

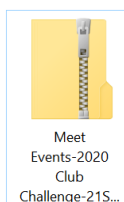
2020 SNSW WYLAS CLUB CHALLENGE

Submitting your results using Team Manager

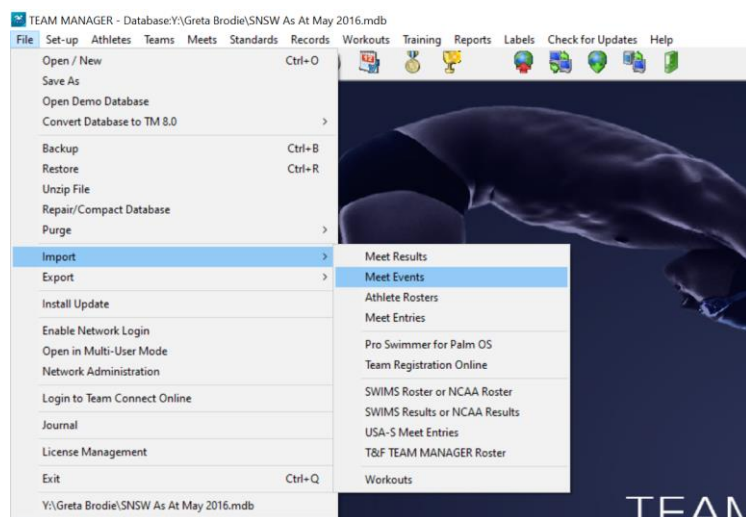
Please refer to the below guide for instructions on how to submit your results for the Wylas Club Challenge if you are using Team Manager. Please follow carefully as this process is different to processes you may use for other events.

OPENING THE FILE

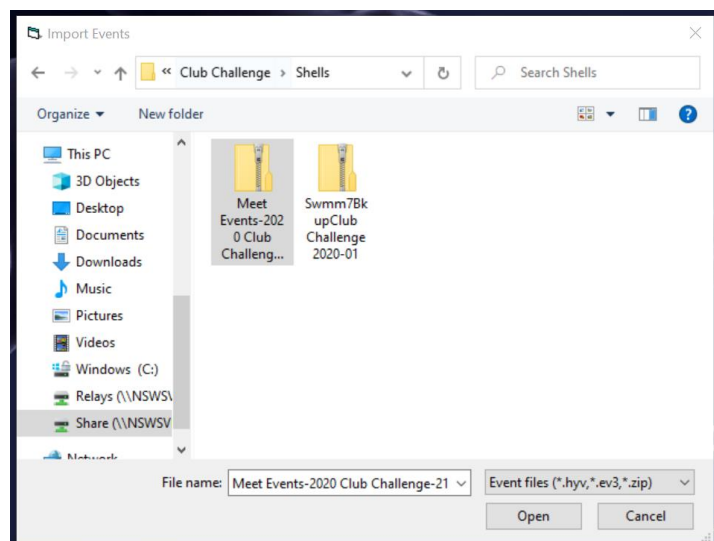
Using Team Manager requires the Team Manager (TM) Meet Events File which will be emailed to you by [Tim Donlan](#) at your request. The TM Events File should look like this:



Open Team Manager and click **File → Import → Events**



Select your *Meet Events File* from your computer and click **Open**



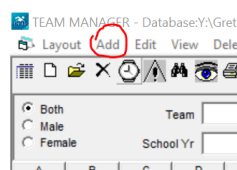
ADDING ATHLETES TO YOUR DATABASE

If you have used Team Manager with your club before, most athletes should already be in the database. However, if additional athletes need to be added, follow the below steps. Athletes can be added at any round of the challenge.

From the Team Manager home screen, select **Athletes**. From this page you can see which athletes are already in your database.



To add additional athletes, Click **Add**



Enter the following highlighted information:

Last Name

First Name

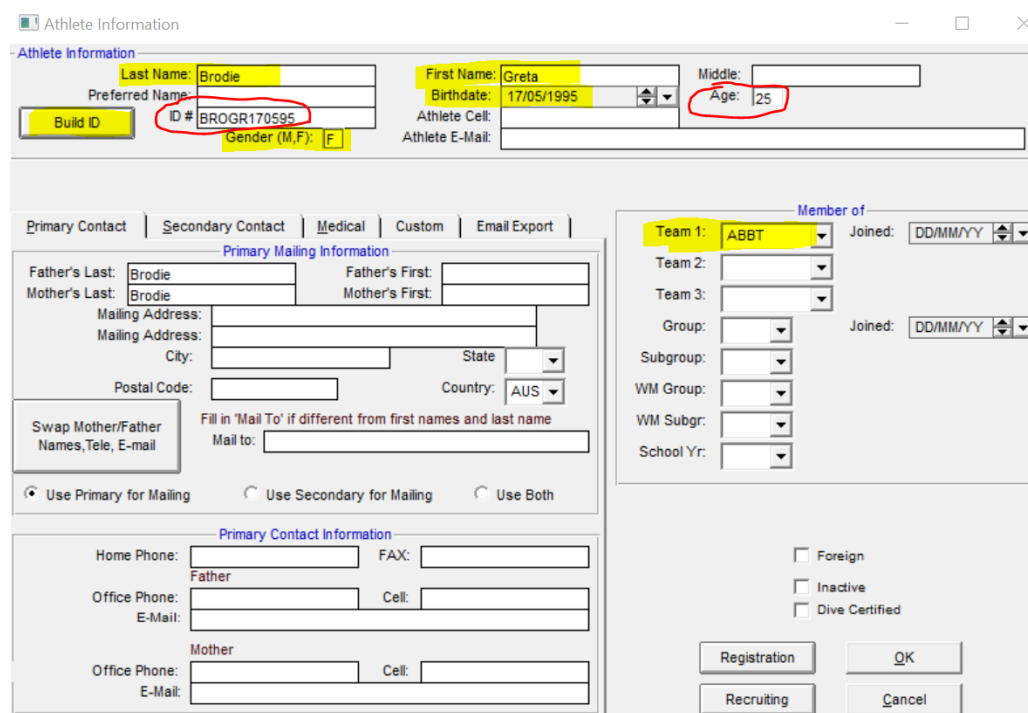
Birthdate

Age: this field will pre-fill once the DOB is entered

Build ID: This cannot be clicked until your team is listed. Once listed, click this button

ID#: As above, this will pre-fill

Team: Select the team/club from the list



Athlete Information

Last Name: Brodie First Name: Greta Middle: Birthdate: 17/05/1995 Age: 25

Preferred Name: ID # BROGR170595 Gender (M,F): F

Build ID

Primary Contact | Secondary Contact | Medical | Custom | Email Export

Primary Mailing Information

Father's Last: Brodie Father's First: Mother's Last: Brodie Mother's First: Mailing Address: City: State: Postal Code: Country: AUS

Swap Mother/Father Names, Tele, E-mail

Fill in 'Mail To' if different from first names and last name Mail to: Use Primary for Mailing Use Secondary for Mailing Use Both

Primary Contact Information

Home Phone: FAX: Office Phone: Cell: E-Mail: Father Office Phone: Cell: E-Mail: Mother

Member of

Team 1: ABBT Joined: DD/MM/YY Team 2: Team 3: Group: Subgroup: WM Group: WM Subgr: School Yr: Joined: DD/MM/YY

Foreign Inactive Dive Certified

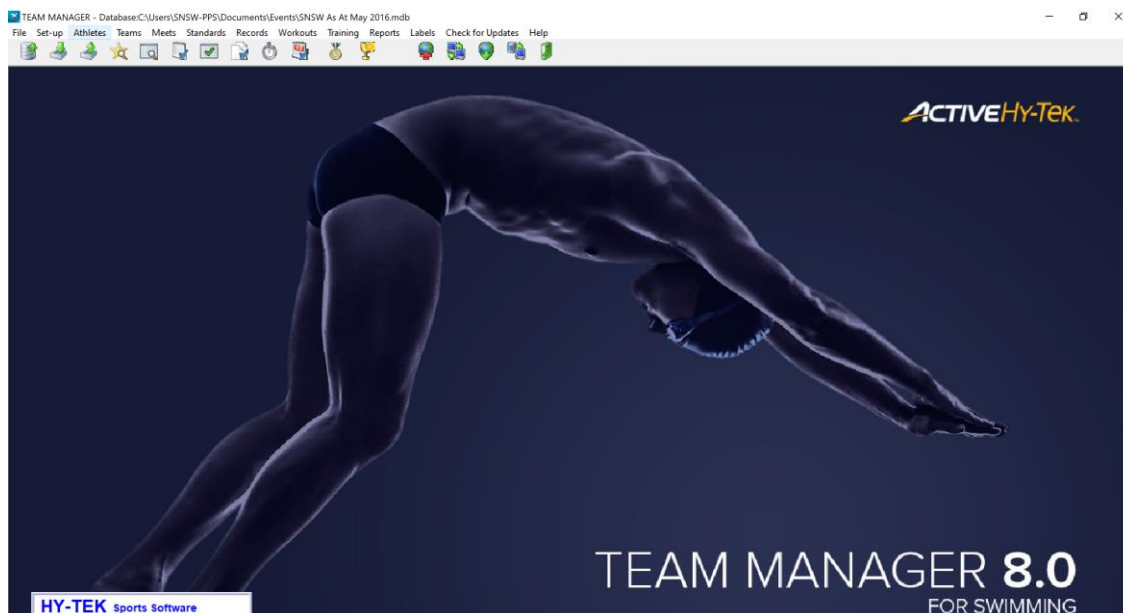
Registration OK Recruiting Cancel

Click **OK** and the athlete will be added.

To return to the home page of Team Manager, click the small x in the second row of the right-hand corner



Home page:



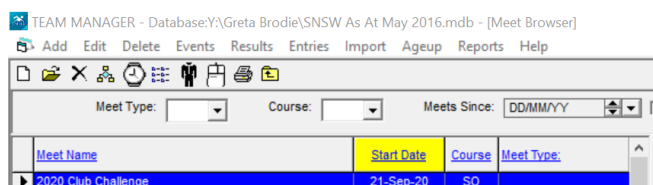
ENTERING RESULTS

The following steps are specifically for entering results for individual events. Please refer to the relay entries section for how to enter relay results.

On the *home page* of Team Manager, click **Meets**



The Club Challenge should appear in the list, as well as any other Meets you have previously loaded into Team Manager



The screenshot shows the 'TEAM MANAGER' application window. The title bar reads 'TEAM MANAGER - Database:Y:\Greta Brodie\NSNW As At May 2016.mdb - [Meet Browser]'. The menu bar includes 'Add', 'Edit', 'Delete', 'Events', 'Results', 'Entries', 'Import', 'Ageup', 'Reports', and 'Help'. The 'Entries' menu is open, displaying options: 'Entry Browser', 'Entries by Name' (highlighted), 'Entry by Event', 'Max Entries', and 'Swimmer Entry Status'. Below the menu, a 'Meet Type:' dropdown is visible, and a table with columns 'Meet Name' and '2020 Club Challenge' is partially shown.

TEAM MANAGER - Database:Y:\Greta Brodie\NSW As At May 2016.mdb - [Enter]
Find Time Calc Athlete Results View Print Help
For this Meet, Swim for Team: ABBT
Only Pre-Entered Athletes Male Team ABBT
Female School Yr
Both
Clear All Enter All

The following steps involve placing your results as what is normally referred to as “entries” in Team Manager. By following this process, it will allow SNSW to compile results & calculate rankings more sufficiently**

Select the events they have swam by clicking the check box under the **Enter** column- refer carefully to the event number listed.

The result that they achieved at the club challenge in that event must be listed in the **CUSTOM TIME** column, **not** in the best time column. See example below:

The following swimmer is entered in Events 2, 6 & 8 with times achieved listed under Custom Time.

TEAM MANAGER - Database:Y:\Greta Brodie\SNS As At May 2016.mdb - [Entries by Name]

Find Time Calc Athlete Results View Print Help

For this Meet, Swim for Team:

☐ Only Pre-Entered Athletes ☐ Male ☐ Female ☐ Both Team School Yr Group Subgroup WM Gr WM Sub Low Age High Age Standards

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen					
Allsop	Keely		F		19					ABBT	ALLKE150101						
Allsop	Talia		F		15					ABBT	ALLTA030305						
Baldwin	Emma		F		22					ABBT	BALEM240198						
Bambach	Aleisha		F		18					ABBT	BAJAL310102						
Bidois	Kaea	M	M		20					ABBT	BIDKA250200						
Bidois	Tane	M	M		15					ABBT	BIDTA230305						
Bird	Lauren		F		18					ABBT	BIRLA310502						
Boden	Gemma		F		13					ABBT	BODGE120307						
Boden	Sophie		F		15					ABBT	BODSO240105						

☐ Show Relay Entries ☐ Show Swim-Up Events
Current Entries 3 Relay Entries 0 Session: Meet Division: * = time did not make the cutoff.

21-Sep-20 2020 Club Challenge

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Slower Than [yds]	Faster Than [yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		2 D	F	100	Free	17-Ov	<input checked="" type="checkbox"/>	NT	1:03.625	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1		4 D	F	50	Free	17-Ov	<input type="checkbox"/>	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1		6 D	F	200	M	17-Ov	<input checked="" type="checkbox"/>	NT	2:40.005	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						
1		8 D	F	50	Fly	17-Ov	<input checked="" type="checkbox"/>	NT	00:35.605	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						

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

For example, for the above time of **1:03.62**, type in **10362**. Team Manger will reformat this into the correct format. The time will likely default to S (short course)- as determined by what letter is listed after the time as this is a short course meet.

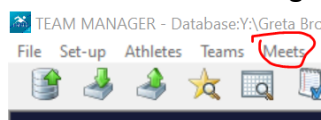
Once the athlete has been entered in in the event, their name in the list will turn green when you select another athlete, as shown below.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen						
Allsop	Keely		F		19					ABBT	ALLKE150101							
Allsop	Talia		F		15					ABBT	ALLTA030305							
Baldwin	Emma		F		22					ABBT	BALEM240198							

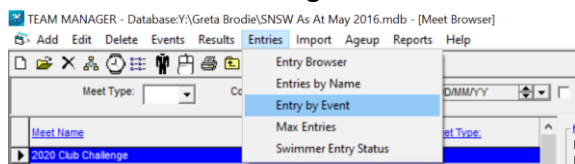
Follow this process for each athlete and all their entries after each round.

ENTERING RELAY RESULTS

From the Team Manager home screen, click **Meets**



Select the Club Challenge from the list of Meets and click **Entries** → **Entry by Event**



You will be taken to a page that looks like the following.

Follow the below steps circled in red in the following order.

1. Click **Relays** only from the top task bar
2. Select your club from the **Swim for Team** box
3. Select your club under **Team**
4. Click **New Relay** from the bottom right panel. The relay will appear.
5. Select the **Ent** (Enter) tick box
6. Select your athletes from the left-hand side by selecting the **Entrd** (Enter) tick box
7. Back on the right-hand side, enter the teams **CUSTOM TIME**. Ensure custom time is entered and not **best time**. Remember that no colons or full stops are necessary when entering times (e.g. a time of 2:10.00 is typed as 21000).

TEAM MANAGER - Database:Y:\Greta Brodie\SNSW As At May 2016.mdb - [Entry by Event]

Time Calc Athlete Results View **Relays Only** Print Dual Meet Setup Help

Event: 491 **Swim for Team: ABBT** Session: Meet Division:

21-Sep-20 2020 Club Challenge

Sess	Div	Event	Gen	Distance	Stroke	Age	WR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
S	491	M	200	Free	15&U	R							
S	50	F	200	Free	15&U	R							
S	51	M	200	Free	16-Ov	R							
S	52	F	200	Free	16-Ov	R							

☐ Show Swim-Up Athletes
☐ Only Athletes Already in Meet
☐ Only Athletes Already in Session
☐ Only Pre-Entered Athletes
☐ Only Pre-Entered with No Entries

Team: ABBT WM Gr: WM Sub: Standards: Subgroup: Clear All 4 Best Select All 4 Best

☐ Indicates a Relay Only swimmer
 Right Click to enter as Relay Only swimmer
 * = converted time

Last Name	First Name	MI	Ent	48st	Best Time	Bonus	Gen	Age	Yr	Brth
A. Bidois	Tane		<input checked="" type="checkbox"/>		24.21S		M	15		
A. Cullen	Oscar		<input checked="" type="checkbox"/>		29.60S		M	14		
A. Hendenya	Lehan		<input checked="" type="checkbox"/>		28.47S		M	14		
A. O'Loughlin	Charlie		<input checked="" type="checkbox"/>		NT		M	12		
Serhan	Thomas		<input type="checkbox"/>		NT		M	15		
Walsh	Marcus		<input type="checkbox"/>		NT		M	14		
Zhang	Owen		<input type="checkbox"/>		32.90S		M	11		

New Relay

Clear Swimmers Find Best Relay Best Relay Report

Best: Free Best Relay Order: 2-3-4-1

Swimmers	Age	Ent	Best	Custom	Ex	Ht	LN
1 Bidois, Tane	15	<input checked="" type="checkbox"/>	NT	2:19.00S			
2 Cullen, Oscar	13						
3 O'Loughlin, Charlie	12						
4 Hendenya, Lehan	14						
5							
6							
7							
8							

Calculate Custom

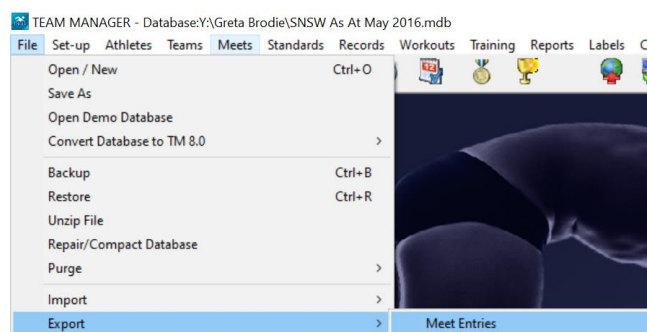
If you have a second team in this relay, simply double click the **New Relay** button and follow the above steps.

Continue this process for each of your relays.

SAVING FILE

Once the above steps are complete, you must export your file so it can be sent to Swimming NSW.

From your Team Manager Home Screen, click **File** → **Export** → **Meet Entries**



Save your file in a location you wish and ensure the following settings are selected

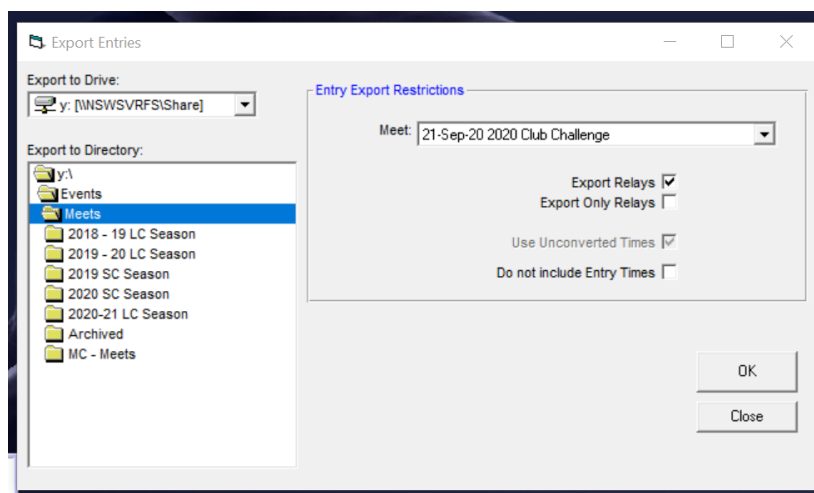
Export Relays: This box should be ticked

Export Only Relays: This box should not be ticked

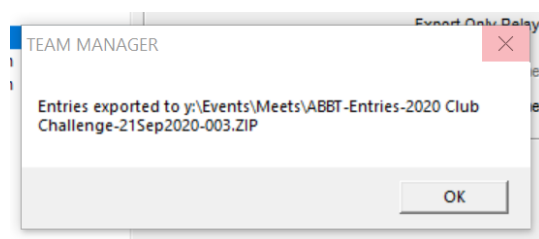
Use Unconverted Times: This box should be un-editable

Do not include Entry Times: This box should not be ticked


Click **OK** again



This box indicates that your entries have been exported successfully. Click **Ok**.



You are required to send this file to Tim Donlan (tim.donlan@nsw.swimming.org.au) at the end of each round. This file should look as follows

 ABBT-Entries-2020 Club Challenge-21Sep2020-003	24/09/2020 4:03 PM
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