E-entry Procedures for Meet Manager Files (Printable Version)

To assist clubs with the preparation of event entries, NSW Swimming 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.

INSTRUCTIONS

1.The first step in completing E-Entries, is to obtain a copy of the backup file for Meet Manager. The backup file for each championship meet is available for download from this website at Meet Programs. Follow the links through Championships/Meets to access the .hyv file (or the zipped version of this) for the relevant meet. Click on the file link and save it to disk or to your hard drive.

2.Once the event file has been saved, open up the Meet Manager program. Open the file menu and select Restore, you will be offered four methods for restoration, Select the Fourth Method

- Unzip, copy database to a selected folder, and open this new database

3. A screen will open asking you where to send the copy of the file- C:/ swmeets is standard. Select 'OK'

4. A screen will open asking you to unzip the file; the file will need to be unzipped. Select 'OK' to unzip the Backup. The Backup will then be unzipped and a confirmation screen will open, Select 'OK'

5. Go to the Team menu, select Add Team and enter your Club's correct abbreviation, name and a short name of 16 Characters or less. The list of club abbreviations can be found on the NSW Swimming website. Select your clubs district by going to the regions drop down box. Close the Team Window.

6. To commence entering athlete details; go to the Athletes menu and then select Add Athletes. Enter the athlete's personal details from the entry card. It is vital that the correct spelling of names and the correct date of birth (dd/mm/yyyy) are used. Click OK after each swimmer and repeat for all athletes in your team.

7. When all athletes have been entered, return to the athlete screen and commence entering their event information. One at time, highlight athletes and their eligible events will appear in the bottom half of the screen. Using their entry card, tick the event box and enter the athlete's entry time for all events that they have entered. Repeat for all swimmers. You must ensure that all swimmers' times are verifiable, as these will be checked.

8. Where Championships have relay events, these need to be entered separately. To enter these: open the Relays window from the main screen and once opened, select the relay event to be entered on the left hand side of the screen. Select your club abbreviation in the drop down box at the very bottom corner of the page and Double Click on this to enter a team. Choose the Appropriate Designator (A for first team, B for 2nd and so on) in the screen that pops up. Click OK and enter the entry time if applicable. Repeat these steps for all relays before completing the steps below.

9. When all swimmers (and relays) have been entered. Close the Athletes window and from the Main Menu open the Reports menu. Select Entry Lists and then your club abbreviation at the bottom of the page. Highlight the By Team, Event Description and Athlete Only fields or Athletes & Relays (where there are relay events). All other fields should remain blank. Create and print this report. This report is then the MM Summary Sheet. Return to the main menu.

10. From the Main menu select Reports, then Teams. From this you can print the Entry Fee Summary. Select your team in the Entry Fee Summary box and print off the report.

11. Close the reports window and return to the MM main menu. Go to: File
Export Entries for Meet Manager Merge of Same Meet (.hy3)

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), MM summary sheet, entry fee summary and the E Entry summary sheet and cheque to

NSWSA

PO Box 571

SYDNEY MARKETS NSW 2129

E-entry files may be emailed to meet.entries@nsw.swimming.org.au