Team Manager

Connect to the internet and check for current updates (do this periodically throughout the season) From the Main Menu.

Initial startup at beginning of season:

1. Inactivate, add or edit athletes
   (Remember if you delete an athlete all times for this athlete will also be deleted).
2. After entering athlete information, click on registration button on right side of athlete information screen. Click the appropriate field, N for year round or 2 for summer league. Click on new or renewal (from prior season) and click ok. This will create a data field in a batch to send to Mo Valley for registration file. Also send listing of athletes to Northland conference treasurer with fee.
3. From main menu, click on team and update coaching information.
4. From main, menu, click on set-up, preferences, system preferences—change meet age-up date to June 1st of current year. Also, change system age-up date button to June 1st of current year. Once changed click on age-up button for current year.
5. Import new time standards for conference—from main menu, standards, import standards (use file from conference website.)
6. If necessary create team records, from main menu, records, add/edit records. (Follow steps from team manager help menu for creating records.) Once records are created, go to main menu, reports, performance, record match. This step will update your team records from most recent swim meet. Repeat this step after each meet to keep team records current.

Weekly:

1. Set up meet, from main menu, click on meets. Then add meet—give meet name, S for course, SL for meet type and start and end date (meet date). Click OK
2. Set up Events—Click on meets, then events. Click on copy events, click on drop down arrow and select previous dual meet name. Click on both on right side and create events for meet.
3. Enter athletes--From main menu, click on meets, entries, choose by name or event. We no longer need to enter swimmers as exhibition, anyone placing in the top six is qualified to ribbon and score points. We need to limit entries to conform to the four (4) hour time limit.
4. Entering Relays—From main menu, click on meets, entries, entry by event, click on relay event name. Select New relay on right side. Computer can pick best relay by selecting find best relay. (Coach may choose to make their own selection.) Click and drag athletes in order that they will swim on relay.
5. Once all entries are entered--Export meet entries—From main menu, click file, export, meet entries--send created file to host team running meet for meet manager.
6. After meet, import meet results file from meet manager. From main menu, click file, import, meet results
7. Backup database. From main menu, click file, backup—locate directory of hard drive or flash drive you wish to store to. (Recommend your database be stored on more than one computer.)

Additional Items:

1. When setting up conference meet—follow same steps as above, with the following exceptions:
    a. Check the 'enforce qualifying times' box
    b. Click on the 'Use since date' box and set as June 1st of the current year. Follow the steps for entering athletes as above. If the swimmer has qualifying times, there entry time will show as their fastest time for the season and will be in a white box. If they don't have a qualifying time, their fastest time will show in a pink box. If you try to enter an athlete in this case, the system will caution you that the time does not meet the qualifying times.

2. Printing results showing conference qualifiers:
   Select Reports, Performance, Meet Results.
   Sort by Name box on bottom left.
   On Standards tab on bottom right, click on conference time standard. Click on 'include time standards' box.
   Create Report—this will generate results by meet that show who has qualifying times for conference.