



How to run a club night

utilising TM and MM

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[This document is meant to get you started running your club night, it assumes some basic knowledge of TM & MM]

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How to run a club night utilising TM and MM

The following are notes on how to run a club night utilising the Team Manager (TM) and Meet Manager (MM) software. The notes assume some basic knowledge of TM and MM.

Background

The two programs (TM & MM) are used together to set up the races, enter swimmers in events, seed the meet, enter results, score the meet and send the results to TM. The process is circular. A meet (club night) is set up in MM with the events, strokes and distances that will be swum that club night. The events are then exported to TM. In TM import the events for the club night and enter the swimmers in the races accordingly. Once everyone has been entered in TM, then export the entries back into MM. In MM import the entries, seed the meet and produce the marshalling sheets and lane/timekeeper sheets for your timekeepers.

Once the club night is finished, collect the marshalling sheets and the timekeeper sheets (assuming you are manually timing club night). At home and at your convenience enter the times swum from the timekeeper sheets against the swimmers for that race. After all times have been entered you can score the meet. Print results for your notice board or website. Export the results back into TM so swimmers can be entered on best time for the next time they swim that stroke/distance.

This document is meant to get you started running your club night. There are different ways to run club night and different reports you may find useful. Once you feel confident with what you are doing, branch out, try different things and look at the different options on reports.

Good Luck!

Set up TM Club night Database

In TM you can have more than one database (as long as they have different names). Set up a club night database in which you only have results from events that are swum on club nights.

Reasons for separate TM databases – the main reason to have 2 databases in TM is to keep your competitive results (which are official times) separate from club night times (normally unofficial times). When you enter swimmers in events, TM uses the fastest time to enter the event.

Swimmers will normally swim faster at a carnival than club night (where they may be tired at the end of a week from being at school and training). The swimmer that can swim 28sec for 50m free at a meet may only swim 29/30sec on club night. If you have only 1 database (and club night and competitive times are mixed) the swimmer will be entered on 28sec on club night and using the improvement point system will not score very well. **More importantly** if you have point score trophies, the points from club night and competitive meets will all be added together and you will not have an accurate point score. If you need to have swum a certain number of club nights to be eligible for club championships, this will be difficult to determine as the system can not distinguish between club nights and competitive meets and will give you a number that will include both.

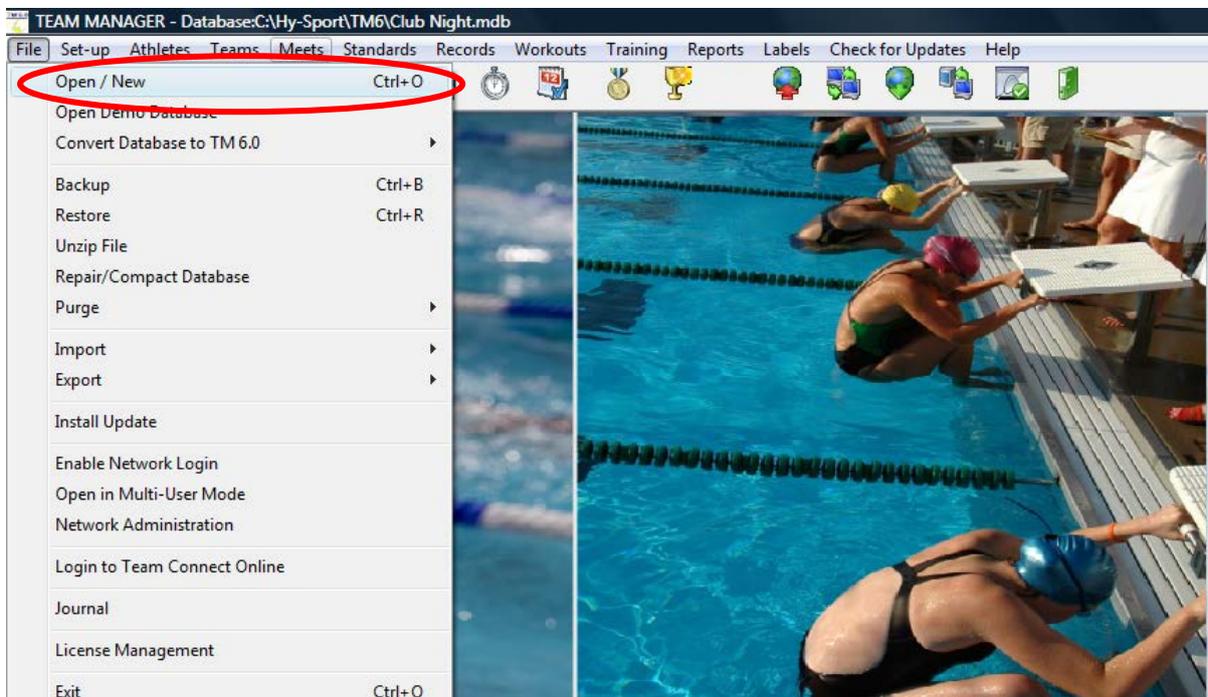
Another reason to keep them separate, so you don't enter Metro/State using an unofficial club night time. Not so important now with online entries. Disadvantage to keeping separate databases is if a swimmer who only has swum at club and you want to use a club night time to enter them for a carnival you have to swap between databases to get that time and swap back to the competitive database to manually enter the time against the event.

Times for both club night and competitive meets can be kept in the same TM database but requires setting up two teams (competitive team and club team) and managing both teams. This can become complicated and difficult to manage especially for new race secretaries.

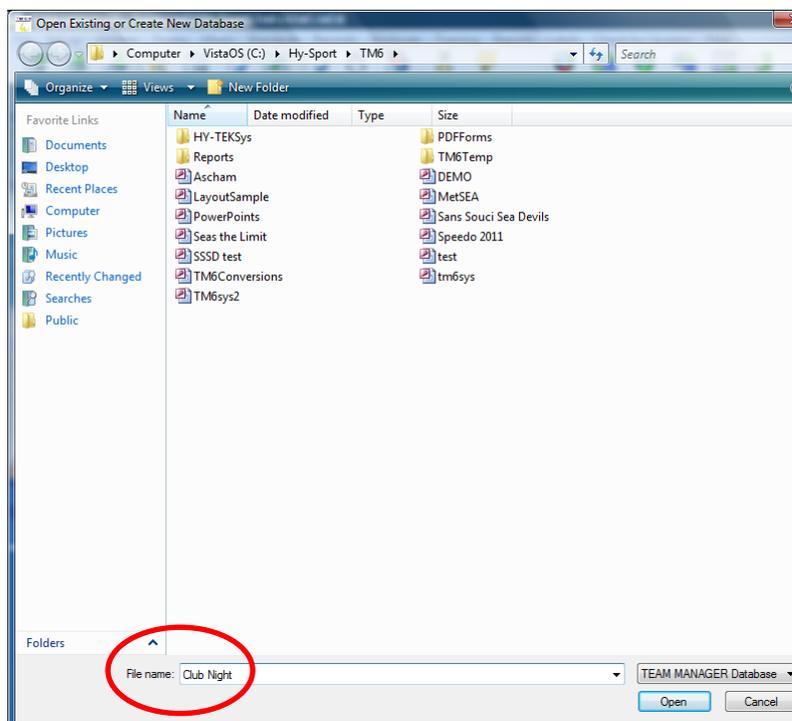
Create TM Club Night Database

Firstly create a club night database in TM to keep all your club night results. To create a club night database:

1. Select File > Open/New



2. Enter name of club night database, then click Open



Complete the System Preferences for the Club Night Database

1. Default Team Registration – set to Aust
2. Default Team Type – set to Age
3. Default Country – set to Aus
4. DO NOT use the Default LSC Code (leave this blank)
5. Under System Age-Up Date select **Always Age-Up To Today**

The screenshot shows the 'System Preferences' dialog box with the following settings:

- 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 7 days, Automatic Update Check every 7 days
- Team/Swimmer Defaults:** Default Team Registration: AUST, Default Team Type: AGE, Default Country: AUS, Default LSC: (blank), Default State: (blank), Default City: (blank)
- Meet Age-Up Date:** Meet Start Date, Meet End Date, DD/MM/YY, Not Applicable
- System Age-Up Date:** Jun 11, 2011, Age-Up button, Always Age-Up To Today

Buttons: OK, Cancel

Create a Team in the Club Night Database

Set up a team first before you add any athletes, as when you add athletes they must be assigned to a team.

To do this:

1. Select **Teams** from the main menu
2. Select **Add**
3. Complete the **Team Maintenance** screen
4. Enter the **Team Abbr** code (usually 4 characters) and Club Name in **Full Team Name**
5. Select **OK**,
6. Select **Cancel**.

The screenshot shows a 'Team Maintenance' dialog box with the following fields and options:

- Team Names/Registration:**
 - Team Abbr: [Text Field]
 - Full Team Name: [Text Field]
 - Short Team Name: [Text Field]
 - Team Registration: [AUST] (Dropdown)
 - Team Type: [AGE] (Dropdown)
 - Team Division: [] (Dropdown)
- Mailing Information:**
 - Mail To: [Text Field]
 - Address: [Text Field]
 - City: [Text Field]
 - Postal Code: [Text Field]
 - E-Mail Address: [Text Field]
 - State: [] (Dropdown)
 - LSC: [] (Dropdown)
 - Country: [AUS] (Dropdown)
- Telephone Information:**
 - Day Phone: [Text Field]
 - Evening Phone: [Text Field]
 - FAX: [Text Field]

Buttons: [OK], [Cancel]

You are now ready to enter your athletes.

Add Athletes

If your club already has a database set up for competitive meets the quickest and easiest option is to export the athlete information from the competitive database and import it into the club night database. To do this, in the competitive database:

1. **File > Export > Athletes/Team**
2. A zip file will be created with a name of – Roster001
3. On the Club Night database **File > Import > Rosters**
4. All the athletes and their details will be created in the Club Night database.

Don't have a competitive database to export athlete information from, then do the following:

1. Select **Athletes** from the main menu
2. Select **Add**
3. Complete the **Athlete Information** box with – Last Name, First Name, Birthdate, ID (click on Build ID), Male/Female and Team (select team name from drop down box)
4. Click **OK**.
5. Continue adding Athletes until finished

The screenshot shows a software window titled "Athlete Information". The form is divided into several sections:

- Athlete Information:** Fields for Last Name, Preferred Name, Build ID, ID #, Gender (M,F), First Name, Birthdate (DD/MM/YY), Middle, Age, Athlete Cell, and Athlete E-Mail.
- Primary Contact / Secondary Contact / Medical / Custom / Email Export:** A set of tabs for different contact types.
- Primary Mailing Information:** Fields for Father's Last/First, Mother's Last/First, Mailing Address, City, State, Postal Code, Country (AUS), and Mail to. Includes a "Swap Mother/Father Names, Tele, E-mail" button and radio buttons for "Use Primary for Mailing", "Use Secondary for Mailing", and "Use Both".
- Member of:** Fields for Team 1, 2, 3, Group, Subgroup, WM Group, WM Subgr, and School Yr, each with a "Joined" date field (DD/MM/YY).
- Primary Contact Information:** Fields for Home Phone, FAX, Office Phone, Cell, and E-Mail for both Father and Mother.
- Registration/Recruiting:** Checkboxes for "Inactive" and "Dive Certified", and buttons for "Registration", "Recruiting", "OK", and "Cancel".

Set up Club Night Meet in MM

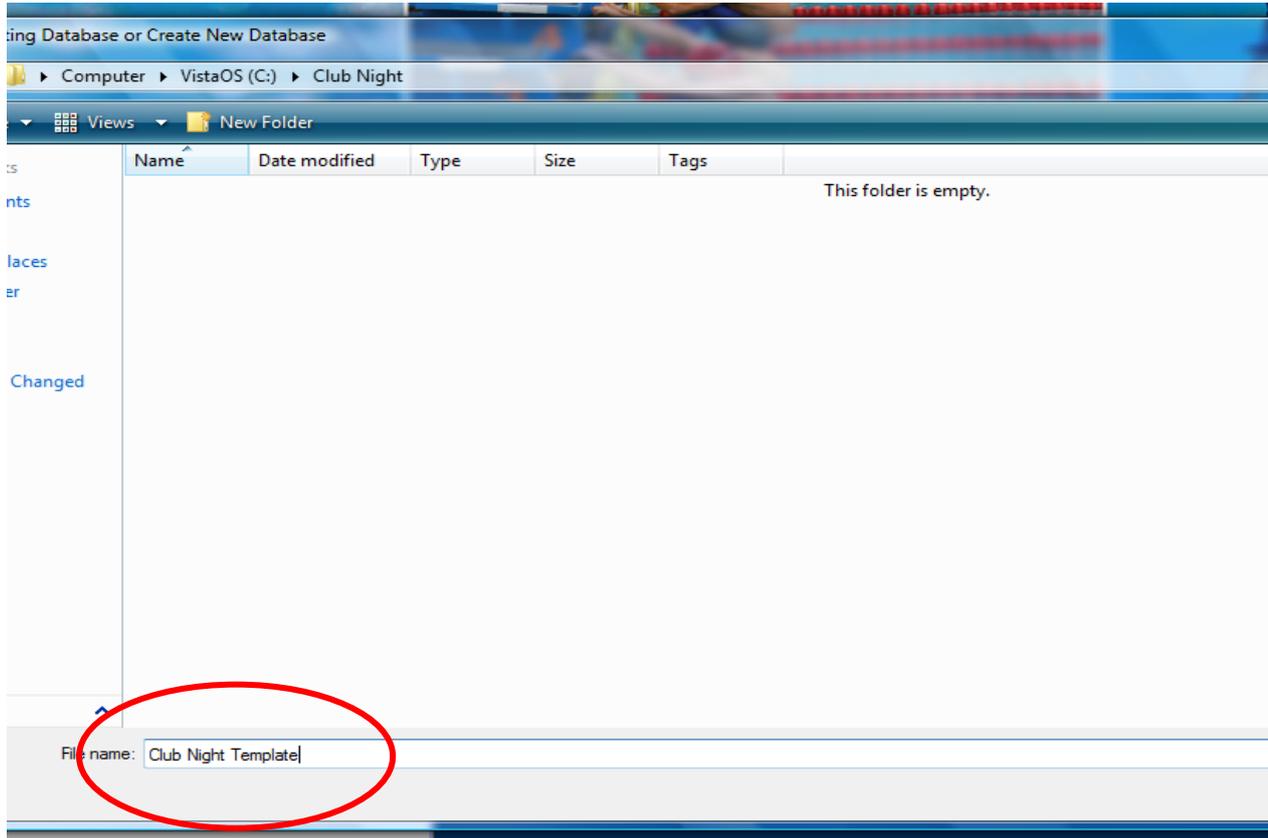
Hopefully your club has set up a program for the club season of events etc that will be on each club night. In **MM** set up a template meet of all the events, strokes and distances (points and qualifying times) that will be run over the season. I suggest you call this meet – Club Night Template (for lack of a better name).

Reasons for the template – most clubs use the system of improvement points to score events. Improvement points are where the swimmers scores points according to how close they swam to their entry time. The swimmers swim against their entry time not against each other and don't score points for coming 1st, 2nd or 3rd in the race. Many clubs also have a system of swimmers needing to swim under a certain time before they can move up to the next distance in that stroke. This is known as an elevating or upgrade time (a qualifying time in reverse). This is to help swimmers to be placed into a distance that is appropriate to their level of skills, fitness and strength. If your club uses both or either of these it is better to set the improvement points and elevating times up once in the template then you can forget out it. **Errors** can potentially be made if you have to enter the improvement point score system and qualifying times for each and every club night.

Set up Club Night Template

To create the club night template do the following:

1. Open **MM**
2. Select **File > Open/New**
3. Enter the name of the database i.e. Club Night Template
4. Click on **Open**



The new Club Night Template database will be created and opened.

On the Meet Set-up maintenance screen enter the details as relevant for the club

Meet Set-up

Meet Name : Club Night Template
Facility Name : Sydney Swim Pool
Address :
Address :
City : Sydney
State / Province : NSW
Postal Code : 2000
Country : AUS
Host LSC :
Start Date : 01/01/11
End Date : 01/01/11
Age-Up Date : 01/01/11
Entry Deadline : 18/12/10

ID Format

- USAS - USA Swimming
- SNZ - Swimming New Zealand
- SSA - Swimming South Africa
- AUS - Australian Swimming
- BS - British Swimming
- BCSSA - Canadian League
- Other

Class

- Age Group
- Senior / Open
- High School
- College
- YMCA
- Masters
- Disabled

Meet Type

- Standard
- By Event
- By Team
- By Entry
- Flighted
- Time Standards
- Div by Time Std

Meet Style

- Standard
- 2 Team Dual
- 3+ Team Dbl Dual

Course

- LC Meters
- SC Meters
- Yards

Base Country AUS

Altitude in Feet :
Default Touch Pads at both ends :

DQ Codes

- Custom DQ Codes
- USA-S DQ Codes
- FINA DQ Codes
- UK-ASA DQ Codes

OK

As this is just a template the Start & End Date of the meet can be anything.

Make sure the **ID Format** is set to **AUS** and select the **Course** i.e. LC or SC

Set up Events for Club Night

Next, on the Club Night Template set up all the events that the club would run during the season.

On the Main Menu:

1. Select **Events**
2. Select **Add**
3. Select the details of the event (on a club night events are usually run as Open and Mixed).
If you have distances shorter than 25m then you will need to select the *Custom* radio button then type in the distance in the box next to it. Don't forget to enter the number of lanes you use on a club night if less than 8 lanes.
4. Click on **OK** after entering each event.

The screenshot shows the 'Add New Event' dialog box with the following settings highlighted by red circles:

- Event #:** 1
- Age Group:** Open/Senior
- Distance:** 25
- Stroke:** Freestyle
- Gender:** Mixed
- Division:** (empty)
- Round 1 - Prelims or Timed Finals:** 5 Number of Lanes (1-12)
- Event Type:** Standard
- Round 2 or Round 3 - Finals:** 5 Number of Lanes (1-12)

Normally club nights are run as mixed events and Open age groups. Swimmers swim against their best time to score points, not against each other. Therefore the above example does not have age groups or a girls or boys event.

See below for list of events that the club will run during the season.

Events												
Layout Add Edit Delete Combined Events Sessions Comments Re-Number Clear Indicators Records Standards View												
<input checked="" type="radio"/> All <input type="radio"/> Male <input type="radio"/> Mixed <input type="radio"/> Female <input type="radio"/> Age Range <input checked="" type="radio"/> Indiv + Relays <input type="radio"/> Indiv Only <input type="radio"/> Relays Only <input checked="" type="radio"/> All Events <input type="radio"/> Standard Only <input type="radio"/> Open Water <input type="radio"/> Time Trial Only <input type="radio"/> Swim-Off Only <input type="radio"/> Disability Only												
Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	
1	Unseeded	Mixed		25	Free	0.00	F	Timed finals	5	Standard	N/A	
2	Unseeded	Mixed		50	Free	0.00	F	Timed finals	5	Standard	N/A	
3	Unseeded	Mixed		100	Free	0.00	F	Timed finals	5	Standard	N/A	
4	Unseeded	Mixed		25	Back	0.00	F	Timed finals	5	Standard	N/A	
5	Unseeded	Mixed		50	Back	0.00	F	Timed finals	5	Standard	N/A	
6	Unseeded	Mixed		100	Back	0.00	F	Timed finals	5	Standard	N/A	
7	Unseeded	Mixed		25	Breast	0.00	F	Timed finals	5	Standard	N/A	
8	Unseeded	Mixed		50	Breast	0.00	F	Timed finals	5	Standard	N/A	
9	Unseeded	Mixed		100	Breast	0.00	F	Timed finals	5	Standard	N/A	
10	Unseeded	Mixed		25	Fly	0.00	F	Timed finals	5	Standard	N/A	
11	Unseeded	Mixed		50	Fly	0.00	F	Timed finals	5	Standard	N/A	
12	Unseeded	Mixed		100	Fly	0.00	F	Timed finals	5	Standard	N/A	
13	Unseeded	Mixed		50	IM	0.00	F	Timed finals	5	Standard	N/A	
14	Unseeded	Mixed		100	IM	0.00	F	Timed finals	5	Standard	N/A	
15	Unseeded	Mixed		200	IM	0.00	F	Timed finals	5	Standard	N/A	

Set up Elevating or Upgrade Times

If your club uses a system of elevating or upgrade times before a swimmer can move for example from the 25m to 50m distance of a stroke you will need to set up those times in the Club Night Template.

See below table of example of Elevating Times. There is a different time for each stroke that a swimmer must be able to **swim under** to move to the next distance of that stroke.

Distance	Free	Back	Breast	Fly	Medley
25m	20 sec	26 sec	27 sec	26 sec	
50m	35 sec	42 sec	46 sec	40 sec	1:00.00
100m					1:30.00

The above table stipulates for example, that once a swimmer reaches 20sec for the 25m free they are eligible for the 50m free. Once they reach 35 sec in the 50m free they may advance to the 100m free.

To set this up:

1. On the **Events** screen
2. Select **Standards**
3. On the **Time Standards** menu that appears, add a new **Tag** and call it QT (or ET for elevation time or similar)
4. Select the **Entry Qual** box
5. Select the **Slower than** radio button. **This is important** as swimmers must be slower than the time you are entering to be able to swim in that distance. In the example below, swimmers who are slower then 20sec, swim in the 25m free. Swimmers who are slower then 42 sec (but faster then 26 sec) swim in the 50m back.
6. Type the elevating times against the distance and stroke

The screenshot shows the 'Time Standards' window in a software application. The 'Standards' menu is circled in red. The window title is 'Time Standards'. Below the title bar, there are options for 'Import', 'Export', 'Custom Age Groups', 'View', and 'Create Report'. There are also icons for 'Age', 'Eye', 'Print', and 'Save'. The window is divided into several sections. On the left, there is a 'Gender' section with radio buttons for 'All', 'Male', and 'Female'. Next to it is an 'Age Range' section with two input boxes. To the right of these are radio buttons for 'Indiv + Relays', 'Indiv Only', and 'Relays Only'. Further right are radio buttons for 'LC Meters', 'SC Meters', and 'SC Yards'. Below these sections is a table titled 'Long Course Meters'. The table has three columns: 'Evt#', 'Event Name', and 'QT'. The rows contain event details and their corresponding QT values. At the bottom of the window, there is a section for 'Qual with 1 Tag :'. It has radio buttons for 'Equal to or faster' and 'Slower than'. The 'Slower than' radio button is circled in red. Below this is a table with columns: 'Tag', 'Time Std', 'Entry Qual', 'Scoring', and 'Description'. The 'Entry Qual' checkbox is circled in red. The table contains one row with 'QT' in the 'Tag' column and a checked box in the 'Entry Qual' column.

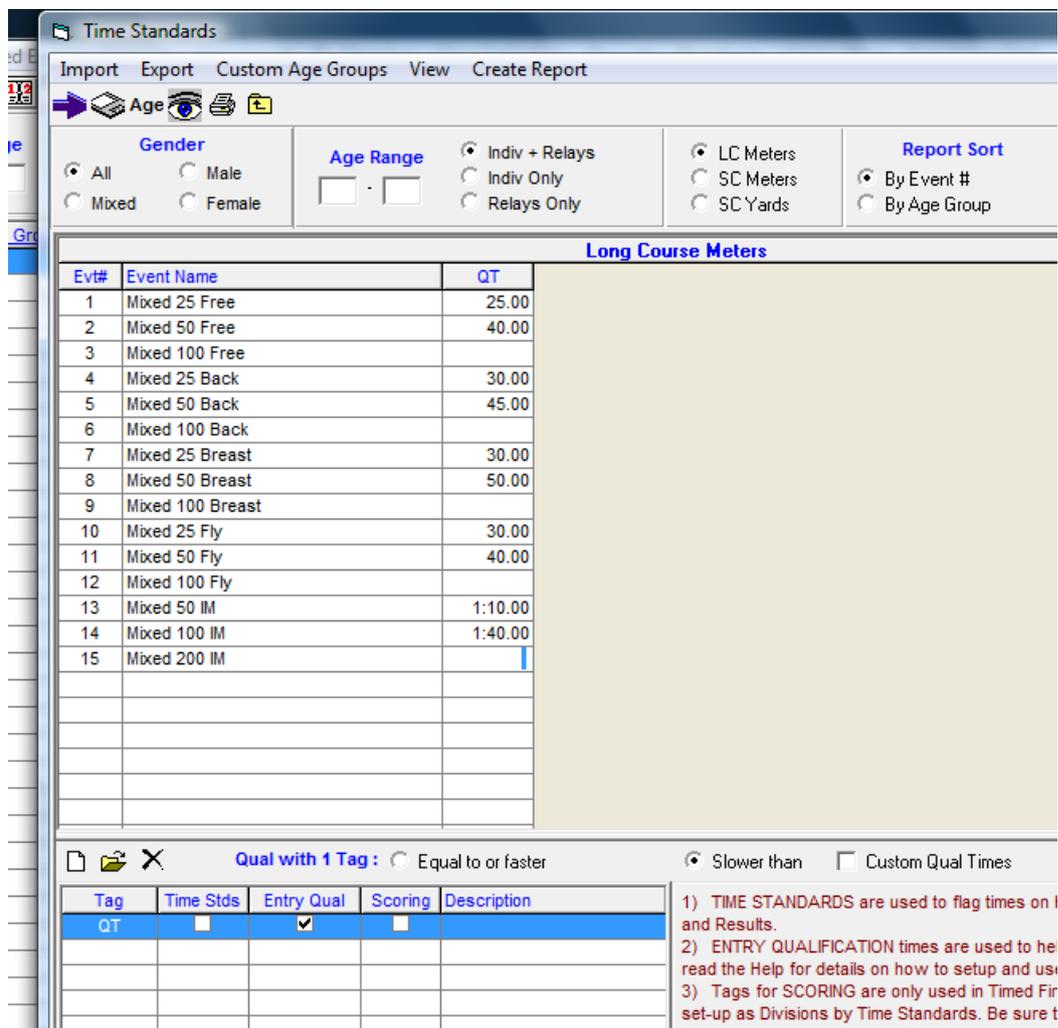
Evt#	Event Name	QT
1	Mixed 25 Free	20.00
2	Mixed 50 Free	35.00
3	Mixed 100 Free	
4	Mixed 25 Back	26.00
5	Mixed 50 Back	42.00
6	Mixed 100 Back	
7	Mixed 25 Breast	27.00
8	Mixed 50 Breast	46.00
9	Mixed 100 Breast	
10	Mixed 25 Fly	26.00
11	Mixed 50 Fly	40.00
12	Mixed 100 Fly	
13	Mixed 50 IM	1:00.00
14	Mixed 100 IM	1:30.00
15	Mixed 200 IM	

Tag	Time Std	Entry Qual	Scoring	Description
QT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

In another example, another club has the following upgrade times:

Distance	Free	Back	Breast	Fly	Medley
25m	25 sec	30 sec	30 sec	30 sec	
50m	40 sec	45 sec	50 sec	40 sec	1:10.00
100m					1:40.00

This club's **Time Standards** screen would look like this:



Time Standards

Import Export Custom Age Groups View Create Report

Age Print Help

Gender
 All Male
 Mixed Female

Age Range
 -

Indiv + Relays
 Indiv Only
 Relays Only

LC Meters
 SC Meters
 SC Yards

Report Sort
 By Event #
 By Age Group

Long Course Meters

Evt#	Event Name	QT
1	Mixed 25 Free	25.00
2	Mixed 50 Free	40.00
3	Mixed 100 Free	
4	Mixed 25 Back	30.00
5	Mixed 50 Back	45.00
6	Mixed 100 Back	
7	Mixed 25 Breast	30.00
8	Mixed 50 Breast	50.00
9	Mixed 100 Breast	
10	Mixed 25 Fly	30.00
11	Mixed 50 Fly	40.00
12	Mixed 100 Fly	
13	Mixed 50 IM	1:10.00
14	Mixed 100 IM	1:40.00
15	Mixed 200 IM	

Qual with 1 Tag: Equal to or faster Slower than Custom Qual Times

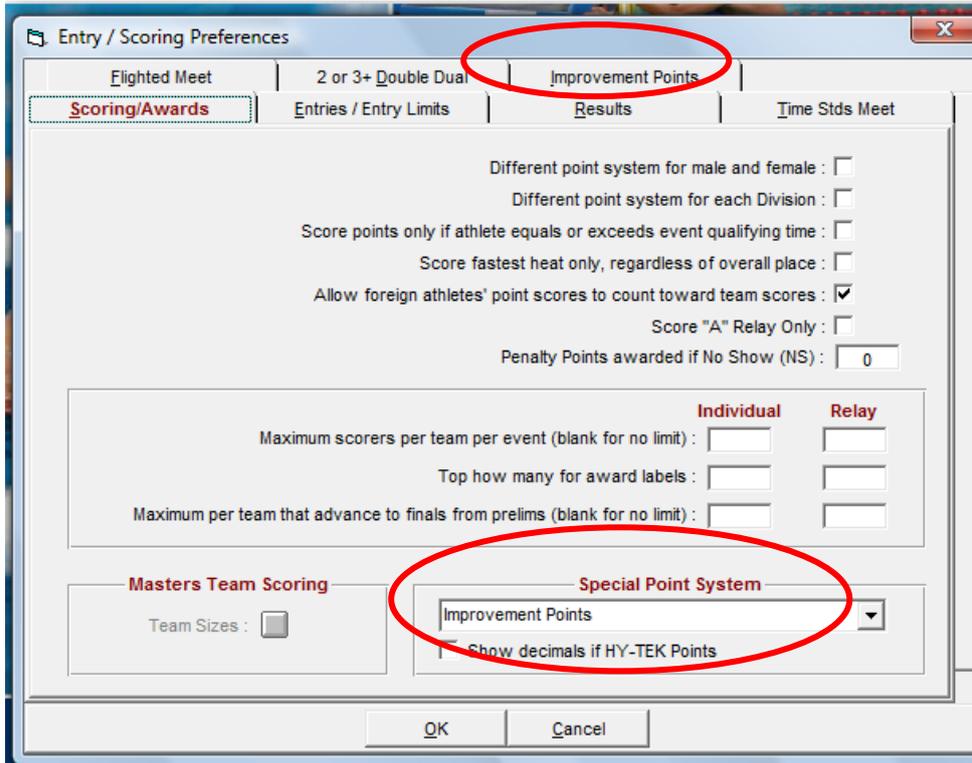
Tag	Time Stds	Entry Qual	Scoring	Description
QT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

1) TIME STANDARDS are used to flag times on I and Results.
 2) ENTRY QUALIFICATION times are used to help read the Help for details on how to setup and use.
 3) Tags for SCORING are only used in Timed Fir set-up as Divisions by Time Standards. Be sure t

Set up the Point Score System

Club nights normally use an improvement points system. To set this up in the Club Night Template do the follow from the main menu:

1. Select **Setup > Entry / Scoring Preferences**
2. In **Special Point System** using the drop down arrow select **Improvement Points**
3. Next click on **Improvement Points** tab to enter the points a swimmer will be assigned given their improvement over their entry time (best time).



Enter the Point Score

Enter the points the swimmers will receive per event swum. In the example below the club has decided the following points will apply on club night:

Attendance	1 point per event entered	See Competed Pts
Slower then 0.5 sec of Best Time	1 point awarded	See Line 1
Within 0.5 sec of Best Time	2 points awarded	See Line 2
Faster then 0.5 of Best Time	3 points awarded	See Line 3
First swim or new distance for that stroke (entered with NT)	3 points awarded	
Swimmer Disqualified	1 point awarded	
NS in event after entering	1 point awarded	

Entry / Scoring Preferences

Improvement Point System

	Slow Range	High Range	Points	Competed Pts
1	-99.00	-0.51	1	1
2	-0.50	0.50	2	1
3	0.51	99.00	3	1
4	0.00	0.00	0	0
5	0.00	0.00	0	0
6	0.00	0.00	0	0
7	0.00	0.00	0	0
8	0.00	0.00	0	0
9	0.00	0.00	0	0
10	0.00	0.00	0	0

Points awarded if DQ : Points awarded if seed time is NT :

Points awarded if No Show (NS) : Points awarded if exhibition :

Each slow range must be less than the high range in the same row. In addition, each slow range must be one one hundredth greater than the previous row's high range. The value with 0.00 is the best time and thus the slow range and high range are relative to the best time. To use this point system, check the Improvement box for Special Point System in Scoring/Awards. In Run / Preferences / Results and in Reports / Results, be sure to check the Spec Pts check box.

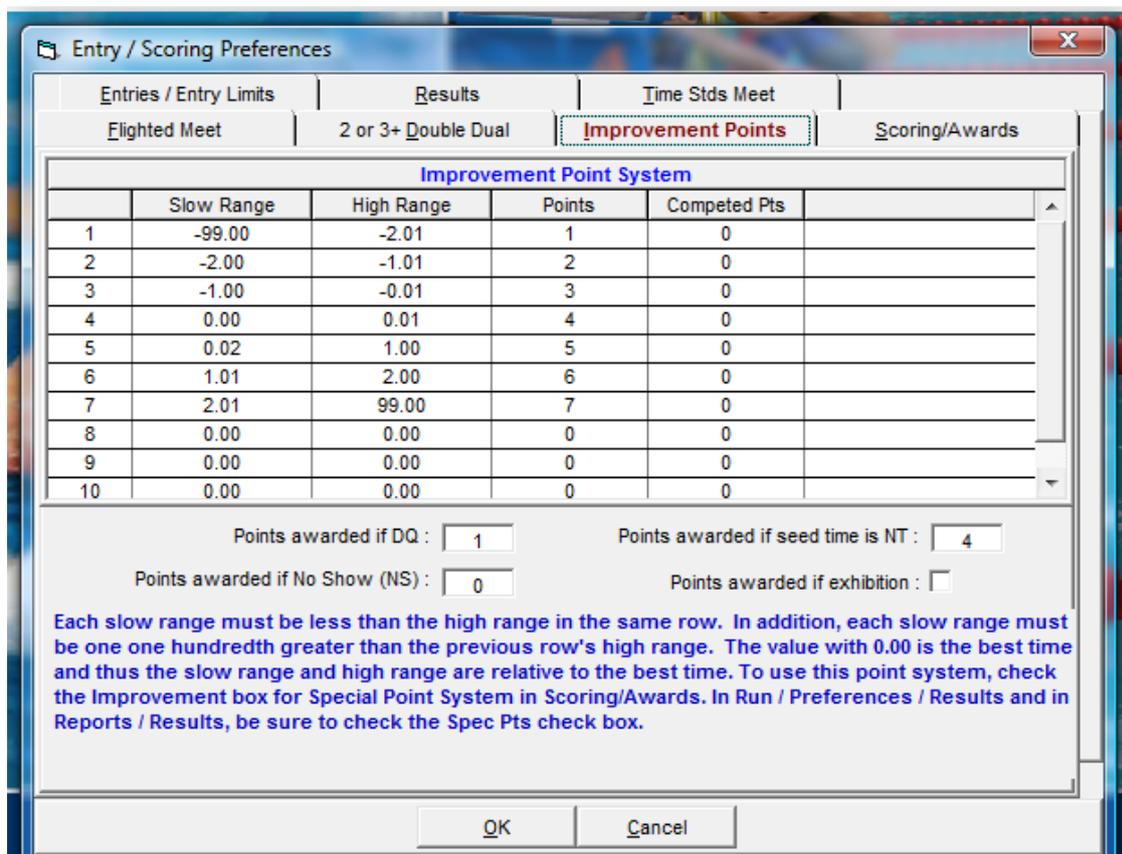
OK Cancel

Note: TM can not differentiate between TT first swim and first swim at a higher distance i.e. NT. Therefore TM can't give two different points scores for NT. If your club has two different point scores that are given in this situation you will need to manually adjust the point score using **JD** from the run screen.

Another club has decided the following points will be awarded:

Attendance	0 points per stroke entered
More then 2 sec slower of Best Time	1 point awarded
Slower then 1 sec but less then 2 sec of Best Time	2 points awarded
Up to 1 sec slower then Best Time	3 points awarded
Equal to Best Time	4 points awarded
Up to 1 sec faster then Best Time	5 points awarded
Faster then 1 sec but less then 2 sec of Best Time	6 points awarded
Faster then 2 sec of Best Time	7 points awarded
First swim or new distance for that stroke	4 points awarded
Swimmer Disqualified	1 point awarded
NS in stroke after entering	0 point awarded

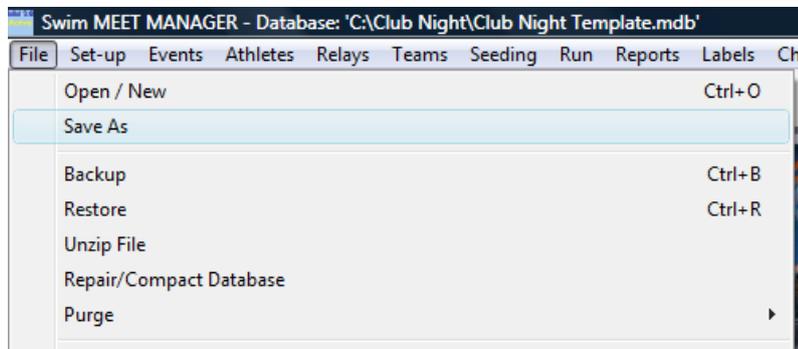
The **Improvement Points** screen would look like this:



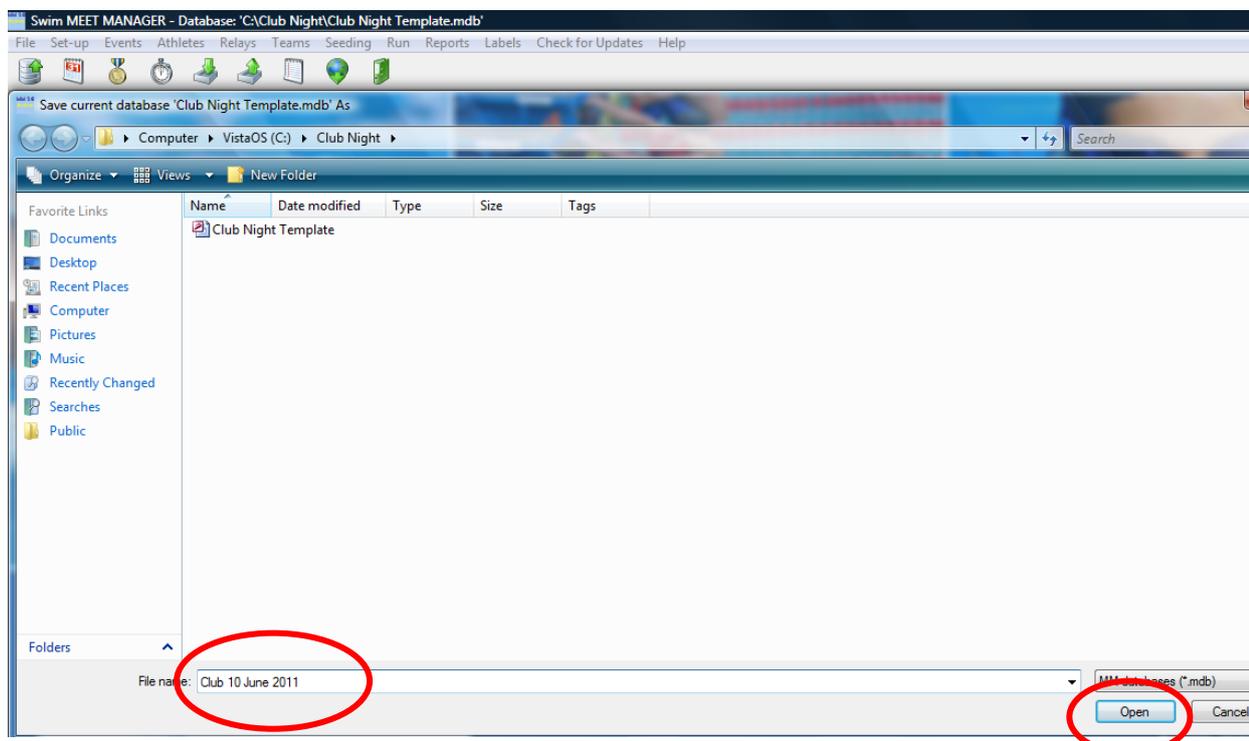
Set up Club Night for a Week

Now that the template has been created you need to create and set up the events for the first club night.

On the Club Night Template select **File > Save As**



On the next screen type in the name for your club night. Remember be consistent in naming your club night, perhaps use the date in the name as it makes it easier to find a particular club night if you need to go back to it. Then click **OK** and your new club night will be created and opened for you.



Now rename the club night and change the date (this renames the meet internally so correct name and date shows on reports).

From the main menu:

1. Select **Set-up > Meet Set-up**
2. Change the **Meet Name** to the club night
3. Change the **Start, End and Age-Up Dates** to the date of the club night
4. Click **OK**

Meet Set-up

Meet Name : Club June 10 2011

Facility Name : Sydney Swim Pool

Address :
Address :

City : Sydney

State / Province : NSW

Country : AUS

Postal Code : 2000

Host LSC :

Start Date : 10/06/11

End Date : 10/06/11

Age-Up Date : 10/06/11

Entry Deadline : 10/06/11

Meet Type

Standard

- Divisions -

By Event

By Team

By Entry

Flighted

Time Standards

Div by Time Std

Meet Style

Standard

2 Team Dual

3+ Team Dbl Dual

Course

LC Meters

SC Meters

Yards

ID Format

USAS - USA Swimming

SNZ - Swimming New Zealand

SSA - Swimming South Africa

AUS - Australian Swimming

BS - British Swimming

BCSSA - Canadian League

Other

Class

Age Group

Senior / Open

High School

College

YMCA

Masters

Disabled

DQ Codes

Custom DQ Codes

USA-S DQ Codes

FINA DQ Codes

UK-ASA DQ Codes

Base Country : AUS

Altitude in Feet :

Default Touch Pads at both ends :

Age-Up Athletes OK Cancel Re-Convert Entries

Delete Events and Renumber Events

Now you have all the events, you need to delete events not being run that club night and renumber events to match the order they are being run.

See following for events to be run on two club nights:

Club 10 June	Backstroke	Butterfly	Freestyle	Medley
Club 17 June Sprint Night	Freestyle	Backstroke	Butterfly	Breaststroke

From main menu:

1. Select **Events** from the main menu
2. Delete events not being run, MM will ask if you are sure you want to delete the event.

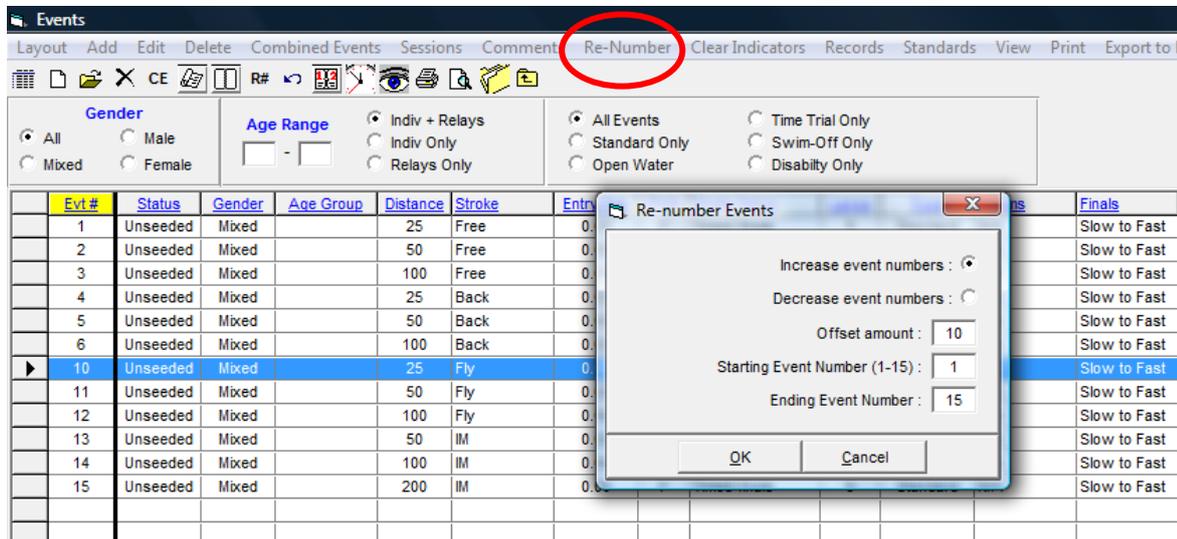
The screenshot shows the 'Events' window in HY-TEK's MEET MANAGER. The window has a menu bar (Layout, Add, Edit, Delete, Combined Events, Sessions, Comments, Re-Number, Clear Indicators, Records, Standards, View, Print, Export to HTML) and a toolbar. Below the toolbar are filter options for Gender (All, Male, Mixed, Female), Age Range, and event types (Indiv + Relays, All Events, Standard Only, Open Water, Time Trial Only, Swim-Off Only, Disability Only). The main area is a table with columns: Evt #, Status, Gender, Age Group, Distance, Stroke, Entry Fee, Rnds, Finals Setup, Lanes, Type, Prelims, Finals, and Ass. The table lists 15 events. Event 9 is selected. A dialog box titled 'HY-TEK's MEET MANAGER' is overlaid on the table, containing a question mark icon and the text 'Event deletion is not reversible! Are you sure?' with 'Yes' and 'No' buttons.

Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Ass
1	Unseeded	Mixed		25	Free	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
2	Unseeded	Mixed		50	Free	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
3	Unseeded	Mixed		100	Free	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
4	Unseeded	Mixed		25	Back	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
5	Unseeded	Mixed		50	Back	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
6	Unseeded	Mixed		100	Back	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
9	Unseeded	Mixed		100	Breast	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
10	Unseeded	Mixed		25	Fly	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
11	Unseeded	Mixed		50	Fly	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
12	Unseeded	Mixed		100	Fly	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
13	Unseeded	Mixed		50	IM	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
14	Unseeded	Mixed		100	IM	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti
15	Unseeded	Mixed		200	IM	0.00	F	Timed finals	5	Standard	N/A	Slow to Fast	Sti

3. Once you have deleted the events not being run you will see some event numbers missing (Events 7, 8 & 9) and those events left are not in the order they are being run on the club night.

Renumbering Events

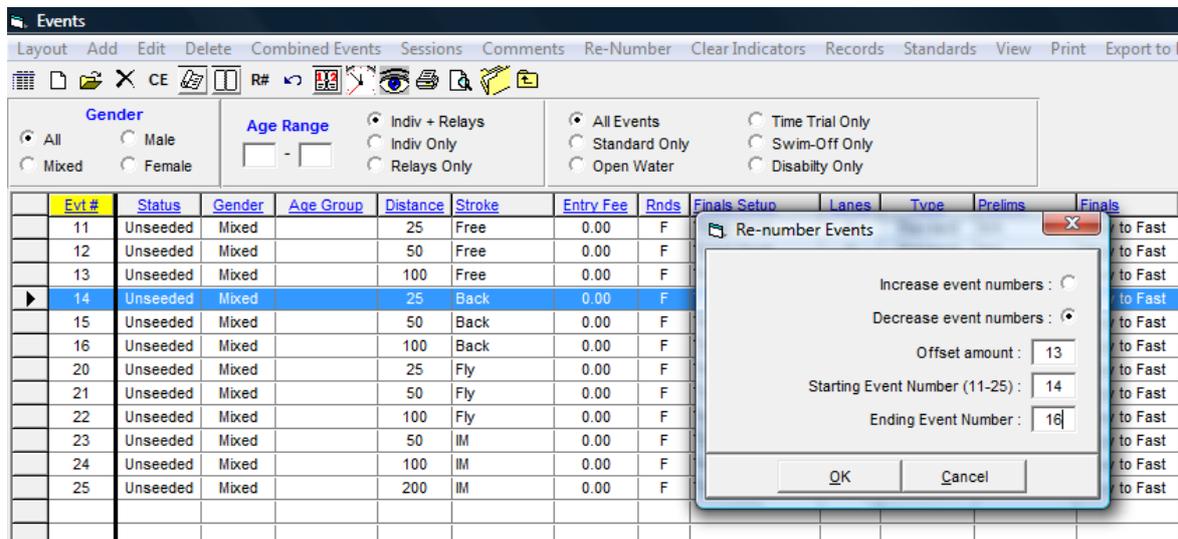
Select **Re-Number** from the top of the Events screen. On the next screen that appears you want to increase all the event numbers, so increase the **Offset amount** by 10 or 20. Select a number that will increase the events by enough to allow you to renumber or move events around.



All event numbers now have been increased and Events are now numbered 11 to 25. To move (in a block) the Backstroke events (from Events 14 – 16) and make them Events 1 – 3 you need to **Re-Number** those events.

Again, do the following:

1. Select **Re-Number**
2. Select **Decrease event numbers**
3. **Offset amount** – enter the offset number
4. **Starting Event Number** – enter the starting event number of the Backstroke events
5. **Ending Event Number** – enter the ending event number of the Backstroke events
6. Click **OK**



How to Work out Offset Amount

The offset is worked out by:

Starting Event Number (of block of events you want to move) **minus** Event Number you want to move events to **equals** offset amount.

e.g. Moving the Backstroke events as in the example above, the events currently start at **Event 14** and the event is to be **Event 1**

$$14 \text{ minus } 1 = 13 \text{ (offset amount)}$$

Below is the example of renumbering the Butterfly events, which will be swim next in the club night program.

Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds
1	Unseeded	Mixed		25	Back	0.00	F
2	Unseeded	Mixed		50	Back	0.00	F
3	Unseeded	Mixed		100	Back	0.00	F
11	Unseeded	Mixed		25	Free	0.00	F
12	Unseeded	Mixed		50	Free	0.00	F
13	Unseeded	Mixed		100	Free	0.00	F
20	Unseeded	Mixed		25	Fly	0.00	F
21	Unseeded	Mixed		50	Fly	0.00	F
22	Unseeded	Mixed		100	Fly	0.00	F
23	Unseeded	Mixed		50	IM	0.00	F
24	Unseeded	Mixed		100	IM	0.00	F
25	Unseeded	Mixed		200	IM	0.00	F

To move the butterfly events the *Offset amount* is - Event 20 minus 4 = 16

Below is the Events screen after events have been renumbered

Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims
1	Unseeded	Mixed		25	Back	0.00	F	Timed finals	5	Standard	N/A
2	Unseeded	Mixed		50	Back	0.00	F	Timed finals	5	Standard	N/A
3	Unseeded	Mixed		100	Back	0.00	F	Timed finals	5	Standard	N/A
4	Unseeded	Mixed		25	Fly	0.00	F	Timed finals	5	Standard	N/A
5	Unseeded	Mixed		50	Fly	0.00	F	Timed finals	5	Standard	N/A
6	Unseeded	Mixed		100	Fly	0.00	F	Timed finals	5	Standard	N/A
7	Unseeded	Mixed		25	Free	0.00	F	Timed finals	5	Standard	N/A
8	Unseeded	Mixed		50	Free	0.00	F	Timed finals	5	Standard	N/A
9	Unseeded	Mixed		100	Free	0.00	F	Timed finals	5	Standard	N/A
10	Unseeded	Mixed		50	IM	0.00	F	Timed finals	5	Standard	N/A
11	Unseeded	Mixed		100	IM	0.00	F	Timed finals	5	Standard	N/A
12	Unseeded	Mixed		200	IM	0.00	F	Timed finals	5	Standard	N/A

Below are the events for Club night 17 June, a sprint night. The 100m events and all medley events have been deleted. Since the free and backstroke events were already in the order that they were to be run on the night instead of using the **Re-Number** you can select an event e.g. 25m Backstroke and edit it and change the event number in the Event Number box. Similarly you can do this for the 50m Backstroke, then the 25m and 50m Butterfly.

Evt #	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Pr
1	Unseeded	Mixed		25	Free	0.00	F	Timed finals	5	Standard	N/
2	Unseeded	Mixed		50	Free	0.00	F	Timed finals	5	Standard	N/
3	Unseeded	Mixed		25	Back	0.00	F	Timed finals	5	Standard	N/
4	Unseeded	Mixed		50	Back	0.00	F	Timed finals	5	Standard	N/
5	Unseeded	Mixed		25	Fly	0.00	F	Timed finals	5	Standard	N/
6	Unseeded	Mixed		50	Fly	0.00	F	Timed finals	5	Standard	N/
7	Unseeded	Mixed		25	Breast	0.00	F	Timed finals	5	Standard	N/
8	Unseeded	Mixed		50	Breast	0.00	F	Timed finals	5	Standard	N/

Re-number vs edit events numbers.

Re-Number is very handy to use when you need to move a group (or block) of events into a different order in your program of events. This method saves you having to delete and re-enter the events as they are being run in a different order to what you originally entered.

To be able to move a block of events (Events 14 – 16) to Events 1 – 3 you first have to increase the event numbers, as MM will not allow you to overwrite event numbers, you will be unable to re-number events 14 – 16 and call then events 1 – 3. Once all the event numbers have been increased you can Re-Number Events 14 – 16 as Events 1 -3 as no other events have that number.

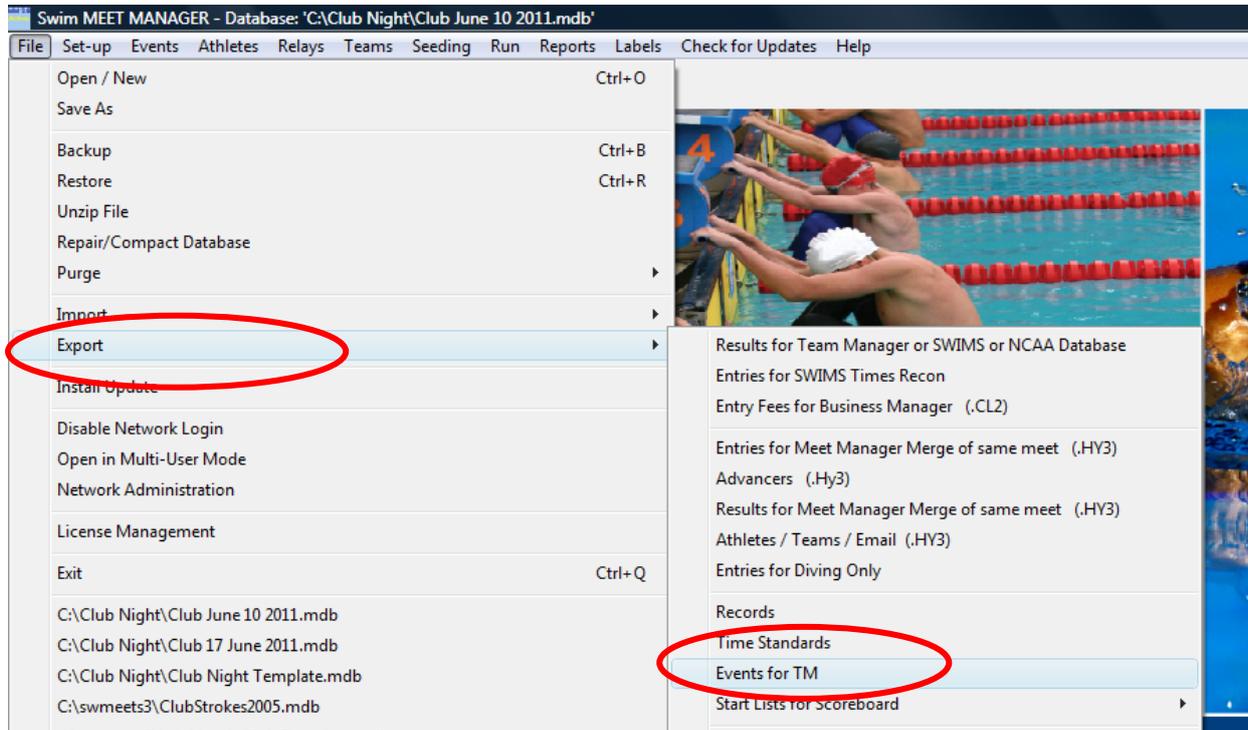
If your events are already in the order you want (as in the example of the Sprint night 7 June 2011) and there are a number of event numbers missing you can select the event you want, then click on Edit and manually change the event number to the number you want. Again MM will not allow you to change it to an event number that you already have. Editing event numbers is useful if you only have a few events to change around.

Export Events to TM

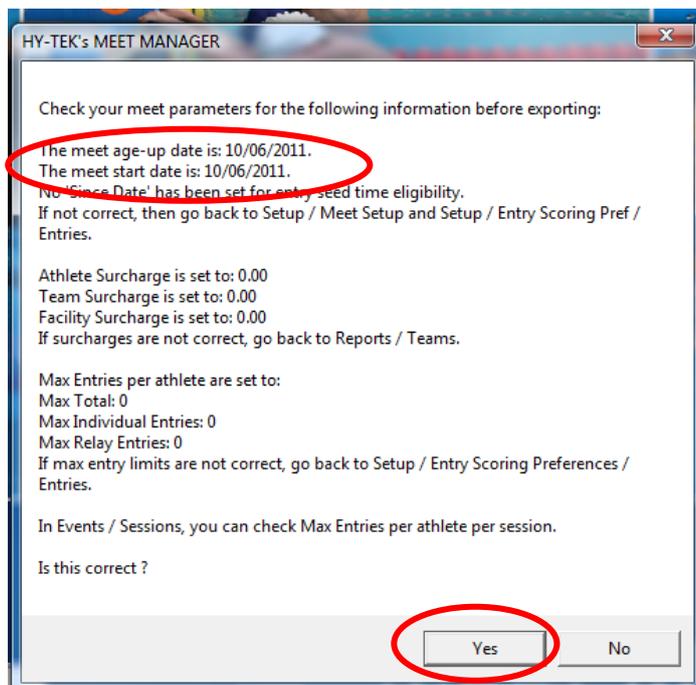
Now export the events for the club night into TM.

At the Main Menu:

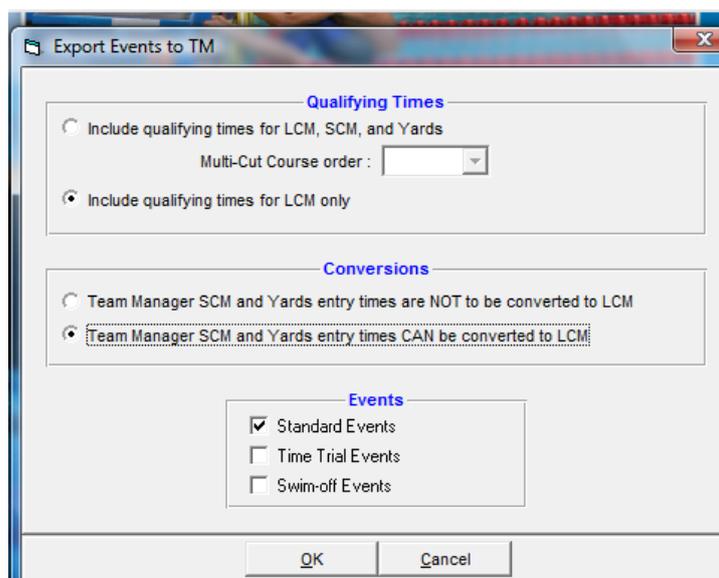
1. **File > Export > Events for TM**
2. Remember where the file is put as you will need to find it to import it into Team Manager.



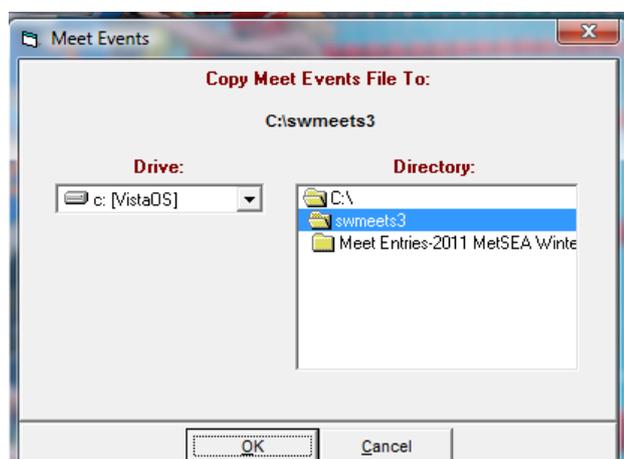
Check that the date is correct, click **Yes**



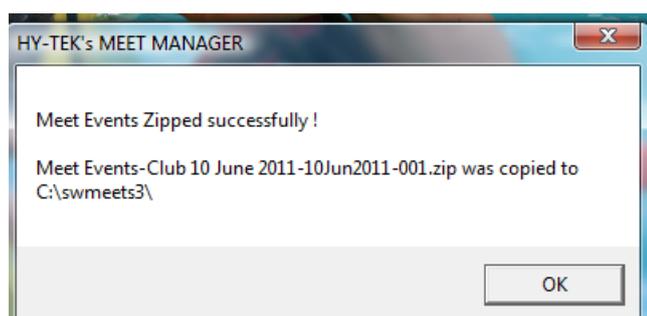
Select the options you want in the Qualifying Times and Conversions sections. Then click **OK**



Remember where the Events file will be written, click **OK**.



Events file is written successfully!

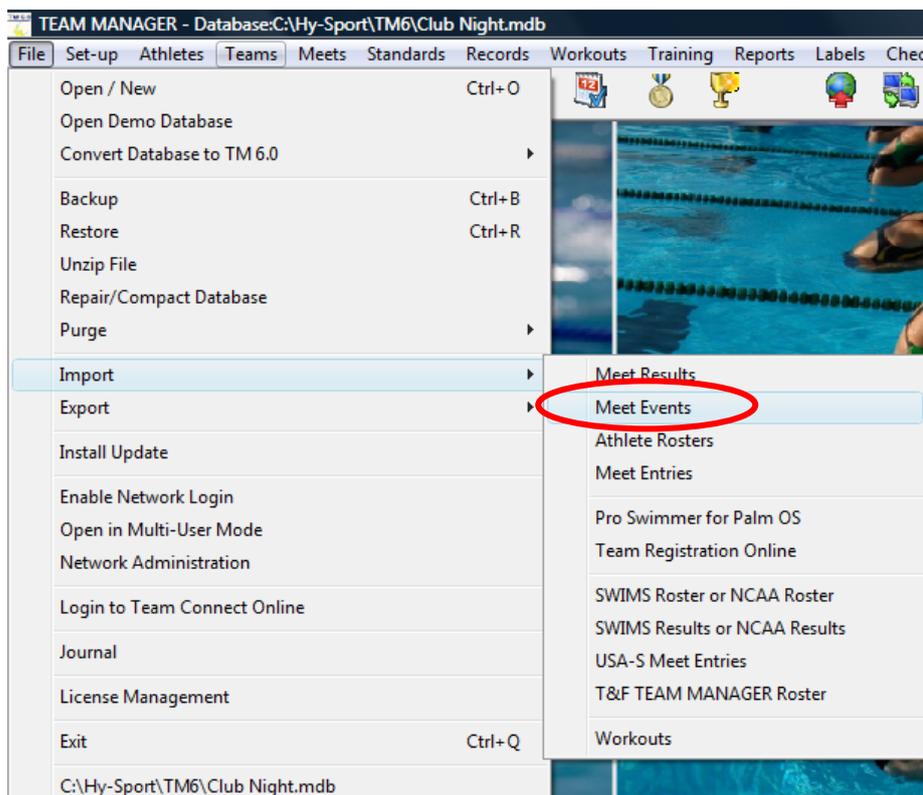


Import Events into TM

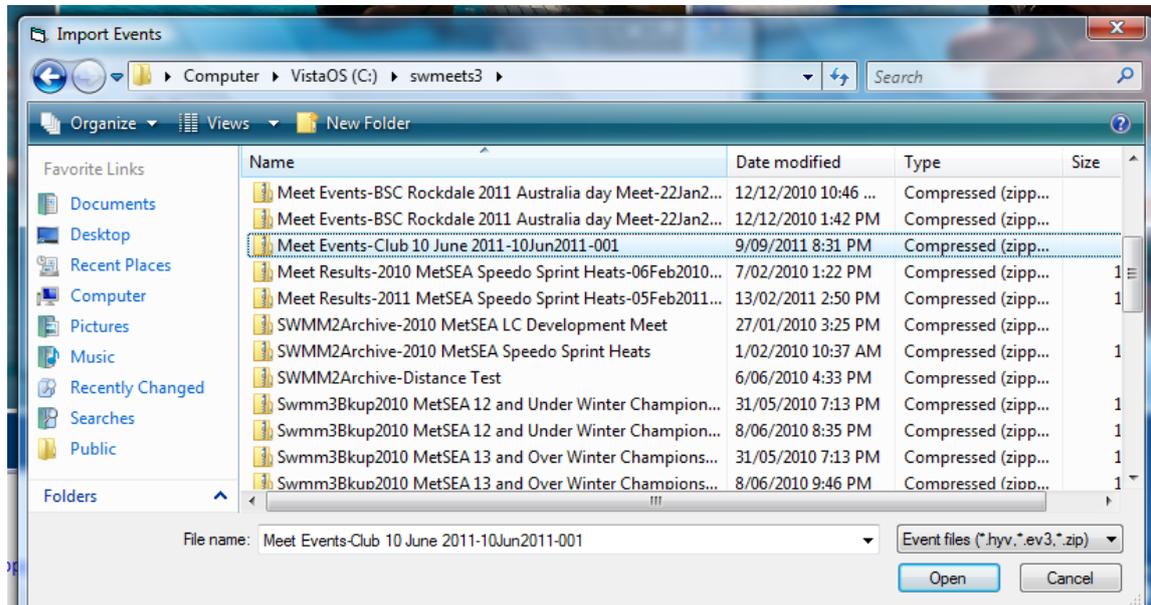
Import the events into TM, so you can enter swimmers into the events being run that club night.

To import the file: **File > Import > Meet Events**

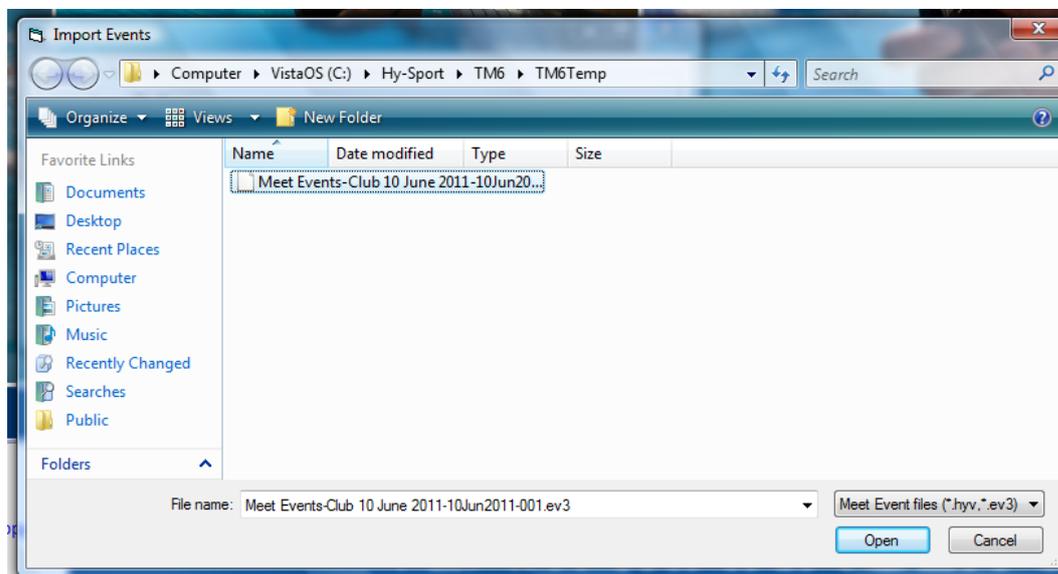
Remember where you have downloaded and saved the previously zipped file to.

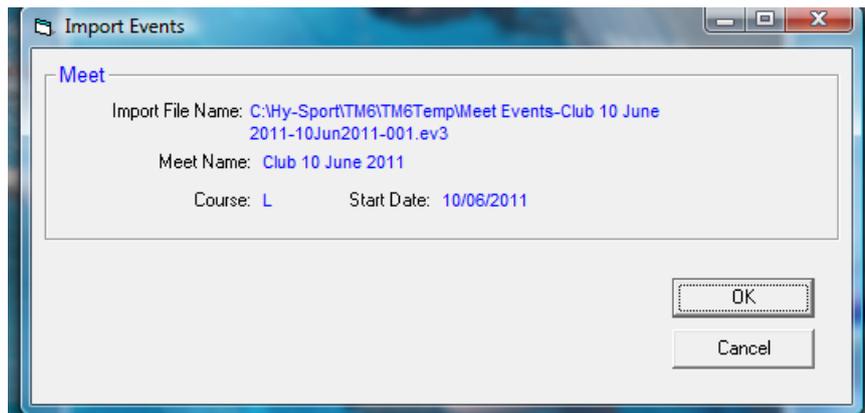


1. Select the name of the Club Night Meet for the events you want to import. Then click **Open**

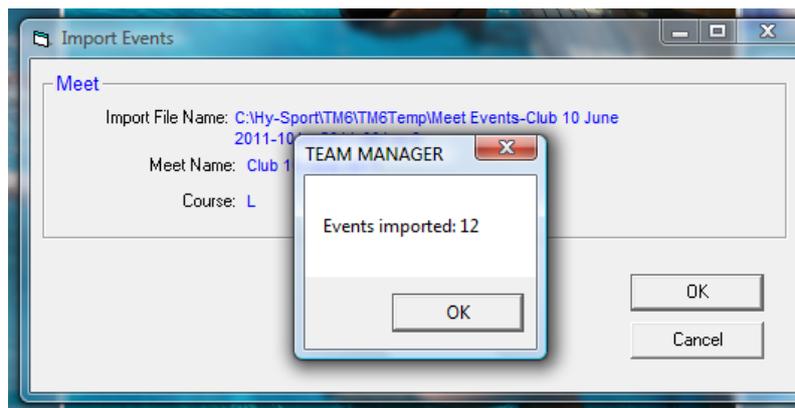


2. You will get a message that the file will be unzipped
3. Select unzipped file, and click **Open**





4. Shows Name of Meet, Start Date and Course i.e.Long/Short Course
5. Click **OK**
6. Events are imported, click **OK**. Meet has been created with the events.

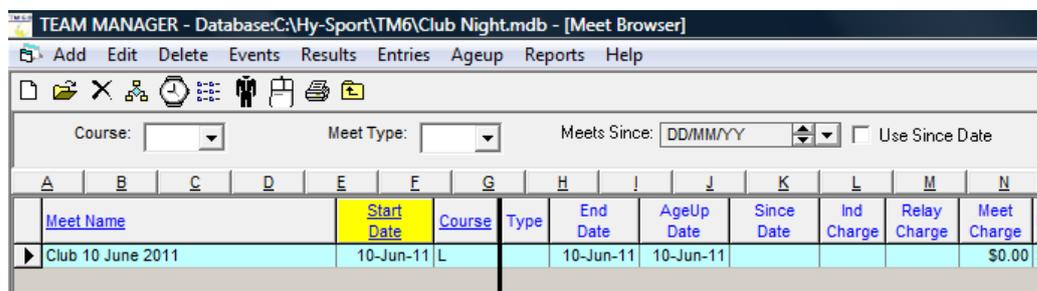


Enter swimmers into events.

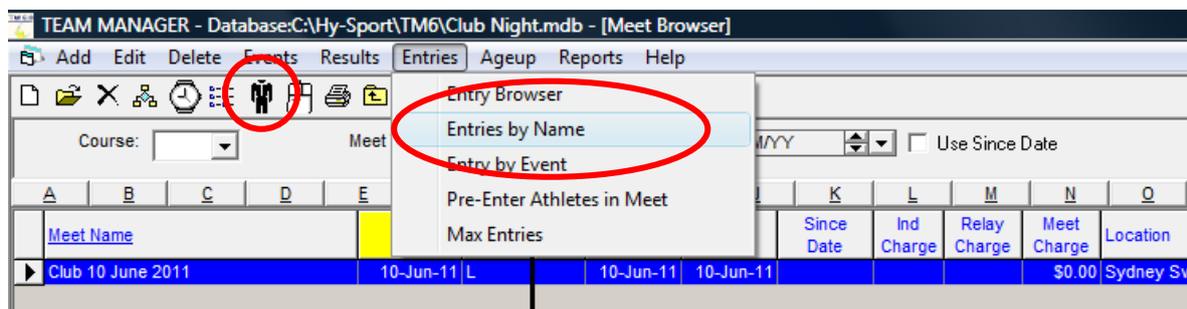
Select **Meets** from the main menu



The following screen appears, and then select the meet you want. Meets are normally sorted by start date.



1. Select **Entries > Entries by Name**
2. Or use the short cut by selecting the **figure**



3. Select the athlete you want

TEAM MANAGER - Database:C:\Hy-Sport\TM6\Club Night.mdb - [Entries by Name]

Find Time Calc Athlete Results View Print Help

For this Meet, Swim for Team: []

Only Pre-Entered Athletes Male Team [] Group [] WM Gr [] Low Age []
 Female School Yr [] Subgroup [] WM Sub [] High Age []
 Both

Clear All Enter All Standards []

Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Preferred Name	Team	ID	Citizen
Bradford	Mitchell		M	04-Jun-98	13				CLB	BRAMI040698	
Conway	Guy		M	06-Oct-99	11				CLB	CONGU061099	
Cox	Sarah		F	05-Oct-99	11				CLB	COXSA051099	
Hill	Faith		F	14-Dec-97	13				CLB	HILFA141297	
Hill	Wendy		F	20-Jul-98	12				CLB	HILWE200798	
Kelly	Chantelle		F	04-Apr-99	12				CLB	KELCH040499	
Neal	Michael		M	08-Jun-99	12				CLB	NEAMI080699	
Smith	Bob		M	06-Jul-92	18				CLB	SMIBO060792	
Tay	Daniel		M	04-May-98	13				CLB	TAYDA040598	

Show Relay Entries Current Entries 3 Relay Entries 0 Session: [] Meet Division [] Show Swim-Up Events
* = time did not make the cutoff.

10-Jun-11 Club 10 June 2011

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	En	Alt	Bonus	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]
1		1	X	25	Back	Open	<input checked="" type="checkbox"/>	NT							26.00	
1		2	X	50	Back	Open	<input type="checkbox"/>	NT							42.00	
1		3	X	100	Back	Open	<input type="checkbox"/>	NT								
1		4	X	25	Fly	Open	<input checked="" type="checkbox"/>	NT							26.00	
1		5	X	50	Fly	Open	<input type="checkbox"/>	NT							40.00	
1		6	X	100	Fly	Open	<input type="checkbox"/>	NT								
1		7	X	25	Free	Open	<input checked="" type="checkbox"/>	NT							20.00	
1		8	X	50	Free	Open	<input type="checkbox"/>	NT							35.00	
1		9	X	100	Free	Open	<input type="checkbox"/>	NT								
1		10	X	50	IM	Open	<input type="checkbox"/>	NT							1:00.00	
1		11	X	100	IM	Open	<input type="checkbox"/>	NT							1:30.00	
1		12	X	200	IM	Open	<input type="checkbox"/>	NT								

4. Select the events the athlete wants to enter by clicking on the box under Enter (they will be entered using the “Best Time”) or type in a Custom Time in the column and they will be automatically entered with that time. Once the athlete has been entered in an event the row (for that event) will be highlighted in yellow. The elevating time for each stroke and distance is shown under the column marked Slower Than.

Once an athlete has been entered into a meet their name changes colour (row highlighted green), thus indicating they are entered.

In the example below elevating times for events are indicated and if the swimmer has made the upgrade time, the time in the “Best Time” is shaded (pink). In the example the swimmer has made the elevating time for 25m Fly and 25m Free and should be entered in the 50m Fly and 50m Free next time those events are swum.

18-Sep-09 Week 8 Term 3 2009																		
Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Th
1		1	X	25	Fly	Open	<input checked="" type="checkbox"/>	* 20.37S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						26.00
1		2	X	50	Fly	Open	<input type="checkbox"/>	49.38S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						40.00
1		3	X	25	Breast	Open	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						27.00
1		4	X	50	Breast	Open	<input type="checkbox"/>	51.20S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						46.00
1		5	X	25	Free	Open	<input type="checkbox"/>	* 18.19S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						20.00
1		6	X	50	Free	Open	<input type="checkbox"/>	41.17S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						35.00

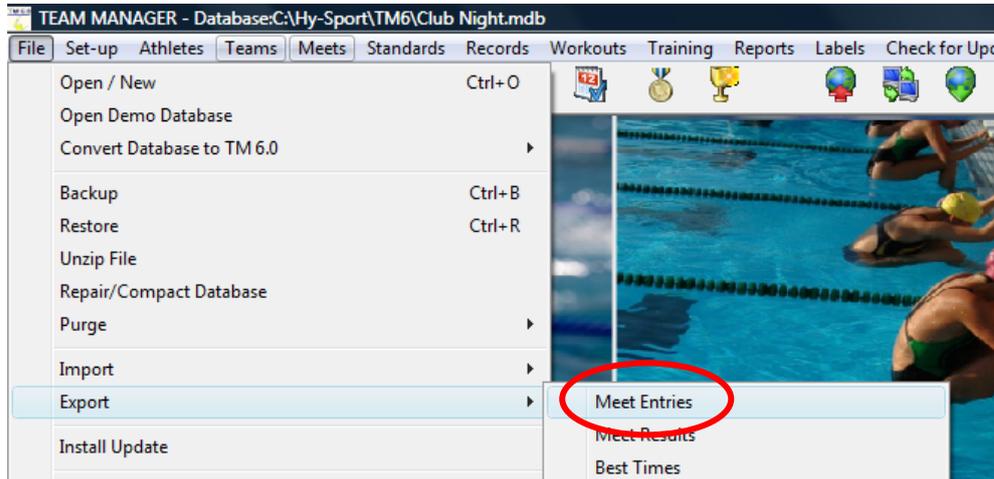
Clubs may accept entries differently. You can either accept entries on the night (means you need your computer and printer at the pool) OR you may choose to accept entries only beforehand. Parents enter before the night using email or cards dropped off in a box at the pool. You do the work beforehand and enter swimmers before you get to club night, and perhaps have marshalling and timekeepers sheets already printed to take to club night.

Which method you use is up to the individual clubs, but entering swimmers into the club night is still the same.

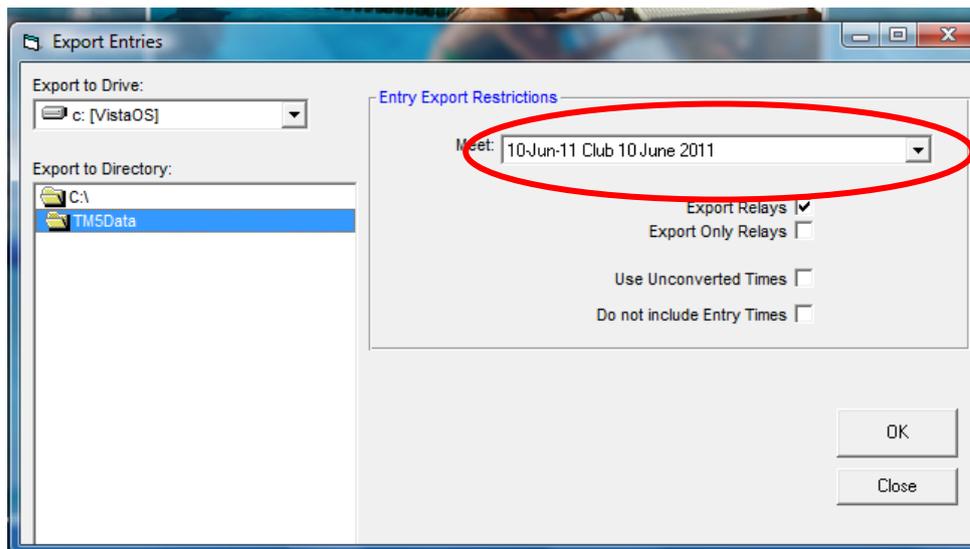
Export Entries into MM

Once all swimmers have been entered into their events, you need to export the entries into MM and the club night meet.

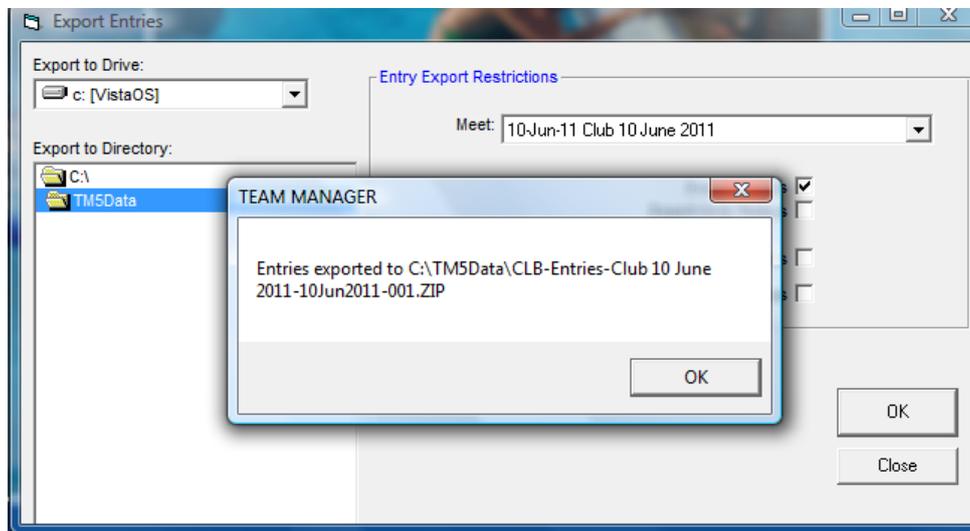
1. In **TM** at the main menu select **File > Export > Meet Entries**
2. Choose the drive and folder where you want the file placed, and then click **OK**.



3. The meet that appears in the drop down box is the last meet that appears in your Meet menu
4. You can change the meet entries you want to export via the drop down box
5. E-file produced is zipped.



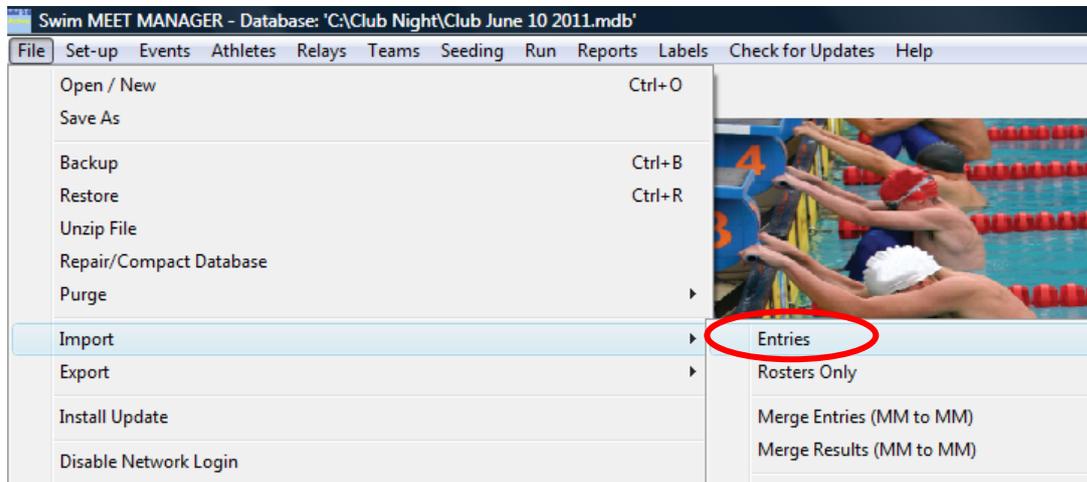
Entries exported into a zipped file.



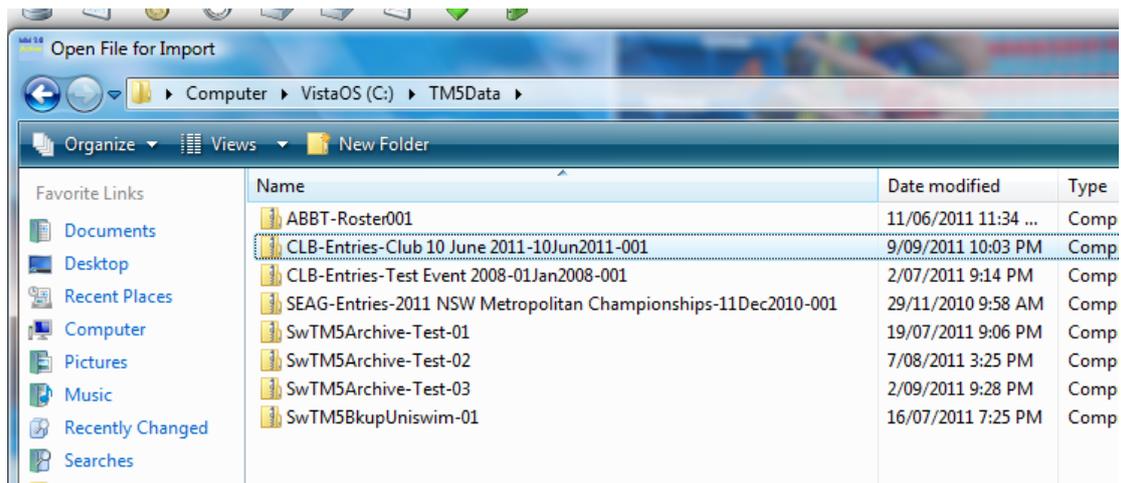
Import Entries into MM

To import the entries into the Club Night meet:

1. Select **File > Import > Entries**

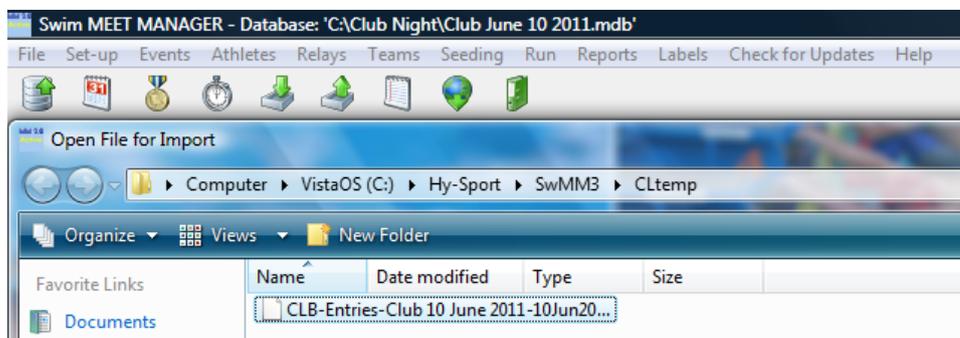


2. Select the zipped file with the Club Night entries. Click **Open**

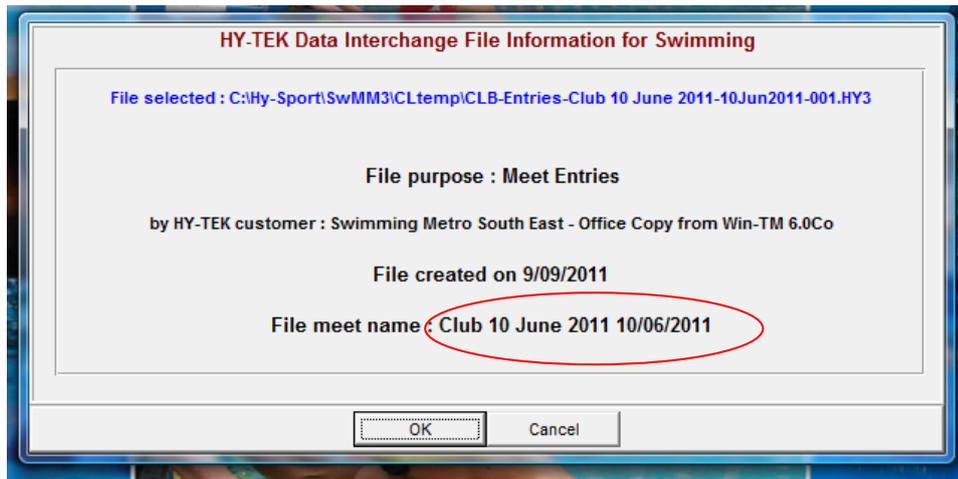


3. You will get a message about the file being unzipped and placed into a temporary folder.

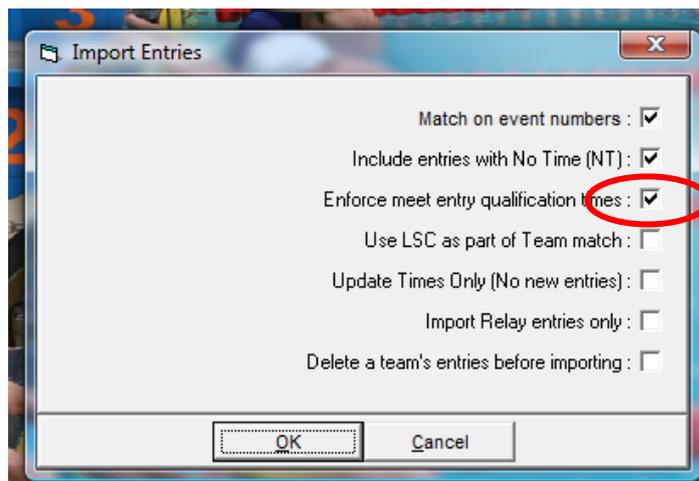
4. Select the unzipped file and click **Open**.



5. File unzipped and name of meet entries received.



6. Deselect **Enforce meet entry qualification times**. This will load all entries sent, even those who should have been elevated to the next distance. If you want to be strict about swimmers swimming the correct distance then make sure this option is ticked.



7. Shows number of swimmers entered and entries received. Click **OK**



Seed Meet

On the main screen

1. Select **Seeding**



2. Select - **Select All** – all events will be selected and highlighted yellow.

3. Select – **Start Seeding**

Session List

Day	Start Time	Session #	Course	Session Title
All		All	L	All Events

EVENT LIST

Seed	Evt #	Rnd	Status	Manual	Event Name	Entries	Scr	Alt	Heats
✓	1	F	Un-Seeded	<input type="checkbox"/>	Mixed 25 Backstroke	1	0	0	0
✓	2	F	Un-Seeded	<input type="checkbox"/>	Mixed 50 Backstroke	2	0	0	0
✓	3	F	Un-Seeded	<input type="checkbox"/>	Mixed 100 Backstroke	1	0	0	0
✓	4	F	Un-Seeded	<input type="checkbox"/>	Mixed 25 Butterfly	2	0	0	0
✓	5	F	Un-Seeded	<input type="checkbox"/>	Mixed 50 Butterfly	1	0	0	0
✓	6	F	Un-Seeded	<input type="checkbox"/>	Mixed 100 Butterfly	1	0	0	0
✓	7	F	Un-Seeded	<input type="checkbox"/>	Mixed 25 Freestyle	1	0	0	0
✓	8	F	Un-Seeded	<input type="checkbox"/>	Mixed 50 Freestyle	1	0	0	0
✓	9	F	Un-Seeded	<input type="checkbox"/>	Mixed 100 Freestyle	2	0	0	0
✓	10	F	Un-Seeded	<input type="checkbox"/>	Mixed 50 IM	0	0	0	0
✓	11	F	Un-Seeded	<input type="checkbox"/>	Mixed 100 IM	2	0	0	0
✓	12	F	Un-Seeded	<input type="checkbox"/>	Mixed 200 IM	1	0	0	0

4. Once all events that have entries have been seeded, the events are highlighted blue and have the words **Seeded** in the **Status** column.
5. Click **OK**

The screenshot shows the 'Seeding the Meet' application window. At the top, there is a menu bar with options like 'Start Seeding', 'Select All', 'De-Select', 'Preview', 'ScratchPad', 'ScratchBack', 'ScratchForward', 'Copy', 'Combine', 'Consolidate', 'View', and 'Events'. Below the menu bar is a toolbar with various icons. The main interface is divided into several sections:

- Gender:** Radio buttons for 'All', 'Male', 'Mixed', and 'Female'. 'All' is selected.
- Age Range:** Two input boxes for age range.
- Hide:** Checkboxes for 'Un-Seeded', 'Done', 'Seeded', and 'Zero Entries'. 'Seeded' is checked.
- Prompt if a Re-Seed:** A checkbox that is unchecked.
- Preview each Event:** A checkbox that is unchecked.

Below these settings is a 'Session List' table with columns: Day, Start Time, Session #, Course, and Session Title. The first row is highlighted in blue and contains 'All', 'All', 'All', 'L', and 'All Events'.

The main table below has columns: Seed, Evt #, Rnd, Status, Manual, Event Name, and four empty columns. The rows are as follows:

Seed	Evt #	Rnd	Status	Manual	Event Name				
<input checked="" type="checkbox"/>	1	F	Seeded	<input type="checkbox"/>	Mixed 25 Backstroke				
<input checked="" type="checkbox"/>	2	F	Seeded	<input type="checkbox"/>	Mixed 50 Backstroke				
<input checked="" type="checkbox"/>	3	F	Seeded	<input type="checkbox"/>	Mixed 100 Backstroke				
<input checked="" type="checkbox"/>	4	F	Seeded	<input type="checkbox"/>	Mixed 25 Butterfly				
<input checked="" type="checkbox"/>	5	F	Seeded	<input type="checkbox"/>	Mixed 50 Butterfly				
<input checked="" type="checkbox"/>	6	F	Seeded	<input type="checkbox"/>	Mixed 100 Butterfly				
<input checked="" type="checkbox"/>	7	F	Seeded	<input type="checkbox"/>	Mixed 25 Freestyle				
<input checked="" type="checkbox"/>	8	F	Seeded	<input type="checkbox"/>	Mixed 50 Freestyle				
<input checked="" type="checkbox"/>	9	F	Seeded	<input type="checkbox"/>	Mixed 100 Freestyle				
<input type="checkbox"/>	10	F	Un-Seeded	<input type="checkbox"/>	Mixed 50 IM	0	0	0	0
<input checked="" type="checkbox"/>	11	F	Seeded	<input type="checkbox"/>	Mixed 100 IM	2	0	0	1
<input checked="" type="checkbox"/>	12	F	Seeded	<input type="checkbox"/>	Mixed 200 IM	1	0	0	1

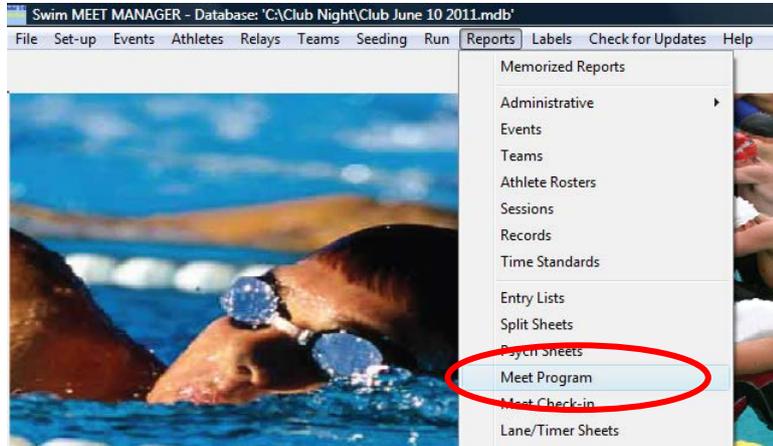
A dialog box titled 'HY-TEK's MEET MANAGER' is overlaid on the table. It contains the text: 'Seeding completed!' and 'Number of events seeded = 11'. There is an 'OK' button at the bottom right of the dialog box.

Print Reports

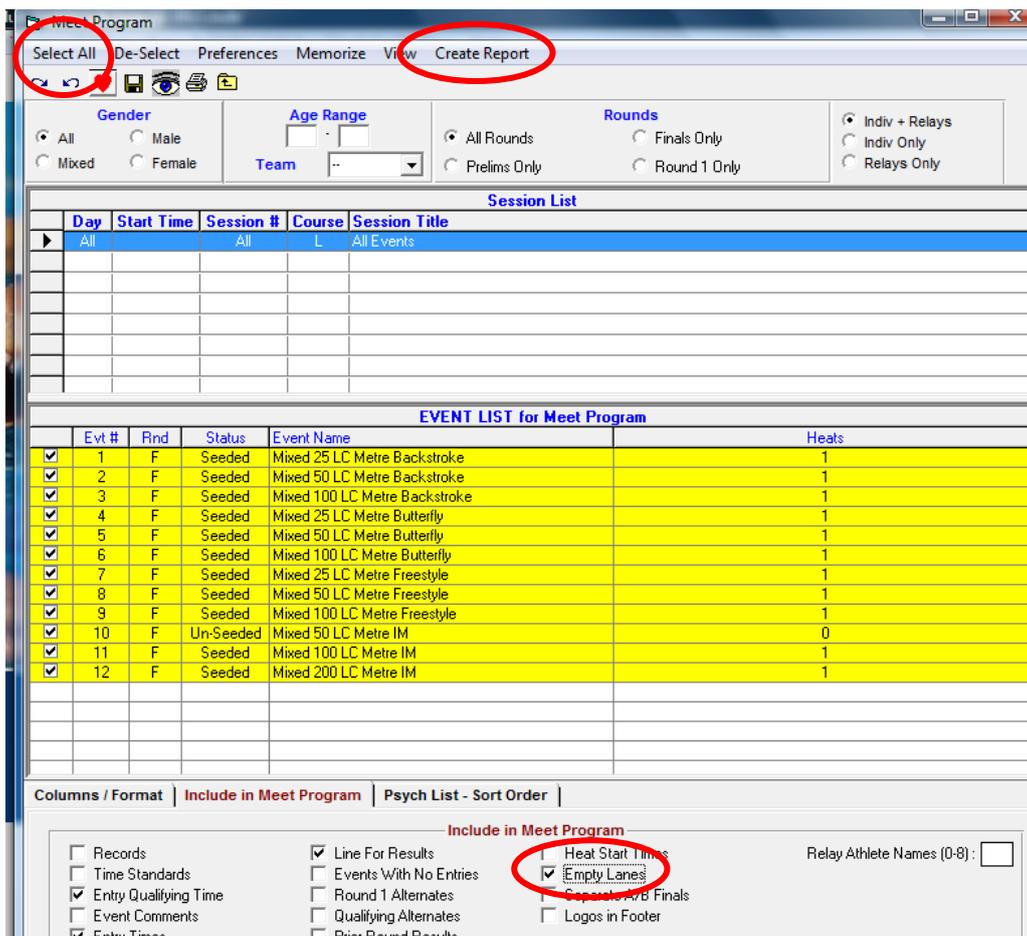
Marshalling Sheets

From the main screen:

1. Select **Reports > Meet Program**



2. Select – **Select All**
3. On the **Include in Meet Program** tab select **Empty Lanes**
4. Select **Create Report**



Sample Marshalling Sheet

The following report is produced on the screen, have a look at it and if satisfied send to printer.

If you have selected the **Empty Lanes** option when creating the report they will be shown. This is very handy for the marshals, as they can easily see what lanes are empty if they need to amalgamate. Also very handy for swimmers who come late and want to enter after you have seeded the club night and printed reports. Those swimmers can easily be slotted into a spare lane.

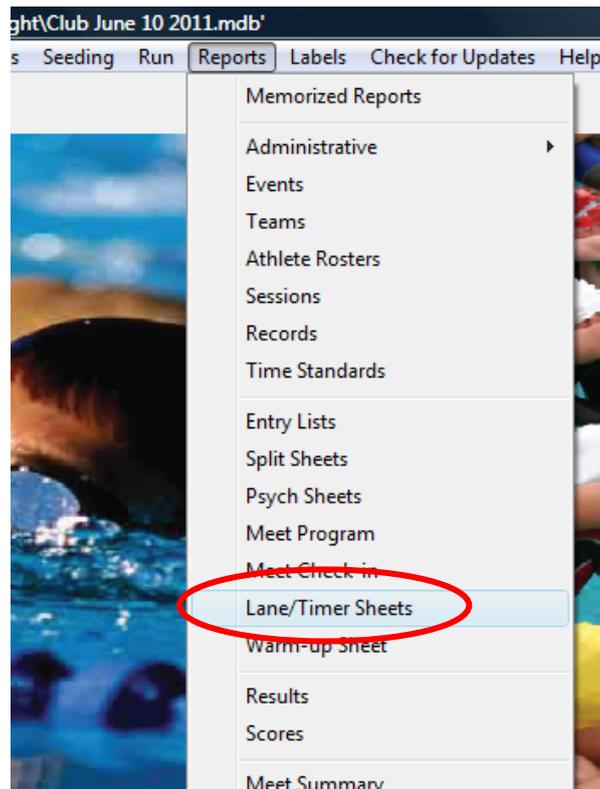
Swimming Metropolitan SA Area, Inc Champ					Club 10 June 2011 - 10/06/2011		MEET SHEET PRINTOUT 03	
Meet Program								
Event 1 Mixed 25 LC Metre Backstroke								
Lane	Name	Age	Team	Seed Time	Finals			
Heat 1 of 1 Timed Finals								
1					-----			
2					-----			
3	Cox, Sarah	W11	Clubs Swim Club	NT	-----			
4	Conway, Guy	M11	Clubs Swim Club	NT	-----			
5					-----			
Event 2 Mixed 50 LC Metre Backstroke								
Lane	Name	Age	Team	Seed Time	Finals			
Heat 1 of 2 Timed Finals								
1					-----			
2	Hill, Wendy	W12	Clubs Swim Club	NT	-----			
3	Neal, Michael	M12	Clubs Swim Club	NT	-----			
4	Hill, Faith	W13	Clubs Swim Club	NT	-----			
5					-----			
Heat 2 of 2 Timed Finals								
1					-----			
2	Kelly, Chantelle	W12	Clubs Swim Club	NT	-----			
3	Tay, Daniel	M13	Clubs Swim Club	NT	-----			
4	Bradford, Mitchell	M13	Clubs Swim Club	NT	-----			
5					-----			
Event 3 Mixed 100 LC Metre Backstroke								
Lane	Name	Age	Team	Seed Time	Finals			
Heat 1 of 1 Timed Finals								
1					-----			
2					-----			
3	Smith, Bob	M18	Clubs Swim Club	NT	-----			
4					-----			
5					-----			
Event 4 Mixed 25 LC Metre Butterfly								
Lane	Name	Age	Team	Seed Time	Finals			
Heat 1 of 1 Timed Finals								
1					-----			
2	Cox, Sarah	W11	Clubs Swim Club	NT	-----			
3	Hill, Wendy	W12	Clubs Swim Club	NT	-----			
4	Conway, Guy	M11	Clubs Swim Club	NT	-----			

Lane/TimeKeeper Sheets

The Lane/Timekeeper Sheets are very useful for the timekeepers as they know who they will have in their lane for each event and heat. No need to ask swimmers how they spell their names etc.

From the main screen:

1. Select **Reports > Lane/Timekeeper Sheets**



2. Select – **Select All**
3. On the **Format** section, select **Continuous**
4. On the **Parameters** section, select **Double Space** – this will double space the information and make it easier for the timekeepers to write results
5. On the **Sort By** section, select **Lane then Event**
6. Select **Create Report**

Session List

Day	Start Time	Session #	Course	Session Title
All		All	L	All Events

EVENT LIST

Evt #	Rnd	Status	Event Name	Heats
✓ 1	F	Seeded	Mixed 25 LC Metre Backstroke	1
✓ 2	F	Seeded	Mixed 50 LC Metre Backstroke	1
✓ 3	F	Seeded	Mixed 100 LC Metre Backstroke	1
✓ 4	F	Seeded	Mixed 25 LC Metre Butterfly	1
✓ 5	F	Seeded	Mixed 50 LC Metre Butterfly	1
✓ 6	F	Seeded	Mixed 100 LC Metre Butterfly	1
✓ 7	F	Seeded	Mixed 25 LC Metre Freestyle	1
✓ 8	F	Seeded	Mixed 50 LC Metre Freestyle	1
✓ 9	F	Seeded	Mixed 100 LC Metre Freestyle	1
✓ 10	F	Un-Seeded	Mixed 50 LC Metre IM	0
✓ 11	F	Seeded	Mixed 100 LC Metre IM	1
✓ 12	F	Seeded	Mixed 200 LC Metre IM	1

Sample Lane/Timekeeper Sheet

The following report is produced on the screen, have a look at it and if satisfied send to printer. The sheets are produced for **each lane**, with the events, heats and name of swimmer in each heat. If the lane does not have a swimmer in that Event, then no name appears next to the heat, see Event 3 100m Backstroke and Event 6 100m Butterfly.

Timekeeper Sheet for Lane 4

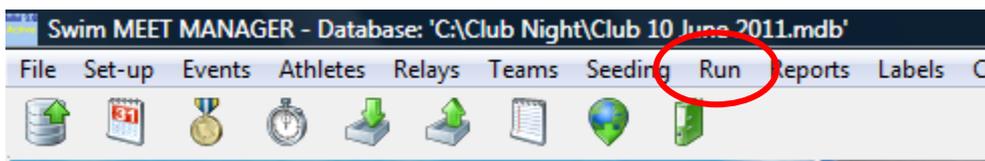
Club 10 June 2011 - 10/06/2011						Soft Touch ?
Event 1 Mixed 25 LC Metre Backstroke Finals						
Lane 4	Heat 1	Conway, Guy M11	CLB	NT	_____	<input type="checkbox"/>
Event 2 Mixed 50 LC Metre Backstroke Finals						
Lane 4	Heat 1	Hill, Faith W13	CLB	NT	_____	<input type="checkbox"/>
Lane 4	Heat 2	Bradford, Mitchell M13	CLB	NT	_____	<input type="checkbox"/>
Event 3 Mixed 100 LC Metre Backstroke Finals						
Lane 4	Heat 1	_____			_____	<input type="checkbox"/>
Event 4 Mixed 25 LC Metre Butterfly Finals						
Lane 4	Heat 1	Conway, Guy M11	CLB	NT	_____	<input type="checkbox"/>
Event 5 Mixed 50 LC Metre Butterfly Finals						
Lane 4	Heat 1	Bradford, Mitchell M13	CLB	NT	_____	<input type="checkbox"/>
Event 6 Mixed 100 LC Metre Butterfly Finals						
Lane 4	Heat 1	_____			_____	<input type="checkbox"/>
Event 7 Mixed 25 LC Metre Freestyle Finals						
Lane 4	Heat 1	Conway, Guy M11	CLB	NT	_____	<input type="checkbox"/>
Event 8 Mixed 50 LC Metre Freestyle Finals						
Lane 4	Heat 1	Kelly, Chantelle W12	CLB	NT	_____	<input type="checkbox"/>
Event 9 Mixed 100 LC Metre Freestyle Finals						
Lane 4	Heat 1	Hill, Faith W13	CLB	NT	_____	<input type="checkbox"/>

Entering Results

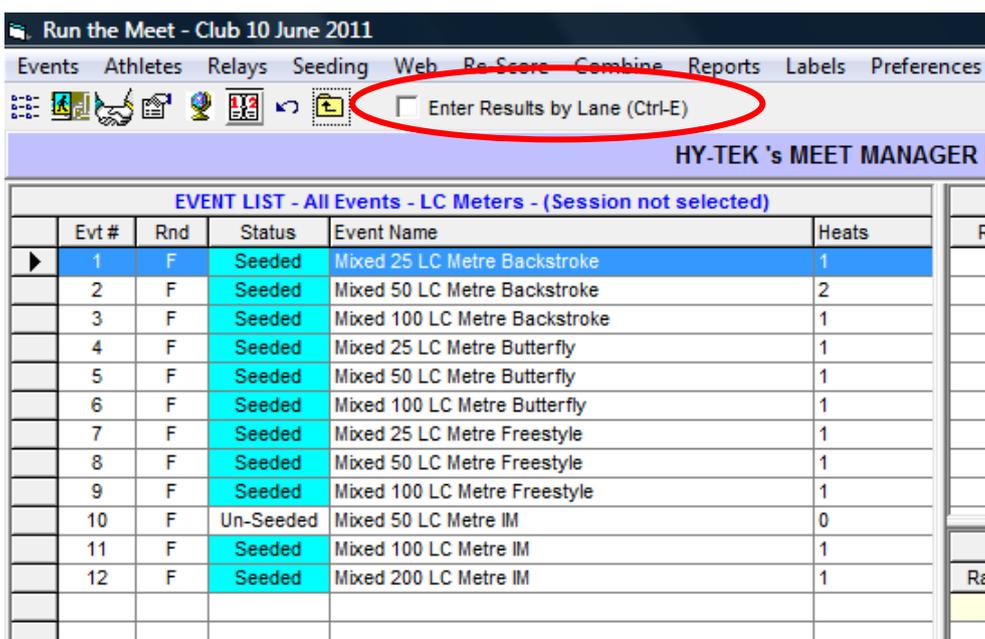
Once club night has been run, collect the Lane/Timekeeper sheets (put then in lane order that way you know you have collected all sheets from all lanes). Also collect the marshalling sheets, in case you have any problems.

From the main screen on Meet Manager:

1. Select **Run**



2. Select **Enter Results by Lane** - this will allow you to enter all the results by lane for each event.

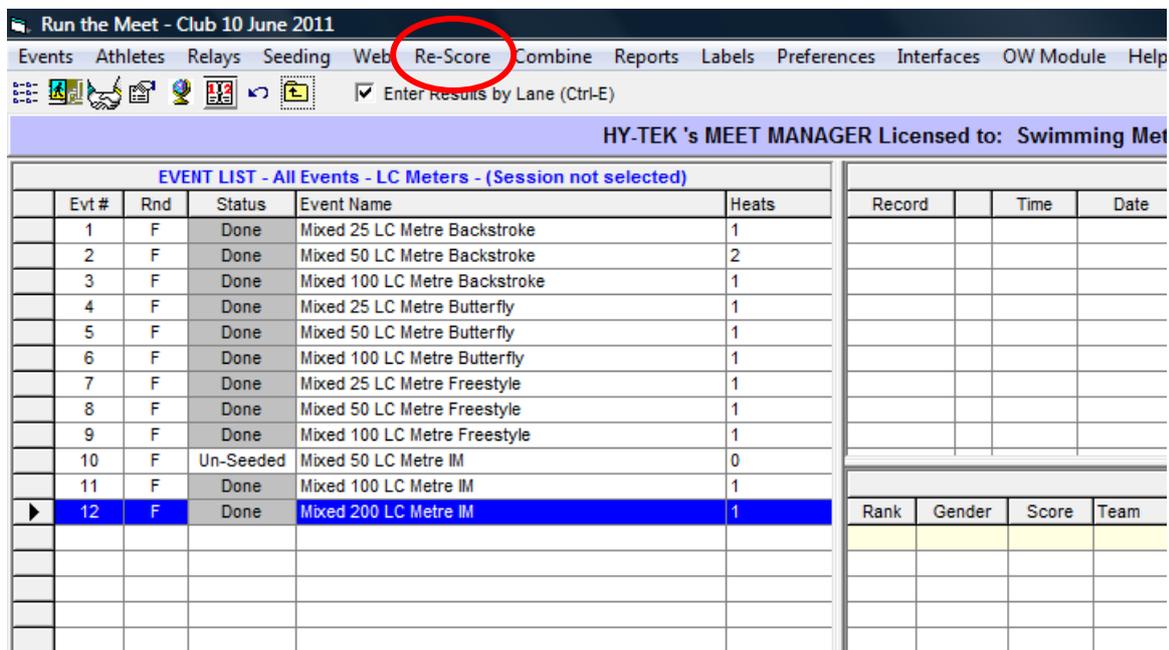


Scoring Club Night

Once all times have been entered you can score the Club Night.

The quickest and easiest way to score all events is to:

1. Select **Re-Score**

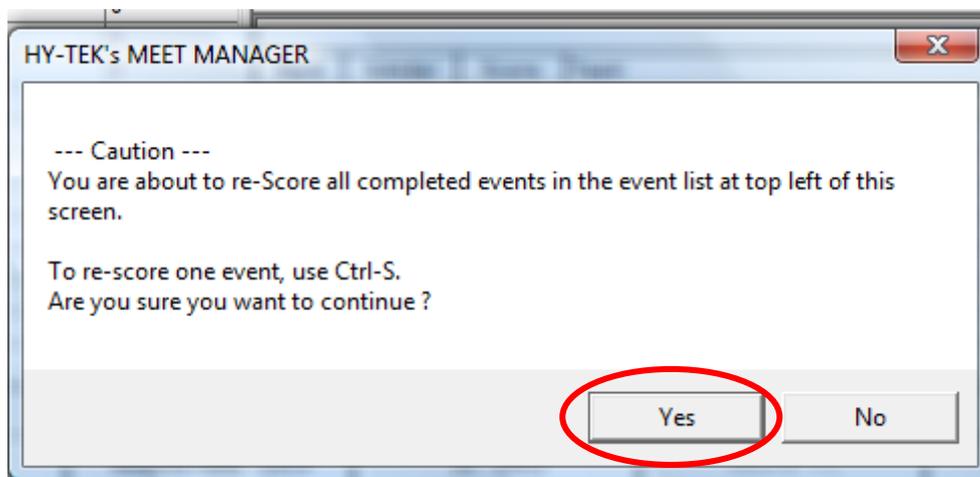


MM will give you the below cautionary message

2. Select **Yes**

All events will be scored at once.

Note: Events will not be scored unless all results have been entered.



Below is the page after the events have been scored.

Note The Status column has changed from **Done** to **Scored**. The points allocated for each swim appear under the **Pts** column. In the example as the swimmers were entered with NT they scored 4 points for the swim (as per the point score set up by the club).

Run the Meet - Club 10 June 2011

Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces OW Module Help

Enter Results by Lane (Ctrl-E)

HY-TEK's MEET MANAGER Licensed to: Swimming Metropolitan SE Area, Inc Champ

EVENT LIST - All Events - LC Meters - (Session not selected)						Records			
Evt #	Rnc	Status	Event Name	Heats	Record	Time	Date	Record Holder	
1	F	Scored	Mixed 25 LC Metre Backstroke	1				None Available	
2	F	Scored	Mixed 50 LC Metre Backstroke	2					
3	F	Scored	Mixed 100 LC Metre Backstroke	1					
4	F	Scored	Mixed 25 LC Metre Butterfly	1					
5	F	Scored	Mixed 50 LC Metre Butterfly	1					
6	F	Scored	Mixed 100 LC Metre Butterfly	1					
7	F	Scored	Mixed 25 LC Metre Freestyle	1					
8	F	Scored	Mixed 50 LC Metre Freestyle	1					
9	F	Scored	Mixed 100 LC Metre Freestyle	1					
10	F	Un-Seeded	Mixed 50 LC Metre IM	0					
11	F	Scored	Mixed 100 LC Metre IM	1					
12	F	Scored	Mixed 200 LC Metre IM	1					

Team Scores thru Event 12			
Rank	Gender	Score	Team
1	Combined	140	Clubs Swim Club

Session : F7	Splits : F9	Adjust : F8	Restore Pads : Ctrl-P	JD : Ctrl-J	Race # : F2	List : Ctrl-L
Refresh : Ctrl-D	Rel Names : Ctrl-R	Awards : Ctrl-A	Calc : Ctrl-K	Unseeded : Ctrl-U	Get Times : F3	Score : Ctrl-S

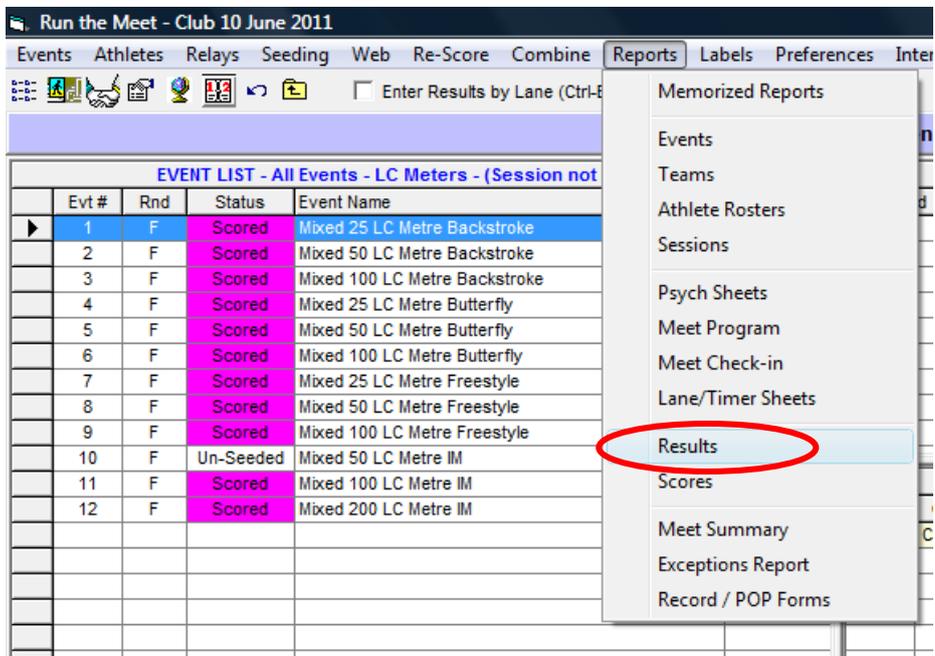
Heat 1 of 1 == Finals == Event 1 Mixed 25 LC Metre Backstroke

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Backup 2	Backup 3	HPL	Pt	Pts
1						<input type="checkbox"/>	<input type="checkbox"/>							
2						<input type="checkbox"/>	<input type="checkbox"/>							
3	Conway, Guy	M11	Clubs Swim Club	NT	45.00	<input type="checkbox"/>	<input type="checkbox"/>					1	1	4
4	Cox, Sarah	W11	Clubs Swim Club	NT	47.25	<input type="checkbox"/>	<input type="checkbox"/>					2	2	4
5						<input type="checkbox"/>	<input type="checkbox"/>							

Printing Results

To print results for the Club Night:

1. Select **Reports > Results**



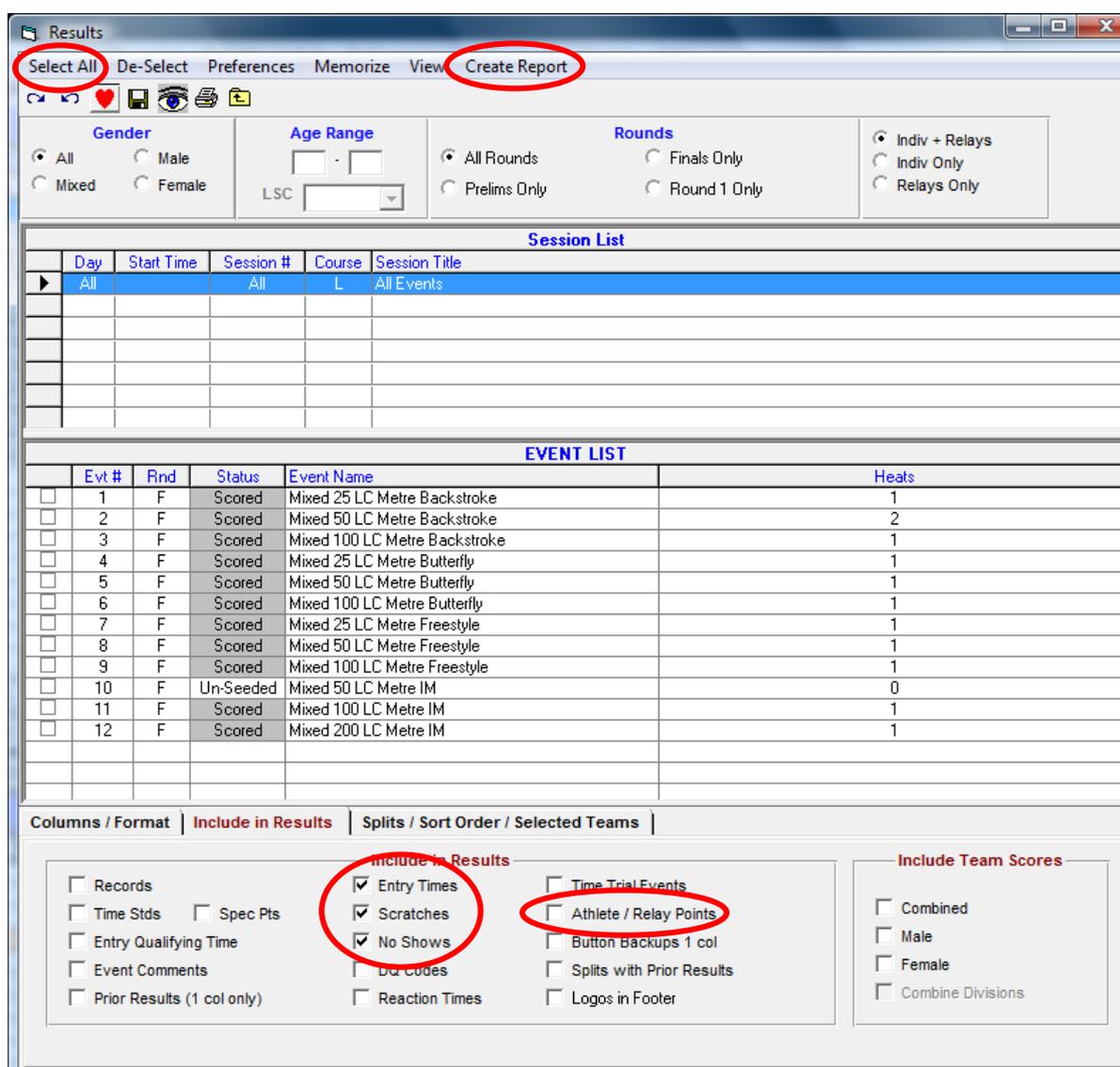
Note: You can also access this report from the Main Screen. You could alternatively print results from **TM** once the results had been imported, but you will get a different looking report.

Select the information you wish to include in the results report.

2. On the **Include in Results** tab select the following:
 - a. **Entry Times**
 - b. **Scratches**
 - c. **No Shows**
 - d. Deselect **Athlete / Relay Points**

By selecting Entry Times, the times the swimmers were entered for club night will show on the results. By selecting Scratches and No Shows these will also be print on the results report.

If you do not wish swimmers to see how many points they scored per swim then deselect the **Athlete / Relay Points**. Choose this option if you want the point score winners for club night to be a surprise at the end of season for presentation day.



Below is the results report created with the above options selected.

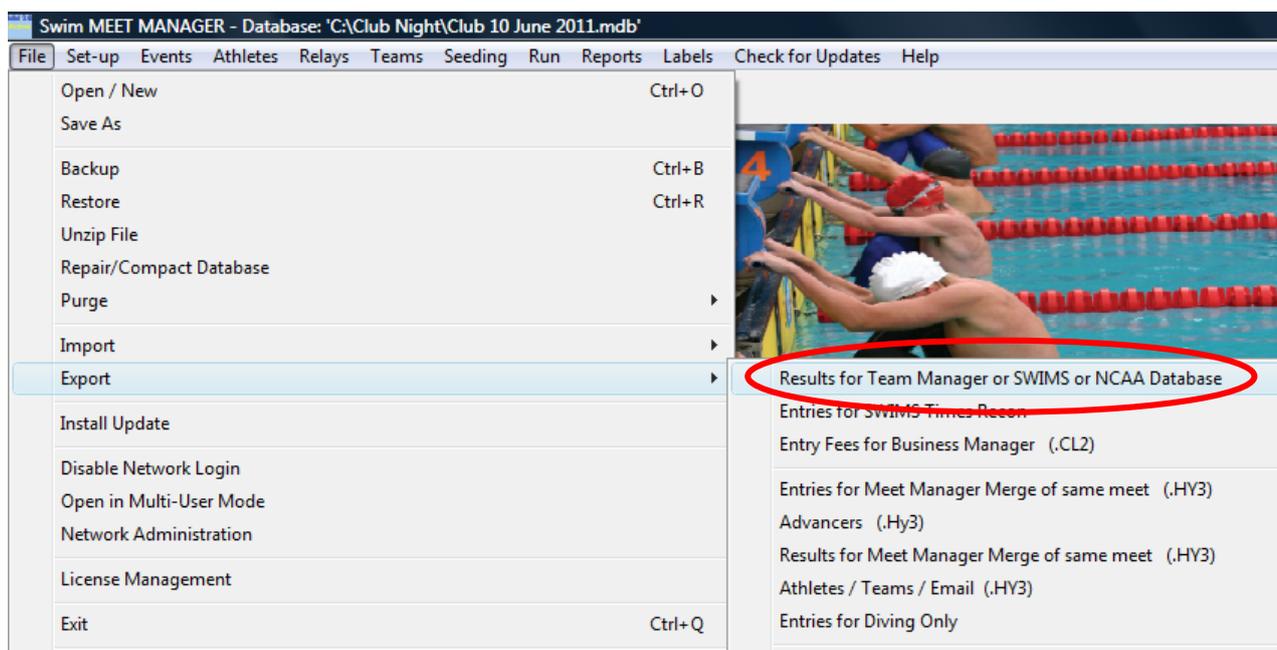
Club 10 June 2011 - 10/06/2011				
Results				
Event 1 Mixed 25 LC Metre Backstroke				
Name	Age	Team	Seed Time	Finals Time
1 Conway, Guy	11	Clubs Swim Club	NT	45.00
2 Cox, Sarah	11	Clubs Swim Club	NT	47.25
Event 2 Mixed 50 LC Metre Backstroke				
Name	Age	Team	Seed Time	Finals Time
1 Bradford, Mitchell	13	Clubs Swim Club	NT	32.31
2 Neal, Michael	12	Clubs Swim Club	NT	32.45
3 Hill, Faith	13	Clubs Swim Club	NT	35.78
4 Kelly, Chantelle	12	Clubs Swim Club	NT	49.50
5 Tay, Daniel	13	Clubs Swim Club	NT	51.00
6 Hill, Wendy	12	Clubs Swim Club	NT	52.33
Event 3 Mixed 100 LC Metre Backstroke				
Name	Age	Team	Seed Time	Finals Time
1 Smith, Bob	18	Clubs Swim Club	NT	1:30.00
Event 4 Mixed 25 LC Metre Butterfly				
Name	Age	Team	Seed Time	Finals Time
1 Hill, Wendy	12	Clubs Swim Club	NT	50.23
2 Conway, Guy	11	Clubs Swim Club	NT	54.00
3 Cox, Sarah	11	Clubs Swim Club	NT	55.22
Event 5 Mixed 50 LC Metre Butterfly				
Name	Age	Team	Seed Time	Finals Time
1 Hill, Faith	13	Clubs Swim Club	NT	48.79
2 Bradford, Mitchell	13	Clubs Swim Club	NT	55.22
3 Tay, Daniel	13	Clubs Swim Club	NT	59.63
4 Kelly, Chantelle	12	Clubs Swim Club	NT	1:09.65
5 Neal, Michael	12	Clubs Swim Club	NT	1:10.23
Event 6 Mixed 100 LC Metre Butterfly				
Name	Age	Team	Seed Time	Finals Time
1 Smith, Bob	18	Clubs Swim Club	NT	1:50.23
Event 7 Mixed 25 LC Metre Freestyle				
Name	Age	Team	Seed Time	Finals Time
1 Conway, Guy	11	Clubs Swim Club	NT	26.00
2 Cox, Sarah	11	Clubs Swim Club	NT	42.00

If this is how you prefer your results to look then you can click on the printer icon to produce a hard copy for a club noticeboard. Or you may prefer to click on the floppy disc icon to produce a pdf file which then can be placed on the club's website.

Exporting Results to TM

Now that the Club Night has been run, events scored and results report produced the next step is the export the results from the meet into **TM** so the times will be available for entering swimmers into events next time.

1. Select **File > Export > Results for Team Manager**

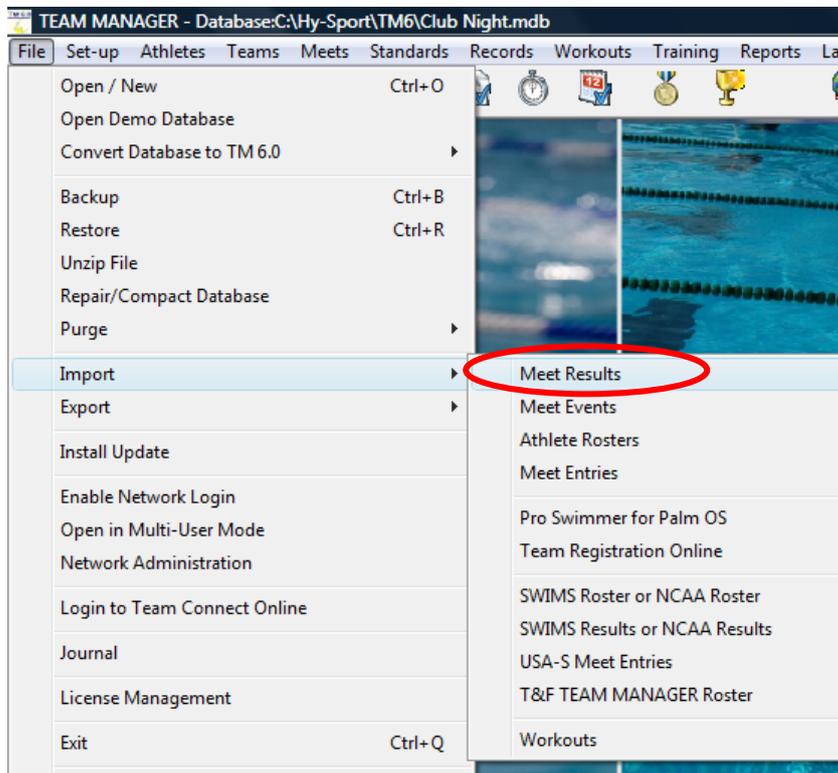


Remember where the file is saved to as you will need to find it to import into **TM**.

Importing Results into TM

Import the Club Night results into **TM** by:

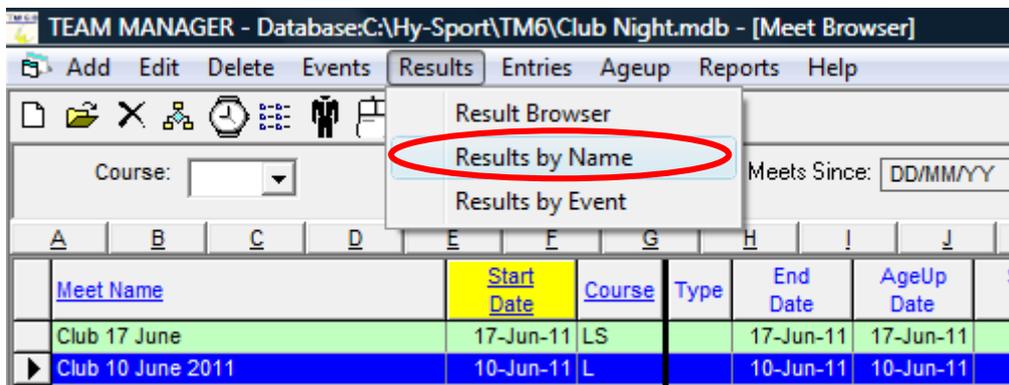
1. Select (in TM) **File > Import > Meet Results**



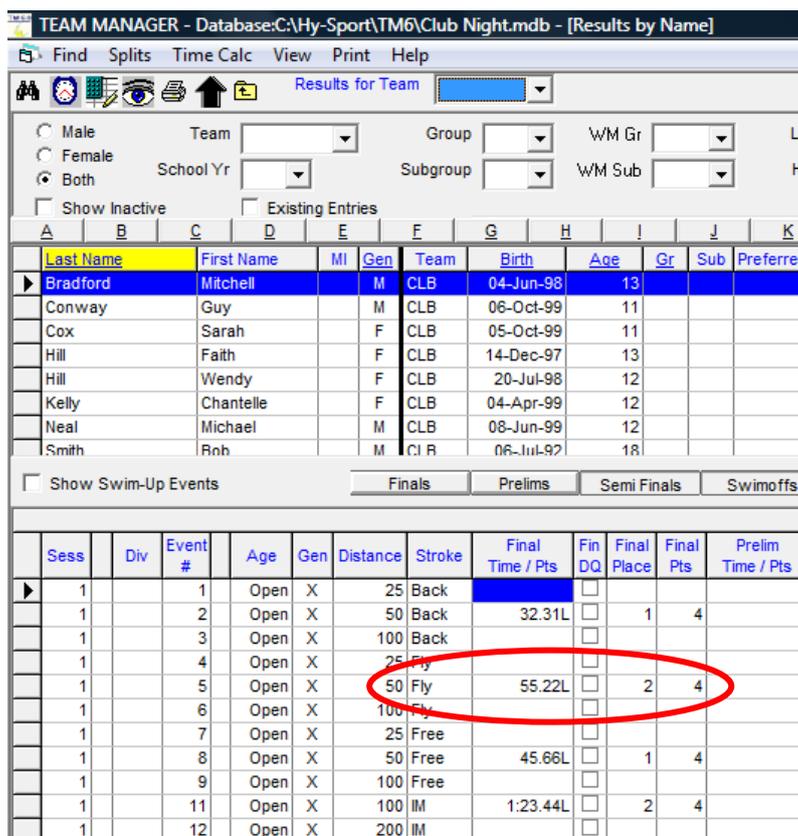
2. Select the results file from the directory where it was saved.
3. Follow all the normal procedures you would when you import results from a meet.

Below, although not part of the procedure of importing results, is an example of the results imported from the Club Night. Times for the swimmers are shown as well as the points scored for each event.

1. Select **Meets** from the main menu
2. Select the club night you want to look at results for
3. Select **Results > Results by Name**



4. Select the swimmer you want to look at results for
5. In the box below, the swimmer's times, place and points scored are shown.



Note: This is only one way to check a swimmer's results

Next Club Night

The first club night cycle is now completed. Start the process again for the next club night.

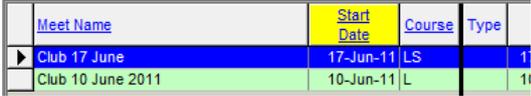
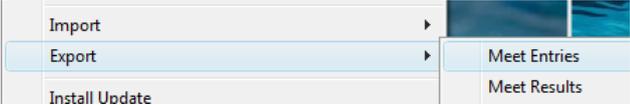
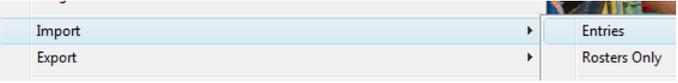
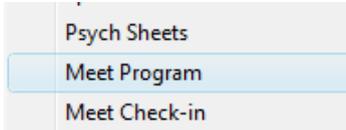
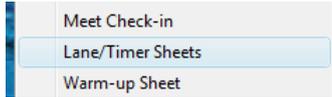
1. Create the club night meet from the template in **MM**, rename it for the reports
2. Delete events not being swum, and re-order the events being swum
3. Export the events into **TM**
4. In **TM** enter swimmers into the next club night meet
5. Export the next club night entries into **MM**
6. Import the next club night entries into **MM**
7. Seed the club night
8. Print the marshalling sheets and the Lane / Timekeeper sheets
9. Run club night, collect the Lane / Timekeeper sheets and marshalling sheets
10. Enter results
11. Score the club night
12. Print the results report
13. Export results for **TM**
14. Import the results to **TM**

You are now ready to start again for the next club night.

Suggestion: Perhaps at the beginning of the season set up all the club night meets in **MM** (for the season from the template) at once, and then export all the events for each club night at once into **TM** so they are there ready and waiting for you each club night. Don't forget to chose the correct club night name when exporting entries from **TM** into **MM**.

Club Night Cheat Sheet for on the Night

These are very basic instructions for the sequence of events on club night. It assumes you have already set up Club Night in **MM** and exported events to **TM**

1. Start MM and minimise	
2. Start TM	
3. Meets Menu , select meet	
4. Entries > Entries by Name , enter swimmer into events	
5. Export entries, using File > Export > Meet Entries and minimise TM	
6. Maximise MM and import entries, using File > Import > Entries	
7. Seed meet, Select All , Start Seeding	
8. Print marshalling sheet, Reports > Meet Program	
9. Print timekeeper sheets, Reports > Lane/Timer Sheets	
10. Run club night	Collect marshalling sheets and timekeeper sheets at end to enter results in later.

Advanced Section

Now that you have the basics, in the Advanced Section you will find information on the following:

1. How to enter late people.
2. Moving a swimmer to an outside lane.
3. Entering a swimmer with a custom time.
4. Inactivate or hide athletes.
5. PB report
6. Reports for the end of season presentation.
7. Next season
8. Club Night Cheat Sheet – this is another copy which you can tear out, laminate and take along to club night with you.

Late People

People will often arrive late for whatever reason you will need to know who to handle this. If the late comers have arrived after the club night has been seeded and reports printed the easiest way to handle the situation is to have the Marshal enter the swimmers into a spare lane on the marshalling sheet. Make sure the timekeepers write down the late comer's name on their sheet with the time swum for the event.

Later when entering results you will need to enter the late comers. To enter late comers with the correct time so they can score points as per the scoring system, do the following:

1. In **TM** enter late swimmers into events.
2. Export entries again.
3. Import entries into **MM**
4. **DO NOT SEED** the club night again – the meet is already seeded and all you want to do is enter the late comers into the lanes they swam in.
5. Select **Run**, and then select the first event to enter the swimmer into.
6. Select **Adjust**

Run the Meet - Club 10 June 2011

Events Athletes Relays Seeding Web Re-Score Combine Reports Labels Preferences Interfaces OW Module Help

HY-TEK's MEET MANAGER Licensed to: Swimming Metropolitan St

Evt #	Rnd	Status	Event Name	Heats
1	F	Seeded	Mixed 25 LC Metre Backstroke	1
2	F	Seeded	Mixed 50 LC Metre Backstroke	2
3	F	Seeded	Mixed 100 LC Metre Backstroke	1
4	F	Seeded	Mixed 25 LC Metre Butterfly	1
5	F	Seeded	Mixed 50 LC Metre Butterfly	1
6	F	Seeded	Mixed 100 LC Metre Butterfly	1
7	F	Seeded	Mixed 25 LC Metre Freestyle	1
8	F	Seeded	Mixed 50 LC Metre Freestyle	1
9	F	Seeded	Mixed 100 LC Metre Freestyle	1
10	F	Seeded	Mixed 50 LC Metre IM	0
11	F	Seeded	Mixed 100 LC Metre IM	1
12	F	Seeded	Mixed 200 LC Metre IM	1

Session : F7 Splits : F9 **Adjust : F8** Restore Pads : Ctrl-P JD : Ctrl-J Race # :

Refresh : Ctrl-D Rel Names : Ctrl-R Awards : Ctrl-A Calc : Ctrl-K Unseeded : Ctrl-U Get Times

Heat 1 of 1 == Finals == Event 1 Mixed 25 LC Metre

Lane	Athlete Name	Age	Team	Seed Time	Finals Time	DQ	Exh	DQcode	Backup 1	Back
1						<input type="checkbox"/>	<input type="checkbox"/>			
2						<input type="checkbox"/>	<input type="checkbox"/>			
3	Conway, Guy	M11	Clubs Swim Club	45.00		<input type="checkbox"/>	<input type="checkbox"/>			
4	Cox, Sarah	W11	Clubs Swim Club	47.25		<input type="checkbox"/>	<input type="checkbox"/>			
5						<input type="checkbox"/>	<input type="checkbox"/>			

7. Select **Show Eligible Athletes** – this will display the list of swimmers entered in club night.
8. From the list of Eligible Athletes, click and drag the swimmer into the lane they swam in e.g. Jones, Matt into Heat 1 Lane 2
9. Select **Save**.
10. In the **Run** screen enter the time they swam next to their name.
11. Repeat the same procedure for each event the swimmer was manually placed in, on the marshalling sheets.

The screenshot shows a software window titled "Preview / Adjust" with a menu bar containing "Save", "Add Heat", "Delete Empty Heats", "Switch Heats", "Athletes", and "Help". The "Save" button is circled in red. Below the menu bar, there are icons for file operations and a "Team" dropdown menu. A set of radio buttons includes "Hide Athletes", "Show Eligible Athletes" (circled in red), "Eligible Athletes + Swim-ups", "Entered Only", and "Alternates Only".

The main data table is titled "Event 1 Mixed 25 LC Metre Backstroke Timed Finals" and has the following data:

Row	Heat	Lane	Name	Age	Team	Time
1	1	1				
2	1	2				
3	1	3	Conway, Guy	M11	CLB	45.00
4	1	4	Cox, Sarah	W11	CLB	47.25
5	1	5				

Below this table is a section titled "Eligible Athletes" with the following data:

Heat/Lane	Name	Age	ABBR	Team
1	Bloggs, Sam	18	CLB	Clubs Swim Club
2	Bradford, Mitchell	13	CLB	Clubs Swim Club
3	1/3 Conway, Guy	11	CLB	Clubs Swim Club
4	1/4 Cox, Sarah	11	CLB	Clubs Swim Club
5	Hill, Wendy	12	CLB	Clubs Swim Club
6	Hill, Faith	13	CLB	Clubs Swim Club
7	Jones, Matt	8	CLB	Clubs Swim Club
8	Kelly, Chantelle	12	CLB	Clubs Swim Club
9	Neal, Michael	12	CLB	Clubs Swim Club
10	Smith, Bob	18	CLB	Clubs Swim Club
11	Tay, Daniel	13	CLB	Clubs Swim Club

If all heats were full and the swimmer had to swim in a different event or distance to get a time, e.g. Matt Jones swam 50m Butterfly in the 100m Butterfly as all the 50m Butterfly heats were full, you have two options to enter his results.

Option 1

1. From the **Run** screen, select the event to put the swimmer into.
2. Select **Adjust**
3. Select **Add Heat**
4. Select **Show Eligible Athletes**
5. Click and drag swimmer (e.g. Matt Jones) into a lane in heat 2.
6. Select **Save**
7. In the **Run** screen, enter the time next to Matt's name.

The screenshot shows the 'Preview / Adjust' window with the following elements:

- Menu Bar:** Save, Add Heat, Delete Empty Heats, Switch Heats, Athletes, Help
- Toolbar:** Hide Athletes, Show Eligible Athletes (selected), Eligible Athletes + Swim-ups, Entered Only, Alternates Only
- Event:** Event 5 Mixed 50 LC Metre Butterfly Timed Finals
- Main Table:**

Row	Heat	Lane	Name	Age	Team	Time
1	1	1	Kelly, Chantelle	W12	CLB	NT
2	1	2	Neal, Michael	M12	CLB	1:10.23
3	1	3	Tay, Daniel	M13	CLB	59.63
4	1	4	Bradford, Mitchell	M13	CLB	55.22
5	1	5	Hill, Faith	W13	CLB	48.79
6	2	1	Jones, Matt	8	CLB	NT
7	2	2				
8	2	3				
9	2	4				
10	2	5				
- Eligible Athletes Table:**

Heat/Lane	Name	Age	ABBR	Team
1	Bloggs, Sam	18	CLB	Clubs Swim Club
2	1/4 Bradford, Mitchell	13	CLB	Clubs Swim Club
3	Conway, Guy	11	CLB	Clubs Swim Club
4	Cox, Sarah	11	CLB	Clubs Swim Club
5	Hill, Wendy	12	CLB	Clubs Swim Club
6	1/5 Hill, Faith	13	CLB	Clubs Swim Club
7	2/1 Jones, Matt	8	CLB	Clubs Swim Club
8	1/1 Kelly, Chantelle	12	CLB	Clubs Swim Club
9	1/2 Neal, Michael	12	CLB	Clubs Swim Club
10	Smith, Bob	18	CLB	Clubs Swim Club
11	1/3 Tay, Daniel	13	CLB	Clubs Swim Club

Option 2

A simple method to enter one late comer is to add an extra lane to that event, then enter the swimmer and the results. To do this:

1. Select **Events Menu** (this can be done from the **Run** screen – **Events** is found at the top left of the screen)
2. Select the event you want to add extra lanes to.
3. Select **Edit**
4. Change the **Number of Lanes** from 5 to **6**
5. Select **OK**

The screenshot shows the 'Event Edit - Mixed 50 Butterfly' dialog box. The 'Number of Lanes' field is circled in red and set to 6. The 'OK' button at the bottom is also circled in red. Other fields include Event # (5), Age Group (Open/Senior), Distance (50), Stroke (Butterfly), and various options for rounds and lanes.

Now you have increased the number of lanes used for this one event you will need to enter the swimmer in the lane. As before in Option 1, select **Adjust, Show Eligible Athletes** and click and drag the swimmer (Matt Jones) into the extra lane you have created.

Moving a Swimmer to an Outside Lane

Sometimes you may need to move a swimmer to an outside lane after MM has seeded the club night and the swimmer is in a middle lane. The reason you may need to do this, is because the swimmer has a disability and for ease of entry and exiting the pool it may be better to place the swimmer in an outside lane.

1. In **MM** seed the club night meet.
2. Select **Run**, and then select the first event the swimmer is in.
3. Click and drag the swimmer from the middle lane to the outside lane. **Note:** if the outside lane is already occupied by a different swimmer, MM will automatically swap the swimmers over.
4. Repeat for each event the swimmer is in.
5. Print reports and run club night as normal.

Enter a Swimmer with a Custom Time

Competitive swimmers who rarely come to club night may not have an entry time. The first time they come to club and enter they will be entered in the slowest heat with NT. They may potentially be swimming against much younger and slower swimmers.

To enter the swimmer so they swim against similar ranked swimmers enter then with a custom time. Ask the swimmer for a reasonable club night time for each event, and then:

1. In **TM**, select the swimmer to enter.
2. Enter time in **Custom Time** column for each event they are swimming.
3. Export entries as normal and seed in **MM**.

TEAM MANAGER - Database:C:\Hy-Sport\TM6\Club Night.mdb - [Entries by Name]

Find Time Calc Athlete Results View Print Help

For this Meet, Swim for Team: [Dropdown]

Only Pre-Entered Athletes Male Team [Dropdown] Group [Dropdown] WM Gr [Dropdown] Low Ag [Dropdown]
 Female School Yr [Dropdown] Subgroup [Dropdown] WM Sub [Dropdown] High Ag [Dropdown]
 Both

Clear All Enter All

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Preferred Name	Team	ID	Citizen			
Bloggs	Sam		M	01-Jan-93	18				CLB	BLOSA010193				
Brookford	Mitchell		M	04-Jun-98	13				CLB	BRAMI040698				
Conway	Guy		M	06-Oct-99	11				CLB	CONGU061099				
Cox	Sarah		F	05-Oct-99	11				CLB	COXSA051099				
Hill	Faith		F	14-Dec-97	13				CLB	HILFA141297				
Hill	Wendy		F	20-Jul-98	12				CLB	HILWE200798				
Kelly	Chantelle		F	04-Apr-99	12				CLB	KELCH040499				
Neal	Michael		M	08-Jun-99	12				CLB	NEAMI080699				
Smith	Bob		M	06-Jul-92	18				CLB	SMIBO060792				

Show Relay Entries Current Entries 0 Relay Entries 0 Session: [Dropdown] Meet Division [Dropdown] Show Swim-Up Events
 * = time did not make the cutt

10-Jun-11 Club 10 June 2011

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Flt	Alt	Bonus	Slower Than-[Yds]	Faster Than [Yds]	Slower Than [LCM]	Th
1		1	X	25	Back	Open	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				26.00
1		2	X	50	Back	Open	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				42.00
1		3	X	100	Back	Open	<input checked="" type="checkbox"/>	NT	1:03.00L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1		4	X	25	Fly	Open	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				26.00
1		5	X	50	Fly	Open	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				40.00
1		6	X	100	Fly	Open	<input checked="" type="checkbox"/>	NT	1:05.00L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1		7	X	25	Free	Open	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				20.00
1		8	X	50	Free	Open	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				35.00
1		9	X	100	Free	Open	<input checked="" type="checkbox"/>	NT	1:04.00L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1		10	X	50	IM	Open	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				1:00.00
1		11	X	100	IM	Open	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				1:30.00
1		12	X	200	IM	Open	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Note: If after club night you enter the results and score the meet, those entered with custom times will score points as per the point score set up.

If you want the swimmer to score points as if they entered with NT, then before you enter results you will need to change their entry time after seeding and before entering the results. To do this:

1. In MM, select **Athletes**
2. Select the swimmer.
3. For each event they are entered in, change the time to **NT**.
4. Enter results as normal and score.

Athletes

Layout Add Edit Delete Contact Comp# ScratchAll View Find Print Export to HTML Events Relays Teams Help

Session All

Gender: Both Male Female

Age Range: [] - [] Team: []

Entries: Eligible Only All Events Entries Only

Show Relays Show Swim-ups Show Results

First Name	MI	Gen	Age	ABBR	Team Name	Registration #	BirthDate	Preferred
Bloggs	Sam	M	18	CLB	Clubs Swim Club	BLOSA010193	1/01/1993	
Bradford	Mitchell	M	13	CLB	Clubs Swim Club	BRAMI040698	4/06/1998	
Conway	Guy	M	11	CLB	Clubs Swim Club	CONGU061099	6/10/1999	
Cox	Sarah	F	11	CLB	Clubs Swim Club	COXSA051099	5/10/1999	
Hill	Faith	F	13	CLB	Clubs Swim Club	HILFA141297	14/12/1997	
Hill	Wendy	F	12	CLB	Clubs Swim Club	HILWE200798	20/07/1998	
Jones	Matt	M	8	CLB	Clubs Swim Club	JONMA120303	12/03/2003	
Kelly	Chantelle	F	12	CLB	Clubs Swim Club	KELCH040499	4/04/1999	
Neal	Michael	M	12	CLB	Clubs Swim Club	NEAMI080699	8/06/1999	
Smith	Bob	M	18	CLB	Clubs Swim Club	SMIBO060792	6/07/1992	
Tay	Daniel	M	13	CLB	Clubs Swim Club	TAYDA040598	4/05/1998	

ENTRIES											
Evt #	Eligible Events	Stat	Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time
1	Mixed 25 Back	<input type="checkbox"/> Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Mixed 50 Back	<input type="checkbox"/> Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Mixed 100 Back	<input checked="" type="checkbox"/> Seeded	NT	1/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			NT
4	Mixed 25 Fly	<input type="checkbox"/> Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	Mixed 50 Fly	<input type="checkbox"/> Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
6	Mixed 100 Fly	<input checked="" type="checkbox"/> Seeded	1:05.00L	1/4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1:05.00L
7	Mixed 25 Free	<input type="checkbox"/> Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
8	Mixed 50 Free	<input type="checkbox"/> Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
9	Mixed 100 Free	<input checked="" type="checkbox"/> Seeded	1:04.00L	1/2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1:04.00L
10	Mixed 50 IM	<input type="checkbox"/> Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11	Mixed 100 IM	<input type="checkbox"/> Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12	Mixed 200 IM	<input type="checkbox"/> Seeded			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Inactivate / Activate Athletes

There may come a time that you wish to “hide” an athlete’s name so they don’t appear in the list of names without deleting them and their results from your system. A swimmer may have tried out at club a few times but haven’t registered, to prevent them from swimming at club unregistered you can “hide” their name.

To **Hide** an Athlete:

1. In **TM** select **Athletes**
2. Click **Show Inactive Swimmers** this will bring up a column headed **Inact** i.e. Inactive
3. Select the swimmer you want, then click in the box (next to their name) under the **Inact** column
4. Next time you go to the Athlete Menu to enter them into an event for Club Night their name will not show in the list of athletes.

TEAM MANAGER - Database:C:\Hy-Sport\TM6\Club Night.mdb - [Athletes]

Layout Add Edit View Delete Results Goals Recruit Registration Print Export to HTML Help

Show Inactive Swimmers

Both
 Male
 Female

Team: [] Group: [] WM Group: [] Low Age: []
 School Yr: [] Subgroup: [] WM Subgroup: [] High Age: []

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Last Name	First Name	MI	Gen	Birth	Age	Gr	Gr Joined	Sub	WM Gr	WM Sub	Inact	Preferred Name	Team 1		
Bradford	Mitchell		M	04-Jun-98	13						<input checked="" type="checkbox"/>		CLB		
Conway	Guy		M	06-Oct-99	12						<input type="checkbox"/>		CLB		
Cox	Sarah		F	05-Oct-99	12						<input type="checkbox"/>		CLB		
Hill	Faith		F	14-Dec-97	13						<input type="checkbox"/>		CLB		
Hill	Wendy		F	20-Jul-98	13						<input type="checkbox"/>		CLB		
Kelly	Chantelle		F	04-Apr-99	12						<input type="checkbox"/>		CLB		
Neal	Michael		M	08-Jun-99	12						<input type="checkbox"/>		CLB		
Smith	Bob		M	06-Jul-92	19						<input type="checkbox"/>		CLB		

Next Club Night if you want to enter the swimmer in events and can’t see their name, if you attempt to add the swimmer as if they were a new athlete **TM** will warn you that you already have a swimmer with the same name in the database (although you can’t “see” their name). Once the swimmer has registered you will need to make them active again.

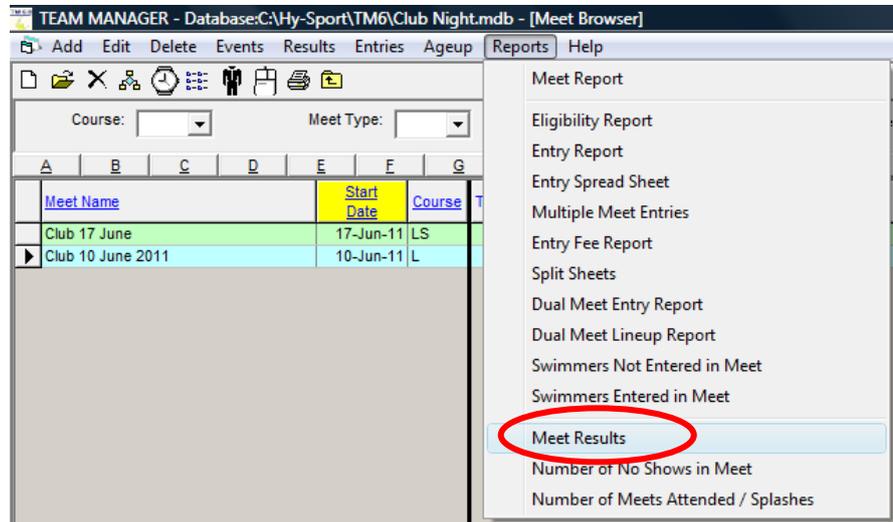
To **Unhide** an Athlete:

1. In **TM** select **Athletes**
2. Click **Show Inactive Swimmers** this will bring up a column headed **Inact** i.e. Inactive
3. Select the swimmer you want, then **remove the tick** in the box (next to their name) under the **Inact** column
4. Next time you go to the Athlete Menu to enter them into an event for Club Night their name will show in the list of athletes.

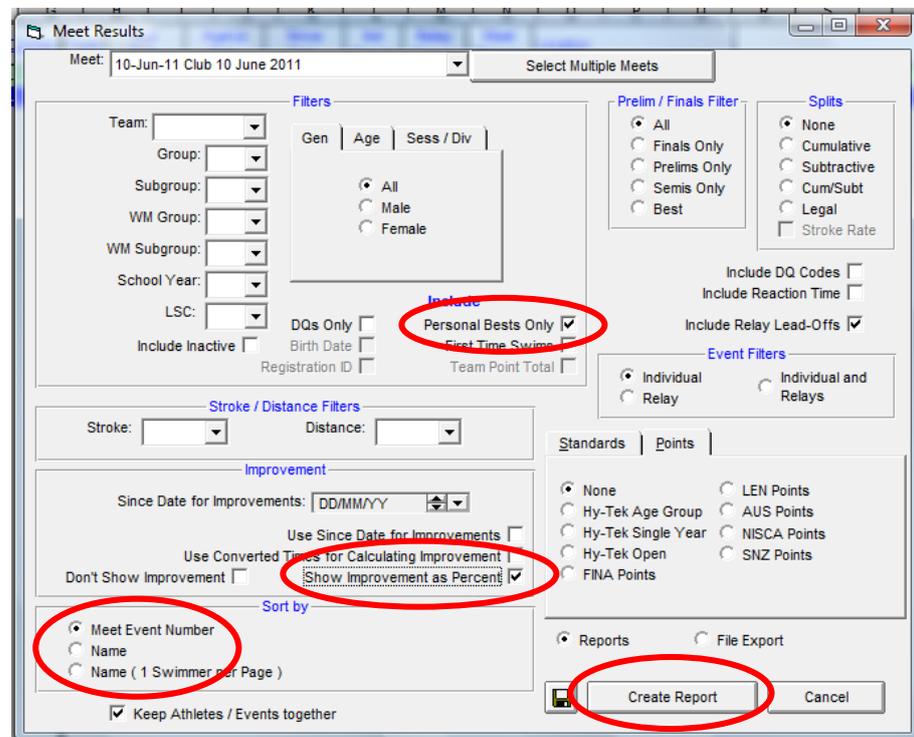
PB Report

Your club may wish to publish a list of swimmers who achieved a PB each club night in the club newsletter as an encouragement for swimmers, or perhaps your club has a prize for the swimmer who achieves the largest PB on club night. To do this you need to run the following report:

1. In **TM** for the club night you want
2. Select **Reports > Meet Results**



3. Select **Personal Bests Only**
4. Select **Show Improvement as Percent** otherwise the improvement will be shown as a number, unless you prefer this.
5. Choose to sort by **Meet Event Number** or by **Name** depending on how you want the information.
6. Select **Create Report**.



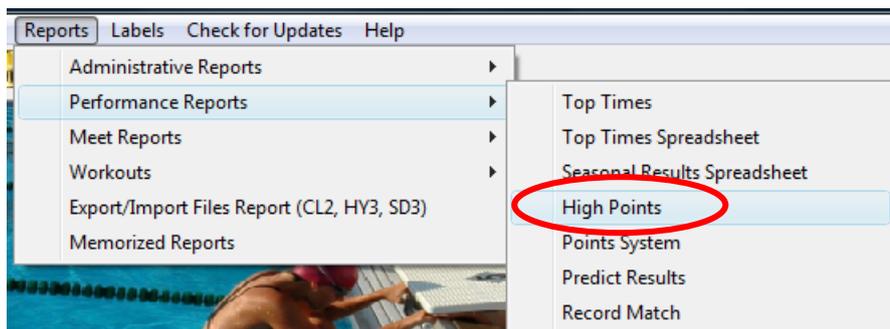
End of Season Reports

It's the end of the season and in preparation for presentation day where trophies will be awarded you may find the following two reports useful.

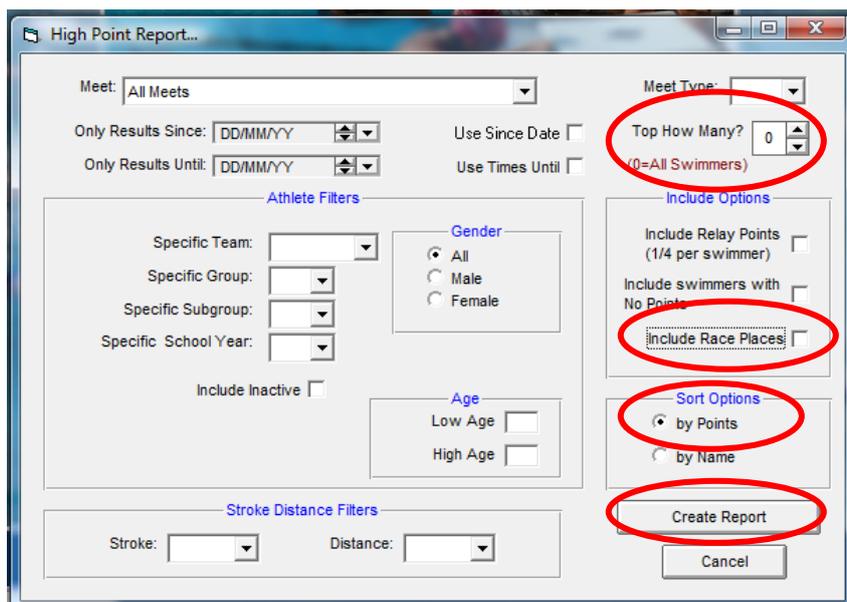
Pointscore from Club Night

This report will give you the total number of points awarded to each swimmer; this is what you award pointscore trophies on.

1. In **TM** from the main menu, select **Reports > Performance Reports > High Points**



2. In **Top How Many?** Use the down arrow to place **0** in the box, this will mean all swimmers with points will be included in the report.
3. Deselect **Include Race Places**
4. Select **by Points** in **Sort Options** and report will be sorted highest to lowest point scorers.
5. Select **Create Report**.



Below is a sample of the pointscore report created. **Note:** in the example as results from only a few clubs nights have been entered numerous swimmers have 16 points and are on equal 1st place. Only Guy Conway is in 2nd place as he has fewer points.

High Point Report					
	POINTS	NAME	Age/Yr	GRP/SUBGRP	TEAM
1	16.00	Chantelle Kelly	12		CLB
1	16.00	Michael Neal	12		CLB
1	16.00	Daniel Tay	13		CLB
1	16.00	Faith Hill	14		CLB
1	16.00	Bob Smith	19		CLB
1	16.00	Mitchell Bradford	13		CLB
1	16.00	Wendy Hill	13		CLB
1	16.00	Sarah Cox	12		CLB
2	12.00	Guy Conway	12		CLB

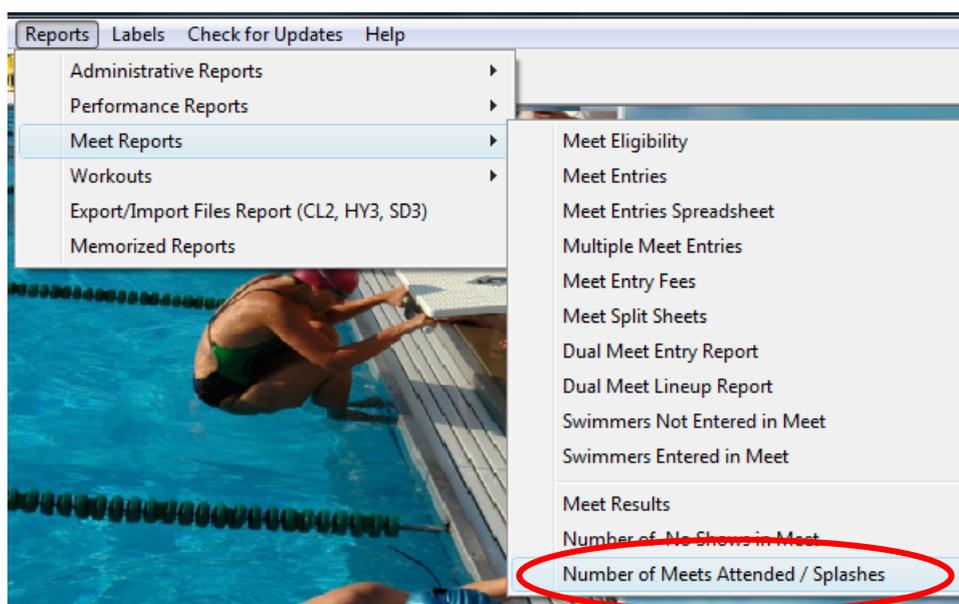
Number of Meets Attended

Use this report if you need to know how many nights swimmers have attended during the season. The report is useful if swimmers need to attend a set number of club nights for:

1. Eligible for Championship Trophies
2. Eligible for funding for Nationals, State etc
3. 100% attendance awards or similar.

To run this report:

1. In **TM** from the main menu, select **Reports > Meet Reports > Number of Meets Attended**



2. Deselect **Include Number of Splashes**
3. Choose **Sort** option you want.
4. Select **Create Report**

The screenshot shows a software dialog box titled "Number of Meets Attended Report". It contains several filter sections:

- Date Filters:** "Meets Since" and "Meets Until" with date pickers (DD/MM/YY).
- Meet Filters:** "Meet Type" and "Course" dropdown menus.
- Athlete Filters:** "Team", "Group", "Subgroup", "WM Group", "WM Subgroup", and "School Year" dropdowns; "Both", "Male", "Female" radio buttons; "Low Age" and "High Age" checkboxes; and "Include Inactive", "Include Relay Only Swims", and "Include Athletes with no meets attended" checkboxes.
- Sort:** "Name" (selected) and "Meets Attended" radio buttons.

 The "Include Number of Splashes" checkbox is unchecked. The "Create Report" button is highlighted with a red circle. A "Cancel" button is also present at the bottom right.

Below is a sample of the report created. The report has been sorted by name. **Note:** as results from only one club night have been entered so far the Number of Meets Attended is only 1.

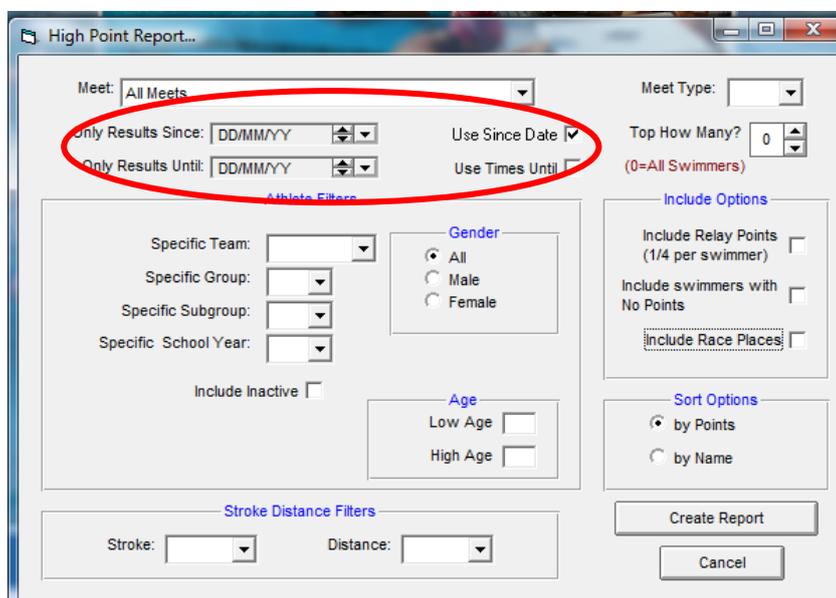
Number of Meets Attended Report				
Name	Gender	Birthdate	Team 1	Meets Attended
Bloggs, Sam (19)	M	1/01/1993	CLB	1
Bradford, Mitchell (13)	M	4/06/1998	CLB	1
Conway, Guy (12)	M	6/10/1999	CLB	1
Cox, Sarah (12)	F	5/10/1999	CLB	1
Hill, Faith (14)	F	14/12/1997	CLB	1
Hill, Wendy (13)	F	20/07/1998	CLB	1
Kelly, Chantelle (12)	F	4/04/1999	CLB	1
Neal, Michael (12)	M	8/06/1999	CLB	1
Smith, Bob (19)	M	6/07/1992	CLB	1
Tay, Daniel (13)	M	4/05/1998	CLB	1
Total Number of Athletes: 10				

Next Season – Moving Forward

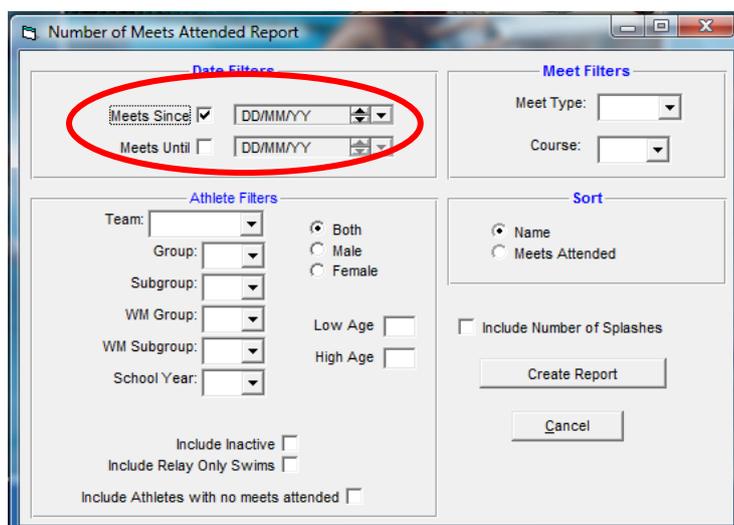
It's now the end of the season, the club has had their presentation day now what for the next season? Do you start a new database or continue using the same one?

The easiest option when the next season starts is to continue using the same **TM** club night database. This means on the first night of the new season swimmers would be entered into events using times from last season. These times could be nearly six months old if you are a summer club. This may or may not be acceptable for you. If you use this option of continuing on with times from the last season, then when you come to produce the end of season reports the pointscores will include the previous season's points also.

To use only the points scored or meets attended in the current season you will need to use a date range when creating both reports. Select **Since Date** box before typing in the start date of the first club night for the current season.



The screenshot shows the 'High Point Report...' dialog box. The 'Meet' dropdown is set to 'All Meets'. The 'Only Results Since' and 'Only Results Until' date fields are circled in red. The 'Use Since Date' checkbox is checked. The 'Meet Type' dropdown is empty. The 'Top How Many?' spinner is set to 0. The 'Include Options' section has 'Include Relay Points (1/4 per swimmer)', 'Include swimmers with No Points', and 'Include Race Places' all unchecked. The 'Sort Options' section has 'by Points' selected. The 'Create Report' and 'Cancel' buttons are at the bottom right.



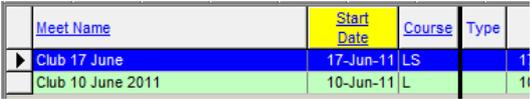
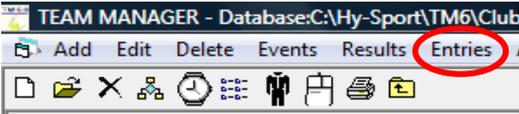
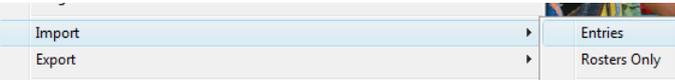
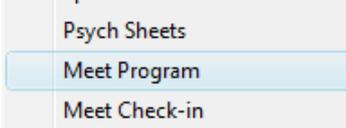
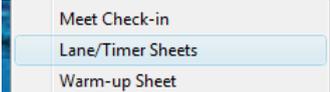
The screenshot shows the 'Number of Meets Attended Report' dialog box. The 'Meets Since' checkbox is checked and its date field is circled in red. The 'Meets Until' checkbox is unchecked. The 'Meet Type' dropdown is empty. The 'Course' dropdown is empty. The 'Athlete Filters' section has 'Team', 'Group', 'Subgroup', 'WM Group', 'WM Subgroup', and 'School Year' all set to empty. The 'Gender' section has 'Both' selected. The 'Age' section has 'Low Age' and 'High Age' both unchecked. The 'Sort' section has 'Name' selected. The 'Include Number of Splashes' checkbox is unchecked. The 'Create Report' and 'Cancel' buttons are at the bottom right.

Option 2 is to start a new database for the new season. This would mean on the first club night there are no times from the previous season and all swimmers start with NT. Once you have created a new database for the current season then Export Athlete Rosters from the previous season's database and import it into this season's database to save you having to type in the names again.

If you are feeling brave and confident in your abilities you may want to explore the Purge option to start a new database. Don't forget to backup the old database before using the Purge option, in case you need to restore the old database.

Club Night Cheat Sheet for on the Night

These are very basic instructions for the sequence of events on club night. It assumes you have already set up Club Night in **MM** and exported events to **TM**

1. Start MM and minimise	
2. Start TM	
3. Meets Menu , select meet	
4. Entries > Entries by Name , enter swimmer into events	
5. Export entries, using File > Export > Meet Entries and minimise TM	
6. Maximise MM and import entries, using File > Import > Entries	
7. Seed meet, Select All , Start Seeding	
8. Print marshalling sheet, Reports > Meet Program	
9. Print timekeeper sheets, Reports > Lane/Timer Sheets	
10. Run club night	Collect marshalling sheets and timekeeper sheets at end to enter results in later.