

CHAMPIONSHIP ENTRY PROCEDURE Team Manager Files

To assist clubs with the preparation of event entries, Swimming NSW will accept Championship entries in Electronic Format from any club using Team Manager or Meet Manager software. Preparing entries in this way removes the need for Race Secretaries to manually prepare summary sheets for male and female competitors and allows clubs to better track the entry fees owed by each competitor. To ensure competitors are entered in their correct events, entry cards must still be completed by each competitor and should be sent to the NSWSA office along with payment and TM or MM Summaries (see below) for the event. **It is also extremely important that clubs use their correct abbreviation for TM and MM, the list is available from the SNSWL website www.nswswimming.com.au.**

INSTRUCTIONS

1. The first step in completing E-Entries, is to obtain a copy of the event file for Team Manager. The event file for each championship meet is available for download from the NSWSA website at www.nswswimming.com.au. Follow the links through Championships/Meets to access the `.hyv` file for the relevant meet. Click on the file link and save it to floppy disk or to your hard drive.
2. Once the event file has been saved it needs to be imported into the clubs' Team Manager database. This is done from the Team Manager (TM) main menu. Go to: **File**
Import **Meet Events;** then select the location of the `.hyv` file and import it
3. From the main menu of TM go to **Meets** and check that the meet is listed. If it is not, then retry the above steps. If the event is listed then double click on it to ensure that the start and end dates are correct. If there is any discrepancy, refer to the NSWSA Website and change in TM if needed.
4. To commence entering swimmers; while still in the **Meets** window, open **Entries** and select **Entries by Name**.
5. **Select your club abbreviation** in the drop down box at the very top of the page. Use the features below this (sex, age, team) if you wish, to filter the athletes shown and assist with entering individuals into events.
6. Using the individual entry cards from each competitor, **highlight the swimmer's name** and the events that they are eligible to enter (and qualified for) will appear on the lower half of the screen along with their Personal Best time and the date achieved. Other events for their age group will be blanked out.
In this section, select the events that the swimmer wishes to enter. Compare the time entered on the card with the TM time. **Where a discrepancy occurs this should be clarified with the swimmer before entries are sent to SNSWL** Repeat the process for all swimmers.
7. **To enter Relay events.** Return to the **Meets** window and select **Entries by Event**. Select **your club abbreviation** in the drop down box at the very top of the page.

In the event listing, scroll through the events until you come to the Relay event that you wish to enter a team into. Highlight this and then click **New Relay** in the Centre of the screen. You will need to **click on the check box** in the lower left screen **to enter your team** and then **enter a custom time**. Repeat this for each of the teams (where there is more than 1 from your club).

You may wish to select your team in **Team Manager**, however it is not necessary and a club representative will need to confirm the relay members on the day of the event.

Repeat for all relay events and return to the **Meets** window and select **Entries by Name**.

8. When the entries are completed, go to the top of the page and select **Print**. From this page the **summary sheet** is produced for your clubs entries.

In the **filters** section; select - clubs abbreviation and Gen – All (to print both Male and Female entries) all other fields should remain blank.

In the **other options** section; select – include proof of time and – indicate converted times. In

the **Event Filters** section; select – individual.

(Where there are relay events Print the Individual Summary sheet, then reprint the report selecting **Relay** and **Show no Relay Swimmers** and send both to NSWSA. This is done as relay events are sorted by Events and not Athletes)

In the **sort by** section; select – by name.

Then **create report** and print.

9. Close out of the Entries window and return to the **meets** window.

10. Open the **Print** menu and select **Entry Fee Report**. Select your club abbreviation and Gender – All. All other fields should be deselected. Create report and then print (this will also print Relay Entry Fees).

11 .Close the meets window and return to the **TM main menu**. Go to: **File**



Export the meet entries to a floppy disk or to a file if the entries are to be emailed. If entries are to be emailed it is a good idea to the **zip** the file first.

12. Send all entry cards, disk with entries (if not emailed), TM Summary sheet, entry fee report and cheque to
NSWSA
PO Box 571
Sydney Markets 2129

Entry files may be emailed to meet.entries@nsw.swimming.org.au