

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 are 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 then 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 met 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:

- TEAM MANAGER Database:C:\Hy-Sport\TM6\Club Night.mdb Teams Meets Standards File Set-up Athletes Workouts Training Reports Labels Check for Updates Help Records Ctrl+0 8 Open / New 1 Ô ç Open Den Convert Database to TM 6.0 . Backup Ctrl+B Ctrl+R Restore Unzip File Repair/Compact Database Purge • Import Þ Export . Install Update A B B CONTRACTOR Enable Network Login Open in Multi-User Mode Network Administration Login to Team Connect Online Journal License Management Exit Ctrl+Q
- 1. Select **File > Open/New**

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

🐮 Open Existing or Create New Database							
Compu	iter 🕨 VistaOS	(C:) + Hy-Sport	► TM6 ►		✓ 4 Searce	:h	۶
🎝 Organize 👻 🏭 Viev	vs 🔻 📑 Ne	w Folder					(
Favorite Links Documents Desktop Secent Places For Units Computer For Units For Units For Units For Eace the	Name HY-TEKSy Comparison of the second Hy-TEKSy Reports Ascham Dayout5ar DyourBoi Seas the L SSSD test TM6Conv TM6Sys2	w Folder Date modified rs mple nts imit ersions	Туре	Size PDFForms TM6Temp DEMO SuresSA Sans Souci Sea Devils Speedo 2011 test test tm6sys			
Folders File nam	e: Club Night)			• [EAM MANAGER	Database Cancel

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

🔄 System Preferences				
Preferences 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	Team/Swimmer Defaults Default Team Registration: AUST Default Team Type: AGE Default Country: AUS Default Country: AUS Default LSC: Ubefault State: Ubefault City: Meet Age-Up Date Meet Start Date Meet End Date DD/MM/YY 			
Relay Lead-Off Splits Image: Use Relay Lead Off Splits State / Province Labels Image: Use "State" Image: Use "State" Stroke Rates Image: Enable Stroke Rate Reporting Automated Reminders Automatic Backup every [7] Automatic Update Check every [7]	System Age-Up Date Jun 11, 2011 ✓ Always Age-Up To Today s <u>QK</u>			

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.

Team Maintenance Team Names/Registration	
Full Team Name: Full Team Name: Short Team Name:	Team Registration: AUST Team Type: AGE
	Team Division:
Mailing Information	
Mail To:	State
Address:	
City:	
Postal Code:	Country: AUS 🗸
Telephone Information Day Phone: Evening Phone: FAX:	<u><u>D</u>K <u><u>C</u>ancel</u></u>

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

ſ	Athlete Information	
	Athlete Information	
	Last Name: First Name: Preferred Name: Birthdate: Build ID ID #	Middle: Age:
I	Gender (M,F): Athlete E-Mail:	
	Primary Contact Secondary Contact Medical Custom Email Export	Team 1: Joined: DD/MM/YY
I	Father's Last: Father's First:	Team 2:
I	Mother's Last: Mother's First:	Team 3:
I	Mailing Address:	Group: Joined: DD/MM/YY
I	Mailing Address:	Subaraup
I		
I	Postar code.	
I	Swap Mother/Father Fill in 'Mail Io' if different from first names and last name	WM Subgr:
I	Names, Tele, E-mail	School Yr:
l	C Use Primary for Mailing C Use Secondary for Mailing C Use Both	
I	Primary Contact Information	
I	Home Phone: FAX:	
I	Office Phone: Cell:	Inactive
	E-Mail:	Dive Certified
	Mother	Registration OK
	Office Phone: Cell:	
	E-Mail:	Recruiting 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 1^{st} , 2^{nd} or 3^{rd} 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	C	
Meet Name : Club Night Template Facility Name : Sydney Swim Pool Address : Address : City : Sydney State / Province : NSW Country : AUS Start Date : 01/01/11	Postal Code : 2000 Host LSC : ▼ End Date : 01/01/11 ▼ Entry Deadline : 18/12/10 ▼	Meet Type Standard - Divisions - By Event By Team By Entry Flighted Time Standards Div by Time Std
ID Format O USAS - USA Swimming O SNZ - Swimming New Zealand O SSA - Swimming South Africa O AUS - Australian Swimming BSS - British Swimming BSSA - Canadian League O Other Base Country AUS Altitude in Feet :	Class Cl	Standard Standard 2 Team Dual 3+ Team Dbl Dual Course C LC Meters SC Meters Yards
Default Touch Pads at both ends :	C UK-ASA DQ Codes	
	<u>о</u> к	

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 then 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 then 8 lanes.
- 4. Click on **OK** after entering each event.



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.

1 , 1	Events											
Lay	out Add	d Edit De	elete Co	mbined Events	s Session	ns Comment	ts Re-Nu	mber	Clear Indicators	Records	Standards	; Viev
	🛗 🗅 🖆 🗙 ce 🜆 🔲 🛤 🕫 🖼 🏹 🗃 🗟 🎸 🖻											
•	Gender Age Range Indiv + Relays Indiv + Relays											
	Evt #	<u>Status</u>	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 clubs 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

te Combined E	vents Sessions Comments Re-Nu	umber Clear Indicators Reco	ords Standards View Print
]] R# 🖍 🎛	🕅 🗟 🖉 🖻 🔍		
Age Range	🔁, Time Standards	an (halls	
	Import Export Custom Age Gro	ups View Create Report	
	📥 🖓 Age 🛜 🚑 🔃		
Gender Age Gro			
Mixed	Gender Ag	e Range 🕘 Indiv + Relays	C LC Meters
Mixed		Indiv Only	C SC Meters 💽
Mixed	C Mixed C Female	C Relays Only	C SC Yards C
Mixed		Lon	a Course Meters
Mixed	Evt# Event Name	OT	g course meters
Mixed	1 Mixed 25 Free	20.00	
Mixed	2 Mixed 50 Free	35.00	
Mixed	3 Mixed 100 Free		
Mixed	4 Mixed 25 Back	26.00	
Mixed	5 Mixed 50 Back	42.00	
Mixed	6 Mixed 100 Back		
Mixed	7 Mixed 25 Breast	27.00	
Mixed	8 Mixed 50 Breast	46.00	
Mixed	9 Mixed 100 Breast		
Mixed	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		
	1		
	1		
	Qual with 1 Ta	g: C Equal to or faster	⊙ Slower than)□ C
	Tag Time Std. Eatry Qual	Penerina Deporting	
	OT	Coning Description	and Results
			2) ENTRY QUALIFICATIO
			read the Help for details o
		I I	ALT C ASSENCE

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

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

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



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).

C. Entry / Scoring Preference	es		X						
Elighted Meet	2 or 3+ <u>D</u> ouble Dual	Improvement Point							
Scoring/Awards	Entries / Entry Limits	<u>R</u> esults	Time Stds Meet						
Different point system for male and female : Different point system for each Division :									
	Score points only if athlete	equals or exceeds ever	nt qualifying time : 🔲						
	Score faste	est heat only, regardless	of overall place :						
	Allow foreign athletes' po	oint scores to count tow	ard team scores : 🔽						
		Score	e "A" Relay Only :						
	F	Penalty Points awarded i	f No Show (NS) : 0						
м	aximum scorers per team per e	event (blank for no limit)	Individual Relay						
	Top how	many for award labels							
Maximum per team	that advance to finals from pr	elims (blank for no limit)							
Masters Team S Team Sizes :	coring	Special Point ment Points v decimals if HY-TEK Po	System						
	<u>о</u> к	<u>C</u> ancel							

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	

Eg, Entry	/ Scoring Preferenc	es										
<u>E</u> nt	tries / Entry Limits	Results) :	Time Stds M	eet						
Eli	ghted Meet	2 or 3+ Double Du	Jal	Impro	ement Po	ints	Scoring/Awards					
		Improv	ement P	oint Sys	tem							
	Slow Range	High Range	Poir	nts	Competer	1 Pts	×					
1	-99.00	-0.51	1		1							
2	-0.50	0.50	2	2	1							
3	0.51	99.00	3	}	1							
	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 : 1 Points awarded if seed time is NT : 3 Points awarded if No Show (NS) : 1 Points awarded if exhibition : I 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.												
		<u>(</u>	<u>о</u> к	<u>C</u> a	incel							

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:

1					-		-					
	🔄, Entry /	/ Scoring Preference	es						×			
	<u>E</u> nt	ries / Entry Limits	<u>R</u> esults] :	Time Stds Meet						
	<u>E</u> lig	ghted Meet	2 or 3+ Double Du	ual)[Improv	ement Points		Scoring/Awards				
			Improv	ement P	oint Sys	stem						
		Slow Range	High Range	Poir	nts	Competed Pts						
	1	-99.00	-2.01	1		0						
	2	-2.00	-1.01	2		0			-			
	3	-1.00	-0.01	3		0			-			
	4	0.00	0.01	4	ļ	0						
	5	0.02	1.00	5		0						
	6	1.01	2.00	6	i	0						
	7 2.01 99.00 7 0											
	8	0.00	0.00	0)	0						
	9	0.00	0.00	0)	0			_			
	10	0.00	0.00	0		0			-			
		Points aw Points awarded if No	varded if DQ : 1 Show (NS) : 0	_	Poi	nts awarded if se Points awarde	eed tir ed if e	ne is NT : 4				
	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.											
				<u>о</u> к	<u>د</u>	incel						

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**

S\	wim MEET	MANAG	iER - Datab	ase: 'C:\(Club Nigh	t\Club Nig	ht Ten	plate.mdl	b'				
File	Set-up	Events	Athletes	Relays	Teams	Seeding	Run	Reports	Labels	Ch			
	Open / N	lew							Ctrl+0				
	Save As												
	Backup Ctrl+B												
	Restore								Ctrl+R				
	Unzip Fil	e											
	Repair/C	ompact [Database										
	Purge									۲.			
										_			

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.

Swim MEET MANAGER -	Database: 'C:\C	lub Night\Club Nig	ht Template.n	ndb'					
File Set-up Events Ath	letes Relays	Teams Seeding	Run Repor	ts Labels Ch	eck for Update	s Help			
🕒 🍯 👗 💿	1								
Save current database '	Club Night Tem	plate.mdb' As			1 10	- 0			
Comp	uter 🕨 VistaOS	(C:) 🕨 Club Nigh	E≯	_	_			✓ ⁴ → Search	_
🎍 Organize 👻 🏭 Viev	vs 🔻 📑 Ne	w Folder							
Favorite Links	Name	Date modified	Туре	Size	Tags				
Documents	Club Nigl	ht Template							
🧮 Desktop									
💯 Recent Places									
👰 Computer									
Pictures									
Music									
Recently Changed									
Searches									
ublic 🔐									
Folders A									
i olders		2011						[] [] [] [] [] [] [] [] [] [] [] [] [] [
File na	e: Club 10 June	2011							na oses (.mdb)
								t	en Cancel

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**
- Change the Meet Name to the club night
 Change the Start, End and Age-Up Dates to the date of the club night
- 4. Click **OK**

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.

andards View	w Print Export to HT				
All Events C Time Trial Only Standard Only Open Water C Disability Only					
ype Prelims	<u>s Finals A</u>				
ndard N/A	Slow to Fast				
ndard N/A	Slow to Fast				
ndard N/A	Slow to Fast				
ndard N/A	Slow to Fast				
ndard N/A	Slow to Fast				
ndard N/A	Slow to Fast				
ndard N/A	Slow to Fast				
ndard N/A	Slow to Fast				
ndard N/A	Slow to Fast				
	w to Fast				
the second second	w to Fast				
	w to Fast				
	w to Fast				
: Are you sure	e ;				
_					
	ard N/A lard N/A ard N/A lard N/A lard N/A lard N/A				

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.

S, E	vents													
Lay	out Ado	d Edit De	elete Coi	mbined Even	ts Sessio	ns Commen	it Re	e-Number	Clear Indicators	Records	Standards	View	Print	Export to H
	🗅 😅	🗙 се 🖉	7 🚺 R#	🗠 🔛 🏷	8	🖪 🏹 🖻								
• •	Gender Age Range Indiv + Relays Image: Comparison of the state of th							All Events Standard On Open Water						
	Evt#	<u>Status</u>	Gender	Age Group	Distance	Stroke	Entry	Et. Re-nu	umber Events	Lana and	×	ns	Fir	nals
	1	Unseeded	Mixed		25	Free	0.		County Double		Marcola 1		SI	ow to Fast
	2	Unseeded	Mixed		50	Free	0.						SI	ow to Fast
	3	Unseeded	Mixed		100	Free	0.		incre	ase event n	umpers : 💌		SI	ow to Fast
	4	Unseeded	Mixed		25	Back	0.		Decre	ease event n	umbers : 🔘		SI	ow to Fast
	5	Unseeded	Mixed		50	Back	0.			0.66 at ama			SI	ow to Fast
	6	Unseeded	Mixed		100	Back	0.			Offset anio			SI	ow to Fast
►	10	Unseeded	Mixed		25	Fly	0.		Starting Event	Number (1-	15): 1		SI	ow to Fast
	11	Unseeded	Mixed		50	Fly	0.		Endin	n Event Num	her: 15		SI	ow to Fast
	12	Unseeded	Mixed		100	Fly	0.		2.Holin				SI	ow to Fast
	13	Unseeded	Mixed		50	IM	0.		1		1		SI	ow to Fast
	14	Unseeded	Mixed		100	IM	0.		<u>0</u> K	<u>C</u> ancel			SI	ow to Fast
	15	Unseeded	Mixed		200	IM	0.0			-			SI	ow to Fast

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

۹,	Events														
L	ayout 🖌	Add Edit De	elete Co	mbined Event	ts Session	ns Commer	nts Re-Nur	mber	Cle	ar Indicators	Records	Standards	View	Print	Export to F
	i 🗅 🖬	ş 🗙 ce 🖉	7 🚺 R#	🗠 🔢 🏹	8	à 🌾 🖻									
	C All Mixed	Gender C Male C Female	Age	e Range	 Indiv + R Indiv Onl Relays C 	elays y inly	 All Eve Standa Open V 	ents ard Only Water	y	⊂ Time T ⊂ Swim- ⊂ Disabit	rial Only Off Only ty Only				
	Evt :	# <u>Status</u>	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Fin	als Setup	Lanes	Type	Prelims	Fir	nals
	11	Unseeded	Mixed		25	Free	0.00	F	1	3. Re-numbe	r Events			×	/ to Fast
	12	Unseeded	Mixed		50	Free	0.00	F	lг						/ to Fast
	13	Unseeded	Mixed		100	Free	0.00	F			In	crease even	tnumbers	- C	/ to Fast
	14	Unseeded	Mixed		25	Back	0.00	F					mannoore		/ to Fast
	15	Unseeded	Mixed		50	Back	0.00	F			De	crease event	t numbers	s: 🖲	/ to Fast
	16	Unseeded	Mixed		100	Back	0.00	F				Offset an	nount : [13	/ to Fast
	20	Unseeded	Mixed		25	Fly	0.00	F	1						/ to Fast
	21	Unseeded	Mixed		50	Fly	0.00	F		S	starting Eve	nt Number (1	1-25) :	14	/ to Fast
	22	Unseeded	Mixed		100	Fly	0.00	F			End	ding Event Nu	mber :	16	/ to Fast
	23	Unseeded	Mixed		50	IM	0.00	F					,		/ to Fast
	24	Unseeded	Mixed		100	IM	0.00	F			OK	0	. 1		/ to Fast
	25	Unseeded	Mixed		200	IM	0.00	F			UK	<u>C</u> anc	ei		/ to Fast
-													_		-

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 *minus* $\mathbf{1} = \mathbf{13}$ (offset amount)

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

1 , 1	Events														
Lay	out Add	d Edit De	elete Co	mbined Events	Session	ns Commen	its Re-Nur	nber	Clear	Indicators	Records	Standards	View	Print	Expor
m	🗅 😅	X CE 🖉		🗠 🔢 🕅	👼 🖨	la 🌾 🗈									
•	Ger All Mixed	Male Male Female	Age	Range	elays y Inly	lays C All Events C Time Trial Only C Standard Only C Swim-Off Only Ny C Open Water C Disability Only									
	Evt#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals	Setup	Lanes	Type	Prelims	Fi	nais
►	1	Unseeded	Mixed		25	Back	0.00	F	5	Re-numbe	r Events			×	/ to Fi
	2	Unseeded	Mixed		50	Back	0.00	F							ן to Fa
	3	Unseeded	Mixed		100	Back	0.00	F			In	crease event	numbers	- C	/ to Fa
	11	Unseeded	Mixed		25	Free	0.00	F	1			Crease event	numbera		/ to Fa
	12	Unseeded	Mixed		50	Free	0.00	F	1		De	crease event	numbers	i: 🖲	/ to Fa
	13	Unseeded	Mixed		100	Free	0.00	F	1			Offset an	nount · [16	/ to Fa
	20	Unseeded	Mixed		25	Fly	0.00	F	1			onooran			to Fa
	21	Unseeded	Mixed		50	Fly	0.00	F	1		Starting Ev	ent Number (1	1-25) :	20	/ to Fa
	22	Unseeded	Mixed		100	Fly	0.00	F	1		En	ding Event Nu	mber:	22	/ to Fa
	23	Unseeded	Mixed		50	IM	0.00	F	1				,		to Fa
	24	Unseeded	Mixed		100	IM	0.00	F	1			1	. 1		/ to Fa
	25	Unseeded	Mixed		200	IM	0.00	F	Ĩ		UK	Cance	ei		/ to Fa
										_	-	-	_	-	9

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

Below is the Events screen after events have been renumbered

a , E	vents											
Lay	out Ado	d Edit De	elete Co	mbined Event	s Session	ns Commen	ts Re-Nur	nber	Clear Indicators	Records	Standard	s Vier
m	🏢 🗅 🚔 🗙 @ 🔟 🎟 🗠 🔣 🏹 🗑 🖨 🖪 🏹											
•	Ger All Mixed	C Male C Female	Age	Range (*	Indiv + R Indiv Onl Relays C	elays y Inly	 All Eve Standa Open V 	ents ard Only Water	C Time Tr C Swim- C Disabili	rial Only Off Only sy Only		
	Evt #	<u>Status</u>	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Туре	Prelim
►	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	1	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.

1 , E	vents											
Layo	out Ado	d Edit De	elete Cor	mbined Events	s Session	ns Commen	ts Re-Nur	nber	Clear Indicators	Records	Standard	s
	🗅 🖻	🗙 се 🖉	7 🚺 R#	🗠 🔛 🕅	T 🗟	🖪 🌾 🖻						
Gender All C Male C Mixed C Female		Age	Range (Indiv + R Indiv Onl Relays O	elays y inly	 All Eve Standa Open V 	ents ard Only Water	C Time Ti C Swim-I C Disabili	rial Only Off Only ty Only			
	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 renumber 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**

Export Events to TM	x								
Qualifying Times Outlifying times for LCM, SCM, and Yards Multi-Cut Course order : ✓ Include qualifying times for LCM only									
Conversions C Team Manager SCM and Yards entry times are NOT to be converted to LCM Team Manager SCM and Yards entry times CAN be converted to LCM									
Events Standard Events Time Trial Events Swim-off Events									
<u>Q</u> K <u>C</u> ancel									

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

Meet Events	×.									
Copy Meet Events File To:										
C:\swmeets3										
Drive:	Directory:									
C: [VistaOS]	C:\ Swmeets3 Meet Entries-2011 MetSEA Winte									
<u>OK</u>	Cancel									



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.

TI 🔔	EAM MAN	IAGER - Da	atabase:C:	\Hy-Spo	rt\TM6\Club	Night.mdl	0							
File	Set-up	Athletes	Teams	Meets	Standards	Records	Workouts	Training	Reports	Labels	Chec			
	Open / N Open De	lew mo Databa	ise			Ctrl+0		8 2	ç	Q				
	Convert	Database to	o TM 6.0			+								
	Backup					Ctrl+B			-					
	Restore					Ctrl+R		-			5			
	Unzip Fil	e									and the second			
	Repair/C	ompact Da	atabase						1000000					
	Purge					+		3						
	Import				Meet	Results								
	Export				Meet	Events	ン							
	Install Up	odate					Athlete Rosters Meet Entries							
	Enable N	etwork Log	gin				Des Cultures (se Dalas OC							
	Open in	Multi-User	Mode				Pro Swimmer for Palm OS							
	Network	Administra	ation				Team							
	Login to	Team Con	nect Onli	ne			SWIMS Roster or NCAA Roster							
	Journal					USA-S Meet Entries								
	License N	Manageme	nt		T&F TEAM MANAGER Roster									
	Exit				Workouts									
	C:\Hy-Sp	ort\TM6\0	Club Nigh	t.mdb				1 marsh		le le la	-			

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

E	Import Events		and the second s		x
	🔾 🗢 📕 🕨 Com	arch	٩		
	🎍 Organize 👻 📗 V	ews 🔻 📑 New Folder			0
	Favorite Links	Name	Date modified	Туре	Size 🔺
н.	Documents	Meet Events-BSC Rockdale 2011 Australia day Meet-22Jan2	. 12/12/2010 10:46	Compressed (zipp	
11	Documents	Meet Events-BSC Rockdale 2011 Australia day Meet-22Jan2	. 12/12/2010 1:42 PM	Compressed (zipp	
	Desktop	Meet Events-Club 10 June 2011-10Jun2011-001	9/09/2011 8:31 PM	Compressed (zipp	
	Recent Places	Meet Results-2010 MetSEA Speedo Sprint Heats-06Feb2010	. 7/02/2010 1:22 PM	Compressed (zipp	1 ∈
1	Computer	Meet Results-2011 MetSEA Speedo Sprint Heats-05Feb2011	. 13/02/2011 2:50 PM	Compressed (zipp	1
	Pictures	SWMM2Archive-2010 MetSEA LC Development Meet	27/01/2010 3:25 PM	Compressed (zipp	
	Music	SWMM2Archive-2010 MetSEA Speedo Sprint Heats	1/02/2010 10:37 AM	Compressed (zipp	1
	Recently Changed	SWMM2Archive-Distance Test	6/06/2010 4:33 PM	Compressed (zipp	
		Swmm3Bkup2010 MetSEA 12 and Under Winter Champion	. 31/05/2010 7:13 PM	Compressed (zipp	1
	2 Searches	Swmm3Bkup2010 MetSEA 12 and Under Winter Champion	8/06/2010 8:35 PM	Compressed (zipp	1
	Public	Swmm3Bkup2010 MetSEA 13 and Over Winter Champions	31/05/2010 7:13 PM	Compressed (zipp	1
	Folders	Swmm3Bkup2010 MetSEA 13 and Over Winter Champions	8/06/2010 9:46 PM	Compressed (zipp	1 *
	File n	•	Event files (*.hyv,*.ev3,*	.zip) 🔻	
		Open C	ancel		

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

[3. Import Events					COLUMN STATE	ALC: NOT THE OWNER.	×	
1	00- I •	Comput	er ► VistaOS	(C:) • Hy-Sport	► TM6 ► 1	TM6Temp	- - - + - - + - - - - - - - - - -	Search 🔎	2
	🌗 Organize 👻	View:	s 🔻 📑 Ne	w Folder				e)
	Favorite Links		Name	Date modified	Туре	Size			
L	Documents		Meet Ever	nts-Club 10 June 20	11-10Jun20)			
ł.	E Desktop								
	🔢 Recent Places								
	📕 Computer								
	Pictures								
	🚯 Music								
	Recently Change	ged							
1	Searches								
	Public								
	Folders	^							
		File name	. Meet Events	Club 10 June 2011-1	0Jun2011-001	1.ev3	•	Meet Event files (*.hyv,*.ev3) 💌	
F								Open Cancel	

C Import Events	
Meet	
Import File Name: C:\Hy-Sport\TM6\TM6Temp\Meet Events-Club 10 June 2011-10Jun2011-001.ev3	
Meet Name: Club 10 June 2011	
Course: L Start Date: 10/06/2011	
	ОК
	Cancel

- 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.

S. Import Events		
Meet Import File Name: C:\Hy-Sp 2011-10 Meet Name: Club 1 Course: L	TEAM MANAGER	10 June
	ОК	OK Cancel

Enter swimmers into events.

Select **Meets** from the main menu

T 💪	eam ma	NAGER - D	atabas	e:C.\Hy	-Spor	TM6\Clu	b Nigh	t.mdb)						
File	Set-up	Athletes	Tean	n. M	eets	Standards	Rec	ords	Workouts	Training	Reports	Labels	Chec	k for Up	odates
	9 🌙) 🌲	☆	o	Q	V		Ó	12	8	<u>c</u>		3		1
	-	-	-					-					2	5	

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

📅 TEAM MANAGER - Database:C:\Hy-Sport\TM6\Club Night.mdb - [Meet Browser]											
🛱 Add Edit Delete Events Res	ults Entries Ageup	Reports Help									
🗅 🛎 🗙 😓 🏥 🖗 🛱 📾											
Course:	Meet Type:	Meets Since: DD/MM/YY 🚖 🔽 Use Since Dat									
A B C D	<u>E E G</u>	H I J	K L M N								
Meet Name	Start Date Course	Type End AgeUp Date Date	Since Ind Relay Meet Date Charge Charge Charge								
Club 10 June 2011	10-Jun-11 L	10-Jun-11 10-Jun-11	\$0.00								

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

TEAM MANAGER - Database:C:\Hy-	-Sport\TM	l6\Club Night	.mdb - [Meet B	rowser]							
5 Add Edit Delete Frents Re	sults Ent	tries Ageup	Reports He	lp							
🗅 🚅 🗙 🚴 🕙 🏭 🖗 🕂 🚝	3 🗈 🦯	Entry Brow	ser	Í							
Course:	Meet	Entries by N	MY		T EI	lse Since I	Date				
		Entry by Event									
<u>A B C D</u>	E	Pre-Enter A	thletes in Meet	1		K	L	M	N	<u>0</u>	
Meet Name		Max Entries	5		Si	ince ate	Ind Charge	Relay Charge	Meet Charge	Location	
Club 10 June 2011	10-Jur	n-11 L	10-Jun-1	1 10-Jun-1	1				\$0.00	Sydney S	W

3. Select the athlete you want

<u>1068</u>	TEAM MANAGER - Database:C:\Hy-Sport\TM6\Club Night.mdb - [Entries by Name]																					
6	Fine	d Tin	ne Calc	Ath	lete Resul	ts V	/iew	Print	Help	0												
#	-	\odot	5	1	1	For	this M	eet, Sv	vim for	Team:		-]									
	Only	Pre-Er	tered At	thletes	C	Male	e		Team		-	1	G	roup		-	v	VM Gr	•	Low	Age	1
						Fem	ale	Sch	100l Yr	T		-	Suba	roup	i-		w	, ∕ISub [High	n Age	
	CI	ear All		Enter	All (*	Both	1						-	1	I	·		I.	<u> </u>	Standa	irds	-
–		1 -		- 1						1								1	1	1 - 1		
	<u>A</u>	B			D	<u>E</u>		<u>F</u>	G	<u><u> </u></u>		!			<u>K</u>	<u> </u>	L	M	N		<u>P</u>	<u>_</u>
L	Last	Name		First I	Vame	MI	Gen	B	irth	Age	Gr	Sub	Prefer	red N	Vame	<u>Te</u>	eam	D	10000	Citizen		
Ŀ	Brad	ford		Mitche	ell		м	04-	Jun-98	13						CLE	в	BRAMIO	40698			
₽	Conv	vay		Guy			M	00-	Oct-99	11						CLE		CONGU	061099			
H	Hill			Faith	•		F	14.1	Dec-97	13						CLE	B	HILFA1/	11297			
F	Hill			Wend	lv.		F	20	-Jul-98	12						CLE	B	HILWE2	00798			
F	Kelly			Chant	telle		F	04-	Apr-99	12						CLE	B	KELCHO	40499			
	Neal			Micha	el		M	08-	Jun-99	12						CLE	в	NEAMIO	80699			
	Smith	1		Bob			М	06	-Jul-92	18						CLE	в	SMIBOO	60792			
	Tay			Danie	1		М	04-1	May-98	13						CLE	в	TAYDA	040598			
		Show R	elav Enti	ries				-			. r					_			Show Swi	m-Up Events		
	Cu	rrent Er	ntries 3			F	Relay	Entries	0	565	sion		Mee	et DI	VISIO	n j	•	*	= time did n	ot make the	cuttoff.	
												_				1	10-Ju	in-11 C	lub 10 June	2011		
Sei		Div	Event	Gen	Distance	Stre	ke	Ane	Enter	Best Tim		ustom	Time	F.	۸Ħ	Bonus	SI	ower	Faster	Slower	Faster	Т
		0.0	LYGIN	0011	Distance	oure	~~~	~99	Lintor	Dest min		ustom	T III C	<u>Z</u>	~"	Donus	Tha	1-[Yds]	Than [Yds	Than [LCM]	Than [LCM	I T
	1		1	X	25	Back	۲. I	Ope			NT			H						26.00		
⊢	1		2		100	Back		Open						\exists						42.00		+
	1		4	x	25	Elv		Open			NT			Н						26.00		
	1		5	x	50	Flv		Open			NT			П						40.00		
⊢	1		6	X	100	Flv		Open			NT											+
	1		7	X	25	Free		Open	~		NT									20.00		
	1		8	X	50	Free		Open			NT									35.00		
	1		9	X	100	Free		Open			NT											
	1		10	Х	50	IM		Open			NT									1:00.00		
	1		11	X	100	IM		Open			NT									1:30.00		
	1		12	X	200	IM		Open			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.

Current Entries 0 Relay Entries 0						Session:	Division		•	*	Show Swim = time did not	Up Events make the cu	ittoff.						
								18-Sep-09 Week 8 Term 3 2009											
Sees	Div	Event		Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	ΔĦ	Bonus	Slower	Faster	Slower	Faster	Slower	
5633	0.0	Lyon		Gen	Distance	SHOKE	~yc	Linter	Dest fille	custom nine	L'AII	Ċ	Donus	Than-[Yds]	Than [Yds]	Than [LCM]	Than [LCM]	Than [SCM]	T
1		1		Х	25	Fly	Open		* 20.37S									26.00	Γ
1		2		Х	50	Fly	Open		49.38S									40.00	Г
1		3		Х	25	Breast	Open		NT									27.00	Γ
1		4		Х	50	Breast	Open		51.20S									46.00	Γ
1		5		Х	25	Free	Open		* 18.195									20.00	Γ
1		6		Х	50	Free	Open		41.17S									35.00	Γ

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 entires 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 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**.

10 <u>60</u>		IAGER - Da	tabase:C	\Hy-Spo	rt\TM6\Club	Night.md	b					
File	Set-up	Athletes	Teams	Meets	Standards	Records	Workouts	Training	Reports	Labels	Check	for Upd
	Open / N	lew				Ctrl+0		8 5	2	Q		
	Open De	mo Databa	se				-			-		
	Convert	Database to	5 TM 6.0			•		********				
	Backup					Ctrl+B		*****		Na a a a a a a a a a a a a a a a a a a		-
	Restore					Ctrl+R	1000				1000	and a
	Unzip Fil	e					-			-		
	Repair/C	ompact Da	tabase						*****			6
	Purge					•	-	3			(
	Import					•						-
	Export					•	Mee	t Entries)			
	Install Up	odate					Nice	Results				
							Best	Times				

- 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.

5. Export Entries		- O X
Export to Drive: C: [VistaOS] Export to Directory: C: TMSData	Entry Export Restrictions	
		OK Close

Entries exported into a zipped file.

Export Entries			
Export to Drive:	•	Entry Export Restrictions	
Export to Directory:		Meet: 10-Jun-11 Club 10 June 2011	-
TM5Data	TEAM MANAGE	R	
	Entries export 2011-10Jun20	ed to C:\TM5Data\CLB-Entries-Club 10 June	
		ОК	ОК
			Close

Import Entries into MM

To import the entries into the Club Night meet:

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

🎫 S	wim MEE	MANAG	iER - Datab	ase: 'C:\C	lub Nigh	t\Club Jun	e 10 20	011.mdb'				
File	Set-up	Events	Athletes	Relays	Teams	Seeding	Run	Reports	Labels	Check for Updates	Help	
	Open / N Save As	lew						Ct	rl+0			
	Backup							C	trl+B	-4 XI.	- Inneren	-
	Restore							C	trl+R			
	Unzip Fil	e									WOULD I	32
	Repair/C	ompact	Database									
	Purge								•		1	
	Import								•	Entries		
	Export								•	Rosters Only		
	Install Up	odate								Merge Entries (I	MM to MM)	
	Disable N	letwork l	Login							Merge Results (MM to MM)	

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

Open File for Import		-0-	
Compu	ter ► VistaOS (C:) ► TM5Data ►		
🎍 Organize 👻 🏢 View	/s 🔻 📑 New Folder	_	
Favorite Links	Name	Date modified	Туре
Documents	ABBT-Roster001	11/06/2011 11:34	Comp
	CLB-Entries-Club 10 June 2011-10Jun2011-001	9/09/2011 10:03 PM	Comp
Jesktop	CLB-Entries-Test Event 2008-01Jan2008-001	2/07/2011 9:14 PM	Comp
📳 Recent Places	SEAG-Entries-2011 NSW Metropolitan Championships-11Dec2010-001	29/11/2010 9:58 AM	Comp
👰 Computer	SwTM5Archive-Test-01	19/07/2011 9:06 PM	Comp
Pictures	SwTM5Archive-Test-02	7/08/2011 3:25 PM	Comp
Music	SwTM5Archive-Test-03	2/09/2011 9:28 PM	Comp
🚱 Recently Changed	引 SwTM5BkupUniswim-01	16/07/2011 7:25 PM	Comp
Searches			

- 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**.

S	Swim MEET MANAGER - Database: 'C:\Club Night\Club June 10 2011.mdb'												
File	Set-up	Events	Athletes	Relays	Teams	Seedin	ig Run	Report	s Labels	Check	for Updat	es Hel	р
		8	<u>ف</u>	🎐 🌛		9		_		_		_	
MM 10	Open File	for Imp	ort								1		
G		<u>]</u> i + ⊂	Computer	 VistaOS 	S (C:) ▶	Ну-Ѕрог	rt ► Sw/	MM3 🕨	CLtemp	_			
	Organiz	e 🔻 🏭	Views	👻 📑 Ne	ew Folder		_		_	_			
Fa	vorite Lin	ks	Na	me	Date m	nodified	Тур	e	Size				
	Docume	ents		CLB-Entr	ies-Club	10 June i	2011-10Ju	ın20)					

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.

E Import Entries	X
	Natal an anatomatica da
	Include entries with No Time (NT):
	Enforce meet entry gualification times :
-	Use LSC as part of Team match : 🗌
	Update Times Only (No new entries) : 🕅
-	Import Relay entries only : 🗔
	Delete a team's entries before importing : 🥅
	<u>OK</u> ancel

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

	Import File Progress
	Teams: 1
	Athletes: 4
	Entries: 15
	Relays: 0
	Relay Names : 0
	Exceptions : 0
	Elapsed Time : 0 second
A second second	Import Finished

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

1		e Meet		Duri		Control C	Combine	-		
tart S	seeding	Select A	All De-Select	Previe	w ScratchPad ScratchBack	ScratchForward C	opy Combine	Con	solidat	te
1 C	× KD [1 🖻 🖇	🧭 Σ 🥇	💽 🖽 🖻					
• AI	Gend	er C Male	Age R	lange	Hide	Prompt if a R	e-Seed			
🔿 Mix	xed	C Female	• '		Seeded Zero Entries	Preview eacl	h Event			
			1				S	essior	ı List	_
	Day 3	Start Time	Session #	Course	Session Title					
	All		All	L	All Events					
							E	VENT	LIST	
Seed	Evt #	Rnd	Status	Manual	Event Name		E Entries	VENT Scr	LIST	н
Seed	Evt #	Rnd	Status Un-Seeded	Manual	Event Name Mixed 25 Backstroke		E Entries	VENT Scr 0	LIST Att 0	Н
Seed	Evt #	Rnd F F	Status Un-Seeded Un-Seeded	Manual	Event Name Mixed 25 Backstroke Mixed 50 Backstroke		E Entries 1 2	VENT Scr 0	LIST Att O	H 0 0
Seed V V	Evt # 1 2 3	Rnd F F F	Status Un-Seeded Un-Seeded Un-Seeded	Manual	Event Name Mixed 25 Backstroke Mixed 50 Backstroke Mixed 100 Backstroke		Entries 1 2 1	VENT Scr 0 0	LIST Alt O O	H 0 0
Seed V V V	Evt # 1 2 3 4	Rnd F F F F	Status Un-Seeded Un-Seeded Un-Seeded Un-Seeded	Manual	Event Name Mixed 25 Backstroke Mixed 50 Backstroke Mixed 100 Backstroke Mixed 100 Backstroke		Entries Entries 1 2 1 2	VENT Scr 0 0 0 0	LIST Alt 0 0 0	H 0 0 0
Seed V V V V	Evt # 1 2 3 4 5	Rnd F F F F F	Status Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded	Manual	Event Name Mixed 25 Backstroke Mixed 50 Backstroke Mixed 100 Backstroke Mixed 25 Butterfly Mixed 50 Butterfly		Entries 1 2 1 1 2 1 2 1	VENT Scr 0 0 0 0 0 0 0 0	LIST Alt 0 0 0 0 0	H 0 0 0 0
Seed V V V V V V V	Evt# 1 2 3 4 5 6	Rnd F F F F F F	Status Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded	Manual	Event Name Mixed 25 Backstroke Mixed 50 Backstroke Mixed 100 Backstroke Mixed 25 Butterfly Mixed 50 Butterfly Mixed 100 Butterfly		Entries 1 2 1 2 1 2 1 1 2 1 1	VENT Scr 0 0 0 0 0 0 0 0 0 0 0	LIST Alt 0 0 0 0 0 0 0 0 0 0	H 0 0 0 0 0 0
Seed V V V V V V V V V	Evt# 1 2 3 4 5 6 7	Rnd F F F F F F F	Status Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded	Manual	Event Name Mixed 25 Backstroke Mixed 50 Backstroke Mixed 100 Backstroke Mixed 25 Butterfly Mixed 50 Butterfly Mixed 50 Butterfly Mixed 100 Butterfly Mixed 25 Freestyle		Entries 1 2 1 2 1 2 1 1 1 1 1	VENT Scr 0 0 0 0 0 0 0 0 0 0 0 0 0 0	LIST Alt 0 0 0 0 0 0 0 0 0 0 0 0 0	H 0 0 0 0 0 0 0 0
Seed V V V V V V V V V V V V V V V V V V	Evt# 1 2 3 4 5 6 7 8	Rnd F F F F F F F F	Status Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded	Manual	Event Name Mixed 25 Backstroke Mixed 50 Backstroke Mixed 100 Backstroke Mixed 25 Butterfly Mixed 50 Butterfly Mixed 50 Butterfly Mixed 50 Freestyle Mixed 50 Freestyle		Etries 1 2 1 2 1 1 1 1 1 1 1 1 1	VENT Scr 0 0 0 0 0 0 0 0 0 0 0 0 0	LIST Alt 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	H 0 0 0 0 0 0 0 0
Seed V V V V V V V V V V V V V V V V V V	Evt# 1 2 3 4 5 6 7 8 9 9	Rnd F F F F F F F F F F	Status Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded	Manual	Event Name Mixed 25 Backstroke Mixed 50 Backstroke Mixed 50 Backstroke Mixed 25 Butterfly Mixed 50 Butterfly Mixed 100 Butterfly Mixed 25 Freestyle Mixed 50 Freestyle Mixed 100 Freestyle		Entries 1 2 1 2 1 1 1 1 1 1 2 2 2 1 1 1 2 2	VENT Scr 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	LIST Alt 0 0 0 0 0 0 0 0 0 0 0 0 0	H 0 0 0 0 0 0 0 0 0 0 0 0
Seed VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV	Evt # 1 2 3 4 5 6 7 8 9 9 10	Rnd F F F F F F F F F F F F	Status Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded	Manual	Event Name Mixed 25 Backstroke Mixed 50 Backstroke Mixed 100 Backstroke Mixed 25 Butterfly Mixed 25 Butterfly Mixed 100 Butterfly Mixed 100 Butterfly Mixed 100 Butterfly Mixed 100 Freestyle Mixed 100 Freestyle Mixed 50 IM		Entries 1 2 1 2 1 1 2 1 1 1 1 1 2 0	VENT Scr 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	LIST Alt 0 0 0 0 0 0 0 0 0 0 0 0 0	H 0 0 0 0 0 0 0 0 0 0 0 0 0 0
Seed VVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVVV	Evt # 1 2 3 4 5 6 7 7 8 9 10 11	Rnd F F F F F F F F F F F F F F F	Status Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded Un-Seeded	Manual	Event Name Mixed 25 Backstroke Mixed 50 Backstroke Mixed 100 Backstroke Mixed 25 Butterfly Mixed 50 Butterfly Mixed 50 Butterfly Mixed 100 Butterfly Mixed 50 Freestyle Mixed 100 Freestyle Mixed 100 Freestyle Mixed 100 IM		Entries 1 2 1 2 1 2 1 1 1 1 2 1 2 0 0 0 2	VENT Scr 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	LIST Alt 0 0 0 0 0 0 0 0 0 0 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**

🖷, See	ding th	e Meet										
Start S	eeding	Select	All De-Select	Previe	w ScratchPad	ScratchBack	ScratchForward	Сору (Combine	Consolidate	View	Events
🌉 o	• m [ΠØ	t t 🗈 🖇	🛞 Σ 🤅	🗟 🏭 🖻							
С АІ С МЬ	Gend	ler C Male C Femal	Age F	ange	☐ Un-Seeded ☐ Seeded	Hide Done Zero Entries	Prompt if Preview e	a Re-Seed each Event				
									S	ession List		
	Day	Start Time	e Session #	Course	Session Title							
	All		All	L	All Events							
								НУ-Т	EK's MEET	MANAGER	X	
Seed	Evt#	Rnd	Status	Manual	Event Name				ER S MEET	- HINTINGEN		
	1	F	Seeded		Mixed 25 Backst	troke						
	2	F	Seeded		Mixed 50 Backst	troke		Se	edina com	npleted !		
	3	F	Seeded		Mixed 100 Back:	stroke		Nu	imber of e	vents seeded =	: 11	
	4	F	Seeded		Mixed 25 Butterf	ly						
	5	F	Seeded		Mixed 50 Butterf	ly						
	6	F	Seeded		Mixed 100 Butter	rfly						
	7	F	Seeded		Mixed 25 Freesty	/le				(ОК	
	8	F	Seeded		Mixed 50 Freesty	le						
	9		Seeded		Mixed 100 Frees	tyle			0			
	10	F	UN-Seeded		Mixed 50 IM				0			
	12		Seeded		Mixed 100 IM				2			
	12	F	Seeded		Mixed 200 IM							
		1 1										

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

	icct Prog	ram					
Sele	ct All D	e-Select	Preference	es Memorize View	Create Report		
	n	8 👼	a 🗈				
•	Gen	der C Male		Age Range	All Rounds	Rounds	Indiv + Relays Indiv Only
01	Mixed	C Fema	ale T	eam - 💌	O Prelims Only	O Round 1 Only	C Relays Only
					Session I	ist	
	Day S	itart Tim	e Session	# Course Session T	itle		
	All		All	L All Events			
				i i			
					VENT LIST for M	eet Program	
	Evt #	Bnd	Status	Event Name			Heats
	1	F	Seeded	Mixed 25 LC Metre Back	stroke		1
	2	F	Seeded	Mixed 50 LC Metre Back	stroke		1
v V	3	F	Seeded	Mixed 100 LC Metre Bac Mixed 251 C Metre Butte	rstroke rflu		1
	5	F	Seeded	Mixed 50 LC Metre Butte	rfly		1
v	6	F	Seeded	Mixed 100 LC Metre Butt	erfly		1
Image: A state of the state	7	F	Seeded	Mixed 25 LC Metre Frees	tyle		1
	8	F	Seeded	Mixed 50 LC Metre Frees	tyle		1
v V	10	F	Seeded Up-Seeded	Mixed TUULL Metre Free Mixed 501 C Metre IM	estyle		0
· ·	11	F	Seeded	Mixed 100 LC Metre IM			1
	12	F	Seeded	Mixed 200 LC Metre IM			1
	_						
Col	umns / Fo	ormat]	Include in M	leet Program Psych	List - Sort Order]	
					Include in Meet	Program	
	Reco Time Entry Even Entry Entry Entry	ords Standard Qualifyin It Comme Times	ls g Time nts	 ✓ Line For Resul Events With N Round 1 Alterr Qualifying Alter Prior Round Rou	ates nates esults	Heat Start Times Empty Lanes Counterwork Finals Logos in Footer	Relay Athlete Names (0-8) :

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.

о w ш	ming warupontan oz ritea, me t	, namp	Club 10 June 2011 - 10/ Meet Program	06/2011	. MILLINICER 5.0
Even Lane	t 1 Mixed 25 LC Metre Backs Name	troke Age	Team	Seed Time	Finals
Heat	l of l Timed Finals				
1					
2					
3	Cox, Sarah	W11	Clubs Swim Club	NT	
4	Conway, Guy	M11	Clubs Swim Club	NT	
5					
Even	t 2 Mixed 50 LC Metre Backs	troke			
Lane	Name	Age	Team	Seed Time	Finals
Heat	l 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					
E v en	t 3 Mixed 100 LC Metre Back	stroke			
Lane	Name	Age	Team	Seed Time	Finals
Heat	lofl Timed Finals				
1					
2					
3	Smith, Bob	M18	Clubs Swim Club	NT	
4					
5					
E v en	t 4 Mixed 25 LC Metre Butter	flv			
Lane	Name	Age	Team	Seed Time	Finals
Heat	lofl Timed Finals				
1					
2	Cox, Sarah	W11	Clubs Swim Club	NT	
3	Hill, Wendy	W12	Clubs Swim Club	NT	
A	Control Gui	M11	Chihe Surie Chih	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 is easier for the timekeepers to write results
- 5. On the **Sort By** section, select **Lane then Event**
- 6. Select Create Report

5	ane / Tim	er Sheet	ts			\frown			
Sel	ect All D	e-Select	Preference	s Memori	ze View	Create Report			
~		🛛 🙈	a 🗈						
				Ago Dange		Bounda			-
6	All			Age kange	-	All Bounds	C. Finals Or	alu	Indiv + Relays
	Mived	C Fem						"" 	C Indiv Only
	MIXED	1 Cills	Tea Tea	im .	-	C Prelims Unly	 Round I 	Uniy	· Relays Only
						Session List			
	Day	Start Tim	e Session i	# Course	Session Til	tle			
	All		All	L	All Events				
-									
⊩–									
						EVENT LIST			
	E∨t#	Rnd	Status	Event Name				Heats	
	1	F	Seeded	Mixed 25 LC	Metre Bac	kstroke		1	
Ĭ	2	F	Seeded	Mixed 50 LC Mixed 100 L0	Metre Bac Metre Ba	kstroke ckstroke		1	
	4	F	Seeded	Mixed 100 LC	Metre Butt	erfly		1	
Y	5	F	Seeded	Mixed 50 LC	Metre Butt	erfly		1	
<u> </u>	6	F	Seeded	Mixed 100 L0	C Metre Bu	tterfly		1	
ý		F	Seeded	Mixed 20 LC Mixed 50 LC	Metre Free Metre Free	estyle estyle		1	
	9	F	Seeded	Mixed 100 L0	C Metre Fre	estyle		1	
- -	10	F	Un-Seeded	Mixed 50 LC	Metre IM			0	
	11	F	Seeded	Mixed 100 L0 Mixed 200 L0	C Metre IM			1	
	12	Г	Seeded	MIXED 200 LI	L Mede IM			1	
		F	ormat —			Parameters		s	ort By
	Continu	ugus				Include En	uy Time : 🔽	 Lane the 	n Event
	C 2 Evan	its or Lane	es Per Page			Double	e Space : 🔽 🚺	Event the	enzane
	C 1 Even	it Per Pag	e Per Lane			Using Too	h Pads .	Session (Order
	O UK Jud	- Jae's Plac	ina Sheet			Relav Athlete Names (0-81: 4		
						Lanes:	10		
			(C- 1)		AULL. 1	C 0444 - 0 1		U	
	# E Ve	ents Break	< ror Continuou	is 🕡	All Heats	Udd Heats Unly	C Even	Heats Unly	

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.

	The state	Mar. 1.05	L C Mature De chatara ha Fina	Club 10 J	une 2011 - 10/06/	2011	S. G. T
	vent 1	Mixed 25	LC Metre Backstroke Fina	15			Soft Louch ?
	Lane 4	Heat 1	Conway, Guy M11	CLB	NT		[]
(Event 2	Mixed 50	LC Metre Backstroke Fina	ls .			
	Lane 4	Heat 1	Hill, Faith W13	CLB	NT		🗌
L 1			B 15 1 3 5 1 4 3 6 4				
	Lane 4	Heat 2	Bradford, Mitchell M13	ССВ	NI		[]
	Event 3	Mixed 10	0 LC Metre Backstroke Fin	als			
	Iane 4	Heat 1					
	Lane 4	iicat i					
	Event 4	Mixed 25	LC Metre Butterfly Finals				
	Lane 4	Heat 1	Conway, Guy M11	CLB	NT		
			2.				
	Event 5	Mixed 50	LC Metre Butterfly Finals				
	Lane 4	Heat 1	Bradford, Mitchell M13	CLB	NT		🛛
	Event 6	Mixed 10	0 LC Metre Butterfly Finals	S			
	Lane 4	Heat 1					🗆
	Event 7	Mixed 25	LC Metre Freestyle Finals				
	Lane 4	Heat 1	Conway, Guy M11	CLB	NT		🗌
	Ex on t 9	Mired 50	L C Matra Expostula Einala				
	L vent 8	Mixed 50	LC Metre Freestyle F mais				
	Lane 4	Heat 1	Kelly, Chantelle W12	CLB	NT		[]
	Event9	Mixed 10	0 LC Metre Freestyle Finals	5			
	Lane 4	Heat 1	Hill, Faith W13	CLB	NT		🛛

Timekeeper Sheet for Lane 4

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.

📬, R	un the N	/leet - C	lub 10 June	2011		
Eve	nts Ath	letes	Relays See	ding Web Re-Score Combine Reports	Labels Prefer	ences
8-8- 8-8- 8-8-	.	🖻 🙎	2 🔛 🗠 🖪	Enter Results by Lane (Ctrl-E)		
				НУ-ТЕК '	s MEET MANA	GER
		EVE	ENT LIST - AI	Events - LC Meters - (Session not selected)		
	Evt #	Rnd	Status	Event Name	Heats	R
►	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	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	Ra

In the example below entering results for Lane 4:

- 3. Select the event you want e.g. Event 2
- 4. Select the lane number you want to enter results for e.g. Lane 4 (the numbers which normally are heat numbers become the lane numbers when entering results by lane).
- 5. Check the name in the heat number matches the name and heat on Lane 4 Timekeeper sheet before entering results.
- 6. Enter all results for Lane 4 for Event 2.
- 7. Select the next event you need to enter results for from the Lane 4 Timekeeper sheet.
- 8. Select the lane number again (Lane 4)
- 9. Check names match and then enter results.
- 10. Continue to enter all results for Lane 4, before going to the next Lane/Timekeeper sheet.

📬, R	un the N	leet - C	lub 10 June	2011														
Ever	ts Ath	letes	Relays See	edina Web	De Ce	Combine Reports	Labels Prefe	rences In	terfaces	OW Mod	lule He	lp						
0-0- E		- Cl (1		-														
6-6- I		8 X		I IM Er	nter Resu	uits by Lane (Ctrl-E												
						HY-TEK '	s MEET MANA	GER Lic	ensed to	: Swimi	ming M	etropoli	itan SE A	rea, Inc	Champ			
_												<u> </u>		<u> </u>	•			
		EVE	ENT LIST - A	Il Events - LC	Meters	s - (Session not selected)									Records			
	Evt#	Rnd	Status	Event Name			Heats	Reco	rd	Time	Date	Reco	ord Holder					
<u> </u>	1	F	Done	Mixed 25 LC	Metre Ba	ackstroke	1					None	e Available					
	2	F	Seeded	Mixed 50 LC	Metre Ba	ackstroke	2											
	3	F	Seeded	Mixed 100 LC	C Metre E	Jackstroke	1											
	4	F	Seeded	Mixed 25 LC	Metre Bu	utterfly	1											
	5	F	Seeded	Mixed 50 LC	Metre Bu	utterfly	1											
	6	F	Seeded	Mixed 100 LC	C Metre E	Sutterfly	1											
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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**

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	3	F	Done	Mixed 100 LC	Metre Backs	troke		1					
	4	F	Done	Mixed 25 LC	Metre Butterft	У		1					
	5	F	Done	Mixed 50 LC	Metre Butterf	У		1					
	6	F	Done	Mixed 100 LC	Metre Butter	fly		1					
	7	F	Done	Mixed 25 LC	Metre Freesty	rle		1					
	8	F	Done	Mixed 50 LC	Metre Freesty	rle		1					
	9	F	Done	Mixed 100 LC	Metre Freest	tyle		1					
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▶	12	F	Done	Mixed 200 LC	Metre IM			1		Rank	Gender	Score	Team

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.

HY-TEK's MEET MANAGER
Caution
screen.
To re-score one event, use Ctrl-S. Are you sure you want to continue ?
Yes No

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).

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	5	F	Scored	Mixed 50 LC	Metre Bu	utterfly	1				_									
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Printing Results

To print results for the Club Night:

1. Select **Reports > Results**

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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.

Select Preferences Memorize View Create Report Cender Age Range Rounds Prefinal Drily Indiv + Relays All Male Age Range All Rounds Prelims Drily Indiv + Relays Mixed Female LSC Prelims Drily Rounds Prelims Drily Relays Only Session List Day Statt Time Session Tile All All L All Events Event Session List Session List Day Statt Time Session Tile Event Name Heads I F Scoold Made 25 LC Metre Backstroke 1 I F Scoold Made 25 LC Metre Backstroke 2 I F Scoold Med 25 LC Metre Backstroke 1 I F Scoold Med 25 LC Metre Backstroke 1 I F Scoold Med 25 LC Metre Backstroke 1 I F Scoold Med 25 LC Metre Backstroke 1 I F Scoold Med 25 LC Metre Backstroke 1 I F	Ej. Re	esults								_ D X
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Below is the results report created with the above options selected.

	Club 10 June R	2011 - 10/06/2011 esults		
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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	
vent 2 Mixed 50 LC Metre I	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	
vent 3 Mixed 100 LC Metro	Backstroko			
Name	Age Team	Seed Time	Finals Time	
1 Smith Bob	18 Clubs Swim Club	NT	1:30.00	
Name		Seed Time	Finals Time	
1 Hill Wendy	12 Clube Surier Club	NT	50.23	
2 Conviou Curv	11 Chuba Surian Chub	IN I NIT	54.00	
2 Conway, Guy	11 Clubs Swim Club	IN I NTT	55 22	
J COX, SALAH	11 Clubs 5 will Club	IN I	22.66	
vent 5 Mixed 50 LC Metre I	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 S wim 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	
vent 6 Mixed 100 LC Metre	Butterfly			
Name	Age Team	Seed Time	Finals Time	
1 Smith, Bob	18 Clubs Swim Club	NT	1:50.23	
vent 7 Mixed 25 LC Metre I	reestyle			
Name	Age Team	Seed Time	Finals Time	
1 Conway, Guy	11 Clubs Swim Club	NT	26.00	
0.0.0.1	11 01 1 0 1 01 1	3.777	10.00	

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

🗧 Swi	im MEET	MANAG	ER - Datab	ase: 'C:\C	lub Nigh	t\Club 10	June 20	011.mdb'						
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S	Save As													
E	Backup								Ctrl+B	4		Contraction of the		-
F	Restore								Ctrl+R					
ι	Unzip File	e										The second	No. of the lot of the	
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1	Network	Administ	tration							Adva	incers (.	пуз) t Маналия Манал of anna	a maat (U/2)	
L	License N	/lanagem	ient							Athle	etes / Tea	ims / Email (.HY3)	e meer (.mts)	
E	Exit								Ctrl+Q	Entri	es for Div	ring Only		

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**

TEAM MANAGER - Database:C:\	Hy-Sp	port\TM6\Cl	ub Nigh	t.mdb	- [Mee	et Bro	wser]	
🛱 Add Edit Delete Events	Resu	lts Entries	Ageup	o Rep	orts	Help		
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Course:	<	Results by N	lame	>	Meets	Since		~
		Results by E	vent					
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Meet Name		<u>Start</u> Date	<u>Course</u>	Туре	Enc Dat	d e	AgeUp Date	S
Club 17 June		17-Jun-11	LS		17-Ju	n-11	17-Jun-11	
Club 10 June 2011		10-Jun-11	L		10-Ju	n-11	10-Jun-11	

- 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.

<u>1469</u>	TEAM	M/	ANAG	ER - D)at	abase:C:	\Hy-S	Spo	rt\TM	l6∖Club l	Night.mo	db - [Resu	ults by	Nan	ne]	
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	Hill				We	ndy			F	CLB	20-Ju	1-98		12			
	Kelly				Cha	antelle			F	CLB	04-Ap	r-99		12			
	Neal				Mic	hael			M	CLB	08-Jur	n-99		12			
	Smith				Roł	n			м	CLB	06lu	1-92		18			
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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	MM 3.0 Active
2. Start TM	TM 6.0
3. Meets Menu, select meet	Meet Name Start Course Type ▶ Club 17 June 17-Jun-11 LS 11 Club 10 June 2011 10-Jun-11 L 11
 Entries > Entries by Name, enter swimmer into events 	TEAM MANAGER - Database:C:\Hy-Sport\TM6\Club Image: Add Edit Delete Events Results Image: Delete Events Image: Delete Events
5. Export entries, using File > Export > Meet Entries and minimise TM	Import Meet Entries Export Meet Results
 Maximise MM and import entries, using File > Import > Entries 	Import Entries Export Rosters Only
7. Seed meet, Select All, Start Seeding	Swim MEET MANAGER - Database: 'C:\Club Night\Club 10 June 20 File Set-up Events Athletes Relays Teams Seeding Run Image: Seeding Image: Seeding Image: Seedi
 Print marshalling sheet, Reports > Meet Program 	Psych Sheets Meet Program Meet Check-in
 Print timekeeper sheets, Reports > Lane/Timer Sheets 	Meet Check-in Lane/Timer Sheets Warm-up Sheet
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

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	4	F	See	eded	Mixed 25 LC	Metre B	Butterfly			1							
	5	F	See	eded	Mixed 50 LC	Metre E	Butterfly			1							
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- 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.



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.



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

C. Event Edit - Mixed 50 Butte	erfly	um ()tt ()nh/	
Event #: 5 Individual / Relay Individual Relay Gender Alt Gender Girls Geys Women Men Mixed Division Suppress Distance	Age Group 6 and Under 8 and Under 10 and Under 110 and Over © Open/Senior 7 - 8 9 - 10 11 - 12 13 - 14 15 - 16 15 - 18 17 - 18 Custom	Distance 25 3K 50 5K 100 10K 200 25K 400 1 Mile 500 2 Mile 800 1000 or 1K 1500 1650 None Custom	Stroke Freestyle 1 mtr Diving Backstroke 3 mtr Diving Breaststroke Platform Diving Butterfly # Dives Medley Custom # Relay Legs (2-8) Note :
Round 1 Prelime of Time 6 Number of Lanes (i 6 Lanes for Best 1 Assign Lanes • • Standard • SI • Un-Seeded • SI • 2 per Lane • Fa • 2 per Choice Timed Finals Score as A - Final, B - Final 1 # of Heats to Score (1-6) Multi-age Super Seed • •	ned Finals	Multi-Age Group Multi-Age Group Extra Seed Multi-Age Old to Young core Event Entry Fee anual Seed 0.00 Event Type andard C Multi-Clai me Trial Event C Open Wa wim-Off Event ids at both ends - Round 1 / Semi ids at both ends - Gouls	Round 2 or Round 3 - Finals 8 Number of Lanes (1-12) 1 Heats in Finals (1-6) # Lanes Vary A - Final, B - Final Style Score Prelims as Extended Final Score Prelims as Extended Final Multi-Age Super Final Super Finals Heat Order S © Slow to Fast © Fast to Slow © Custom

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.

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	Hill			F	aith			F	14-0	Dec-97	13						CLI	3	HILFA1	41297		
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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.

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	Indford	Mitchell	1 1	М	13	CLB	Clubs Swi	n Club)		BRAN	/1040698		4/06/	1998	
	Conway	Guy	1 1	М	11	CLB	Clubs Swi	n Club)		CONC	GU061099)	6/10/	1999	
	Cox	Sarah	1 1	F	11	CLB	Clubs Swi	n Club)		coxs	A051099)	5/10/	1999	
	Hill	Faith		F	13	CLB	Clubs Swi	n Club)		HILFA	141297		14/12/	1997	
	Hill	Wendy		F	12	CLB	Clubs Swi	n Club)		HILW	E200798		20/07/	1998	
	lones	Matt		М	8	CLB	Clubs Swi	n Club)		JONN	A120303		12/03/	2003	
	Kelly	Chantelle		F	12	CLB	Clubs Swi	n Club)		KELC	H040499		4/04/	1999	
	Veal	Michael		М	12	CLB	Clubs Swi	n Club)		NEAN	1080699		8/06/	1999	
9	Smith	Bob		М	18	CLB	Clubs Swi	n Club)		SMIB	0060792		6/07/	1992	
	Tay	Daniel		М	13	CLB	Clubs Swi	n Club)		TAY	A040598	3	4/05/	1998	
											1					
											1					
											1					
							1				1		1			
													E	NTRIE	s	
Evt #	Eligible Events	S		St	at	Entry Time	Heat/Lane	SCR	Alt	Exh E	Bonus	Special	Event	Age (Conv Ti	me
1	Mixed 25 Back			See	ded											
2	Mixed 50 Back			See	ded											
3	Mixed 100 Back	c –		See	ded	NT	1/4							١	IT	
4	Mixed 25 Fly			See	ded	\sim										
5	Mixed 50 Fly			See	ded											
6	Mixed 100 Fly			See	ded	1:05.00L	1/4							1	:05.00L	
7	Mixed 25 Free			See	ded					니니	<u> </u>					
8	Mixed 50 Free			See	ded											
9	Mixed 100 Free			See	ded	1:04.00L	1/2				H			1	:04.00L	
10	Mixed 50 IM			See	ded				<u> </u>	님님	<u> </u>					
11	Mixed 100 IM			See	bed						<u> </u>					
12	Mixed 200 IM			See	bed											

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.

<u>1069</u>	TEAM MANAGER -	Database:C:\Hy	/-Sport\TM	6\Club Night	t.mdb - [At	hletes]]							
6	Layout Add E	dit View De	lete Resu	lts Goals	Recruit F	Registra	ation Prir	nt E	xport to	HTML	Help			
	🗅 🖻 🗙 🕗	/) M 중 é	3 Q. 🌾	🖻 🔽	Show Inac	tive Swi	immers							
	Both	Team	-	Group		-	WM Gro	oup [•	·	Low Age	•		
Ĭč	Female	School Yr	•	Subgroup		·	WM Subgro	oup [•	·	High Age	;		
	A B (C D	E	F G	Н		J		к	L	M	N	0	P
	Last Name	First Name	MI Gen	<u>Birth</u>	Age	Gr	Gr Joined	<u>Sub</u>	WM Gr	WM Su	o Inact F	Preferred I	Name	Team 1
Þ	Bradford	Mitchell	М	04-Jun-98	13									CLB
	Conway	Guy	M	06-Oct-99	12									CLB
	Cox	Sarah	F	05-Oct-99	12									CLB
	Hill	Faith	F	14-Dec-97	13									CLB
	Hill	Wendy	F	20-Jul-98	13									CLB
	Kelly	Chantelle	F	04-Apr-99	12									CLB
	Neal	Michael	M	08-Jun-99	12									CLB
	Smith	Bob	M	06-Jul-92	19									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

TEAM MANAGER - Database:C:\Hy-S	port\TM6\Cl	ub Night.	mdb - [N	Aeet Browser]
🛱 Add Edit Delete Events Resu	Its Entries	Ageup	Report	s Help
🗅 🚔 🗙 🖧 🕙 🎬 🖗 🖨 🥌	£		N	leet Report
Course:	leet Type:	•	E	igibility Report
	EEE	G	E	ntry Report
	Start		E	ntry Spread Sheet
Meet Name	Date	Course 1	N	Iultiple Meet Entries
Club 17 June	17-Jun-11	LS	E	ntry Fee Report
Club 10 June 2011	10-JUN-11	L	s	plit Sheets
			D	ual Meet Entry Report
			D	ual Meet Lineup Report
			s	wimmers Not Entered in Meet
			S	wimmers Entered in Meet
			N	leet Results
			Ν	umber of No Shows in Meet
			N	umber of Meets Attended / Splashes

- 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.

S. Meet Results	
Meet: 10-Jun-11 Club 10 June 2011 💌 Se	elect Multiple Meets
Team: Group: Subgroup: WM Group: WM Subgroup: School Year: LSC: DQs Only Birth Date Birth Date Team Point	Prelim / Finals Filter All Finals Only Prelims Only Prelims Only Subtractive Subtractive Cumulative Subtractive Cum/Subt Legal Stroke Rate Include DQ Codes □ Include Reaction Time □ Include Relay Lead-Offs ▼ Event Filters
Stroke / Distance Filters Stroke: Distance:	Standards Points
Improvement Since Date for Improvements: DD//IM//YY IT IMPROVEMENTS Use Since Date for Improvements Use Converted Times for Calculating Improvement I Don't Show Improvement T Show Improvement as Percent I	C None C LEN Points C Hy-Tek Age Group C AUS Points C Hy-Tek Single Year C NISCA Points C Hy-Tek Open C SNZ Points C FINA Points
Sort by	Reports File Export Create Report Cancel

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.

High Point Report		
Meet: All Meets	•	Meet Type:
Only Results Since: DD/MM/YY	Use Since Date 🗖	Top How Many?
Only Results Until: DD/MM/YY	Use Times Until 🗌	(0=All Swimmers)
Specific Team: Specific Group: Specific Subgroup: Specific School Year: Include Inactive	Gender All Male Female Age Low Age High Age	Include Relay Points (1/4 per swimmer) Include swimmers with No Points Include Race Places Science Sort Options Sort Options by Points by Name
Stroke Distance Filters Stroke: Distance:	•	Create Report Cancel

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 1^{st} place. Only Guy Conway is in 2^{nd} place as he has fewer points.

High Point Report					
	POINT S	NAME	A ge/Y r	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
- Choose Sort option you want.
 Select Create Report

Number of Meets Attended Report	_ O X
Date Filters	Meet Filters Meet Type:
Athlete Filters	Course:
Group: Group:	C Meets Attended
WM Subgroup: High Age School Year:	Include Number of Splashes
Include Inactive Include Relay Only Swims Include Athletes with no meets attended	Cancel

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.

	rumber of siteets retended report			
Name	Gender	Birthd ate	Team 1	M eets Attend ed
Bloggs, Sam (19)	м	1/01/1993	CLB	1
Bradford, Mitchell (13)	м	4/06/1998	CLB	1
Conway, Guy (12)	м	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)	м	8/06/1999	CLB	1
Smith, Bob (19)	м	6/07/1992	CLB	1
Tay, Daniel (13)	м	4/05/1998	CLB	1

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 needed 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.

C. High Point Report	
Meet: All Meets	Meet Type:
only Results Since: DD/MM/YY 🚖 🗾 Use Since Dat	te 🔽 Top How Many? 🛛 🚔
Only Results Until: DD/MM/YY 🚖 ▼ Use Times Un	til (0=All Swimmers)
Athlete Eiltere	Include Options
Specific Team: Gender Specific Group: Gender C All C Male C Formula	Include Relay Points (1/4 per swimmer)
Specific Subgroup:	Include Race Places
Include Inactive	Sort Options
Low Age	by Points
High Age	C by Name
Stroke Distance Filters	Create Report
Stroke: Distance:	Cancel

Number of Meets Attended Report	
Date Filtere	Meet Filters
Meets Since DD/MM/YY	Meet Type:
Athlete Filters Team:	Sort Name Meets Attended Include Number of Splashes Create Report
Include Inactive Include Relay Only Swims Include Athletes with no meets attended	<u>C</u> ancel

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	MM 3.0 Active
2. Start TM	
3. Meets Menu, select meet	Meet Name Start Course Type ▶ Club 17 June 17-Jun-11 LS 11 Club 10 June 2011 10-Jun-11 L 11
 Entries > Entries by Name, enter swimmer into events 	TEAM MANAGER - Database:C:\Hy-Sport\TM6\Club Image: Add Edit Delete Events Results Image: Delete Events Image: Delete Events
5. Export entries, using File > Export > Meet Entries and minimise TM	Import Meet Entries Export Meet Results
 Maximise MM and import entries, using File > Import > Entries 	Import Entries Export Rosters Only
7. Seed meet, Select All, Start Seeding	Swim MEET MANAGER - Database: 'C:\Club Night\Club 10 June 20 File Set-up Events Athletes Relays Teams Seeding Run
 Print marshalling sheet, Reports > Meet Program 	Psych Sheets Meet Program Meet Check-in
 Print timekeeper sheets, Reports > Lane/Timer Sheets 	Meet Check-in Lane/Timer Sheets Warm-up Sheet
10. Run club night	Collect marshalling sheets and timekeeper sheets at end to enter results in later.