SECTION SEVEN: RUN THE MEET

The day of your meet has arrived, and you are ready to RUN your meet.

From the MAIN MENU screen click on the RUN tab.



From this screen, you can just about go to any other screen or section of Meet Manager without closing out of the RUN screen by using the tabs across the top of the screen.

Make sure you are in the correct EVENT by clicking into the appropriate EVENT # under the EVENT LIST.

You will notice that EVENT 1 has two heats listed half-way down the screen on the left-hand side of your screen.

If you are using SEMI-AUTOMATIC (push buttons only) or FULLY AUTOMATIC (push buttons and touchpads) timing systems, all you need to do once the race is finish, is to click on the GET TIMES button (F3) to retrieve the times from timing systems.

If you are running a MANUALLY timed meet (stop watches), you will see that the pink GET TIMES button is greyed out and you will need to type the results in manually.



Once you have the times from Heat 1 and all is cleared by the Referee, you can move onto heat 2,3 4 etc. until all the heats for the event have been completed.

You can now score this event (if using point scores) and print the result.

If MEET MOBILE is being used, the event will be automatically uploaded (See <u>Section 12</u> on Page 174).

We will do some MANUAL timing now and go through how to score and print these results.

In EVENT 1, HEAT 1 start inputting the following times into the FINALS TIME column and note the DQ in heat 2, lane 4.

Event	1
Swimmer	Finals Time
Matthew Quinn	49.99
Andrew Ainsworth	39.01
Mark Maquire	42.77
Tim Birmingham	39.44
Michael Neale	45.64
Andrew Roberts	32.06
Jeffery Ponds	DQ
Guy Conway	40.72

RESULTS - Event 1

In Event 1, there has been a disqualification in heat 2, lane 4 (Jeffrey Ponds).

You can type DQ in the FINALS TIME column or click the DQ check box next to it.

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Ever	ts Af	thietes	Relays Se	eding	Web	Swim-Off	Re-Score Combin	е Кер	orts	Labe	is Pre	terences	; Int	erfaces	OW	Module	Meet	Mobili	e Help									
111 3		ç 🗉 🛛			I En	iter Results i	by Lane (Ctri-E)																		8		Display Subtracted Splits	
Mee	t Mobi	ile Disabl	ed				HY-TI	K's M	EETI	MAN	AGER I	License	ed to:	Swi	nmin	g NSW -	Hom	ebush	Bay Po	ol - S	ite Li	cens	e				Updated: 23/06/2020 16	5:19:25
				EVEN	T LIST - J	All Events -	LC Meters - (Session	not se	lected	I)									С	umula	tive S	plits	<ctrl-i< td=""><td>: Replace</td><td>Splits with Records></td><td></td><td></td><td></td></ctrl-i<>	: Replace	Splits with Records>			
	Evt#	Rnd	Status	Ever	nt Name			Heats	? 1	NS D	Q DFS				Lan	ie 50												
►	1	F	Done	Boy	s 8 & Und	ler 50 LC Me	ter Freestyle	2	-	- 1	1 -					39	.44											
	2	F	Seeded	Gins	8 & Unde	er 50 LC Meter R	er Freestyle	2	-						4	40	06											
	- 3	F	Seeded	Won	open Ion	100 LC Meter B	ackstroke	2	-	-					4		DQ											
	5	F	Seeded	Boy	s 9 Years	200 I C Met	er Breaststroke	2		-					5	40	.72											
	6	F	Seeded	Girls	9 Years	200 LC Mete	r Breaststroke	2	-						6													
	7	F	Seeded	Mixe	d Open 4	00 LC Meter	Medley 4 x 100m Relay	1	-						L-	_	_											
	8 F Seeded Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay 1														⊢	_	_											
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	Ses	ssion : F7		S	CR Sheet	t : F9	Adjust : F8		Re	store	Paus : C	JIT-P	┝	JE	: Ctrl-	J		Rac	:e # : F2			Li	st : Ctrl-l	_	Re-Rank		Prev Event : Ctrl-F	4
	Refre	esh : Ctrl-D		Re	I Names :	Ctrl-R	Awards : Ctrl-A		/	Cal	lc : Ctrl-K			Uncer	ded : (Ctrl-U		Get T	imes : F3			Sco	re : Ctr	l-S	Re-Score		Next Event : Ctrl-F	-5
							н	eat 2	of 2	2 ==	= Fina	ls ==	Eve	ent 1	Loys	8 and	Jnde	r 50 L	.C Mete	er Fre	esty	le						
La	ne At	thiete Nam	ne		Age	Team		Seed	Time	Τ	Finals T	ime	DQ	xh DQ	code	Backup 1	Back	kup 2	Backup 3	HPL	PL	Pts	AdjStat	1				
1	Bi	rmingham,	Tim		8	Dragons Te	am	1	39.0	53		39.44						-		2	3							
	Ne	eale, Micha	ael		8	Local Swim	Team		39.0	00		45.64								4	6							
3	R	oberts, An	drew		8	Fantasy Clu	ıb		38.	10		32.06								1	1							
4	Po	onds, Jeff	ery		6	Nsw Club			38.3	20		DQ		<u></u>	/													
	Co	onway, Gu	ıy		8	Dragons Te	am	_ \	39.1	19		40.72	님	╘┼╻			-			3	4			1				
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After all the heat times have been entered, you will note that the winner of this EVENT has broken the MEET RECORD and has also achieved a COUNTRY QUALIFYING TIME as highlighted in the RECORDS window.

This event can now be scored.

Click on the SCORE button and the PRINT/EXPORT REPORTS screen will be displayed showing the RESULTS ready for checking and printing.



Print/Export Reports						- 0	×
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	Swimming NSW - Homebush Bay Po	ol - Site License	K's MEET MANAGER	7.0 - 12:23 PM 24/06	/2020 Page 1		
		Test Event 2020 Test Event 2020 - Proudly 3	- 01/01/2020 Sponsored by McDe	onalds			
		Resu	ilts				
	Event 1 Boys 8 & Under 50 LC MEET RECORD: 35.10 R 01/	Meter Freest Ne 01/2005 John Webber	Loc	al Swim Team			
	METRO QT: 32.00 M COUNTRY QT: 33.00 C						
	Name 1 Roberts, Andrew	Age Team 8 Fantasy Club	Seed Time 38.10	Finals Time 32.06 C	Points 10		
	2 Ainsworth, Andrew 3 Birmingham Tim	8 Fantasy Club 8 Dragons Team	39.79	39.01 39.44	9		
	4 Conway, Guy	8 Dragons Team 7 Local Swim Team	39.19	40.72	7		
	6 Neale, Michael	8 Local Swim Team	39.00	45.64	5		
	 Quinn, Matthew Ponds, Jeffery 	6 Nsw Club 6 Nsw Club	41.00 38.20	49.99 DQ	4		
							*

When Event 1 has been checked and printed, CLOSE OUT 🖾 the screen and you will be back in your RUN menu. You will notice that Event 1 is now marked as SCORED and is purple.

Click on the next EVENT to be run, enter all the FINALS TIMES, SCORE and PRINT the RESULTS until all 8 events have been completed, scored and printed.

Take note of the exceptions in each EVENT as these will teach you different skills as you go through the process of completing the Meet.

RESULTS - Event 2

Event	2
Swimmer	Finals Time
Rachel Pike	36.54
Sarah Cox	37.18
Emily Bates	37.22
Nicola Carol	38.02
Jessica Chapman	37.00
Alice Brown	39.30
Natalie O'Connor	37.00

After you enter the FINALS TIMES for Event 2 and score the event, you will notice that in Heat 2, Lanes 3 and 5 have equal times for 2nd place and the points are split.

The points for these swimmers must be adjusted before printing the results. Equal places require equal points that reflect the position in which they finished. CLOSE OUT ⊠ of the RESULTS screen before printing, back to the RUN screen.

To adjust these points, click on the JD (JUDGE) button.

E3. R Ever	un the its At	Meet - Te thletes	est Event 21 Relays Se	020 eeding	Web	Swim-Off	Re-Score Combin	ie Rep	orts	Label	Preferen	ices	Interfa	ices O	W Mo	dule l	Meet	Mobil	le Help								- 0	×
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Mee	t Mobi	ile Disabl	ed				HY-TE	EK 's M	EET	MANA	GER Lice	nsed	to: S	wimm	ing N	SW - F	lom	ebusi	h Bay Po	ol - S	ite L	icens	е			L	pdated: 24/06/2020	0 12:40:55
				EVENT	T LIST - A	All Events -	LC Meters - (Session	n not se	lecte	d)										Re	cords	<ct< td=""><td>ri-I: Rep</td><td>lace Reco</td><td>ords with Splits</td><td>></td><td></td><td></td></ct<>	ri-I: Rep	lace Reco	ords with Splits	>		
	Evt#	Rnd	Status	Even	it Name			Heats	?	NS DC	DFS				Recor	d	Ti	ime	Date	Rec	ord Ho	lder						
	1	F	Scored	Boys	s 8 & Unde	er 50 LC Met	er Freestyle	2	-	- 1	-			ME	ET RE	COF R		32.15	01/01/2005	Maŋ	y Smith	1						
┣┡	2	F	Seeded	Men	Onen 100	LC Meter B	ackstroke	2	-		-			CC	UNTR	YOC		31.00		-								
	4	F	Seeded	Wom	en Open	100 LC Mete	r Backstroke	2	-		-			- 6				-										
	5	F	Seeded	Boys	9 Years	200 LC Mete	er Breaststroke	2	-		-																	
	6	F	Seeded	Girls	9 Years 2	200 LC Mete	r Breaststroke	2	-		-						-			-								
	7	F	Seeded	Mixe	d Open 40	00 LC Meter	Medley 4 x 100m Relay	1	-		-			E-						-								
	8	F	Seeded	Girls	6-10 200	LC Meter Fr	eestyle 4 x 50m Relay	1	-		-																	
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	Team Scores thru Event 2 < <tr> Ctrl.Y: Replace Team Scores with Records></tr>																											
	Team Scores thru Event 2 Ctrl-Y: Replace Team Scores with Records> Rank Gender Score																											
				_						_				_ =	1	Combin	ed	32.5	Fantasy	Club								<u> </u>
				-						_				_ [2	Combin	ed	27.5	Dragons	Team								
				-						_				_	3	Combin	ed	20	Nsw Clu	b								
				-											4	Combin	ed	18	Local Sv	vim Te	am							
				-											1	Male		19	Fantasy	Club								
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	Refre	esh : Ctrl-E		Rel	Names : (Ctrl-R	Awards : Ctrl-A			Calc	: Ctrl-K		U	nseeded	: Ctrl-L	, l	7	Get	Times : F3			Sco	re : Ctr	I-S	Re-So	ore	Next Event : C	trl-F5
							н	leat 2	of	2 ==	Finals :		vent	2 Gir	ls 8 a	and U	nde	r 50 l	LC Mete	r Fre	est	/le						
La	ne At	thiete Nam	e		Age	Team	1	Seed	Time	F	inals Time	D	2 Exh	DQcode	Bac	ckup 1	Back	kup 2	Backup 3	HPL	PL	Pts	AdiStat	1				
										_		Ē									-							
2	Ca	arol, Nicola	1		6	Fantasy Clu	b		39	.83	38.	02								3	6	5						
	Ch	hapman, J	essica		8	Dragons Te	am		34	23	37.	00	빌므							1	2	8.5						
4	Br	rown, Alice	e		8	Dragons Te	am		38	25	39.	30	귀분	-	-					4	7	4						
		CONTOF, N	atalic		U	r aniaSy Ciù	0		4/	.20	37.		ίΗĦ		-					1	2	0.5						
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You will see in the JUDGES DECISION / TIE BREAKER screen a JD POINTS column on the right-hand side.

Type the correct points for 2nd position (9 points each) into the JD POINTS column next to both of these swimmers, and then click OK.

🖏 Juo	lges De	cision	/ Tie Breake	r						:	×				
					F	ESULTS			/	\frown					
JD PL	Place	H/L#	JD Heat PL	Heat PL	Athlete Nam	e	ABBR	Time	Points	JD Points					
	1	1/2		1	Pike, Rachel		NSW	36.54	10						
	2	2/5		1	O'Connor, N	atalie	FAN	37.00	8.5	9					
	2	2/3		1	Chapman, Je	essica	DRA	37.00	8.5	9					
	4	1/4		2	Cox, Sarah		LOC	37.18	7						
	5	1/3		3	Bates, Emily		NSW	37.22	6		_				
	6	2/2		3	Carol, Nicola	l	FAN	38.02	5						
	7	2/4		4	Brown, Alice	9	DRA	39.30	4		_				
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- To bre	ak a tie	or to m	ake a Judge:	s Decision	for Overall P	lacing, enter the	corrected plac	e in the JD Pla	ce colun	nn.					
- To ma	ke a Juo	dges De	cision for a	Heat Place	e, enter the c	orrected place in	the JDHeat PL	column.							
- You c	an char	nge the	results point	s for any	entry by ente	ring a new point	score in the JD	Points column	n (Finals	Only).					
- To cha	ange po	ints to z	zero, enter -1	I in the JD	Points colum	n.	ok								
- 10 ren	nove all	Judges	Decisions, p	ress the	Re-Set buttor	and then press	UK.								
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				<u>R</u> e-9	Set	<u>о</u> к	<u>Cancel</u>								
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You now need to click on the SCORE button again to bring up your JUDGED and completed RESULTS for printing.

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	3	F	Seeded	М	len Open 100) LC Meter B	ackstroke	3	-	-				CO	UNTRY	Q' C	31.00										
	4	F	Seeded	W	Vomen Open	100 LC Mete	er Backstroke	2	-	-									-								
⊪—	5	F	Seeded	B	oys 9 Years	200 LC Mete	r Breaststroke	2	-	-				-1-					-								
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	8 F Seeded Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay 1															+			-								
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	Ses	sion : F7			SCR Sheet	: F9	Adjust : F8		F	Restore	e Pads : Ctrl-P			JD : Ctr	ы		Ra	ice # : F2	1			list : Ctrl-	L	Re-F	Rank	Prev Event : 0	Ctrl-F4
	Refre	sh : Ctrl-D			Rel Names :	Ctrl-R	Awards : Ctrl-A			Ca	lc : Ctrl-K		U	nseeded :	Ctrl-U		Get	Times : F	3		Sc	ore : Ct	rl-S	Re-S	core	Next Event : 0	Ctrl-F5
							н	eat 2	of	2 =	= Finals =	= E	vent	2 Girl	s 8 ai	nd Ur	nder 50	LC Met	er	rees	tyle						
La	ne At	hlete Nam	ie	_	Age	Team		Seed	Time	Т	Finals Time	Πpq	Exh	DQcode	Back	up 1	Backup 2	Backup	3 HF	PL P		AdiCto					
	Ca	rol, Nicol	3		6	Fantasy Clu	b		39	.83	38.	2							3	3 6	5						
	3 Chapman, Jessica 8 Dragons Team 34.23 37.00												님						1	2	9						
	4 brown, Airce o uragons ream 38.25 39.30 L 5 O'Connor, Natalie 8 Fantasy Club 47.20 37.00 L												18	-	-				1	2	9	-	U				
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NOTE: You will now see a "J" next to the FINALS TIMES. This indicates that a time has been JUDGED.

RESULTS - Event 3	
	Swi
	Mat
	Dan
	Mar
	Guy
In Event 3 there has been	Mic
another disqualification in	And
Heat 2, Lane 6 (1im Birmingham)	Jeff
	Jos
	Mitc
	And
	Tim
	Jam
	Chr
	12 al

Even	t 3
Swimmer	Finals Time
Matthew Quinn	1:15.67
Daniel Traynor	1:03.59
Mark Maquire	2:03.66
Guy Conway	1:04.69
Michael Neale	2:00.45
Andrew Ainsworth	2:01.45
Jeffery Ponds	1:57.36
Joshua Kelly	1:20.43
Mitchell Bradford	2:58.67
Andrew Roberts	2:00.45
Tim Birmingham	DQ
Jamie Kazzouh	1:16.48
Christopher Bartels	1:16.54
Kirk Johnston	1:02.44
Brian Smith	1:05.23
Michael White	1:14.98
Christopher O'Keefe	1:17.79

You will note in the RESULTS for Event 3, that you have EQUAL 12th position. You do not need to do any adjustments on this as 12th position is outside the top ten point score and therefore scores nil points.

RESULTS - Event 4

Event	4
Swimmer	Finals Time
Chantelle Kelly	1:27.82
Erin Renford	1:54.34
Kate Drury	1:51.23
Nicole Maltby	1:56.79
Chelsea Murray	1:46.22
Sally Hicks	1:23.08
Kate Bonner	1:24.66
Joanna Harris	1:08.44
Rebecca Clarke	1:18.34
Katherine Glenn	1:25.67
Melanie Black	1:42.57

Before EVENT 5 is started, you notice that there is an obvious error in the ENTRY/SEED time for MITCHELL BRADFORD in HEAT 2, LANE 3.

So that this swimmer will not be embarrassed by swimming in the centre lane of the fastest heat, we can take him out of the fastest heat and place him in the slower heat where he belongs.

5.	un the	Meet - T	lest Event 2	020																						– 0 ×
Eve	nts At	hletes	Relays S	eeding We	b Swim-Off	Re-Score Combin	ie Rep	orts	Label	s Prefe	erences	Inte	rfaces	OW	Module	Meet	Mobil	e Help								
51E		í 🖬 💡	2 🔢 🗠	🗈 🗆	Enter Results	by Lane (Ctrl-E)																				
Me	et Mobil	e Disab	led			HY-TI	EK 's M	EETI	MANA	GER L	icense	d to:	Swin	nmin	g NSW -	Hom	ebusi	n Bay Poo	ol - S	ite Li	cens	e				Updated: 24/06/2020 12:53:17
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	Evt#	Rnd	Status	Event Name)		Heats	?	VS DC	DFS				Re	cord	Ti	ime	Date	Rec	ord Ho	lder					
	1	F	Scored	Boys 8 & U	nder 50 LC Me	ter Freestyle	2	-	- 1	-				MEET	RECOF R	2:	59.82	15/06/2005	Jim I	Burke						
⊪—	2	F	Scored	Girls 8 & Ur	Ider 50 LC Meter F	er Freestyle	2	-		-				COUR		2	59.00		-							
⊩—	4	F	Scored	Women Op	en 100 LC Meter L	er Backstroke	2	-		-						-										
►	5	F	Seeded	Boys 9 Yea	rs 200 LC Met	er Breaststroke	2	-		-																
	6	F	Seeded	Girls 9 Yea	rs 200 LC Mete	r Breaststroke	2	-		-				⊢					-							
	7	F	Seeded	Mixed Oper	1 400 LC Meter	Medley 4 x 100m Relay	1	-		-				⊢												
	8	8 F Seeded Gins 6-10 200 LC Meter Freestyle 4 x 50m Relay 1																								
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Team Scores thru Event 4 <ctrl-y: records="" replace="" scores="" team="" with=""> Pant Cander Score Tram</ctrl-y:>															>											
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																	53	Dragons	Team							
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														- 5	Comb	ned	21	Diamonds	s Club	am						
								_	_					1	Ma	e	28	Dragons	Team							
														2	Ma	e	27	Local Sw	rim Te	am						×
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Click on the ADJUST button.

From the PREVIEW/ADJUST screen, all you need to do is click on Mitchell Bradford's name in Heat 2, Lane 3 and drag him up to Heat 1, Lane 5 and drop him in. Click on SAVE to save your changes.

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Row	Heat	Lane	Name	Age	Team	Time			
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7	2	1	Bartels, Unristopher	9	NSW	3:40.27			
8	2	2	KazzouhuJames	9	DRA	3:18.07			
9 10 11	2	3 4	O'Keefe, Christopher	9	DIA	3:00.06			
12	2	6							

RESULTS - Event 5

Event	5
Swimmer	Finals Time
Daniel Traynor	3:00.59
Kirk Johnston	3:58.43
Joshua Kelly	3:26.07
Mitchell Bradford	3:53.23
Christopher Bartels	3:39.42
Jamie Kazzouh	3:17.58
Christopher O'Keefe	3:01.24
Michael White	3:37.27

Before you run EVENT 6, the Marshall has come across to the recording room and advised that WENDY HILL has turned up in the marshalling area to swim and that the Referee has allowed this.

You now need to put WENDY HILL into EVENT 6. As you do not have an entry time for her you can put her into the slowest heat.

Once again, click on the ADJUST button.

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In the PREVIEW/ADJUST screen, click on the SHOW ELIGIBLE ATHLETES button which will bring up a list at the bottom of the screen of all eligible athletes. The athletes coloured yellow indicates that they are already in that event.

You can now click on WENDY HILL's name and drag her up to HEAT 1, LANE 5.

Don't forget to click SAVE to ensure that any changes you make are SAVED.

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5	1 1	5 6									
7 8 9 10	2 2 2 2	1 2 3 4	Renford, Erin Glenn, Katherine Bonner, Kate Maltby, Nicole Hicks Sallu		9 9 9	DIA NSW FAN NSW DBA	3:27.00 3:21.32 3:19.07 3:20.86 3:25.88				
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4	2/2	Gien	n. Katherine		9	NSW	Nsw Club				
5	2/5	Hick	s, Sally		9	DRA	Dragons Team				
6		Hill, N	Wendy		9	LOC	Local Swim Team				
7	2/4	Malt	by, Nicole		9	NSW	Nsw Club				
8	1/4	Murr	ay, Cheisea		9	DIA	Diamonds Club				
9	2/1	Renl	ora, Erin		9	DIA	Diamonds Llub				

RESULTS - Event 6

Eve	nt 6
Swimmer	Finals Time
Kate Drury	3:40.67
Melanie Black	3:36.21
Chelsea Murray	3:30.59
Wendy Hill	3:20.47
Erin Renford	3:26.48
Katherine Glenn	3:19.21
Kate Bonner	3:18.01
Nicole Maltby	3:26.28
Sally Hicks	3:24.88

EVENT 7 is the first of the RELAY events.

Before this is run, the NSW CLUB team has come across with the names for its "B" team which they did not have earlier.

So that the names can be printed out on the results, we can put these in through the RUN MEET screen without the need to go out and back into the RELAY setup.

With EVENT 7 highlighted in the RUN MEET screen, click on the REL NAMES button (Relay names).

From the RELAY NAMES screen, click on the NSW CLUB B team.

Add the athletes from the ELIGIBLE ATHLETES column on the left-hand side by double clicking the names in the order they will be swimming. If the athlete is coloured yellow, this indicates that they are already in a relay in this event.

CLOSE OUT I of the screen once all athletes have been added.

		Relay	Names					(Х
NSW Club '	"B"	Г	Show Swim-ups						\smile
Relay Name									
		leat 1	of 1 - Finals -= Event	7 Mixed	Uper	1400	LC Meter Medley 4	x 100m K	elay
1 Christon	hor Portolo		Eligible Athletes				Belay Order		
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2. Emily Ba		9 B	Bartels, Christopher		1	M9	Bartels, Christopher		
3. Katherin	e Glenn	ю В ю р	Bates, Emily Classe Kathering		4	W6	Bates, Emily Class, Katharing		
4. Kirk Joh	nston 🛛 🕌	9 B	Johnston, Kirk			M9	Johnston, Kirk	_/	
		9 A	Malthy Nicole		5	mo			
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RESULTS - Event 7

Even	nt 7
Relay Team	Finals Time
Dragons	7:58.17
NSW "A"	7:59.43
Diamonds	7:45.09
Locals	8:10.21
Fantasy	8:02.45
NSW "B"	8:11.17

You will see from the PRINT RESULTS screen below that the names of all the FOUR RELAY SWIMMERS are printed on the result.

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RESULTS - Event 8

Event 8								
Relay Team Finals Time								
Fantasy	3:02.17							
Locals	3:05.69							
NSW	3:24.56							
Dragons	3:54.08							

Now that your meet has finished, the first thing you should do is make a BACKUP into: C:\swmeets7\TEST EVENT 2020\BACKUPS.

SECTION EIGHT: REPORT PRINTING

You might like to run some reports at the end of your meet for distribution.

There are many reports you can print from MEET MANAGER, but the most important one is a complete set of RESULTS.

You can also print a set of results for just ONE CLUB.

You may want to award a trophy for the TOP POINT SCORING CLUB of the meet and perhaps the TOP MALE and FEMALE SWIMMERs of the meet.

1. COMPLETE SET OF RESULTS:

From the MAIN MENU screen, click on the REPORTS tab then select RESULTS from the drop down.

From the RESULTS screen, you can once again choose how your report looks and what you will include in the report.

For example, you can choose the number of columns on your page, whether or not you show NS, DQs or scratches.

You can display records and relay names and also if you want to include splits.

The choices are yours.

Once all your preferences have been made, click on SELECT ALL in the top left-hand corner of the screen to highlight all the events to be included in your results and then click CREATE REPORT.

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The RESULTS pages should be printed and then distributed to interested parties.

It is a good idea to SAVE this file by clicking on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your RESULTS folder.

The EXPORT screen will appear. These files will default to .PDF FORMAT. Click on OK to start saving.

Click OK on the EXPORT OPTIONS box when it appears.

Choose the FOLDER where you want to save the file. You should save it in the RESULTS folder that you have already created for ease of access:

C:\ swmeets7\TEST EVENT 2020\RESULTS.

Change the FILE NAME to FULL RESULTS and click SAVE.

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2. A SET OF RESULTS FOR JUST ONE TEAM:

From the MAIN MENU screen, click on the REPORTS tab then select MEET SUMMARY from the drop down.

From the MEET SUMMARY screen, select the required TEAM in the FILTERS section.

Select DETAILED JOURNAL under the REPORT TYPE/FORMAT/OPTIONS tab and then click CREATE REPORT at the top of the screen.

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From the MEET SUMMARY REPORT screen, click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your RESULTS folder.

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	Meet Summary	
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	2 Black, Melanie - Female - Age: 9 - ID#: BLAME070710 - DOB: 07/07/2010	
	#4 Women Open 100 Back Finals 1:47.88 1:42.57 (7) * 4	
	#6 Girls 9 200 Breast Finals 3:38.44 3:36.21 (8) * 3	
	#8 Girls 6-10 200 Free 4 x 50m Relay - 'A' Leg 1 Finals NT 3:54.08 (4) 14	
	3 Brown, Alice - Female - Age: 8 - 10#: BROAL200211 - DOB: 20/02/2011	
	#2 GIRS 6800 50 FREE FILMS 38.25 57.30 (7) 4	
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	#2 Gride 8&II 50 Free Finale - Age: 6 - 1D#: Challe 150511 - DOI: 15/05/2011	
	#8 Girls 6-10 200 Free 4 x 50m Relay - 'A' Leg 3 Finals NT 3:54.08 (4) 14	
	5 Conway, Guy - Male - Age: 8 - ID#: CONGU161011 - DOB: 16/10/2011	
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	#3 Men Open 100 Back Finals 2:59.97 1:04.69 (3) * 8	
	#7 Mixed Open 400 Medley 4 x 100m Relay - 'A' Leg Fin 8:14.27 7:58.17 (2) * 18	
	6 Hicks, Sally - Female - Age: 9 - ID#: HICSA170410 - DOB: 17/04/2010	
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	#6 Girls 9 200 Breast Finals 3:25.88 3:24.88 (4) * 7	
	#7 Mixed Open 400 Medley 4x 100m Relay - A Leg Fin 8:14.27 / $7:56.17$ (2) * 18	
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The EXPORT screen will appear. These files will default to .PDF FORMAT. Click on OK to start saving.

Click OK on the EXPORT OPTIONS box when it appears.

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	#2 Girls 8&U 50 Free Finals	38.25	39.30	(7) 4		
	#8 Girls 6-10 200 Free 4 x 50m Relay - 'A' Le	g 2 Finals NT	3:54.08	(4) 14		
	4 Chapman, Jessica - Female - Age: 8 - ID#: C	HAJE150311 - DOB: 15/03/2011	L			
	#2 Girls 8&U 50 Free Finals	34.23	37.00	(2) 9		
	#8 Girls 6-10 200 Free 4 x 50m Relay - 'A' Le	g 3 Finals NT	3:54.08	(4) 14		
	5 Conway, Guy - Male - Age: 8 - ID#: CONGUTO	51011 - DOB: 16/10/2011	40.72	(4) 7		
	#1 DOYS OCU DU Free Finals #3 Man Open 100 Back Finals	2,50.07	40.72	(4) /		
	#7 Mixed Open 400 Medley 4 x 100m Relay	-'A' Leg Fin 8-14-27	7:58.17	(2) * 18		
	6 Hicks, Sally - Female - Age: 9 - ID#: HICSA1	70410 - DOB: 17/04/2010		(-)		
	#4 Women Open 100 Back Finals	1:30.75	1:23.08	(3) * 8		
	#6 Girls 9 200 Breast Finals	3:25.88	3:24.88	(4) * 7		
	#7 Mixed Open 400 Medley 4 x 100m Relay	- 'A' Leg Fin 8:14.27	7:58.17	(2) * 18		
	#8 Girls 6-10 200 Free 4 x 50m Relay - 'A' Le	eg 4 Finals NT	3:54.08	(4) 14		
	7 Kazzouh, James - Male - Age: 9 - ID#: KAZJA	100510 - DOB: 10/05/2010				
	#3 Men Open 100 Back Finals	1:17.85	1:16.48	(7) * 4		
	#5 Doys 9 200 Dreast Finals #7 Mixed Open 400 Medley 4 y 100m Polary	3:18.07	3:17.58	(3) * 0		
	8 Kally Joshua, Male Age, 0 DH, KEL000	0.210 - DOB: 09/02/2010	7:50.17	(2) 10		
	#3 Men Open 100 Back Finals	1:20.65	1:20.43	(10) * 1		
	#5 Boys 9 200 Breast Finals	3:54.00	3:26.07	(4) * 7		~

Choose the FOLDER where you want to save the file. You should save it in the RESULTS folder that you have already created for ease of access: C:\ swmeets7\TEST EVENT 2020\RESULTS.

Change the FILE NAME to RESULTS for DRAGONS TEAM and click SAVE.

You can now email the RESULTS directly to the DRAGONS club.

Choose export file						>
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This PC \rightarrow Window	vs (C:) → swmeets7 → TEST EVENT 202	0			5 V	Search TEST EVENT 2020
Organise 💌 New folder						855 - ()
4 Quick second	Name	Date modified	Туре	Size		
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😻 Dropbox	Entries	24/06/2020 10:36	File folder			
OneDrive	Results	27/06/2020 11:31	File folder			
This BC	<u>Shells</u>	20/06/2020 15:02	File folder			
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File name: RESULTS FOR DRAGON	IS TEAM					
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					(
∧ Hide Folders						Save Gancel

3. TOP POINT SCORING CLUB:

From the MAIN MENU screen, click on the REPORTS tab then select SCORES from the drop down.

In the SCORES screen, highlight the EVENTS to be included or click on SELECT ALL from the top left-hand side of the screen to choose all events in the meet.

You can choose your preferences from the selections at the bottom of the screen.

For the top POINT SCORING CLUB, click on TEAM under REPORT TYPE.

Click on the COMBINED button for the GENDER.

Choose NO AGE CRITERIA and STANDARD POINTS.

There is no need to worry about the other two tabs for this exercise.

Click on CREATE REPORT.

	Selec	Scores ct <u>A</u> ll <u>D</u>	e-Select <u>P</u> r	eferences <u>M</u> emor	ize <u>V</u> iew Create <u>R</u> e	port		_		×
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	⊙ A ⊂ N	Geno All Aixed	ler C Male C Female	Age Range	 Indiv + Relays Indiv Only Relays Only 	Standard Events Combined Events Open Water Team				
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		Evt #	Status	Event Name						
		1	Scored	Boys 8 & Under 50 L	C Meter Freestyle					
		2	Scored	Girls 8 & Under 50 L	C Meter Freestyle					
		3	Scored	Men Open 100 LC M	eter Backstroke					
		4	Scored	Women Open 100 LC	Meter Backstroke					
		5	Scored	Cirls 0 Years 200 L	Meter Breaststroke					
		7	Scored	Mixed Open 400 LC	Meter Medley 4 x 100m l	Pelav				
		8	Scored	Girls 6-10 200 LC Me	eter Freestvle 4 x 50m R	elav				
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		 Team 		Male		No age criteria	•	Std Pts		
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		☐ BAG	CATS	Combined		Age Criteria	0	Paralyn	npic points	
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				Separate r	ages	C Event Age				

This is how your TOP POINT SCORING CLUB report will look.

You can now distribute medals / trophies if awarding.

Once you have created your REPORTS, it is good practice to save the reports that you generate in the RESULTS folder. This may save you time at a later date if you have any late requests.

Saving the file is described on <u>Page 93</u> and should be saved in : C:\ swmeets7\TEST EVENT 2020\RESULTS.

C3. Print/Export Reports				- 0 ×
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	🕱 🌮 🎢 100% 💌			Business Objects
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4. MALE AND FEMALE SWIMMER OF THE MEET:

From the MAIN MENU screen, click on the REPORTS tab then select SCORES from the drop down.

In the SCORES screen, highlight the EVENTS to be included or click on SELECT ALL from the top left-hand side of the screen to choose all events in the meet.

You can choose your preferences from the selections at the bottom of the screen.

For the top point scoring MALE and FEMALE SWIMMER OF THE MEET, click on INDIVIDUAL under REPORT TYPE.

Click both the MALE and FEMALE buttons under GENDER.

Choose NO AGE CRITERIA and STANDARD POINTS.

Now click on the GROUPING/OPTIONS tab.

Select	All De	e-Select <u>P</u>	references <u>M</u> emorize <u>V</u> iew Create <u>R</u> eport	_		×		
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			EVENT LIST					
	Evt #	Status	Event Name					
	1	Scored	Boys 8 & Under 50 LC Meter Freestyle					
v	2	Scored	Girls 8 & Under 50 LC Meter Freestyle					
v	3	Scored	Men Open 100 LC Meter Backstroke					
v	4	Scored	Women Open 100 LC Meter Backstroke					
✓	5	Scored	Boys 9 Years 200 LC Meter Breaststroke					
6 Scored Girls 9 Years 200 LC Meter Breaststroke								
✓	7	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay					
	8	Scored	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay					
	11							
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	- Керо	rt lype —	Report Gender Choices Athlete Lriteria	P	oints			
	Team		Male • No age criteria	 Std Pt 	s			
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	Elat H	тмі		CAttern	ative points			
			C Event Age		unite pointe	·		
			1 Seyalare pages					

In the GROUPING/OPTIONS tab, click NORMAL under GROUPING.

In the OPTIONS TABLE, type in 6 for the LIST TOP HOW MANY (you do not want to have all the male and female swimmers appear).

Click on CREATE REPORT.

5 , S	Scores					×
Selec	t <u>A</u> ll <u>D</u>	e-Select <u>P</u> r	eferences <u>M</u> emorize <u>V</u> iev Create <u>R</u> eport			
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С м	Geno	C Male	Age Range Indiv + Relays Standard Events - C Indiv Only Combined Events C Relays Only Open Water Team			
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	1	Scored	Boys 8 & Under 50 LC Meter Freestyle			
	2	Scored	Girls 8 & Under 50 LC Meter Freestyle			
	3	Scored	Men Open 100 LC Meter Backstroke			
✓	4	Scored	Women Open 100 LC Meter Backstroke			
✓	5	Scored	Boys 9 Years 200 LC Meter Breaststroke			
	6	Scored	Girls 9 Years 200 LC Meter Breaststroke			
	7	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay			
	8	Scored	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay			
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	🔿 Ву Di	ivision	Limit Finish Places for Points when Using Speical Points			
	C By LS	SC	Quality Club Scoring (average score per athlete)			
	-, -,		4 Quality Club Scoring minimum athletes required			
			Quality Club: If over minimum, only count athletes that score			
			Include point break-out for Individual High Point			
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Below is how your top point scoring MALE and FEMALE SWIMMER OF THE MEET report will look.

You can now distribute the medal / trophy if awarding.

Remember to SAVE your REPORTS: C:\ swmeets7\TEST EVENT 2020\RESULTS.

It is also recommended that you make a BACKUP copy of your meet at this stage and save it in the RESULTS folder.

SECTION NINE: CREATING MEET MANAGER AND TEAM MANAGER RESULTS FILES FOR DISTRIBUTION AND UPLOAD INTO THE SNSW SWIM CENTRAL RESULTS DATABASE

Once the meet is finalised and you have backed up your reports and results, you will need to create a MEET MANAGER and a TEAM MANAGER RESULTS file. These files can then be placed on your CLUB/AREA website if you choose, so that external clubs can access a copy of their results.

You can also upload the RESULTS into the SNSW SWIM CENTRAL database with these files if this was an approved meet.

1. RESULTS FILE FOR MEET MANAGER:

From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down. Now click on RESULTS FOR MEET MANAGER MERGE OF SAME MEET (.HY3)

From the MERGE RESULTS screen, click on SELECT ALL in the top left-hand corner of the screen to highlight all of the events in the meet.

Now click on EXPORT.

	Ge	nder	Age	Range	G. India v. Dalava	Roun	ds
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	3	Scored	Men Open	100 LC M	leter Backstroke		
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~	7	Scored	Mixed Opr	en 400 LC	Meter Medley 4 x 100m Re	lau	
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The EXPORT FILE PROGRESS screen will pop up and when it is finished, click OK.

Export File	Progress
Teams :	5
Athletes :	37
Entries :	60
Relays :	10
Relay Names :	40
Splits :	0
Elapsed Time	e: O second
Expert F	inished

The MERGE MEET RESULTS screen will now appear, and you need to select the DRIVE and DIRECTORY to save your RESULTS file.

C:\ swmeets7\TEST EVENT 2020\RESULTS. Then click OK.

When the EXPORT SUCCESSFUL screen appears, you can click OK.

The MEET MANAGER RESULTS file has now been saved:

C:\ swmeets7\TEST EVENT 2020\RESULTS\Merge Meet Results-Test Event 2020-01Jan2020-001.hy3

This file can now be used by external clubs to upload into their MEET MANAGER if they choose.

2. RESULTS FILES FOR TEAM MANAGER AND THE SNSW SWIM CENTRAL RESULTS DATABASE:

From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down. Now click on RESULTS FOR SWIM MANAGER or SWIMS or NCAA or USMS.

Click OK on the EXPORT RESULTS screen.

🕄 Export Results	×
Selec	tion Criteria
Team :	Region :
Gender © Both © Male Only © Female Only	Relays Relays Plus Athletes Relays Without Athletes No Relays
Events Standard Events Time Trial Events Swim-off Events	 Include Splits Final Results Only Semi-Final Results Only Copy last .hy3 and .cl2 file Exclude Foreigners
Use Alternate Team Abbr	Exclude Birth Dates Exclude Diving Exclude Bonus Events
Only Include Athletes with a USS II	
	Cancel

The EXPORT FILE PROGRESS screen will pop up and when it is finished, click OK.

Export File F	^o rogress
Teams :	5
Athletes :	37
Entries :	60
Relays :	10
Relay Names :	40
Splits :	0
Elapsed Time	: 1 second
Exp ort Fir	aished

The MEET RESULTS screen will now appear, and you need to select the DRIVE and DIRECTORY to save your RESULTS file.

C:\ swmeets7\TEST EVENT 2020\RESULTS. Then click OK.

When the EXPORT SUCCESSFUL screen appears, you can click OK.

The TEAM MANAGER and SWIM CENTRAL RESULTS file has now been saved:

C:\ swmeets7\TEST EVENT 2020\RESULTS\Meet Results-Test Event 2020-01Jan2020-001

This file can now be used by external clubs to upload into their TEAM MANAGER database if they choose.

This is also the file that your CLUB RACE SECRETARY or similar should use when uploading the RESULTS into the SNSW SWIM CENTRAL results database.

SECTION TEN: HOW TO USE A MEET MANAGER OR TEAM MANAGER E-FILE TO ENTER AN EXTERNAL MEET

1. USING A MEET MANAGER E-FILE TO ENTER AN EXTERNAL MEET:

You are the RACE SECRETARY for your club, and you wish to enter some swimmers into the TEST EVENT 2020 meet that is coming up using the MEET MANAGER E-ENTRY file.

What you need to do before you start is to set up a FOLDER and SUB-FOLDERS on your computer to keep all of the data.

Before entering any swimmers, go into your C:\ Directory on your computer and add a new FOLDER called TEST EVENT 2020.

Within the newly created TEST EVENT 2020 folder make the following sub-folders:

- 1. Backups
- 2. Entries
- 3. Reports
- 4. Results
- 5. Shell

This way you will not become confused with all the different files that you will be making and saving as you go through this process.

You have either been sent the E-FILE or you have downloaded it from the HOST club and what you should do now is put that E-FILE (or SHELL) into your FOLDER named SHELL:

C:\TEST EVENT 2020\SHELL.

Shell Extract						-	i	s ×
File Home Share View Compressed Folder Too	Is							~ ()
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i Network								
1 item 1 item selected 96.3 KB								

Once you have done this, go back into the MEET MANAGER program and click on the FILE tab from the MAIN MENU screen and select RESTORE.

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ACTIVEHY-Tek	C:\swmeets/\mcC 2020 Extras.mdb				
Licensed To: Swimming NSW - Homebush Bay Pool - Site License - Release 7.0Gb -	ACTIVEHy	-Tek			
- Release 7.0Gb -	Licensed To: Swimming NSW - Home	ebush Bay Pool - Site License			
Pro: No database open	- Release 7.0 Pro: No databa	JGb - se open			

When the RESTORE screen opens up, select the UNZIP, COPY DATABASE TO A SELECTED FOLDER, AND OPEN THIS NEW DATABASE option.

Then click OK.

	🖏 Restore	×
	Restore Method	
	C Replace currently open database	
	C Unzip and copy database	
┢	C Unzip and copy database to a selected folder	
	 Unzip, copy database to a selected folder, and open this new database 	
	Rename database (except for choice 1) :	

Now go to your C:\TEST EVENT 2020\SHELL folder and click on the file.

Swim MEET MANAGER Pro - Database: 'No Database Open'					_	Ď	\times
File Set-up Events Athletes Relays Teams Seeding Run Reports Labels Check for Updates Help							
📑 🖉 💍 🤚 🌲 🗍 🧊 🖗 ММо							
Succate the zipped Backup file and Open it							×
← → → ↑ 📙 → This PC → Windows (C:) → TEST EVENT 2020 → Shell →				5 v			
Organise 🔻 New folder					8== -	•	0
A Liente	Date modified	Туре	Size				
Swmm7BkupTest Event 2020-01	21/06/2020 14:38	Compressed (zipp	<u>97 KB</u>				
OneDrive							
💻 This PC							
3D Objects							
Desktop							
Documents							
Music							
Pictures							
Videos							
L Windows (C:)							
Seagate Backup Plus Drive (D:)							
USB Drive (E:)							
Seagate Backup Plus Drive (D:)							
USB Drive (E:)							
• · · · · · · · · · · · · · · · · · · ·							
File name: Swmm7BkupTest Event 2020-01				~	MEET MANAGER Ba	ckups (swr	rΥ
					Open	Cancel	
Pro: No database open							

When the SELECT RESTORE TO FOLDER screen appears, choose the DRIVE and DIRECTORY to copy to.

For this exercise, we will put it straight into the C:\TEST EVENT 2020 folder and then click OK.

🖏 Select Restore To Folder	×							
Copy To Folder Selected C:\TEST EVENT 2020								
Drive: C: [Windows] C: [Windows] Directory: C: Directory: C: Backups Entries Reports Shell								
<u>O</u> K <u>C</u> ancel								

The UNZIP screen will appear, and you just need to click OK.

Once the Backup has been UNZIPPED, click OK.

🖏 Unzip the Backup File	×
Swmm7BkupTe	st Event 2020-01.zip File Details
Database Backup	was created 20/06/2020 at 14:38:09
by Swimming NSW - Homebu	ish Bay Pool - Site License - MM Version 7.0Gb
	4018176 bytes from
C:\swme	eets7\Test Event 2020.mdb
E	ackup Unzipped
Test Event 2020.mdb (copied to C:\TEST EVENT 2020\Shell.
	\frown

If the LOG IN screen below appears, just click OK.

This is only used if you are networking your computer with another Meet Manager computer.

5. Log-In to: C:\TEST EVENT	B. Log-In to: C:\TEST EVENT 2020\Test Event 2020.mdb X										
Logged-In	User Name	Password	Restrictions								
	• Admin		None								
	C Run 1		Network Administration								
	C Run 2		Network Administration								
	C Run 3		Network Administration								
	Clerk 1		Network Administartion and Run Menu								
	Clerk 2		Network Administartion and Run Menu								
	C Report 1		Reports and Labels Only								
	C Report 2		Reports and Labels Only								
	C Report 3		Reports and Labels Only								
Open Database Method Single User Multi User Do Not Open Database											
		<u>о</u> к									

You are now ready to start ENTERING your CLUB, ATHLETES and RELAYS into the TEST EVENT 2020 SHELL.

i) ENTERING YOUR CLUB :

You need to add your CLUB name first before you can enter any of your athletes.

From the MAIN MENU screen, select the TEAMS tab.

When the TEAMS screen opens up, click on the ADD button.

-	-																				-	~
0,1	lerms																			_		×
Lay	out ∕	dd Edit	elete (Coaches	5 View	Find	Print Exp	ort to HI	ML Help													
m		: X 🔊	🎮 🏯 🛛	ð 🏹	E																	
-	A	B	C	D	E	F	G	Н		J	K	L	м	N	0	Р	Q R	S T	UVW	X	Y	Z
	Team	Vame		Î	ABBR	LISC	Short Name	-		_	Status	No Points	No TmSur	No FacSur	No AthSur	No RelSur	Region	Head Coach Men	Head Coach Women	Address 1		
	Unatta	ched			UNAT		Unattached			_												
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When the ADD NEW TEAM screen appears, enter your TEAM information as shown below. For this exercise you are the RACE SECRETARY for the LOCAL SWIM TEAM.

There is no need to input anything more than the TEAM ABBREVIATION and the FULL TEAM NAME. Any further information that you may wish to enter can be added at a later date.

TEAM ABBREVIATION -> LOC FULL TEAM NAME -> LOCAL SWIM TEAM

Click OK after you have entered your club information and then click CANCEL.

🕄 Add New Team	×
Team Abbr : LOC LSC Short Team Name : LO	CAL SWIM TEAM Team Code : Team Status : Normal Team Gender : X
Division : Alternate Team Abbr :	Alternate Team Name :
Team not eligible for team score point rankings (simil	lar to Unattached) Region :
🗌 No Team Surcharge 📄 No Facility Surch	arge 🗌 No Athlete Surcharge 🦷 No Relay Only Surcharge
Address :	Cell :
Address :	Office :
Province :	Home :
City :	Fax :
State : Postal Code :	E-Mail :
Country :	Note: Cert phone is important for the Run Menu Prelims Scratch Sheet

You can now CLOSE OUT I of the TEAMS screen back to the MAIN MENU screen.

ii) ENTERING YOUR ATHLETES:

From the MAIN MENU screen, select the ATHLETES tab.

When the ATHLETES screen opens up, click on the ADD button.

□ A	S Advices - O X Nutrit Add Edit Datas Control Compt Multi-Chrot Scottch/II View End Reports Supert to UTML Super Palace Taxos Halp																						
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Ge	nder	Age	Range	<u> </u>		Entrie	30/ ETT																
•	🕫 Both 🔽 - 🔽 🕫 Eligible Only									ow Relays													
	fale emale	Team			-	C All Ever	nts Finlu		Show	r Swim-u r Results	ps												
										Y	7												
	ast Name	First Name	MI	Gen	Age	ABBR	Team Na	me	× I	legistra	tion #	Birth Date	Preferred	Status				<u> </u>		 <u> </u>	 		<u> </u>
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	,					-						ENT	RIES										
Evt #	Eligible Events	3		Sel	Stat	Entry 1	Time Heat/Lane	SCR Alt	t Exh	Bonus	Special	Event Age	Conv Time										
				-						_													
						_			_														

When the ADD NEW ATHLETE screen opens, the TAB key can be used to move from field to field.

5. Add New Athlete	- D X
Contact Teams	
Last Name :	First Name : MI :
Pref Name :	Birth Date : DD//MM/YY Age : Age :
Reg ID# :	Team:
Gender (M/F) :	Retain Gender Build ID Class Year: Status : Normal ▼ SDMS ID :
Citizen of :	Competitor # : 1 Disability (S, SB, SM) :
2nd Club :	City : State : 💌
ENTRIES	ELIGIBLE EVENTS
Event # Entry Time	Event # Event Name
	<u>Entries OK Cancel</u>

Read the information below about the relevant fields and then enter your ATHLETES listed below.

Last Name	Type in surname
First Name	Type in first name
MI	Middle Initial. Do not use this field
Pref Name	Preferred Name. Do not use this field
Birth Date	Type in DOB in format: DD/MM/YY
Age	Meet Manager will compute the age automatically once the DOB has been entered
Reg ID #	Registered ID. NEVER change this field. It is generated by Meet Manager and is the systems unique code for each athlete. This IS NOT the swimmer's registration or capitation number.
Team	Use the drop-down box to select the team name.
Gender (M/F)	Type in "M" or "F" for gender.
Retain Gender	This button is checked so that you can enter all the females or males without the need to type each time. Untick if you wish to enter manually.
Build ID	This button is only used if you need to alter an athlete's name or DOB and if the system does not automatically re-build the Reg ID #
Status	Meet Manager will default to Normal for all athletes. You would only change this if you needed to add Exhibition or Disability swimmers
Eligible Events	Once you have entered the above information, Meet Manager will then generate all the Eligible Events that the athlete can enter. Click on the events to be entered. If you make a mistake, just double click on the yellow row to delete the entry and then put the swimmer into the correct event.
Entries	Enter the swimmer's entry times. If there is no entry time, the default is NT (no time). The "L" after each time denotes Long Course. TIP: You can type in all entry times without using the decimal points or colons.

All these swimmers are members of your Local Swim Team.

NAME	DOB	EVENT	ENTRY TIME	EVENT	ENTRY TIME
Brian Smith	06/07/2004	3 - 100m Back	1:03.64		
Michael Neale	08/06/2011	1 - 50m Free	39.00	3 - 100m Back	3:00.12
Mitchell Bradford	04/06/2010	3 - 100m Back	1:26.06	5 - 200m Breast	2:59.96
Daniel Traynor	04/05/2010	3 - 100m Back	3:00.01	5 - 200m Breast	NT
Chantelle Kelly	03/11/2009	4 - 100m Back	NT		
Wendy Hill	20/07/2010	These two swimn	ners are relay on	ly swimmers. They	/ still need to be
Faith Hill	14/12/2009	entered into the A	Athlete database.	They have no ind	ividual events.
Mark Maguire	06/06/2012	1 - 50m Free	40.79	3 - 100m Back	2:07.66
Sarah Cox	05/10/2011	2 - 50m Free	50.10		

Click OK to save after entering each swimmer. This moves you to the next blank athlete screen.

Click Cancel when all your athletes have been entered.

The ATHLETES screen has now been populated with your 9 LOCAL SWIM TEAM members.

You can click on each swimmer to view their details and their ELIGIBLE EVENTS and ENTRY TIMES will be listed below and highlighted in yellow.

If you see that you have made a mistake, you can either double click on the swimmer's name or use the EDIT button at the top of the screen to open up their profile and make the appropriate changes.

You can make changes to the ELIGIBLE EVENTS from the front of this screen by clicking on the yellow highlighted event. This will then ask you if you want to delete the swimmer from that event.

You can also add swimmers into extra events from the front of this screen by simply highlighting the event that you want to put them into.

You can make changes to the ENTRY TIMES from the front of this screen also. Just click into the ENTRY TIME column and make the necessary changes.

Once you are happy with all your entries, you can CLOSE OUT \boxtimes of the ATHLETES screen back to the MAIN MENU screen.

iii) ENTERING YOUR RELAY TEAMS :

From the MAIN MENU screen, select the RELAYS tab.

When the RELAYS screen opens up, you need to highlight the EVENT # of the Relay you are going to enter.

You will see that your TEAM name is listed in the bottom right-hand corner of the screen. Double click on the LOCAL SWIM TEAM name to enter them into the Event.

The RELAY DESIGNATOR (A, B C etc.) box will then be displayed which allows you to enter several TEAMS from the one club into that relay event.

The first team will be the A TEAM, click OK.

The LOCAL SWIM TEAM has now been added to the RELAY TEAM ENTRIES.

If you have an Entry Time for your team, click into the ENTRY TIME column and add this time. If the team does not have an entry time, leave the default NT (no time) in this field.

Once your TEAM is entered, all your ELIGIBLE ATHLETES will be displayed in the bottom left-hand corner of the screen and you now need to select the swimmers who will make up the relay team.

For this exercise we will enter the following swimmers into the following relays:

EVENT 7 - Mixed OPEN 4 x 100m Medley Relay. ENTRY TIME: 8:08.56

- 1. Daniel Traynor
- 2. Brian Smith
- 3. Chantelle Kelly
- 4. Sarah Cox

EVENT 8 - Girls 6-10 Years 4 x 50m Freestyle Relay. ENTRY TIME: 3:06.13

- 1. Sarah Cox
- 2. Faith Hill
- 3. Wendy Hill
- 4. Chantelle Kelly

To add the athletes that are swimming in the relay team, double click on their name from the ELIGIBLE ATHLETES list in the order that they will swim. You will notice that they transfer over to the RELAY ORDER field.

NOTE: The order of the swimmers is most important and especially so in the Medley Relay events.

Once all your relay teams and swimmers have been entered, CLOSE OUT 🖾 of the RELAYS screen and all your information will be saved.

You can go back to this RELAYS screen from the MAIN MENU screen at any time to add or alter relay information.

You have now finished entering all the information that you need.

Before creating your EXPORT file, you should now BACKUP your data.

From the MAIN MENU screen, click on the FILE tab and then select BACKUP from the drop down.

Swim MEET MANAGER Pro - Database: 'C:\sumeets7\Test Event 2020.m	db'		– 0 ×
File Set-up Events Athletes Relays Teams Seeding Run Rep	orts Labels Check for Updates Help		
Open / New	Ctrl+O		Updated: 20/06/2020 12:25:17
Save As			
Duplicate			
Backup	Ctrl+B		
Restore	Ctrl+R		
Unzip File	and the second se		
Repair/Compact Database		Contraction of the second seco	
Purge	>		
Import	>		
Export			
Install Update			
Disable Network Login			
Open in Multi-User Mode			
Network Administration			
License Management	100	MEET	
Exit	Ctrl+Q		
C:\swmeets7\Test Event 2020.mdb	The Section of the Se		7.0
C:\swmeets7\2020 Shore Yr 7 Trials.mdb			
D:\MCC\MCC 2020\Test Event 2020.mdb			
D:\MCC\MCC 2020\MCC 2020.mdb		FOR SWIMMING	
C:\swmeets7\MCC 2020.mdb			
C:\swmeets7\CAS Championship 2020.mdb			
C:\swmeets/\MCC 2020 Extras.mdb		Streaming Live Results to Swim's #1 app - Meet Mobile:	
C:\swmeets/\MCC 2019.mdb			
C:\swmeets/\2020 Shore Snr Championships.mdb			
		💦 👘 💮 👘	
Licensed To: Swimming NSW - Homebush Bay Pool - Site - Release 7.0Gb - Pro: Single-User - Admin	License		

When the BACKUP CURRENT DATABASE screen appears, ensure that you are in the right DRIVE, ie C: (Windows)

Under the DIRECTORY setting, select C:\ TEST EVENT 2020 showing the sub-folders underneath that you previously created.

Double click on the BACKUPS folder so that your files will be saved here.

Click OK to save.

🖏 Backup Current Database		×						
Copy Backup To: c:\TEST EVENT 2020								
Drive:	Directory:							
C: [Windows]	C:\ TEST EVENT 2020 Backups Entries Reports Shell							
<u>о</u> к	Cancel							

When the BACKUP OTIONS screen below appears click on OK.

🖏 Backup Options	×						
You have selected C:\TEST EVENT 2020\BACKUPS as the location for the backup of your current database *** NOTICE *** In case you are providing results to those who have TEAM MANAGER, but do NOT have MEET MANAGER, also provide an Export of Results to TM by clicking File / Export / Results for TEAM MANAGER. *** WARNING *** MM 2.0 users will not be able to restore this backup) .						
WW 2.0 users will not be able to restore this backup.							
You have the option to include a message with the backup.							
Include a message							
You have the option to lock the backup so that the database is set to Read-Only. Checking the box below means: Anyone, including yourself, restoring a locked backup will NOT be able to edit the results.							
<u>OK</u> <u>C</u> ancel							

Once the BACKUP is complete, click OK.

Now it is time for you to create the file that you will forward to the MEET CONVENOR of the TEST EVENT 2020 meet so that they can import your TEAM information into their meet.

From the MAIN MENU screen, click on the FILE tab and then select EXPORT from the drop down. Now select ENTRIES FOR MEET MANAGER MERGE OF SAME MEET (.HY3).

Click OK when the EXPORT ENTRIES screen appears.

5. Export Entries	×								
Selection Criteria									
Team : ▼ LSC : ▼	Region :								
Gender Gender Male Only Female Only	Relays Relays Plus Athletes Relays Without Athletes No Relays								
Events Standard Events F Time Trial Events Swim-off Events	 Include Addresses Include Heat and Lane Zip the .HY3 file 								
<u>о</u> к	Cancel								

Click OK when the EXPORT FILE PROGRESS screen appears.

Export File	Progress
Teams :	1
Athletes :	9
Entries :	11
Relays :	2
Relay Names :	8
Splits :	0
Elapsed Time Export F	e : O second inished

In the MEET ENTRIES screen, you need to choose the DRIVE and DIRECTORY where the information data will be stored.

As you have already made these folders, select the C: (Windows) under DRIVE and under the DIRECTORY panel select C:\TEST EVENT 2020 and then double click on the ENTRIES sub-folder.

Once you have made your selections, click OK.

You will now see the ZIPPED FILE SUCCESSFUL screen and you just need to click OK.

Now that you have saved your entry data file, you will also need to create a couple of ENTRY REPORTS from MEET MANAGER to go with your ENTRIES file.

From the MAIN MENU screen, click on the REPORTS tab and select ENTRY LISTS from the drop down.

From the ENTRY LISTS screen, click on the REPORT TYPE/OPTIONS/FORMAT tab at the bottom of the screen.

- Select BY TEAM from the REPORT TYPE box.
- Select ATHLETE AND RELAYS from the OPTIONS box.
- FORMAT and SPLIT SCREEN OPTIONS are by default and do not need to be changed.

5	Entry Li	sts	Country De								>
P ref	rerences		e Create <u>R</u> e	ροπ							
	Gender Both Male Female	ſ	Age Range		Filters Team Division	•	Sort Alphabetical Age Last Entered				
					_	Sessio	n List				
	Day	Start Time	Session #	Course	Session Title						
	All	00.00 414			All Events						
	1	09:00 PM	2	L	AFTERNOON						
		55.00 F M	-	-							
<u> </u>											
					-						
					1						
		ma / Ontion	a / Format	Inch	de in Denert 🗍						
R	ceport 1	pe / Option	is / Format	Inciu	de in Report						
	Rep	ort Type		— Opti	ons	ī. [Format			Options -	
	🖲 Ву Т	eam	C At	hletes Onl	ly .	• Eve	ent Description and Time		Slow to Fast	Entry Time	э
	🔿 Ву А	bbr	Re	elays Only		C Eve	ent Number and Time		C By Heat and	Lane	
By Athlete Athletes + Relays				C Eve	C Alphabetical						
	C Split	Sheet	C Be	elay Only A	Athletes	🗌 🗖 Sep	parate page each team		Landscape		
						At	hletes per page if By Athlete				
						3.	Athletes = 3x5 Card format				

Now click on the INCLUDE IN REPORT tab and tick ENTRY TIMES.

Click on CREATE REPORT at the top of the screen.

5, E	ntry Li	sts		$\overline{}$						×
Prefe	rences	Memorize	Create Re	port						
	. 8		_							
Ge C C C	e nder Both Male Female	Γ	Age Range		Filters Team Division	•	Sort Alphabetical Age Last Entered]		
	_			-		Sessio	n List			
	Day	Start Time	Session #	Course	Session Title					
	AII 1	00:00 AM	All 1		MORNING					
	1	09:00 PM	2		AFTERNOON				 	
			/						 	
	nort T	una / Ontion	LEarmat	Inchu	le in Depert					
ке	port	ype / Options	s / Format	Inclu	ie in Report	/				
						Include in	Report			
			Include he	at and lan		Г.	Include athletes with no en	tries		
			Entry Time			-				
			 Entry Time 	5			include scratches			
			Include bir	th date			Include 1st round alternates	s		
		1	Include reg	gistration I)		Include team address if by T	Feam		
							Show Check-in Reg			

The TEAM ENTRIES report needs to be saved and also sent with your ENTRIES file.

Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.

	Print/Export Reports					- 0	×
	Copies 1 🗈 🚭	Print directly using the following printer: Canon MP	980 series Printer				
\bigcup		🖹 🕉 🕅 100% 🔽				Business Object	ts 🛛
		Swimming NSW - Homebush Bay Pool - Site Lic Test Ev	ense Test Event 20 rent 2020 - Proud Team Entr	HY-TEK's MEET MANAGER 7.0 2020-01/01/2020 Ity Sponsored by McDonalds ries - All Events	-25/06/2020 Page 1		Â
		Local Swim Team					
		1 Bradford, Mitchell - Male - Age: 9 - Ind	/Rel: 2 / 0				
		#3 Men Open 100 Back	1:26.06	#5 Boys 9 200 Breast	1:59.96		
		2 Cox, Sarah - Female - Age: 8 - Ind/Rel:	1/2				
		#2 Girls 8&U 50 Free #8 Girls 6-10 200 Free 4 x 50m Relay (1)	50.10 3:06.13	#7 Mixed Open 400 Medley 4×100 m Relaj	8:08.56		
		3 Hill, Faith - Female - Age: 10 - Ind/Rel:	0/1				
		#8 Girls 6-10 200 Free 4 x 50m Relay (2)	3:06.13				
		4 Hill, Wendy - Female - Age: 9 - Ind/Rel	:0/1				
		#8 Girls 6-10 200 Free 4 x 50m Relay (3)	3:06.13				
		#4 Women Open 100 Back #8 Girls 6-10 200 Free 4 x 50m Relay (4) 6 Magnire, Mark, Male, Age: 7 - Ind / Rel	NT 3:06.13	#7 Mixed Open 400 Medley 4 x 100m Relaj	8:08.56		Ľ
		#1 Boys 8&U 50 Free	40.79	#3 Men Open 100 Back	2:07.66		
		7 Neale, Michael - Male - Age: 8 - Ind/Rel	l: 2 / 0				
		#1 Boys 8&U 50 Free	39.00	#3 Men Open 100 Back	3:00.12		
		8 Smith, Brian - Male - Age: 15 - Ind/Rel:	:1/1				
		#3 Men Open 100 Back	1:03.64	#7 Mixed Open 400 Medley 4 x 100m Relaj	8:08.56		
		9 Traynor, Daniel - Male - Age: 9 - Ind/Re	el: 2 / 1				
		#3 Men Open 100 Back #7 Mixed Open 400 Medley 4 x 100m Rela	3:00.01 8:08.56	#5 Boys 9 200 Breast	NT		
		1 Local Swim Team - 'A'	01 1 1 0 0	#7 Mixed Open 400 Medley 4 x 100m Rela	8:08.56		
		2 Local Swim Team - 'A'	Chantelle; Cox, Sa	aran #8 Girls 6-10 200 Freestyle 4 x 50m Relay	3:06.13		~

The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.

Print/Export Reports		– 0 ×
Copies : 1 🗈 🚭	Print directly using the following printer: Canon MP980 series Printer	
🗿 🍊 К 🔸 Э 🔲 1/1	🕱 🕉 🕅 100% 🔽	Business Objects
Preview		
		^
	Swimming NSW - Homebush Bay Pool - Site License HY-TEK's MEET MANAGER 7.0 - 25/06/2020 Page 1 Test Event 2020 - 01/01/2020 Test Event 2020 - Proudly Sponsored by McDonalds	
	Team Entries - All Events	
	Local Swim Team	
	1 Bradford, Mitchell - Male - Ager 9- mut/mels 2 / 0	
	#3 Men Open 100 Back Export X 1:5996	
	2 Cox, Sarah - Female Age: Format:	
	#2 Girls 88U 50 Free S Adobe Acrobat (PDF)	
	3 Hill, Faith - Female - Agent Destination:	
	#8 Girls 6-10 200 Free 4 x 50 📄 Disk me 🔽	
	4 Hill, Wendy - Female - Age	
	#8 Girls 6-10 200 Free 4 x 50	
	5 Kelly, Chantelle - Female -	
	#4 Women Open 100 Back NT #7 Mixed Open 400 Medley 4 x 100m Rela; 8:0856 #8 Girls 6-10 200 Free 4 x 50m Relay (4) 3:06.13	
	6 Maguire, Mark - Male - Age: 7 - Ind/Rel: 2 / 0	
	#1 Boys 8&U 50 Free 40.79 #3 Men Open 100 Back 2:07.66	
	7 Neale, Michael - Male - Age: 8 - Ind/Rel: 2 / 0	
	#1 Boys 8&U 50 Free 39.00 #3 Men Open 100 Back 3:00.12	
	8 Smith, Brian - Male - Age: 15 - Ind/Rel: 1 / 1	
	#3 Men Open 100 Back 1:03.64 #7 Mixed Open 400 Medley 4x100m Relay 8:08.56	
	9 1749 HOT, DARINE - PRARE - AVE: 9 - IND/KEI: 2 / 1	
	#5 Pretiopen 100 Parks 50001 #5 Boys 9 200 Breast N1 #7 Nixed Open 400 Medig + x 100m Reig 8:0856	
	1 Local Swim Team - 'A' #7 Mixed Open 400 Medley 4x100m Rela; 8:0856 Traumon Daniel: Smith Brian: Kelly, Chantelle: Cox, Sarah	
	2 Local Swim Team - 'A' #8 Girls 6-10 200 Freestyle 4 x 50m Relay 3:06.13	~

Click OK on the EXPORT OPTIONS box when it appears.

Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

C:\TEST EVENT 2020\REPORTS.

Change the FILE NAME to TEST EVENT 2020_LOCAL SWIM TEAM ENTRIES and click SAVE.

The other report that you will need to produce is the TEAM ENTRY FEE report.

From the MAIN MENU screen, click on the REPORTS tab and then select TEAMS from the drop down.

From the TEAM REPORTS screen, click on THE ENTRY FEE SUMMARY tab. You do not need to change any of the default settings. Click on CREATE REPORT at the top of the screen.

🕄. Team Reports	×
Preferences Create Report	
💌 🖨 🖻 🧹	
Filter	Sort
Region	Team name
Division	C Team abbreviation
DIVISION	C Total Team size
Exclude Teams With No Athletes	C Female Team size
Exclude Teams With No Entries	Male Team size
Team Rosters Entry Fee Summary Co	ntacts / Address List
Athlete Surcharge : 0.00	✓ Include Scratches
Team Surcharge : 0 00	Include Relay Only Alternates
Facility Surcharge : 0.00	✓ Include Exhibition Swims
Team:	Include Athlete Names
Athlete Relay Only Surcharge : 0.00	🗌 Separate Page Each Team
	Include Time Trial
	🗌 Only Time Trial

When the TEAM ENTRY FEE report has been checked for accuracy, you will need to save this report so that you can send it with your ENTRIES file.

Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.

	3. Print/Export Reports												-	0 X
\frown	Copies: 1 🗈	8	Print directly us	ing the following printer: Cano	on MP980 series P	Printer								
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			1 LOC	Local Swim Team	2	Athietes 9	2	11	surcharge \$0.00	\$58.50	\$58.50			
			2 UNAT	Unattached	0	0	0	0	\$0.00	\$0.00	\$0.00			
					2	9	2	11	50.00	\$58.50	\$58.50			

The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.

Print/Export Reports		- 0 >	×
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Click OK on the EXPORT OPTIONS box when it appears.

C. Print/Export Reports										- 0 ×
Export Options ×	Print directly us	ing the following printer: Cano	n MP980 series P	rinter						
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	mming NSW	- Homebush Bay Pool - Site	e License Test I st Event 2020	Event 2020 - Proudly S Team Ent	HY-TE - 01/01/20 ponsored I ry Fee	EK's MEET I 020 by McDon a	MANAGER 7.0 Ilds	- 25/06/2020) Page 1	
-	1 100	Team Local Swim Team	Relays	Athletes	Rel Only 2	Entries 11	Surcharge	S58 50	Total \$58.50	
	2 UNAT	Unattached	0	Ő	0	0	\$0.00	\$0.00	\$0.00	
			2	9	2	11	\$0.00	\$58.50	\$58.50	

Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

C:\TEST EVENT 2020\REPORTS.

Change the FILE NAME to TEST EVENT 2020_LOCAL SWIM TEAM ENTRY FEE and click SAVE.

t 🖪 Choose export file						×
← → × ↑ 📙 → This PC → Window	rs (C:) → TEST EVENT 2020 →				ٽ ~	
Organise 🔻 New folder						≣≕ - (?)
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	the	24/06/2020 17:22	Filefolder			
Desktop						
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Music						
Pictures						
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File name: Test Event 2020 Local S	win Team Entry Fee					~
Sale as type: Portable Document Fo	nat (*.pdf)					~ ×
∧ Hide Folders					(Save Cincel

Now that your ENTRY FILE and REPORTS have been created and saved, you need to forward them to the MEET CONVENOR of the TEST EVENT 2020.

This is as simple as emailing the files.

See below a sample email with ENTRY FILE and REPORTS attached.

89	$\downarrow \uparrow \downarrow$	Cocal Swim Team Entries - TEST EVENT 2020 - Message (HTML)	•			
File I	lessage Inse	rt Options Format Text Review Help Acrobat Q Tell me what you want to do				
Paste Clipte	Cut Copy Format Painter Ioard Fa	Arial Narro v 12 $A^{*} A^{*}$ $\Xi^{*} = v$ A_{p} A				^
\triangleright	From V	cherrysmith@optusnet.com.au				
Send	То	meetconvenor@testevent.com				
	Cc					
	Bcc					
	Subject	Local Swim Team Entries - TEST EVENT 2020				
10	leet Entries-Test Eve 110 bytes	ent 2020-01Jan2020-001.zip 🗸 📔 📩 test event 2020 local swim team entries.pdf 🗸 🔓 test event 2020 local swim team entry fee.pdf 🗸 Send as Adob	e Docume	nt Cloud	link <u>Yes</u>	<u>No</u> 🕢
Hello Meet	Convenor,					
Please find	attached the LO	CALS SWIM TEAM entries file for the 2020 TEST EVENT.				
Also attach	ed are the TEAN	ENTRY LIST and the TEAM ENTRY FEE reports.				
If you have	any questions, I	can be contacted on 0414 780 435				
Regards, C	herry					

2. USING A TEAM MANAGER E-FILE TO ENTER AN EXTERNAL MEET:

You are the RACE SECRETARY for your club, and you wish to enter some swimmers into the TEST EVENT 2020 meet that is coming up using the TEAM MANAGER E-ENTRY file.

What you need to do before you start is to set up a FOLDER and SUB-FOLDERS on your computer to keep all of the data.

Before entering any swimmers, go into your C:\ Directory on your computer and add a new FOLDER called TEAM MANAGER TEST EVENT 2020.

Within the newly created TEAM MANAGER TEST EVENT 2020 folder make the following sub-folders:

- 1. Backups
- 2. Entries
- 3. Reports
- 4. Results
- 5. Shell

This way you will not become confused with all the different files that you will be making and saving as you go through this process.

You have either been sent the E-FILE or you have downloaded it from the HOST club and what you should do now is put that E-FILE (or SHELL) into your FOLDER named SHELL:

C:\TEAM MANAGER TEST EVENT 2020\SHELL.

Shell							- 0	×
File Home Share View								~ 🕐
← → ∽ ↑ 🔜 → This PC → Windows (C:) → TEAM MANA	AGER TEST EVENT 2020 - Shell >					5 V	,⊂ Se	arch S
 > # Quick access > Creative Cloud Files 	Meet Events-Test Event 2020-011 n2020-001	Date modified 20/06/2020 15:02	Type Compressed (zipp	Size	KB			
> 🐉 Dropbox								
> 🌰 OneDrive								
✓ This PC 30 Objects Desktop Downloads Music Windows (C:) Windows (C:) USB Drive (E:) USB Drive (E:) USB Drive (E:) Wetwork								
1 item								

From the MAIN MENU screen in TEAM MANAGER, click on the FILE tab and select IMPORT from the drop down and then click on MEET EVENTS.

TEAM MANAGER - Database:C:\TM5Data\Diamonds (File Set-up Athletes cams Meets Standards Onen / New Citile O	lub.mdb Records Workouts Training Reports Labels Check for Updates Help	- 0 X
Save As Open Demo Database Convert Database to TM 8.0 >		ACTIVE HY-Tek.
Backup Ctrl+B Restore Ctrl+R Unzip File Purge > Import Export	Met Results Meet Events	
Install Update Enable Network Login Open in Multi-User Mode Network Administration Login to Team Connect Online Journal License Management	Athlete Rosters Meet Entries Pro Swimmer for Palm OS Team Registration Online SWIMS Roster or NCAA Roster SWIMS Results or NCAA Results USA-S Meet Entries T&F TEAM MANAGER Roster	
Exit Ctrl+Q C:\TMSData\Diamonds Club.mdb	Workouts	
HY-TEK sports Software entrol Cactive NETWORK Licensed To: Swimming NSW - Office Copy - Release 8 OEg Pro: Single-User - Admin	TE N	EAM MANAGER 8.0 FOR SWIMMING Streaming Live Results to Swim's #1 app - Meet Mobile:

From the C:\TEAM MANAGER TEST EVENT 2020\SHELL folder, click on the event file.

🖏 Import Events					Х
← → ← ↑ 🔂 > This PC > Windows (C:) > TEAM MAI	NAGER TEST EVENT 2020 > Shell >	~	ට 🔎 Search	Shell	
Organise 👻 New folder				· · ·	?
🐉 Dropbox	Name	Date modified	Туре	Size	
 OneDrive 	Meet Events-Test Event 2020-01Jan2020-0	20/06/2020 15:02	Compressed (zipp	<u>1 KB</u>	
💻 This PC					
3D Objects					
Desktop					
🗎 Documents					
🕹 Downloads					
👌 Music					
E Pictures					
Videos					
Windows (C:)					
Seagate Backur Plus Drive (D:)					
USB Drive (E:)					
Seagate Backup Plus Drive (D:)					
USB Drive (E:)	,				
File name: Meet Events-Test Event 2020-01.	Jan2020-001		✓ Event files (*	.hyv,*.ev3,*.zip)	\sim
			<u>O</u> pen	Cancel	

Click OK when the UNZIP folder opens.

When the IMPORT EVENTS screen opens, click on the MEET EVENTS file.

You will see the IMPORT EVENTS screen showing the Name of the meet, course details and the start date of the meet. Check the details and then click OK.

🖏 Import Events	_		×
Meet Import File Name: C:\Hy-Sport\TM8\TM8Temp\Meet Events-Test Event 2020-01 Jan2020-001 ev3 Meet Name: Test Event 2020 Course: L0 Start Date: 01/01/2020			
		OK Cancel	

Events are imported (8), click OK and the meet will be added to your TEAM MANAGER database.

When the MEET SETUP screen opens, you can go through the three tabs - MEET DESCRIPTION, ENTRY FEES and ELIGIBILITY RULES to check the meet information if you wish, otherwise just CLOSE OUT 🖾 this screen.

Now CLOSE OUT ⊠ of the MEET BROWSER screen back to the MAIN MENU screen.

TEAM MANAGER - Database:C:\TM5Data\Diamonds Club.mdb - [Meet Browser]		- • ×
Add Edit Delete Events Results Entries Import Ageup Reports He	p	
·····································		
Meet Type: Course: Meets Since: DD/M	MYY Since Date	
Meet Name	- • ×	
Test Event 2020		
Meet Description Entry		
*Meet Name: *Facility Name:	Test Event 2020	
Street Advess	Smith on eet	
Address Line 2: *City:	SYDNEY	
*State / Province:	NSW	
*Postal Code:	2000	
Country:	AUS	
*Course:	LO 🗸	
Sanction Number:		
Instructions:		
	250 characters maximum	
Meet Date	s Advanced Settings	
"start Date: End Date:	Jan 01, 2020 Von-Conforming Course Factor	
*Meet Host Entry Deadline	Dec 01, 2019	
	Alkaba, 10 laar	
Hab	Sava Cancal	
<u> </u>		

You are now ready to start ENTERING your ATHLETES and RELAYS into the TEST EVENT 2020 SHELL.

i) ENTERING YOUR ATHLETES:

From the MAIN MENU screen, click on the MEETS tab.

Highlight the TEST EVENT 2020 from the MEET BROWSER screen.

Image: Control of the state control inducts control inducts induct in	TEAM MANAGER - Database:C:\TMSData\Diamonds Club.mdb - [Meet Browser]	-	
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	Meet Name Stati Late Course Meet Type. 7 Test Event 2020 01-Jan-20 L0	Meet Information Location My Swimming Pool Meet Type End Data Wednesday, 01 January 2020 Swimmers Entered 0 Relays Entered 0	