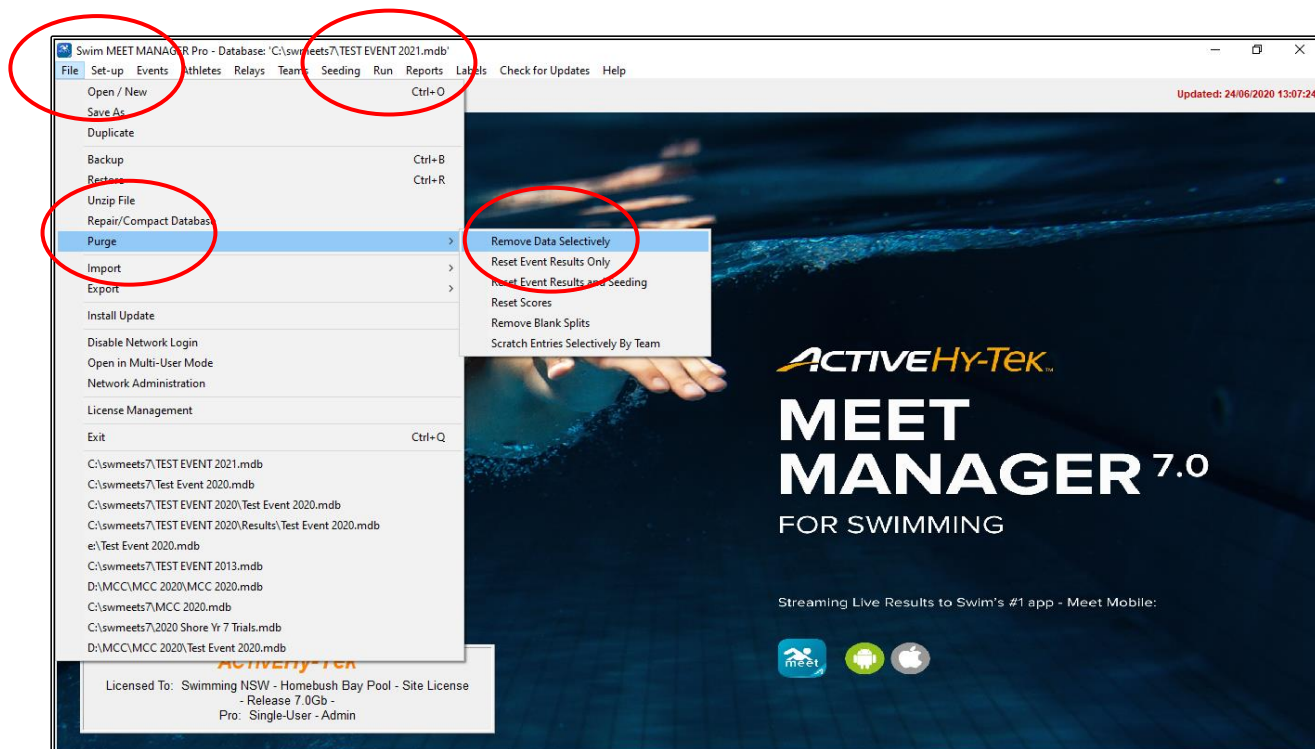
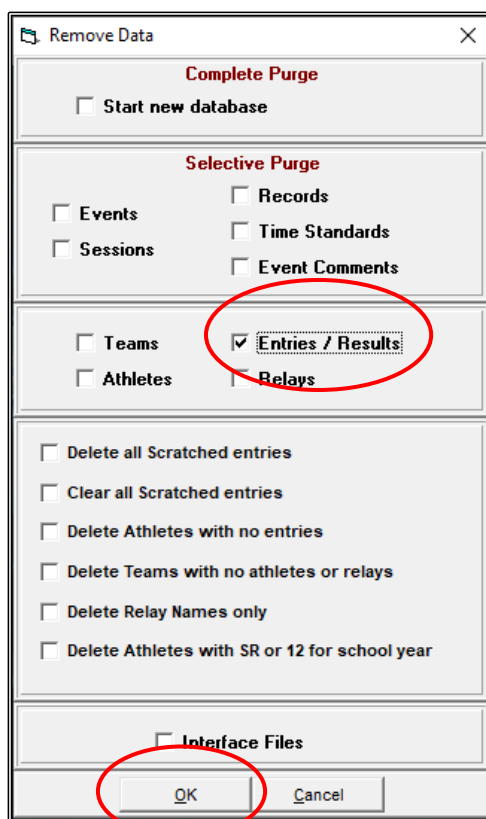


The new database, TEST EVENT 2021, will now open up ready for you to purge DATA from the last meet.

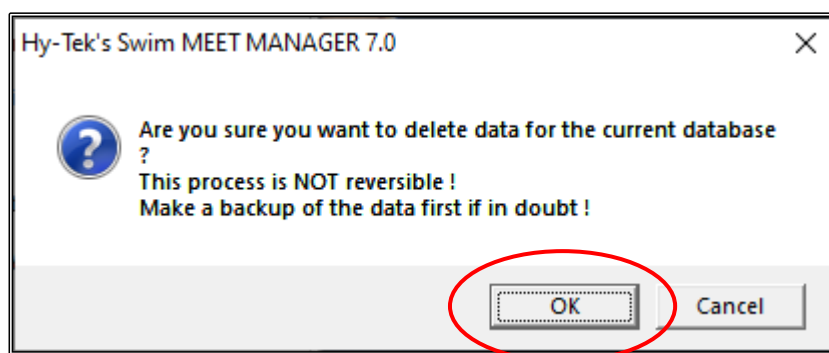
From the MAIN MENU screen, click on the FILE tab and then select PURGE from the drop down. Now click on REMOVE DATA SELECTIVELY.



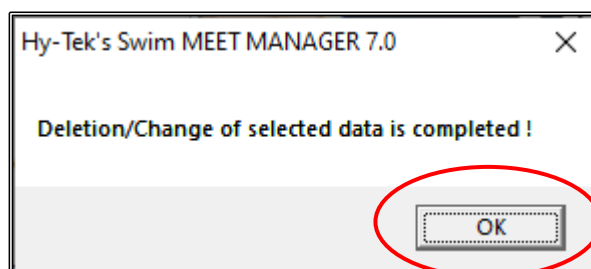
From the REMOVE DATA screen, tick the ENTRIES/RESULTS box and then click on OK.



Click OK when you see the NOT REVERSIBLE message screen.



The DELETION/CHANGE screen now opens, just click OK.



This now leaves you with all the TEAMS, all the ATHLETES, all the EVENTS and all the updated RECORDS from last year.

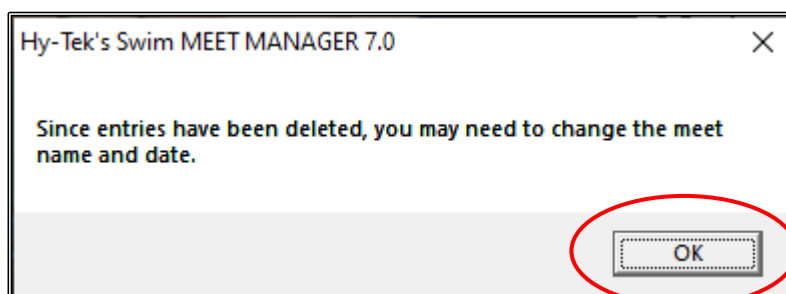
If your meet will not have the same TEAMS and ATHLETES competing, you can also PURGE these from the new database.

From the MAIN MENU screen, click on FILE -> PURGE -> REMOVE DATA SELECTIVELY. Now tick the TEAMS box and you will see that TEAMS, ATHLETES, ENTRIES/RESULTS and RELAYS will now ALL be deleted.

Click OK and then click OK to the next two DELETION screens.

You now have only a SHELL left for this new meet (EVENTS and RECORDS).

You will now see the message screen below. Click OK.



This will open up the MEET SET-UP screen so that you can update this meet's details.

If you leave the TEAMS and ATHLETES in your new database, you will have to open up the MEET SET-UP screen.

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

Change the following information and leave the rest as previously set:

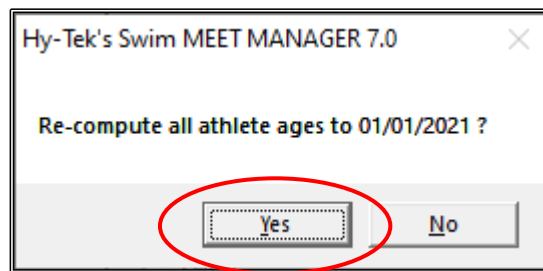
Meet Name	Test Event 2021
Start and End Dates	01.01.21 (for both)
Age-Up Date	01.01.21
Entry Open Date	01.11.20
Entry Deadline	01.12.20
Class	Age Group. Don't forget if you have MULTI-CLASS swimmers, you should change this from AGE GROUP to DISABLED.

If you have left the athletes in from the last meet, you now need to click on the AGE-UP ATHLETES button at the bottom left-hand side of the screen so that all your athletes will be AGED-UP to the current meet start date. If you PURGED athletes, then you do not need to do this.

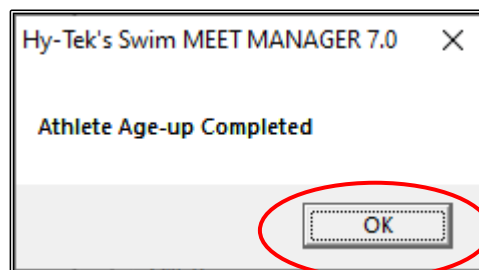
The screenshot shows the 'Meet Set-up' window with the following details:

- Meet Name:** Test Event 2021
- * Facility Name:** My Swimming Pool
- Address:** Smith Street
- * City:** SYDNEY
- * State / Province:** NSW
- * Postal Code:** 2000
- * Country:** AUS
- Sanction #:**
- Start Date:** 01/01/21
- End Date:** 01/01/21
- Age-Up Date:** 01/01/21
- Entry Open Date:** 01/11/20
- Entry Deadline:** 01/12/20
- ID Format:**
 - ☐ USAS - USA Swimming
 - ☐ SNZ - Swimming New Zealand
 - ☐ SSA - Swimming South Africa
 - ☒ AUS - Australian Swimming
 - ☐ BS - British Swimming
 - ☐ BCSSA - Canadian League
 - ☐ USMS - US Masters
 - ☐ Other
- * Host LSC:** NSW
- Base Country:** AUS
- Altitude in Feet:**
- Default touch Pads at both ends:** ☐
- Class:**
 - ☒ Age Group
 - ☐ Senior / Open
 - ☐ High School
 - ☐ College
 - ☐ YMCA
 - ☐ Masters
 - ☐ Disabled
- Timers Connected to this Computer:**
 - ☒ One timer
 - ☐ Two timers
- Timer 1 Name:** Pool 1
- Timer 2 Name:** Pool 2
- Meet Type:**
 - ☒ Standard
 - ☐ By Event
 - ☐ By Team
 - ☐ By Entry
 - ☐ Flighted
 - ☐ Time Standards
 - ☐ Div by Time Std
- Meet Style:**
 - ☒ Standard
 - ☐ 2 Team Dual
 - ☐ 3+ Team Dbl Dual
- * Course:**
 - ☒ LC Meters
 - ☐ SC Meters
 - ☐ Yards
- DQ Codes:** Custom DQ Codes
- Time Adjustment Method:**
 - ☒ FINA rules
 - ☐ USA Swimming rules prior to 1 May 2016
- Buttons:** Age-Up Athletes, OK, Cancel, Re-Convert Entries

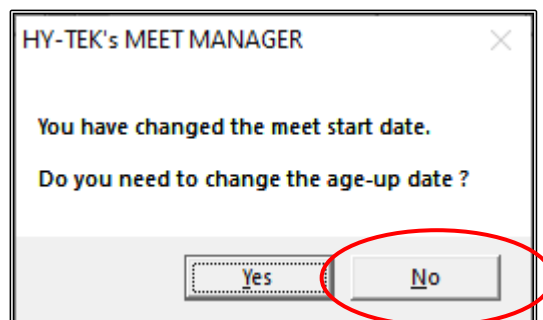
Click YES when the RE-COMPUTE screen opens.



Now click OK when the ATHLETE AGE-UP is COMPLETED.



The system will now ask you if you need to change the AGE-UP date, but you have already done this, so click NO.



The MEET MOBILE PUBLISHING screen will now appear.

This step cannot be done until all other information for the meet has been set up.

For this exercise we will not use MEET MOBILE so just tick the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET box and then CLOSE OUT ☒ the screen.

NOTE: If you decide later to publish your results via MEET MOBILE, just click on the SET-UP tab from the MAIN MENU screen and then click on MEET MOBILE PUBLISHING from the drop down. Uncheck the NOT INTERESTED IN PUBLISHING MEET MOBILE FOR THIS MEET tick box and follow the instructions in [Section 12](#) on Page 174.

Also note that MEET MOBILE is not available 7 days after the meet has finished.

Meet Mobile Publishing

Settings | Publish | Promote | Report

Welcome to Meet Mobile Setup

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.

☐ Free Heat Sheets

If Full Meet Data is selected, you must 1) either click the Active.com Set-up button to create an account for revenue 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.

Active.com Set-up

☒ Restrict Heat Sheet Data
Meet Mobile customers will have access to all meet information except heat sheets.

Terms of use:
I have NOT agreed to the Meet Mobile Contract.

View Contract to Agree

Confirm

☒ Not interested in publishing Meet Mobile for this meet

Learn About Meet Mobile

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.

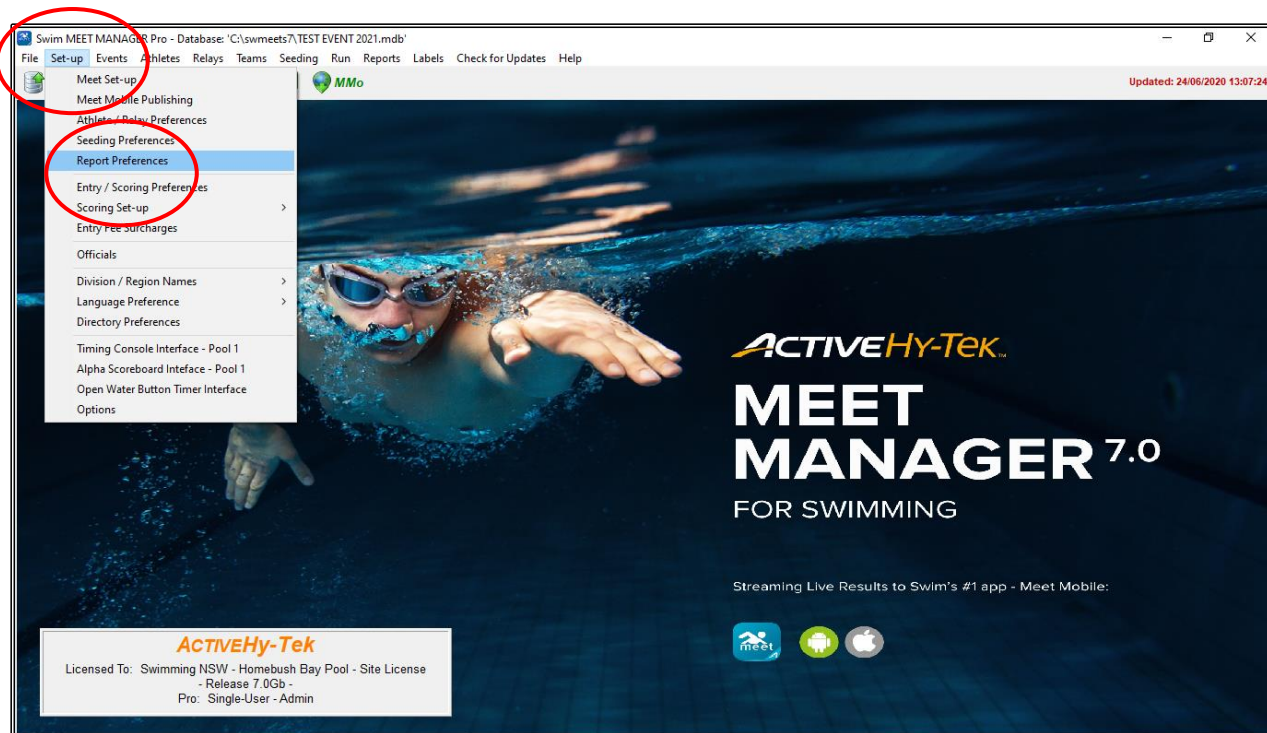
How does my meet data get published ?
Once you have set up your meet for Meet Mobile, you will be given control of when to make meet data available.

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.

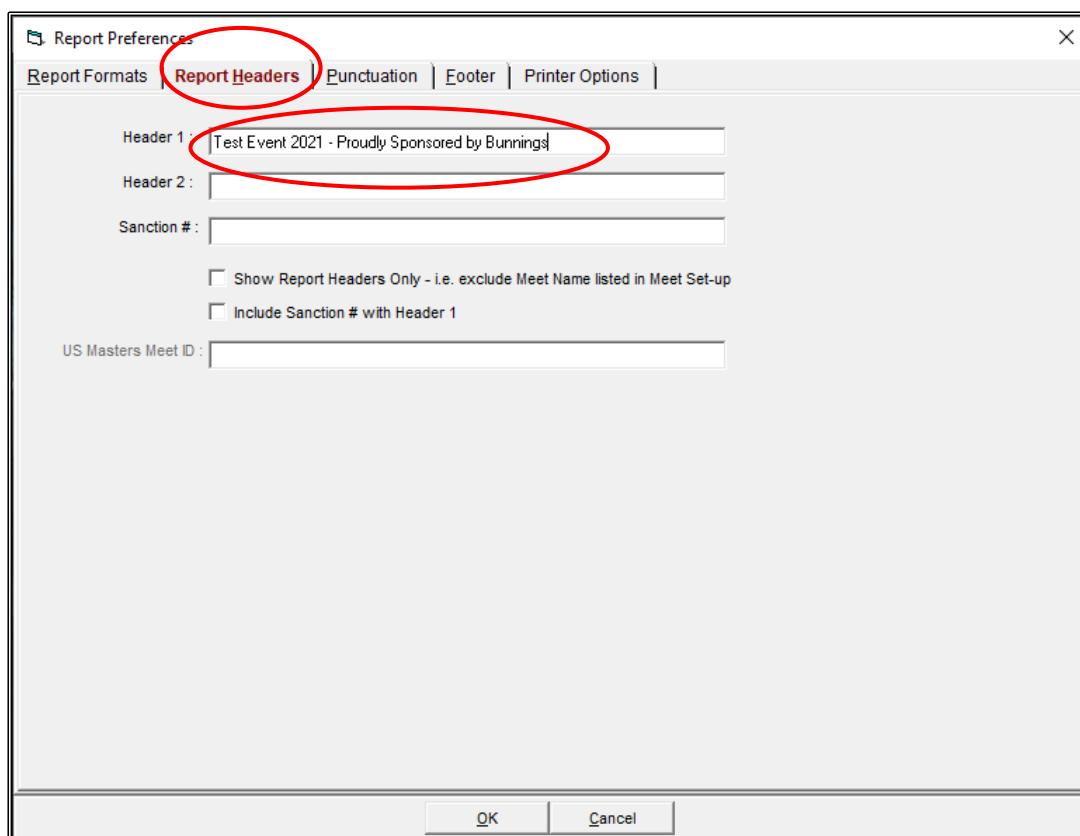
Terms of Use
The Terms of Use is required before any meet data can be published to Meet Mobile. Click 'View Contract to Agree' and you will be able to view the contract. On the contract page, enter your name and birth date, then click Agree.

If you have HEADERS set up from the last meet, you may want to change these for the current meet.

From the MAIN MENU screen, click on the SET-UP tab and then select REPORT PREFERENCES from the drop down.



Click on the REPORT HEADERS tab and change the headers accordingly. Now you need to check your FOOTERS tab if these were set up for the last meet.



Click on the FOOTER tab in the REPORT PREFERENCES screen and make the appropriate changes.

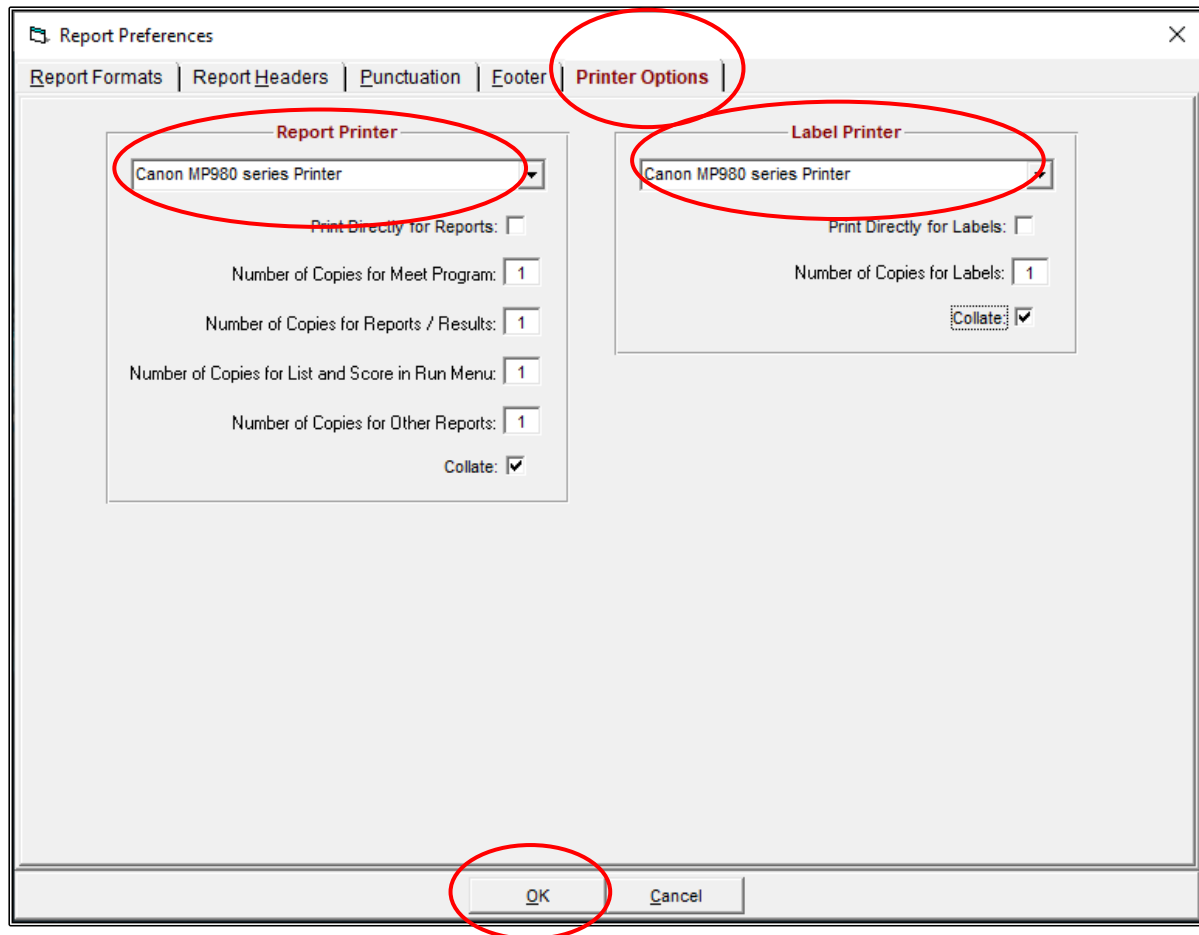
The screenshot shows the 'Report Preferences' dialog box with the 'Footer' tab selected. The 'Footer' tab is circled in red. The dialog box has a title bar with a close button (X). Below the title bar are tabs: 'Report Formats', 'Report Headers', 'Punctuation', 'Footer' (selected), and 'Printer Options'. The main area is titled 'Select Logos for Meet Program, Psych Sheets and Results Reports'. It contains a 'Logo Preview' section with a 'Create Sample Report' button and radio buttons for '1 Column' (selected), '2 Column', and '3 Column'. Below this is a 'Page Footer Height' field set to '3'. There are five rows of 'Clear' and 'Select Logo' buttons. The first two rows are circled in red. The first row shows the file path 'C:\Users\cherr\Desktop\Bunnings Logo.jpg'. The second row shows 'C:\Users\cherr\Desktop\SNSW Logo.jpg'. To the right of these buttons are three text input fields labeled 'Message 1:', 'Message 2:', and 'Message 3:'. At the bottom are 'OK' and 'Cancel' buttons.

You now need to set up your PRINTER OPTIONS.

Click on the PRINTER OPTIONS tab and set up the printer that you will be using to print your program, results and reports.

This may change from time to time and can be changed when needed by clicking on this tab.

By default, the LABEL PRINTER also needs to be set up even though labels are not used.

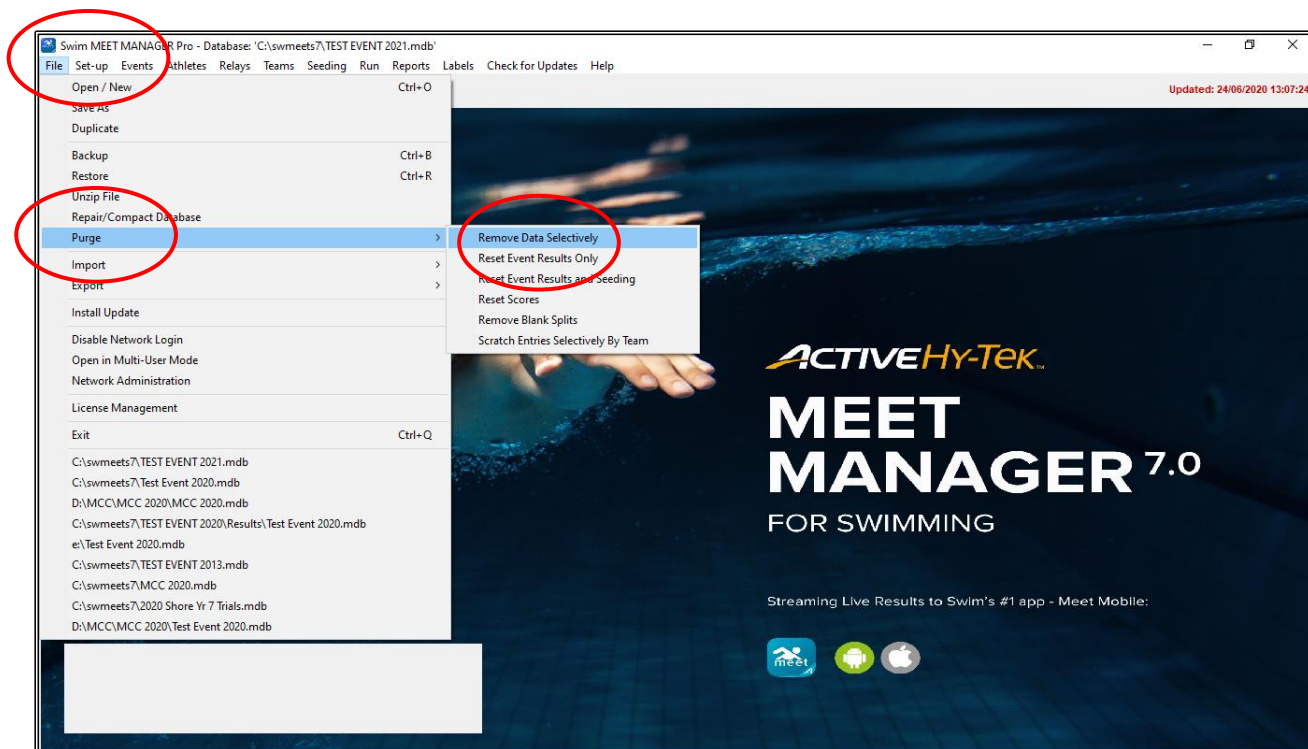


When you are happy with all your REPORT PREFERENCES, click OK to save.

You are now ready to start entering your current ATHLETES into their respective events, ADD any new TEAMS and ATHLETES and start SEEDING your meet.

Once you are happy with ALL your entries, you can now PURGE any ATHLETES and TEAMS that are left over from the last meet and who are not entered in this current meet.

From the MAIN MENU screen, click on the FILE tab and then select PURGE from the drop down and then choose REMOVE DATA SELECTIVELY.



From the REMOVE DATA screen, tick on both the DELETE ATHLETES WITH NO ENTRIES box and the DELETE TEAMS WITH NO ATHLETES OR RELAYS box.

Now click OK.

Remove Data

Complete Purge

☐ Start new database

Selective Purge

☐ Events ☐ Records

☐ Sessions ☐ Time Standards

☐ Event Comments

☐ Teams ☐ Entries / Results

☐ Athletes ☐ Relays

☐ Delete all Scratched entries

☐ Clear all Scratched entries

☒ Delete Athletes with no entries

☒ Delete Teams with no athletes or relays

☐ Delete Relay Names only

☐ Delete Athletes with SR or 12 for school year

☐ Interface Files

OK Cancel

When the DELETION COMPLETED message appears, click OK.

Hy-Tek's Swim MEET MANAGER 7.0

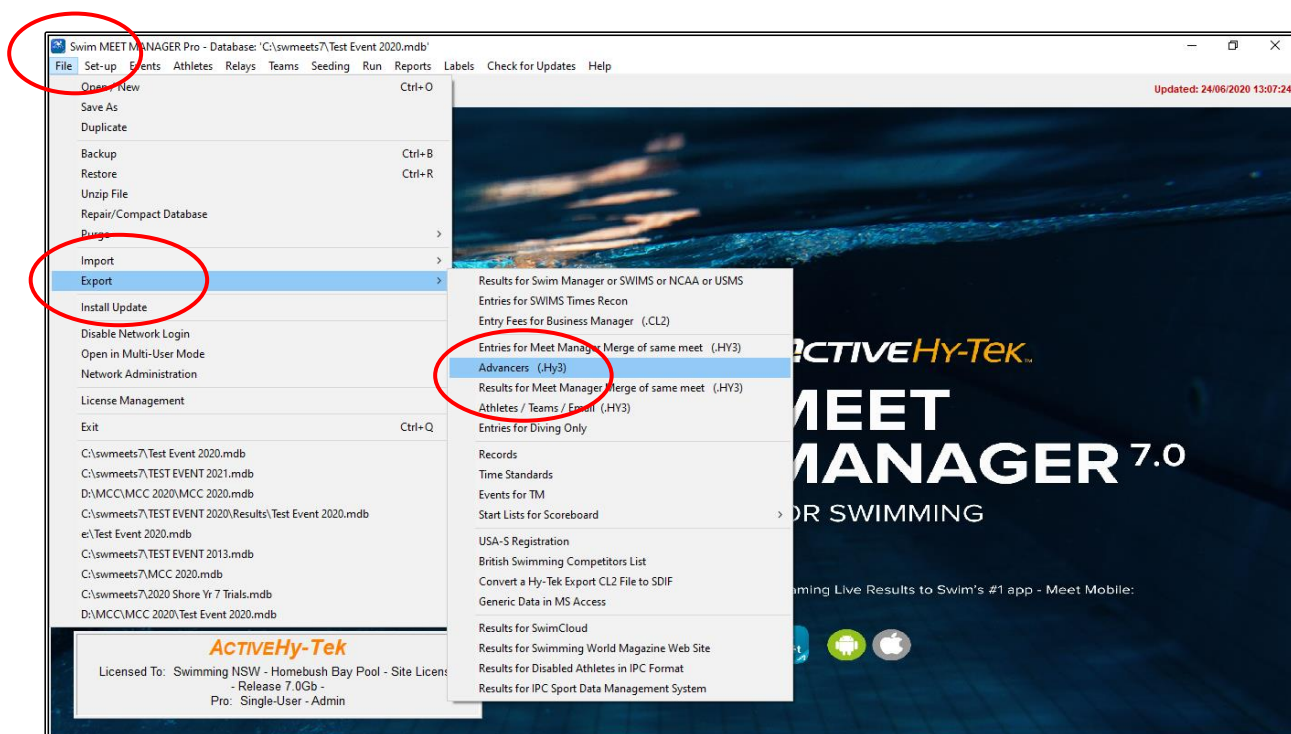
Deletion/Change of selected data is completed !

OK

You are now left with only your CURRENT DATABASE, ready to seed and run your meet.

SECTION SEVENTEEN: HOW TO EXPORT ADVANCERS FROM MEET MANAGER (ie: FOR THE SPEEDO FINALS MEET)

From the MAIN MENU screen, click on the FILE tab and select EXPORT from the drop down then choose ADVANCERS (.Hy3).



From the EXPORT ADVANCERS screen:

1. Click on SELECT ALL to select the events you wish to use for the advancements
2. Specify the TOP HOW MANY to advance for each event, ie 4 athletes per event
3. Leave MAXIMUM QUALIFIERS PER EVENT blank
4. Leave OR RANGE OF PLACES FOR FINALS blank
5. Click the SELECT BEST TIME FROM FINALS ONLY option

Click on EXPORT at the top of the screen and Meet Manager will export those advancers based on the criteria you set up above.

Export Advancers

Select All De-select View Export

Gender: ☒ All ☐ Male ☐ Mixed ☐ Female

Age Range: -

Indiv + Relays: ☒ Indiv + Relays ☐ Indiv Only ☐ Relays Only

Evt #	Status	Event Name
<input checked="" type="checkbox"/> 1	Scored	Boys 8 & Under 50 LC Meter Freestyle
<input checked="" type="checkbox"/> 2	Scored	Girls 8 & Under 50 LC Meter Freestyle
<input checked="" type="checkbox"/> 3	Scored	Men Open 100 LC Meter Backstroke
<input checked="" type="checkbox"/> 4	Scored	Women Open 100 LC Meter Backstroke
<input checked="" type="checkbox"/> 5	Scored	Boys 9 Years 200 LC Meter Breaststroke
<input checked="" type="checkbox"/> 6	Scored	Girls 9 Years 200 LC Meter Breaststroke
<input checked="" type="checkbox"/> 7	Scored	Mixed Open 400 LC Meter Medley 4 x 100m Relay
<input checked="" type="checkbox"/> 8	Scored	Girls 6-10 200 LC Meter Freestyle 4 x 50m Relay

Top How Many from each event to advance :

Maximum Qualifiers per Event :

Or Range of Places from Finals : -

Select best time from finals only : ☒

Select best time from finals and prior rounds : ☐

Select best time from finals, prior rounds, and entry time : ☐

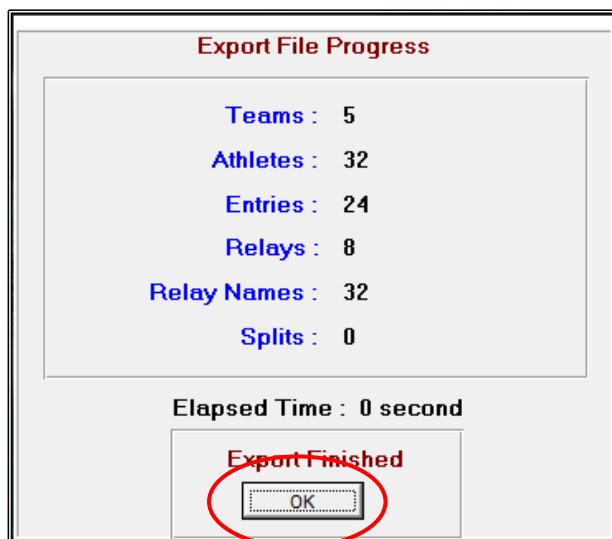
Include relay athlete names : ☒

Limit entries to those that meet the selected time standard below

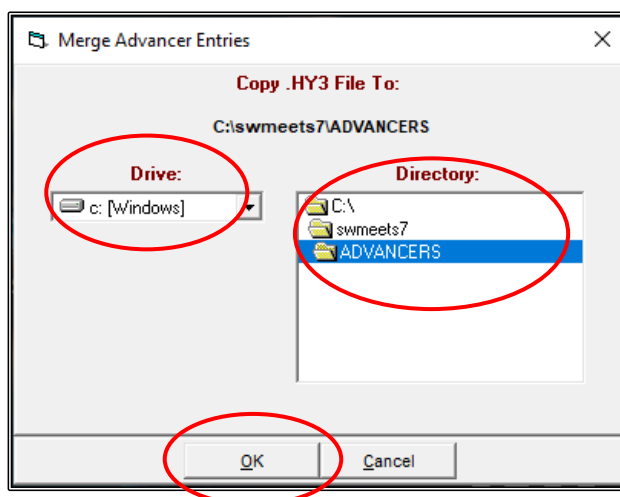
Tag	Time Stds
	<input type="text"/>

- Select the events to be advanced. Enter Top How Many to advance from each event and/or, if there is a qualifying time used for advancing, select one of the qualifying tags by checking one box and enter either Maximum Qualifiers to advance per event or Top How Many. If you enter a place range such as 4th thru 6th from Finals, Top How Many, Max Qualifiers, and Time Standards are ignored.

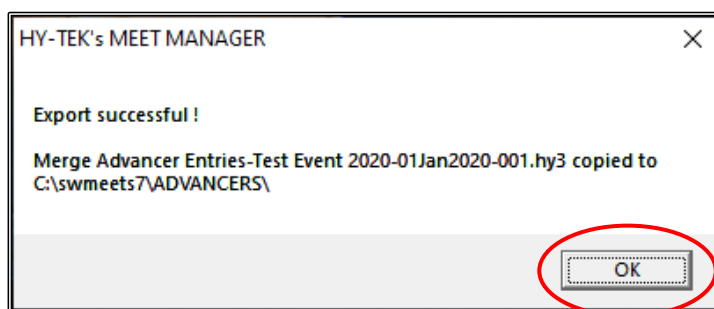
When the EXPORT FILE PROGRESS screen appears, click OK.



The MERGE ADVANCER ENTRIES screen will appear, and you need to choose the DRIVE and DIRECTORY where you want to save the file, then click OK.



The EXPORT SUCCESSFUL message will appear, just click OK.



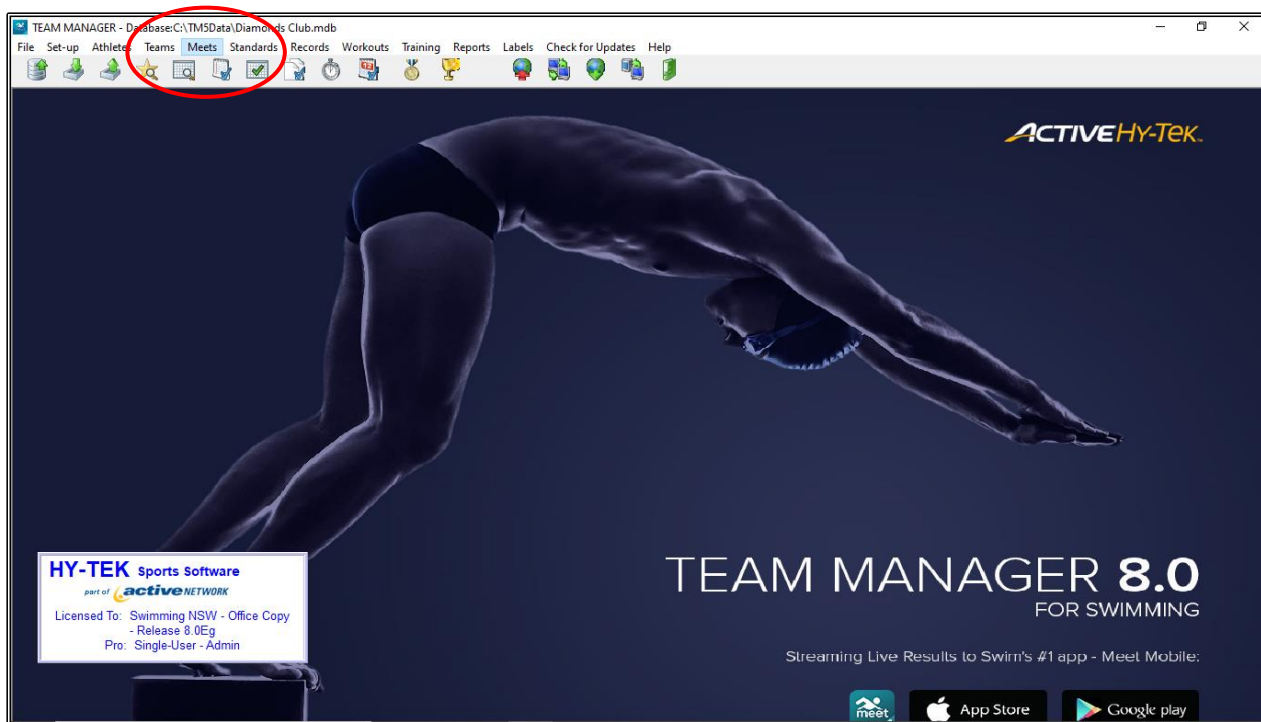
Your ADVANCERS file is now ready for you to email through to the CONVENOR of the next round of competition - no keying errors or mistakes.

☐ Merge Advancer Entries-Test Event 2020-01Jan2020-001.hy3

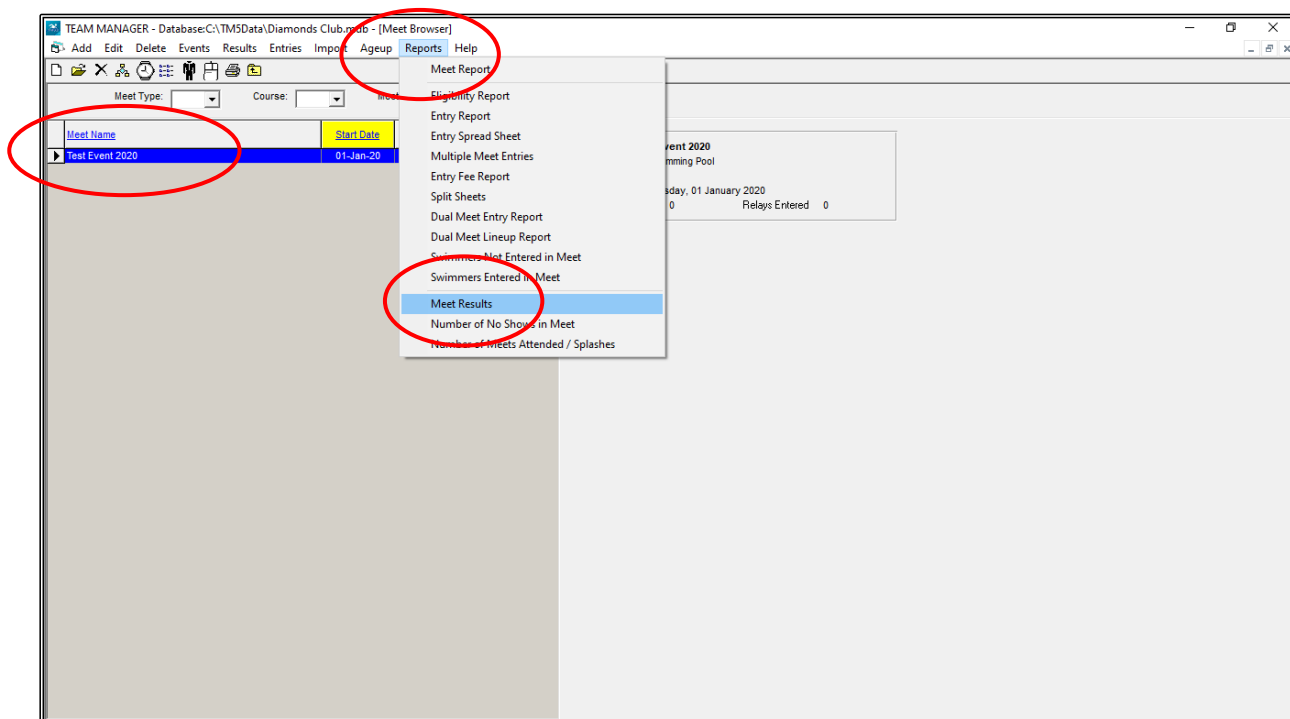
SECTION EIGHTEEN: HOW TO PRINT RESULTS FROM A MEET USING TEAM MANAGER

You may wish to print results from an external meet for the club coach or to put on the noticeboard or in your club newsletter.

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



Highlight the TEST EVENT 2020 meet and then click on the REPORTS tab at the top of the screen and select MEET RESULTS from the drop down.



From the MEET RESULTS screen, check that the MEET NAME is correct and then select:

1. Your TEAM (DIA)
2. Tick the DON'T SHOW IMPROVEMENT box
3. Sort by NAME

Click on CREATE REPORT.

The screenshot shows the 'Meet Results' window. The 'Meet' dropdown is set to '01-Jan-20 Test Event 2020'. The 'Team' dropdown is set to 'DIA'. In the 'Improvement' section, the 'Don't Show Improvement' checkbox is checked. In the 'Sort by' section, 'Name' is selected. The 'Create Report' button is highlighted. Other visible options include 'Prelim / Finals Filter' (All), 'Splits' (None), 'Event Filters' (Individual), and 'Standards' (None).

Below is a sample of the INDIVIDUAL MEET RESULTS report which shows the swimmers in alphabetical order, the times swum, the Event numbers, the Event descriptions, the swimmer's overall place in the event and the points they scored.

Print / Export Reports

1 / 1

100%

BusinessObjects

Preview

Licensed To: Swimming NSW - Office Copy HY-TEK's TEAM MANAGER 8.0 27/06/2020 Page 1

Individual Meet Results

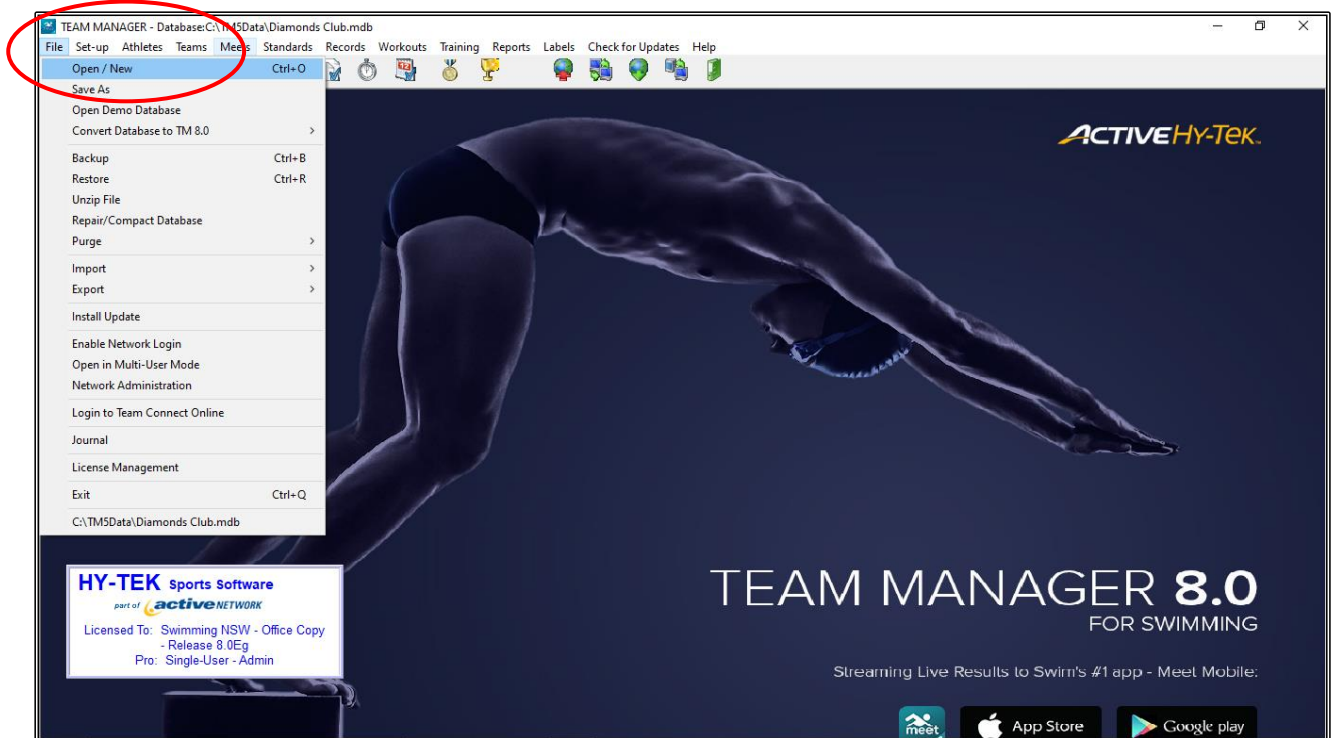
Test Event 2020 01-Jan-20 LC Meters
Location: Mr Swimming Pool
DIAMONDS CLUB [DIA]

Time	F/P/S	Event	Place	Points
Rebecca Clarke (19) G				
1:18.34L	F # 4	Girls 100 Back	2	9
Chelsea Murray (9) G				
1:46.22L	F # 4	Girls 100 Back	8	3
3:30.59L	F # 6	Girls 9-9 200 Breast	7	4
Christopher O'Keefe (9) B				
1:17.79L	F # 3	Boys 100 Back	9	2
3:01.24L	F # 5	Boys 9-9 200 Breast	2	9
Erin Renford (9) G				
1:54.34L	F # 4	Girls 100 Back	10	1
3:26.48L	F # 6	Girls 9-9 200 Breast	6	5
Michael White (9) B				
1:14.98L	F # 3	Boys 100 Back	5	6
3:37.27L	F # 5	Boys 9-9 200 Breast	5	6

SECTION NINETEEN: HOW TO CREATE A NEW DATABASE IN TEAM MANAGER

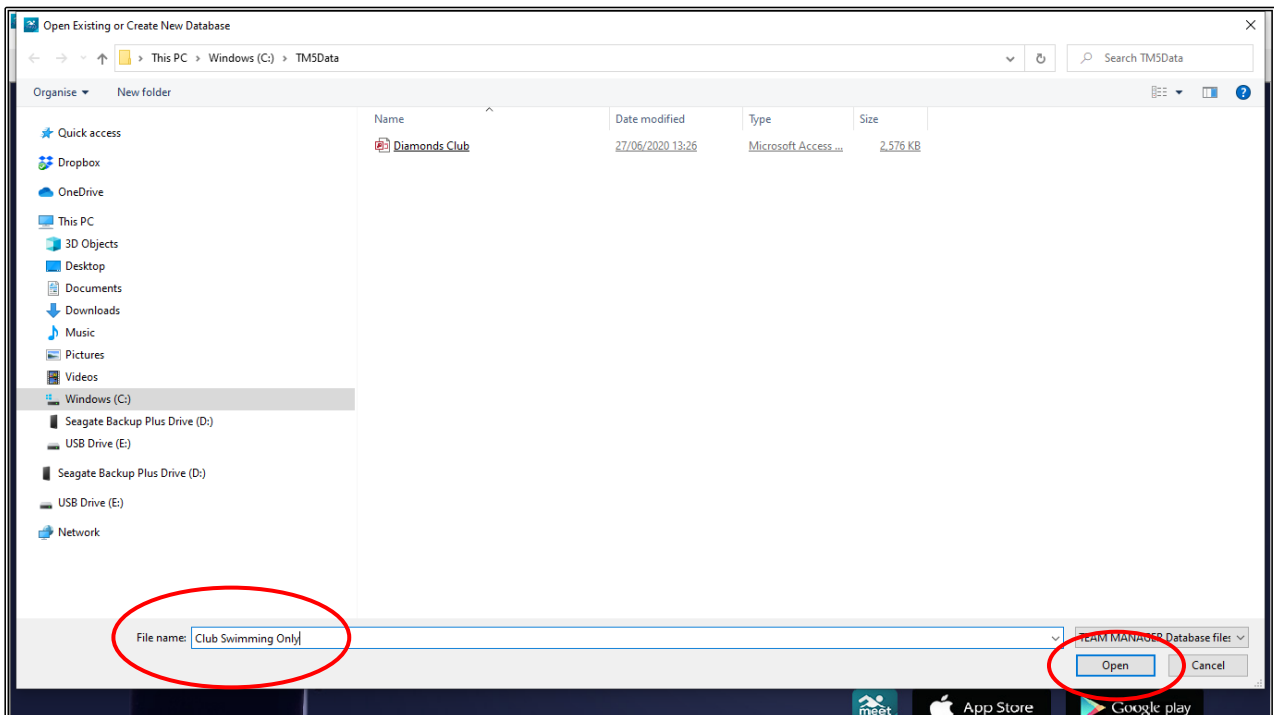
You may be setting up your first DATABASE or wanting to set up a second DATABASE in TEAM MANAGER.

From the MAIN MENU screen, click on the FILE tab and select OPEN/NEW from the drop down.



Choose the location where you want to save your DATABASE. The TEAM MANAGER system will default to C:\WINDOWS\TM5Data on your computer.

Click on the FILE NAME and give your new DATABASE a name, ie CLUB SWIMMING ONLY and then click OPEN.



Complete the SYSTEM PREFERENCES for your new DATABASE by using the drop down boxes and the following suggestions:

Athlete Browser Options	UNTICK SHOW SCHOOL YEAR
Default Team Registration	AUST
Default Team Type	AGE
Default Country	AUS
DO NOT USE!	DEFAULT LSC or DEFAULT STATE
Meet Age-Up Date	MEET START DATE
System Age-Up Date	TICK ALWAYS AGE-UP TO TODAY

You can change the SYSTEM PREFERENCES at any time. From the MAIN MENU screen, click on SET-UP -> PREFERENCES -> SYSTEM PREFERENCES.

When all your preferences are set, click OK.

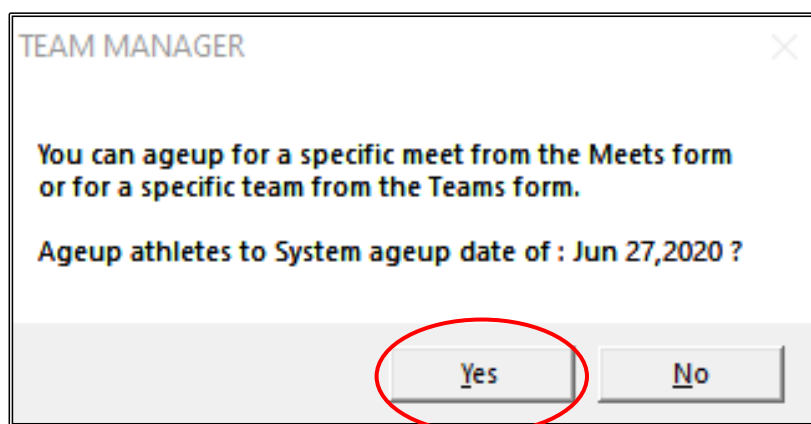
The screenshot shows the 'System Preferences' dialog box with the following sections and options:

- Preferences**
 - Gender Designations**
 - ☒ Men/Women (M/W)
 - ☐ Male/Female (M/F)
 - ☐ Boys/Girls (B/G)
 - Athlete Browser Options**
 - ☒ Show Ages
 - ☒ Show Birth Date
 - ☐ Show School Year
 - ☒ Last Name First
 - ☐ First Name First
 - ☐ Show Only "Faster than" Time STD / Qualifying Times
- Relay Lead-Off Splits**
 - ☒ Use Relay Lead Off Splits
- State / Province Labels**
 - ☒ Use "State"
 - ☐ Use "Province"
- Stroke Rates**
 - ☐ Enable Stroke Rate Reporting
- Automated Reminders**
 - Automatic Backup every days

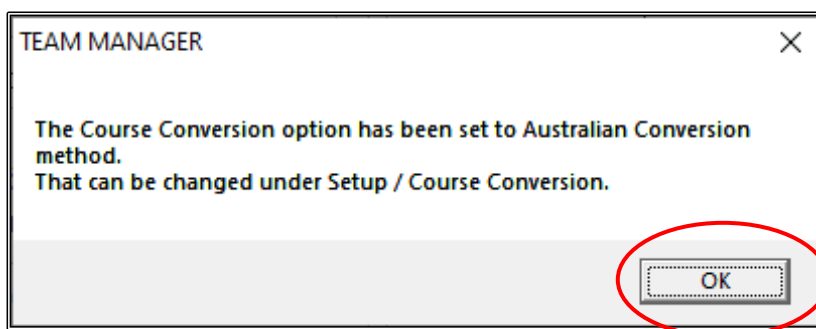
- Team/Swimmer Defaults**
- Default Team Registration:
- Default Team Type:
- Default Country:
- Default LSC:
- Default State:
- Default City:
- Default Postal Code:
- Meet Age-Up Date**
- ☒ Meet Start Date
- ☐ Meet End Date
- ☐ Jun 27, 2020
- ☐ Not Applicable
- System Age-Up Date**
-
- ☒ Always Age-Up To Today
- Buttons**
-

Red circles highlight the following options in the image: 'Show School Year', 'Meet Start Date', 'Always Age-Up To Today', and the 'OK' button.

Click YES when the AGE-UP ATHLETES screen appears.



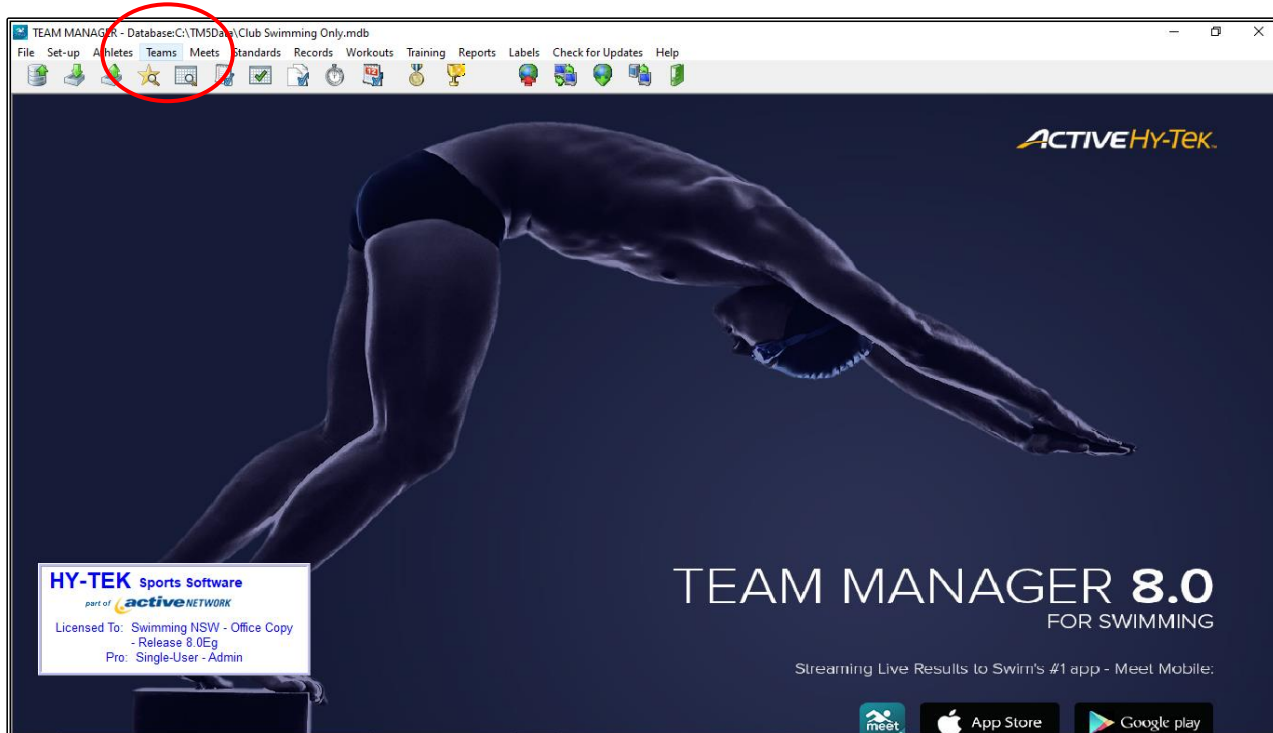
Click OK when the COURSE CONVERSION option screen appears.



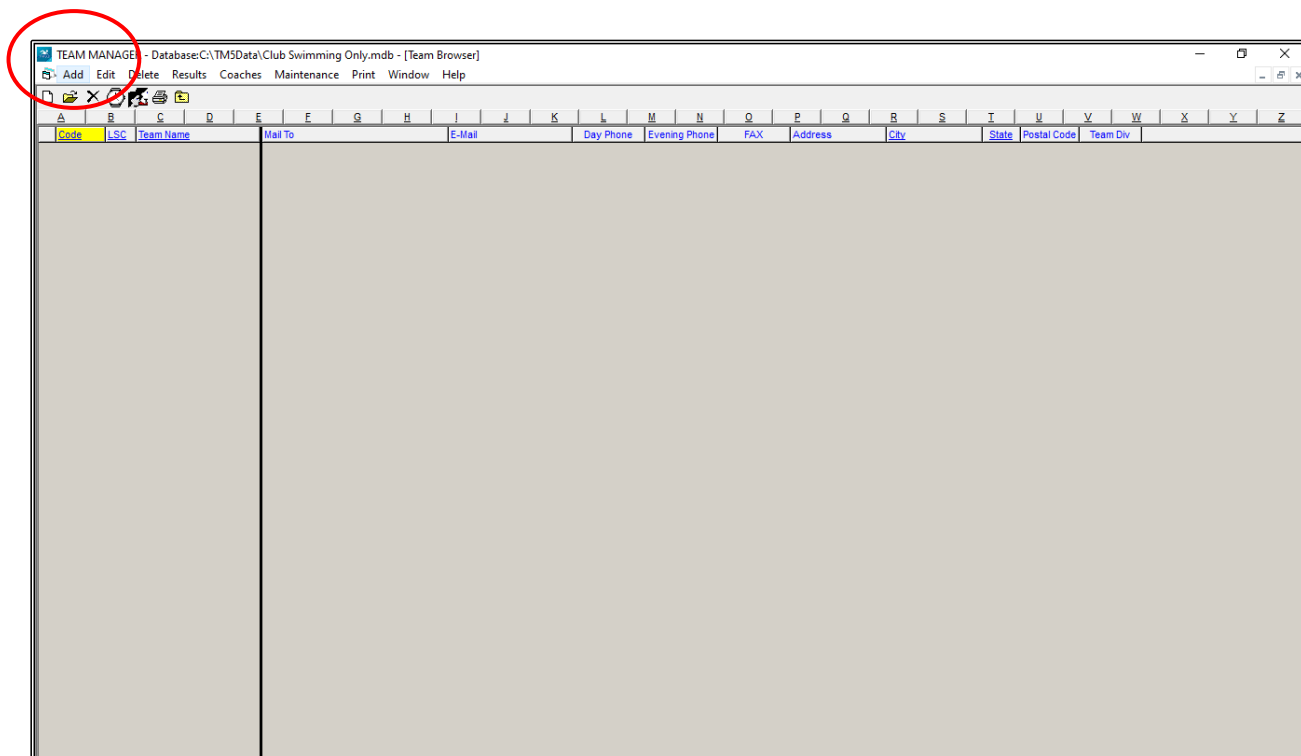
Your new DATABASE is now set up and ready for you to start adding your team name and athletes.

SECTION TWENTY: HOW TO SET UP YOUR TEAM IN A NEW TEAM MANAGER DATABASE

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



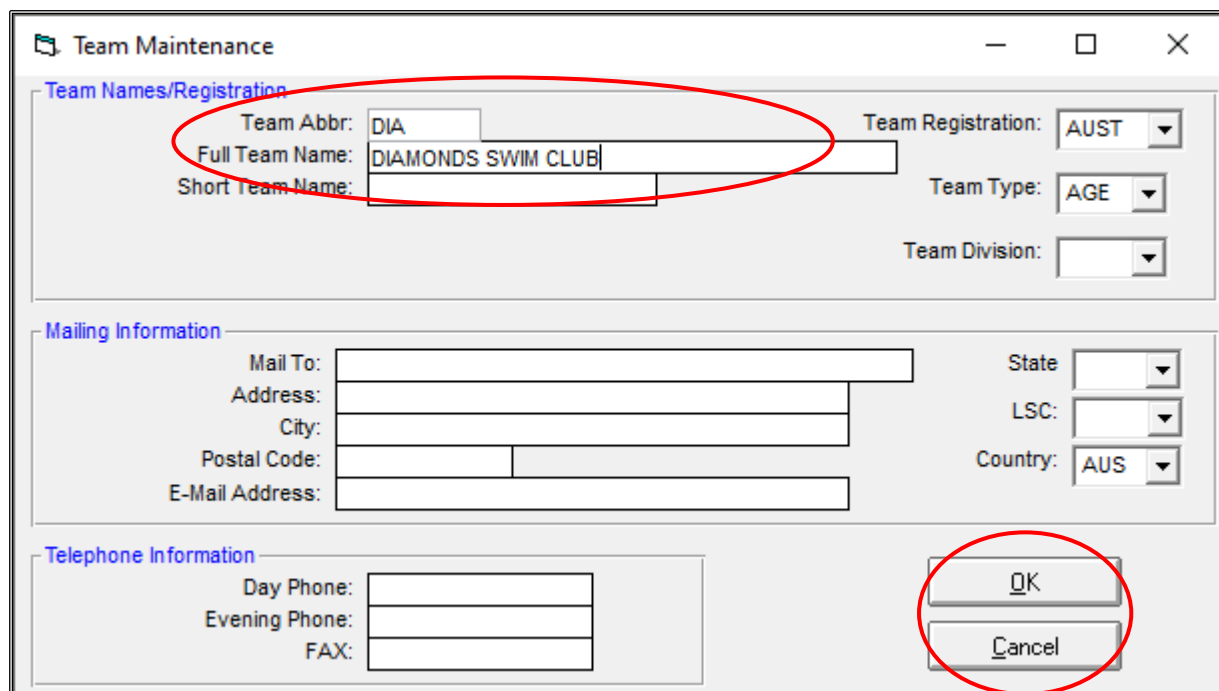
When the TEAM BROWSER screen opens, click on the ADD tab at the top of the screen.



When the TEAM MAINTENANCE screen opens, fill in the TEAM ABBR and the FULL TEAM NAME sections.

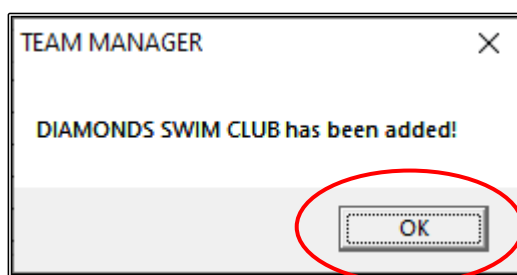
All other defaults should be kept and there is no need to fill any other fields at this time.

Click OK.




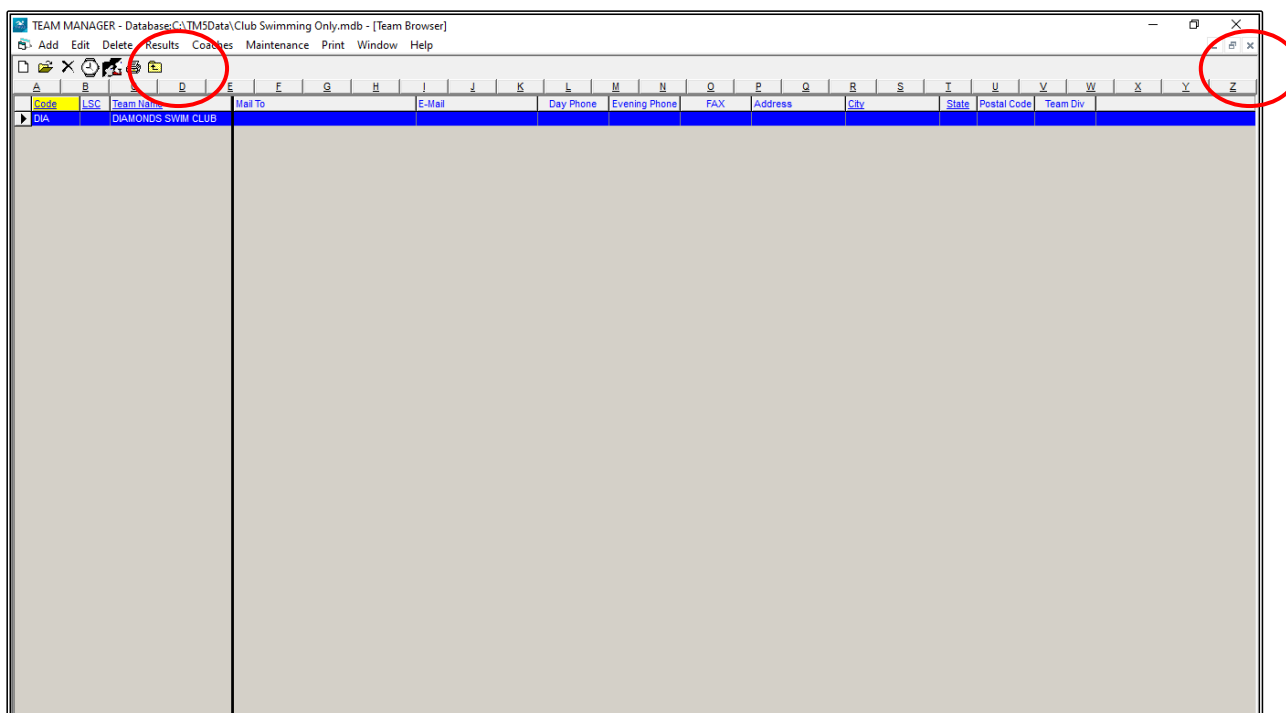
The screenshot shows a 'Team Maintenance' dialog box with three main sections: 'Team Names/Registration', 'Mailing Information', and 'Telephone Information'. The 'Team Names/Registration' section is circled in red and contains the following fields: 'Team Abbr:' with the value 'DIA', 'Full Team Name:' with the value 'DIAMONDS SWIM CLUB', and 'Short Team Name:' which is empty. To the right of these fields are three dropdown menus: 'Team Registration:' set to 'AUST', 'Team Type:' set to 'AGE', and 'Team Division:' which is empty. The 'Mailing Information' section contains fields for 'Mail To:', 'Address:', 'City:', 'Postal Code:', and 'E-Mail Address:', all of which are empty. To the right of these fields are three dropdown menus: 'State', 'LSC', and 'Country:' set to 'AUS'. The 'Telephone Information' section contains three empty text boxes for 'Day Phone:', 'Evening Phone:', and 'FAX:'. At the bottom right of the dialog box, the 'OK' and 'Cancel' buttons are circled in red.

Click OK once the CLUB has been added and then click CANCEL.



Your club has now been created.

You can now close out of the TEAM BROWSER screen by CLOSING OUT  or click on the YELLOW FOLDER with the up arrow symbol. This will take you back to the MAIN MENU screen.

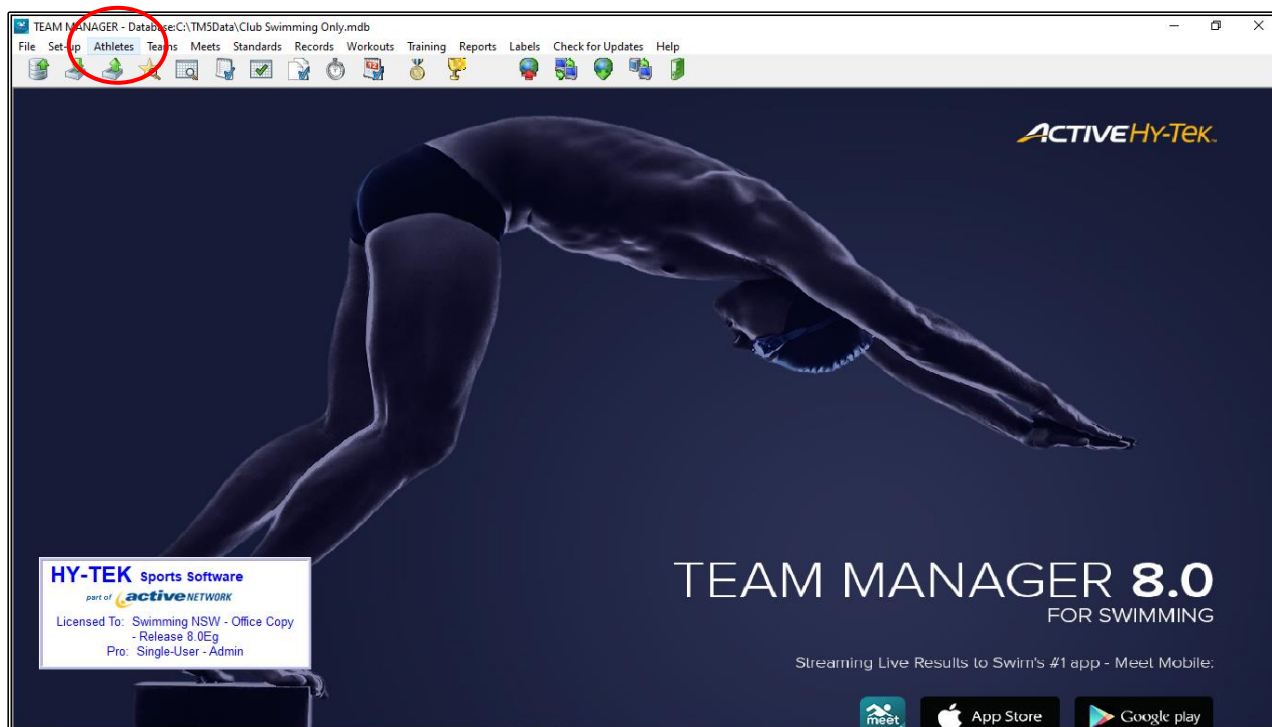


NOTE: The TEAM NAME must be set up first before you can add an athlete. When you add an athlete, one of the compulsory pieces of information that TEAM MANAGER requires is the TEAM that the athlete belongs to.

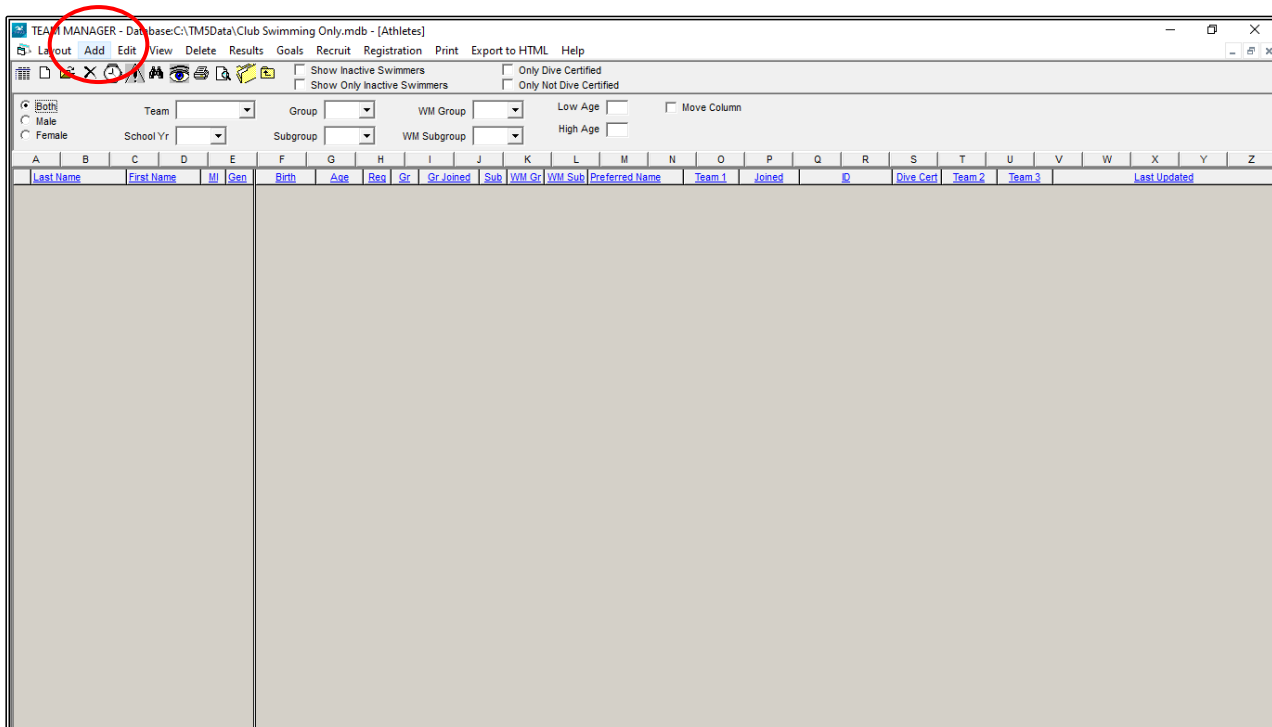
You cannot save athlete information unless you have assigned them to a TEAM.

SECTION TWENTY-ONE: HOW TO ADD ATHLETES INTO A NEW TEAM MANAGER DATABASE

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



Click on the ADD tab at the top of the ATHLETES screen.



When the ATHLETE INFORMATION screen appears, fill in the following information.

This is all the information that you need to fill in at this time.

1. LAST NAME
2. FIRST NAME
3. BIRTHDATE - System will calculate age
4. MEMBER OF TEAM - select the DIAMONDS team that you previously set up - DIA.
5. BUILD ID - click on this button so that the system can build the athlete's MMID # (see footnote below)
6. GENDER

DO NOT use the following boxes:

- a. Middle name/initial
- b. Preferred name

Click OK after each member is entered and then click OK when the ADDED screen appears.

The screenshot shows the 'Athlete Information' form. Red circles highlight the following elements:

- Last Name:** CLARKE
- First Name:** REBECCA
- Birthdate:** 17/10/00
- Age:** 19
- Build ID** button
- ID #:** CLARKE171000
- Gender (M,F):** F
- Team 1:** DIA
- OK** button at the bottom right
- Cancel** button at the bottom right

The form also includes sections for 'Primary Mailing Information' (Father's Last, Mother's Last, Mailing Address, City, State, Postal Code, Country) and 'Primary Contact Information' (Home Phone, Office Phone, E-Mail, Cell, FAX).

The 'TEAM MANAGER' dialog box displays the message: **CLARKE, REBECCA has been added!** An **OK** button is highlighted with a red circle at the bottom.

Continue to add your athletes and then click CANCEL once ALL members have been added.

You have now started to build your ATHLETE database.

TEAM MANAGER - Database: C:\TM5Data\Club Swimming Only.mdb - [Athletes]

Layout Add Edit View Delete Results Goals Recruit Registration Print Export to HTML Help

<

NOTE: MMID stands for MEET MANAGER IDENTIFICATION NUMBER.

This IDENTIFICATION number is generated automatically in both the MEET MANAGER program (Reg ID#) and TEAM MANAGER (ID#).

The IDENTIFICATION # is a combination of the first three (3) letters of the SURNAME, plus the first two (2) letters of the FIRST NAME, plus the six (6) digit DATE OF BIRTH - dd/mm/yy format.

For example, the MMID for REBECCA CLARKE - DOB: 17/10/2000 would be as follows:
CLARE171000

The MMID for CHELSEA MURRAY - DOB: 04/04/2011 would read:
MURCH040411

If the swimmer has a two letter surname, the systems will automatically add a space, eg.
NATHAN ZU - DOB: 15/07/2006 would read: ZU NA150706

If you have twins for example, STEPHANIE and STEVEN JONES - DOB: 03/05/2008, the MMIDs would be identical: JONST030508. You would need to then add an x at the end of one of these MMIDs: JONST030508x

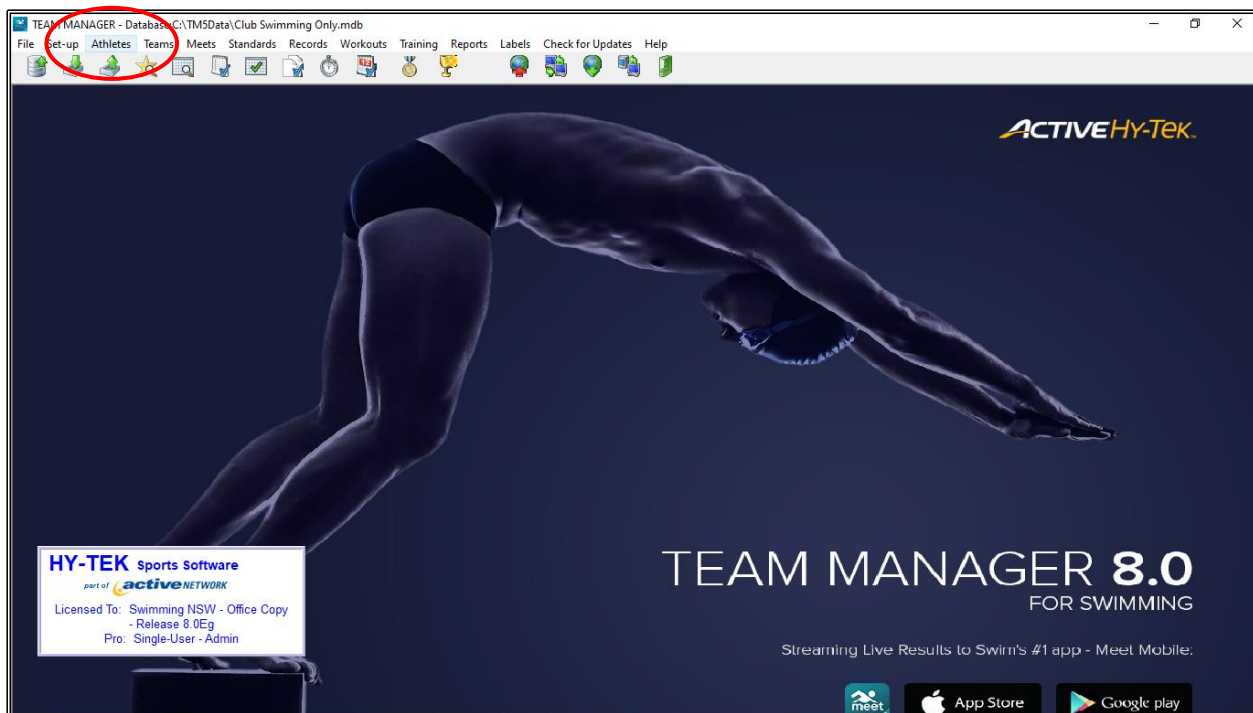
This IDENTIFICATION # is used by both programs to associate swimmers with results. If the IDENTIFICATION # does not match the swimmers NAME or DATE OF BIRTH, then results will not be accredited to that swimmer.

This is also the IDENTIFICATION # that is used in the NATIONAL RESULTS DATABASE (Swim Cetral). If there is no match between swimmer and MMID ID, then results will not be uploaded or accredited to that swimmer.

It is VITALLY IMPORTANT that you do not manually change this number and ensure that the ID # is built correctly in both the MEET MANGER and the TEAM MANAGER programs.

At any time, you can EDIT or CHANGE ATHLETE information. You may have misspelled a name or entered a date of birth incorrectly. It is very important that you EDIT this information.

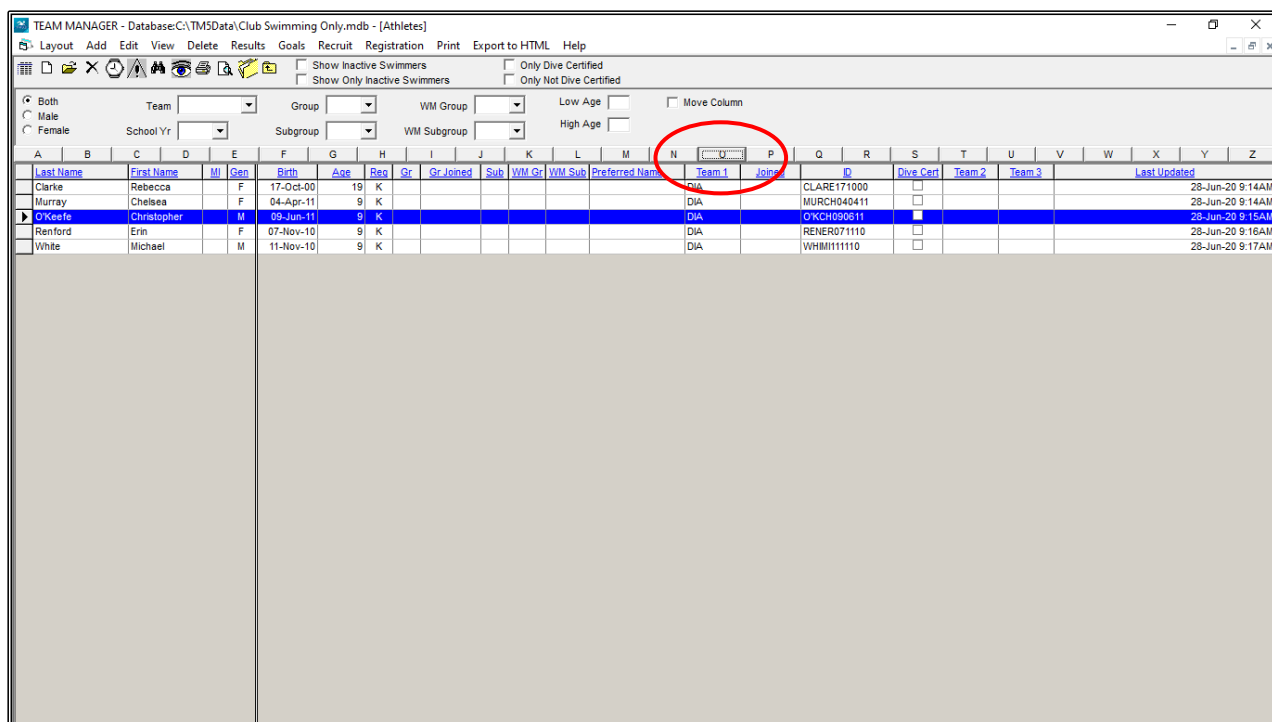
From the MAIN MENU screen, select the ATHLETES tab.



From the ATHLETES screen, highlight the swimmer whose information you wish to change and then click on the EDIT tab at the top of the screen.

Last Name	First Name	MI	Gen	Birth	Age	Res	Gr	Gr-Joined	Sub	WM Gr	WM Sub	Preferred Name	Team 1	Joined	B	Dive Cert	Team 2	Team 3	Last Updated
Clarke	Rebecca		F	17-Oct-00	19	K							DIA			CLARE171000			23-Jun-20 9:14AM
Murray	Chelsea		F	04-Apr-11	9	K							DIA			MURCH040411			28-Jun-20 9:14AM
O'Keefe	Christopher		M	09-Jun-11	9	K							DIA			O'KCH090811			28-Jun-20 9:15AM
Renford	Erin		F	07-Nov-10	9	K							DIA			RENER071110			28-Jun-20 9:16AM
White	Michael		M	11-Nov-10	9	K							DIA			WHIMI111110			28-Jun-20 9:17AM

Once you start to build your ATHLETE database, you may have many athletes and a short cut to selecting individual athletes quickly is to use the ALPHA tabs across the top of the screen. This will take you directly to the first letter of SURNAMEs that you are searching for.



Once the ATHLETE INFORMATION screen appears, make your changes, and then click OK.

The screenshot shows the Athlete Information screen. It has several tabs: Athlete Information, Primary Contact, Secondary Contact, Medical, Custom, and Email Export. The Athlete Information tab is active. It contains fields for Last Name, Preferred Name, Build ID, ID #, Gender (M,F), First Name, Birthdate, Age, Middle, Athlete Cell, and Athlete E-Mail. Below these are sections for Primary Mailing Information (Father's Last, Mother's Last, Mailing Address, City, State, Postal Code, Country, Mail to) and Primary Contact Information (Home Phone, Office Phone, E-Mail, FAX, Cell). On the right, there is a section for Member of (Team 1, Team 2, Team 3, Group, Subgroup, WM Group, WM Subgr, School Yr) and a section for Foreign, Inactive, and Dive Certified checkboxes. At the bottom right, there are buttons for Registration, Recruiting, OK (highlighted with a red circle), and Cancel.

NOTE 1: If you change the spelling of a NAME or DOB, you **MUST** click on the **BUILD ID** button so that the MMID IDENTIFICATION # is UPDATED - this DOES NOT happen automatically.

NOTE 2: Be sure to get the GENDER of the athlete correct. Once results are put against their name, you CANNOT change the gender.