

Tips for doing your entries in **Team Manager**:

- From the main screen click **Meets**
- Before beginning your entries, double-click the meet to display the set up screen. Make sure the meet start date and meet end date are correct (they should be the same date), the age up date is the date of the meet, and the course is appropriate for the meet. For example, if your swimmers have all **Yards** times stored and this meet is a **Meters** meet, you will want Team Manager to convert all of the times to Meters. Also, make sure the **Maximum Individual Entries** is set to **3** and the **Maximum Relay Entries** is set to **3**.
- Click **AgeUp** to age up your swimmers to the correct age for the meet. Click the radio button to **Update Athlete's Ages based on Meet Age Up Date**. This will make sure each swimmer's age is correct for the meet
- Do all of your entries **By Event** except for **Exhibition Free** entries which you will do **By Name** – I'll explain why later
- Before you begin, select your team name in the **Swim for Team** box at the top of the screen
- To select the event you wish to declare entries for just click on the event to highlight it. The swimmers eligible for that event will appear

RELAYS

- You must first create a **New Relay** before you can add any names or times to the relay. Team Manager creates an "A" relay first then a "B" then a "C".
- You can select the **Find Best Relay** button to have it select the four best swimmers in the best combination. When you do this Team Manager will put in the best calculated time in the **Best** column. If you want to customize the relay time, click in the **Custom** box and enter the desired time. **NO PUNCTUATION NEEDED – TEAM MANAGER WILL PUT IN COLONS AND DECIMAL POINTS.**
- If you do not have Team Manager find the best relay, you add the swimmers to the relay list by **clicking and dragging** their names to the list **or** from the swimmer list just **double click** the swimmer's name and it places it in the next available slot in the relay list.
- If you need to swim up a swimmer for a relay, check the **Show Swim Up Athletes** box
- To view, list or change each relay just click the relay letter displaying the relay names.
- **Do-Not** enter anything in the Ht and Ln columns. The heat and lane will be assigned during the meet seeding process when the entries from both teams are combined. You simply need to enter the relay into the event.
- The **Ent** column indicates that the relay is entered. Team Manager automatically places a check in this column when you create the relay. If you need to delete a relay just uncheck this box.
- When declaring your "B" and "C" relays, remember to check the **Ex** box to indicate that these relays are "Exhibition only". Otherwise it will try to score them, if for some reason a "B" or "C" relay beats the "A" relay. Also, the labels for the ribbons for the "B" and "C" relays is dependent on this column

INDIVIDUAL EVENTS

- When looking at the events list, you will notice that there are **2** Freestyle events for each age group/gender. The **First** one listed is the **Freestyle for points** and the **Second** one listed is **Exhibition Free**. These are listed separately for several reasons: **1)** By making exhibition free its own event, we can have the word **Exhibition** appear on the entry labels making it easier on the bullpen workers and the scoring table **2)** By keeping them separate, it makes it easier to separate scoring events from non scoring events. Unfortunately the word **Exhibition** does not appear with the event name when declaring your entries. Just remember the first one listed for each age group/gender is for points and the second one is exhibition.
- **DO NOT DO YOUR EXHIBITION FREE ENTRIES UNTIL YOU ARE COMPLETELY DONE WITH ALL OTHER ENTRIES.**

- To select your three swimmers for the individual events, just click the **Entrd** box. The swimmer's best time will appear – it may be a converted time depending on the course selected on the meet set up screen. You may customize the time by entering the time in the **Custom** column, this will disqualify the swimmer in city meet but is acceptable for early dual meets when a swimmer does not have a resent time. **NO COLON OR DECIMAL POINTS ARE NECESSARY.** Team Manager will put these in.
- **Do-Not** enter anything in the Heat and Ln columns. The heat and lane will be assigned during the meet seeding process when the entries from both teams are combined. You simply need to enter the swimmer into the event. Remember to enter a maximum of 3 swimmers into each scored event..
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- **Repeat this for all the individual entries**

EXHIBITION FREE

- After you have done all of your other entries, close the **Entries by Event** screen to go back to the **Meets** screen.
- Click **Entries** and select **Entries by Name**
- Select your team name in the **Swim for Team** box at the top
- The swimmers' names will appear at the top half of the screen and all of the available individual events appear on the bottom half. **Both points and exhibition free will also be displayed so it looks like there are two freestyle events. Remember, the first one is for points and the second one is exhibition.** You can quickly scan through your entire team list by starting with the first swimmer, using the **down arrow** to scroll through the list. Any swimmer who is not entered in an individual event is easy to spot because there will be no **Yellow** highlighting indicating an entry.
- When you get to a swimmer who is not entered in an individual event, check the box in the **Entrd** column beside the **second** freestyle event in the list
- Put in a **Custom** time if desired
- Check the box in the **Exhib** column **THIS IS VERY IMPORTANT, DON'T FORGET IT. The labels for the ribbons is dependent on this box**
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- **Do-Not** enter anything in the Heat and Ln columns. The heat and lane will be assigned during the meet seeding process when the entries from both teams are combined. You simply need to enter the swimmer into the event.

AFTER ALL OF YOUR ENTRIES ARE DONE, GO BACK TO THE MAIN SCREEN, CLICK ON "REPORTS" AND PRINT OUT A REPORT OF YOUR ENTRIES – GIVE THIS TO THE HOME TEAM WHEN YOU GIVE THEM YOUR ENTRIES

EXPORTING YOUR ENTRIES

- From the main screen, click on **File** then **Export** then **Meet Entries**
- On the **Export Entries** screen, select the drive you want to export to in the **Export to Drive** box. This should be the "A" drive since, more than likely, you are exporting to a diskette
- Select the meet in the **Entry Export Restrictions** box
- Check the box labels **Export Relays**
- You shouldn't have to worry about the box titled **Use Unconverted Times** – leave it unchecked
- Click **OK** and your entries will export
- **Export your roster on the same disk**

Email or give a **Disk with Exported entries** and your **Meet Entries Report** to the home team