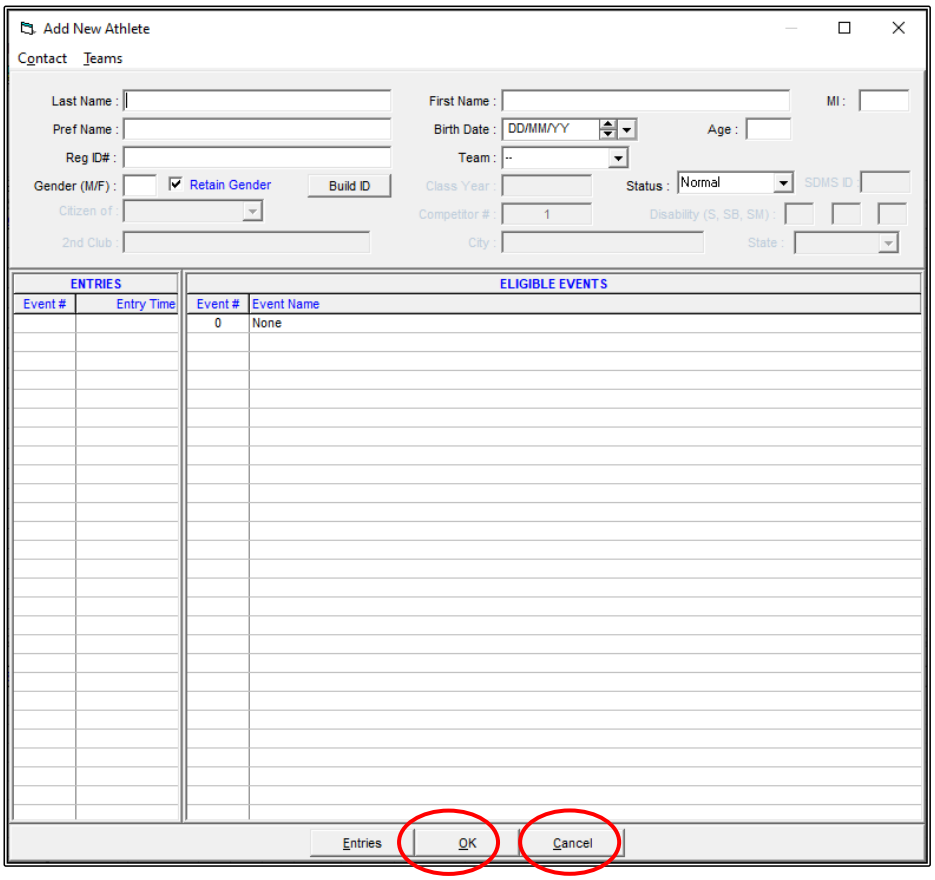
From the MAIN MENU screen select the ATHLETES tab.



When the ATHLETES screen opens up, click on the ADD button.



When the ADD NEW ATHLETE screen opens, the TAB key can be used to move from field to field.



Read the information below about the relevant fields and then enter the ATHLETES listed below.

Last Name	Type in surname
First Name	Type in first name
MI	Middle Initial. Do not use this field
Pref Name	Preferred Name. Do not use this field
Birth Date	Type in DOB in format: DD/MM/YY
Age	Meet Manager will compute the age automatically once the DOB has been entered
Reg ID #	Registered ID. NEVER change this field. It is generated by Meet Manager and is the systems unique code for each athlete. This IS NOT the swimmer's registration or capitation number.
Team	Use the drop-down box to select the team name.
Gender (M/F)	Type in "M" or "F" for gender.
Retain Gender	This button is checked so that you can enter all the females or males without the need to type each time. Untick if you wish to enter manually.
Build ID	This button is only used if you need to alter an athlete's name or DOB and if the system does not automatically re-build the Reg ID #
Status	Meet Manager will default to Normal for all athletes. You would only change this if you needed to add Exhibition or Disability swimmers (see Section 14 on Page 184 for further information)
Eligible Events	Once you have entered the above information, Meet Manager will then generate all the Eligible Events that the athlete can enter. Click on the events to be entered. If you make a mistake, just double click on the yellow row to delete the entry and then put the swimmer into the correct event.
Entries	Enter the swimmer's entry times. If there is no entry time, the default is NT (no time). The "L" after each time denotes Long Course. **TIP:** You can type in all entry times without using the decimal points or colons.

All these swimmers are members of the Local Swim Team.

NAME	DOB	EVENT	ENTRY TIME	EVENT	ENTRY TIME
Brian Smith	06/07/2004	3 - 100m Back	1:03.64		
Michael Neale	08/06/2011	1 - 50m Free	39.00	3 - 100m Back	3:00.12
Mitchell Bradford	04/06/2010	3 - 100m Back	1:26.06	5 - 200m Breast	2:59.96
Daniel Traynor	04/05/2010	3 - 100m Back	3:00.01	5 - 200m Breast	NT
Chantelle Kelly	03/11/2009	4 - 100m Back	NT		
Wendy Hill	20/07/2010	These two swimmers are relay only swimmers. They still need to be entered into the Athlete database. They have no individual events.			
Faith Hill	14/12/2009				
Mark Maguire	06/06/2012	1 - 50m Free	40.79	3 - 100m Back	2:07.66
Sarah Cox	05/10/2011	2 - 50m Free	50.10		

Click OK to save after entering each swimmer. This moves you to the next blank athlete screen.

Click CANCEL when all your athletes have been entered.

The ATHLETES screen has now been populated with your 9 LOCAL SWIM TEAM members.

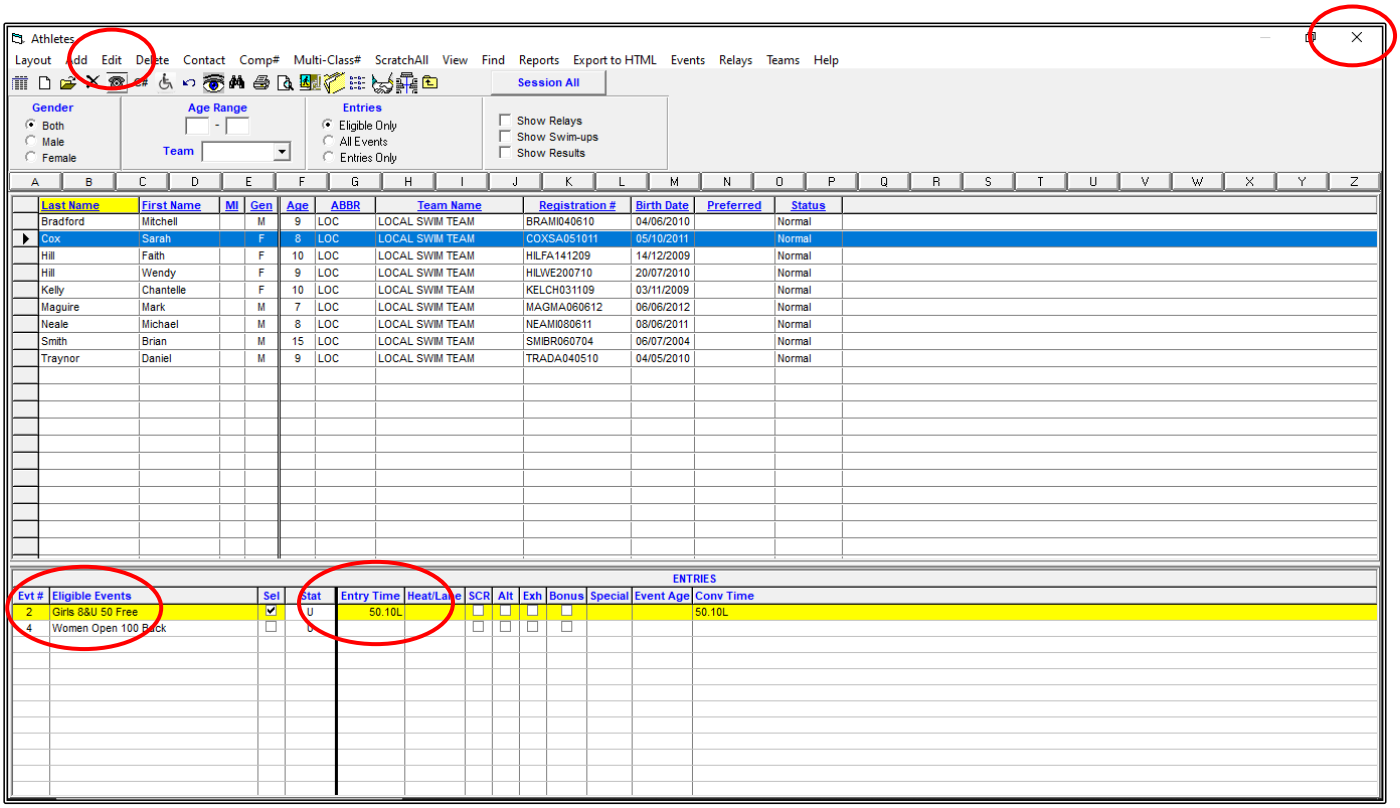
You can click on each swimmer to view their details and their ELIGIBLE EVENTS and ENTRY TIMES will be listed below and highlighted in yellow.

If you see that you have made a mistake, you can either double click on the swimmer's name or use the EDIT button at the top of the screen to open up their profile and make the appropriate changes.

You can make changes to the ELIGIBLE EVENTS from the front of this screen by clicking on the yellow highlighted event. This will then ask you if you want to delete the swimmer from that event.

You can also add swimmers into extra events from the front of this screen by simply highlighting the event that you want to put them into.

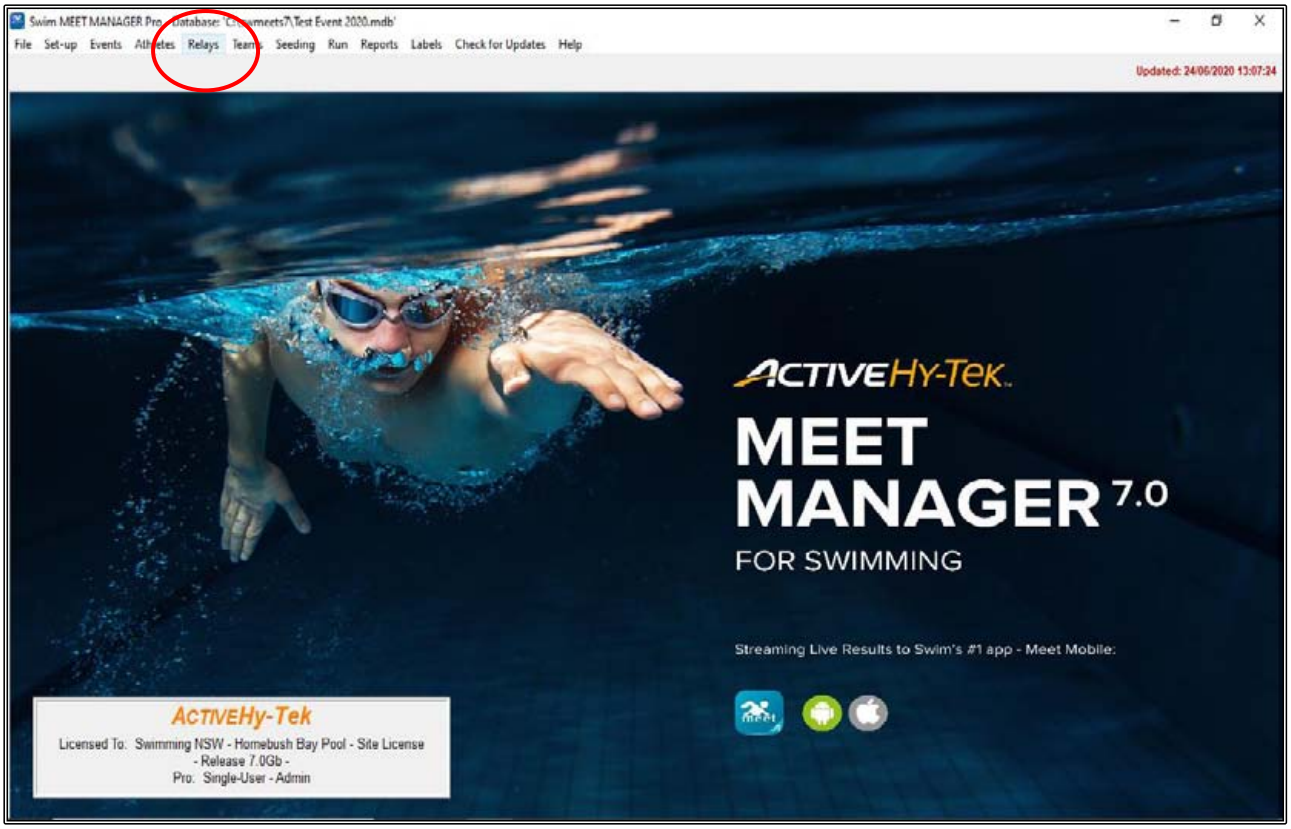
You can make changes to the ENTRY TIMES from the front of this screen also. Just click into the ENTRY TIME column and make the necessary changes.



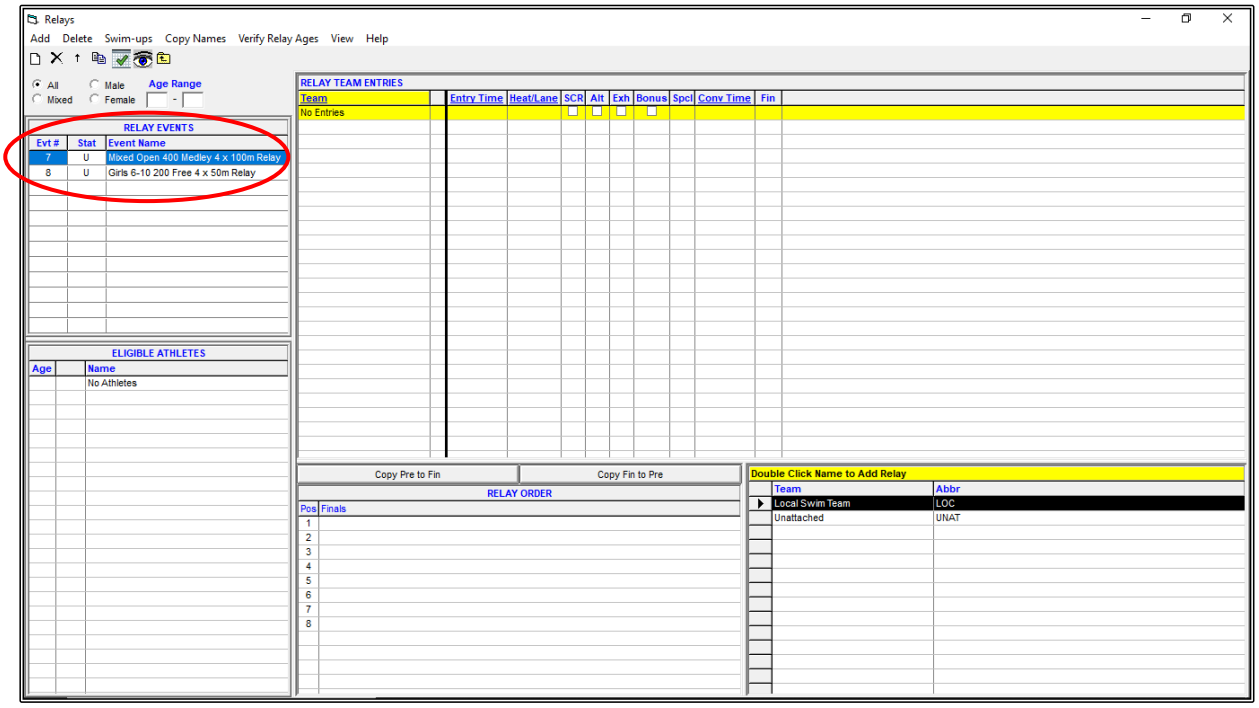
Once you are happy with all your entries, you can CLOSE OUT ☒ of the ATHLETES screen back to the MAIN MENU screen.

3. ENTERING RELAYS:

From the MAIN MENU screen select the RELAYS tab.



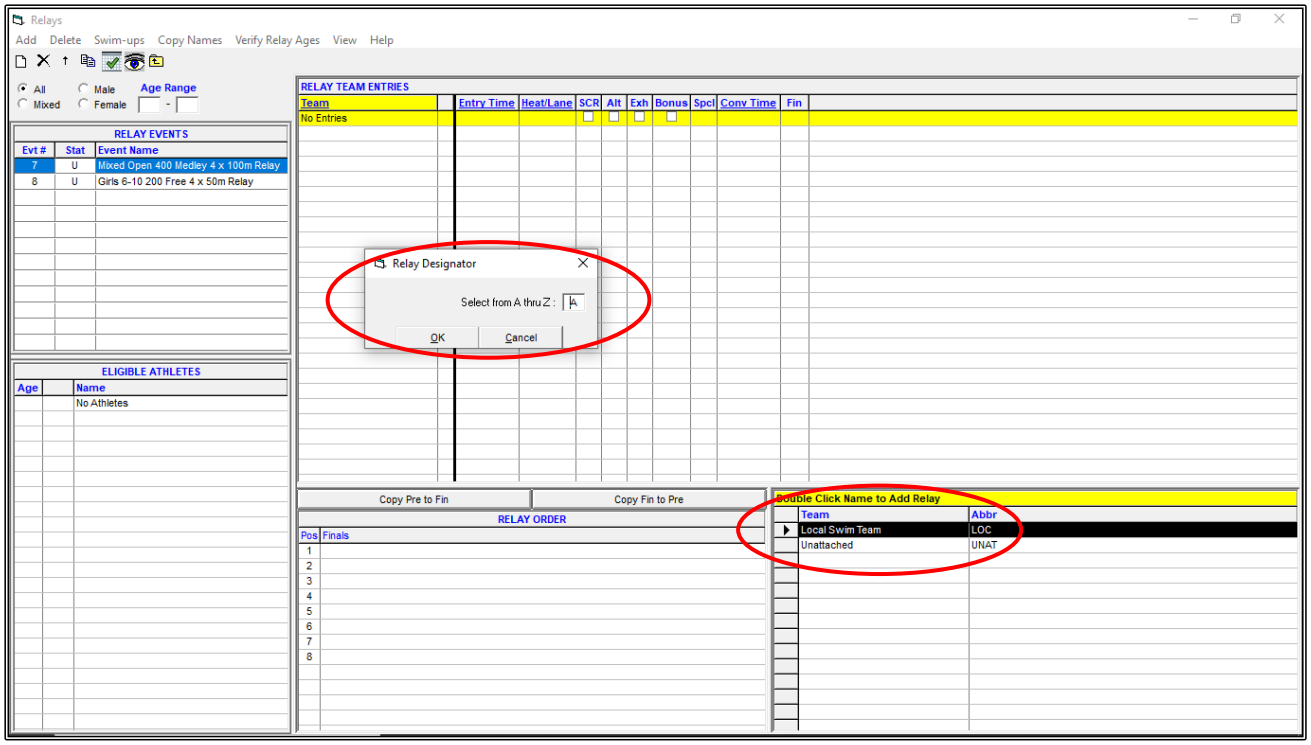
When the RELAYS screen opens up, you need to highlight the EVENT # of the Relay you are going to enter.



All TEAMS will be listed in the bottom right-hand corner of the screen. Double click on the LOCAL SWIM TEAM to enter them into the Event.

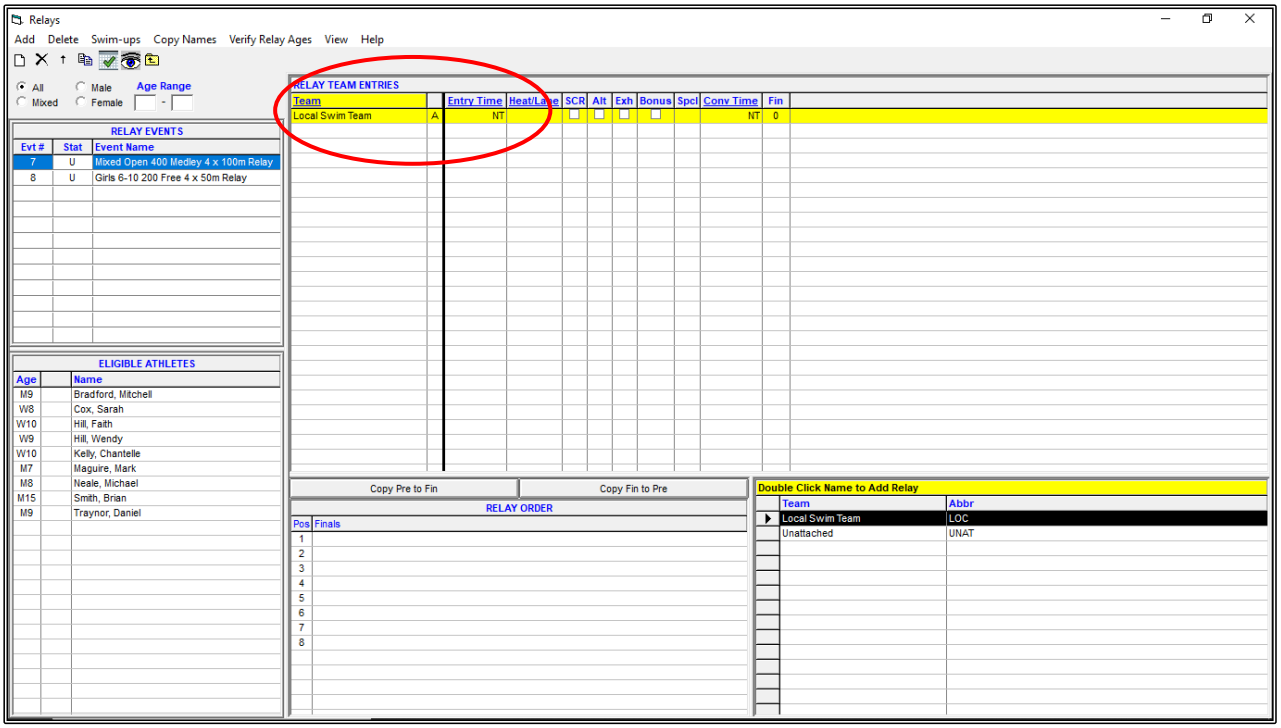
The RELAY DESIGNATOR (A, B C etc.) box will then be displayed which allows you to enter several TEAMS from the one club into that relay event.

The first team will be the A TEAM, click OK.



The LOCAL SWIM TEAM has now been added to the RELAY TEAM ENTRIES.

If you have an Entry Time for this team, click into the ENTRY TIME column and add this time. If the team does not have an entry time, leave the default NT in this field.



Once the TEAM is entered, all the ELIGIBLE ATHLETES from that TEAM will be displayed in the bottom left-hand corner of the screen and you now need to select the swimmers who will make up the relay team.

For this exercise we will enter the following swimmers into the following relays:

EVENT 7 - Mixed OPEN 4 x 100m Medley Relay. ENTRY TIME: 8:08.56

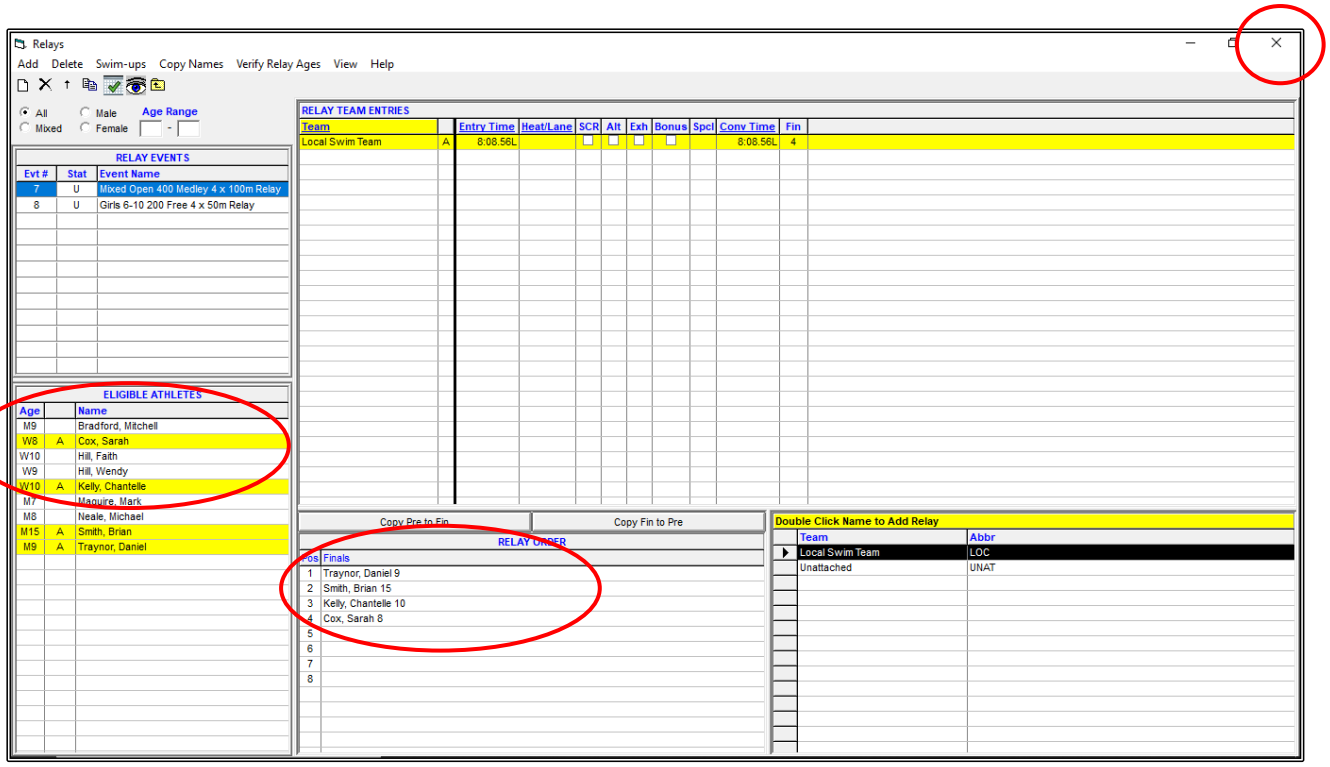
1. Daniel Traynor
2. Brian Smith
3. Chantelle Kelly
4. Sarah Cox

EVENT 8 - Girls 6-10 Years 4 x 50m Freestyle Relay. ENTRY TIME: 3:06.13

1. Sarah Cox
2. Faith Hill
3. Wendy Hill
4. Chantelle Kelly

To add the athletes that are swimming in the relay team, double click on their name from the ELIGIBLE ATHLETES list in the order that they will swim. You will notice that they transfer over to the RELAY ORDER field.

NOTE: The order of the swimmers is most important and especially so in the Medley Relay events.



Once all your relay teams and swimmers have been entered, CLOSE OUT ☒ of the RELAYS screen and all your information will be saved.

You can go back to this RELAYS screen from the MAIN MENU screen at any time to add or alter relay information.

DON'T FORGET TO BACKUP YOUR MEET!

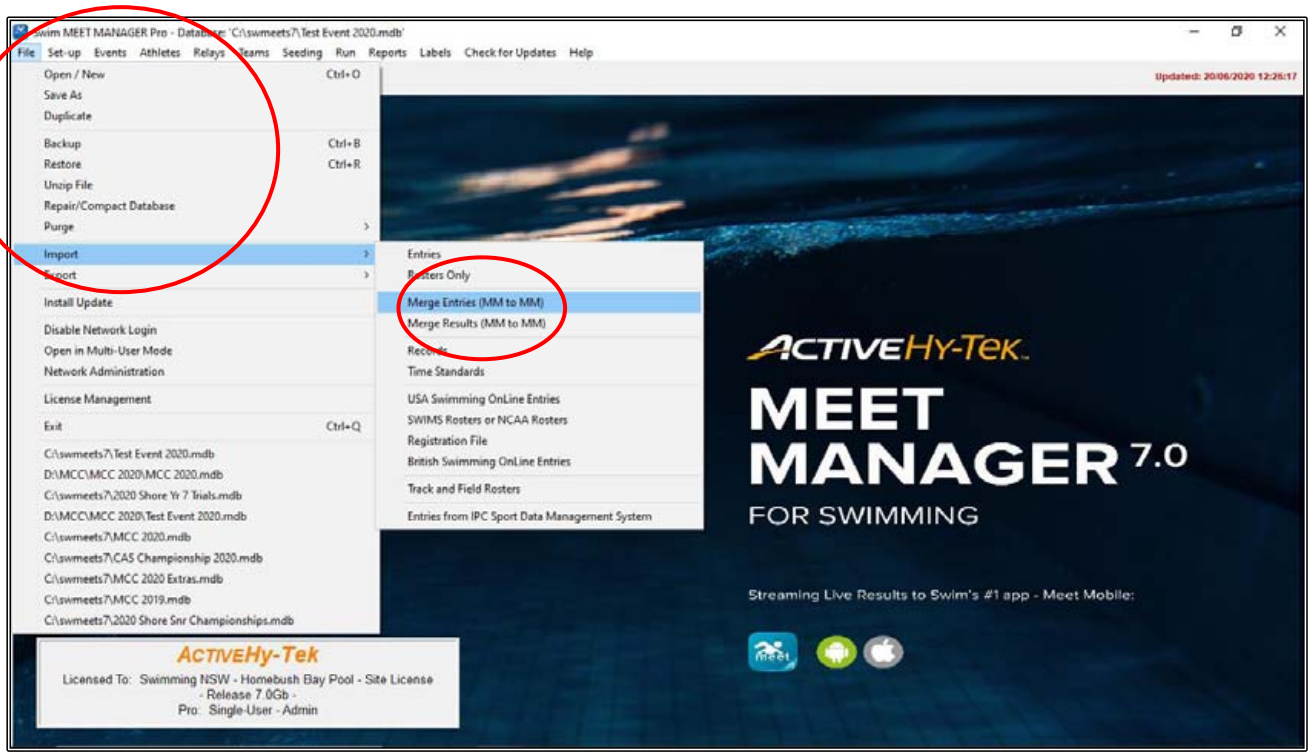
SECTION FOUR: IMPORTING ENTRIES

1. IMPORTING ENTRIES FROM MEET MANAGER FILES (E-ENTRIES):

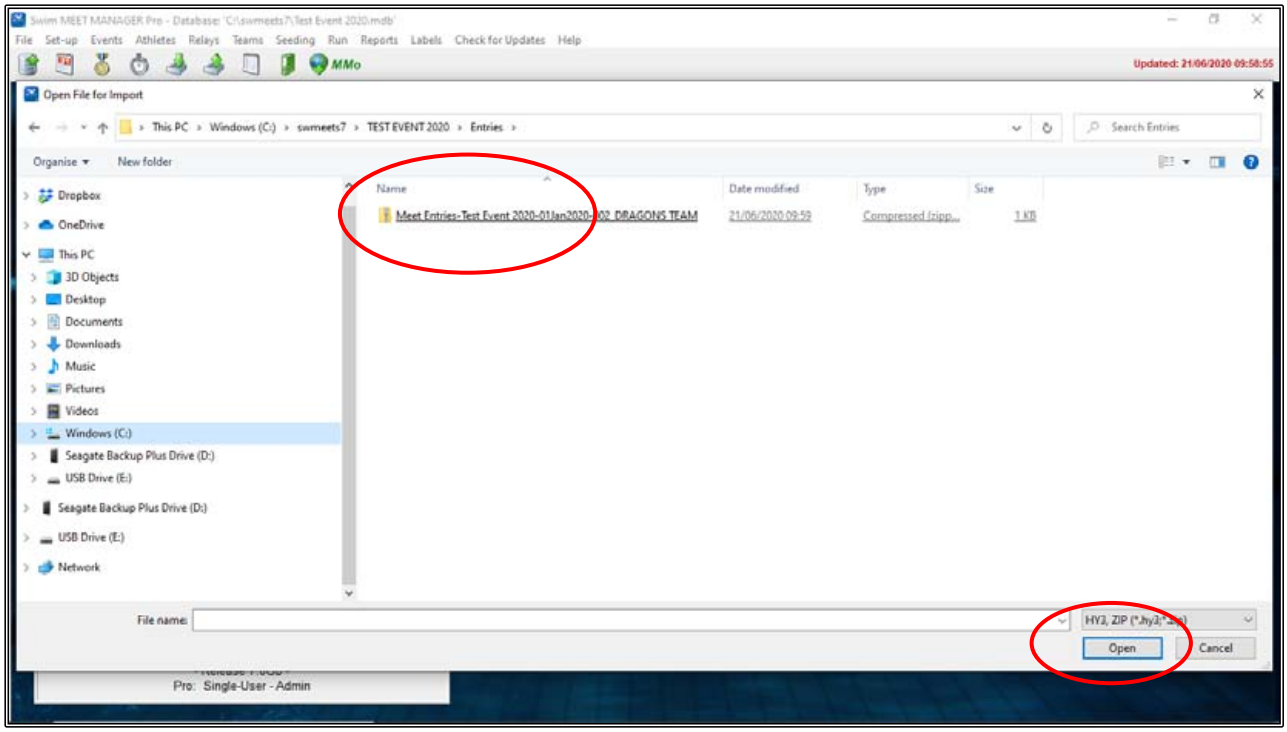
You will have received an email with a Meet Manager Entries file attached which you should have saved in your C:\ swmeets7\TEST EVENT 2020\ENTRIES folder and now need to import these entries into your Meet Shell.

For this exercise, we are going to import the DRAGONS TEAM entries sent from Meet Manager.

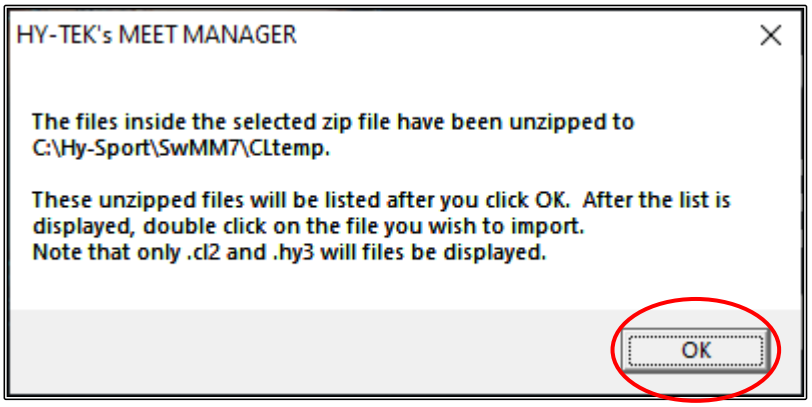
From the MAIN MENU screen, click on the FILE tab and then select IMPORT then click on MERGE ENTRIES (MM TO MM).



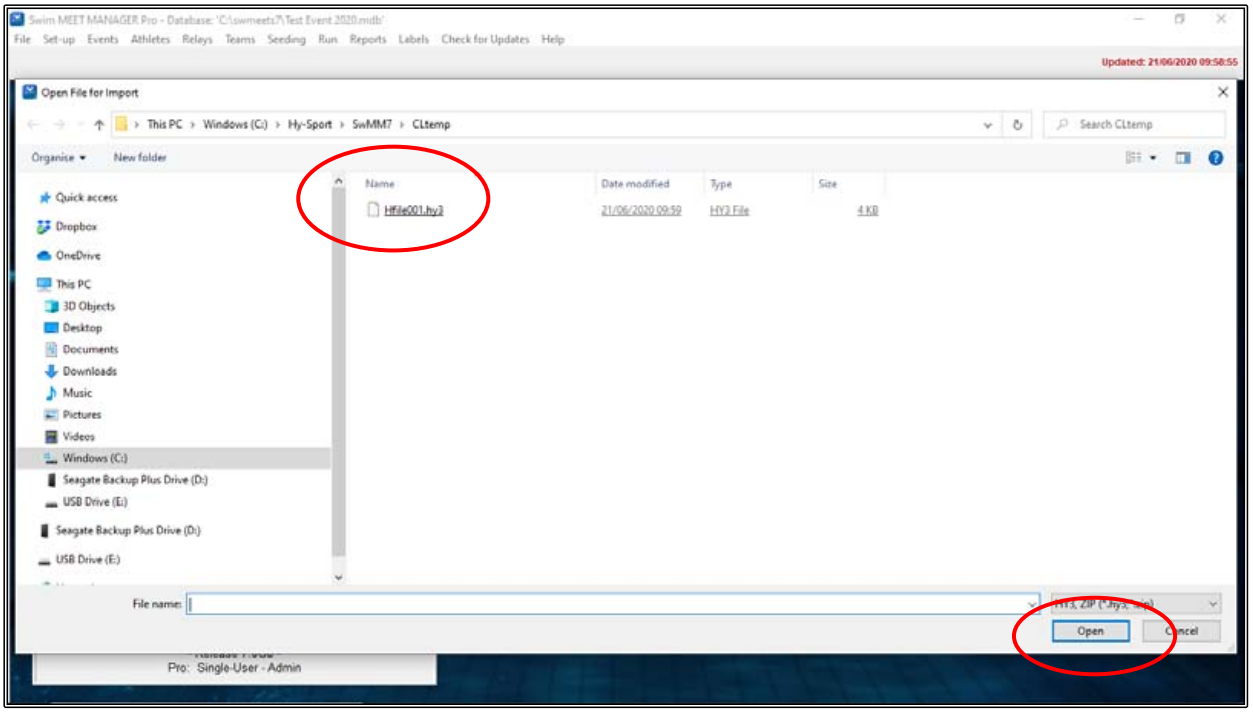
Select the DRAGONS TEAM file from C:\ swmeets7\TEST EVENT 2020\ENTRIES and click OPEN if it does not open automatically.



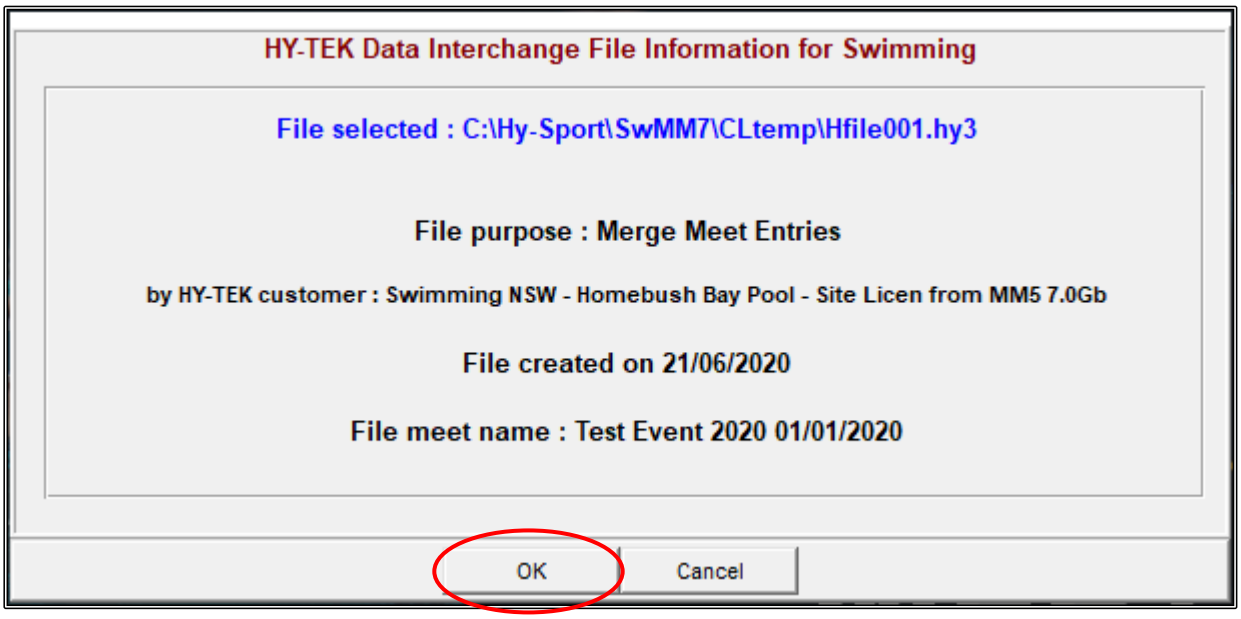
The UNZIP screen will now appear, click OK.



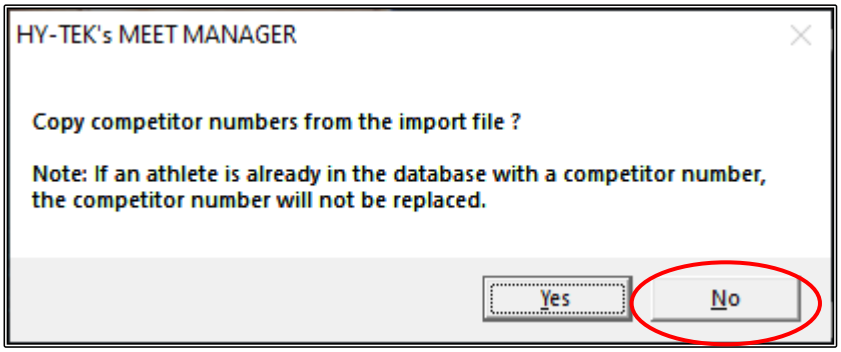
Click on the .HY3 FILE and click OPEN if it does not open automatically.



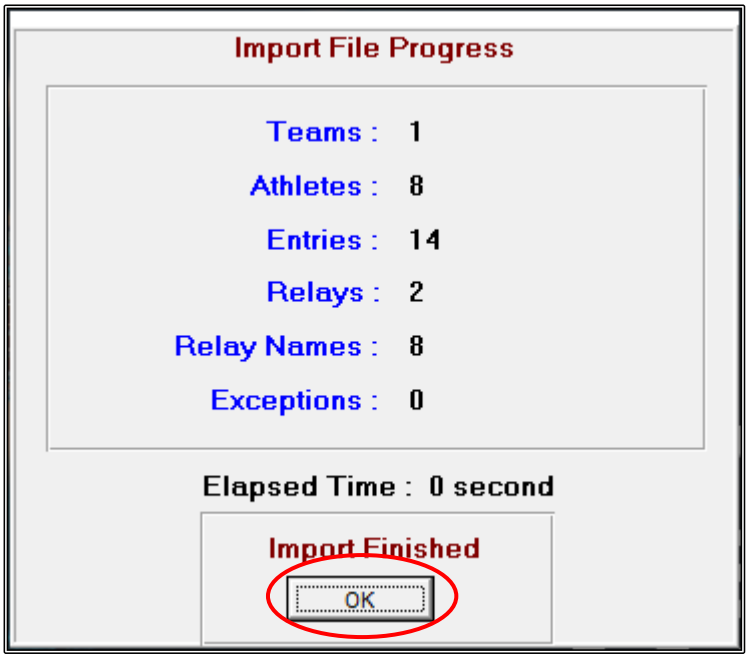
The MERGE MEET ENTRIES screen will now appear -> click OK.



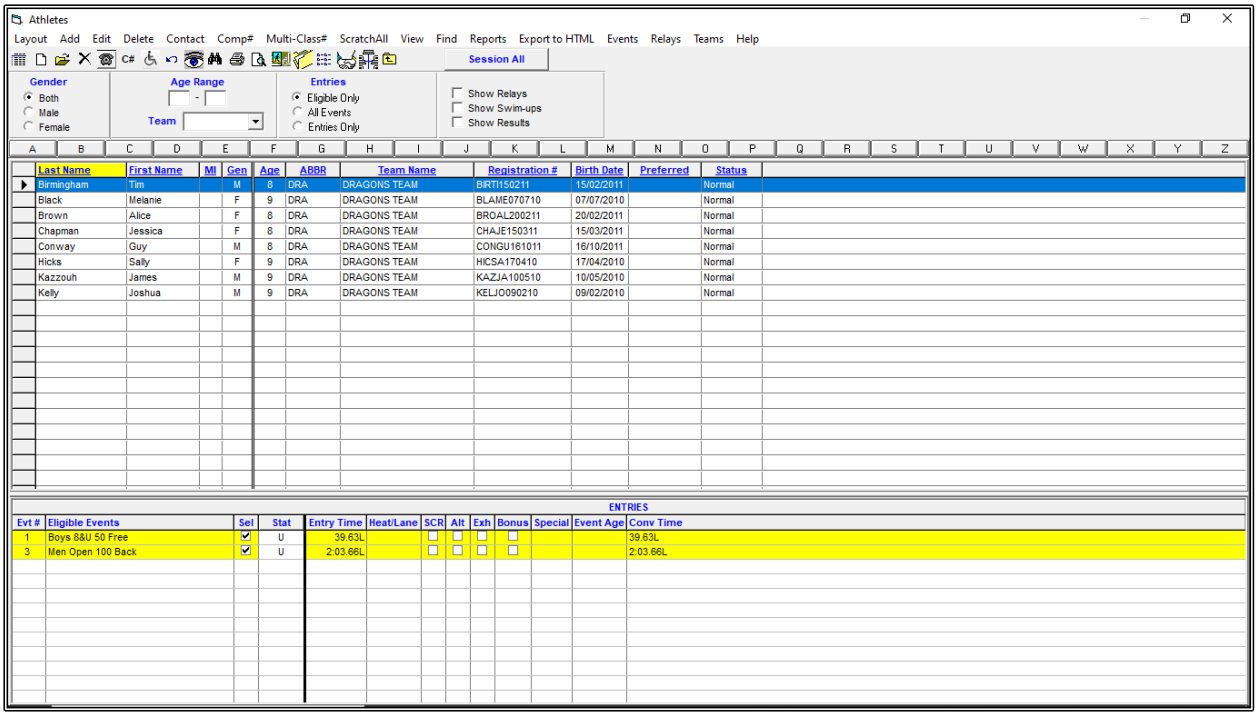
Normally we do not use COMPETITOR NUMBERS, so just click NO on this screen.



Click OK once the IMPORT FILE PROGRESS has completed.



You can check the file import by looking at the TEAMS, ATHLETES and RELAY TABS and you will see that you now have the DRAGONS TEAM entries in your shell.



It is good practice to save your Meet Manager data into BACKUPS after each IMPORT so that none of the information that you have already entered and uploaded is lost.

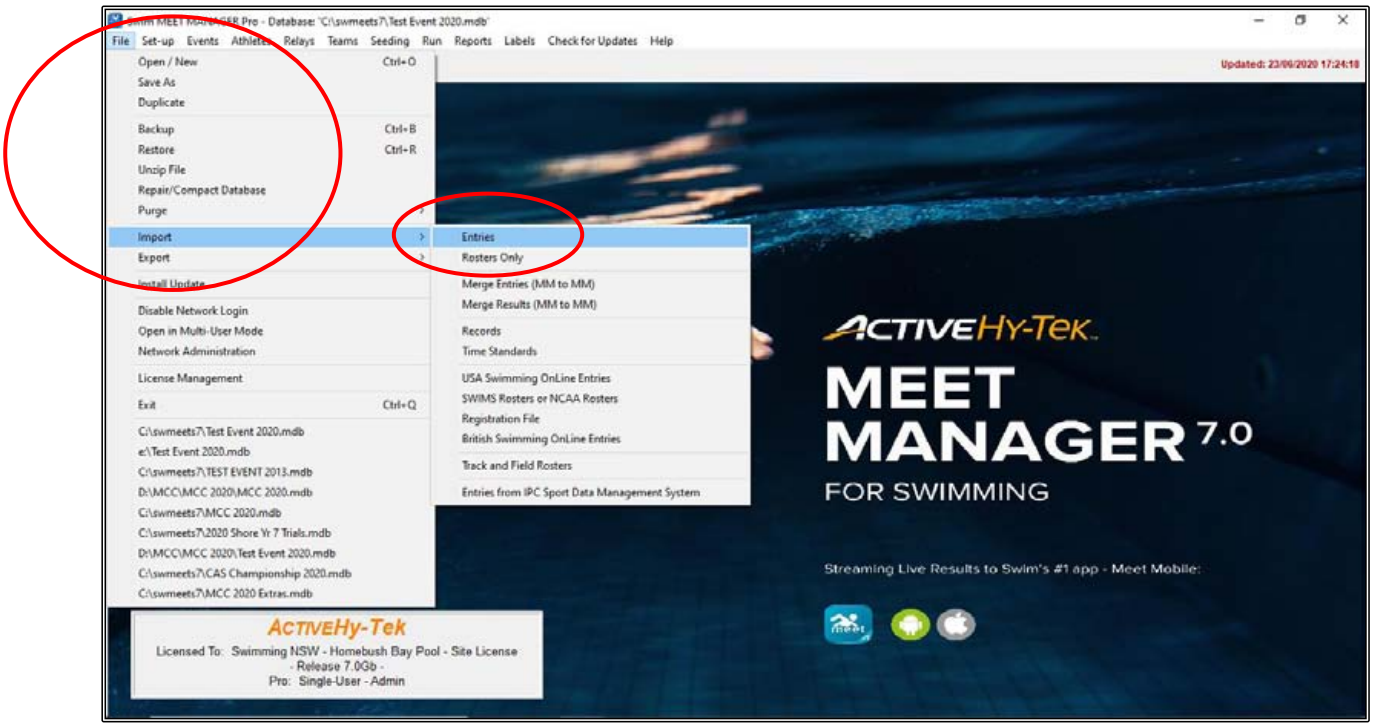
Follow the instructions on Page 35 of this workbook.

2. IMPORTING ENTRIES FROM TEAM MANAGER FILES (E-ENTRIES):

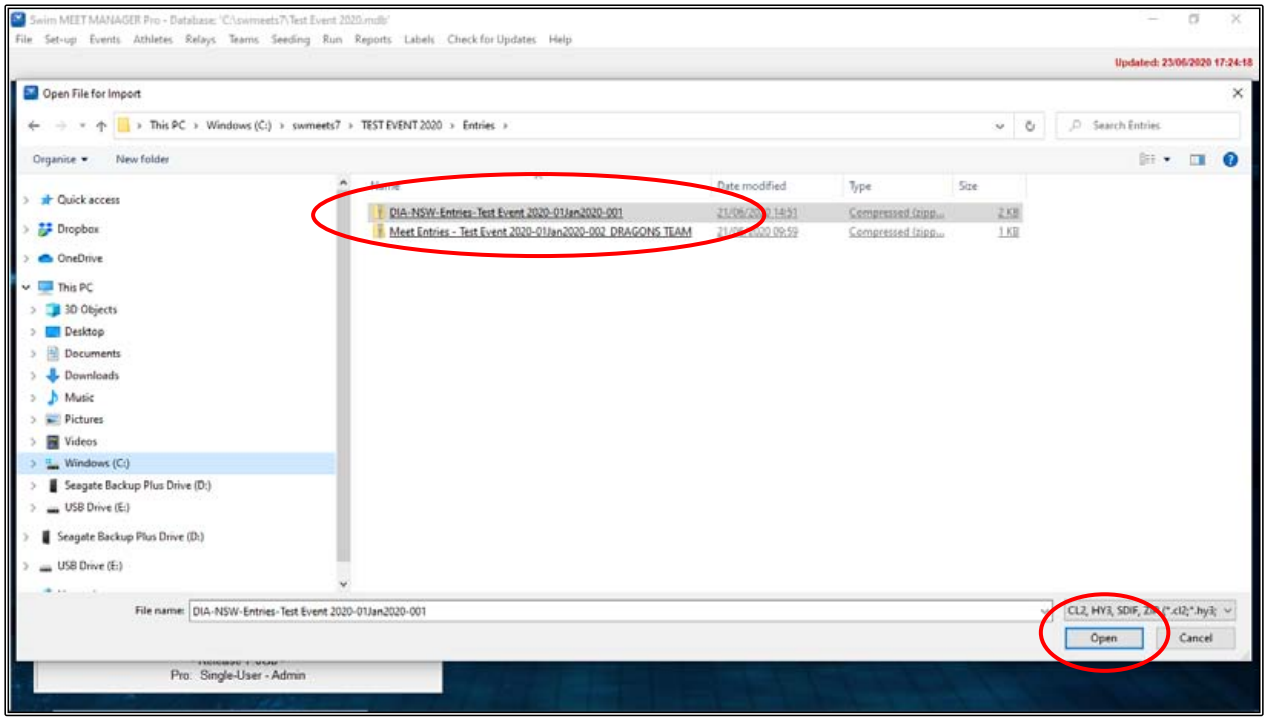
You will have received an email with a Team Manager Entries file attached which you should have saved in your C:\ swmeets7\TEST EVENT 2020\ENTRIES folder and now need to import these entries into your Meet Shell.

For this exercise, we are going to import the DIAMONDS CLUB entries sent from Team Manager.

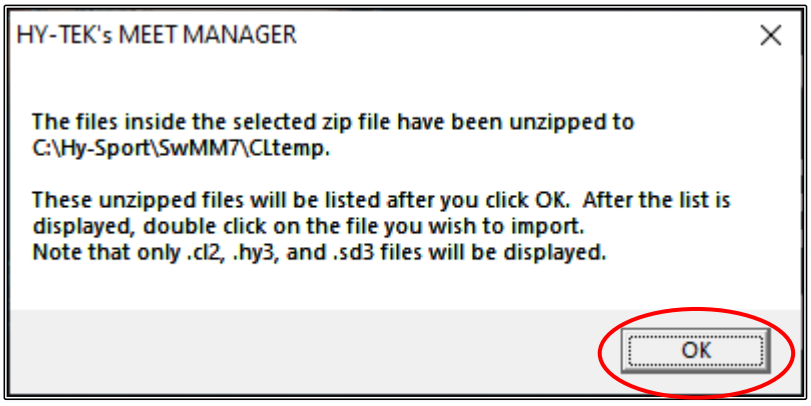
From the MAIN MENU screen, click on the FILE tab and then select IMPORT and then click on ENTRIES.



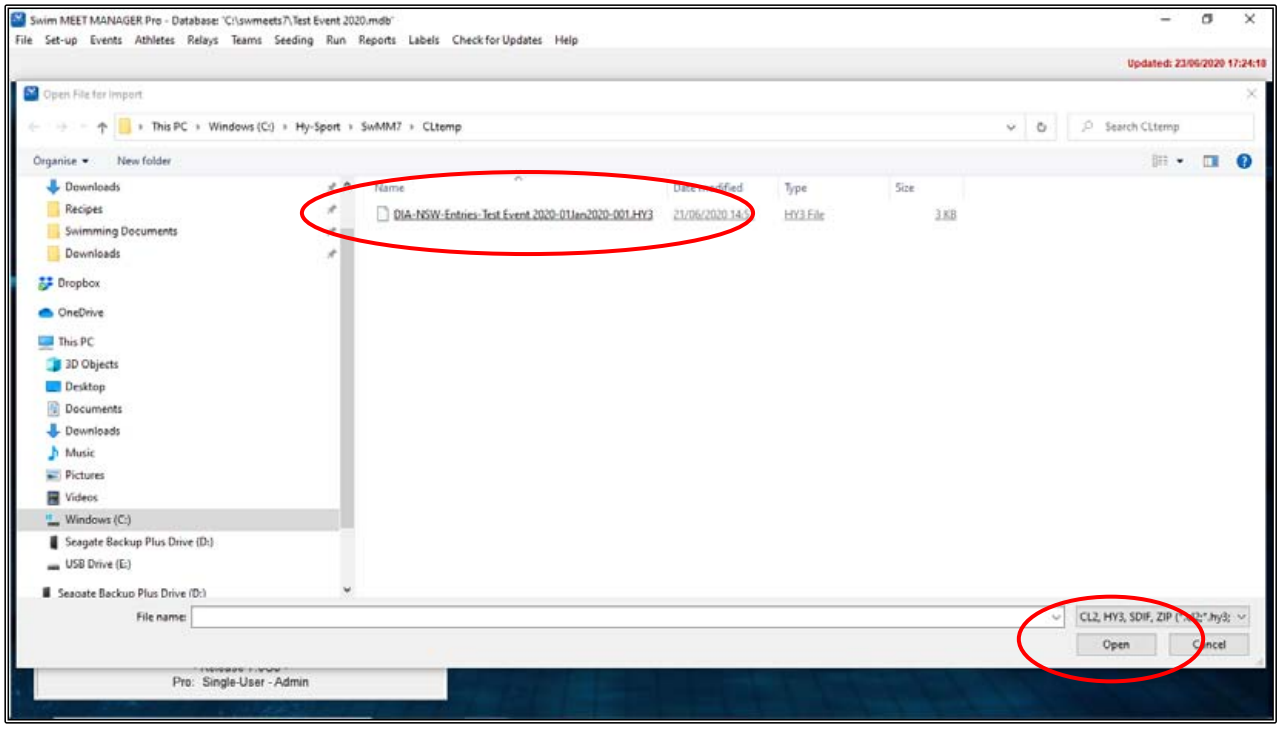
Select the DIAMONDS CLUB file from C:\ swmeets7\TEST EVENT 2020\ENTRIES and click OPEN if it does not open automatically.



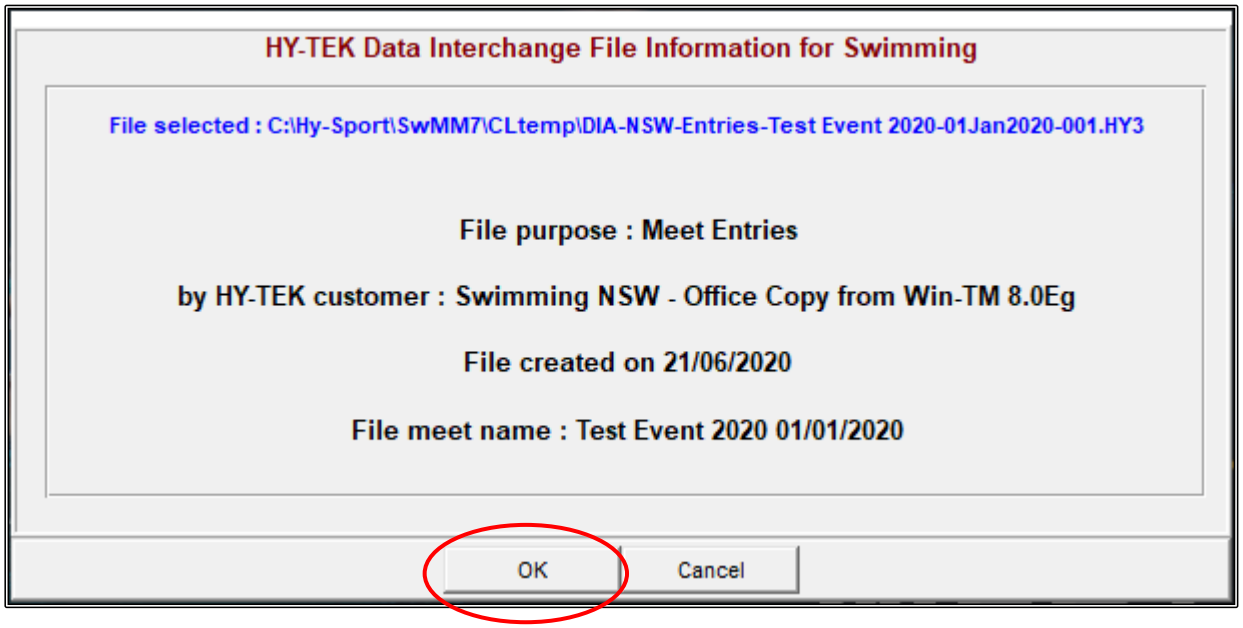
The UNZIP screen will now appear, click OK.



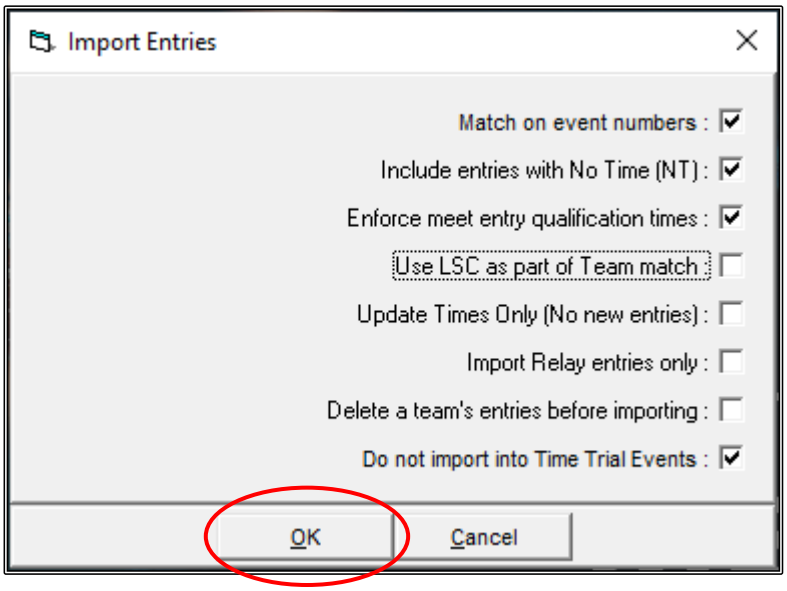
Click on the .HY3 FILE and click OPEN if it does not open automatically.



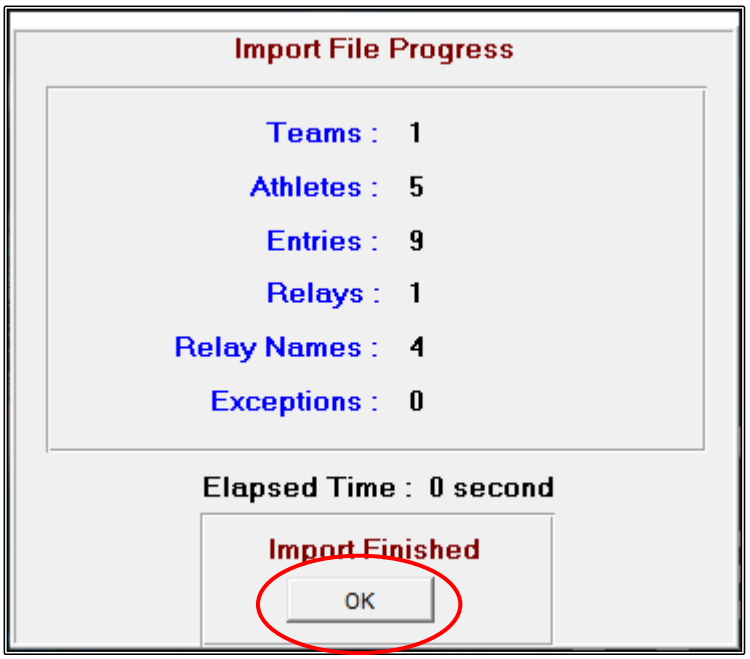
The MEET ENTRIES screen will now appear -> click OK.



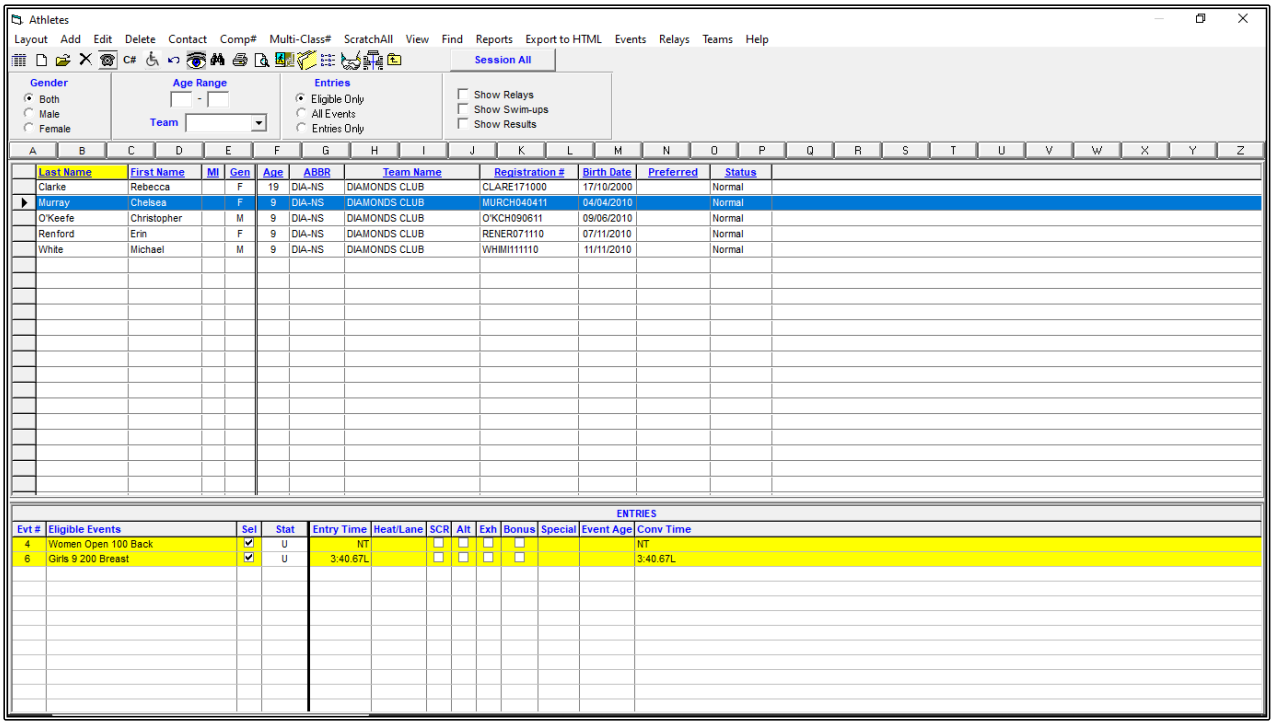
Click OK when the IMPORT ENTRIES screen appears.



Click OK once the IMPORT FILE PROGRESS has completed.



You can check the file import by looking at the TEAMS, ATHLETES and RELAY TABS and you will see that you now have the DRAGONS TEAM entries in your shell.



It is good practice to save your Meet Manager data into BACKUPS after each IMPORT so that none of the information that you have already entered and uploaded is lost.

Follow the instructions on Page 41.

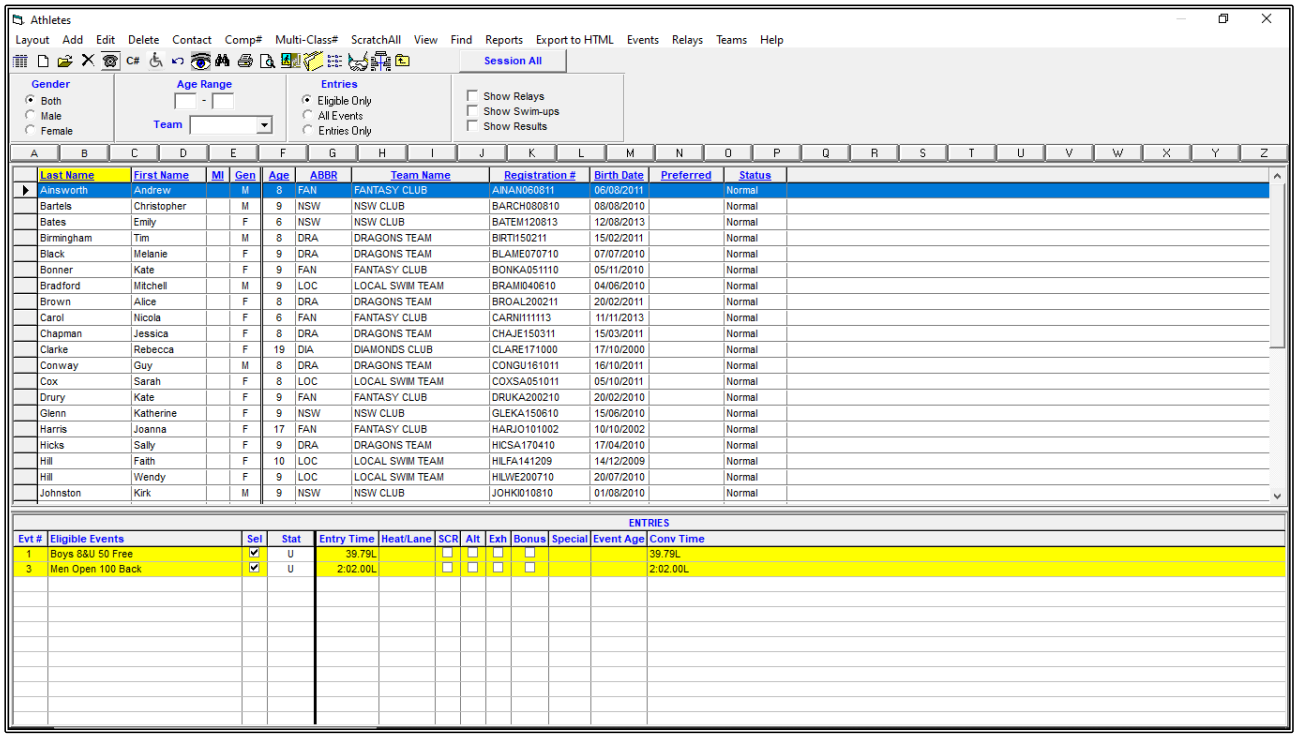
3. IMPORTING ENTRIES FROM ONLINE ENTRIES (SWIM CENTRAL):

You will have received an ENTRIES file from your Race Secretary or similar that will have the .HY3 file that has been downloaded from SWIM CENTRAL containing all the swimmers that have entered your meet via the ONLINE entries system.

This file should be saved with all other entries in the C:\ swmeets7\TEST EVENT 2020\ENTRIES folder and now need to be imported into your Meet Shell.

This process is exactly the same as for TEAM MANAGER E-ENTRIES (See Page 59).

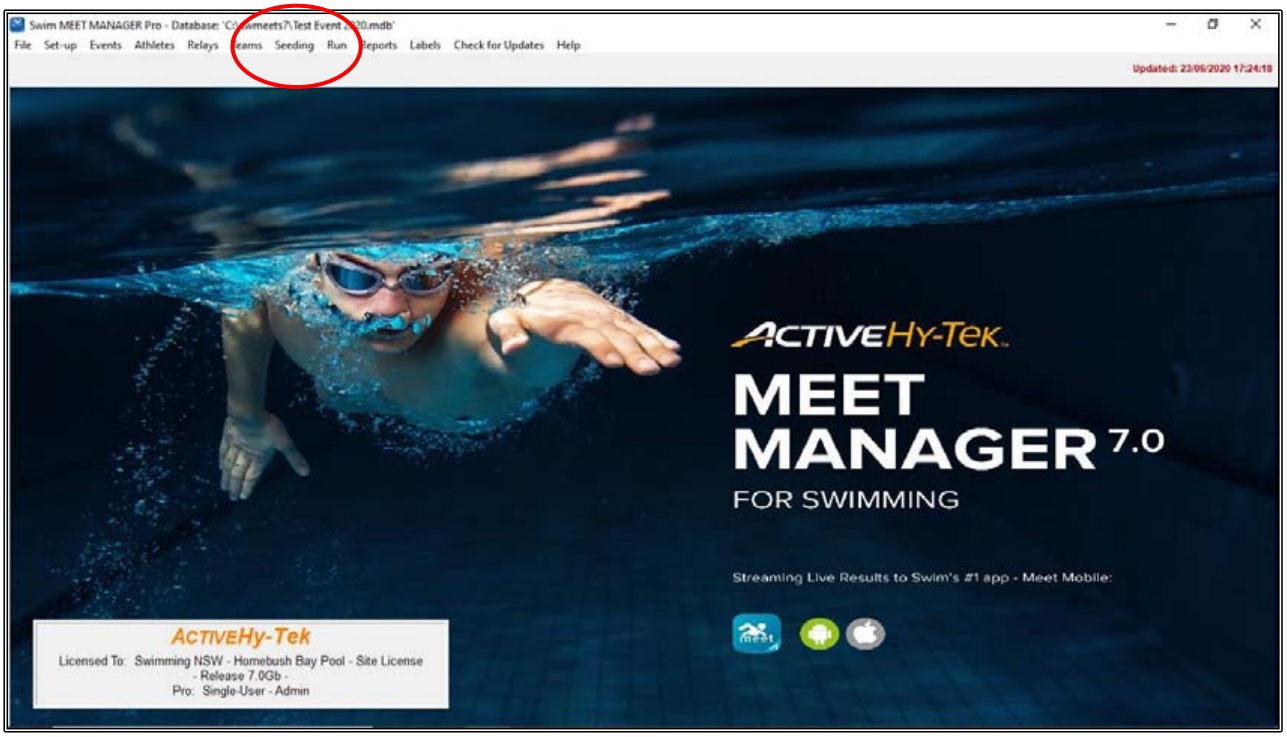
You can check the file import by looking at the TEAMS, ATHLETES and RELAY TABS and you will see that you now have all FIVE TEAM's entries in your shell and you are ready to start seeding the meet to produce your program and make any final changes.



SECTION FIVE: SEEDING THE MEET

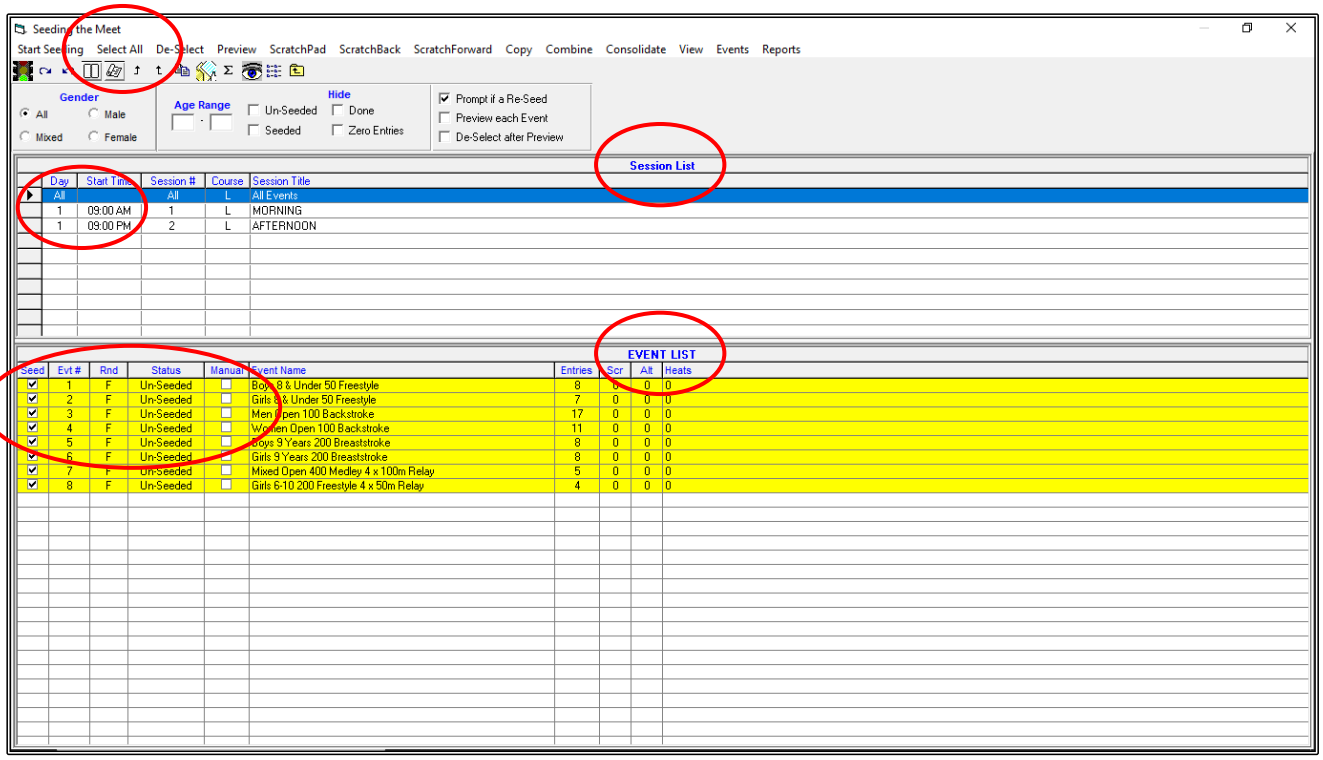
Once all MANUAL, E-ENTRIES and ONLINE entries have been received and added to your SHELL, you are now ready to seed your meet so that you can produce a program, make any last minute changes and be set for race day.

From the MAIN MENU screen, click on the SEEDING tab.

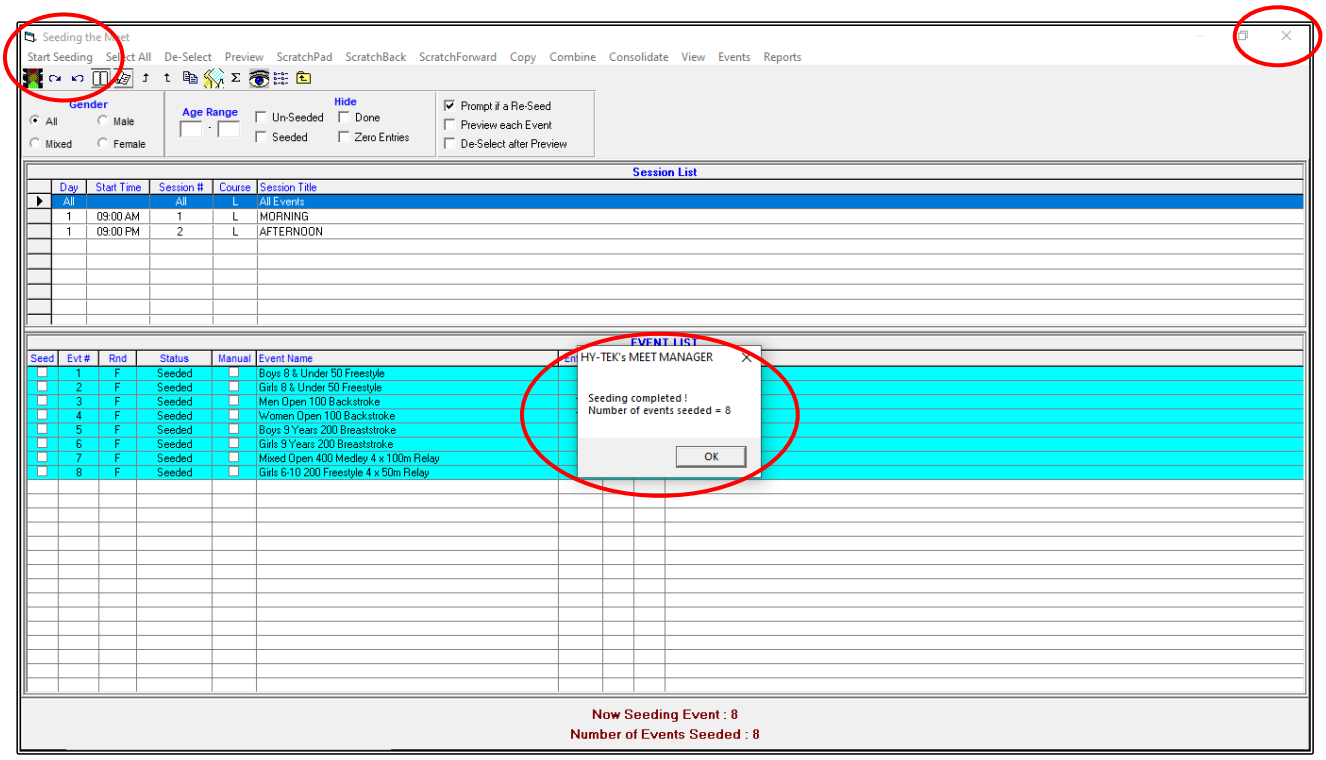


From the SEEDING THE MEET screen, select the Session that you want to seed from the SESSION LIST. You may choose to seed the whole meet by choosing ALL. This is recommended.

Once you have chosen your session/s, select the Events that you want to seed from the EVENT LIST by clicking on the INDIVIDUAL EVENTS to be seeded or you can click on SELECT ALL at the top of the screen. All events that you select will be highlighted in yellow.



When you are sure that you have selected all events that you wish to seed, click on the START SEEDING tab at the top of the screen.

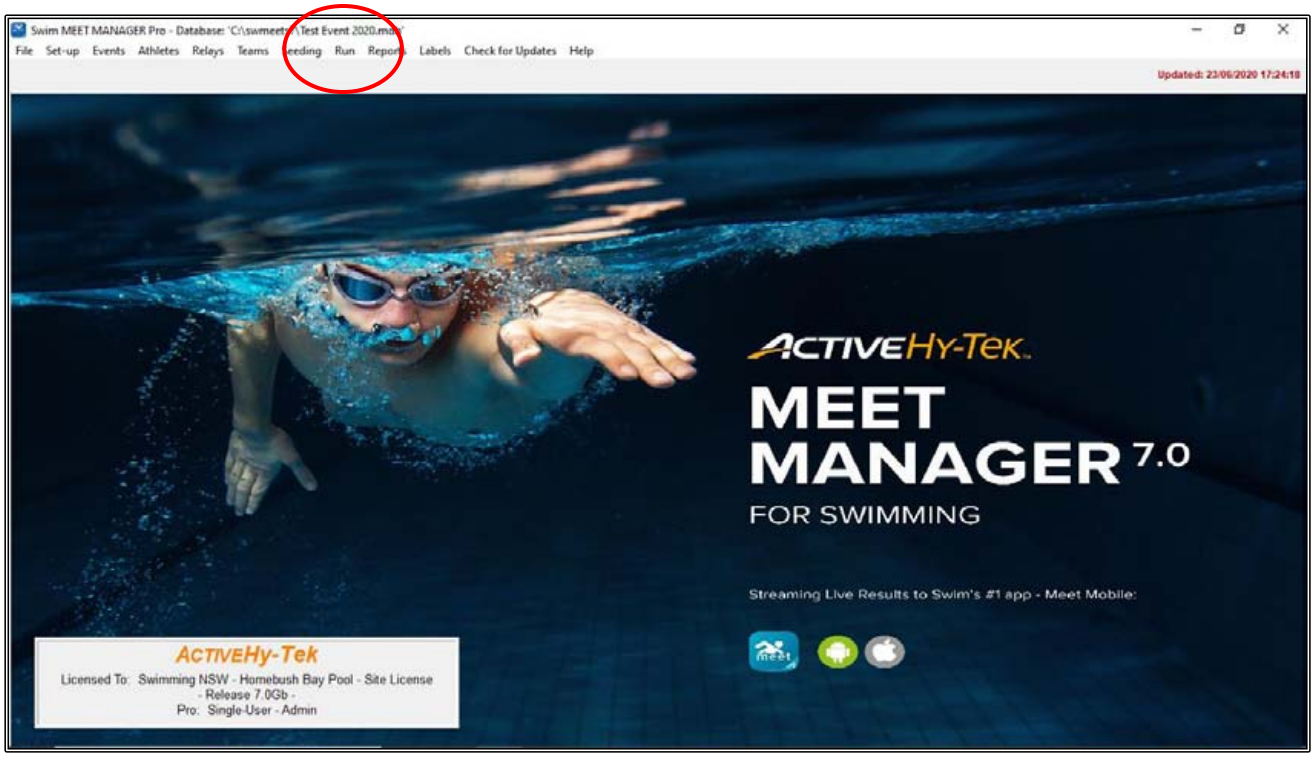


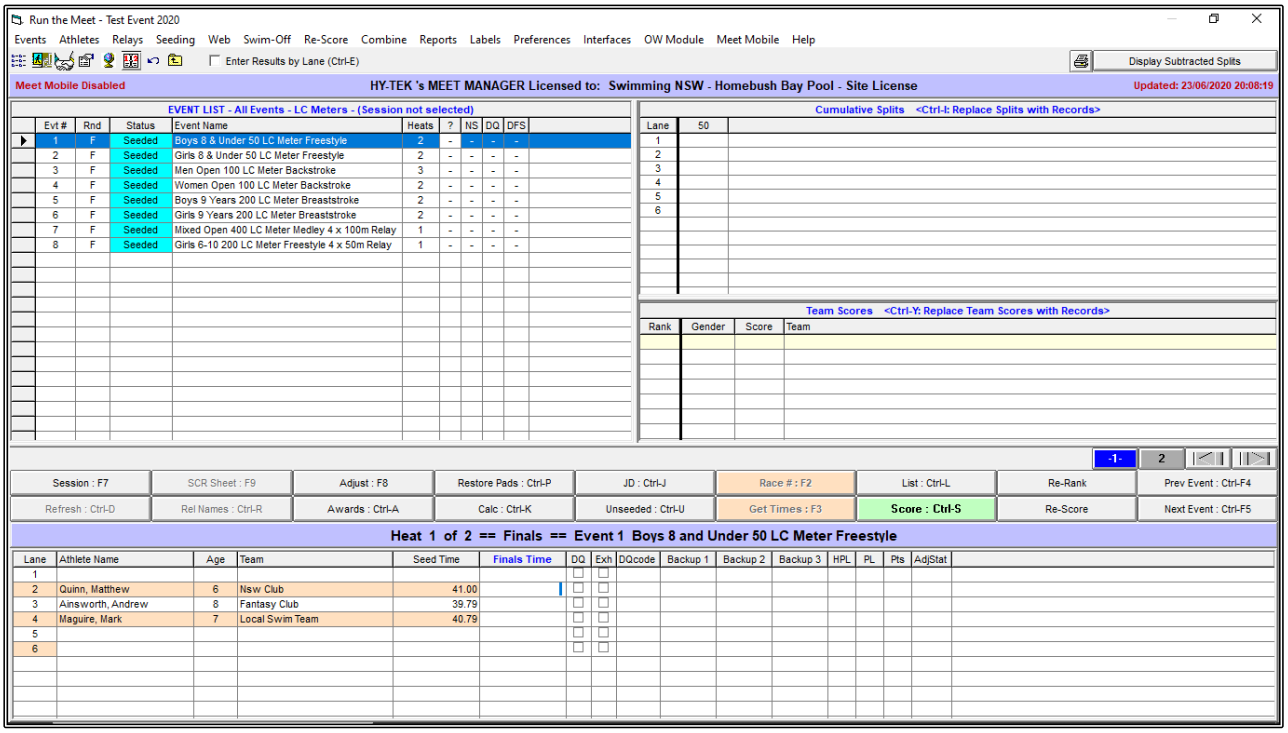
All events selected and seeded will now be highlighted in turquoise.

The SEEDING COMPLETED screen will appear confirming the number of events that have been seeded.

Click OK, then CLOSE OUT ☒ of the SEEDING THE MEET screen back to the MAIN MENU screen.

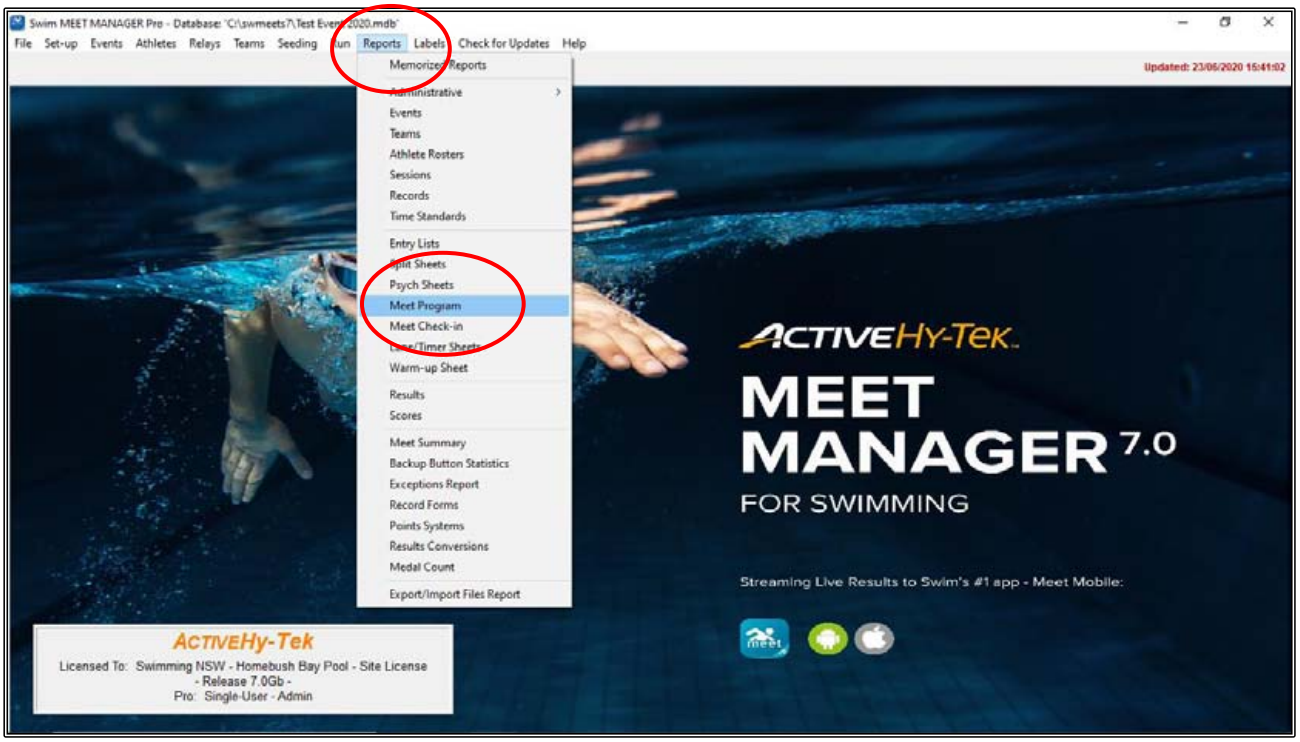
If you click on the RUN tab from the MAIN MENU screen, you will see that all events are listed and are seeded, ready for a start and for you to RUN your meet.





SECTION SIX: PRINT PROGRAM

From the MAIN MENU screen, click on the REPORTS tab and select MEET PROGRAM from the drop down.

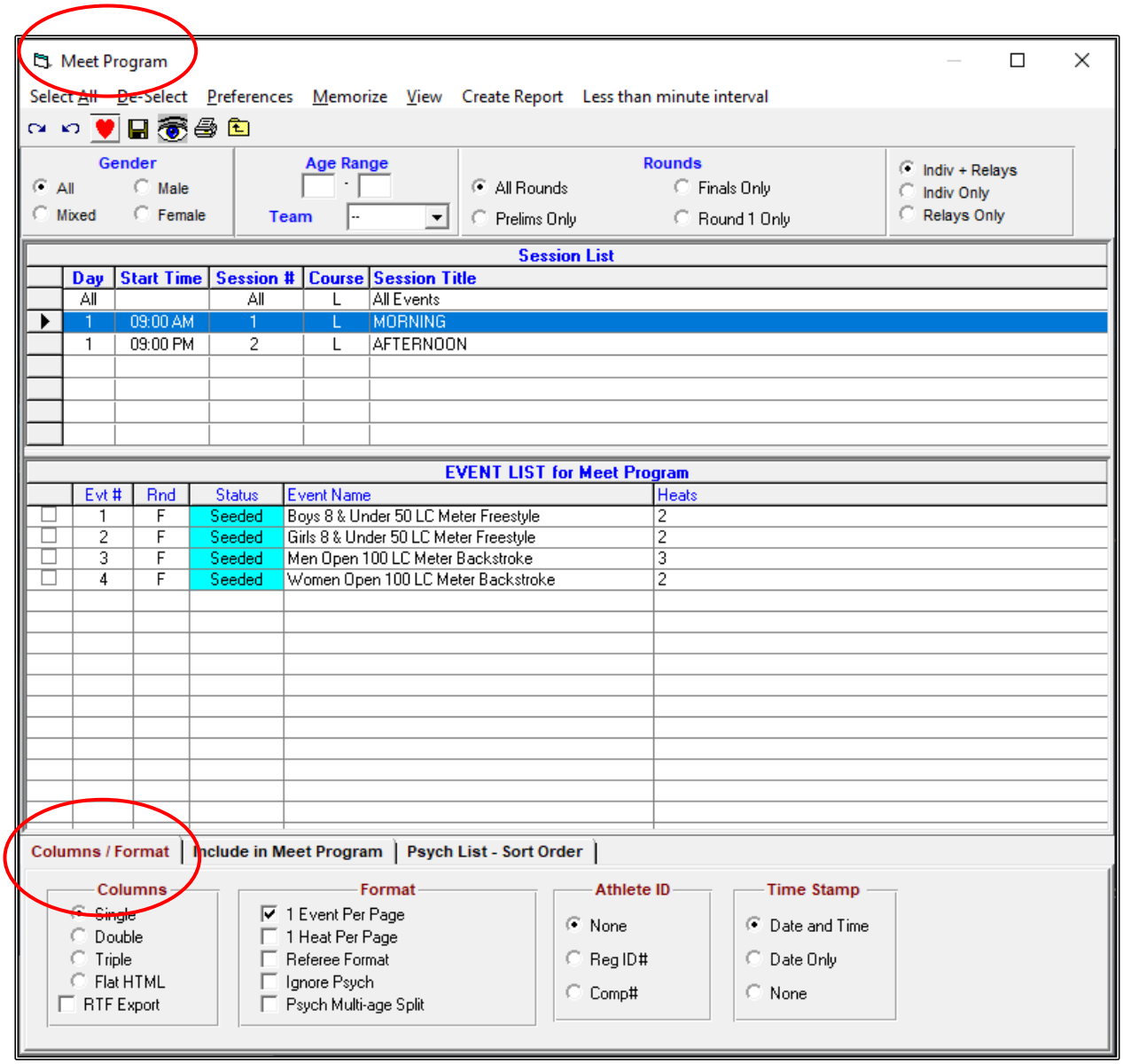


From the MEET PROGRAM screen, click on the COLUMNS/FORMAT tab in the lower section.

You can now select all the preferences that you need to make your program look the way you want.

For example, you may want to have 2 COLUMNS per page.

You may want to have 1 EVENT PER PAGE (not paper friendly), and you may choose not to have the DATE and TIME stamp appear on your program.



Now click on the INCLUDE IN MEET PROGRAM TAB in the lower section.

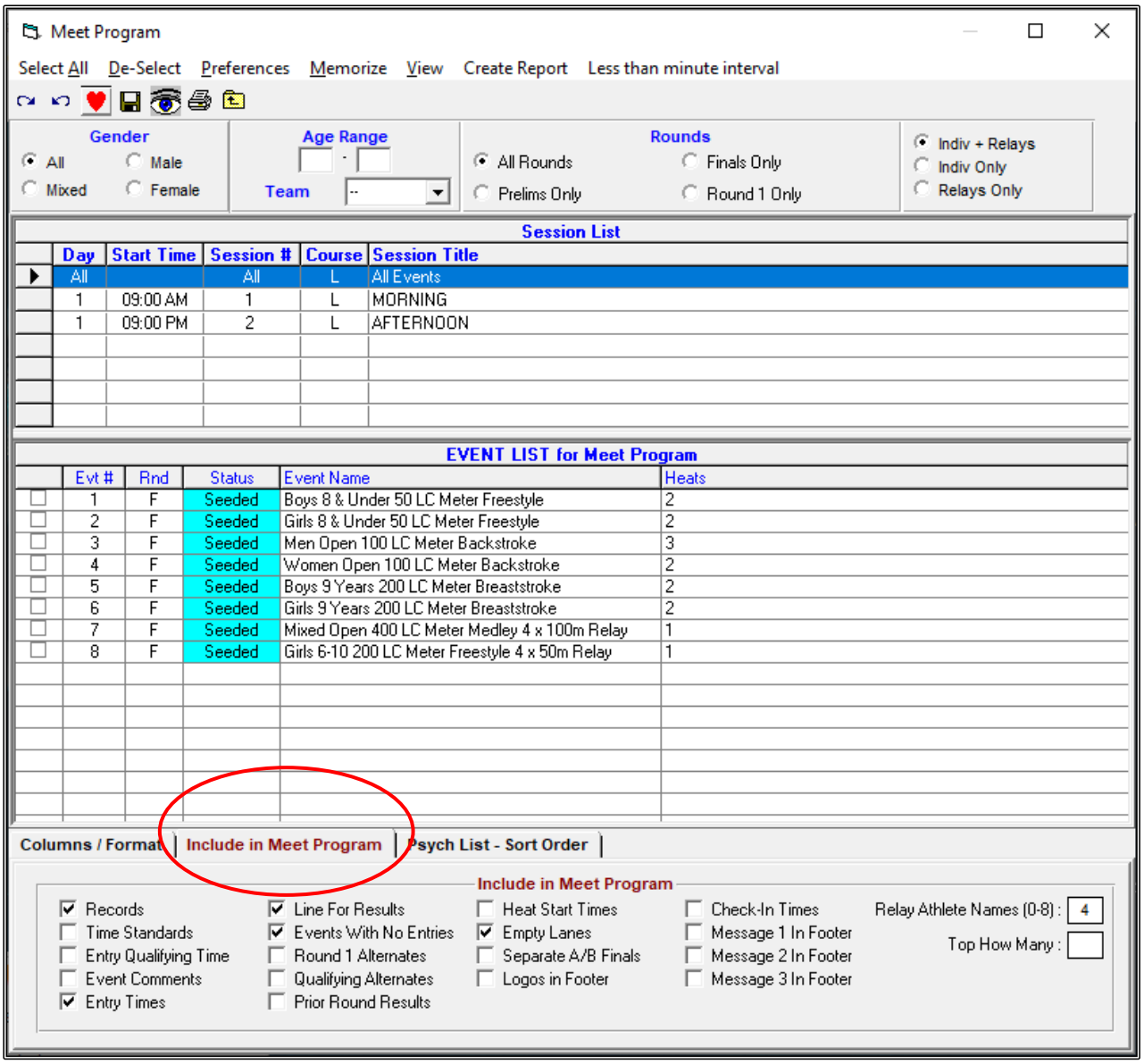
You can now select all the preferences that you want to include within your program pages.

For example, you may want to have the RECORDS and ENTRY TIMES showing.

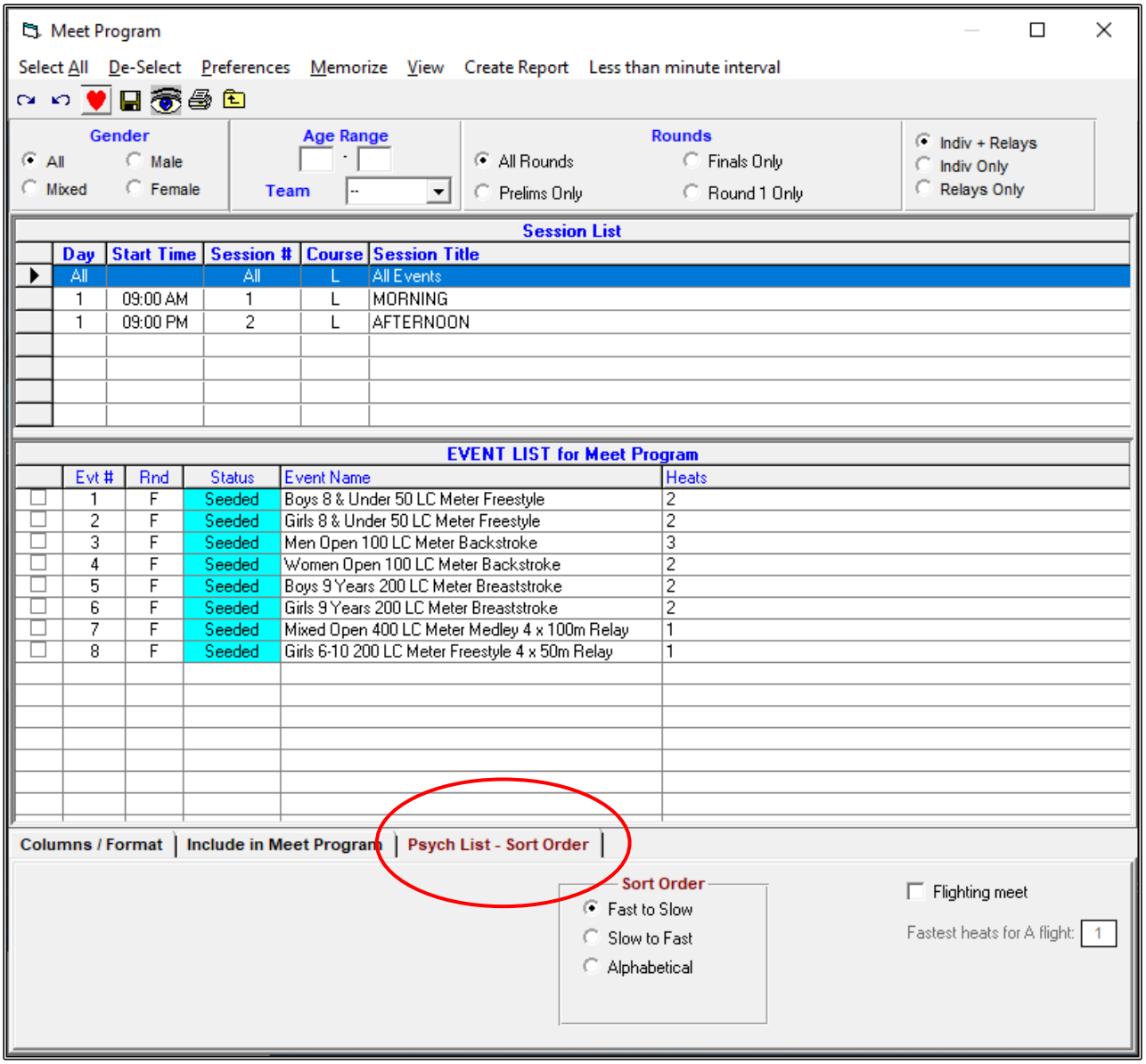
You may choose to have A LINE FOR RESULTS and show EVENTS WITH NO ENTRIES.

You can choose to SHOW EMPTY LANES and you many not want to include the RELAY NAMES.

These selections are personal preferences and are up to you to choose how you want your program to look.

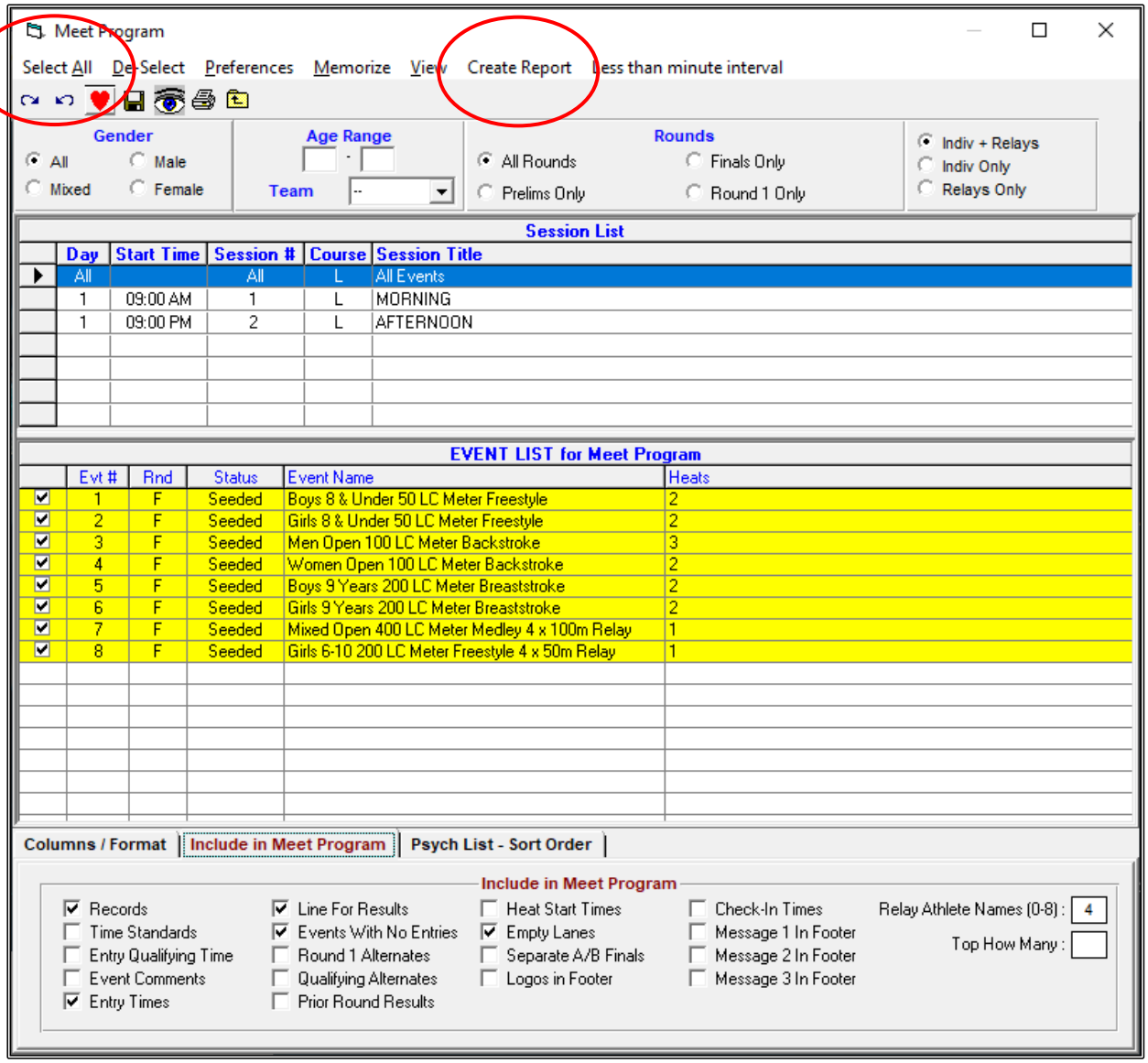


The PSYCH LIST tab has nothing that we would use for this exercise but can be useful if you wish to print an event showing fastest to slowest seeded.



Once you have selected all your criteria for the program, click on SELECT ALL at the top left-hand corner of the screen to highlight all the events. These will now be yellow.

Now click on CREATE REPORT.



The program and all the pages can now be viewed.

Click on the arrows in the top left-hand corner to move through page by page checking if the criteria and layout suit your needs.

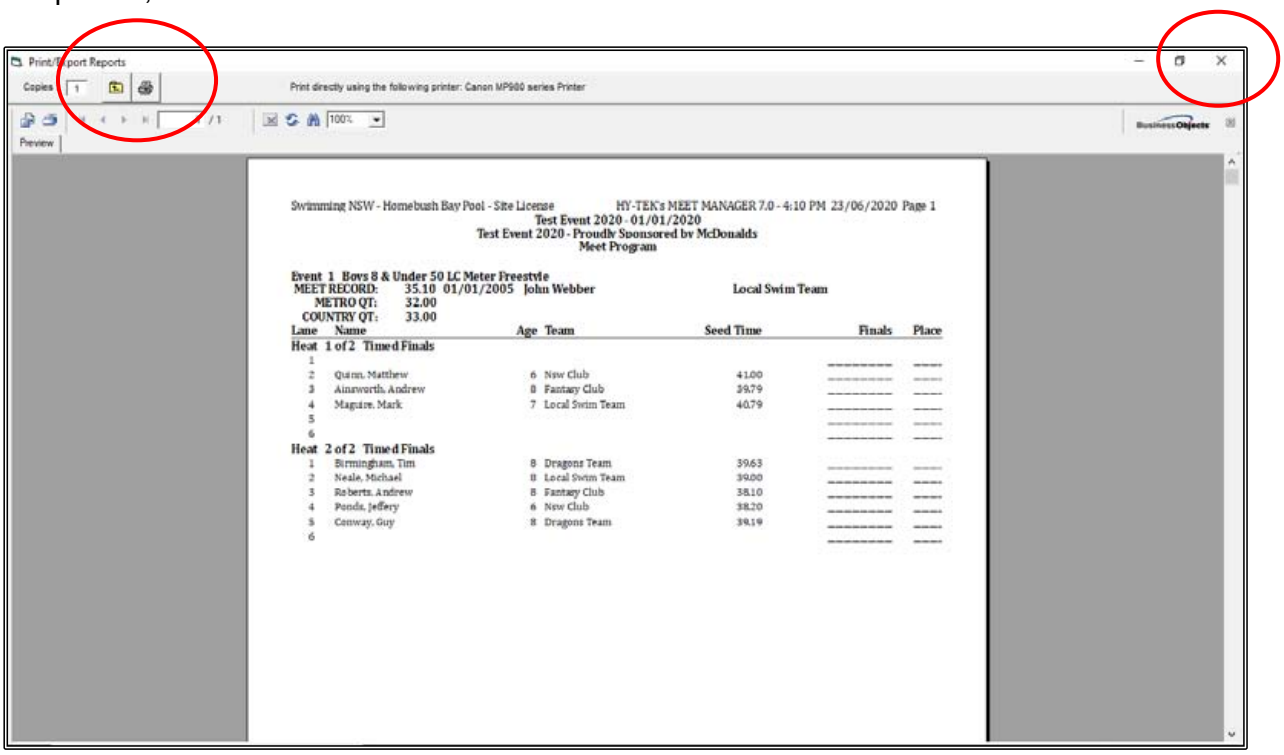
You can see here that the RECORDS are showing including Metro and Country Qualifying Times. The entry times or Seed times are showing. This format is showing empty lanes and that there are two heats in this event.

If you are not happy with something in this layout, CLOSE OUT ☒ of this screen and go back into your selections to make any changes.

When you are happy with everything, you are ready to print.

Click on the PRINTER icon in the top left-hand corner of the screen to start printing your program.

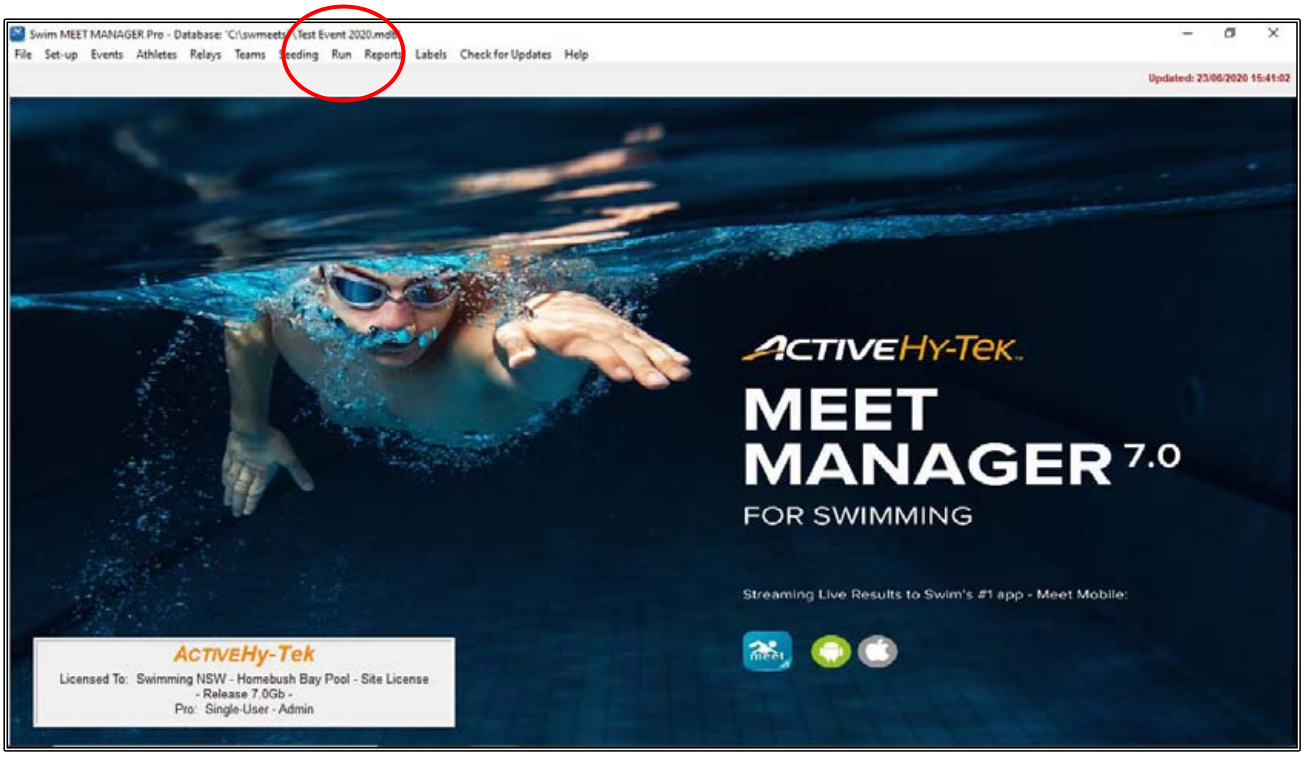
Once printed, CLOSE OUT ☒ of this screen and then back to the MAIN MENU screen.



SECTION SEVEN: RUN THE MEET

The day of your meet has arrived, and you are ready to RUN your meet.

From the MAIN MENU screen click on the RUN tab.



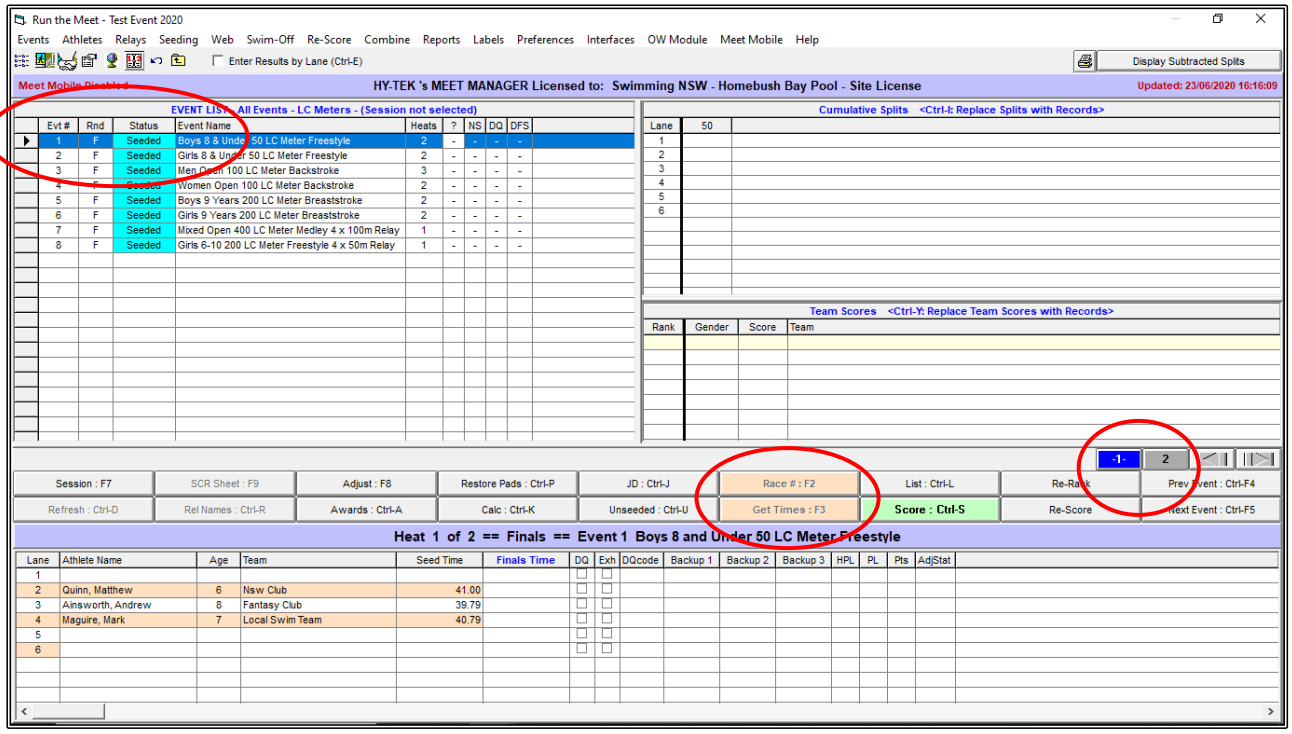
From this screen, you can just about go to any other screen or section of Meet Manager without closing out of the RUN screen by using the tabs across the top of the screen.

Make sure you are in the correct EVENT by clicking into the appropriate EVENT # under the EVENT LIST.

You will notice that EVENT 1 has two heats listed half-way down the screen on the left-hand side of your screen.

If you are using SEMI-AUTOMATIC (push buttons only) or FULLY AUTOMATIC (push buttons and touchpads) timing systems, all you need to do once the race is finish, is to click on the GET TIMES button (F3) to retrieve the times from timing systems.

If you are running a MANUALLY timed meet (stop watches), you will see that the pink GET TIMES button is greyed out and you will need to type the results in manually.



Once you have the times from Heat 1 and all is cleared by the Referee, you can move onto heat 2,3 4 etc. until all the heats for the event have been completed.

You can now score this event (if using point scores) and print the result.

If MEET MOBILE is being used, the event will be automatically uploaded (See Section 12 on Page 174).

We will do some MANUAL timing now and go through how to score and print these results.

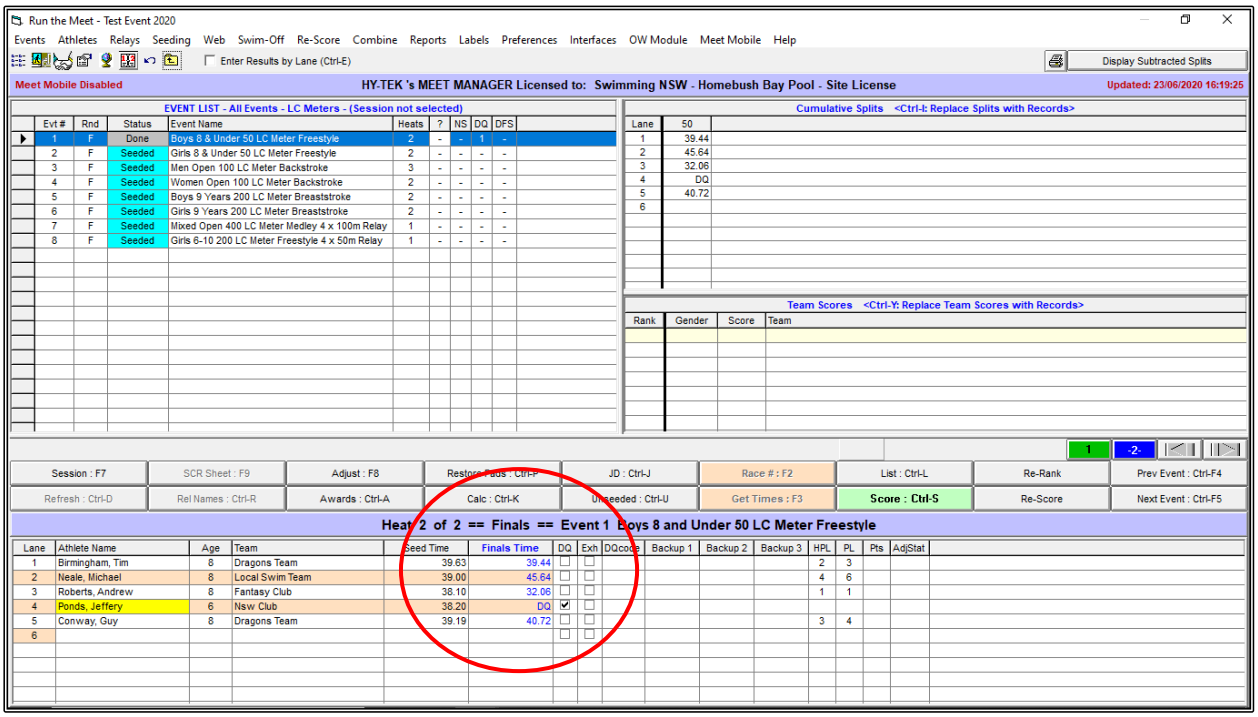
In EVENT 1, HEAT 1 start inputting the following times into the FINALS TIME column and note the DQ in heat 2, lane 4.

RESULTS - Event 1

Event 1	
Swimmer	**Finals Time**
Matthew Quinn	49.99
Andrew Ainsworth	39.01
Mark Maquire	42.77
Tim Birmingham	39.44
Michael Neale	45.64
Andrew Roberts	32.06
Jeffery Ponds	DQ
Guy Conway	40.72

In Event 1, there has been a disqualification in heat 2, lane 4 (Jeffrey Ponds).

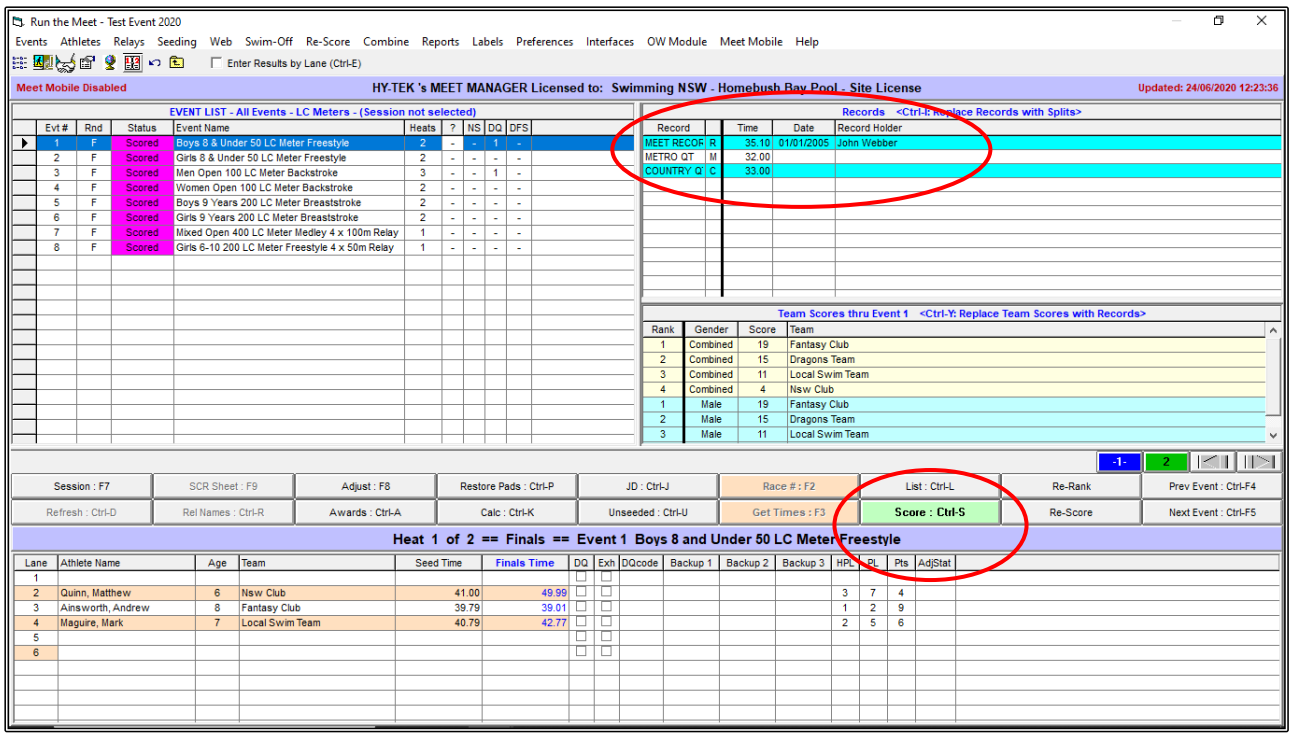
You can type DQ in the FINALS TIME column or click the DQ check box next to it.

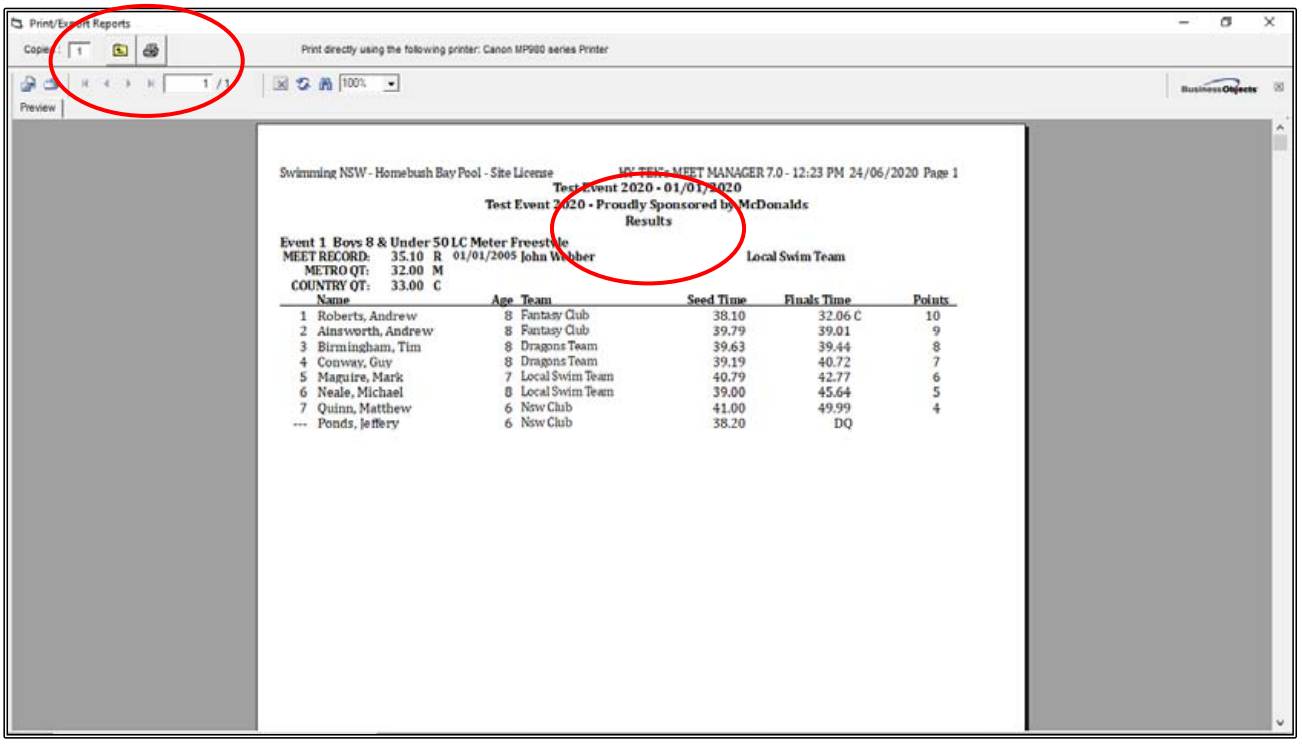


After all the heat times have been entered, you will note that the winner of this EVENT has broken the MEET RECORD and has also achieved a COUNTRY QUALIFYING TIME as highlighted in the RECORDS window.

This event can now be scored.

Click on the SCORE button and the PRINT/EXPORT REPORTS screen will be displayed showing the RESULTS ready for checking and printing.

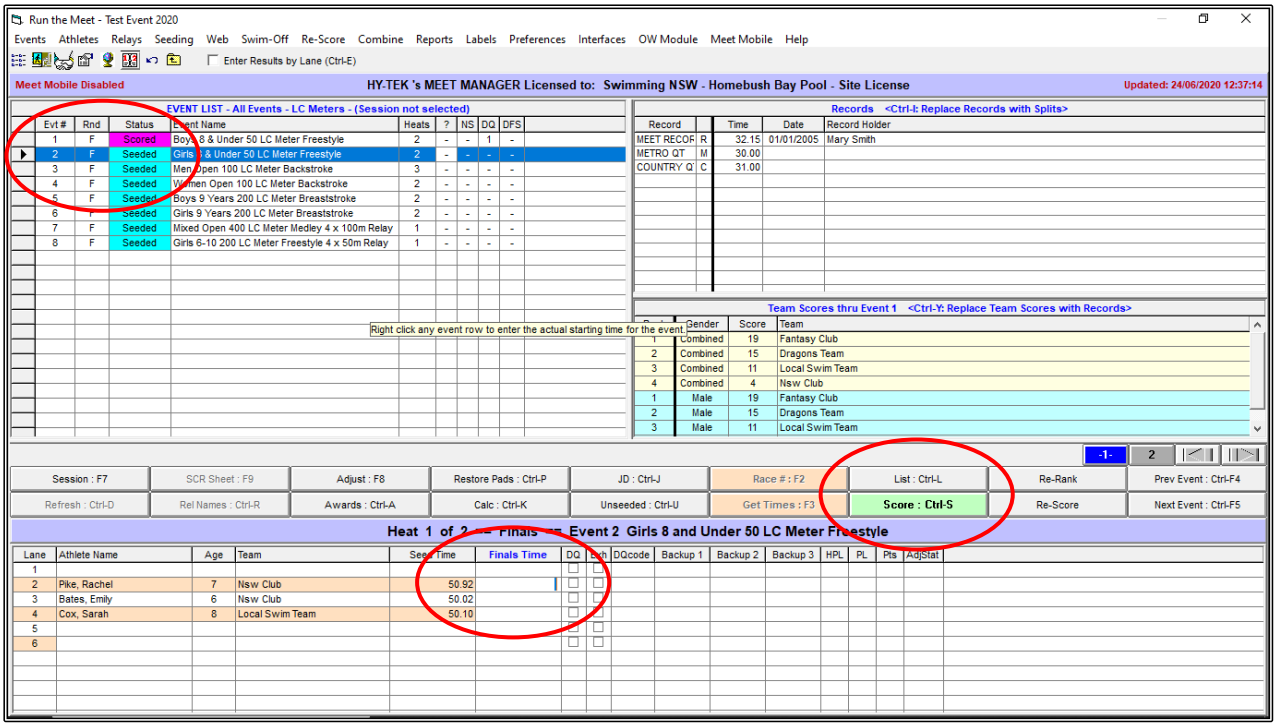




When Event 1 has been checked and printed, CLOSE OUT ☒ the screen and you will be back in your RUN menu. You will notice that Event 1 is now marked as SCORED and is purple.

Click on the next EVENT to be run, enter all the FINALS TIMES, SCORE and PRINT the RESULTS until all 8 events have been completed, scored and printed.

Take note of the exceptions in each EVENT as these will teach you different skills as you go through the process of completing the Meet.



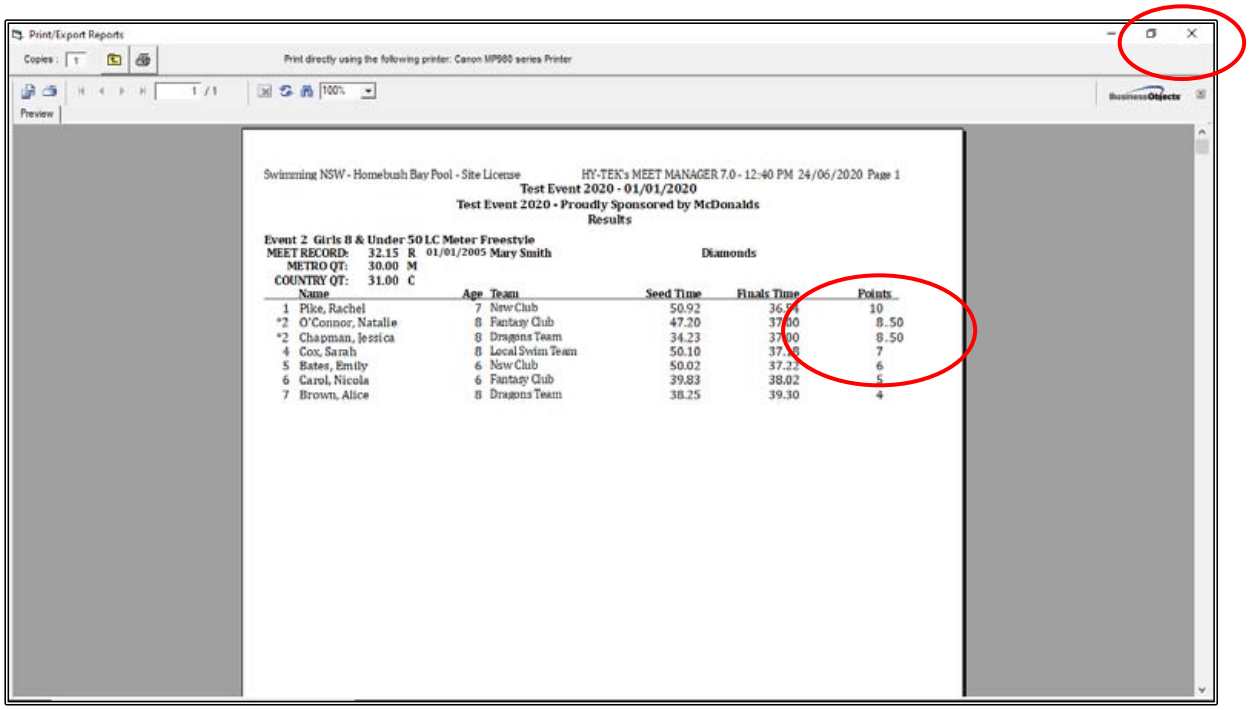
RESULTS - Event 2

Event 2	
Swimmer	**Finals Time**
Rachel Pike	36.54
Sarah Cox	37.18
Emily Bates	37.22
Nicola Carol	38.02
Jessica Chapman	37.00
Alice Brown	39.30
Natalie O'Connor	37.00

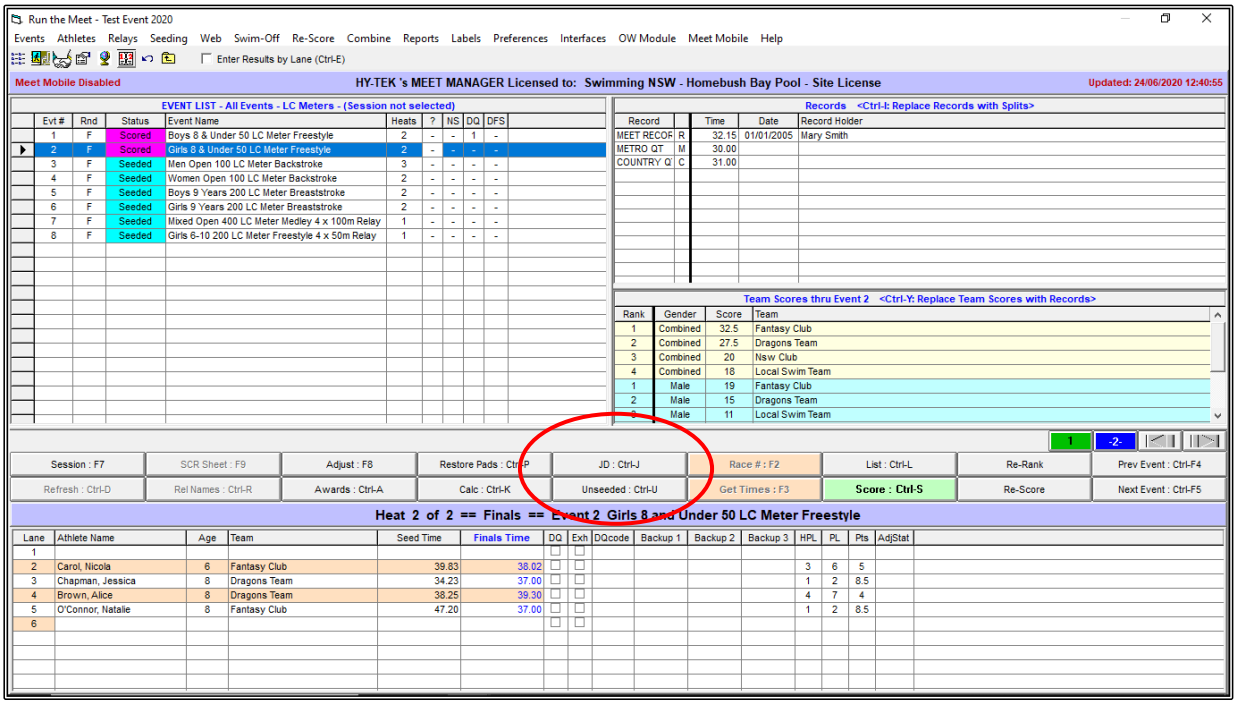
After you enter the FINALS TIMES for Event 2 and score the event, you will notice that in Heat 2, Lanes 3 and 5 have equal times for 2nd place and the points are split.

The points for these swimmers must be adjusted before printing the results. Equal places require equal points that reflect the position in which they finished.

CLOSE OUT ☒ of the RESULTS screen before printing, back to the RUN screen.

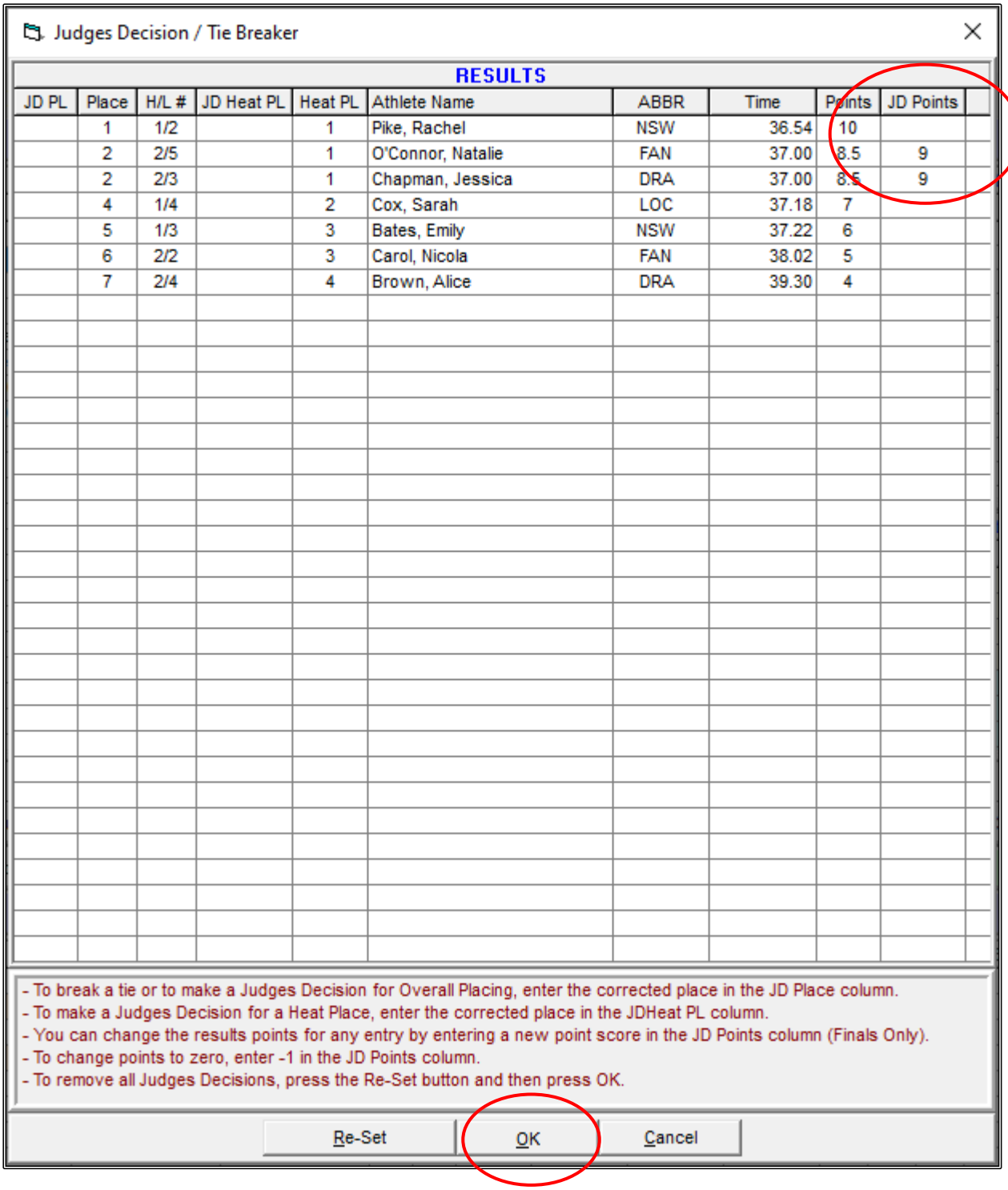


To adjust these points, click on the JD (JUDGE) button.

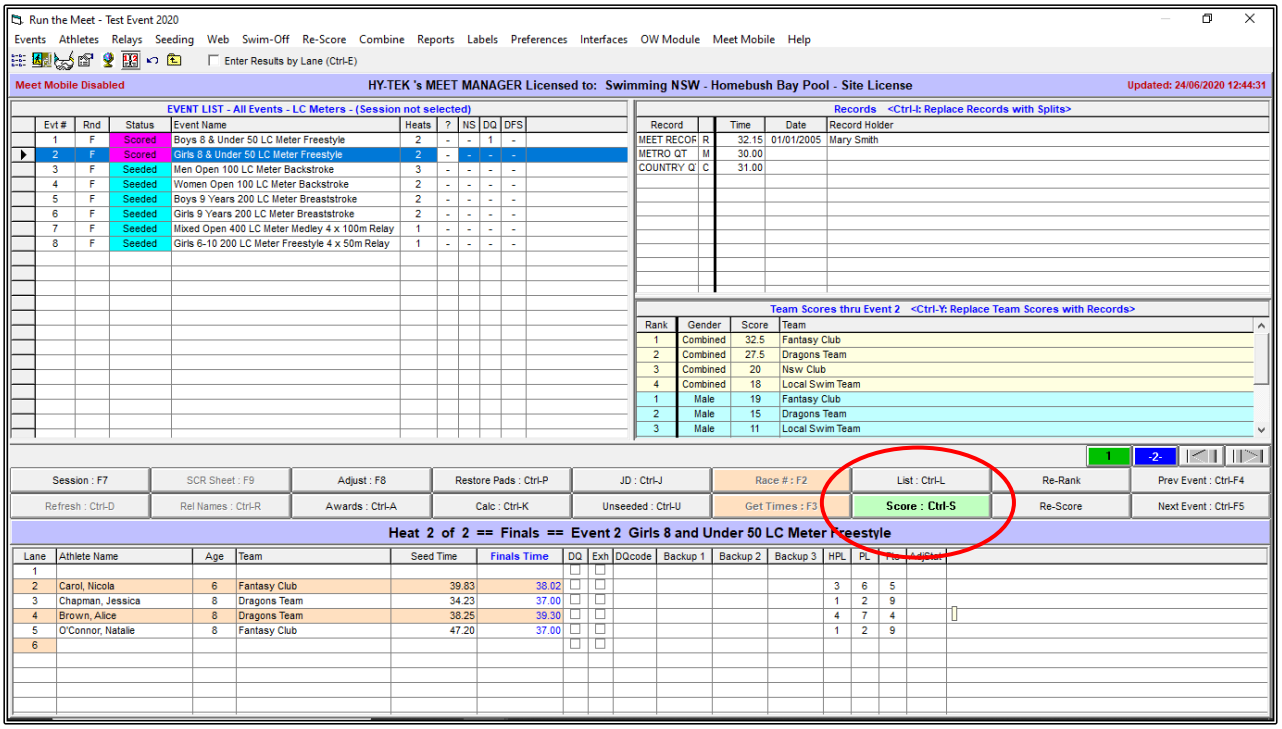


You will see in the JUDGES DECISION / TIE BREAKER screen a JD POINTS column on the right-hand side.

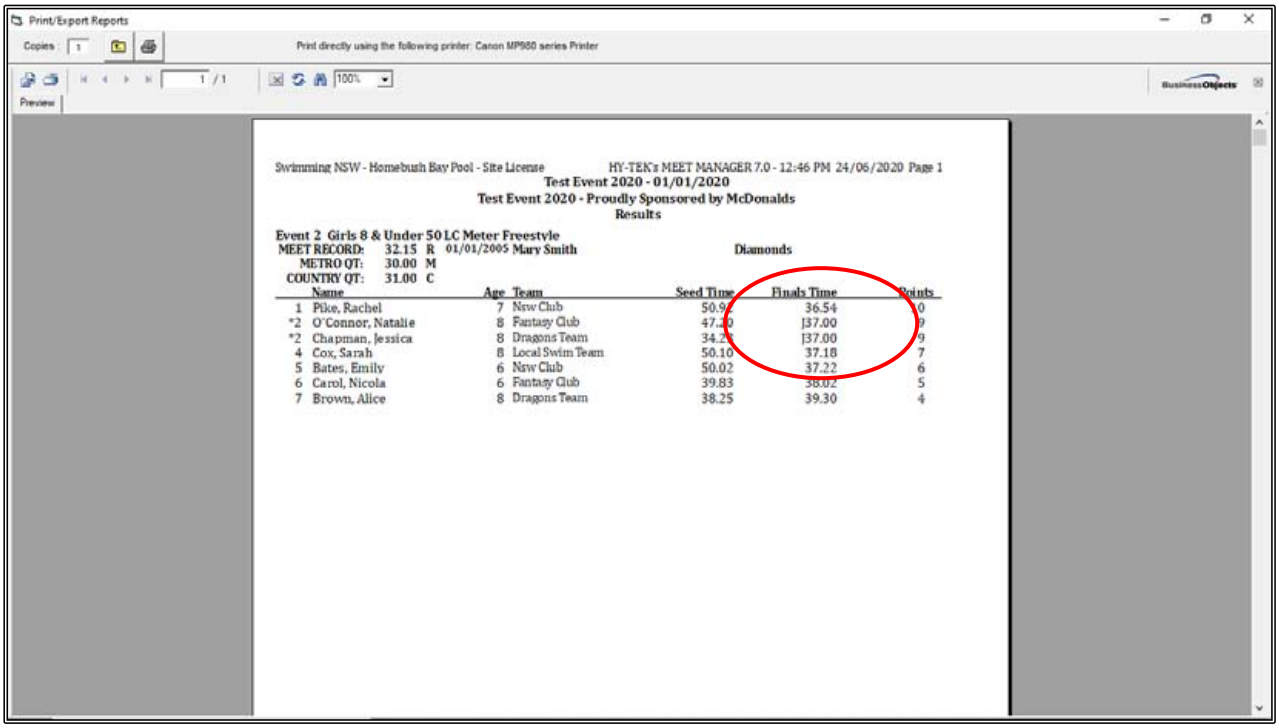
Type the correct points for 2nd position (9 points each) into the JD POINTS column next to both of these swimmers, and then click OK.



You now need to click on the SCORE button again to bring up your JUDGED and completed RESULTS for printing.



NOTE: You will now see a "J" next to the FINALS TIMES. This indicates that a time has been JUDGED.

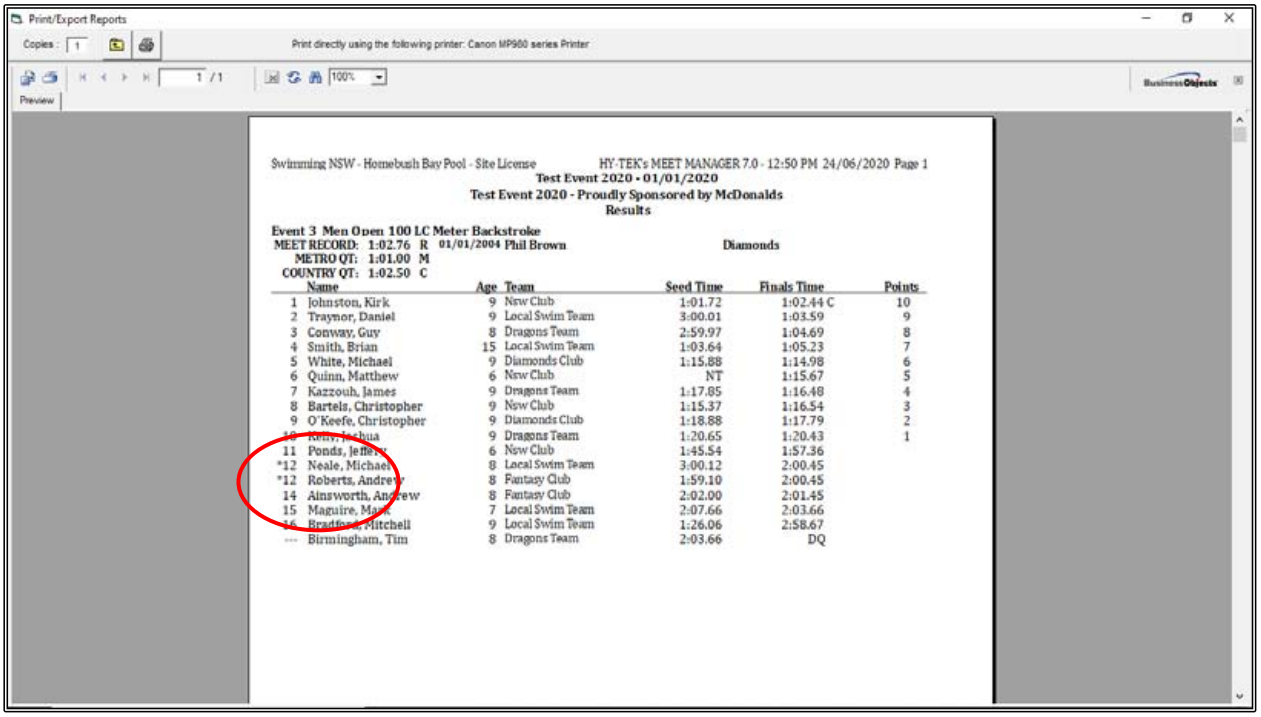


RESULTS - Event 3

In Event 3 there has been another disqualification in Heat 2, Lane 6 (Tim Birmingham).

Event 3	
Swimmer	**Finals Time**
Matthew Quinn	1:15.67
Daniel Traynor	1:03.59
Mark Maquire	2:03.66
Guy Conway	1:04.69
Michael Neale	2:00.45
Andrew Ainsworth	2:01.45
Jeffery Ponds	1:57.36
Joshua Kelly	1:20.43
Mitchell Bradford	2:58.67
Andrew Roberts	2:00.45
Tim Birmingham	DQ
Jamie Kazzouh	1:16.48
Christopher Bartels	1:16.54
Kirk Johnston	1:02.44
Brian Smith	1:05.23
Michael White	1:14.98
Christopher O'Keefe	1:17.79

You will note in the RESULTS for Event 3, that you have EQUAL 12th position. You do not need to do any adjustments on this as 12th position is outside the top ten point score and therefore scores nil points.



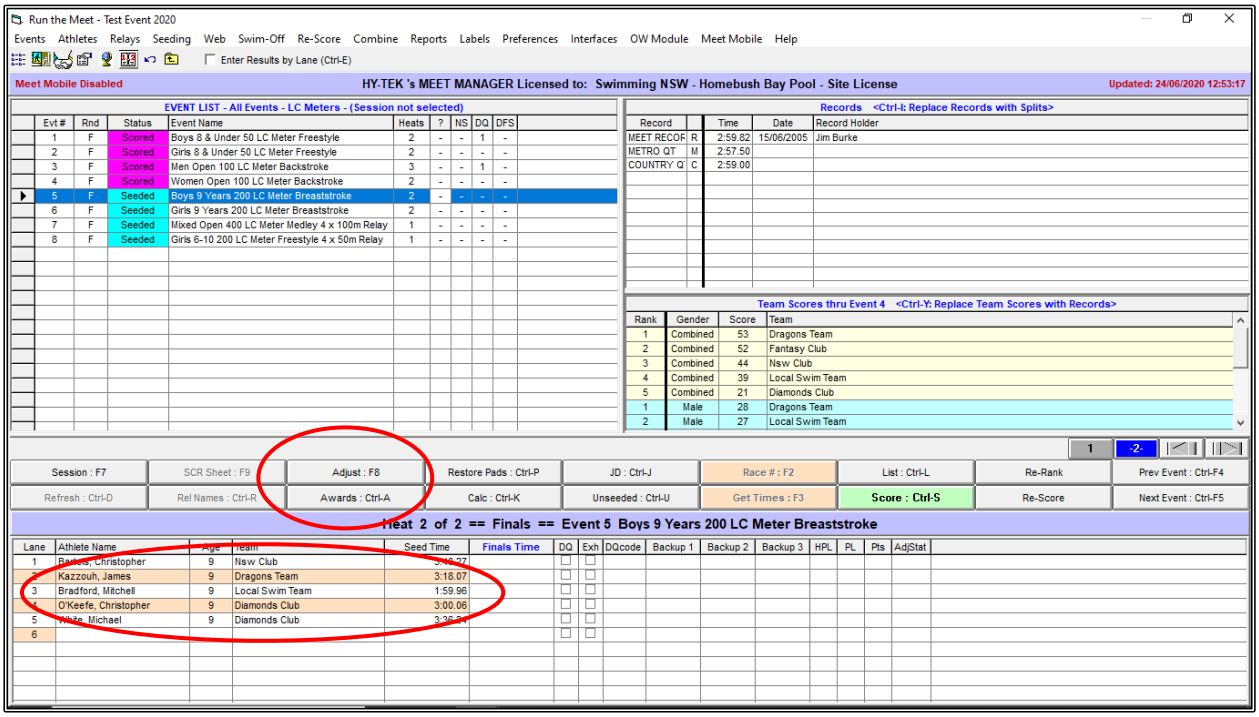
RESULTS - Event 4

Event 4	
Swimmer	**Finals Time**
Chantelle Kelly	1:27.82
Erin Renford	1:54.34
Kate Drury	1:51.23
Nicole Maltby	1:56.79
Chelsea Murray	1:46.22
Sally Hicks	1:23.08
Kate Bonner	1:24.66
Joanna Harris	1:08.44
Rebecca Clarke	1:18.34
Katherine Glenn	1:25.67
Melanie Black	1:42.57

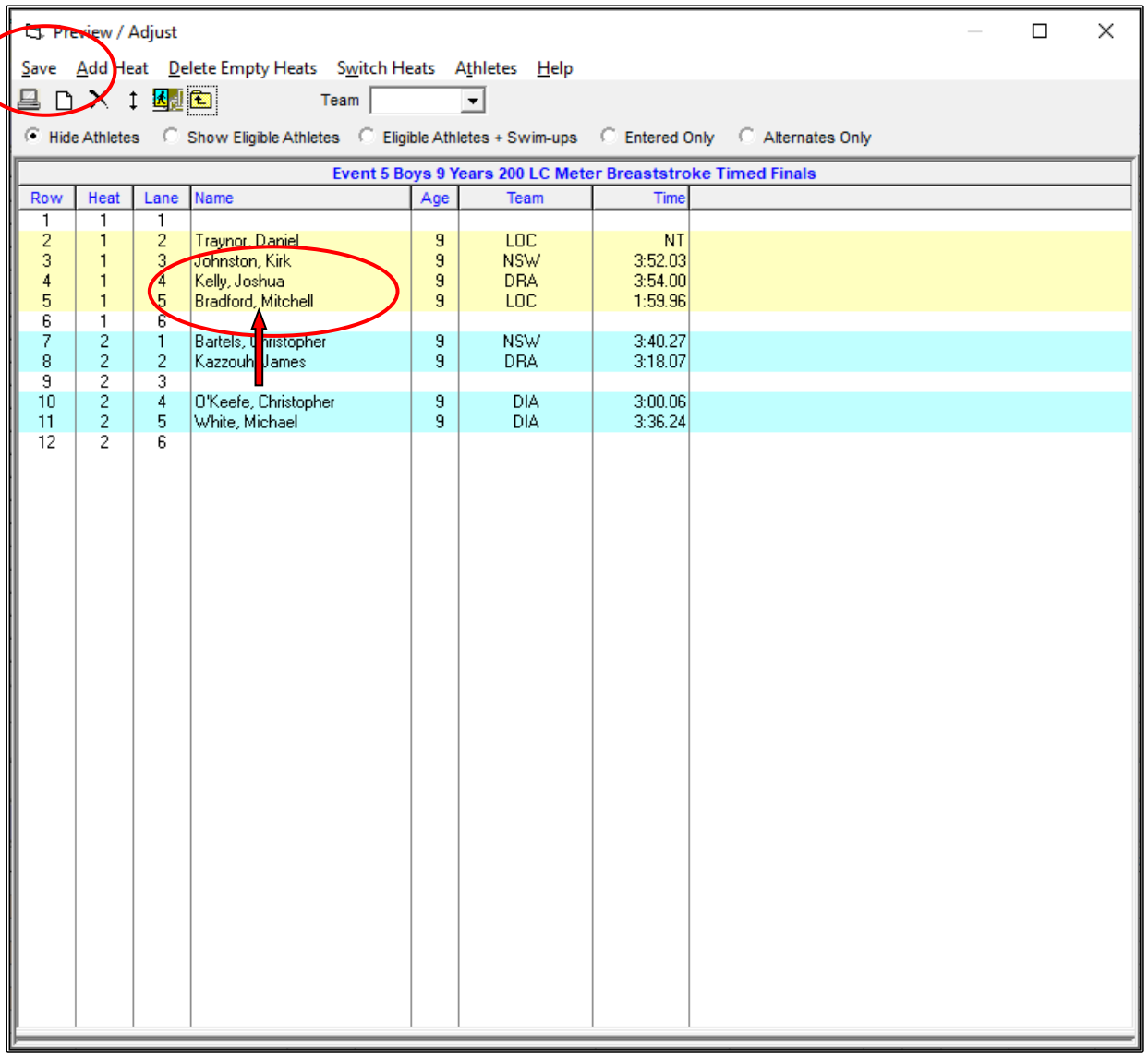
Before EVENT 5 is started, you notice that there is an obvious error in the ENTRY/SEED time for MITCHELL BRADFORD in HEAT 2, LANE 3.

So that this swimmer will not be embarrassed by swimming in the centre lane of the fastest heat, we can take him out of the fastest heat and place him in the slower heat where he belongs.

Click on the ADJUST button.



From the PREVIEW/ADJUST screen, all you need to do is click on Mitchell Bradford's name in Heat 2, Lane 3 and drag him up to Heat 1, Lane 5 and drop him in. Click on SAVE to save your changes.



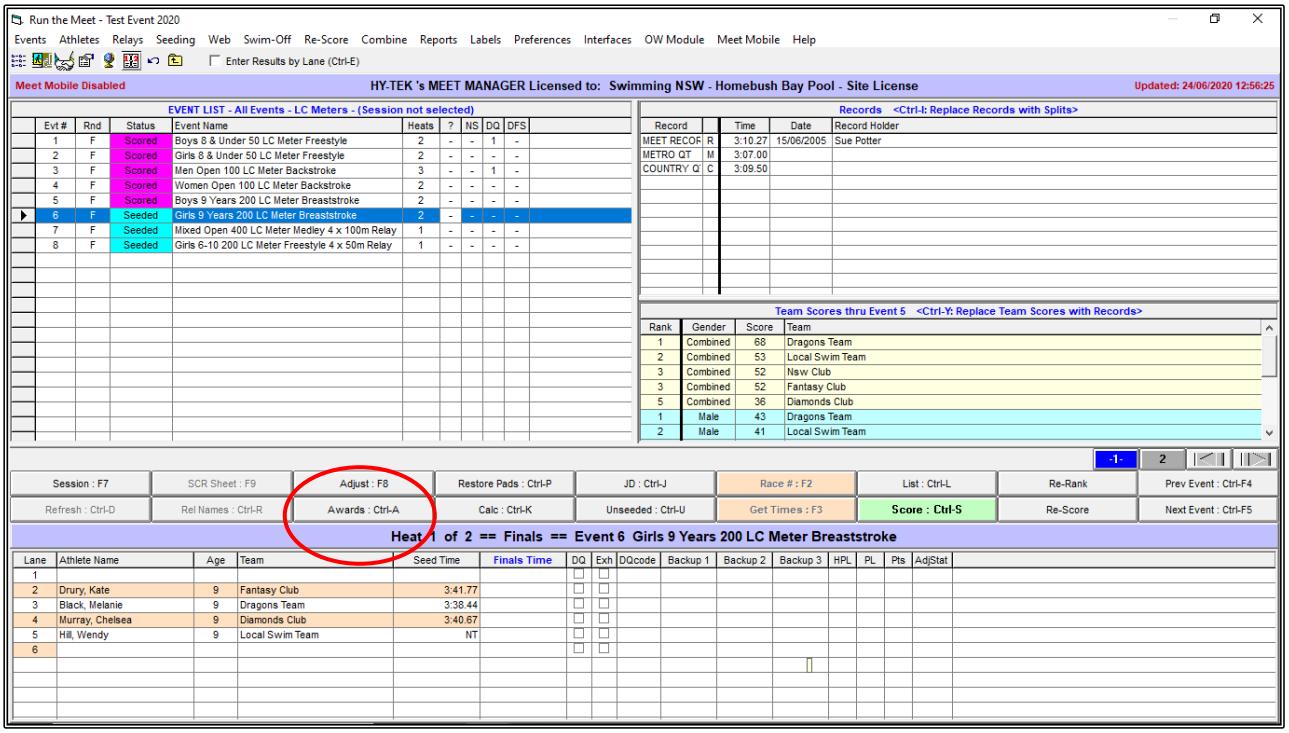
RESULTS - Event 5

Event 5	
Swimmer	**Finals Time**
Daniel Traynor	3:00.59
Kirk Johnston	3:58.43
Joshua Kelly	3:26.07
Mitchell Bradford	3:53.23
Christopher Bartels	3:39.42
Jamie Kazzouh	3:17.58
Christopher O'Keefe	3:01.24
Michael White	3:37.27

Before you run EVENT 6, the Marshall has come across to the recording room and advised that WENDY HILL has turned up in the marshalling area to swim and that the Referee has allowed this.

You now need to put WENDY HILL into EVENT 6. As you do not have an entry time for her you can put her into the slowest heat.

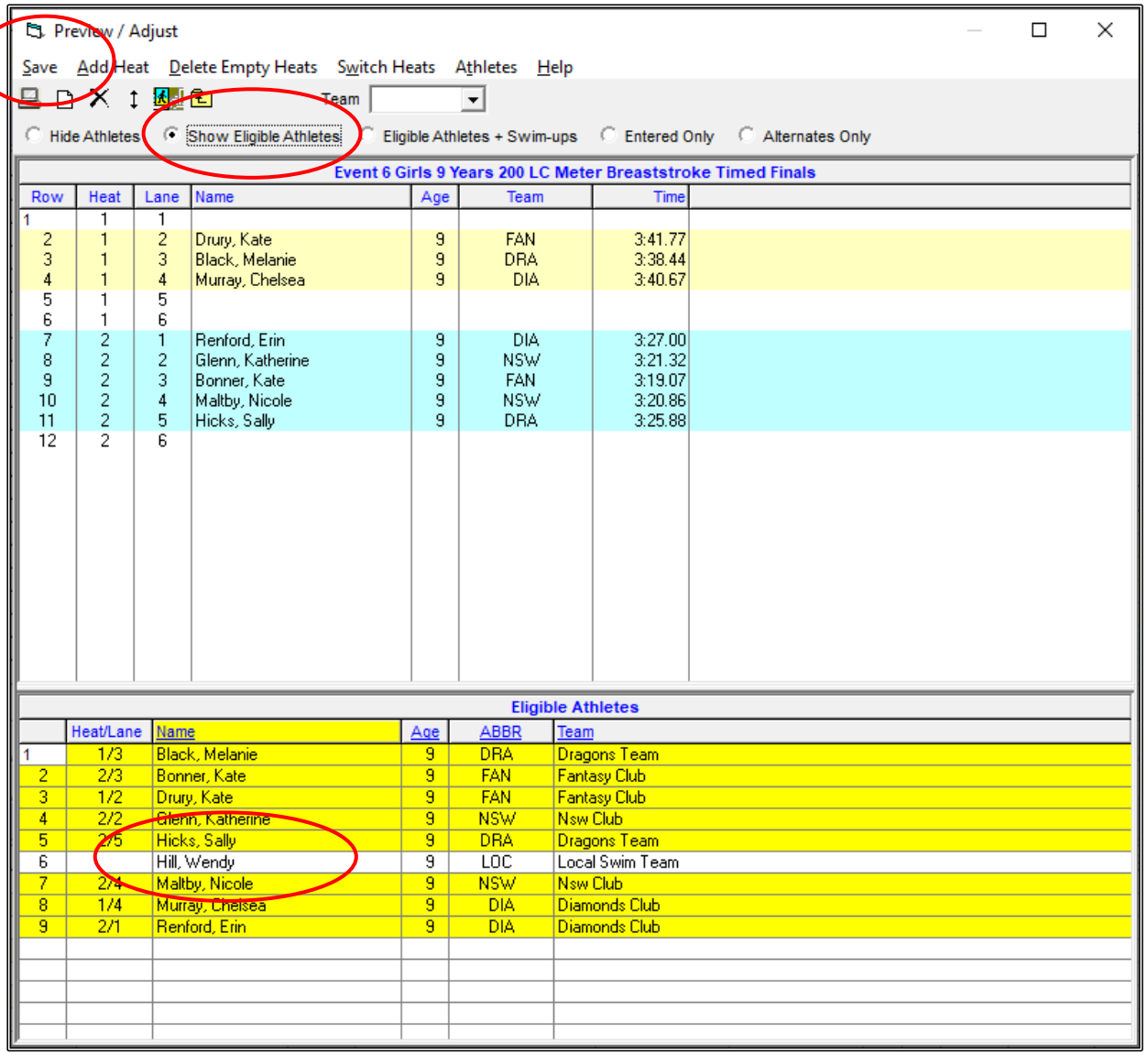
Once again, click on the ADJUST button.



In the PREVIEW/ADJUST screen, click on the SHOW ELIGIBLE ATHLETES button which will bring up a list at the bottom of the screen of all eligible athletes. The athletes coloured yellow indicates that they are already in that event.

You can now click on WENDY HILL's name and drag her up to HEAT 1, LANE 5.

Don't forget to click SAVE to ensure that any changes you make are SAVED.



RESULTS - Event 6

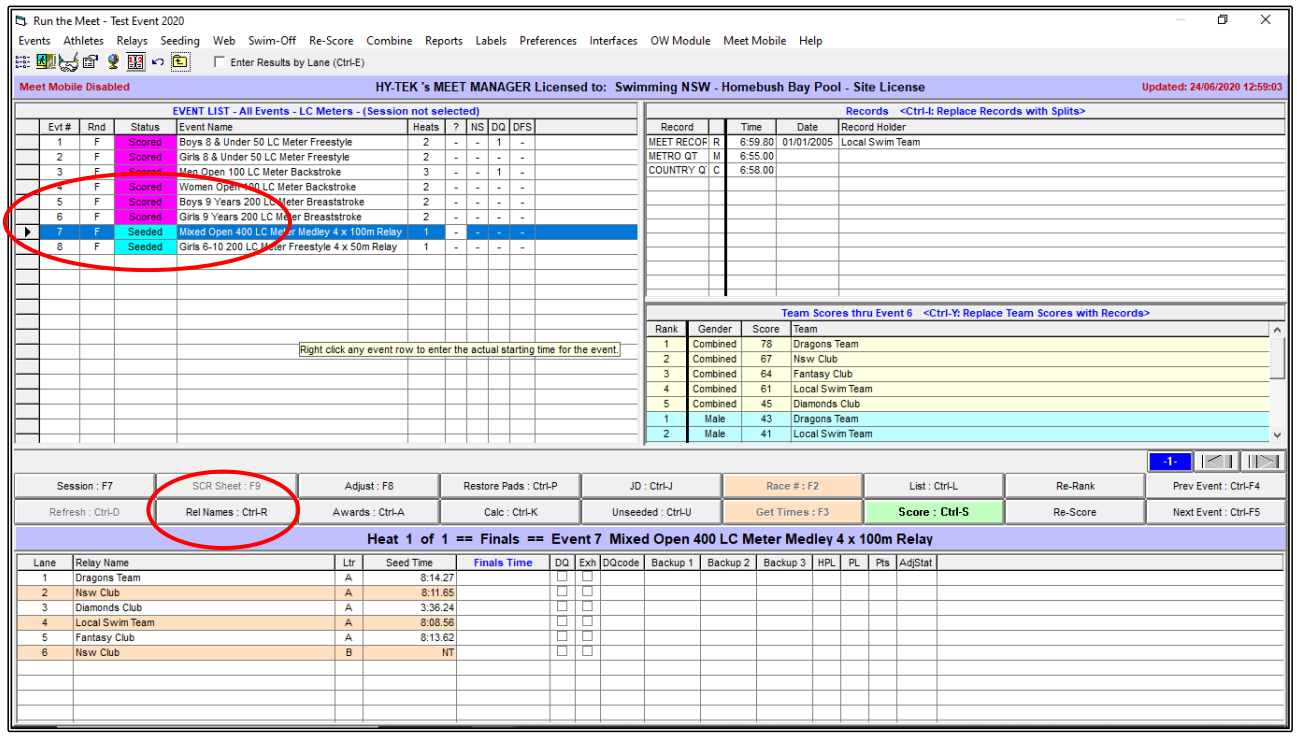
Event 6	
Swimmer	**Finals Time**
Kate Drury	3:40.67
Melanie Black	3:36.21
Chelsea Murray	3:30.59
Wendy Hill	3:20.47
Erin Renford	3:26.48
Katherine Glenn	3:19.21
Kate Bonner	3:18.01
Nicole Maltby	3:26.28
Sally Hicks	3:24.88

EVENT 7 is the first of the RELAY events.

Before this is run, the NSW CLUB team has come across with the names for its “B” team which they did not have earlier.

So that the names can be printed out on the results, we can put these in through the RUN MEET screen without the need to go out and back into the RELAY setup.

With EVENT 7 highlighted in the RUN MEET screen, click on the REL NAMES button (Relay names).



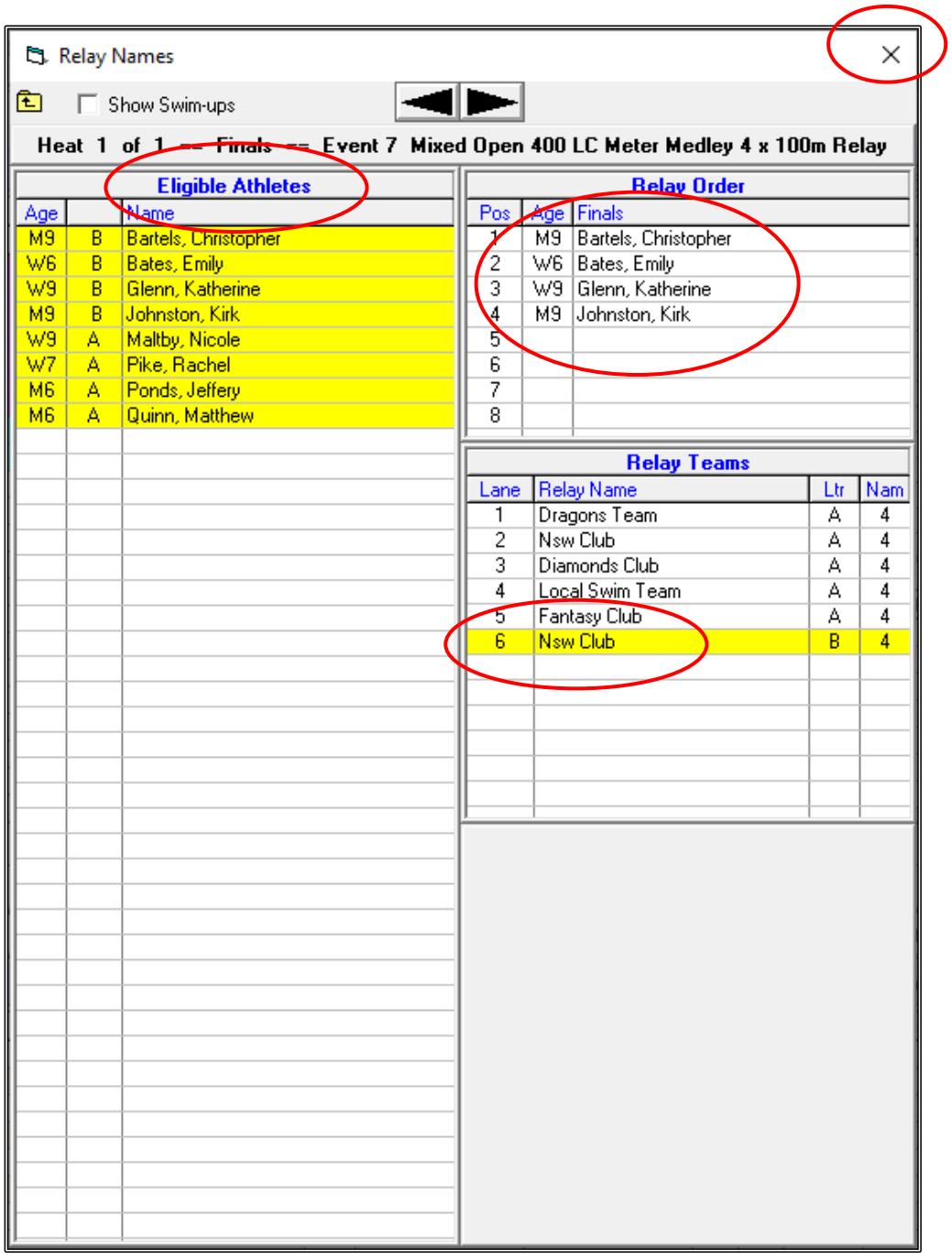
From the RELAY NAMES screen, click on the NSW CLUB B team.

Add the athletes from the ELIGIBLE ATHLETES column on the left-hand side by double clicking the names in the order they will be swimming. If the athlete is coloured yellow, this indicates that they are already in a relay in this event.

CLOSE OUT ☒ of the screen once all athletes have been added.

NSW Club "B"
Relay Names:

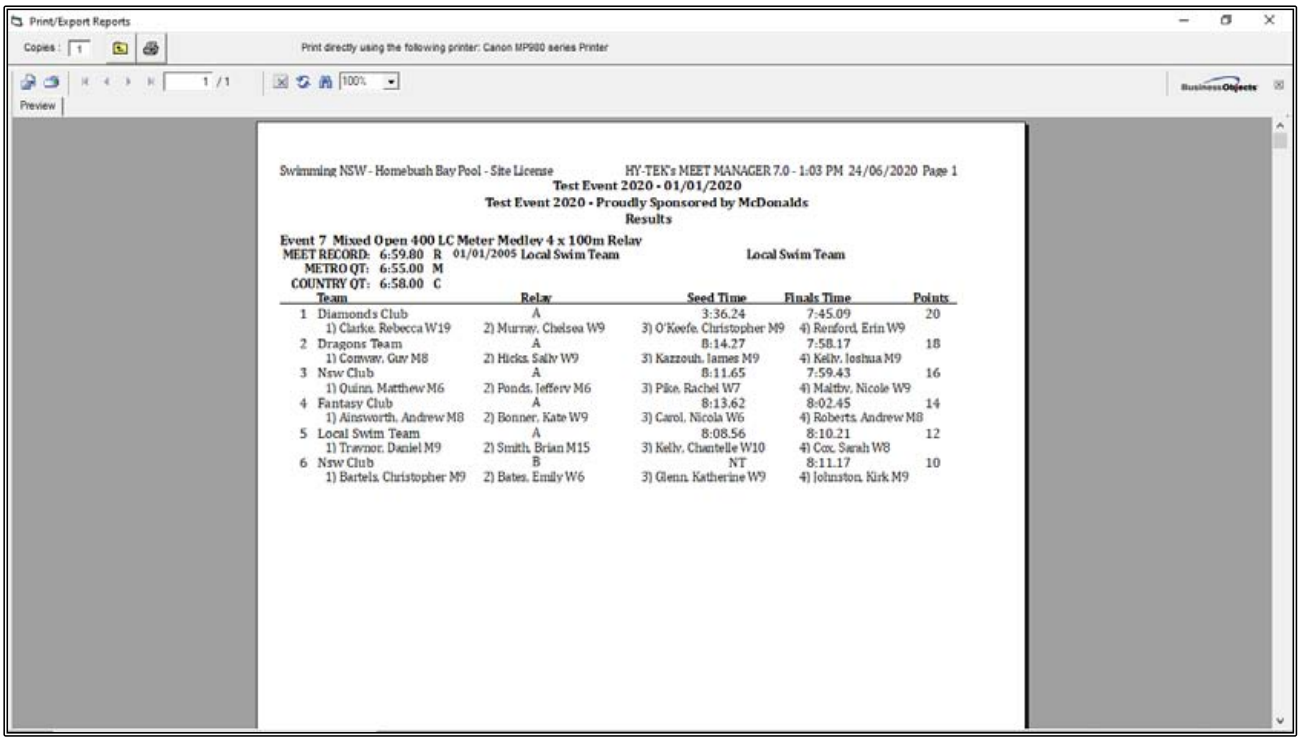
1. Christopher Bartels
2. Emily Bates
3. Katherine Glenn
4. Kirk Johnston



RESULTS - Event 7

Event 7	
Relay Team	**Finals Time**
Dragons	7:58.17
NSW “A”	7:59.43
Diamonds	7:45.09
Locals	8:10.21
Fantasy	8:02.45
NSW “B”	8:11.17

You will see from the PRINT RESULTS screen below that the names of all the FOUR RELAY SWIMMERS are printed on the result.



RESULTS - Event 8

Event 8	
Relay Team	**Finals Time**
Fantasy	3:02.17
Locals	3:05.69
NSW	3:24.56
Dragons	3:54.08

Now that your meet has finished, the first thing you should do is make a BACKUP into: C:\swmeets7\TEST EVENT 2020\BACKUPS.

SECTION EIGHT: REPORT PRINTING

You might like to run some reports at the end of your meet for distribution.

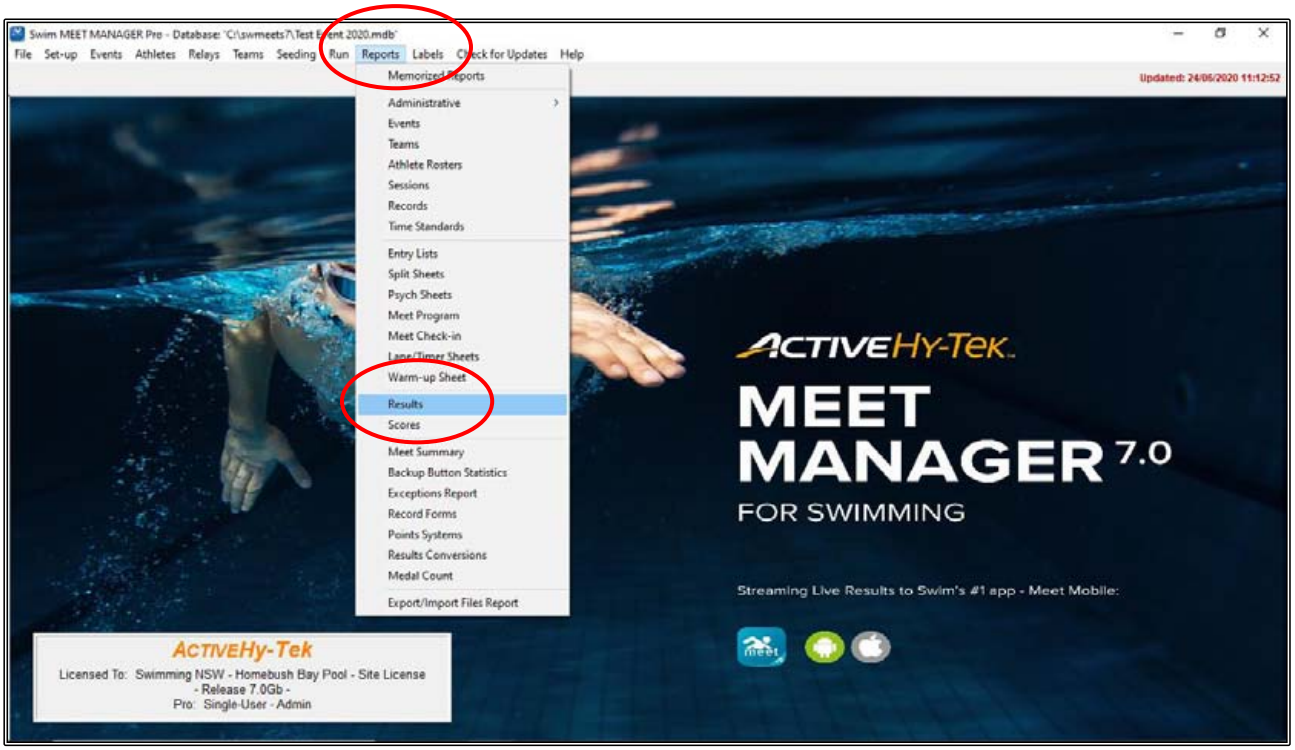
There are many reports you can print from MEET MANAGER, but the most important one is a complete set of RESULTS.

You can also print a set of results for just ONE CLUB.

You may want to award a trophy for the TOP POINT SCORING CLUB of the meet and perhaps the TOP MALE and FEMALE SWIMMERs of the meet.

1. COMPLETE SET OF RESULTS:

From the MAIN MENU screen, click on the REPORTS tab then select RESULTS from the drop down.



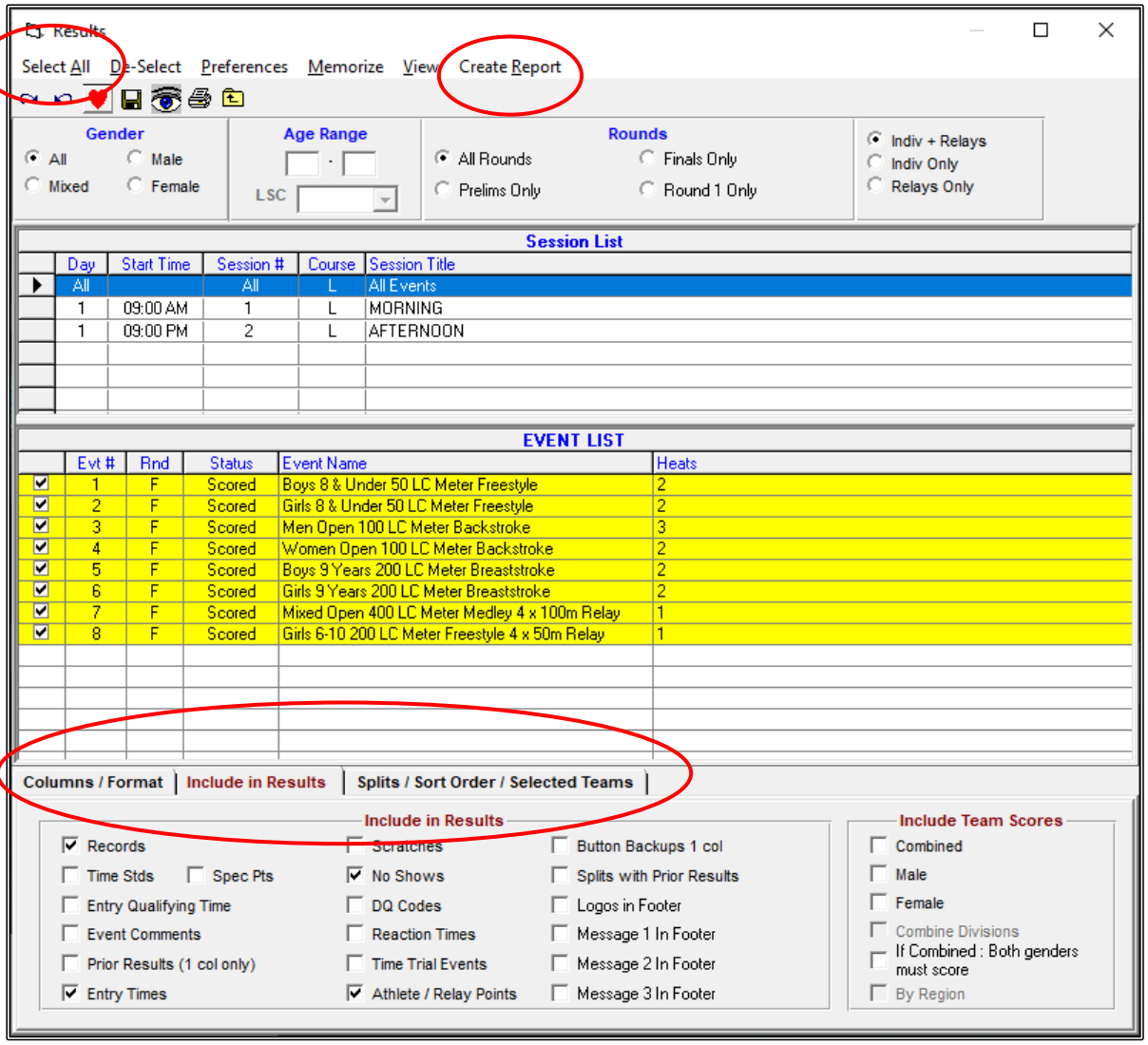
From the RESULTS screen, you can once again choose how your report looks and what you will include in the report.

For example, you can choose the number of columns on your page, whether or not you show NS, DQs or scratches.

You can display records and relay names and also if you want to include splits.

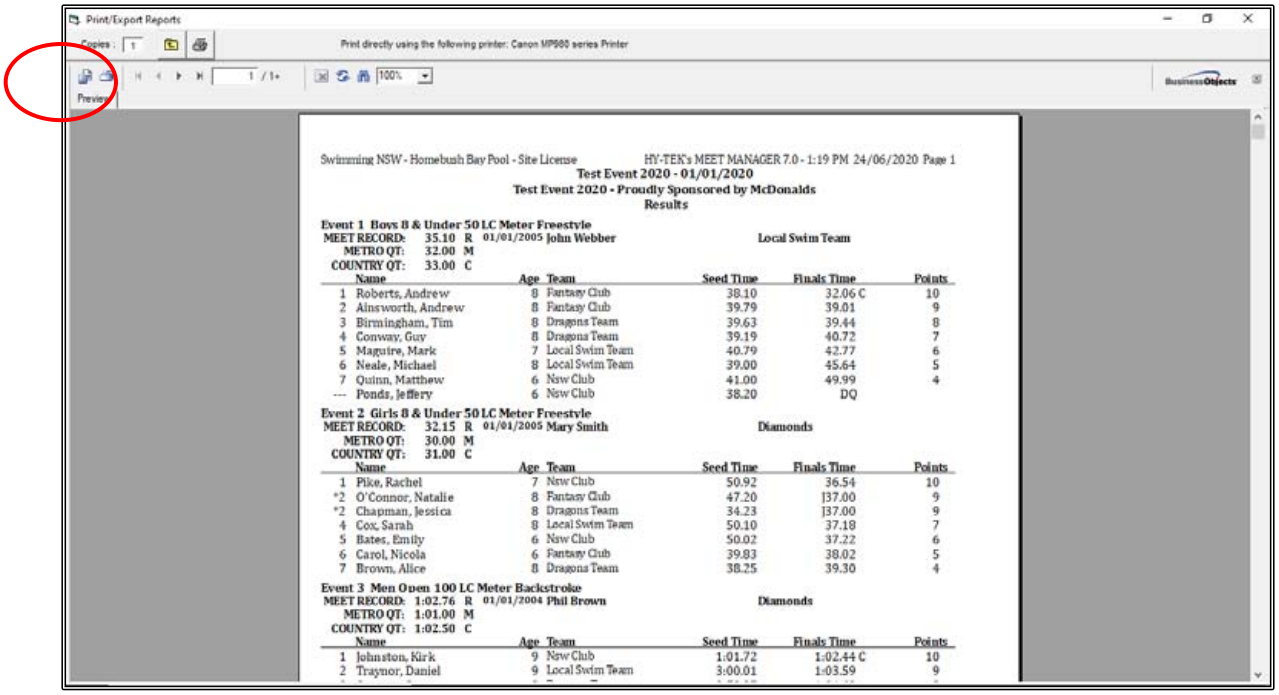
The choices are yours.

Once all your preferences have been made, click on SELECT ALL in the top left-hand corner of the screen to highlight all the events to be included in your results and then click CREATE REPORT.

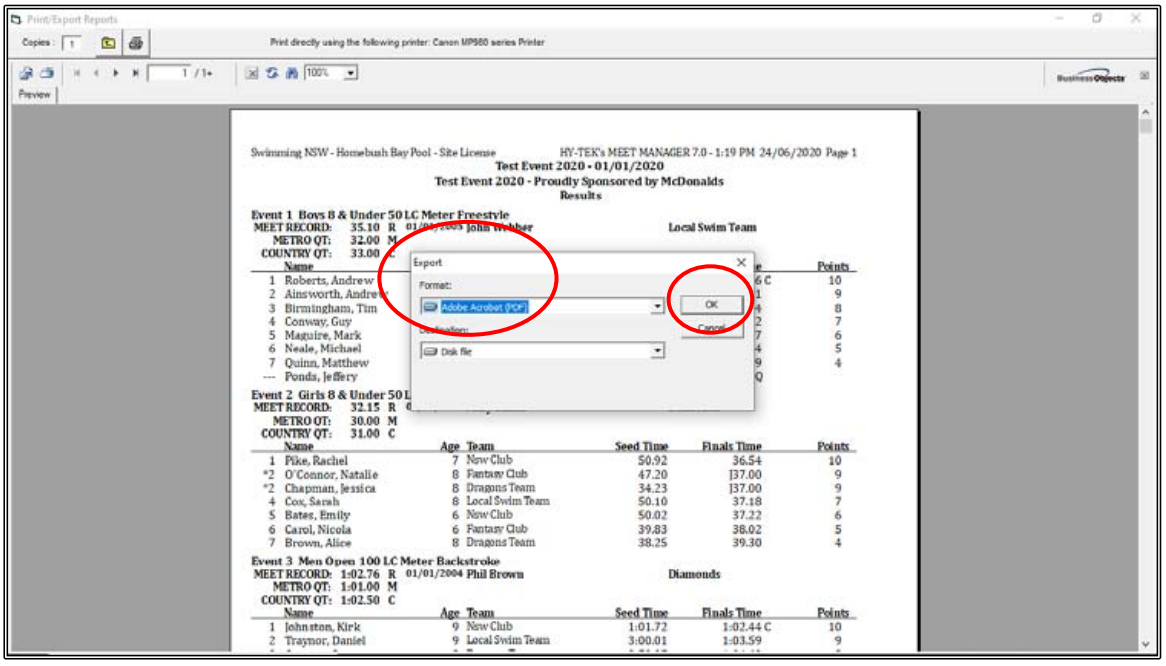


The RESULTS pages should be printed and then distributed to interested parties.

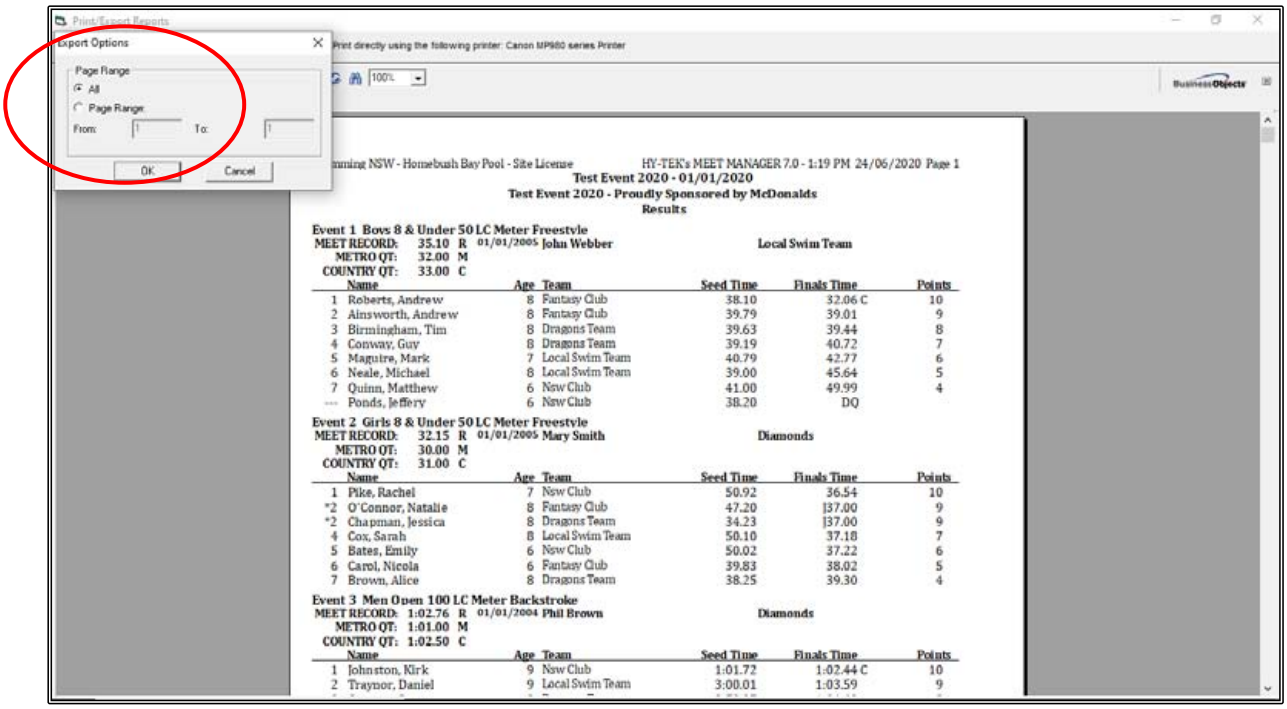
It is a good idea to SAVE this file by clicking on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your RESULTS folder.



The EXPORT screen will appear. These files will default to .PDF FORMAT. Click on OK to start saving.



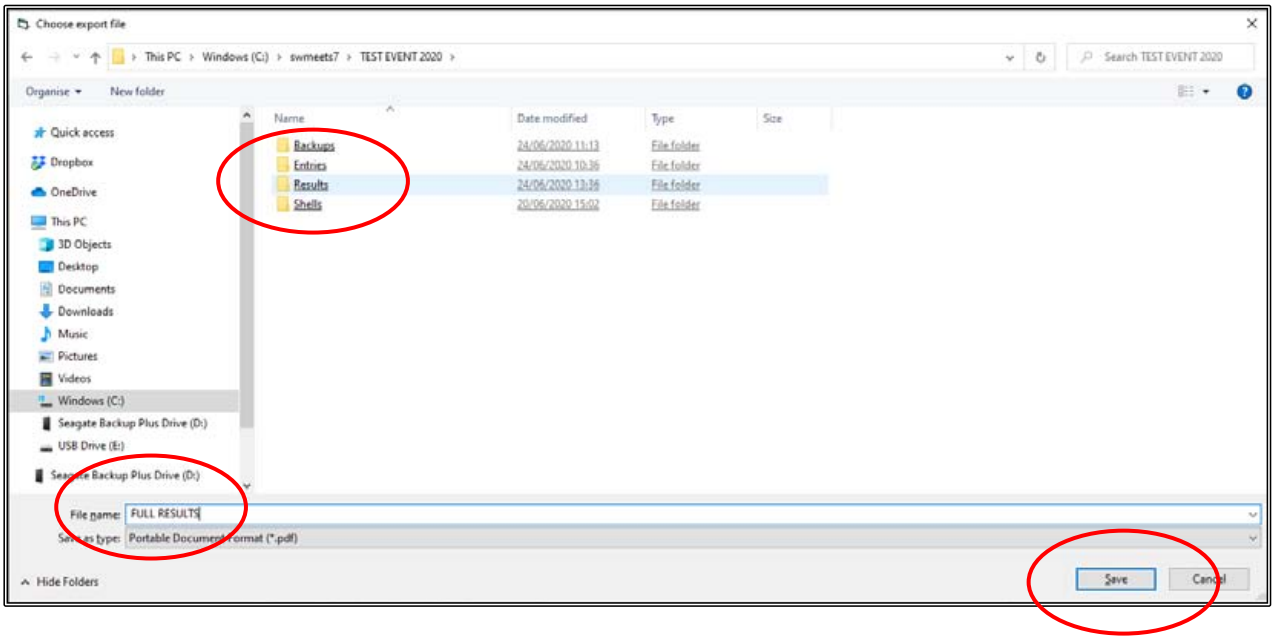
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the RESULTS folder that you have already created for ease of access:

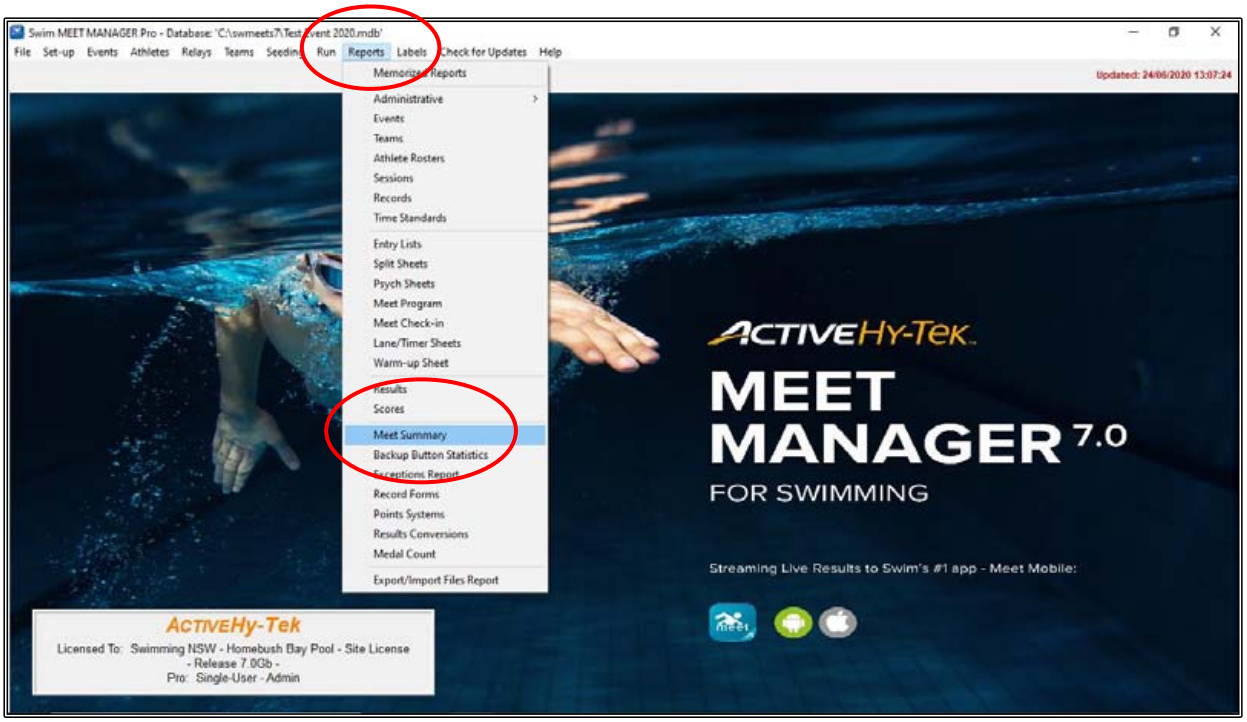
C:\ swmeets7\TEST EVENT 2020\RESULTS.

Change the FILE NAME to FULL RESULTS and click SAVE.



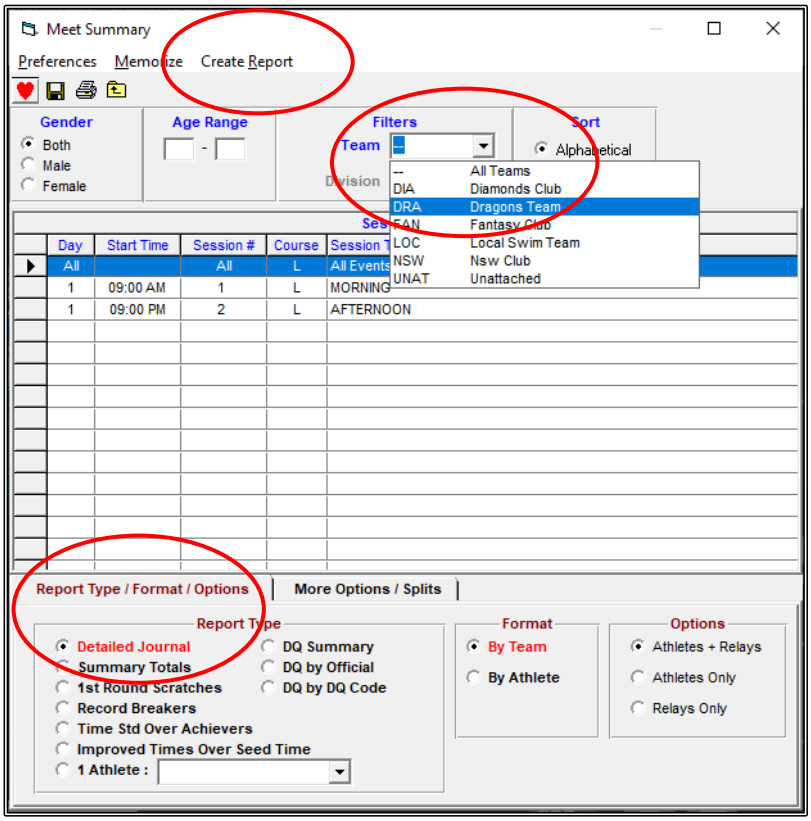
2. A SET OF RESULTS FOR JUST ONE TEAM:

From the MAIN MENU screen, click on the REPORTS tab then select MEET SUMMARY from the drop down.

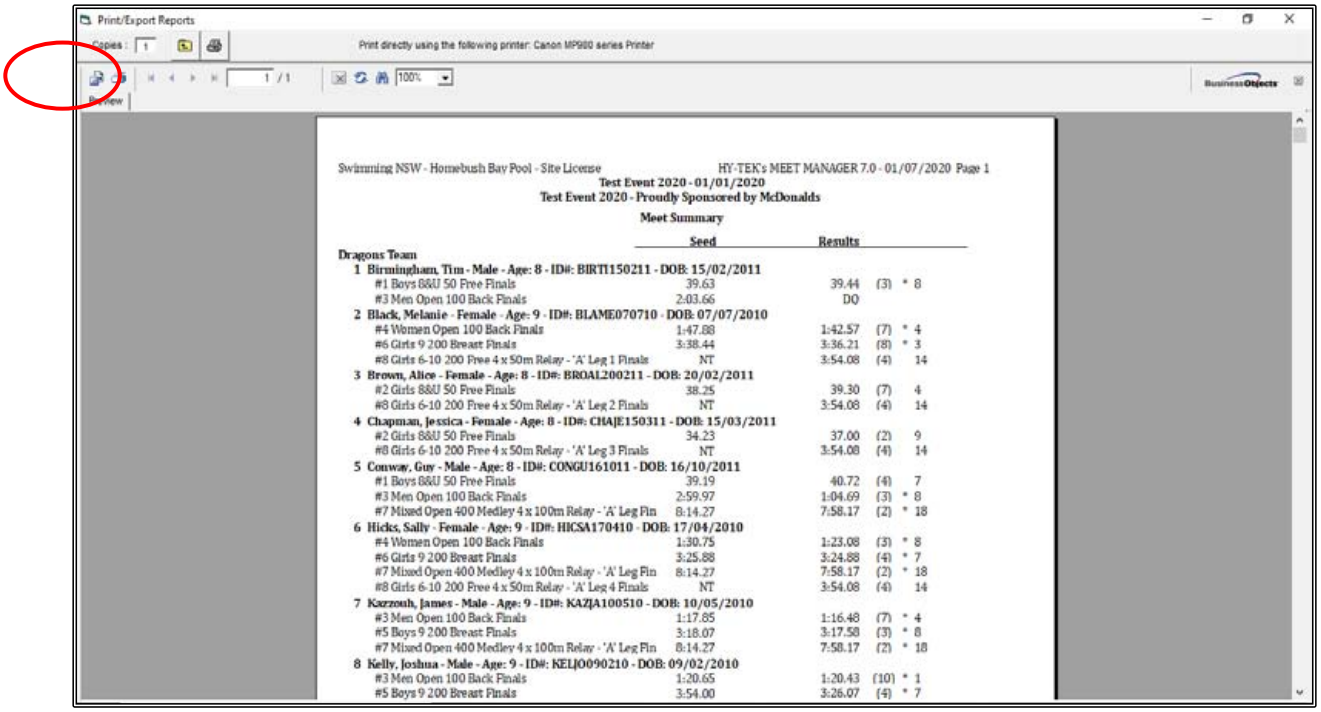


From the MEET SUMMARY screen, select the required TEAM in the FILTERS section.

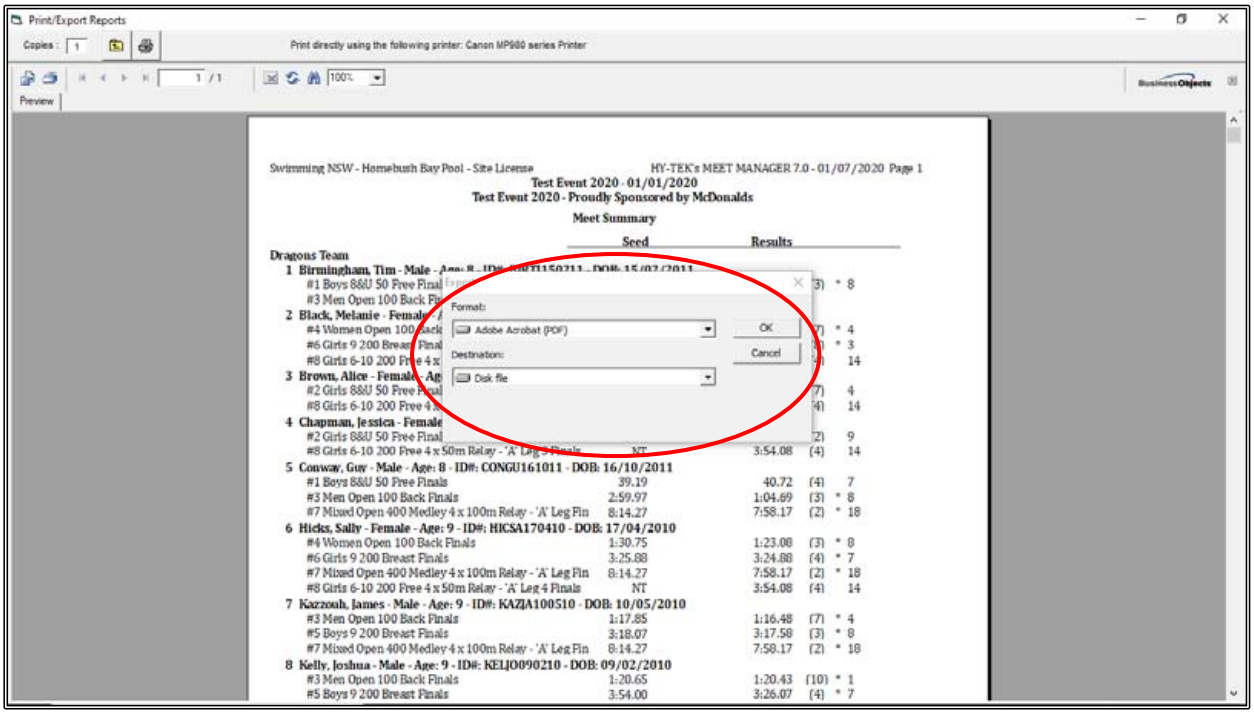
Select DETAILED JOURNAL under the REPORT TYPE/FORMAT/OPTIONS tab and then click CREATE REPORT at the top of the screen.



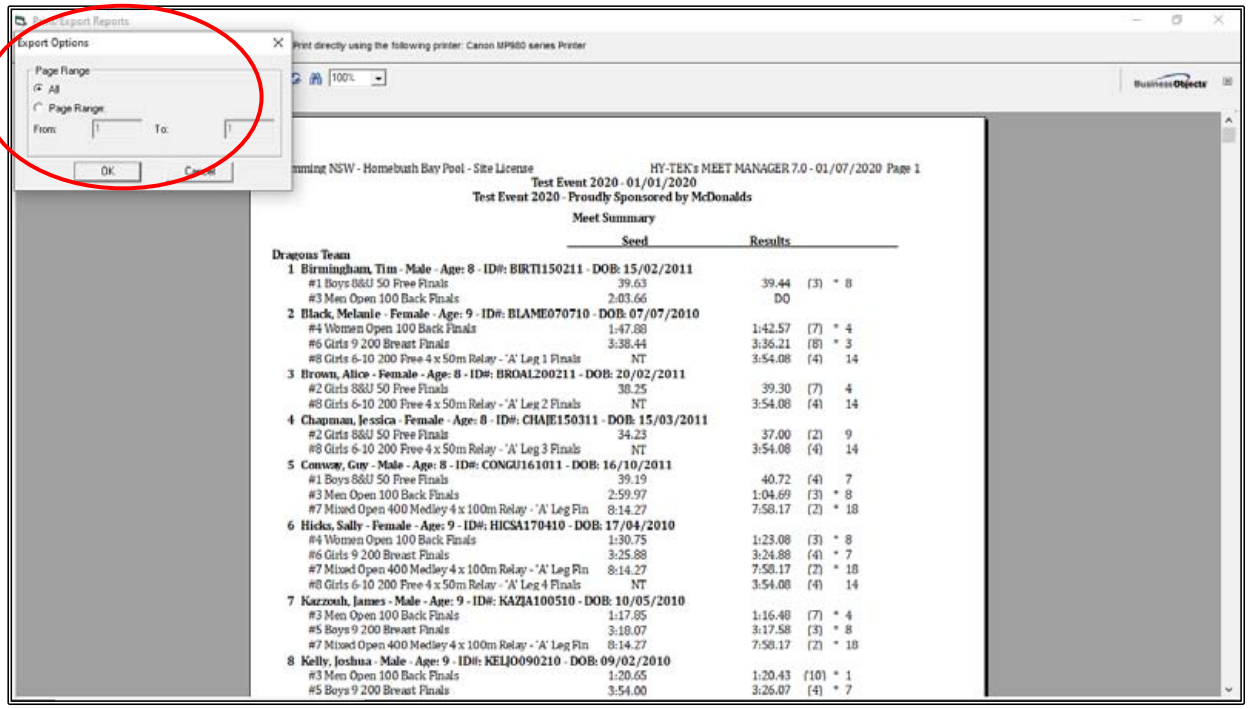
From the MEET SUMMARY REPORT screen, click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your RESULTS folder.



The EXPORT screen will appear. These files will default to .PDF FORMAT. Click on OK to start saving.



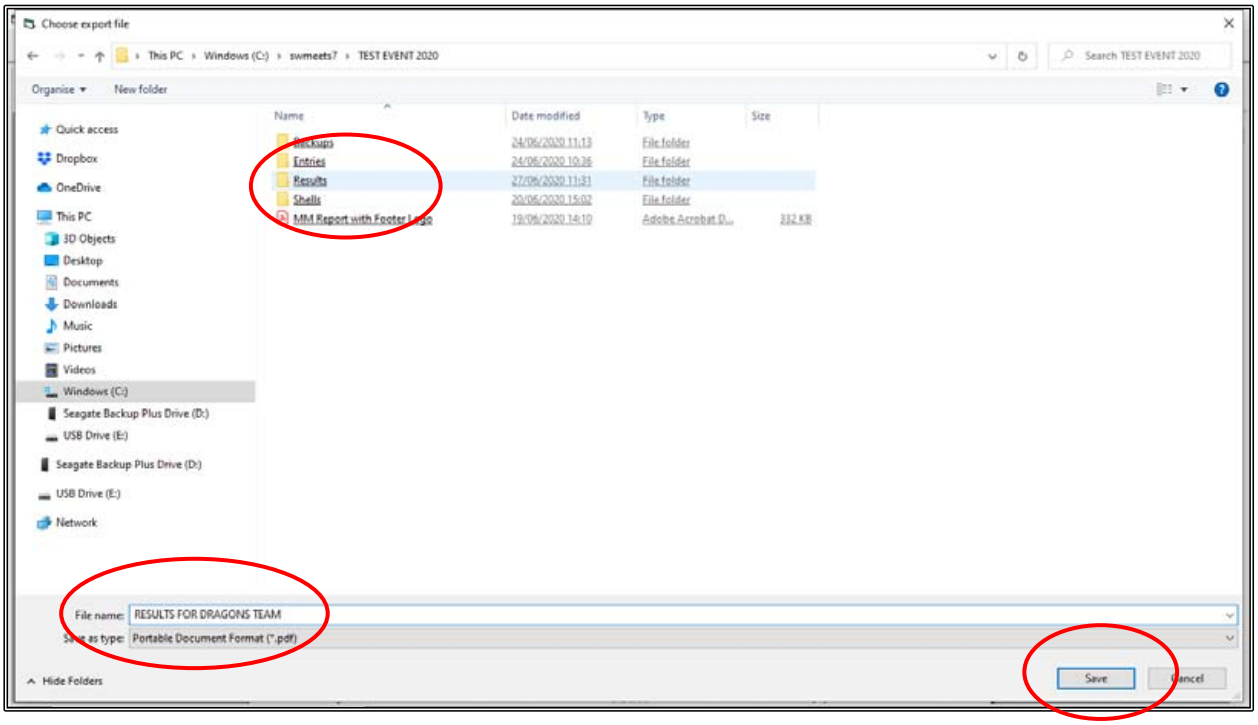
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the RESULTS folder that you have already created for ease of access:
C:\ swmeets7\TEST EVENT 2020\RESULTS.

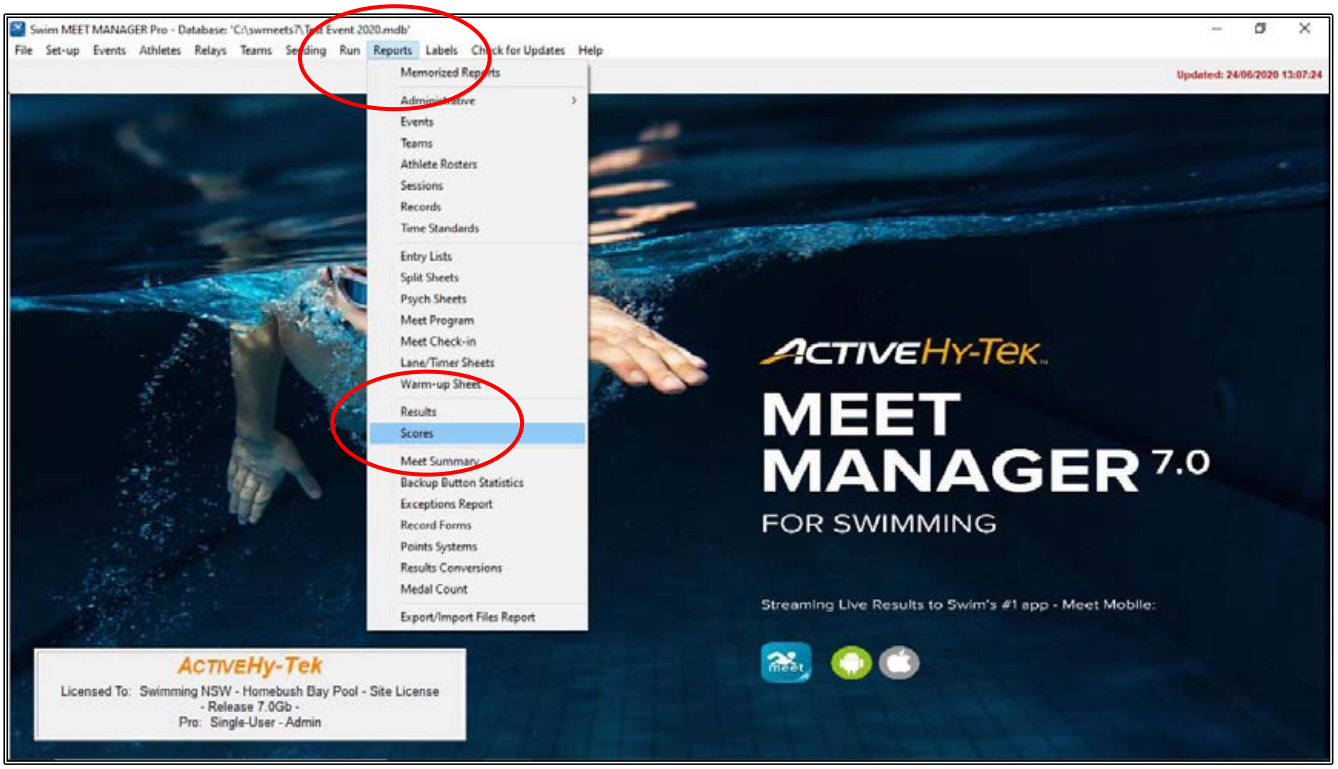
Change the FILE NAME to RESULTS for DRAGONS TEAM and click SAVE.

You can now email the RESULTS directly to the DRAGONS club.



3. TOP POINT SCORING CLUB:

From the MAIN MENU screen, click on the REPORTS tab then select SCORES from the drop down.



In the SCORES screen, highlight the EVENTS to be included or click on SELECT ALL from the top left-hand side of the screen to choose all events in the meet.

You can choose your preferences from the selections at the bottom of the screen.

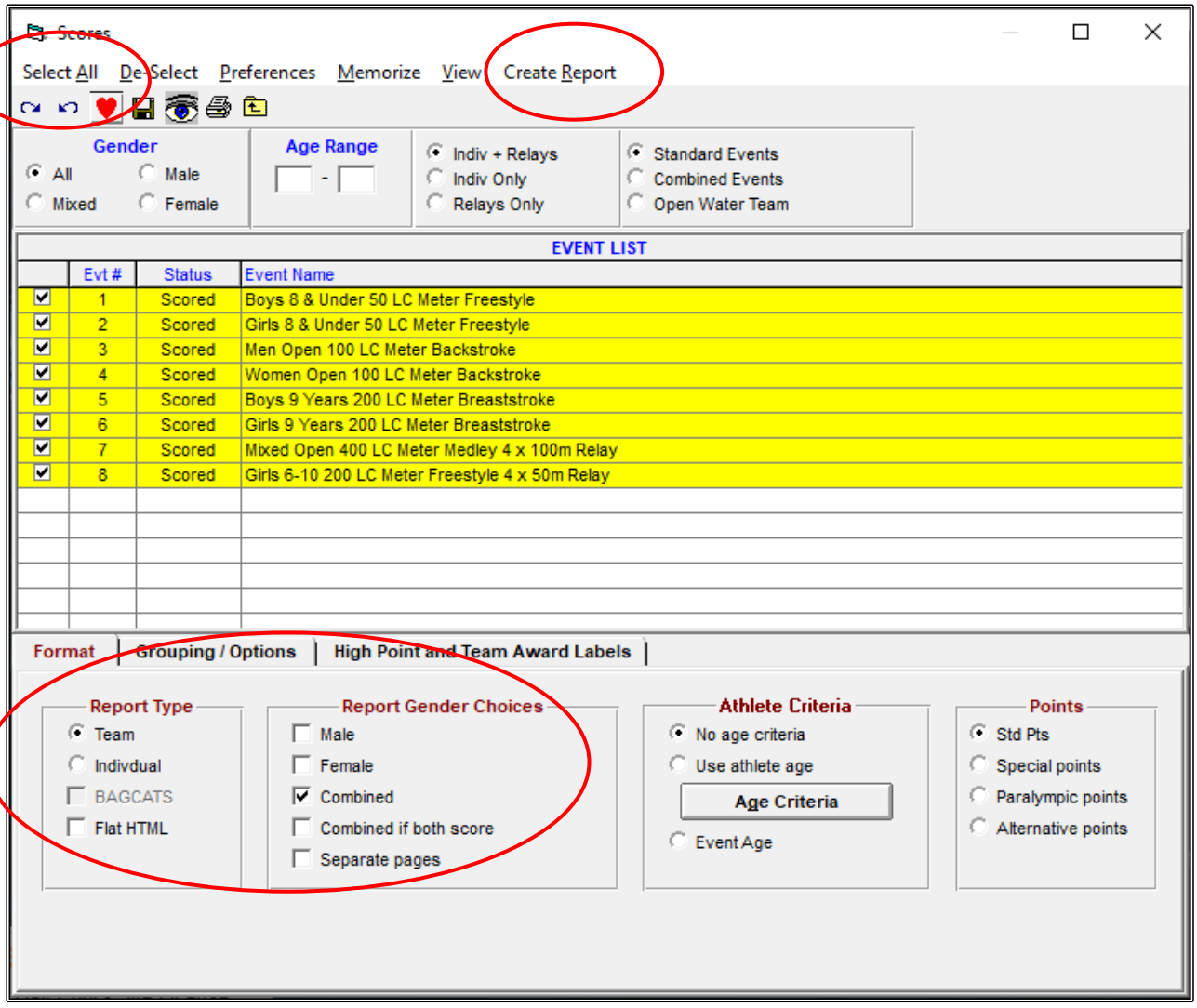
For the top POINT SCORING CLUB, click on TEAM under REPORT TYPE.

Click on the COMBINED button for the GENDER.

Choose NO AGE CRITERIA and STANDARD POINTS.

There is no need to worry about the other two tabs for this exercise.

Click on CREATE REPORT.

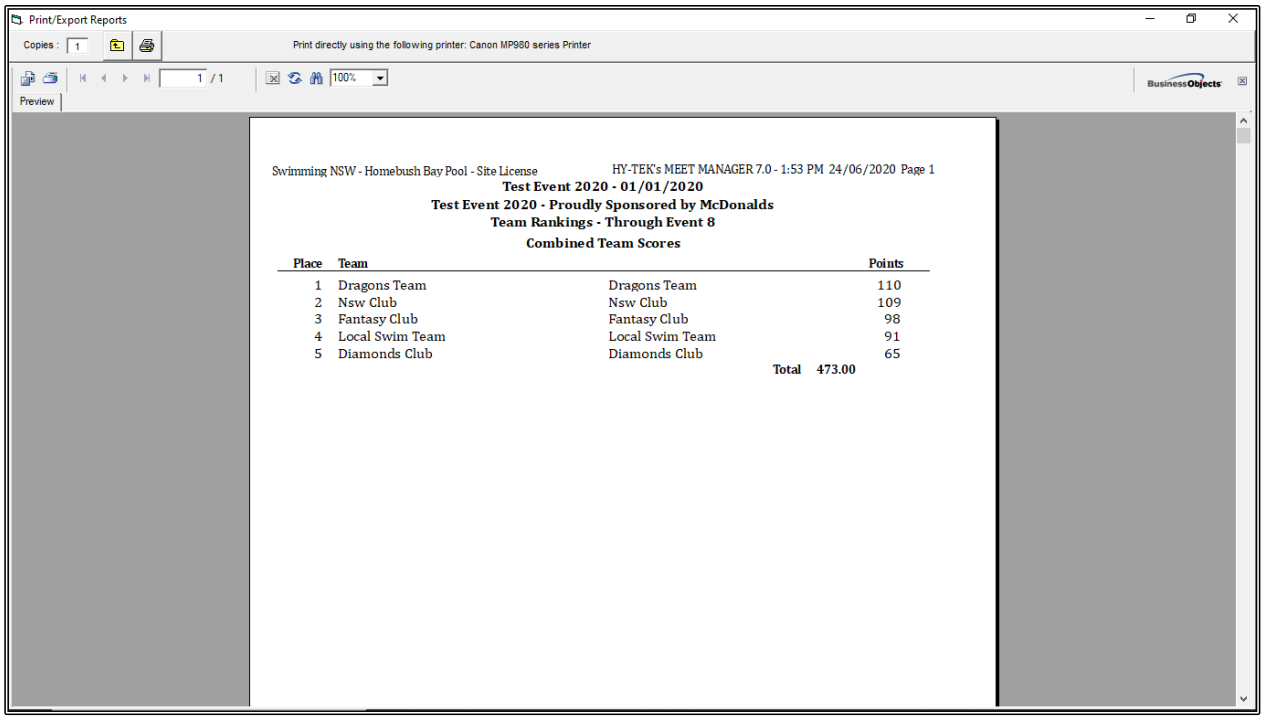


This is how your TOP POINT SCORING CLUB report will look.

You can now distribute medals / trophies if awarding.

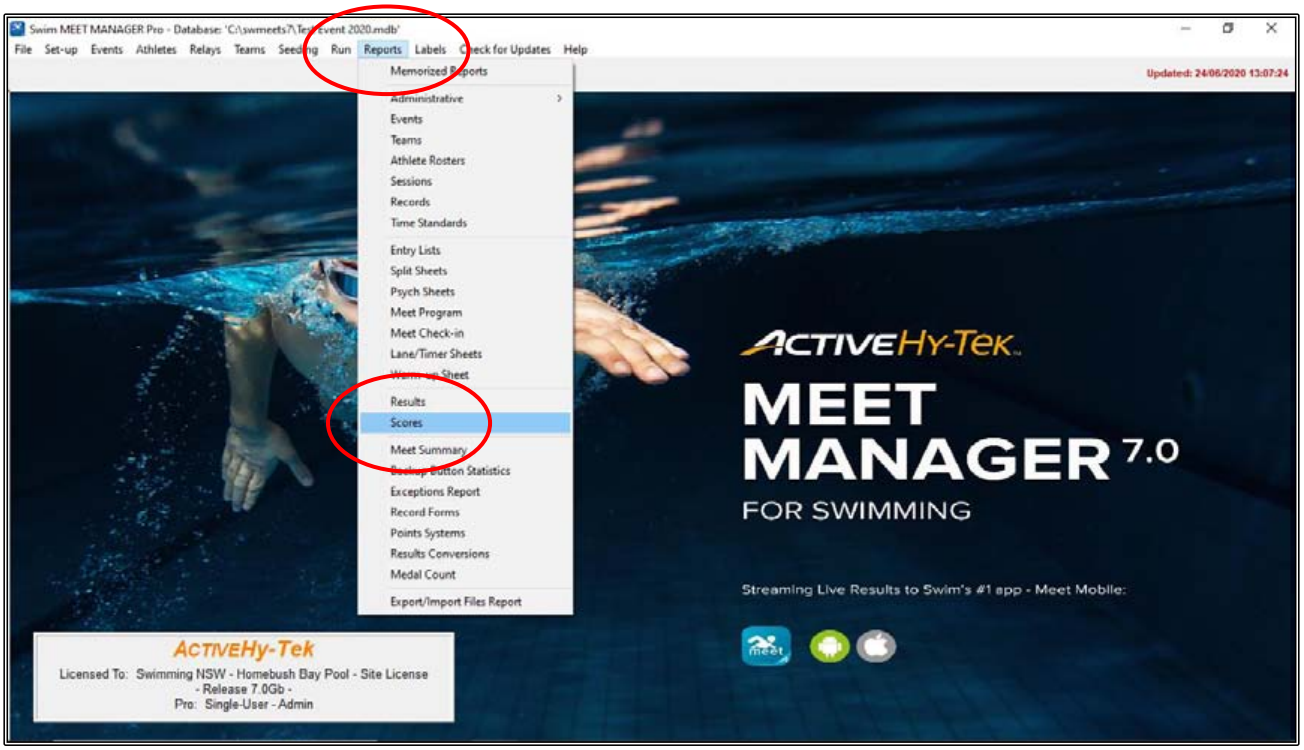
Once you have created your REPORTS , it is good practice to save the reports that you generate in the RESULTS folder. This may save you time at a later date if you have any late requests.

Saving the file is described on Page 93 and should be saved in :
C:\ swmeets7\TEST EVENT 2020\RESULTS.



4. MALE AND FEMALE SWIMMER OF THE MEET:

From the MAIN MENU screen, click on the REPORTS tab then select SCORES from the drop down.



In the SCORES screen, highlight the EVENTS to be included or click on SELECT ALL from the top left-hand side of the screen to choose all events in the meet.

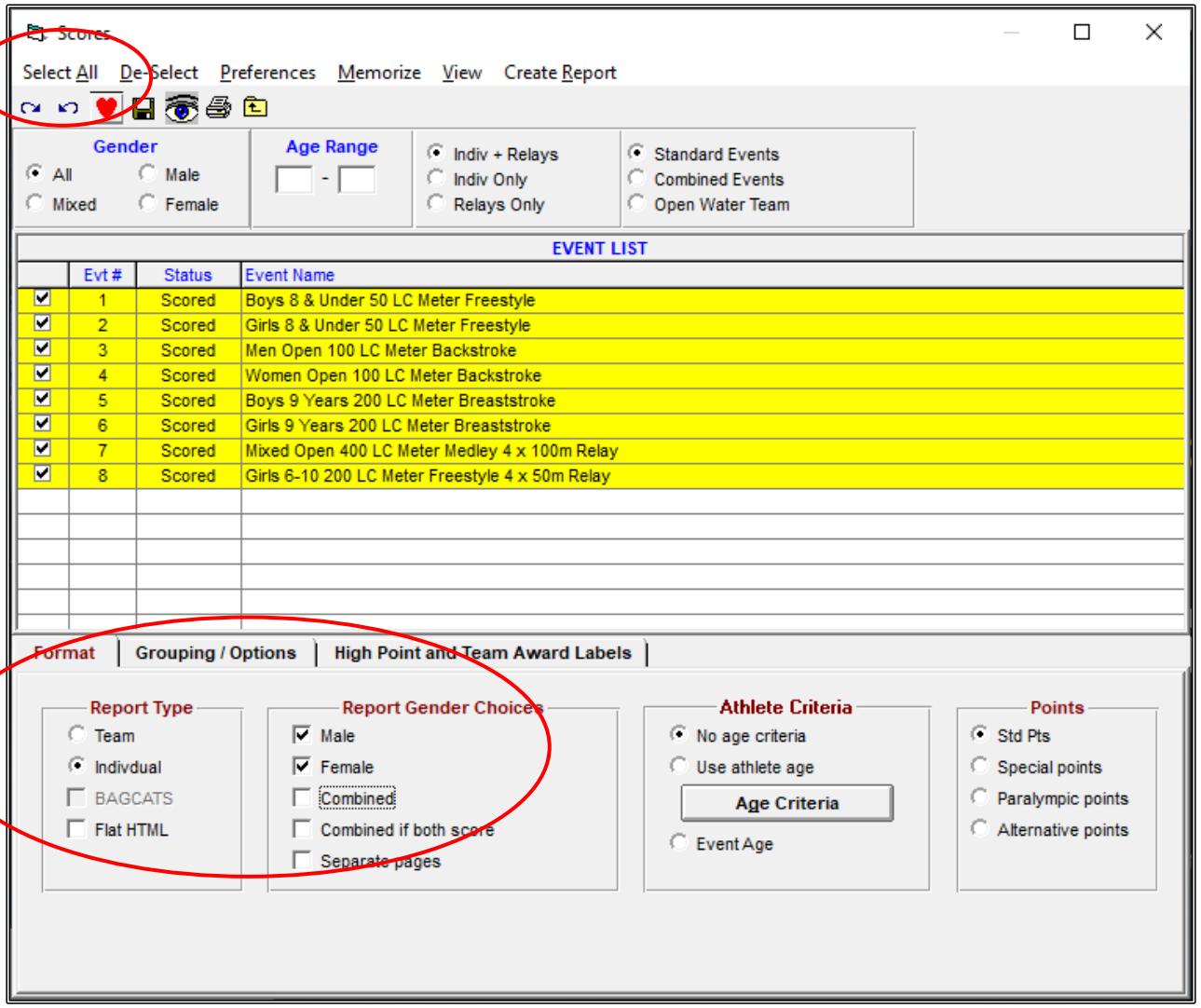
You can choose your preferences from the selections at the bottom of the screen.

For the top point scoring MALE and FEMALE SWIMMER OF THE MEET, click on INDIVIDUAL under REPORT TYPE.

Click both the MALE and FEMALE buttons under GENDER.

Choose NO AGE CRITERIA and STANDARD POINTS.

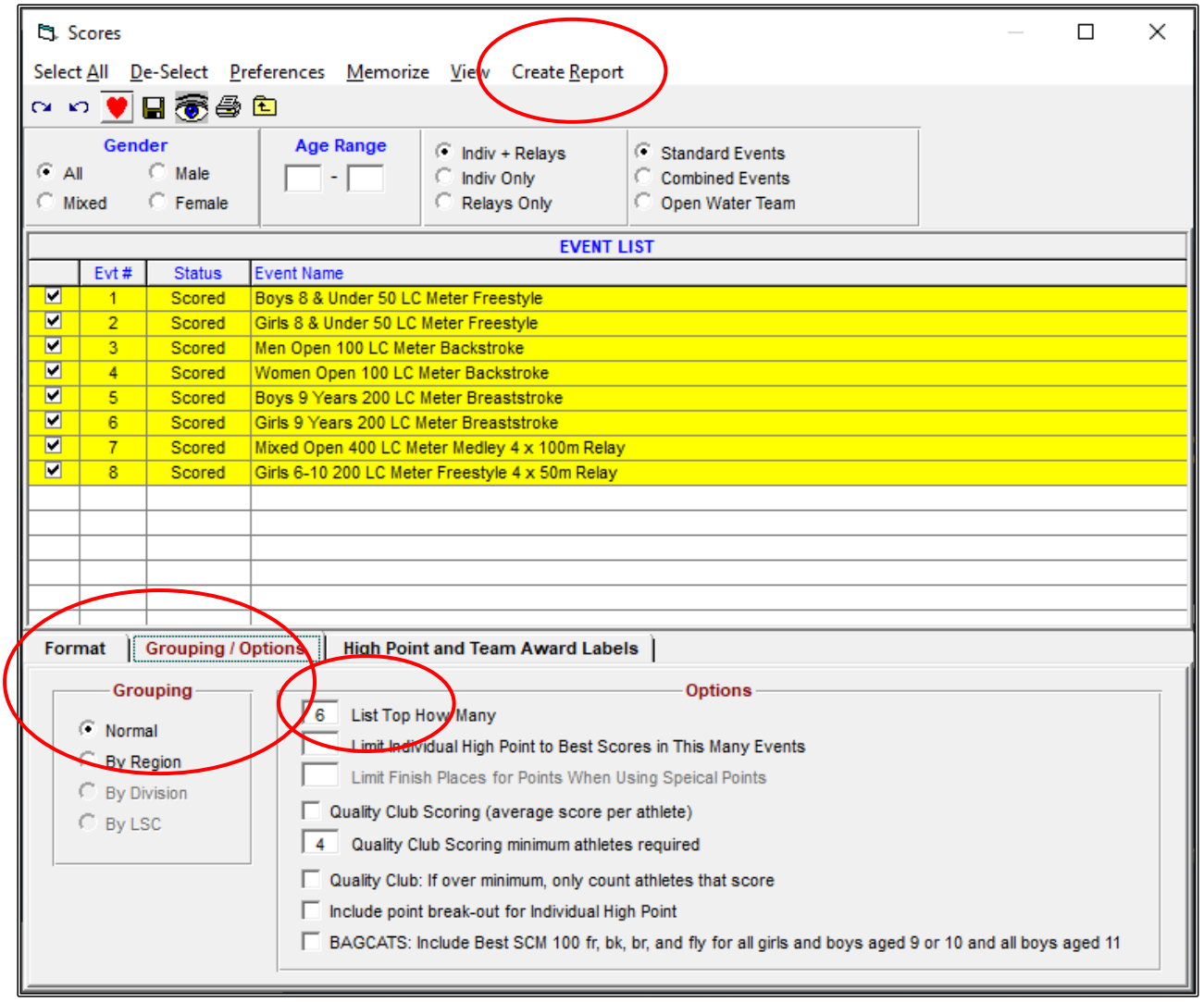
Now click on the GROUPING/OPTIONS tab.



In the GROUPING/OPTIONS tab, click NORMAL under GROUPING.

In the OPTIONS TABLE, type in 6 for the LIST TOP HOW MANY (you do not want to have all the male and female swimmers appear).

Click on CREATE REPORT.

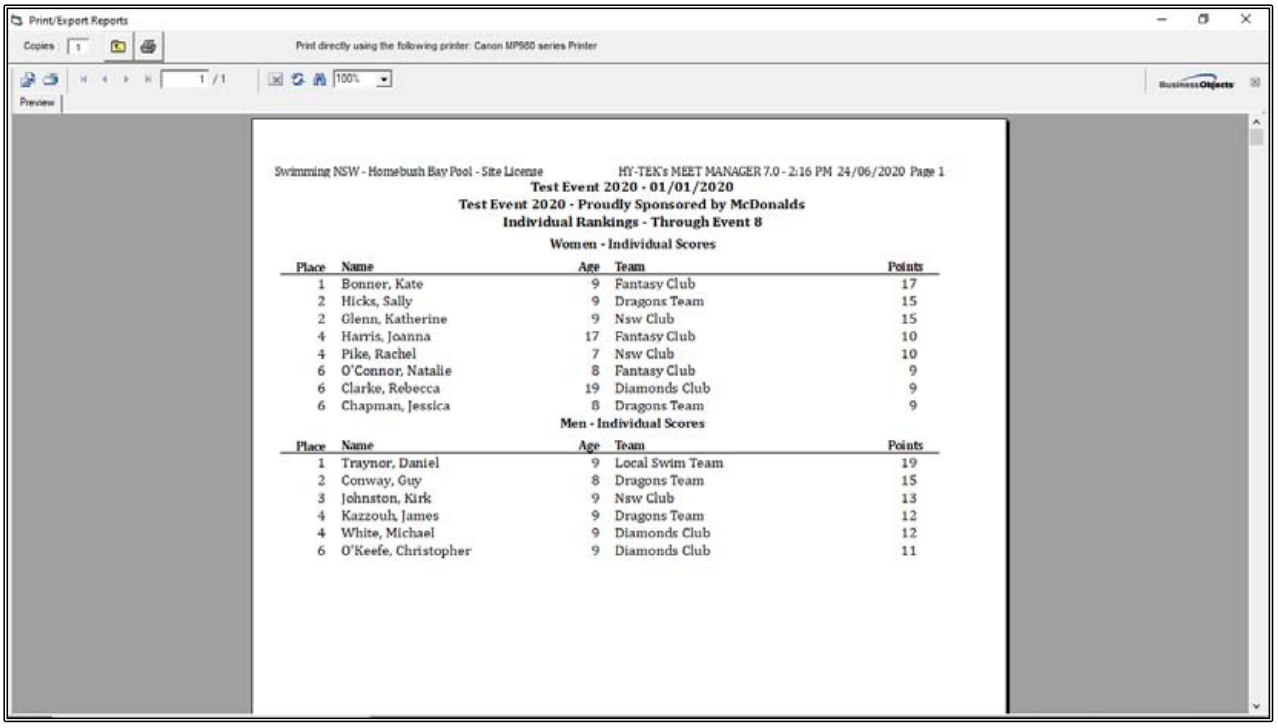


Below is how your top point scoring MALE and FEMALE SWIMMER OF THE MEET report will look.

You can now distribute the medal / trophy if awarding.

Remember to SAVE your REPORTS:
C:\ swmeets7\TEST EVENT 2020\RESULTS.

It is also recommended that you make a BACKUP copy of your meet at this stage and save it in the RESULTS folder.



Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 2:16 PM 24/06/2020 Page 1

Test Event 2020 - 01/01/2020

Test Event 2020 - Proudly Sponsored by McDonalds

Individual Rankings - Through Event 8

Women - Individual Scores

Place	Name	Age	Team	Points
1	Bonner, Kate	9	Fantasy Club	17
2	Hicks, Sally	9	Dragons Team	15
2	Glenn, Katherine	9	Nsw Club	15
4	Harris, Joanna	17	Fantasy Club	10
4	Pike, Rachel	7	Nsw Club	10
6	O'Connor, Natalie	8	Fantasy Club	9
6	Clarke, Rebecca	19	Diamonds Club	9
6	Chapman, Jessica	8	Dragons Team	9

Men - Individual Scores

Place	Name	Age	Team	Points
1	Traynor, Daniel	9	Local Swim Team	19
2	Conway, Guy	8	Dragons Team	15
3	Johnston, Kirk	9	Nsw Club	13
4	Kazzouh, James	9	Dragons Team	12
4	White, Michael	9	Diamonds Club	12
6	O'Keefe, Christopher	9	Diamonds Club	11

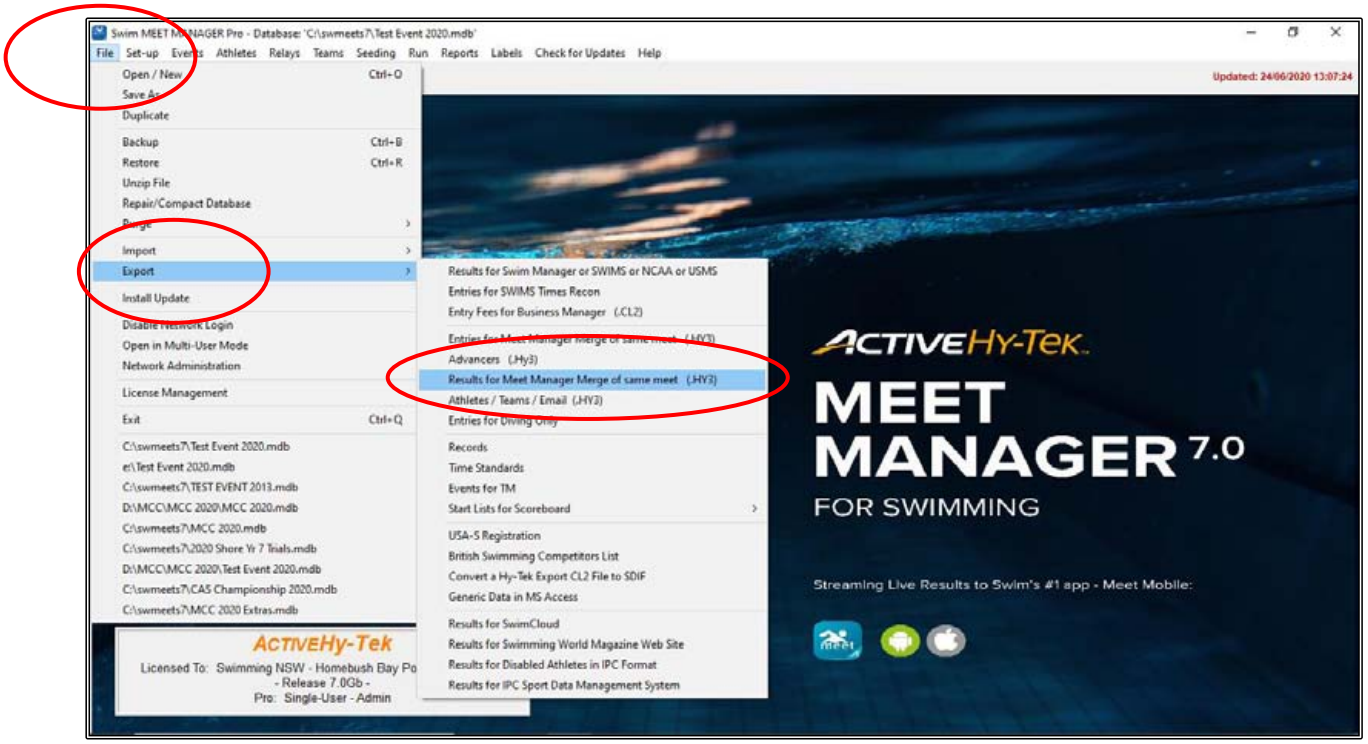
SECTION NINE: CREATING MEET MANAGER AND TEAM MANAGER RESULTS FILES FOR DISTRIBUTION AND UPLOAD INTO THE SNSW SWIM CENTRAL RESULTS DATABASE

Once the meet is finalised and you have backed up your reports and results, you will need to create a MEET MANAGER and a TEAM MANAGER RESULTS file. These files can then be placed on your CLUB/AREA website if you choose, so that external clubs can access a copy of their results.

You can also upload the RESULTS into the SNSW SWIM CENTRAL database with these files if this was an approved meet.

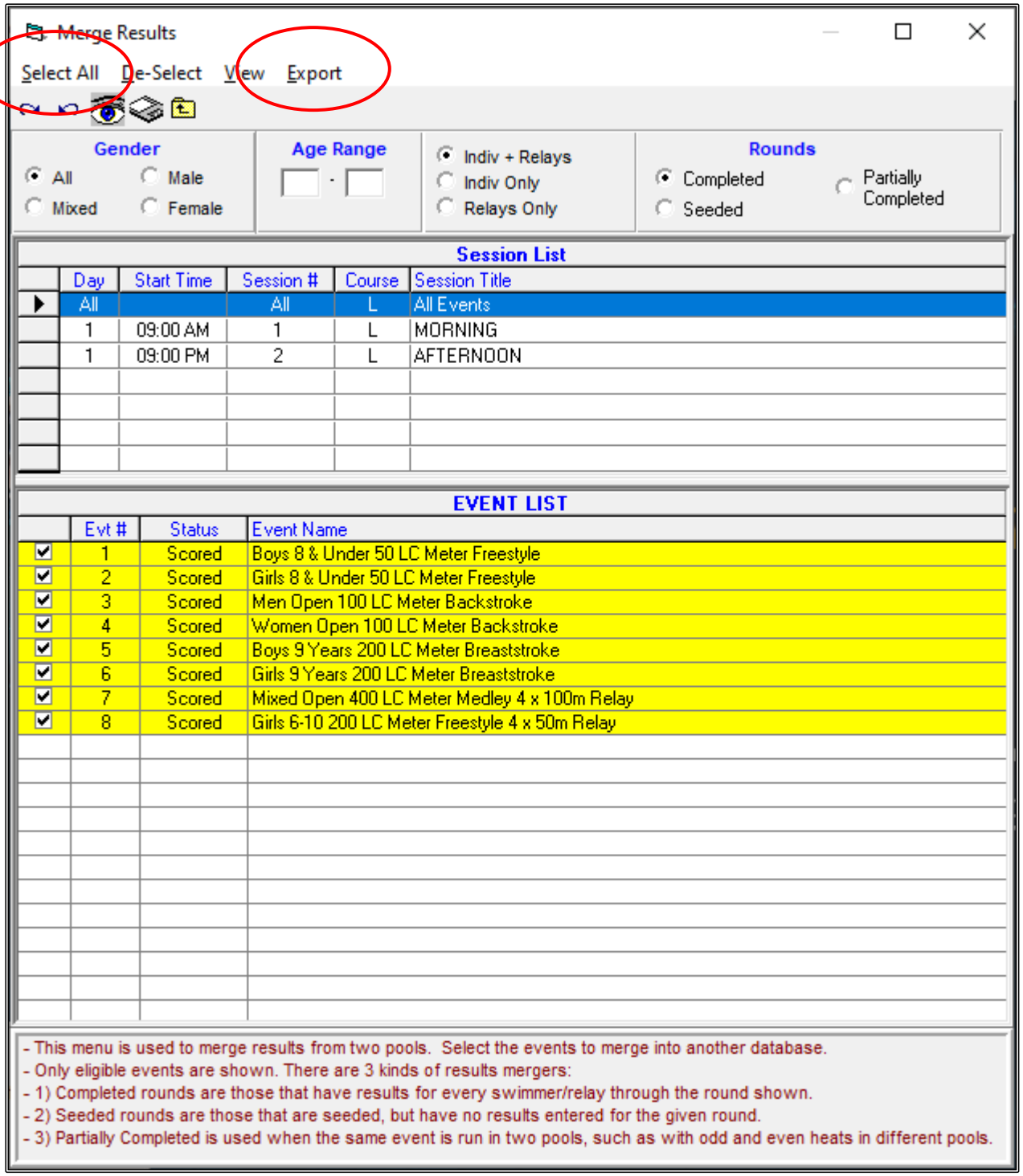
1. RESULTS FILE FOR MEET MANAGER:

From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down. Now click on RESULTS FOR MEET MANAGER MERGE OF SAME MEET (.HY3)

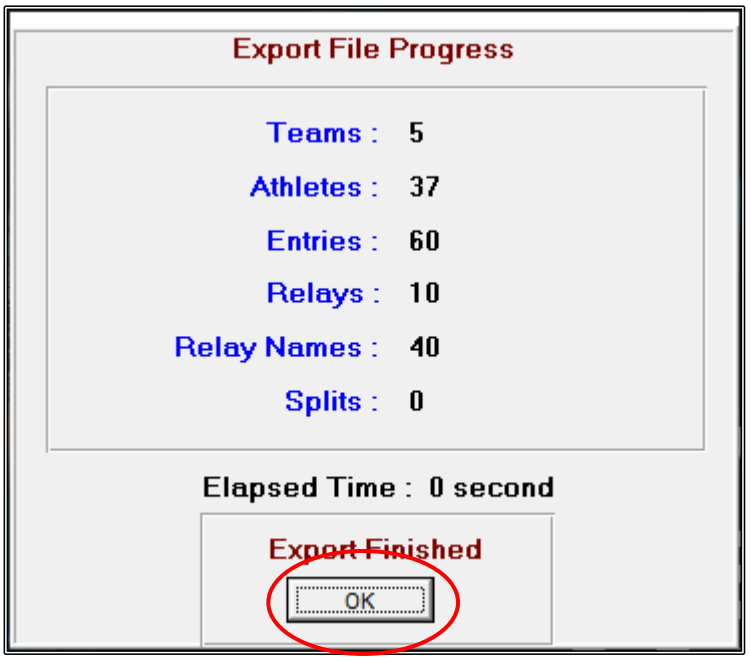


From the MERGE RESULTS screen, click on SELECT ALL in the top left-hand corner of the screen to highlight all of the events in the meet.

Now click on EXPORT.

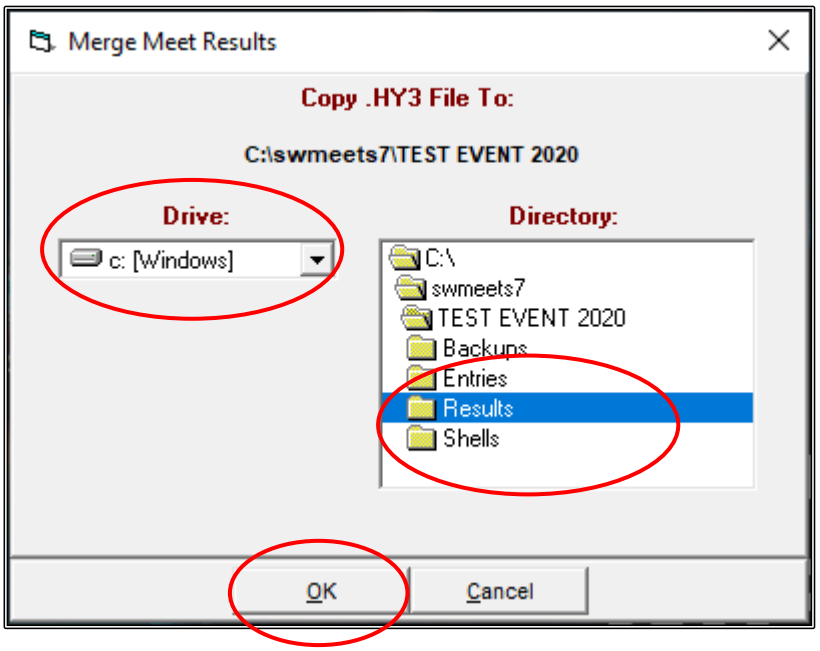


The EXPORT FILE PROGRESS screen will pop up and when it is finished, click OK.

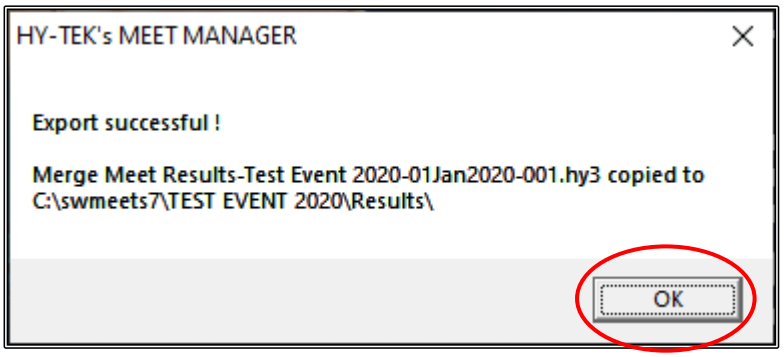


The MERGE MEET RESULTS screen will now appear, and you need to select the DRIVE and DIRECTORY to save your RESULTS file.

C:\ swmeets7\TEST EVENT 2020\RESULTS. Then click OK.



When the EXPORT SUCCESSFUL screen appears, you can click OK.



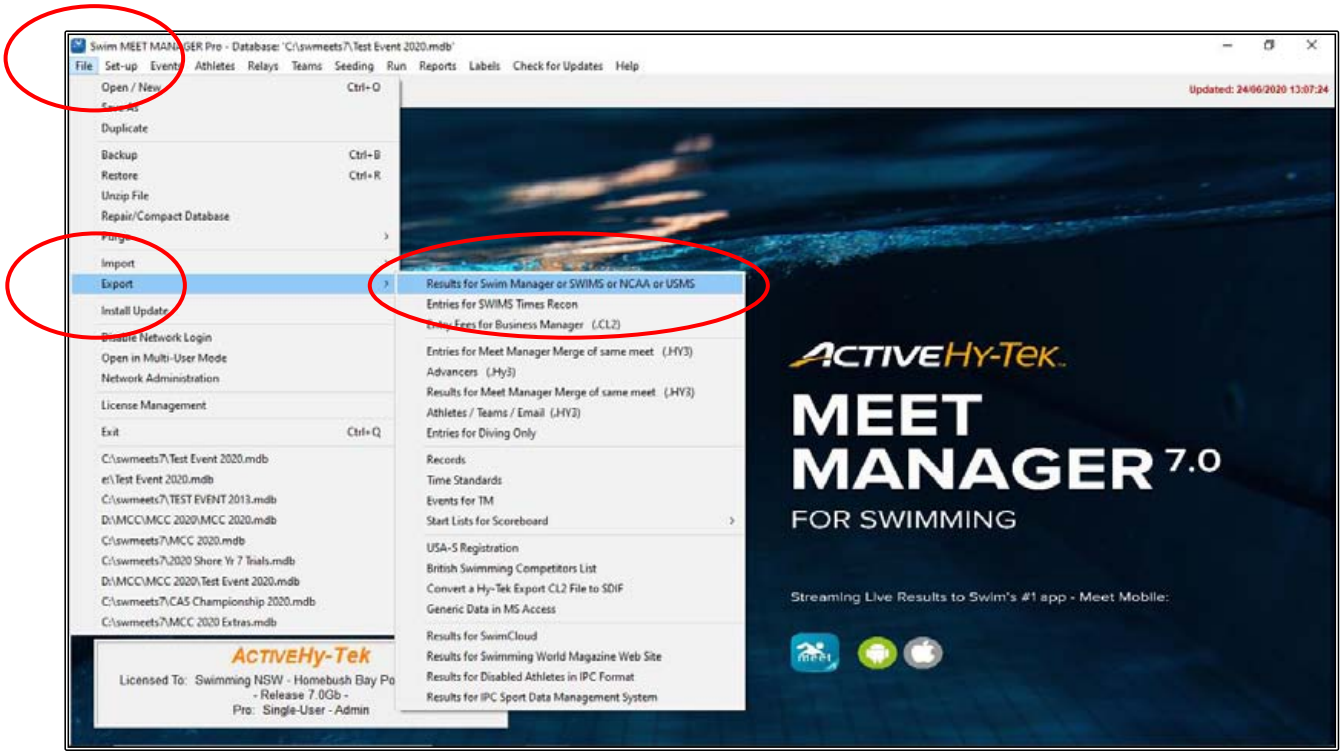
The MEET MANAGER RESULTS file has now been saved:

C:\ swmeets7\TEST EVENT 2020\RESULTS\Merge Meet Results-Test Event 2020-01Jan2020-001.hy3

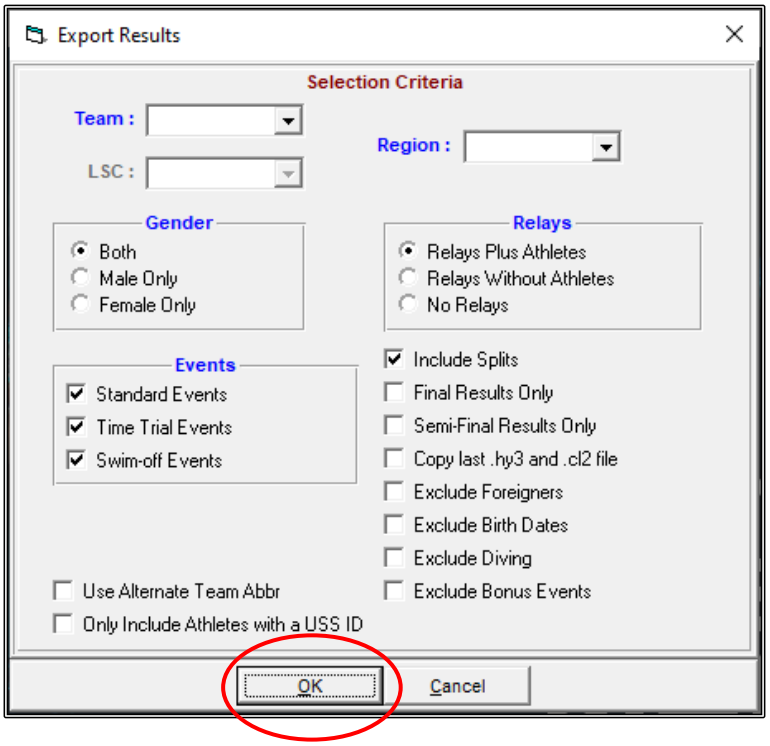
This file can now be used by external clubs to upload into their MEET MANAGER if they choose.

2. RESULTS FILES FOR TEAM MANAGER AND THE SNSW SWIM CENTRAL RESULTS DATABASE:

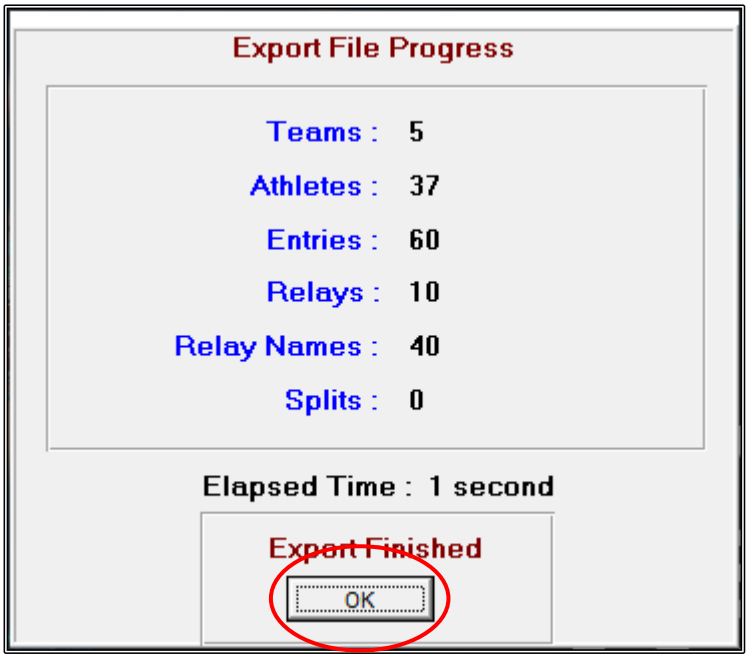
From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down. Now click on RESULTS FOR SWIM MANAGER or SWIMS or NCAA or USMS.



Click OK on the EXPORT RESULTS screen.

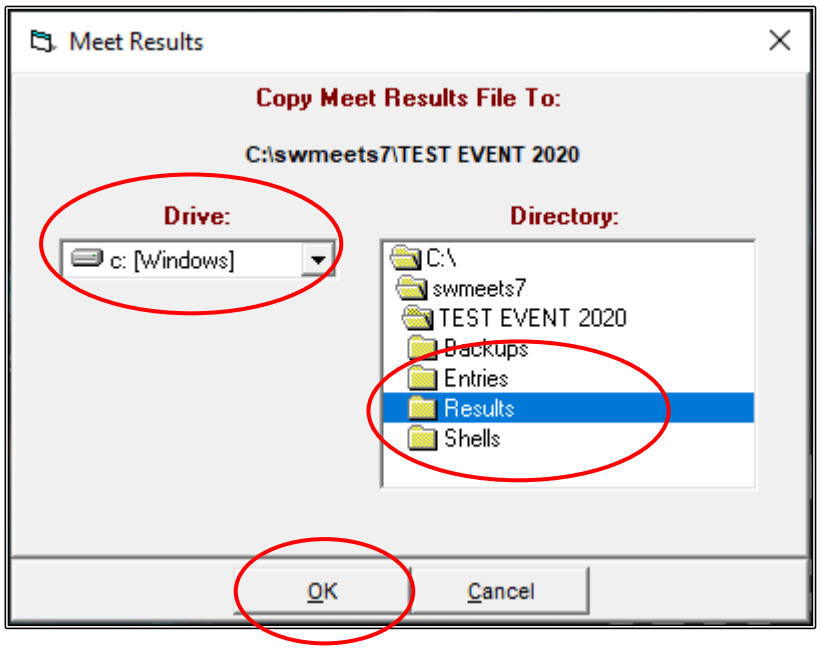


The EXPORT FILE PROGRESS screen will pop up and when it is finished, click OK.

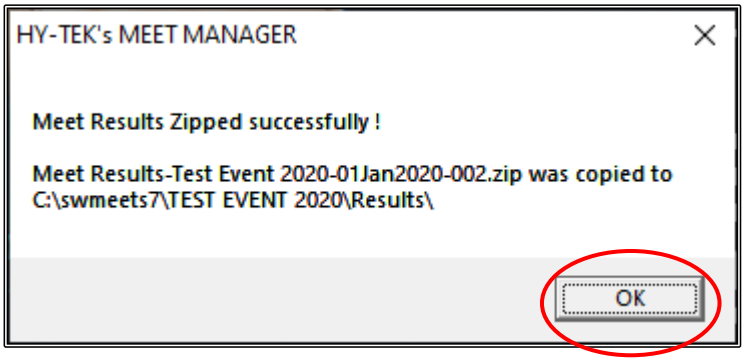


The MEET RESULTS screen will now appear, and you need to select the DRIVE and DIRECTORY to save your RESULTS file.

C:\ swmeets7\TEST EVENT 2020\RESULTS. Then click OK.



When the EXPORT SUCCESSFUL screen appears, you can click OK.



The TEAM MANAGER and SWIM CENTRAL RESULTS file has now been saved:

C:\ swmeets7\TEST EVENT 2020\RESULTS\Meet Results-Test Event 2020-01Jan2020-001

This file can now be used by external clubs to upload into their TEAM MANAGER database if they choose.

This is also the file that your CLUB RACE SECRETARY or similar should use when uploading the RESULTS into the SNSW SWIM CENTRAL results database.

SECTION TEN: HOW TO USE A MEET MANAGER OR TEAM MANAGER E-FILE TO ENTER AN EXTERNAL MEET

1. USING A MEET MANAGER E-FILE TO ENTER AN EXTERNAL MEET:

You are the RACE SECRETARY for your club, and you wish to enter some swimmers into the TEST EVENT 2020 meet that is coming up using the MEET MANAGER E-ENTRY file.

What you need to do before you start is to set up a FOLDER and SUB-FOLDERS on your computer to keep all of the data.

Before entering any swimmers, go into your C:\ Directory on your computer and add a new FOLDER called TEST EVENT 2020.

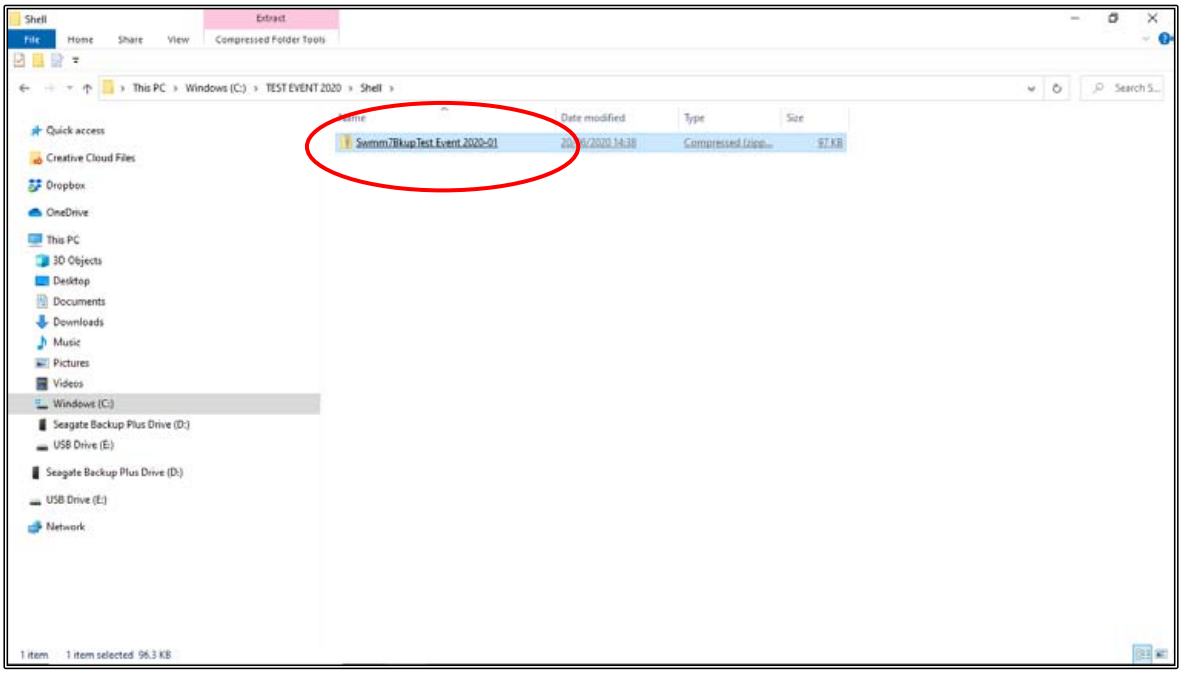
Within the newly created TEST EVENT 2020 folder make the following sub-folders:

1. Backups
2. Entries
3. Reports
4. Results
5. Shell

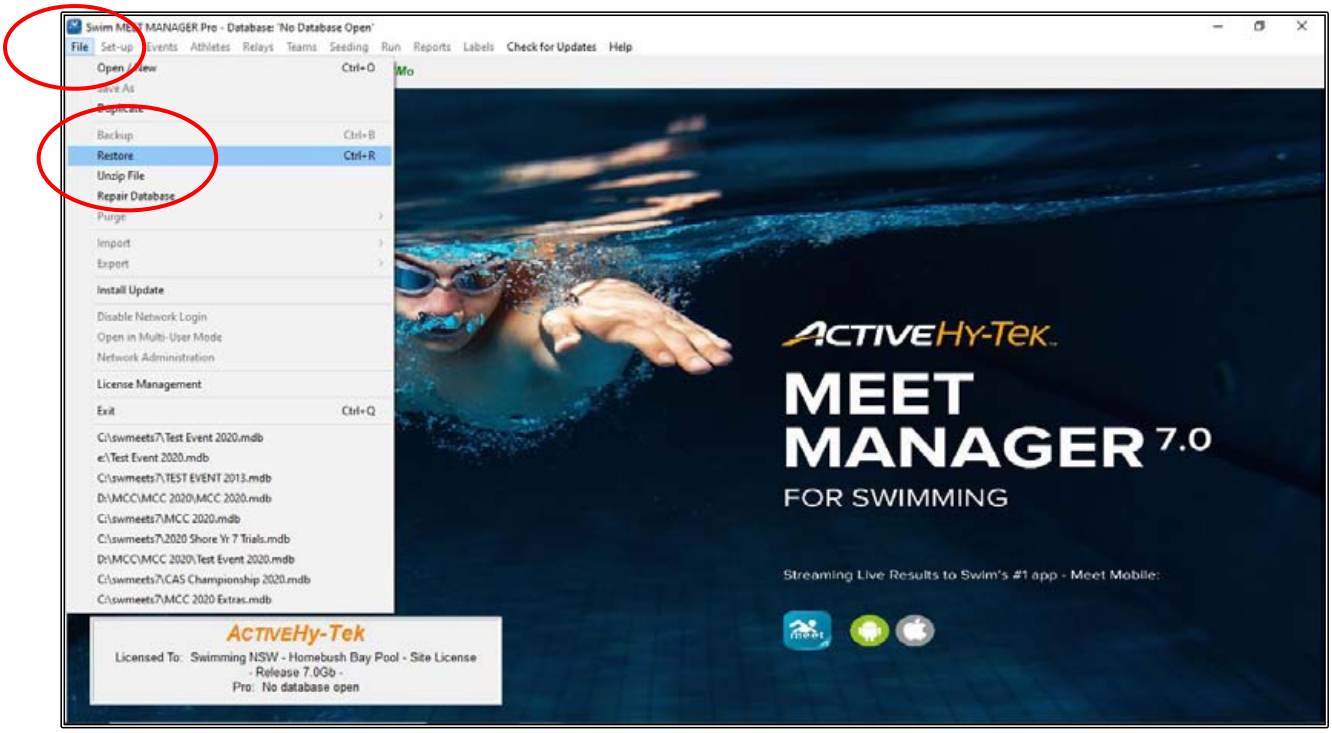
This way you will not become confused with all the different files that you will be making and saving as you go through this process.

You have either been sent the E-FILE or you have downloaded it from the HOST club and what you should do now is put that E-FILE (or SHELL) into your FOLDER named SHELL:

C:\TEST EVENT 2020\SHELL.

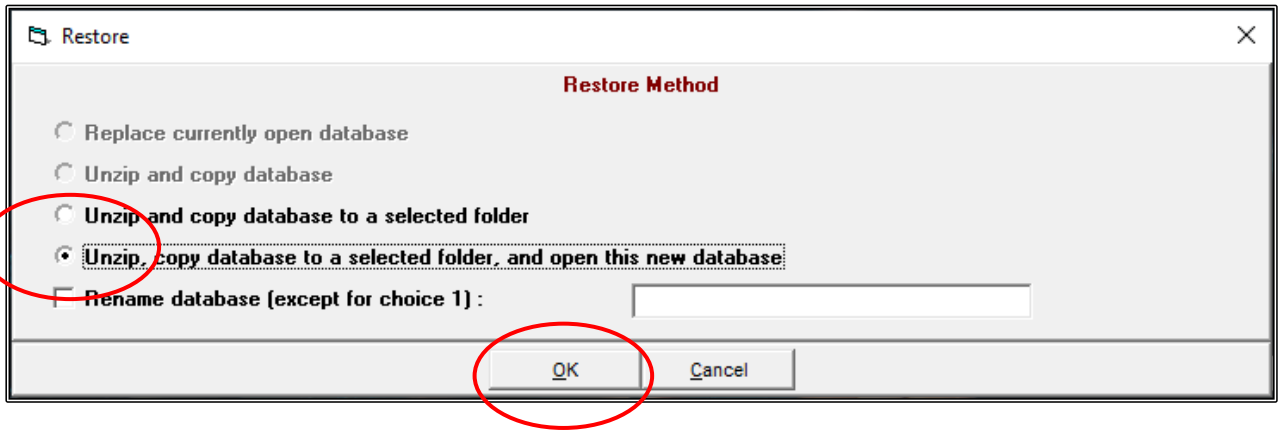


Once you have done this, go back into the MEET MANAGER program and click on the FILE tab from the MAIN MENU screen and select RESTORE.

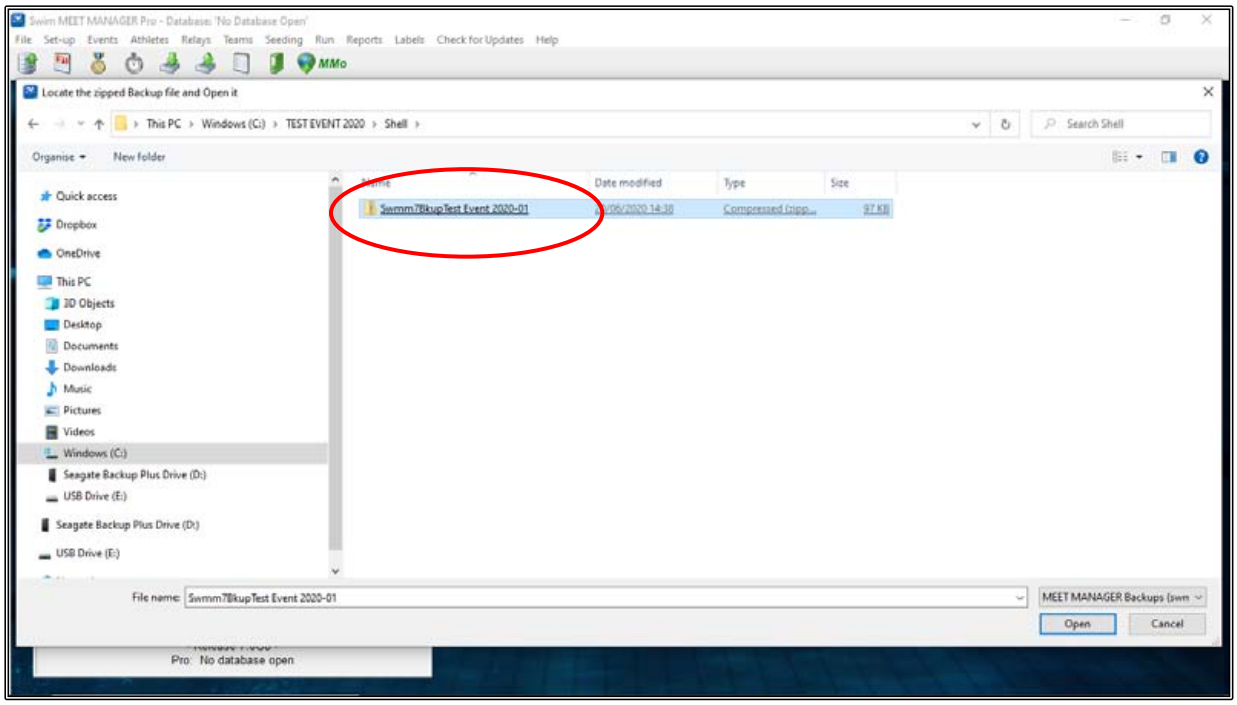


When the RESTORE screen opens up, select the UNZIP, COPY DATABASE TO A SELECTED FOLDER, AND OPEN THIS NEW DATABASE option.

Then click OK.

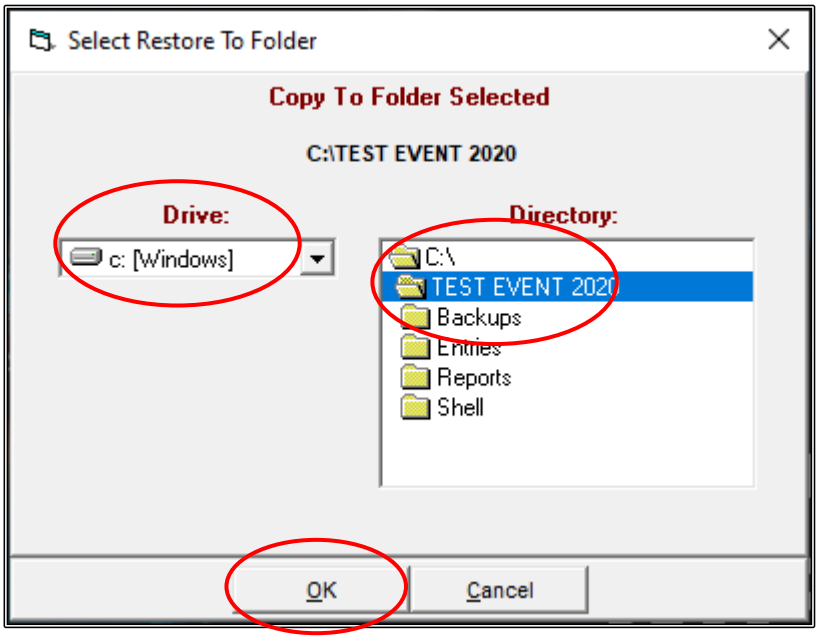


Now go to your C:\TEST EVENT 2020\SHELL folder and click on the file.

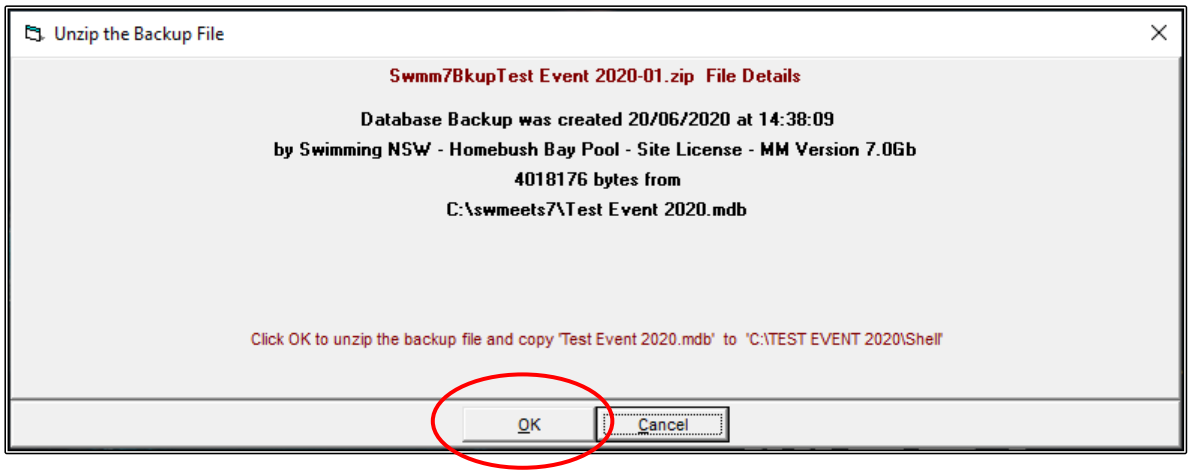


When the SELECT RESTORE TO FOLDER screen appears, choose the DRIVE and DIRECTORY to copy to.

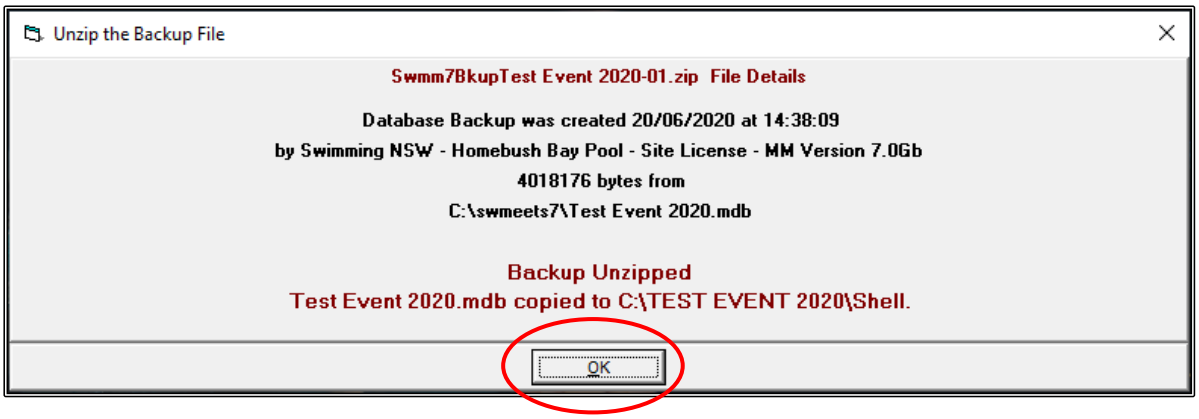
For this exercise, we will put it straight into the C:\TEST EVENT 2020 folder and then click OK.



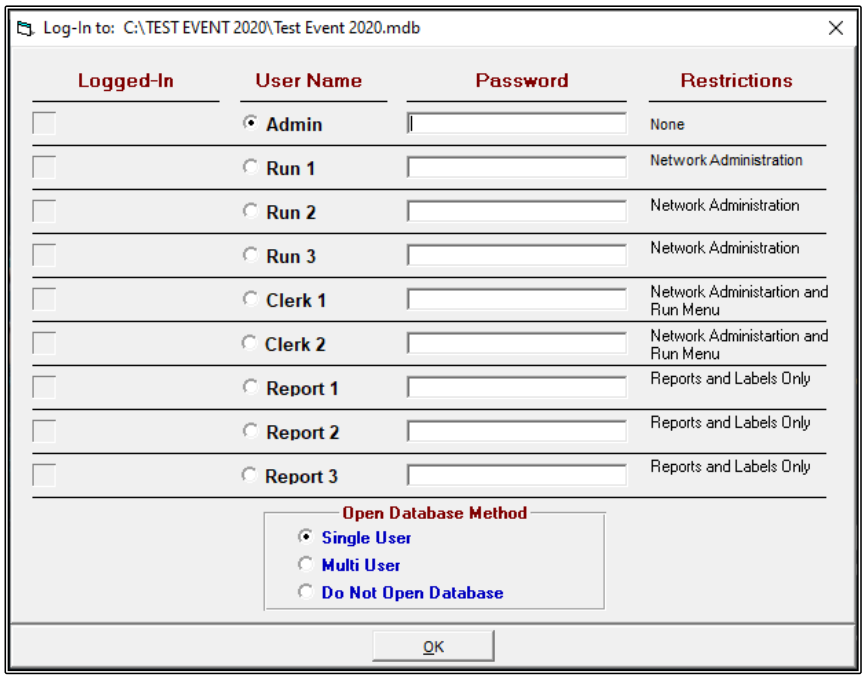
The UNZIP screen will appear, and you just need to click OK.



Once the Backup has been UNZIPPED, click OK.



If the LOG IN screen below appears, just click OK.
This is only used if you are networking your computer with another Meet Manager computer.

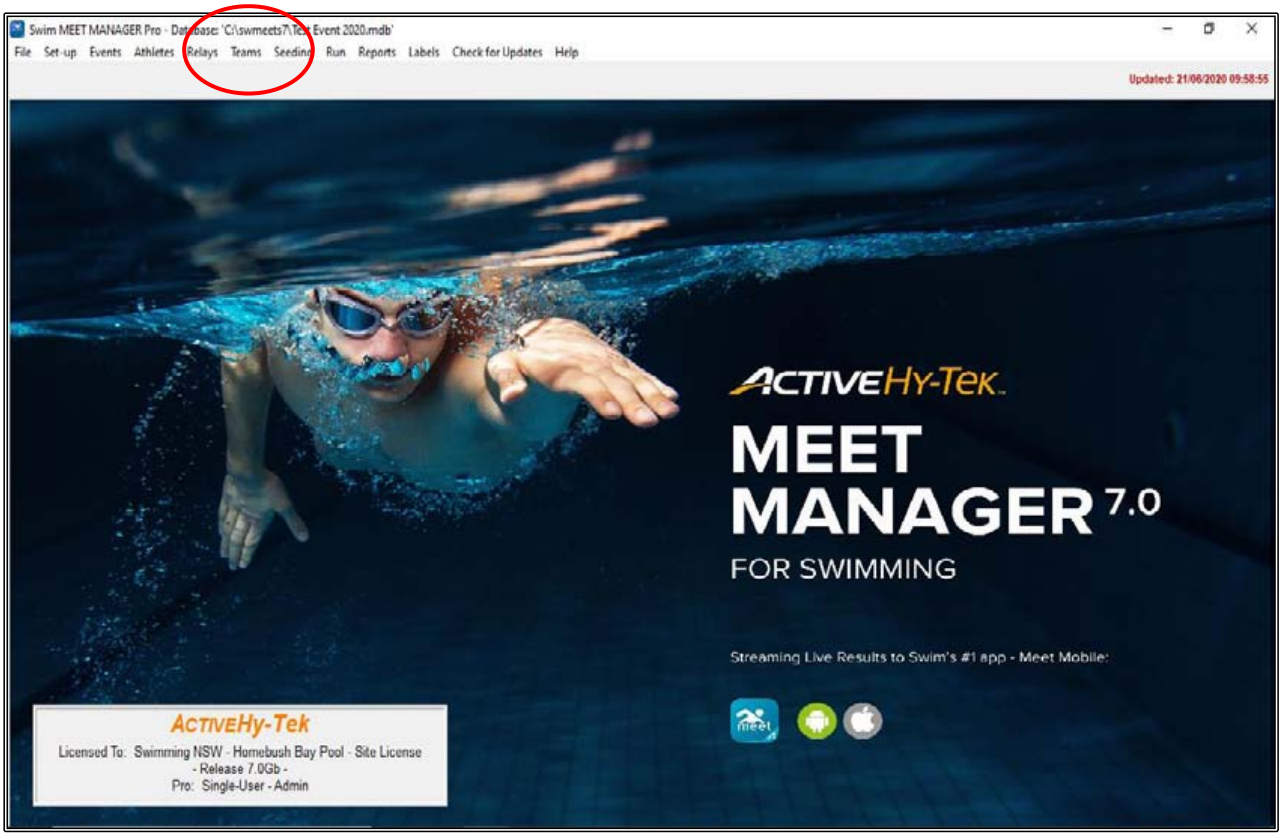


You are now ready to start ENTERING your CLUB, ATHLETES and RELAYS into the TEST EVENT 2020 SHELL.

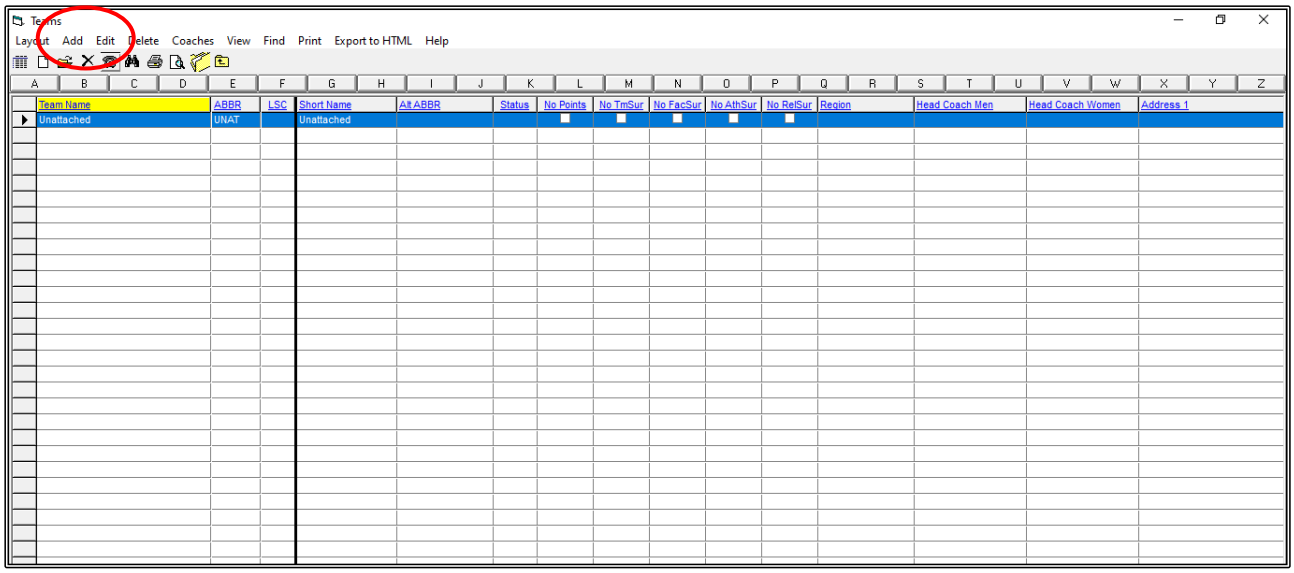
i) ENTERING YOUR CLUB :

You need to add your CLUB name first before you can enter any of your athletes.

From the MAIN MENU screen, select the TEAMS tab.



When the TEAMS screen opens up, click on the ADD button.



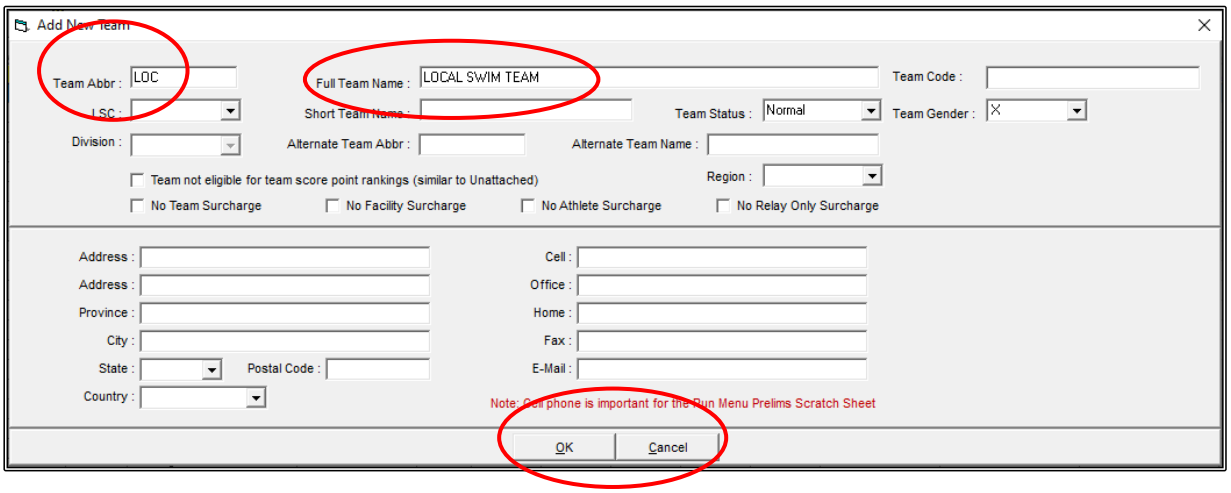
When the ADD NEW TEAM screen appears, enter your TEAM information as shown below. For this exercise you are the RACE SECRETARY for the LOCAL SWIM TEAM.

There is no need to input anything more than the TEAM ABBREVIATION and the FULL TEAM NAME. Any further information that you may wish to enter can be added at a later date.

TEAM ABBREVIATION -> LOC

FULL TEAM NAME -> LOCAL SWIM TEAM

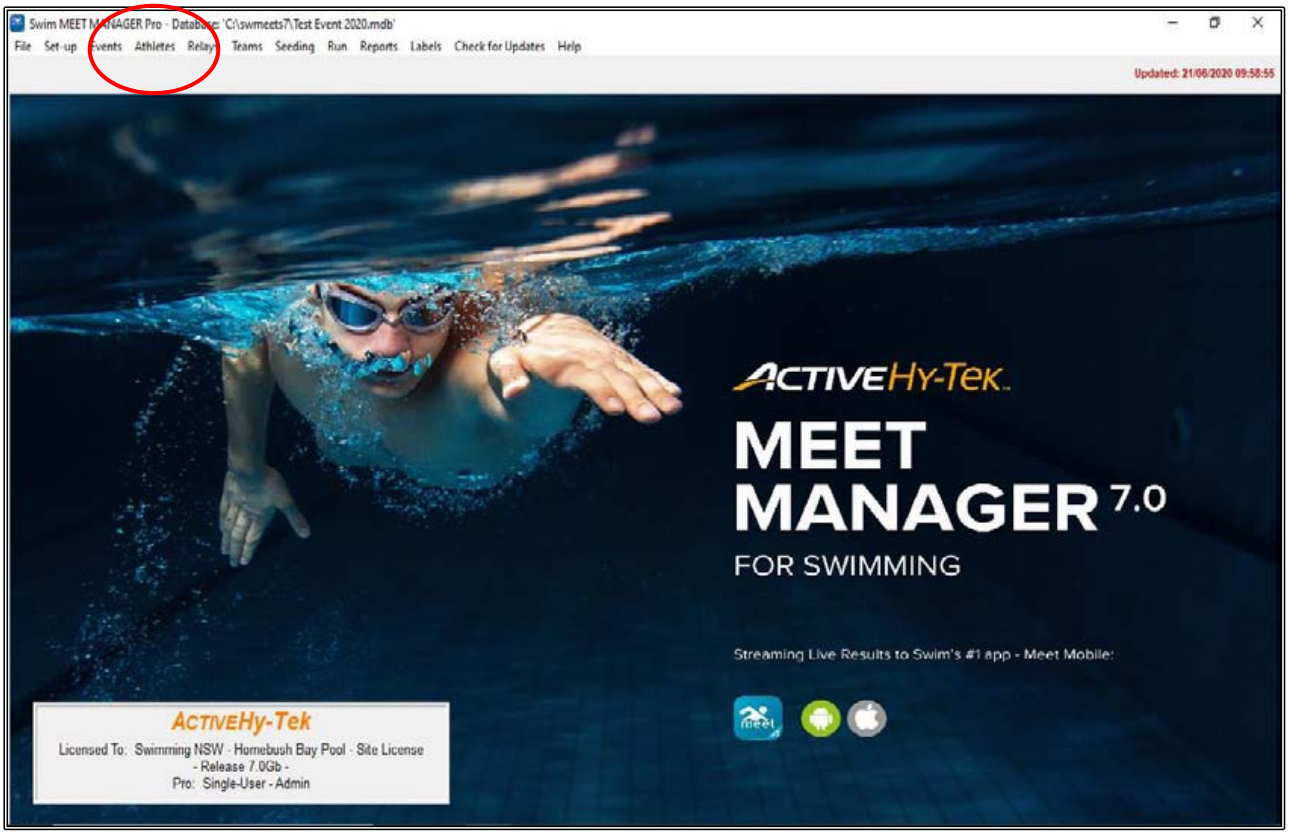
Click OK after you have entered your club information and then click CANCEL.



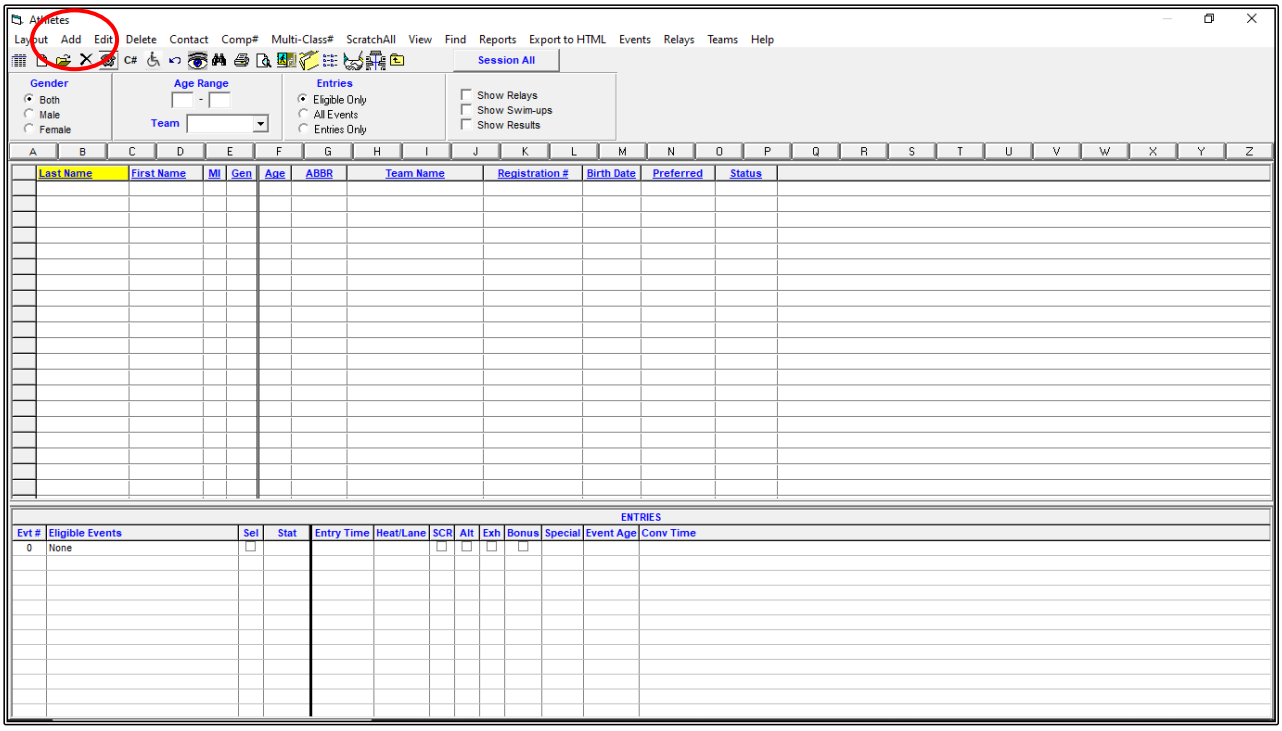
You can now CLOSE OUT ☒ of the TEAMS screen back to the MAIN MENU screen.

ii) ENTERING YOUR ATHLETES:

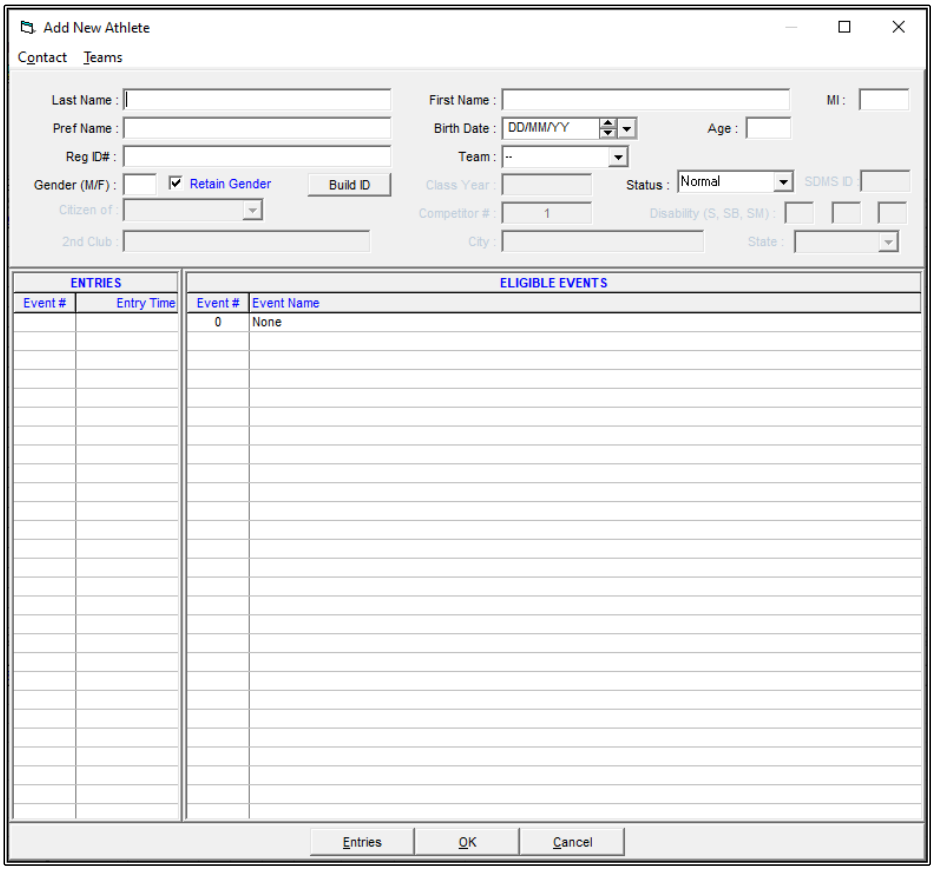
From the MAIN MENU screen, select the ATHLETES tab.



When the ATHLETES screen opens up, click on the ADD button.



When the ADD NEW ATHLETE screen opens, the TAB key can be used to move from field to field.



Read the information below about the relevant fields and then enter your ATHLETES listed below.

Last Name	Type in surname
First Name	Type in first name
MI	Middle Initial. Do not use this field
Pref Name	Preferred Name. Do not use this field
Birth Date	Type in DOB in format: DD/MM/YY
Age	Meet Manager will compute the age automatically once the DOB has been entered
Reg ID #	Registered ID. NEVER change this field. It is generated by Meet Manager and is the systems unique code for each athlete. This IS NOT the swimmer's registration or capitation number.
Team	Use the drop-down box to select the team name.
Gender (M/F)	Type in "M" or "F" for gender.
Retain Gender	This button is checked so that you can enter all the females or males without the need to type each time. Untick if you wish to enter manually.
Build ID	This button is only used if you need to alter an athlete's name or DOB and if the system does not automatically re-build the Reg ID #
Status	Meet Manager will default to Normal for all athletes. You would only change this if you needed to add Exhibition or Disability swimmers
Eligible Events	Once you have entered the above information, Meet Manager will then generate all the Eligible Events that the athlete can enter. Click on the events to be entered. If you make a mistake, just double click on the yellow row to delete the entry and then put the swimmer into the correct event.
Entries	Enter the swimmer's entry times. If there is no entry time, the default is NT (no time). The "L" after each time denotes Long Course. **TIP:** You can type in all entry times without using the decimal points or colons.

All these swimmers are members of your Local Swim Team.

NAME	DOB	EVENT	ENTRY TIME	EVENT	ENTRY TIME
Brian Smith	06/07/2004	3 - 100m Back	1:03.64		
Michael Neale	08/06/2011	1 - 50m Free	39.00	3 - 100m Back	3:00.12
Mitchell Bradford	04/06/2010	3 - 100m Back	1:26.06	5 - 200m Breast	2:59.96
Daniel Traynor	04/05/2010	3 - 100m Back	3:00.01	5 - 200m Breast	NT
Chantelle Kelly	03/11/2009	4 - 100m Back	NT		
Wendy Hill	20/07/2010	These two swimmers are relay only swimmers. They still need to be entered into the Athlete database. They have no individual events.			
Faith Hill	14/12/2009				
Mark Maguire	06/06/2012	1 - 50m Free	40.79	3 - 100m Back	2:07.66
Sarah Cox	05/10/2011	2 - 50m Free	50.10		

Click OK to save after entering each swimmer. This moves you to the next blank athlete screen.

Click Cancel when all your athletes have been entered.

The ATHLETES screen has now been populated with your 9 LOCAL SWIM TEAM members.

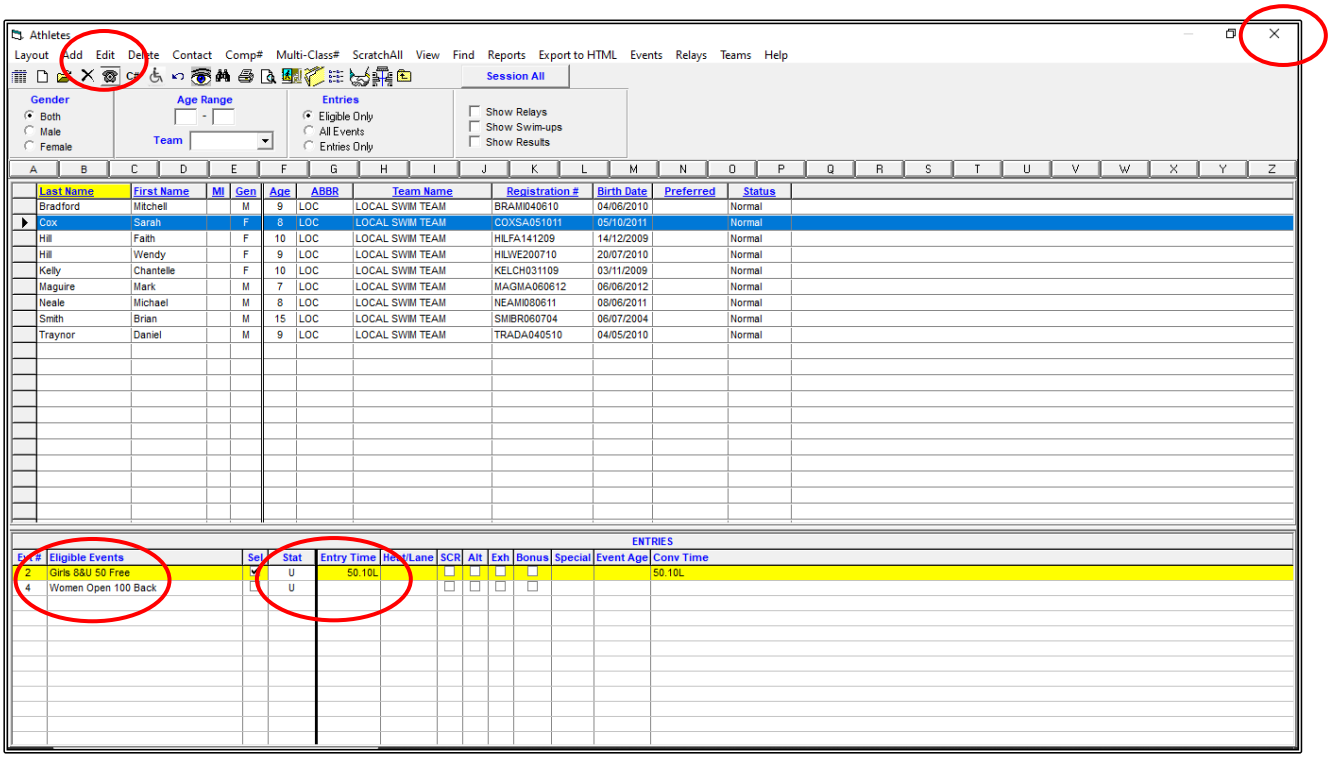
You can click on each swimmer to view their details and their ELIGIBLE EVENTS and ENTRY TIMES will be listed below and highlighted in yellow.

If you see that you have made a mistake, you can either double click on the swimmer's name or use the EDIT button at the top of the screen to open up their profile and make the appropriate changes.

You can make changes to the ELIGIBLE EVENTS from the front of this screen by clicking on the yellow highlighted event. This will then ask you if you want to delete the swimmer from that event.

You can also add swimmers into extra events from the front of this screen by simply highlighting the event that you want to put them into.

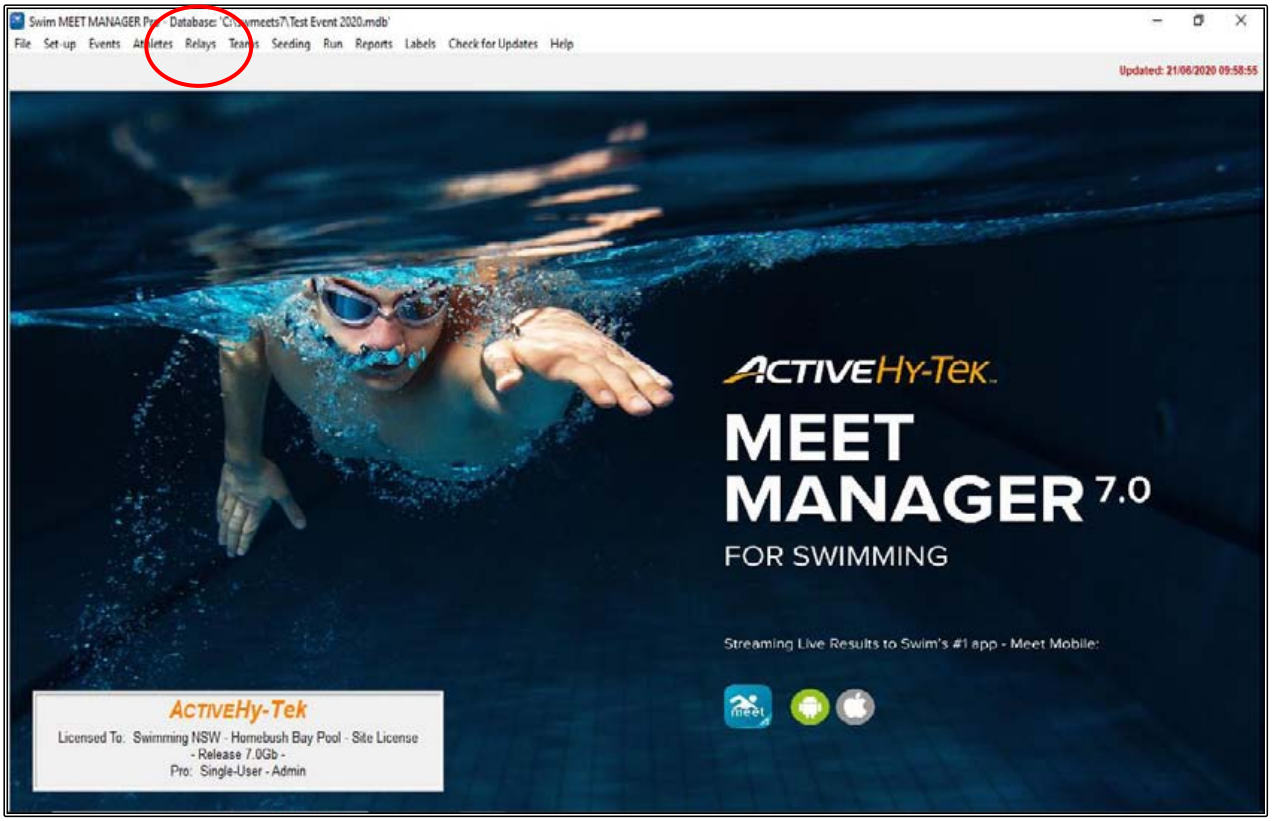
You can make changes to the ENTRY TIMES from the front of this screen also. Just click into the ENTRY TIME column and make the necessary changes.



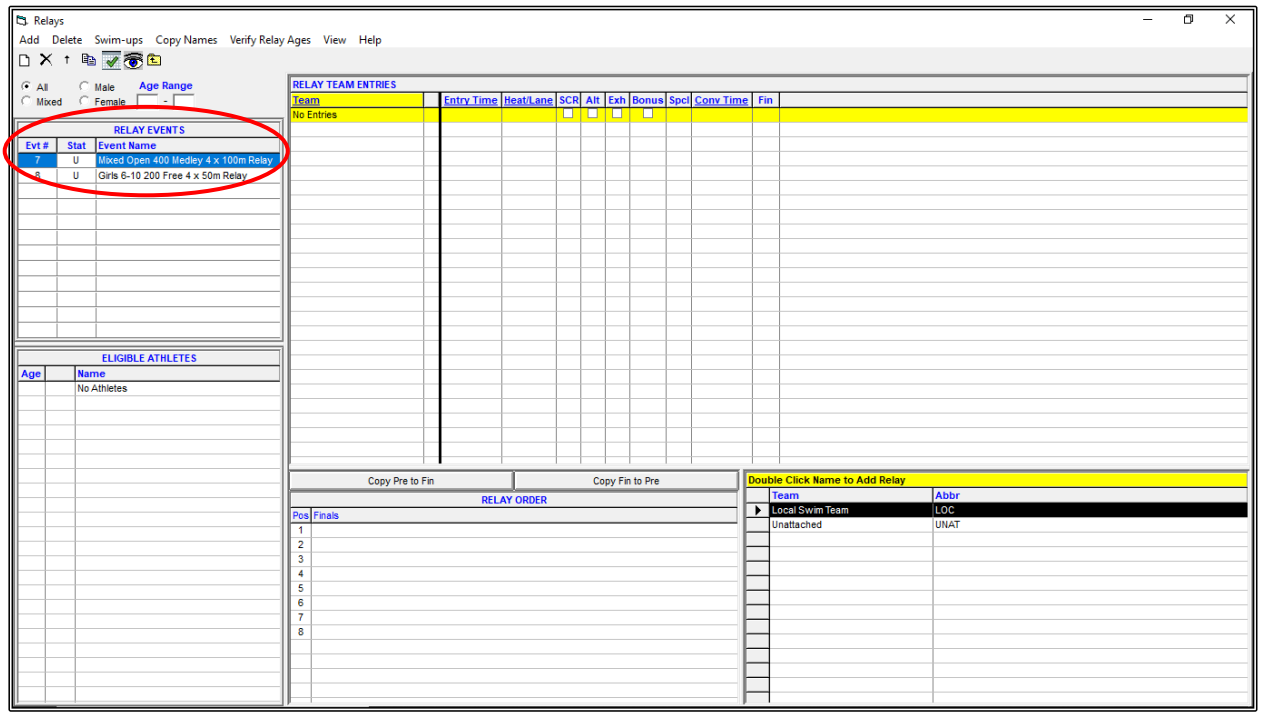
Once you are happy with all your entries, you can CLOSE OUT ☒ of the ATHLETES screen back to the MAIN MENU screen.

iii) ENTERING YOUR RELAY TEAMS :

From the MAIN MENU screen, select the RELAYS tab.



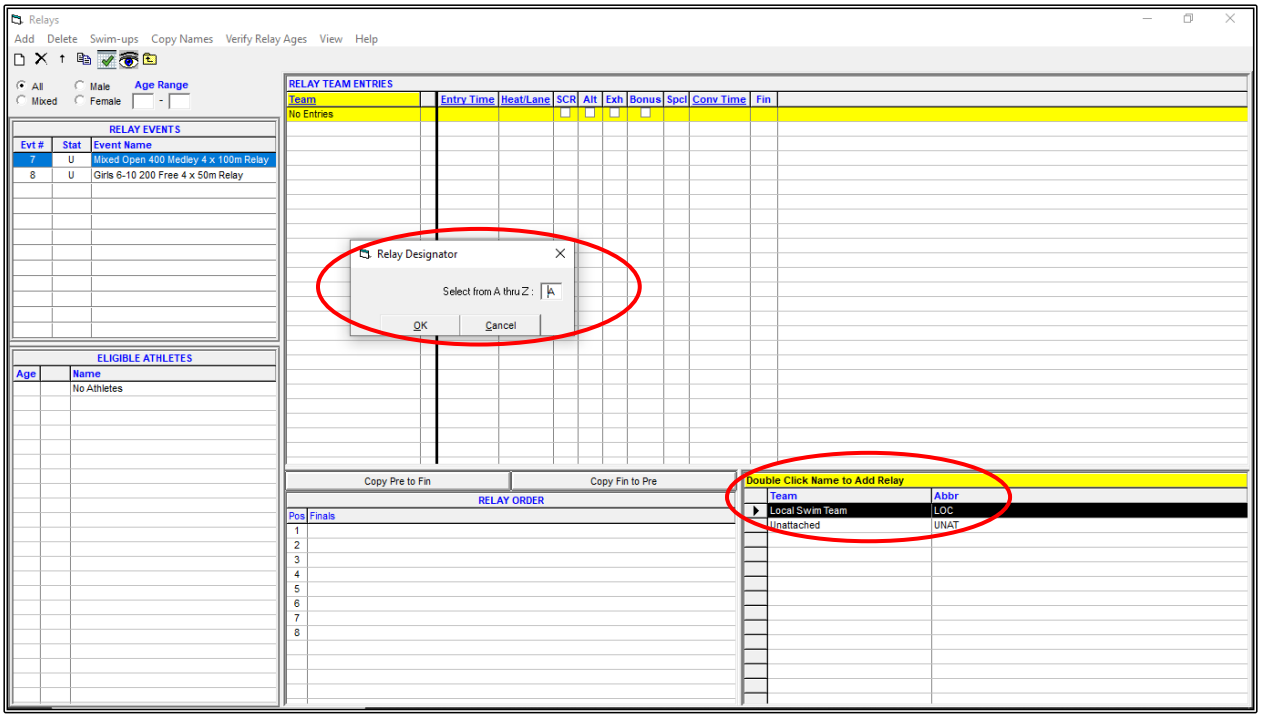
When the RELAYS screen opens up, you need to highlight the EVENT # of the Relay you are going to enter.



You will see that your TEAM name is listed in the bottom right-hand corner of the screen. Double click on the LOCAL SWIM TEAM name to enter them into the Event.

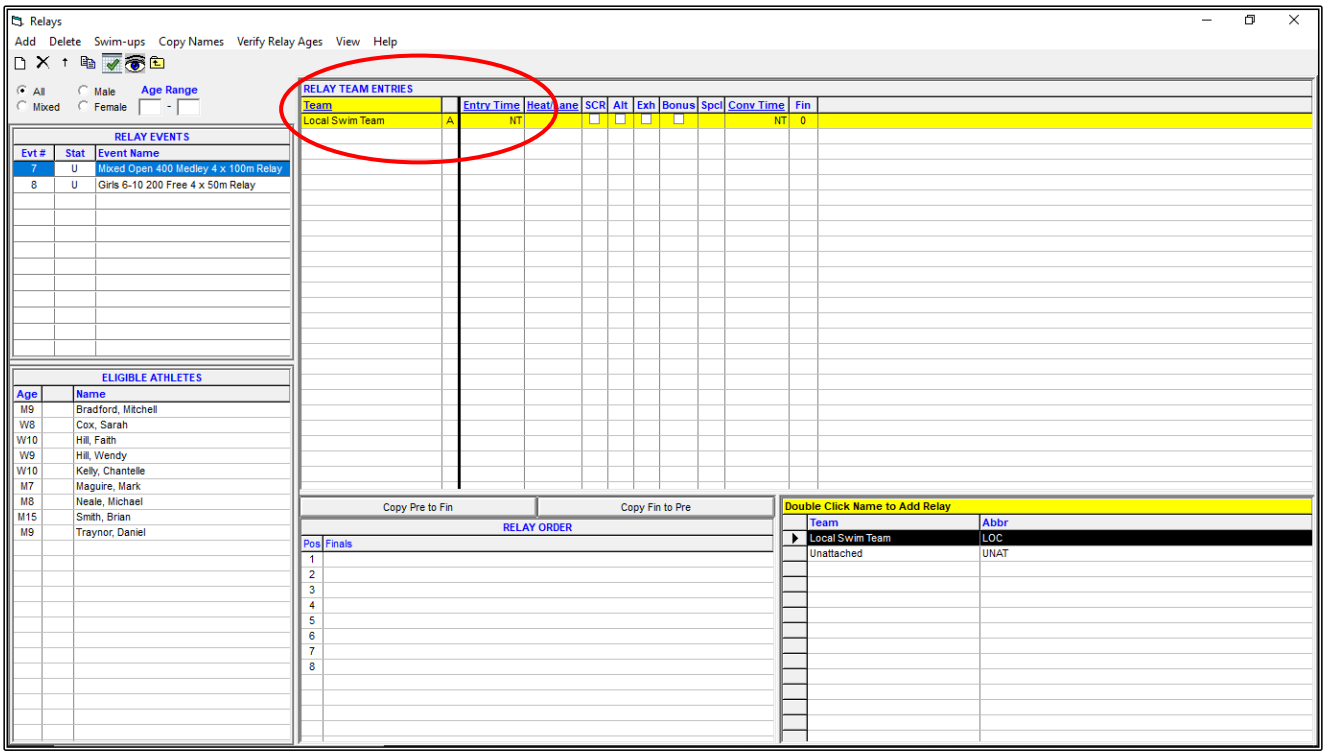
The RELAY DESIGNATOR (A, B C etc.) box will then be displayed which allows you to enter several TEAMS from the one club into that relay event.

The first team will be the A TEAM, click OK.



The LOCAL SWIM TEAM has now been added to the RELAY TEAM ENTRIES.

If you have an Entry Time for your team, click into the ENTRY TIME column and add this time. If the team does not have an entry time, leave the default NT (no time) in this field.



Once your TEAM is entered, all your ELIGIBLE ATHLETES will be displayed in the bottom left-hand corner of the screen and you now need to select the swimmers who will make up the relay team.

For this exercise we will enter the following swimmers into the following relays:

EVENT 7 - Mixed OPEN 4 x 100m Medley Relay. ENTRY TIME: 8:08.56

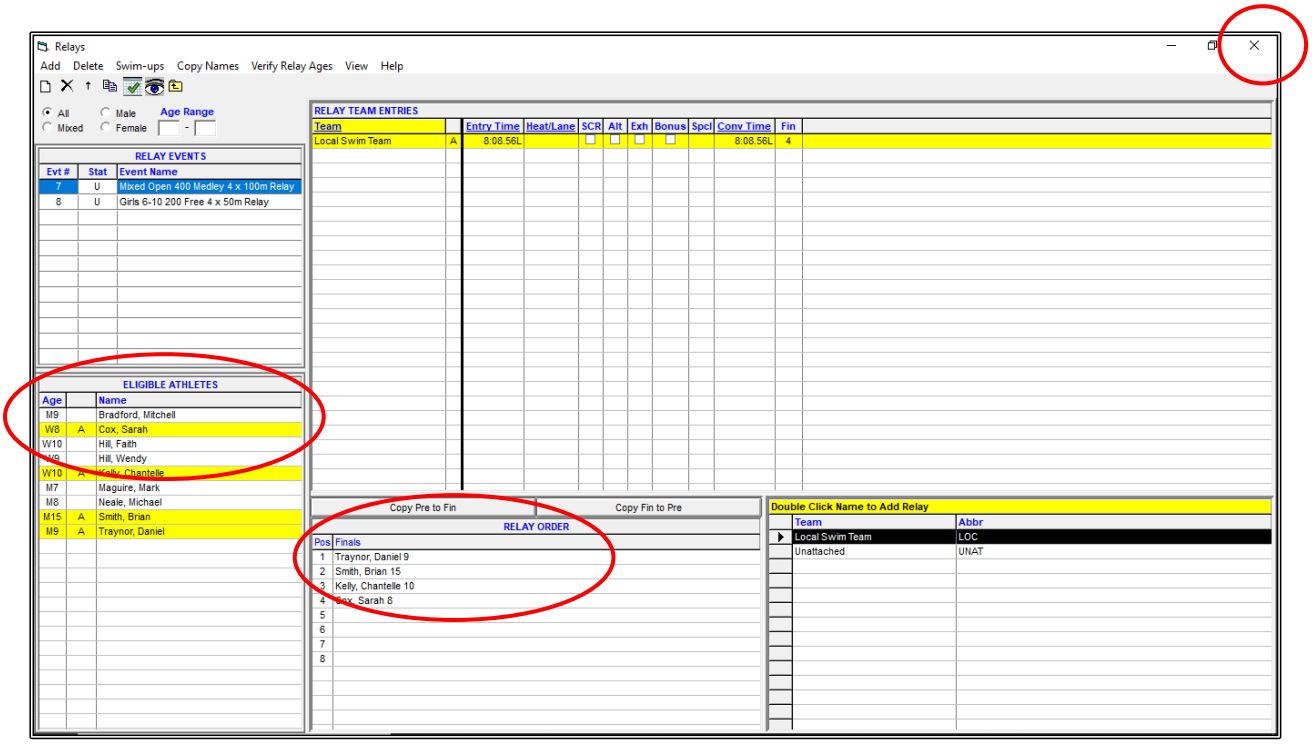
1. Daniel Traynor
2. Brian Smith
3. Chantelle Kelly
4. Sarah Cox

EVENT 8 - Girls 6-10 Years 4 x 50m Freestyle Relay. ENTRY TIME: 3:06.13

1. Sarah Cox
2. Faith Hill
3. Wendy Hill
4. Chantelle Kelly

To add the athletes that are swimming in the relay team, double click on their name from the ELIGIBLE ATHLETES list in the order that they will swim. You will notice that they transfer over to the RELAY ORDER field.

NOTE: The order of the swimmers is most important and especially so in the Medley Relay events.



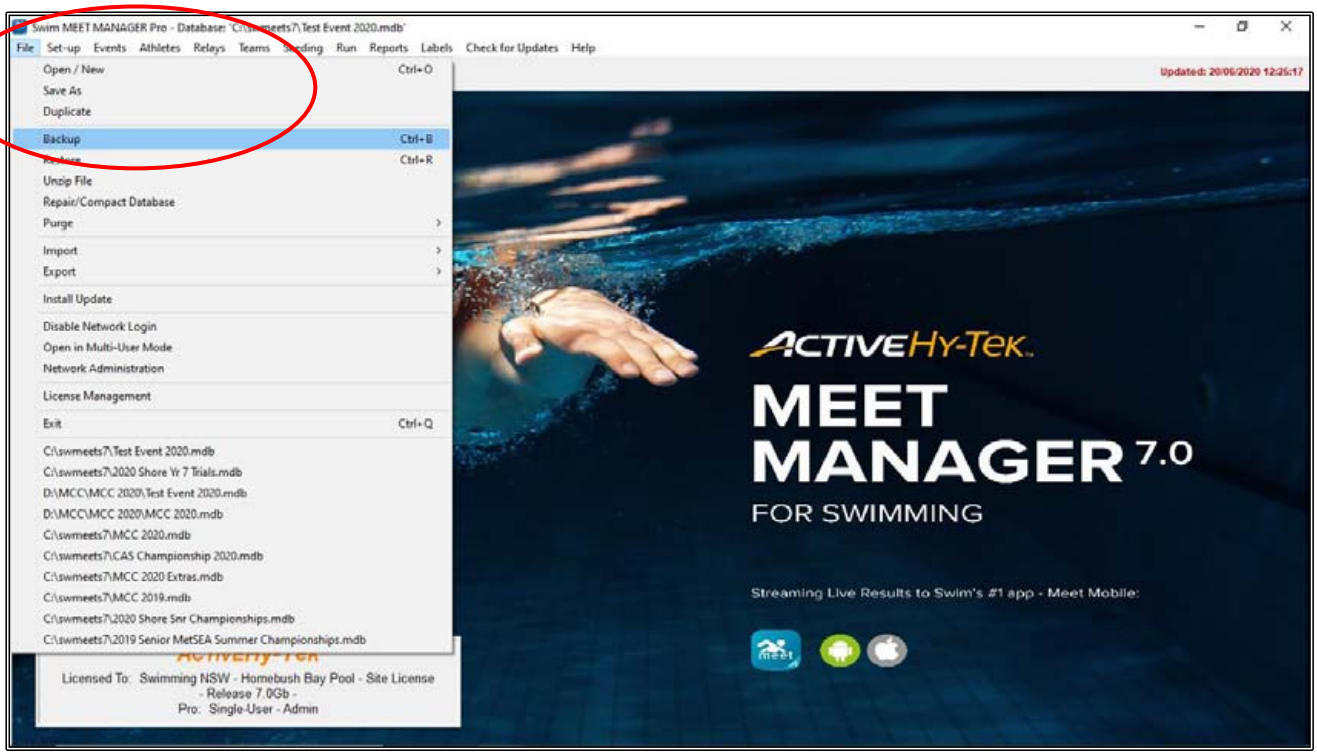
Once all your relay teams and swimmers have been entered, CLOSE OUT ☒ of the RELAYS screen and all your information will be saved.

You can go back to this RELAYS screen from the MAIN MENU screen at any time to add or alter relay information.

You have now finished entering all the information that you need.

Before creating your EXPORT file, you should now BACKUP your data.

From the MAIN MENU screen, click on the FILE tab and then select BACKUP from the drop down.

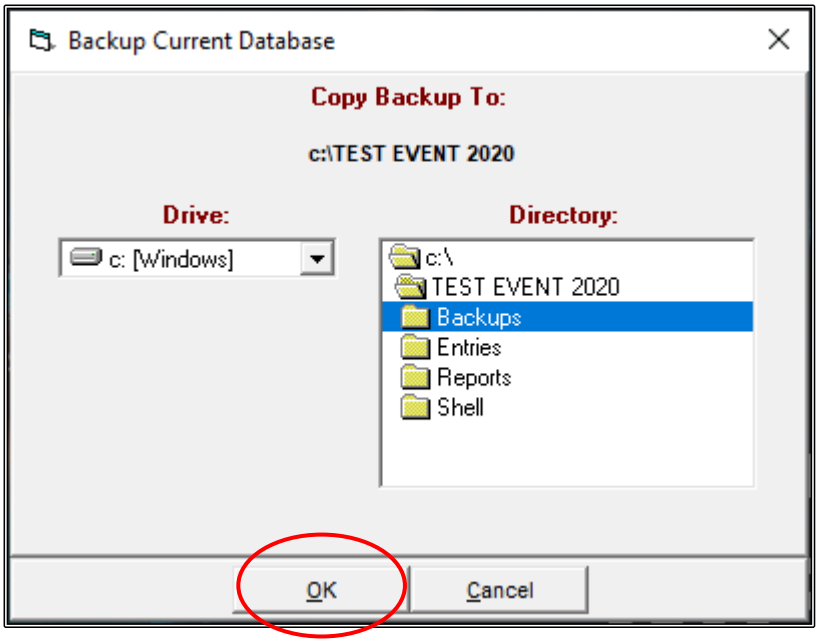


When the BACKUP CURRENT DATABASE screen appears, ensure that you are in the right DRIVE, ie C: (Windows)

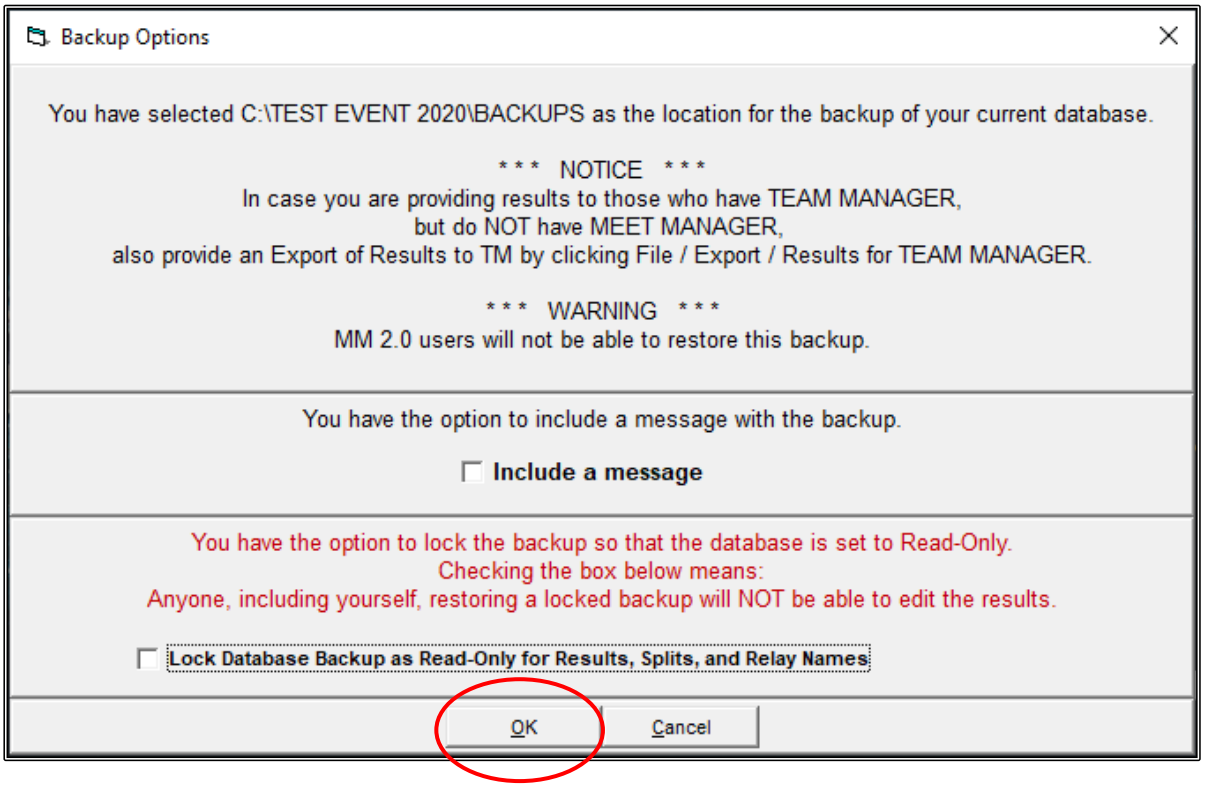
Under the DIRECTORY setting, select C:\ TEST EVENT 2020 showing the sub-folders underneath that you previously created.

Double click on the BACKUPS folder so that your files will be saved here.

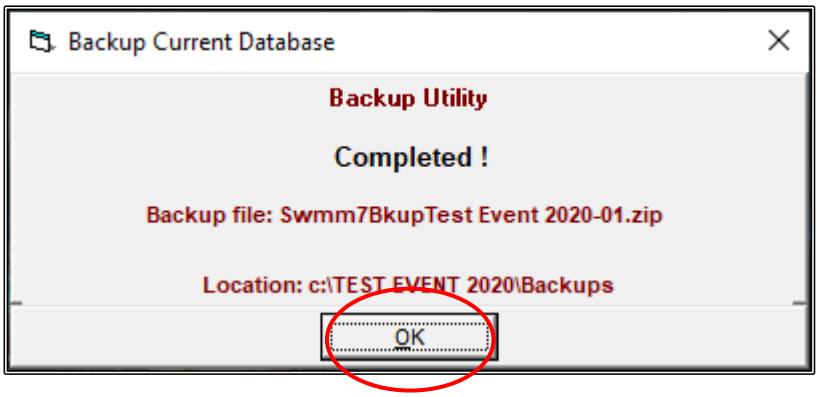
Click OK to save.



When the BACKUP OTIONS screen below appears click on OK.

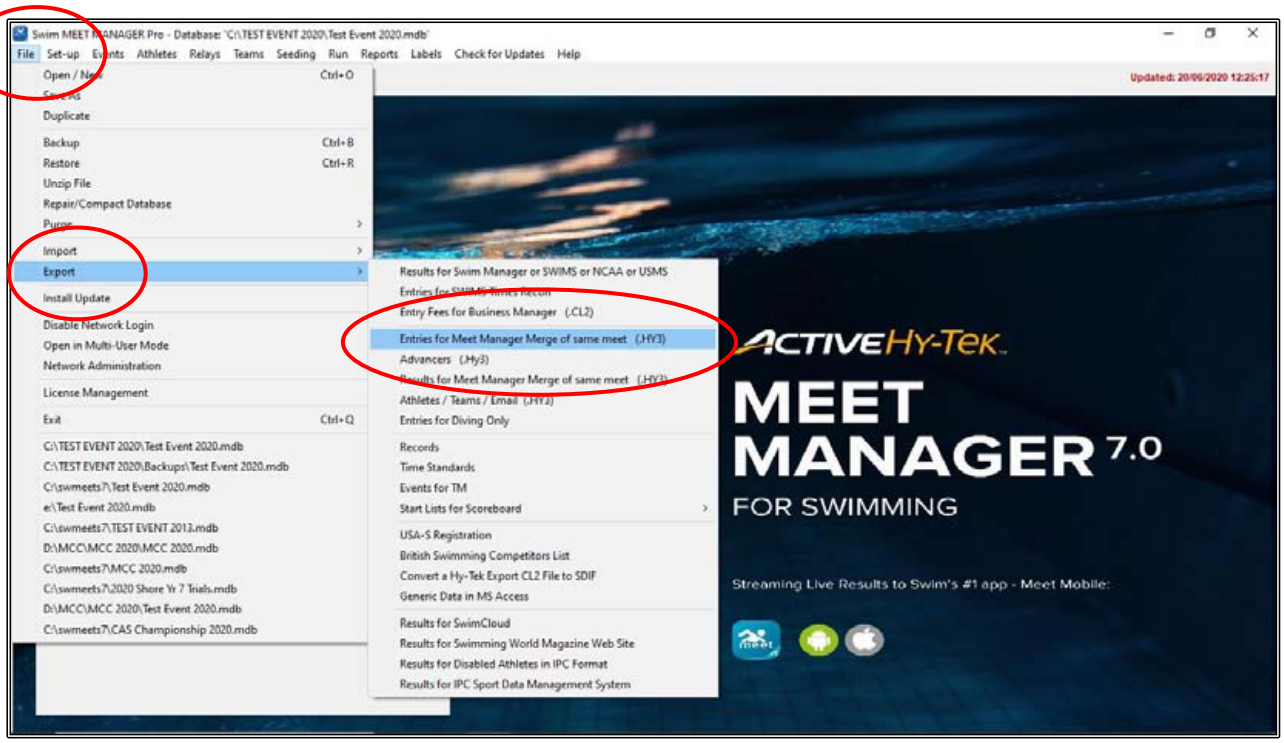


Once the BACKUP is complete, click OK.

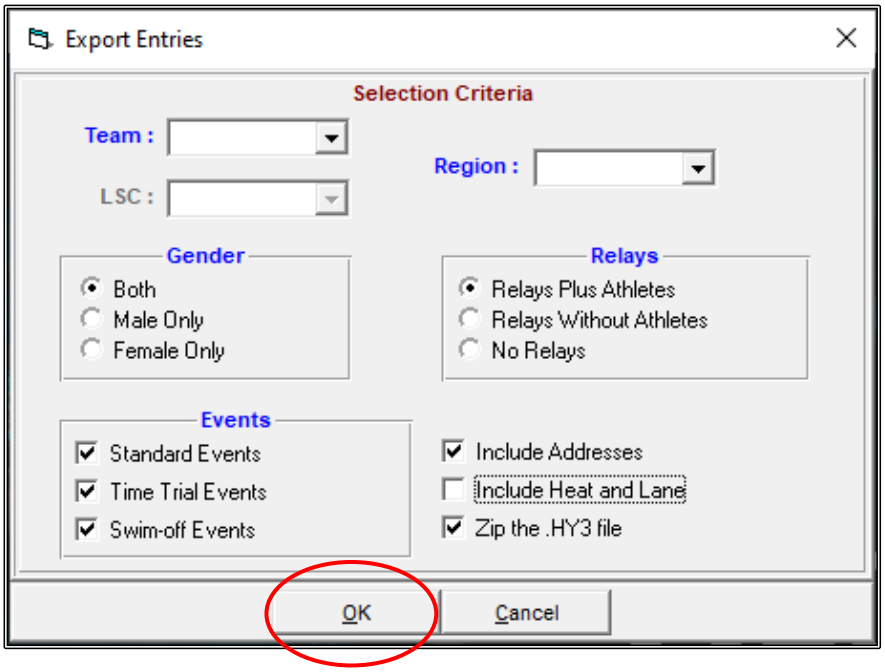


Now it is time for you to create the file that you will forward to the MEET CONVENOR of the TEST EVENT 2020 meet so that they can import your TEAM information into their meet.

From the MAIN MENU screen, click on the FILE tab and then select EXPORT from the drop down. Now select ENTRIES FOR MEET MANAGER MERGE OF SAME MEET (.HY3).



Click OK when the EXPORT ENTRIES screen appears.

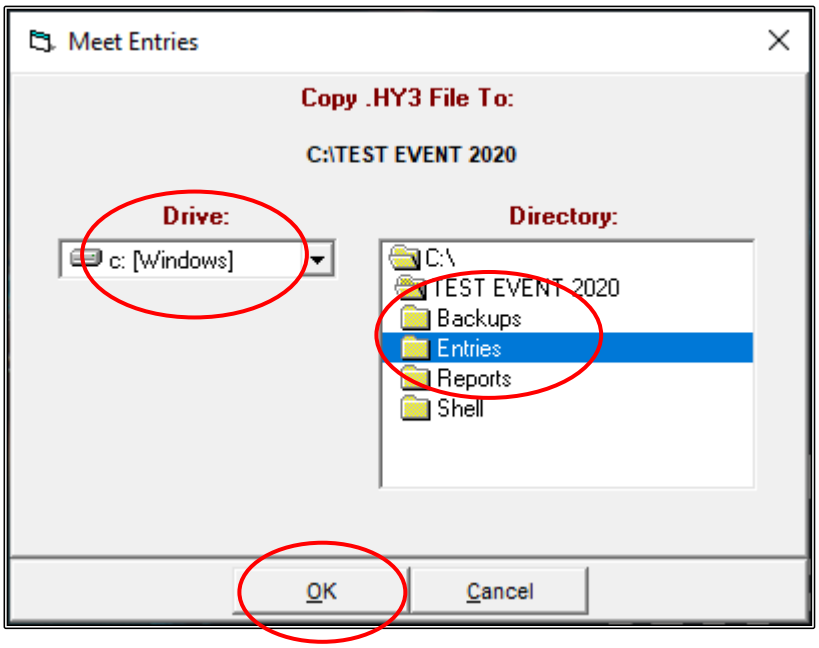


Click OK when the EXPORT FILE PROGRESS screen appears.

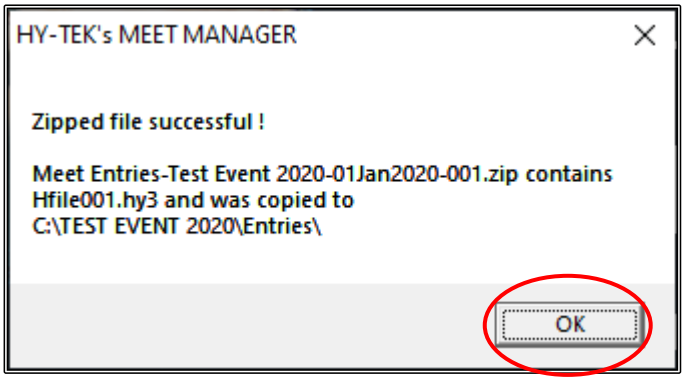
In the MEET ENTRIES screen, you need to choose the DRIVE and DIRECTORY where the information data will be stored.

As you have already made these folders, select the C: (Windows) under DRIVE and under the DIRECTORY panel select C:\TEST EVENT 2020 and then double click on the ENTRIES sub-folder.

Once you have made your selections, click OK.

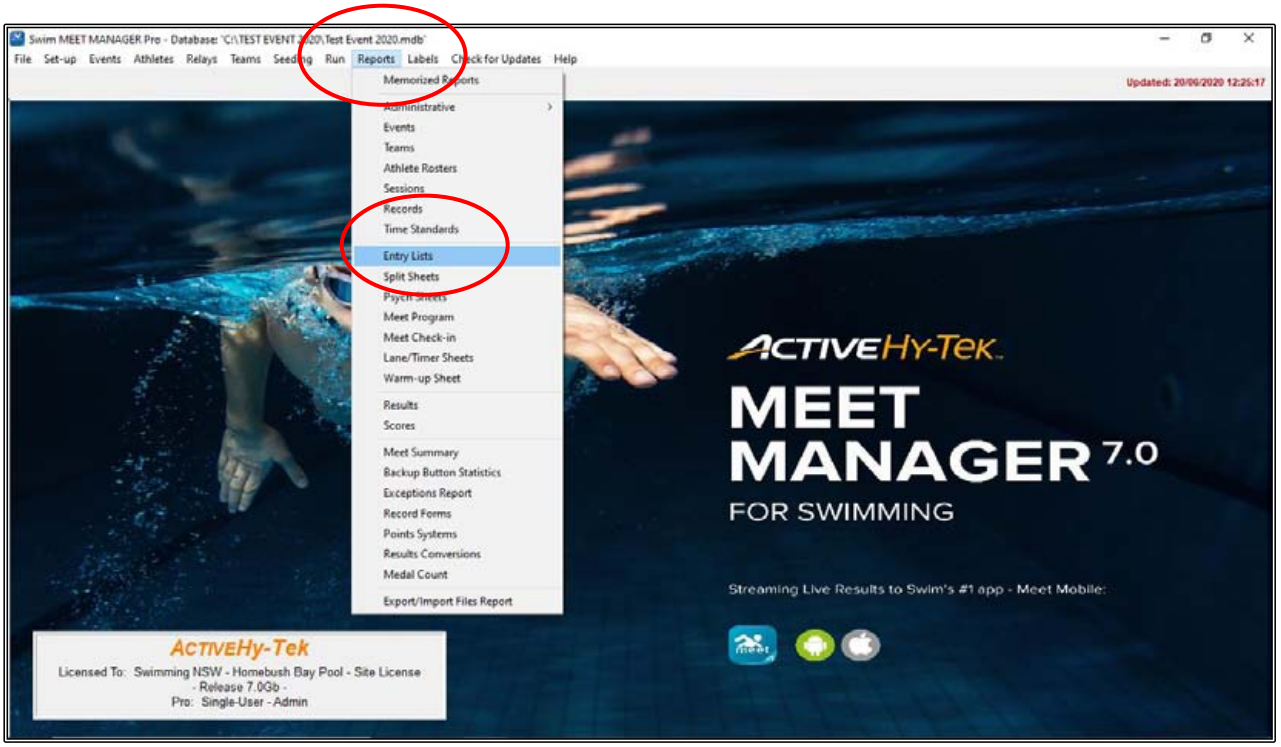


You will now see the ZIPPED FILE SUCCESSFUL screen and you just need to click OK.



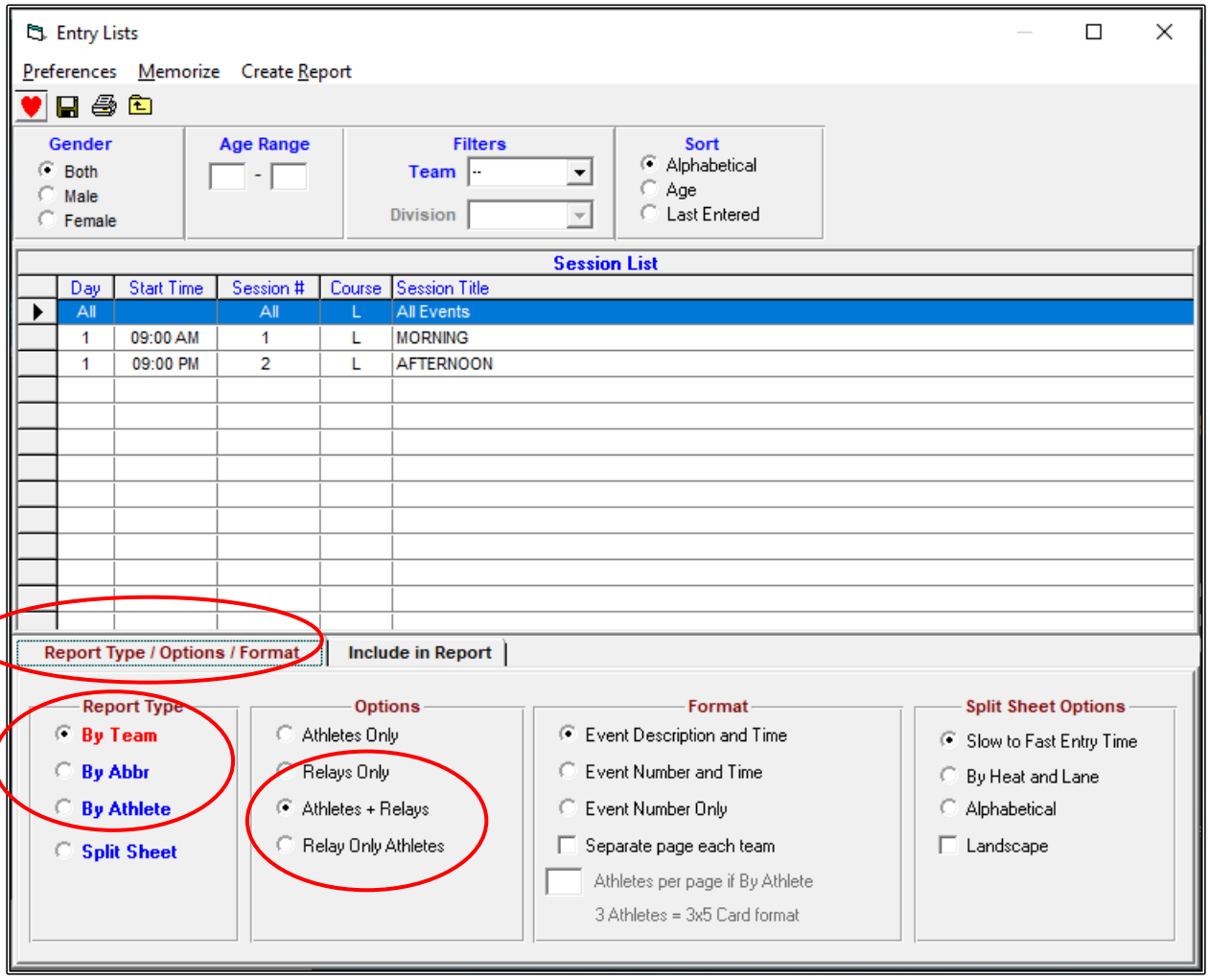
Now that you have saved your entry data file, you will also need to create a couple of ENTRY REPORTS from MEET MANAGER to go with your ENTRIES file.

From the MAIN MENU screen, click on the REPORTS tab and select ENTRY LISTS from the drop down.



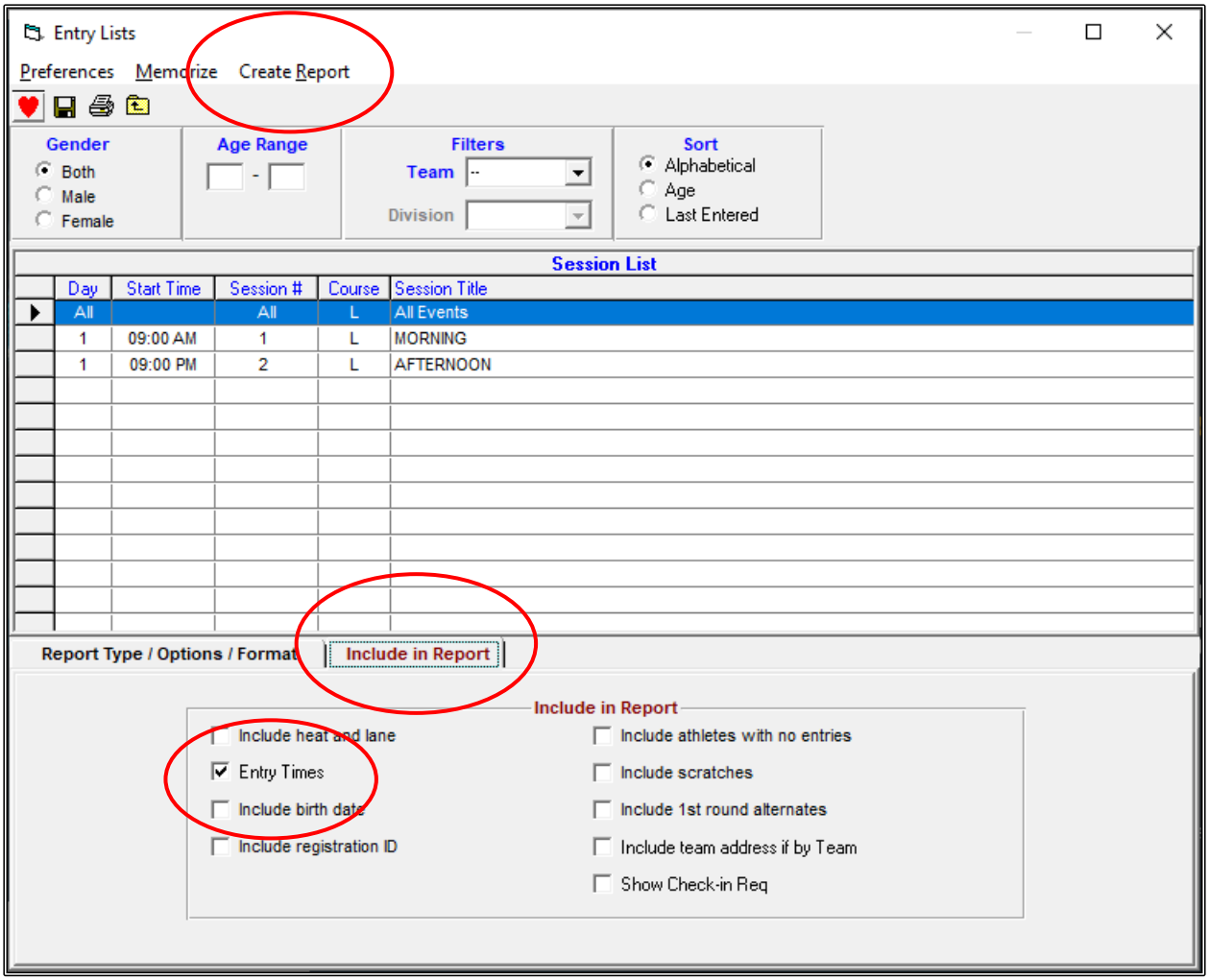
From the ENTRY LISTS screen, click on the REPORT TYPE/OPTIONS/FORMAT tab at the bottom of the screen.

- Select BY TEAM from the REPORT TYPE box.
- Select ATHLETE AND RELAYS from the OPTIONS box.
- FORMAT and SPLIT SCREEN OPTIONS are by default and do not need to be changed.



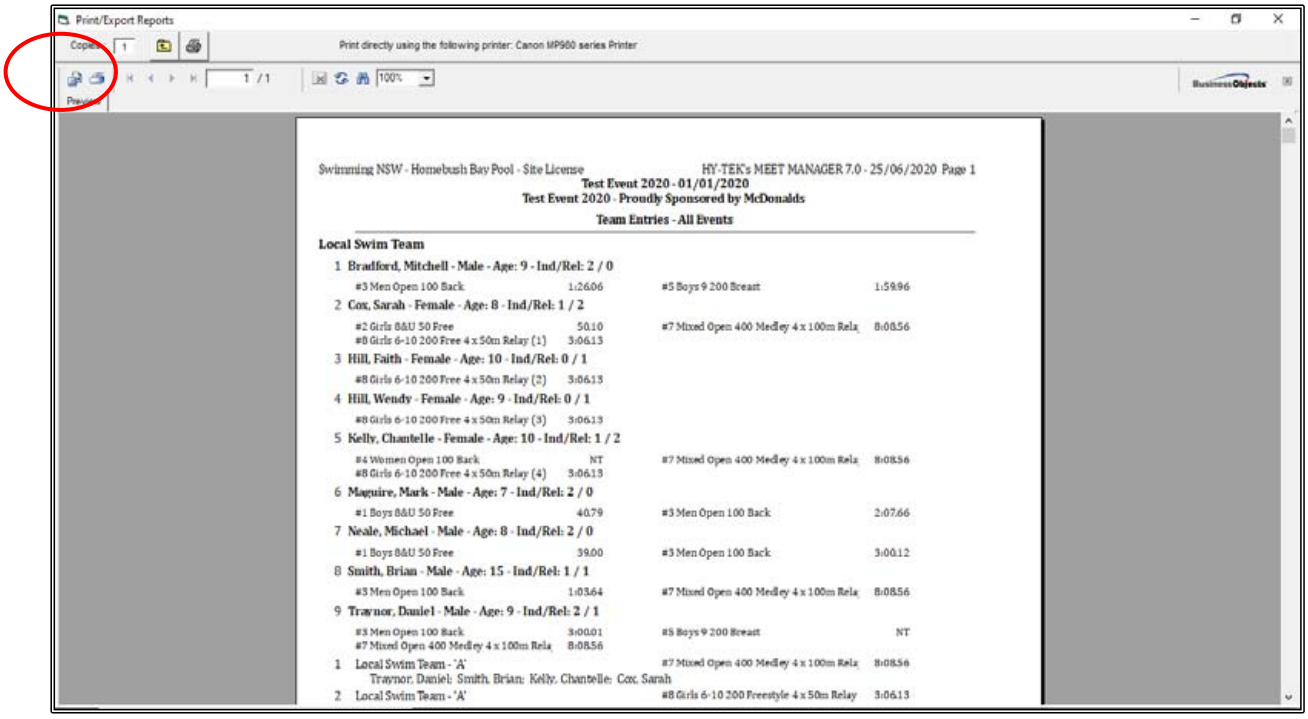
Now click on the INCLUDE IN REPORT tab and tick ENTRY TIMES.

Click on CREATE REPORT at the top of the screen.

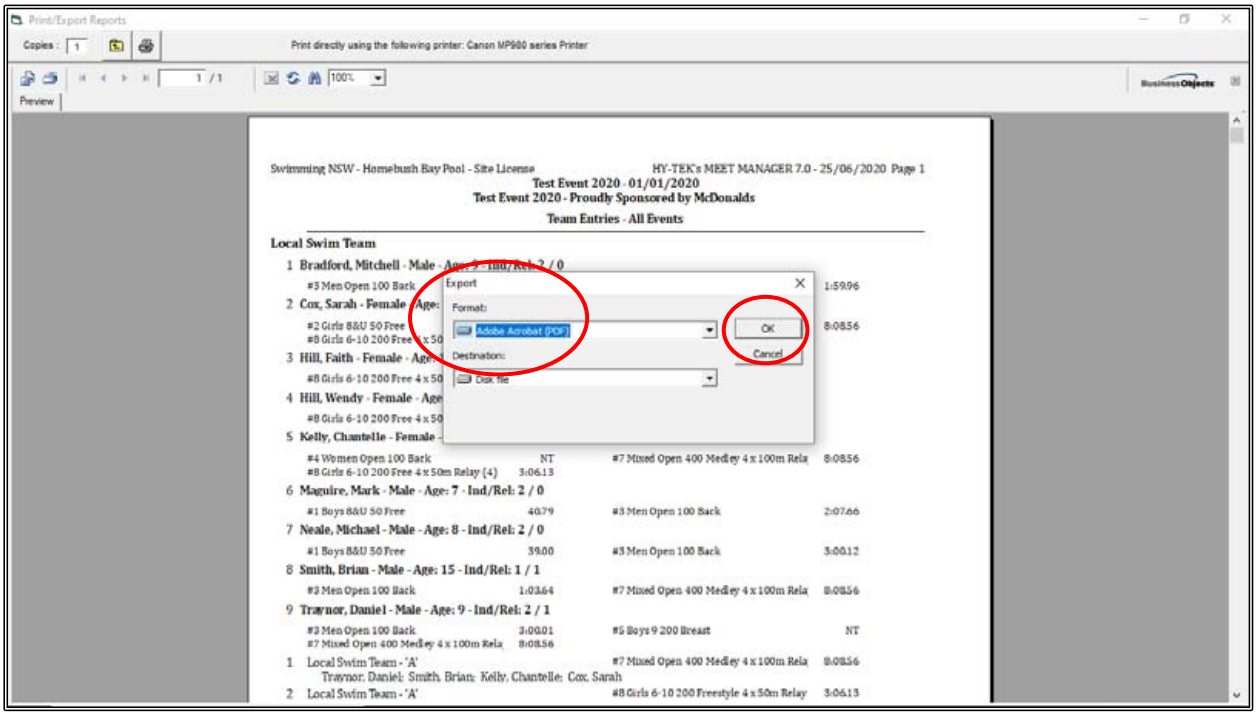


The TEAM ENTRIES report needs to be saved and also sent with your ENTRIES file.

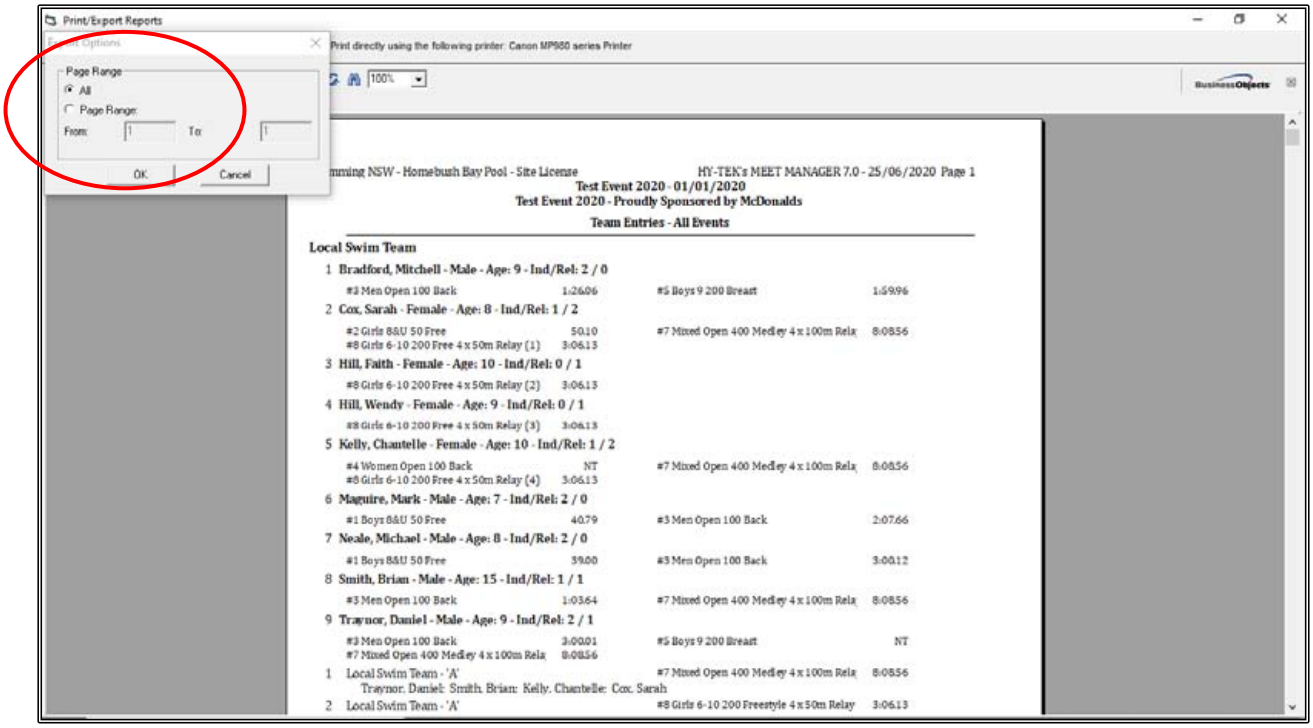
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.



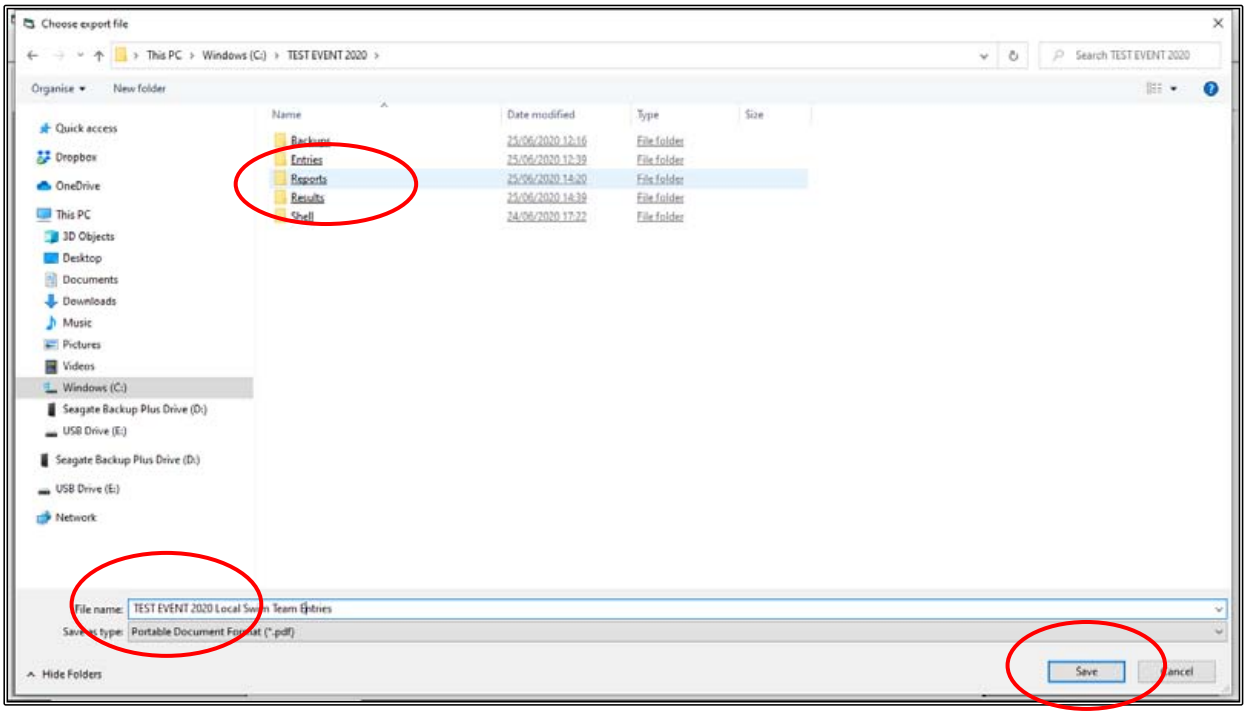
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

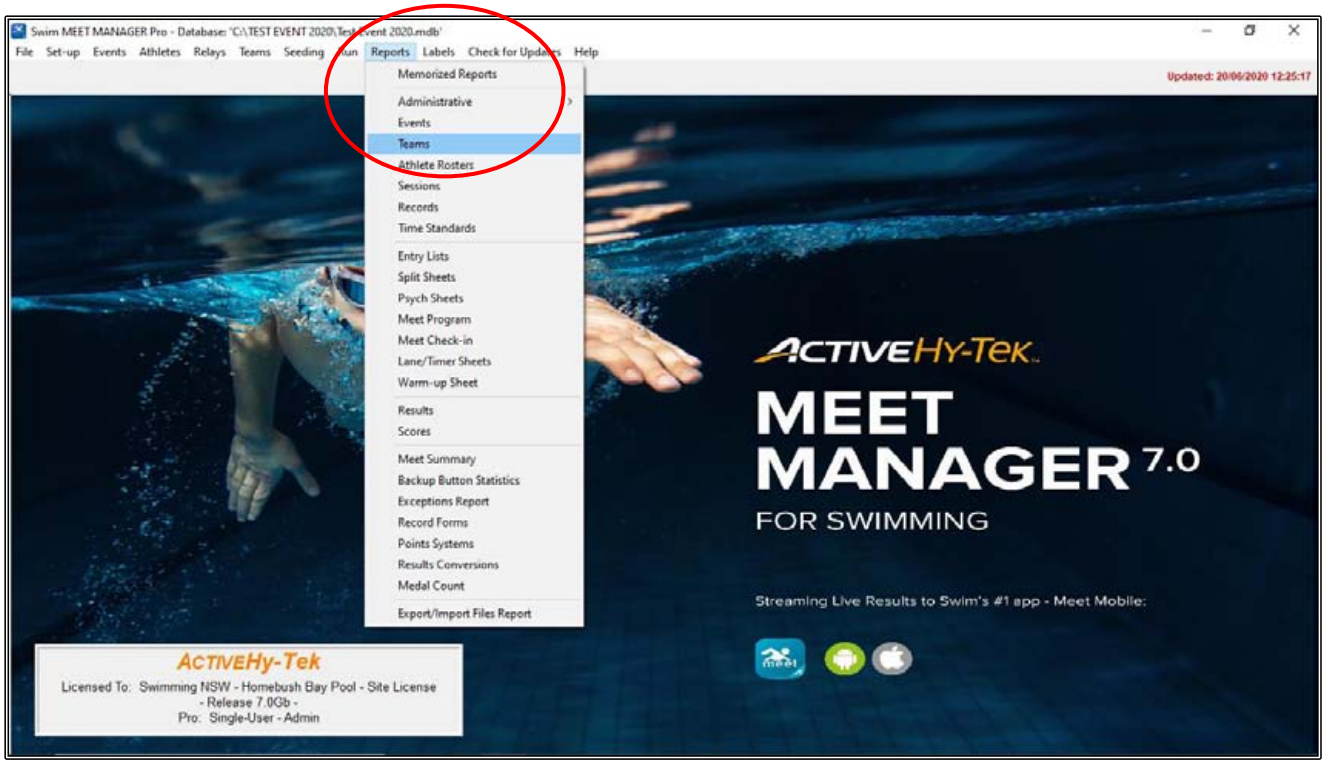
C:\TEST EVENT 2020\REPORTS.

Change the FILE NAME to TEST EVENT 2020_LOCAL SWIM TEAM ENTRIES and click SAVE.

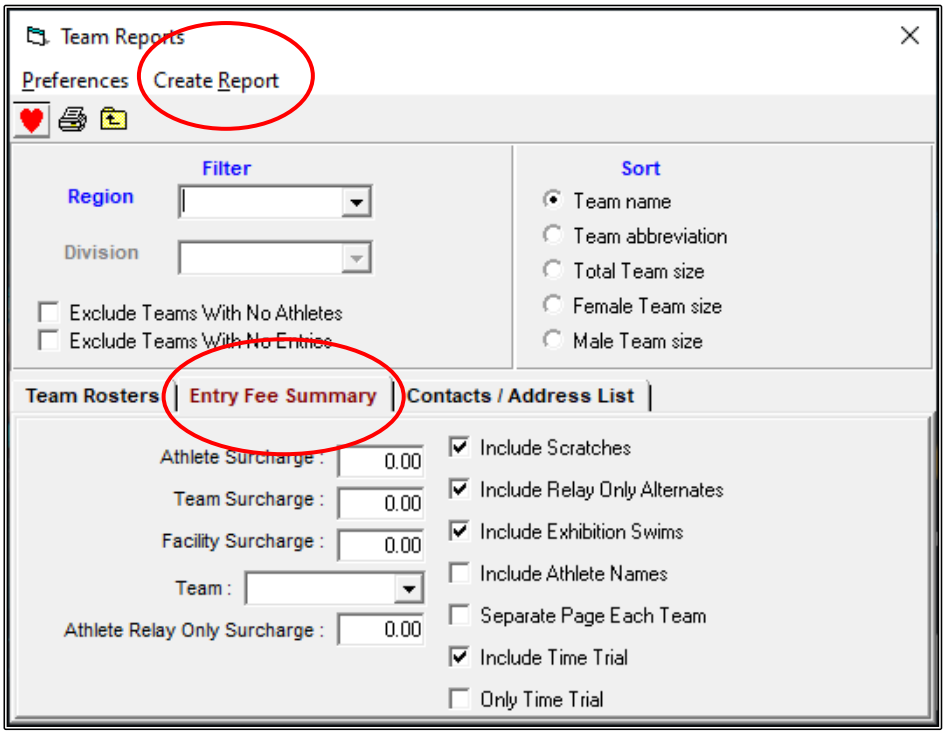


The other report that you will need to produce is the TEAM ENTRY FEE report.

From the MAIN MENU screen, click on the REPORTS tab and then select TEAMS from the drop down.

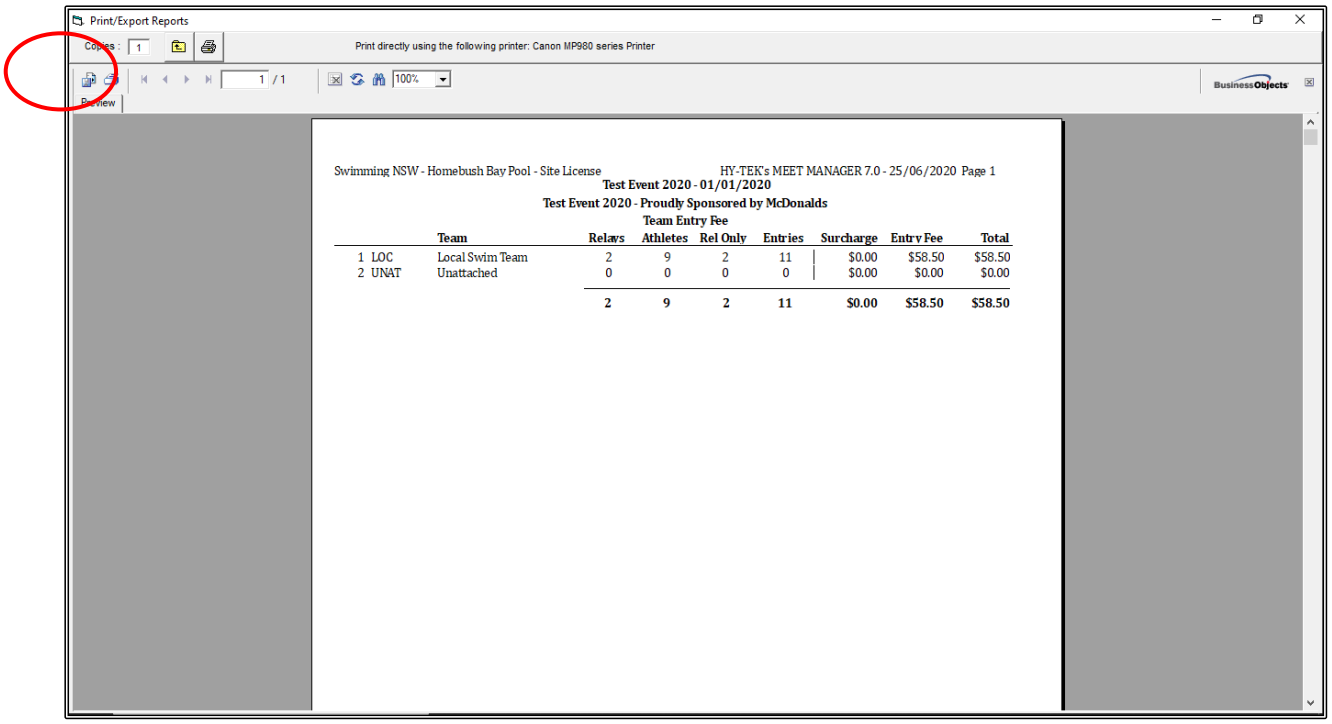


From the TEAM REPORTS screen, click on THE ENTRY FEE SUMMARY tab. You do not need to change any of the default settings. Click on CREATE REPORT at the top of the screen.

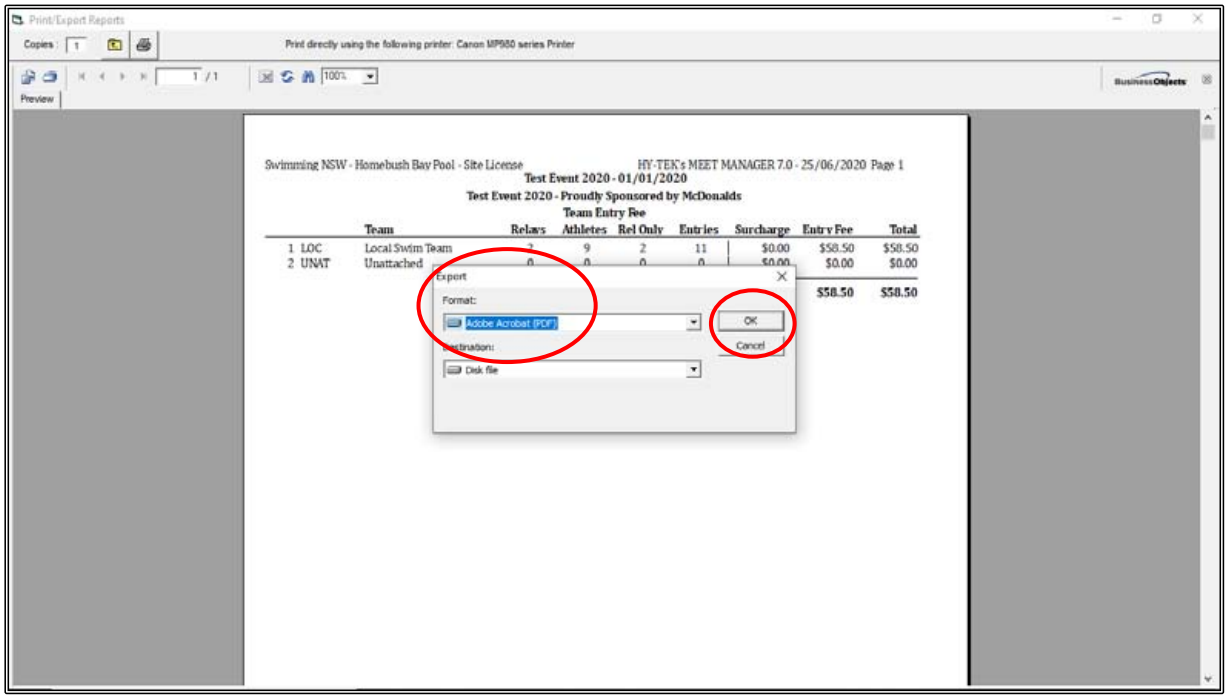


When the TEAM ENTRY FEE report has been checked for accuracy, you will need to save this report so that you can send it with your ENTRIES file.

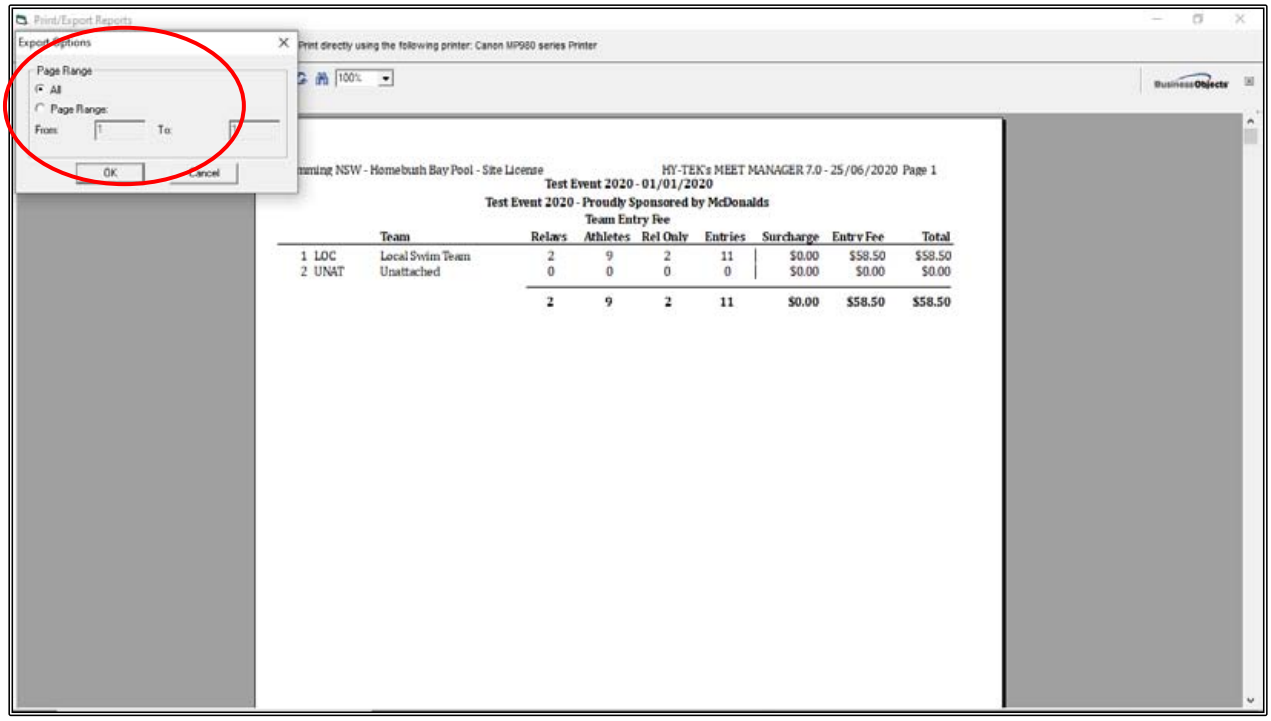
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.



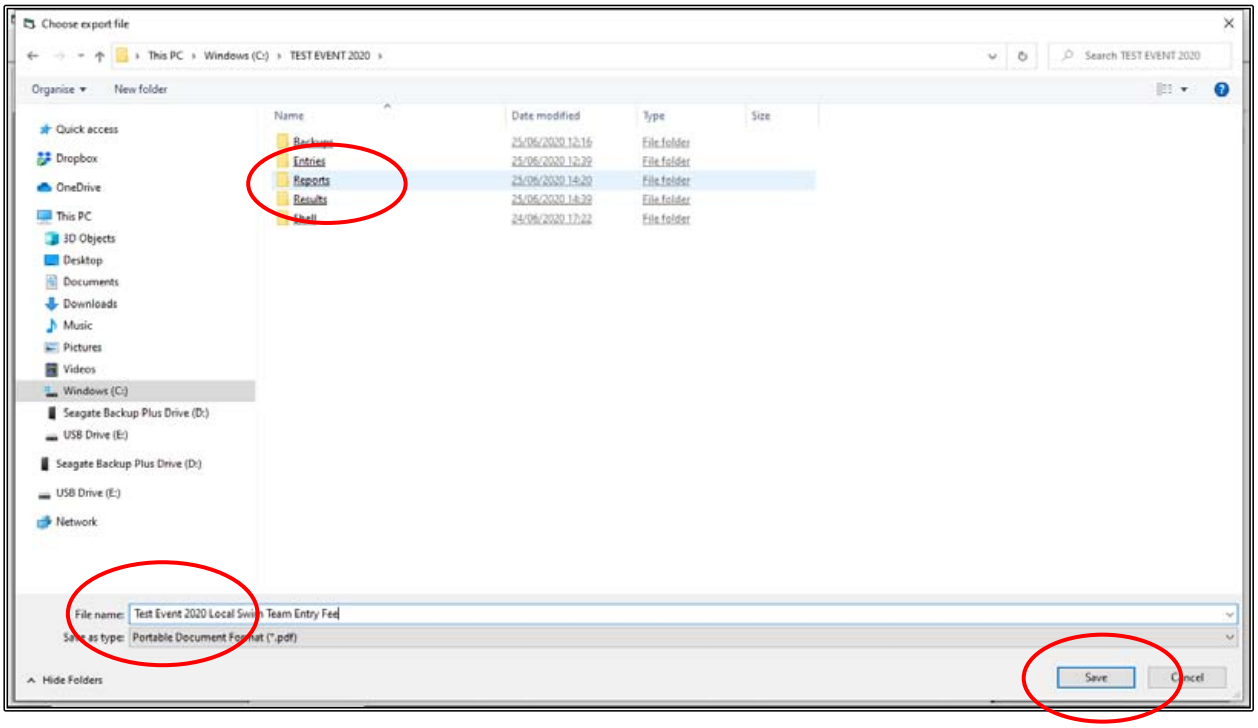
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

C:\TEST EVENT 2020\REPORTS.

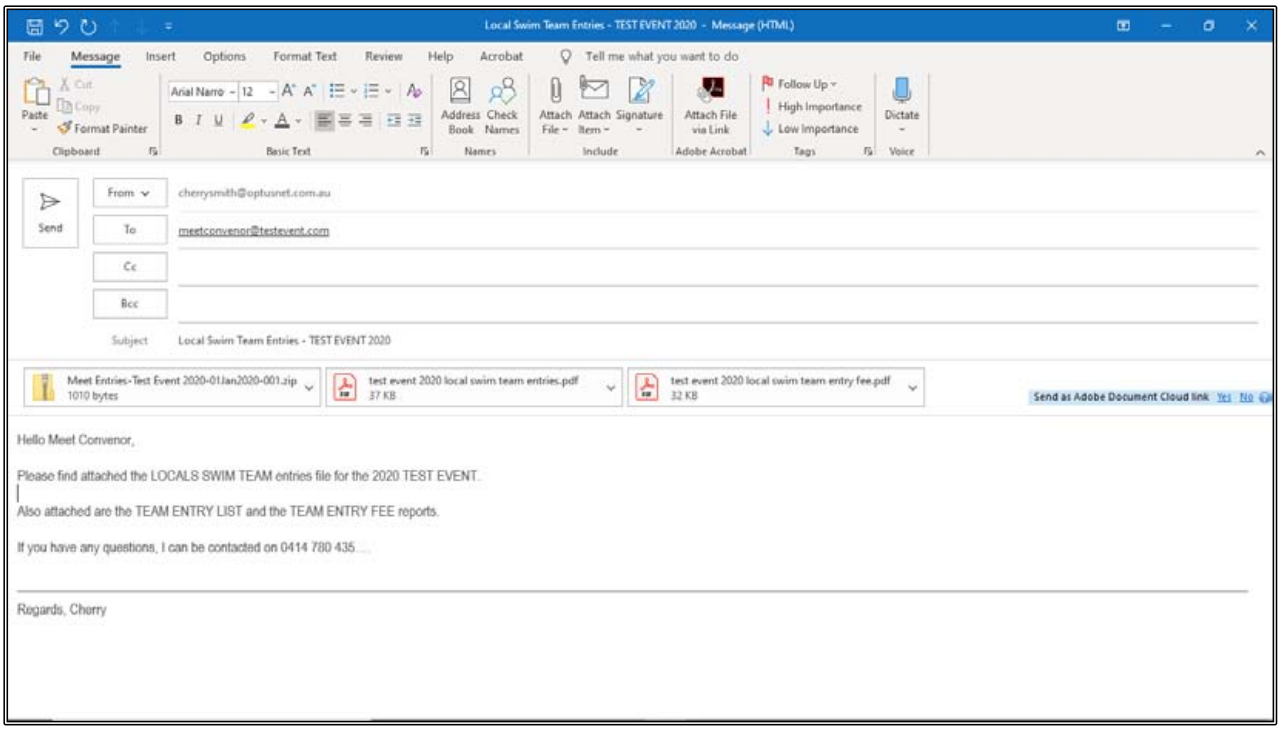
Change the FILE NAME to TEST EVENT 2020_LOCAL SWIM TEAM ENTRY FEE and click SAVE.



Now that your ENTRY FILE and REPORTS have been created and saved, you need to forward them to the MEET CONVENOR of the TEST EVENT 2020.

This is as simple as emailing the files.

See below a sample email with ENTRY FILE and REPORTS attached.



2. USING A TEAM MANAGER E-FILE TO ENTER AN EXTERNAL MEET:

You are the RACE SECRETARY for your club, and you wish to enter some swimmers into the TEST EVENT 2020 meet that is coming up using the TEAM MANAGER E-ENTRY file.

What you need to do before you start is to set up a FOLDER and SUB-FOLDERS on your computer to keep all of the data.

Before entering any swimmers, go into your C:\ Directory on your computer and add a new FOLDER called TEAM MANAGER TEST EVENT 2020.

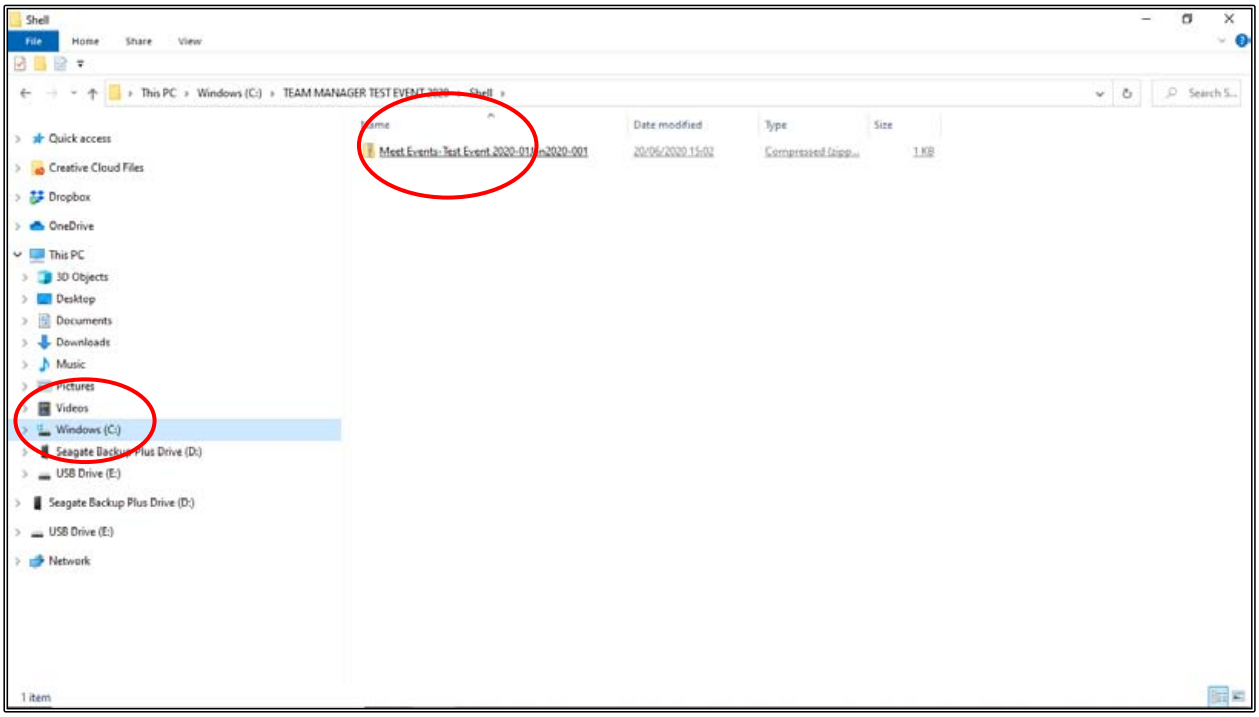
Within the newly created TEAM MANAGER TEST EVENT 2020 folder make the following sub-folders:

1. Backups
2. Entries
3. Reports
4. Results
5. Shell

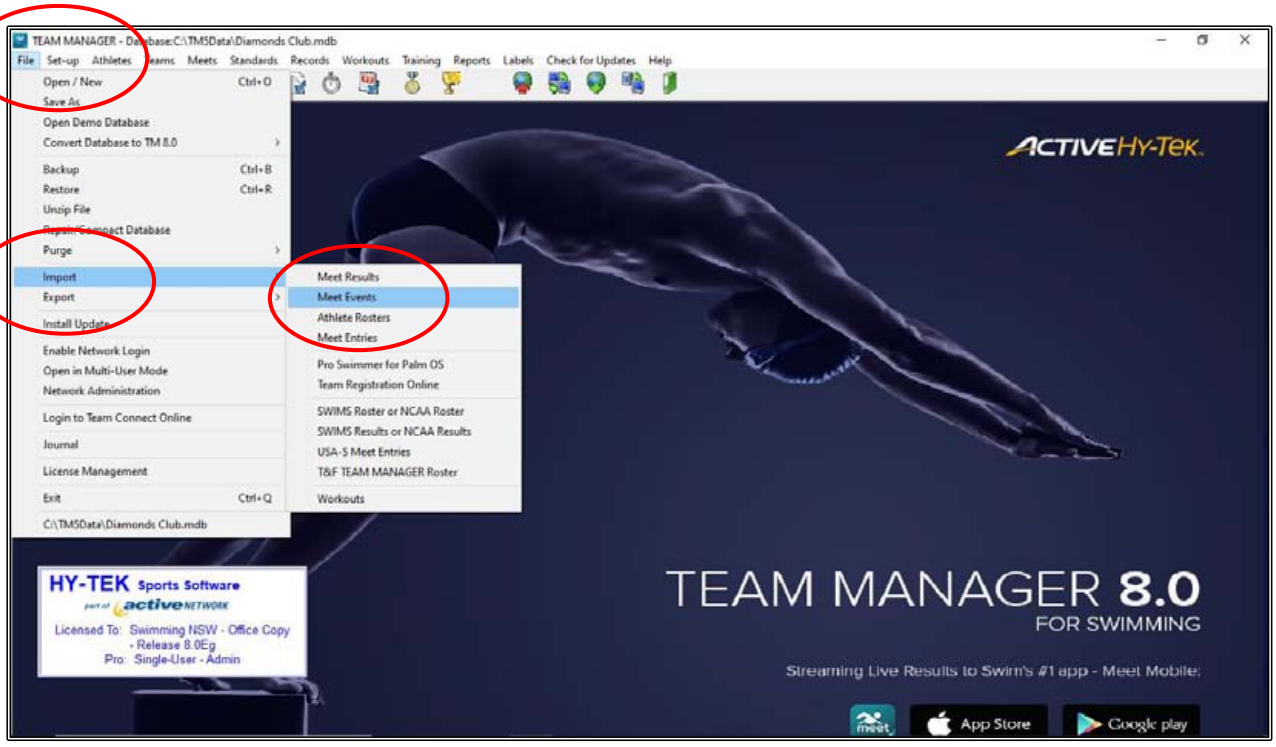
This way you will not become confused with all the different files that you will be making and saving as you go through this process.

You have either been sent the E-FILE or you have downloaded it from the HOST club and what you should do now is put that E-FILE (or SHELL) into your FOLDER named SHELL:

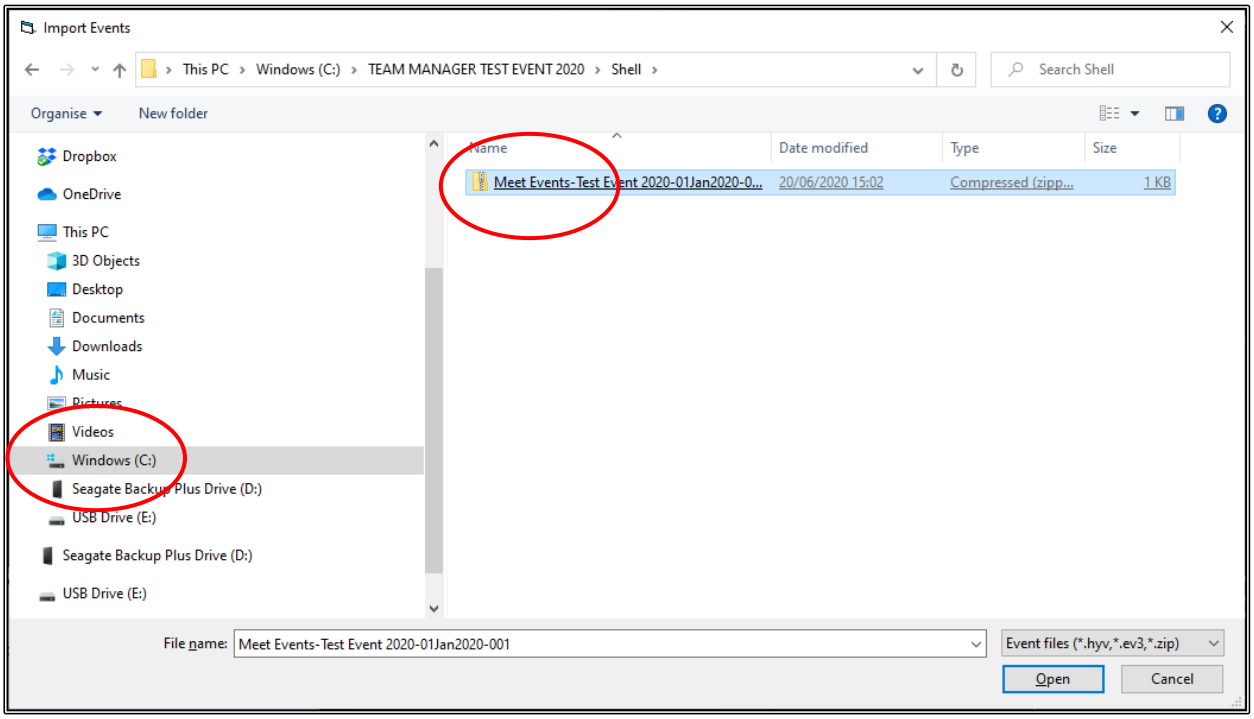
C:\TEAM MANAGER TEST EVENT 2020\SHELL.



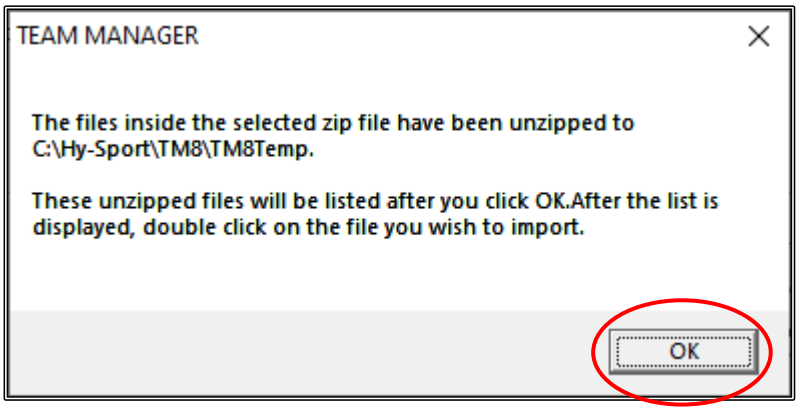
From the MAIN MENU screen in TEAM MANAGER, click on the FILE tab and select IMPORT from the drop down and then click on MEET EVENTS.



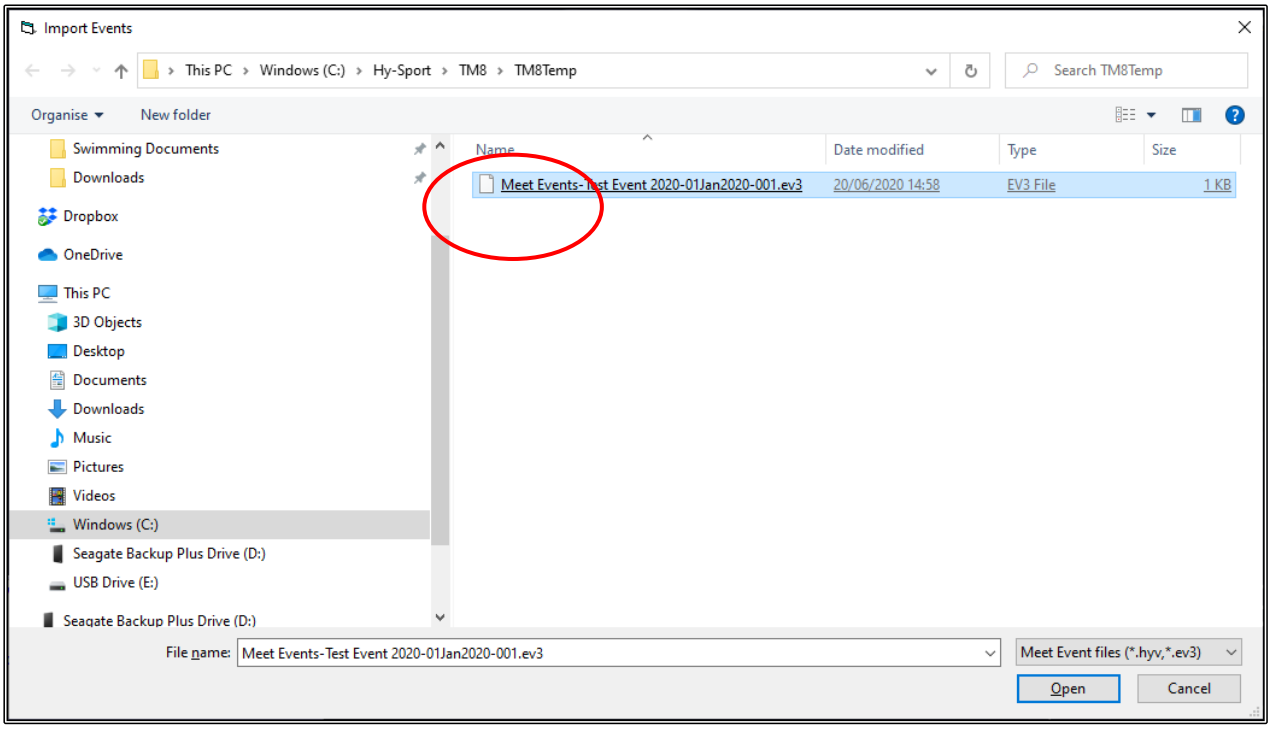
From the C:\TEAM MANAGER TEST EVENT 2020\SHELL folder, click on the event file.



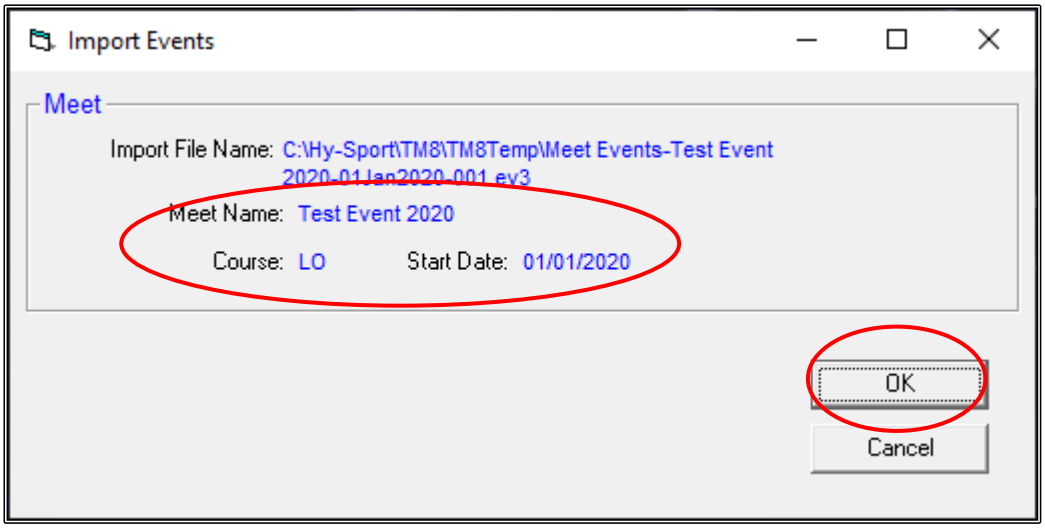
Click OK when the UNZIP folder opens.



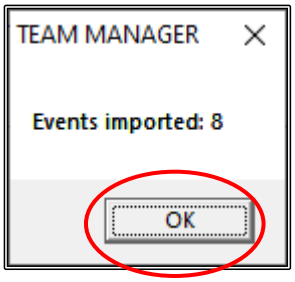
When the IMPORT EVENTS screen opens, click on the MEET EVENTS file.



You will see the IMPORT EVENTS screen showing the Name of the meet, course details and the start date of the meet. Check the details and then click OK.

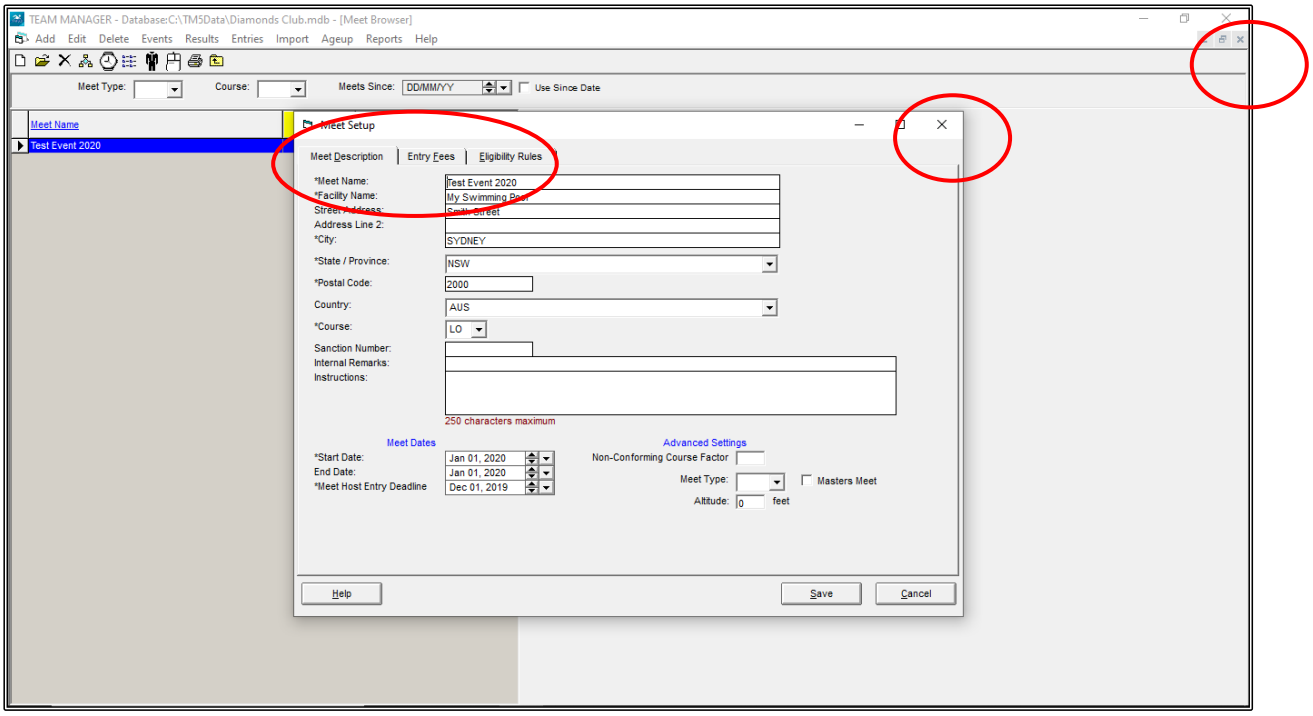


Events are imported (8), click OK and the meet will be added to your TEAM MANAGER database.



When the MEET SETUP screen opens, you can go through the three tabs - MEET DESCRIPTION, ENTRY FEES and ELIGIBILITY RULES to check the meet information if you wish, otherwise just CLOSE OUT ☒ this screen.

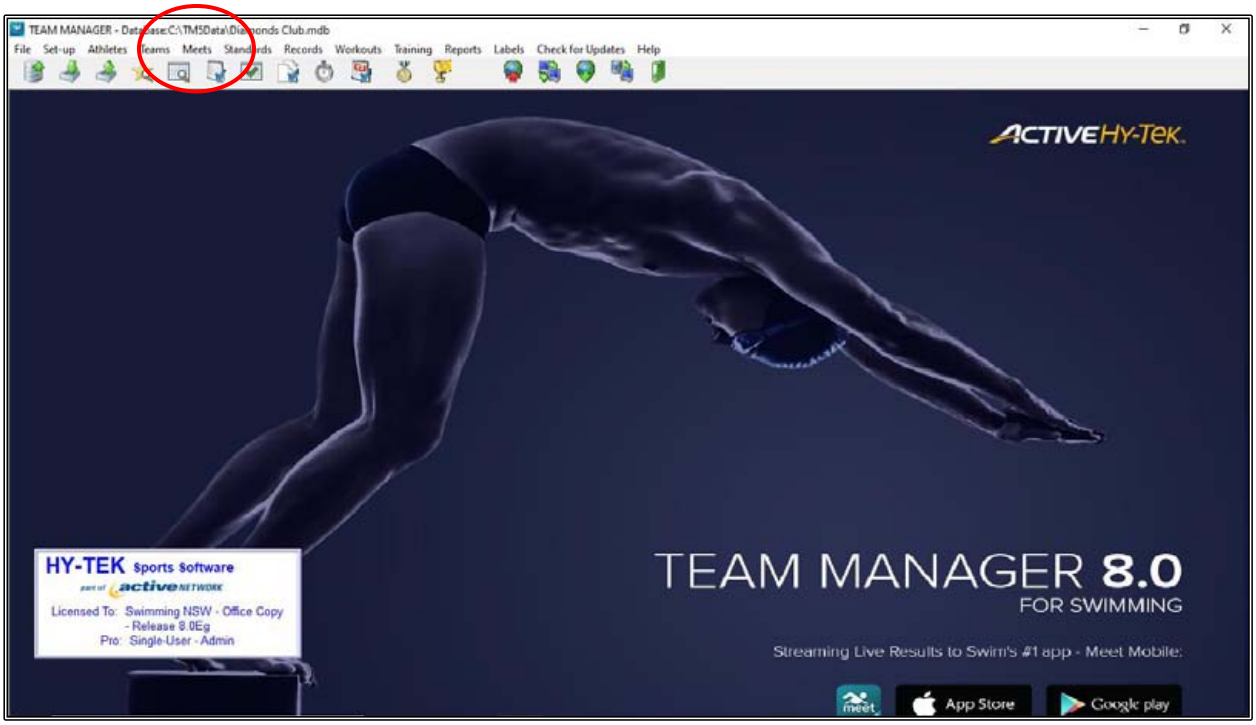
Now CLOSE OUT ☒ of the MEET BROWSER screen back to the MAIN MENU screen.



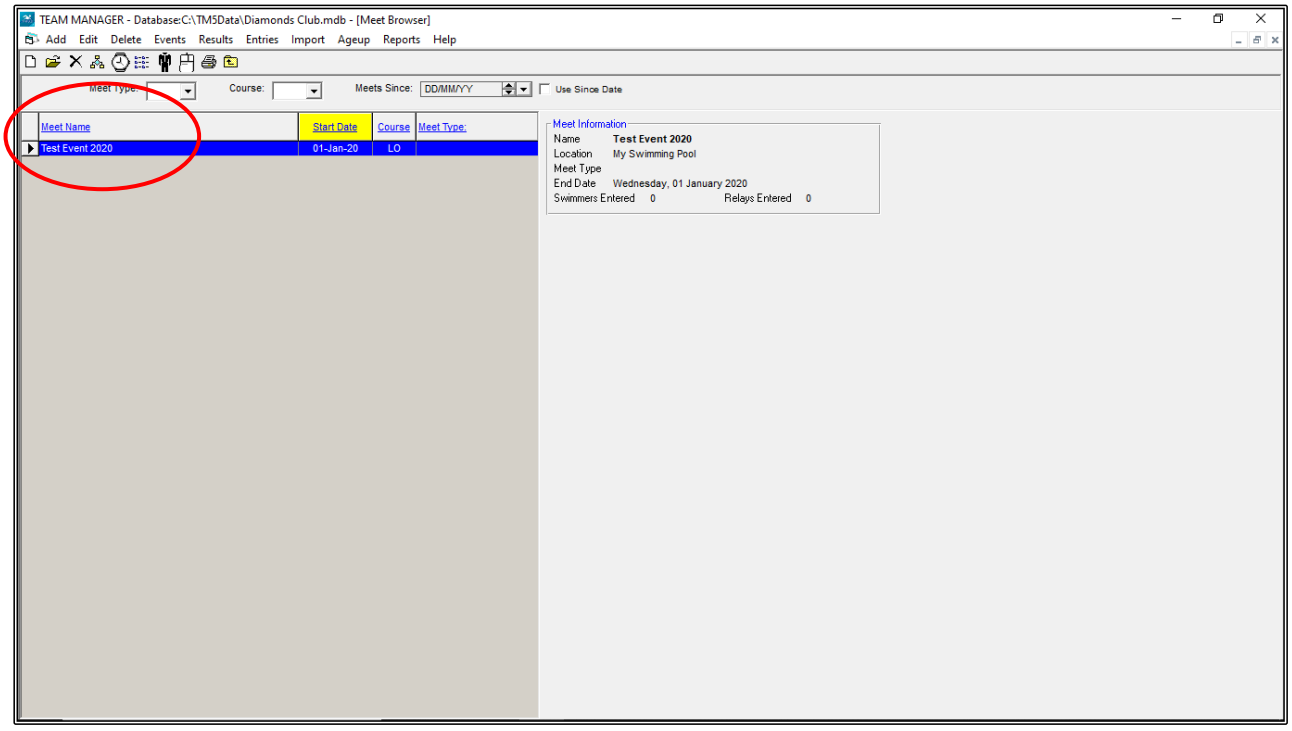
You are now ready to start ENTERING your ATHLETES and RELAYS into the TEST EVENT 2020 SHELL.

i) ENTERING YOUR ATHLETES:

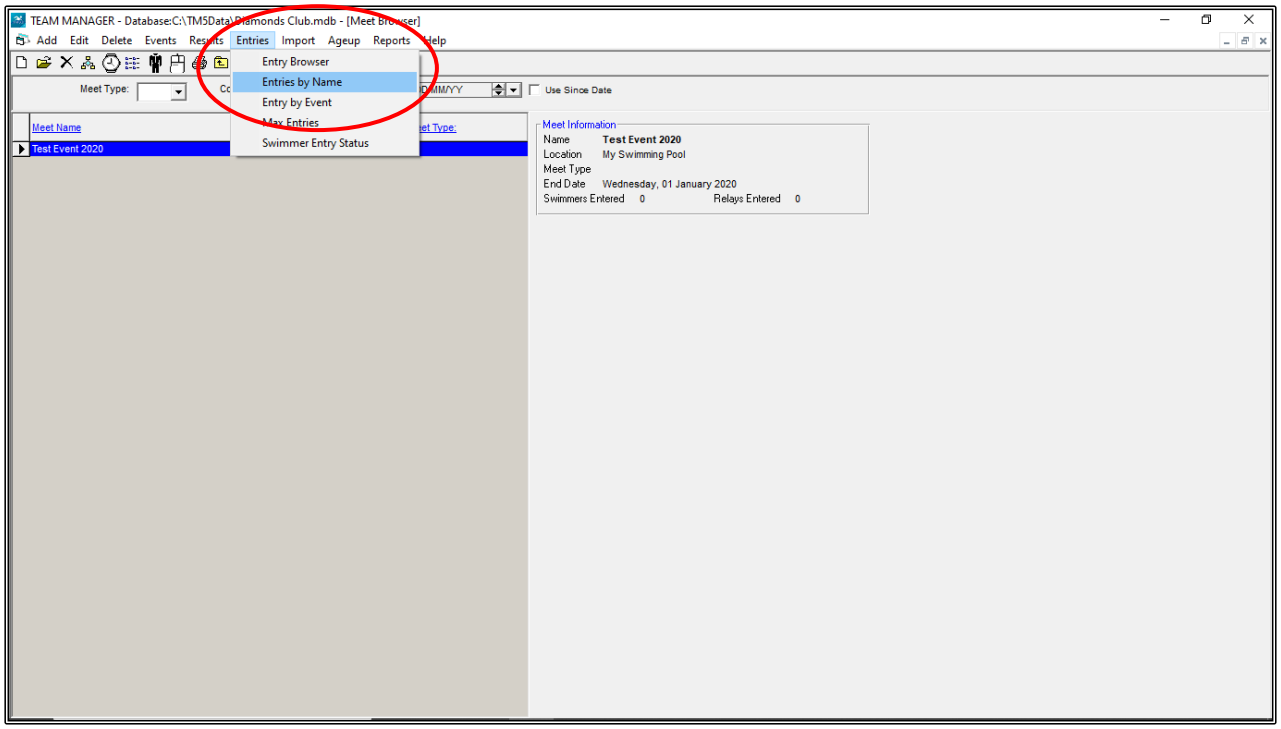
From the MAIN MENU screen, click on the MEETS tab.



Highlight the TEST EVENT 2020 from the MEET BROWSER screen.

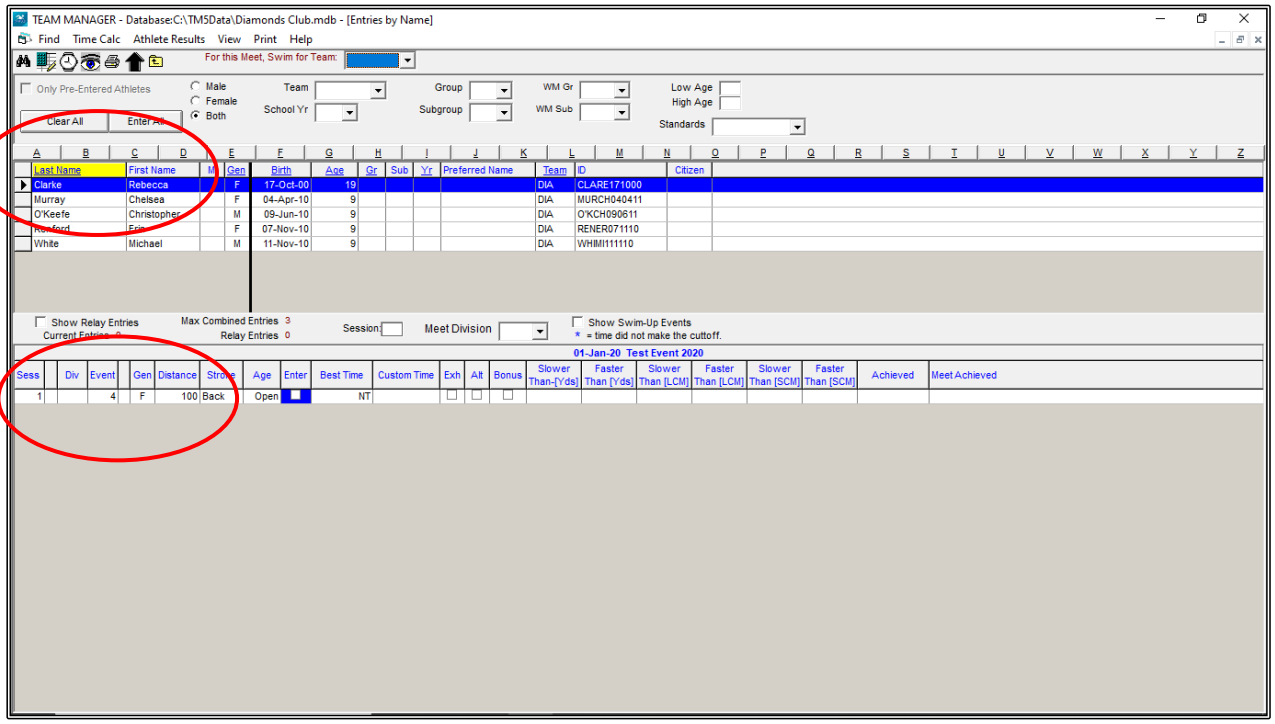


With the TEST EVENT 2020 meet highlighted, click on the ENTRIES tab at the top of the screen and then select ENTRIES BY NAME from the drop down.



Highlight the athlete you wish to enter into the TEST EVENT 2020 meet.

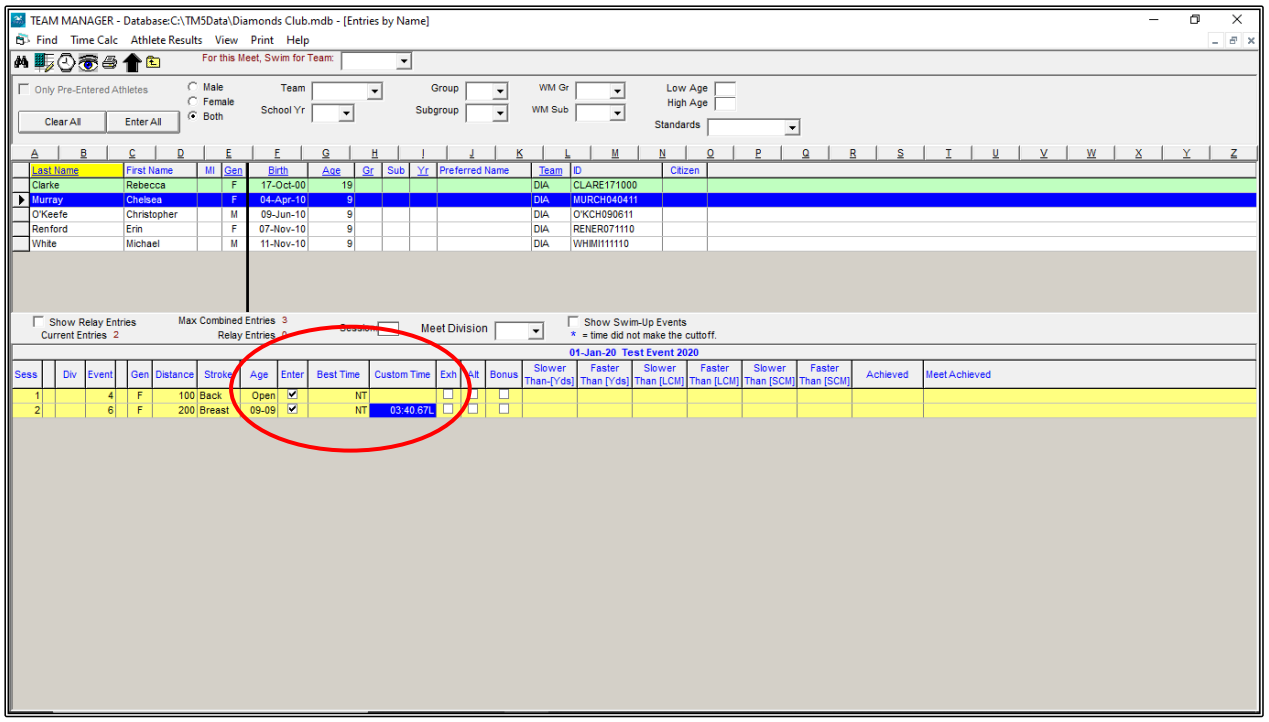
You will see that all eligible events available for that swimmer will be listed below.



Select the events that the athlete wants to enter by ticking on the box under the ENTER column.

The entry time will show under the BEST TIME column from the information stored in your database or you can type in a CUSTOME TIME in the next column and this will then be their entry time.

Once an athlete has been entered into an event, that row will then be highlighted yellow.



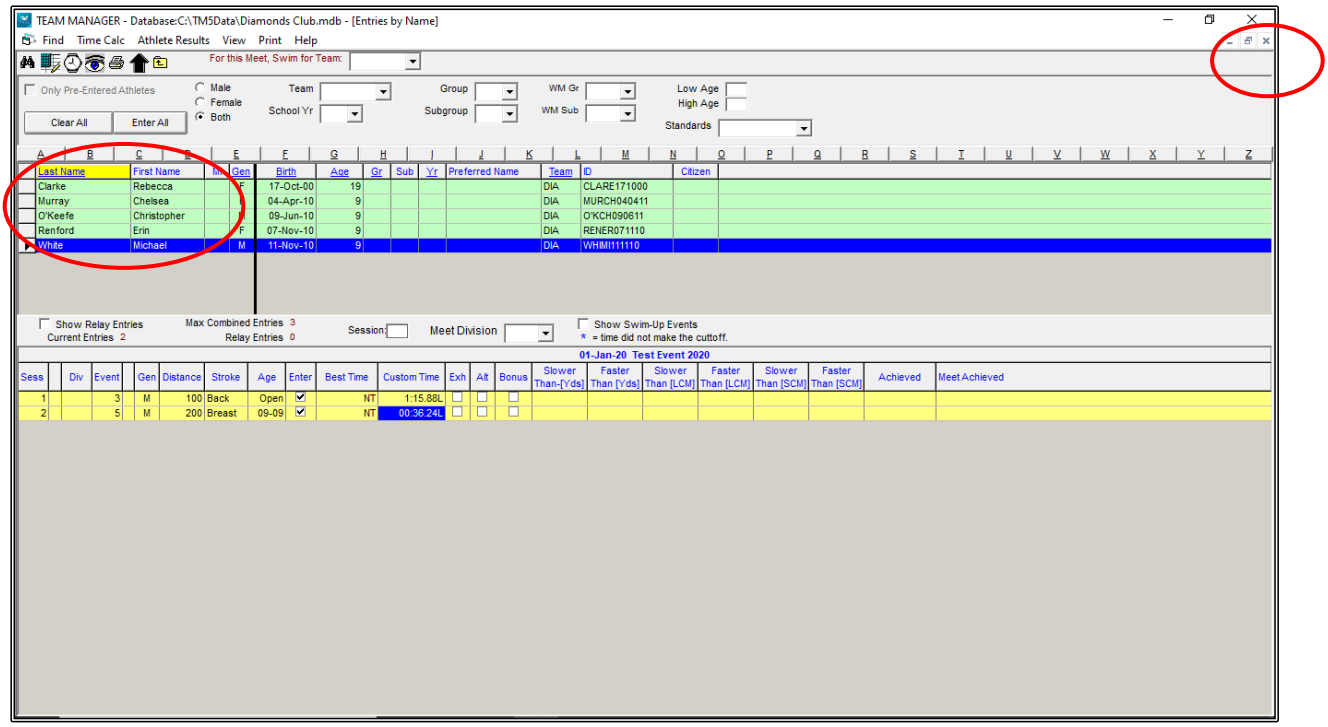
Continue to enter all the athletes that are to be swimming at the TEST EVENT 2020.

DIAMONDS SWIM TEAM ATHLETES FOR THE TEST EVENT 2020.

NAME	EVENTS	ENTRY TIMES
Rebecca Clarke	4 - Open 100m Back	1:17.54
Chelsea Murray	4 - Open 100m Back 6 - 9 yrs. 200m Breast	NT 3:40.67
Christopher O'Keefe	3 - Open 100m Back 5 - 9 yrs. 200m Breast	1:18.88 3:00.06
Erin Renford	4 - Open 100m Back 6 - 9 yrs. 200m Breast	1:57.66 3:27.00
Michael White	3 - Open 100m Back 5 - 9 yrs. 200m Breast	1:15.88 3:36.24

You will notice that once an athlete has been entered into the meet, they will be highlighted green.

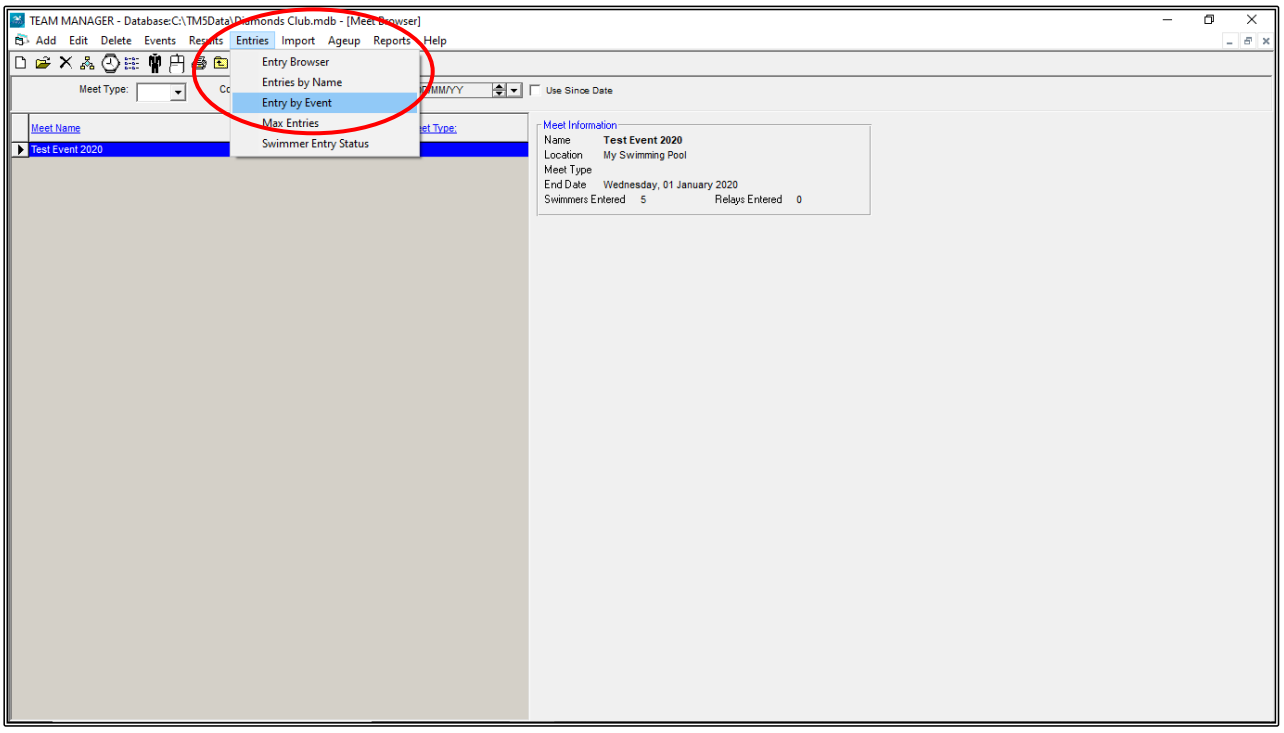
When all swimmers have been added, CLOSE OUT ☒ of the ENTRIES screen and back to the MEET BROWSER screen.



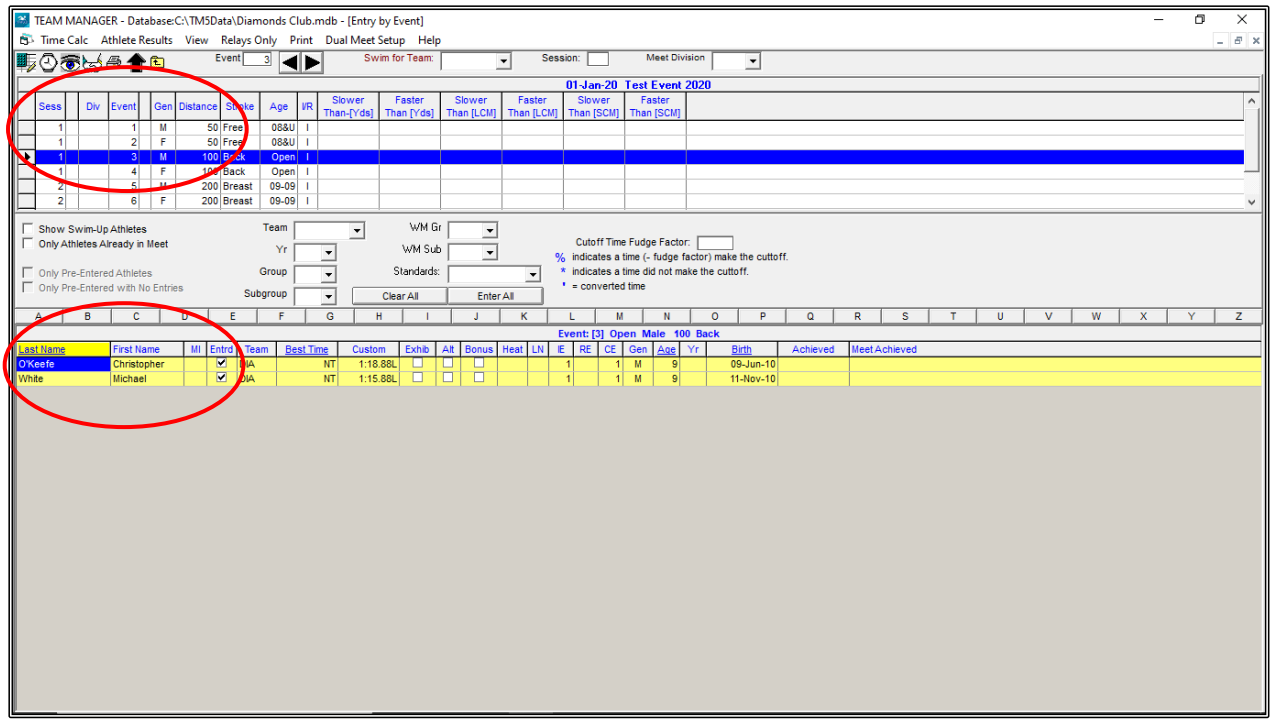
You are now ready to start entering your RELAYS for the TEST EVENT 2020.

ii) ENTERING YOUR RELAYS:

From the MEET BROWSER screen, click on the ENTRIES tab at the top of the screen and then select ENTRY BE EVENT from the drop down.

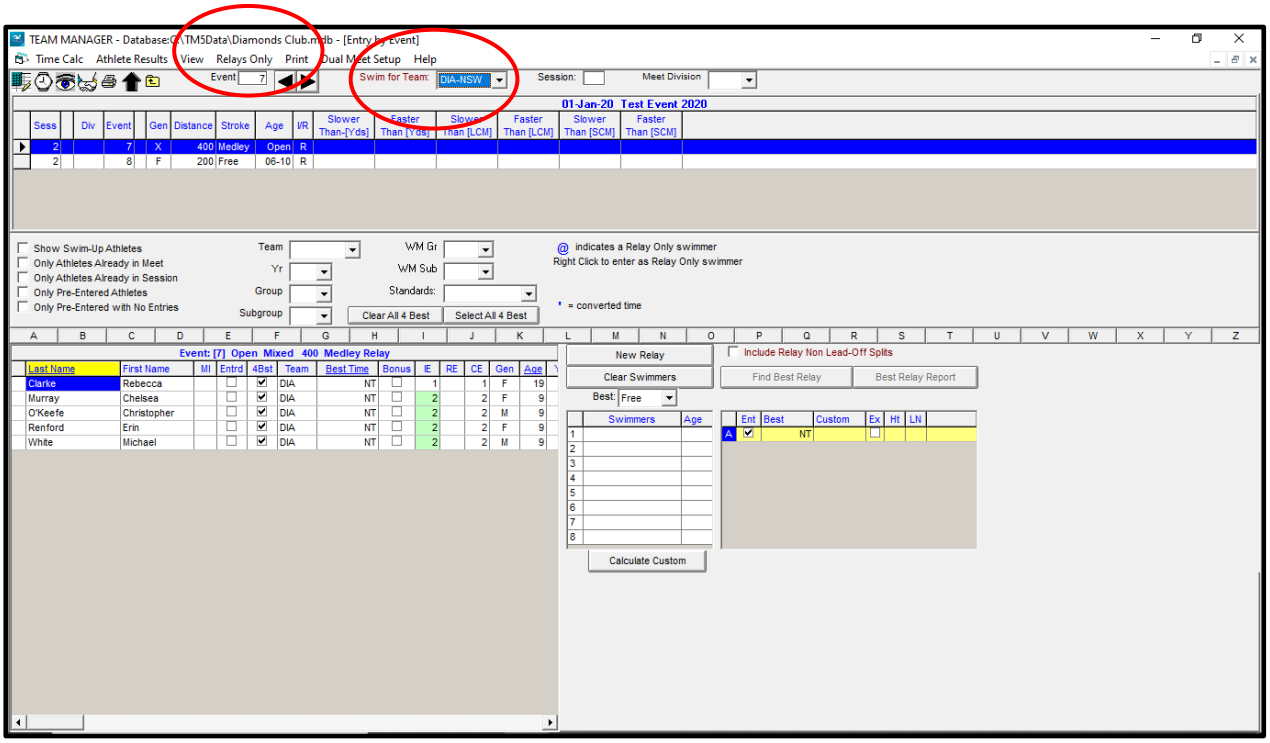


This screen lists all the EVENTS in the program and lists all the ATHLETES that are eligible for those EVENTS.



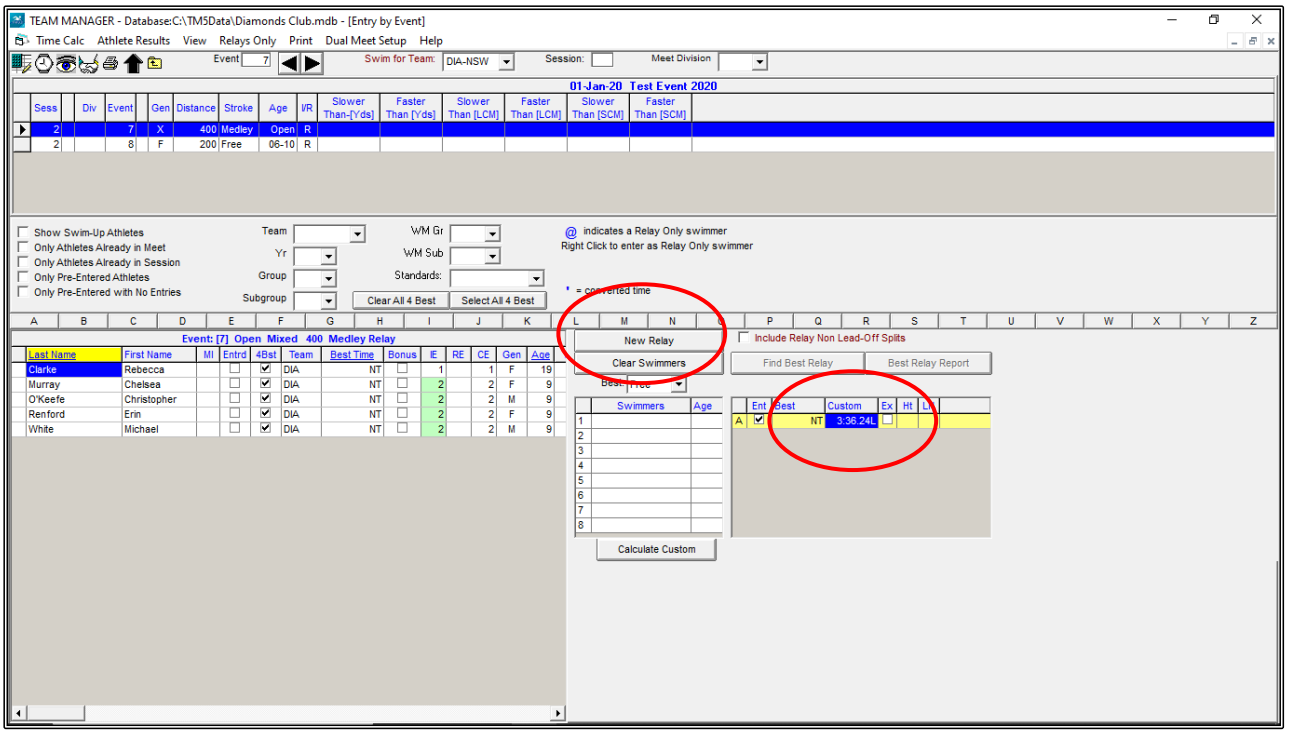
From the ENTRY BY EVENT screen, click on the RELAYS ONLY tab at the top of the screen. This will open up the RELAY events only.

Now click on the SWIM FOR TEAM button to show the name of the TEAM you will be entering.



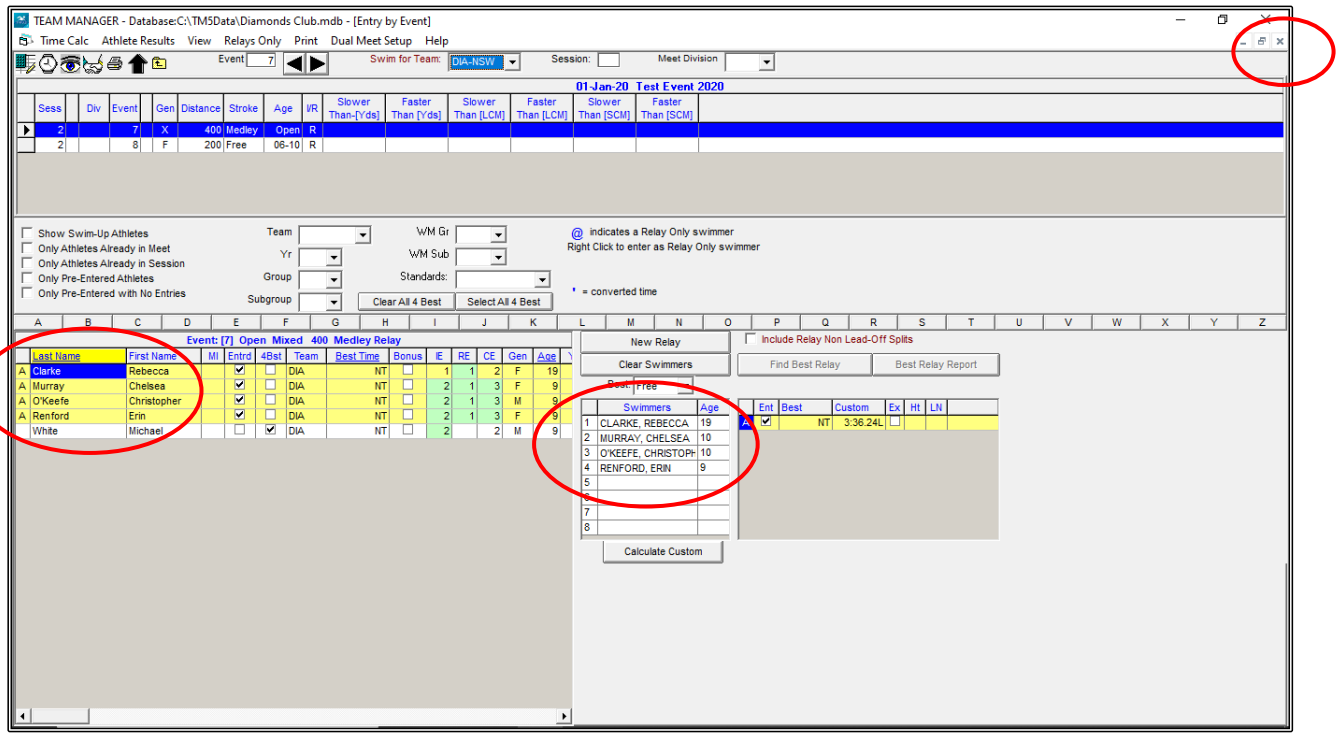
Click on the NEW RELAY button in the middle of the screen.

Enter an ENTRY time under the CUSTOM column if you have a time for this relay, otherwise leave this column blank.



To enter the ATHLETES for this RELAY, double click on each swimmer from the left-hand side of the screen that will be entering.

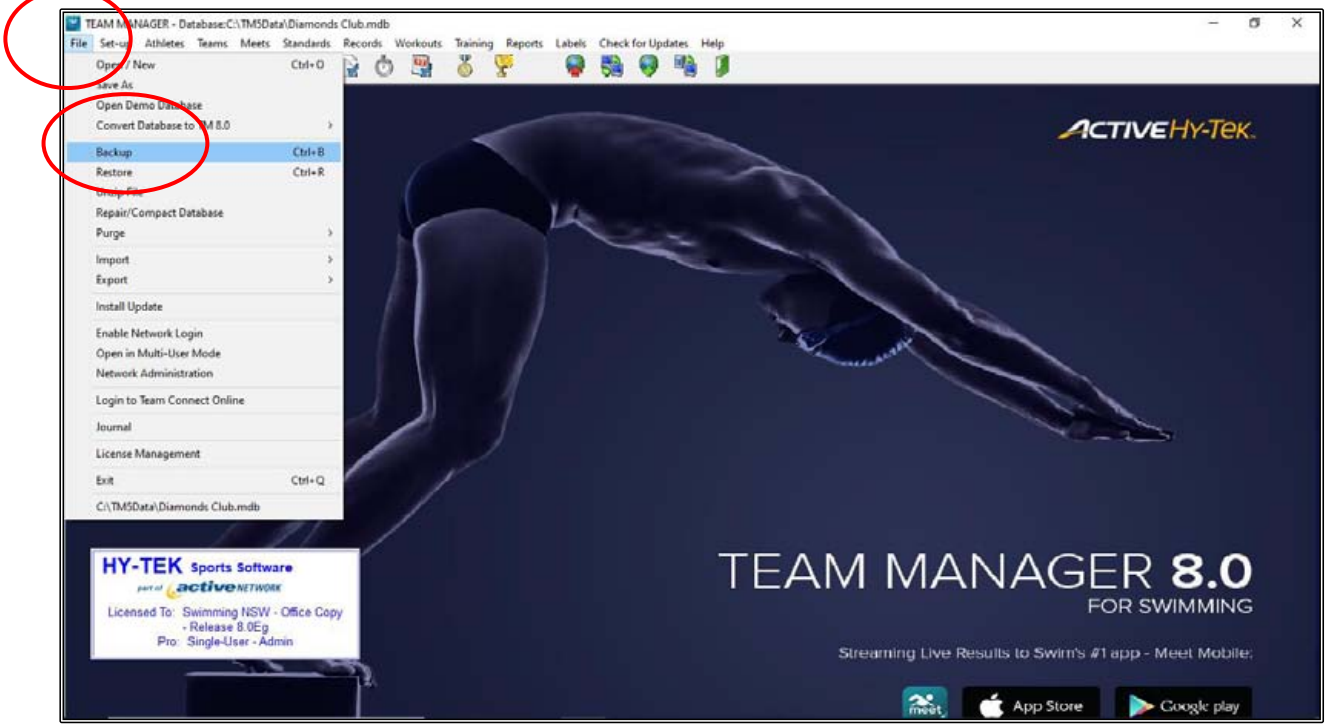
If you make a mistake, you can double click on the swimmer's name to remove them.



Once all of your relays have been entered, CLOSE OUT ☒ of the ENTRY BY EVENT SCREEN and back to the MAIN MENU screen.

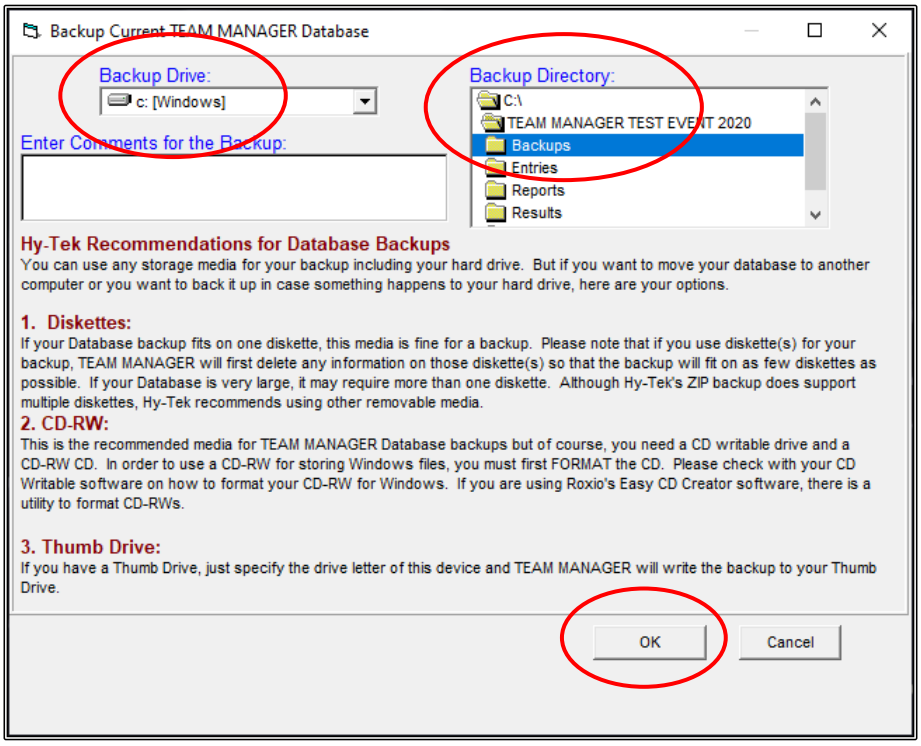
Before creating your EXPORT file, you should now BACKUP your data.

From the MAIN MENU screen, click on the FILE tab and then select BACKUP from the drop down.

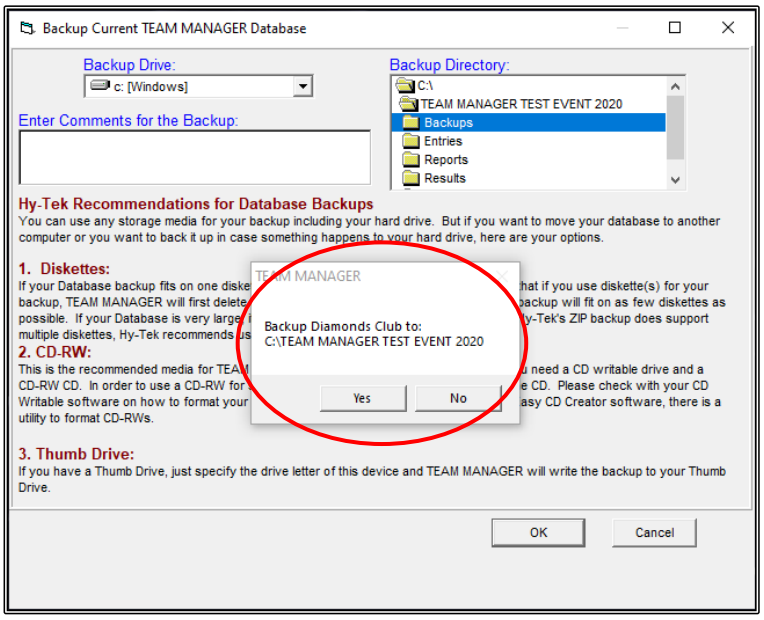


When the BACKUP DATABASE screen opens, select C:\(Windows) in the BACKUP DRIVE drop down.

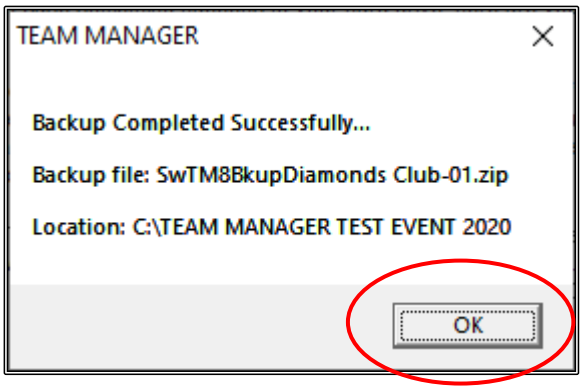
In the BACKUP DIRECTORY drop down, select the TEAM MANAGER TEST EVENT 2020 Folder that you have created and choose the BACKUPS sub-folder and then click OK.



Click YES when the confirmation screen appears.

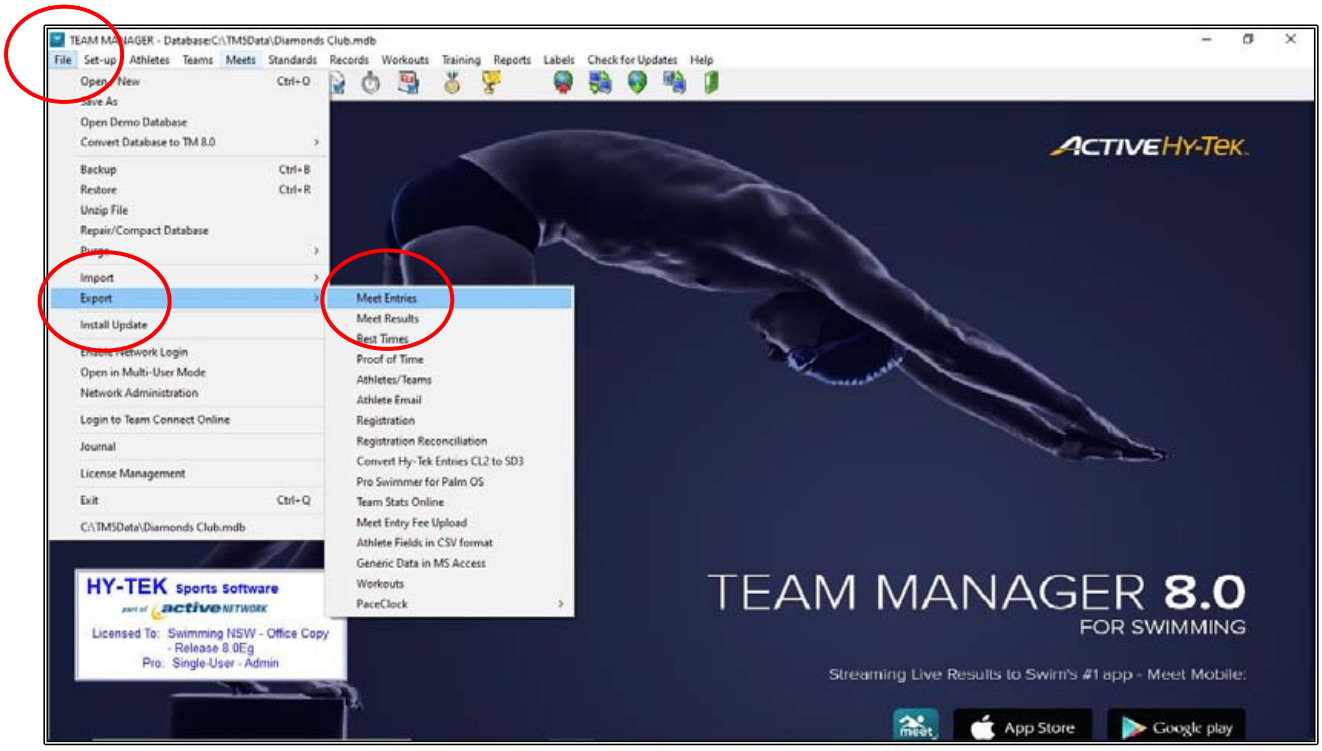


Click OK when the BACKUP COMPLETED SUCCESSFULLY screen appears.



Now it is time for you to create the file that you will forward to the MEET CONVENOR of the TEST EVENT 2020 meet so that they can import your TEAM information into their meet.

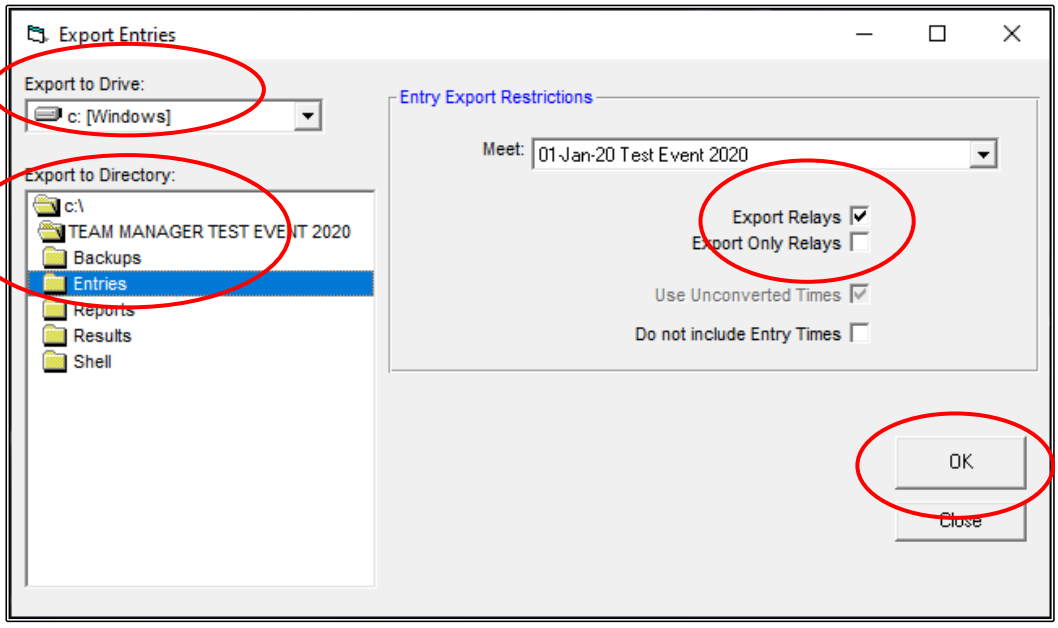
From the MAIN MENU screen, click on the FILE tab and then select EXPORT from the drop down. Now select MEET ENTRIES.



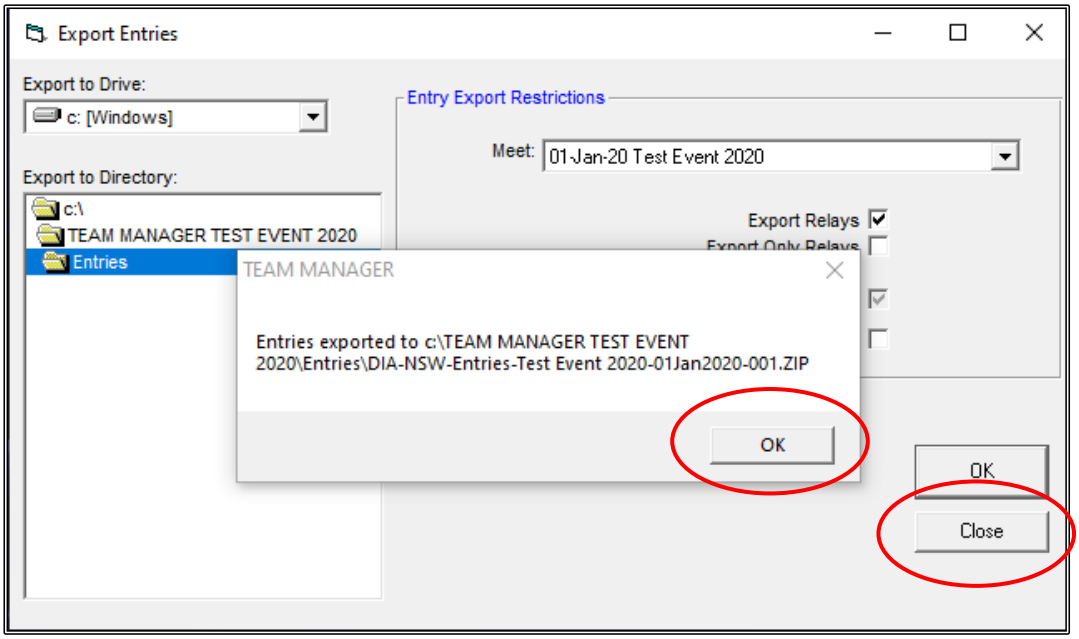
When the EXPORT ENTRIES screen opens, select C:\(Windows) in the EXPORT TO DRIVE drop down.

In the EXPORT TO DIRECTORY drop down, select the TEAM MANAGER TEST EVENT 2020 folder that you have created and choose the ENTRIES sub-folder.

Ensure that the EXPORT RELAYS button is ticked and then click OK.

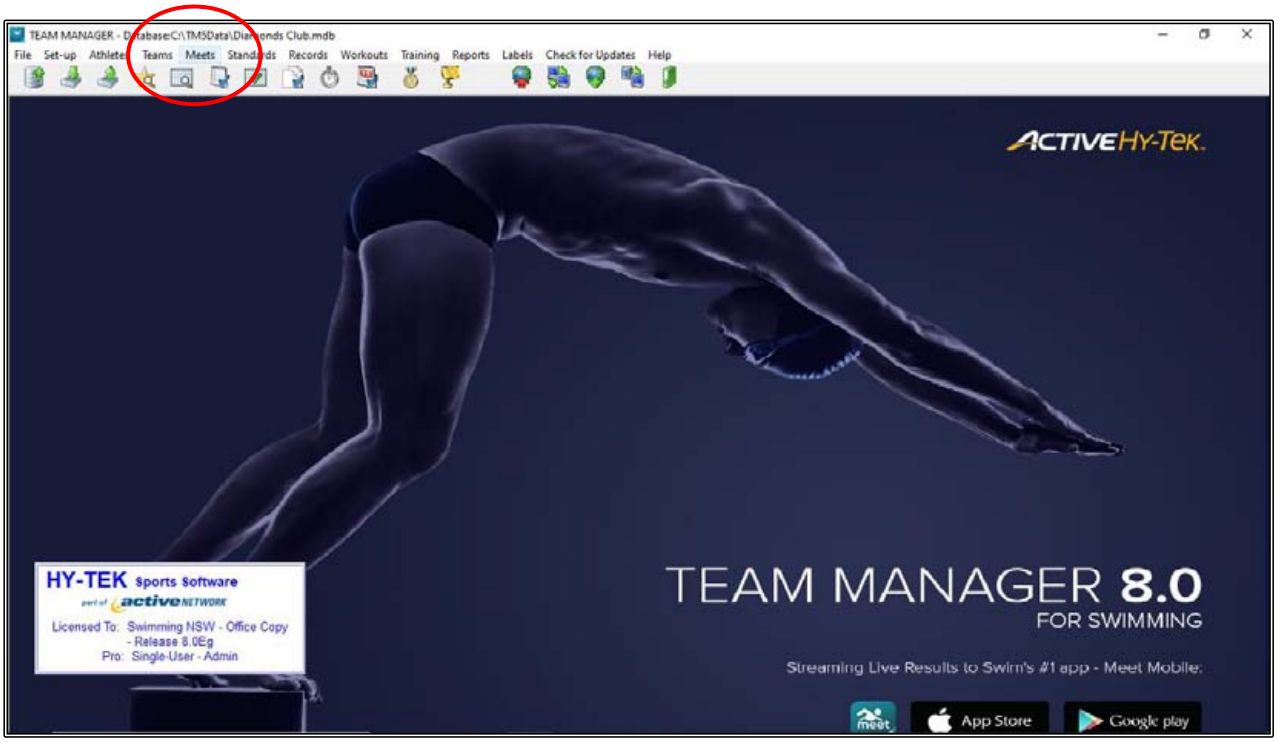


Click on OK when the EXPORT has been finalised and then click CLOSE.

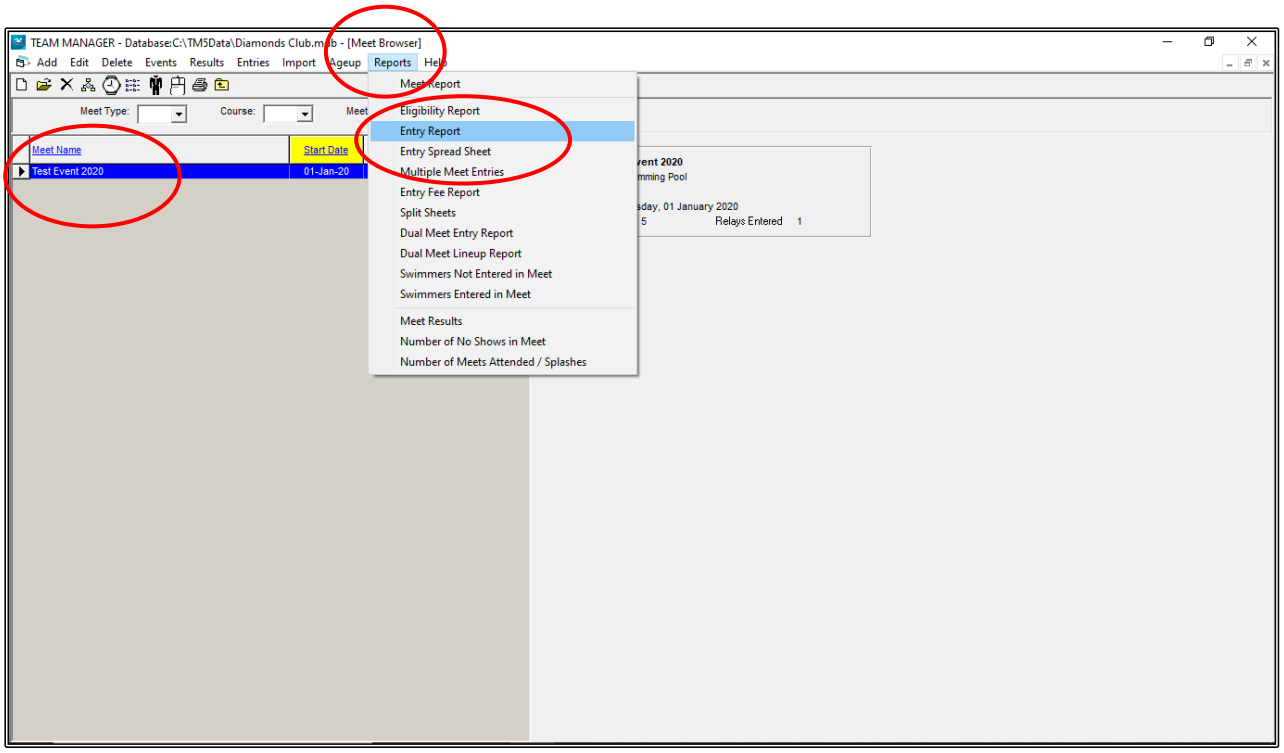


Now that you have saved your entry data file, you will also need to create a couple of ENTRY REPORTS from TEAM MANAGER to go with your ENTRIES file.

From the MAIN MENU screen, click on the MEETS tab.



From the MEET BROWSER screen, highlight the TEST EVENT 2020 meet and then click on the REPORTS tab from the top of the screen and select ENTRY REPORT from the drop down.

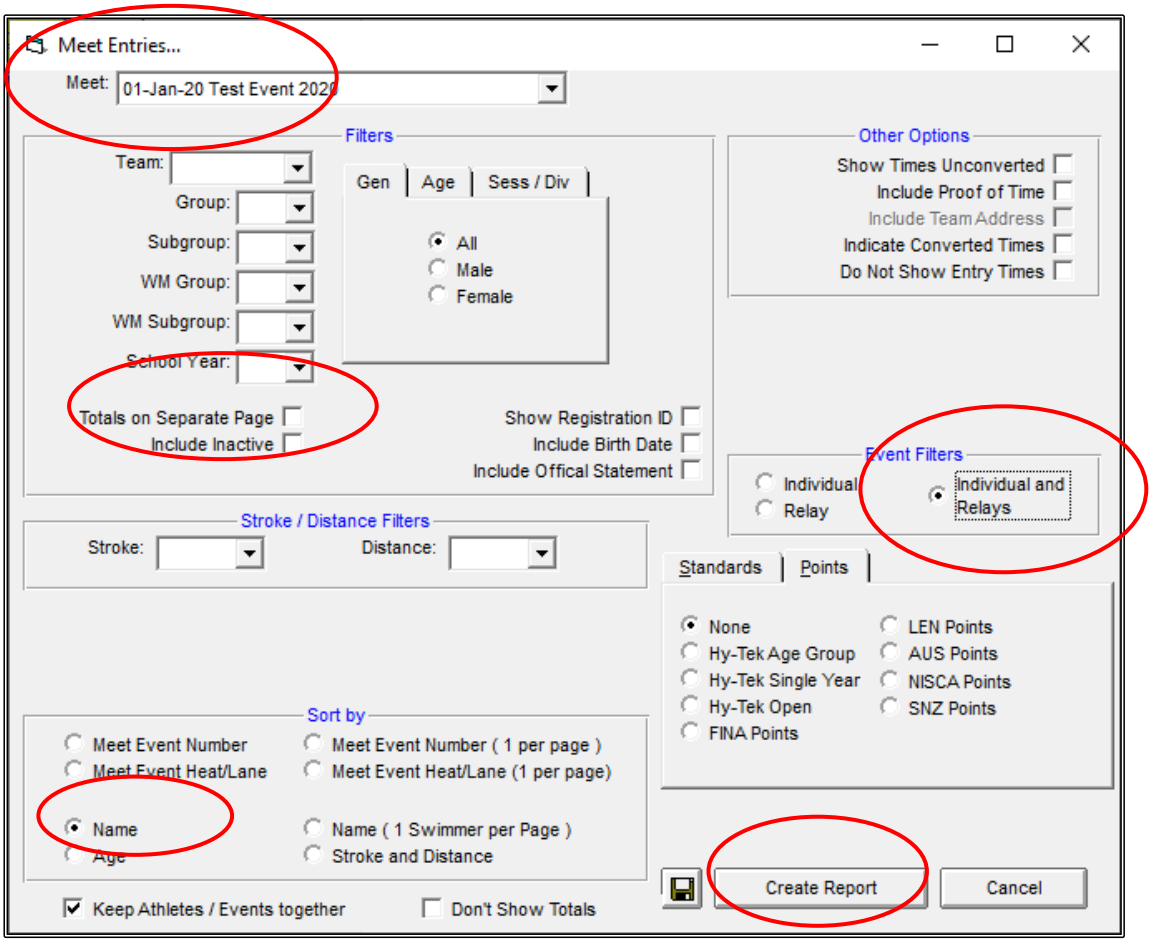


From the MEET ENTRIES screen, check that the MEET NAME is correct.

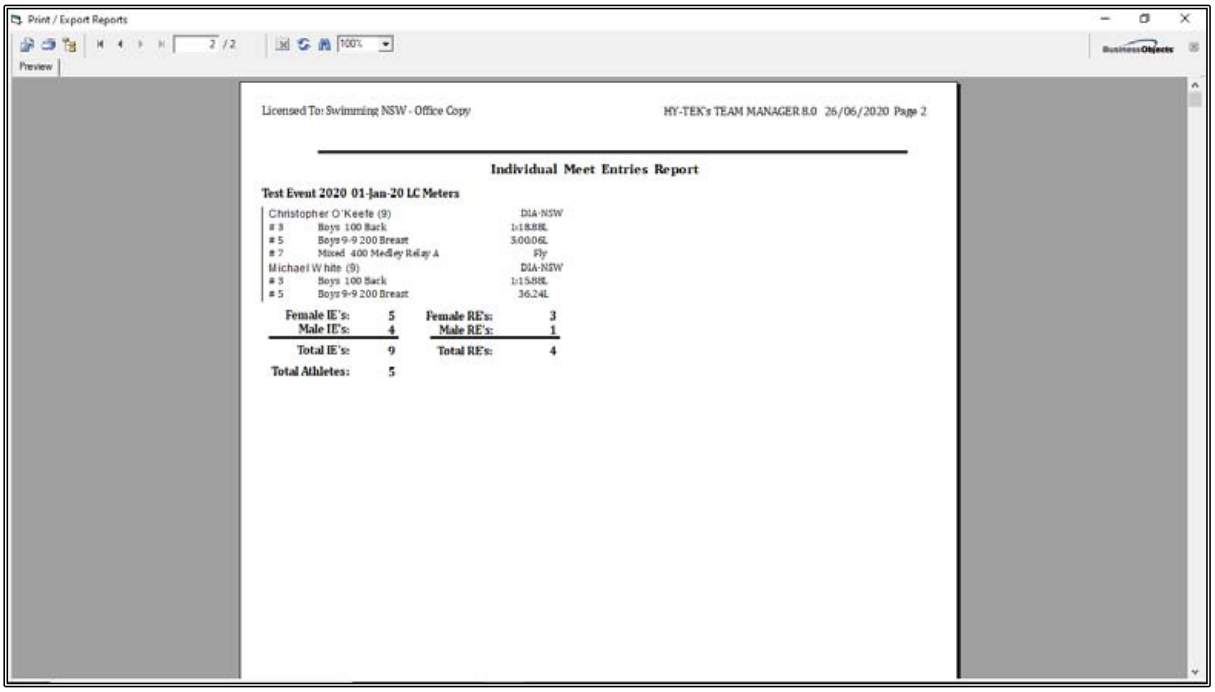
The only changes you need to make are as follows:

1. In the FILTERS section, you need to UNTICK TOTALS ON SEPARATE PAGE.
2. From the SORT BY section, click on NAME check box.
3. In the EVENT FILTERS section, click on INDIVIDUAL AND RELAYS.

Once all changes have been made, click on CREATE REPORT.

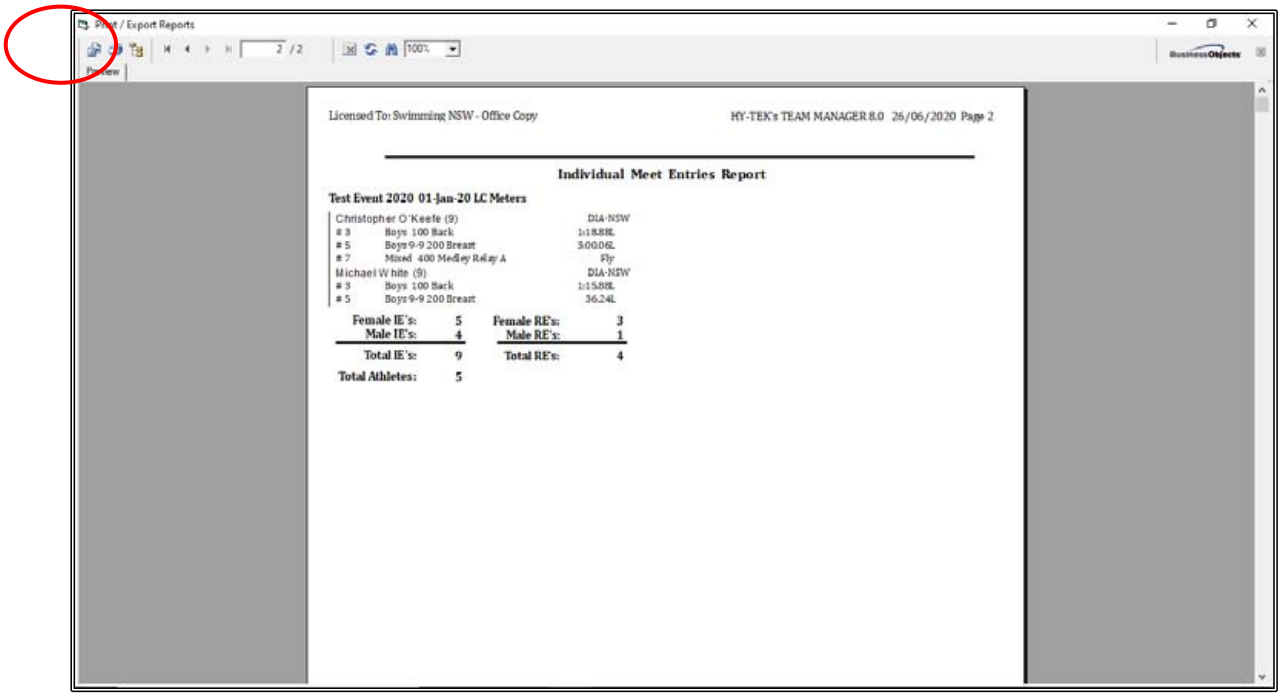


The INDIVIDUAL MEET ETRIES report screen appears, and you can check your entries and make any changes before saving the report.

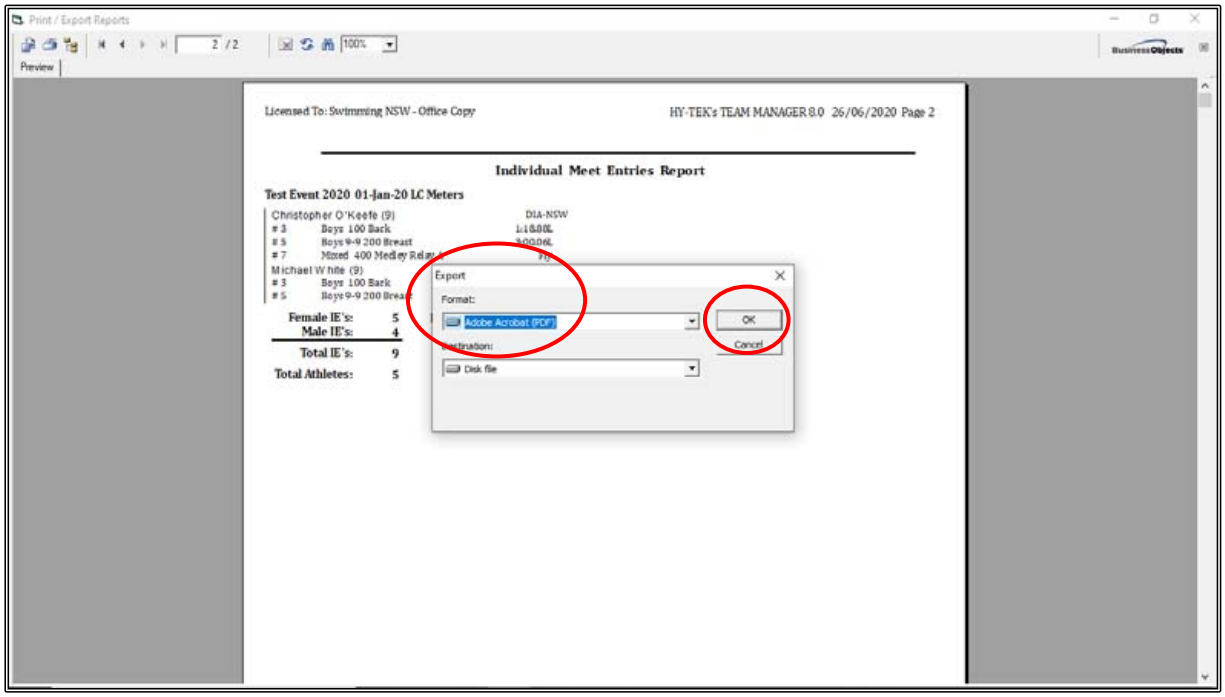


When the INDIVIDUAL MEET ENTRIES report has been checked for accuracy, you will need to save this report so that you can send it with your ENTRIES file.

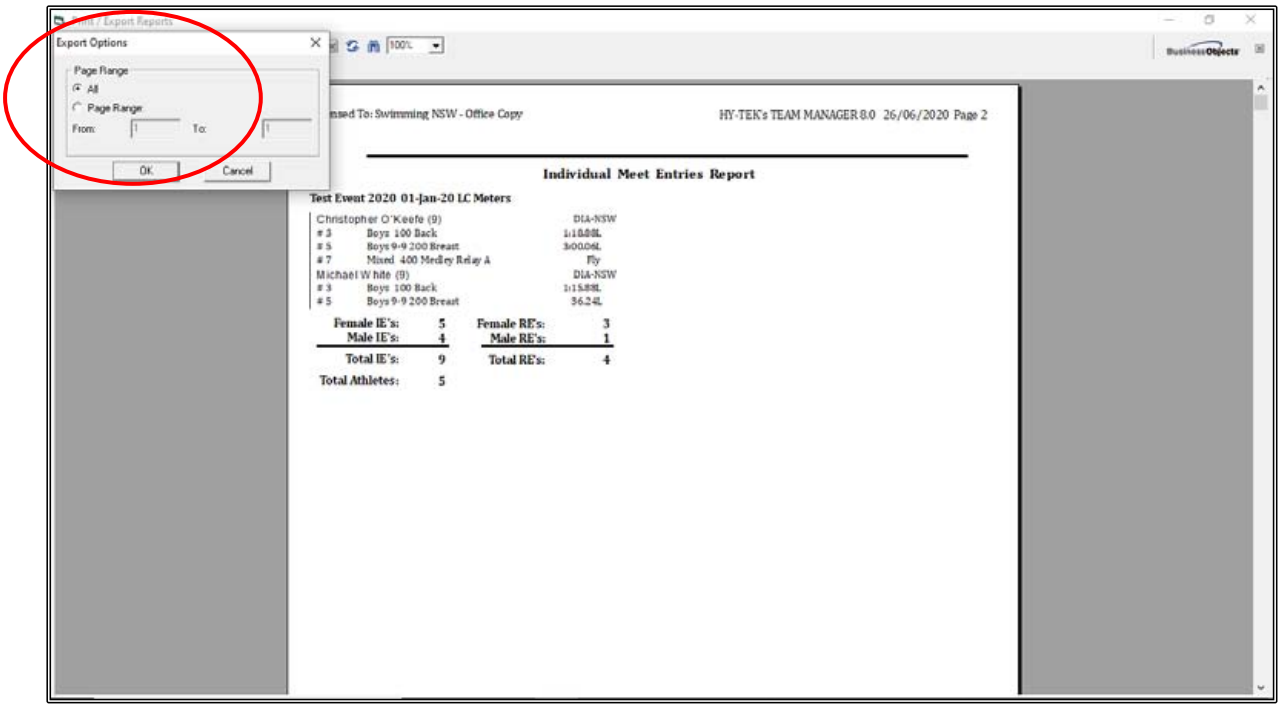
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.



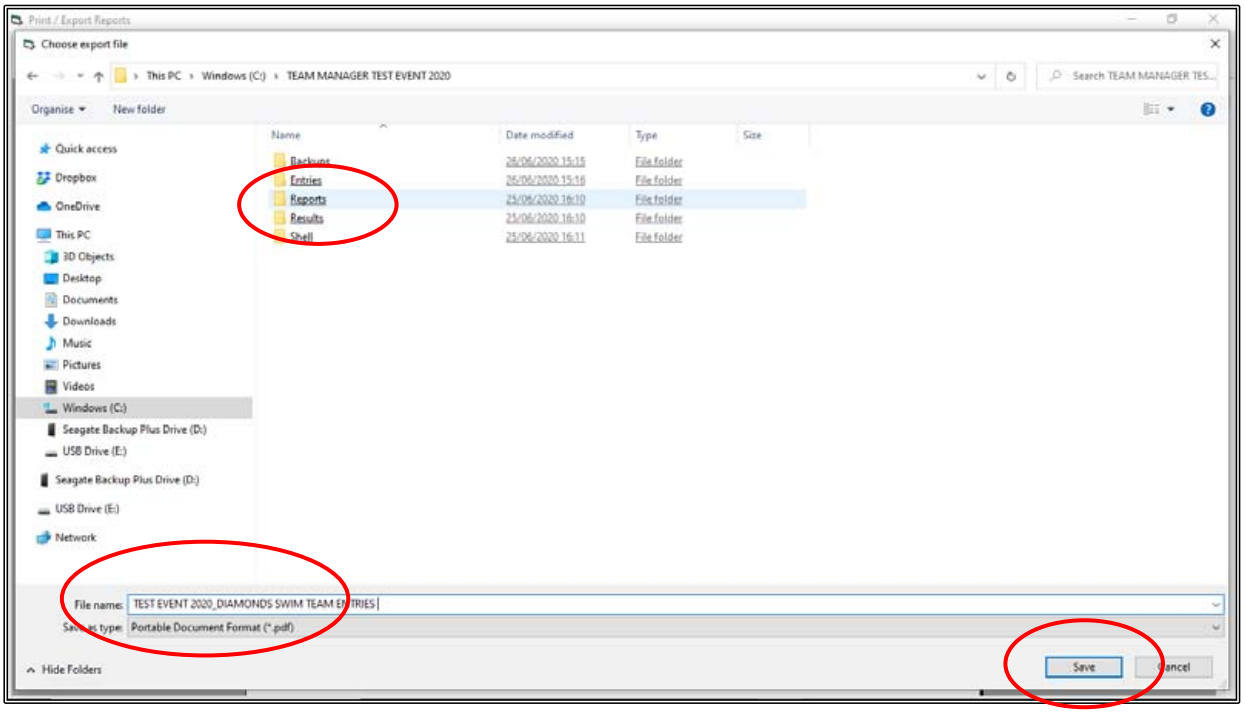
Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

C:\TEAM MANAGER TEST EVENT 2020\REPORTS.

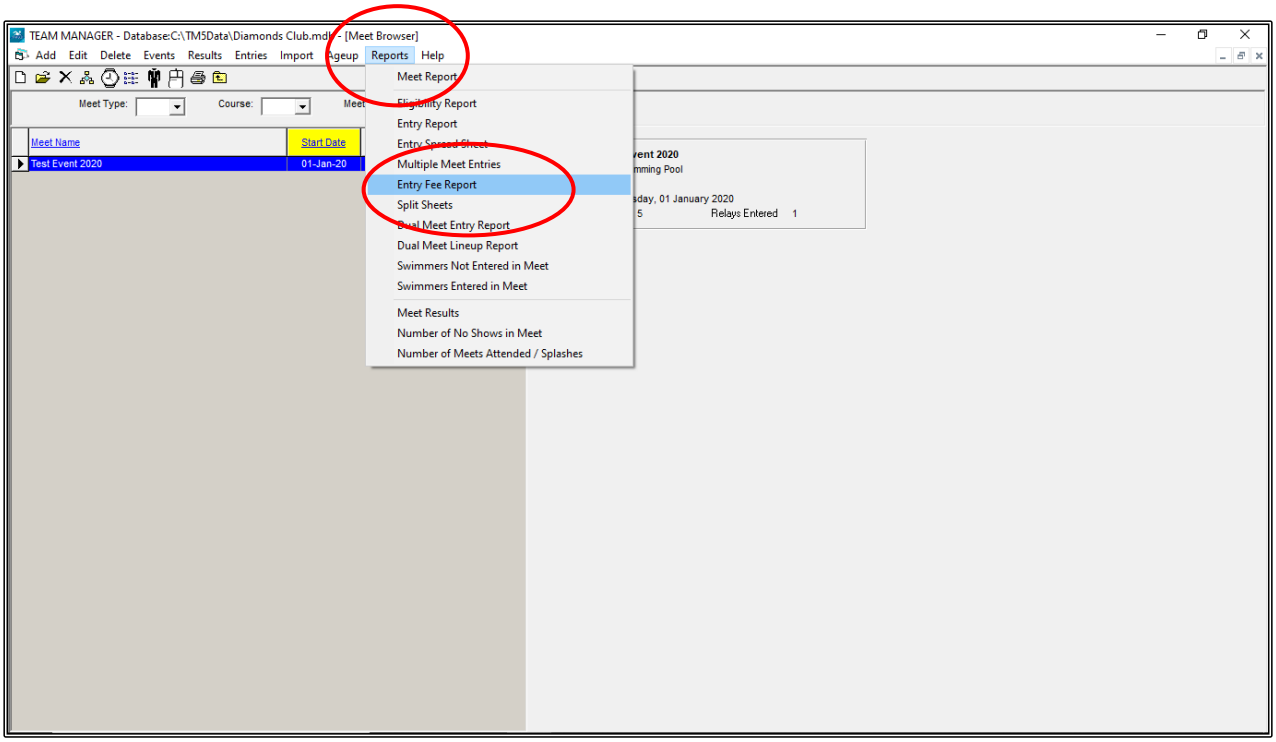
Change the FILE NAME to TEST EVENT 2020_DIAMONDS SWIM TEAM ENTRIES and click SAVE.



CLOSE OUT ☒ of the INDIVIDUAL MEET ENTRIES report screen and then click CANCEL in the MEET ENTRIES screen and you will be back at the MEET BROWSER screen.

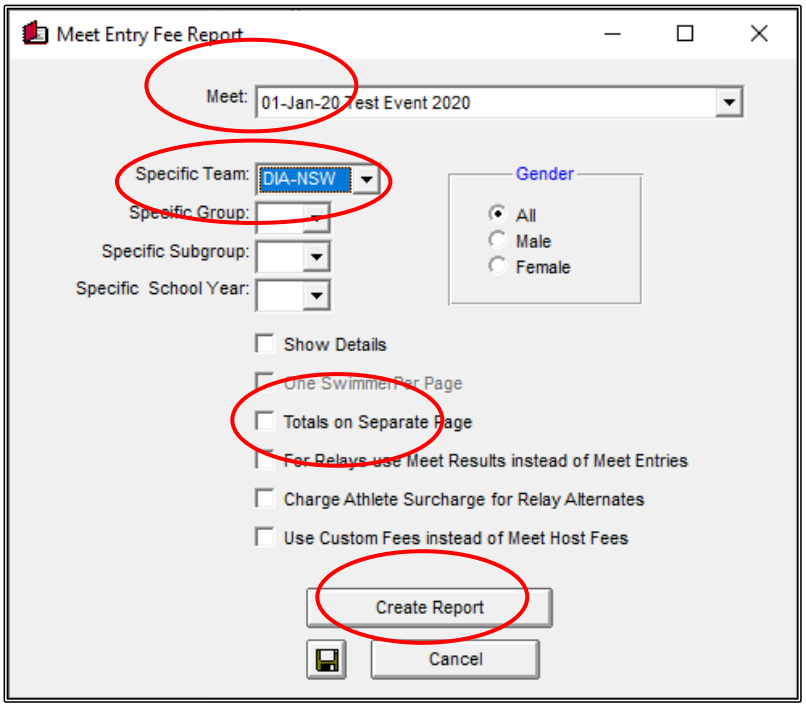
You now need to create an ENTRY FEE REPORT.

Ensure the TEST EVENT 2020 meet is highlighted and click on the REPORTS tab at the top of the screen and the select ENTRY FEE REPORT from the drop down.



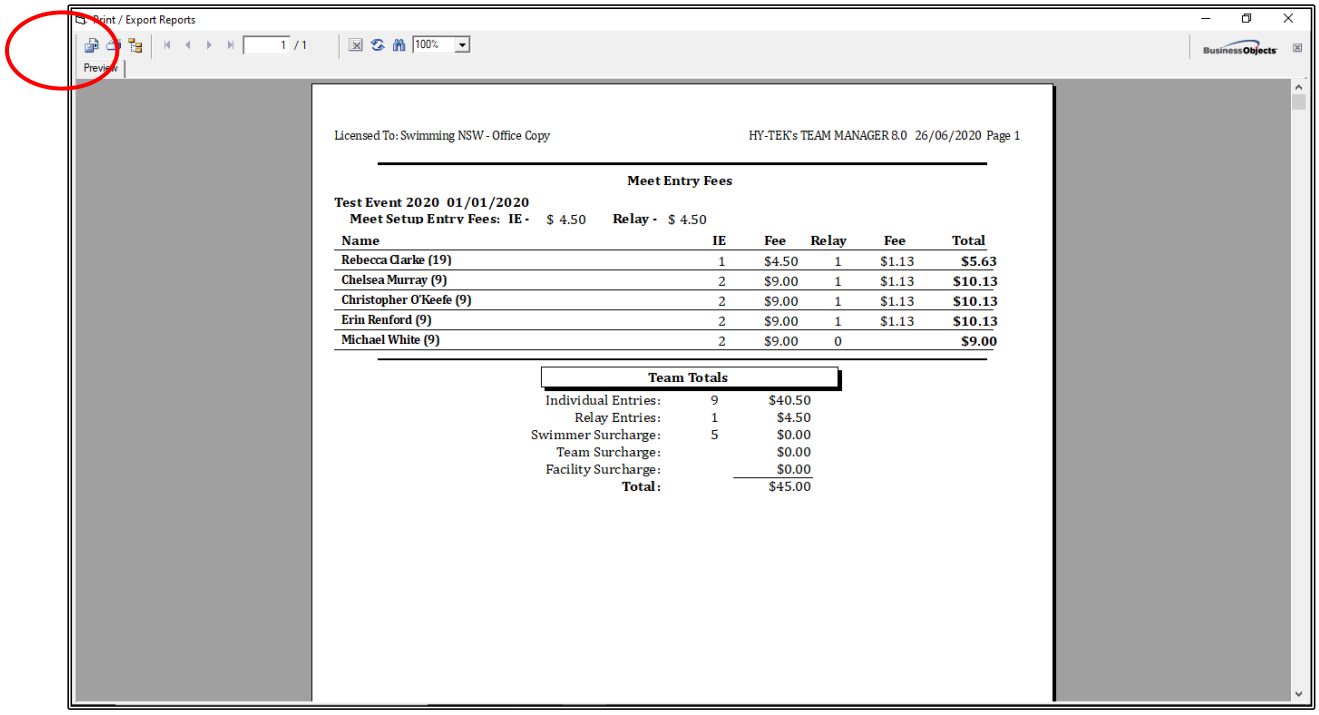
When the MEET ENTRY FEE REPORT screen opens, check the MEET NAME and then choose the SPECIFIC TEAM name.

Deselect TOTALS ON SEPARTE PAGE (this saves paper) and then click CREATE REPORT.

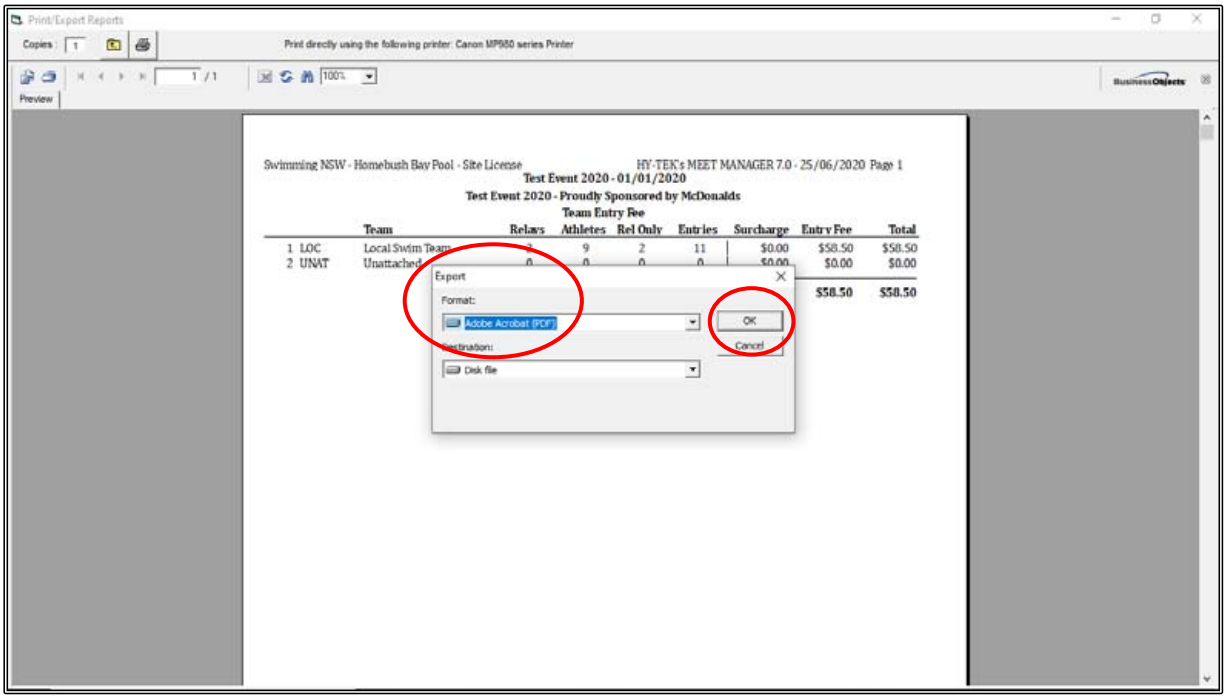


Once the MEET ENTRY FEES report has been checked for accuracy, you will need to save this report so that you can send it with your ENTRIES file.

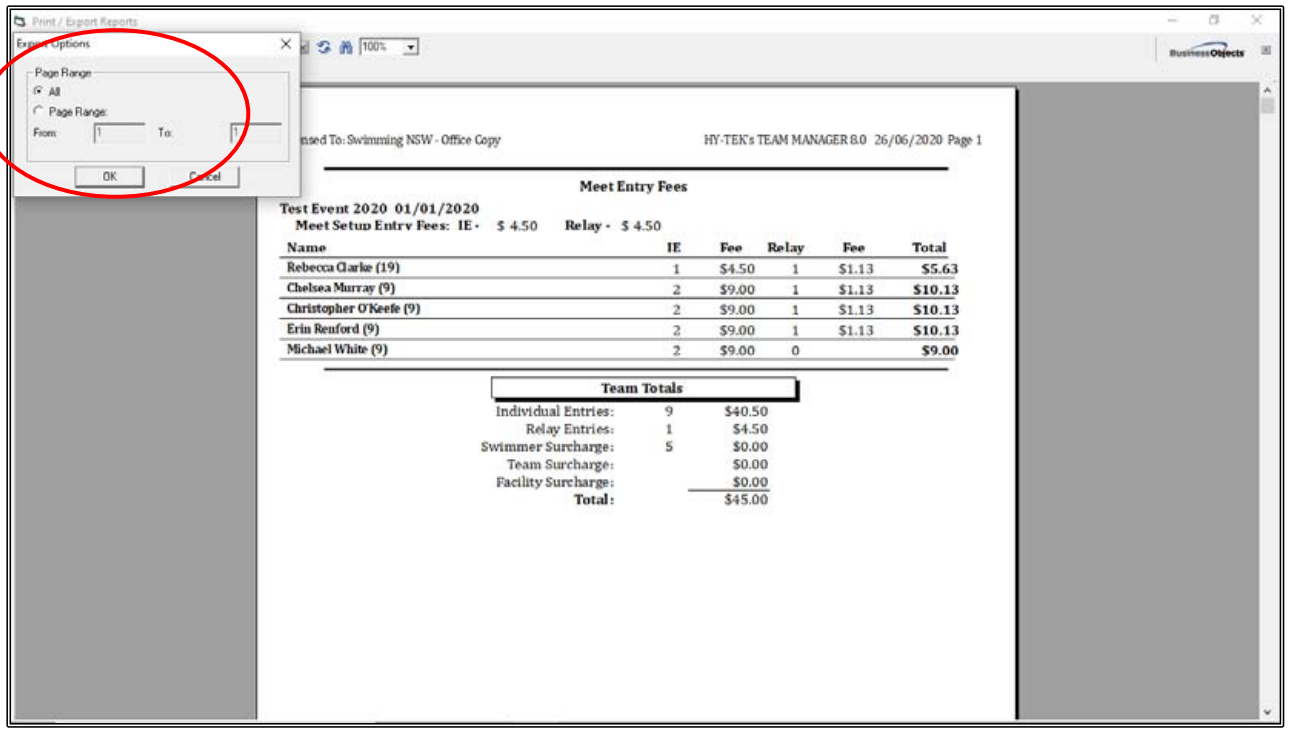
Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.



The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.

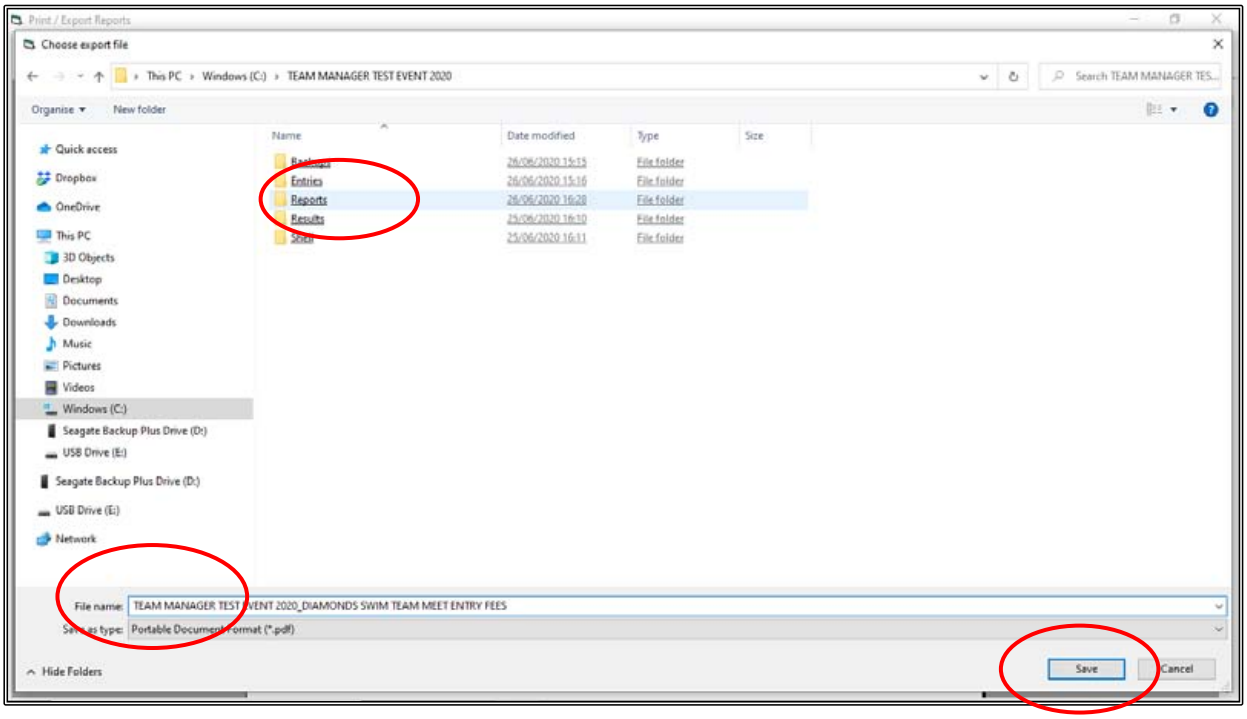


Click OK on the EXPORT OPTIONS box when it appears.



Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:
C:\TEAM MANAGER TEST EVENT 2020\REPORTS.

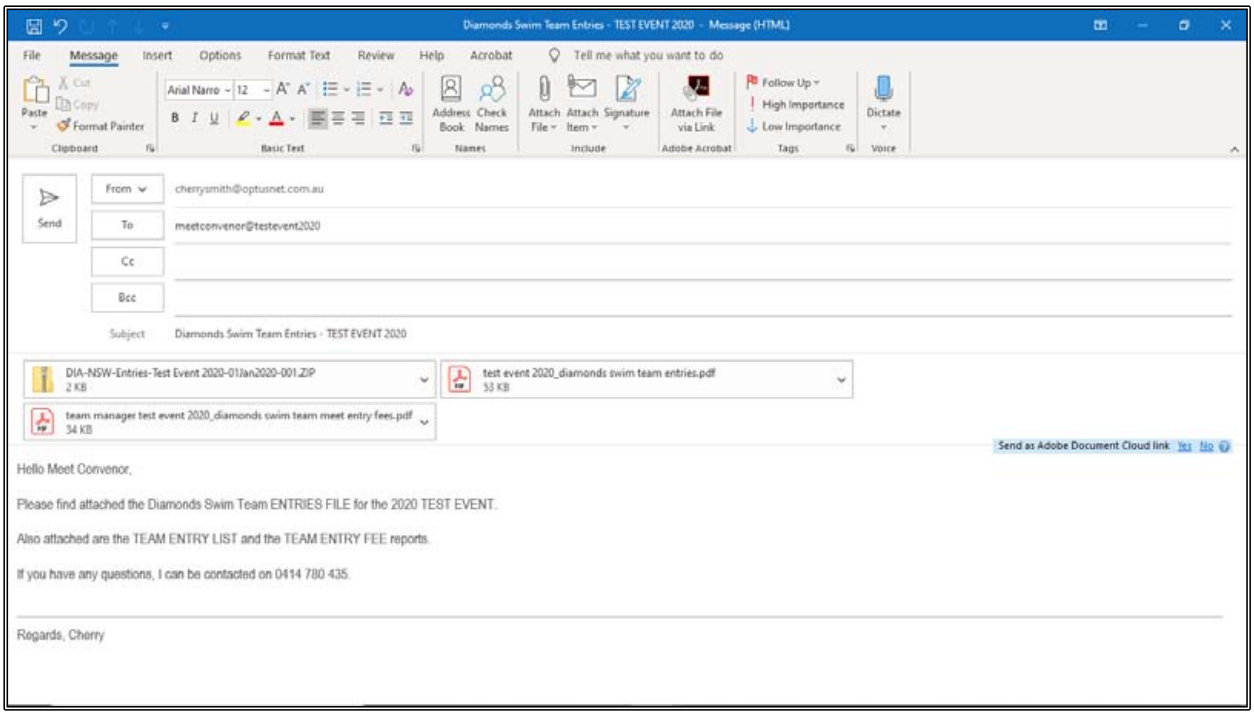
Change the FILE NAME to TEAM MANAGER TEST EVENT 2020_DIAMONDS SWIM TEAM MEET ENTRY FEES and click SAVE.



Now that your ENTRY FILE and REPORTS have been created and saved, you need to forward them to the MEET CONVENOR of the TEST EVENT 2020.

This is as simple as emailing the files.

See below a sample email with ENTRY FILE and REPORTS attached.



CLOSE OUT ☒ of all screens back to the MAIN MENU screen.

SECTION ELEVEN: HOW TO USE MEET MANAGER AND TEAM MANAGER TO IMPORT RESULTS FROM EXTERNAL MEETS

1. IMPORTING RESULTS FOR YOUR CLUB INTO MEET MANAGER:

You will have been sent a results file from the RACE ORGANISER of the TEST EVENT 2020 or you may have downloaded the results from them for your club the DRAGONS TEAM.

You should have saved this results file in the RESULTS sub-folder that you created when you set up the TEST EVENT 2020 Folder prior to the meet:
C:\TEST EVENT 2020\RESULTS

Now you need to upload the results of your swimmers into your MEET MANAGER program.

How you do the import will depend on which file the RACE ORGANISER has sent you.

a) If you have a BACKUP file of the meet, you will use the RESTORE method.

Swmm7BkupTest Event 2020-01.zip

b) If you have a MERGE MM TO MM RESULTS file, you will need to use the IMPORT method.

Merge Meet
Results-Test Event 2

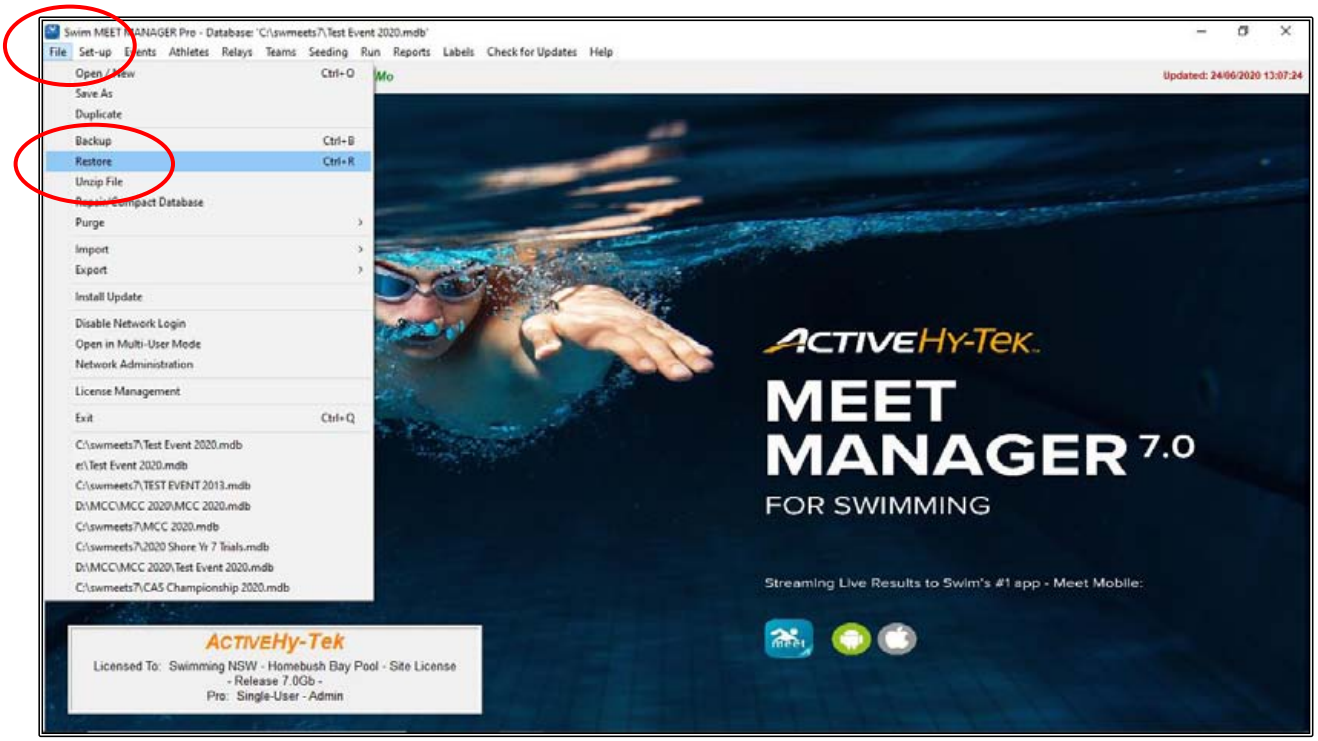
NOTE: Both of these IMPORT methods will import the WHOLE MEET results, not just your club.

Ensure that you have the TEST EVENT 2020 meet open in MEET MANAGER.

a) RESTORE method using a BACKUP file of the meet.

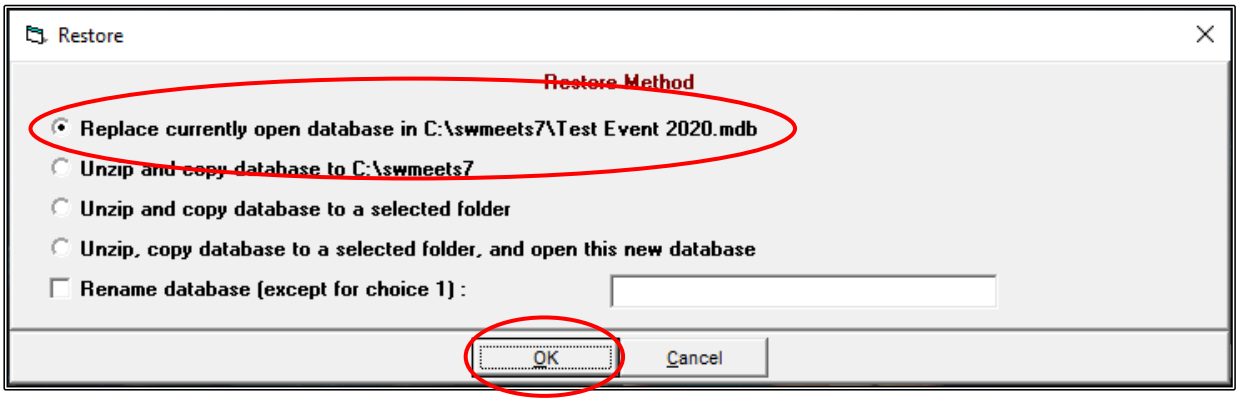
Swmm7BkupTest Event 2020-01.zip

From the MAIN MENU screen, click on the FILE tab and then select RESTORE from the drop down.

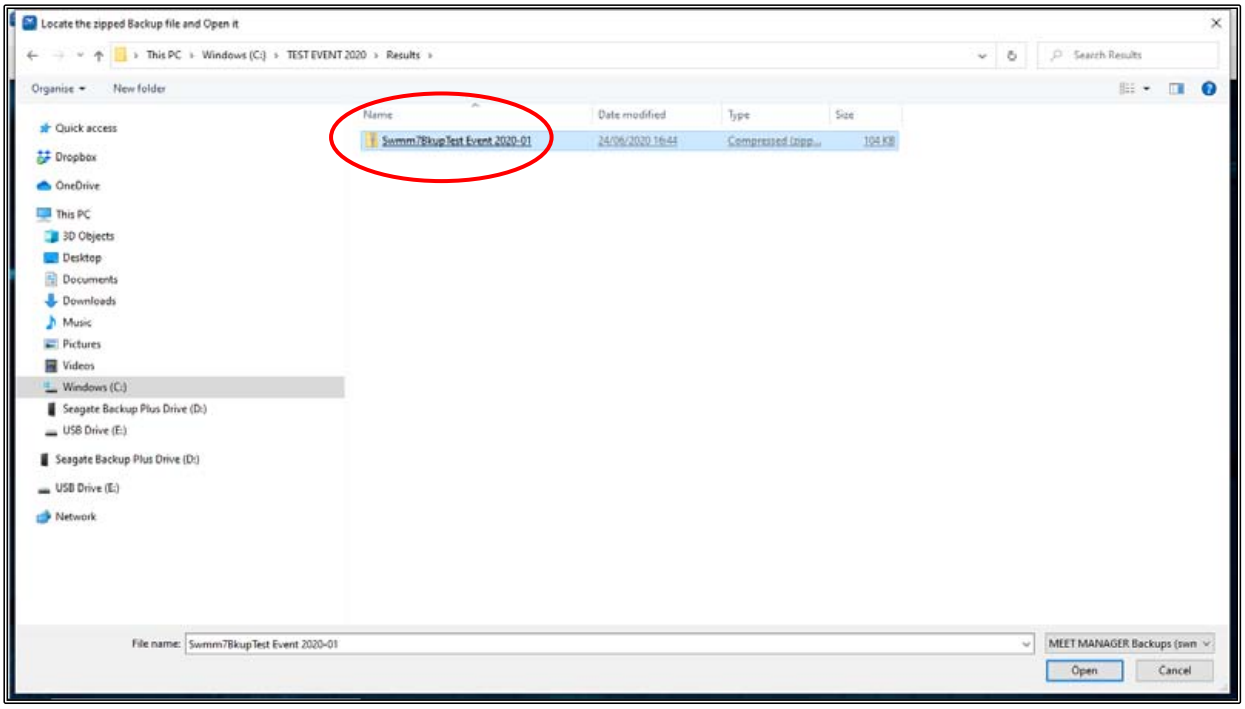


When the RESTORE screen appears, choose the REPLACE CURRENTLY OPEN DATABASE IN C:\swmeets7\Test Event 2020.mdb OPTION.

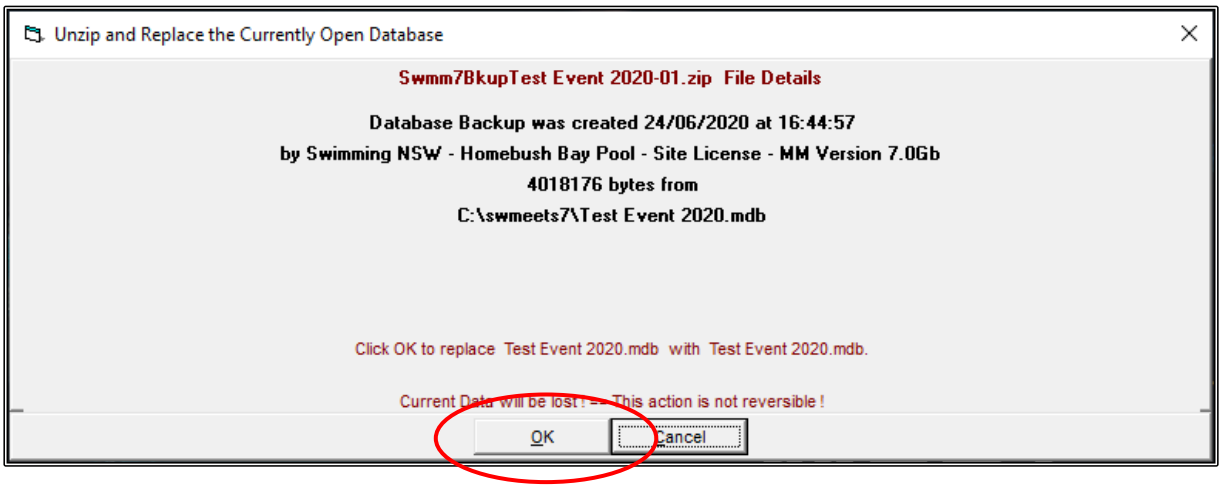
Click OK.



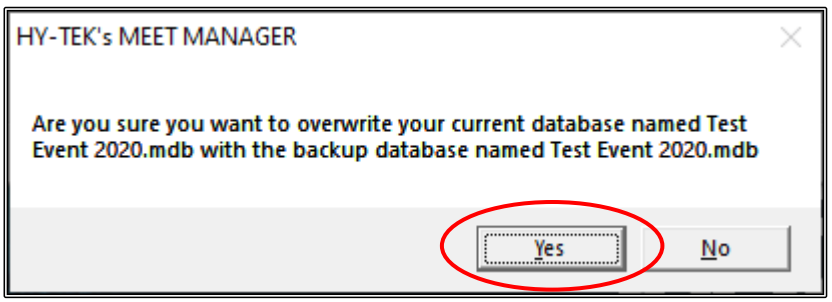
Choose the RESULTS folder and then click on the BACKUP file.



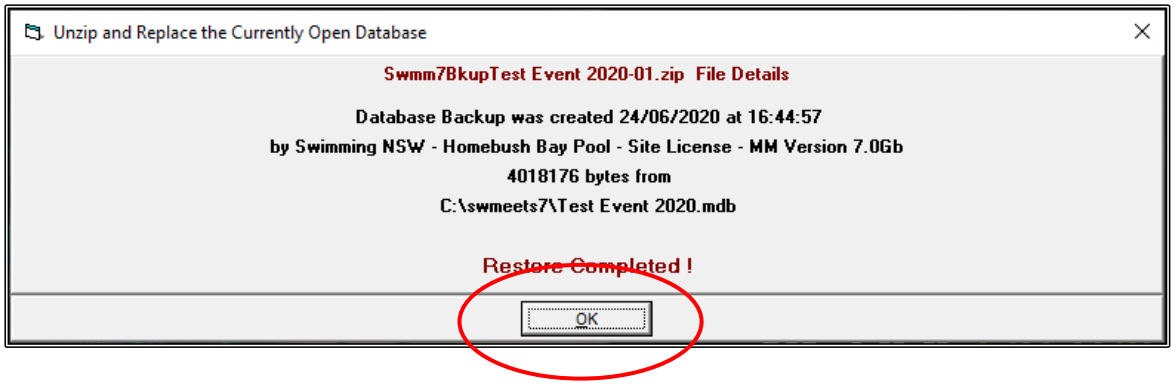
Click OK when the UNZIP screen opens.



Click OK when prompted.

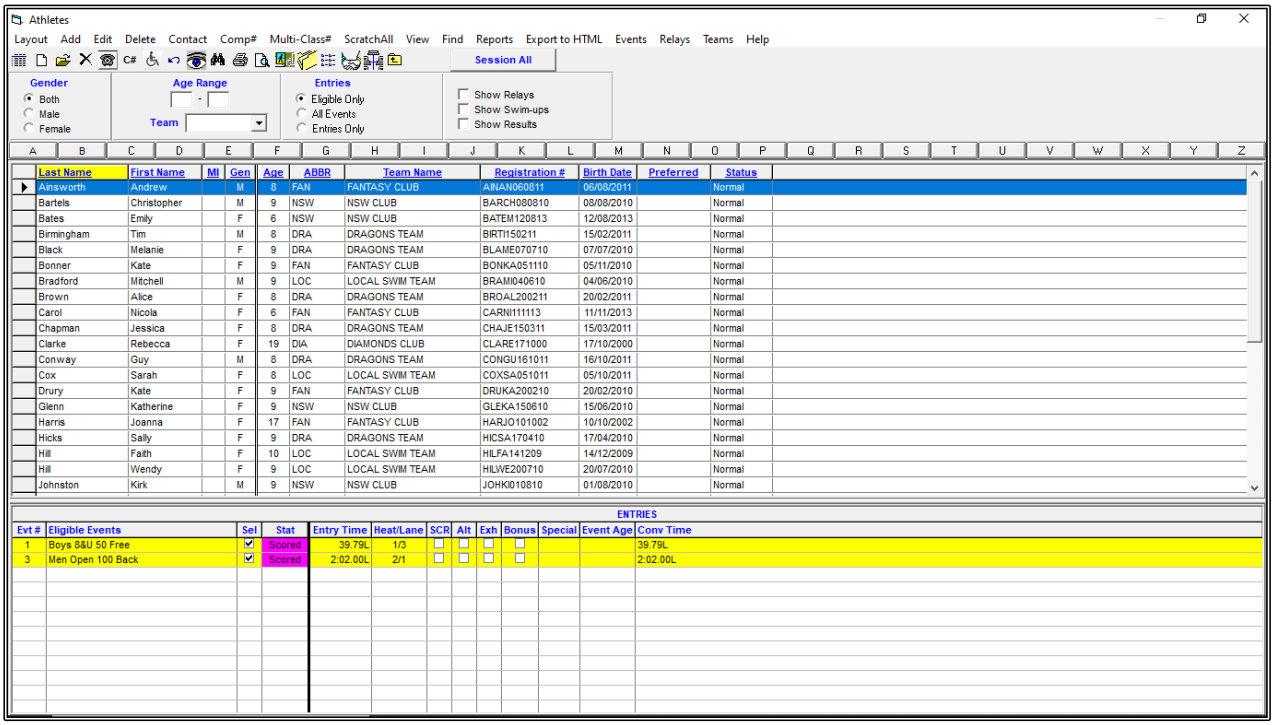


Click OK when the RESTORE COMPLETED screen appears.



You can check the data by clicking on the ATHLETES screen, and you will see that all the TEAMS, ATHLETES and RESULTS have been imported.

You can now proceed to print any reports that you need and you will be able to choose just the DRAGONS team.

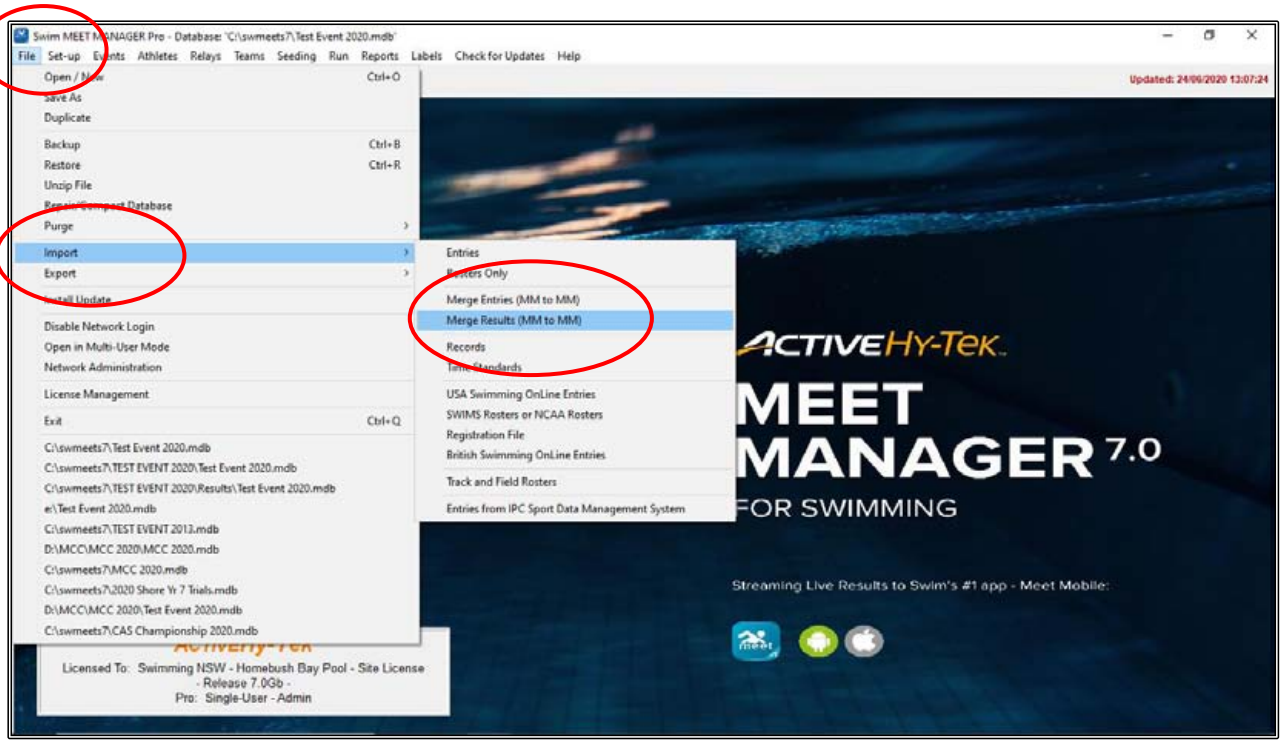


Ensure that you have the TEST EVENT 2020 meet open in MEET MANAGER.

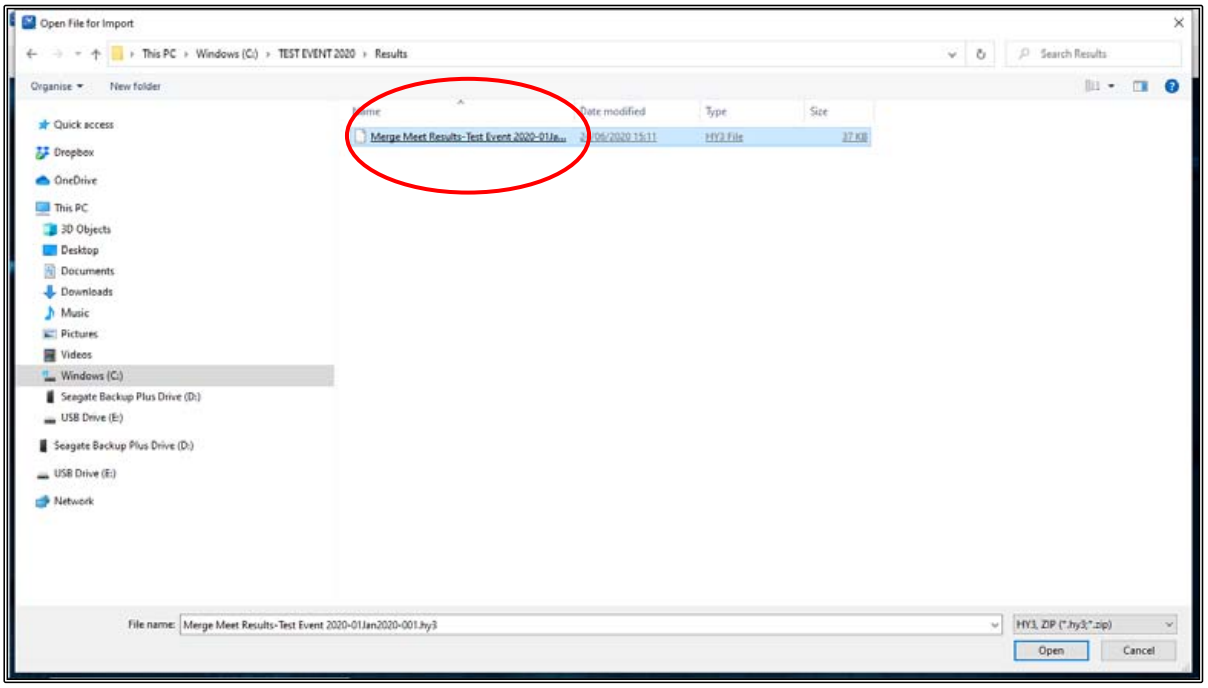
b) RESTORE method using a MERGE MM TO MM RESULTS file.

Merge Meet
Results-Test Event 2

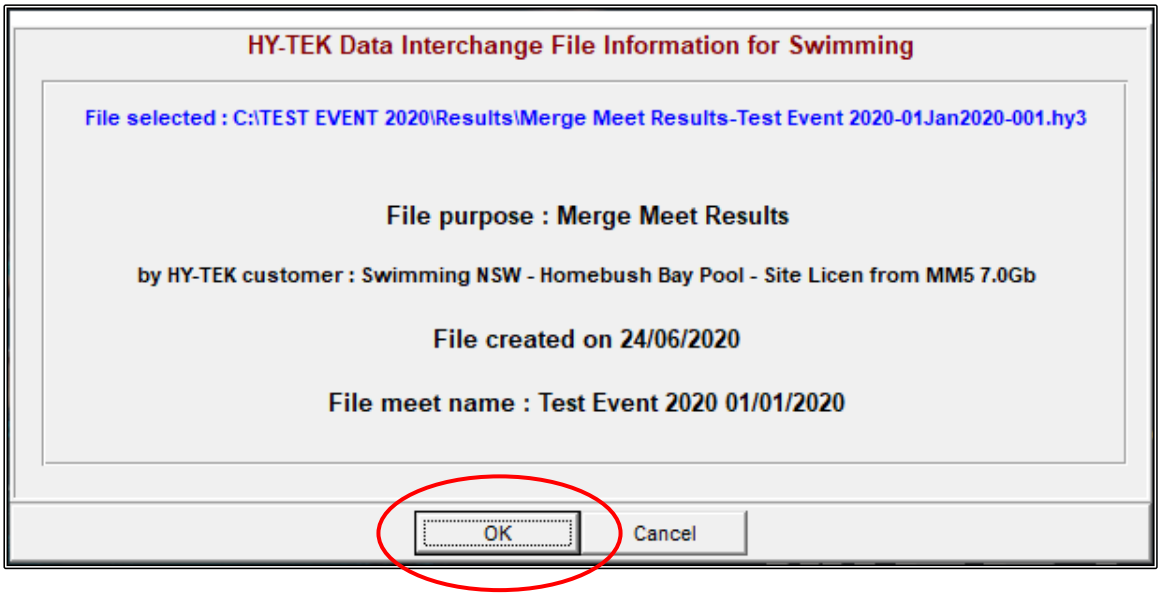
From the MAIN MENU screen, click on the FILE tab and then select IMPORT from the drop down and then choose MERGE RESULTS (MM to MM).



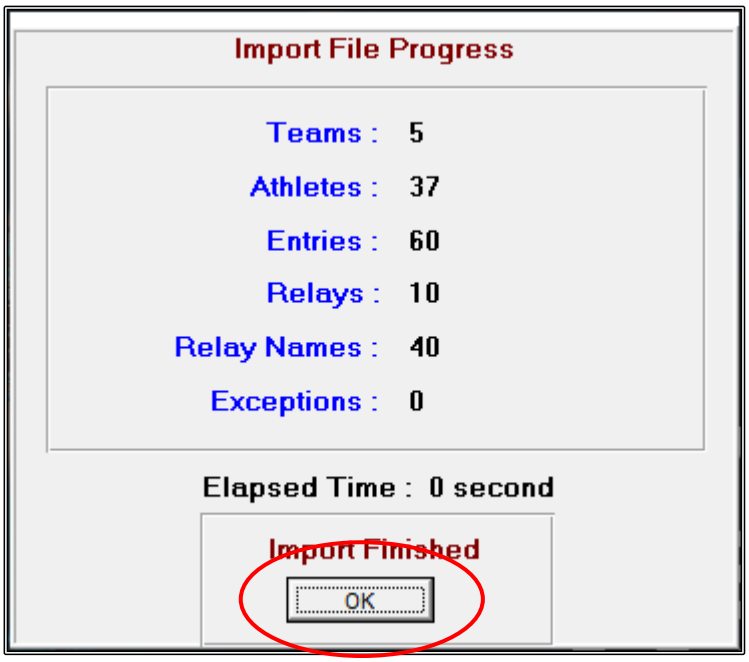
Choose the RESULTS folder and then click on the MERGE MEET RESULTS file.



Click OK when the DATA INTERCHANGE FILE screen opens.

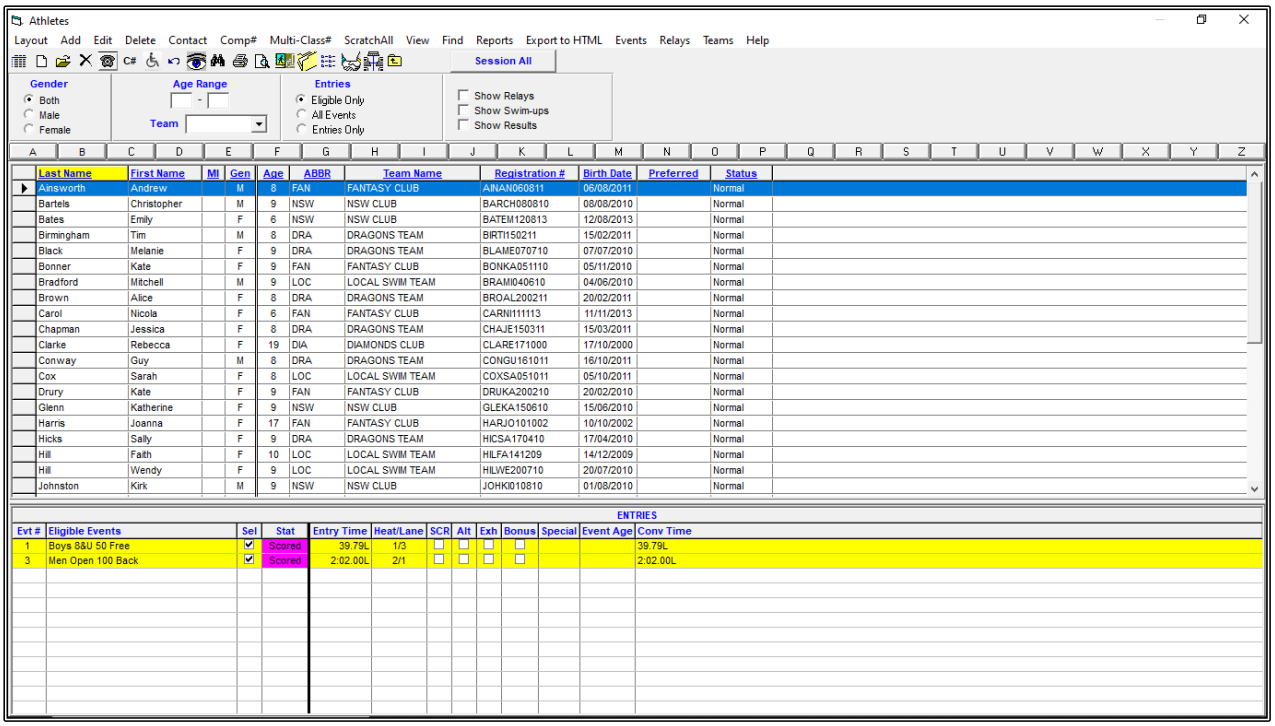


Click OK when the IMPORT FILE PROGRESS screen opens.



You can check the data by clicking on the ATHLETES screen, and you will see that all the TEAMS, ATHLETES and RESULTS have been imported.

You can now proceed to print any reports that you need and you will be able to choose just the DRAGONS team.



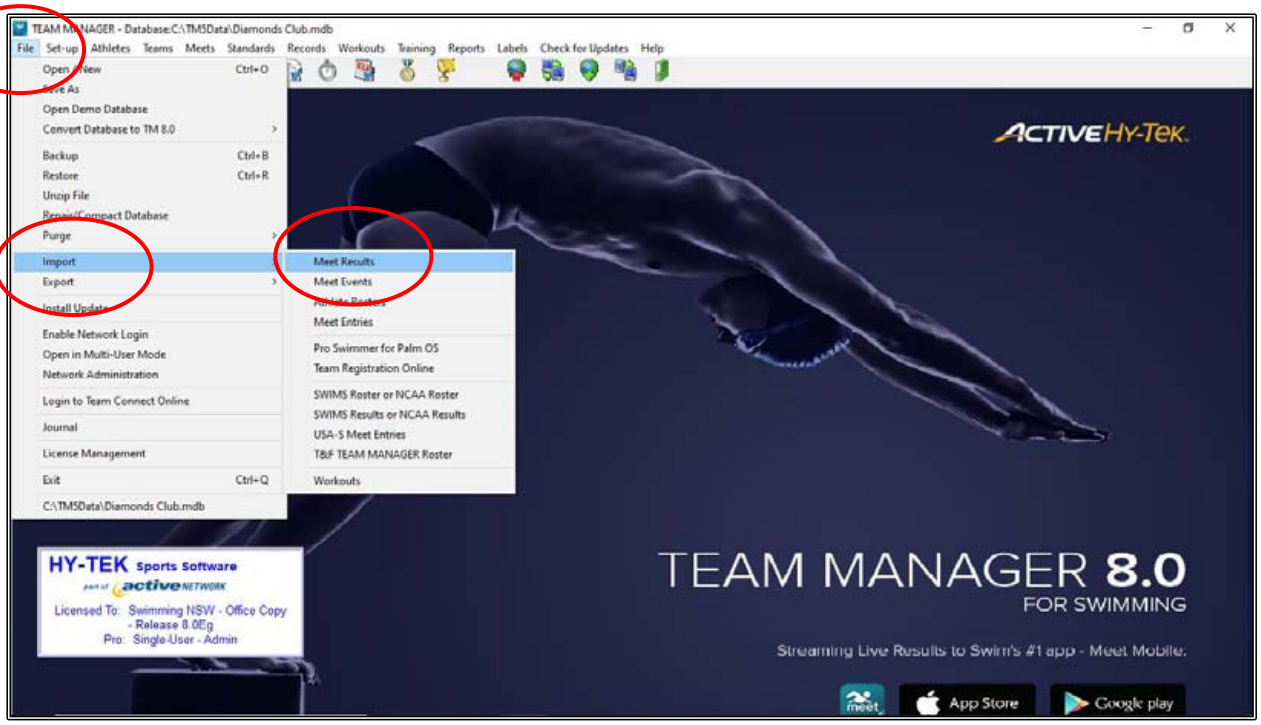
2. IMPORTING RESULTS FOR YOUR CLUB INTO TEAM MANAGER:

You will have been sent a results file from the RACE ORGANISER of the TEST EVENT 2020 or you may have downloaded the results from them for your club the DRAGONS TEAM.

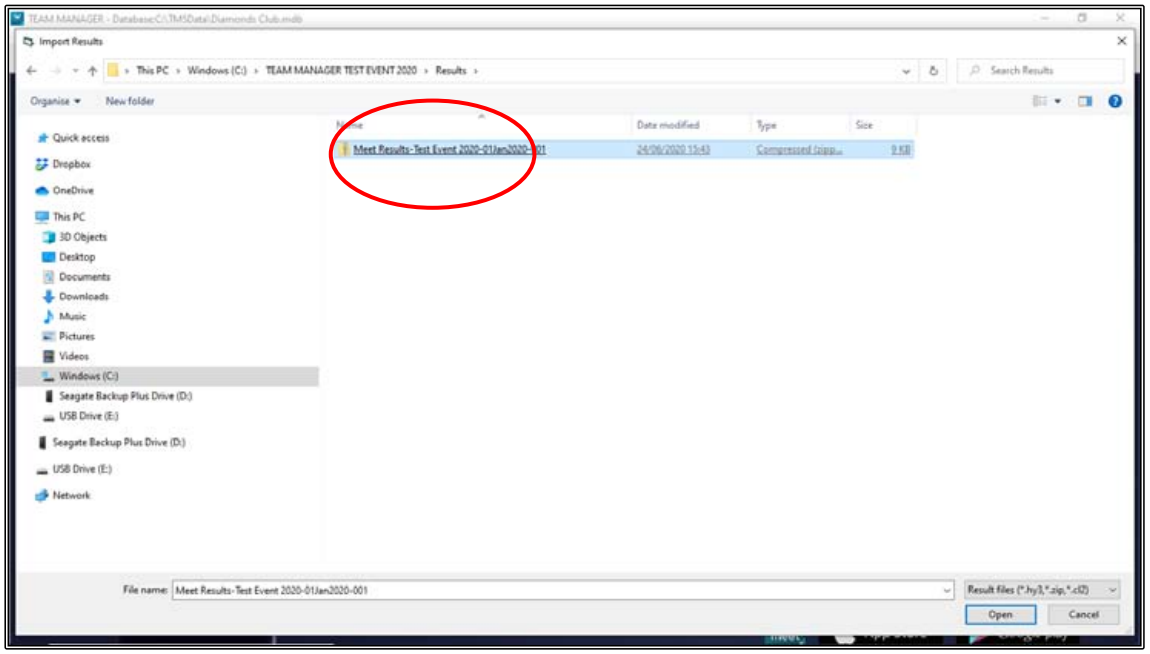
You should have saved this results file in the RESULTS sub-folder that you created when you set up the TEAM MANAGER TEST EVENT 2020 folder prior to the meet:
C:\TEAM MANAGER TEST EVENT 2020\RESULTS

Now you need to upload the results of your swimmers into your TEAM MANAGER program.

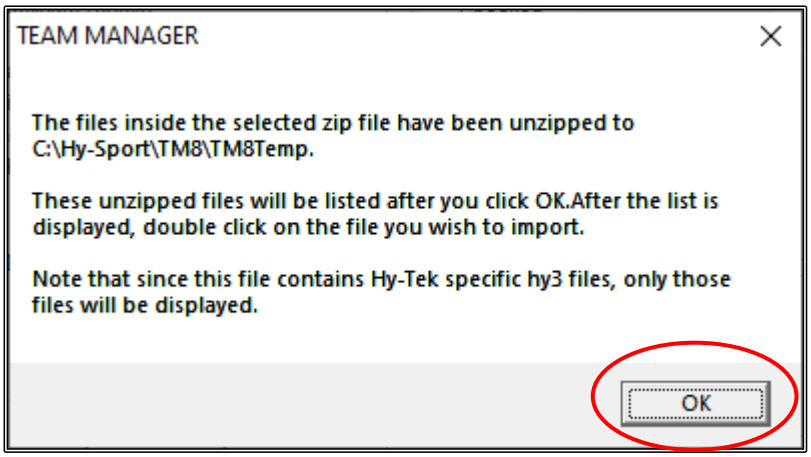
From the MAIN MENU screen, click on the FILE tab and then choose IMPORT from the drop down, now select MEET RESULTS.



Choose the RESULTS folder and then click on the MEET RESULTS file.

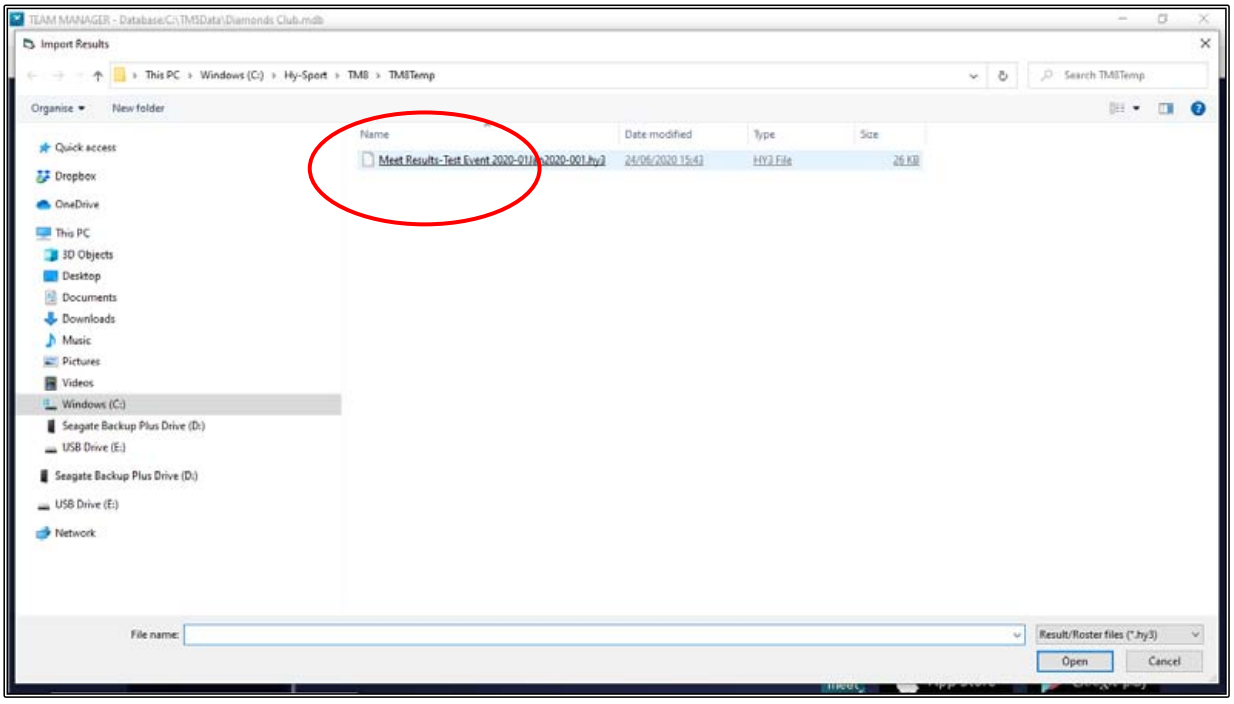


Click OK when the UNZIPPED screen opens.



Click on the MEET RESULTS file.

The IMPORT RESULTS screen is now available for you to customise how and what data you want to import.



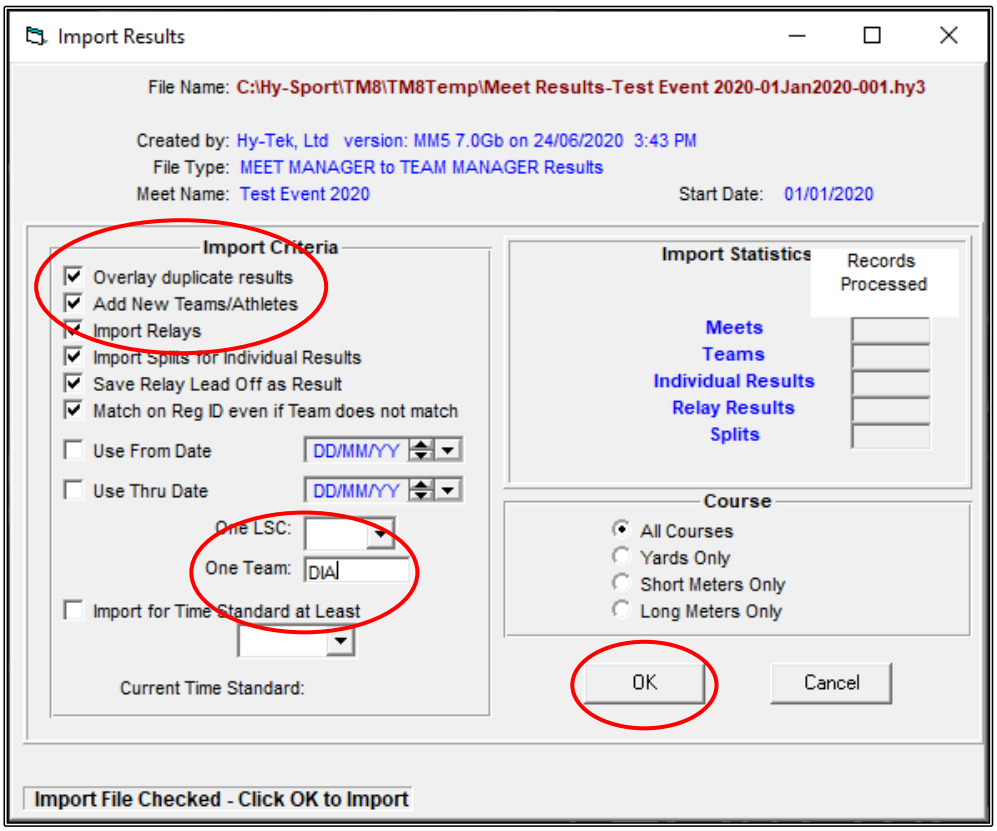
The only boxes that should be changed are in the IMPORT CRITERIA section.

You should ensure that you tick:

1. OVERLAY DUPLICATE RESULTS
2. ADD NEW TEAMS/ATHLETES.
3. Also type in your CLUB ABBREVIATION in the ONE TEAM box. If you do not do this, you will import data for all clubs and not just your DIAMONDS club.

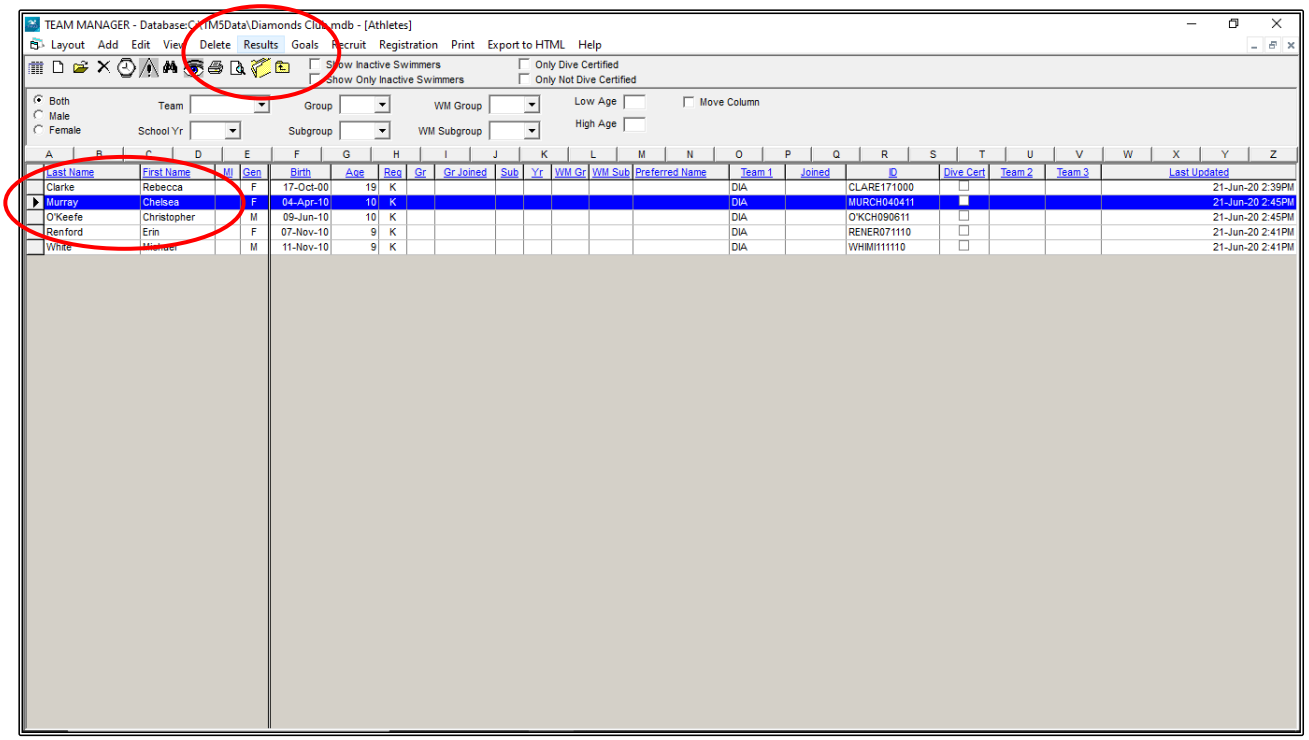
You should accept all the other default criteria and click OK and then CLOSE the IMPORT RESULTS screen back to the MAIN MENU screen.

All results will be imported including, splits (if available), DQs, placings and points (if allocated).

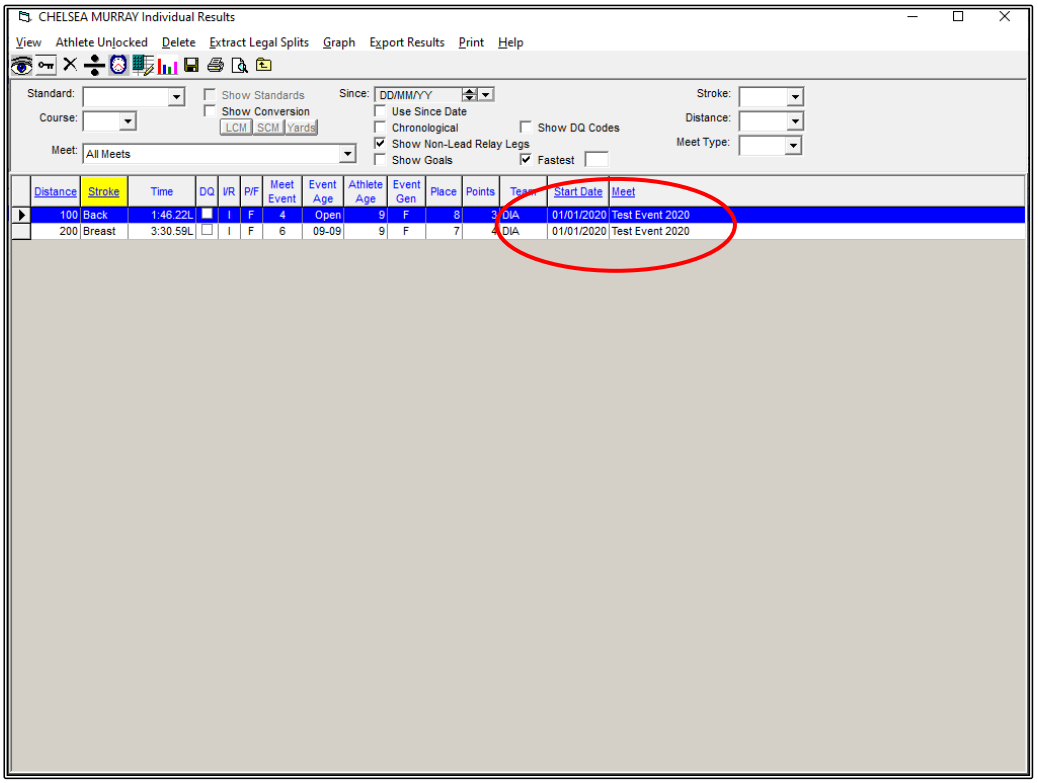


You can check the results by clicking into the ATHLETES screen and then HIGHLIGHT one of your athletes.

Choose RESULTS from the top of the screen.



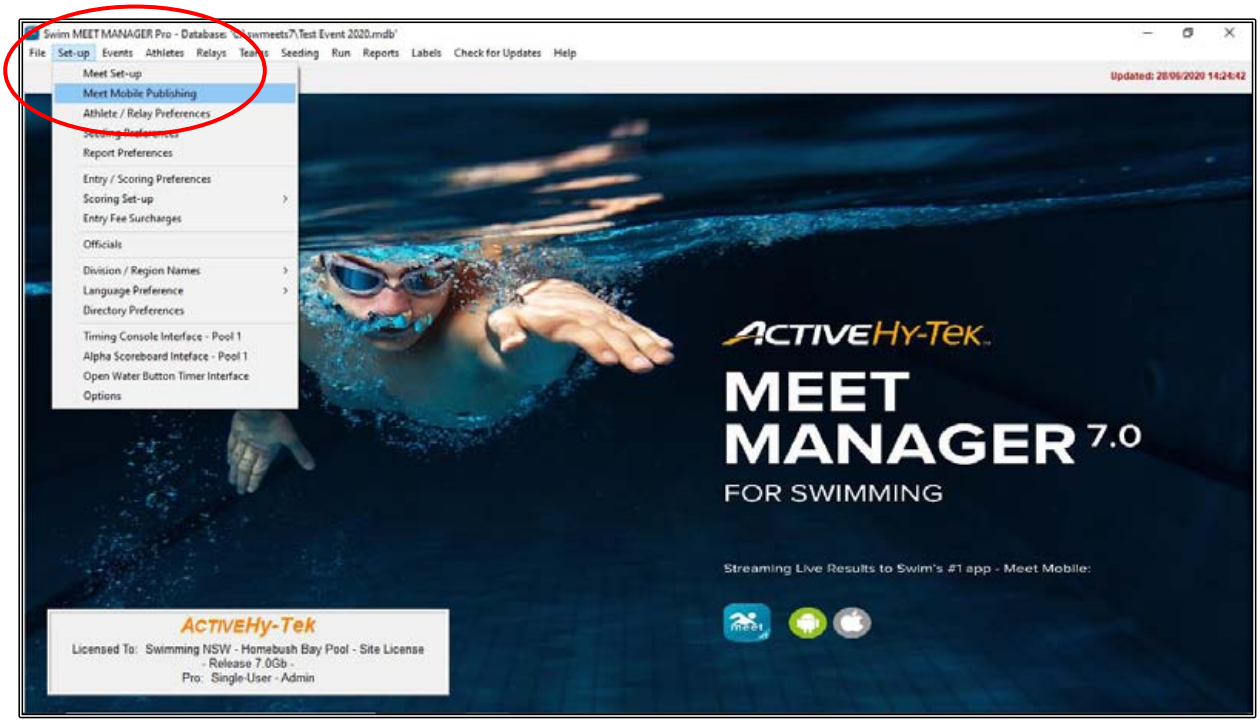
You will see from the RESULTS screen that the swimmer now has results from the TEST EVENT 2020 listed.



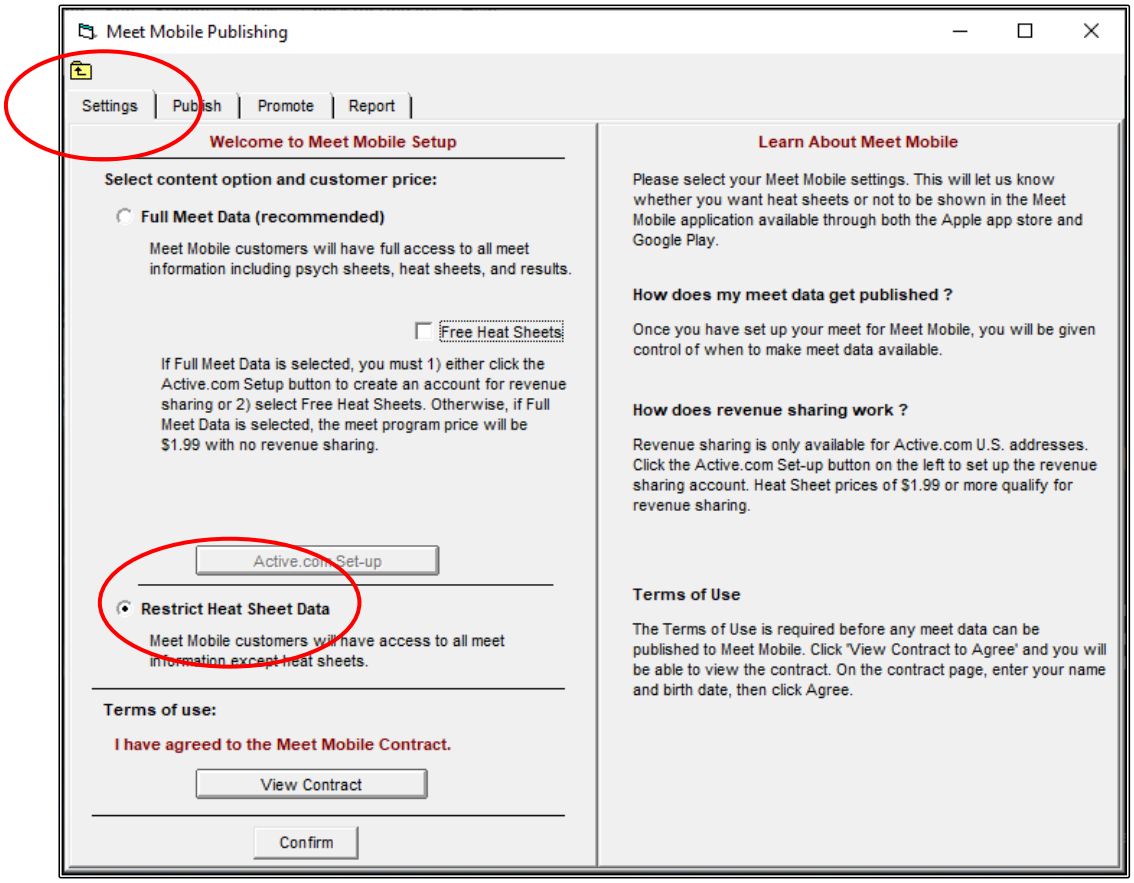
Now that the data has imported, you can begin to print any reports that you may need.

SECTION TWELVE: HOW TO SET UP MEET MOBILE IN MEET MANAGER

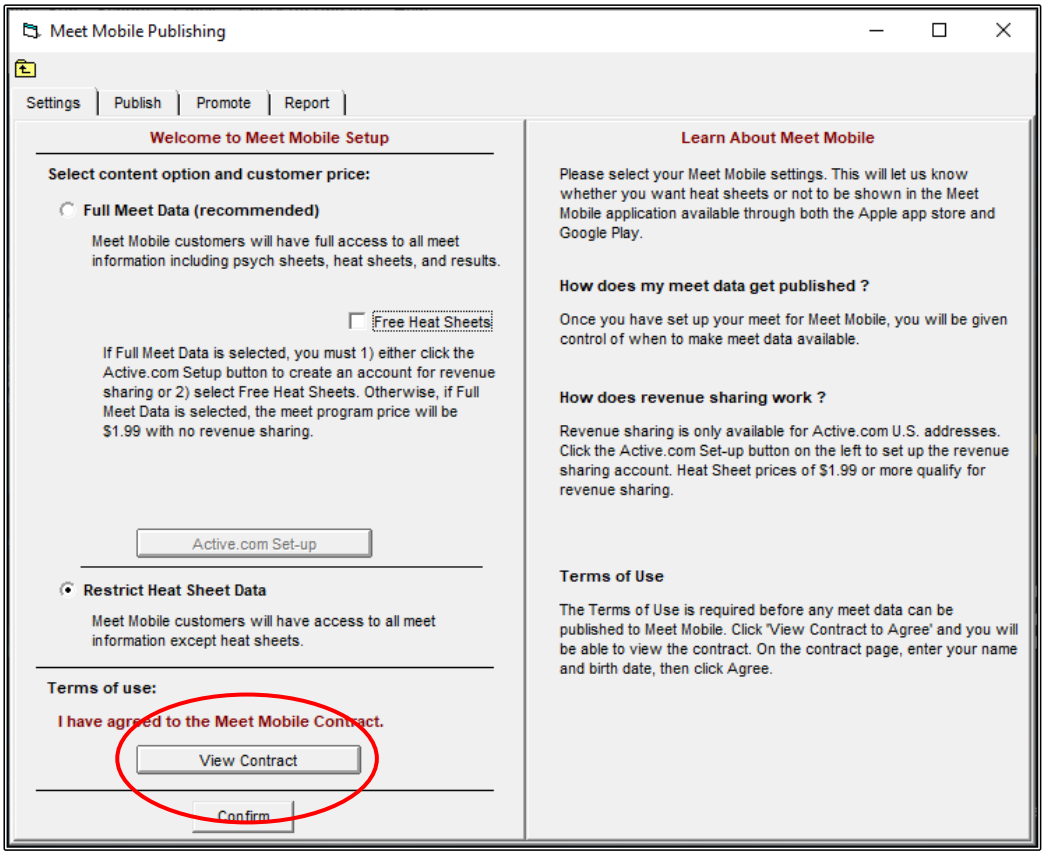
From the MAIN MENU screen, click on the SET-UP tab and then select MEET MOBILE PUBLISHING from the drop down.



From the MEET MOBILE PUBLISHING screen, under the SETTINGS tab, click on THE RESTRICT HEAT SHEET DATA option.

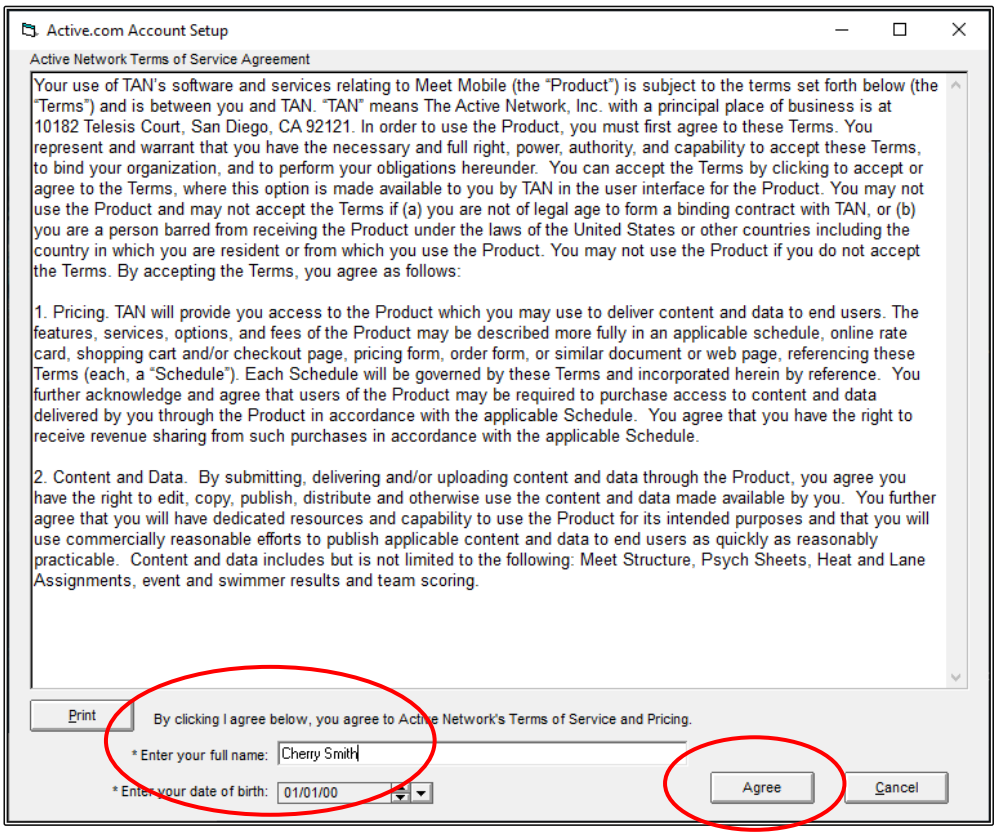


Now click on the VIEW CONTRACT button to view and AGREE to the contract.

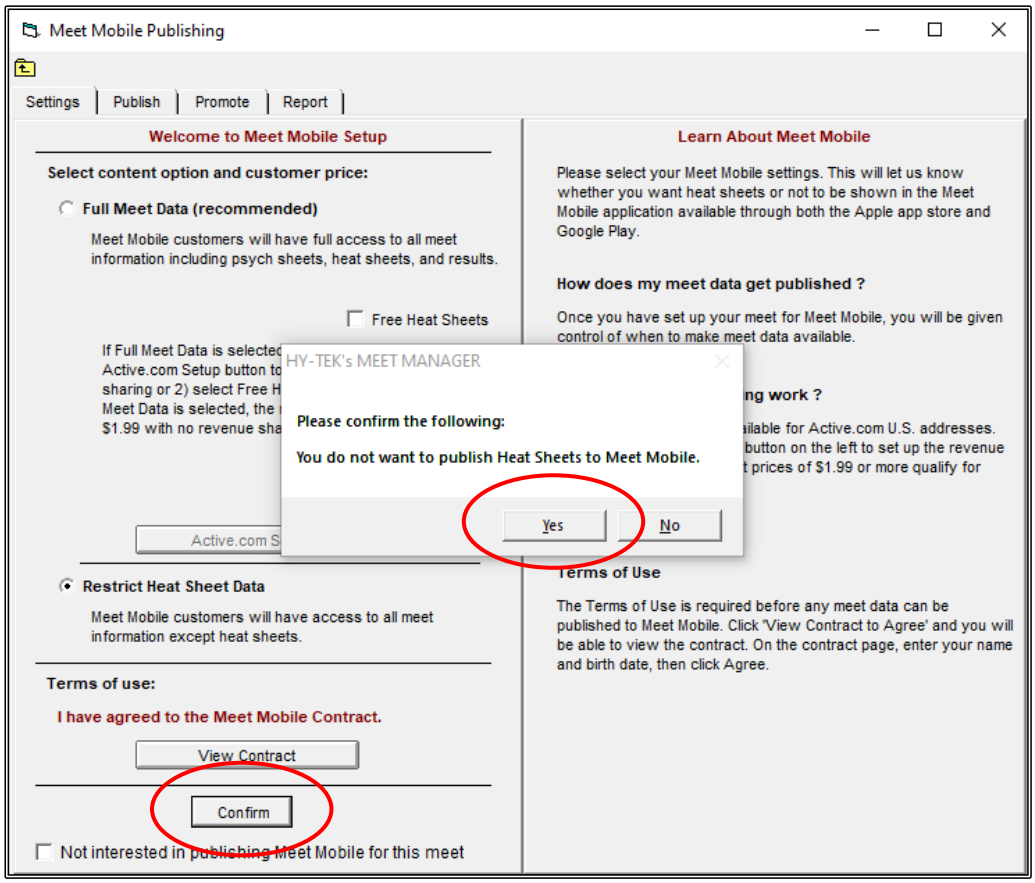


In the ACTIVE.COM ACCOUNT SETUP screen, enter your NAME and DATE OF BIRTH. This does not need to be your actual DOB as long as the date entered ensures you are over 18 years of age.

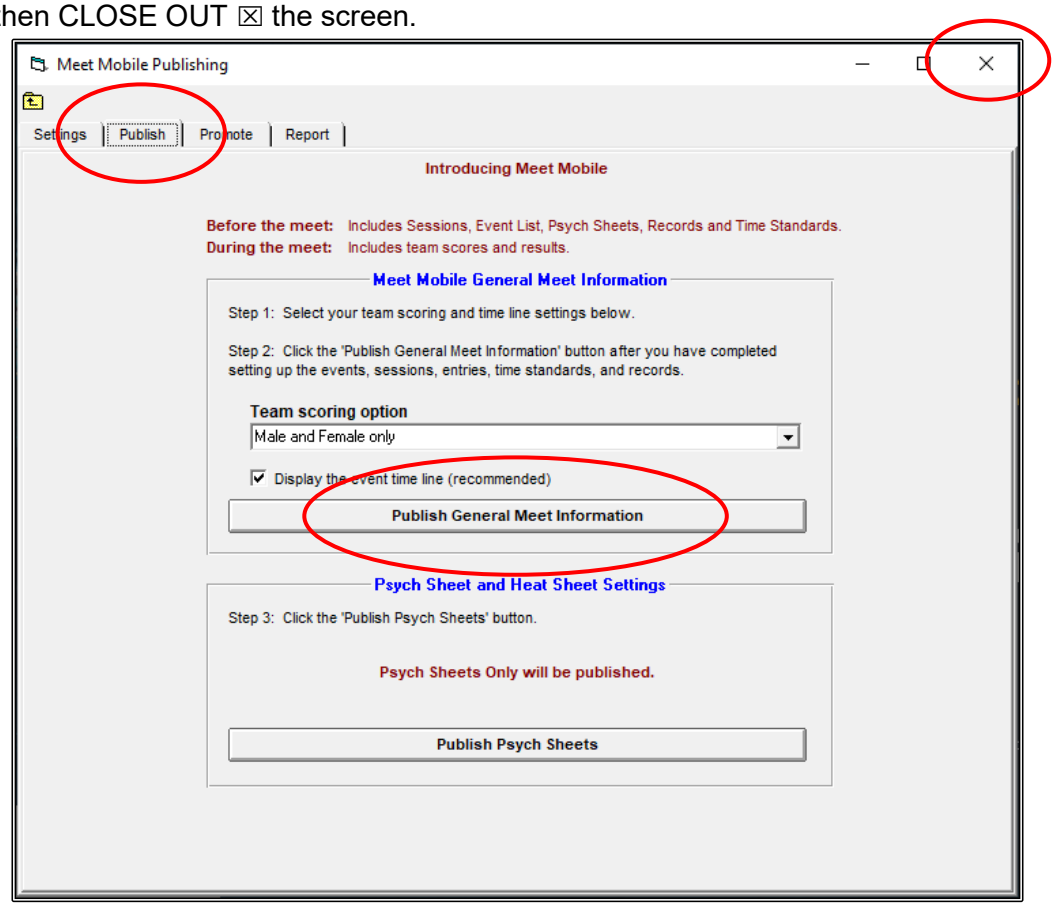
Click on the AGREE button.



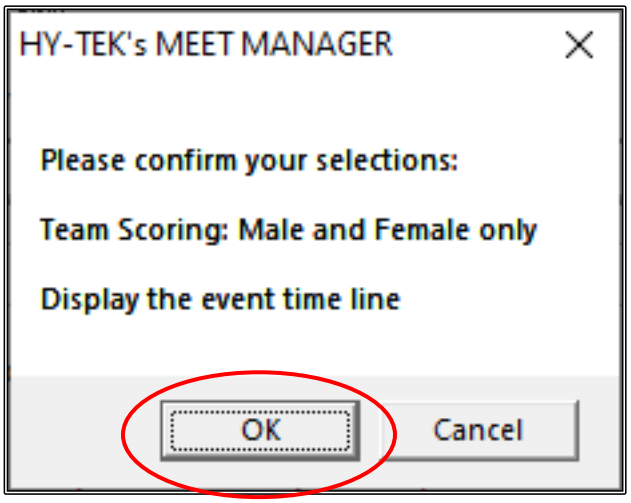
Click on the CONFIRM button and when the CONFIRMATION screen appears, click YES.



Now click on the PUBLISH tab and then click on the PUBLISH GENERAL MEET INFORMATION button and then CLOSE OUT ☒ the screen.

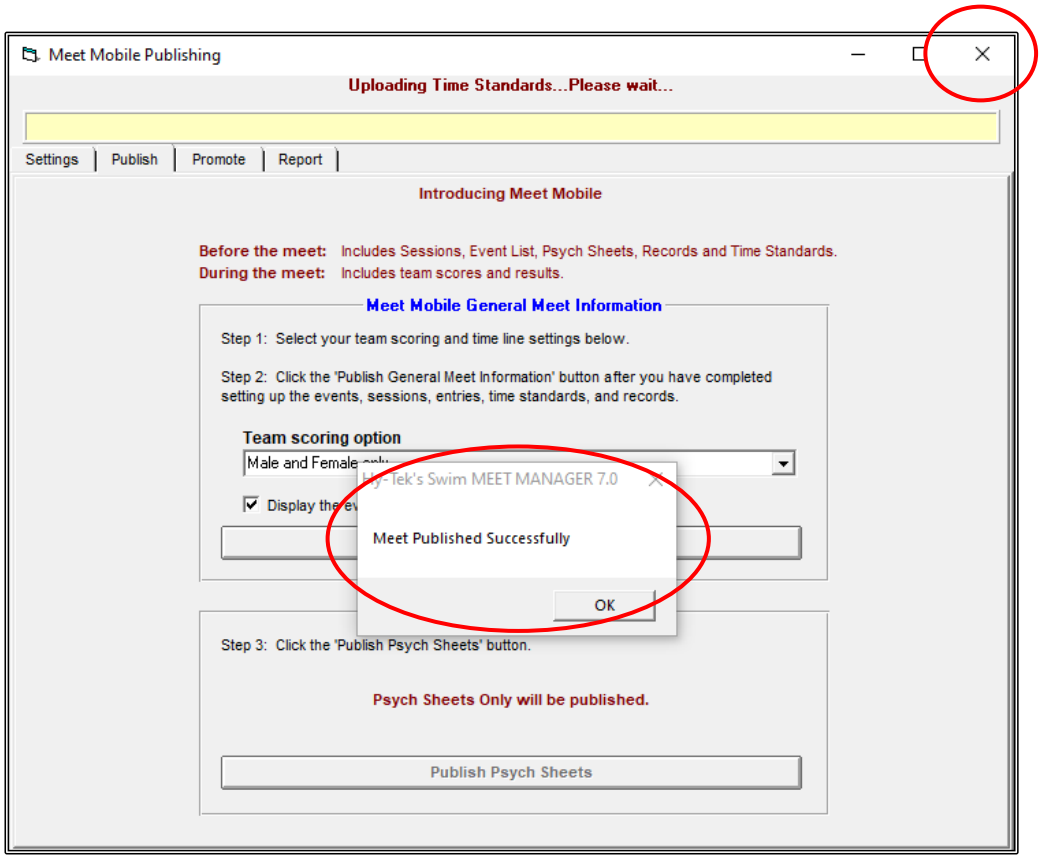


Click OK once the SELECTIONS screen appears.



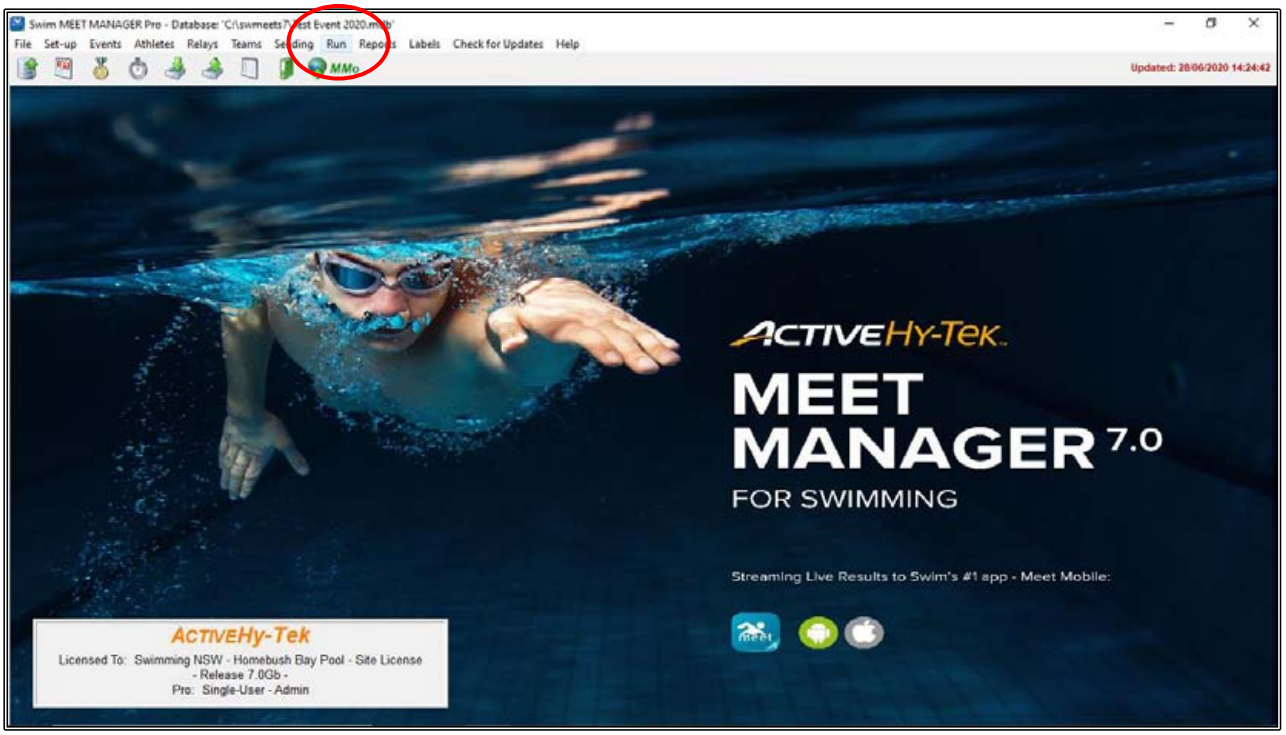
Click OK once the meet has been uploaded and PUBLISHED SUCCESSFULLY.

CLOSE OUT ☒ of the MEET MOBILE PUBLISHING screen back to the MAIN MENU screen.



Now that MEET MOBILE has been set up and published, you need to ensure that it is operating within the RUN screen.

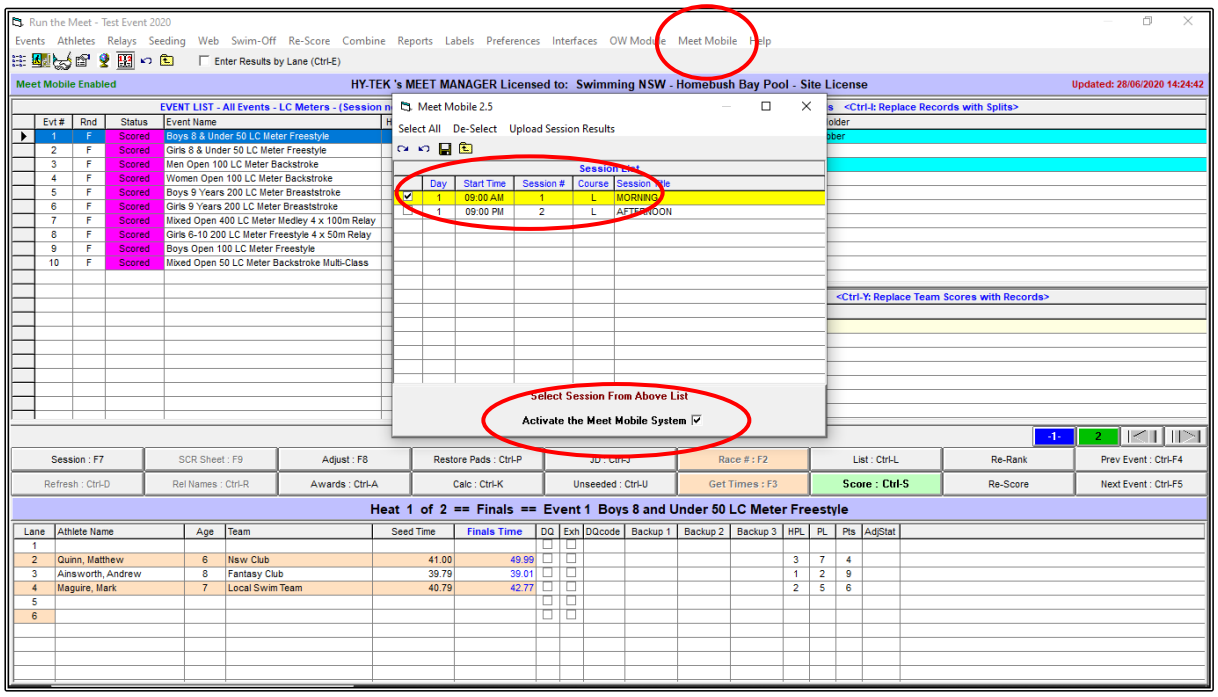
From the MAIN MENU screen, click on the RUN tab.



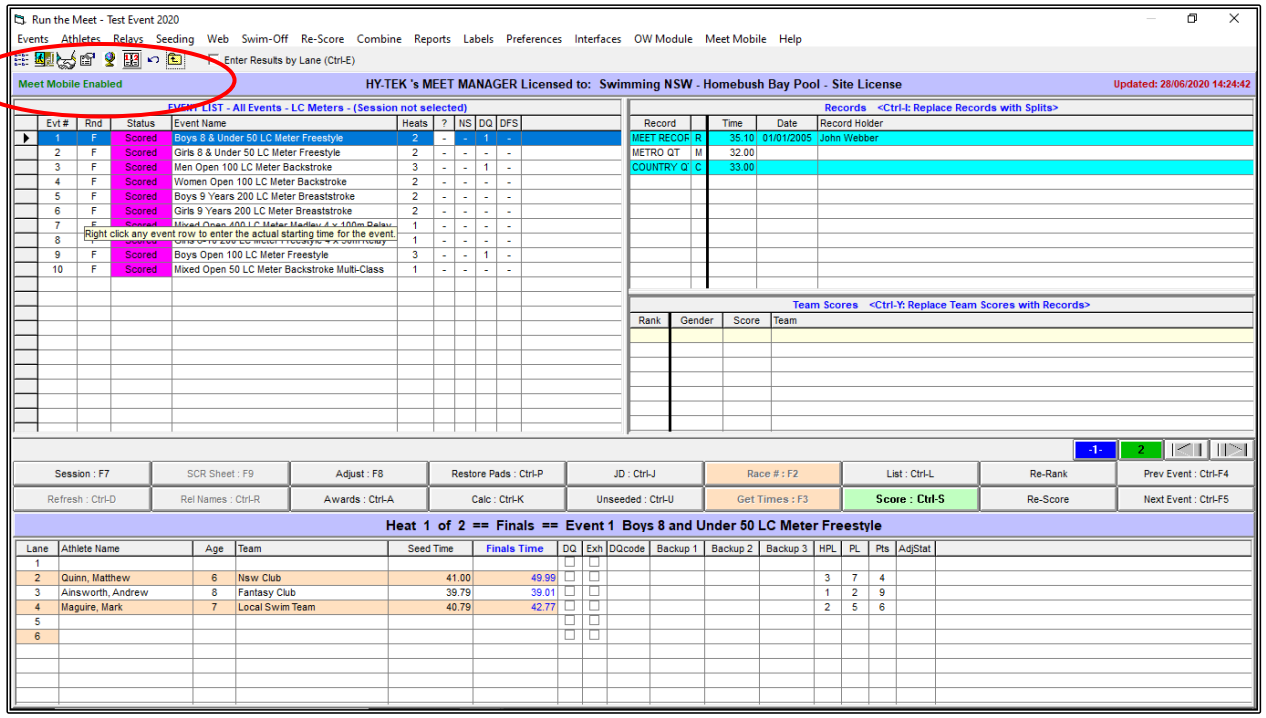
From the RUN screen, MEET MOBILE can be activated as long as the date of operation is on or after the start date of the meet and within seven (7) days of the end of the meet.

To activate, click the MEET MOBILE tab on the top right of the screen and highlight the SESSION/SESSIONS that you want to publish. Now tick the ACTIVATE THE MEET MOBILE SYSTEM box.

CLOSE OUT ☒ of the MEET MOBILE screen when completed.



You will now see in the RUN screen, that the MEET MOBILE ENABLED message is green.



When MEET MOBILE is enabled, results are sent to an ACTIVE NETWORK WEB SERVER which serves the Meet Mobile applications that are running on various APPLE devices.

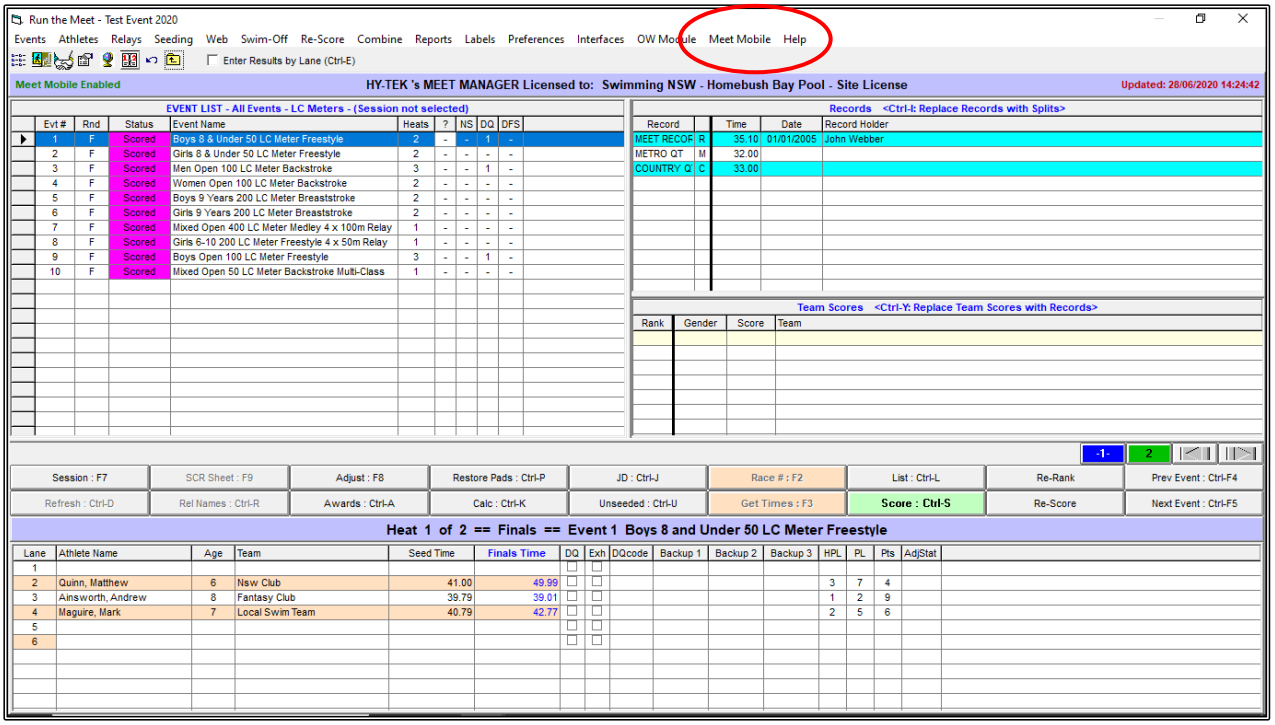
As heat results are uploaded, the times are sorted in order in MEET MOBILE's EVENT RESULTS list, but place rankings are not shown until ALL heats are completed within an EVENT.

RESULTS are uploaded during the following operations but only if there was a change to a result:

- The current heat is uploaded when changing to another heat using the HEAT buttons, the NEXT HEAT button, the PREVIOUS HEAT button or moving to another EVENT.
- If entering RESULTS for the current heat causes the EVENT to be DONE, then moving from the current heat causes ALL the heats to be RE-UPLOADED along with the overall rankings.
- Clicking on LIST, SCORE or RE-RANK causes EVERY HEAT RESULT to be UPLOADED if the EVENT is DONE. If the EVENT is not DONE, nothing is uploaded.

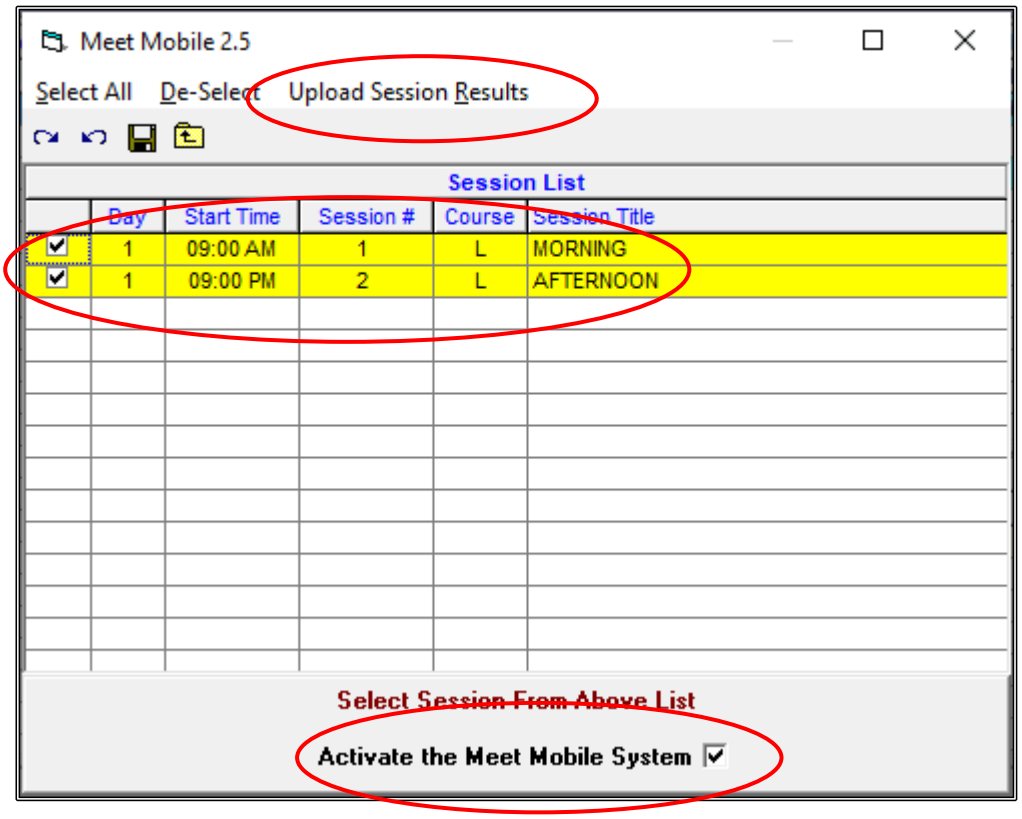
The time to upload a heat is very short and will not slow down your data entry in the RUN screen.

You can UPLOAD an entire Session's RESULTS at any time from the RUN screen by clicking on the MEET MOBILE tab on the top right of the screen.



Be sure the ACTIVATE THE MEET MOBILE SYSTEM check box is ticked and select one or more sessions.

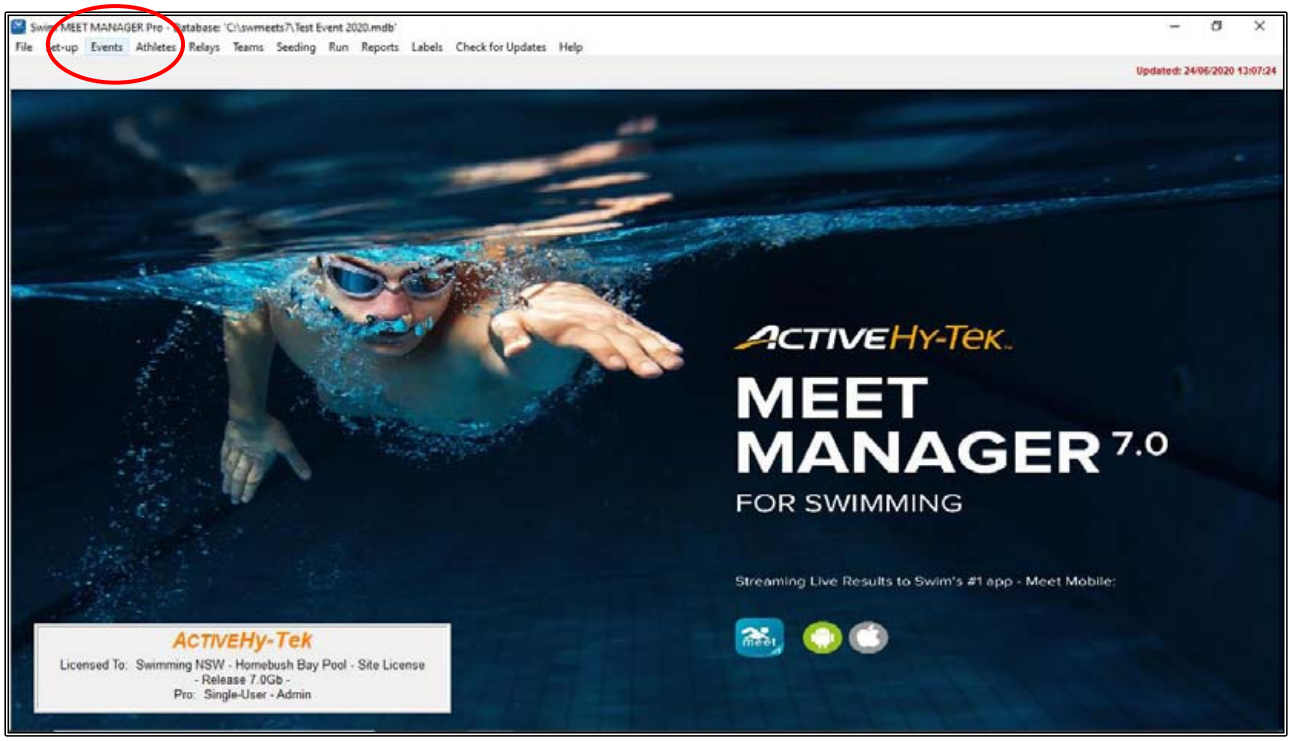
Click UPLOAD SESSION RESULTS and all completed events within the session will be uploaded along with both cumulative and subtracted splits.



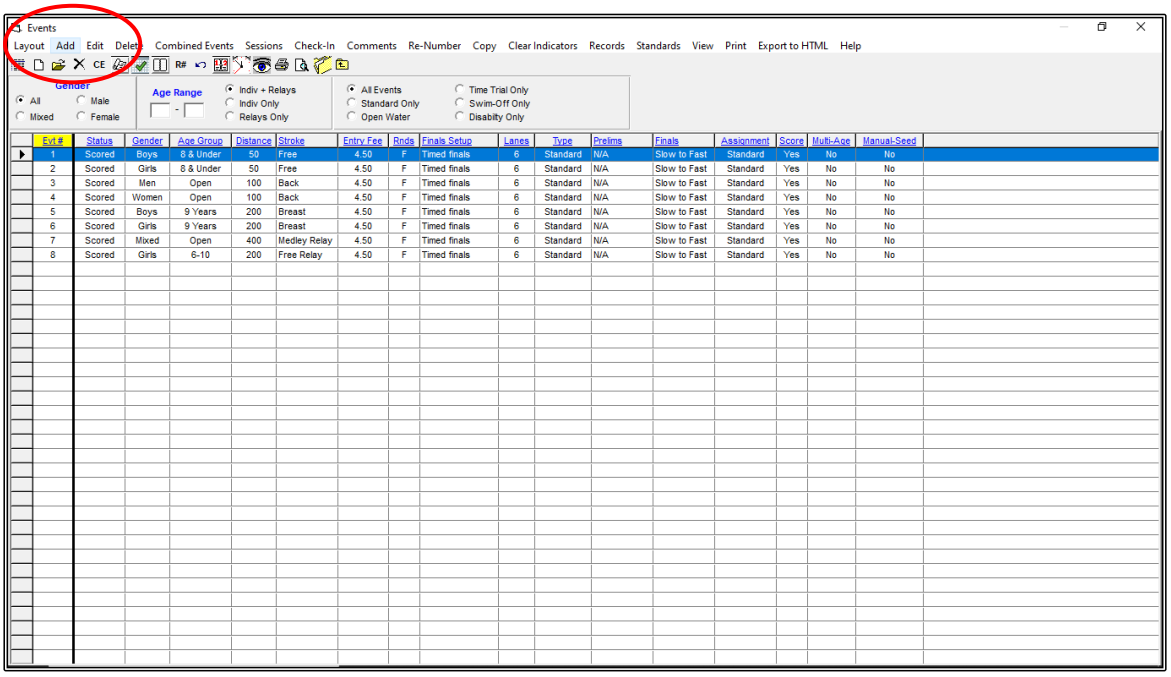
SECTION THIRTEEN: HOW TO SET UP MULTIPLE AGE GROUPS for POINTS and MEDALS in MEET MANAGER

You may wish to have MULTI-AGE events at your meet where a range of swimmers of different ages can be swum together but scored into specific age groups and medals awarded separately.

Click on the EVENTS tab from the MAIN MENU screen.



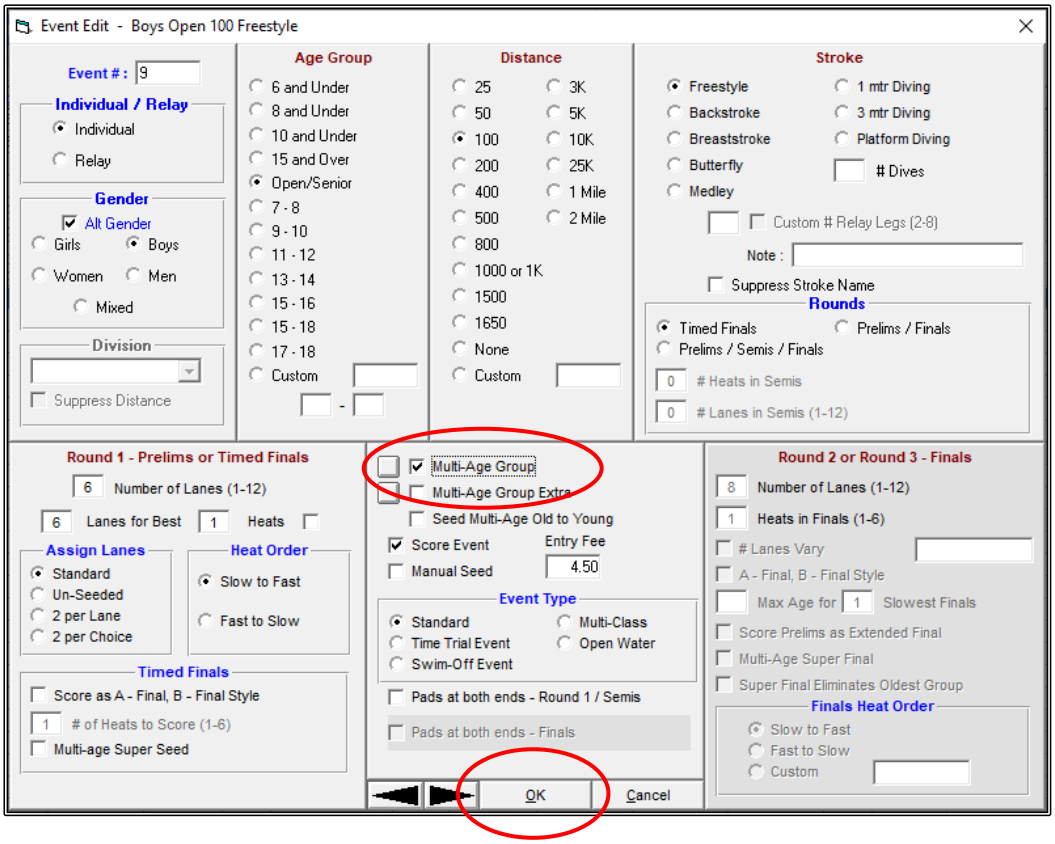
From the EVENTS screen, click on ADD.



Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Scored	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Scored	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Scored	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Scored	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Scored	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Scored	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Scored	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Scored	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No

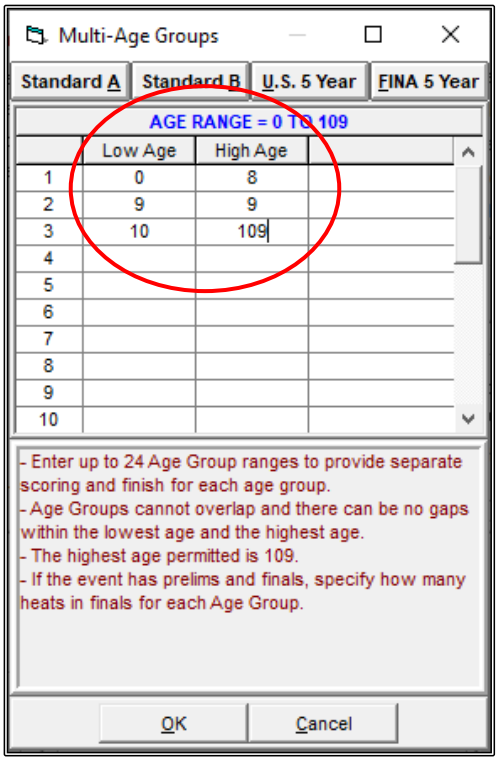
Set up a new EVENT:

EVENT 9 - BOYS INDIVIDUAL OPEN 100m FREESTYLE and tick the MULTI-AGE GROUP option.

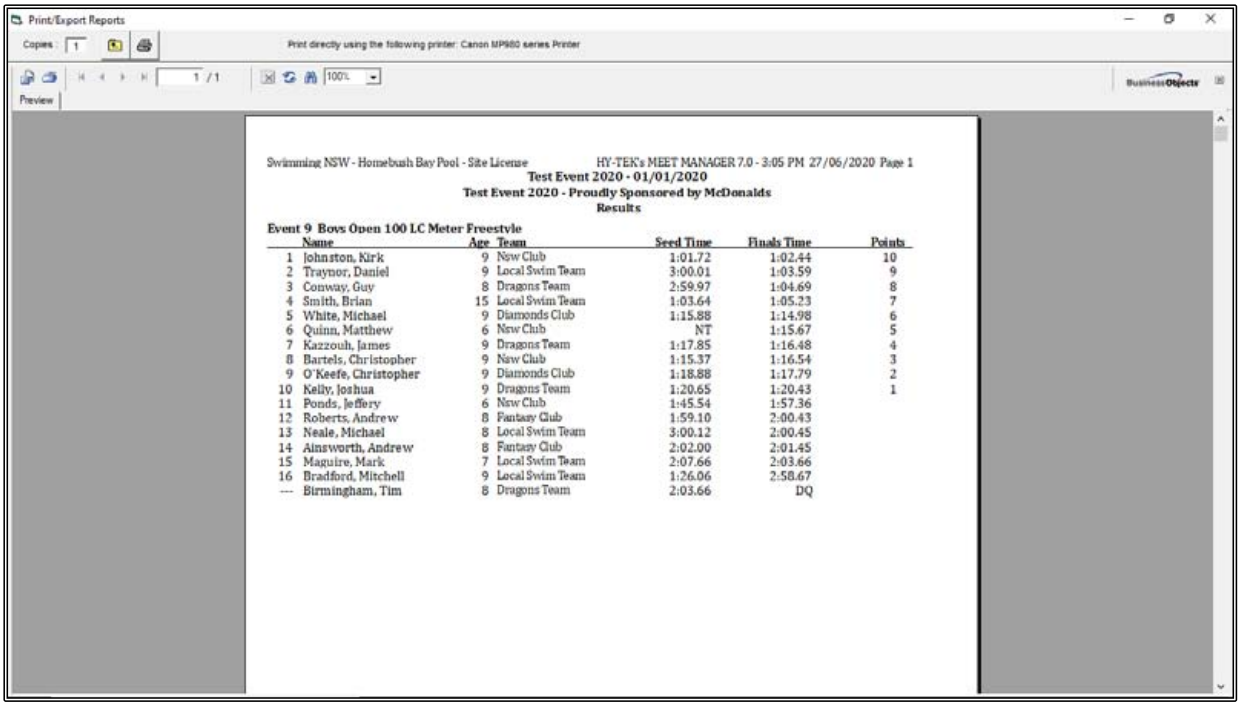


The MULTI-AGE GROUPS screen opens, and you can now type in the AGE GROUPS that you want to award points and medals to.

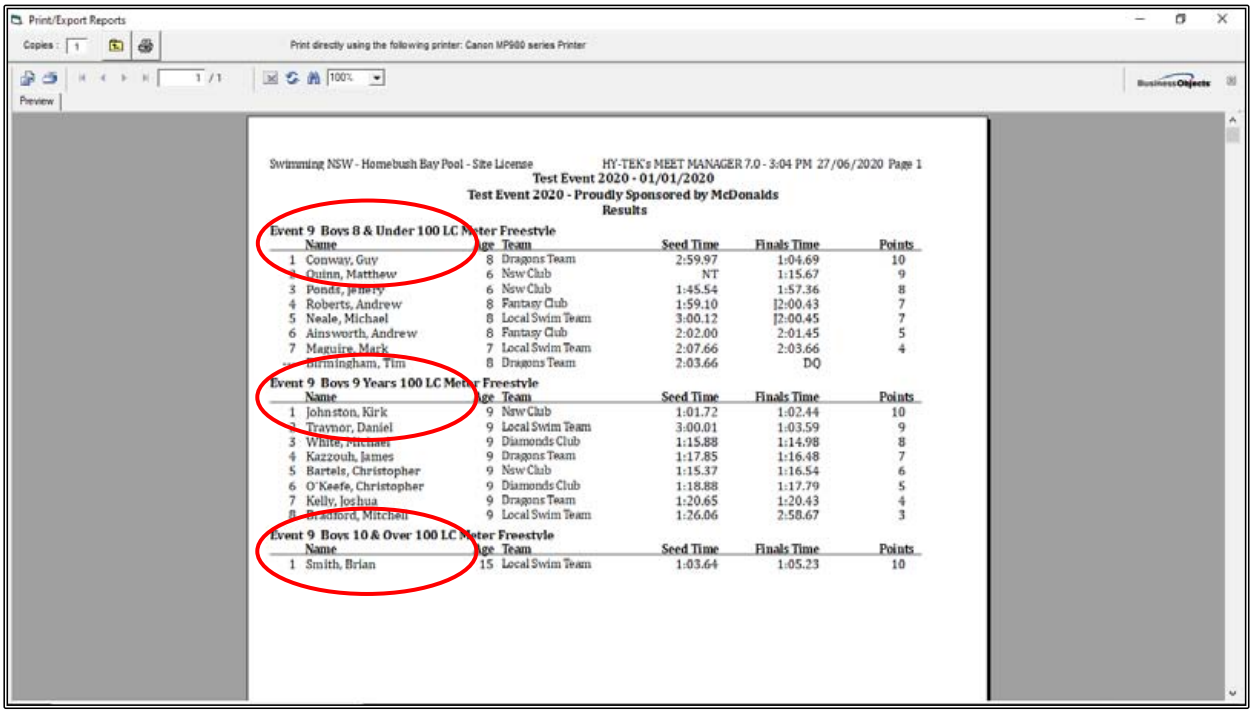
For example: 8 years and under, 9 years and the 10 years and over age groups. Click OK when all groups have been entered.



The RESULT screen below shows how this event would have been ranked and scored if no MULTI-AGE GROUPS had been set up.



This RESULT screen below shows how this event has now been broken up into the three MULTI-AGE GROUPS that were set up and how the placings and points are broken down.

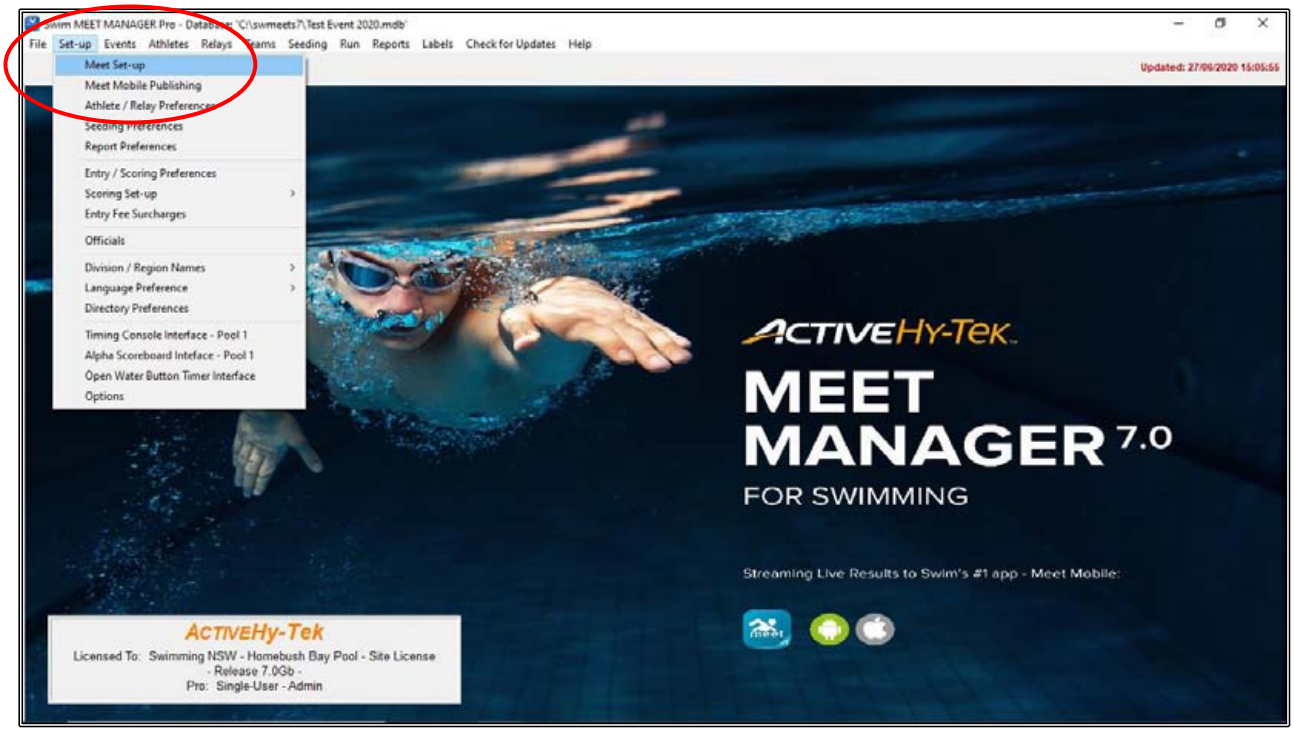


SECTION FOURTEEN: HOW TO SET UP YOUR MEET IF YOU HAVE MULTI-CLASS (DISABILITY) SWIMMERS

If you have MULTI-CLASS swimmers attending your meet that have different classifications but will be competing together, you may wish to set your meet up so that MEET MANAGER works out the correct placings and point scoring for you. This is based on the information that you enter for each of these swimmers.

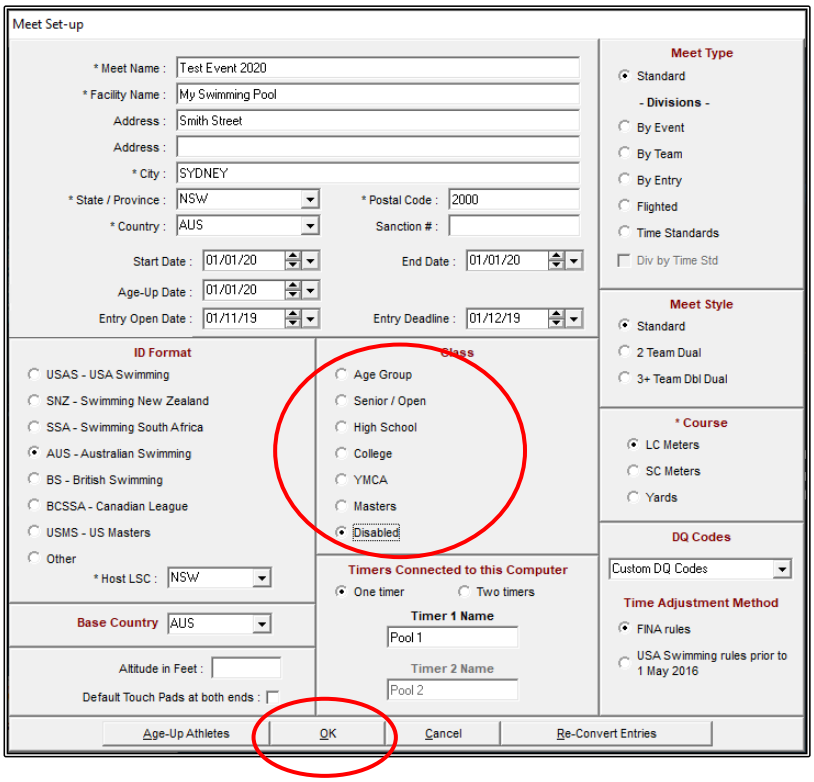
The first thing that you need to do is set your meet up as a DISABILITY meet. Doing this will only affect MULTI-CLASS swimmers and the other able-bodied athletes will be placed and scored as usual.

From the MAIN MENU screen, click on the SET-UP tab and then select MEET SET-UP from the drop down.

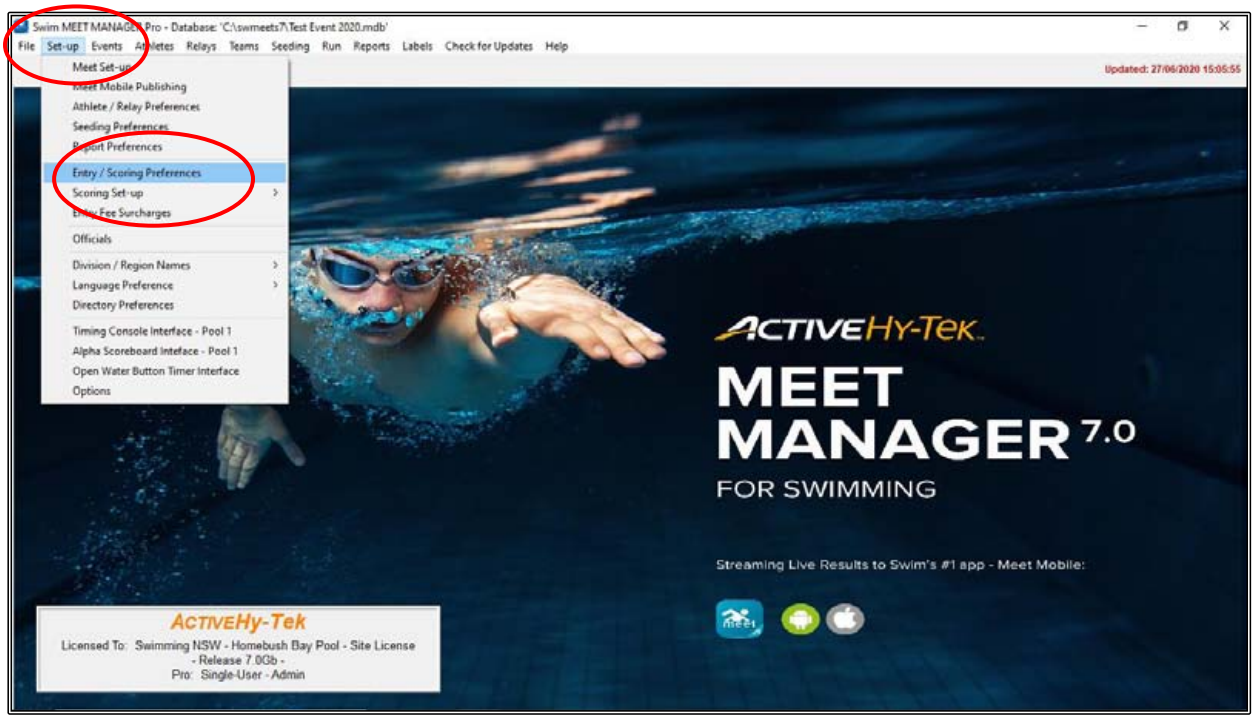


In the MEET SET-UP screen, all your normal information remains the same, you just need to change the CLASS section from AGE GROUP to DISABLED.

Click OK.



So that the scoring and placings will be correct, you need to also set this up. From the MAIN MENU screen, click on the SET-UP tab again and choose ENTRY/SCORING PREFERENCES from the drop down.

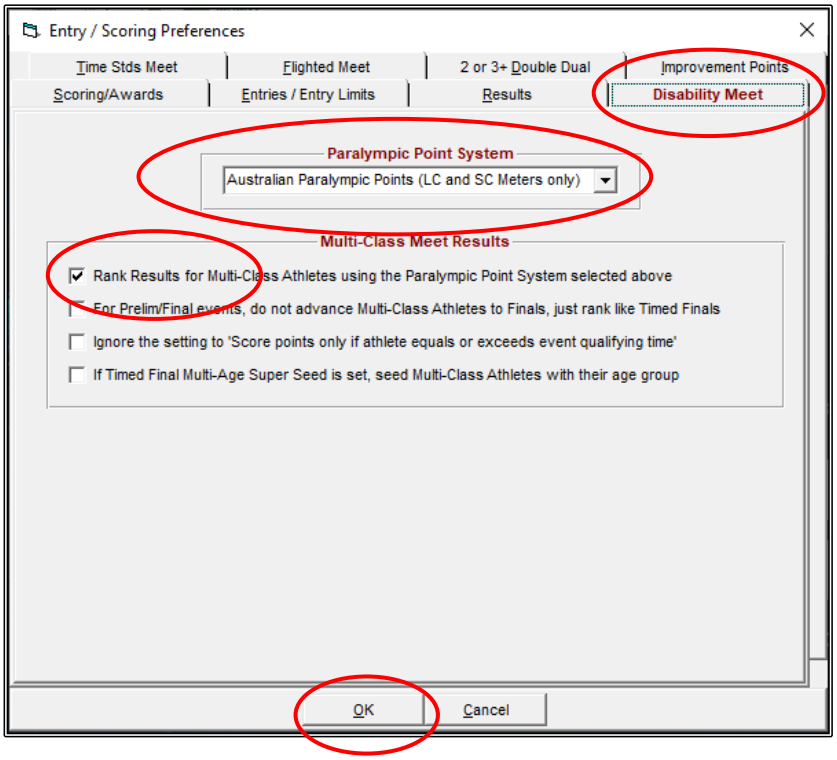


In the ENTRY/SCORING PREFERENCES screen, click on the DISABILITY MEET tab.

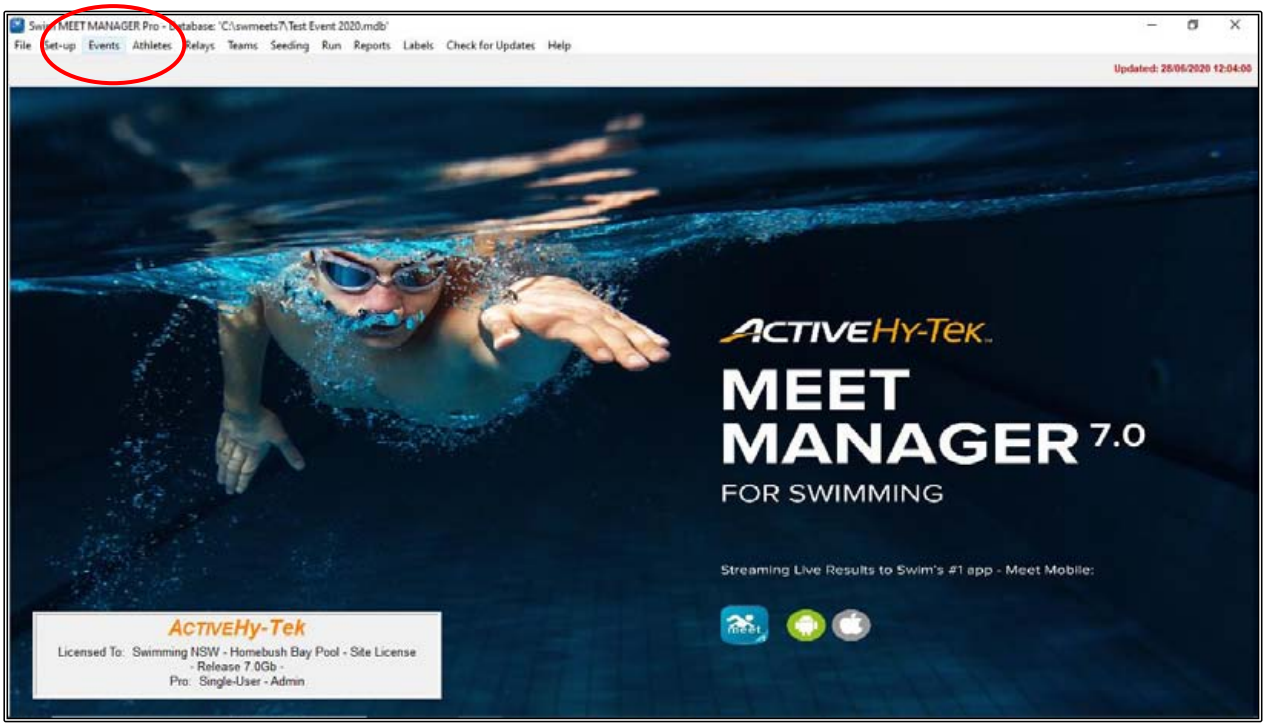
You need to choose AUSTRALIAN PARALYMPIC POINTS (LC and SC Meters only) from the PARALYMPIC POINT SYSTEM drop down box.

Now you need to tick the RANK RESULTS FOR MULTI-CLASS ATHLETES box.

Then click OK.



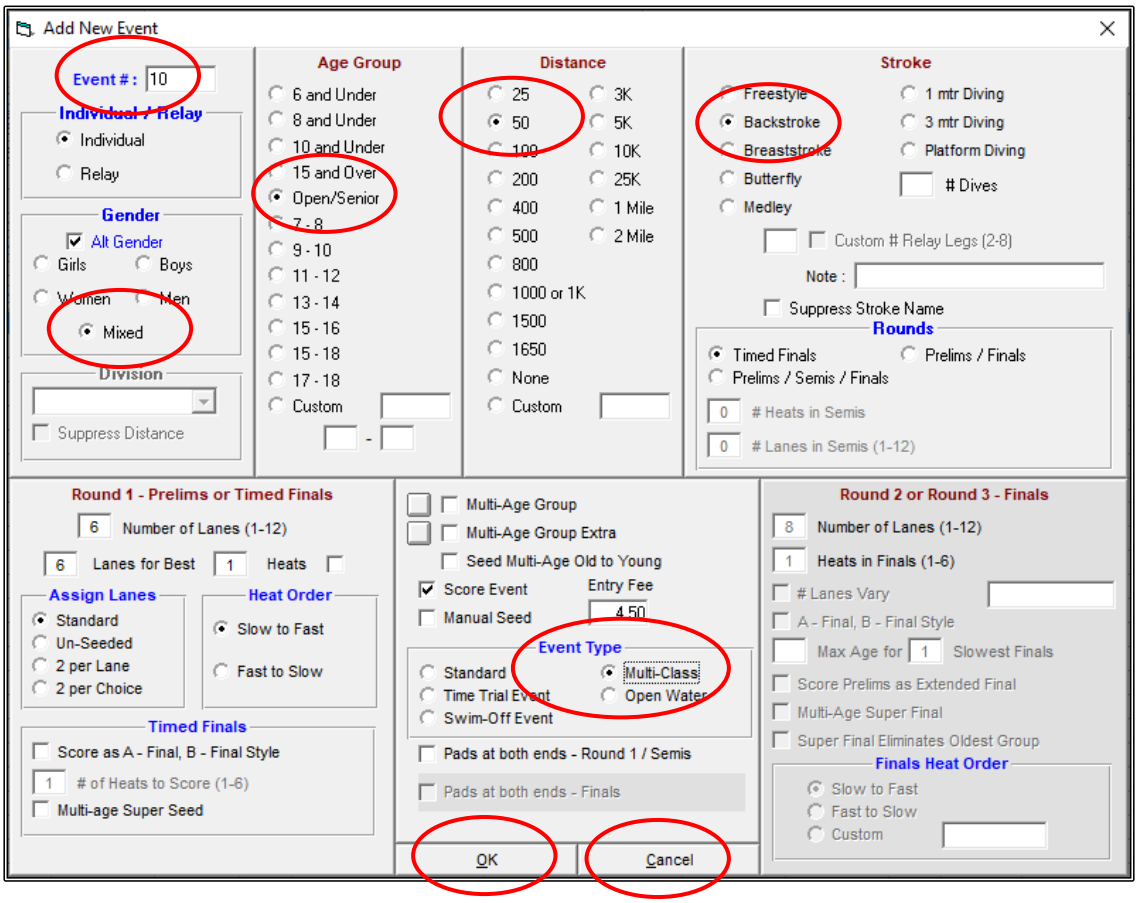
Click on the EVENTS tab from the MAIN MENU screen and we will add a DISABILITY event so that you can see how the results are shown.



When the ADD NEW EVENT screen opens, we will add the following event:

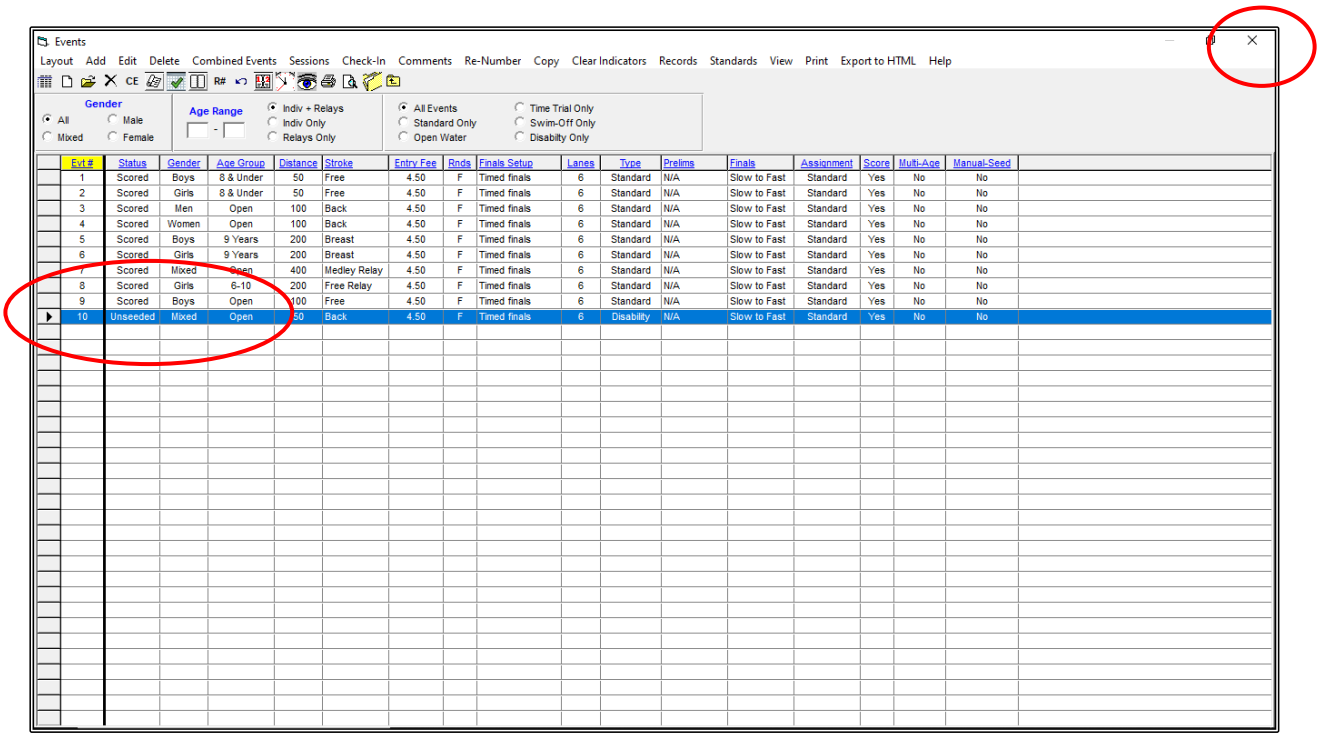
1. EVENT # 10
2. MIXED GENDER
3. OPEN/SENIOR
4. 50m
5. BACKSTROKE
6. In the EVENT TYPE section, you need to click on MULTI-CLASS.

Click OK when you are finished entering the information and then click on CANCEL.



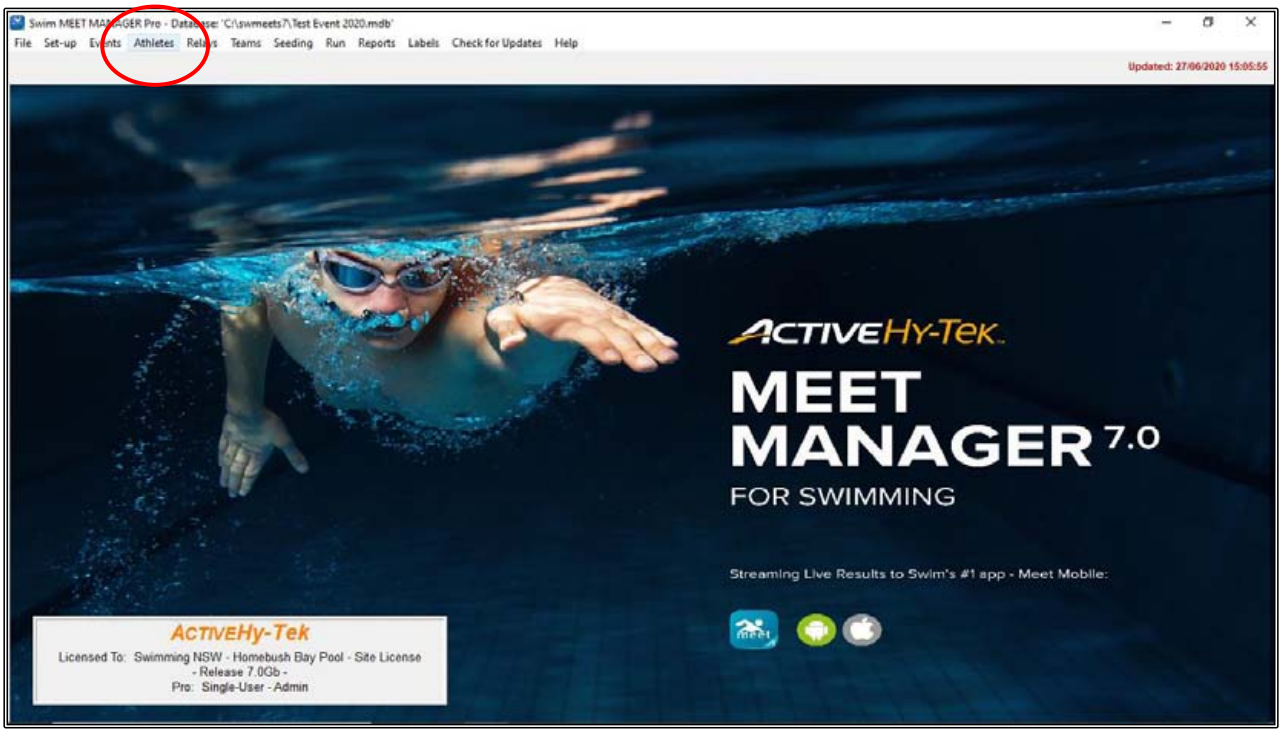
You will see from the EVENTS screen that EVENT 10 has now been added to your list.

CLOSE OUT ☒ of the EVENTS screen back to the MAIN MENU screen.

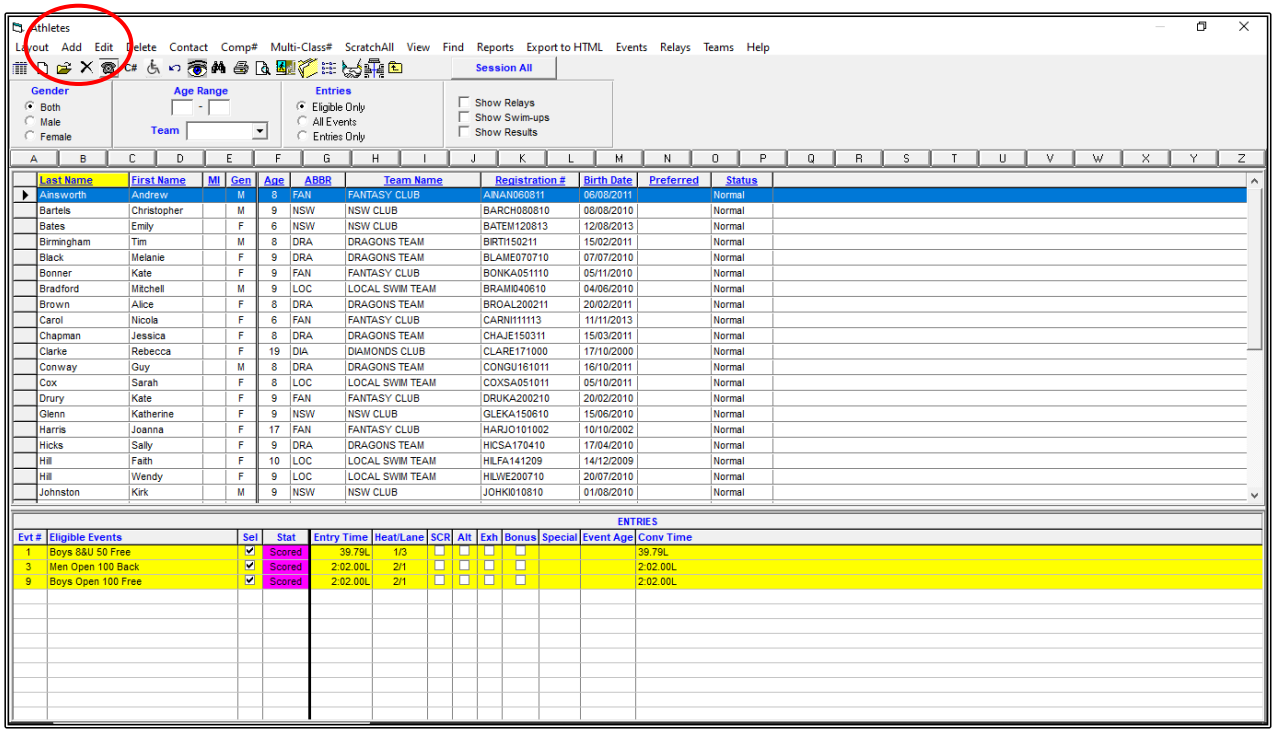


Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed
1	Scored	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
2	Scored	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
3	Scored	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
4	Scored	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
5	Scored	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
6	Scored	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
7	Scored	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
8	Scored	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
9	Scored	Boys	Open	100	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No
10	Unseeded	Mixed	Open	50	Back	4.50	F	Timed finals	6	Disability	N/A	Slow to Fast	Standard	Yes	No	No

You will now need to enter some athletes. From the MAIN MENU screen, click on the ATHLETES tab at the top of the screen.

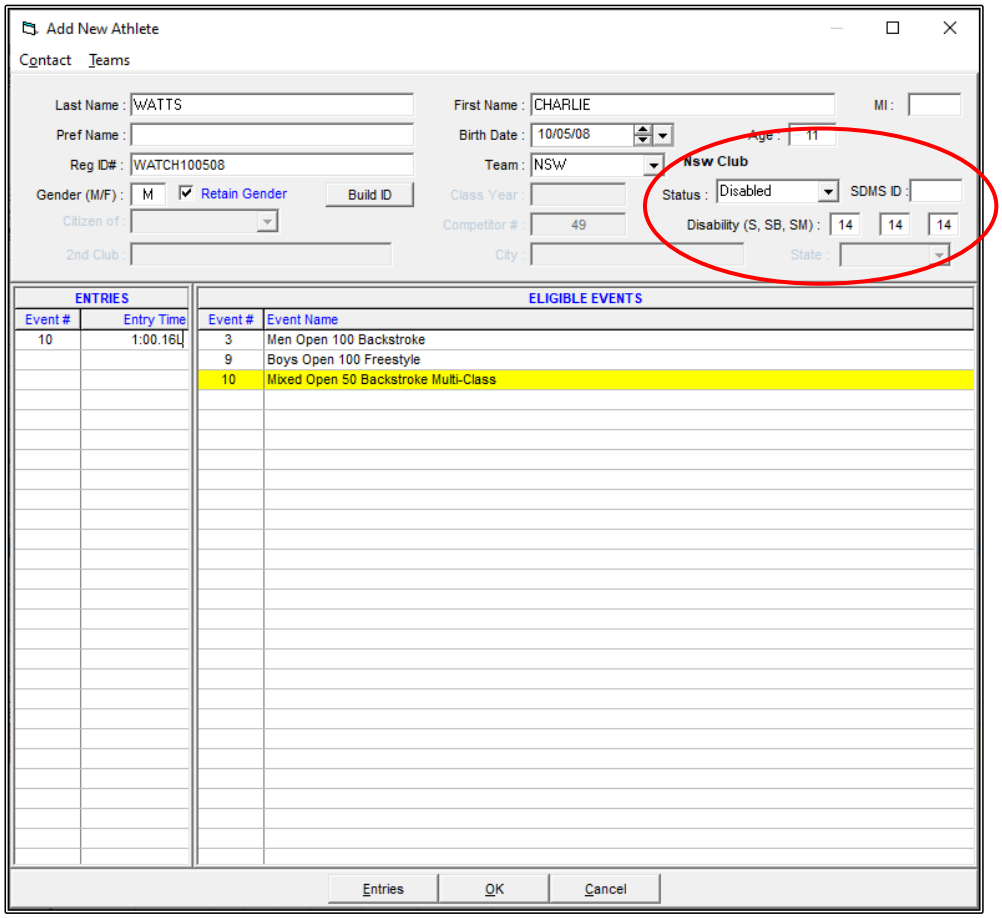


From the ATHLETES screen, click on the ADD tab at the top of the screen.



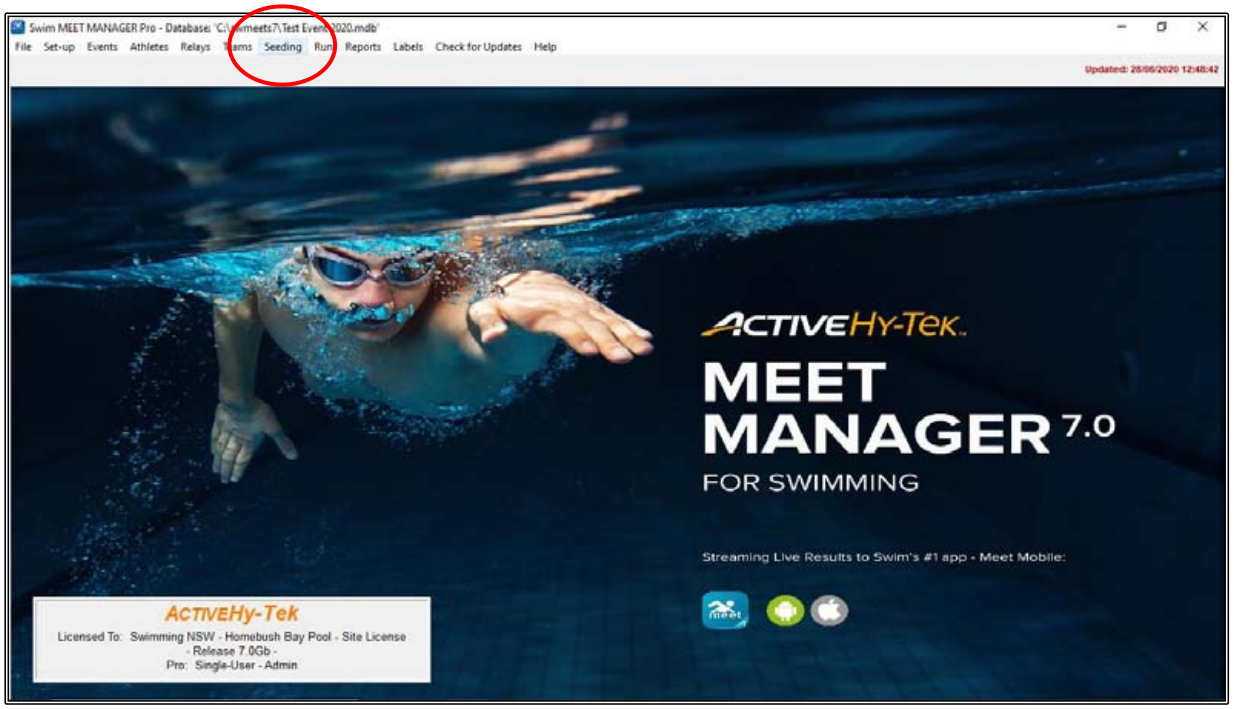
When the ADD NEW ATHLETE screen opens, start adding your athletes from the list shown below. The only difference to adding these athletes is that their STATUS must show DISABLED.

For the system to work properly, they must also show a CLASSIFICATION number in the DISABILITY (S, SB, SM) boxes.

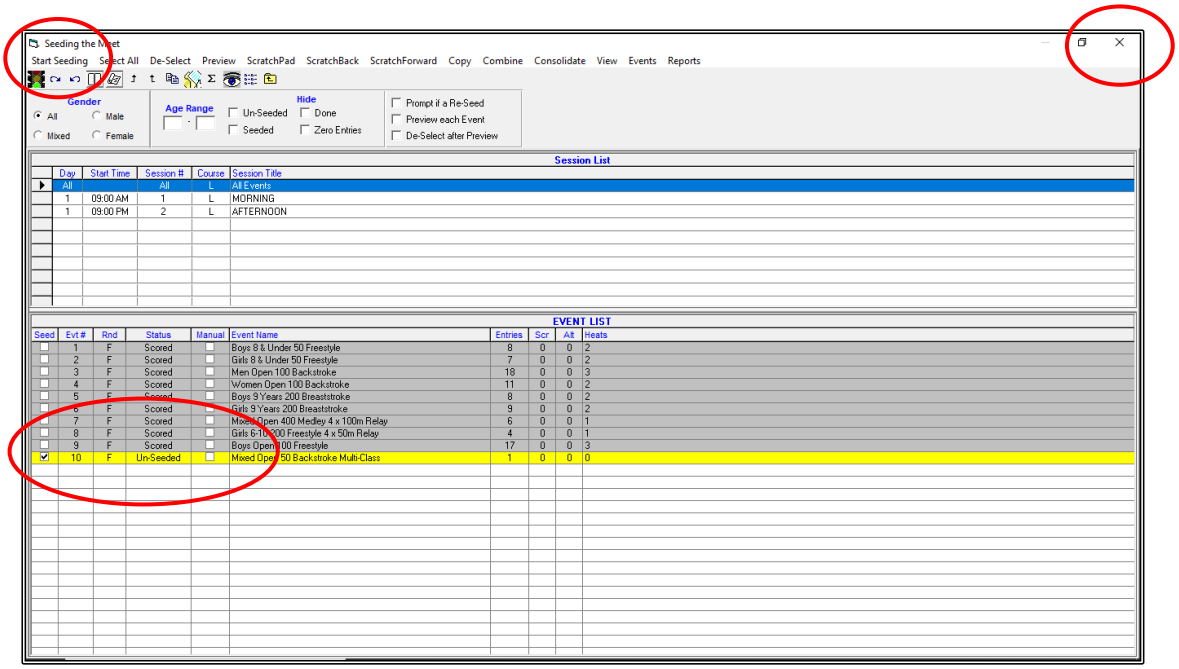


Name	DOB	Classification	Event/s	Entry Time
Charlie Watts	10/05/2008	S14, SB14, SM14	Event 10	1:00.16
Michael Jagger	02/03/2011	S8, SB8, SM8	Event 10	NT
Keith Moon	16/07/2008	S9, SB9, SM9	Event 10	1:52.67
Shelley Winters	06/04/2008	S6, SB6, SM6	Event 10	2:14.43
John Keates	09/10/2009	S14, SB14, SM14	Event 10	1:11.23
Cheryl Crowe	30/04/2009	S10, SB10, SM10	Event 10	NT

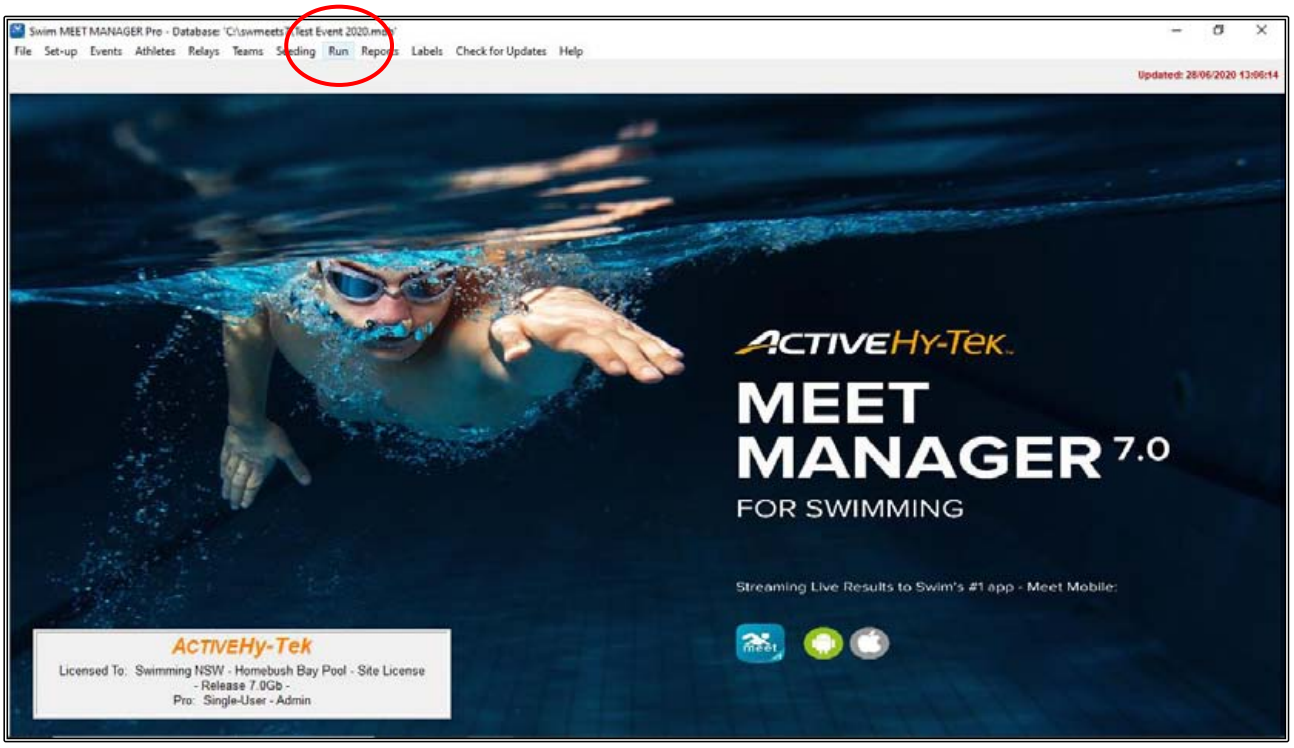
Once all the athletes have been entered, we just need to seed the event and then run it. From the MAIN MENU screen, click on the SEEDING tab.



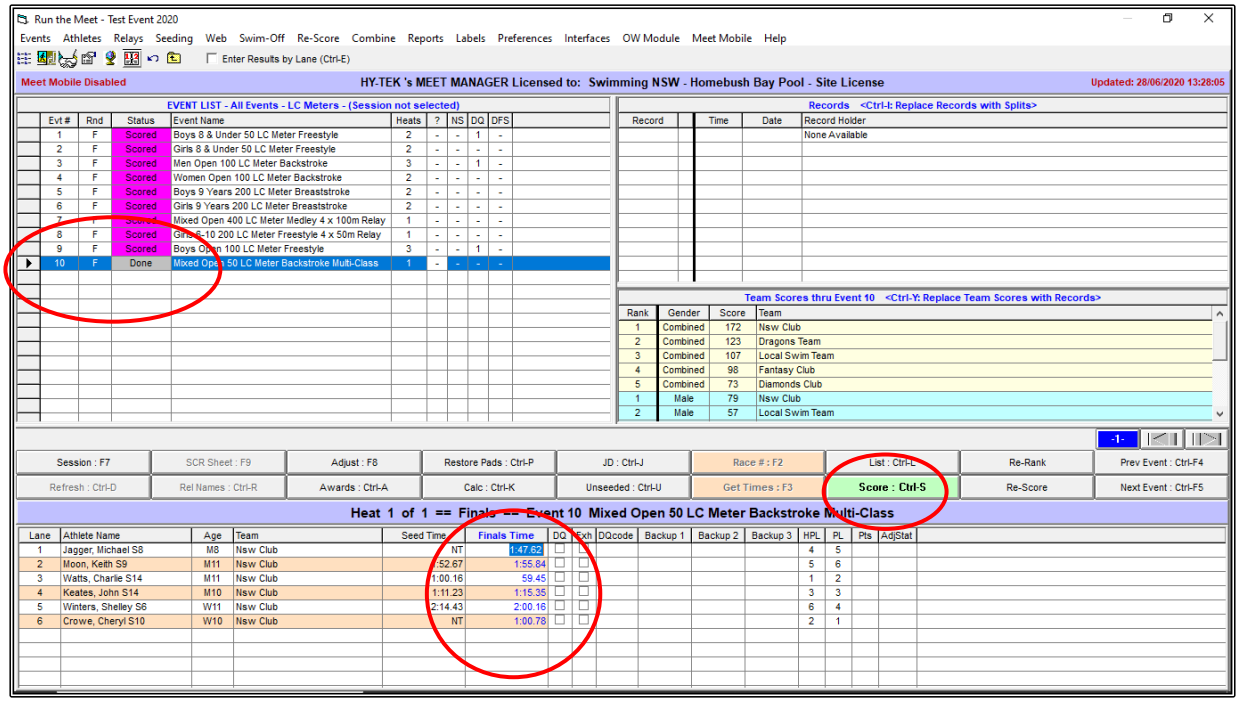
From the SEEDING THE MEET screen, select EVENT 10 and then click on the START SEEDING tab at the top left-hand corner of the screen. CLOSE OUT of this screen when the event is seeded.



From the MAIN MENU screen, click on the RUN tab.



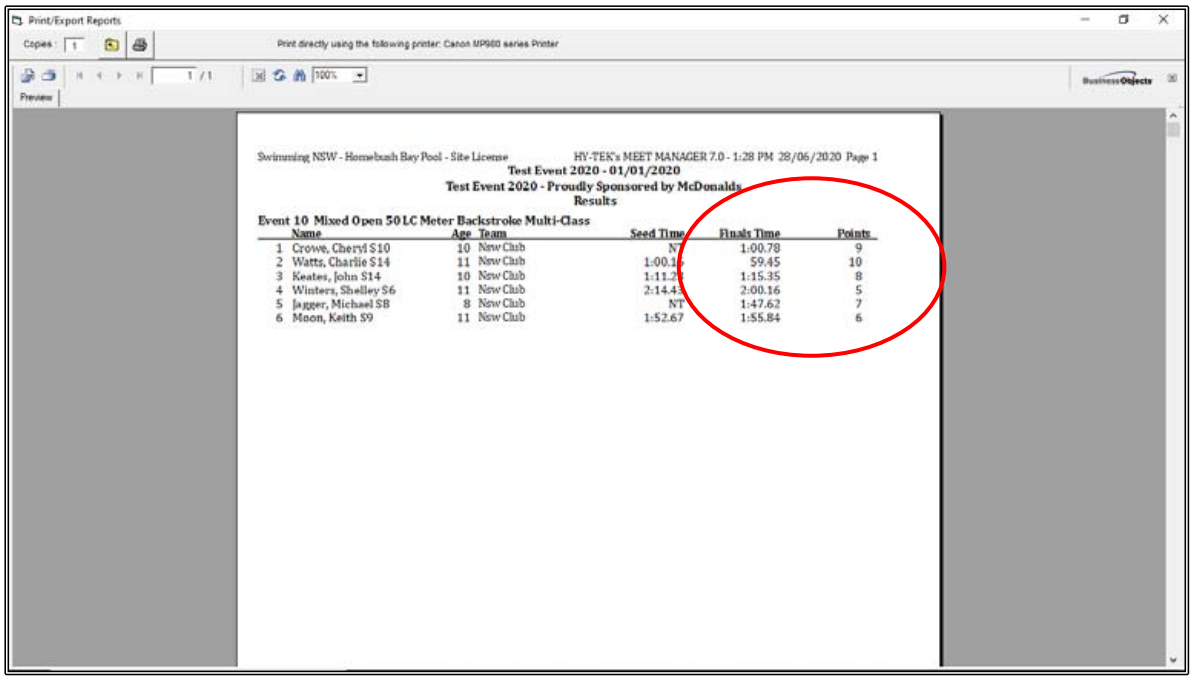
From the RUN screen, highlight EVENT 10 and then type in the FINALS TIME column the times listed below and then click on the SCORE button.



SWIMMER	FINALS TIME
Michael Jagger	1:47.62
Keith Moon	1:55.84
Charlie Watts	59.45
John Keates	1:15.35
Shelley Winters	2:00.16
Cheryl Crowe	1:00.78

You can see from the RESULTS page below that the fastest swimmer is NOT the winner.

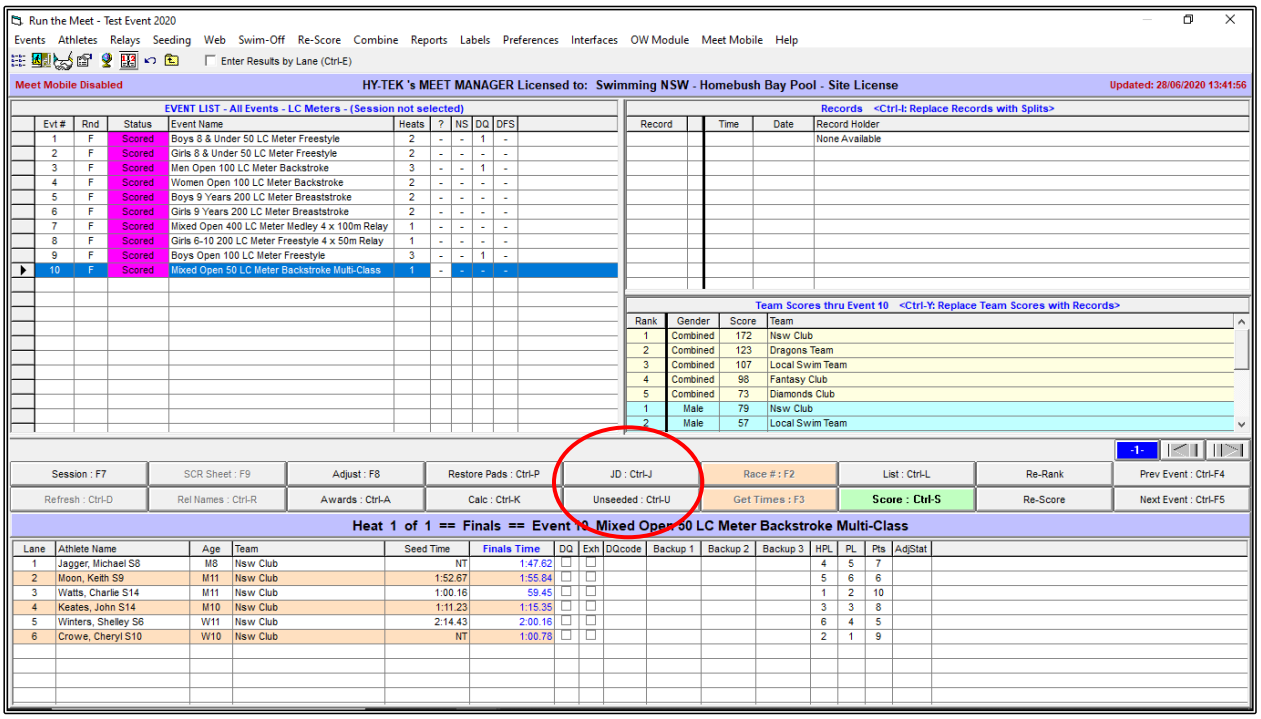
In the background, Meet Manager calculates the results time against the WORLD RECORD for that swimmer based on GENDER, AGE and CLASSIFICATION.



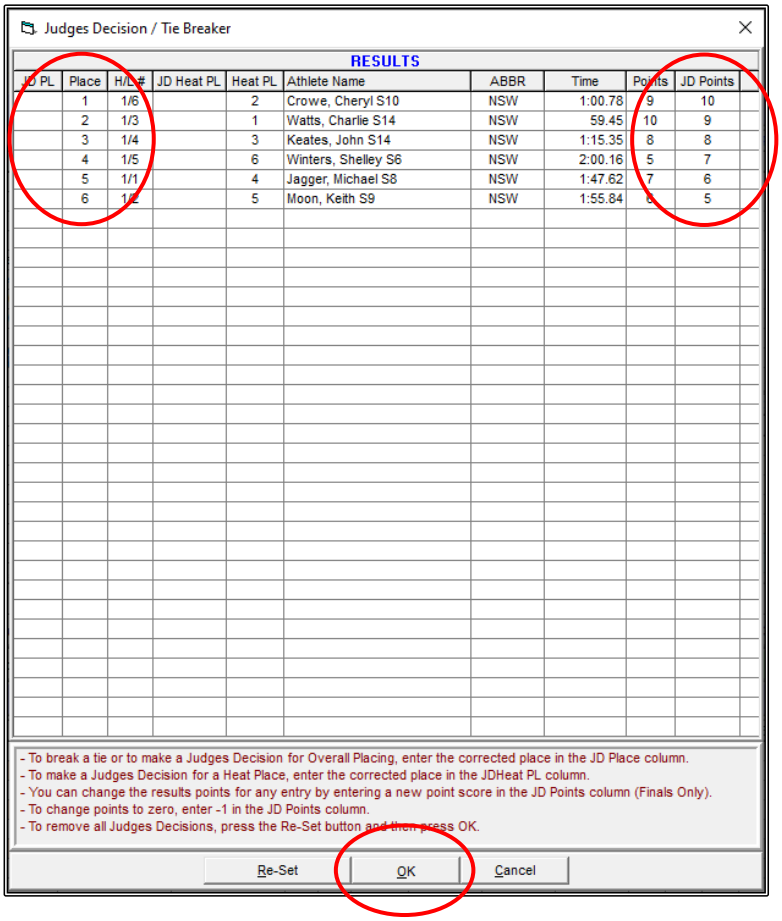
What MEET MANAGER does not do however is allocate the POINTS that you have set up in the correct order. MEET MANAGER will still allocate the points based on the fastest time.

You now need to go into the RUN screen again and JUDGE these points accordingly before the OFFICIAL RESULT is published.

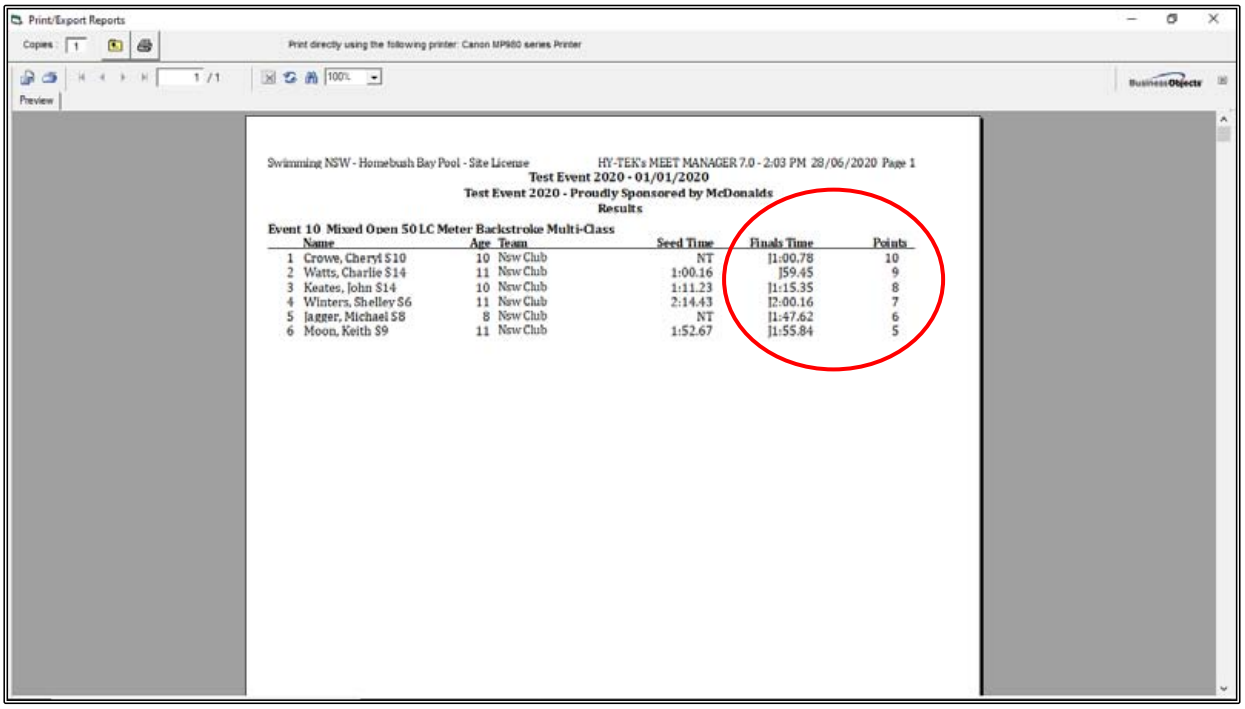
In the RUN screen, click on the JUDGE button.



When the JUDGES DECISION screen opens, click into the JD POINTS column on the right-hand side of the screen and type in the correct points according to the placings. Click OK when finished.



Click on the SCORE button again from the RUN screen, and you now see that the RESULTS page shows the swimmers in their places but with the correct JUDGED scores.

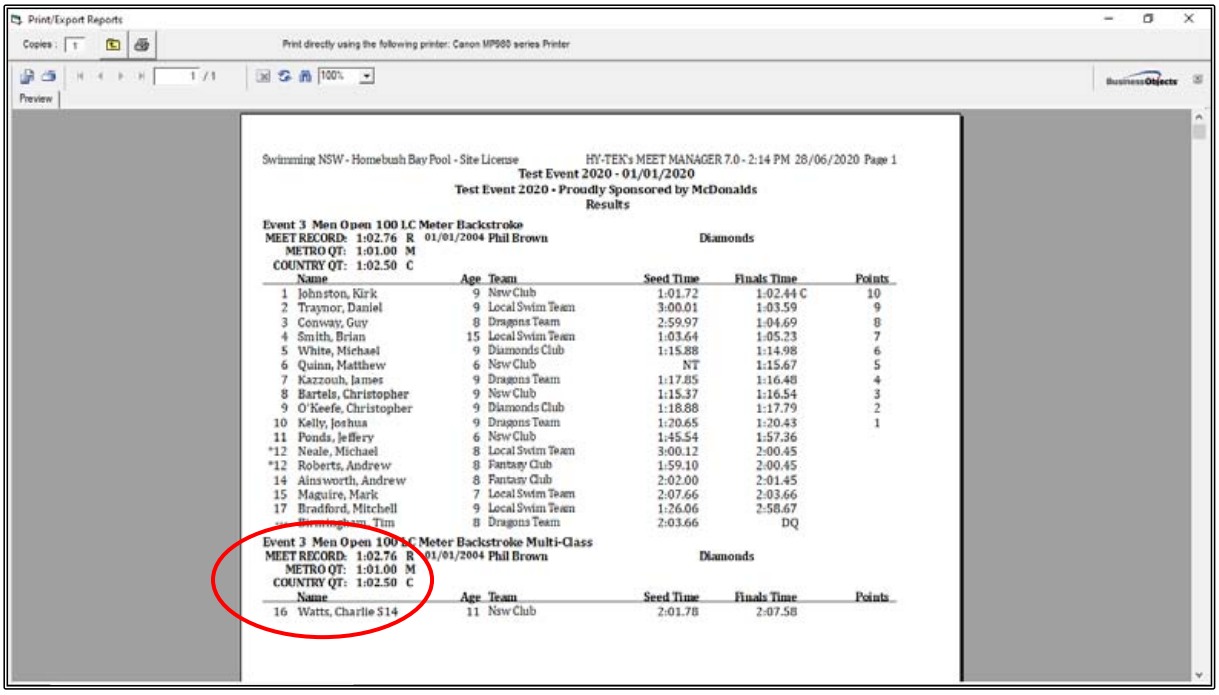


NOTE: If you do have MULTI-CLASS swimmers at your meet, you may need to check if they are also swimming in ABLE-BODIED events.

If they are, you will need to go into their ATHLETE PROFILE and change their STATUS back to NORMAL and remove their CLASSIFICATION NUMBERS before you print those results.

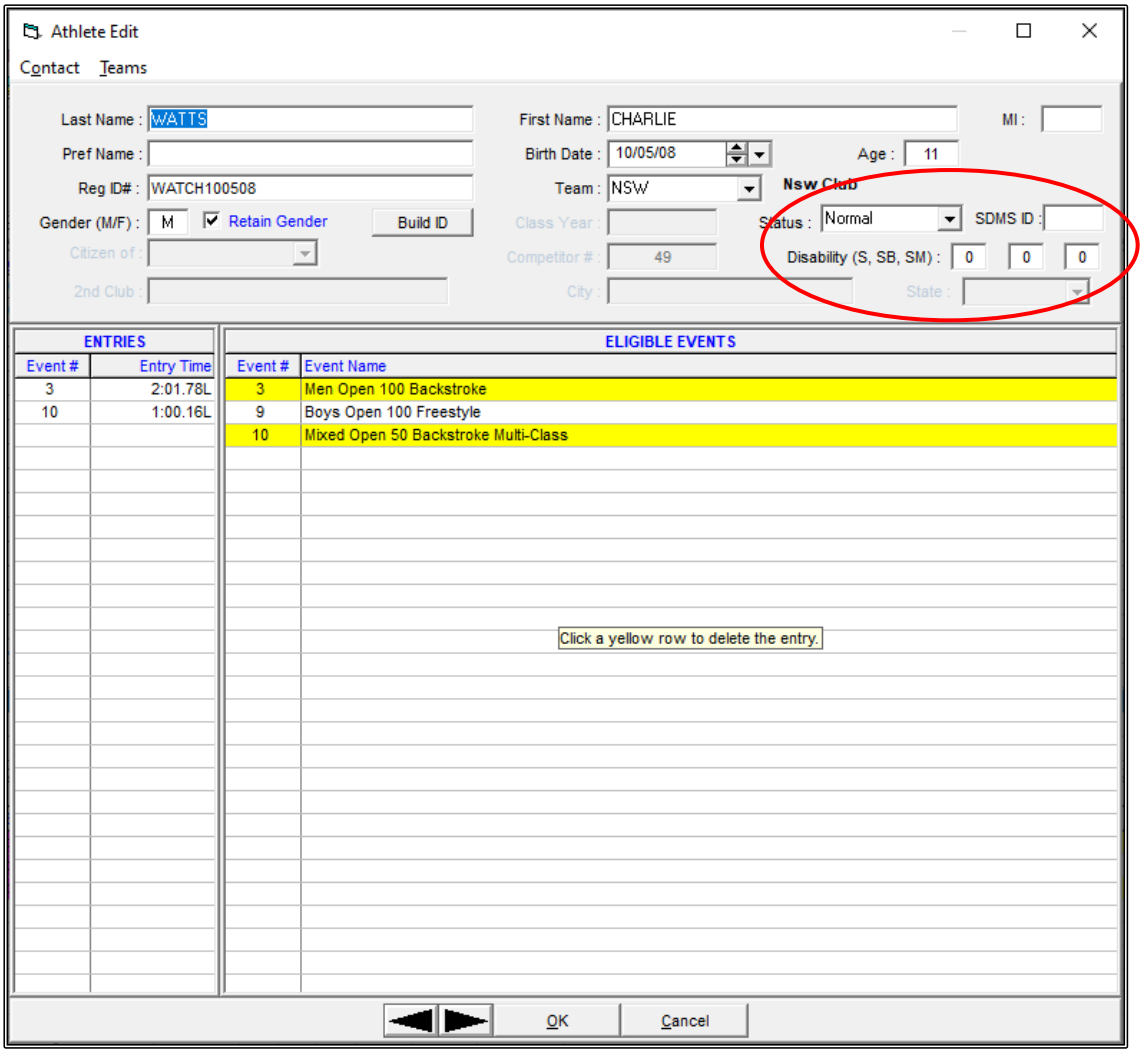
For example, CHARLIE WATTS is also competing in EVENT 3, the OPEN 100m BACKSTROKE.

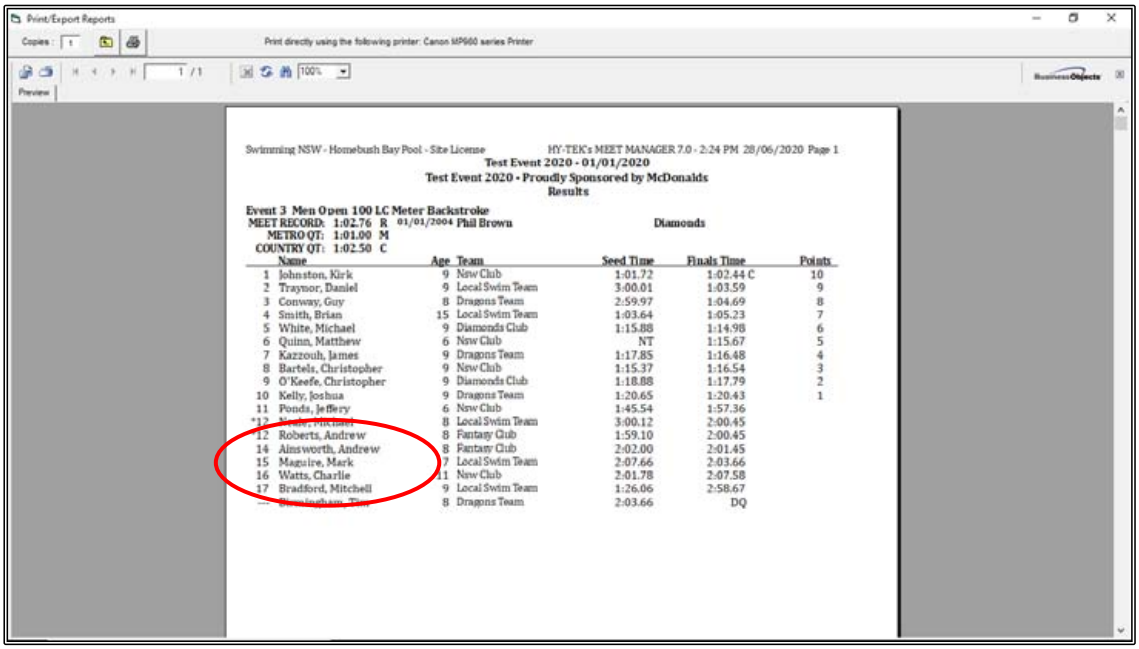
If you do not adjust his STATUS profile for this event, the result will look as follows - it throws the MULTI-CLASS swimmer to the bottom of the page.



Once you change the STATUS in the ATHLETE PROFILE for CHARLIE WATTS back to NORMAL and remove his CLASSIFICATION numbers, the same RESULT will place CHARLIE where he actually came in that event.

NOTE: Do not forget to change the MULTI-CLASS swimmer's profile STATUS back again if they have any more MULTI-CLASS events to swim later in the meet.

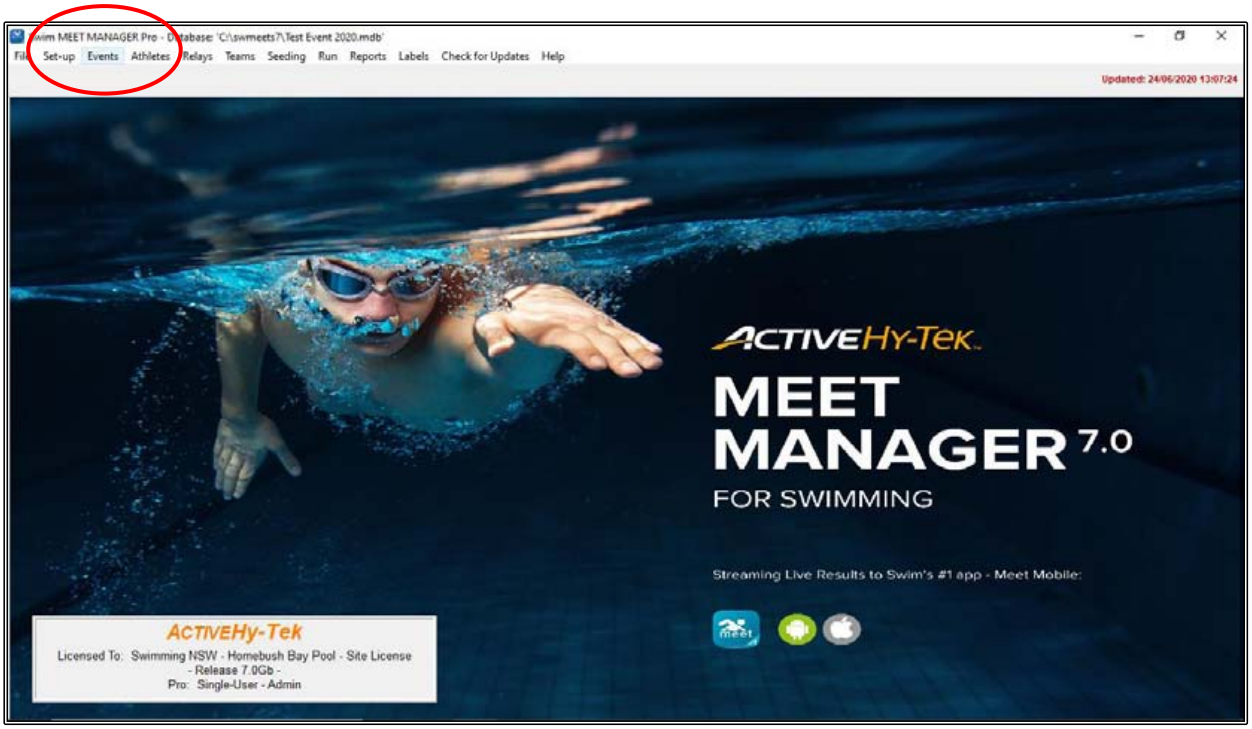




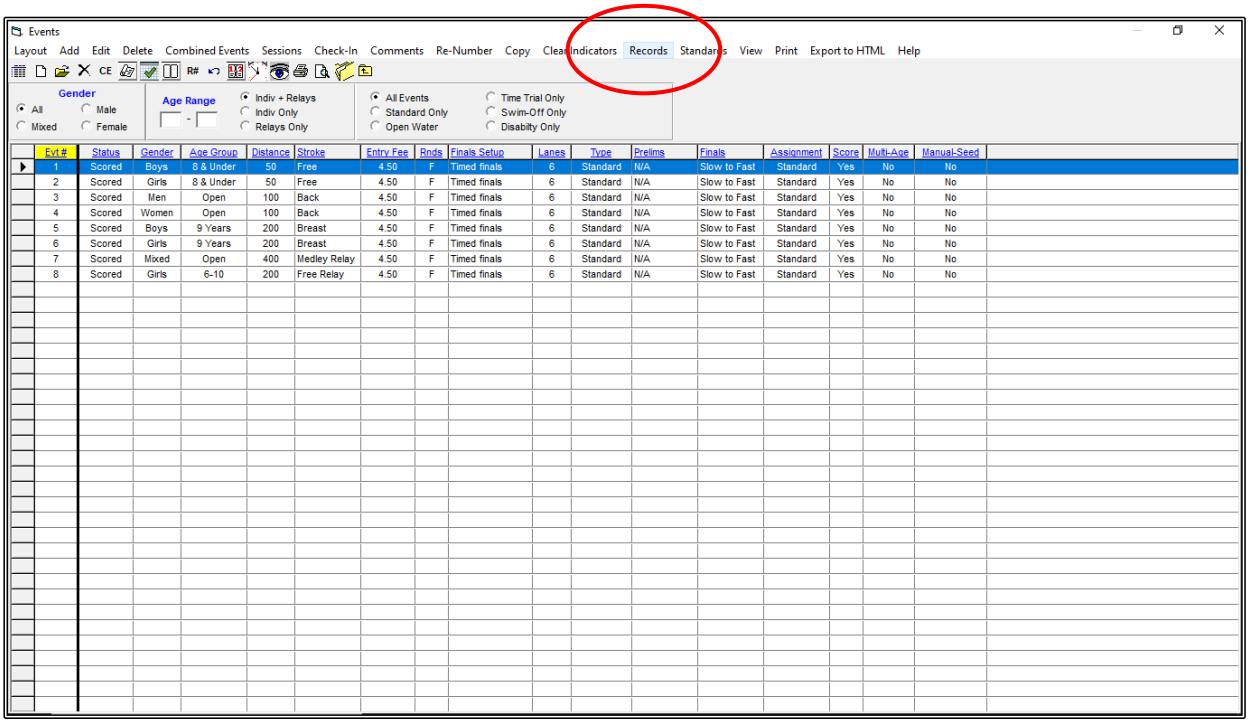
SECTION FIFTEEN: UPDATING RECORDS IN MEET MANAGER

If you have finished your meet but will be running the same meet again, you can PURGE all of your current result data but still keep all the SHELL information including the RECORDS which you can automatically update ready for the next meet.

From the MAIN MENU screen, click on the EVENTS tab.

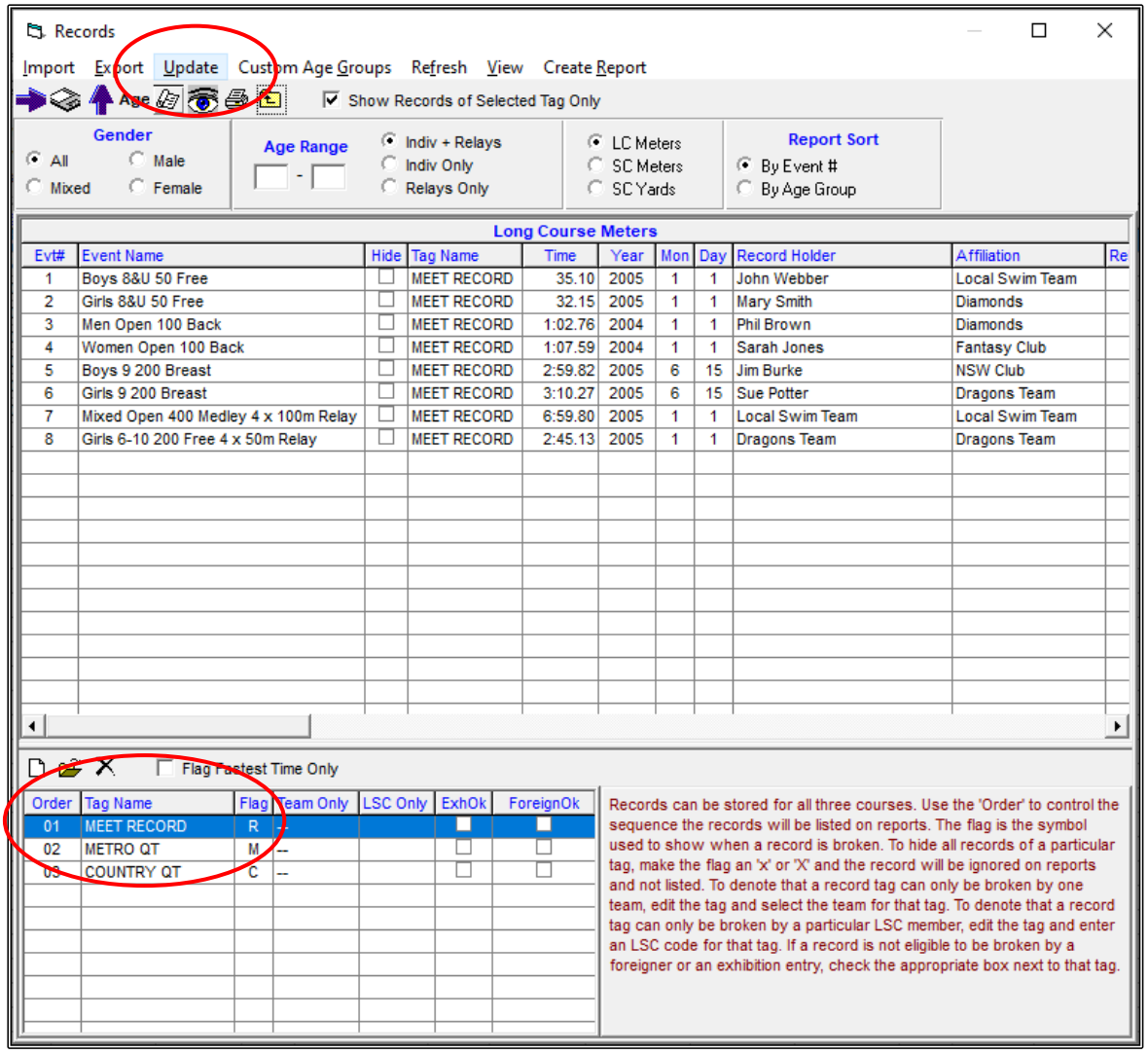


When the EVENTS screen opens, click on the RECORDS tab at the top of the screen.



If you have multiple RECORDS listed, ensure that you have the correct record highlighted. In the example below, the only record you want to UPDATE is the MEET RECORD.

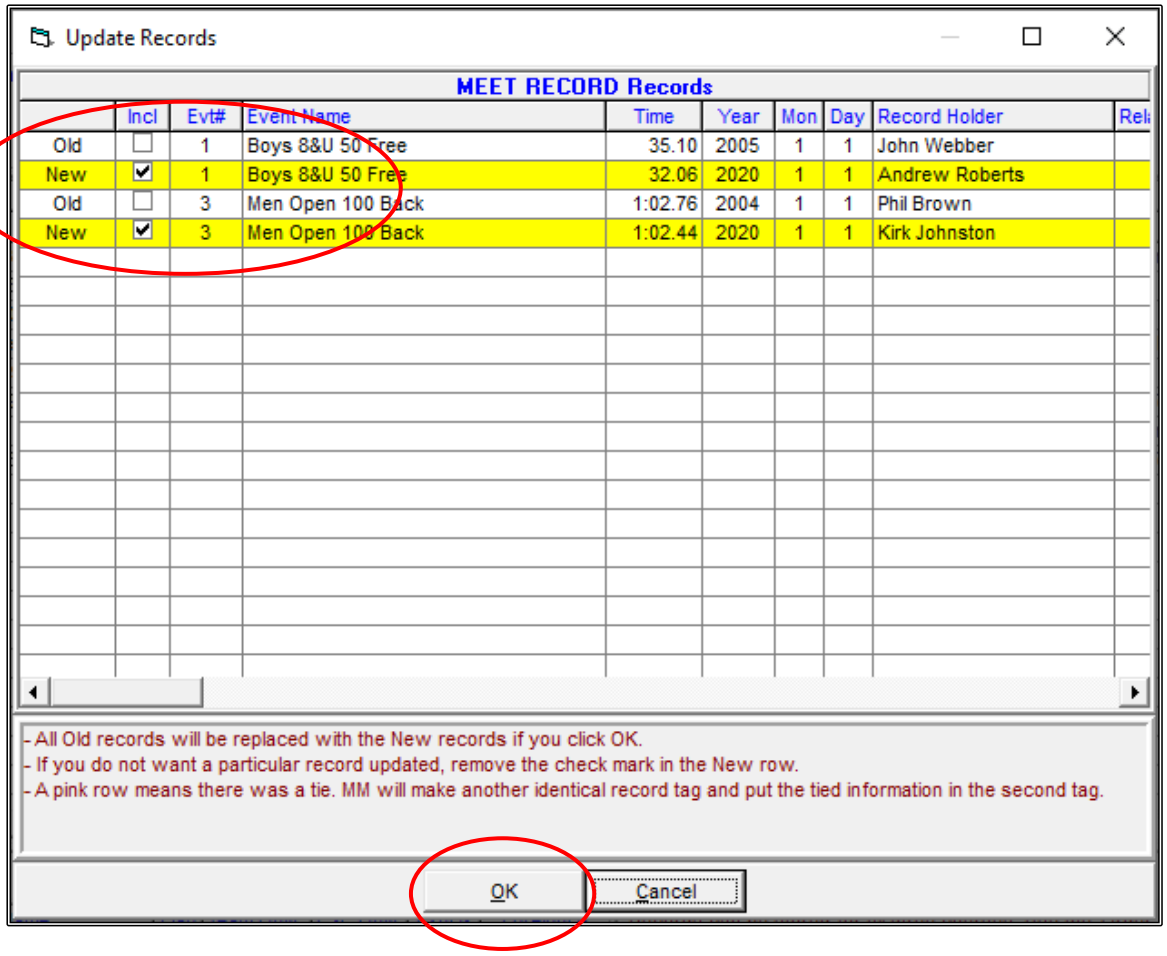
From this screen, click on the UPDATE button at the top of the screen.



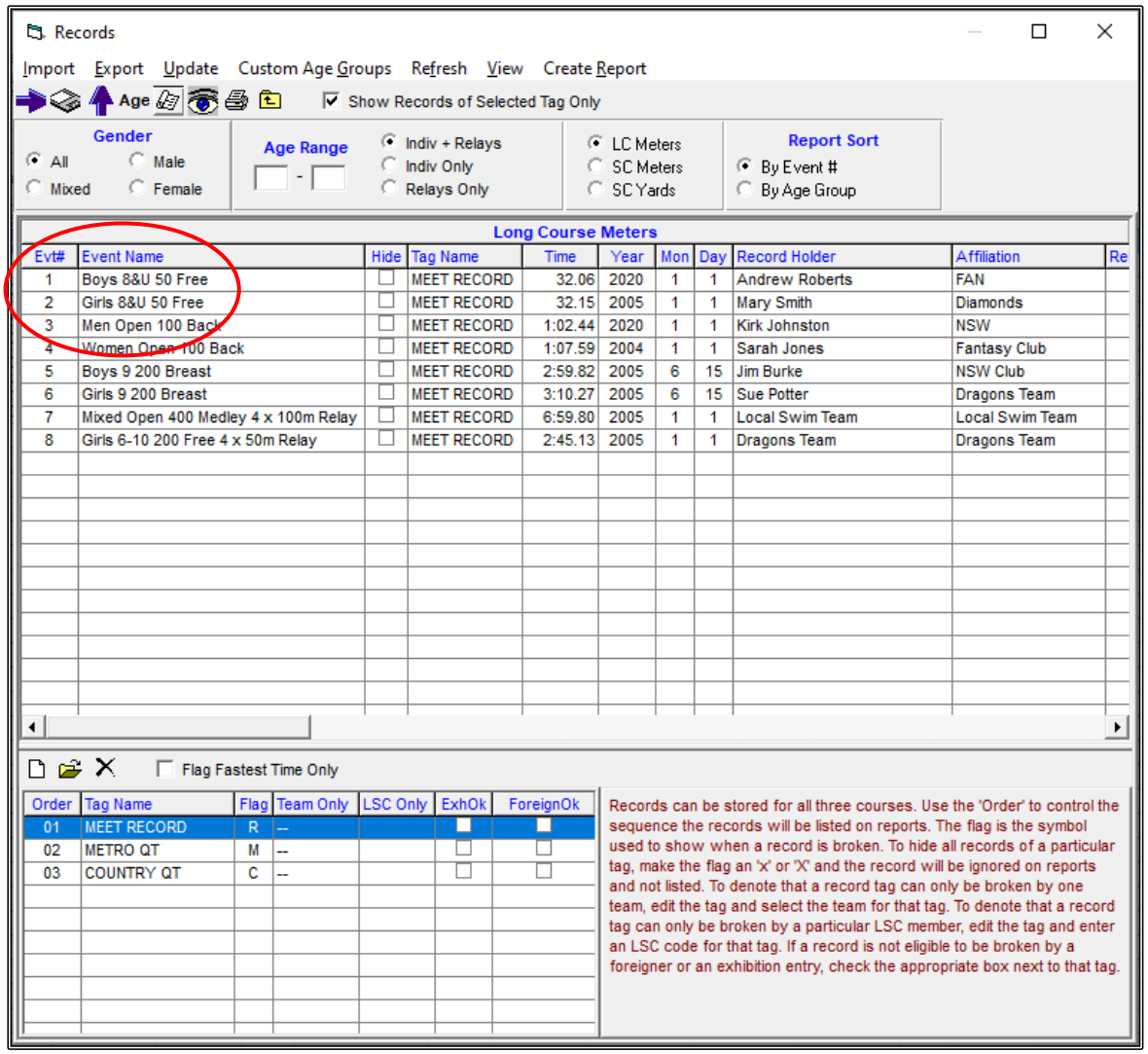
You will see from the below screen that TWO RECORDS were broken at the TEST EVENT 2020 meet.

This shows you the EXISTING (Old) record and below that, highlighted in yellow, the NEW record set at the meet. If you are happy with this information, click on the OK button at the bottom of the screen and EVENTS 1 and 3 will be updated for you.

If, for some reason, this information is not correct, UNTICK the box and that particular record will not be updated. If you are not sure of any of the information listed, then click CANCEL.



You can see now in the RECORDS screen, that EVENTS 1 and 3 have been UPDATED to reflect the current information from the recent meet.

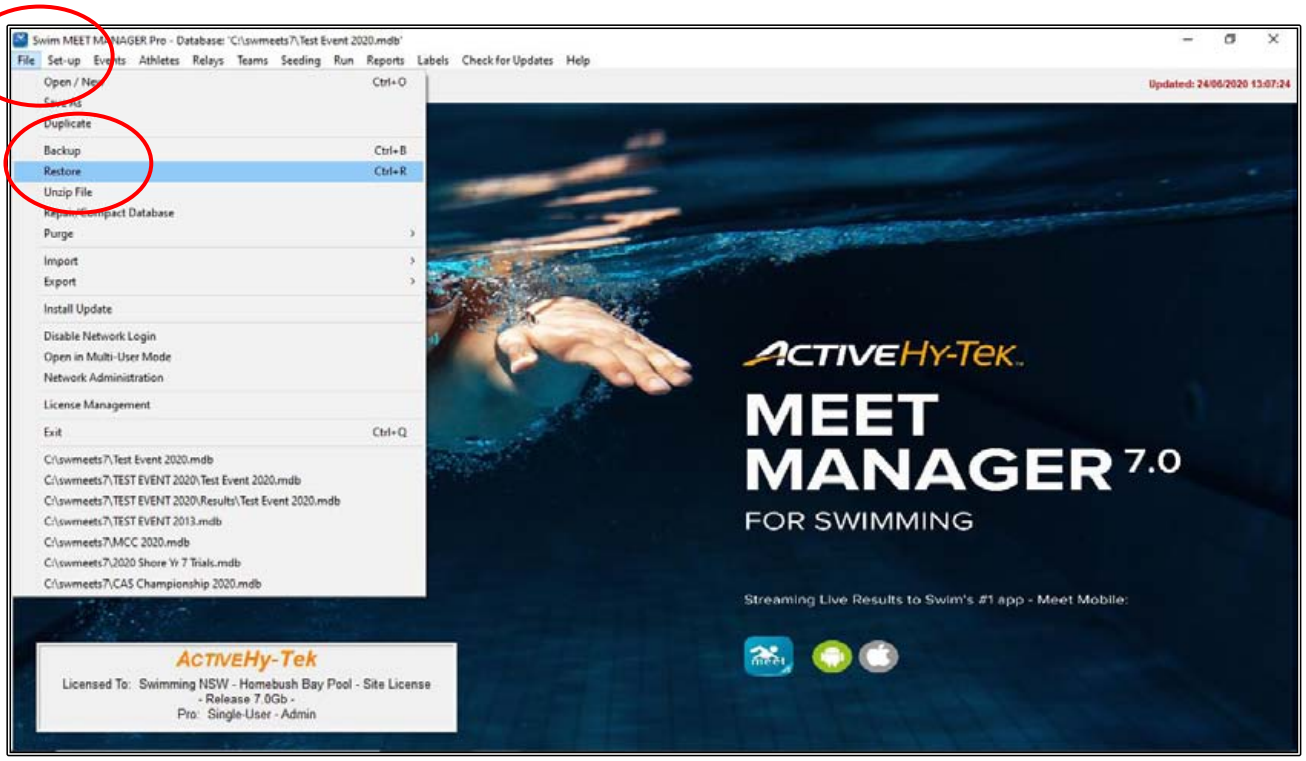


You can now CLOSE OUT ☒ of both the RECORDS and EVENTS screens back to the MAIN MENU screen.

SECTION SIXTEEN: HOW TO PURGE DATA READY FOR THE NEXT MEET

If you have finished your meet but will be running the same meet again, you can PURGE all of your current result data but still keep all the SHELL information.

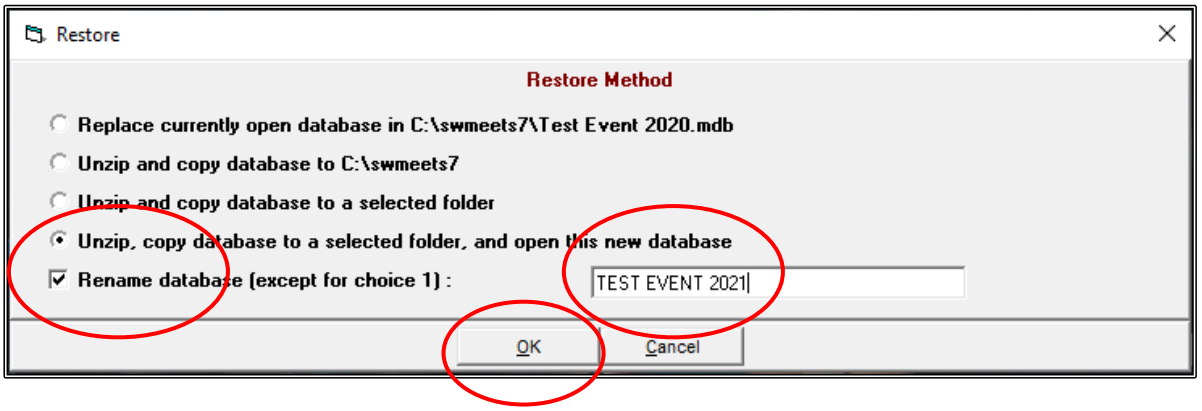
From the MAIN MENU screen, click on the FILE tab and then select RESTORE from the drop down.



Click on the fourth dial option, UNZIP, COPY DATABASE TO A SELECTED FOLDER, AND OPEN THIS NEW DATABASE.

Also tick the RENAME DATABASE (EXCEPT FOR CHOICE 1): box and rename the current meet to TEST EVENT 2021 for example.

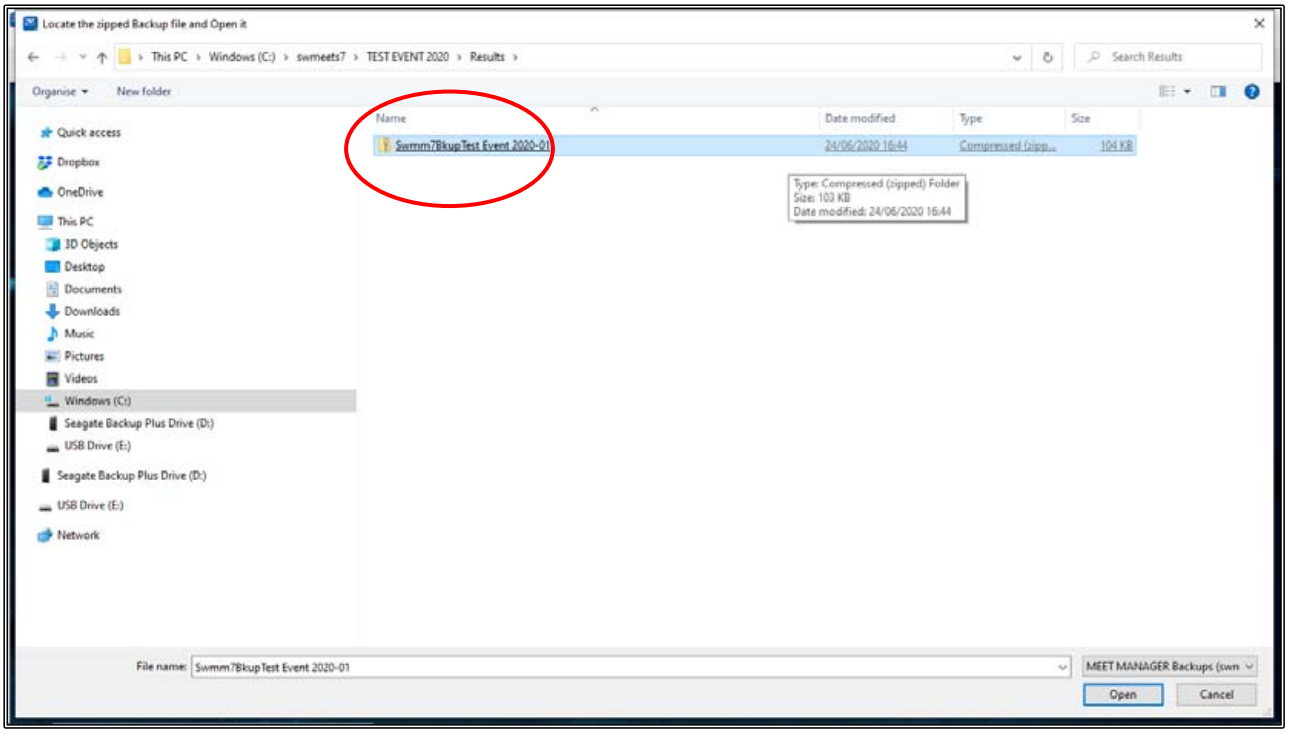
Click OK.



Locate the file you wish to use from last time and click on this meet.

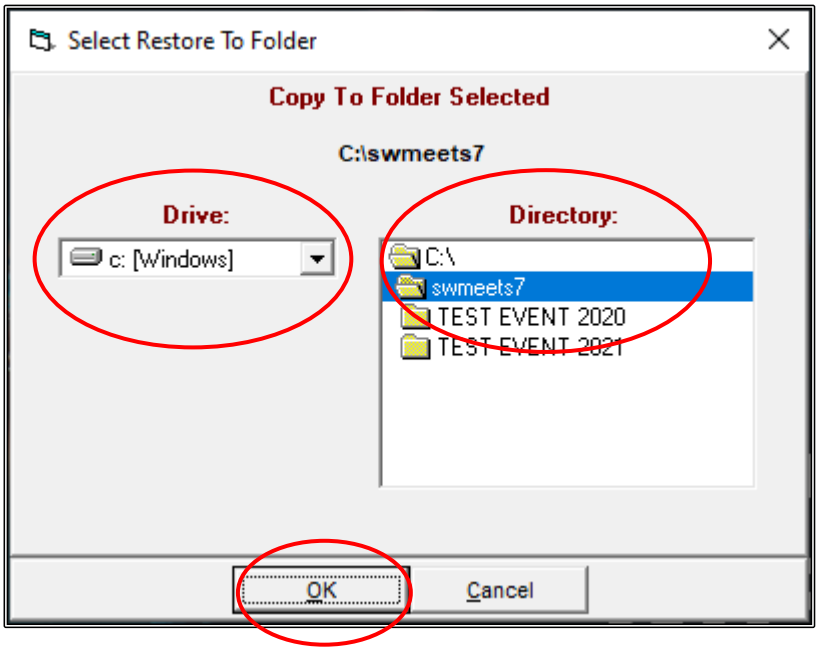
This should be a MEET MANAGER BACKUP file that you created at the end of your last meet and should be in the RESULTS sub-folder that you created last time, ie:

C:\swmeets7\TEST EVENT 2020\RESULTS

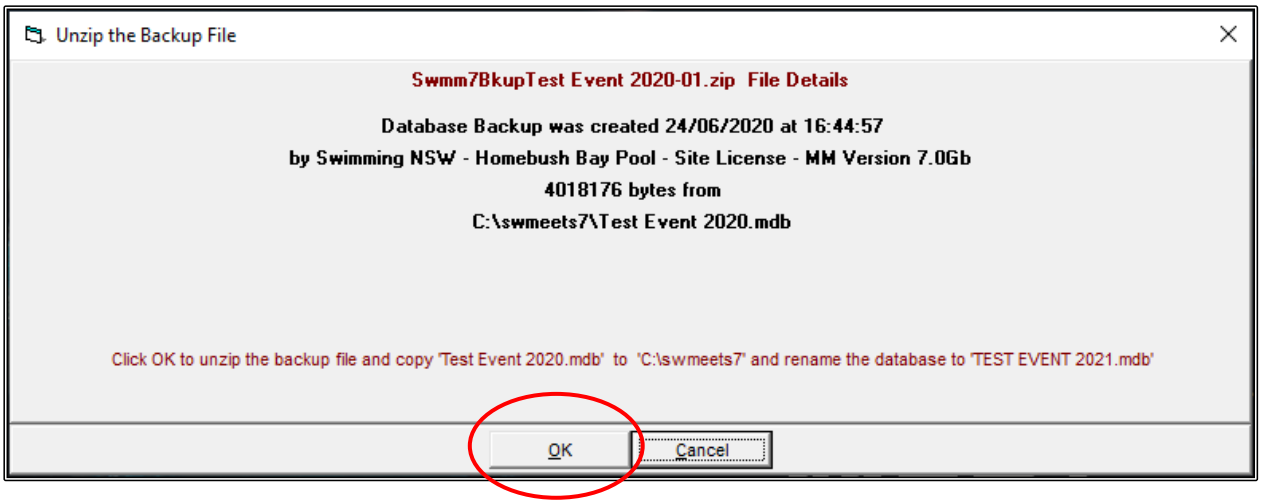


When the SELECT RESTORE TO FOLDER screen opens, MEET MANAGER will default to the C:\ DRIVE and the SWMEETS7 DIRECTORY and this is where the file should be kept.

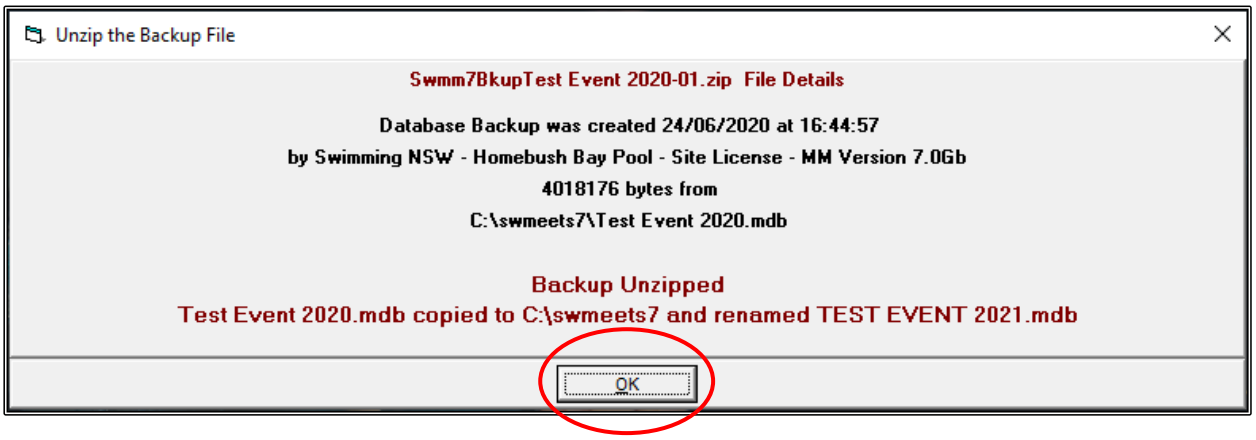
Click OK.



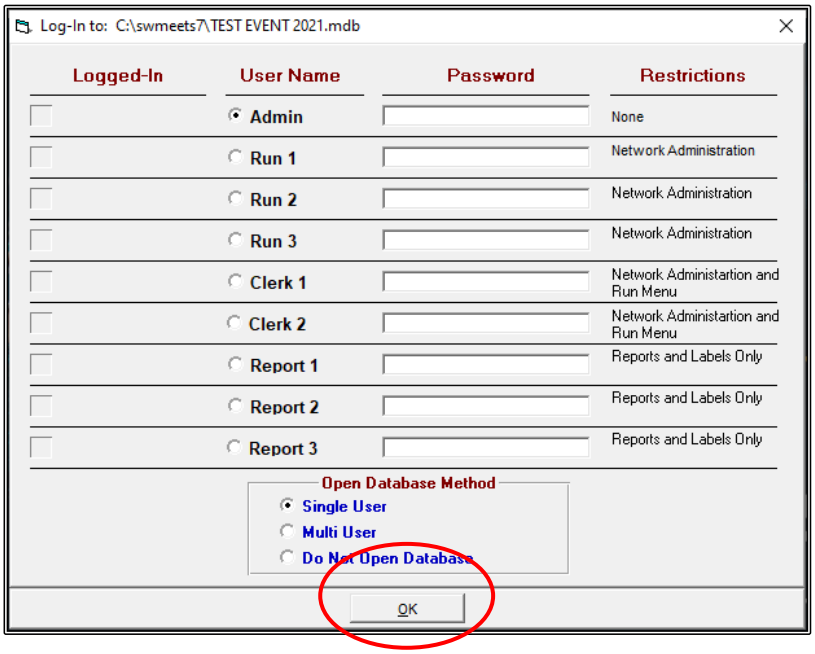
Click OK when the UNZIP THE BACKUP FILE screen appears.



Click OK when the BACKUP FILE has been UNZIPPED.

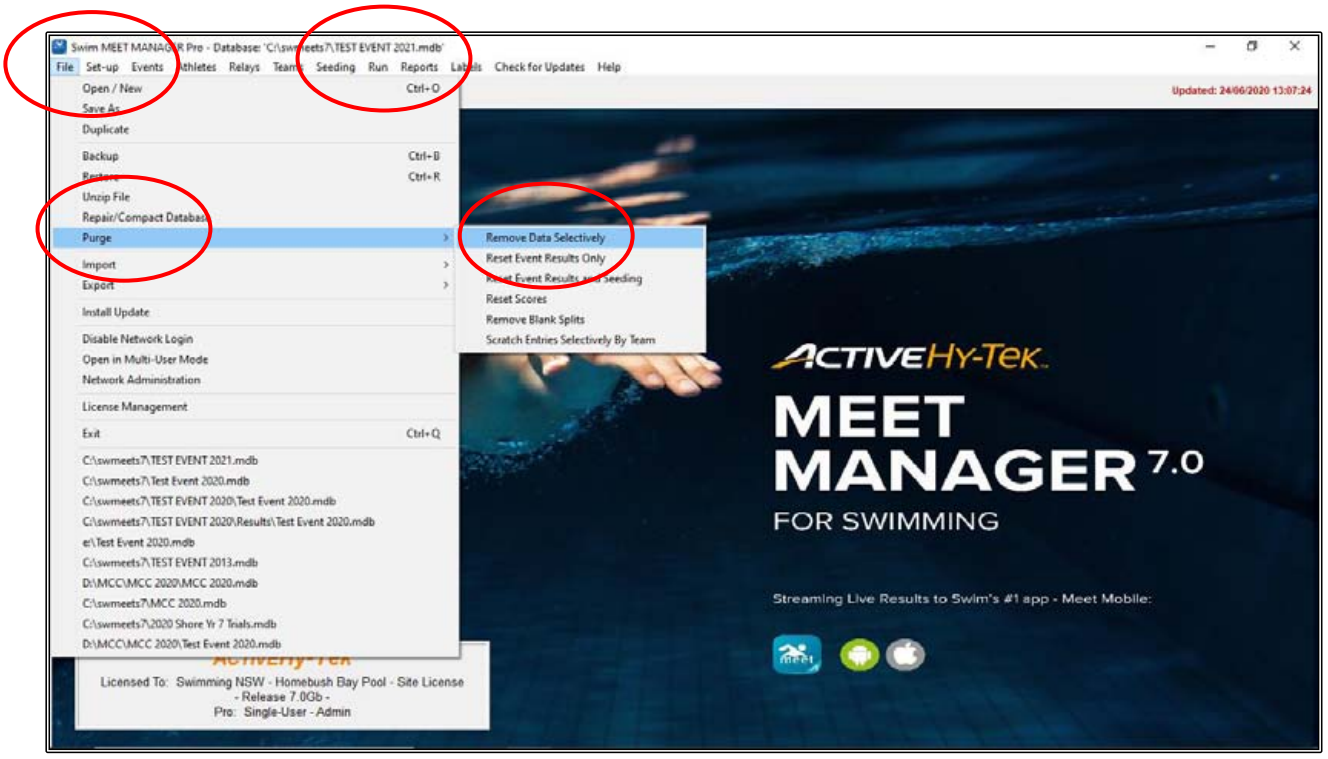


If the LOG IN screen below appears, just click OK.
This is only used if you are networking your computer with another Meet Manager computer.

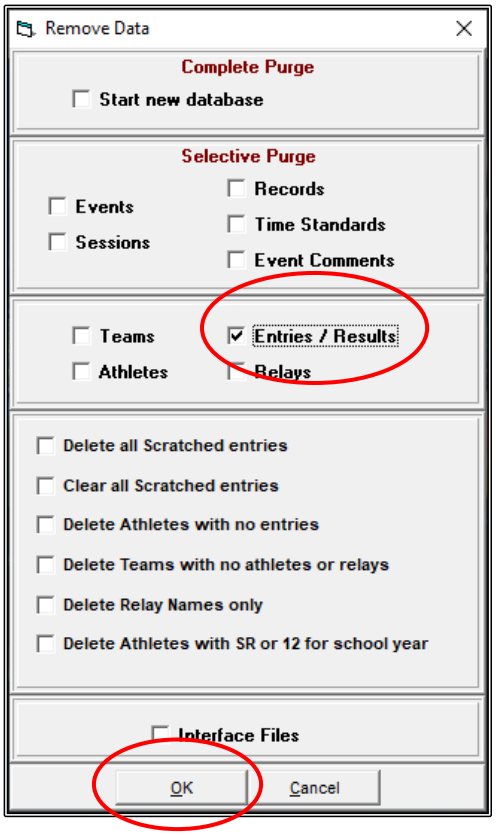


The new database, TEST EVENT 2021, will now open up ready for you to purge DATA from the last meet.

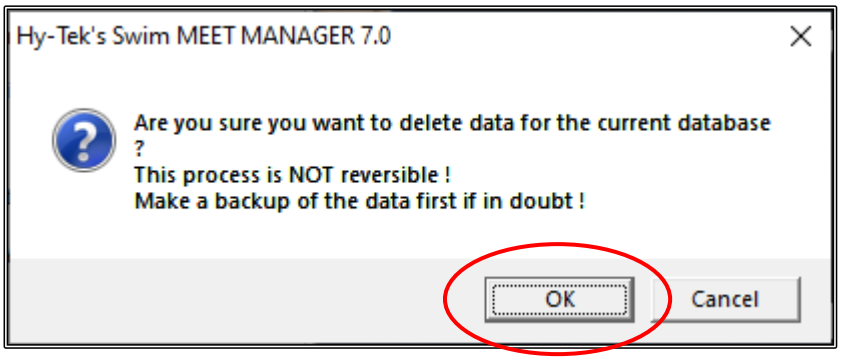
From the MAIN MENU screen, click on the FILE tab and then select PURGE from the drop down. Now click on REMOVE DATA SELECTIVELY.



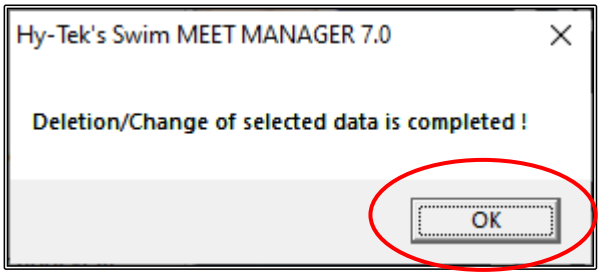
From the REMOVE DATA screen, tick the ENTRIES/RESULTS box and then click on OK.



Click OK when you see the NOT REVERSIBLE message screen.



The DELETION/CHANGE screen now opens, just click OK.



This now leaves you with all the TEAMS, all the ATHLETES, all the EVENTS and all the updated RECORDS from last year.

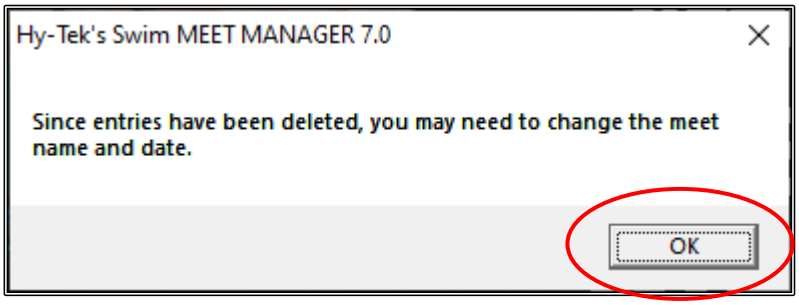
If your meet will not have the same TEAMS and ATHLETES competing, you can also PURGE these from the new database.

From the MAIN MENU screen, click on FILE -> PURGE -> REMOVE DATA SELECTIVELY. Now tick the TEAMS box and you will see that TEAMS, ATHLETES, ENTRIES/RESULTS and RELAYS will now ALL be deleted.

Click OK and then click OK to the next two DELETION screens.

You now have only a SHELL left for this new meet (EVENTS and RECORDS).

You will now see the message screen below. Click OK.



This will open up the MEET SET-UP screen so that you can update this meet's details.

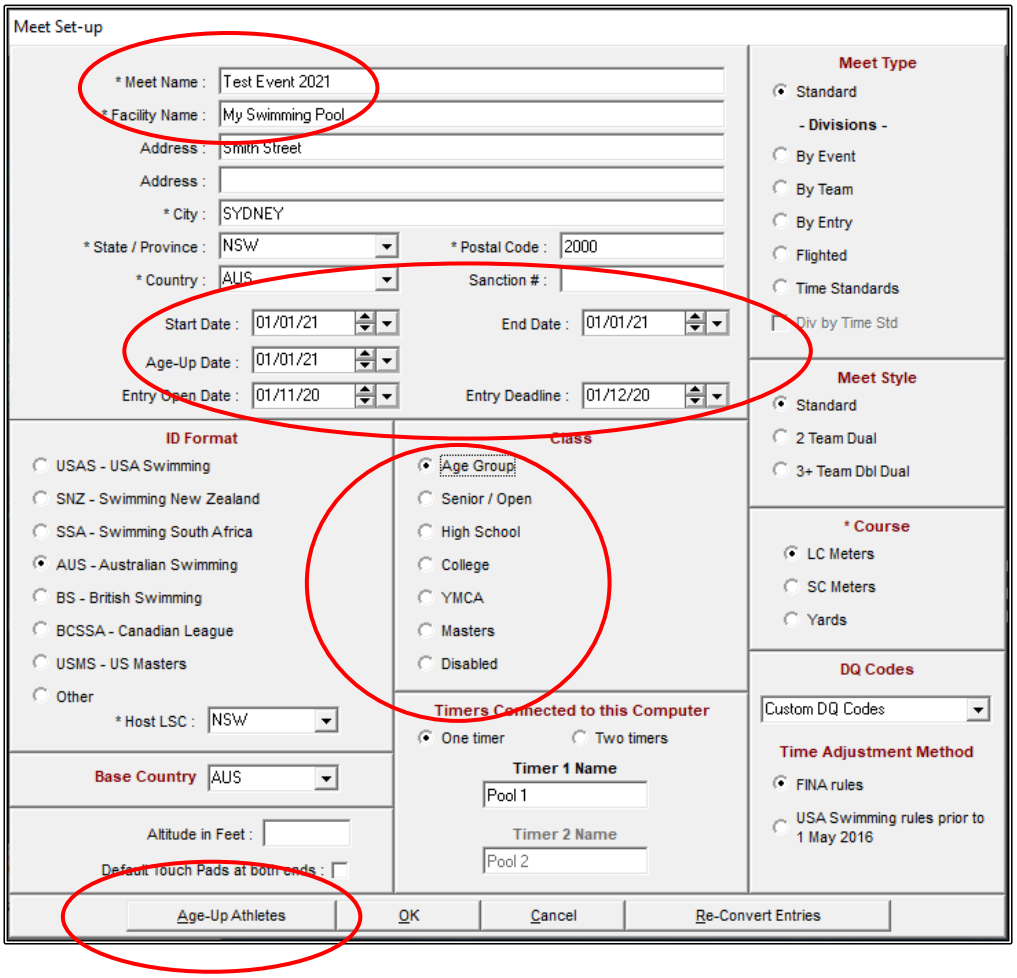
If you leave the TEAMS and ATHLETES in your new database, you will have to open up the MEET SET-UP screen.

From the MAIN MENU screen, click on the FILE tab and then select MEET SET-UP from the drop down.

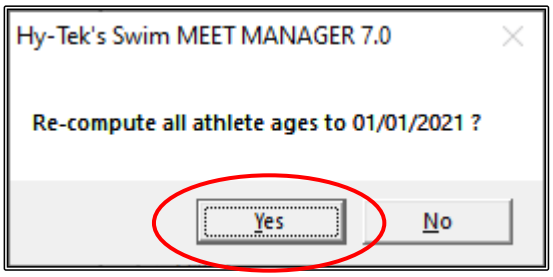
Change the following information and leave the rest as previously set:

Meet Name	Test Event 2021
Start and End Dates	01.01.21 (for both)
Age-Up Date	01.01.21
Entry Open Date	01.11.20
Entry Deadline	01.12.20
Class	Age Group. Don't forget if you have MULTI-CLASS swimmers, you should change this from AGE GROUP to DISABLED.

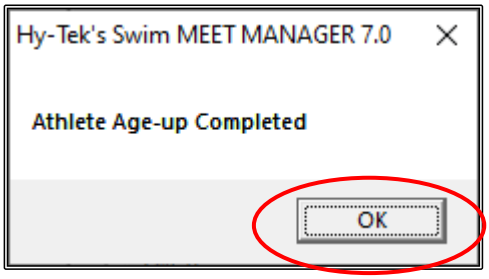
If you have left the athletes in from the last meet, you now need to click on the AGE-UP ATHLETES button at the bottom left-hand side of the screen so that all your athletes will be AGED-UP to the current meet start date. If you PURGED athletes, then you do not need to do this.



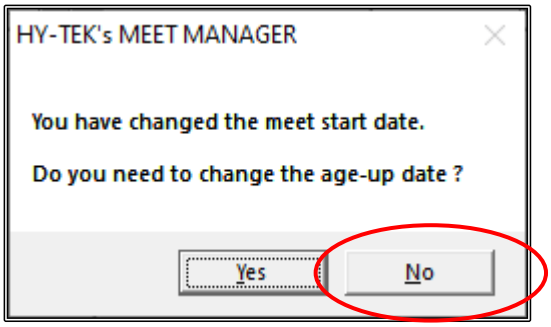
Click YES when the RE-COMPUTE screen opens.



Now click OK when the ATHLETE AGE-UP is COMPLETED.



The system will now ask you if you need to change the AGE-UP date, but you have already done this, so click NO.



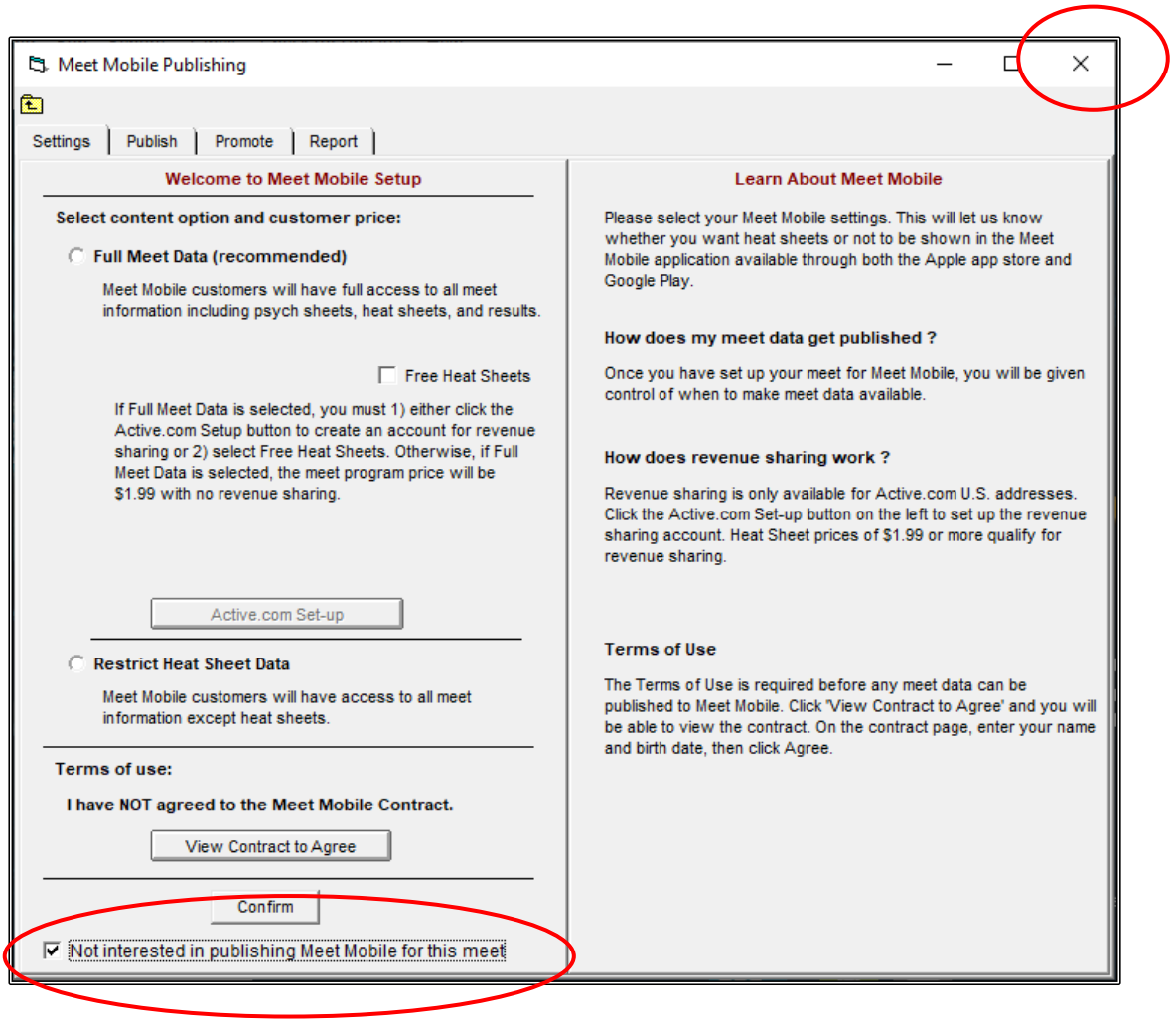
The MEET MOBILE PUBLISHING screen will now appear.

This step cannot be done until all other information for the meet has been set up.

For this exercise we will not use MEET MOBILE so just tick the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET box and then CLOSE OUT ☒ the screen.

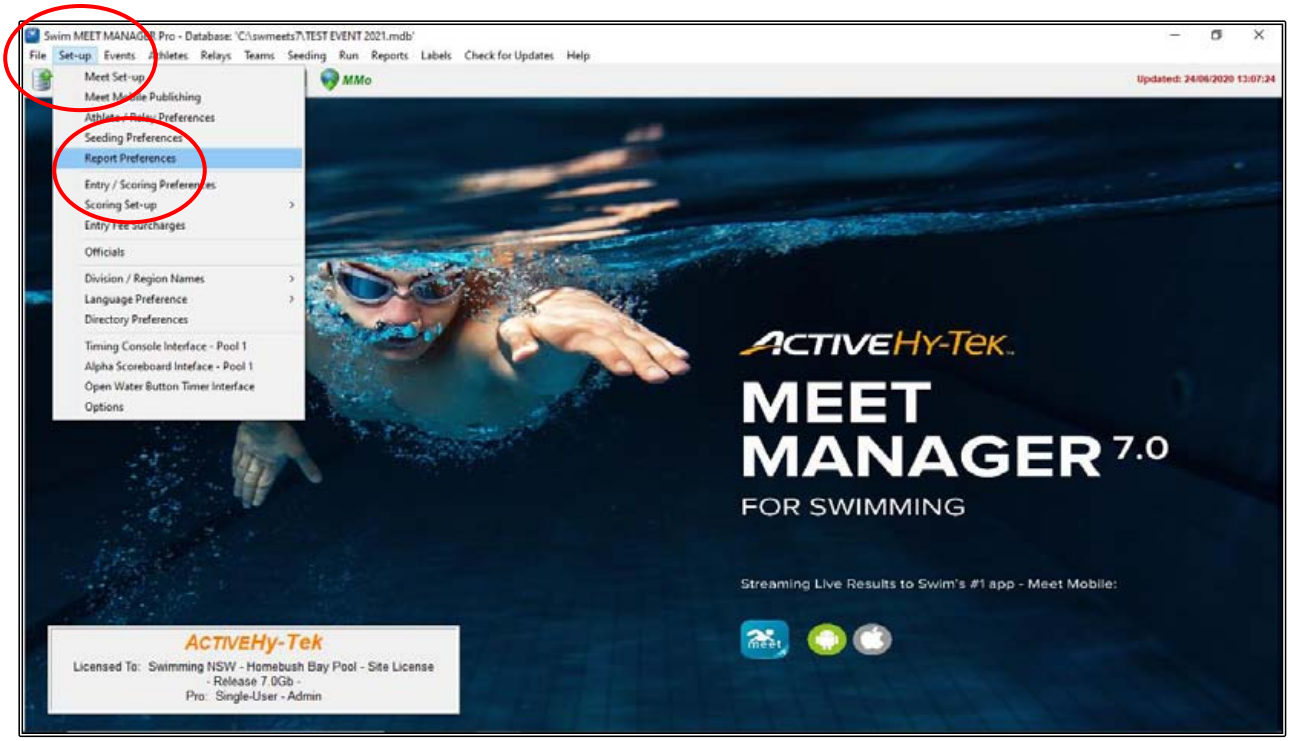
NOTE: If you decide later to publish your results via MEET MOBILE, just click on the SET-UP tab from the MAIN MENU screen and then click on MEET MOBILE PUBLISHING from the drop down. Uncheck the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET tick box and follow the instructions in Section 12 on Page 174.

Also note that MEET MOBILE is not available 7 days after the meet has finished.

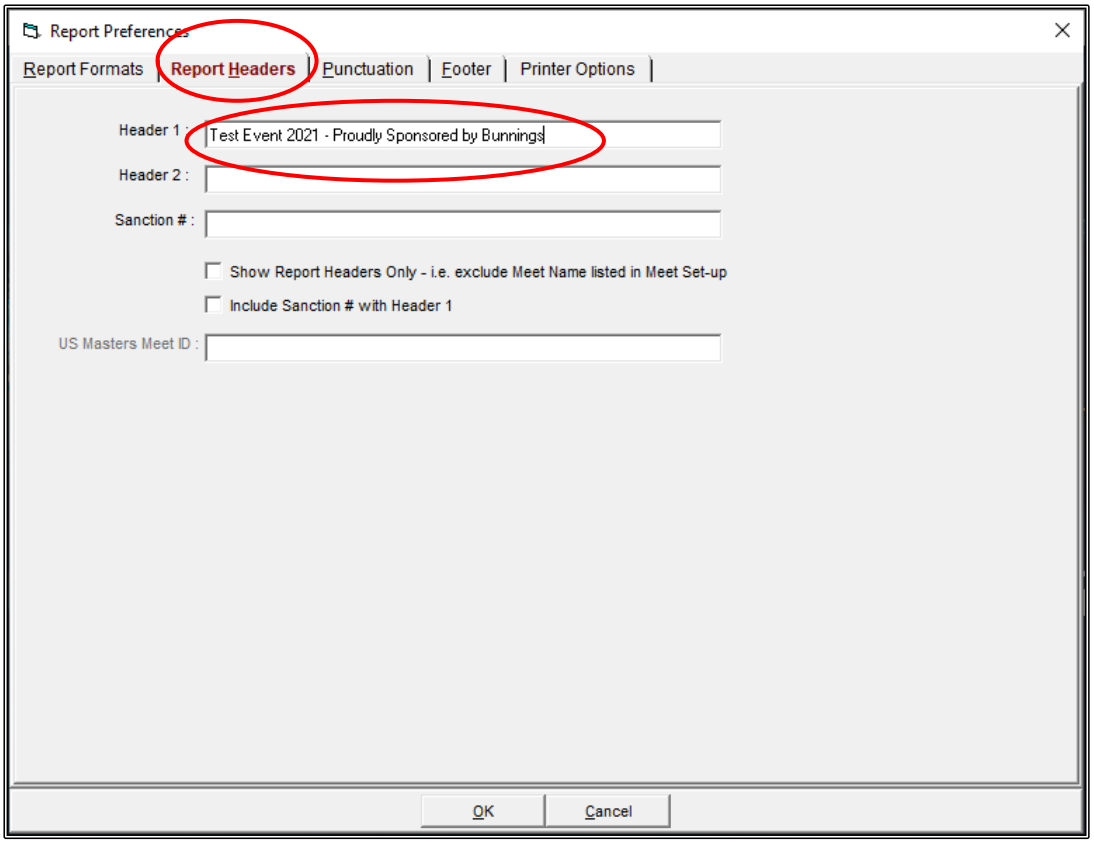


If you have HEADERS set up from the last meet, you may want to change these for the current meet.

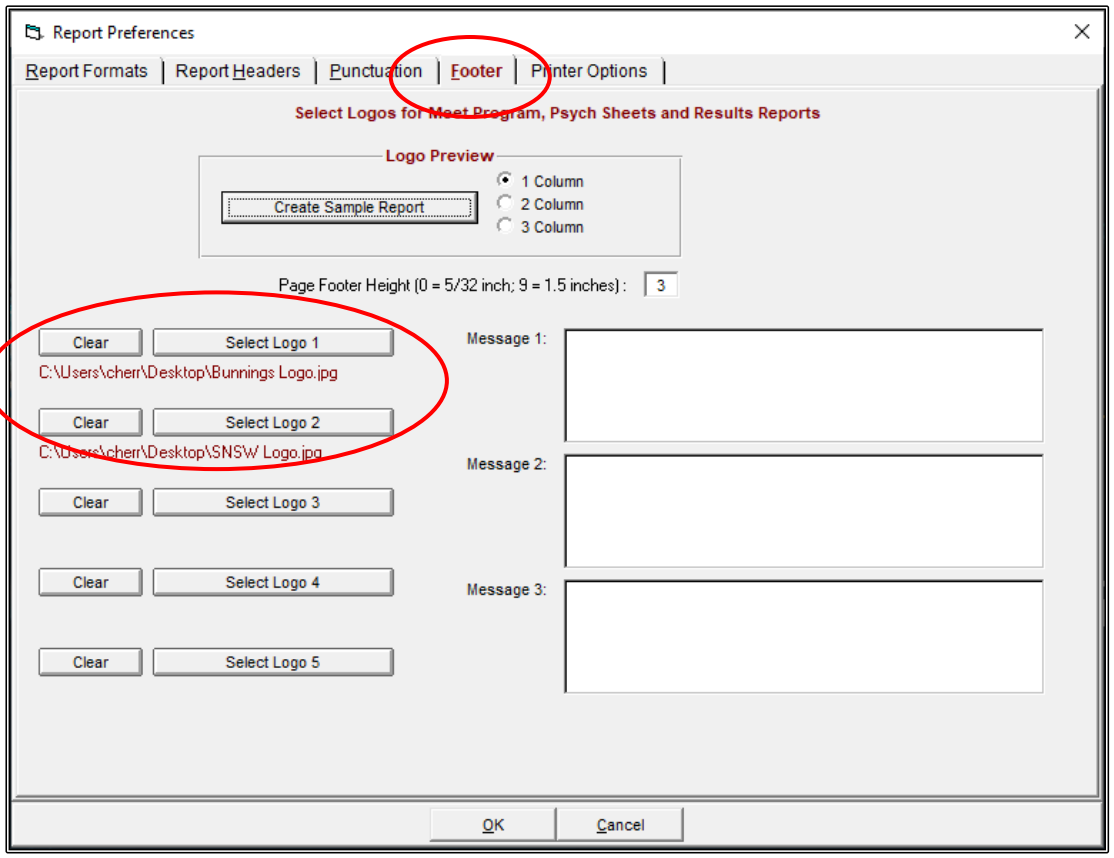
From the MAIN MENU screen, click on the SET-UP tab and the select REPORT PREFERENCES from the drop down.



Click on the REPORT HEADERS tab and change the headers accordingly. Now you need to check your FOOTERS tab if these were set up for the last meet.



Click on the FOOTER tab in the REPORT PREFERENCES screen and make the appropriate changes.

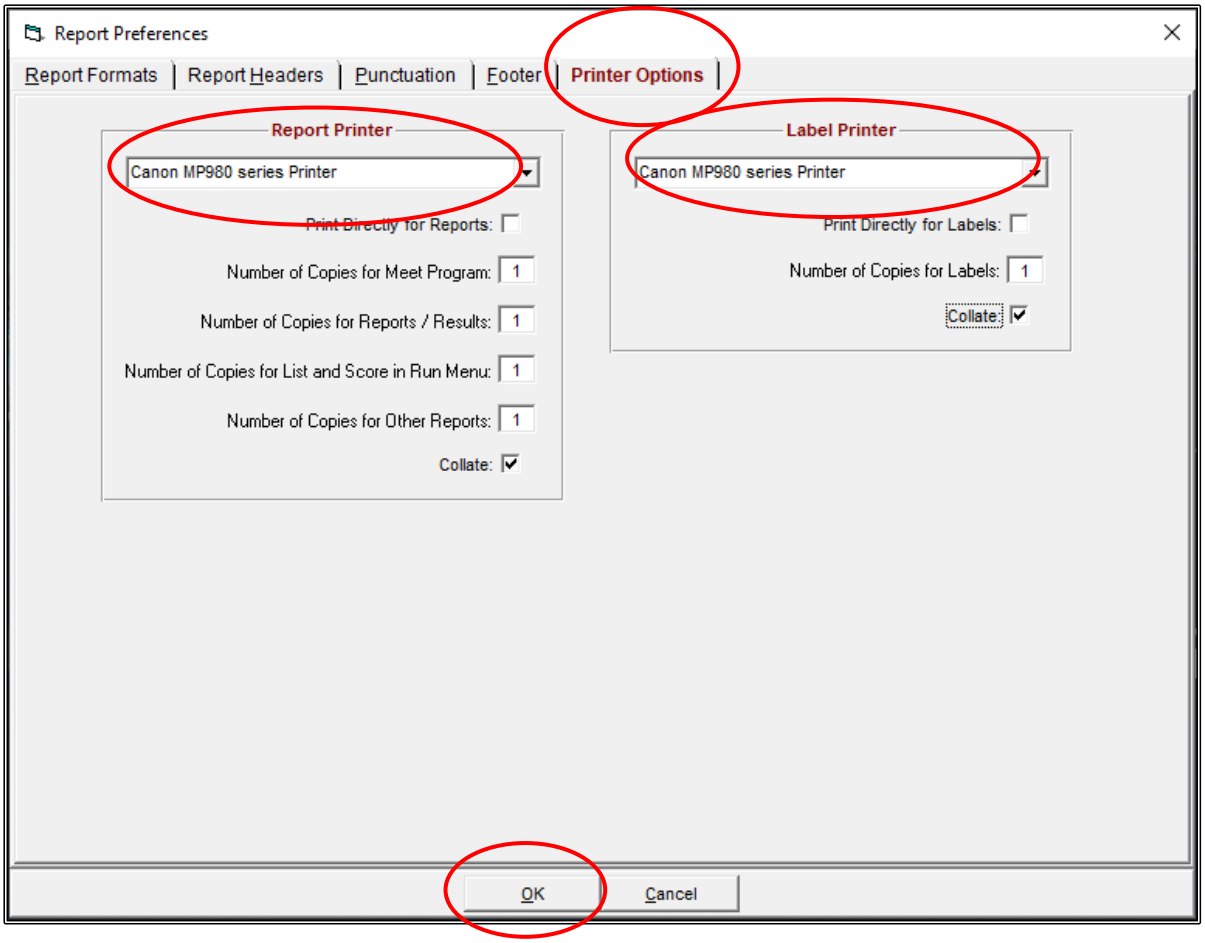


You now need to set up your PRINTER OPTIONS.

Click on the PRINTER OPTIONS tab and set up the printer that you will be using to print your program, results and reports.

This may change from time to time and can be changed when needed by clicking on this tab.

By default, the LABEL PRINTER also needs to be set up even though labels are not used.

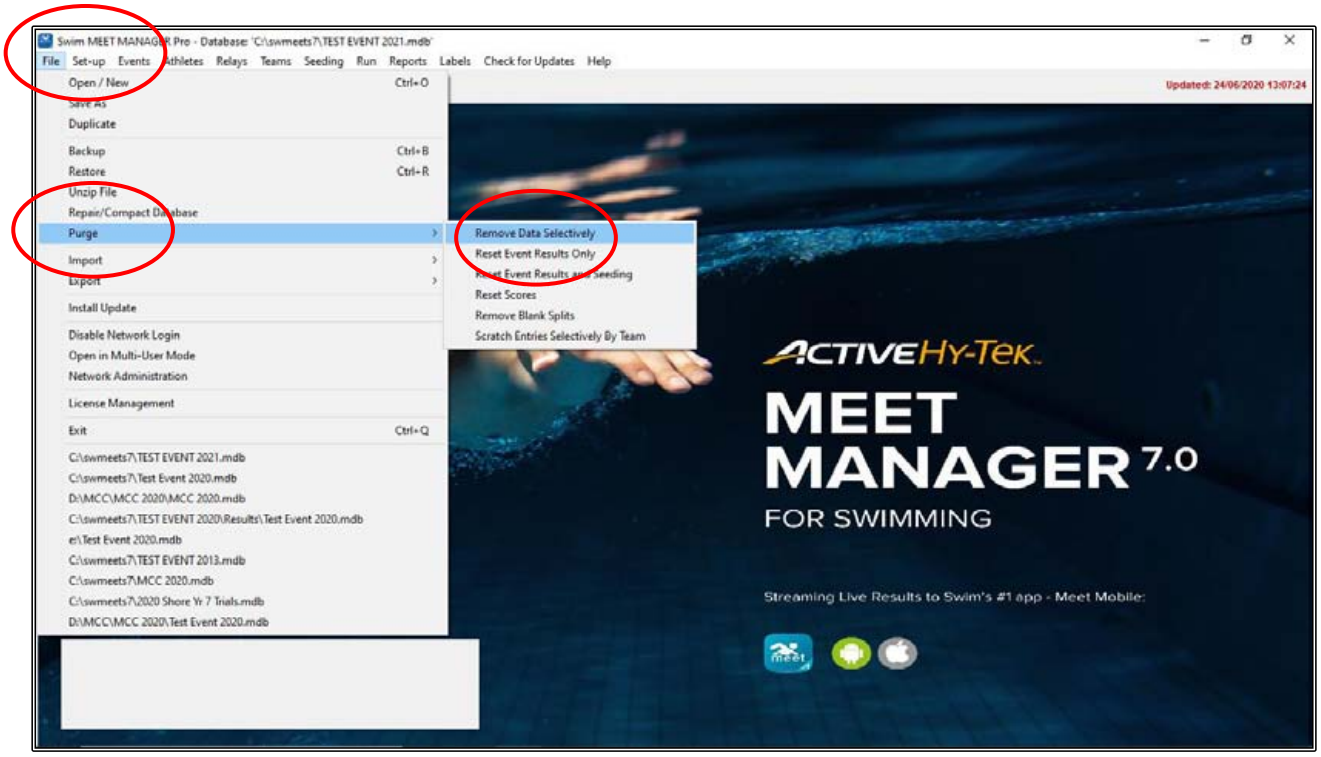


When you are happy with all your REPORT PREFERENCES, click OK to save.

You are now ready to start entering your current ATHLETES into their respective events, ADD any new TEAMS and ATHLETES and start SEEDING your meet.

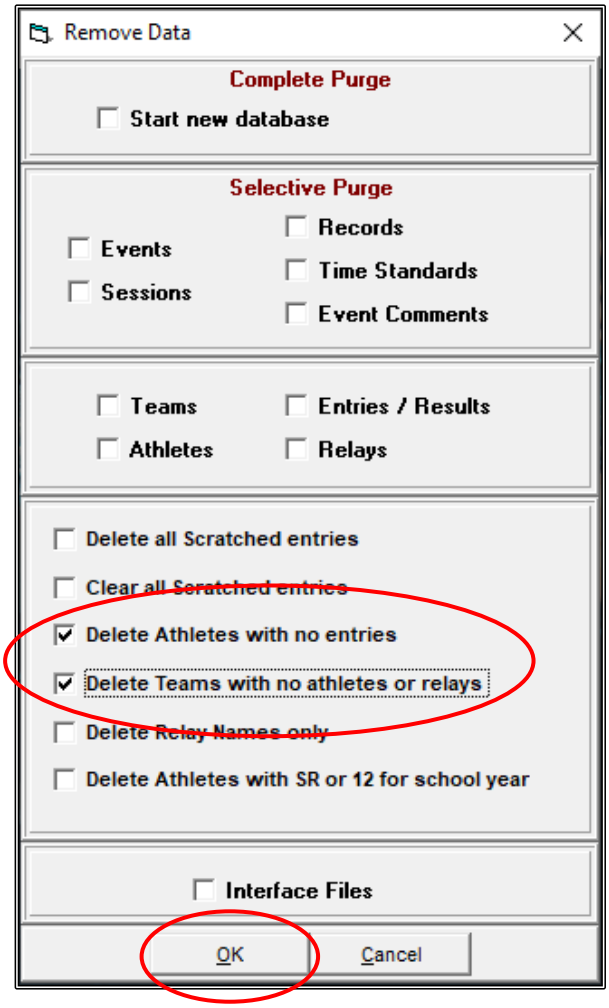
Once you are happy with ALL your entries, you can now PURGE any ATHLETES and TEAMS that are left over from the last meet and who are not entered in this current meet.

From the MAIN MENU screen, click on the FILE tab and then select PURGE from the drop down and then choose REMOVE DATA SELECTIVELY.

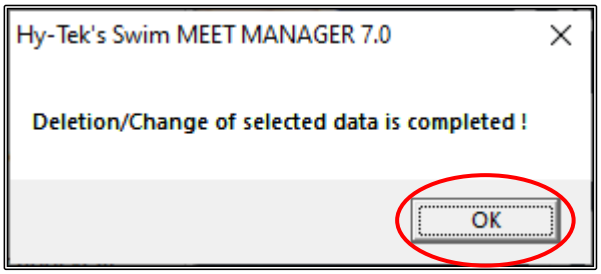


From the REMOVE DATA screen, tick on both the DELETE ATHLETES WITH NO ENTRIES box and the DELETE TEAMS WITH NO ATHLETES OR RELAYS box.

Now click OK.



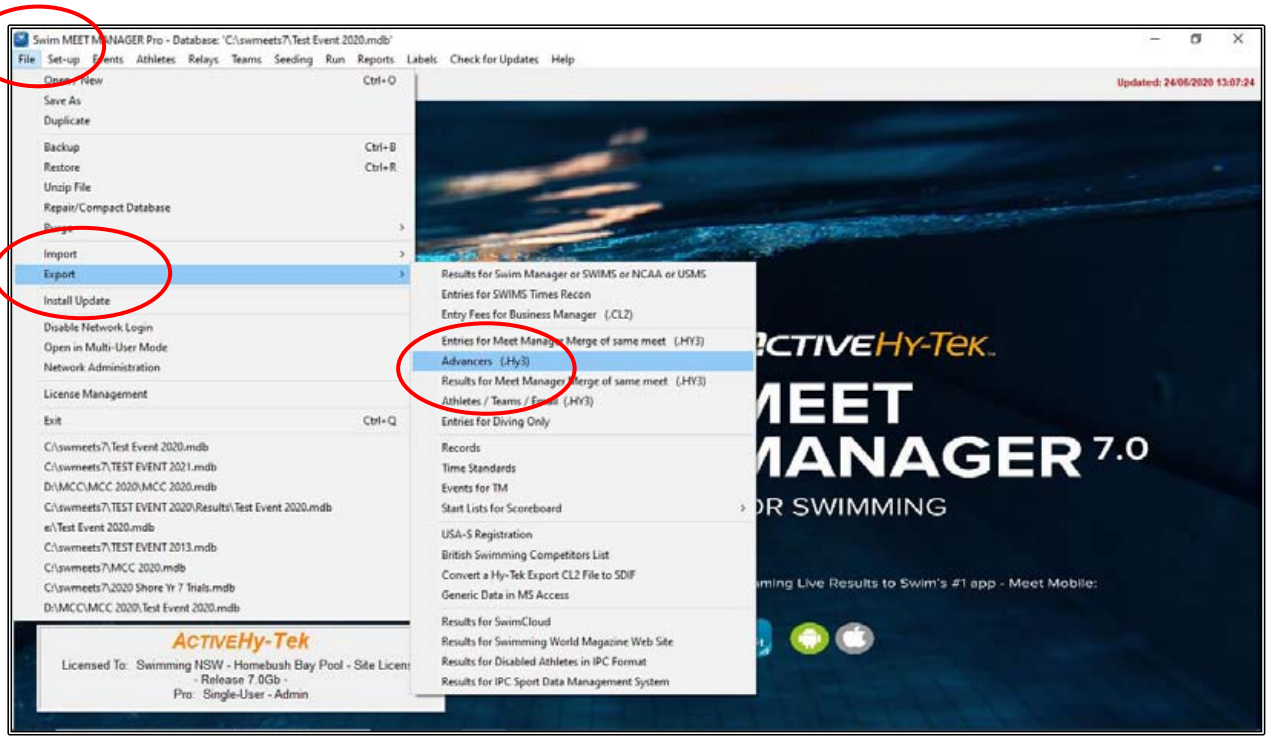
When the DELETION COMPLETED message appears, click OK.



You are now left with only your CURRENT DATABASE, ready to seed and run your meet.

SECTION SEVENTEEN: HOW TO EXPORT ADVANCERS FROM MEET MANAGER (ie: FOR THE SPEEDO FINALS MEET)

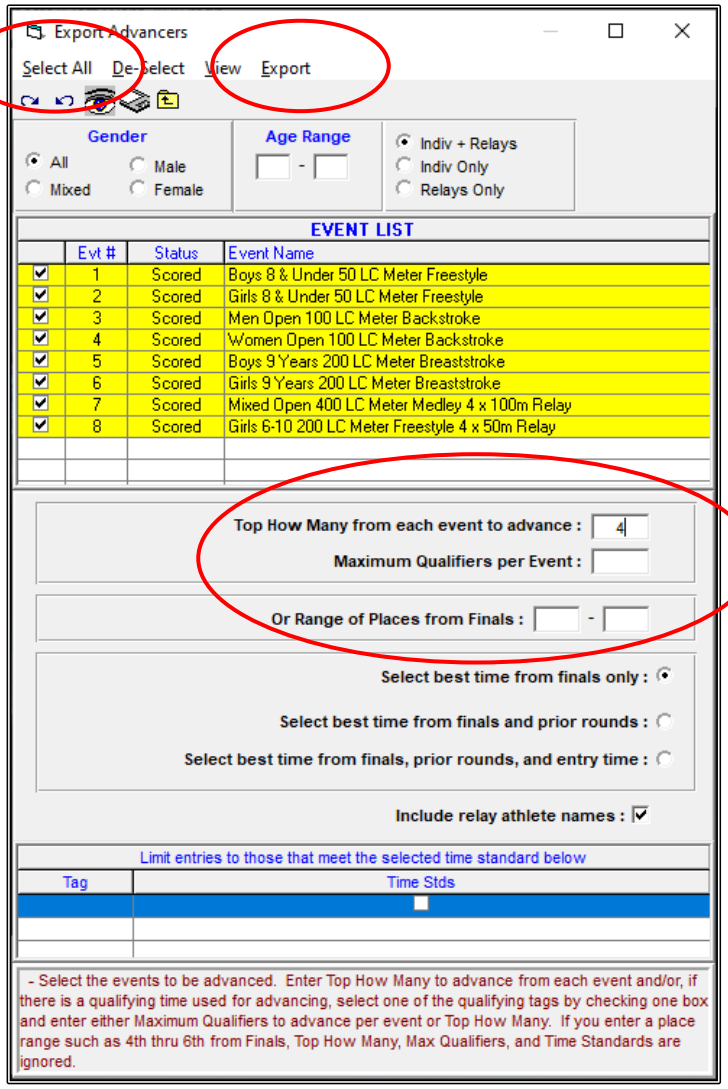
From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down then choose ADVANCERS (.Hy3).



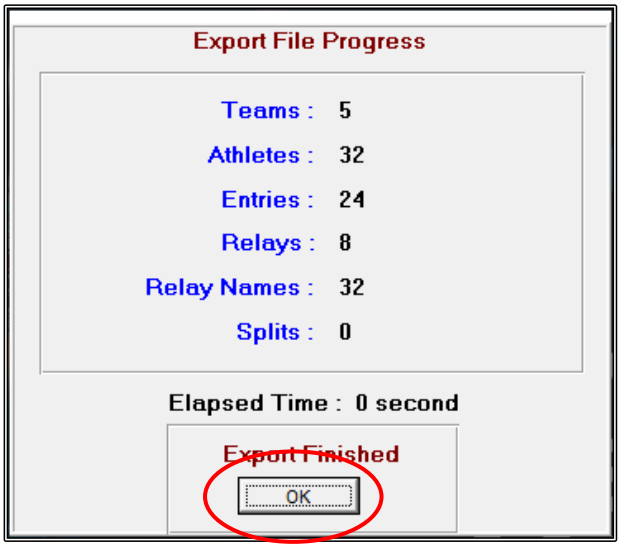
From the EXPORT ADVANCERS screen:

1. Click on SELECT ALL to select the events you wish to use for the advancements
2. Specify the TOP HOW MANY to advance for each event, ie 4 athletes per event
3. Leave MAXIMUM QUALIFIERS PER EVENT blank
4. Leave OR RANGE OF PLACES FOR FINALS blank
5. Click the SELECT BEST TIME FROM FINALS ONLY option

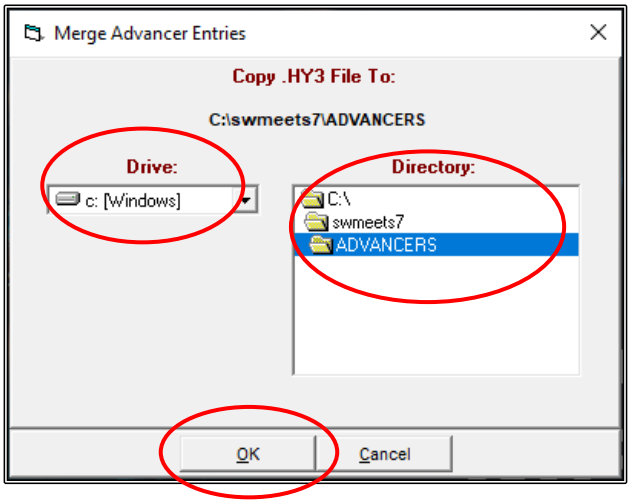
Click on EXPORT at the top of the screen and Meet Manager will export those advancers based on the criteria you set up above.



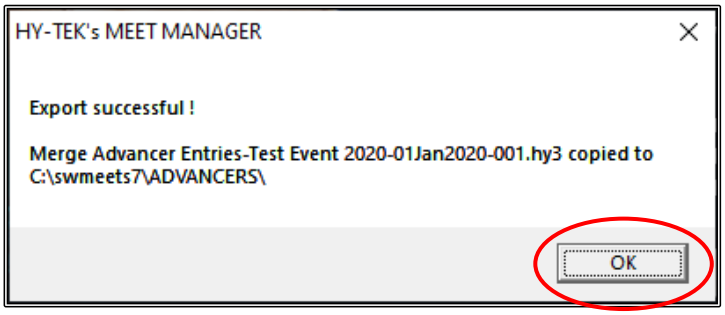
When the EXPORT FILE PROGRESS screen appears, click OK.



The MERGE ADVANCER ENTRIES screen will appear, and you need to choose the DRIVE and DIRECTORY where you want to save the file, then click OK.



The EXPORT SUCCESSFUL message will appear, just click OK.



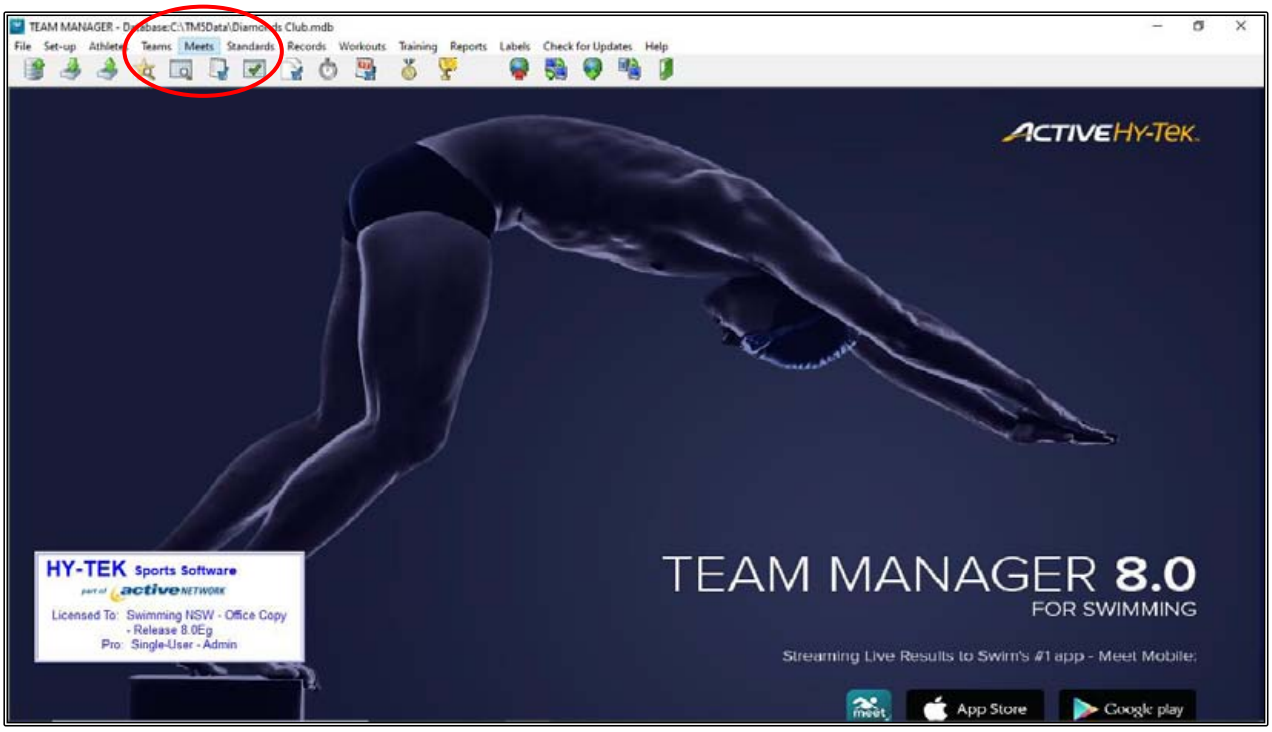
Your ADVANCERS file is now ready for you to email through to the CONVENOR of the next round of competition - no keying errors or mistakes.

Merge Advancer Entries-Test Event 2020-01Jan2020-001.hy3

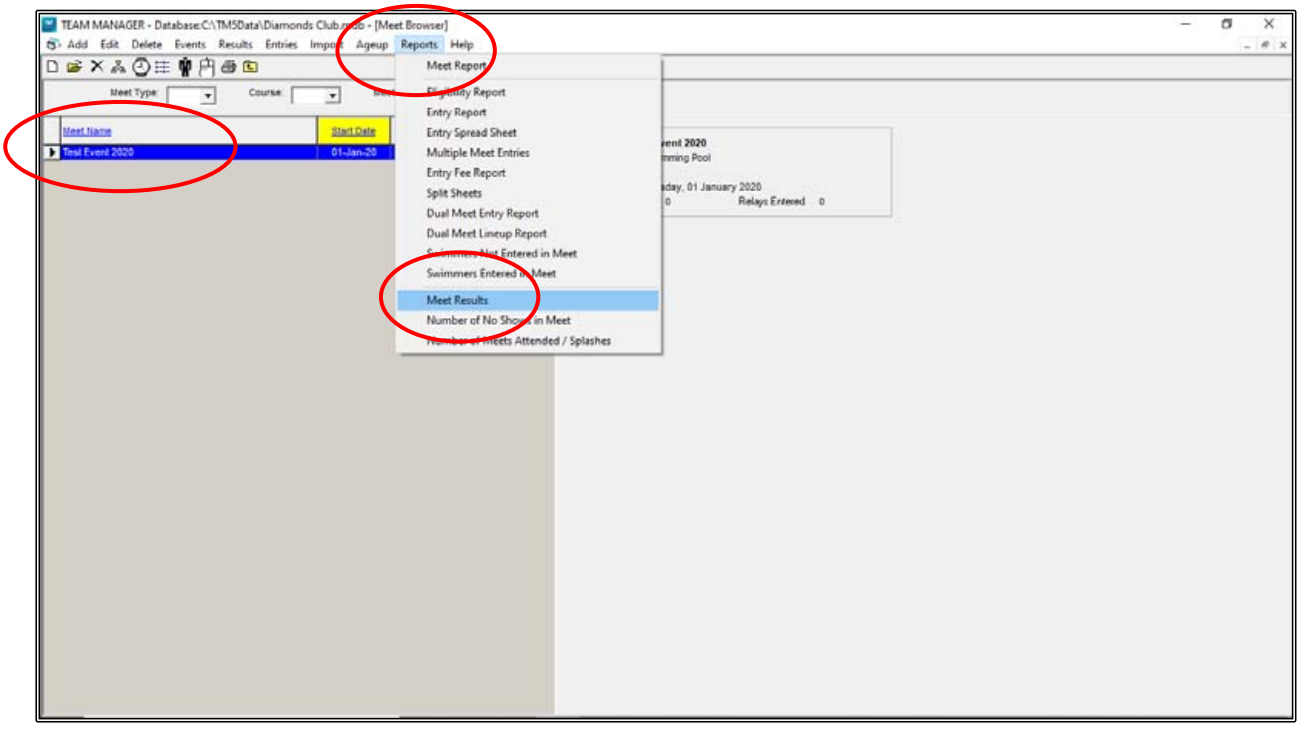
SECTION EIGHTEEN: HOW TO PRINT RESULTS FROM A MEET USING TEAM MANAGER

You may wish to print results from an external meet for the club coach or to put on the noticeboard or in your club newsletter.

From the MAIN MENU screen, click on the MEETS tab.



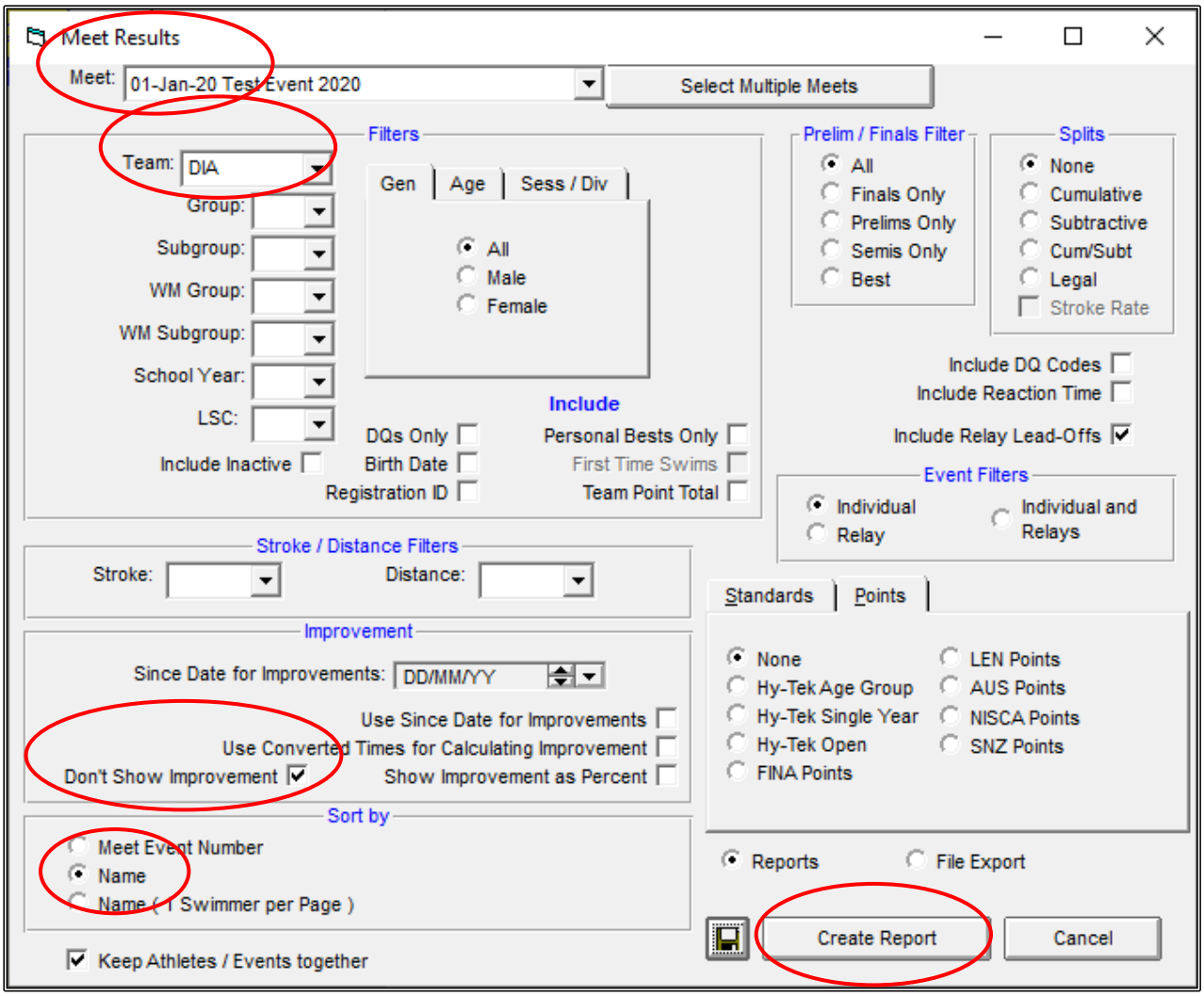
Highlight the TEST EVENT 2020 meet and then click on the REPORTS tab at the top of the screen and select MEET RESULTS from the drop down.



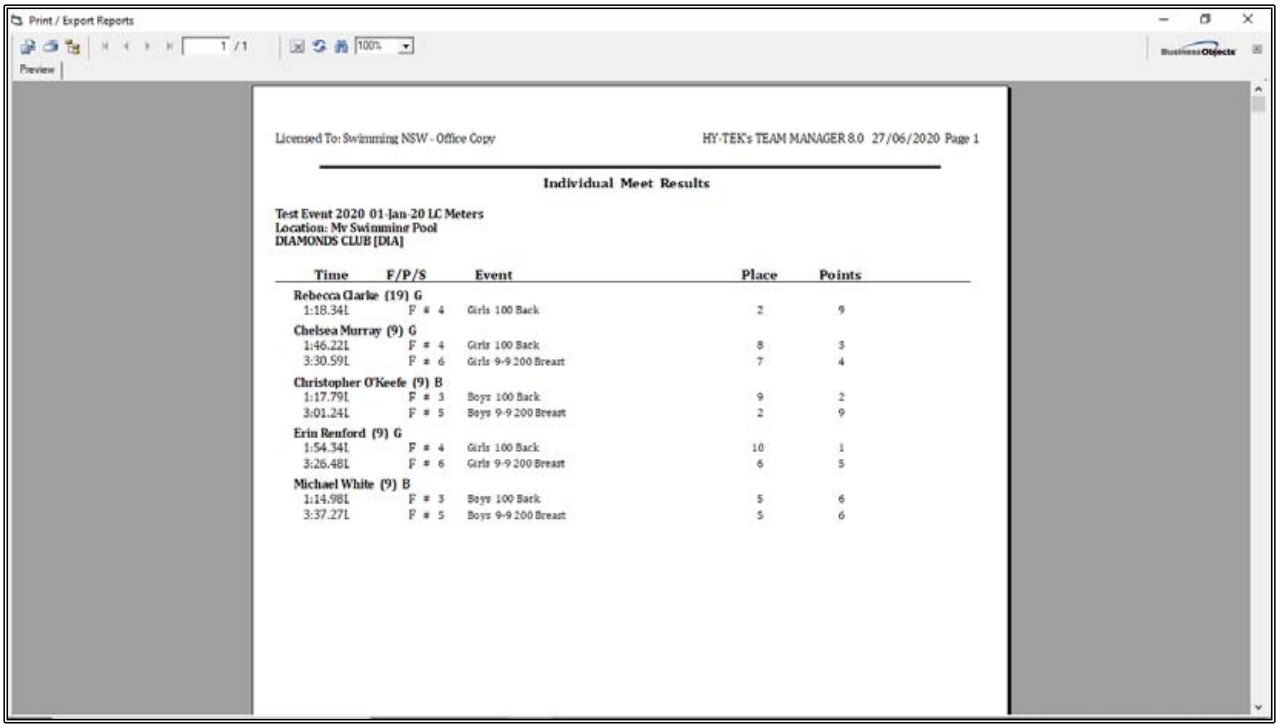
From the MEET RESULTS screen, check that the MEET NAME is correct and then select:

1. Your TEAM (DIA)
2. Tick the DON'T SHOW IMPROVEMENT box
3. Sort by NAME

Click on CREATE REPORT.



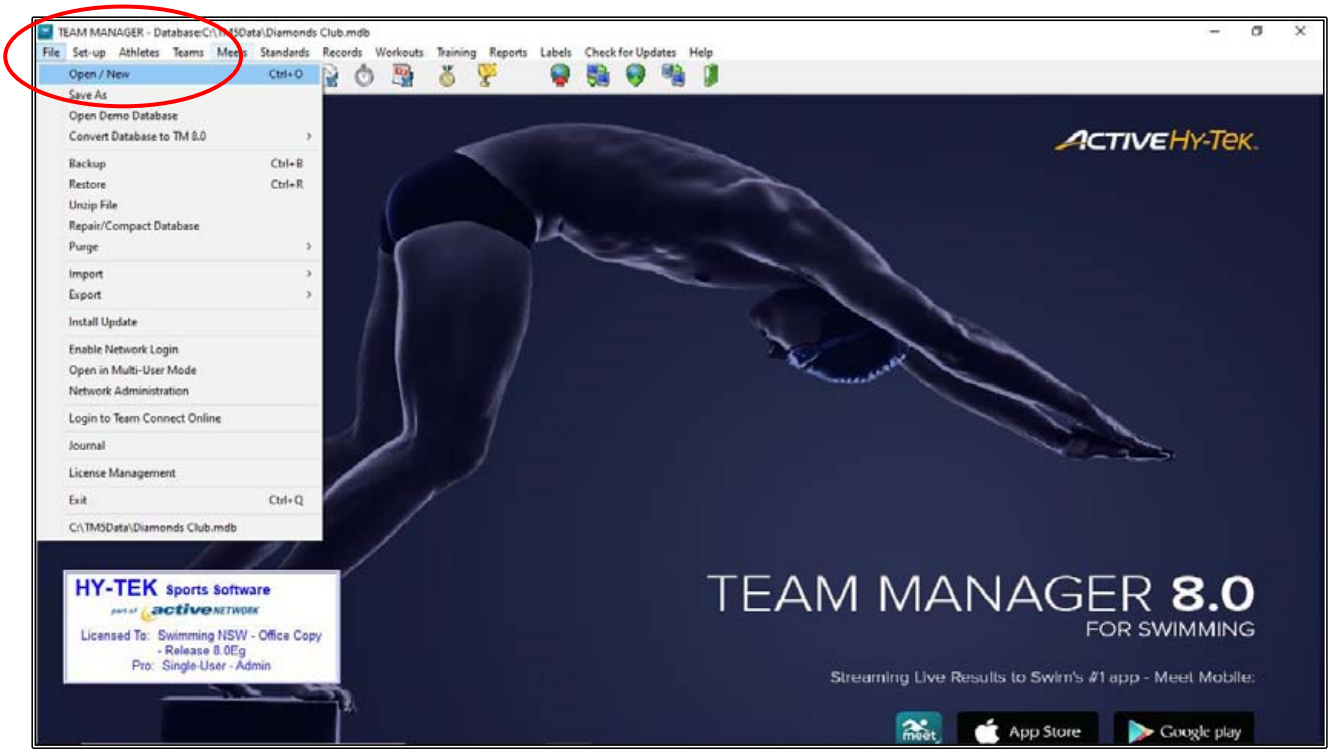
Below is a sample of the INDIVIDUAL MEET RESULTS report which shows the swimmers in alphabetical order, the times swum, the Event numbers, the Event descriptions, the swimmer's overall place in the event and the points they scored.



SECTION NINETEEN: HOW TO CREATE A NEW DATABASE IN TEAM MANAGER

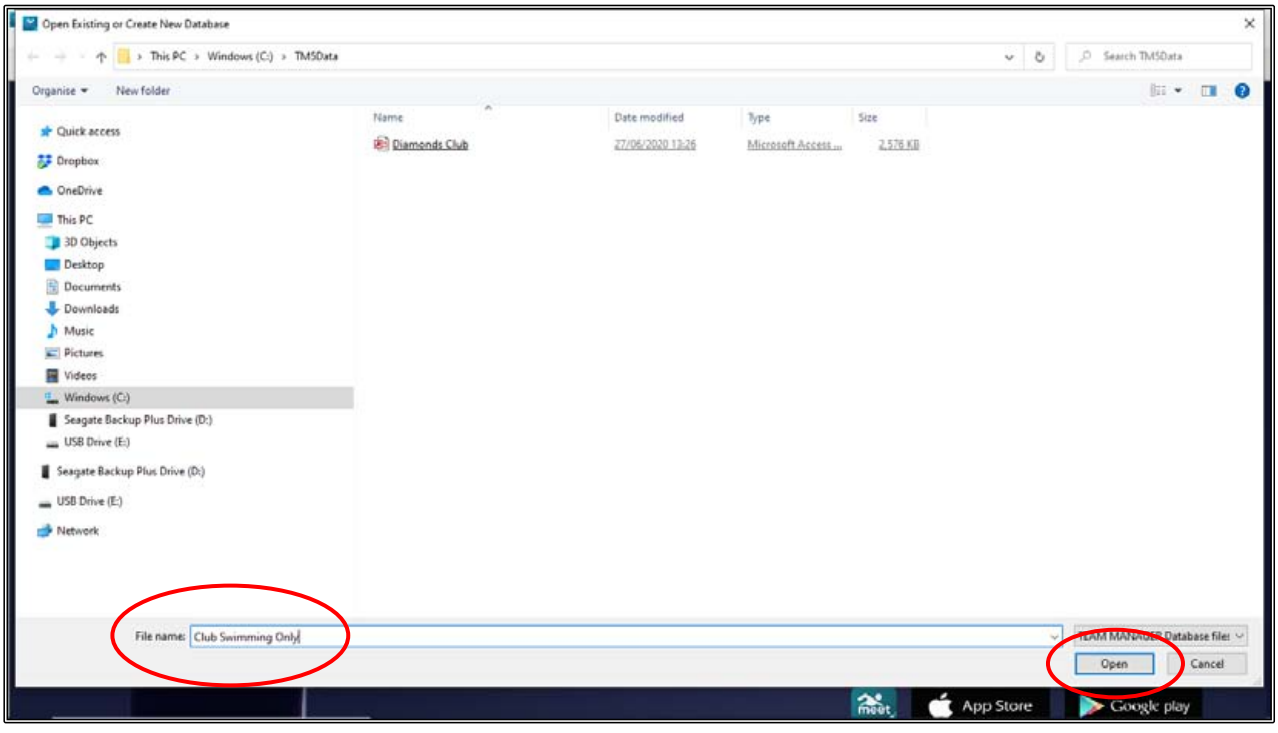
You may be setting up your first DATABASE or wanting to set up a second DATABASE in TEAM MANAGER.

From the MAIN MENU screen, click on the FILE tab and select OPEN/NEW from the drop down.



Choose the location where you want to save your DATABASE. The TEAM MANAGER system will default to C:\WINDOWS\TM5Data on your computer.

Click on the FILE NAME and give your new DATABASE a name, ie CLUB SWIMMING ONLY and then click OPEN.

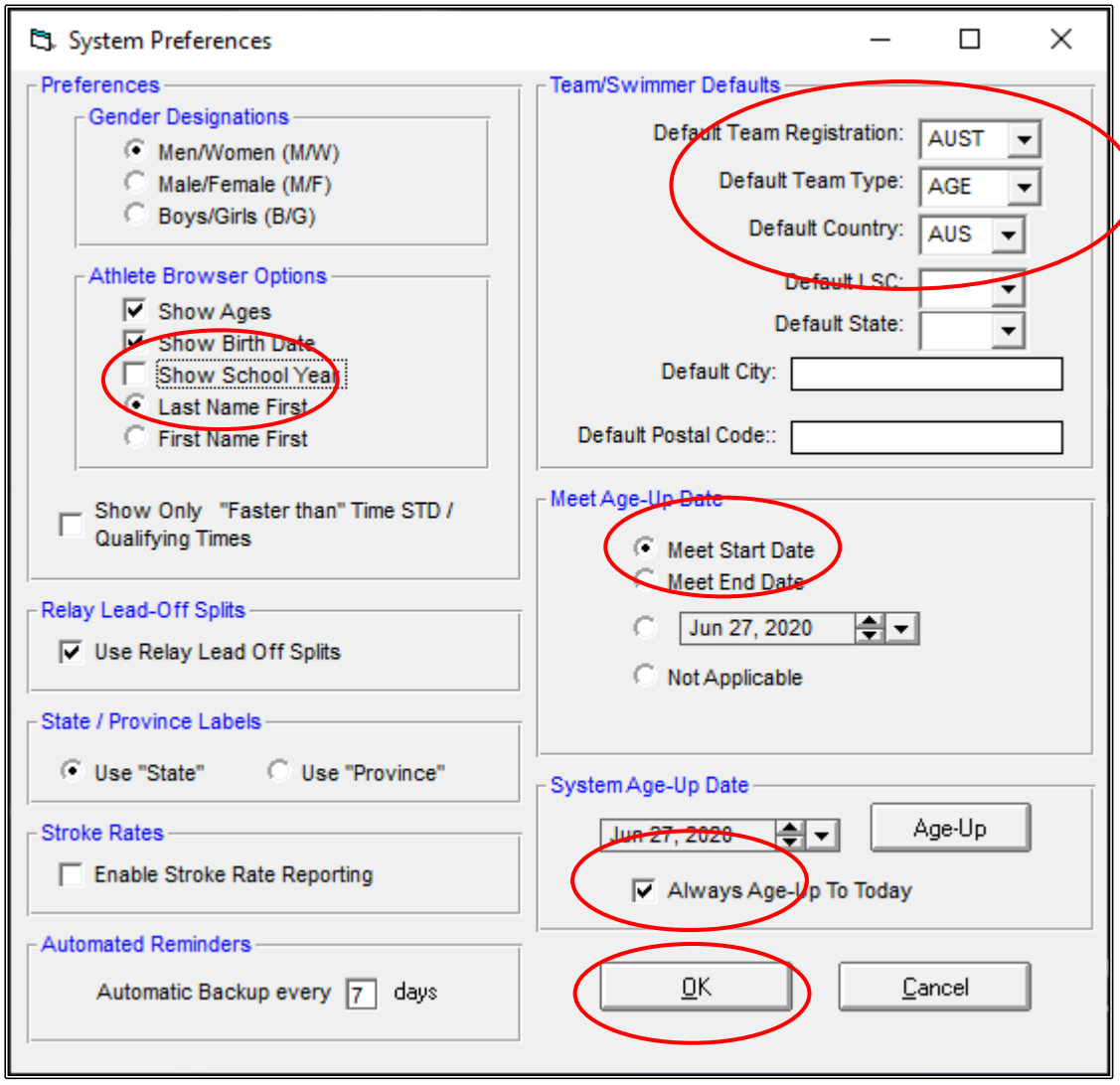


Complete the SYSTEM PREFERENCES for your new DATABASE by using the drop down boxes and the following suggestions:

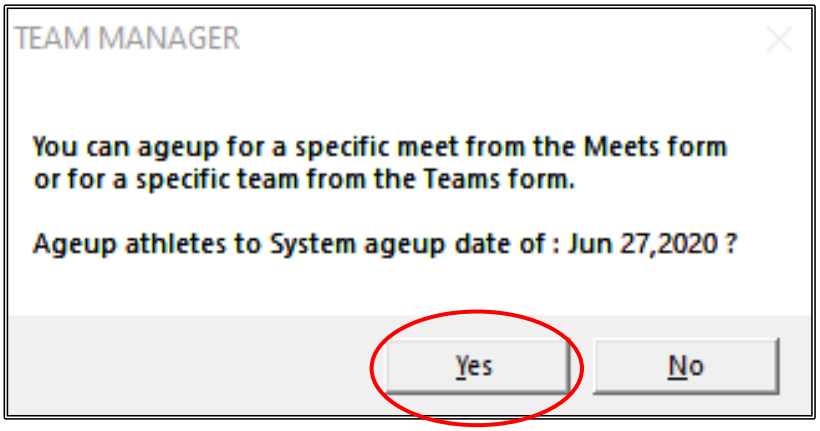
Athlete Browser Options	UNTICK SHOW SCHOOL YEAR
Default Team Registration	AUST
Default Team Type	AGE
Default Country	AUS
DO NOT USE!	DEFAULT LSC or DEFAULT STATE
Meet Age-Up Date	MEET START DATE
System Age-Up Date	TICK ALWAYS AGE-UP TO TODAY

You can change the SYSTEM PREFERENCES at any time. From the MAIN MENU screen, click on SET-UP -> PREFERENCES -> SYSTEM PREFERENCES.

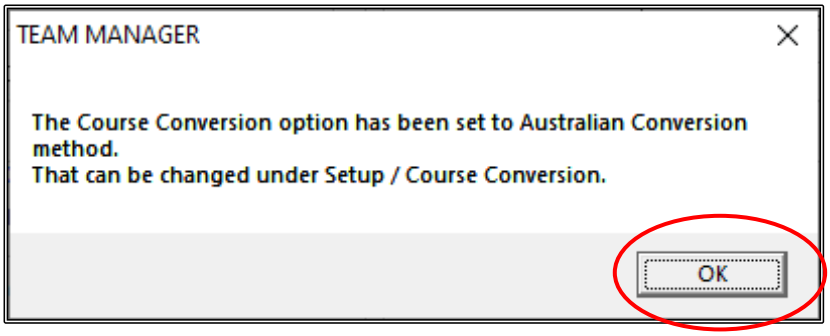
When all your preferences are set, click OK.



Click YES when the AGE-UP ATHLETES screen appears.



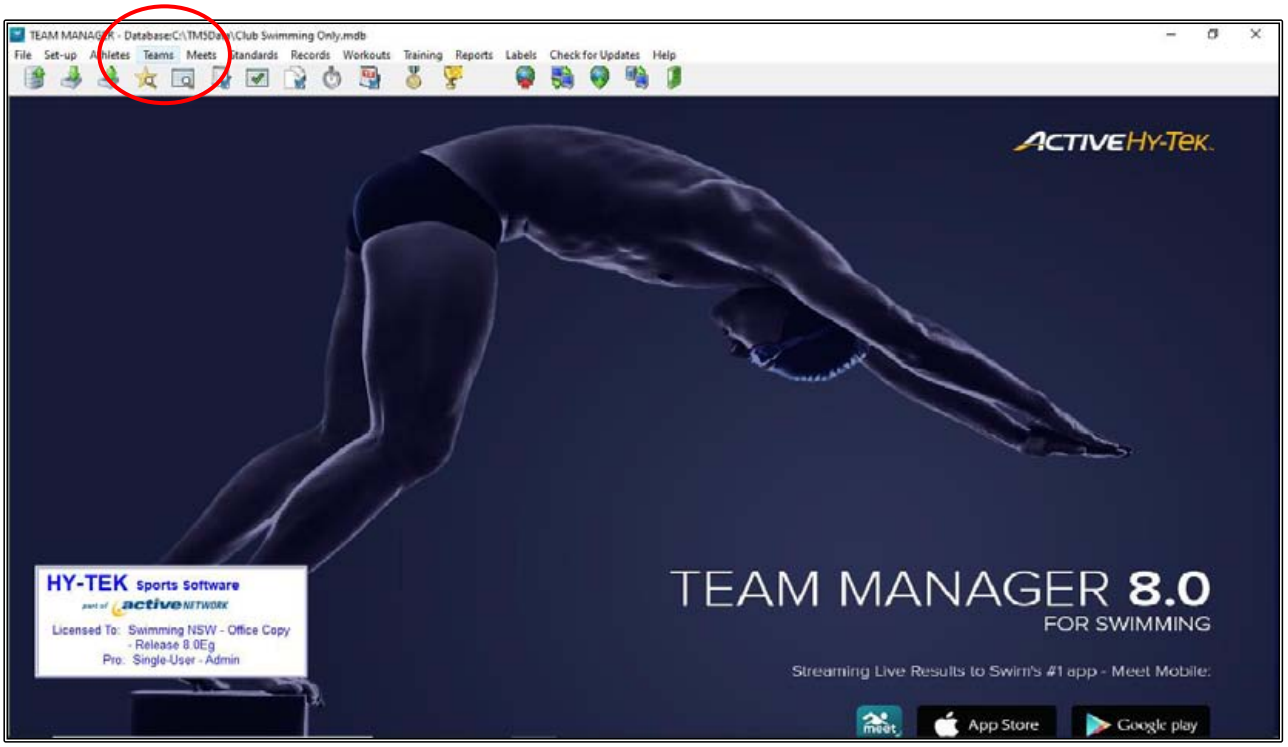
Click OK when the COURSE CONVERSION option screen appears.



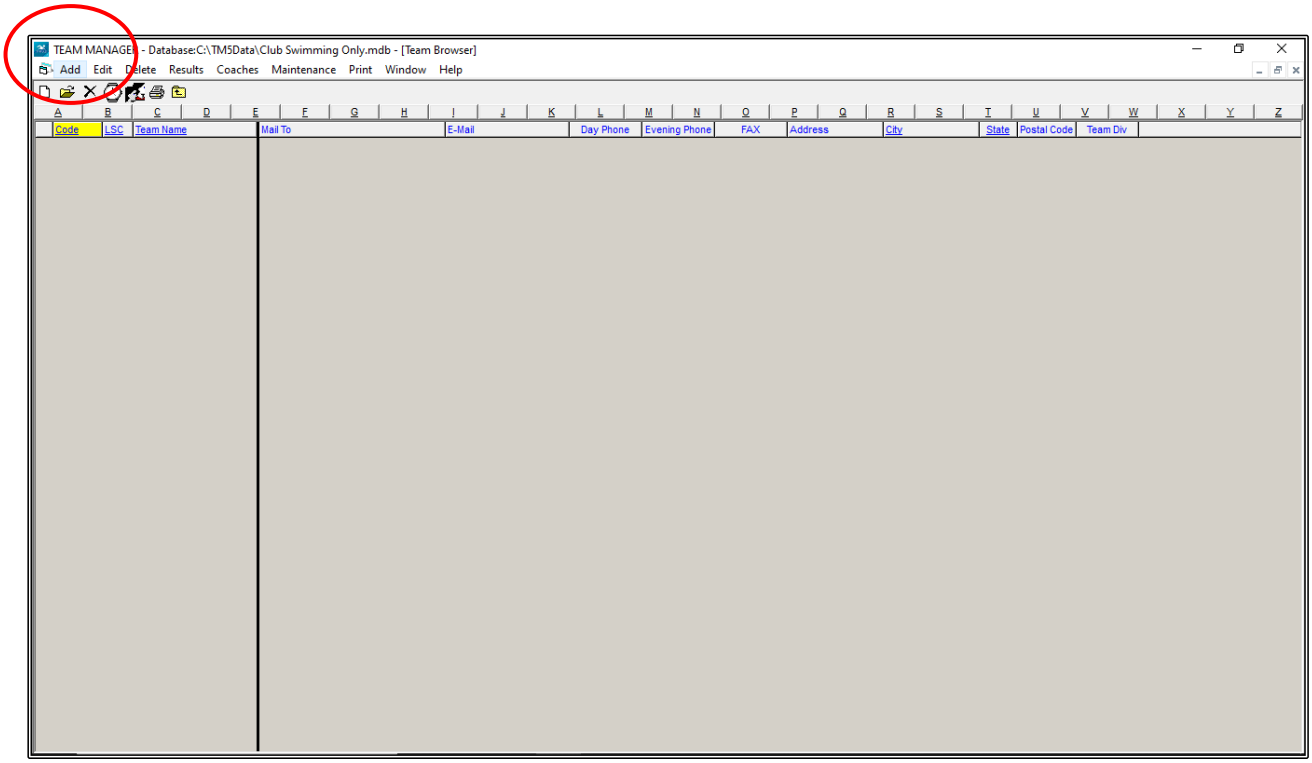
Your new DATABASE is now set up and ready for you to start adding your team name and athletes.

SECTION TWENTY: HOW TO SET UP YOUR TEAM IN A NEW TEAM MANAGER DATABASE

From the MAIN MENU screen, click on the TEAMS tab.



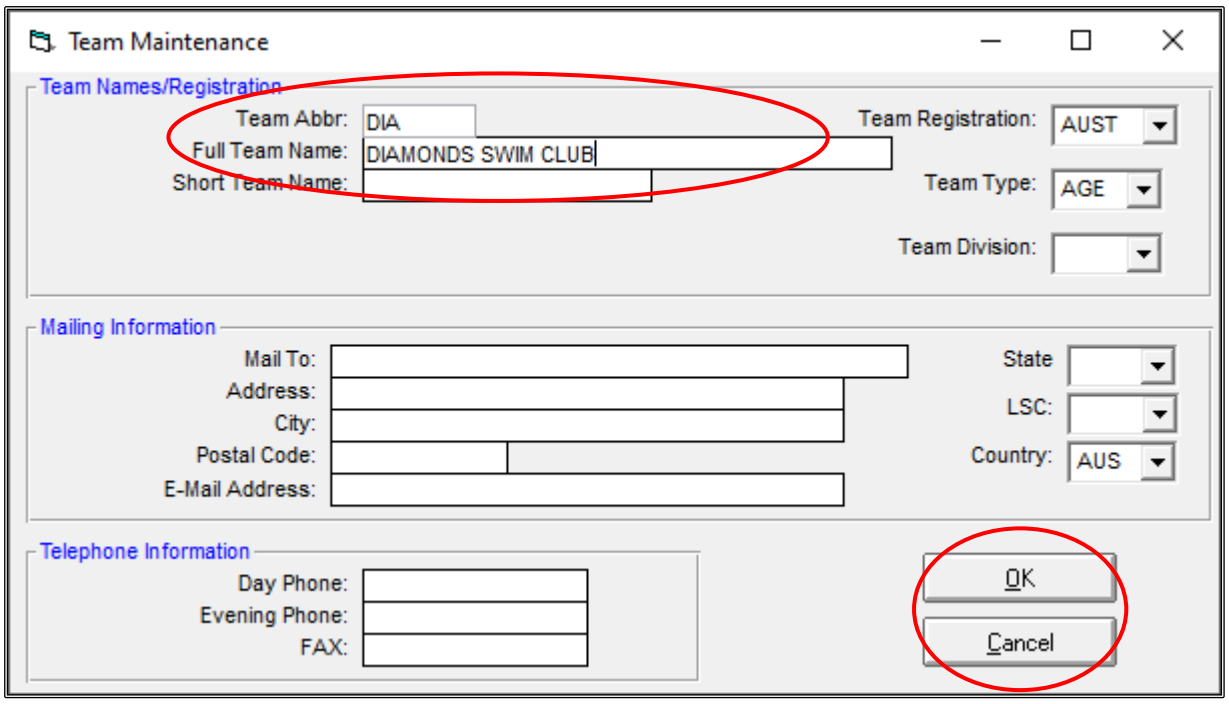
When the TEAM BROWSER screen opens, click on the ADD tab at the top of the screen.



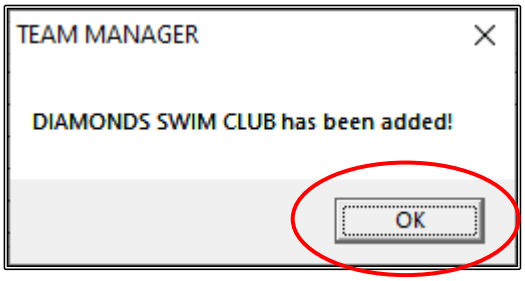
When the TEAM MAINTENANCE screen opens, fill in the TEAM ABBR and the FULL TEAM NAME sections.

All other defaults should be kept and there is no need to fill any other fields at this time.

Click OK.

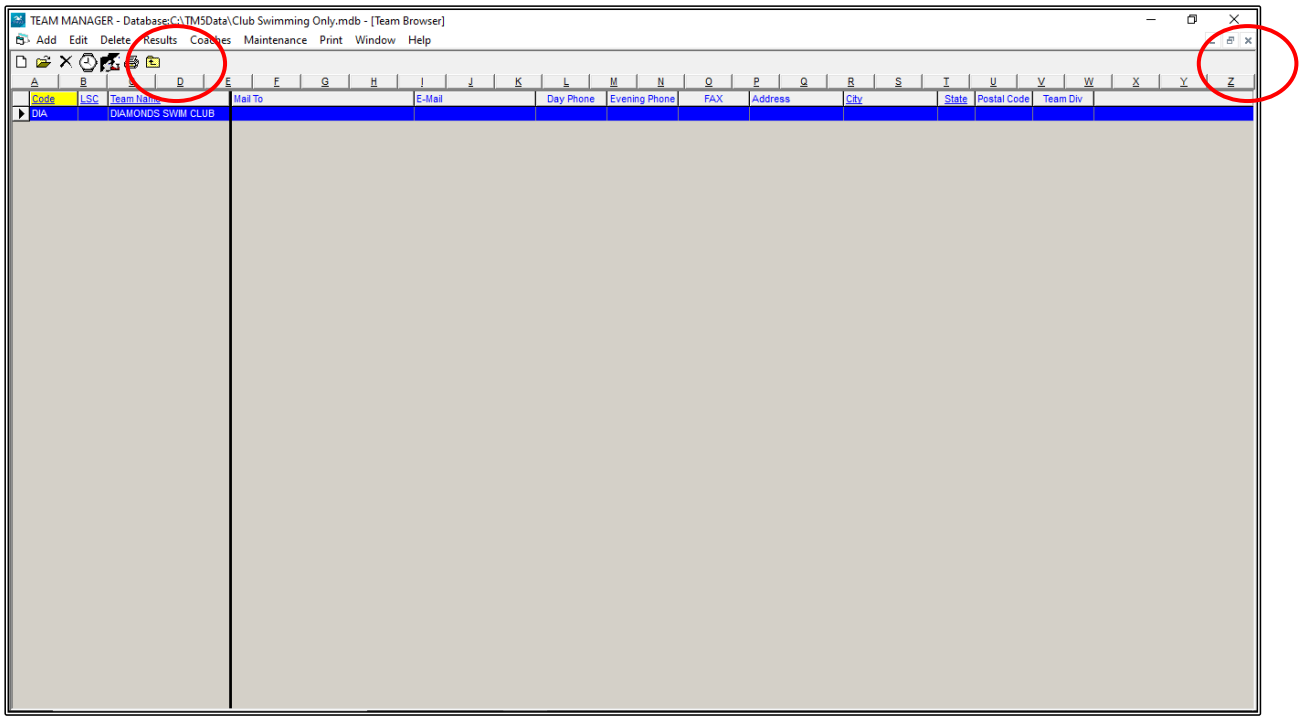


Click OK once the CLUB has been added and then click CANCEL.



Your club has now been created.

You can now close out of the TEAM BROWSER screen by CLOSING OUT ☒ or click on the YELLOW FOLDER with the up arrow symbol. This will take you back to the MAIN MENU screen.

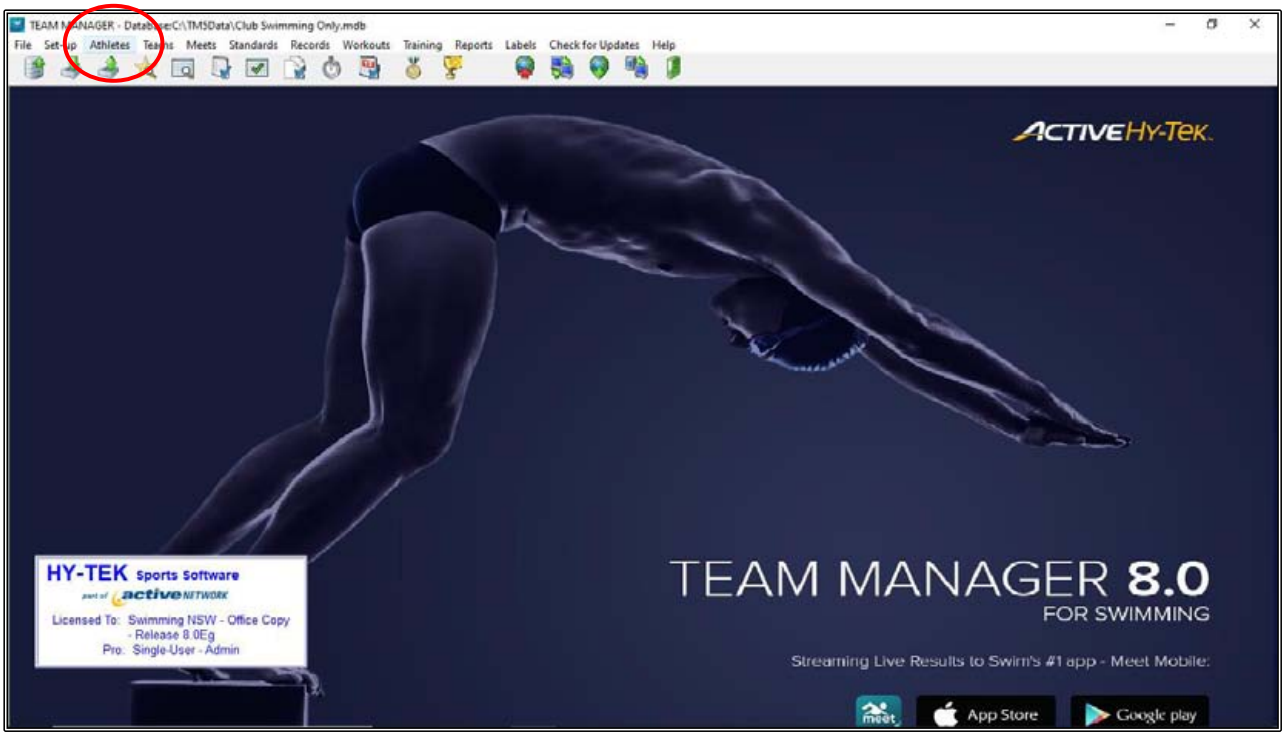


NOTE: The TEAM NAME must be set up first before you can add an athlete. When you add an athlete, one of the compulsory pieces of information that TEAM MANAGER requires is the TEAM that the athlete belongs to.

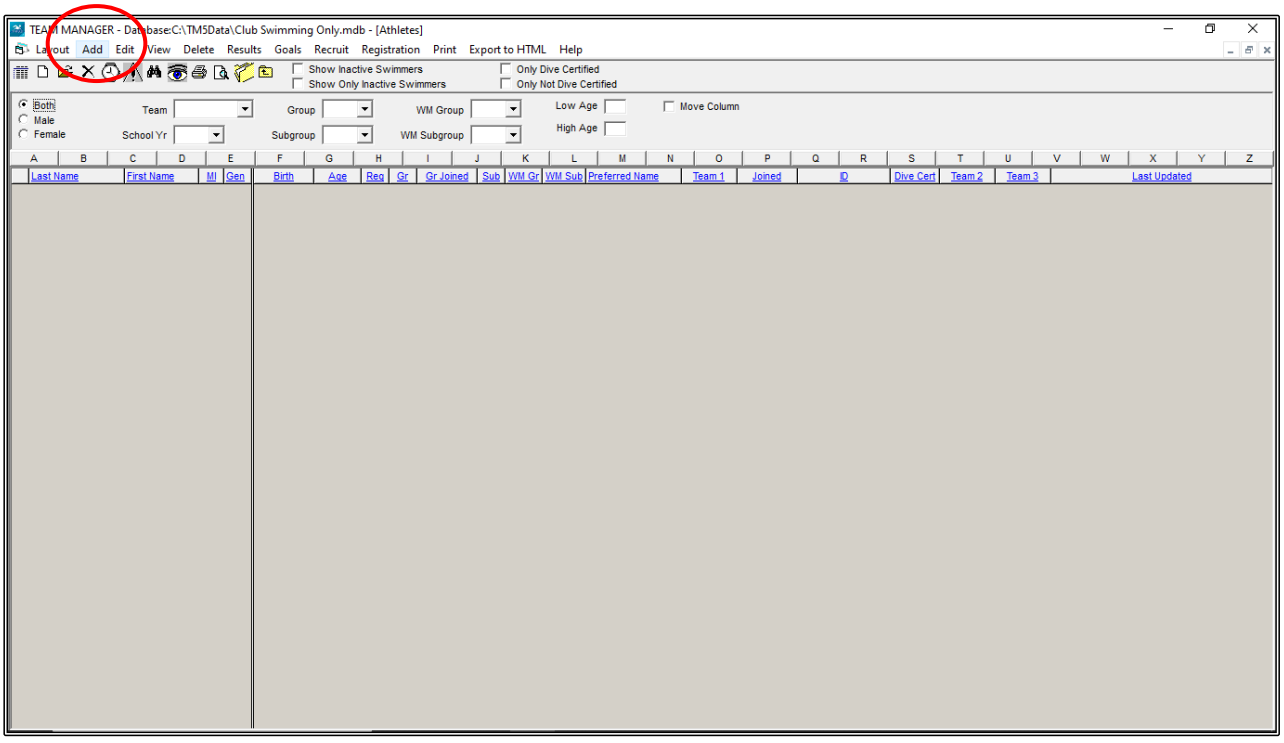
You cannot save athlete information unless you have assigned them to a TEAM.

SECTION TWENTY-ONE: HOW TO ADD ATHLETES INTO A NEW TEAM MANAGER DATABASE

From the MAIN MENU screen, click on the ATHLETES tab.



Click on the ADD tab at the top of the ATHLETES screen.



When the ATHLETE INFORMATION screen appears, fill in the following information.

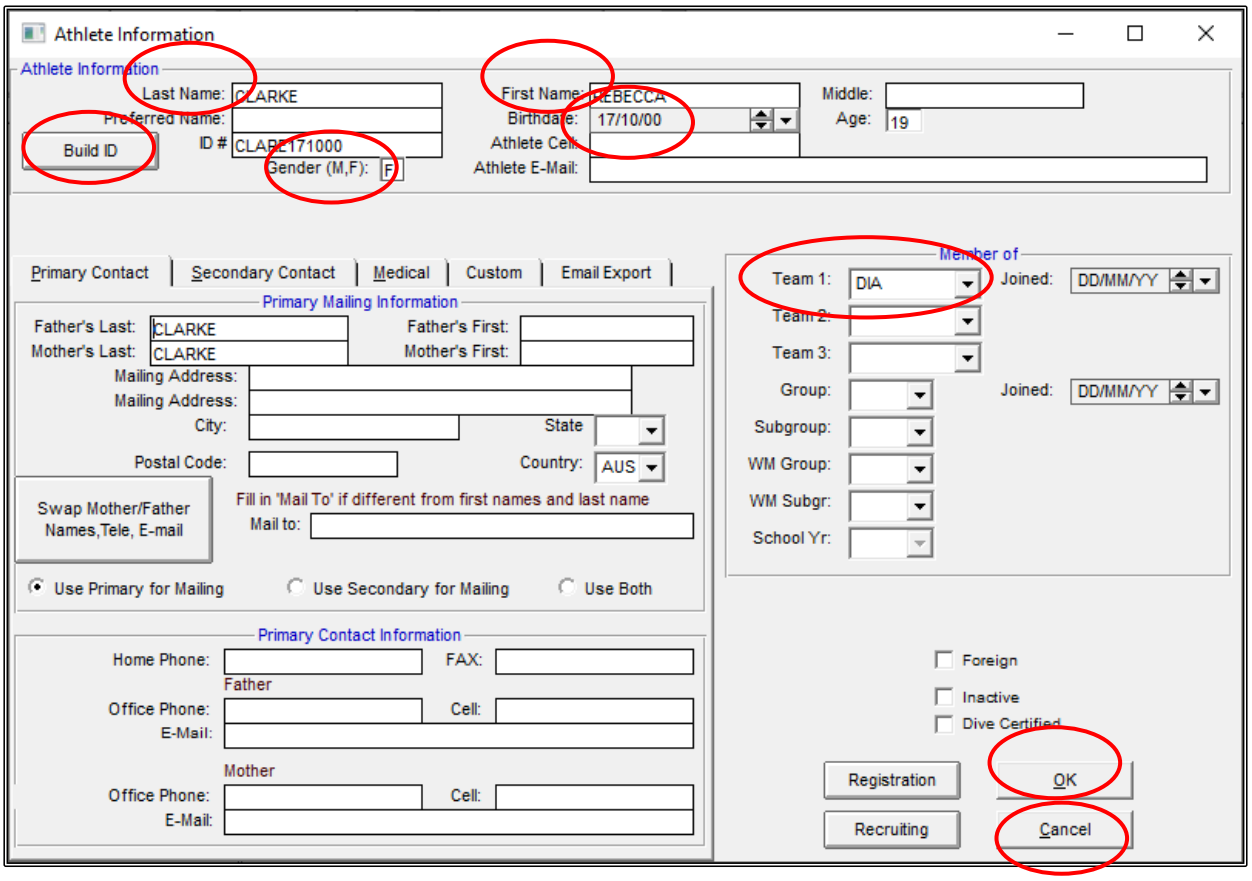
This is all the information that you need to fill in at this time.

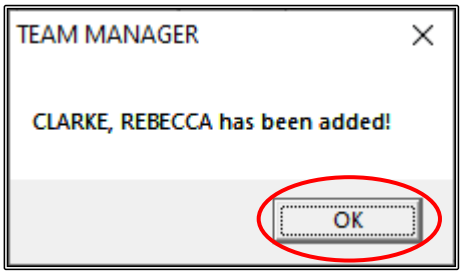
1. LAST NAME
2. FIRST NAME
3. BIRTHDATE - System will calculate age
4. MEMBER OF TEAM - select the DIAMONDS team that you previously set up - DIA.
5. BUILD ID - click on this button so that the system can build the athlete's MMID # (see footnote below)
6. GENDER

DO NOT use the following boxes:

a. Middle name/initial
b. Preferred name

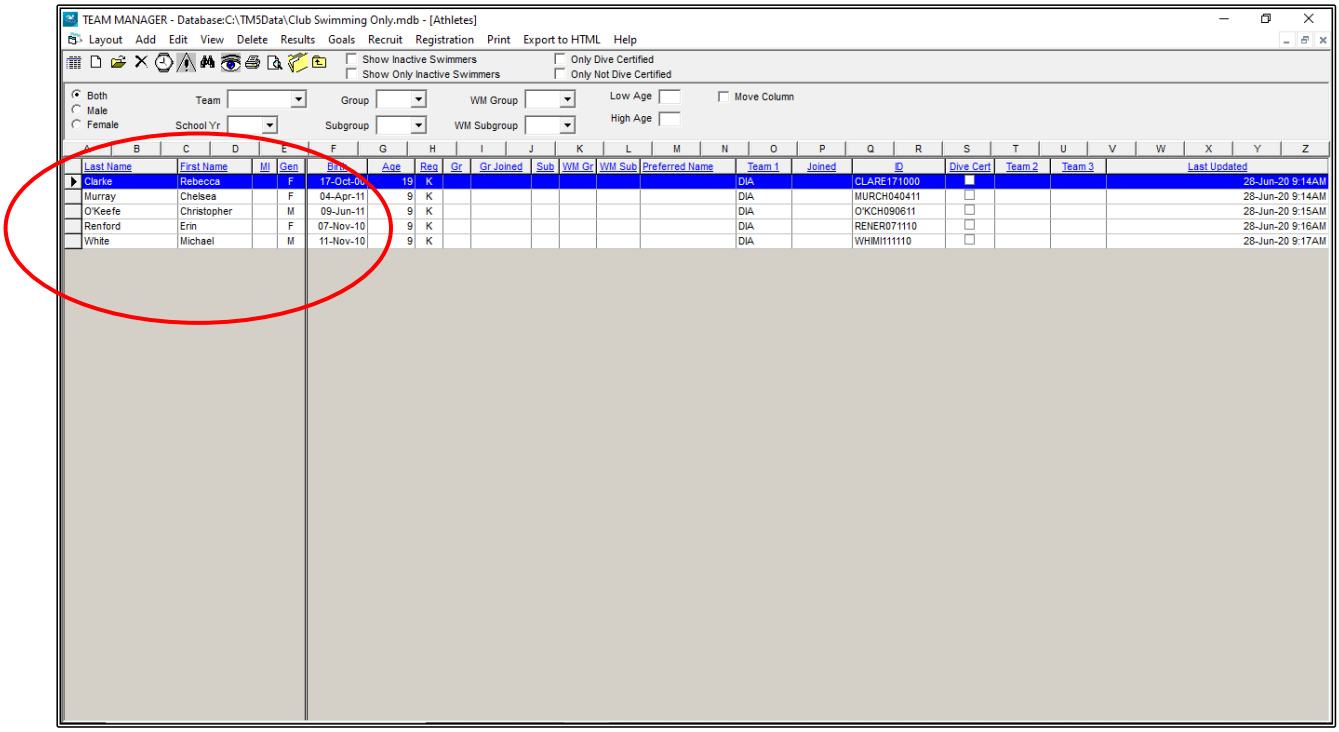
Click OK after each member is entered and then click OK when the ADDED screen appears.





Continue to add your athletes and then click CANCEL once ALL members have been added.

You have now started to build your ATHLETE database.



NOTE: MMID stands for MEET MANAGER IDENTIFICATION NUMBER.

This IDENTIFICATION number is generated automatically in both the MEET MANAGER program (Reg ID#) and TEAM MANAGER (ID#).

The IDENTIFICATION # is a combination of the first three (3) letters of the SURNAME, plus the first two (2) letters of the FIRST NAME, plus the six (6) digit DATE OF BIRTH - dd/mm/yy format.

For example, the MMID for REBECCA CLARKE - DOB: 17/10/2000 would be as follows:
CLARE171000

The MMID for CHELSEA MURRAY - DOB: 04/04/2011 would read:
MURCH040411

If the swimmer has a two letter surname, the systems will automatically add a space, eg.
NATHAN ZU - DOB: 15/07/2006 would read: ZU NA150706

If you have twins for example, STEPHANIE and STEVEN JONES - DOB: 03/05/2008, the MMIDs would be identical: JONST030508. You would need to then add an x at the end of one of these MMIDs: JONST030508x

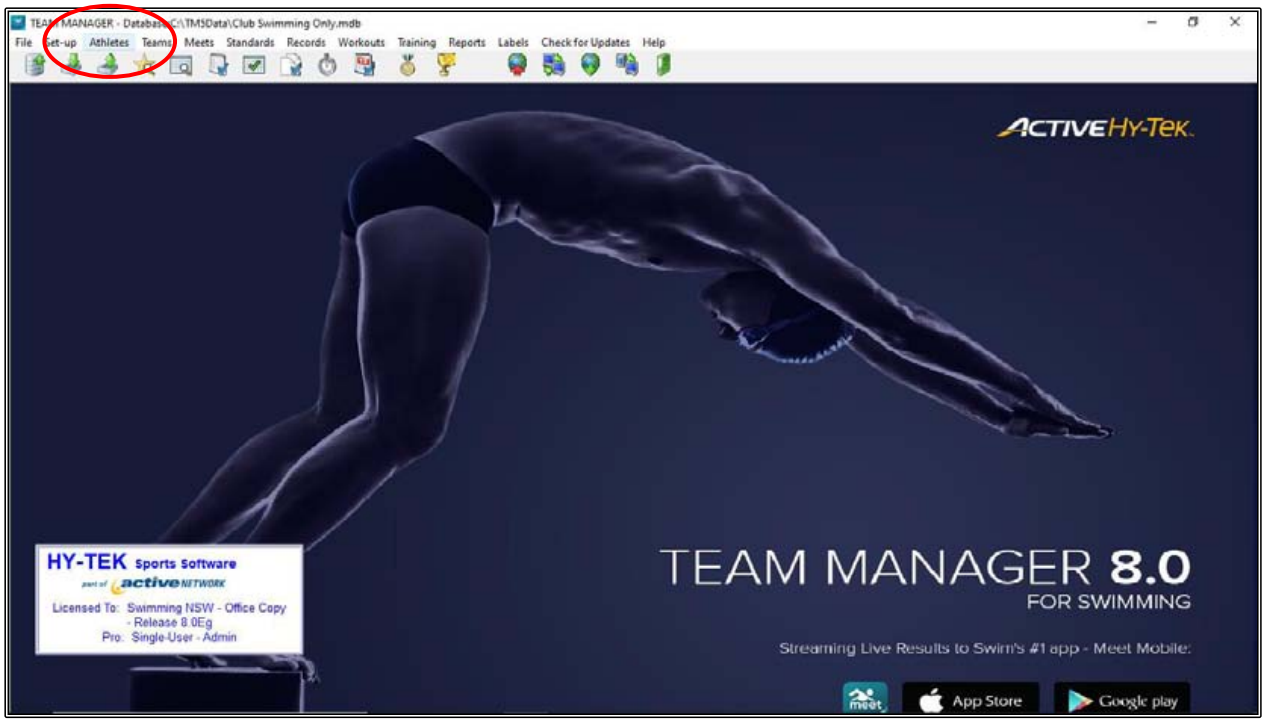
This IDENTIFICATION # is used by both programs to associate swimmers with results. If the IDENTIFICATION # does not match the swimmers NAME or DATE OF BIRTH, then results will not be accredited to that swimmer.

This is also the IDENTIFICATION # that is is used in the NATIONAL RESULTS DATABASE (Swim Cetral). If there is no match between swimmer and MMID ID, then results will not be uploaded or accredited to that swimmer.

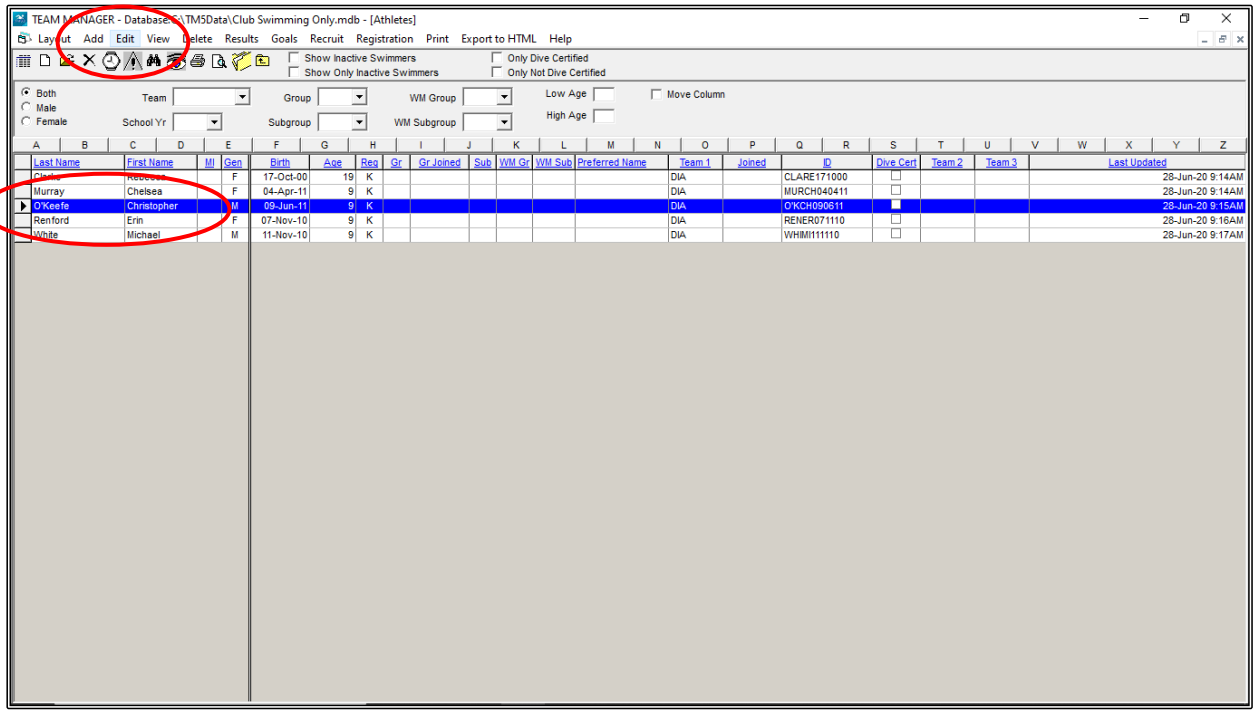
It is VITALLY IMPORTANT that you do not manually change this number and ensure that the ID # is built correctly in both the MEET MANGER and the TEAM MANAGER programs.

At any time, you can EDIT or CHANGE ATHLETE information. You may have misspelled a name or entered a date of birth incorrectly. It is very import that you EDIT this information.

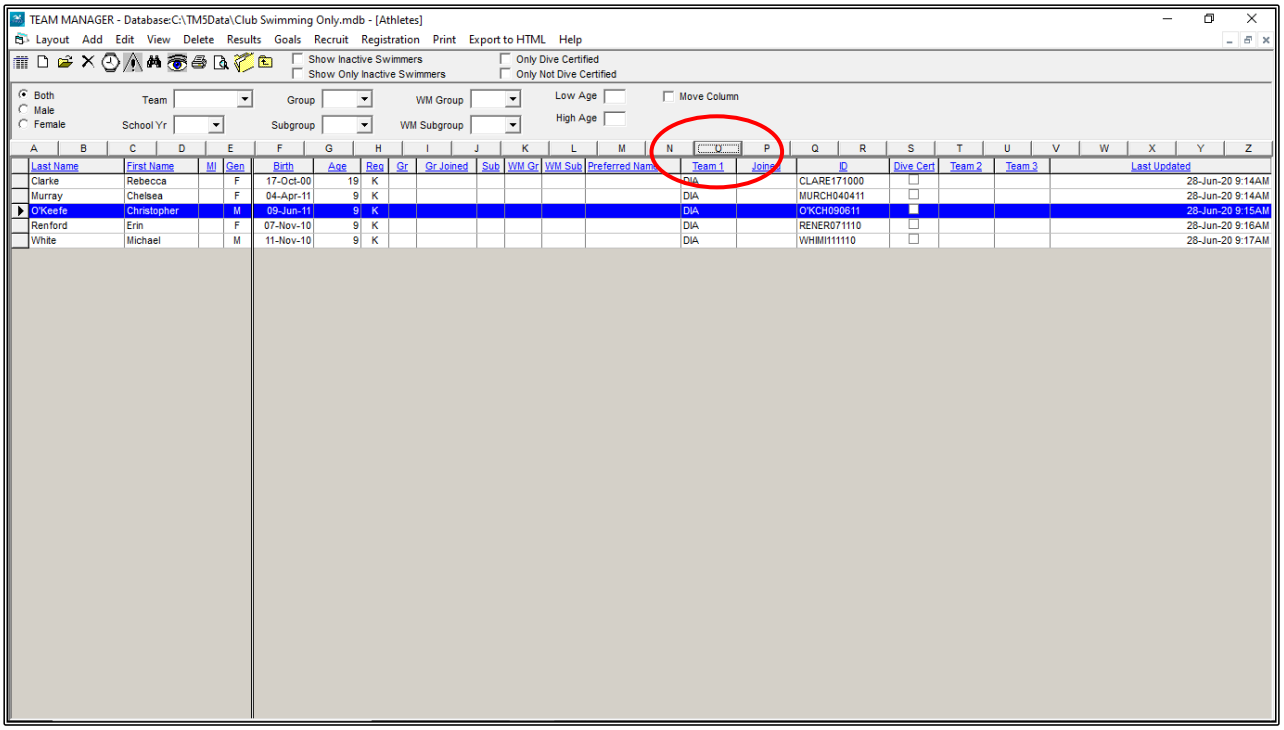
From the MAIN MENU screen, select the ATHLETES tab.



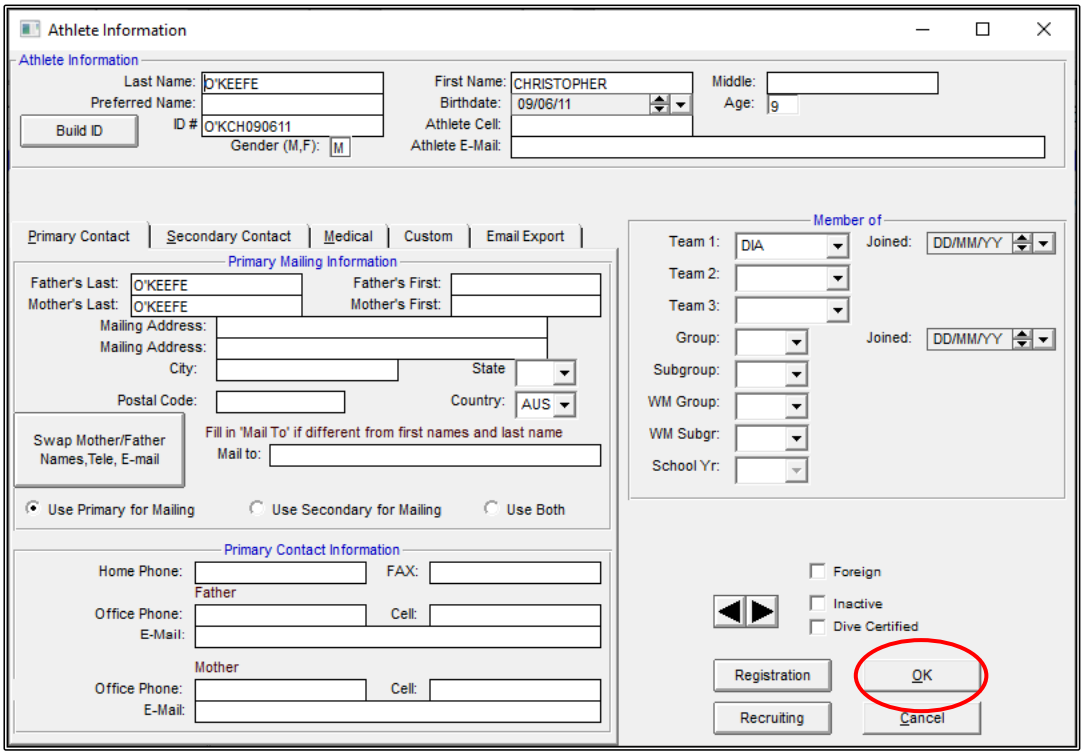
From the ATHLETES screen, highlight the swimmer whose information you wish to change and then click on the EDIT tab at the top of the screen.



Once you start to build your ATHLETE database, you may have many athletes and a short cut to selecting individual athletes quickly is to use the ALPHA tabs across the top of the screen. This will take you directly to the first letter of SURNAMEs that you are searching for.



Once the ATHLETE INFORMATION screen appears, make your changes, and then click OK.



NOTE 1: If you change the spelling of a NAME or DOB, you **MUST** click on the **BUILD ID** button so that the MMID IDENTIFICATION # is UPDATED - this DOES NOT happen automatically.

NOTE 2: Be sure to get the GENDER of the athlete correct. Once results are put against their name, you CANNOT change the gender.