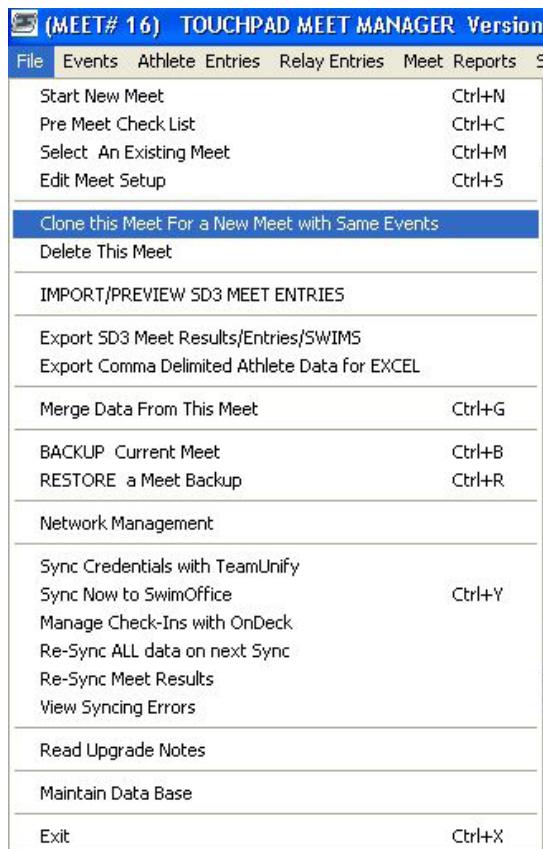


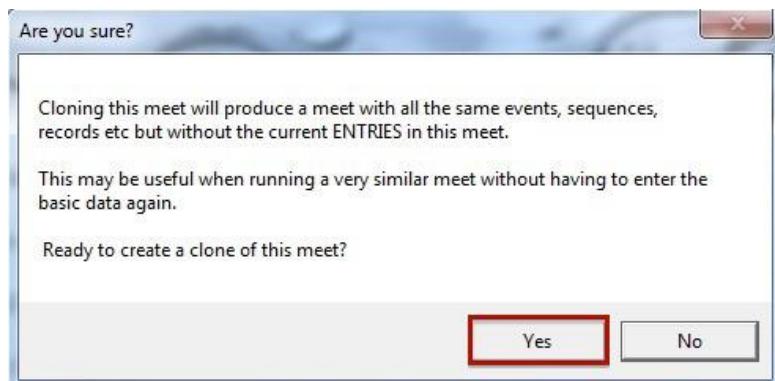
Instruction on how to setup dual meets using clone.

You can use the steps listed below to create the meet structure for your Home Dual Meets using the *2020 Meet for Cloning* touchpad file on NSC website (General Info, Computer/Scoring)

1. Open up TouchPad by selecting your desktop Icon
2. In TouchPad select File > “Select An Existing Meet”.
 1. Choose the *2020 Meet for Cloning* touchpad backup on NSC website - this file includes the 2020 change of 15&O events (no longer 15-18)
3. Clone the meet by going File > Clone this Meet for a new Meet With same Events.



4. Select ‘Yes’ to the information concerning the cloning of your current meet.



5. Select ‘Ok’ once you have read the information regarding clone.



6. This screen is your actual, final meet that will be used. You must now update all relevant information to the actual meet. You will update: Meet Name, Pool Address, Meet Director Name, Host Name and START/ END dates. Also confirm all other information is correct.

This dialog box is for setting up the current meet. It includes fields for:

- Meet Name: Cloned Meet
- Pool Address: 123 Juniper
- City: Nashville
- State: TN Zip: 98885
- HOST TEAM NAME: Sharks
- Meet Director Name: Coach Jenny
- Date by which ages are calculated for this meet: 02/05/14 MM/DD/YY
- Entry Event Limits:
 - MAX INDIVIDUAL Entries per Swimmer: [Yellow Box]
 - MAX RELAY Entries per Swimmer: [Yellow Box]
 - MAX TOTAL Entries per Swimmer: [Yellow Box]
- Surcharges:
 - (Enter 2.75 for \$2.75)
 - TEAM Surcharge: 0.00
 - FACILITY Surcharge: 0.00
 - ATHLETE Surcharge: 0.00
- Enforce Qualifying Times:
- Allow Relay Course Conversions:
- Minimum Qualifying Time for NonConforming Times:
- Use Preferred First Names:
- Minimum Age for OPEN Events: 12
- Number of Pool Lanes: 6
- Elevation in Feet: []
- Sanction #: []
- Type of User:
 - Experienced User
 - Novice User

Determines number of pop-up reminders
- Course Order Description: Course Order YO
- Meet Type:
 - Age Group Meet
 - High School/College
 - Masters Meet
- Pool Length:
 - 25 YARDS (Y)
 - 25 METERS (S)
 - 50 METERS (L)
- Choose the Default Printers for your printed reports:
 - Print/Preview Size: % 100
 - 87% Shows Whole Page
 - Scoring Preferences
- Primary Printer: 10.11.13.193
- Label Printer: Microsoft XPS Document Writer

At the bottom right is a red-bordered "OK" button.

7. Meet Name: [Visiting Team Name] at [Home Team Name]

1. Please use this [Visiting Team Name] at [Home Team Name] format
2. For example: **Steeple Run at Cress Creek Commons**
3. Do not use wording like “Away Meet” or “Home Meet”. Because your “away meet” is other team’s “home meet” and your “home meet” is other team “away meet”. In

order to avoid the confusion, we are not going to use the “away meet” or “home meet” as part of the name.

4. Enter your “Meet start Date”
5. Enter your “Meet End Date”
6. Enter your “Age-Up Date” – Should be 5/31/current year
7. Enter your “Use Time Since” - use a date from previous year to avoid NT entries. In July, can change date to this season if you want
8. Check other entries and if they all look good, click “OK” button.
8. Once you have confirmed all information Sync this meet to your TeamUnify site. You’re now ready to seamlessly sync this meet and event structure to your TeamUnify site. Once it’s created on your site, you can easily invite your visiting team, creating the same meet and meet structure on their site! Simply follow the steps below.

9. Turn your syncing on in TouchPad



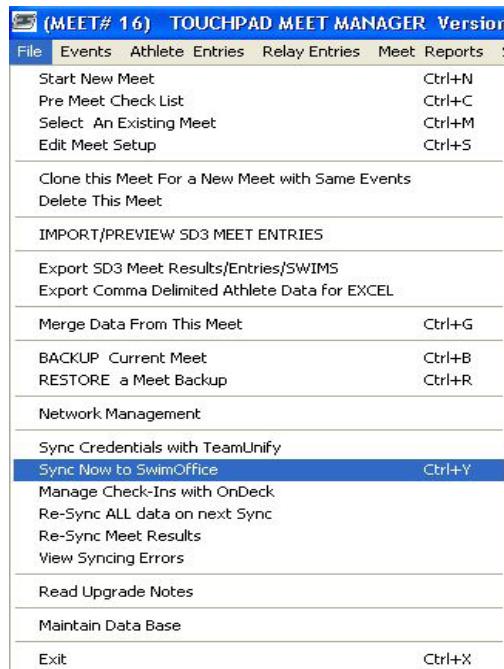
10. Sync your credentials to TeamUnify by going File > Sync Credential to TeamUnify. This will create the connection between TouchPad and your TeamUnify site but will not sync any information.



11. Use your SwimOffice credentials including your alias, login and password.
 1. If you don't know your "Team Alias", you can go to your team web site and click on team admin> team profile. You will see the "Team Alias" listed on the top of the page.



12. Sync NOW to SwimOffice. This will push this meet and all meet information into your SwimOffice site.



13. Login to your SwimOffice site and go to your events tab to view your Meet synced from TouchPad. Select Edit to adjust the information for both host and invited team.

The screenshot shows the 'Events' section of the SwimOffice website. At the top, there are tabs for 'Current & Upcoming', 'Past & Archived', 'Reports', and 'TouchPad Meet Admin'. Below the tabs, there are buttons for 'New Event' and 'Delete'. A search bar with a dropdown for 'Event Category' set to '--ALL--' and a 'Search' button is present. The main area displays a calendar for February 2014. A specific event is highlighted: 'Feb 5, 2014 - TouchPad Manta Rays Summer Meet'. The 'Edit' button for this event is highlighted with a red box.

14. Ensure all of the START-END and REGISTRATION deadline dates are accurate.
1. Enter "Start Time" and "End Time". The start time is the time swimmers need to be arriving at the pool. This is not the event start time.
 2. Enter "Registration Deadline" - This is roughly about 10 days before the meet.
 3. Enter Event Category: Select "Home Meet", "Away Meet" or "Dual Meet"
 4. Enter "Home page tab" - "swim meet"
 5. Enter "TouchPad Sync End Date/Time": Sat meet = Thurs before at 4:00pm; Tues meet = Sunday before at 4:00pm (time is set to Pacific time - can't be changed)
 6. Change "Allow Athletes to commit by Event" to "No, Commit by Day/Session"

The screenshot shows the 'Event Edit' page. At the top, there are buttons for 'Event Edit', 'Select Teams', and 'Invited Teams'. The main area is divided into sections: 'STEP 1: Enter Event Information', 'STEP 2: Team Member Only Private Event', and 'STEP 3: Event Signup/Register Enabled?'. In 'STEP 1', fields include 'Event Title: Manta Rays Summer Meet', 'Start Date/Time: 02/05/2014 AM', 'Registration Deadline: 02/05/2014', 'End Date/Time: 02/05/2014 AM', 'Event Category: Select', 'Home Page Tab: Swim Meet', and a dropdown for 'Do you want to show this Event on the Calendar? Yes'. In 'STEP 2', it says 'Team Member MUST Login to view this Private event?' with a dropdown set to 'No (This is a Public Event)'. In 'STEP 3', it says 'Touchpad Meet - Manta Rays Summer Meet' and shows 'Touchpad Sync Start Date/Time: 02/03/2014 12:00 AM Pacific Time' and 'Touchpad Sync End Date/Time: 02/14/2014 05:00 PM Pacific Time'. The 'Show Map: Yes' button is also present. The 'Touchpad Sync' section in STEP 3 is highlighted with a red box.

15. Update "Enter detail Event description below" – Enter description "For my own team" and "For invited Team". Please use description created by your own team.

STEP 6: Enter detail Event description below:

For My Own Team For Invited Teams

This meet is being hosted by the Sharks.
Please complete your online declarations, including volunteers job signups.
Thank you in advance to all those that will be attending and assisting in the success of this meet.

This is where you can share your "Profile Sheet" with your team and the visiting team in regards to Covid-protocol. Our suggestion is to link a google doc so that it can easily be updated as the summer goes on.

16. Enter E-mail notification for this event and save change after you enter all information.

1. Email Address used to send emails for this Event:
2. Name used to send emails for this Event:

STEP 7: Important Notes to be shown on the Athlete Signup Page:

STEP 8: You can optionally upload a picture or graphic for this Event to be displayed with the Event description:

Upload Event Title Picture: Sharks Logo.jpg

STEP 9: You can optionally upload application forms/documents for this Event (more can be uploaded on the Event home page):

Upload Form/Document 1: Meet Packet.pdf

Upload Form/Document 2: No file chosen

Upload Form/Document 3: No file chosen

STEP 10: You can optionally upload Photos for this Event (more can be uploaded on the Event home page):

Upload Photo 1: No file chosen

Upload Photo 2: No file chosen

Upload Photo 3: No file chosen

STEP 11: E-Mail Notification for this Event:

*Email Address used to send emails for this Event:

Name used to send emails for this Event:

Do you want to email this Event to the Active Members defined in Step 5 NOW?

Do you want to automatically email this Event to all the Active Members defined in Step 5 (7 days before the Registration Deadline)?

17. Click, 'Select Teams' to choose teams to invite.

Event Edit

STEP 1: Enter Event Information:

*Event Title:

Note: Leave the Time fields blank, if this is a full-day event.

*Start Date/Time: Registration Deadline:

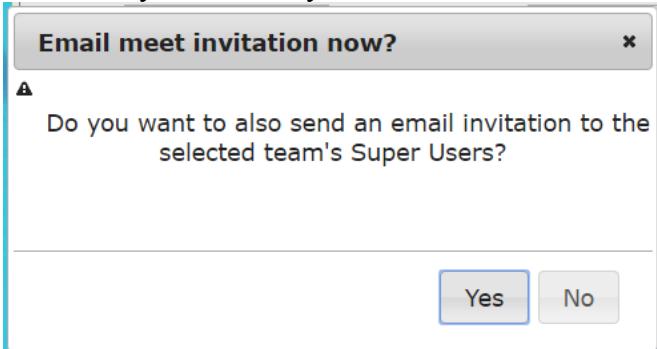
End Date/Time: Event Category:

Home Page Tab:

Do you want to show this Event on the Calendar?

18. Use your filters to locate the team(s) to invite. Place a checkmark to the left of the team and select ‘Save and Invite’.
1. This is where you are going to invite the visiting team.

19. It will ask you whether you want to “**Email meet invitation now?**” Click “YES”.



20. Email Invite - The email invitation that the host sends will contain all relevant meet information as well as a link to Accept or Decline the Invitation. This will direct them to the meet on their site.

The Manta Rays have Invited the Belle Meade Country Club to Submit Your Intent to Participate In Our Upcoming Swim Meet. This is a Time Sensitive Invitation

Hi Belle Meade Country Club,

The **Manta Rays** have invited you to submit your intent to participate in our upcoming swim meet! The meet details can be **seen by team administrators only** on your events listing page once you have Signed In. **This is NOT a guarantee that your team will be accepted into the meet.** Here are the meet details:

Meet Name: Manta Rays Summer Meet
Meet Date: Feb 5, 2014
Location: 123 Juniper, Nashville, TN 98885
Entry Submission Open Date/Time: 02/03/2014 | 12:00 AM PST
Entry Close Date/Time: |

Primary Meet Contact: Coach Jenny (sbedford@team.com)

Your team utilizes the TeamUnify SwimOffice platform and enables the meet entry process to be a completely paperless process. Making the meet entry process incredibly easy. Click on the link below and you'll be redirected to the event to **accept** or **decline your intent to participate in our swim meet**. You will be required to Sign In.

[Accept or Decline the Invitation](#)

21. Once the invitation is sent, go back and click on the “invited Teams” button”

Event Edit

Event Edit Select Teams Invited Teams

STEP 1: Enter Event Information:

*Event Title: Manta Rays Summer Meet

Note: Leave the Time fields blank, if this is a full-day event.

*Start Date/Time: 02/05/2014 [] AM : Registration Deadline: 02/05/2014 []

End Date/Time: 02/05/2014 [] AM : Event Category: * Select

Home Page Tab: Swim Meet

Do you want to show this Event on the Calendar? Yes []

22. Locate the team and put a check mark on the team and click “Accept Teams”.

The screenshot shows a table with columns for Team Name, Team Code, Invite Date, Invite Status, City, State, Entry Fees, Enroll Status, Sync Status, Entry Submitted, and Entry Count. A single row is selected for 'Brookdale Buccaneers'. Below the table are standard navigation buttons: Invite, Un-invite, Email Admins, Accept Teams, Reject Teams, Enable Sync, and Disable Sync.

<input type="checkbox"/>	Team Name	Team Code	Invite Date	Invite Status	City, State	Entry Fees	Enroll Status	Sync Status	Entry Submitted	Entry Count
<input checked="" type="checkbox"/>	Brookdale Buccaneers	recnscbb	03/12/2016	No Response	Naperville, IL	\$0.00	Not Accepted	Auto	N	OF OM

23. (Optional step, but recommend) We also suggest you to invite the Naperville swim conference too. By inviting Naperville Swim Conference, your team meet will also listed on the Naperville swim conference website as well. We are going to invite the Naperville swim conference and without sending email to all conference rep. Please follow the following steps.

1. Click, ‘Select Teams’ to choose teams to invite. Use your filters to locate “Naperville Swim Conference”. Place a checkmark to the left of the team and select ‘Save and Invite’.

Jul 12, 2016 (04:30 PM) - Jul 12, 2016 (09:00 PM) - Steeple Run at Cress Creek Commons Event Edit

Search Display ALL

Please click the [Search] button after each filter selection change.

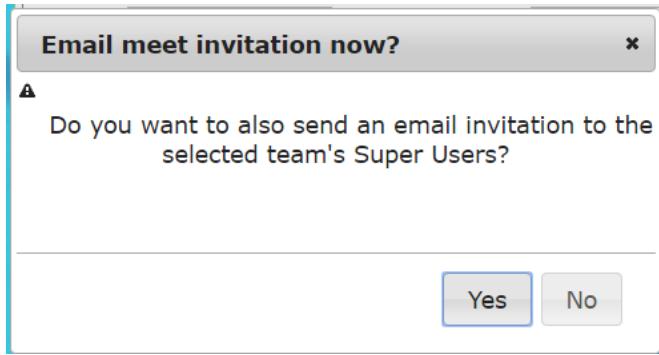
Team Name: naperville swim	City: []
Team Code: []	State: []
League/LSC: --ALL--	Zip: []
Team Alias: []	

Only Teams with On-Line Meet Entry feature turned on will be shown.

Save and Invite

<input type="checkbox"/> Team Name	Team Code	City	State	Zip	Team Alias
<input checked="" type="checkbox"/> Naperville Swim Conference	NPSDS	Naperville	IL	60567	recnpdsc

2. It will ask you whether you want to “Email meet invitation now?” Click “NO”. By clicking “NO”, no email will get send to all conference reps.



The following are steps when you received an invite for the dual meet.

24. The visiting team will login to their site and go to their events tab where they will now have the meet in view. They will either Accept or Decline your invitation. You may not see this options, because we have already pre-accept the invited team in step 21.



25. Once you received the invite, click on the edit. You may need to modify the following information.
1. Enter Event Category: Select “Home Swim Meet” , “Away Swim Meet” or Dual Meet
 2. Enter “Home page tab” - “swim meet”
 3. Email Address used to send emails for this Event:
 4. Name used to send emails for this Event:
 5. Job Signup Deadline:
 6. Under Edit Commitment: Change “Allow Athletes to commit by Event” to “No, Commit by Day/Session”

Events

Current & Upcoming Past & Archived Reports TouchPad Meet Admin

New Event Delete

▶ Event Category: --ALL-- Search

February 5, 2014 **Feb 5, 2014**  **Manta Rays Summer Meet**

2014

Edit Commitment Select Teams Invited Teams

Event Edit

Event Edit Select Teams Invited Teams

STEP 1: Enter Event Information:

*Event Title:

Note: Leave the Time fields blank, if this is a full-day event.

*Start Date/Time: AM : Registration Deadline:

End Date/Time: AM : Event Category: *

Home Page Tab:

Do you want to show this Event on the Calendar? Yes

STEP 11: E-Mail Notification for this Event:

*Email Address used to send emails for this Event:

Name used to send emails for this Event:

Do you want to email this Event to the Active Members defined in Step 5 NOW? No

Do you want to automatically email this Event to all the Active Members defined in Step 5 (7 days before the Registration Deadline)? No