



# 2020 SNSW WYLAS CLUB CHALLENGE Submitting your results using Meet Manager

Please refer to the below guide for instructions on how to submit your results for the Wylas Club Challenge if you are using <u>Meet Manager</u>. Please follow carefully as this process is different to processes you may use for other events.

### **OPENING THE FILE**

Using Meet Manager requires the Meet Manager Back-up File which will be emailed to you by <u>Tim Donlan</u> at your request. The Back-up File should look like this:



## Open Meet Manager & restore the Club Challenge Back-up File.

#### File $\rightarrow$ Restore



Select the fourth option *Unzip, copy database to a selected folder and open this new database.* Press *Ok* 



Locate the backup file from your computer and click Open

 Name
 Date modified
 Type
 Size

 5 Swmm78kupClub Challenge 2020-01
 14/09/2020 2/58 PM
 Compressed (zipp...
 187 KB

me:	Swmm78kupClub Challenge 2020-01	MEET MANAGE	R Backups (swn 🗸	-
		Open	Cancel	





### Click Ok and Ok again

Select Restore To Folder	×	Swmm7BkupClub Challenge 2020-01.zip File Details
Copy To Folder Selected C:(swmeets7		Database Backup was created 14/09/2020 at 2:58:42 PM by Swimming NSW - Homebush Bay Pool - Site License - MM Versi
Drive: Directory:	56	3776512 bytes from
C:[Windows]		C:\swmeets7\Club Challenge 2020.mdb
		Click OK to unzip the backup file and copy 'Club Challenge 2020.mdb' to 'C:\sw

#### ADDING YOUR TEAM

Firstly, ensure your team (i.e. Club) is in the database. Click Teams

Swim MEET MANAGER Pro - Database: 'C:\swmeets7\Club Challenge 2020.mdb'



If your club is not found in the list, you will need to add them in. Click Add.

)
J K
)

Complete the only below highlighted fields. All other fields can be left blank **Team Abbreviation:** This can be found in Swim Central on the Entity Home Page **Full Team Name:** This is your Swimming Clubs Name **Team Status:** Ensure this is set to Normal **Team Gender:** Ensure this is set as X

Once filled out, click **Ok** 

🖪 Add New Team	
	Team Code :
Full Team Name :	
LSC : Short Team Name :	Team Status : Normal 💌 Team Gender : 🗙 💌
Division : Alternate Team Abbr :	Alternate Team Name :
Team not eligible for team score point rankings (sir	imilar to Unattached) Region :
☐ No Team Surcharge ☐ No Facility Surc	charge 🔲 No Athlete Surcharge 🗌 No Relay Only Surcharge
Address :	Cell :
Address :	Office :
Province :	Home :
City :	Fax :
State : Postal Code :	E-Mail :
Country :	Note: Cell phone is important for the Run Menu Prelims Scratch Sheet
	OK <u>C</u> ancel





Once added, your team will now show in the list as below. Exit out of the Teams Window.

🖏 Teams	S					
Layout	Add E	dit Dele	te Coac	hes Vie	w Find	Pri
iii D	🛎 🗙	<b>8</b> # (	🗐 🖪 🖗	۵ 🏷		
A	В	C	D	E	F	6
Tea	m Name			ABBR	LSC	Sh
► AB	C SWIM CL	.UB		ABC		

### ADDING ATHLETES

From the Meet Manager Home Screen, click *Athletes* and then Click *Add* to add your swimmers.

	G. Athletes	
	Layout Add Edit	
	🏢 D 🚔 X 🗑	(
	Gender	
😤 Swim MEET MANAGER Pro - Database: 'C:\swmeets7\Club Challenge 2020.mdb'	Both     Male	
File Set-up Events Athletes Relays Teams Seeding Run Reports La	C Female	
🖙 🕅 🐰 📩 🎿 🖺 🗻 🗊 🖓 MMO		
	A B	С

Enter the following highlighted details for each athlete. Any other fields not listed can be left Blank *Last Name:* 

First Name: Date of Birth: Age: This will pre-fill based off DOB Reg ID#: This will pre-fill based off Name & DOB Team: Select your club from the drop down list Gender: Status: Ensure Status is listed as Normal

Once all complete, click **Ok.** Please note, the events will appear below but will be entered at a later

🔁 Add New Athlete					—	×
Contact Teams						
Last Name : Thorpe	1		First Name : lan		MI:	
Pref Name :			Birth Date : 17/05/0	06 🚔 🔹 Age: 14		
Reg ID# : THOIA	170506		Team : ABC	Abc Swim Club		
Gender (M/F) : M	Retain Gender	Build ID	Class Year :	Status : Normal	SDMS ID :	
Citizen of :	~		Competitor # : 1	Disability (S, SB, SM) :		
2nd Club :			City :	State	:	-

This process will need to be followed for every athlete. If athletes join at later times in the challenge, they can simply be added later.

	A	В	С	D	E		F	G	Н		J	K	L	м	N	0	F	<u> </u>	Q
	Las	st Name	<u>Fin</u>	st Name	MI	Gen	Age	ABBR		Team I	Name	Re	gistratio	<u>1# B</u>	irth Date	Preferre	ed	Sta	atus
►	Can	npbell	Cat	e		F	16	ABC	ABC	Swim Club		CAM	CA110204	1	1/02/2004			Norm	al
	Cha	Imers	Kyl	e		M	15	ABC	ABC	Swim Club	)	CHA	CY011105	1	/11/2005			Norm	al
	Fras	ser	Dav	wn		F	11	ABC	ABC	Swim Club	)	FRAD	DA010109	1	/01/2009			Norm	al
	Tho	rpe	lan			M	14	ABC	ABC	Swim Club	)	THO	A170506	1	7/05/2006			Norm	al
														ĺ			ĺ		

All added athletes will now appear in the athlete list as shown below.





### ENTERING RESULTS

\*\*Please follow these steps carefully as they differ from usual meet entries & results. By following this process, it will allow SNSW to compile results & calculate rankings more sufficiently\*\*

Please note, this process must take place <u>AFTER</u> the round has been completed <u>or</u> as the round is taking place (if someone is on pool deck recording the results as they are compelted).

Please refer to later steps for relay event results.

From the Meet Manager Home Page, select the *Athletes* Tab (if you haven't exited out from the previous step, you should already be on this page).



Ensure that the below settings are selected

				£
Gender Both Male Female	Age Range 	Entries Eligible Only All Events Entries Only	☐ Show Relays ☐ Show Swim-ups ☐ Show Results	
C Male C Female	Team	C All Events C Entries Only	Show Results	

You can choose which order you would like to enter results, whether it be by athlete or by event. This guide shows by athlete, but if you chosoe to do by event, you will simply just need to flick through each of the athletes in that race and do one result at a time.

Click the *Select (Sel)* Button for the events the athlete has swam in. Under *Entry Time* is where you will type the athletes <u>result</u>. (It is very important that this is listed under *Entry Time*, despite it being the result).

As every athlete won't necessary compete in every event, those they don't enter can simply be left blank.

In this example, Cate Campbell swam the listed times in events 2, 4 & 8. She did not Swim event 6.

	Last Name	First Name	MI	Gen	Age	AB	3BR		Team Na	me		E	egistra	tion #	Birth Date	Preferred	<u>Status</u>	
	Campbell	Cate		F	16	ABC		ABC	Swim Club			CAI	MCA1102	04	11/02/2004		Normal	
	Chalmers	Kyle		М	15	ABC		ABC	Swim Club			CHA	KY0111	05	1/11/2005		Normal	
	Fraser	Dawn		F	11	ABC		ABC	Swim Club			FR/	DA0101	09	1/01/2009		Normal	
	Thorpe	lan		М	14	ABC		ABC	Swim Club			THO	DIA17050	6	17/05/2006		Normal	
												1					1	
												1						
												1						
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												1					1	
												1						
							-											
							~	<u> </u>							ENTRIES			
Evt	# Eligible Events			Sel	Sta	it E	Entry 1	Time	Heat/Lane	SCR	Alt	Exh	Bonus	Special	Event Age	Conv Time		
2	Girls Open 100 Fr	ee Kick w/Board		~	U		1:0	5.00S								1:06.30L		
4	Girls Open 50 Fre	e			U		2	5.60S								26.11L		
6	Girls Open 200 25	5Fly 75Bk 25Br 7	5Fr		U													
8	Girls Open 50 Dol	phin Kick on Bac	k	~	U		32	2.00S								32.64L		

Please note: result times must be typed using no spaces, colons or full stops.

For example, for the above time of **1:05.00**, type in **10500**. Meet Manger will reformat this into the correct format. The time will likely default to L (long course)- as determined by what letter is listed after the time. This can be changed by simply changing the L to an S (for short course). The Conv time won't change.

Complete this process for each athlete & their events. All details will save automatically.





### SUBMITTING RELAY RESULTS FOR THE CLUB CHALLENGE

For Round 5, your results will include relays. Please follow these steps. For all other rounds, please proceed to the "Finalising your File" steps.

#### Click *Relays*

Swim MEET MANAGER Pro - Database: 'C:\swmeets7\Club Challenge 2020.mdb'



- 1. Select the relay event # you are entering results for from the left side panel
- 2. Select your team from the bottom right panel by double clicking your team name
- 3. A relay designator pop-up will appear. Ensure the letter is listed as A and click Ok.



Names will appear on the left hand side for all eligible athletes (i.e. athletes in that age category & gender).

All	C	Male Age Range		RELAY TEAM ENTRIES											
Mixed	1 C	Female -		Team		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spcl	Conv Tir	ne Fin	
			1	Abc Swim Club	A	NT								NT 4	
		RELAY EVENTS													_
t#	Stat	Event Name													-
9	U	Boys 15&U 200 Free F	Relay												-
0	U	Girls 15&U 200 Free R	elay	L											-
1	U	Boys 16&O 200 Free	Relay												-
2	U	Girls 16&O 200 Free R	telay	L											-
															+
_					_					-				_	+
														_	+
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															+
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			]												
-	1	ELIGIBLE ATHLETES	·												
<b>_</b>	Nar	ne MORELL CATE													
Ľ		DUN UUE													
Ľ		TH IANE													_
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				ļ											
	-			Copy Pre	to Fin			Co	oy Fin	to Pre			Doub	le Click	Na
				RELAY ORDER										Team	
_				Pos Finals										Abc Swi	im C
				1 CAMPBELL, CATE 1	6			-	-	-	-	-			
					-										





Double click on the athletes names to add them to the relay in their correct order. Order can be changed by dragging & dropping if necessary.

To add the result time, enter the time in the *Entry Time* column as you did for the individual events. Remembering that no colons or fullstops are necessary and you can change the course if needed.

RELAY TEAM ENTRIES										
<u>Team</u>		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spcl	Conv Time	Fin
Abc Swim Club	А	2:05.00S							2:05.00L	4

If you have a second team in this relay, simply double click the club name in the bottom right panel again and follow the same steps but create a **B** team.

#### **FINALSING YOUR FILE**

Once the round is completed, follow the below 2 steps.

1) Save a back-up of your file. This is required so that you can reopen the file again for the next round without having to enter the team & athlete details again

Click File → Backup



Choose where you wish to save the back-up and click **Ok**. And then **Ok** for the next two pop-ups.



Your file will now be saved as a back-up and can be opened again for future use

2) Export Entries (which in this instance are your results)
 Click File → Export → Entries for Meet Manager Merge of same Meet (.HY3)





#### Swim MEET MANAGER Pro - Database: 'C:\swmeets7\Club Challenge 2020.mdb'

File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help
Open / New
Ctrl+O
Serve Are

Save As	
Duplicate	
Backup Ct	rl+B
Restore Ct	rl+R
Jnzip File	
Repair/Compact Database	
Purge	
mport	,
Export	Results for Swim Manager or SWIMS or NCAA or USMS
install Update	Entries for Swild's Times Recon Entry Fees for Business Manager (.CL2)
Disable Network Login	Entries for Meet Manager Merge of same meet (.HY3)
Open in Multi-User Mode	Advancers (.Hy3)
Network Administration	Results for Meet Manager Merge of same meet (.HV3)
License Management	Athletes / Teams / Email (.HY3)
Evit Ch	Entries for Diving Only

Ensure the following settings are selected & click **OK** and **OK** again. (Select your team from the list)

Selection Criteria						
Team : ABD 💌	Region :					
Gender G Both Male Only G Female Only	Relays         Image: Relays Plus Athletes         Image: Relays Without Athletes         Image: Relays         Image: Relays					
Image: Standard Events           Image: Time Trial Events           Image: Swim-off Events	<ul> <li>✓ Include Addresses</li> <li>✓ Include Heat and Lane</li> <li>✓ Zip the .HY3 file</li> </ul>					
	K <u>C</u> ancel					

Choose where you wish to save the file and click **Ok** 

🖏 Meet Entries	×					
Copy .HY3 File To:						
C:\swmeets7						
Drive:	Directory:					
🖃 c: [Windows ] 📃 💌	C:\					
0K	<u>Cancel</u>					

This File will now need to be sent to Tim Donlan (<u>tim.donlan@nsw.swimming.org.au</u>) via email. The file will look as follows



🗹 🖺 Meet Entries-2020 Club Challenge-21Sep2020-001

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