

# **TEAM MANAGER RECORD KEEPER INSTRUCTIONS**

The team Record Keepers maintain the team roster and records, which are then emailed to the Division Record Keepers after each swim meet. The *Team Manager* software is not only used to maintain these records, but is also used by the coaches to create swim line-ups for each meet. Once your *Team Manager* file is set up with athletes, meets, and events, you will need to email a backup of the *Team Manager* file to your coaches. Additionally, send Athlete export files to coaches if your athlete roster changes.

***\* Division Record keepers should maintain a separate Team Manager file for each Division Team... this will greatly ease the creation of relays for Conference meets.***

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## **TEAM MANAGER SETUP and MAINTENANCE**

### **System Preferences for Team Manager**

- Select 'Set-up' > 'Preferences' > 'System Preferences'.

Select the following:

- Gender Designations = Boys/Girls (B/G)
- Athlete Screen / Browser Display Options = Show Ages, Show Birth Date, Last Name First
- Show Only 'Faster than' Time STD/Qual Times = unchecked
- Relay Lead-Off Splits = unchecked
- Enable Stroke Rate Reporting = unchecked
- Automated Reminders – Automatic Backup every = 7 days
- Automated Reminders – Automatic Update Check every = 7 days

NOTE: The backup will be stored in your Database directory (probably TMxxData).

The backup file is named SWTM4Archive – xxxx-01.zip where xxxx is the name of your TM Database. TM will maintain up to 10 backups.

- Default Team Registration = USS
- Default Team Type = AGE
- Default Country = USA
- Default LSC = blank
- Default State = IL
- Meet Age-Up Date = 06/01/2??? (current year)
- System Age-Up Date = 06/01/2??? (current year)
- Always Age-Up to Today = unchecked

See image below...

System Preferences

Preferences

**Gender Designations**

☐ Men/Women (M/W)  
☐ Male/Female (M/F)  
☒ Boys/Girls (B/G)

**Athlete Browser Options**

☒ Show Ages  
☒ Show Birth Date  
☒ Show School Year  
☒ Last Name First  
☐ First Name First

☐ Show Only "Faster than" Time STD / Qualifying Times

**Relay Lead-Off Splits**

☐ Use Relay Lead Off Splits

**State / Province Labels**

☒ Use "State" ☐ Use "Province"

**Stroke Rates**

☐ Enable Stroke Rate Reporting

**Automated Reminders**

Automatic Backup every  days

**Team/Swimmer Defaults**

Default Team Registration:   
Default Team Type:   
Default Country:   
Default LSC:   
Default State:   
Default City:   
Default Postal Code::

**Meet Age-Up Date**

☐ Meet Start Date  
☐ Meet End Date  
☒   
☐ Not Applicable

**System Age-Up Date**

☐ Always Age-Up To Today

## Custom Age Group Preferences

Select 'Set-up' > 'Preferences' > 'Report Custom Age Groups'

- Select 'Add' to setup codes for new Groups: 05-08 (8&Under), 09-10, 11-12, 13-14, 15-19 (15 & Over).
- Select the stroke and distances for each age group, and click 'OK'.

Event Order	Age Group	Distance	Stroke
▶	08&U	25	Free
	08&U	50	Free
	08&U	25	Back
	08&U	50	Back
	08&U	25	Breast
	08&U	50	Breast
	08&U	25	Fly
	08&U	50	Fly
	08&U	100	IM
	09-10	50	Free
	09-10	100	Free
	09-10	50	Back
	09-10	50	Breast
	09-10	50	Fly
	09-10	100	IM
	11-12	50	Free
	11-12	100	Free
	11-12	50	Back
	11-12	50	Breast
	11-12	50	Fly
	11-12	100	IM
	13-14	50	Free
	13-14	100	Free
	13-14	50	Back
	13-14	50	Breast
	13-14	50	Fly
	13-14	100	IM
	15-0v	50	Free
	15-0v	100	Free
	15-0v	50	Back
	15-0v	50	Breast
	15-0v	50	Fly
	15-0v	100	IM
	15-0v	200	IM

**Filter by:**

Agegroups:

Stroke:

Distance:

## Report Preferences

Select 'Set-up' > 'Preferences' > 'Report Preferences'.

Setup Report Headers:

- Header 1: = DuPage Swim & Dive Conference
- Header 2: = Bloomingdale Barracudas

The screenshot shows the 'Report Preferences' dialog box with the 'Report Headers' tab selected. The 'Header 1' field contains 'DuPage Swim & Dive Conference' and the 'Header 2' field contains 'Bloomingdale Barracudas'. Below these fields is a section titled 'Optional Official Statement for Entries' with red text explaining the purpose of the statement. There are two text input fields for the statement: the first contains 'I hereby certify that all individuals on this entry form are registered members of USA Swimming and that they are eligible to compete in this meet.' and the second contains '(Must be a USA Swimming Non-Athlete Member)'. At the bottom are 'OK' and 'Cancel' buttons.

Report Preferences

Report Formats | Report Headers | Punctuation

Header 1 : DuPage Swim & Dive Conference

Header 2 : Bloomingdale Barracudas

Optional Official Statement for Entries

The first two lines appear before the line used for coaches or officials of the team to certify the entries are valid.

I hereby certify that all individuals on this entry form are registered members of USA Swimming and that they are eligible to compete in this meet.

The last line appears below the signature line and identifies who can sign off on the entries.

(Must be a USA Swimming Non-Athlete Member)

OK Cancel

- Output Options = Upper/Lower Case
- Open Events = No Designation

The screenshot shows the 'Report Preferences' dialog box with the 'Punctuation' tab selected. It features two sections: 'Output Options' and 'Open Events'. In 'Output Options', the 'Upper/Lower Case' radio button is selected. In 'Open Events', the 'No Designation' radio button is selected. At the bottom are 'OK' and 'Cancel' buttons.

Report Preferences

Report Formats | Report Headers | Punctuation

Output Options

☐ As keyed/imported

☐ UPPERCASE Only

☒ Upper/Lower Case

Open Events

☒ No Designation

☐ Senior

☐ Open

OK Cancel

## Course Conversion

Select 'Set-up' > 'Course Conversion'

- Enter 'Yards to SC Meters and SC Meters to Yards Conversion Factors' to 1.1  
(NOT THE DEFAULT OF 1.11).

**Course Conversion Setup**

Age Group | **High School** | College | Australia | UK ASA

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**Yards to SC Meters -and- SC Meters to Yards Conversion Factors**

25/50/100/200 Yards to  
25/50/100/200 SC Meters:

Enter a factor to be used to convert Yard times to SC Meters and vice-versa.  
(Multiply Yards by factor to get SC Meters and divide SC Meters by factor to get Yards.)

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**SC Meters to / from LC Meters Turn Factors**

Freestyle:  seconds for each extra turn  
Backstroke:  seconds for each extra turn  
Breaststroke:  seconds for each extra turn  
Butterfly:  seconds for each extra turn  
Individual Medley:  seconds for each extra turn

**-OR-**

Straight Factor  applied to all Strokes

Typical straight turn factor is .02 ( 2 %)

Add the turn factors when going from SC Meters to LC Meters. Subtract the turn factors when going from LC Meters to SC Meters.

Freestyle Example (.8 seconds for extra turns):  
LC 200 Meters has 3 turns.  
SC 200 Meters has 7 turns (4 extra turns).  
SC to LC add 3.2 seconds (.8 x 4 turns)  
LC to SC subtract 3.2 seconds (.8 x 4 turns)  
2:00.00 SC converts to 2:03.20 LC

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**Long Distance Conversion Factors (Yards to/from Meters Only)**

Yards to Meters, multiply by conversion factor.  
Meters to Yards, divide by conversion factor.

For these three long distance events, the selected turn factor is applied first then the conversion factor is applied.

500 Yards to 400 Meters and 1000 Yards to 800 Meters:  Typical factor is 0.875  
1650 Yards to 1500 Meters:  Typical factor is 1.006

---

**Result Browser Conversion Preference**

☒ LC Meters to Yards    ☐ LC Meters to SC Meters

Select Cancel

## Team Setup

- Setup all DSDC Teams with the 2-letter code that the DSDC uses (i.e. Roselle = RO, Wood Dale = WD).

A	B	C	D	E	F	G	H	I	J	K	L
Code	LSC	Team Name		Mail To				E-Mail		Day Phone	E
BL	IL	Bloomington Barracudas								8472082457	
RO	IL	Roselle Racers									

Team Maintenance

Team Names/Registration

Team Abbr:  Team Registration:   
Full Team Name:   
Short Team Name:  Team Type:   
Team Division:

Mailing Information

Mail To:   
Address:   
City:   
Postal Code:  State:   
E-Mail Address:  LSC:   
Country:

Telephone Information

Day Phone:   
Evening Phone:   
FAX:

## Meet Setup

- Setup Meets (by dates) per the DSDC schedule for the team, labeled 'Lombard @ Itasca' noting yard (Y) or meter (S) pool, Meet Date, and Summer League (SL). Meets are 'S' only if at Villa Park, otherwise 'Y'.

NOTE: Be careful to only set Villa Park as 'S', otherwise you will have incorrectly converted times at the seed meeting.

Continued...

Add Edit Delete Events Results Entries Import Ageup Reports Help

Meet Type:  Course:  Meets Since: 08/08/19 ☐ Use Since Date

Meet Name	Start Date	Course	OME Status	Meet Sharing Status	Pay Status
A Conference @ RO	27-Jul-19	Y	Collecting offline		
B Conference @ LO	20-Jul-19	Y	Collecting offline		
WR@BL	13-Jul-19	Y	Collecting offline		
BL@WD	10-Jul-19	Y	Collecting offline		
CS@BL	06-Jul-19	Y	Collecting offline		
HP@BL	29-Jun-19	Y	Collecting offline		
BL@RO	26-Jun-19	Y	Collecting offline		
IT@BL	22-Jun-19	Y	Collecting offline		
BL@VP	19-Jun-19	S	Collecting offline		
BA@BL	15-Jun-19	Y	Collecting offline		
AD@BL	12-Jun-19	Y	Collecting offline		
BL@LO	05-Jun-19	Y	Collecting offline		

**Meet Information**  
 Name **A Conference @ RO**  
 Location Roselle  
 Meet Type AG  
 End Date July 27, 2019  
 Swimmers Entered 45 Relays Entered 20

- Setup events for one meet including the stroke / distance/ group / sex for each event. Or see the following page for a faster setup...

Meet Event Maintenance [Results]

**Event**  
 Event Number   
☐ Individual  
☒ Relay

**Gender**  
☐ Male ☒ Female ☐ Mixed  
☐ Alternate Gender

**Session / Division**  
 Session  Division

**Age Range**  
☐ 6 & Under ☐ 8-8  
☒ 8 & Under ☐ 9-9  
☐ 10 & Under ☐ 10-10  
☐ 15 & Over ☐ 11-11  
☐ Open/Senior ☐ 12-12  
☐ 7 - 8 ☐ 13-13  
☐ 9 - 10 ☐ 14-14  
☐ 11 - 12 ☐ 15-15  
☐ 13 - 14 ☐ 16-16  
☐ 15 - 16 ☐ 17-17  
☐ 15 - 18 ☐ 18-18  
☐ 17 - 18 ☐ Low Age ☐  
☐ Other ☐ High Age ☐

**Distance**  
☐ 25  
☐ 50  
☒ 100  
☐ 200  
☐ 400  
☐ 500  
☐ 800  
☐ 1000  
☐ 1500  
☐ 1650  
☐ 1 Meter  
☐ 3 Meter  
☐ Platform  
☐ Other

**Stroke**  
☐ Free  
☐ Back  
☐ Breast  
☐ Fly  
☒ Medley  
☐ 5 Dives  
☐ 6 Dives  
☐ 11 Dives

Relay Event

Female 8 & Under 100 Medley

For 'Other' Age Ranges, use 0 to designate 'Under' and 99 to designate 'Over'.



Or you can copy the events from one of last year's meets. With the new meet open, select Copy Events, then choose an old meet to copy events from. Then copy that meet's event template to all the other scheduled meets.

**Copy Events**

Meet: 13-Jul-19 WR@BL

**Copy Options**

- ☒ All Events
- ☐ Individual Events Only
- ☐ Relay Events Only
- ☐ Also Copy Entries

**Copy Options**

- ☒ Entry Events
- ☐ Results Events
- ☐ Both

OK Cancel

## Enter Athletes

Enter the roster as 'Lastname' and 'Firstname'. Do NOT enter names in all caps as there is no room for capped full names on reports. You will also enter birth date, sex, and Team Code. This is the minimum information needed to add a record. Also select Build ID to generate a unique code for your athlete.

**-OR-**

You can also import athletes via a TeamUnify/SwimOffice roster. See next page.

**Athlete Information**

**Athlete Information**

Last Name: Travis First Name: Mary Middle: Birthdate: 06/08/01 Age: 17

Preferred Name: Build ID ID # 060801MAR\*TRAV Gender (M,F): F Athlete Cell: Athlete E-Mail:

**Primary Contact** | Secondary Contact | Medical | Custom | Email Export

**Primary Mailing Information**

Father's Last: Mother's Last: Father's First: Mother's First:

Mailing Address: Mailing Address: City: State: Postal Code: Country:

Swap Mother/Father Names, Tele, E-mail Fill in 'Mail To' if different from first names and last name Mail to:

☒ Use Primary for Mailing ☐ Use Secondary for Mailing ☐ Use Both

**Primary Contact Information**

Home Phone: FAX: Father Office Phone: Cell: E-Mail: Mother Office Phone: Cell: E-Mail:

**Member of**

Team 1: BL-IL Joined: MM/DD/YY Team 2: Team 3: Group: Joined: MM/DD/YY Subgroup: WM Group: WM Subg: School Yr:

☐ Foreign ☐ Inactive ☐ Dive Certified

Registration OK Recruiting Cancel

## Import Athletes from TeamUnify/SwimOffice

There is not a member export that directly imports into Team Manager due to their proprietary file format. However, you can use the SDIF Export in TeamUnify/SwimOffice for importing into Meet Manager (MM), detailed below. MM should then be able to export a compatible Athletes file to import into TeamManager.

### Export Roster

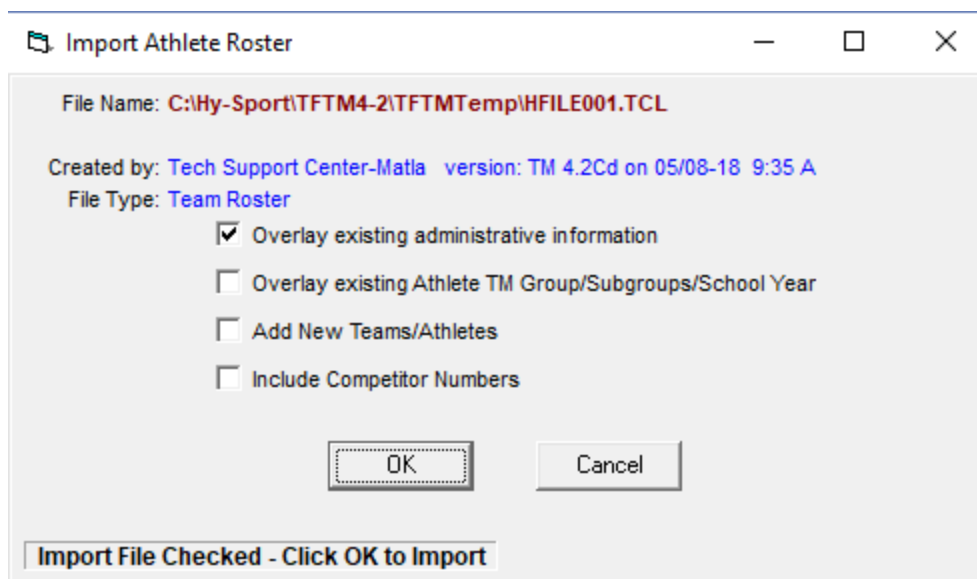
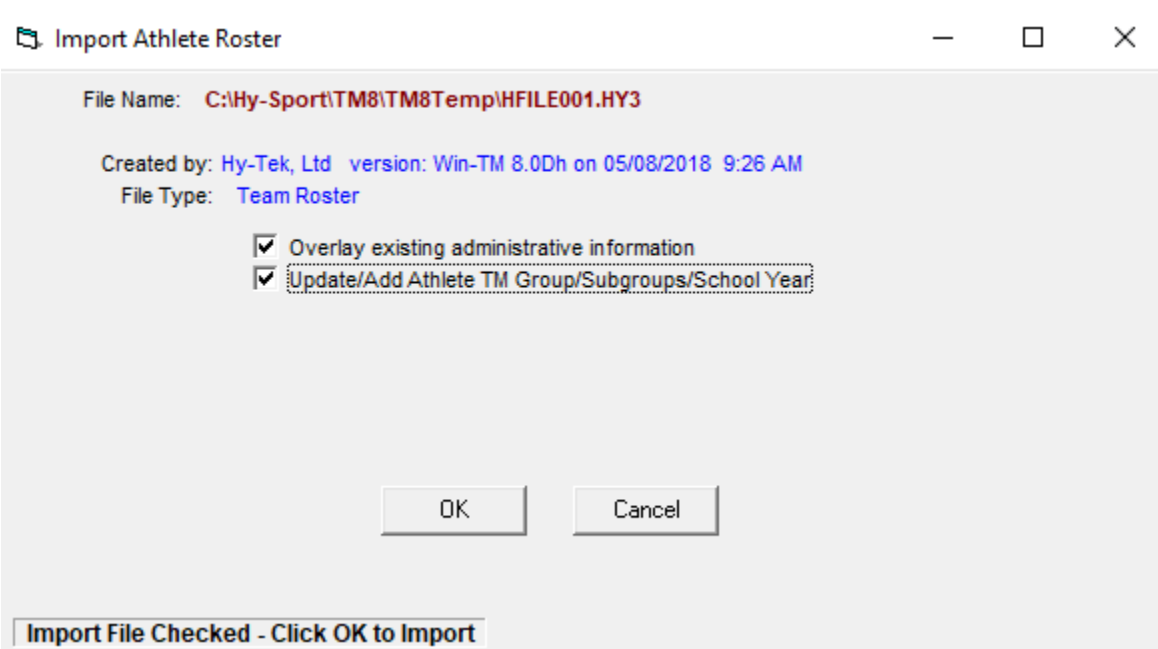
1. From the left navigation menu click Org or Team Tools > Members.
2. Use Customize Filters to define who you'd like to view, and click Apply.
3. In the header of the report, click the Check Box to select all.
4. Click Export > Export SDIF.
5. Fill in the *Age Up Date* if desired. (Usually June 1)
6. Click Generate.
7. Follow the directions to save the zip folder to your computer.
8. If MM is on a different computer, you will need to transfer the file to that computer.

### Import generated file into Meet Manager

1. In Meet Manager, click File > Import > Entries (*not* Roster).
2. Select the file generated in step 7 above.
3. It will state that it unzipped the file to a certain location, such as "C:\Hy-Sport\SwMM7\CLtemp." *Make note of this location* and click OK.
4. Navigate to the location stated in the dialog and double-click on the file.
5. Ignore the exception report.
6. Click File > Export > Athletes / Teams / Email (.HY3) and note where you save the file.

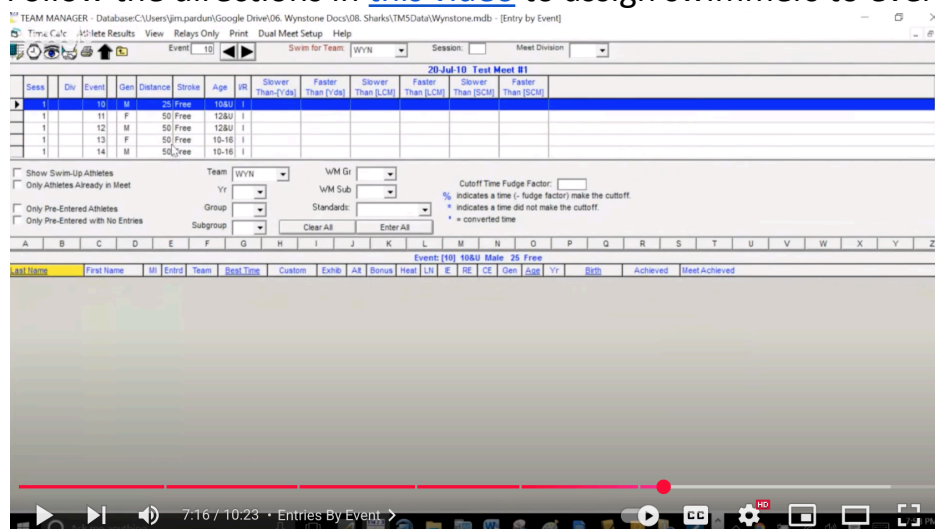
### Import roster file into Team Manager

- In Team Manager go to File > Import > Athlete Rosters
- Select file to import and click Open
- Click OK
- Next click on unzipped file and then on Open
- Choose one or both of following
  - Overlay existing administrative information (Swimming) - will update contact information, group, etc
  - Or Update/Add Athlete TM Group/Subgroups/School Year (Swimming). This option will both update information and add new athletes
  - Overlay existing administrative information (T&F)
  - Overlay existing Athlete TM Group/Subgroups/School Year (T&F)
  - Add new Teams/Athletes (T&F)
  - Include Competitor Numbers (T&F)
- Click OK
- Click Close



## Assigning athletes to events, lanes, and heats

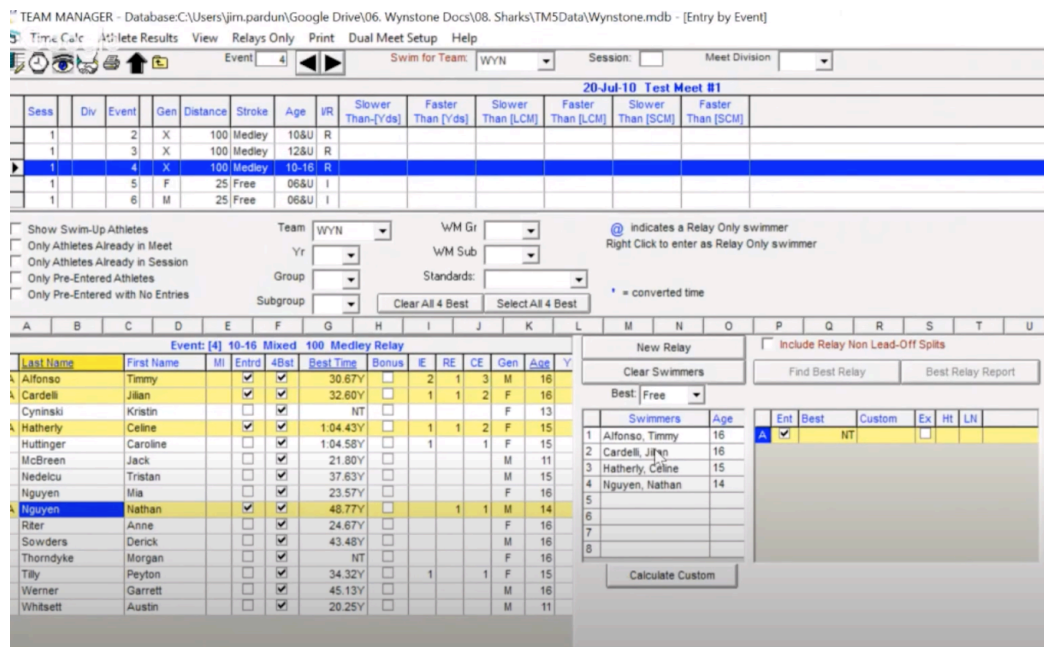
Follow the directions in [this video](#) to assign swimmers to events, lanes, and heats:



Remember, home teams use even lanes. Visiting teams use odd lanes. Lane 1 and 8 are for exhibition only. If multiple exhibition heats: Heat 1-visiting team. Heat 2-home team. Heat 3-competition (both teams).

## Assigning relays to lanes and heats

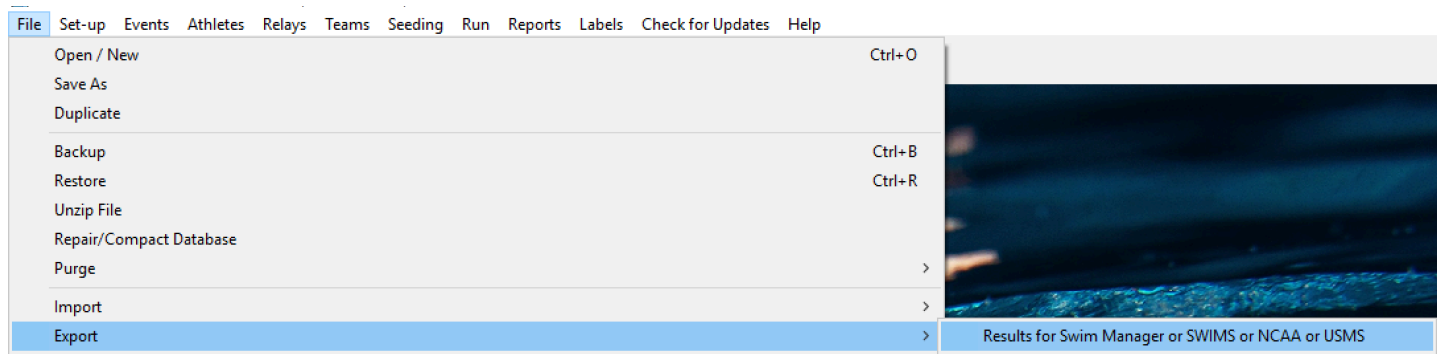
Follow the directions in [this video](#) to assign relays to lanes and heats:



To “Swim Up” an athlete, select ‘Show Swim-Up Athletes’ on the screen.

## Importing Meet Results

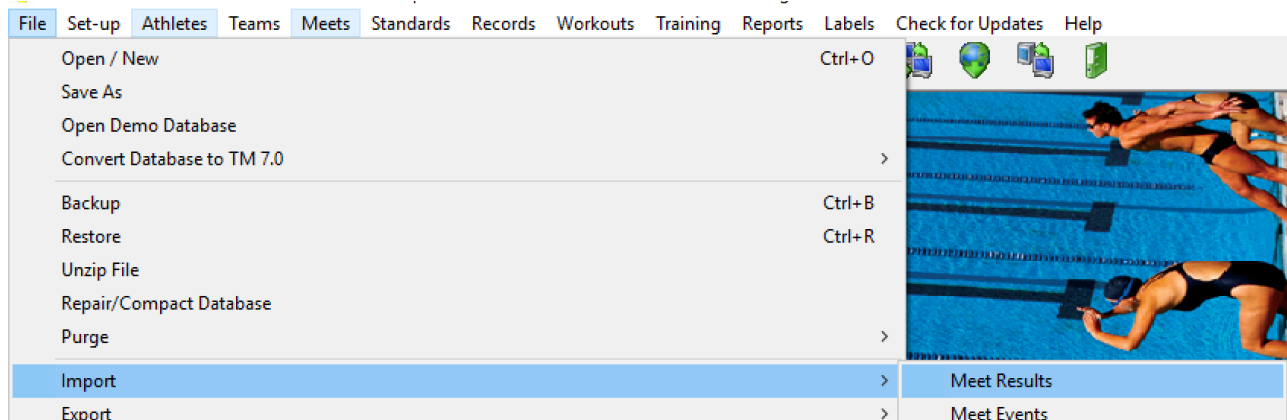
To import meet results from Meet Manager, first export the results from within Meet Manager. File > Export > Results for Swim Manager... and save the resulting ZIP files to an accessible location on the computer.



Then within Team Manager, import the results.

File > Import > Meet Results... then select the results file, allow Team Manager to unzip the file, then open the resulting data file (usually located in TM7Temp)

Be sure your coaches also import the Meet Results into their Team Manager database following each swim meet.

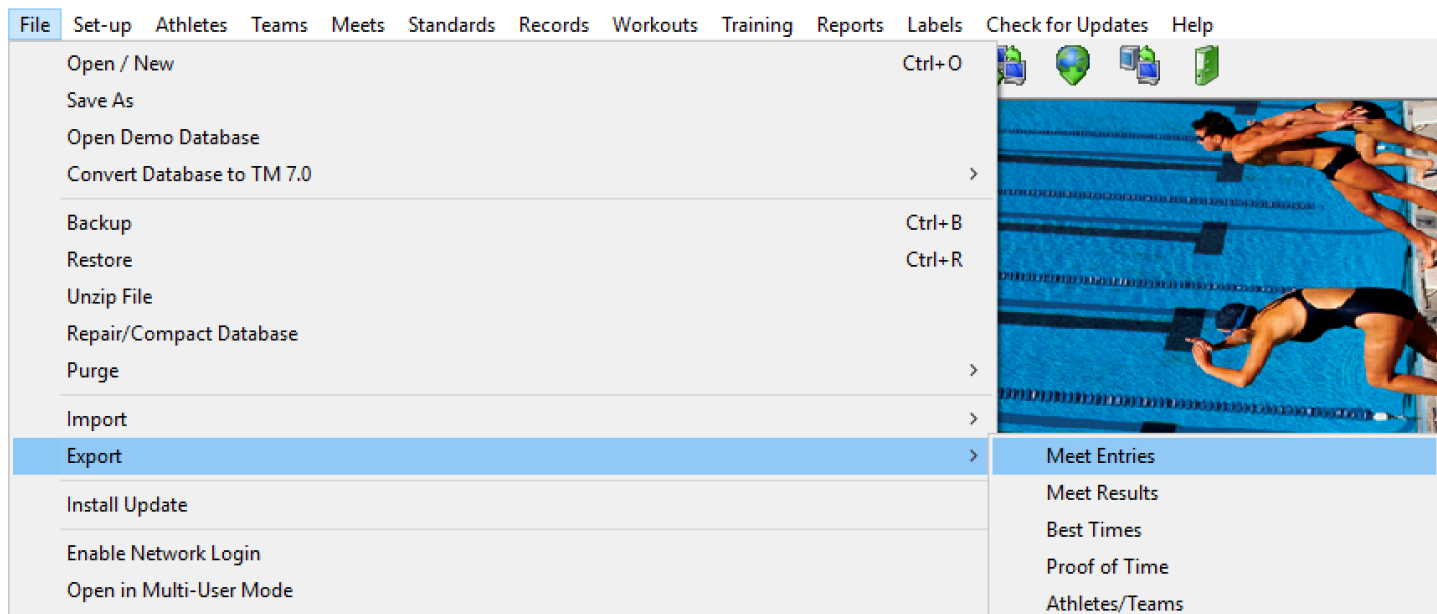


## Deadlines for meet line-ups

- 7 PM Tuesday / Noon Friday
- Meet Entries, Athlete Roster, listing of events with exhibition heats

## Files to send to Host/Home Team

- File > Export > Meet Entries
  - Select current swim meet, and save to a convenient location
- File > Export > Athletes/Team
  - Select your team, and save to a convenient location
- Email both files to Host/Home Team
- Indicate which events will have exhibition heats in the email



If convenient, it can be helpful if the Host Team can email a PDF of the meet program to all coaches the evening before the swim meet... it helps coaches catch changes/corrections prior to the meet.

## Preparation for the Conference Seed Meeting

If you are the home team, please make sure you email the results from all meets to the Division Record Keepers for both teams as soon as possible. This will make life easier for everyone.

## **Saturday prior to Seed Meeting**

Team Record Keepers or Coaches —

- Send data ASAP to all necessary people (scored meet files, etc.)
- Print Meets Attended Report in Team Manager
- Print Top Times Spreadsheet (custom columns) in Team Manager
- Verify that your data matches Division Record Keeper on Sunday
- In addition to entries, list Alternates and calculate your relay times for "A" in Team Manager
- Print out a copy of the Meet Program for your team prior to the seed meeting so any changes can be easily made at the seed meeting.

## **Sunday prior to Seed Meeting**

Division Record Keepers should send out Top Times and Meets Attended Report to all teams in your division no later than 5 p.m. Sunday night.

Division Record Keepers —

- Make sure you have data imported for every meet (not counting Rainouts, but there should be a list of entries from the rainout meet)
- Import all data ASAP
- PDF Meets Attended Report and send to Division Teams
- Reports > Meet Reports > Number of Meets Attended/Splashes
  - You may need to adjust the Date filters in the 'Meets since' field to the current season only.
  - There are two options in the Sort field. Selecting 'Meets attended' ranks the swimmers with 8 dual meets first and down. Only one rainout meet can count towards the minimum of three dual meets for A Conference.
- PDF Top Times Report (All Swimmers/All Times report) in order to verify if a swimmer has an 'NT' as their best time.
  - Select 'Reports' > 'Performance Reports' > 'Top Times'.
  - Make sure that you select 'O' to print All Times. This report will be very large.
  - Make sure that you select 'YY' (Convert to Yards, Show Yards).
  - Make sure that you check the box 'Include DQs and NSs'.
  - Make sure to choose "All Meets"
  - Age Grp choose "Use Custom"
  - Sort by Name.
  - Print as 1 Column, so that the report will display the location and date of the meet.

Top Times Report

Meet: All Meets

**Athlete Filters**

Team: BL-IL

Team Division:

Group:

Subgroup:

WM Group:

WM Subgroup:

School Year:

LSC:

Gen Age Age Grp

Use Built-In

Use Custom

Use Masters

**Include**

Inactive Birthdate

Registration ID Goals

**Stroke Distance Filters**

Stroke:

Distance:

Equal Greater Less

**Course Options**

YO (Show Yards Only)

SO (Show SC Meters Only)

LO (Show LC Meters Only)

YY (Convert to Y, Show Y)

SS (Convert to SC, Show SC)

LL (Convert to LC, Show LC)

YA (Convert to Y, Show Actual)

SA (Convert to SC, Show Actual)

LA (Convert to LC, Show Actual)

All Courses ( Show Actual)

**Filters** | **Stds** | **Records** | **Points**

**Event Filters**

Individual

Relay

Meet Type:

Include DQs and NSs

Include Relay non-leadoff Legs

Include ONLY Relay non-leadoff Legs

Top How Many? (0 = All Times)

1 Column 2 Column 3 Column

Create Report Cancel

**Sort by**

Name

Event (Current Age)

Event (Stroke and Distance)

Name ( 1 per page )

Event (Age at Meet)

One Event per Page

- In case you get a blank screen when you try to print the Top Times, here are the instructions for customizing the age groups:
  - Custom Age Group Preferences:
  - Select 'Set-up', 'Preferences'
  - 'Report Custom Age Groups'
  - Select 'Add' to setup codes for new Groups: 05-08 (8&Under), 09-10, 11-12, 13-14, 15-19 (15 & Over).



- PDF Top Times Spreadsheet (All Swimmers/All Times report) in order to verify if a swimmer has an 'NT' as their best time.
  - Select 'Reports' > 'Performance Reports' > 'Top Times Spreadsheet'.
  - Make sure that you select 'YY' (Convert to Yards, Show Yards).
  - Make sure that you check the box 'Include DQs'.
  - Make sure to choose -"All Meets"
  - Select Date Since > June 1 of current swim season
  - Age Grp choose "Use Custom"
  - Sort by Gender then age group.

Top Times Spread Sheet Report...

Meet: All Meets

**Athlete Filters**

Team: BL-IL

Team Division:

Group:

Subgroup:

WM Group:

WM Subgroup:

School Year:

LSC:

Gen | **Age** | Age Grp

☐ Use Built-In

☒ Use Custom

☐ Use Masters

☐ Open Events

Include Inactive ☐

Show Names Only ☐

**Printer Orientation**

☒ Landscape (15 Events max)

☐ Portrait (11 Events max)

**Dates**

Use Times Since: 06/01/23 Use Since Date ☒

Use Times Until: 07/21/23 Use Times Until ☐

**Sort by**

☒ by Gender then Age Group

☐ by Age Group then Gender

**Prelim / Finals Filter**

☒ All

☐ Finals Only

☐ Prelims Only

☐ Semis Only

**Course Options**

☐ YO (Show Yards Only)

☐ SO (Show SC Meters Only)

☐ LO (Show LC Meters Only)

☒ YY (Convert to Y, Show Y)

☐ SS (Convert to SC, Show SC)

☐ LL (Convert to LC, Show LC)

☐ YA (Convert to Y, Show Actual)

☐ SA (Convert to SC, Show Actual)

☐ LA (Convert to LC, Show Actual)

**Filters** | **Stds**


Meet Type:

Include DQ's ☒

Include Relay non-leadoff Legs ☐

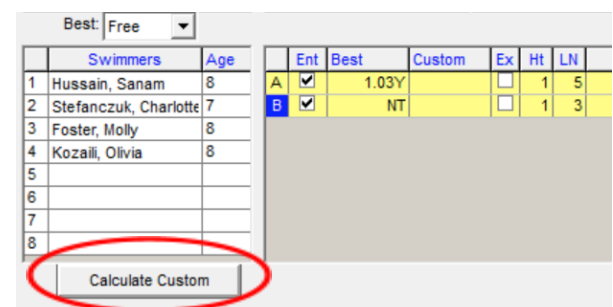
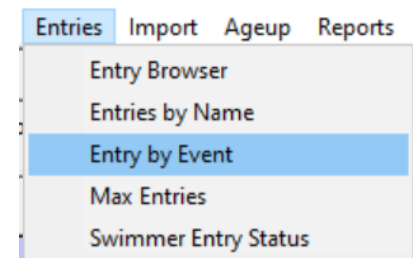
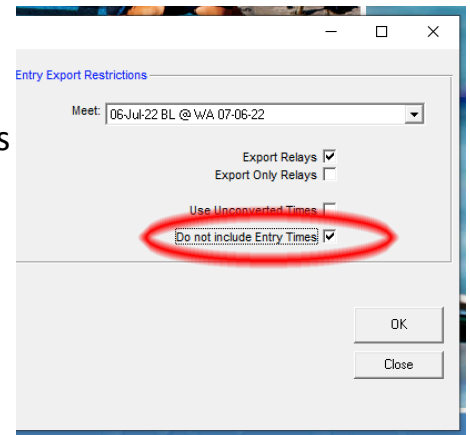
Include ONLY Relay non-leadoff Legs ☐

Include Swimmers with No Results ☐

 Create Report Cancel

## Monday prior to Seed Meeting

- Line-Ups for both A & B Conferences should be submitted by teams to their division record keepers no later than 12 p.m. Monday afternoon so the meet can be created.
- Teams DO NOT submit times with your entries.
  - Times will be provided by the Division Record Keeper from their Team Manager files.
- Lineups will be imported into the Division Record Keeper's Team Manager respective file for each team.
- The Division Record Keeper will export 'Entries' for each team from their Team Manager files and import into the respective [Meet Manager Conference file](#). Lineups for each team will then be imported into the Meet Manager files for A & B Conferences.
  - Resolve any problems. If a team has different Seed Times than the Division Record Keeper report, investigate to figure out which seed time is correct. Usually one person is missing a meet. Using Top Times Report by Swimmer will help determine the conflict. (This can also be resolved at the Seed Meeting)
- The Division Record Keeper should review each A Conference event looking for NT, DQ, or missing times. Resolve missing times with team coaches.
- The Division Record Keeper will use the 'Calculate Custom' button within Team Manager for relays with NT for times
  - Open the Team Manager file for the team relay in question.
  - Select 'Meets', then select the A Conference Meet
  - Select 'Entries' > 'By Event'
  - Select the Event in question, then select the specific Relay in question.
  - Select 'Calculate Custom' under the Relay in question.
  - Then click to place your cursor at the end of the custom time and type the letter "L"
  - If Team Manager is unable to create a "Composite Time" for the relay, the coach must be able to prove a non-DQ time exists for each swimmer for each leg of the relay, otherwise the relay must be adjusted/changed for A Conference.
- To adjust the relay times, coaches should have the meet date/times to prove the four swimmer's times during the seed meeting, especially if a relay has NT for a time.



- Email a copy of the Meet Program for each team (DO NOT PRINT ONE PROGRAM FOR ALL TEAMS, KEEP THEM SEPARATE) in your division prior to the seed meeting so that coaches and record keepers can go through it at the seed meeting.

### **Day of Seed Meeting**

- Look over meet programs
- Make any adjustments
- Verify alternates are listed on relays
- Pick up conference t-shirt orders
- Pay any outstanding bills to DSDC
- Conference Hosts pick up A Conference ribbons, trophies and conference meet file.

## Printing B Conference Improvement Ribbons

- Import B Conference results into your Team Manager file
- To print participation labels (excludes all personal bests and DQs)
  - Go to 'Labels' > 'Award Labels'
  - Setup as shown below

The screenshot shows the 'Award Labels' window with the following settings:

- Meet:** 20-Jul-19 B Conference @ LO
- Filters:**
  - Team: BL-IL
  - Group: [empty]
  - Subgroup: [empty]
  - WM Group: [empty]
  - WM Subgroup: [empty]
  - School Year: [empty]
  - Gen: [empty] | Age: [empty] | Sess / Div: [empty]
  - ☒ All, ☐ Male, ☐ Female
  - ☐ Include Inactive
- Stroke / Distance Filters:**
  - Stroke: [empty]
  - Distance: [empty]
- Label Options:**
  - Awards up to Place (0=ALL): 0
  - From Event: [empty] To Event: [empty]
  - Blank Labels: ☐
  - Include Exhibition: ☐
  - Include DQs: ☐
  - Participation Award: ☒
- Participation Options:**
  - ☒ One Label per Event, ☐ One Label per Swimmer
  - ☐ All Swimmers, ☐ Swimmers who did NOT receive a Place award, ☒ Swimmers who did NOT receive a Place or Improvement award
- Label Types:**
  - Laser Printer:** ☐ 2 x 10, ☒ 3 x 10
  - Dot Matrix:** ☐ 1x
  - ☐ A4 - UK (2x8), ☐ A4 - Aus (3x11)
- Event Filters:**
  - ☒ Individual, ☐ Relay
- Standards / Points:**
  - ☒ None, ☐ LEN Points
  - ☐ Hy-Tek Age Group, ☐ AUS Points
  - ☐ Hy-Tek Single Year, ☐ NISCA Points
  - ☐ Hy-Tek Open, ☐ SNZ Points
  - ☐ FINA Points
- Buttons:** [Save icon], Create Report, Cancel

- To print Improvement/Personal Best labels
  - Go to 'Labels' > 'Improvement Labels'
  - Setup as shown below

The screenshot shows the 'Improvement Labels' window with the following settings:

- Meet:** 20-Jul-19 B Conference @ LO
- Filters:**
  - Team: BL-IL
  - Group: [Empty]
  - Subgroup: [Empty]
  - WM Group: [Empty]
  - WM Subgroup: [Empty]
  - School Year: [Empty]
  - Gen: [Selected]
  - Age: [Empty]
  - Sess / Div: [Empty]
  - All: [Selected]
  - Male: [Empty]
  - Female: [Empty]
  - Include: [Button]
  - Include Inactive: [Empty]
  - First Time Swims: [Empty]
  - Minimum Improvement: .01
- Prelim / Finals Filter:**
  - [A] [Selected]
  - Finals Only: [Empty]
  - Prelims Only: [Empty]
  - Semis Only: [Empty]
  - Best: [Empty]
- Label Types:**
  - Laser Printer:**
    - 2 x 10: [Empty]
    - 3 x 10: [Selected]
    - A4 - UK (2x8): [Empty]
    - A4 - Aus (3x11): [Empty]
  - Dot Matrix:**
    - 1x: [Empty]
- Restrict Improvement to Meet Type:**
  - Meet Type: [Empty]
- Stroke / Distance Filters:**
  - Stroke: [Empty]
  - Distance: [Empty]
- Improvement:**
  - Since Date for Improvements: MM/DD/YY [Empty]
  - Use Since Date for Improvements: [Empty]
  - Use Converted Times for Calculating Improvement: [Empty]
  - Show Improvement as Percent: [Empty]
- Sort by:**
  - Meet Event Number: [Empty]
  - Name: [Selected]
- Standards / Points:**
  - None: [Selected]
  - LEN Points: [Empty]
  - Hy-Tek Age Group: [Empty]
  - AUS Points: [Empty]
  - Hy-Tek Single Year: [Empty]
  - NISCA Points: [Empty]
  - Hy-Tek Open: [Empty]
  - SNZ Points: [Empty]
  - FINA Points: [Empty]
- Buttons:** [Save], [Create Report], [Cancel]

## **REMINDERS:**

### **A CONFERENCE**

Eligibility: "A swimmer must swim in at least three (3) dual meets before he/she can swim in the A conference meet. In the event a meet is rained out, the team line-up may be used to satisfy one (1) of the four dual meet requirements."

So print out those Meets Attended reports, any swimmers that are to be in A conference that only have 3 meets attended due to a rain out, go back and look at any rained out meet entries.

Swimmers must have non DQ seed times for their events.

Alternates are added to each age group by adding them as swimmer #5, #6, etc in the relays

If the exact relay did not swim during the dual meets, composite times (using the swimmers verified top times for that stroke) are to be calculated and added PRIOR to sending in the entries to the division record keepers. Division Record Keepers will have times calculated. Be sure to have supporting documentation to alter these times, but the times should match.

### **B CONFERENCE**

Eligibility: "A swimmer must swim in at least one (1) dual meet before he/she can swim in the conference meet."

Seed times MAY be a DQ, however in Team Manager it will show as NT, you'll need to look at your top times spreadsheet to make sure there is a previous DQ.