

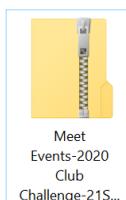
2020 SNSW WYLAS CLUB CHALLENGE

Submitting your results using Team Manager

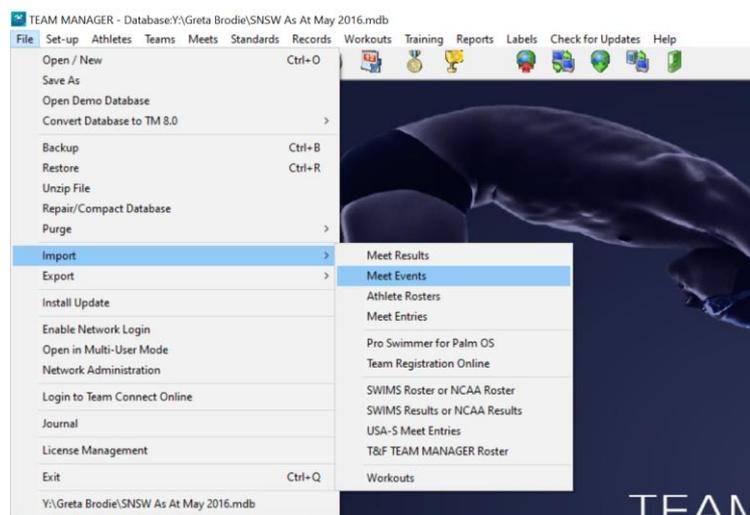
Please refer to the below guide for instructions on how to submit your results for the Wylas Club Challenge if you are using Team Manager. Please follow carefully as this process is different to processes you may use for other events.

OPENING THE FILE

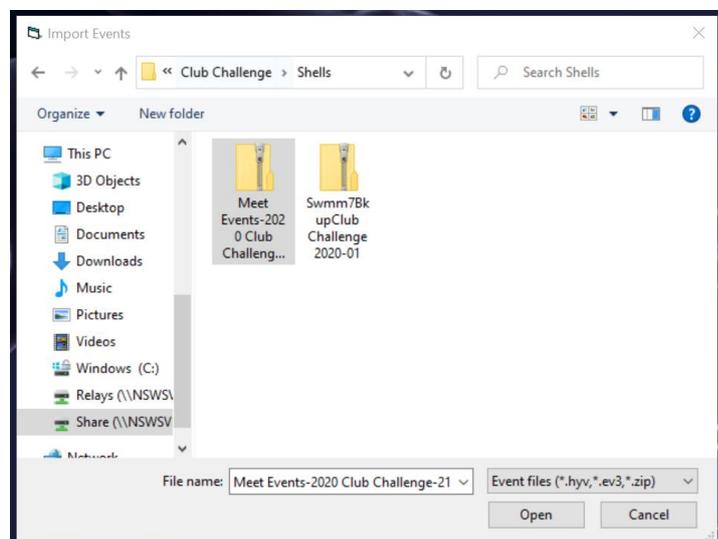
Using Team Manager requires the Team Manager (TM) Meet Events File which will be emailed to you by [Tim Donlan](#) at your request. The TM Events File should look like this:



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



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



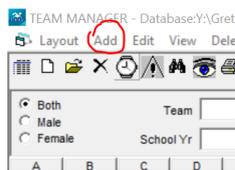
ADDING ATHLETES TO YOUR DATABASE

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

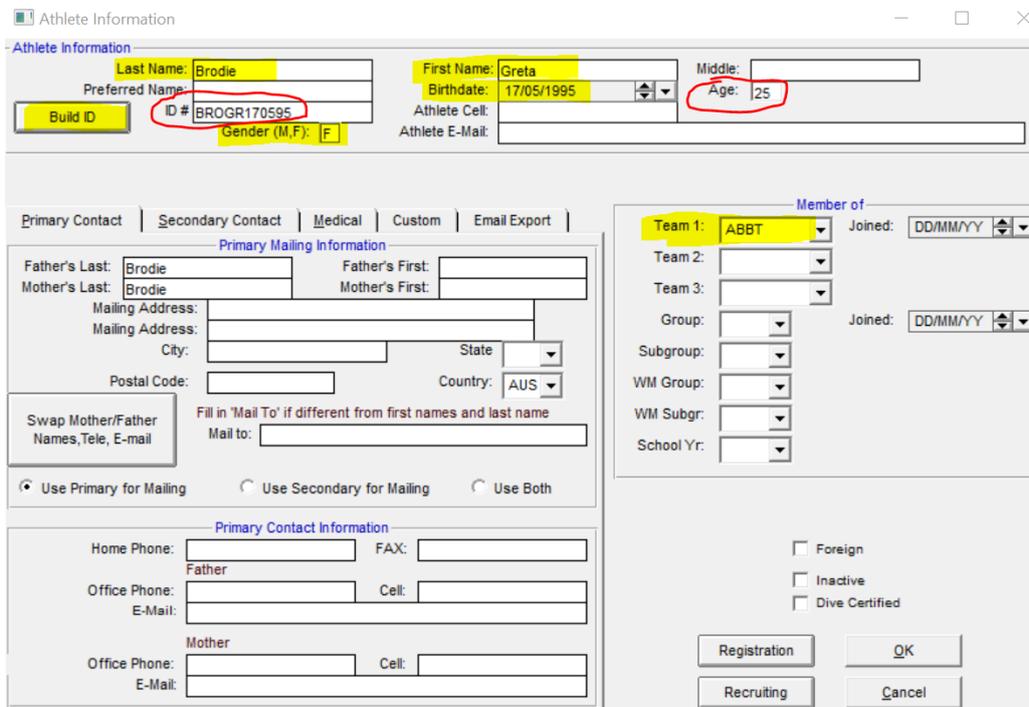
Birthdate

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 | Build ID | Gender (M,F): [F]

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: | Mother Office Phone: | Cell: | E-Mail:

Member of

Team 1: ABBT | Joined: DD/MM/YY | Team 2: | Team 3: | Group: | Subgroup: | WM Group: | WM Subgr: | School Yr: | Foreign | Inactive | Dive Certified

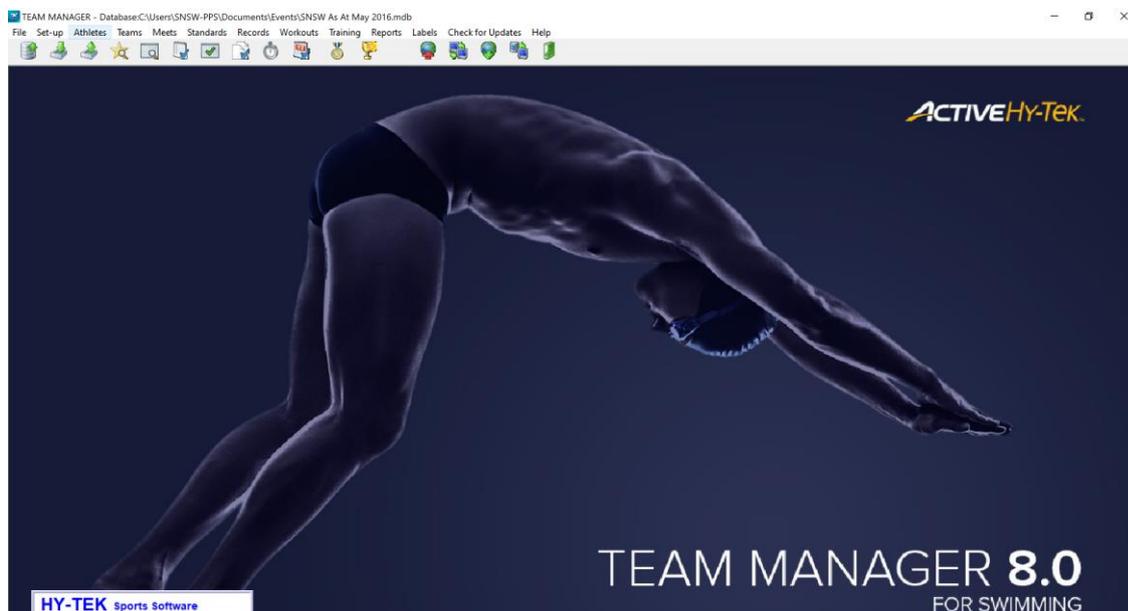
Registration | OK | Recruiting | Cancel

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:



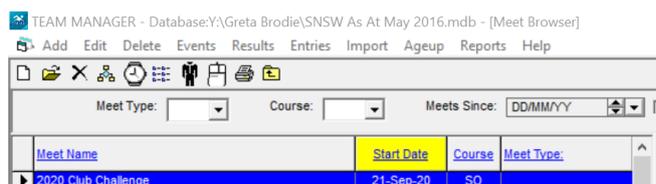
ENTERING RESULTS

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

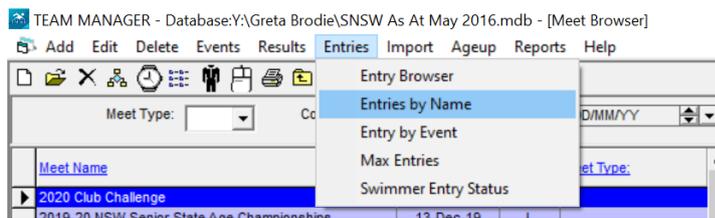
On the *home page* of Team Manager, click **Meets**



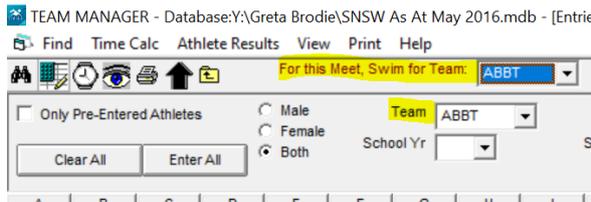
The Club Challenge should appear in the list, as well as any other Meets you have previously loaded into Team Manager



Click **Entries** → **Entries by Name**



Once your athletes are visible ensure both the below fields are set to your club/team.



All athletes in your database should appear on this screen, and below that the list of events for the Club Challenge that they are eligible for relevant to their age and gender.

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**

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

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.

Event	Div	Distance	Stroke	Age	Enter	Best Time	Custom Time
1	2	D	F	100	Free	17-Ov	1:03.62S
1	4	D	F	50	Free	17-Ov	
1	6	D	F	200	IM	17-Ov	2:40.00S
1	8	D	F	50	Fly	17-Ov	00:35.80S

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.

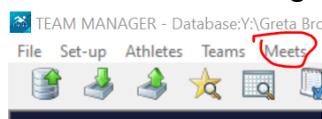
Once the athlete has been entered in in the event, their name in the list will turn green when you select another athlete, as shown below.

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	

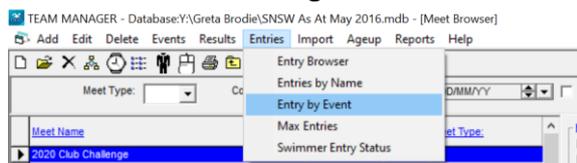
Follow this process for each athlete and all their entries after each round.

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]
5		491	M	200	Free	15&U	R						
5		50	F	200	Free	15&U	R						
5		51	M	200	Free	16-Ov	R						
5		52	F	200	Free	16-Ov	R						

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

Event: 491 15&U Male 200 Free Relay

Last Name	First Name	MI	Entrd	4Best	Best Time	Bonus	Gen	Age	Yr	Beth
A Bidols	Tane		<input checked="" type="checkbox"/>	<input type="checkbox"/>	24.21S	<input type="checkbox"/>	M	15		
A Cullen	Oscar		<input checked="" type="checkbox"/>	<input type="checkbox"/>	29.60S	<input type="checkbox"/>	M	14		
A Hendeniya	Lehan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	28.47S	<input type="checkbox"/>	M	14		
A O'Loughlin	Charlie		<input checked="" type="checkbox"/>	<input type="checkbox"/>	NT	<input type="checkbox"/>	M	12		
Serhan	Thomas		<input type="checkbox"/>	<input type="checkbox"/>	NT	<input type="checkbox"/>	M	15		
Walsh	Marcus		<input type="checkbox"/>	<input type="checkbox"/>	NT	<input type="checkbox"/>	M	14		
Zhang	Owen		<input type="checkbox"/>	<input type="checkbox"/>	32.90S	<input type="checkbox"/>	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 Bidols, Tane	15	<input checked="" type="checkbox"/>	NT	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2 Cullen, Oscar	13	<input type="checkbox"/>					
3 O'Loughlin, Charlie	12	<input type="checkbox"/>					
4 Hendeniya, Lehan	14	<input type="checkbox"/>					
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**

TEAM MANAGER - Database:Y:\Greta Brodie\SNSW As At May 2016.mdb

File Set-up Athletes Teams Meets Standards Records Workouts Training Reports Labels Cl

- Open / New Ctrl+O
- Save As
- Open Demo Database
- Convert Database to TM 8.0 >
- Backup Ctrl+B
- Restore Ctrl+R
- Unzip File
- Repair/Compact Database
- Purge >
- Import >
- Export > Meet Entries

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

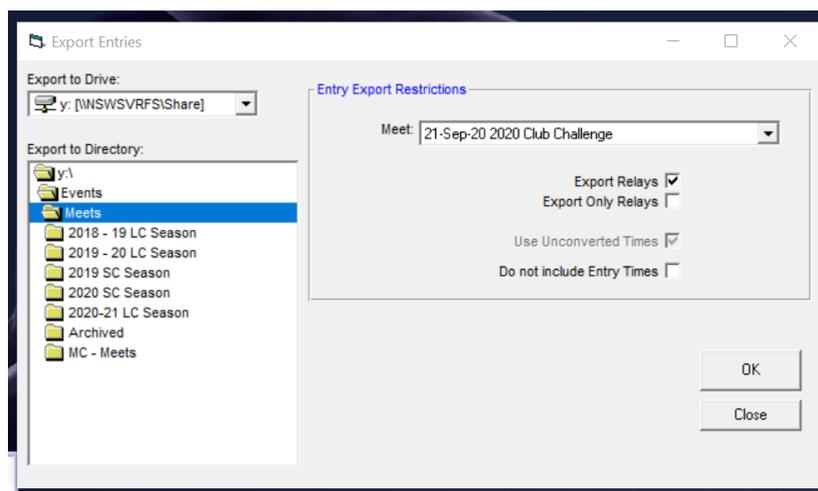
Export Relays: This box should be ticked

Export Only Relays: This box should not be ticked

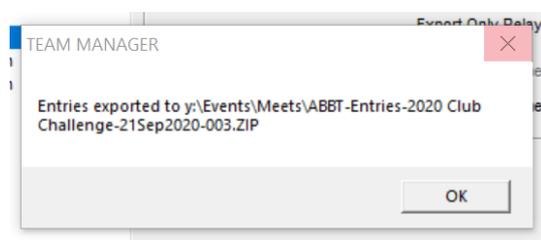
Use Unconverted Times: This box should be un-editable

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

