With the TEST EVENT 2020 meet highlighted, click on the ENTRIES tab at the top of the screen and then select ENTRIES BY NAME from the drop down.
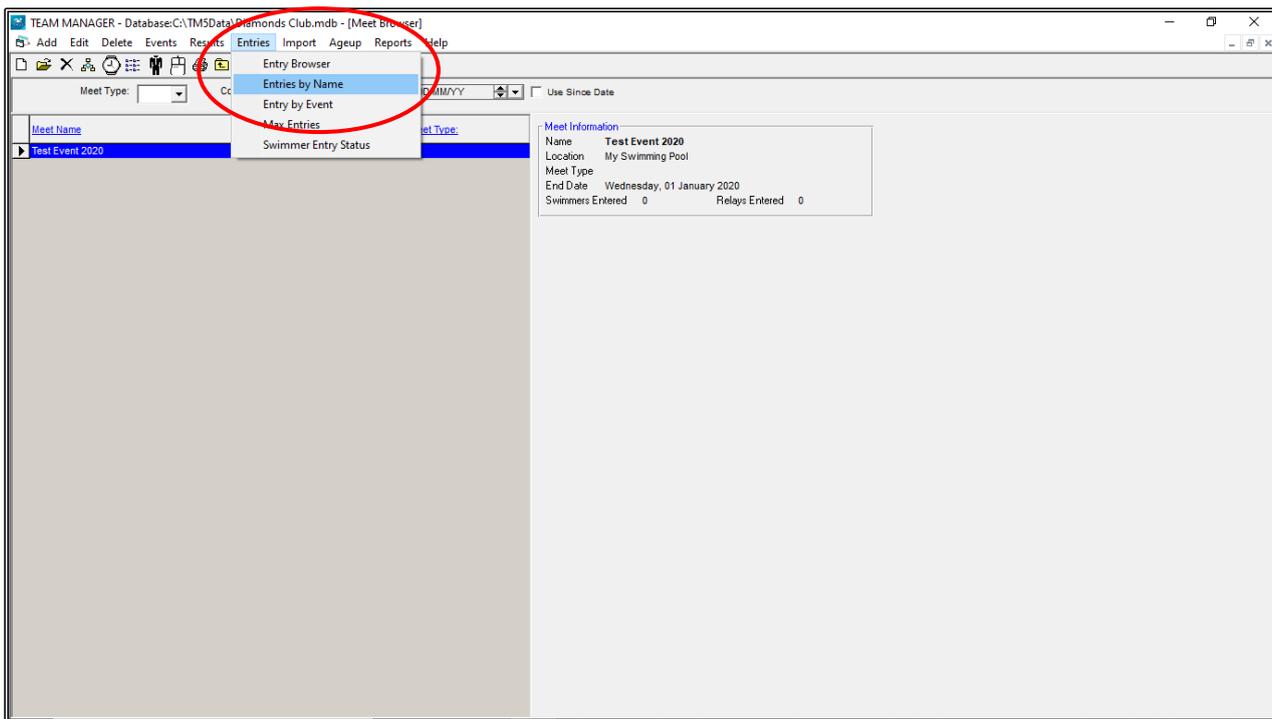
Highlight the athlete you wish to enter into the TEST EVENT 2020 meet.

You will see that all eligible events available for that swimmer will be listed below.
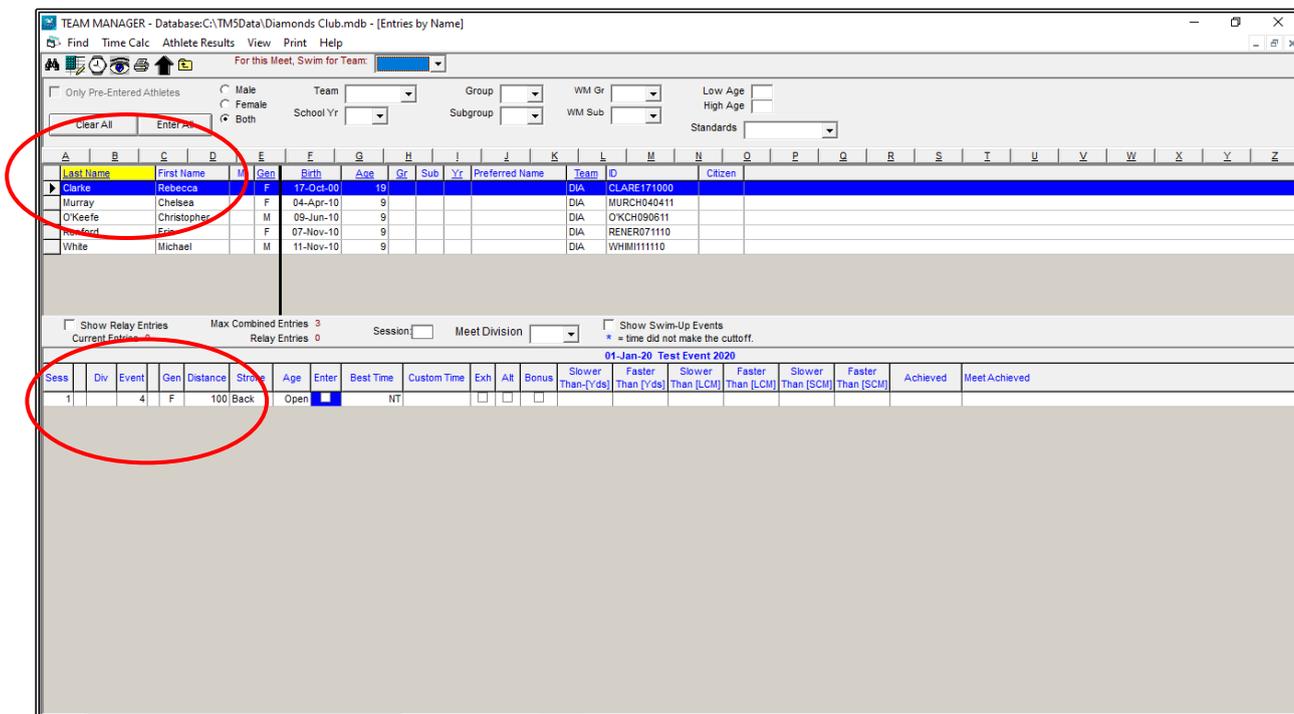
Select the events that the athlete wants to enter by ticking on the box under the ENTER column.

The entry time will show under the BEST TIME column from the information stored in your database or you can type in a CUSTOME TIME in the next column and this will then be their entry time.

Once an athlete has been entered into an event, that row will then be highlighted yellow.
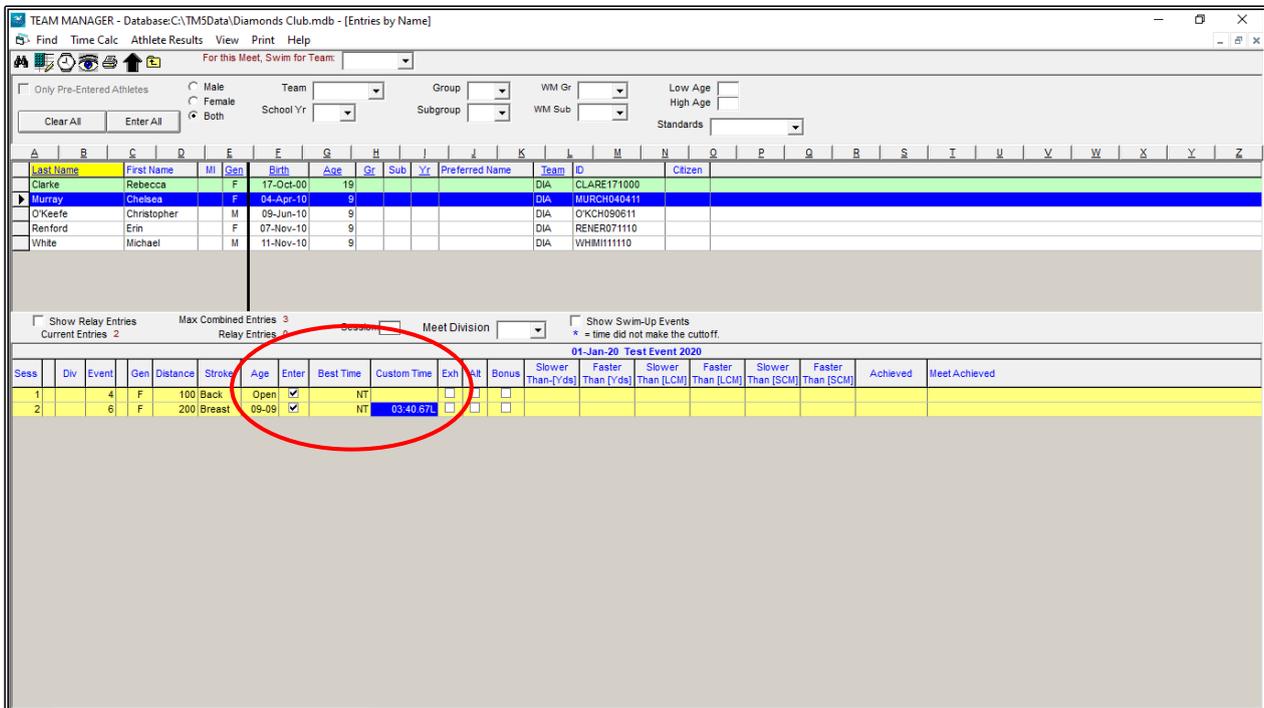
Continue to enter all the athletes that are to be swimming at the TEST EVENT 2020.

DIAMONDS SWIM TEAM ATHLETES FOR THE TEST EVENT 2020.

NAME	EVENTS	ENTRY TIMES
Rebecca Clarke	4 - Open 100m Back	1:17.54
Chelsea Murray	4 - Open 100m Back 6 - 9 yrs. 200m Breast	NT 3:40.67
Christopher O'Keefe	3 - Open 100m Back 5 - 9 yrs. 200m Breast	1:18.88 3:00.06
Erin Renford	4 - Open 100m Back 6 - 9 yrs. 200m Breast	1:57.66 3:27.00
Michael White	3 - Open 100m Back 5 - 9 yrs. 200m Breast	1:15.88 3:36.24

You will notice that once an athlete has been entered into the meet, they will be highlighted green.

When all swimmers have been added, CLOSE OUT ⊠ of the ENTRIES screen and back to the MEET BROWSER screen.
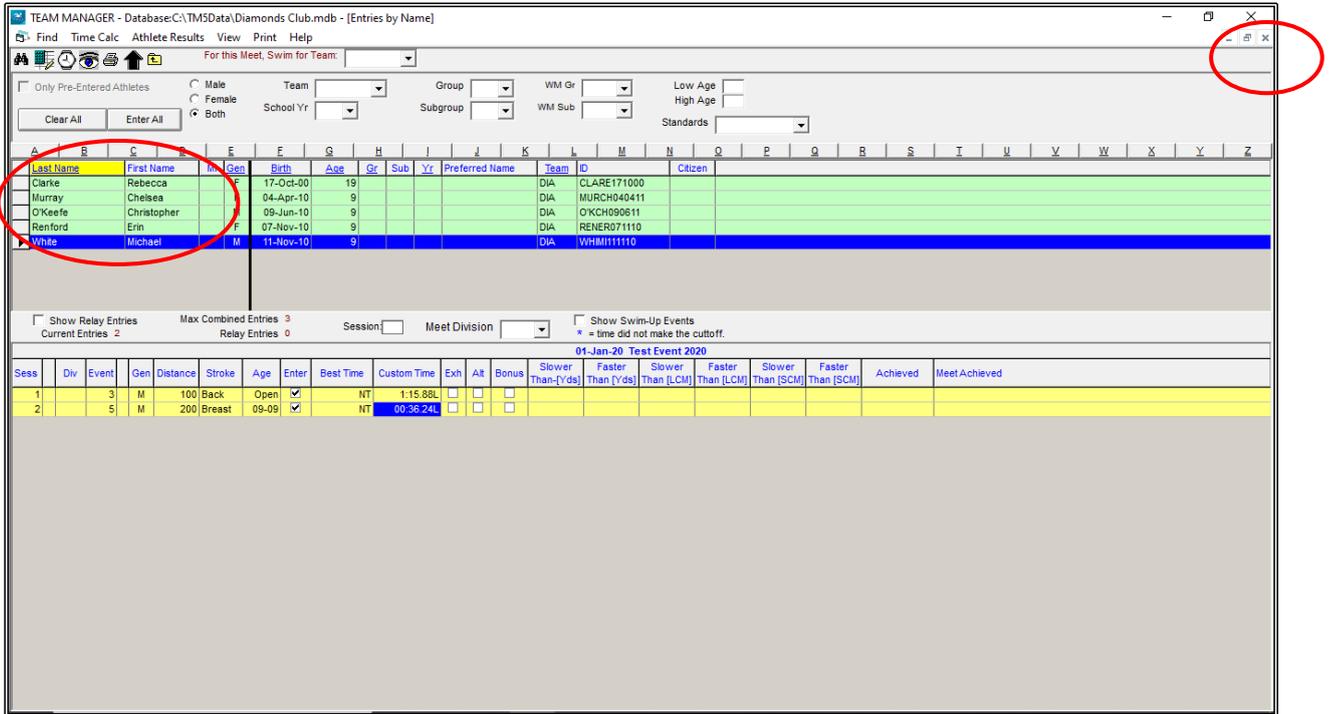
You are now ready to start entering your RELAYS for the TEST EVENT 2020.

ii)   ENTERING YOUR RELAYS:

From the MEET BROWSER screen, click on the ENTRIES tab at the top of the screen and then select ENTRY BE EVENT from the drop down.
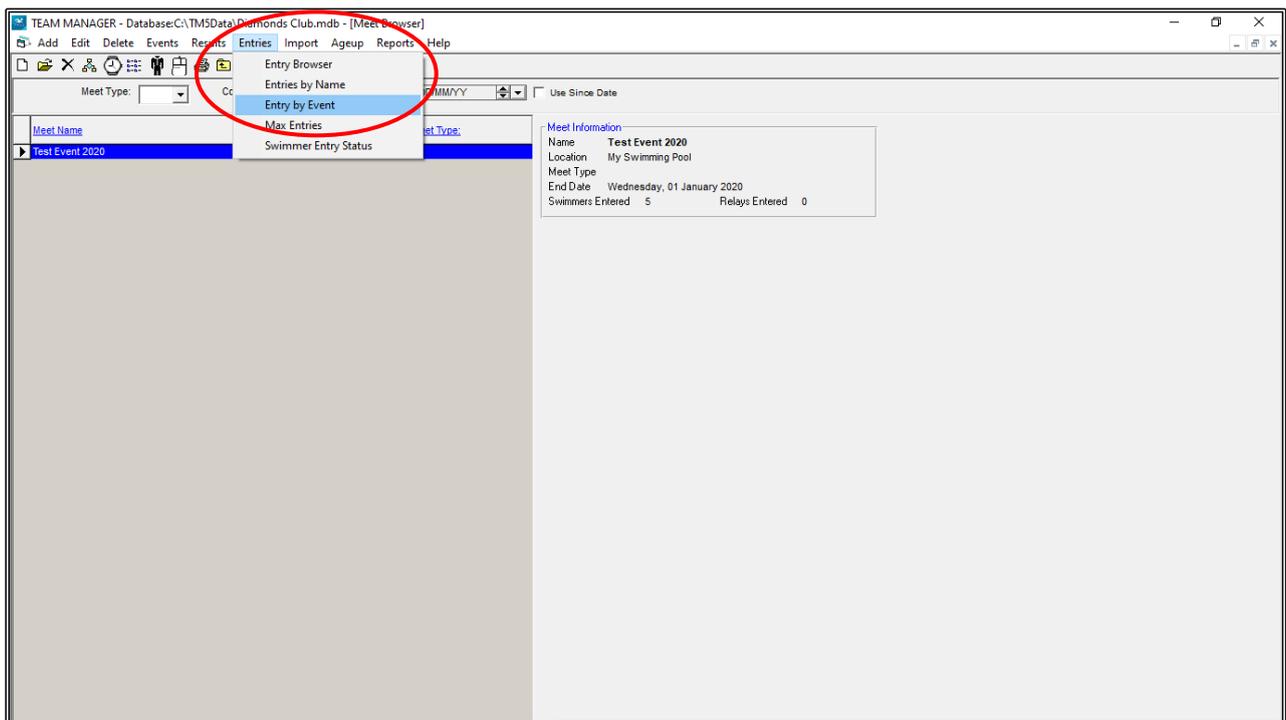
This screen lists all the EVENTS in the program and lists all the ATHLETES that are eligible for those EVENTS.
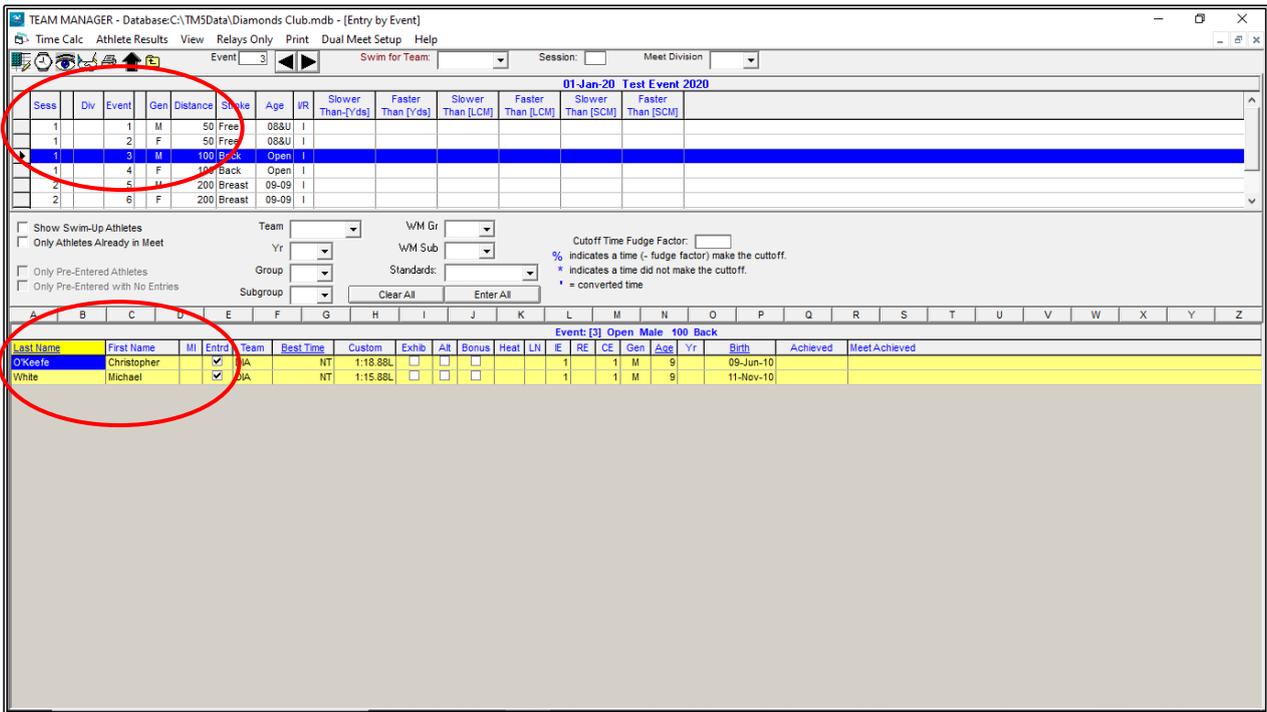
From the ENTRY BY EVENT screen, click on the RELAYS ONLY tab at the top of the screen. This will open up the RELAY events only.

Now click on the SWIM FOR TEAM button to show the name of the TEAM you will be entering.
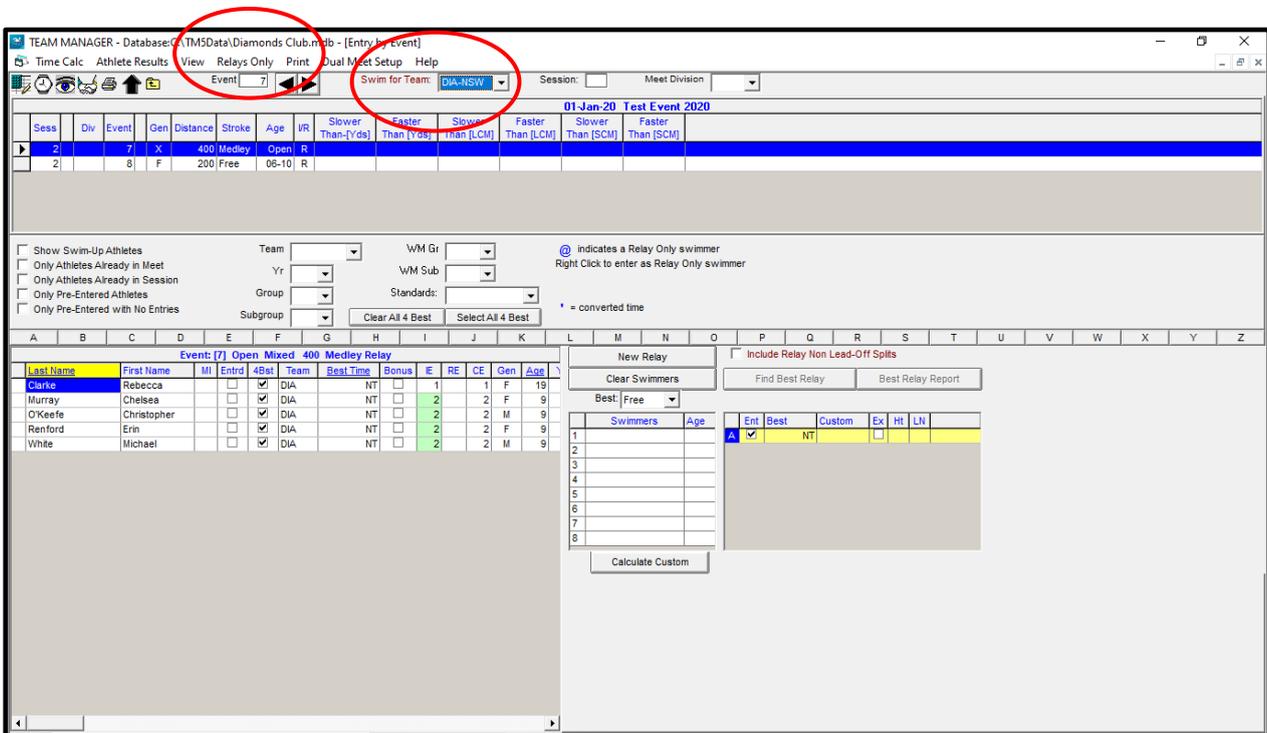
Click on the NEW RELAY button in the middle of the screen.

Enter an ENTRY time under the CUSTOM column if you have a time for this relay, otherwise leave this column blank.
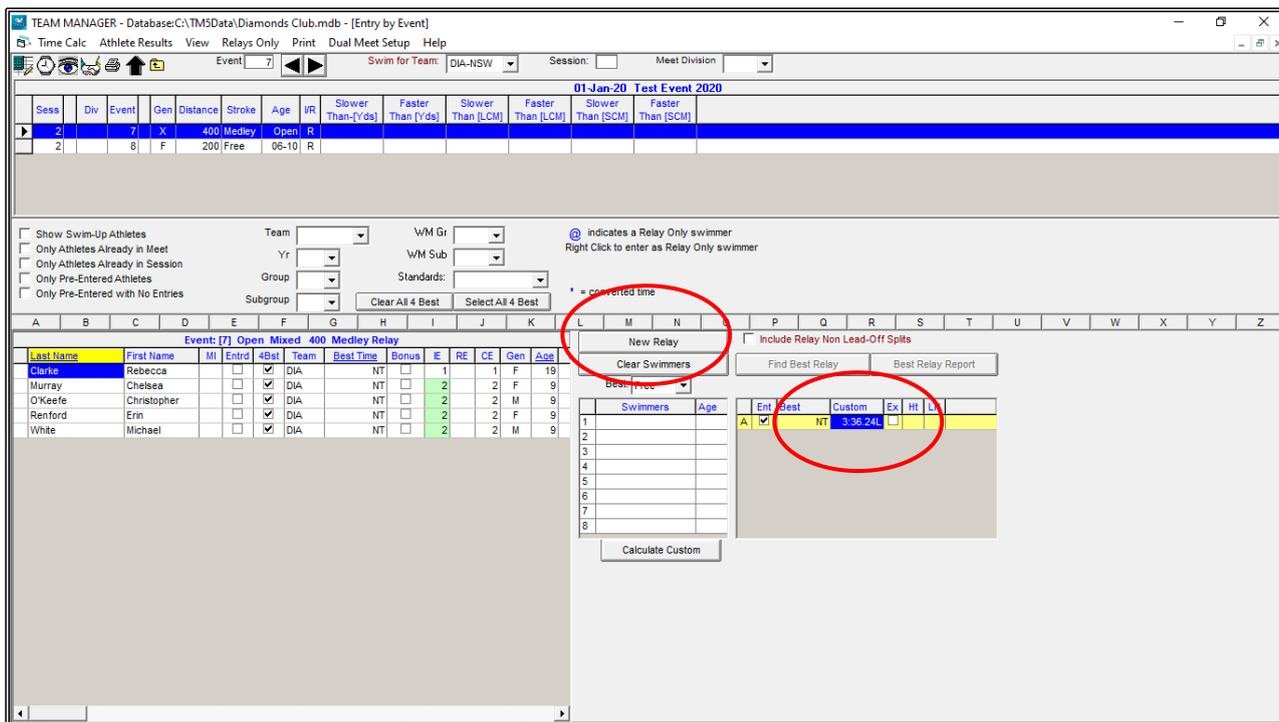
To enter the ATHLETES for this RELAY, double click on each swimmer from the left-hand side of the screen that will be entering.

If you make a mistake, you can double click on the swimmer's name to remove them.
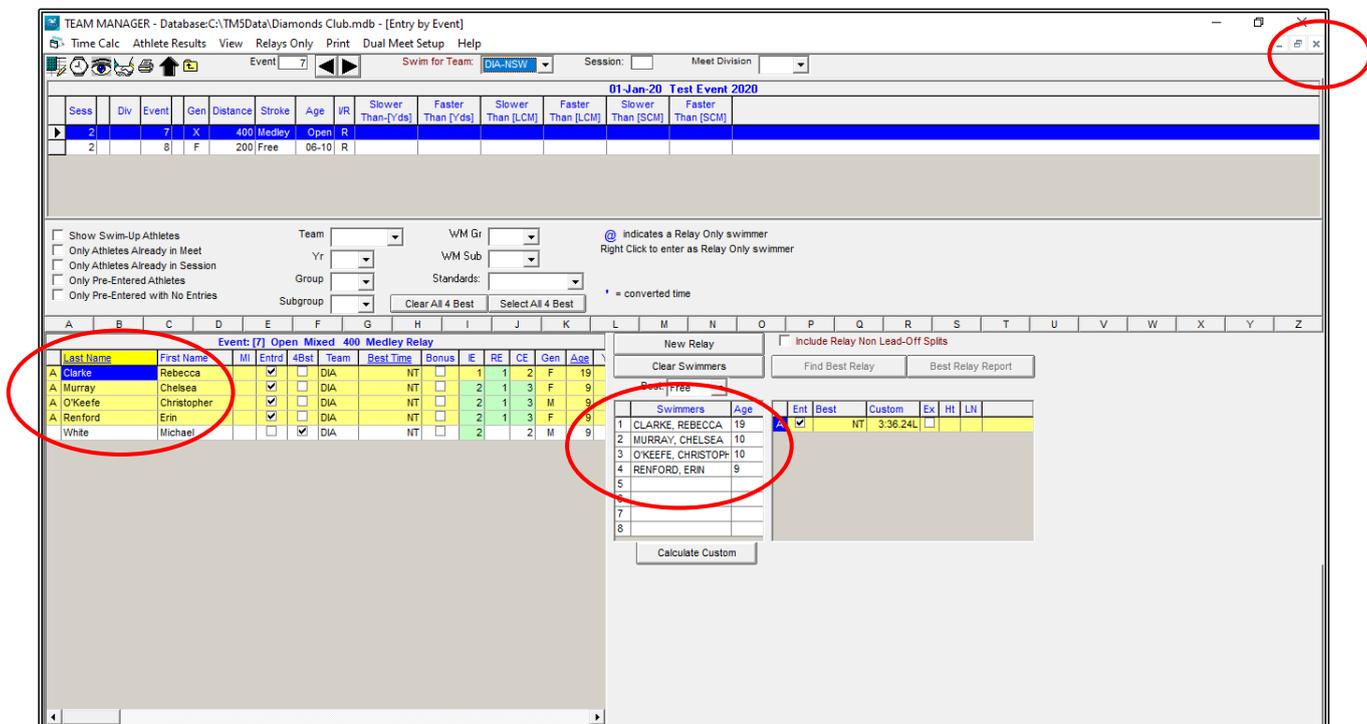
Once all of your relays have been entered, CLOSE OUT ⊠ of the ENTRY BY EVENT SCREEN and back to the MAIN MENU screen.

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.
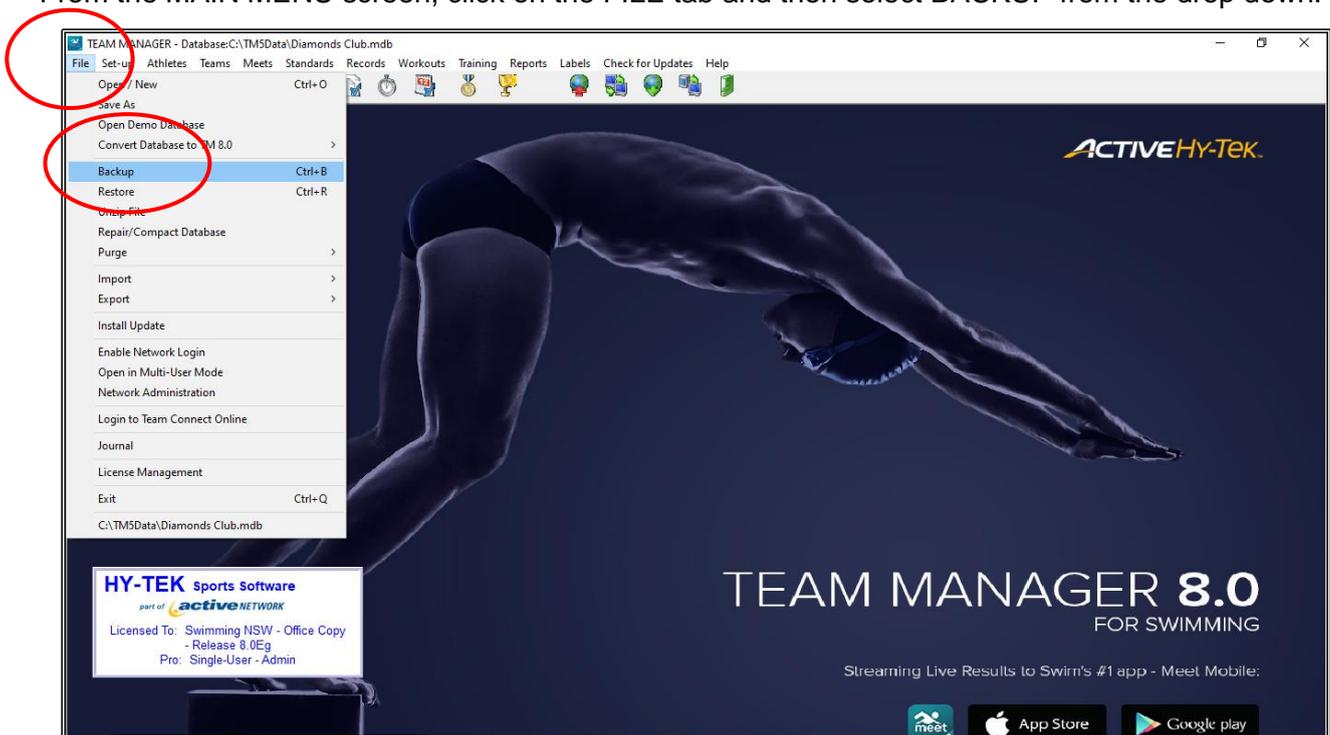
When the BACKUP DATABASE screen opens, select C:\(Windows) in the BACKUP DRIVE drop down.

In the BACKUP DIRECTORY drop down, select the TEAM MANAGER TEST EVENT 2020 Folder that you have created and choose the BACKUPS sub-folder and then click OK.
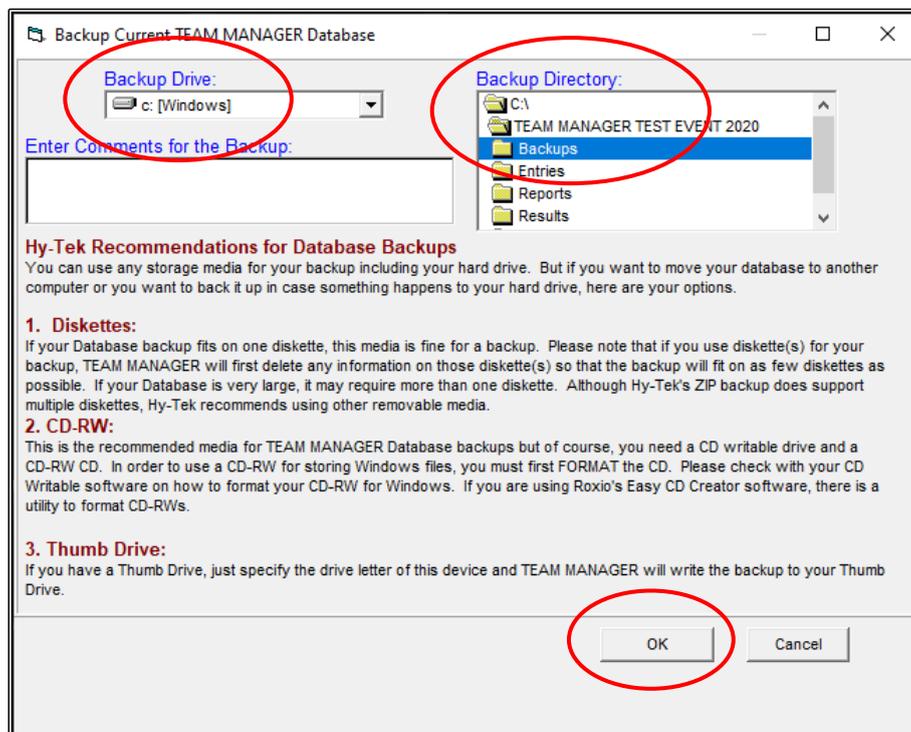
Click YES when the confirmation screen appears.
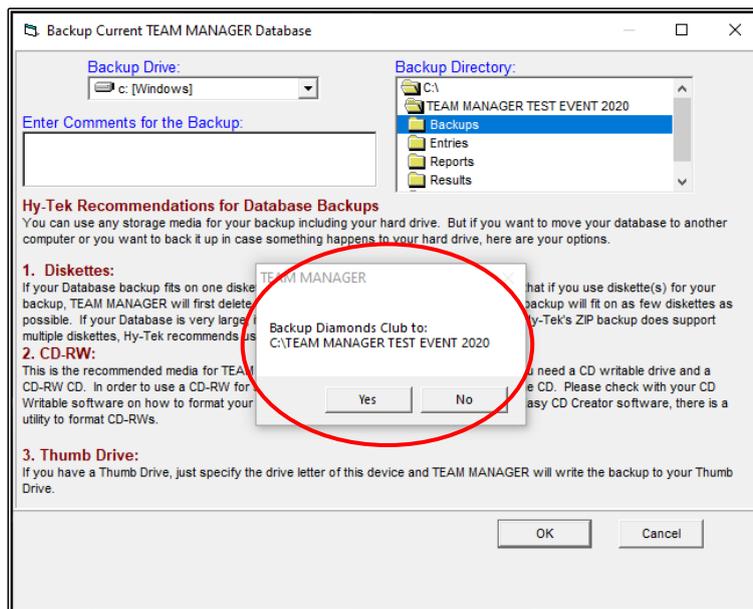
Click OK when the BACKUP COMPLETED SUCCESSFULLY screen appears.
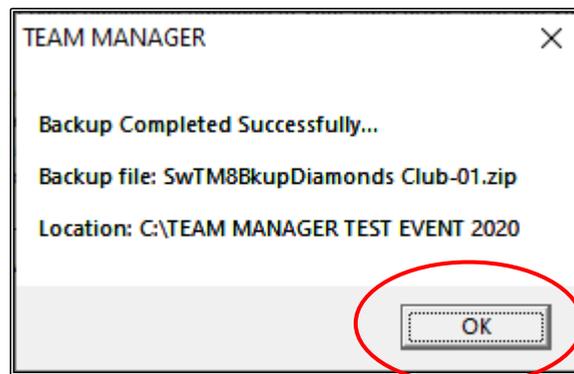
Now it is time for you to create the file that you will forward to the MEET CONVENOR of the TEST EVENT 2020 meet so that they can import your TEAM information into their meet.

From the MAIN MENU screen, click on the FILE tab and then select EXPORT from the drop down. Now select MEET ENTRIES.
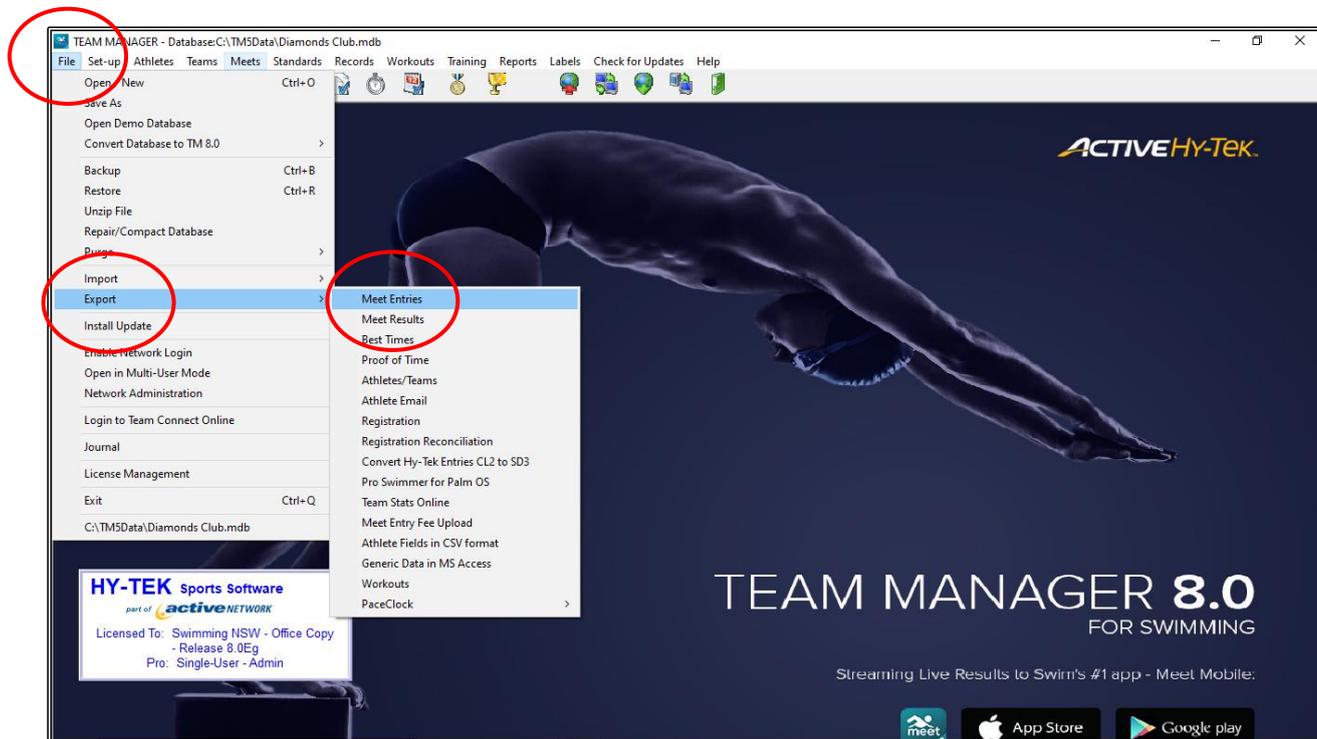
When the EXPORT ENTRIES screen opens, select C:\(Windows) in the EXPORT TO DRIVE drop down.

In the EXPORT TO DIRECTORY drop down, select the TEAM MANAGER TEST EVENT 2020 folder that you have created and choose the ENTRIES sub-folder.

Ensure that the EXPORT RELAYS button is ticked and then click OK.
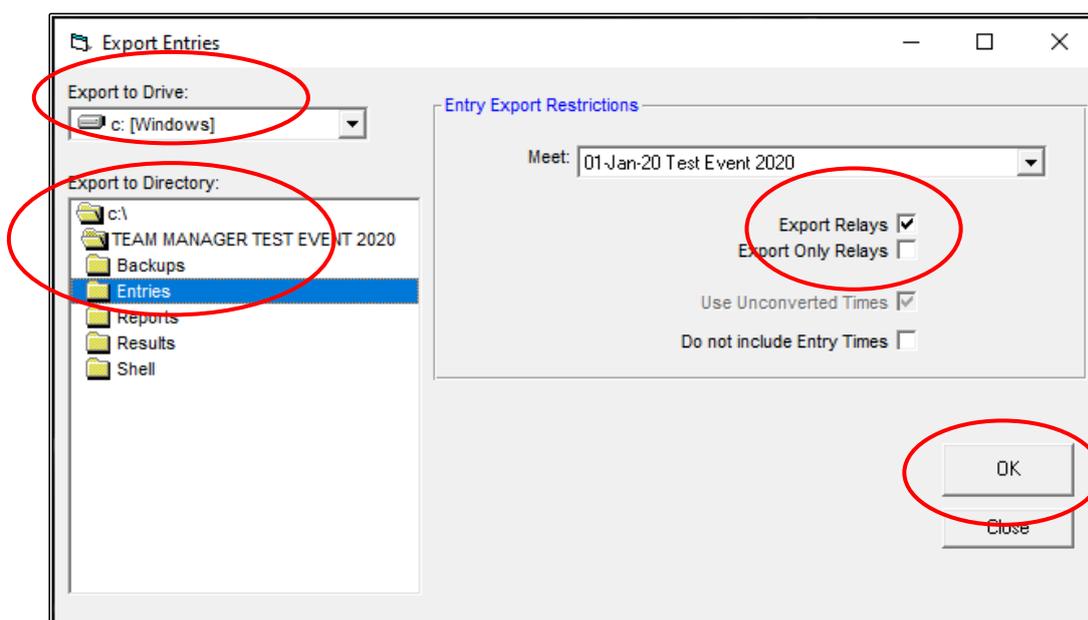
Click on OK when the EXPORT has been finalised and then click CLOSE.
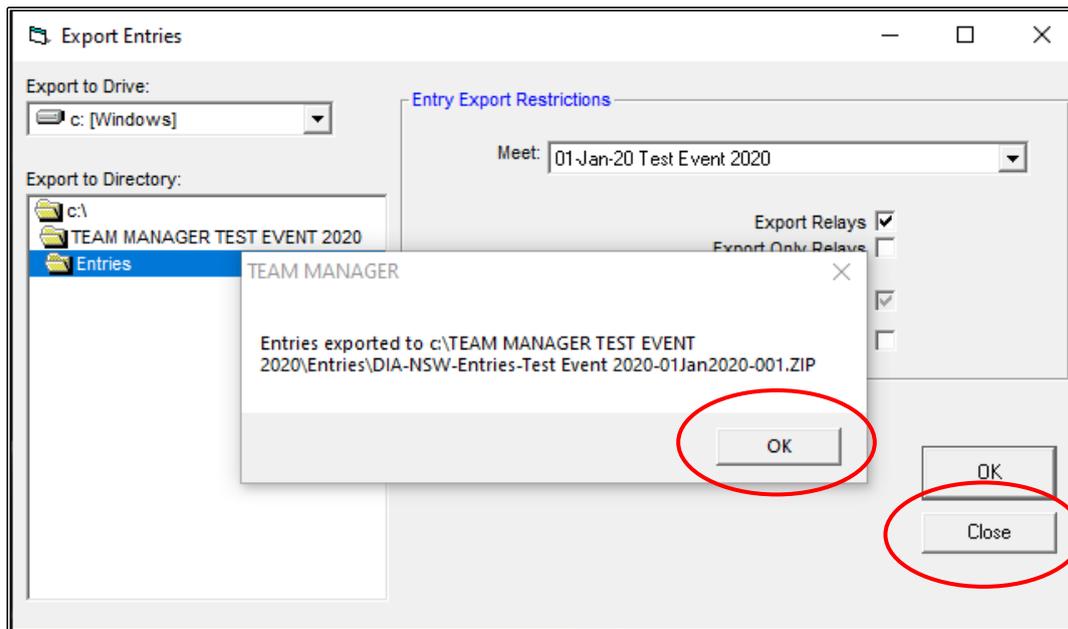
Now that you have saved your entry data file, you will also need to create a couple of ENTRY REPORTS from TEAM MANAGER to go with your ENTRIES file.

From the MAIN MENU screen, click on the MEETS tab.
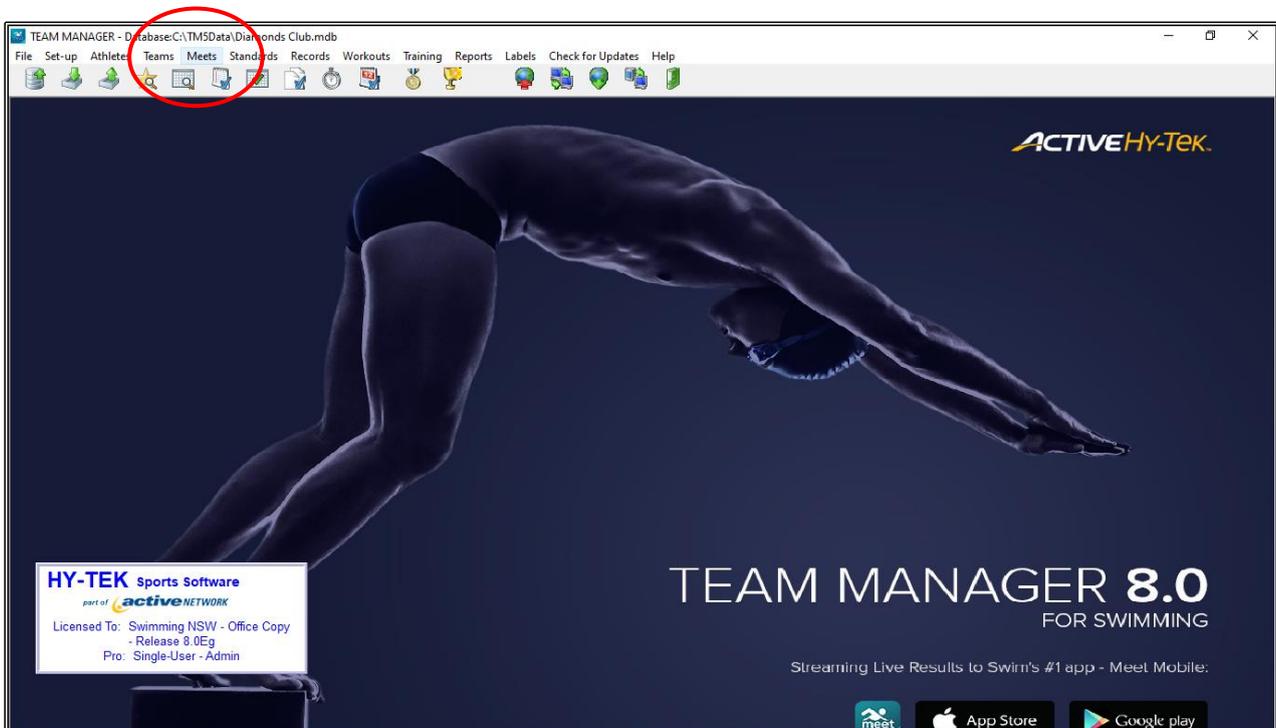
From the MEET BROWSER screen, highlight the TEST EVENT 2020 meet and then click on the REPORTS tab from the top of the screen and select ENTRY REPORT from the drop down.
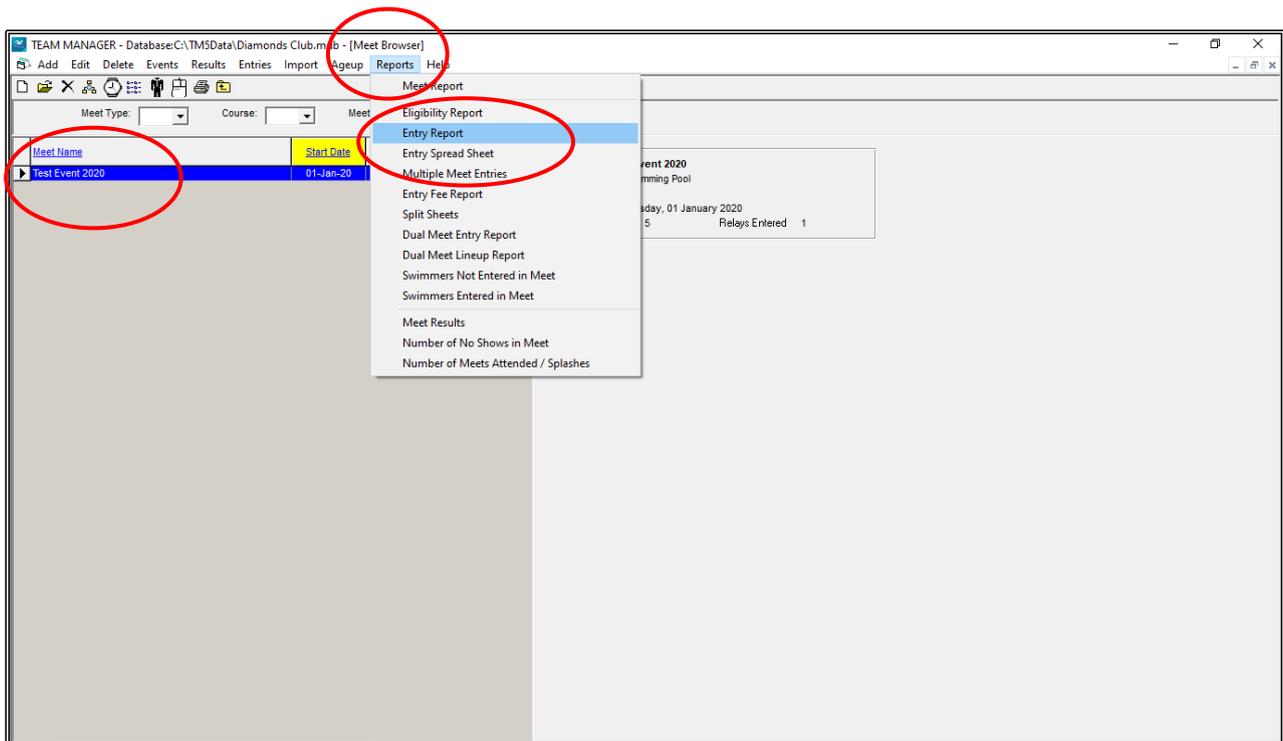
From the MEET ENTRIES screen, check that the MEET NAME is correct.

The only changes you need to make are as follows:

1.   In the FILTERS section, you need to UNTICK TOTALS ON SEPARATE PAGE.

2.   From the SORT BY section, click on NAME check box.

3.   In the EVENT FILTERS section, click on INDIVIDUAL AND RELAYS.

Once all changes have been made, click on CREATE REPORT.

The INDIVIDUAL MEET ETRIES report screen appears, and you can check your entries and make any changes before saving the report.

When the INDIVIDUAL MEET ENTRIES 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.

The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.
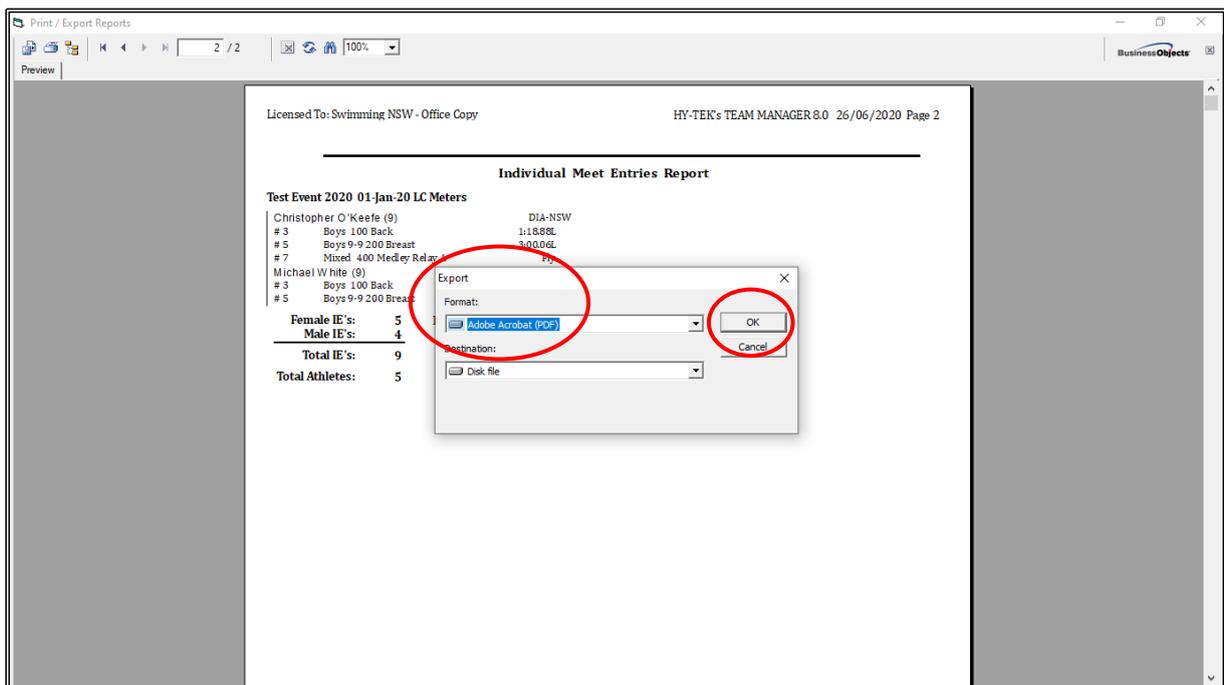
Click OK on the EXPORT OPTIONS box when it appears.
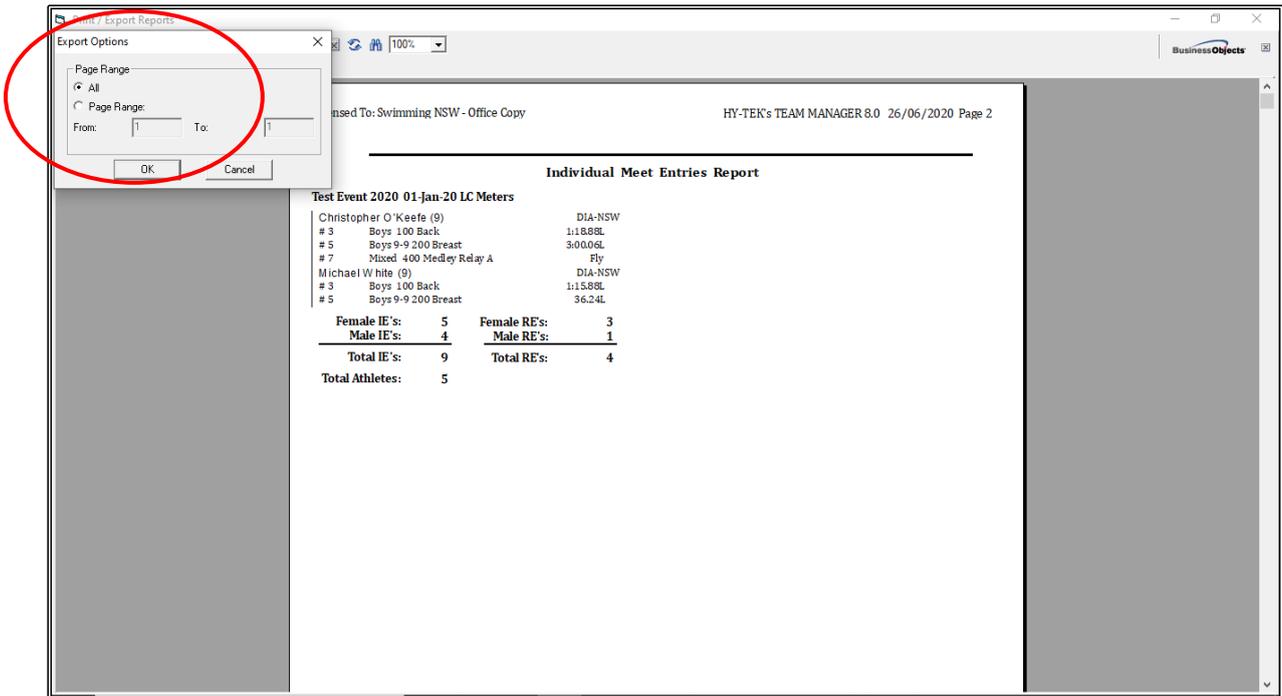
Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:

C:\TEAM MANAGER TEST EVENT 2020\REPORTS.

Change the FILE NAME to TEST EVENT 2020_DIAMONDS SWIM TEAM ENTRIES and click SAVE.
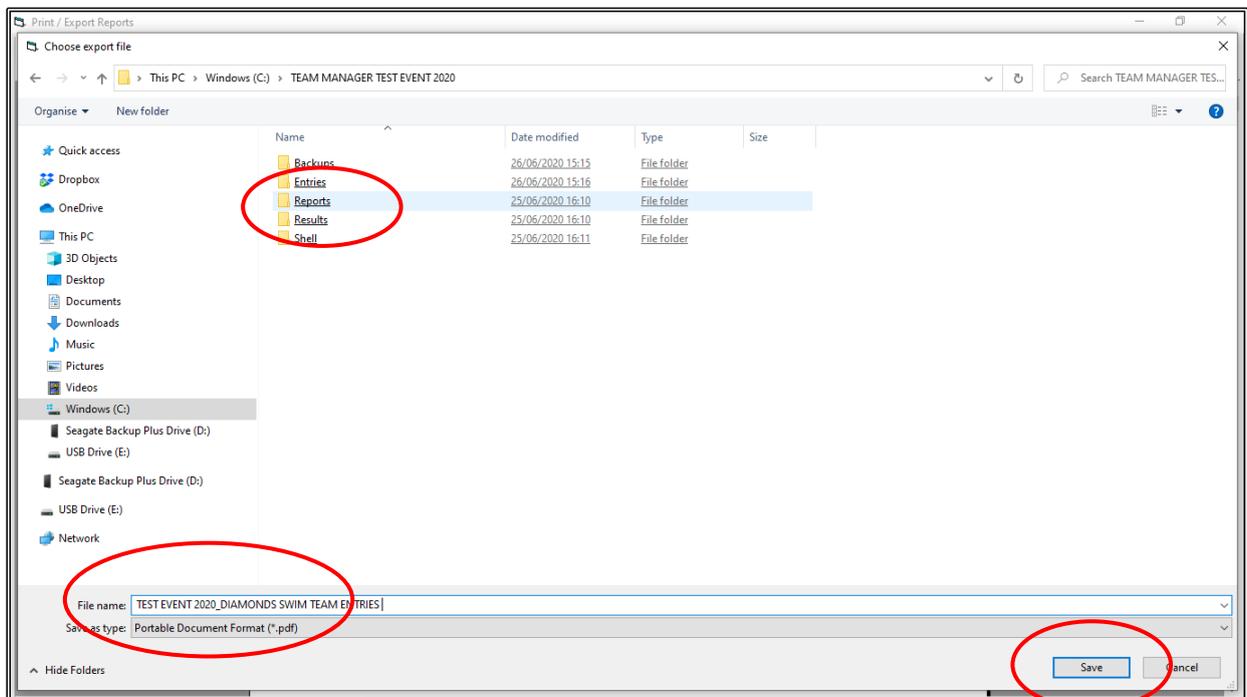
CLOSE OUT ☒ of the INDIVIDUAL MEET ENTRIES report screen and then click CANCEL in the MEET ENTRIES screen and you will be back at the MEET BROWSER screen.

You now need to create an ENTRY FEE REPORT.

Ensure the TEST EVENT 2020 meet is highlighted and click on the REPORTS tab at the top of the screen and the select ENTRY FEE REPORT from the drop down.
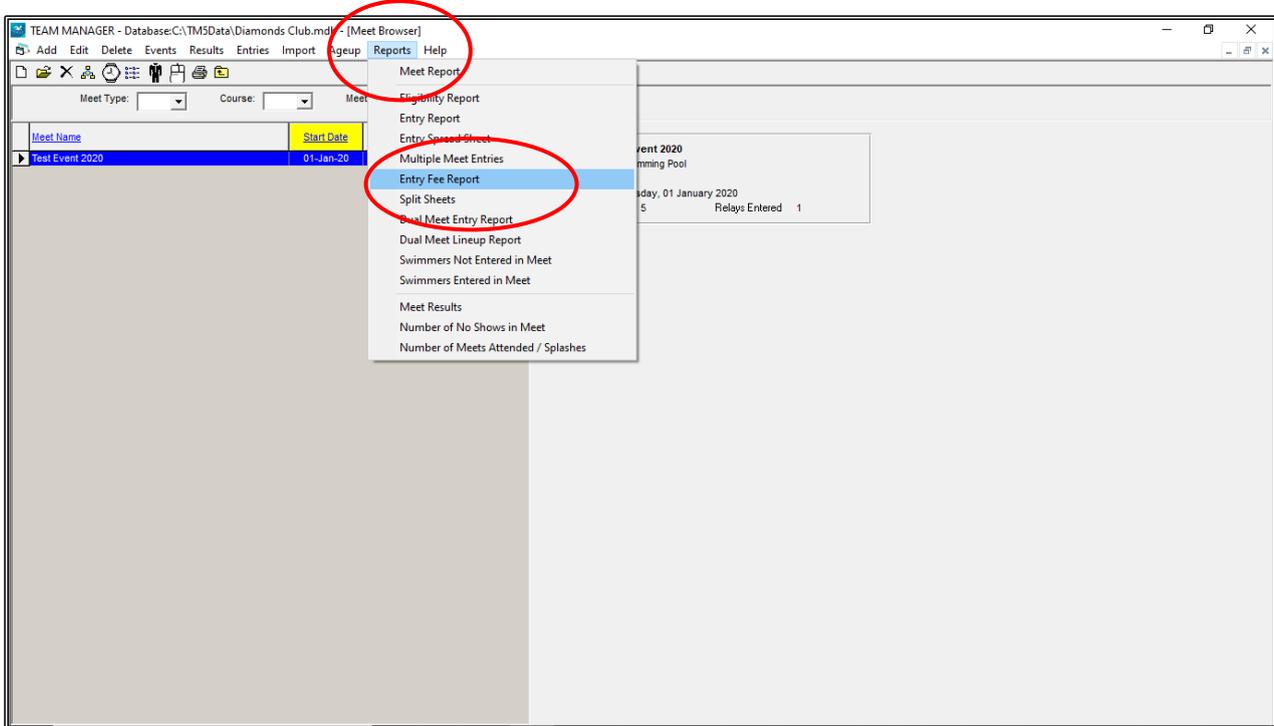
When the MEET ENTRY FEE REPORT screen opens, check the MEET NAME and then choose the SPECIFIC TEAM name.

Deselect TOTALS ON SEPARTE PAGE (this saves paper) and then click CREATE REPORT.
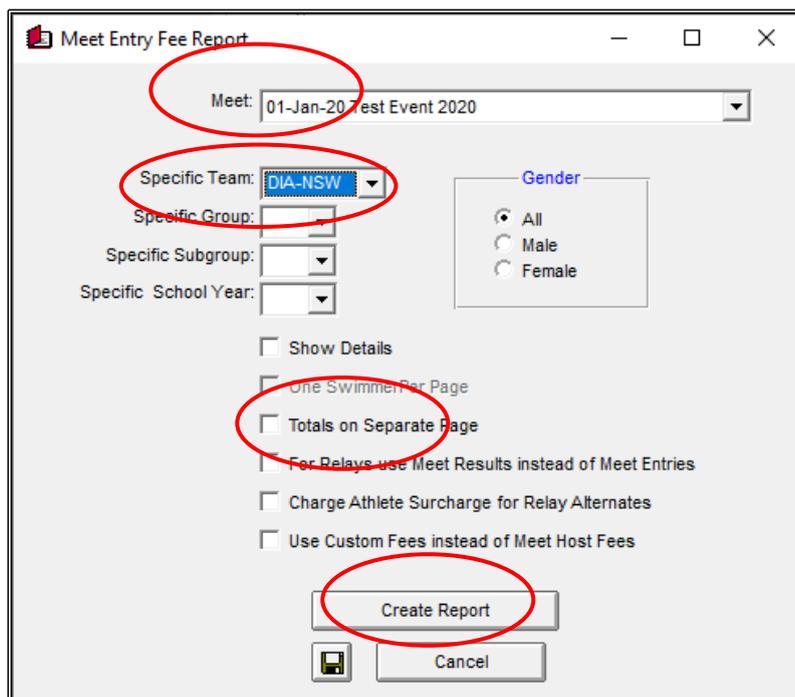
Once the MEET ENTRY FEES report has been checked for accuracy, you will need to save this report so that you can send it with your ENTRIES file.

Click on the EXPORT REPORT button on the top left-hand side of your screen. This file should be saved in your REPORTS folder.
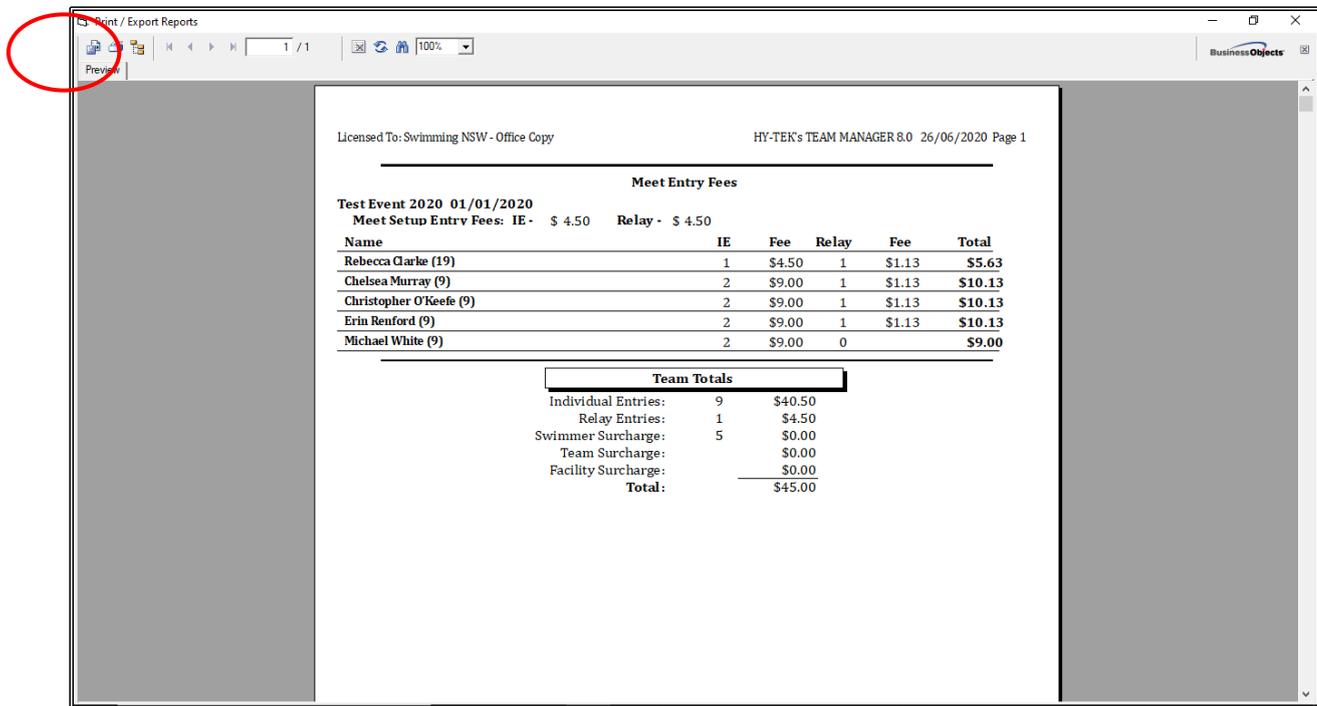
The EXPORT screen will appear. This file will default to .PDF FORMAT. Click on OK to start saving.
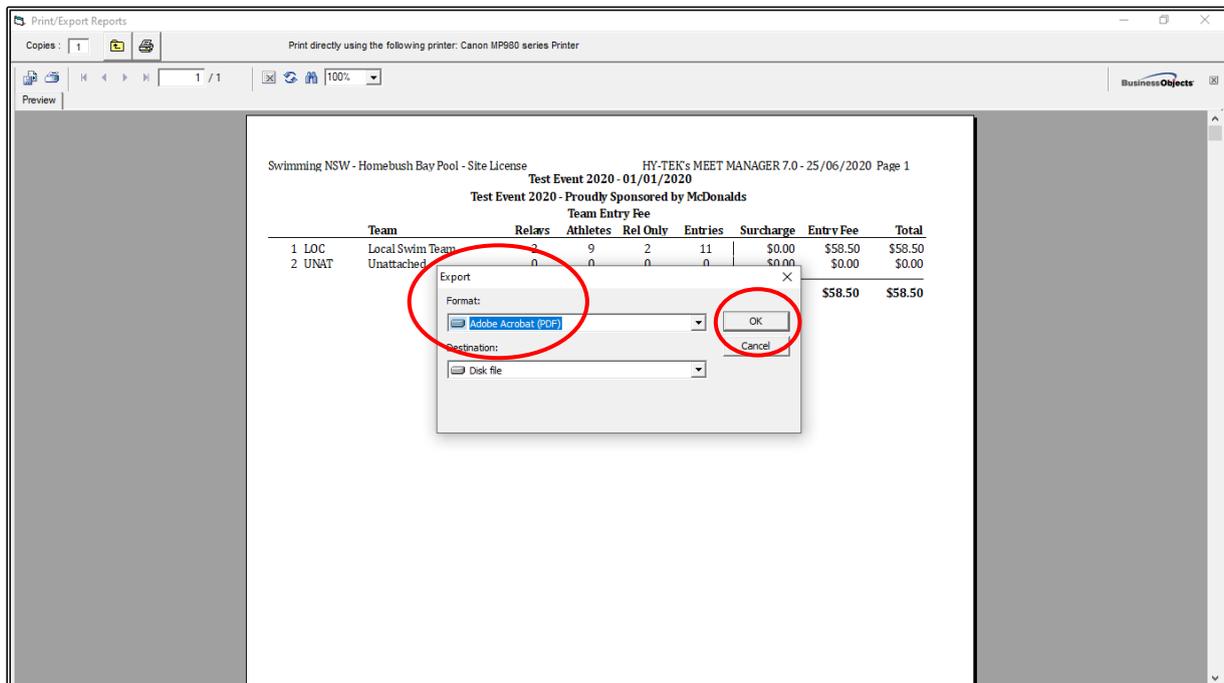
Click OK on the EXPORT OPTIONS box when it appears.
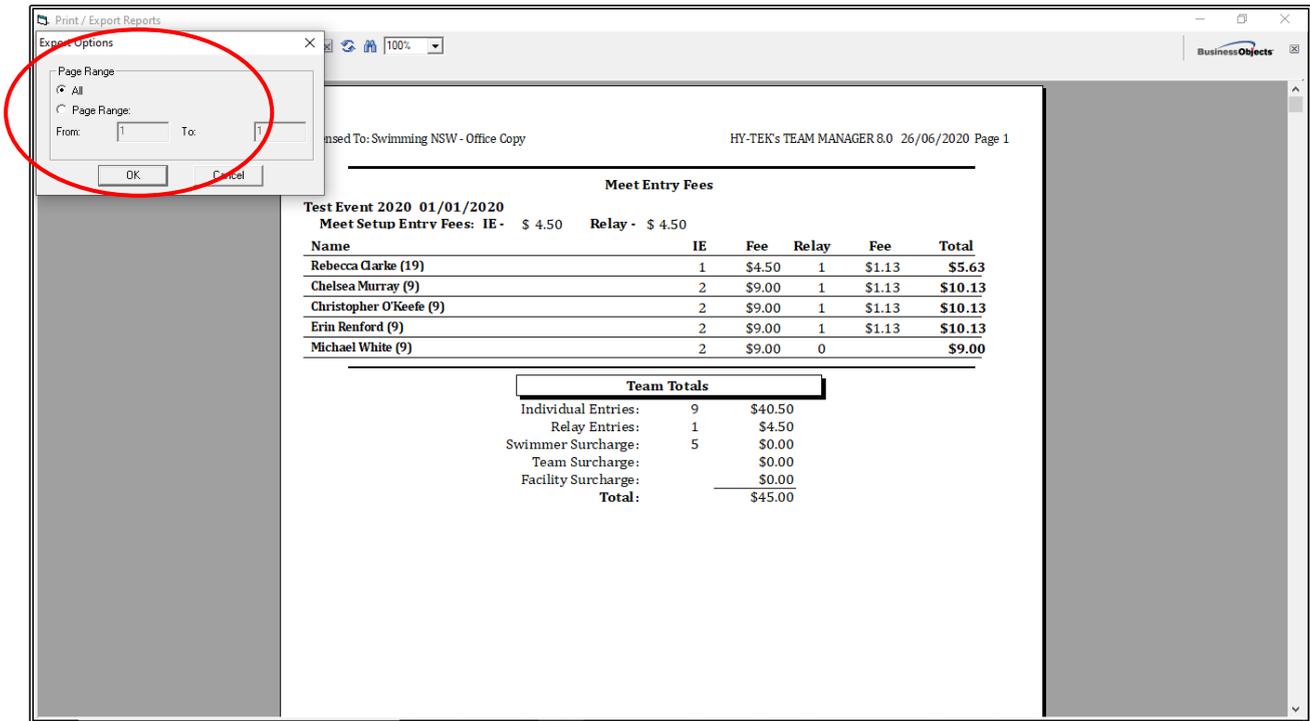
Choose the FOLDER where you want to save the file. You should save it in the REPORTS folder that you have already created for ease of access:
C:\TEAM MANAGER TEST EVENT 2020\REPORTS.

Change the FILE NAME to TEAM MANAGER TEST EVENT 2020_DIAMONDS SWIM TEAM MEET ENTRY FEES and click SAVE.
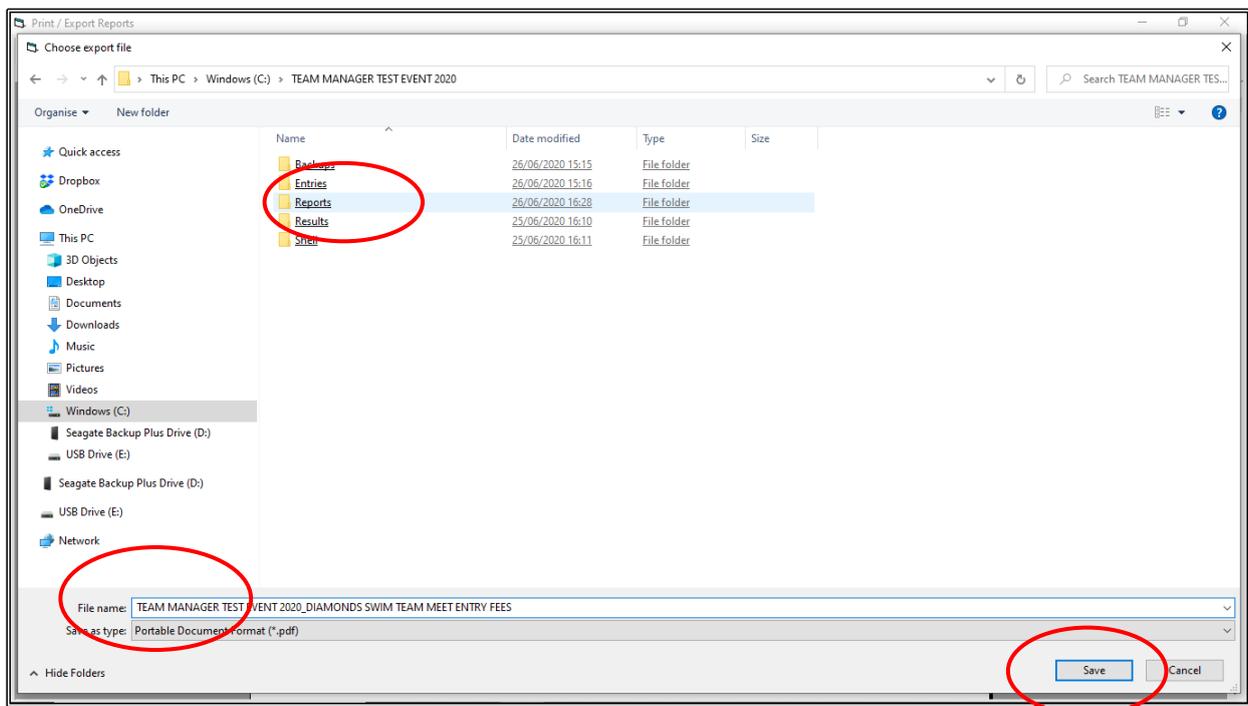
Now that your ENTRY FILE and REPORTS have been created and saved, you need to forward them to the MEET CONVENOR of the TEST EVENT 2020.

This is as simple as emailing the files.

See below a sample email with ENTRY FILE and REPORTS attached.
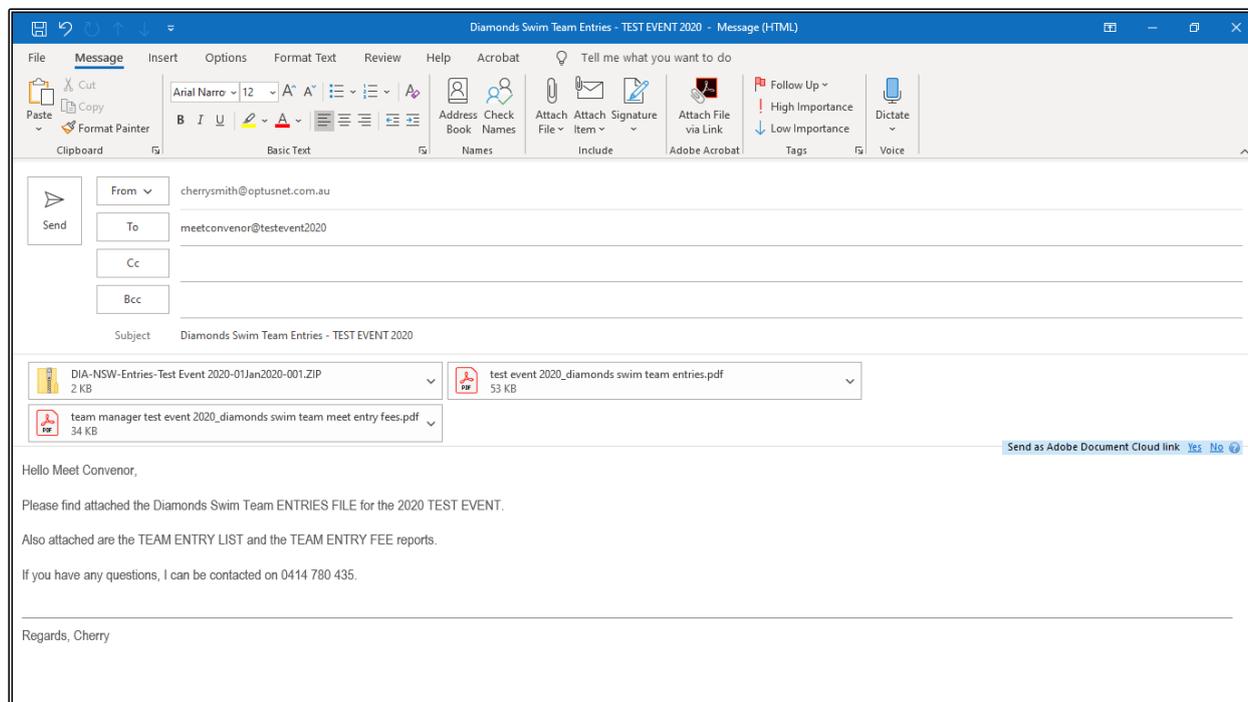
CLOSE OUT ⊠ of all screens back to the MAIN MENU screen.

SECTION ELEVEN: HOW TO USE MEET MANAGER AND TEAM MANAGER TO IMPORT RESULTS FROM EXTERNAL MEETS

1.   IMPORTING RESULTS FOR YOUR CLUB INTO MEET MANAGER:

You will have been sent a results file from the RACE ORGANISER of the TEST EVENT 2020 or you may have downloaded the results from them for your club the DRAGONS TEAM.

You should have saved this results file in the RESULTS sub-folder that you created when you set up the TEST EVENT 2020 Folder prior to the meet:
C:\TEST EVENT 2020\RESULTS

Now you need to upload the results of your swimmers into your MEET MANAGER program.

How you do the import will depend on which file the RACE ORGANISER has sent you.

a) If you have a BACKUP file of the meet, you will use the RESTORE method.

Swmm7BkupTest Event 2020-01.zip

b) If you have a MERGE MM TO MM RESULTS file, you will need to use the IMPORT method.

Merge Meet
Results-Test Event 2

 NOTE: Both of these IMPORT methods will import the WHOLE MEET results, not just your club.

Ensure that you have the TEST EVENT 2020 meet open in MEET MANAGER.

a) RESTORE method using a BACKUP file of the meet.

Swmm7BkupTest Event 2020-01.zip

From the MAIN MENU screen, click on the FILE tab and then select RESTORE from the drop down.
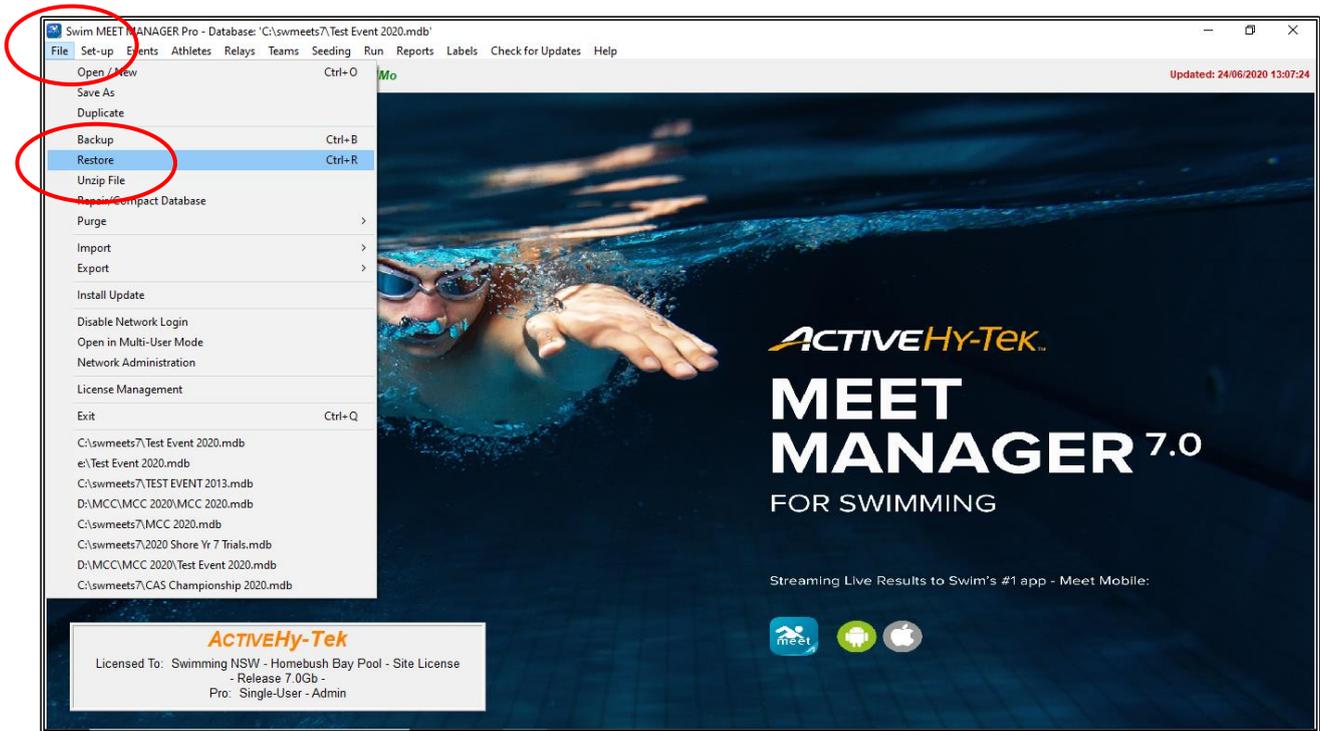
When the RESTORE screen appears, choose the REPLACE CURRENTLY OPEN DATABASE IN C:\swmeets7\Test Event 2020.mdb OPTION.

Click OK.
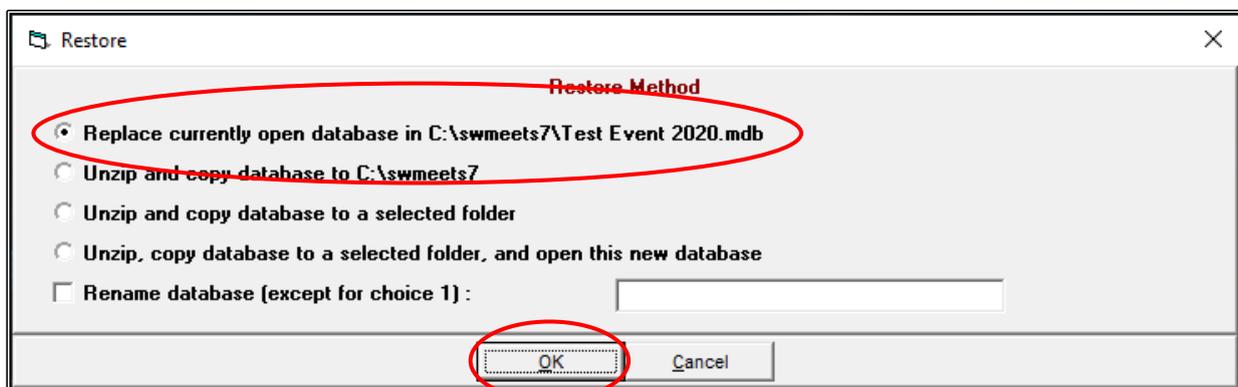
Choose the RESULTS folder and then click on the BACKUP file.
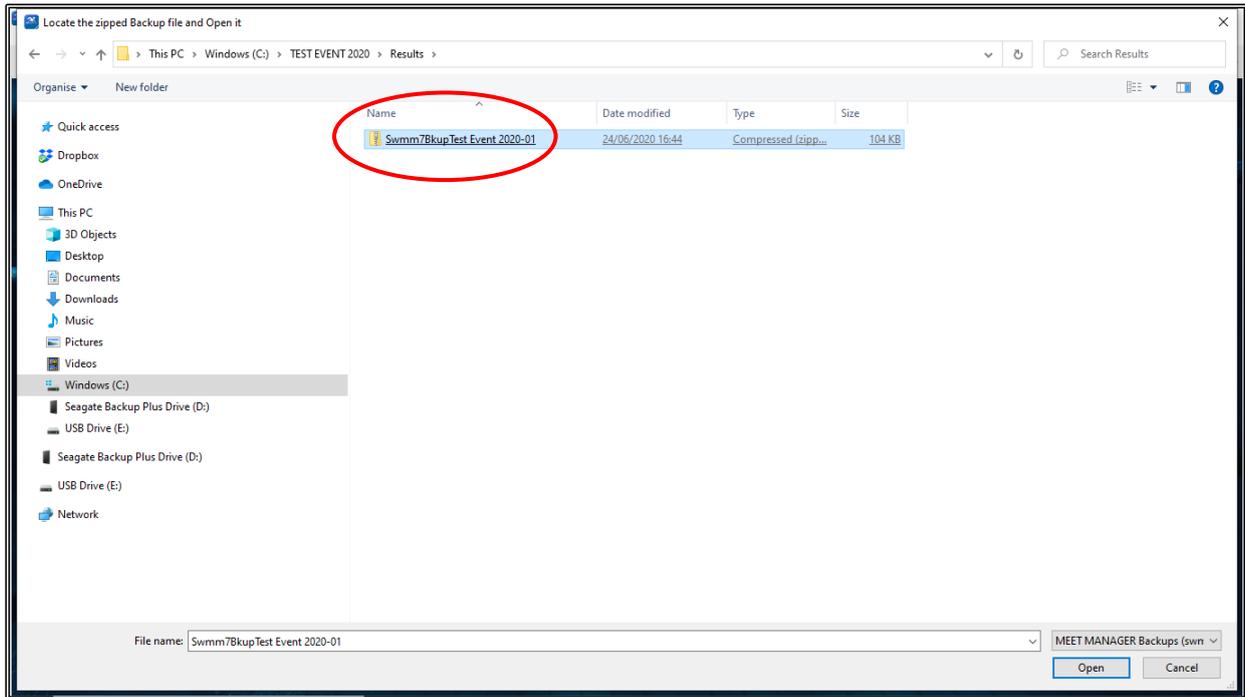
Click OK when the UNZIP screen opens.
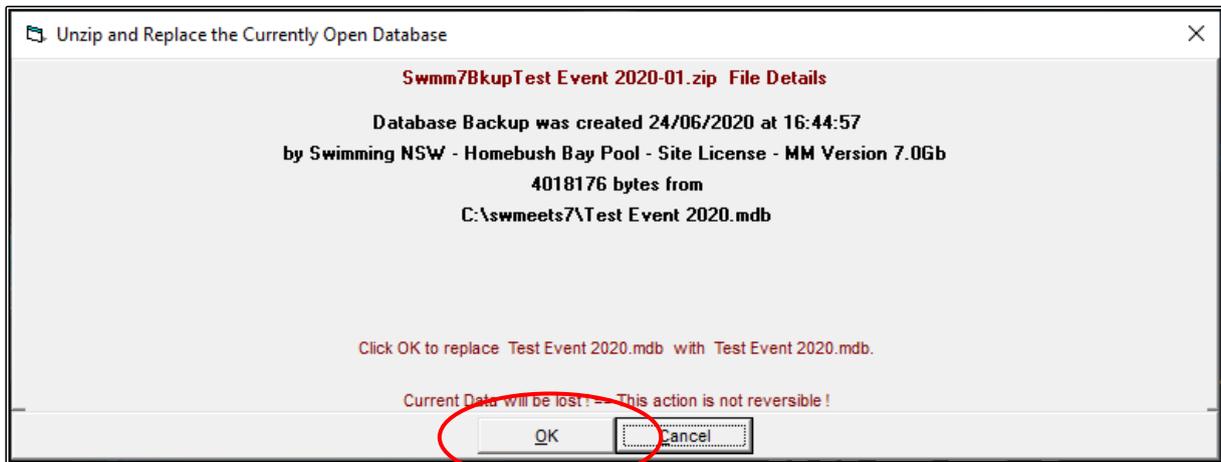
Click OK when prompted.

Click OK when the RESTORE COMPLETED screen appears.

You can check the data by clicking on the ATHLETES screen, and you will see that all the TEAMS, ATHLETES and RESULTS have been imported.

You can now proceed to print any reports that you need and you will be able to choose just the DRAGONS team.

Ensure that you have the TEST EVENT 2020 meet open in MEET MANAGER.

b) RESTORE method using a MERGE MM TO MM RESULTS file.

Merge Meet
Results-Test Event 2

From the MAIN MENU screen, click on the FILE tab and then select IMPORT from the drop down and then choose MERGE RESULTS (MM to MM).
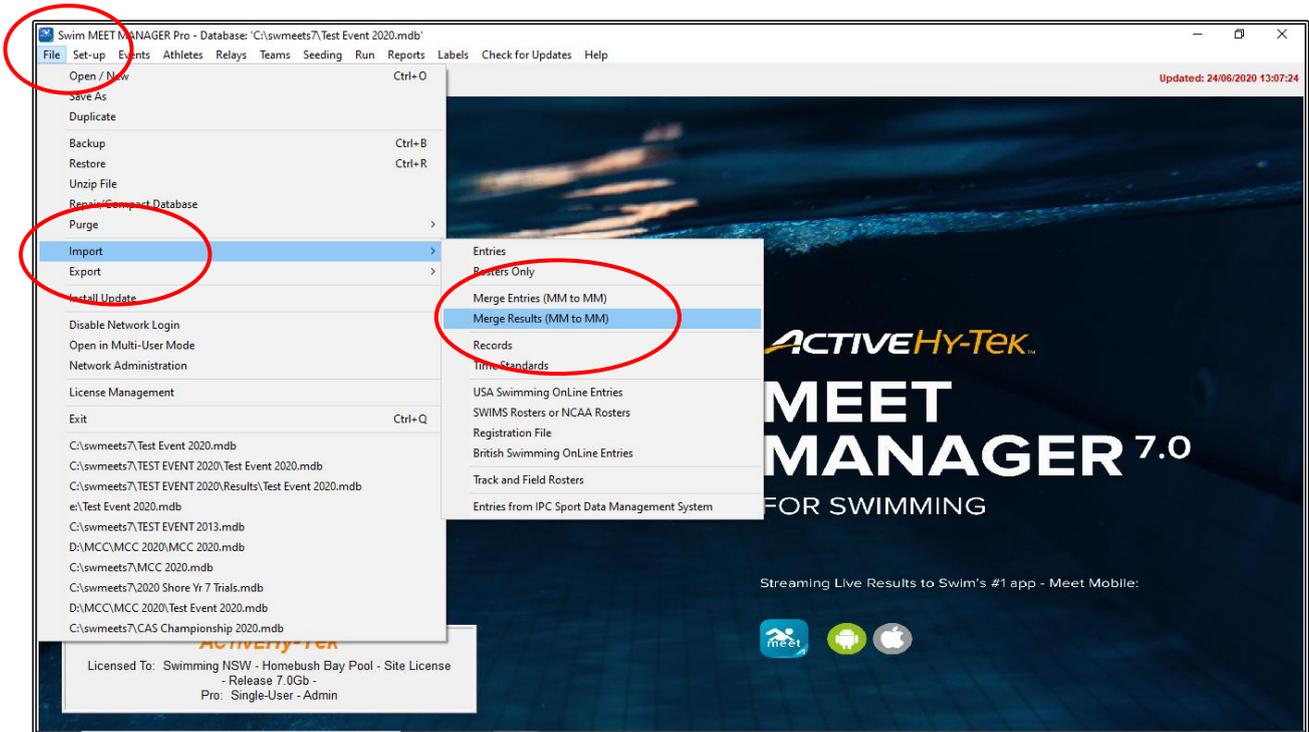
Choose the RESULTS folder and then click on the MERGE MEET RESULTS file.
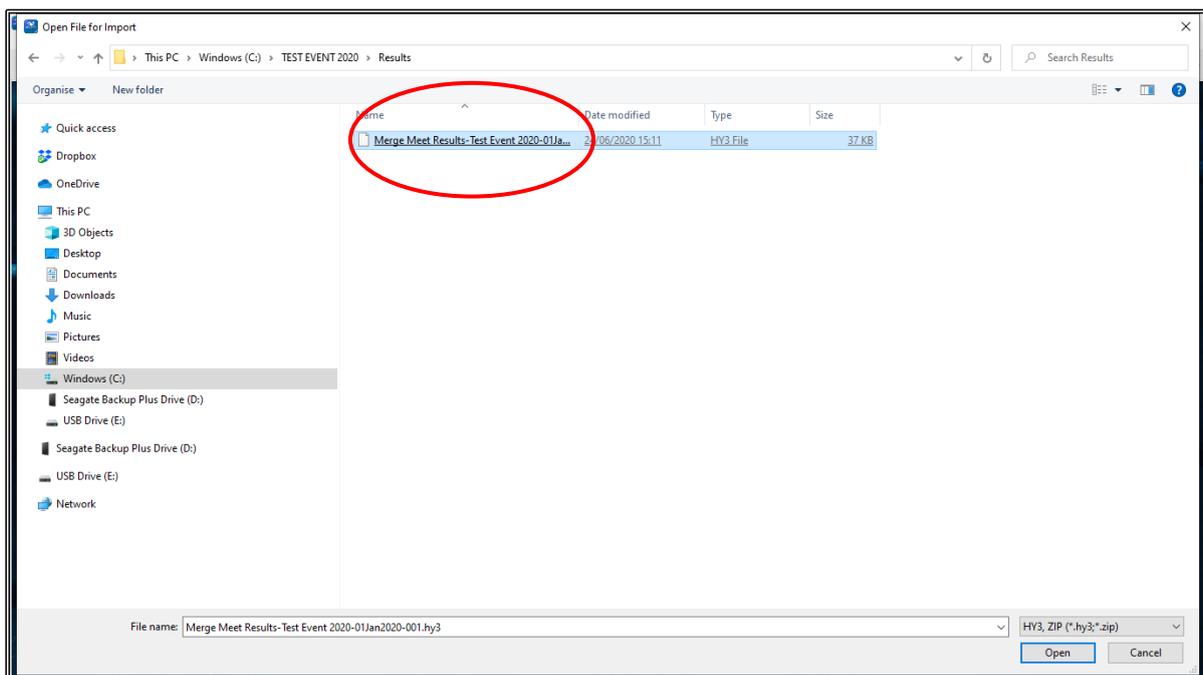
Click OK when the DATA INTERCHANGE FILE screen opens.
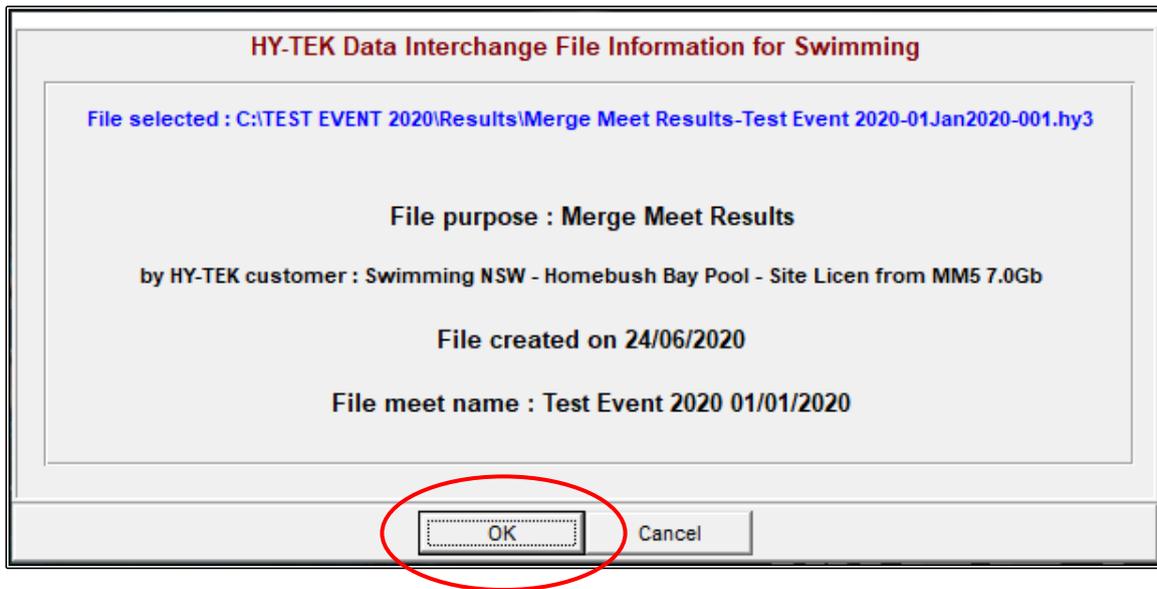
Click OK when the IMPORT FILE PROGRESS screen opens.

You can check the data by clicking on the ATHLETES screen, and you will see that all the TEAMS, ATHLETES and RESULTS have been imported.

You can now proceed to print any reports that you need and you will be able to choose just the DRAGONS team.

2. IMPORTING RESULTS FOR YOUR CLUB INTO TEAM MANAGER:

You will have been sent a results file from the RACE ORGANISER of the TEST EVENT 2020 or you may have downloaded the results from them for your club the DRAGONS TEAM.

You should have saved this results file in the RESULTS sub-folder that you created when you set up the TEAM MANAGER TEST EVENT 2020 folder prior to the meet:
C:\TEAM MANAGER TEST EVENT 2020\RESULTS

Now you need to upload the results of your swimmers into your TEAM MANAGER program.

From the MAIN MENU screen, click on the FILE tab and then choose IMPORT from the drop down, now select MEET RESULTS.
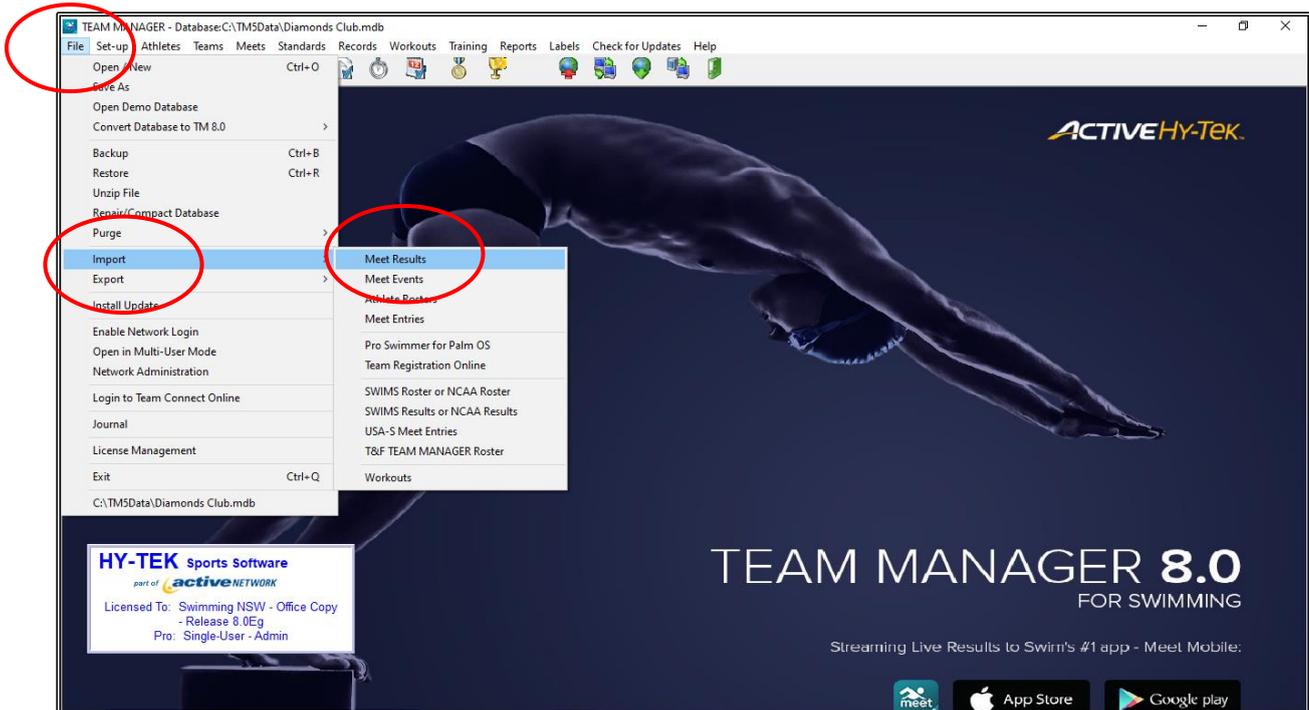
Choose the RESULTS folder and then click on the MEET RESULTS file.
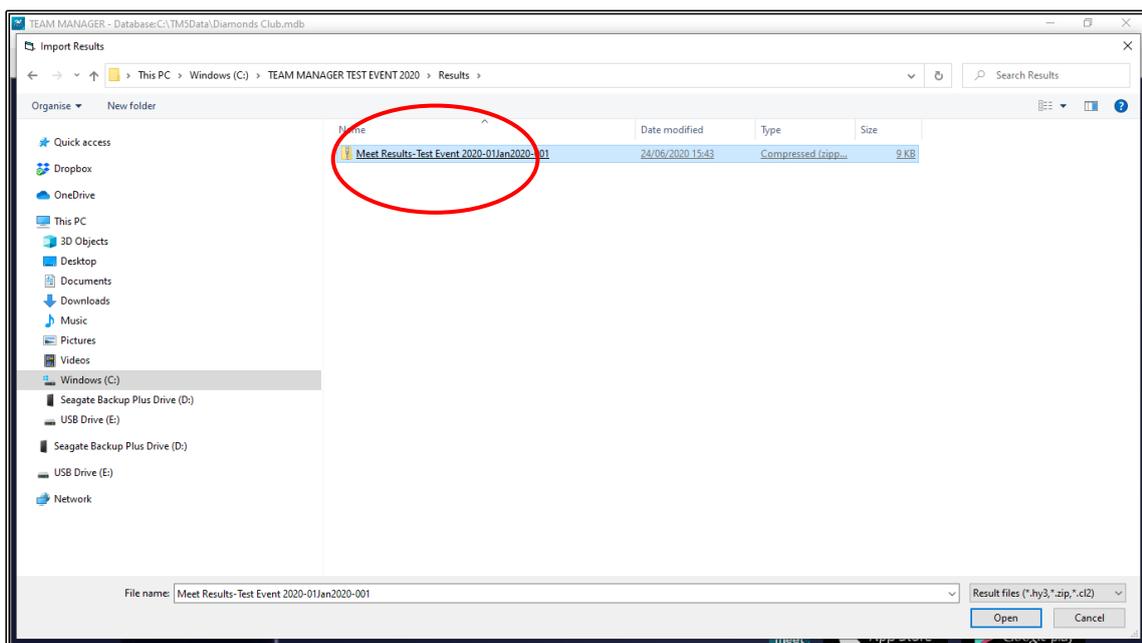
Click OK when the UNZIPPED screen opens.
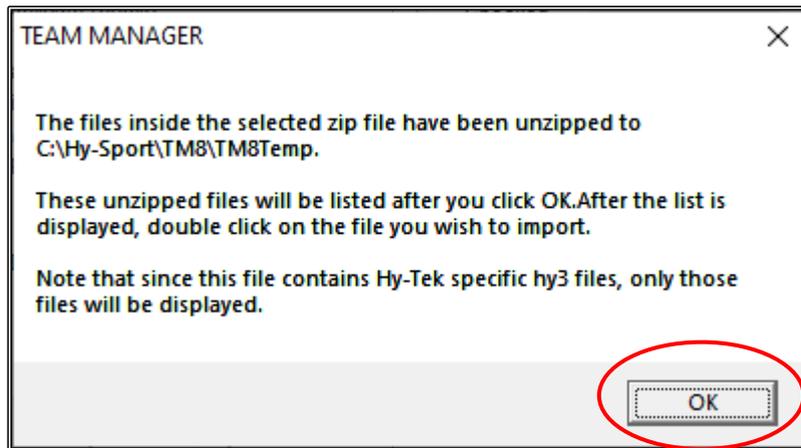
Click on the MEET RESULTS file.

The IMPORT RESULTS screen is now available for you to customise how and what data you want to import.
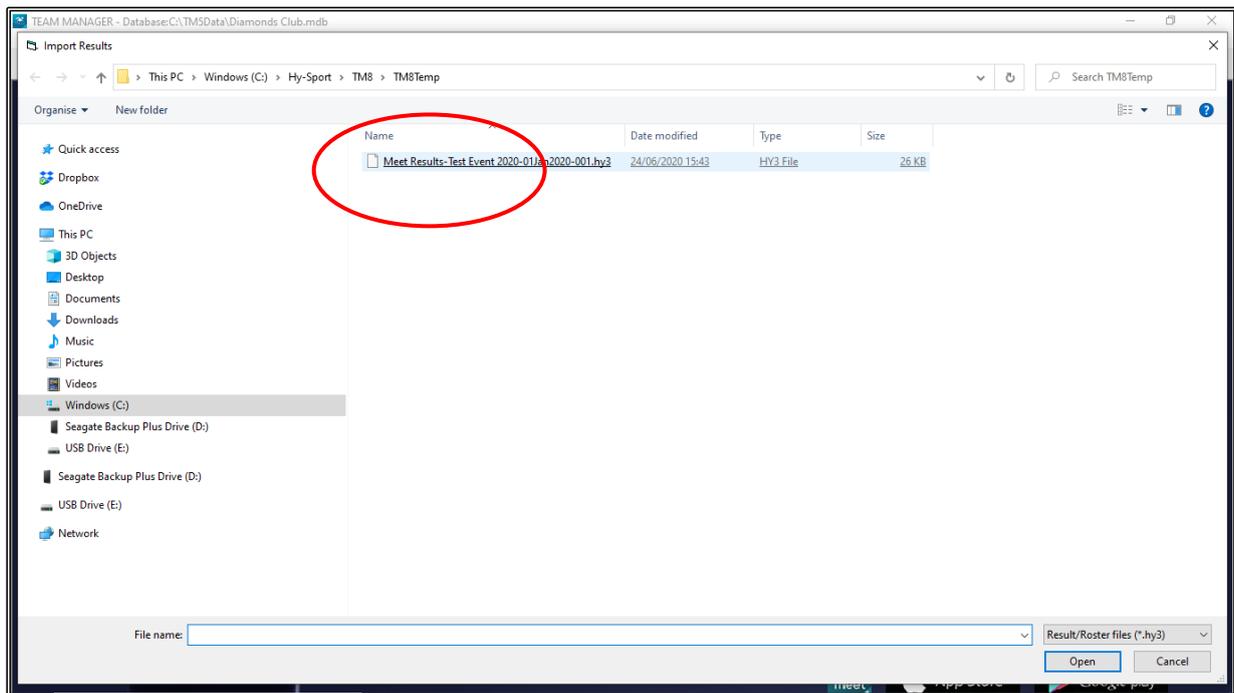
The only boxes that should be changed are in the IMPORT CRITERIA section.

You should ensure that you tick:

1. OVERLAY DUPLICATE RESULTS
2. ADD NEW TEAMS/ATHLETES.
3. Also type in your CLUB ABBREVIATION in the ONE TEAM box. If you do not do this, you will import data for all clubs and not just your DIAMONDS club.

You should accept all the other default criteria and click OK and then CLOSE the IMPORT RESULTS screen back to the MAIN MENU screen.

All results will be imported including, splits (if available), DQs, placings and points (if allocated).

You can check the results by clicking into the ATHLETES screen and then HIGHLIGHT one of your athletes.

Choose RESULTS from the top of the screen.
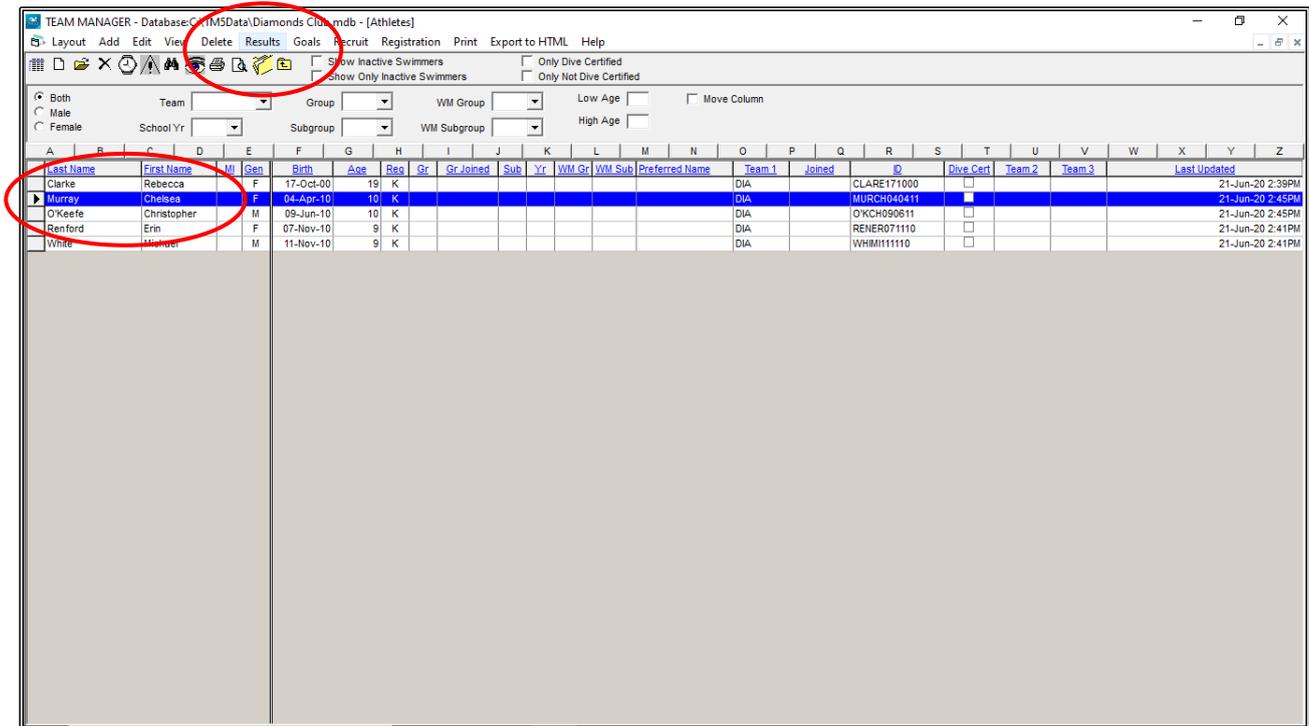
You will see from the RESULTS screen that the swimmer now has results from the TEST EVENT 2020 listed.
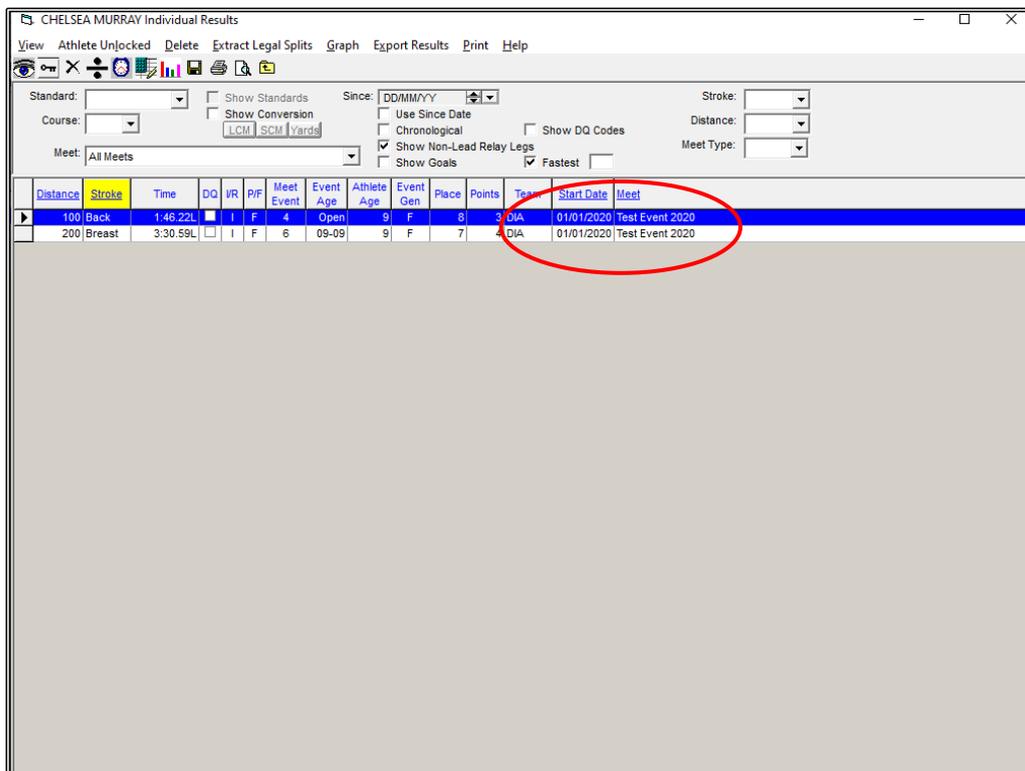
Now that the data has imported, you can begin to print any reports that you may need.

SECTION TWELVE: HOW TO SET UP MEET MOBILE IN MEET MANAGER

From the MAIN MENU screen, click on the SET-UP tab and then select MEET MOBILE
PUBLISHING from the drop down.

From the MEET MOBILE PUBLISHING screen, under the SETTINGS tab, click on THE RESTRICT
HEAT SHEET DATA option.

Now click on the VIEW CONTRACT button to view and AGREE to the contract.
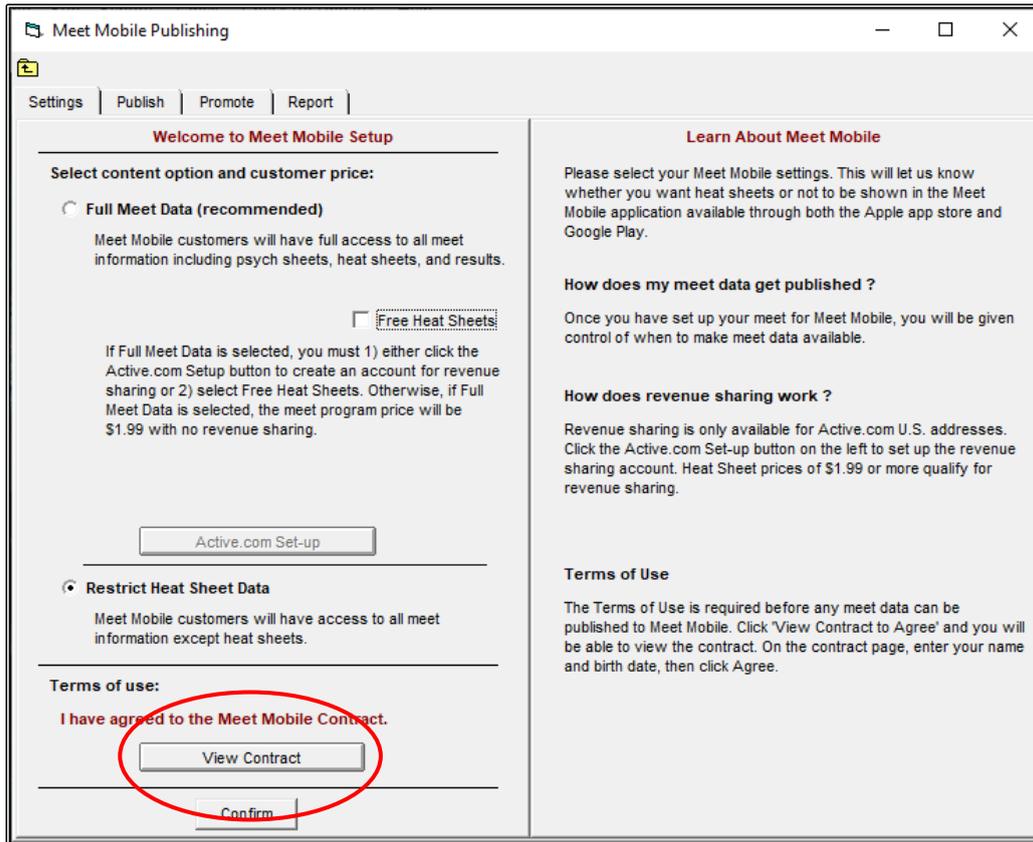
In the ACTIVE.COM ACCOUNT SETUP screen, enter your NAME and DATE OF BIRTH. This does not need to be your actual DOB as long as the date entered ensures you are over 18 years of age.

Click on the AGREE button.
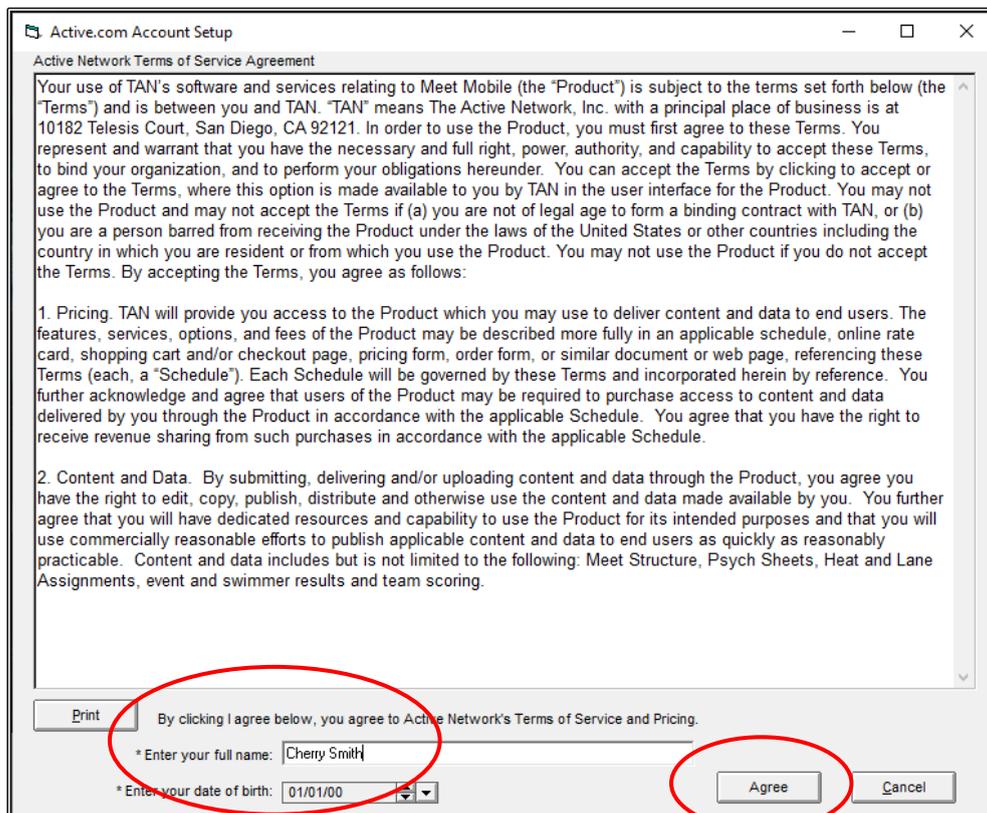
Click on the CONFIRM button and when the CONFIRMATION screen appears, click YES.
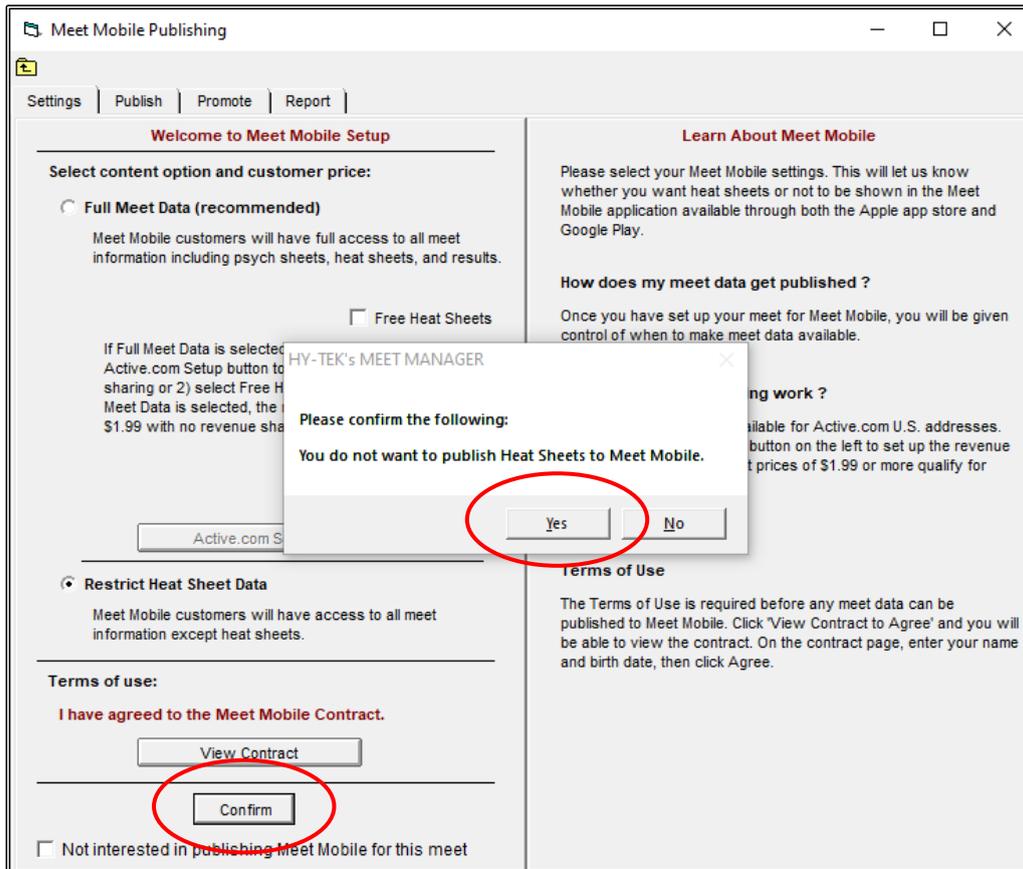
Now click on the PUBLISH tab and then click on the PUBLISH GENERAL MEET INFORMATION button and then CLOSE OUT ⊠ the screen.
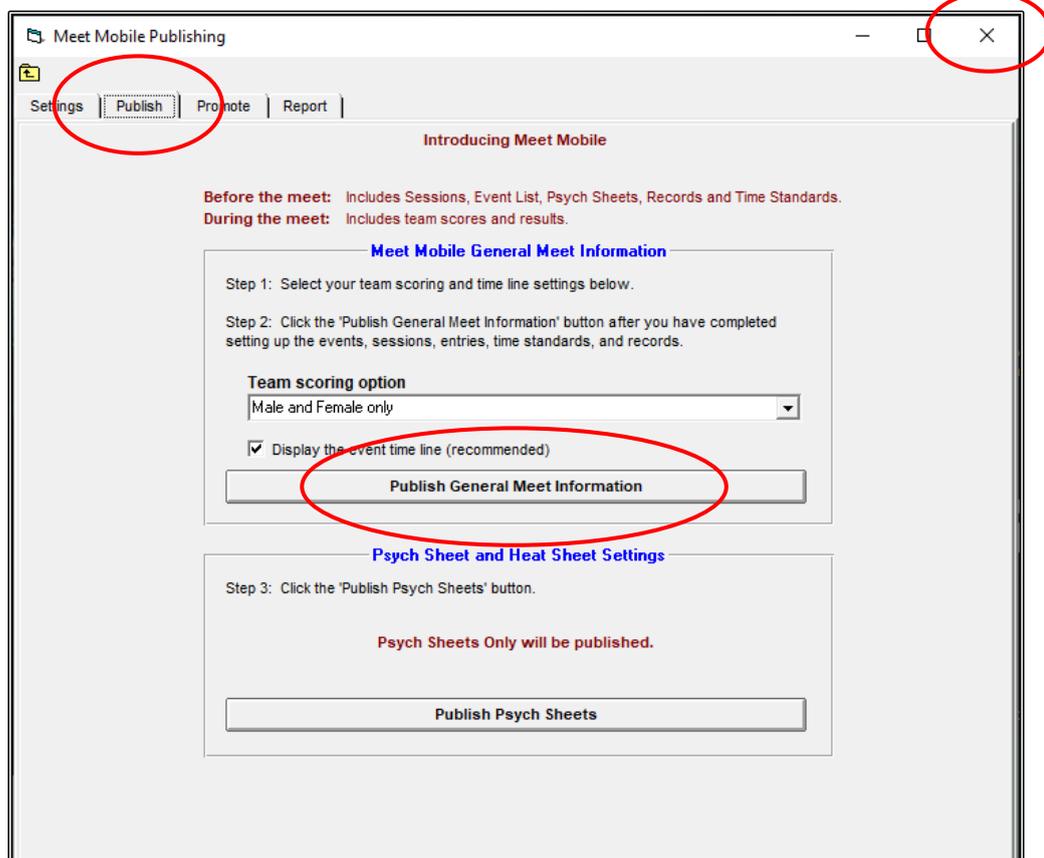
Click OK once the SELECTIONS screen appears.
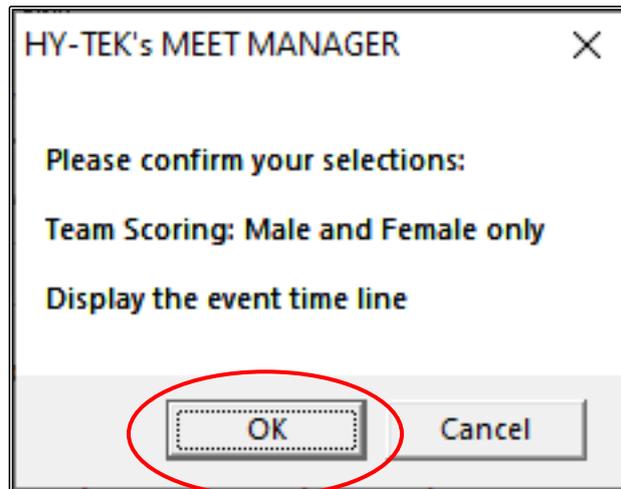
Click OK once the meet has been uploaded and PUBLISHED SUCCESSFULLY.

CLOSE OUT ⊠ of the MEET MOBILE PUBLISHING screen back to the MAIN MENU screen.
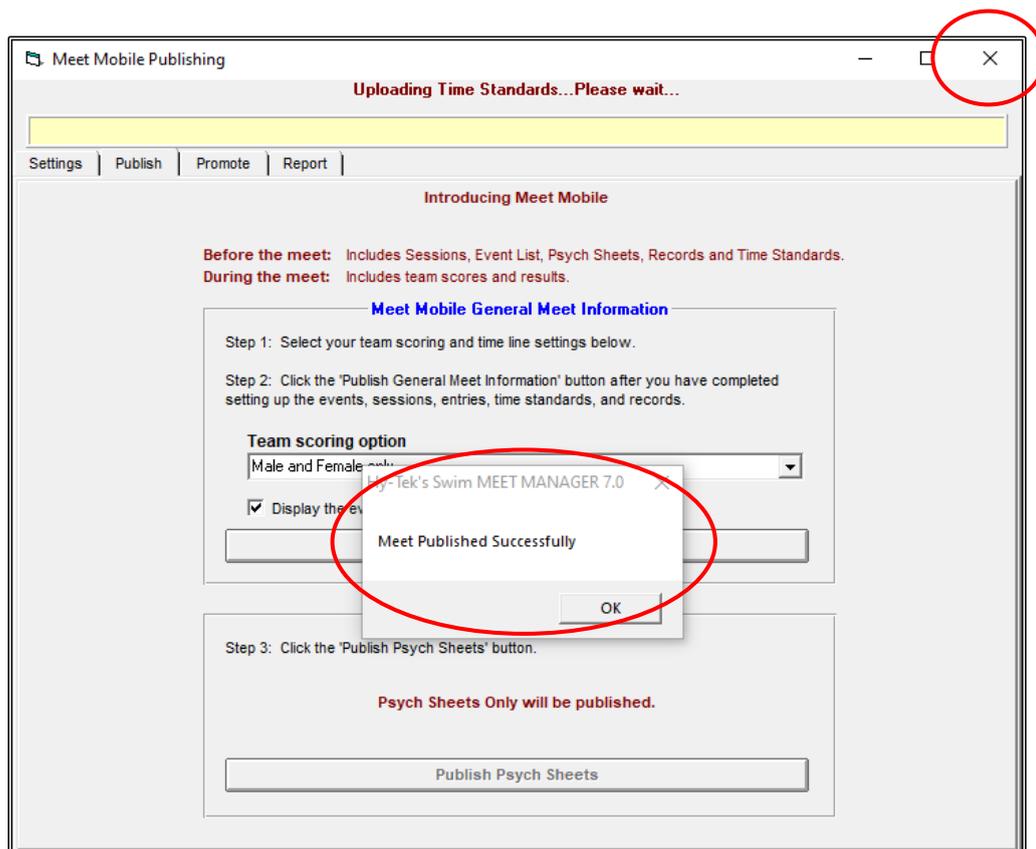
Now that MEET MOBILE has been set up and published, you need to ensure that it is operating within the RUN screen.

From the MAIN MENU screen, click on the RUN tab.
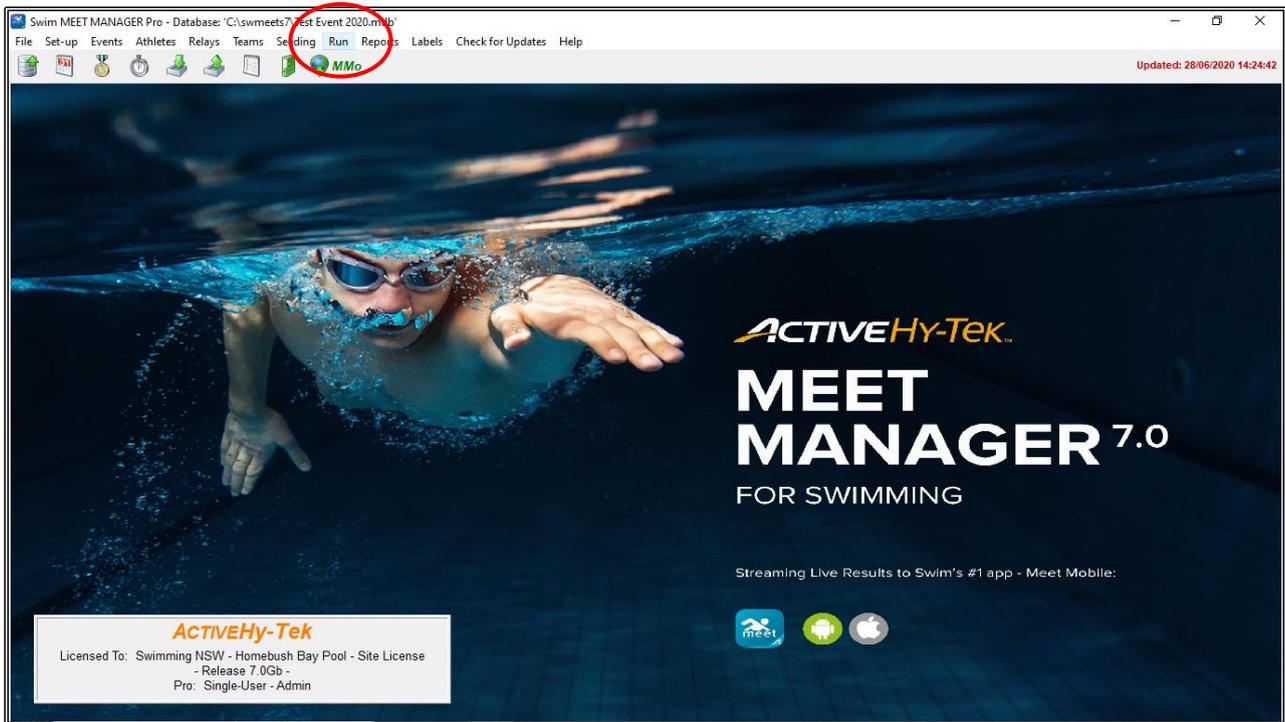
From the RUN screen, MEET MOBILE can be activated as long as the date of operation is on or after the start date of the meet and within seven (7) days of the end of the meet.

To activate, click the MEET MOBILE tab on the top right of the screen and highlight the SESSION/SESSIONS that you want to publish. Now tick the ACTIVATE THE MEET MOBILE SYSTEM box.

CLOSE OUT ☒ of the MEET MOBILE screen when completed.
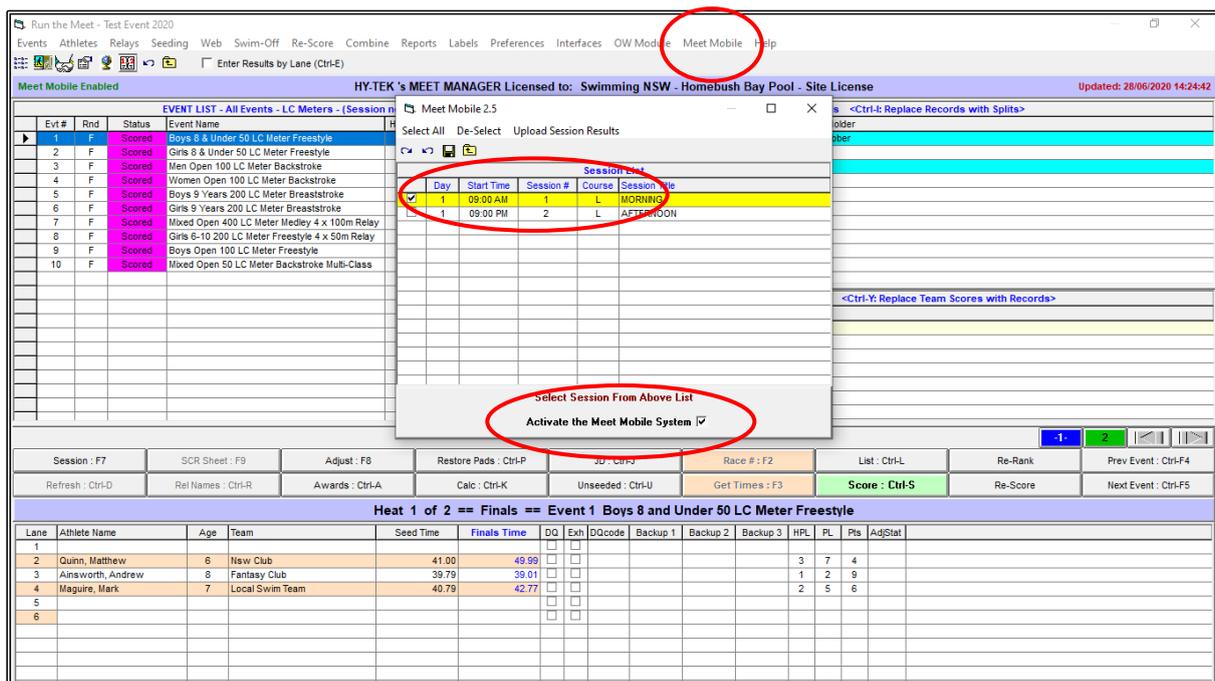
You will now see in the RUN screen, that the MEET MOBILE ENABLED message is green.
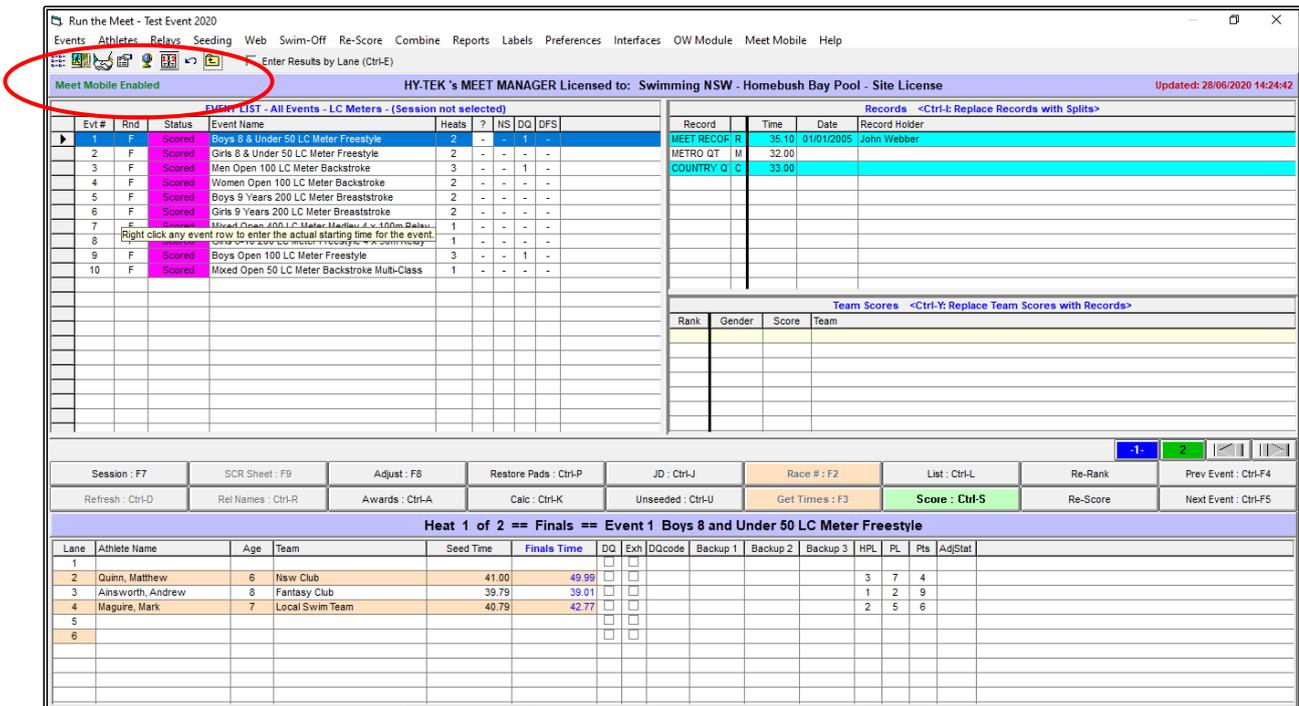
When MEET MOBILE is enabled, results are sent to an ACTIVE NETWORK WEB SERVER which serves the Meet Mobile applications that are running on various APPLE devices.

As heat results are uploaded, the times are sorted in order in MEET MOBILE's EVENT RESULTS list, but place rankings are not shown until ALL heats are completed within an EVENT.

RESULTS are uploaded during the following operations but only if there was a change to a result:

- The current heat is uploaded when changing to another heat using the HEAT buttons, the NEXT HEAT button, the PREVIOUS HEAT button or moving to another EVENT.

- If entering RESULTS for the current heat causes the EVENT to be DONE, then moving from the current heat causes ALL the heats to be RE-UPLOADED along with the overall rankings.

- Clicking on LIST, SCORE or RE-RANK causes EVERY HEAT RESULT to be UPLOADED if the EVENT is DONE. If the EVENT is not DONE, nothing is uploaded.

The time to upload a heat is very short and will not slow down your data entry in the RUN screen.

You can UPLOAD an entire Session's RESULTS at any time from the RUN screen by clicking on the MEET MOBILE tab on the top right of the screen.
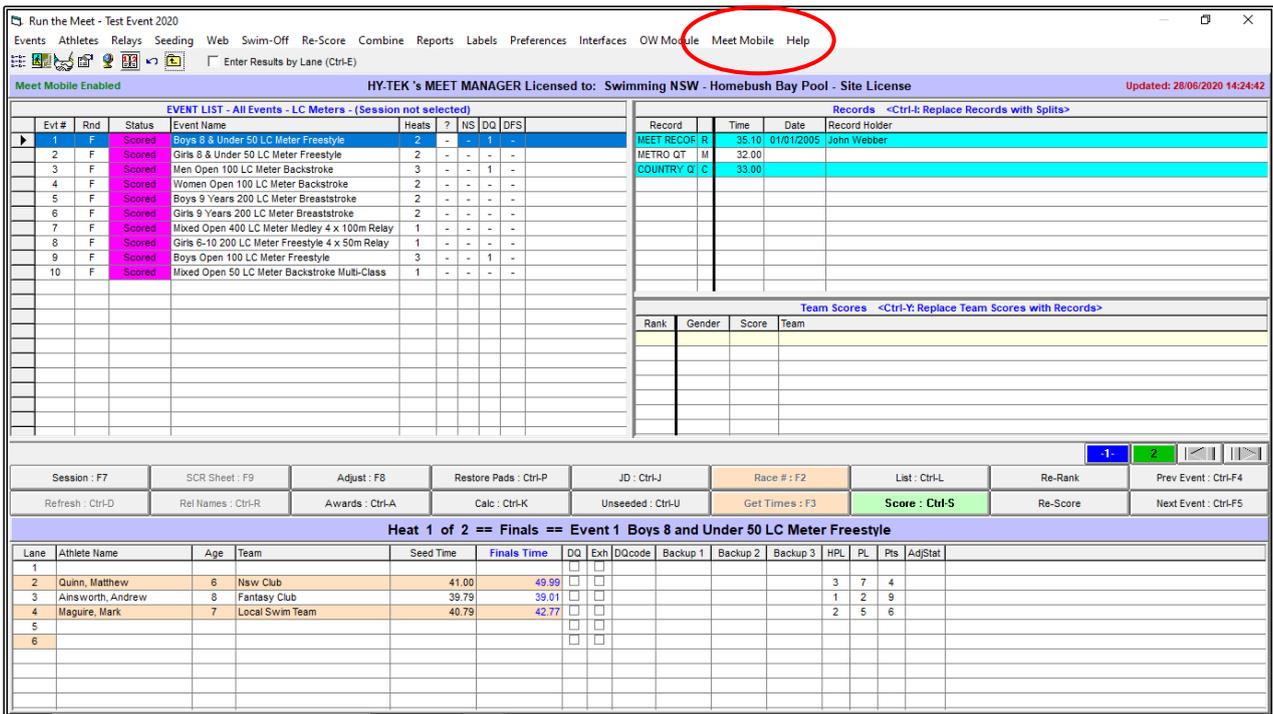
Be sure the ACTIVATE THE MEET MOBILE SYSTEM check box is ticked and select one or more sessions.

Click UPLOAD SESSION RESULTS and all completed events within the session will be uploaded along with both cumulative and subtracted splits.
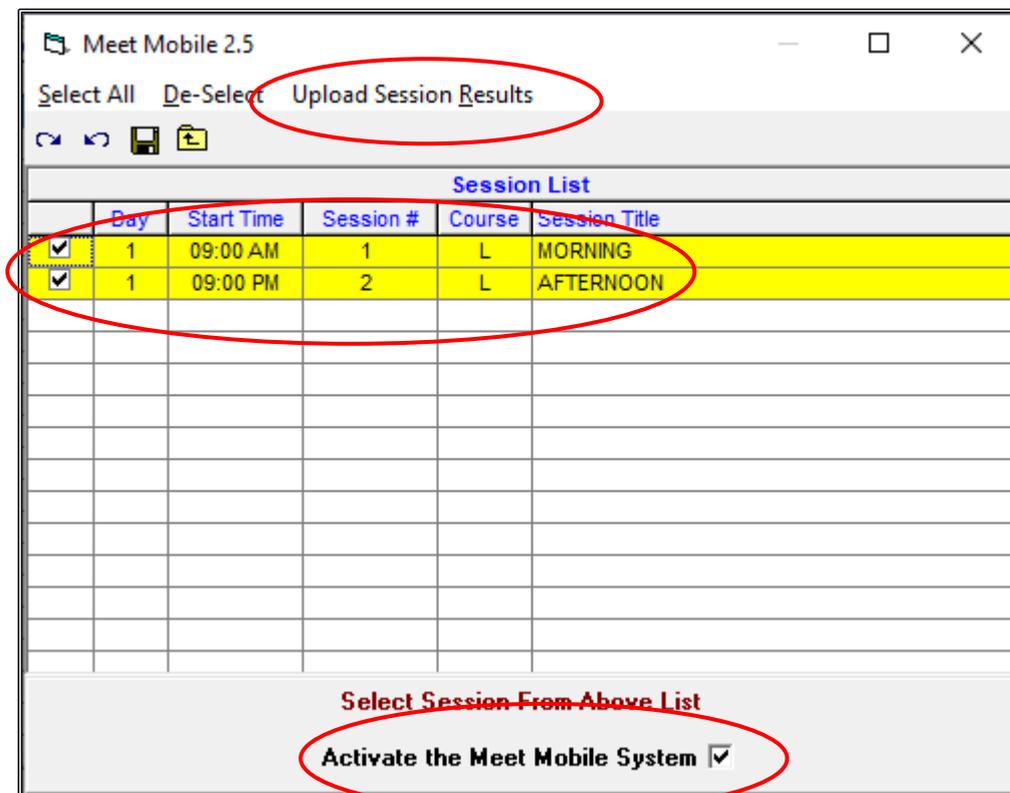
SECTION THIRTEEN: HOW TO SET UP MULTIPLE AGE GROUPS for POINTS and MEDALS in MEET MANAGER

You may wish to have MULTI-AGE events at your meet where a range of swimmers of different ages can be swum together but scored into specific age groups and medals awarded separately.

Click on the EVENTS tab from the MAIN MENU screen.
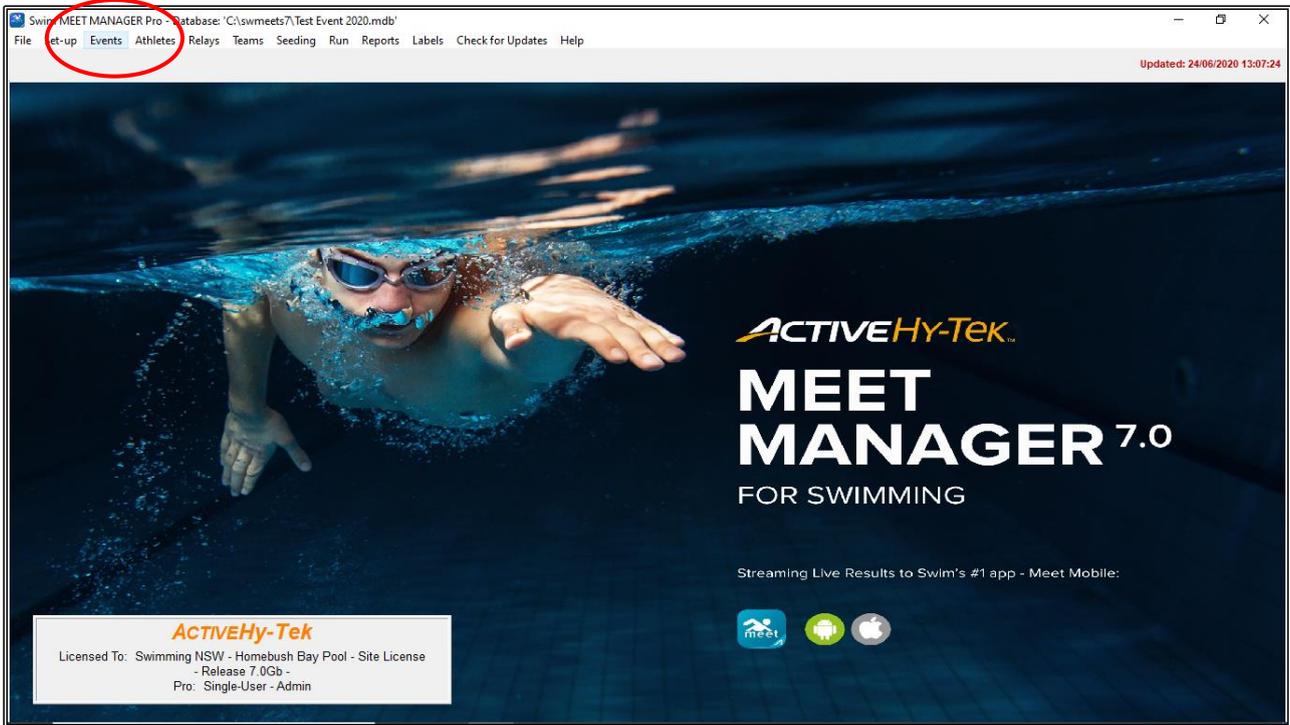
From the EVENTS screen, click on ADD.
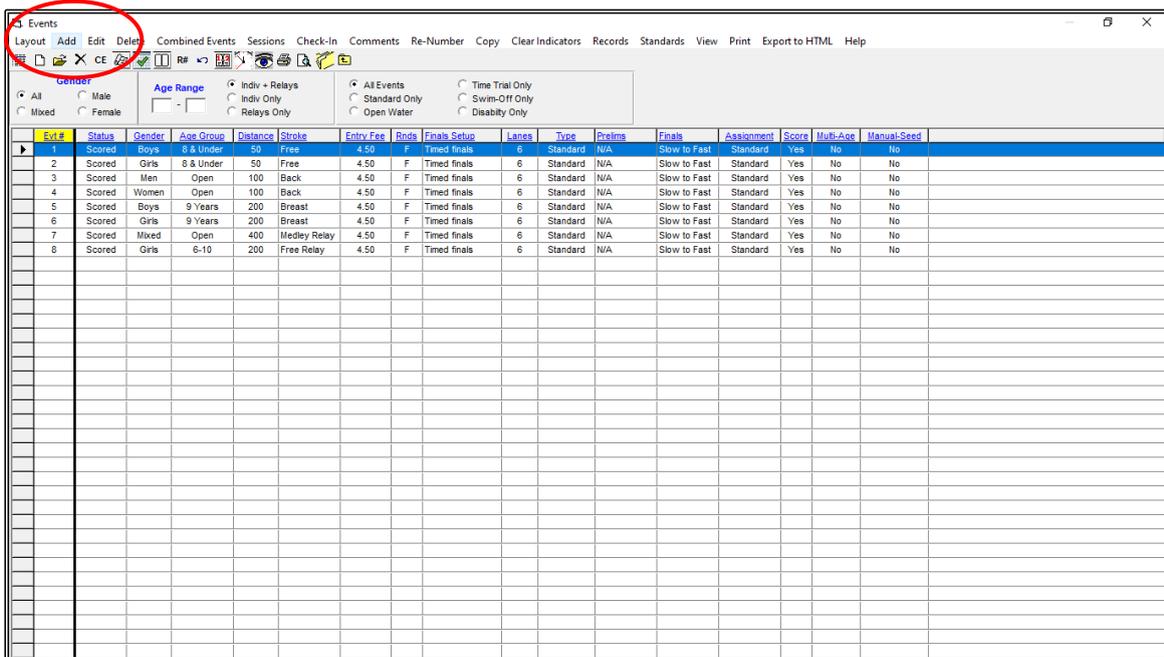
Set up a new EVENT:

EVENT 9 - BOYS INDIVIDUAL OPEN 100m FREESTYLE and tick the MULTI-AGE GROUP option.

The MULTI-AGE GROUPS screen opens, and you can now type in the AGE GROUPS that you want to award points and medals to.

For example: 8 years and under, 9 years and the 10 years and over age groups. Click OK when all groups have been entered.

The RESULT screen below shows how this event would have been ranked and scored if no MULTI-AGE GROUPS had been set up.

This RESULT screen below shows how this event has now been broken up into the three MULTI-AGE GROUPS that were set up and how the placings and points are broken down.

SECTION FOURTEEN: HOW TO SET UP YOUR MEET IF YOU HAVE MULTI-CLASS (DISABILITY) SWIMMERS

If you have MULTI-CLASS swimmers attending your meet that have different classifications but will be competing together, you may wish to set your meet up so that MEET MANAGER works out the correct placings and point scoring for you. This is based on the information that you enter for each of these swimmers.

The first thing that you need to do is set your meet up as a DISABILITY meet. Doing this will only affect MULTI-CLASS swimmers and the other able-bodied athletes will be placed and scored as usual.

From the MAIN MENU screen, click on the SET-UP tab and then select MEET SET-UP from the drop down.
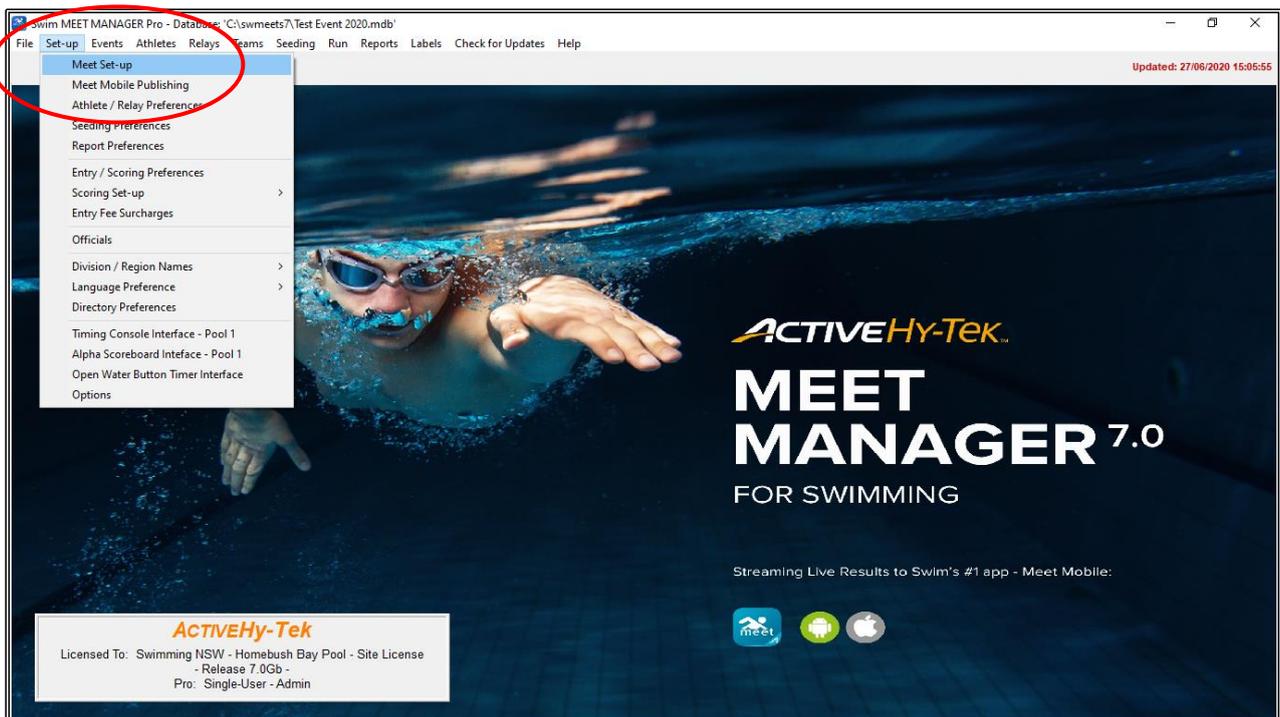
In the MEET SET-UP screen, all your normal information remains the same, you just need to change the CLASS section from AGE GROUP to DISABLED.

Click OK.

So that the scoring and placings will be correct, you need to also set this up. From the MAIN MENU screen, click on the SET-UP tab again and choose ENTRY/SCORING PREFERENCES from the drop down.
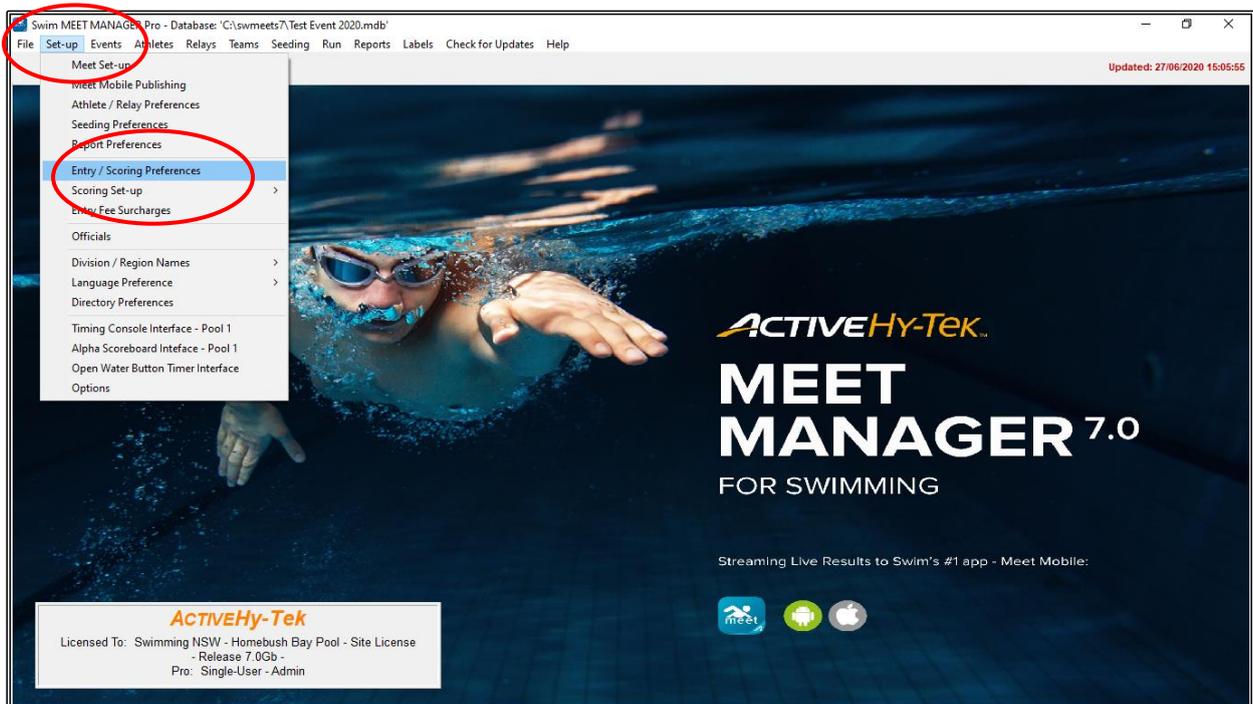
In the ENTRY/SCORING PREFERENCES screen, click on the DISABILITY MEET tab.

You need to choose AUSTRALIAN PARALYMPIC POINTS (LC and SC Meters only) from the PARALYMPIC POINT SYSTEM drop down box.

Now you need to tick the RANK RESULTS FOR MULTI-CLASS ATHLETES box.

Then click OK.
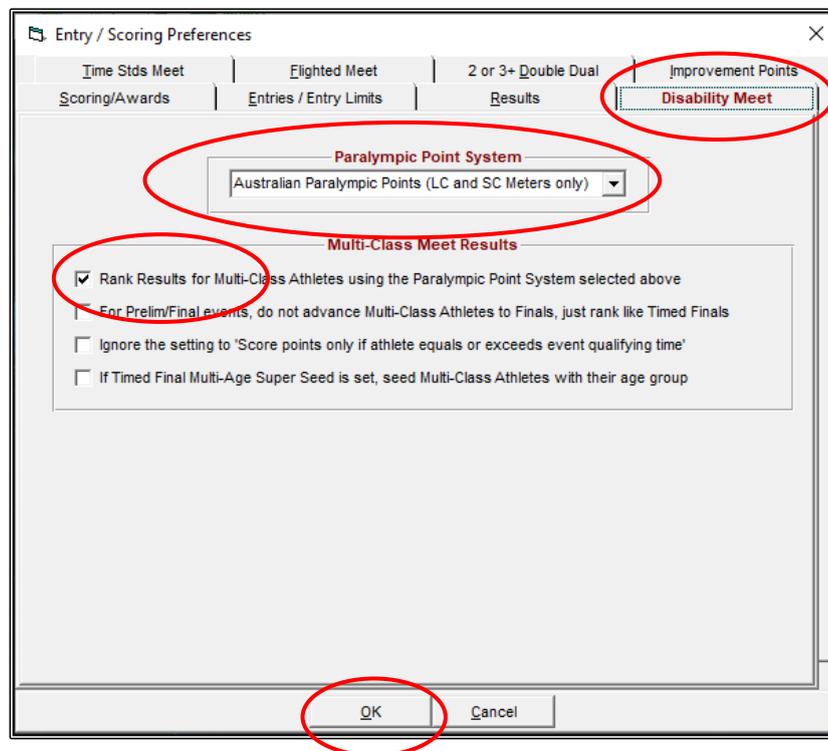
Click on the EVENTS tab from the MAIN MENU screen and we will add a DISABILITY event so that you can see how the results are shown.
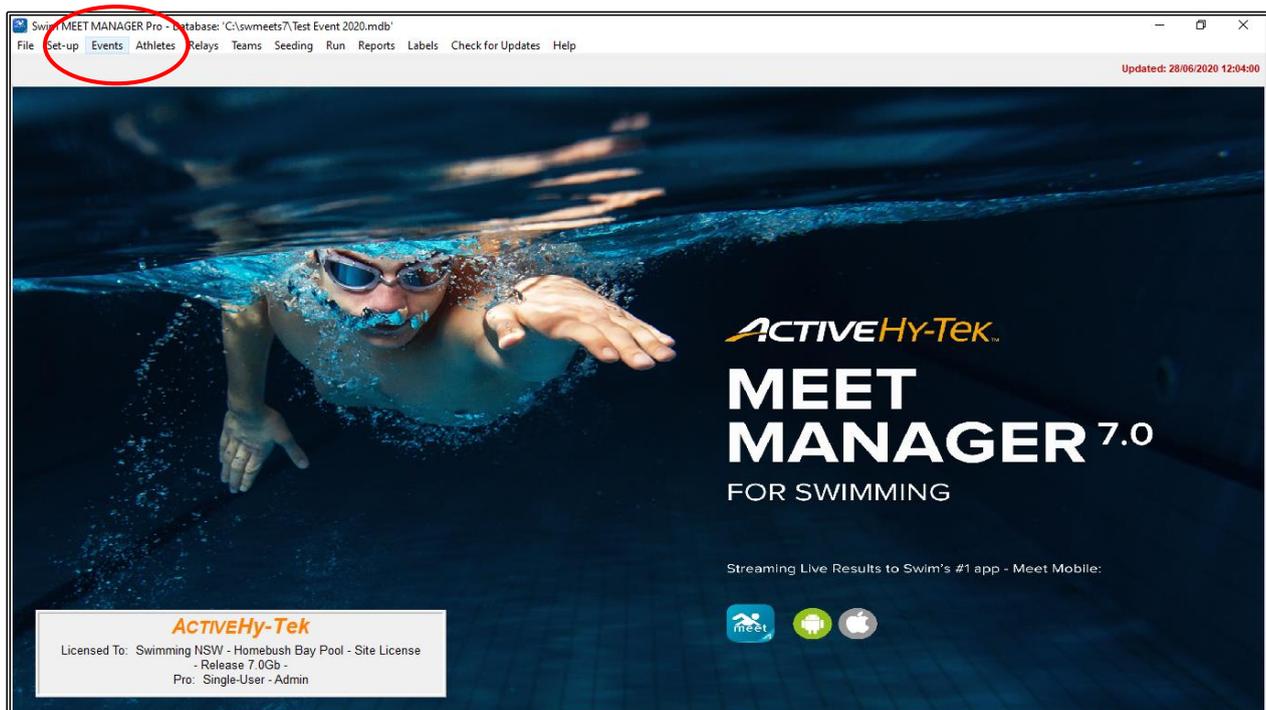
When the ADD NEW EVENT screen opens, we will add the following event:

1. EVENT # 10
2. MIXED GENDER
3. OPEN/SENIOR
4. 50m
5. BACKSTROKE
6. In the EVENT TYPE section, you need to click on MULTI-CLASS.

Click OK when you are finished entering the information and then click on CANCEL.

You will see from the EVENTS screen that EVENT 10 has now been added to your list.

CLOSE OUT ⊠ of the EVENTS screen back to the MAIN MENU screen.

You will now need to enter some athletes. From the MAIN MENU screen, click on the ATHLETES tab at the top of the screen.
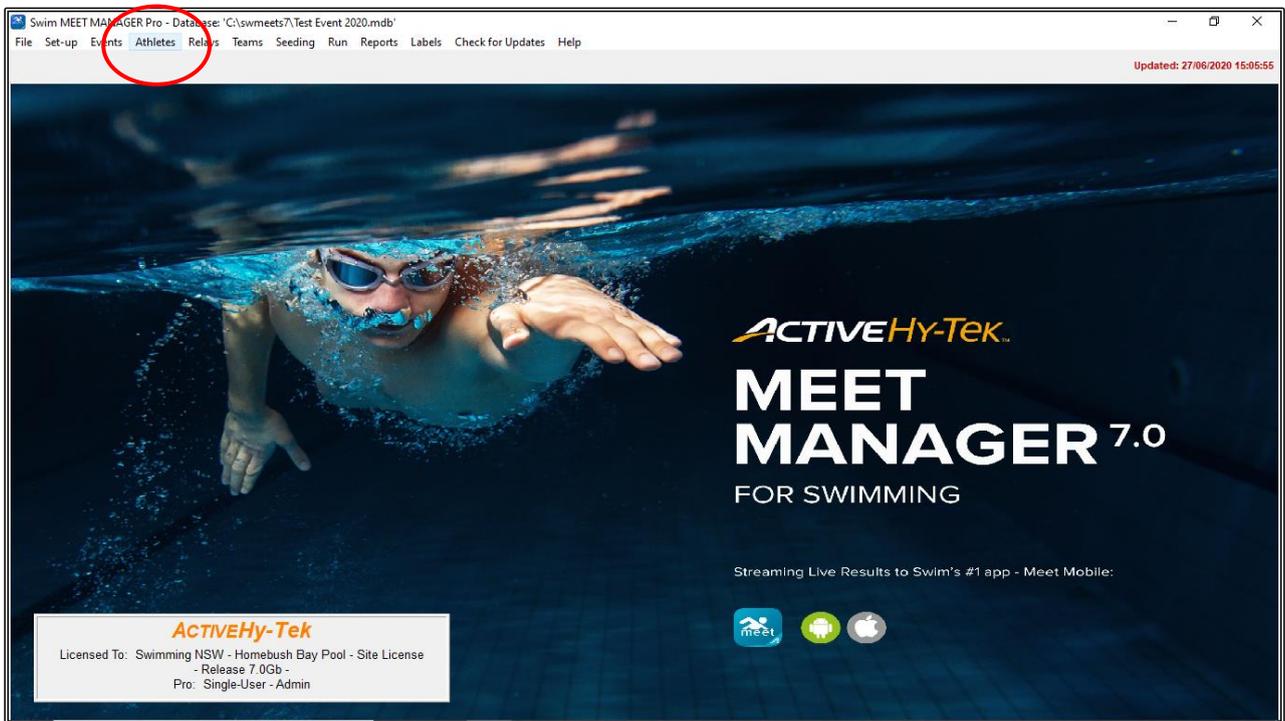
From the ATHLETES screen, click on the ADD tab at the top of the screen.

When the ADD NEW ATHLETE screen opens, start adding your athletes from the list shown below. The only difference to adding these athletes is that their STATUS must show DISABLED.

For the system to work properly, they must also show a CLASSIFICATION number in the DISABILITY (S, SB, SM) boxes.

Name	DOB	Classification	Event/s	Entry Time
Charlie Watts	10/05/2008	S14, SB14, SM14	Event 10	1:00.16
Michael Jagger	02/03/2011	S8, SB8, SM8	Event 10	NT
Keith Moon	16/07/2008	S9, SB9, SM9	Event 10	1:52.67
Shelley Winters	06/04/2008	S6, SB6, SM6	Event 10	2:14.43
John Keates	09/10/2009	S14, SB14, SM14	Event 10	1:11.23
Cheryl Crowe	30/04/2009	S10, SB10, SM10	Event 10	NT

Once all the athletes have been entered, we just need to seed the event and then run it. From the MAIN MENU screen, click on the SEEDING tab.
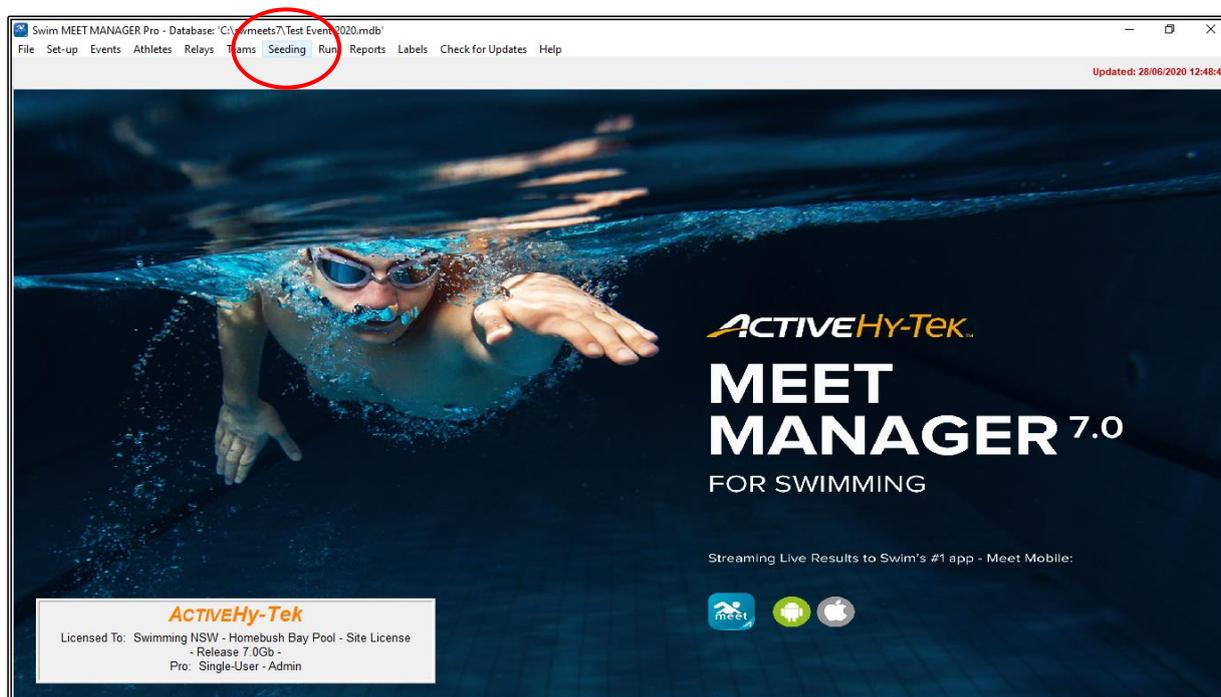
From the SEEDING THE MEET screen, select EVENT 10 and then click on the START SEEDING tab at the top left-hand corner of the screen. CLOSE OUT of this screen when the event is seeded.
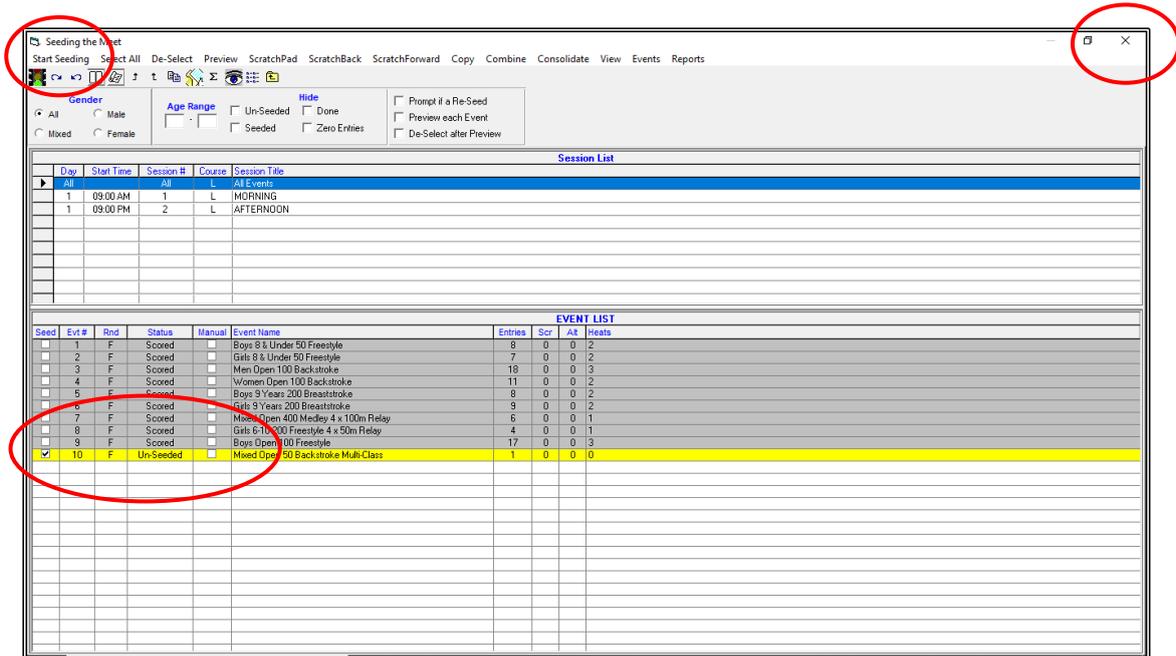
From the MAIN MENU screen, click on the RUN tab.
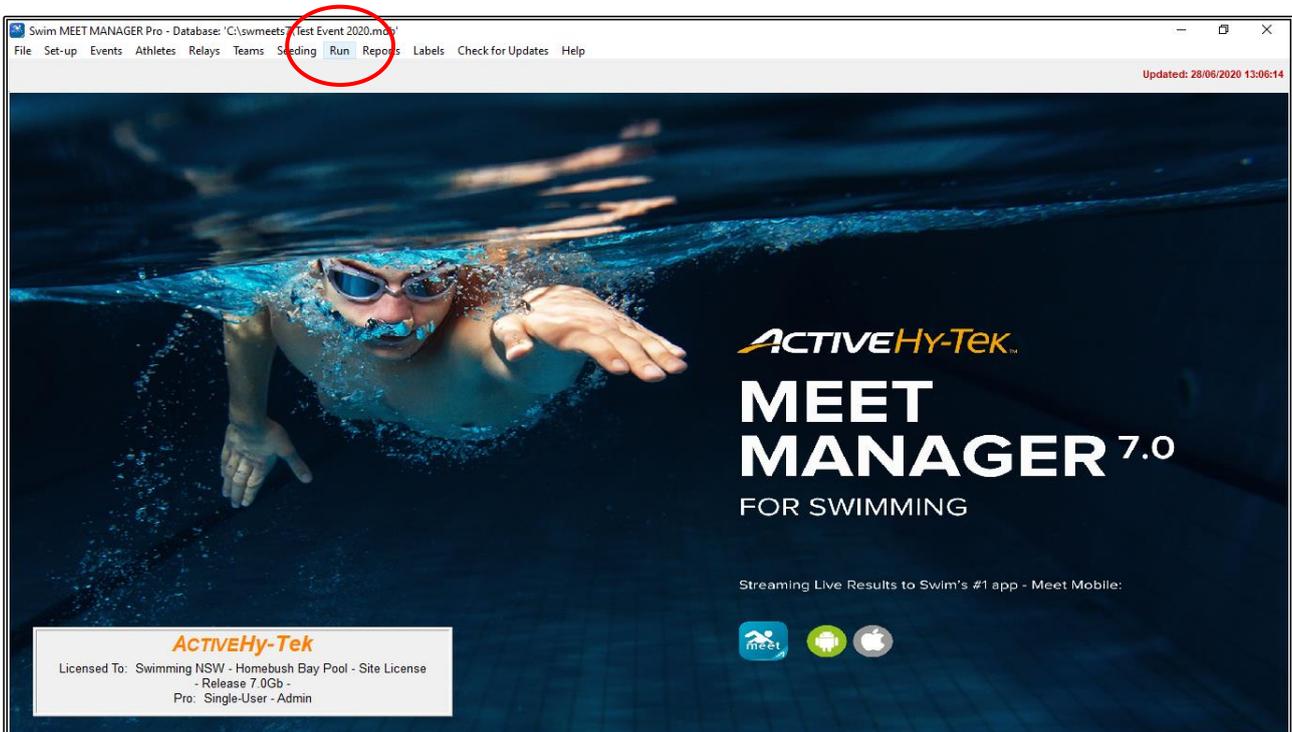
From the RUN screen, highlight EVENT 10 and then type in the FINALS TIME column the times listed below and then click on the SCORE button.

SWIMMER	FINALS TIME
Michael Jagger	1:47.62
Keith Moon	1:55.84
Charlie Watts	59.45
John Keates	1:15.35
Shelley Winters	2:00.16
Cheryl Crowe	1:00.78

You can see from the RESULTS page below that the fastest swimmer is NOT the winner.

In the background, Meet Manager calculates the results time against the WORLD RECORD for that swimmer based on GENDER, AGE and CLASSIFICATION.
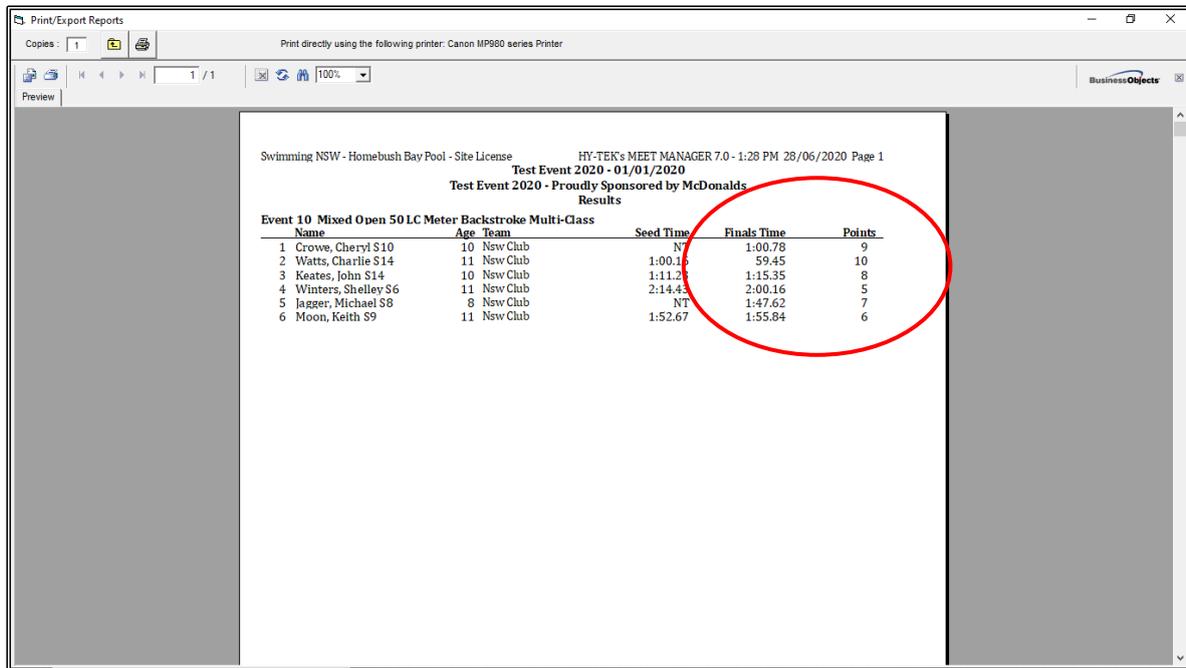
What MEET MANAGER does not do however is allocate the POINTS that you have set up in the correct order. MEET MANAGER will still allocate the points based on the fastest time.

You now need to go into the RUN screen again and JUDGE these points accordingly before the OFFICIAL RESULT is published.

In the RUN screen, click on the JUDGE button.
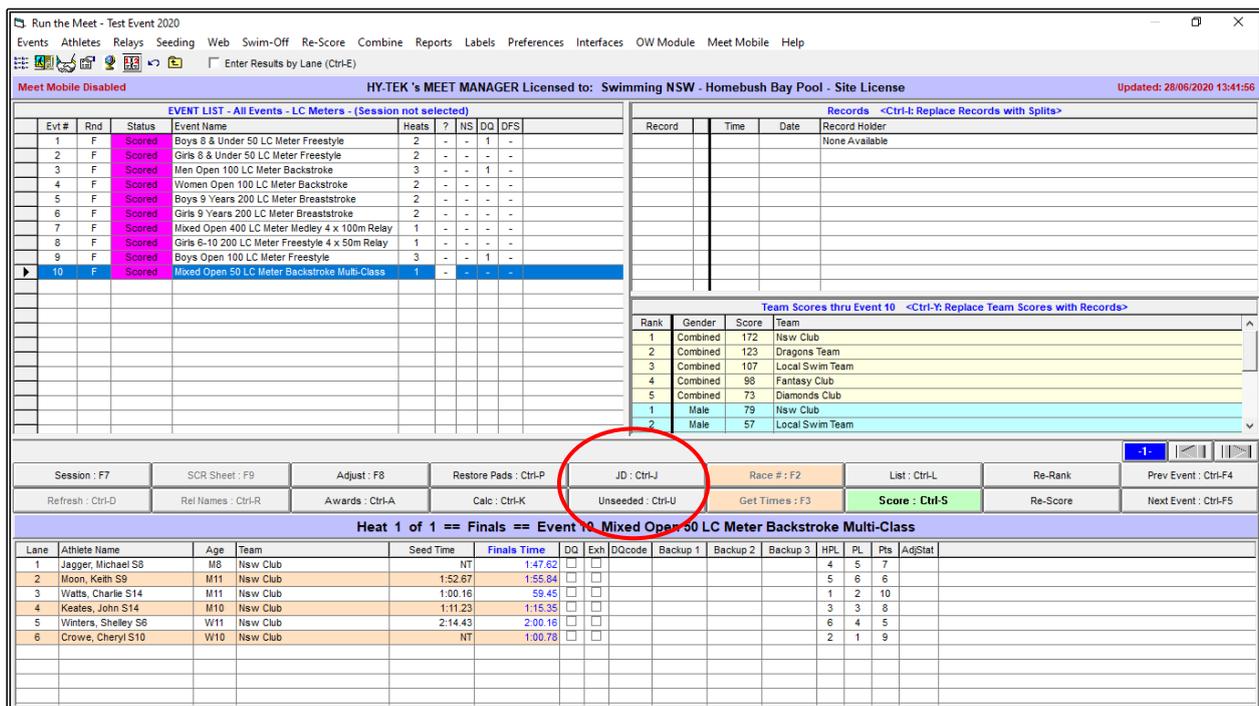
When the JUDGES DECISION screen opens, click into the JD POINTS column on the right-hand side of the screen and type in the correct points according to the placings. Click OK when finished.

Click on the SCORE button again from the RUN screen, and you now see that the RESULTS page shows the swimmers in their places but with the correct JUDGED scores.

NOTE: If you do have MULTI-CLASS swimmers at your meet, you may need to check if they are also swimming in ABLE-BODIED events.

If they are, you will need to go into their ATHLETE PROFILE and change their STATUS back to NORMAL and remove their CLASSIFICATION NUMBERS before you print those results.

For example, CHARLIE WATTS is also competing in EVENT 3, the OPEN 100m BACKSTROKE.

If you do not adjust his STATUS profile for this event, the result will look as follows - it throws the MULTI-CLASS swimmer to the bottom of the page.

Once you change the STATUS in the ATHLETE PROFILE for CHARLIE WATTS back to NORMAL and remove his CLASSIFICATION numbers, the same RESULT will place CHARLIE where he actually came in that event.

NOTE: Do not forget to change the MULTI-CLASS swimmer's profile STATUS back again if they have any more MULTI-CLASS events to swim later in the meet.

SECTION FIFTEEN: UPDATING RECORDS IN MEET MANAGER

If you have finished your meet but will be running the same meet again, you can PURGE all of your current result data but still keep all the SHELL information including the RECORDS which you can automatically update ready for the next meet.

From the MAIN MENU screen, click on the EVENTS tab.
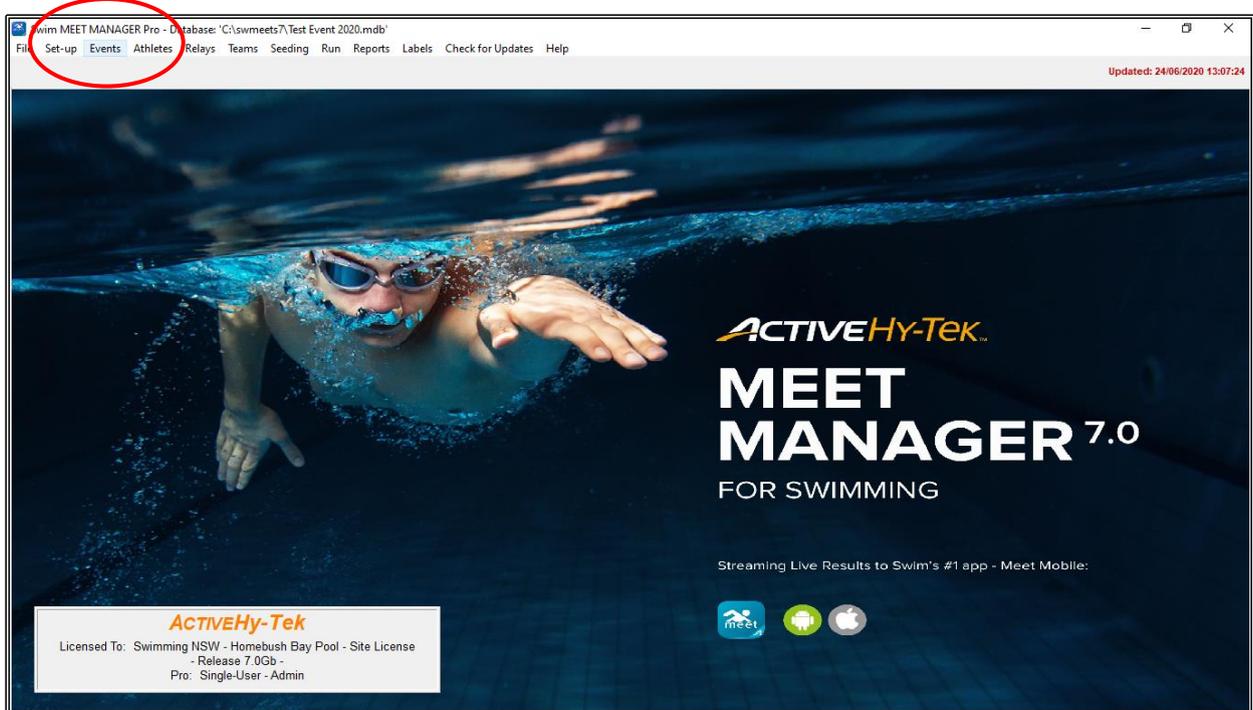
When the EVENTS screen opens, click on the RECORDS tab at the top of the screen.

If you have multiple RECORDS listed, ensure that you have the correct record highlighted. In the example below, the only record you want to UPDATE is the MEET RECORD.

From this screen, click on the UPDATE button at the top of the screen.

You will see from the below screen that TWO RECORDS were broken at the TEST EVENT 2020 meet.

This shows you the EXISTING (Old) record and below that, highlighted in yellow, the NEW record set at the meet. If you are happy with this information, click on the OK button at the bottom of the screen and EVENTS 1 and 3 will be updated for you.

If, for some reason, this information is not correct, UNTICK the box and that particular record will not be updated. If you are not sure of any of the information listed, then click CANCEL.
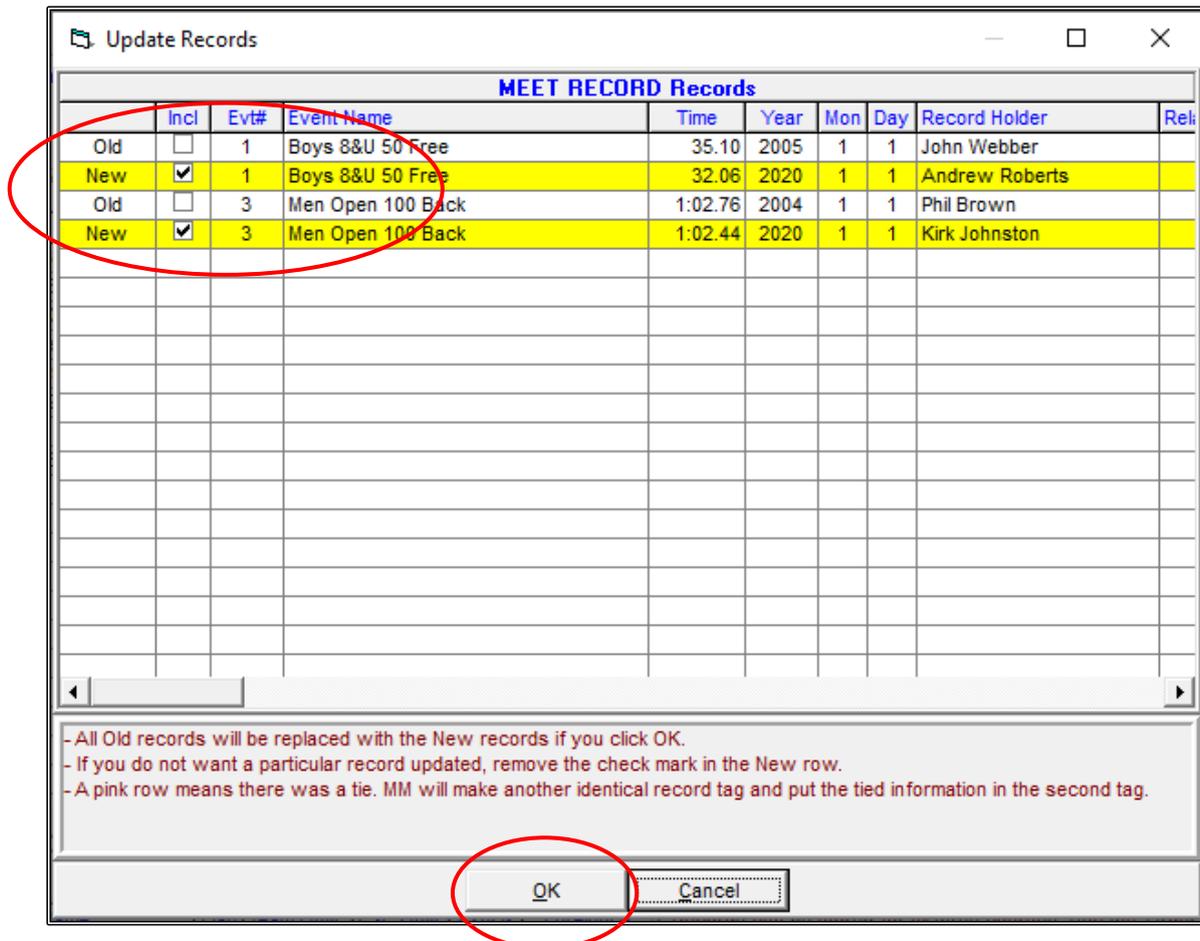
You can see now in the RECORDS screen, that EVENTS 1 and 3 have been UPDATED to reflect the current information from the recent meet.

You can now CLOSE OUT ⊠ of both the RECORDS and EVENTS screens back to the MAIN MENU screen.

SECTION SIXTEEN: HOW TO PURGE DATA READY FOR THE NEXT MEET

If you have finished your meet but will be running the same meet again, you can PURGE all of your current result data but still keep all the SHELL information.

From the MAIN MENU screen, click on the FILE tab and then select RESTORE from the drop down.
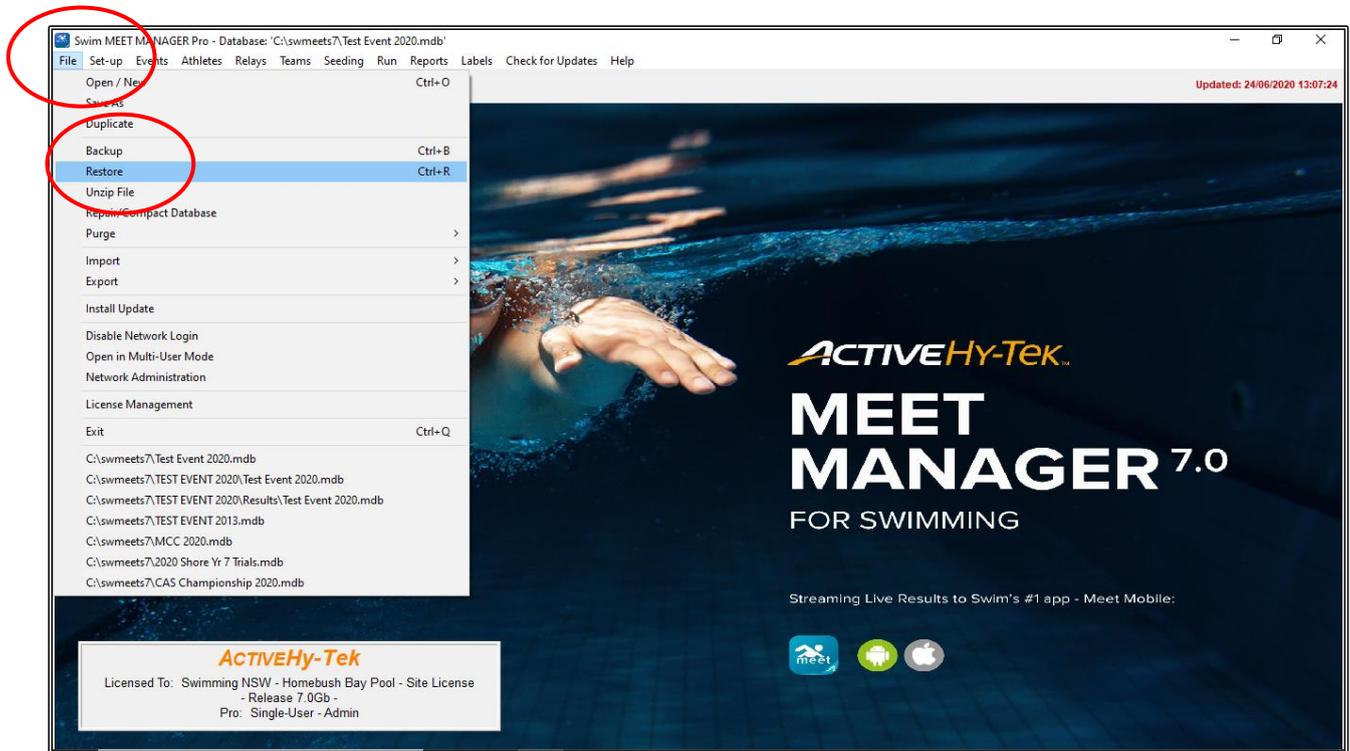
Click on the fourth dial option, UNZIP, COPY DATABASE TO A SELECTED FOLDER, AND OPEN THIS NEW DATABASE.

Also tick the RENAME DATABASE (EXCEPT FOR CHOICE 1): box and rename the current meet to TEST EVENT 2021 for example.

Click OK.
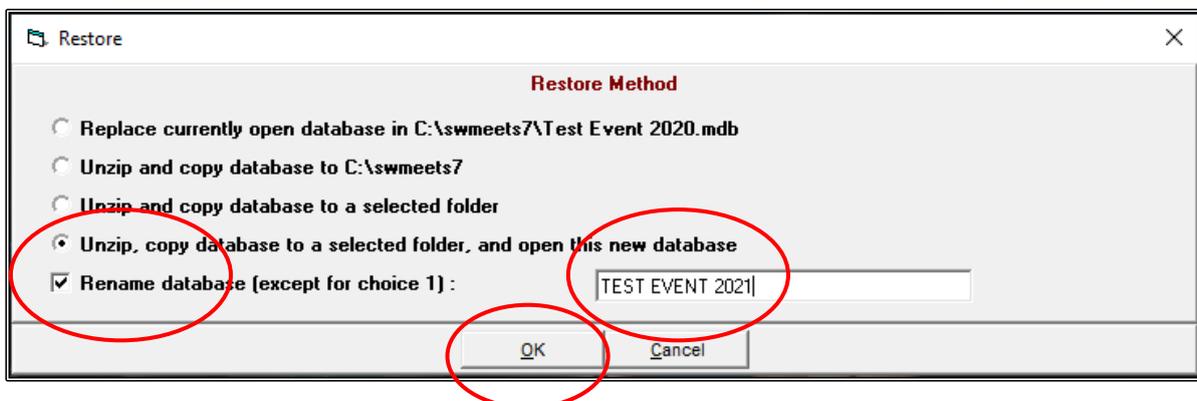
Locate the file you wish to use from last time and click on this meet.

This should be a MEET MANAGER BACKUP file that you created at the end of your last meet and should be in the RESULTS sub-folder that you created last time, ie:

C:\swmeets7\TEST EVENT 2020\RESULTS
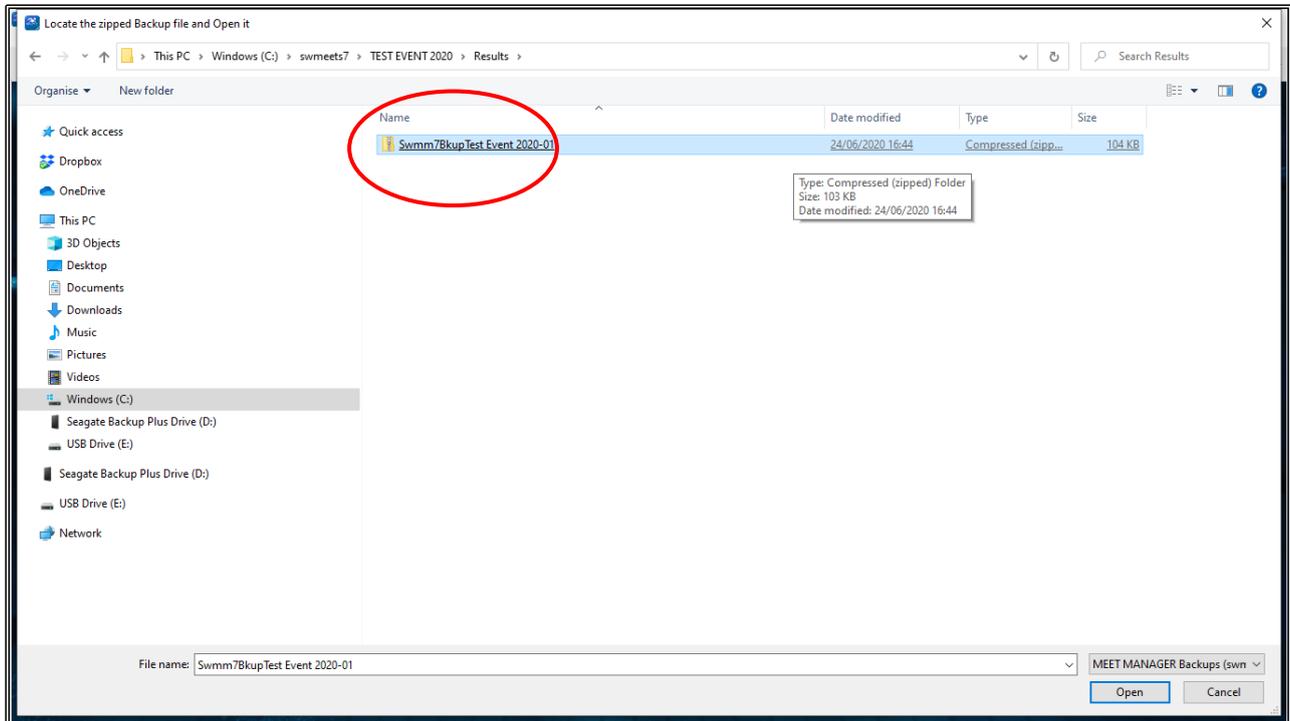
When the SELECT RESTORE TO FOLDER screen opens, MEET MANAGER will default to the C:\ DRIVE and the SWMEETS7 DIRECTORY and this is where the file should be kept.

Click OK.
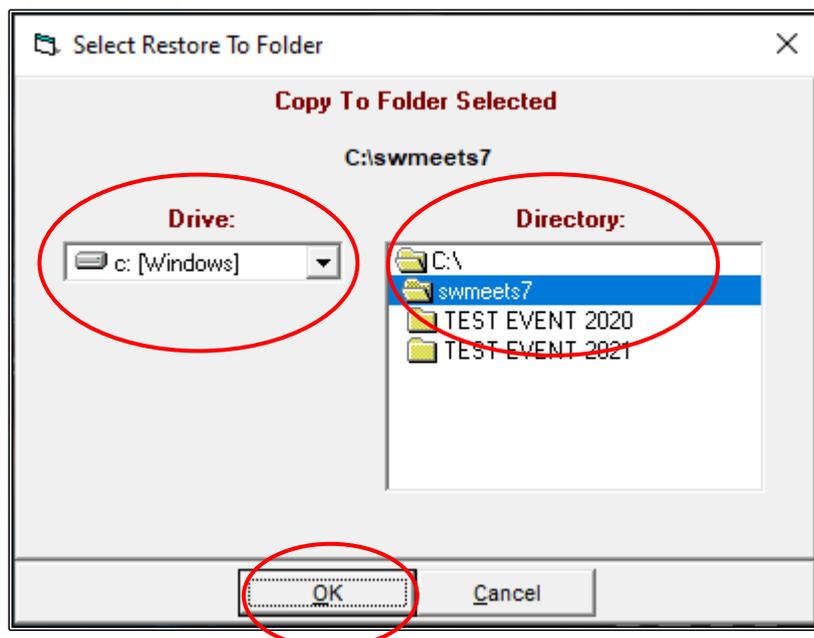
Click OK when the UNZIP THE BACKUP FILE screen appears.
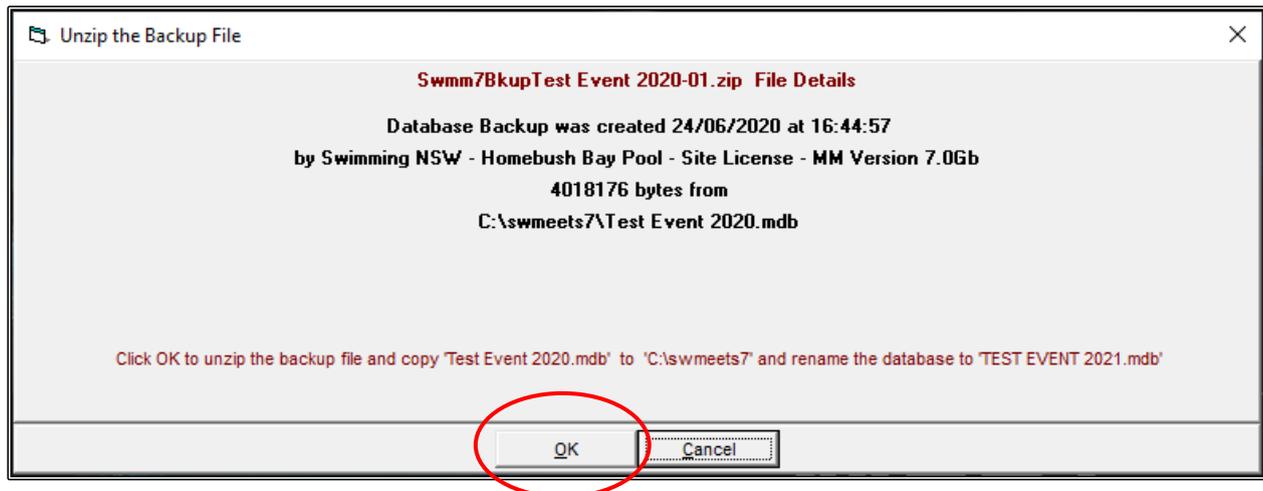
Click OK when the BACKUP FILE has been UNZIPPED.
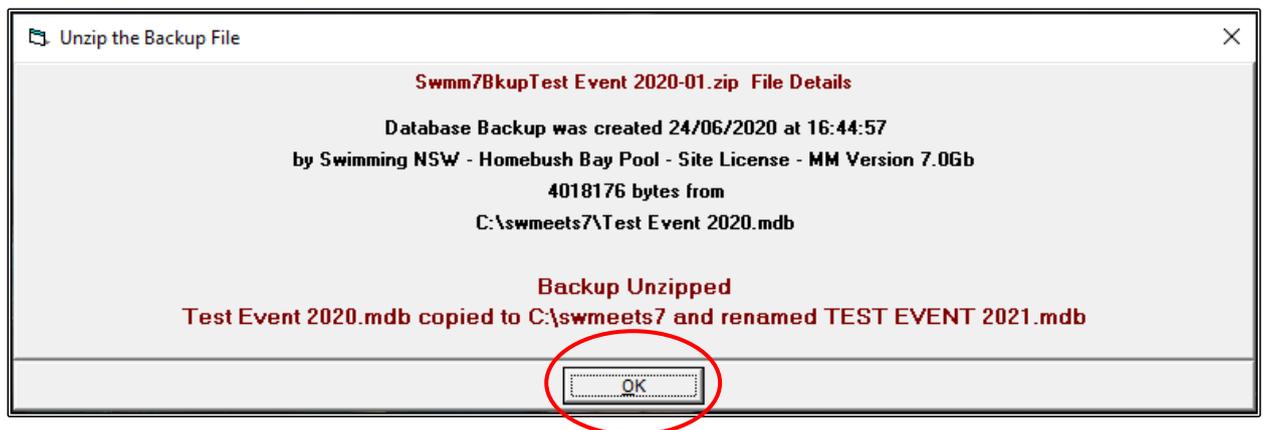
If the LOG IN screen below appears, just click OK.
This is only used if you are networking your computer with another Meet Manager computer.