

## TEAM MANAGER INSTRUCTIONS *(draft 6/20/11)*

### **DO NOT CREATE THE MEET IN TEAM MANAGER FIRST!!**

Go to the RCSL website [www.swimrcsl.org](http://www.swimrcsl.org). Click on **Forms and Documents**. The events file is at the top of the Forms and Documents page. **Single click** the file and you will get an option to **Open** or **Save** the file. Choose Save. You'll then be asked to specify where you want to save the file. **Remember where you save it – I suggest the desktop.**

Pull up Team Manager. Click on **File** then **Import**. From the pop up menu click on **Meet Events**. When the window pops up to select the location of the Meet Events file, navigate to wherever you saved the file then double-click on the file. Follow the prompts to import the events. It creates the meet for you and copies the events into it.

After completing the import, click on the **Meets** tab at the top of the Team Manager main screen. **Double click** on the RCSL City Meet 2011. Make sure the following information is correct:

- **Start date** 7/09/2011, **End date** 7/11/2011, **Age-up date** 7/09/2011
- Course **Y**, and Meet Type **AG**
- Make sure the entry fees are correct: \$2.00 for individual events, \$8.00 for relays.
- Click on the **Entries menu** and set the **Max Entries (3 individual events and 3 relays)**.

Make sure before you do the entries that you **Age up** your athletes to the date of the meet.

**Several reminders: You may only enter 3 swimmers per individual event, each swimmer is allowed to enter 3 individual events and 3 relays, and you are only allowed an “A” relay for City Meet.**

You will do the entries the same as you have done for all other meets, remember you **will not** put the heat and lane number.

When you declare your swimmers for the **Exhibition Freestyle** events, **DO NOT** check the **Exh** box.

### **DON'T FORGET TO ENTER PARENTS AND COACHES RELAYS AND THE COACHES 50 FREE.**

After completing all of your entries, export the entries just as you have done all season. You must email the entry export file to [records@swimrcsl.org](mailto:records@swimrcsl.org) by June 31 at 6:00PM or before. Also export your full roster – with contact/mailling information and email that on June 31 or before. The email address is [records@swimrcsl.org](mailto:records@swimrcsl.org) . The entries will be imported and an entry report sent back to you. Examine this report and be prepared to identify any problems or changes. You must still come to your allotted appointment on Friday, July 1st to turn in your check and have your entries validated.

Bring the following:

1. A printed copy of the **Meet Entry Fees**
2. A check for the amount calculated on the **Entry Fees Report**.

The Meet Entry Spreadsheet is the best way to verify that you have 3 swimmers in each event.

Click **Reports** then **Performance** to create each of these reports.