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.

TEAM MANAGER - Database:C:\TM5Data\Pramonds Club.mdb - [Meet Browser]	-	o ×
Add Edit Delete Events Results Entries Import Ageup Reports Velp		- 8 ×
🗅 😅 🗙 🖧 🕘 🏭 🏟 💾 🍈 💼 🛛 Entry Browser		
Meet Type: Cc Entries by Name DAMAYY	Use Since Date	
Entry by Event		
Meet Name Max Entries et Type:	Meet Information	
Test Event 2020 Swimmer Entry Status	Name Test Event 2020	
	Meet Type	
	End Date Wednesday, 01 January 2020 Swimmers Entand 0 Relaw Entered 0	
	Swinniers Enkeled 0 Freidys Enkeled 0	

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.

1	TEAM MANAGER - Database:C:\TM5Data\Diamonds Club.mdb - [Entries by Name] -	o ×
	S Find Time Calc Athlete Results View Print Help	_ # X
	A Start Star	
	Only Pre-Entered Athletes C Male Team Group WM Gr Low Age C Female C Female High Age Clear All Enter An Subgroup WM Sub Standards	
$\left(\right)$	A B C D E E G H I J K L M N Q P Q R S I U V W X Last Name F Ref Acce QC Sub Yz Preferred Name To Citizen	<u>Y</u> <u>z</u>
	Orkere Clinibility M 09-301-10 9 DUA OKArd9011 Motion F 07-308-10 9 DIA RENRET7110 White Michael M 11-Nov-10 9 DIA WHMI111110	
	Show Relay Entries Max Combined Entries 3 Session Meet Division ▼ Show Swim-Up Events Current Patters A Relay Entries 0 Session Meet Division ▼ * = time did not make the cutoff.	
	01-Jan-20 Test Event 2020	
	Sees Div Event Gen Distance Strive Age Enter Best Time Custom Time Exh Alt Bonus Slower Faster Slower Faster Slower Faster Achieved Meet Achieved	
(

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.

😹 TEAN	TEAM MANAGER - Database:C:\TM5Data\Diamonds Club.mdb - [Entries by Name]								×																	
AA III	d Time Cal	Athlete Kesu	Eor this	w Prin s Meet S	t Help	Team:		_																		- 6' X
899 🕮 🖉			-					<u> </u>																		
C Onh	y Pre-Entered /	Athletes (C Male C Female		Team		•		Group	•	WM C	3r	•	Low Ag High Ag												
C	lear All	Enter All	Both	So	chool Yr	•		Sub	group	•	WM Su	ь	-	Standards			-									
A	B	<u>c p</u>	E		E	G	Ħ		1	1	K	L	M	N	Q	E		B S	1	.	U	⊻	<u>w</u>	Ι <u>Χ</u>	ΙY	Z
Last	Name	First Name	MI <u>G</u>	en j	Birth	Age	Gr	Sub <u>Yr</u>	Preferr	ed Name	Team	D		Citizen												
Clari	ke Inv	Rebecca		F 17	7-Oct-00	19					DIA	CLARE1	71000													
O'Ke	efe	Christopher		M 09	Jun-10	9					DIA	O'KCH0	0611													
Ren	ford	Erin		F 07	-Nov-10	9					DIA	RENERO	71110													
Whit	e	Michael		M 11	-Nov-10	9					DIA	WHMI11	1110													
	Show Relay Er	itries Ma	ax Combin	ed Entrie	s 3	_						Show	Swim-Up	Events												
Cu	rrent Entries	2	Rel	lay Entrie	s o	000		Me	et Divis	iion	•	* = time	did not ma	ke the cut	off.											
	<u> </u>			\checkmark							Clours	01-Jan-2	0 Test Ev	ent 2020	Fastar	Claurar	Easter	1								
Sess	Div Event	Gen Distance	e Stroke	Age	Enter	Best Tim	e Cus	stom Time	Exh	Alt Bonus	Than-[Ye	ds] Than [Yds] Than	[LCM] Th	an [LCM]	Than [SCM	Than [SCM]	Achieved	Meet	Achieve	ed					
1	4	F 10	0 Back	Ope	n 🗹		NT	02-40-071																		
2	0	F 20	oprease	09-0	9 💌			03.40.671	1																	
					-			/																		

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 \boxtimes of the ENTRIES screen and back to the MEET BROWSER screen.

TEAM MANAGER - Database:C:\TM5Data\Diamonds Club.mdb - [Entries by Name]								
🙃 Find Time Calc Athlete Results View Print Help								
🗚 🌉 🕗 🗑 🍙 🏠 👘 For this Me	et, Swim for Team							
Only Pre-Entered Athletes O Male O Female Clear All Enter All O Both	Team Group V WM Gr V Low Age School Yr Subgroup V WM Sub V High Age Standards V							
Annual E C E Last Name First Name In: Gen Clarke Rebecca In: Gen Murray Chelsea F O'Keefe Christopher F Renford Erin M Vites Michael M	E Q H I J K L M N Q P Q B S I U V W X Y Z Btth Acce QC Subscription OLA Calcent							
Sess Div Event Gen Distance Stroke	intries 3 Session Meet Division Show Swim-Up Events * - time dd not make the cuttoff. 01-Jan-20 Test Event 2020 01-Jan-20 Tes							
2 5 M 200 Breast 1								

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.

TEAM MANAGER - Database:C:\TM5Data\Dia	monds Club.mdb - [Entry by Event] — 🗇	Х						
Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help								
	F ① 중 は 母 全 官 Event 3 4 Swim for Team: Session: Meet Division -							
	01-Jan-20 Test Event 2020							
Sess Div Event Gen Distance Stoke	Age tr Slower Faster Slower Faster Slower Faster Fa	<u></u>						
1 1 M 50 Free	0880 1							
1 2 F 50 Free								
1 4 F 106 Back	Open I							
2 5 1 200 Breast 2 6 F 200 Breast	09-09 1 09-09 1	~						
Show Swim-Up Athletes	Team VM Gr V							
Conly Athletes Already in Meet	Yr VM Sub V							
Conly Pre-Entered Athletes	Group V Standards: V indicates a time did not make the cuttorff.							
Conly Pre-Entered with No Entries St	Abgroup Clear All Enter All + converted time							
A B C D E	F G H I J K L M N O P Q R S T U V W X Y	Z						
	Event [3] Open Male 100 Back							
Last Name First Name MI Entrol Te O'Keefe Christopher V MA	Am BestIme Custom Exhib All Borus Heat LN E RE CE Gen Age Yr Birth Achieved MeetAchieved							
White Michael 🗹 Dia	NT 1:15.88L D D D 1 1 M 9 11-Nov-10							

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.

🞽 TEAM MANAGER - Database: (\TMSData\Diamonds Club.mbb - [Entrybe event] — 🖸	×
🖏 Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help	. 8 ×
E A CALL & CALL Swim for Team. The second Se	
01-Jan-20 Test Event 2020	
Sess Div Event Gen Distance Stroke Age VR Then Ver Table Ver Then	
2 7 X 400 Media Open R	
2 8 F 200 Free 06-10 R	
J	
Show Swim-Up Athletes Team VM Gr V (20) indicates a Relay Only swimmer	
Only Athletes Already in Meet Vr Wild Sub Right Click to enter as Relay Only swimmer	
Conjy Athletes Already in Session	
Only Pre-Entered Athletes Group V Standards:	
Only Pre-Entered with No Entries Subgroup V Clear All 4 Best Select All 4 Best	
	7
Frent: 77 Onep Mixed 400 Mediav Palay	-
Liss Name First Name That distant Ban Bastime Bouls F RE CF Gen Anel	
Clark Rebecca DIA NT 1 1 1 1 1 1 Clar Swimmers Find Best Relay Best Relay Report	
Murray Chelsea DIA NT 2 2 F 9 Best Free V	
O'Keefe Christopher DIA NT 2 2 M 9 Surjimmare Ana Ent Bast Custom EV Ht 1 N	
Renford Erin DIA NT 2 2 2 F 9 1 Strainers Age Caston of the Eri	
3	
4	
5	
6	
7	
Calculate Custom	

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.

Backup Current TEAM MANAGER Database		×
Backup Drive: Backup Directory: Image: C: [Windows] Image: C: [Windows] Enter Conscients for the Backup: Image: Enter Backups Image: C: [Windows] Image: Enter Conscients for the Backups Image: C: [Windows] Image: Enter Conscients for the Backups Image: Enter Conscients for the Backup: Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscients for the Backups Image: Enter Conscines for the Backups </th <td>•</td> <td></td>	•	
Hy-Tek Recommendations for Database Backups You can use any storage media for your backup including your hard drive. But if you want to move your databas computer or you want to back it up in case something happens to your hard drive, here are your options.	e to anoti	her
If your Database backup fits on one diskette, this media is fine for a backup. Please note that if you use diskette(s backup, TEAM MANAGER will first delete any information on those diskette(s) so that the backup will fit on as few possible. If your Database is very large, it may require more than one diskette. Although Hy-Tek's ZIP backup doe multiple diskettes, Hy-Tek recommends using other removable media.	s) for you diskettes s suppor	r sas t
2. CD-RW. This is the recommended media for TEAM MANAGER Database backups but of course, you need a CD writable dr CD-RW CD. In order to use a CD-RW for storing Windows files, you must first FORMAT the CD. Please check wil Writable software on how to format your CD-RW for Windows. If you are using Roxio's Easy CD Creator softwa utility to format CD-RWs.	ive and a h your CE re, there i) sa
3. Thumb Drive: If you have a Thumb Drive, just specify the drive letter of this device and TEAM MANAGER will write the backup to Drive.	your Th	umb
ОК	ncel	

Click YES when the confirmation screen appears.

5. Backup Current TEAM MANAGER Database		_	
Backup Drive:	Backup Directory:	ST EVENT 2020	~
Hy-Tek Recommendations for Database E You can use any storage media for your backup inclu computer or you want to back it up in case something	ckups ng your hard drive. But if you want to appens to vour hard drive, here are yo	move your databas our options.	se to another
1. Diskettes: If your Database backup fits on one diske backup, TEAM MANAGER will first delete possible. If your Database is very larger mutiple diskettes, Hy-Tek recommends us 2. CD-RW: This is the recommended media for TEAL CD-RW CD. In order to use a CD-RW for Writable software on how to format your utility to format CD-RWs.	AGER hat monds Club to: NAAGER TEST EVENT 2020 Yes No asy	if you use diskette(kup will fit on as fev Fek's ZIP backup do sed a CD writable d D. Please check wi CD Creator softwa	s) for your v diskettes as es support rive and a th your CD re, there is a
If you have a Thumb Drive, just specify the drive letter Drive.	f this device and TEAM MANAGER wi	II write the backup t	o your Thumb
	01	K Ca	ncel

Click OK when the BACKUP COMPLETED SUCCESSFULLY screen appears.

TEAM MANAGER	Х
Backup Completed Successfully	
Backup file: SwTM8BkupDiamonds Club-01.zip	
Location: C:\TEAM MANAGER TEST EVENT 2020	
ОК	

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.

C. Export Entries		-	×
Export to Drive: C: [Windows] Export to Directory: C:\ TEAM MANAGER TEST EVENT 2020 Backups Entries Reports Results Shell	Entry Export Restrictions Meet: 01-Jan-20 Test Event 2020 Export Rel Use Unconverted Tir Do not include Entry Tir	ays ▼ ays □ nes ▼ nes □	

Click on OK when the EXPORT has been finalised and then click CLOSE.

🖏 Export Entries		_		×
Export to Drive:	Entry Export Restrictions			
Export to Directory:	Meet: 01-Jan-20 Test Event 2020			-
C:\	Export Relays	V		
TEAM MANAGER Entries exported 2020\Entries\DIA	to c:\TEAM MANAGER TEST EVENT -NSW-Entries-Test Event 2020-01Jan2020-001.ZIP OK		OK 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.

5. Meet Entries	– 🗆 X
Meet: 01-Jan-20 Test Event 2020	Other Options Show Times Unconverted [Include Proof of Time [Include Team Address [Indicate Converted Times [Do Not Show Entry Times [Do Not Show Entry Times [Individual Relay Standards Points
Sort by Meet Event Number Meet Event Number (1 per page) Meet Event Heat/Lane Meet Event Heat/Lane (1 per page) Name Name (1 Swimmer per Page) Age Stroke and Distance	None LEN Points Hy-Tek Age Group AUS Points Hy-Tek Single Year NISCA Points Hy-Tek Open SNZ Points FINA Points Create Report Cancel

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

Print / Export Reports		- 0	×
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Preview			
Preview	Licensed To: Swimming NSW - Office Copy HY-TEK's TEAM MANAGER 8.0 26/06/2020 Page 2 Individual Meet Entries Report Test Event 2020 01-jan-20 LC Meters Christopher O'Keefe (9) DLA-NSW # 3 Boys 100 Back 11888. # 5 Boys 9-9 200 Breast 300.06. # 3 Boys 100 Back 11888. # 5 Boys 9-9 200 Breast 36.24.		
	Female IE's 5 Female RE's 3 Male IE's 4 Male RE's 1 Total IE's 9 Total RE's 4 Total Athletes: 5		~

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.

\frown	C Phy / Export Reports	- 0	×
		Business Object	ts 🛛
	Licensed To: Swimming NSW-Office Copy HY-TEK's TEAM MANAGER 8.0 26/06/2020 Page 2 Individual Meet Entries Report		^
	Test Event 2020 01-Jan-20 LC Meters Christopher O'Keefe (9) DIA-NSW # 3 Boys 100 Back 11888. # 5 Boys 9.00 Discut 30000L # 7 Micknel Vi Mite (9) DIA-NSW # 3 Boys 100 Back III:S8E # 5 Boys 100 Back III:S8E # 5 Boys 100 Back SILSEE # 5 Boys 100 Back III:S8E # 5 Boys 100 Back SILSEE # 5 Boys 100 Back III:S8E # 5 Total E's: 9 Total RE's: 1 Total Athletes: 5 III:S8E		

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

Print / Export Reports			– 0 ×
	🕱 🈘 🎢 100% 🔽		Business Objects 🗵
	Licensed To: Swimming NSW - Office Copy Individual I Test Event 2020 01-Jan-20 LC Meters Christopher O'Keele () DIA-NSW # 3 Boys 100 Beak # 5 Boys 9-9 200 Break	HY-TEK'S TEAM MANAGER 8.0 26/06/2020 Page 2	

Click OK on the EXPORT OPTIONS box when it appears.

	String / Export Reports	- 0 ×
/	Export Options X 🛛 🕉 🏠 100% 🖃	Business Objects
$\left(\right)$	Page Range C All C Page Range: From: 1 To: 1 nsed To: Swimming NSW - Office Copy HY-TEK's TEAM MANAGER 8.0 26/06/2020 Page 2	Â
	OK Cancel Individual Meet Entries Report	
	Test Event 2020 01-jan-20 LC Meters Christopher O'Keefe (s) DIA-NSW # 3 Boys 100 Back 118B8L # 5 Boys 9-2000 Breat 30000L # 7 Mixed 400 Medley Raip A Fly Michael While (9) DIA-NSW # 3 Boys 9-200 Breat 36.24L Female IE's: 5 Female RE's: 3 Male IE's: 9 Total RE's: 4 Total IE's: 9 Total RE's: 4 Total Athletes: 5 5	

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.

TEAM MANAGER - Database:C:\TM5Data\Diamonds Club.mdi - [Me	t Browser]		– a ×
🖏 Add Edit Delete Events Results Entries Import Ageup	Reports Help		_ 8 ×
D☞×ஃ②▦Ŵ∄⊜╘	Meet Report		
Meet Type: Course: Meet Meet Type: Course: Meet Meet Name Tast Event 2020 01-Jan-20	Meet Report Entry Report Entry Report Entry Report Multiple Meet Entries Entry Fee Report Split Sheets Buil Meet Entry Report Dual Meet Entry Report Swimmers Not Entered in Meet Swimmers Entered in Meet Meet Results Number of No Shows in Meet Number of Meets Attended / Splashes	rent 2020 ming Pool day, 01 January 2020 5 Relays Entered 1	

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.

L Meet Entry Fee Report	_		×
Meet: 01-Jan-207 est Event 2020			•
Specific Team: DIA-NSW Specific Group: Specific Subgroup: Specific School Year:			
Show Details			
Tone SwimmerFer Page Totals on Separate Page Fer Belays use Meet Results instead o	f Meet E	ntries	
Charge Athlete Surcharge for Relay Al	ternates		
Use Custom Fees instead of Meet Hos	t Fees		
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.

	C3 Reint / Export Reports								– 0 ×	
(🗙 🕉 🕅 100% 💌							Business Objects	X
		Licensed To: Swimming NSW - Office Test Event 2020 01/01/202 Meet Setup Entry Fees: IE Name	Copy Meet En 0 - \$ 4.50 Relay - \$ -	try Fees 4.50 IF	HY-TEK's T	EAM MAN	AGER 8.0 26	/06/2020 Page 1		^
		Rehecca (Jarka (19)		1	£4.50	1	\$1.12	65 62		
		Chelsea Murray (9)		2	\$9.00	1	\$1.13	\$10.13		
		Christopher O'Keefe (9)		2	\$9.00	1	\$1.13	\$10.13		
		Erin Renford (9)		2	\$9.00	1	\$1.13	\$10.13		
		Michael White (9)		2	\$9.00	0		\$9.00		
			-							
			Team	Totals						
			Individual Entries:	9	\$40.50)				
			Relay Entries:	1	\$4.50)				
			Team Surcharge:	5	\$0.00	,				
			Facility Surcharge:		\$0.00	,)				
			Total:	_	\$45.00	0				
										~

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

S Print/Export Reports	– 0 ×
Copies : 👔 💼 🚳 Print directly using the following printer: Canon MP980 series Printer	
	Business Objects
Providew	
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	
Team Entry Fee Team Relays Athletes Rel Only Entries Surcharge Entry Fee Total	
1 LOC Local Swim Team 2 9 2 11 \$0.00 \$58.50 \$58.50 2 UNIT Unit add 0 0 0 0 50.00 \$50.00 \$0.00	
Export X SEQ ED SEQ ED	
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Click OK on the EXPORT OPTIONS box when it appears.

	3. Print / Export Reports								- a ×
ſ	Expert Options	× 🗴 😪 🎢 100% 💌							Business Objects
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	UK Uncei		Meet Ent	ry Fees					
- 11		Test Event 2020 01/01/2020							
- 11		Meet Setup Entry Fees: IE -	\$4.50 Relay - \$4	.50	Fee	Dolor	Fee	Total	
- 11		Rebecca Clarke (19)		1	\$4.50	Kelay 1	\$1.13	10tal \$5.63	
- 11		Chelsea Murray (9)		2	\$9.00	1	\$1.13	\$10.13	
- 11		Christopher O'Keefe (9)		2	\$9.00	1	\$1.13	\$10.13	
- 11		Erin Renford (9)		2	\$9.00	1	\$1.13	\$10.13	
- 11		Michael White (9)		2	\$9.00	0		\$9.00	
			Team	Totals					
- 11			Individual Entries:	9	\$40.50				
- 11			Relay Entries:	1	\$4.50				
- 11			Swimmer Surcharge:	5	\$0.00				
- 11			Facility Surcharge:		\$0.00				
- 11			Total :	_	\$45.00	-			
- 11									
- 11									
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									×

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.

Print / Export Reports						- 0 ×
5. Choose export file						×
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This PC \rightarrow Window	s (C:) > TEAM MANAGER TEST	EVENT 2020			ٽ ~	Search TEAM MANAGER TES
Organise 🔻 New folder						EE 🔻 ?
Ouick access	Name	Date modified	Туре	Size		
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5 Dropbox	Entries	<u>26/06/2020 15:16</u>	File folder			
 OneDrive 	Reports	<u>26/06/2020 16:28</u>	File folder			
This PC	Kesuits	25/06/2020 16:10	File folder			
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Seagate Backup Plus Drive (D:)						
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File name: TEAM MANAGER TEST	VENT 2020 DIAMONDS SWIM	TEAM MEET ENTRY FEES				
Sale as type: Portable Documentary	mat (* ndf)					· ·
Portable bocument of	nuc (apai)				/	
∧ Hide Folders					(Save
	I					

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.

▤ፇѷ↑↓	品 り ひ 个 ↓ マ Diamonds Swim Team Entries - TEST EVENT 2020 - Message (HTML) 団 ー ロ ×								
File Message Inse	${ m t}$ Options Format Text Review Help Acrobat ${ m Q}$ Tell me what you want to do								
Paste Copy ~ S Format Painter Clipboard S	A Cut Arial Namo 12 Aria / E v E v A Arial E v E v A Arial Namo 12 Aria / E v E v A Arial Namo 12 Aria / E v E v A Arial Namo 12 Aria / E v A Aria / E v A								
From ~	From v cherrysmith@optusnet.com.au								
Send To	Send To meetconvenor@testevent2020								
Cc									
Bcc									
Subject	Diamonds Swim Team Entries - TEST EVENT 2020								
DIA-NSW-Entries-Te 2 KB	t Event 2020-01Jan2020-001.ZIP V Est event 2020_diamonds swim team entries.pdf 53 KB V								
team manager test e	vent 2020_diamonds swim team meet entry fees.pdf 🗸								
Hello Meet Convenor		Send as Adobe Document	Cloud link Yes	<u>No</u> 🕢					
Please find attached the Dir	mande Quim Toom ENTRIES EII E for the 2020 TEST EVENT								
Tiease intractied the Dia									
Also attached 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, Cherry	Regards, Cherry								
перано, ополу									

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.



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.

15. Restore	×
Restore Method	
• Replace currently open database in C:\swmeets7\Test Event 2020.mdb	
C Unzip and copy database to C:\swmeets7	
C Unzip and copy database to a selected folder	
\cap Unzip, copy database to a selected folder, and open this new database	
Rename database (except for choice 1) :	
<u>QK</u> Cancel	

Choose the RESULTS folder and then click on the BACKUP file.

Cocate the zipped Backup file and Open it								×
← → ∽ ↑ 📴 → This PC → Windows (C:) → TEST EVENT	2020 > Results >				5 v	, ○ Search Results		
Organise 🔻 New folder								?
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File name: Swmm78kupTest Event 2020-01					~	MEET MANAGER Backu Open	ups (swn Cancel	>

Click OK when the UNZIP screen opens.

🖏 Unzip and Replace the Currently Open Database	×
Swmm7BkupTest Event 2020-01.zip File Details	
Database Backup was created 24/06/2020 at 16:44:57	
by Swimming NSW - Homebush Bay Pool - Site License - MM Version 7.0Gb	
4018176 bytes from	
C:\swmeets7\Test Event 2020.mdb	
Click OK to replace Test Event 2020.mdb with Test Event 2020.mdb.	
Current Data will be lost : This action is not reversible !	_

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.

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

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



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.

🖣 🚰 Open File for Import							×
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Organise 🔻 New folder							
📌 Quick access	Asme Date mu D	odified Typ 020 15:11 HY	oe Size	<u>37 KB</u>			
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Seagate Backup Plus Drive (D:)							
USB Drive (E:)							
P Network							
File name: Merge Meet Results-Test Event 20	20-01Jan2020-001.hy3				~	HY3, ZIP (*.hy3;*.zip)	~
						Open Ca	ancel

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Click OK when the DATA INTERCHANGE FILE screen opens.



Click OK when the IMPORT FILE PROGRESS screen opens.

Import File Progress								
Teams: 5								
Athletes : 37								
Entries: 60								
Relays : 10								
Relay Names : 40								
Exceptions : 0								
Elapsed Time : 0 second								

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.

D, At	hletes																									_	٥	Х
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	Chapman	Jessica		F	8	DRA	DRAGONS	TEAM		CH	AJE15031	11	15/03/2011		Normal													
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	Conway	Guy		М	8	DRA	DRAGONS '	TEAM		CO	NGU1610	11	16/10/2011		Normal													_
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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.

TEAM MANAGER - Database:C:\TM5Data\Diamonds Club.mdb						-	0	\times
5. Import Results								×
\leftrightarrow \rightarrow \checkmark \uparrow \Box \rightarrow This PC \rightarrow Windows (C:) \rightarrow TEAM MANA	GER TEST EVENT 2020 > Results >			~	õ	🔎 Search Results		
Organise 👻 New folder						<u>[]</u> == •		0
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Hie name: Meet Results-Test Event 2020-01Ja	n2020-001				~	Result files (*.hy3,*.zip,	^.cl2)	~
						Open	Cancel	
			meet	, hpp store		- Coodie biol		

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.

😤 TEAM MANAGER - Database:C:\TM5Data\Diamonds Club.mdb						-	٥	\times
🖪. Import Results								×
\leftarrow \rightarrow \checkmark \uparrow \square \Rightarrow This PC \Rightarrow Windows (C:) \Rightarrow Hy-Sport \Rightarrow	TM8 > TM8Temp				~ č	,○ Search TM8Temp		
Organise 🔻 New folder	\frown							•
A Quick access	Name	Date modified	Туре	Size				
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 OneDrive 								
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Seagate Backup Plus Drive (D:)								
USB Drive (E:)								
Pretwork								
File name:					~	Result/Roster files (*.hy	3)	~
						Open	Cancel	

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.

Bit Lorv Ap Iff Iff Iff Iff <	😹 TEAM MAN	AGER - Database:C/TIM5Data\Dia	monds Club, mdb - [Athlete	s]							- 0 ×
Image: State of the symmetry in the symmetry	🛱 Layout A	dd Edit Viev Delete Resu	lts Goals Aecruit Regi	stration Print Export to	HTML Help						- 5 ×
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	White	Michael M	11-Nov-10 9 K			C	AIC	WHIN	///11110		21-Jun-20 2:41PM

You will see from the RESULTS screen that the swimmer now has results from the TEST EVENT 2020 listed.

CHELSEA MURRAY Individual Results	_	Х
(iew Athlete Un <u>l</u> ocked <u>D</u> elete <u>E</u> xtract Legal Splits <u>G</u> raph E <u>x</u> port Results <u>P</u> rint <u>H</u> elp		
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Standard: Show Standards Since: DD//M//YY 🖘 Stroke:		
Course: Show Conversion Use Since Date Distance:		
Meet Change F Show Non-Lead Relay Legs Meet Type:		
meet. All Meets I Show Goals I Fastest		
Distance Stroke Time DQ VR P/F Neet Event Athlete Event Place Points Team Start Date Meet		
100 Back 1:46.22L I F 4 Open 9 F 8 3 0/A 01/01/2020 Test Event 2020		
200 Breast 3:30.59L I F 6 09-09 9 F 7 4DA 01/01/2020 Test Event 2020		

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.

	🖏 Meet Mobile Publishing	- 🗆 X
$\left(\right)$	🗈 Settings Publish Promote Report	
	Welcome to Meet Mobile Setup	Learn About Meet Mobile
	Select content option and customer price: Full Meet Data (recommended) Meet Mobile customers will have full access to all meet information including psych sheets, heat sheets, and results.	Please select your Meet Mobile settings. This will let us know whether you want heat sheets or not to be shown in the Meet Mobile application available through both the Apple app store and Google Play. How does my meet data get published ?
	Free Heat Sheets If Full Meet Data is selected, you must 1) either click the Active.com Setup button to create an account for revenue	Once you have set up your meet for Meet Mobile, you will be given control of when to make meet data available.
	sharing or 2) select Free Heat Sheets. Otherwise, if Full Meet Data is selected, the meet program price will be \$1.99 with no revenue sharing.	How does revenue sharing work ? Revenue sharing is only available for Active.com U.S. addresses. Click the Active.com Set-up button on the left to set up the revenue sharing account. Heat Sheet prices of \$1.99 or more qualify for revenue sharing.
	Active.com Set-up	Terms of Use The Terms of Use is required before any meet data can be published to Meet Mobile. Click "View Contract to Agree' and you will be able to view the contract. On the contract page, enter your name and birth date, then click Agree.
	Terms of use: I have agreed to the Meet Mobile Contract. View Contract	
	Confirm	

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.

🕄 Active.com Account Setup	_		×
Active Network Terms of Service Agreement			
Your use of TAN's software and services relating to Meet Mobile (the "Product") is subject to the terms see "Terms") and is between you and TAN. "TAN" means The Active Network, Inc. with a principal place of bus 10182 Telesis Court, San Diego, CA 92121. In order to use the Product, you must first agree to these Ter represent and warrant that you have the necessary and full right, power, authority, and capability to accep to bind your organization, and to perform your obligations hereunder. You can accept the Terms by clicki agree to the Terms, where this option is made available to you by TAN in the user interface for the Produc use the Product and may not accept the Terms if (a) you are not of legal age to form a binding contract wyou are a person barred from receiving the Product under the laws of the United States or other countries country in which you are resident or from which you use the Product. You may not use the Product if you the Terms. By accepting the Terms, you agree as follows:	t forth be iness is ms. You t these I ng to acc t. You m ith TAN, including do not a	elow (the at Terms, cept or nay not or (b) g the accept	~
1. Pricing. TAN will provide you access to the Product which you may use to deliver content and data to e features, services, options, and fees of the Product may be described more fully in an applicable schedul card, shopping cart and/or checkout page, pricing form, order form, or similar document or web page, refe Terms (each, a "Schedule"). Each Schedule will be governed by these Terms and incorporated herein by r further acknowledge and agree that users of the Product may be required to purchase access to content delivered by you through the Product in accordance with the applicable Schedule. You agree that you have receive revenue sharing from such purchases in accordance with the applicable Schedule.	end users e, online erencing eference and data ve the rig	s. The rate these e. You ght to	
2. Content and Data. By submitting, delivering and/or uploading content and data through the Product, yn have the right to edit, copy, publish, distribute and otherwise use the content and data made available by agree that you will have dedicated resources and capability to use the Product for its intended purposes a use commercially reasonable efforts to publish applicable content and data to end users as quickly as re practicable. Content and data includes but is not limited to the following: Meet Structure, Psych Sheets, Assignments, event and swimmer results and team scoring.	ou agree you. Yo and that asonably Heat an	you u further you will / d Lane	
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By clicking Lagree below, you agree to Active Network's Terms of Service and Pricing. * Enter your full name: Cherry Smith			_
* Enter your date of birth: 01/01/00	リー	<u>C</u> ancel	

Click on the CONFIRM button and when the CONFIRMATION screen appears, click YES.

5. Meet Mobile Publishing	– 🗆 X
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Settings Publish Promote Report	
Welcome to Meet Mobile Setup	Learn About Meet Mobile
Select content option and customer price: C Full Meet Data (recommended) Meet Mobile customers will have full access to all meet information including psych sheets, heat sheets, and results.	Please select your Meet Mobile settings. This will let us know whether you want heat sheets or not to be shown in the Meet Mobile application available through both the Apple app store and Google Play. How does my meet data get published ?
Free Heat Sheets If Full Meet Data is selected Active.com Setup button to sharing or 2) select Free H Meet Data is selected, the \$1.99 with no revenue sha Yease confirm the following: You do not want to publish Here	Once you have set up your meet for Meet Mobile, you will be given control of when to make meet data available. ng work ? Niable for Active.com U.S. addresses. button on the left to set up the revenue t prices of \$1.99 or more qualify for
Active.com S	Yes No
Restrict Heat Sheet Data Meet Mobile customers will have access to all meet information except heat sheets. Terms of use: I have agreed to the Meet Mobile Contract. View Contract	Terms of Use The Terms of Use is required before any meet data can be published to Meet Mobile. Click "View Contract to Agree' and you will be able to view the contract. On the contract page, enter your name and birth date, then click Agree.
Not interested in publiching weet Mobile for this meet	

Now click on the PUBLISH tab and then click on the PUBLISH GENERAL MEET INFORMATION button and then CLOSE OUT \boxtimes the screen.

🖏 Meet Mobile Publishing — 🗖 🗙
Settings Publish Pronote Report
Introducing Meet Mobile
Before the meet: Includes Sessions, Event List, Psych Sheets, Records and Time Standards. During the meet: Includes team scores and results.
Meet Mobile General Meet Information
Step 1: Select your team scoring and time line settings below.
Step 2: Click the 'Publish General Meet Information' button after you have completed setting up the events, sessions, entries, time standards, and records.
Team scoring option
Male and Female only
Display the event time line (recommended)
Publish General Meet Information
Pouch Shart and Heat Shart Sattings
Stan 3: Clink the 'Duhlish Devich Sheate' hutton
Psych Sheets Only will be published.
Publish Psych Sheets

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.

🛱 Meet Mobile Publishing – 🗖 🗙
Uploading Time StandardsPlease wait
Settings Publish Promote Report
Introducing Meet Mobile
Before the meet: Includes Sessions, Event List, Psych Sheets, Records and Time Standards. During the meet: Includes team scores and results.
Meet Mobile General Meet Information
Step 1: Select your team scoring and time line settings below.
Step 2: Click the 'Publish General Meet Information' button after you have completed setting up the events, sessions, entries, time standards, and records.
Team scoring option
Male and Female
Display the ev
Meet Published Successfully
OK
Step 3: Click the 'Publish Psych Sheets' button.
Psych Sheets Only will be published.
Publish Psych Sheets

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 \boxtimes of the MEET MOBILE screen when completed.

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	2	F	Scored	Girls	8 & Unde	er 50 LC Meter	er Freestyle	~	υH	<u>.</u>		_											
	4	F	Scored	Wom	en Open	100 LC Meter	r Backstroke					<u>s</u>	ession										
	5	F	Scored	Boys	9 Years	200 LC Mete	r Breaststroke		Day	09:00 AM	ession i	# 0	ourse S	IORNING				-1					
	6	F	Scored	Girls	9 Years 2	200 LC Mete	Breaststroke		1	09:00 PM	2		LA	FTERMOON				-					
	8	F	Scored	Girls	6-10 200	LC Meter Fr	eestvie 4 x 100m Relay				_	-											
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	Refre	sh : Ctrl-D		Rel	Names : (Ctrl-R	Awards : Ctrl-A			Calc : Ctrl-K		Un	seeded :	Ctrl-U	Get '	Times : F3		i –	Sco	ne : Ctr	1-5	Re-Score	Next Event : Ctrl-F5
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You will now see in the RUN screen, that the MEET MOBILE ENABLED message is green.

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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.

Es. R Ever	un the its At	Meet - Te hletes I	est Event 20 Relays Se)20 eding We	b Swim-Of	f Re-Score Combir	ne Rep	orts	Labels	Preferen	ces l	nterfa	ces O\	N Mo	aule 1	Meet Mob	oile	Help)								- 0	×
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	6	F	Scored	Girls 9 Yea	rs 200 LC Met	er Breaststroke	2	-		-																		
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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.

5	Meet N	1obile 2.5				_		×							
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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.

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C3 1	vents		\																U.	^
Lay	out Add	Edit De	elet Cor	mbined Event	s Sessio	ns Check-In	Commen	its Re	-Number Copy	Clear	Indicators	Records	Standards View	Print Exp	ort to H	ITML Hel	р			
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	1	Scored	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	2	Scored	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	3	Scored	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No	 	 	
<u> </u>	4	Scored	women	Open	100	Васк	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	NO	NO			
┣—	5	Scored	Boys	9 Years	200	Breast	4.50		Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	NO	NO			
-	7	Scored	Miyed	Onen	400	Mediav Delav	4.50	F	Timed finals	6	Standard	NIA	Slow to Fast	Standard	Vee	No	No			
-	8	Scored	Girls	6-10	200	Free Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			_
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Set up a new EVENT:

5	Age Group	Distance	Stroke
Individual / Relay	 C 6 and Under C 8 and Under C 10 and Under C 15 and Over C 0pen/Senior C 7 ⋅ 8 C 9 ⋅ 10 C 11 ⋅ 12 C 13 ⋅ 14 C 15 ⋅ 16 C 15 ⋅ 18 C 17 ⋅ 18 C Custom 	C 25 C 3K 50 SK 100 10K 200 25K 400 1 Mile 500 2 Mile 800 1000 or 1K 1500 None C Lustom	Freestyle Freestyle 1 mtr Diving Backstroke 3 mtr Diving Breaststroke Platform Diving Butterfly # Dives Medley Custom # Relay Legs (2:8) Note : Suppress Stroke Name Rounds Finals Freims / Finals Freims / Finals # Heats in Semis
Round 1 - Prelims or 6 Number of Lanes 6 Lanes for Best 1 Assign Lanes • Standard • Standard • C Un-Seeded • C 2 per Lane • Timed Fina • • Score as A - Final, B - Fina 1 # of Heats to Score (1- Multi-age Super Seed • •	Timed Finals s (1-12) Heats Heats Heat Order Slow to Fast Fast to Slow Slow to Fast Fast to Slow Slow to Fast Fast to Slow Fast t	Multi-Age Group Multi-Age Group Extra Seed Multi-Age Old to Youn Score Event Entry Fee Manual Seed 4.50 Event Type Standard Multi-	Round 2 or Round 3 - Finals 8 Number of Lanes (1-12) 1 Heats in Finals (1-6) # Lanes Vary A - Final, B - Final Style Max Age for 1 Slowest Finals Score Prelims as Extended Final Mutti-Age Super Final Super Final Eliminates Oldest Group Finals Heat Order © Slow to Fast © Fast to Slow

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.

5, Mi	ulti-Age Grou	ups —		×
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	Low Age	High Age		<u>^</u>
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2	9	9		
3	10	109		
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The RESULT screen below shows how this event would have been ranked and scored if no MULTI-AGE GROUPS had been set up.

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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.

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		Rest	its				
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	1 Conway, Guy	8 Dragons Team	2:59.97	1:04.69	10		
	 Quinn, Matthew 	6 Nsw Club	NT	1:15.67	9		
	3 Ponds, jenery	6 Nsw Club	1:45.54	1:57.36	8		
	4 Roberts, Andrew	8 Fantasy Club	1:59.10	J2:00.43	7		
	5 Neale, Michael	8 Local Swim Team	3:00.12	J2:00.45	7		
	6 Ainsworth, Andrew	8 Fantasy Club	2:02.00	2:01.45	5		
	7 Maguire, Mark	7 Local Swim Team	2:07.66	2:03.66	4		
	- birmingham, Tim	8 Dragons Team	2:03.66	DQ			
	Event 9 Boys 9 Years 100 LC Met	r Freestyle					
(-	Name	ge Team	Seed Time	Finals Time	Points		
	1 Johnston, Kirk	9 Nsw Club	1:01.72	1:02.44	10		
	 Traynor, Daniel 	9 Local Swim Team	3:00.01	1:03.59	9		
	3 White, Michael	9 Diamonds Club	1:15.88	1:14.98	8		
	4 Kazzouh, James	9 Dragons Team	1:17.85	1:16.48	7		
	5 Bartels, Christopher	9 Nsw Club	1:15.37	1:16.54	6		
	6 O'Keefe, Christopher	9 Diamonds Club	1:18.88	1:17.79	5		
	7 Kelly, Joshua	9 Dragons Team	1:20.65	1:20.43	4		
	8 Bradford, Mitchell	9 Local Swith lean	1:26.06	2:58.67	3		
	Event 9 Boys 10 & Over 100 LC	eter Freestvle	0.17				
	Name	lige leam	Seed Time	Finals Time	Points		
	1 Smith, Brian	15 Local Swim leam	1:03.64	1:05.23	10		
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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.

Entry / Scoring Prefere	nces		×
<u>T</u> ime Stds Meet Scoring/Awards	Elighted Meet	2 or 3+ <u>D</u> ouble Dual <u>R</u> esults	Improvement Points Disability Meet
	Paralympic Po Australian Paralympic Points (L	int System C and SC Meters only) ▼	
	Multi-Class Me	et Results	
For Prelim/Final ev	Nult-Class Athletes using the Para ants, do not advance Multi-Class	Alympic Point System selected a Athletes to Finals, just rank like	Timed Finals
Ignore the setting	to 'Score points only if athlete equ	uals or exceeds event qualifyin	g time'
	-Age Super Seed is set, seed mu		group

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.



5. Entry / Scoring Preferences	

Then click OK.

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.

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-	2	Scored	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to East	Standard	Yes	No	No	
	3	Scored	Men	Open	100	Back	4 50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No	1
-	4	Scored	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No	1
-	5	Scored	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No	
_	6	Scored	Girls	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No	
_	1	Scored	Mixed	Open	400	Medley Relay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No	
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	9	Scored	Boys	Open	100	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No	
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You will now need to enter some athletes. From the MAIN MENU screen, click on the ATHLETES tab at the top of the screen.



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	Carol	Nicola	-	F	6	EAN	FANTA	SY CLUB		_	CAR	1111113		11/11/20	13		Norm	al	-				 	 					
	Chapman	Jessica	-	F	8	DRA	DRAG	ONS TEAM			CHAJ	E15031	1	15/03/20	11		Norm	al	-										
	Clarke	Rebecca	-	F	19	DIA	DIAMO	NDS CLUE	3		CLAR	E17100	0	17/10/20	00		Norm	al	-										
	Conway	Guy		м	8	DRA	DRAG	ONS TEAM			CONC	GU1610	11	16/10/20	11		Norm	al											
	Cox	Sarah		F	8	LOC	LOCAL	SWIM TE	AM		COXS	6A0510	11	05/10/20	11		Norm	al											
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	Glenn	Katherine		F	9	NSW	NSW C	LUB			GLEK	A15061	10	15/06/20	10		Norm	al											
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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.

🕄 Add New Athlete						×
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Last Name . JWATTS		First Name . [CF			MI. J	
Pret Name :	-	Birth Date : 10		▼ Age: 11		\sim
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Citizen of :	<u>v</u>	Competitor # :	49	Disability (S, SB, SM) : 14	14	14
2nd Club :		City :		State :		J
ENTRIES		FLI	GIBLE EVENTS			
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	9 Boys Open 100 Freestyle					
	10 Mixed Open 50 Backstrol	ke Multi-Class				
	Entries	<u>о</u> к	<u>C</u> ancel			

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.

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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.

B, R	un the l	Meet - T	est Event 20	020	M-1-	Suriar Off	De Cer				Lab	ala d					Andreite			- 11-l									_	٥	×
Even	ALIA ALIA	nietes (ଜନ୍ମ ଶ	Relays St	ceaing	vveb	Swim-Off	Ke-Sco	ore Combil	те кер	ons	Lab	iels i	referen	ces i	nterrace		loquie	Ivice	t wobii	e neip											
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	Evt#	Rnd	Status	Event N	ame				Heats	?	NS I	DQ DF	S			Re	cord	1	Time	Date	Reco	ord Ho	lder								
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	4	F	Scored	Women	Onen	100 LC Mete	r Backstr	oke	2		-							-			-										
	5	F	Scored	Boys 9	Years	200 LC Mete	er Breasts	troke	2	-											-										
	6	F	Scored	Girls 9	Years 2	200 LC Mete	r Breasts	troke	2	-	-							-			-										
	7	-	Scored	Mixed C	pen 40	00 LC Meter	Medley 4	x 100m Relay	1	-	-							1			1										
	8	F	Scored	Gins 6-	10 200	LC Meter Fr	eestyle 4	x 50m Relay	1	-	-																				
	9	F	Scored	Boys O	pen 10	00 LC Meter I	Freestyle		3	-	-	1 -																			
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Lar	ne Atl	hlete Nam	ie		Age	Team			Seed	Time	1	Final	s Time	DQ	Exh D	2code	Backup 1	Ba	ckup 2	Backup 3	HPL	PL	Pts	AdiStat	[
1	Jag	gger, Micl	nael S8	_	M8	Nsw Club				1	NT		1:47.6	2 🗆		_		-			4	5									
2	: Mo	on, Keith	S9	1	M11	Nsw Club				:52	.67		1:55.	34 🗆							5	6									
3	Wa	atts, Char	lie S14	1	M11	Nsw Club				1:00	.16		59.4	45 🗆							1	2									
4	Ке	ates, Joh	n S14	1	/10	Nsw Club				1:11	.23		1:15.3	35 🗌							3	3									
5	Wi	nters, Sh	elley S6	1	V11	Nsw Club				2:14	.43		2:00.1	16							6	4									
6	Cro	owe, Che	eryi S10	1	v10	Nsw Club				1	NT		1:00.1	78 🗆				-			2	1									
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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.

Ej, Ju	dges De	cision	/ Tie Breake	r					:	×
	\frown				RESULTS			/	\frown	
JO PL	Place	H/L #	JD Heat PL	Heat PL	Athlete Name	ABBR	Time	Points	JD Points	
/	1	1/6		2	Crowe, Cheryl S10	NSW	1:00.78	9	10	
	2	1/3		1	Watts, Charlie S14	NSW	59.45	10	9	
	3	1/4		3	Keates, John S14	NSW	1:15.35	8	8	
	4	1/5		6	Winters, Shelley S6	NSW	2:00.16	5	7	
	5	1/1		4	Jagger, Michael S8	NSW	1:47.62	7	6	
	6	1		5	Moon, Keith S9	NSW	1:55.84		5	Δ
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- To bre	eak a tie	or to m	ake a Judges	s Decision	for Overall Placing, enter the co	prrected plac	e in the JD Pla	ce colur	nn.	
- To ma	ike a Juo	iges De	cision for a l	Heat Place	e, enter the corrected place in th	e JDHeat PL	column.	/Einele	Onto	
- You c	an char ange ng	ige the i ints to z	results point: rero, enter -1	s for any in the ID	Points column	core in the JL	Points column	1 (Finals	Uniy).	
- To rer	move all	Judges	Decisions, p	press the	Re-Set button and then press Of	К.				
				Re-S	Set OK	<u>C</u> ancel	1			
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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.

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Preview	
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Swimming NSW - Homebush Bay Pool - Site License HV-TEK's MEET MANAGER 7.0 - 2:03 PM 28/06/2020 Page 1	
Test Event 2020 - 01/01/2020 Test Event 2020 - Proudly Sponsored by McDonalds	
Results	
Zvent 10 mixed Open SULL meter BackScricker Multi-Lass <u>Name Age Team</u> <u>Seed Time Finals Time Points</u>	
1 Growe, Cheryl S10 10 NewClub NT [1:00.78 10 2 Watts, Charlie S14 11 NewClub 1:00.16 [59.45 9	
3 Keates, John 514 10 NswClub 1:11.23 [1:15.35 8 4 Winters, Shellev 56 11 NswClub 2:1443 [2:00.16 7	
5 Jagger, Michael S8 8 NewClub NT 11:47.62 6 6 Moon Keith S9 11 NewClub 1:5267 1:55 R4 5	
	~

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.

5, Athle	ete Edit									_		×
C <u>o</u> ntact	<u>T</u> eams											
Last	t Name : WATTS				First Name :	CHARLIE					MI:	
Pref	fName:				Birth Date :	10/05/08	<u></u>		Age :	11		
R	eg ID# : WATCH10	0508			Team	NSW	-	Nsw Ck	10		_	
Gender	r (M/F) : M 🔽	Retain Ge	nder	Build ID			9	atus : No	rmal	▼ 5	SDMS ID :	
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E	INTRIES					ELIGIBLE EV	/ENTS					
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10	1:00.16L	9	Boys Open Mixed Open	100 Freestyle	Multi-Clase							
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C3. Print/Export Reports					- 0	×
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MEET RECORD: 1:02.76 R 0 METRO QT: 1:01.00 M	1/01/2004 Phil Brown	Dia	monds			
COUNTRY QT: 1:02.50 C Name	Age Team	Seed Time	Finals Time	Points		
1 Johnston, Kirk	9 Nsw Club	1:01.72	1:02.44 C	10		
2 Traynor, Daniel	9 Local Swim Team	3:00.01	1:03.59	9		
3 Conway, Guy	8 Dragons Team	2:59.97	1:04.69	8		
4 Smith, Brian 5 White Michael	9 Diamonds Club	1:05.64	1:05.25	6		
6 Ouinn, Matthew	6 Nsw Club	NT	1:15.67	5		
7 Kazzouh, James	9 Dragons Team	1:17.85	1:16.48	4		
8 Bartels, Christopher	9 Nsw Club	1:15.37	1:16.54	3		
9 O'Keefe, Christopher	9 Diamonds Club	1:18.88	1:17.79	2		
10 Kelly, Joshua	9 Dragons Team	1:20.65	1:20.43	1		
11 Ponds, jeffery	6 INSW CILLD	1:45.54	1:57.36			
12 Roberts Andrew	8 Fantasy Club	1.59.10	2:00.45			
14 Ainsworth, Andrew	8 Fantasy Club	2:02.00	2:01.45			
15 Maguire, Mark	7 Local Swim Team	2:07.66	2:03.66			
16 Watts, Charlie	11 Nsw Club	2:01.78	2:07.58			
17 Bradford, Mitchell	9 Local Swim Team	1:26.06	2:58.67			
Simingham Tim	8 Dragons Team	2:03.66	DQ			
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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.

D , E	vents																	_	0	Х
Layo	ut Add	Edit De	lete Cor	mbined Event	s Sessio	ns Check-In	Commen	ts Re	-Number Copy	Clear	ndicators	Records Sta	ndares View	Print Exp	ort to H	TML Hel	p			
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	Evt#	Status	Gender	Age Group	Distance	Stroke	Entry Fee	Rnds	Finals Setup	Lanes	Type	Prelims	Finals	Assignment	Score	Multi-Age	Manual-Seed			
►	1	Scored	Boys	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	2	Scored	Girls	8 & Under	50	Free	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	3	Scored	Men	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	4	Scored	Women	Open	100	Back	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	No	No			
	5	Scored	Boys	9 Years	200	Breast	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	NO	NO			
	7	Scored	Girls	9 rears	200	Dreast Mediay Delay	4.50	r 5	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Yes	NO	NO			
	8	Scored	Girle	6.10	200	Free Delay	4.50	F	Timed finals	6	Standard	N/A	Slow to Fast	Standard	Vec	No	No			
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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.

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Evt#	Event Name		Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation		Re
1	Boys 8&U 50 Free			MEET RECORD	35.10	2005	1	1	John Webber	Local Sw	im Team	
2	Girls 8&U 50 Free			MEET RECORD	32.15	2005	1	1	Mary Smith	Diamonds	•	
3	Men Open 100 Back		님	MEET RECORD	1:02.76	2004	1	1	Phil Brown	Diamonds	3	
4	women Open 100 Back		님	MEET RECORD	1:07.59	2004	1	1	Sarah Jones	Fantasy (Club	\rightarrow
5	Boys 9 200 Breast			MEET RECORD	2:59.82	2005	6	15	Jim Burke	NSW Club	-	\rightarrow
6	Girls 9 200 Breast		닏ᆜ	MEET RECORD	3:10.27	2005	6	15	Sue Potter	Dragons	Team	\rightarrow
7	Mixed Open 400 Medley	/ 4 x 100m Relay		MEET RECORD	6:59.80	2005	1	1	Local Swim Team	Local Sw	im Team	
8	Girls 6-10 200 Free 4 x	50m Relay		MEET RECORD	2:45.13	2005	1	1	Dragons Team	Dragons	Team	
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	MEET RECORD	R I				used t	nce (ii o shov	e iet w wł	orus will be listed on reports. I ben a record is broken. To bide	all records (of a nartic	cular
						tag, m	ake the	e flac	an 'x' or 'X' and the record will	be ignored	on repor	ts
		·				and no	t liste	d. To	denote that a record tag can or	nly be broke	en by one	
						team,	edit the	e tag	and select the team for that tag	. To denote	that a re	cord
						tag ca	n only	be b	roken by a particular LSC memb	per, edit the	tag and e	enter
						an LS	C code	for	that tag. If a record is not eligible	e to be brok	(en by a	
						foreigi	her or	an e	knibition entry, check the approp	priate box n	ext to tha	it tag.
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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.

			MEET RECOR	D Record	\$				
	Incl	Evt#	Event Name	Time	Year	Mon	Day	Record Holder	
Old		1	Boys 8&U 50 Free	35.10	2005	1	1	John Webber	
New		1	Boys 8&U 50 Free	32.06	2020	1	1	Andrew Roberts	
Old		3	Men Open 100 Back	1:02.76	2004	1	1	Phil Brown	
New		3	Men Open 100 Back	1:02.44	2020	1	1	Kirk Johnston	
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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.

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C III	G male		- 2	Indiv Only		SC M	eters		ByEvent #		
	ed 🤍 Female			Relays Only		SCYa	ards		 By Age Group 		
	\frown			Loi	ng Course	Meters	3				
Evt#	Event Name		Hide	Tag Name	Time	Year	Mon	Day	Record Holder	Affiliation	Re
1	Boys 8&U 50 Free			MEET RECORD	32.06	2020	1	1	Andrew Roberts	FAN	
2	Girls 8&U 50 Free			MEET RECORD	32.15	2005	1	1	Mary Smith	Diamonds	
3	Men Open 100 Back			MEET RECORD	1:02.44	2020	1	1	Kirk Johnston	NSW	
4	Women Open 100 Bac	ck		MEET RECORD	1:07.59	2004	1	1	Sarah Jones	Fantasy Club	
5	Boys 9 200 Breast			MEET RECORD	2:59.82	2005	6	15	Jim Burke	NSW Club	
6	Girls 9 200 Breast			MEET RECORD	3:10.27	2005	6	15	Sue Potter	Dragons Team	
7	Mixed Open 400 Medle	ey 4 x 100m Relay		MEET RECORD	6:59.80	2005	1	1	Local Swim Team	Local Swim Team	
8	Girls 6-10 200 Free 4	x 50m Relay		MEET RECORD	2:45.13	2005	1	1	Dragons Team	Dragons Team	
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02	METRO QT	M				tag. m	ake th	e flac	an 'x' or 'X' and the record wil	be ignored on report	s
03	COUNTRY QI	C				and no	ot liste	d. To	denote that a record tag can or	nly be broken by one	-
						team,	edit th	e tag	and select the team for that tag). To denote that a rec	cord
						tag ca	n only	be b	roken by a particular LSC mem	per, edit the tag and e	nter
						an LS	C code	e for t	that tag. If a record is not eligibl	e to be broken by a	
						Torelgi	ier or	ane	known entry, check the appro	phate box next to that	r tag.

You can now CLOSE OUT \boxtimes 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.

Swim MEET MANAGER Pro - Database: 'C:\swmeets7\Test	t Event 2020.mdb'			٥	×
File Set-up Events Athletes Relays Teams Seeding	g Run Reports Labels	Check for Updates Help			
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	Total P				

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.

🖏 Restore	×
Restore Method	
○ Replace currently open database in C:\swmeets7\Test Event 2020.mdb	
C Unzip and copy database to C:\swmeets7	
C linzip 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) :	

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:

🖣 醔 Locate the zipped Backup file and Open it								×
\leftarrow \rightarrow \checkmark \uparrow \square \rightarrow This PC \rightarrow Windows (C:) \rightarrow swmeets7	> TEST EVENT 2020 > Results >		~	ō		Results		
Organise 🔻 New folder	\frown							?
	Name	Date modified	Туре	Si	ze			
Quick access	Swmm7BkupTest Event 2020-01	24/06/2020 16:44	Compressed (zip	op	<u>104 KB</u>			
SF Dropbox		Type: Compressed (zipped) Fold Size: 103 KB	ler					
💻 This PC		Date modified: 24/06/2020 16:44						
3D Objects								
📃 Desktop								
Documents								
Downloads								
Videos								
L Windows (C:)								
Seagate Backup Plus Drive (D:)								
USB Drive (E:)								
Seagate Backup Plus Drive (D:)								
USB Drive (E:)								
🔿 Network								
-								
File name: Swmm7BkupTest Event 2020-01				~	MEET MAN	AGER Backu	ips (swn	~
					Open		Cancel	
					open		cancer	

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.

🖏 Unzip the Backup File	×
Swmm7BkupTest Event 2020-01.zip File Details	
Database Backup was created 24/06/2020 at 16:44:57	
by Swimming NSW - Homebush Bay Pool - Site License - MM Version 7.0Gb	
4018176 bytes from	
C:\swmeets7\Test Event 2020.mdb	
Backup Unzipped	
Test Event 2020.mdb copied to C:\swmeets7 and renamed TEST EVENT 2021.mdb	

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.

🔩 Log-In to: C:\swmeets	7\TEST EVENT 2021.mdb		×
Logged-In	User Name	Password	Restrictions
	Admin		None
	C Run 1		Network Administration
	C Run 2		Network Administration
	C Run 3		Network Administration
	C 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 Single L Multi Us Do Nor	Database Method Jser Open Database	