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.

<mark>OPENING THE FILE</mark>

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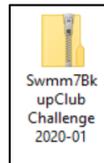
Open Meet Manager & restore the Club Challenge Back-up File.

File → Restore
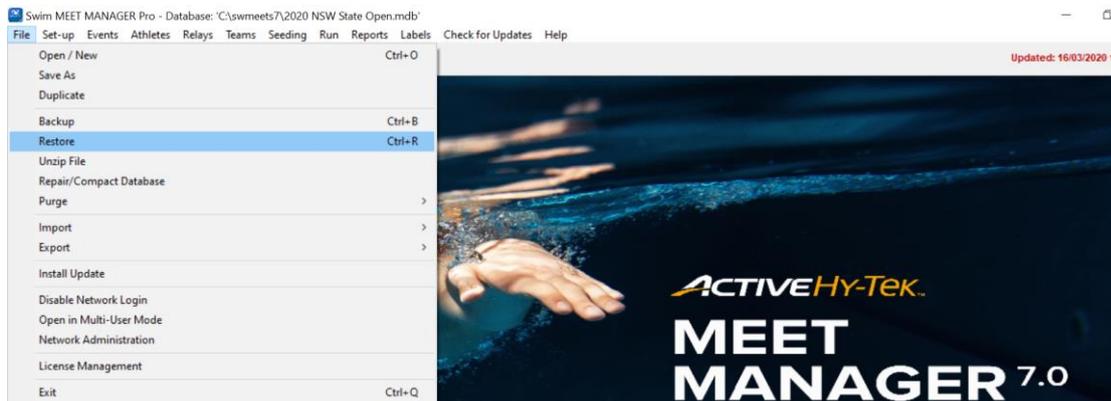
Select the fourth option ***Unzip, copy database to a selected folder and open this new database.*** Press ***Ok***
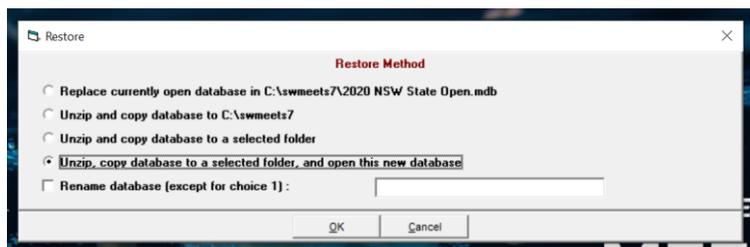
Locate the backup file from your computer and click ***Open***
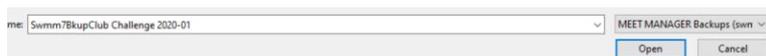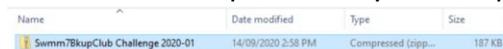
Click *Ok* and *Ok* again
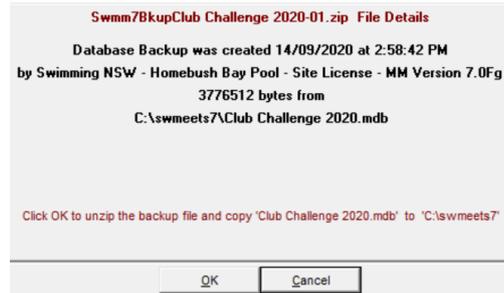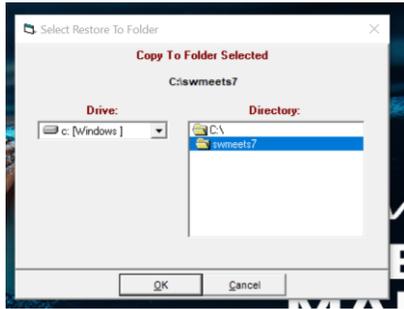
ADDING YOUR TEAM

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

If your club is not found in the list, you will need to add them in. Click *Add.*
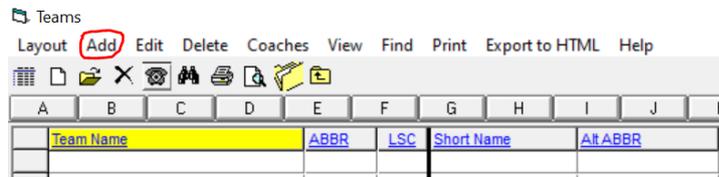
Complete the only below highlighted fields. All other fields can be left blank
Team Abbreviation: This can be found in Swim Central on the Entity Home Page
Full Team Name: This is your Swimming Clubs Name
Team Status: Ensure this is set to Normal
Team Gender: Ensure this is set as X

Once filled out, click *Ok*

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

ADDING ATHLETES

From the Meet Manager Home Screen, click **Athletes** and then Click **Add** to add your swimmers.
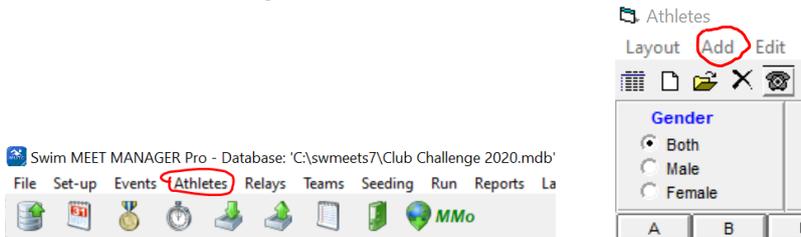
Enter the following highlighted details for each athlete. Any other fields not listed can be left Blank
Last Name:
First Name:
Date of Birth:
Age: This will pre-fill based off DOB
Reg ID#: This will pre-fill based off Name & DOB
Team: Select your club from the drop down list
Gender:
Status: Ensure Status is listed as Normal

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

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.

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

Last Name	First Name	MI	Gen	Age	ABBR	Team Name	Registration #	Birth Date	Preferred	Status
Campbell	Cate		F	16	ABC	ABC Swim Club	CAMCA110204	11/02/2004		Normal
Chalmers	Kyle		M	15	ABC	ABC Swim Club	CHAKY011105	1/11/2005		Normal
Fraser	Dawn		F	11	ABC	ABC Swim Club	FRADA010109	1/01/2009		Normal
Thorpe	Ian		M	14	ABC	ABC Swim Club	THOIA170506	17/05/2006		Normal

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 sufficently

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).
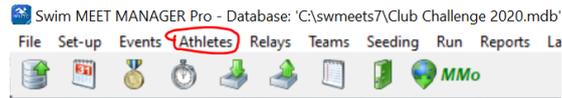
Ensure that the below settings are selected

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 **result.** (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.

==**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**

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.***
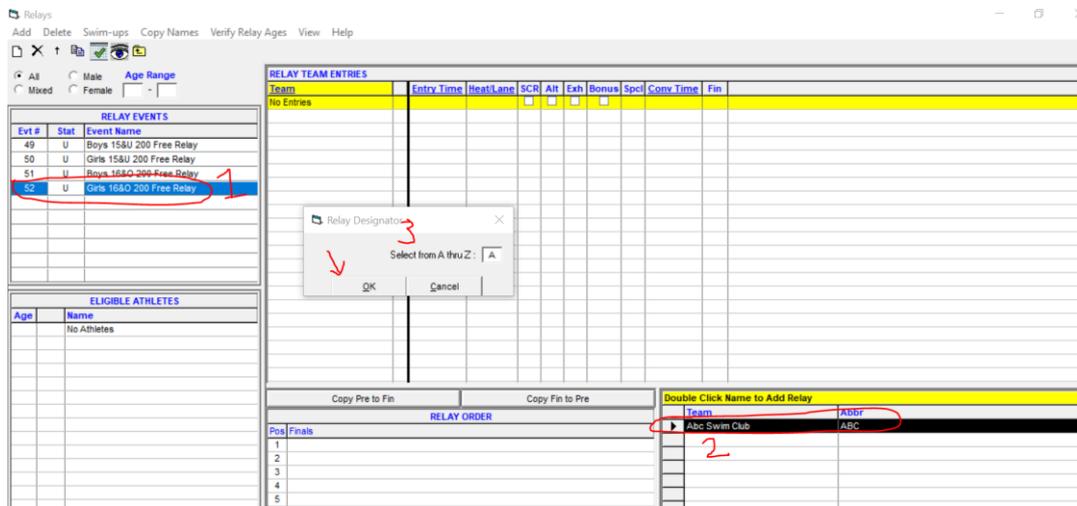
Names will appear on the left hand side for all eligible athletes (i.e. athletes in that age category & gender).
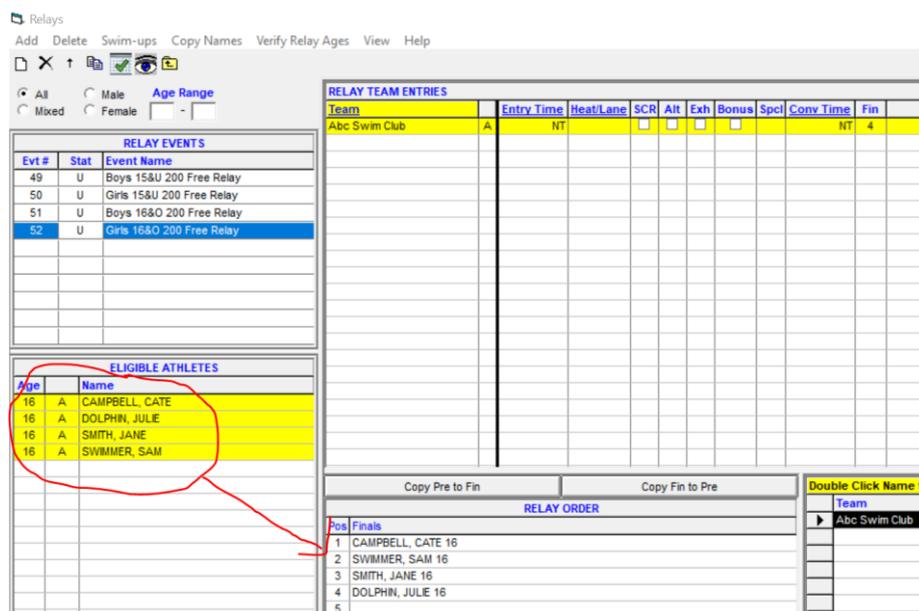
Double click on the athletes names to add them to the relay in their correct order. Order can be changed by dragging & dropping if necessary.

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		Entry Time	Heat/Lane	SCR	Alt	Exh	Bonus	Spcl	Conv Time	Fin
Team										
Abc Swim Club	A	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 requried so that you can reopen the file again for the next round without having to enter the team & athlete details again

   Click *File* ➔ *Backup*
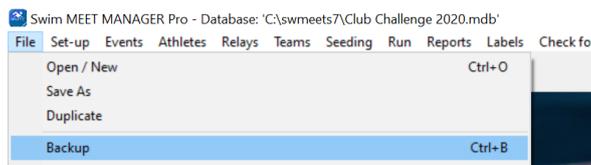
   Choose where you wish to save the back-up and click *Ok.*
   And then *Ok* for the next two pop-ups.
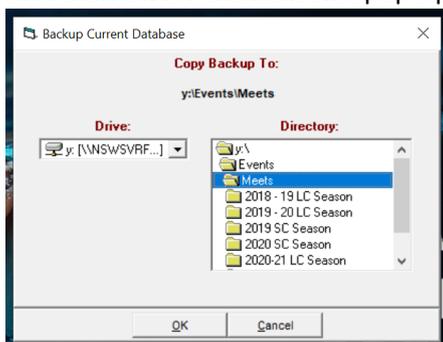
   Your file will now be saved as a back-up and can be opened again for future use

2) **Export Entries** (which in this instance are your results)
   Click *File* ➔ *Export* ➔ *Entries for Meet Manager Merge of same Meet (.HY3)*
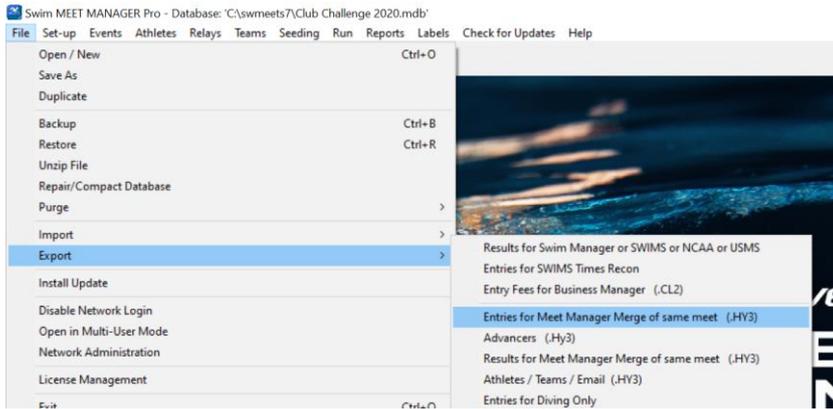
Ensure the following settings are selected & click **OK** and **OK** *again.*
(Select your team from the list)
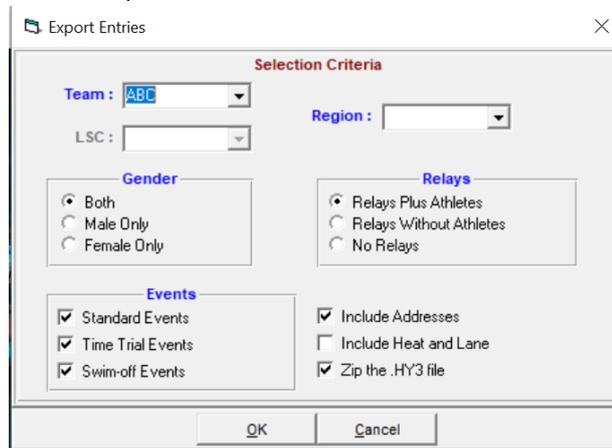
Choose where you wish to save the file and click **Ok**
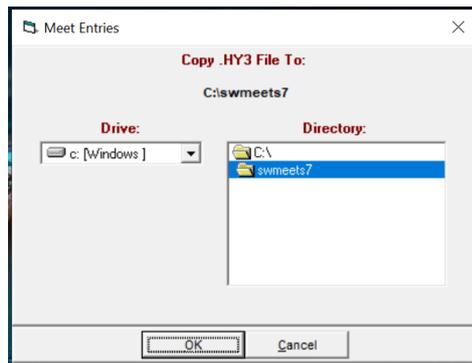
This File will now need to be sent to Tim Donlan (tim.donlan@nsw.swimming.org.au) via email. The file will look as follows