Tips for doing your entries in **Team Manager (2016): (prepared 6/2/16 by Greg Wright)**

1. Download the appropriate **Meet Events** file from the RCSL Forms & Documents page.
   a. http://www.swimrcsl.org/forms.php then either the Meters or Yards template for pool you are swimming at. (You can double check on the **Member Pools** page of the RCSL webpage to determine what the host pool is)
2. From the main screen in Team Manager select File, Import, Meet Events and then select the file you just downloaded for import ("Meet Events…"). Be sure you download and use the Events file for the week you are swimming as records and default dates are updated each week.
3. At the **Meet Setup** screen that should pop up
   a. For **Meet Name**, edit the HOME and AWAY to the correct teams
   b. For **Facility Name**, edit the HOME to the correct pool
   c. For **Course** , edit to either "Y" or "S" (Do not miss this step, otherwise you will not see all meets (yards and meters) for the season. Team Manager does conversion for you.
   d. Verify date and meet end date are correct (they should be the same date).
   e. Click to **Eligibility Rules Tab**
      i. Verify **Age-Up Date** is the day of meet
      ii. Verify **Use Times Since** is set as you wish. Normally this will be date of your first activity for the year (Time Trials Meet Usually)
      iii. Hit Save
4. At this point you can chose to make a backup so if you make an error in entries, you can return to this point.
   a. Exit out of Meets Screen (click on little x in upper right corner)
   b. Select File, Backup, then save it to whatever directory you like.

NOW TO ENTRIES

1. First, got to **Set-Up, Preferences, System Preferences** and set **System Age-Up Date** to the date of the meet you are about to do entries for and then press the **Age-Up** button. (It's just easier to do it this way each time than by each meet).
2. Now, go to **Meets** and select the meet you are doing entries for. (Just click on it once to highlight it. If you click more than once, it will just take you to meet setup screen, in which case just cancel out.
3. (optional step) You can filter out the swimmers you know will not be there for a particular meet. This does make doing entries easier as they no longer appear on the list of available swimmers in an event.
   a. Select **Entries, Swimmer Entry Status**
   b. This will bring up your roster, where you can select **Enter All** and then go back and mark those swimmers not attending. When done, exit back out to **Meets** screen (click on little x in upper right corner).
4. Do all of your entries **By Event** except for **Exhibition Free** entries which you will do **By Name** – I'll explain why later, so **Select Entries, Entry by Event**
5. Select your team name in the **Swim for Team** box at the top of the screen and in the **Team** box in middle of page. Also, you can set any of the filters so you see Only Pre-Entered Athletes (see option step 3 above), etc.
6. 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. We will go over RELAY entries first.

RELAY ENTRIES

1. 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".
   a. You can select the **Find Best Relay** button to have it select the four best swimmers in the best combination. Team Manager does all the possible combinations based upon eligible swimmers across all strokes. If there are not sufficient times for it to do this, Team Manager will tell you and you have to build manually.
   b. To manual build relay, just click and drag or double click on swimmers name and it will put them in relay. (Note order for Medley is Back, Breast, Fly, & Free). The **Best** window allows you to change the Best Times shown for each swimmer to whichever stoke you select so you can review while building relay.
      i. If you need to swim up a swimmer for a relay, check the **Show Swim Up Athletes** box in the filter section on middle left.
1. After you have your relays built, click the **Calculate Custom** button for each one. This will put in the calculated time for the relay. You may edit this field if you know the combination of swimmers has a better time than their individual times put together (usually because they have swam the same relay in an earlier meet). If Team Manager say there are not enough times to calculate, enter "NT" in Custom field. **NO COLON OR DECIMAL POINTS ARE NECESSARY.** Team Manager will put these in.
   c. To view, list or change each relay just click the relay letter displaying the relay names.
   d. Repeat for any "B" or "C" relays, remembering to check the **Ex** box to indicate that these relays are "Exhibition only".
   e. **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.

INDIVIDUAL EVENTS

1. 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:
   a. By making exhibition free its own event, we can have the word **Exhibition** appear on the entry labels making it easier on the workers and the scoring table
   b. 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 (13,16,19,22,25,28,31,34,37,40,43,&46) UNTIL YOU ARE COMPLETELY DONE WITH ALL OTHER ENTRIES.**
2. 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 (This is why you changed the Course type to Y or S instead of YO (Yards Only) or SO (Meters Onle). 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 recent time. **ONCE AGAIN, NO COLON OR DECIMAL POINTS ARE NECESSARY**. Team Manager will put these in.
3. Once again just like in Relays, **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.
4. Repeat this for all events.
5. As you go along, The **IE** (Individual Events) and **RE** (Relay Events) columns keep track of how many events each person is in. This will help you in entries as well as assure you do not enter a swimmer in more than three individual events, although Team Manager will also beep at you if you try.

EXHIBITION FREE (13,16,19,22,25,28,31,34,37,40,43,&46)

1. Now you will see why you skipped Exhibition Events until now.
2. After you have done all of your other entries, close the **Entries by Event** screen to go back to the **Meets** screen.
3. Click **Entries** and select **Entries by Name**
4. Select your team name in the **Swim for Team** box at the top and the **Team Box** below it.
5. 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.** For swimmers 7&8, they will also have both the 6&under and 8&under events listed.
6. 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 therewill be no **Yellow** highlighting indicating an entry.
7. 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.
8. Put in a **Custom** time if desired
9. 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**
10. Last time**, 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.

NOW TO REVIEW WHAT YOU HAVE DONE

1. After all your Entries are done, go back to the Main Team Manager Screen.
2. Select Reports, Meet Reports, Meet Entries
   a. On pop-up Screen, select your Team name and under Event Filters select "Individual and Relays"
   b. Sort by Event Number and/or by Name, generate these reports and have review or have them reviewed by coaches.
   c. (optional) Select Reports, Meet Reports, Meet Entries Spreadsheet
      i. On pop-up Screen, select you Team Name, mark include Relays, and usually "Include Pre-Entered with no Entries"
      ii. This produces a nice version to review as well

EXPORTING YOUR ENTRIES
1. From the main screen, click on **File** then **Export** then **Meet Entries**
2. On the **Export Entries** screen, select the location you want to export to in the **Export to Directory** box. Be sure it goes someplace you know where to get to.
3. Be sure correct "Meet" is selected.
4. Be sure "Export Relays" is selected, everything else should be unchecked.
5. Click **OK** and your entries will export
6. From main screen, click on **File** then **Export** then **Athletes/Teams**
   a. Select your **Team,** select the location you want to export to in the **Export to Directory** box. For ease, put it in same place as you did in step 2.
   b. Click **"OK"**

Email these two files to whomever is putting together the meet in Meet Manager.

You may also perform a backup like you did at very beginning to be sure you have a copy.