TEAM MANAGER 8.0--2022

Before doing anything else open Team Manager, and click File Backup and save this Backup to a flash drive.

I. Setting Up Your Team Manager Database

A. Setting Up a New File-Most teams should start at step 5 below.

1. Open Team Manager by double-clicking on the Team Manager icon on your desktop
2. Click on File
3. Click on Open/New
4. Type your team name in the Filename box, and click Open

****5. On System Preferences screen (Set-Up---Preferences), click or type:**

a. Gender Designations: Boys/Girls

b. Athlete Browser Options: Show Ages
Show Birth Date
Uncheck Show School Year
Last Name First

c. Relay Lead-Off Splits: Uncheck

d. Stroke Rates: Uncheck

e. Team/Swimmer Defaults:
  (i) Default Team Registration: USS (Click OK re LSC)
  (ii) Default Team Type: AGE

f. Meet Age-Up Date: May 31 of the current year (Make sure you click the circle next to the date).

g. System Age-Up Date: May 31 of the current year
Note: At the start of each future season, the year entered for both the Meet and System Age-Up dates up must be changed to the current year, and the Age-Up button must be pressed to update the ages of your swimmers

h. Click OK

B. Setting Up Report Preferences

Note: Before setting up report preferences, you should make sure that the printers you will use have been set up in Windows

1. From Main Menu, click on Set-up
2. Click on Preferences
3. Click on Report Preferences, and enter the following:
   a. Header 1: Enter first line of text you want printed on all reports (e.g., Bon Air)
   b. Header 2: Enter second line of text for all reports (e.g., 2022)
   c. Output Options: Upper/Lower Case
   d. Open Events: No Designation
   e. Click OK

C. Setting Up Course Conversion—PLEASE MAKE SURE THIS HAS BEEN DONE!!!

1. From Main Menu, click Set-up
2. Click Course Conversion
3. Yards to Short Course Meters: **Enter 1.11 in the first box (VERY IMPORTANT!!!)**
4. Ignore remainder of screen
5. Click Select

D. Setting-Up Your Team

1. From Main Menu, click on Teams
2. Click on Add
3. At Team Maintenance screen, enter:

a. Team Code: Your team's two-letter RMAL Code (e.g., BA for Bon Air)
b. Team Name: Your team's full name (e.g., Bon Air)
c. "Short" Name: Your team's shorter name (e.g. Bon Air)
d. Team Registration: USS
e. Team Type: AGE
f. LSC: VA

4. Mailing and Telephone Information: Enter information for person to receive communications about your meet entries (may be coach or computer person)
5. Click OK
6. Click Close
7. Exit from Teams Menu

II. Importing RMAL Meet Templates

This procedure is used to import the two basic RMAL meet formats—one for meets with freestyle relays and one for meets with medley relays—and the Time Standards file. **These files need to be downloaded from swimrmal.org (go to library, support, and then click the files you want to download).**

A. Importing RMAL Free Relay Meet

1. From Main menu, click File, then Import, then Meet Events
2. In the Look In box, select where you saved the file from your download from the RMAL website.
3. Double-click Meet Events Free Relay file
4. Click Open
5. Click OK
6. Click Meet Events –Free Relay file
7. Click Open
8. Click OK
9. Click OK

B. Importing RMAL Medley Relay Meet

1. From Main menu, click File, then Import, then Meet Events
2. In the Look In box, select where you saved the file from your download from RMAL website.
3. Double-click Meet Events Medley Relay file
4. Click Open
5. Click OK
6. Click Meet Events –Medley Relay file
7. Click Open
8. Click OK
9. Click OK

C. Importing Time Standards-

1. From Main menu, click Standards, then Import Standards
2. In Look In box, highlight where you saved file from your download from RMAL website
3. Double-click RMALTSTD.std file
4. In Year box, enter current year (e.g. 2022)
5. Click OK twice

D.. Importing League Records (Optional)

If you wish to keep your copy of the league records up to date in Team Manager, you will need to update the league records files whenever they are broken. A copy of the new records file should be emailed to your team's computer operator and will be available on the league's website whenever a record is broken. When a record is broken, update your records file as follows:

Note: The records in effect at the beginning of the 2022 season are contained on the swimrmal.org website (support, meet manager, records (yards and meters). You will need to download both records files from the

RMAL website.

1. From Main menu, click Records, then Import Records
2. In Look In box, highlight the place where you have the saved file
3. Double click the appropriate file: (RMALYd-y.rec for yards; RMALMT-S.REC for meters)
4. Fill in year
5. Fill in description: "RMAL YARDS (or METERS)", followed by the date of the records file.
6. Click OK. If software asks if you want to overwrite file, click Yes
7. Click OK
8. If this is your original download of records, remember to download for both yards and meters

III. Adding Swimmers and Winter Times- If you are using swim manager, you should just be able to import athletes from Swim Manager into Team Manager.

A. Entering Your Swimmers in the Database

1. From Main Menu, click on Athletes
2. Click Add
3. For each swimmer, enter the following:
   a. Last Name: Full last name
   b. First Name: Enter full formal first name (nicknames can be entered under Preferred Name)
   c. Middle Initial
   d. Preferred Name: Enter nickname, if any
   e. Birthdate
   f. Age will be calculated automatically by software
   g. Member of: Enter at least one team (swim or dive) that the child is participating on, by pressing down arrow and selecting team code.
   h. Click Build ID
   i. Check Male or Female
   j. Primary Contact, Secondary Contact, Medical and Custom Tabs: Enter any information your team wishes to maintain. Note: The Custom Tab includes 3 fields that your team can customize for whatever information you wish to maintain (e.g., T-shirt size or Year Joined). To set up Custom Fields, from the Main Menu, click on Athletes, then Athlete Custom Fields, and then fill in the title of the Custom Field.
   k. Click OK

   Note: When entering a sibling of a swimmer who has already been entered, you can click on the Use Sibling Information button, and the software will automatically copy information such as mailing address and phone number
4. Click OK

B. Adding New Swimmers, Removing Swimmers

1. From the main menu select Athletes
2. Check the Box "Show Inactive Swimmers"
3. If you need to add a swimmer who has never been on the team, follow the directions in Section "A" (Above)
4. To remove a swimmer who is not returning
   a. Select the swimmers name who is not returning
   b. Check the "Inact" box
5. Once you have added all the swimmers and removed all the swimmers needed, deselect "Show Inactive Swimmers" box from step 2

If you are using ActiveWorks (Swim Manager), you can import your registrations from the website. You will need to open Team Manager, click on File, Import, Team Registration Online, Activeworks, click on dates to import registrations (first time doing this you should select from date registration went active to current date and then the next time you import should be from previous date until current date). Select all age groups you want to import and then follow the instructions provided.

C. **Adding New Best Times for Winter Swimmers and Swimmers who moved from other RMAL Teams to your Team. THIS MUST BE DONE BY ALL TEAMS!!!!**

1. Get your USS swimmers best times
2. a. www.usaswimming.org (click on Times/Time Standards,)
   (for swimmers who are new to your team but swam in RMAL last year, you can get best times from swimrmal.org, "best times".)

FOR 25/50 free, 50 back, 50 fly, and 50 Breast

2. From the main screen select "Meets"
3. In the upper Left hand corner select "Add"
4. Fill in the following fields
   a. Meet Name – "USS Times 2022 Season"
   b. Location – your home pool
   c. Course – "Y"
   d. Use 05/15/22 as Start & End Date (you must also use this date for the Meet Host Entry Deadline)
   e. Age Up date should be 5/31/22 (found under Eligibility Rules tab)
   f. Click "OK"
   g. Click "Cancel"
5. Now a new meet should be listed
6. Click on the Meet you just created
7. Click on the "Event" tab
8. Click on "Copy Events" tab
9, Find the "RMAL Free Relay Meet" file and click "OK" and then close
10. Click on the small "x" in the upper right hand corner (the one on the second line)
11. From the main screen Select "Meets" and the meet you just created (USS Times 2020 Season)
12. At the top, Select "Result" then "Results by Name"
    a. At the prompt Select "Yes"
13. Scroll through the list of swimmers till you come to one of your USS swimmers
    a. Click on the swimmers name
    b. In the lower window, enter the time for each event--Make sure you refer to RMAL Handbook when using 100's times to create 50's times
14. Repeat steps 12-13 till all the USS swimmers are done (YOU WILL HAVE TO ADD A NEW MEET FOR THE 100 FREE—FOLLOW DIRECTIONS BELOW)

FOR 100 FREE

From the main screen select "Meets"

3. In the upper Left hand corner select "Add"
4. Fill in the following fields
   a. Meet Name – "USS Times 2022 Season--B"
   b. Location – your home pool
   c. Course – "Y"
   d. Use 05/16/22 as Start & End Date
   e. Age Up date should be 05/31/22
   f. Click "OK"
   g. Click "Cancel"
5. Now a new meet should be listed
6. Click on the Meet you just created
7. Click on the "Event" tab
8. Click on "Copy Events" tab
9, Find the "RMAL MEDLEY Relay Meet" file and click "OK" and then close
10. Click on the small "x" in the upper right hand corner (the one on the second line)

11. From the main screen Select “Meets” and the meet you just created (USS Times 2022 Season B)
12. At the top, Select “Result” then “Results by Name”
    a. At the prompt Select “Yes”
13. Scroll through the list of swimmers till you come to one of your USS swimmers (SHOULD ONLY HAVE TO DO INT. AND SR. 100 FREE—If you did all other events for first USS Swimming Meet)
    a. Click on the swimmers name
    b. In the lower window, enter the time for each 100 free event--
14. Repeat steps 12-13 till all the USS swimmers are don

D. **Winter Swim Best Times-** It is important that you make sure that you used the correct date for last year’s winter swimming times. Click on Meets tab and find the meet you created for USS Times Season 2012 (under yard meets). Click on that file and make sure you set the start and end date for May 15, 2012

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V . Setting Favorite Filters

This procedure is used to establish certain default entries, to minimize repetitive entry of information

1. From Main menu, click Set-up, then Favorite Filters
2. At Favorite Defaults screen, click Add
3. In Favorite Name box, give a name to your Favorite Filter (e.g. Bon Air)
4. In Team box, highlight your swim team’s two-letter abbreviation
5. In Course box, highlight yards or meters (whichever applies for your home pool)
6. Click OK
7. Click Set Default

VI. Registering Swimmers with the League

A. Registering Your Swimmers with the League

1. Once you have all you swimmers entered onto your roster before the first meet, you are ready to export the roster to register your swimmers with the league
2. From the Main Menu select “File” then “Export” then “Athletes/Teams”
3. On the right, make sure your team is selected and “All” is marked
4. On the left, select export location (either a: or a temp directory)
5. Press OK and the software creates the file in the location you selected
6. E-mail the file to the RMAL Registration Chairperson (????? at this time). Make sure you put your "YOUR Team Swim Registration" eg: Granite Swim Team Registration and the number of swimmers on the roster in your email.

B. Printing Registration Report

1. From Main menu, click Reports, then Administrative, then Athletes.
2. In Specific Team box, highlight abbreviation for your swim team
3. Click “Create Report”
4. Review report on screen. If OK, click printer icon
   <u>Note</u>: For all supplemental registrations after the first week of the season, email a new file and the supplemental information (name and ages of swimmers to be added) to the Registration Chairman prior to the registration deadline.

VII. Setting Up Your Entries for a Meet

A. Setting Up Your Meet

1. From Main Menu, click Meets
2. From Meets Browser, click Add
3. Enter Meet Name (e.g. Bon Air at ACAC)
4. For Course, for now enter Y. (Note: This will later be changed to meters if necessary (step 16))
5. Under Start Date, enter date of meet

6. **Click Age Up swimmers to 5/31 of current year**
7. **Click on Use Since Date and enter the date of June 01, 2022 in the Use Times Since (VERY IMPORTANT TO FOLLOW THIS STEP)**
8. Click OK then cancel
9. At Meet Browser menu, highlight your meet
10. Click Events
11. At Events menu, click Copy Events
12. At Copy Events screen, in Meet box, highlight the pertinent RMAL Meet template (RMAL <u>Free</u> Relay Meet if your meet will have free relays (weeks 1, 3, and 5); RMAL <u>Medley</u> Relay Meet if your meet will have medley relays (weeks 2, 4, and 6))
13. Click Close
14. If meet will be swum in <u>meter</u> pool, from Meets browser, click Edit, then under Course, enter S (for <u>S</u>hort Course Meters)

B. <u>Entering Swimmers in the Meet</u>

1. **<u>Individual Events</u>**
   a. From Main menu, click meets, and highlight the meet
   b. Click Entries
   c. Click on Max Entries--Enter 3 for Max individual entries per athlete and Enter 1 for Max. Relay Entries per Athlete. Then click OK.
   d. Click Entries
   e. Select either Entries by Name or Entries by Event
   f. Fill Swim for Team box at top of page with your team's two-letter abbreviation (e.g., BA)
   g. Enter swimmers in events by checking boxes under "Entered" column
   h. Continue through all swimmers or all individual events, by clicking on each swimmer or event in the top half of the screen and then making the entries in the bottom half
   i. The top section, labeled "Filter By:" you can select low and high age, which allows you to do entries by each individual age group. You can then further sort the list by separating boys and girls. I found it VERY helpful in doing entries for the meets.

2. **<u>Relay Events</u>**

Relay events will be hand seeded by the clerk of course. However, all relays **need** to be entered before the meet begins (it is easier to make minor changes at the meet than to enter every swimmer at the meet). **Coaches should enter swimmers' names for each relay**.

a. From the Meet browser, click Entries, then Entry by Event
b. Highlight the relay event on the top half of the screen
c. In the Swim for Team box, select your team abbreviation
d. Click the New Relay button in the middle of the screen
e. **If the relay team will be Gold, in the Custom field, enter 10000, for silver relays , and enter 30000 in the Custom Field. <u>Note</u>: These are "Pretend" entry times, used by the computer to place relay teams in the correct Gold/Silver classification. These times have nothing to do with actual times the relay team is expected to swim. You do <u>not</u> have to provide an estimated entry time for relay teams for dual meets.**
f. Add swimmers to relay by clicking on the swimmers name and drag it to the Swimmers box, or click on the box "Entered" next to the swimmers name.
g. If software gives error message indicating that the entry time is not within a normal range and asks if you want to accept anyway, click Yes
h. Repeat steps d-f for as many teams as you expect in that event.
i. Repeat steps b-g for all relay events (Events 1, 54-57)
j. **Do not use the Find Best Relay to make your relays--it will not create relays that match RMAL rules.**

3. **<u>Checking Entries/Printing Entry Report</u>** (for Use by Coaches)
    a. Entries can be checked on screen, using the Meet Entries screens described in (1) and (2) above
    b. A Meet Entry Report can also be printed out:
        (i) From Main menu, click Reports, then Meet Reports
        (ii) Click Meet Entries
        (iii) In Team box, enter team abbreviation
        (iv) Specify how you want the report sorted (by name, by event, etc.)
        (v) Specify whether you want individual events, relays, or both
        (vi) Click Include Time Standards
        (vii) Click Create Report
        (viii) To print report, click printer icon at top of page
        (ix) Close report screen

Entries need to be into the league email by 8pm the night before the meet.

Home team coaches should get the meet seeded and heat sheets distributed as soon as possible. If there is a delay at any deadline, letting all parties know goes a long way.

Home team will also need to print lane/timer sheets and meet entry lists showing each swimmer's and events/lanes (this should be posted so swimmers can know where they are swimming).

C. <u>Exporting Computer Files of Meet Entries for Running the Meet</u>

Two Files need to be exported to the flash drive to be imported into "Meet Manager". The first file is the entries, and the second is a roster of all athletes.

1. To Export Meet Entries
    a. From Main menu, click File, the Export, and then Meet Entries
    b. Specify drive and directory where file is to be saved (e.g. flash drive)
        (i) For all Divisions, the two teams must exchange their entry files by **8:00pm the day before the meet.** This exchange should occur by email. **If a file is to be sent by email, contact the head coach to see where the file should be sent.**
        (ii) Both the visitor should send entries to home team, and the home team should send their entries to the visitor
2. To Export Roster
    a. Click File → Export → Athletes/Teams Roster
    b. Specify drive and directory where file is to be saved.
    c. Click OK
    d. This should also be emailed to host team.

D. <u>Printing Labels for Entry Relay Cards</u>

For relay events in all Divisions, teams will print out their own entry labels for relays only, which will then be applied to blank cards and brought to the meet. To print the labels:

1. From the Main menu, click Labels, then Entry
2. In Team box, enter team abbreviation
3. Designate Laser Printer
4. Check Include Time Standards under "standards" tab
5. Under Event Filters, select Relay Select "Show Four" under show relay swimmers
6. Select "From Event 1" to "Event 1"
7. Click Create Report
8. Put labels in printer
9. Review report on screen

10. If looks OK, click printer icon
11. Repeat Steps 5 – 9, this time Select "From Event 54" to "Event 57"
12. Place labels with times of 1:00:00 on yellow index cards for Gold entries, and times of 3:00:00 on white cards for Silver relays.
13. <u>Bring cards to meet</u>

E. <u>Reports to Take to Table at Swim Meet</u>

All teams are expected to bring to the meet a printed list of all athletes on the team. This file will be used if swimmers who were not entered prior to the meet need to be entered at the meet. Also, coaches are expected to bring a "Top Times" Report for the table workers.

1. To Print Roster
   a. From Main menu, click Reports, then Administrative
   b. In Team box, enter team abbreviation
   c. Click Roster
   d. Click Create Report
   e. Click printer icon
   f. Close report screen
   g. <u>Bring report to meet and give to computer operator</u>

2. To Print Top Times Report
   a. From Main Screen Click "Reports"
   b. Select "Performance"
   c. Select "Top Times"
   d. Select which course you are swimming in
      (i) "SS" or "YY"
   e. Click "Standards" Tab
   f. Click Use Times Since (05/01/20)
   f. Make sure "RMALSTD" is active
   g. Click "Include Time Standards"
   h. Click Create Report
   i. Click Printer Icon
   j. Click OK
   k. Close report screen
   l. This should be brought to the meet in case the referee needs to verify times.

VIII. <u>Importing Results After Meet</u>

After meet, host team should export (usually to a floppy) a copy of the results in a format designed to be imported into Team Manager (a .CL2 file)

1. Insert flash drive containing meet results file (.CL2)
2. From Main menu, click File, then Import, then Meet Results
3. In the Look In box, double click (a:) or other drive.
4. Double-click pertinent file
5. If file had been zipped, double-click the unzipped file
6. At Import Results screen, click OK

IX. <u>Making a Backup Copy of Your Team Manger Database</u>

Whenever you have made any change to your Team Manager database (e.g., meet entries, imported results), you should backup the database to a flash drive (or two).

<u>WARNING:</u> It is strongly recommended that you keep one or two backups on separate storage devices that are used <u>only</u> for Team Manager backups.

1. From Main menu, click File, then Backup

2. Specify drive
3. Enter Comments (e.g. Team Name and date of backup)
4. Click OK
5. Click Yes twice, then OK
6. After backup completed, click OK

If you notice errors or have suggestions or comments, please call Matt Porter at 512-1734 or email him at msporter1@verizon.net