

Cherry Bowl Entry Procedures

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I. CHERRY BOWL ENTRY PROCEDURES

The procedure for building Cherry Bowl meet entries for individuals and relays has been changed starting in 2015. This manual describes the complete process with the new steps detailed.

The Cherry Bowl entry process for 2015 and beyond will include the electronic entry of **both individual swimmers and relays** through Team Manager rather than submitting entries on a paper form as in years past.

All the reporting and entry preparation will be based on a copy of your regular summer season database, augmented by importing the meet events for this season's Cherry Bowl meet and simplified by removing all but A-meets for the current season.

It is the goal of these changes to make the preparation of Cherry Bowl entries simpler and less error-prone.

NOTE: Though this manual starts with the 2015 season, all the examples within this manual will use the Barclay Farm 2014 database for the 2014 season so that there will be real data to demonstrate using the new procedures to create 2014 Cherry Bowl entries from Barclay Farm – both individuals and relays.

II. CHANGES FOR YEAR 2015 AND BEYOND

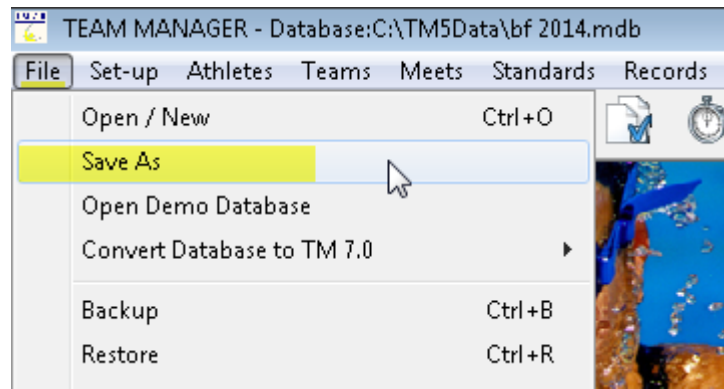
This manual was published for the 2015 Cherry Bowl meet, and all the references are for 2015. For subsequent years, simply use that year (e.g. 2016, 2017, etc.) and the appropriate change in date fields in preparing the Cherry Bowl entries for subsequent years. Remember that all the examples in this manual simulate using the procedures for the 2014 season.

III. CREATING AN ENTRY DATABASE

A. Copy the Current Season's Database

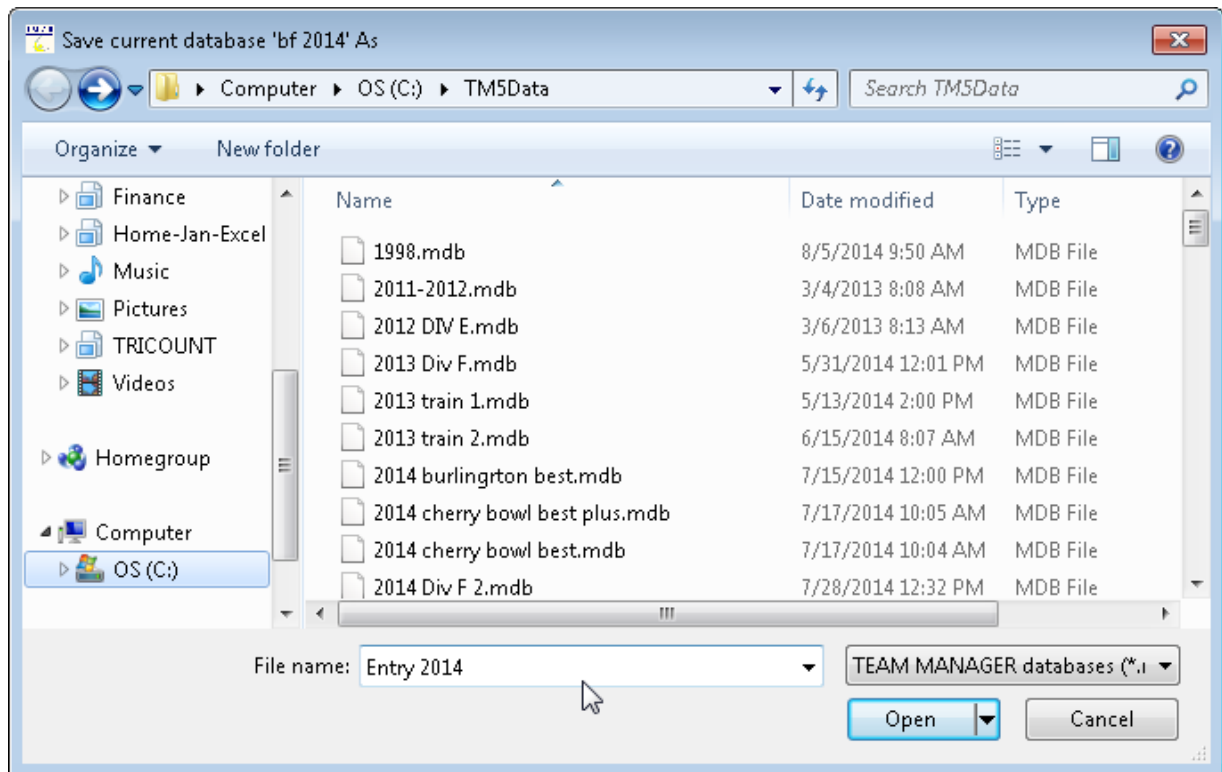
The first step to preparing Cherry Bowl entries is to make a copy of the current season's database and then doing some cleanup on that copy. You must first make sure that the fifth week's A Meet has been updated in your current database (e.g. bf 2014).

Open your current season database in Team Manager. From the File Menu select the Save As option as shown in CB Entry 01.



CB Entry 01 File > Save As

This will bring up the Save As entry screen. In the File Name box enter the name 'Entry 2014' of the 2014 season entry database – CB Entry 02.



CB Entry 02 Save Database as Entry 2014

Click Open and the Account Setup screen will appear as shown in CB Entry 03.

Active.com Account Setup

Online Team Registration and Meet Entry

HY-TEK and ACTIVE Network are excited to offer online registration for your team and online meet entry for your meets using TEAM MANAGER 7.0. Swimmers can join your team and let you know which events they'd like to participate in through an easy-to-use website. These online registrations and entries are easily imported directly into your TEAM MANAGER database.

This feature requires Internet access. Before you can activate it, you need to take a few minutes to set up an account with ACTIVE.com.

Team Information

* Team:

Team Website:

* Team Address:

Address Line Two:

* City:

* State / Province:

* ZIP / Postal Code:

* Country:

* Time Zone:

[Help](#)

Contact Information

* First Name:

* Last Name:

* Phone Number:

* Email Address:

Financial Information

* Pay to the order of:

ACTIVE.com will send any entry fees it collects during online meet entry to this person/organization.

[Finish](#) [Cancel](#)

CB Entry 03 Account Setup Screen

This will bring up the Terms of Service Agreement screen. As shown in **C Entry 04**.

Active.com Account Setup

Active Network Terms of Service Agreement

Your use of TAN's software as a solution product ("Software") and products, software, services and web sites (referred to collectively as the "Services") is subject to the terms set forth below (the "Terms") and is between you and TAN. "TAN" means The Active Network, Inc. with a principal place of business is at 10182 Telesis Court, San Diego, CA 92121. In order to use the Software and Services, you must first agree to these Terms. You represent and warrant that you have the necessary and full right, power, authority, and capability to accept these Terms, to bind your organization, and to perform your obligations hereunder. You can accept the Terms by: (i) clicking to accept or agree to the Terms, where this option is made available to you by TAN in the user interface for any Software or Service; (ii) where a link to these terms appears in an order form or other document provided to you by TAN; or (iii) by actually using the Software and/or Services. In the case of (iii), you understand and agree that TAN will treat your use of the Software and/or Services as acceptance of the Terms from that point onwards. You may not use the Software and/or Services and may not accept the Terms if (a) you are not of legal age to form a binding contract with TAN, or (b) you are a person barred from receiving the Software and/or Services under the laws of the United States or other countries including the country in which you are resident or from which you use the Software and Services. You may not use the Software or Services if you do not accept the Terms. By accepting the Terms, you agree as follows:

1. Services. TAN will provide you access to its Software and Services related to your events, camps, licenses, classes, tickets, facility/equipment use, transactions, sales, memberships, reservations, donations, and/or activities (together, "Events"). The features, services, options, and fees may be described more fully in an applicable schedule, pricing form, order form, or similar document, referencing these Terms (each, a "Schedule"). Each Schedule will be governed by these Terms and incorporated herein by reference. You agree to provide us with certain information relating to your organization as necessary for us to provide the Software and Services. Software provided under these Terms is deemed delivered when made available to you.
2. License to Intellectual Property/Promotion. a) TAN retains all right, title, and interest in and to its Software and Services and any underlying software subject to the limited license provided by these Terms.
- b) TAN hereby grants to you a limited, non-exclusive, non-transferable license (i) to use the Software and Services solely in accordance with the Schedule and these Terms, and (ii) to display, reproduce, distribute, and transmit in digital form TAN's name and logo solely for the purposes set forth in this Section 2. You hereby grant to TAN a limited license to use information provided by you relating to your organization, which may include your organization's name, trademarks, service marks, and logo, in connection with the promotion of your organization or Events.
- c) You will make reasonable efforts to promote and encourage the use and availability of the Software in connection with the promotion of your Events for which you are using the Software and Services. You will include TAN's name and logo in newsletters, printed registration forms or mailings provided by you to prospective participants (e.g., by inserting the following statement in any online or print media related to your Event: "Online Registration Powered by Active.com"). TAN will be the sole and exclusive provider of registration services similar to the Software and Services provided to you hereunder for each Event for which you are using TAN's Software and Services during the term of these Terms.
- d) You agree to receive notifications regarding free product, promotional items, and giveaways at your Event(s) or facility(ies), but you may opt not to receive the items from TAN. Registrants of your Events may opt-in to receive information, items, or promotions/deals from TAN; we will be responsible for providing customer service for any such offers.
- e) Each party agrees to comply with all applicable laws, rules, and regulations relating to such party's obligations hereunder.

Print

By clicking I agree below, you agree to Active Network's Terms of Service and Pricing.

* Enter your date of birth

CB Entry 04 Terms of Service Agreement

Enter your date of birth in the form and click Agree to complete this process. This will bring up a verification screen as shown in **CB Entry 05**. If everything is correct, click Confirm.

Verifying Your Information

After you click Confirm, the following information can only be changed by contacting Active.com. Please verify it is correct before proceeding.

Team Name: Barclay Farm Swim Team

Pay to the order of: Barclay Farm Swim

Team Address: Whitmarsh Way
Cherry Hill, NJ 08034
USA

CB Entry 05 Verification Screen

This will now bring you to the main menu with the CB Entry 2014 database open as shown below.



B. Remove All Current Year non-A Meets from the CB Entry Database

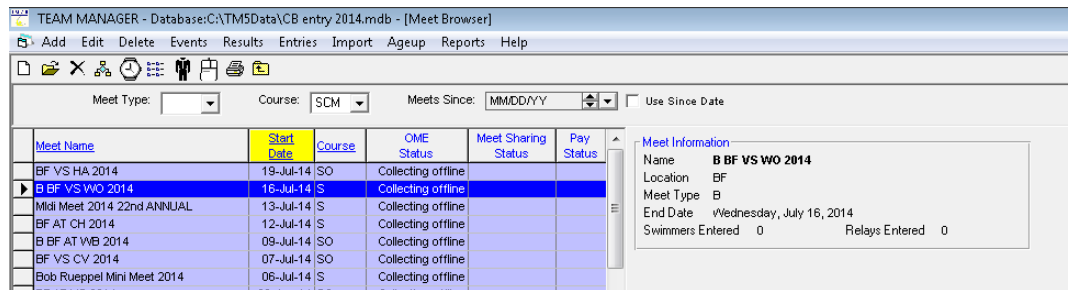
Select the Meets options from the main menu and the Meet Browser screen will appear as shown in CB Entry 06.

| | Meet Name | Start Date | Course | OME Status | Meet S |
|---|-------------------------------|------------|--------|--------------------|--------|
| ▶ | BF VS HA 2014 | 19-Jul-14 | SO | Collecting offline | |
| | B BF VS WO 2014 | 16-Jul-14 | S | Collecting offline | |
| | Mldi Meet 2014 22nd ANNUAL | 13-Jul-14 | S | Collecting offline | |
| | BF AT CH 2014 | 12-Jul-14 | S | Collecting offline | |
| | B BF AT WB 2014 | 09-Jul-14 | SO | Collecting offline | |
| | BF VS CV 2014 | 07-Jul-14 | SO | Collecting offline | |
| | Bob Rueppel Mini Meet 2014 | 06-Jul-14 | S | Collecting offline | |
| | BF AT VS 2014 | 28-Jun-14 | SO | Collecting offline | |
| | B BF VS OO 2014 | 24-Jun-14 | S | Collecting offline | |
| | BF AT GT 2014 | 21-Jun-14 | SO | Collecting offline | |
| | B Meet Template | 20-Jun-14 | SO | Collecting offline | |
| | A Meet Template | 15-Jun-14 | SO | Collecting offline | |
| | Time Trials | 14-Jun-14 | S | Collecting offline | |
| | 2013-2014 winter times | 01-Apr-14 | S | Collecting offline | |
| | Tri-County Championships 2013 | 03-Aug-13 | S | Collecting offline | |

CB Entry 06 Meet Browser Screen

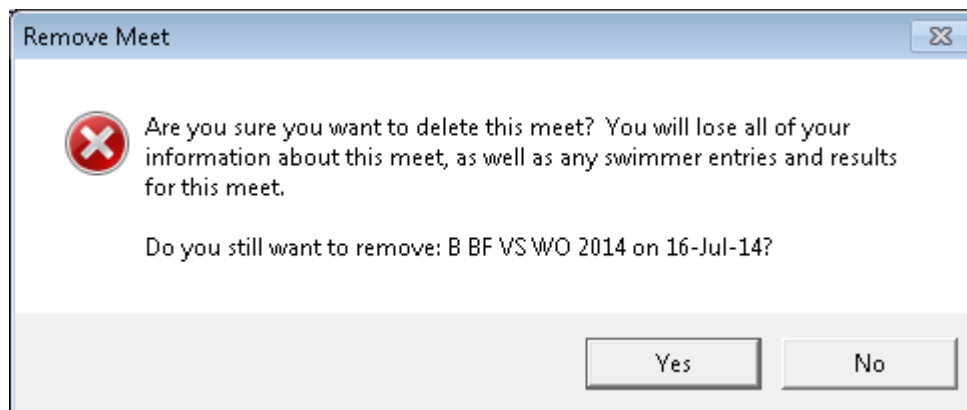
Before continuing with the Cherry Bowl entry procedures, you **must delete all meets from the current year that are not A Meets**. Meets from previous years do not need to be removed.

Select a non-A Met from the Meet Browser screen and click on Delete from the top menu as shown in CB Entry 07.



CB Entry 07 Select non-A Meet to Delete

This will bring up a confirmation screen to remove the highlighted meet as shown in **CB Entry 08**.



CB Entry 08 Delete Meet Confirmation Screen

Click 'Yes' and the Meet Browser screen will reappear with the deleted meet absent from the display as shown in **CB Entry 09**.

TEAM MANAGER - Database:C:\TM5Data\Entry 2014.mdb - [Meet Browser]

Add Edit Delete Events Results Entries Import Ageup Reports

Meet Type: Course: SCM Meets Since: M

| Meet Name | Start Date | Course | OME Status | Meet S |
|-------------------------------|------------|--------|--------------------|--------|
| BF VS HA 2014 | 19-Jul-14 | SO | Collecting offline | |
| ► Mdi Meet 2014 22nd ANNUAL | 13-Jul-14 | S | Collecting offline | |
| BF AT CH 2014 | 12-Jul-14 | S | Collecting offline | |
| B BF AT WVB 2014 | 09-Jul-14 | SO | Collecting offline | |
| BF VS CV 2014 | 07-Jul-14 | SO | Collecting offline | |
| Bob Rueppel Mini Meet 2014 | 06-Jul-14 | S | Collecting offline | |
| BF AT VS 2014 | 28-Jun-14 | SO | Collecting offline | |
| B BF VS OO 2014 | 24-Jun-14 | S | Collecting offline | |
| BF AT GT 2014 | 21-Jun-14 | SO | Collecting offline | |
| B Meet Template | 20-Jun-14 | SO | Collecting offline | |
| A Meet Template | 15-Jun-14 | SO | Collecting offline | |
| Time Trials | 14-Jun-14 | S | Collecting offline | |
| 2013-2014 winter times | 01-Apr-14 | S | Collecting offline | |
| Tri-County Championships 2013 | 03-Aug-13 | S | Collecting offline | |
| Cherry Bowl 2013 | 27-Jul-13 | S | Collecting offline | |

CB Entry 09 Delete Meet Confirmation Screen

Continue through the display deleting all the meets from the current season that are non A Meets. The resulting Meet Browser will look as shown in CB Entry 10.

TEAM MANAGER - Database:C:\TM5Data\CB entry 2014.mdb - [Meet Browser]

Add Edit Delete Events Results Entries Import Ageup Reports Help

Meet Type: Course: SCM Meets Since: MM/DD/YY

| Meet Name | Start Date | Course | OME Status | Meet Sharing Status | Pay Status |
|-------------------------------|------------|--------|--------------------|---------------------|------------|
| ► BF VS HA 2014 | 19-Jul-14 | SO | Collecting offline | | |
| BF AT CH 2014 | 12-Jul-14 | S | Collecting offline | | |
| BF VS CV 2014 | 07-Jul-14 | SO | Collecting offline | | |
| BF AT VS 2014 | 28-Jun-14 | SO | Collecting offline | | |
| BF AT GT 2014 | 21-Jun-14 | SO | Collecting offline | | |
| Tri-County Championships 2013 | 03-Aug-13 | S | Collecting offline | | |
| Cherry Bowl 2013 | 27-Jul-13 | S | Collecting offline | | |

CB Entry 10 Updated Meet Browser Screen with Only 5 A Meets in Current Year

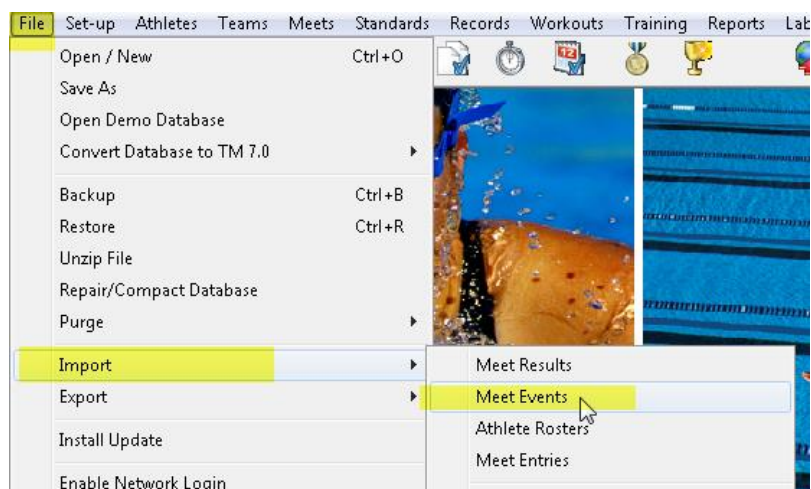
You are now ready to begin the actual procedures to create your Cherry Bowl entries using the CB Entry 2014 database.

C. Import Cherry Bowl Meet Events

You will be provided with a zip file on the Tri-County training CD (or on the TRICO or Cherry Bowl website) with the meet events for this season's Cherry Bowl meet – it will have a name similar to the sample below:

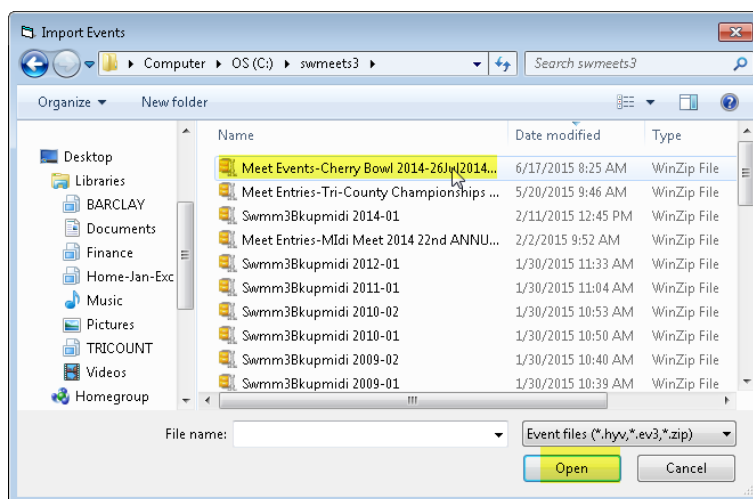
Meet Events-Cherry Bowl 2014-26Jul2014-001.ZIP

The first step to importing this file into your regular database that you have been using all summer is to go to File > Import > Meet Events as shown in CB Entry 11.



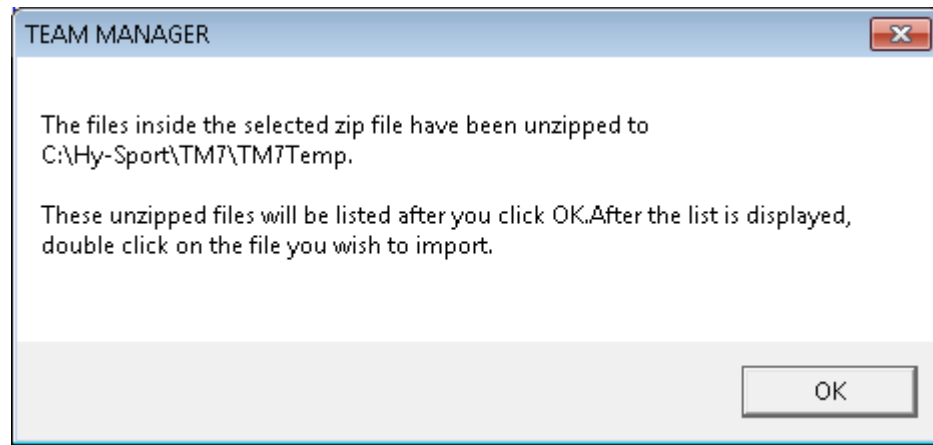
CB Entry 11 File > Import > Meet Events

Click on Meet Events and then navigate to the location where the Cherry Bowl events file is stored as shown in CB Entry 12.



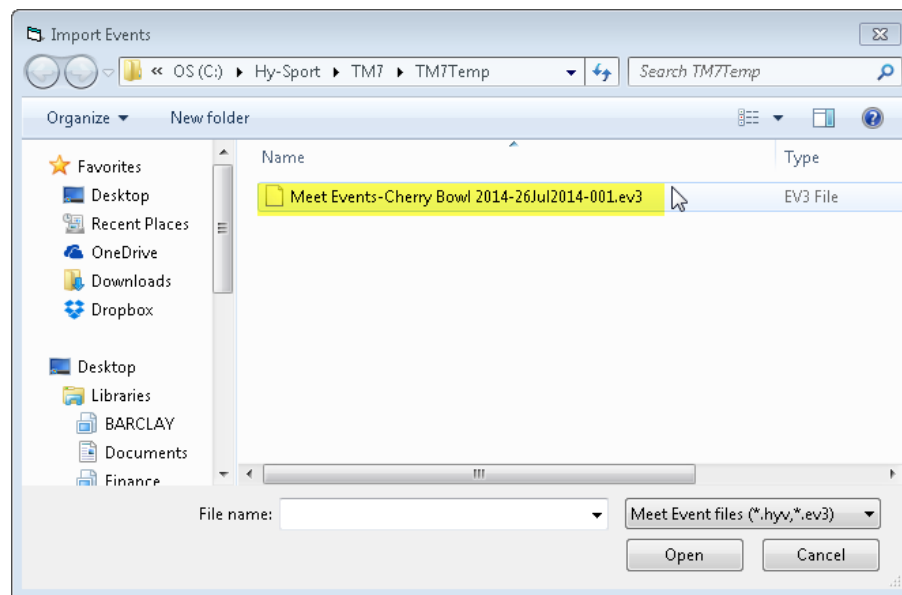
CB Entry 12 Cherry Bowl Events Location

Click 'Open' and you will see a TEAMMANAGER message box similar to CB Entry 13, informing you that the file will be unzipped to a temporary location.



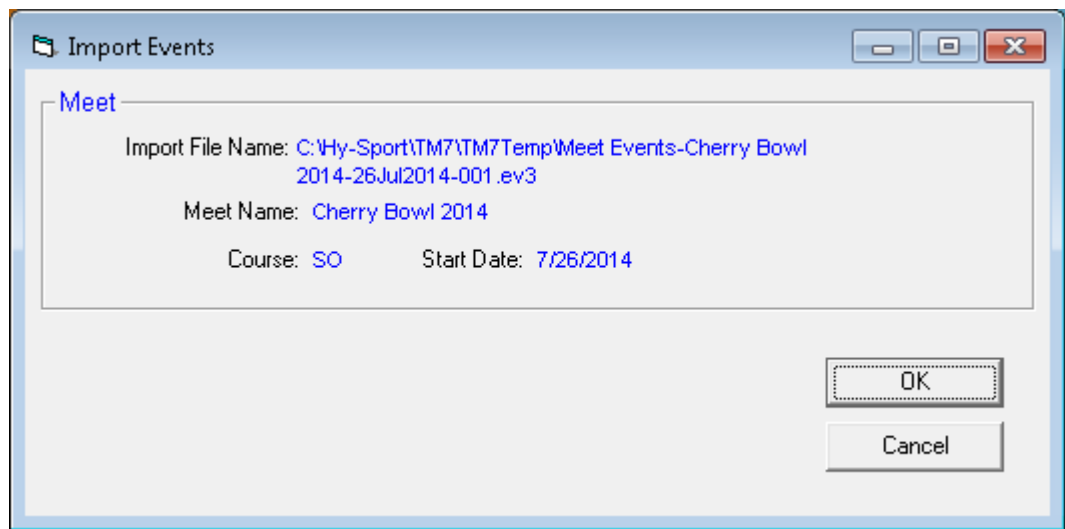
CB Entry 13 File Unzip Message Box

Click 'OK' and the temporary directory with the unzipped file will be displayed as shown in CB Entry 14.



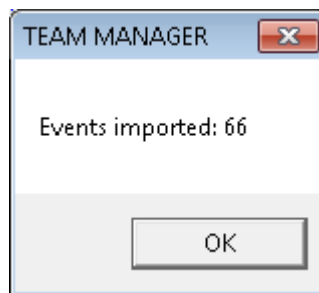
CB Entry 14 Unzip Meet Events File In Temporary Directory

Highlight the unzipped meet event file and click 'Open' – an Import Events screen will appear with a description of the meet and the meet start date as shown in CB Entry 15.



CB Entry 15 Import Events Information Screen

Confirm that the meet name and start date are correct for the current season. Click OK and you should receive a message that 66 events have been imported as shown in CB Entry 16.



CB Entry 16 66 Events Imported

Click OK and the first Tab of the meet Setup screen will appear as shown in CB Entry 17.

Meet Setup

Meet Description | Entry Fees | Eligibility Rules

*Meet Name: Cherry Bowl 2014
 *Facility Name: Woodcrest
 Street Address:
 Address Line 2:
 *City: Cherry Hill
 *State / Province: NJ
 *Postal Code: 08034
 Country: USA
 *Course: SO
 Sanction Number:
 Internal Remarks:
 Instructions:
 250 characters maximum

Meet Dates
 *Start Date: Jul 26, 2014
 End Date: Jul 26, 2014
 *Meet Host Entry Deadline: Jul 26, 2014

Advanced Settings
 Non-Conforming Course Factor
 Meet Type:
 Altitude: 0 feet

Help Save Cancel

CB Entry 17 Meet Setup Screen

Click the Eligibility Rules tab at the top of the screen and the display as shown in CB Entry 18 will appear.

Meet Setup

Meet Description | Entry Fees | Eligibility Rules

Age Eligibility
 Age-up Date: Jun 15, 2014
 Minimum Age Eligibility / Filter for Open Events: 0
 Minimum Age Eligibility / Filter for 10 & Under Events: 0

Qualifying Times
☐ Do NOT Allow No-Time Entries
☐ Enforce Qualifying Times
☐ Swimmer must meet Slower Than Q Time in All Courses
☐ If Swimmer qualifies for Non-conforming course, enter at Minimum Q Time
☐ Restrict Entry Best Times to same Meet Type
☒ Use Times Since Jun 15, 2014

Help Save Cancel

CB Entry 18 Meet Setup Eligibility Rules

There are two fields to confirm on this screen and one to select.

First of all, confirm that the meet age up date is June 15 of the current year.

Age-up Date:

Jun 15, 2014

Next, confirm that the Use Times 'Since' box is checked and set to June 15 of the current year and checked.

☒ Use Times Since

Jun 15, 2014

The completed Eligibility Rules tab should look like CB Entry 19 below.

Meet Setup

Meet Description | Entry Fees | **Eligibility Rules**

Age Eligibility

Age-up Date: Jun 15, 2014

Minimum Age Eligibility / Filter for Open Events: 0

Minimum Age Eligibility / Filter for 10 & Under Events: 0

Qualifying Times

☐ Do NOT Allow No-Time Entries

☐ Enforce Qualifying Times

☐ Swimmer must meet Slower Than Q Time in All Courses

☐ If Swimmer qualifies for Non-conforming course, enter at Minimum Q Time

☐ Restrict Entry Best Times to same Meet Type

☒ Use Times Since Jun 15, 2014

Help Save Cancel

CB Entry 19 Completed Meet Eligibility Rules Setup

Click Save and you will be back to the main meet screen which will look similar to CB Entry 20 showing the Cherry Bowl meet at the top.

TEAM MANAGER - Database: C:\TM5Data\CB entry 2014.mdb - [Meet Browser]

Add Edit Delete Events Results Entries Import Ageup Reports

Meet Type: Course: SCM Meets Since: MM

| Meet Name | Start Date | Course | OME Status | Meet S |
|--------------------|------------|--------|--------------------|--------|
| ▶ Cherry Bowl 2014 | 26-Jul-14 | SO | Collecting offline | |
| BF VS HA 2014 | 19-Jul-14 | SO | Collecting offline | |
| BF AT CH 2014 | 12-Jul-14 | S | Collecting offline | |
| BF VS CV 2014 | 07-Jul-14 | SO | Collecting offline | |
| BF AT VS 2014 | 28-Jun-14 | SO | Collecting offline | |
| BF AT CT 2014 | 21-Jun-14 | SO | Collecting offline | |

CB Entry 20 Meet Main Menu after Importing Cherry Bowl Events

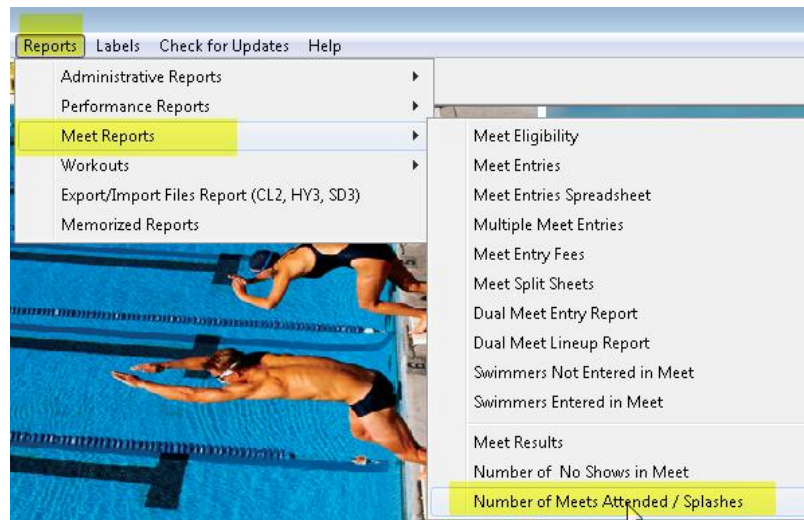
You have completed the import and setup of the Cherry Bowl in your database and are ready to start creating meet entries.

IV. CHECKING CHERRY BOWL SWIMMER ELIGIBILITY

A. Checking Number of Meets Attended

To be eligible to compete in the Tri-County Cherry Bowl, a swimmer must have competed in at least **two** regular season dual A-meets. Team Manager7 has a report to provide this information directly.

From the main menu, select Reports > Meet Reports > Number of Meets Attended / Splashes as shown in CB Entry 21.



CB Entry 21 Reports > Meet Reports > Number of Meets Attended/Splashes

This will bring up a screen as shown in CB Entry 22.

CB Entry 22 Number of Meets Attended Report Screen

In the Date Filters section of the screen, select the 'Meets Since' radio button and fill in the date for the current season (e.g. 06/15/13) as shown in CB Entry 23.

CB Entry 23 Select Meets Since Option & Set Date

In the Meet Filters section of the screen, set Meet Type = 'A' and set the Course to 'SCM' for Short Course Meters as shown in CB Entry.

CB Entry 24 Set Meet Type & Course

Finally, in the Athlete Filters section of the screen, select the 'Include Relay Only Swims' as shown in CB Entry 25.

Athlete Filters

Team:
 Group:
 Subgroup:
 WM Group:
 WM Subgroup:
 School Year:

☒ Both
☐ Male
☐ Female

Low Age
 High Age

Include Inactive ☐
Include Relay Only Swims: ☒
 Include Athletes with no meets attended ☐

CB Entry 25 Include Relay Only Swims

The completed screen should look like CB Entry 26 shown below.

Number of Meets Attended Report

Date Filters

Meets Since ☒
 Meets Until ☐

Meet Filters

Meet Type:
 Course:

Athlete Filters

Team:
 Group:
 Subgroup:
 WM Group:
 WM Subgroup:
 School Year:

☒ Both
☐ Male
☐ Female

Low Age
 High Age

Include Inactive ☐
Include Relay Only Swims: ☒
 Include Athletes with no meets attended ☐

Sort

☒ Name
☐ Sort by Team then Name
☐ Meets Attended

☐ Don't Show Birth Dates
☒ Include Number of Splashes

CB Entry 26 Completed Number of Meets Attended Report Screen

Click the Create Report button and a report will appear (in alphabetical order) as shown in CB Entry 27.

Barclay Farm Swim Team
Cherry Hill, NJ 08034

Number of Meets Attended Report Since: 6/15/2014 Meet Type: A Course: SCM

| Name | Gender | Birthdate | Team 1 | Meets Attended | Indiv | Splashes Relay | Total |
|-------------------------|--------|------------|--------|----------------|-------|-------------------|-------|
| Aiken, Christian (9) | M | 8/27/2004 | BF | 5 | 10 | 10 | 20 |
| Aiken, Nathaniel (13) | M | 12/15/2000 | BF | 5 | 10 | 10 | 20 |
| Baker, Hayden (6) | M | 5/5/2008 | BF | 4 | 1 | 5 | 6 |
| Baker, Maesie (8) | F | 9/9/2005 | BF | 4 | 8 | 8 | 16 |
| Becker, Lukas (8) | M | 7/16/2005 | BF | 5 | 10 | 10 | 20 |
| Brennan, Katie (12) | F | 9/15/2001 | BF | 4 | 8 | 6 | 14 |
| Brown, Eric (7) | M | 2/24/2007 | BF | 4 | 0 | 7 | 7 |
| Colclasure, Mia (11) | F | 7/27/2002 | BF | 5 | 9 | 5 | 14 |
| D'Auria, Mike (15) | M | 10/10/1998 | BF | 5 | 10 | 0 | 10 |
| Di Cicco, Danielle (17) | F | 12/28/1996 | BF | 5 | 10 | 10 | 20 |
| Dolchanczyk, Carli (10) | F | 8/5/2003 | BF | 5 | 10 | 10 | 20 |

CB Entry 27 Number of Meets Attended Report in Alphabetical Order

To produce a report that lists swimmers in order of the number of meets they attended, select the 'Meets Attended' radio button in the Sort section as shown below in CB Entry 28.

Sort

☐ Name

☐ Sort by Team then Name

☒ Meets Attended

CB Entry 28 Sort by Number of Meets Attended

This will produce a report that looks like the sample shown in CB Entry 29 (the beginning of the report) and CB Entry 30 (the end of the report).

| Name | Gender | Birthdate | Team 1 | Meets Attended | Indiv | Splashes Relay | Total |
|-------------------------|--------|------------|--------|----------------|-------|-------------------|-------|
| Aiken, Christian (9) | M | 8/27/2004 | BF | 5 | 10 | 10 | 20 |
| Aiken, Nathaniel (13) | M | 12/15/2000 | BF | 5 | 10 | 10 | 20 |
| Becker, Lukas (8) | M | 7/16/2005 | BF | 5 | 10 | 10 | 20 |
| Colclasure, Mia (11) | F | 7/27/2002 | BF | 5 | 9 | 5 | 14 |
| D'Auria, Mike (15) | M | 10/10/1998 | BF | 5 | 10 | 0 | 10 |
| Di Cicco, Danielle (17) | F | 12/28/1996 | BF | 5 | 10 | 10 | 20 |

CB Entry 29 First Part of Number of Meets Attended Report in Number of Meets Order

| | | | | | | | |
|-----------------------|---|------------|----|---|---|---|----|
| Reigel, Ben (6) | M | 12/13/2007 | BF | 3 | 2 | 4 | 6 |
| Zaso, Nikki (17) | F | 9/17/1996 | BF | 3 | 4 | 0 | 4 |
| Hinkle, Emma (7) | F | 9/7/2006 | BF | 2 | 0 | 3 | 3 |
| Opong, Ayana (12) | F | 7/13/2001 | BF | 2 | 6 | 4 | 10 |
| Krebs, Megan (6) | F | 6/1/2008 | BF | 1 | 0 | 1 | 1 |
| Tomasetti, Alyssa (7) | F | 12/2/2006 | BF | 1 | 0 | 1 | 1 |

Total Number of Athletes: 67

CB Entry 30 Last Part of Number of Meets Attended Report in Number of Meets Order

You can use either version of the reports to confirm the eligibility of the swimmers for entry into Cherry Bowl.

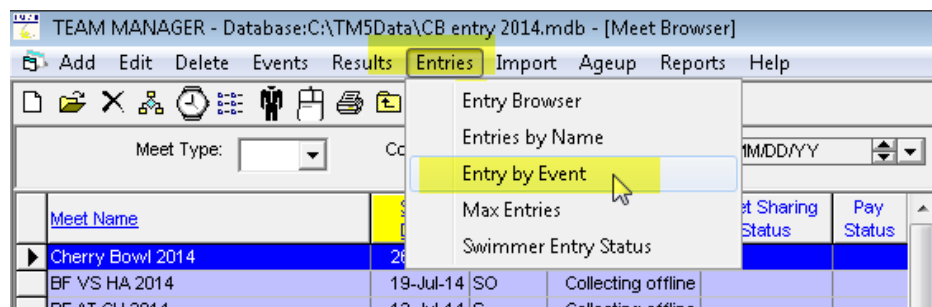
NOTE: If any swimmer has more than FIVE (5) meets attended, there is something wrong with your report parameters and/or your meet type designations in your database. Correct and re-run the report.

V. INDIVIDUAL SWIMMER MEET ENTRIES

Note that the sample entries below will be using the 2014 Cherry Bowl entries so that there will be data to demonstrate the new Cherry Bowl Entry procedures.

A. Entering Cherry Bowl Using Entry by Event

From the Team Manager Meets menu, highlight the Cherry Bowl meet for the current year and click on Entries> Entry by Event from the top menu bar as shown in CB Entry 31.



CB Entry 31 Entries > Entry by Event

This will bring up the screen as shown in CB Entry 32.

The screenshot shows the 'TEAM MANAGER' application window in the 'Entry by Event' mode. The title bar reads 'TEAM MANAGER - Database: C:\TM5Data\CB entry 2014.mdb - [Entry by Event]'. The menu bar includes 'Time Calc', 'Athlete Results', 'View', 'Relays Only', 'Print', 'Dual Meet Setup', and 'Help'. Below the menu, there are controls for 'Event' (set to 1) and 'Swin for Team' (set to BF). A table lists events with columns: Sess, Div, Event, Gen, Distance, Stroke, Age, I/R, Yards, LCM, and SC. Below this table are checkboxes for 'Show Swim-Up Athletes', 'Only Athletes Already in Meet', 'Only Pre-Entered Athletes', and 'Only Pre-Entered with No Entries'. There are also dropdowns for 'Team' (BF), 'Yr', 'Group', and 'Subgroup', along with a 'Clear All' button. At the bottom, a table lists athletes with columns: Last Name, First Name, MI, Entrd, Team, Best Time, Custom, Exhib, Alt, and Bo. The table contains 20 rows of athlete data.

CB Entry 32 Individual Event Meet Entry by Event

B. Entering Swimmers into an Individual Event

Make sure that both places to identify a team have your team abbreviation selected as shown below:

The Barclay Farm swimmer to be entered into the first event *Girls 12 and under 100m IM) is Marissa Krivy. Locate her name on the list and click in the 'Entrd' box. That row will turn yellow as shown in CB Entry 33. Marissa is now entered into Went 1 for Barclay Farm.

| Last Name | First Name | MI | Entrd | Team | Best Time | Custom |
|--------------|------------|----|-------------------------------------|------|-----------|--------|
| Baker | Maesie | | <input type="checkbox"/> | BF | NT | |
| Becker | Makayla | | <input type="checkbox"/> | BF | NT | |
| Brennan | Katie | | <input type="checkbox"/> | BF | NT | |
| Colclasure | Mia | | <input type="checkbox"/> | BF | 1:48.25S | |
| Dolchanczyk | Carli | | <input type="checkbox"/> | BF | NT | |
| Frankenfield | Paige | | <input type="checkbox"/> | BF | NT | |
| Gawronski | Olivia | | <input type="checkbox"/> | BF | NT | |
| Gawronski | Sophia | | <input type="checkbox"/> | BF | 1:37.68S | |
| Hinkle | Emma | | <input type="checkbox"/> | BF | NT | |
| Hinkle | Jillian | | <input type="checkbox"/> | BF | NT | |
| Holfelner | Caroline | | <input type="checkbox"/> | BF | NT | |
| Kautter | Lauren | | <input type="checkbox"/> | BF | NT | |
| Kautter | Sarah | | <input type="checkbox"/> | BF | NT | |
| Koulas | Gianna | | <input type="checkbox"/> | BF | NT | |
| Krafcik | Lauren | | <input type="checkbox"/> | BF | NT | |
| Krebs | Megan | | <input type="checkbox"/> | BF | NT | |
| Krivy | Marissa | | <input checked="" type="checkbox"/> | BF | 1:59.53S | |
| Lackey | Jordan | | <input type="checkbox"/> | BF | NT | |

CB Entry 33 Enter Swimmer into an Individual Event

Since there is only one entry allowed for each event from the same team, you can move to the next event using the F4/F5 function keys or the arrows at the top of the screen as shown below:

You can also simply click on the next event as shown in CB Entry 34.

TEAM MANAGER - Database: C:\TM5Data\CB entry 2014.mdb - [Enter]

Time Calc Athlete Results View Relays Only Print Dual Me

Event 2

| Sess | Div | Event | Gen | Distance | Stroke | Age | I/R | Yards |
|------|-----|-------|-----|----------|--------|-------|-----|-------|
| 1 | | 1 | F | 100 | IM | 12&U | I | |
| 1 | | 2 | M | 100 | IM | 12&U | I | |
| 1 | | 3 | F | 100 | IM | 13-14 | I | |
| 1 | | 4 | M | 100 | IM | 13-14 | I | |
| 1 | | 5 | F | 100 | IM | 15-18 | I | |
| 1 | | 6 | M | 200 | IM | 15-18 | I | |

CB Entry 34 Advance to next Event

The Barclay Farm swimmer to be entered for the next event is Zach Norwood. Click on the Entered box and the screen will look like CB Entry 35.

| | | | | | |
|------------|---------|-------------------------------------|----|----------|--------------------------|
| McCandless | Jack | <input type="checkbox"/> | BF | 1:50.96S | <input type="checkbox"/> |
| Niv | Judah | <input type="checkbox"/> | BF | NT | <input type="checkbox"/> |
| Niv | Keter | <input type="checkbox"/> | BF | NT | <input type="checkbox"/> |
| Norwood | Zachary | <input checked="" type="checkbox"/> | BF | NT | <input type="checkbox"/> |
| Panaia | Ellery | <input type="checkbox"/> | BF | NT | <input type="checkbox"/> |
| Perry | Nolan | <input type="checkbox"/> | BF | NT | <input type="checkbox"/> |
| Pierce | Zion | <input type="checkbox"/> | BF | NT | <input type="checkbox"/> |
| Reindel | Ren | <input type="checkbox"/> | BF | NT | <input type="checkbox"/> |

CB Entry 35 Enter a swimmer with NT (No Time)

Note that the database does not have a time for Zachary for the IM, which is OK. Cherry Bowl entry times are either the best A-meet time of the season, or an NT if the swimmer did not swim that event in a dual A-meet.

C. Entering Relays into Cherry Bowl

Entering relays into Cherry Bowl is very simple. You do not identify swimmers or potential swimmers in Team Manager, you simply indicate that you will have a relay team for that event.

As you get to a relay event – in this case event 7 Girls 8 & under medley relay – the screen is shown in CB Entry 36.

TEAM MANAGER - Database: C:\TMSData\CB entry 2014.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 7 Swim for Team: BF Session: Meet Division:

26-Jul-14 Cherry Bowl 2014

| Sess | Div | Event | Gen | Distance | Stroke | Age | LR | Yards | LCM | SCM |
|------|-----|-------|-----|----------|--------|-------|----|-------|-----|-----|
| 1 | | 2 | M | 100 | IM | 12&U | I | | | |
| 1 | | 3 | F | 100 | IM | 13-14 | I | | | |
| 1 | | 4 | M | 100 | IM | 13-14 | I | | | |
| 1 | | 5 | F | 100 | IM | 15-18 | I | | | |
| 1 | | 6 | M | 200 | IM | 15-18 | I | | | |
| 1 | | 7 | F | 100 | Medley | 08&U | R | | | |
| 1 | | 8 | M | 100 | Medley | 08&U | R | | | |

☐ Show Swim-Up Athletes
☐ Only Athletes Already in Meet
☐ Only Athletes Already in Session
☐ Only Pre-Entered Athletes
☐ Only Pre-Entered with No Entries

Team: BF W/M Gr: W/M Sub: Standards: Clear All 4 Best Select All 4 Best

@ indicates a Relay Only swimmer
Right Click to enter as Relay Only swimmer
* = converted time

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R |
|---|------------|----|--------------------------|-------------------------------------|-----------|--------------------------|----|----|----|-----|-----|----|---|---|---|---|---|
| Event: [7] 08&U Female 100 Medley Relay | | | | | | | | | | | | | | | | | |
| Last Name | First Name | MI | Entd | 4Bst | Best Time | Bonus | IE | RE | CE | Gen | Age | Yr | | | | | |
| Baker | Maesie | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 17.75S | <input type="checkbox"/> | | | | F | 8 | | | | | | |
| Becker | Makayla | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | NT | <input type="checkbox"/> | | | | F | 4 | | | | | | |
| Frankenfield | Paige | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | 19.78S | <input type="checkbox"/> | | | | F | 8 | | | | | | |
| Hinkle | Emma | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | NT | <input type="checkbox"/> | | | | F | 7 | | | | | | |
| Hinkle | Jillian | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | NT | <input type="checkbox"/> | | | | F | 5 | | | | | | |

New Relay Include Relay Non Lead-Off
 Clear Swimmers Find Best Relay
 Best: Free Swimmers Age Ent Best Custom Ex Ht LN

CB Entry 36 Entry by Event for a Relay Event

To enter a relay for this event, simply click on New Relay as shown in CB Entry 37.

| Gen | Age | Yr |
|-----|-----|----|
| F | 8 | |
| F | 4 | |
| F | 8 | |
| F | 7 | |
| F | 5 | |

New Relay

Clear Swimmers

Best: Free

Swimmers Age

1:30.87S

Ent Best Custom Ex Ht LN

CB Entry 37 Enter a Relay into Cherry Bowl

Note that that Team Manager will automatically fill in the best relay for this event from the database.

IMPORTANT: You must double check and confirm that the relay times that appear are, in fact, from one of the five A-meets for this season. If not, go back to the meet information eligibility screen described earlier and make sure that the use times since field is checked and has the correct date.

Relays with No Times: If NT appears as the Best time when a relay is selected, this is OK to enter the relay with an NT as long as you have four swimmers of the correct age group and gender to swim at Cherry Bowl.

Swimming up is not allowed at Cherry Bowl.

Relays with a best time of 5:55.55: If you select a relay to enter into Cherry Bowl that has a time of 5:55.55, this means that the best time for this relay was achieved with a swimmer swimming up as shown in CB Entry 38.

TEAM MANAGER - Database: C:\TM5Data\CB entry 2014.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 60 Swim for Team: BF Session: Meet Division:

26-Jul-14 Cherry Bowl 2014

| Sess | Div | Event | Gen | Distance | Stroke | Age | IR | Yards | LCM | SCM |
|------|-----|-------|-----|----------|--------|-------|----|-------|-----|-----|
| 1 | | 55 | F | 50 | Fly | 15-18 | I | | | |
| 1 | | 56 | M | 50 | Fly | 15-18 | I | | | |
| 1 | | 57 | F | 100 | Free | 08&U | R | | | |
| 1 | | 58 | M | 100 | Free | 08&U | R | | | |
| 1 | | 59 | F | 200 | Free | 09-10 | R | | | |
| 1 | | 60 | M | 200 | Free | 09-10 | R | | | |
| 1 | | 61 | F | 200 | Free | 11-12 | R | | | |

☐ Show Swim-Up Athletes
☐ Only Athletes Already in Meet
☐ Only Athletes Already in Session
☐ Only Pre-Entered Athletes
☐ Only Pre-Entered with No Entries

Team: BF WM Gr: WM Sub: Standards: Clear All 4 Best Select All 4 Best

@ indicates a Relay Only swimmer
Right Click to enter as Relay Only swimmer
* = converted time

| Last Name | First Name | MI | Ent | 4Bst | Best Time | Bonus | IE | RE | CE | Gen | Age | Yr |
|--------------|-------------|----|-------------------------------------|-------------------------------------|-----------|-------|----|----|----|-----|-----|----|
| Aiken | Christian | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 44.69S | | | | | M | 9 | |
| Hinkle | Evan | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1:01.33S | | | | | M | 10 | |
| Panaia | Ellery | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 1:16.70S | | | | | M | 9 | |
| Reigel | Christopher | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 40.22S | | | | | M | 10 | |
| Salvatorelli | Kevin | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | 58.58S | | | | | M | 10 | |

New Relay
 Clear Swimmers
 Best: Free
 Include Relay Non Lead-Off Splits
 Find Best Relay
 Best Relay Order: 2-4-3-1

| Swimmers | Age | Ent | Best | Custom | Ex | Ht | LN |
|----------|-----|-------------------------------------|----------|--------|--------------------------|----|----|
| 1 | | <input checked="" type="checkbox"/> | 5:55.55S | NT | <input type="checkbox"/> | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

CB Entry 38 Relay with a Best Time of 5:55.55

Again, a relay with no legal time (without a swimmer swimming up) with a best time of 5:55.55, can be entered as long as you have four swimmers of the appropriate age and gender. If you choose to enter a relay with a best time of 5:55.55 you should click in the Custom Time box and type NT as shown in CB Entry 39.

New Relay

Clear Swimmers

Best: Free

Include Relay Non Lead-Off Splits

Find Best Relay Best Relay Report

Best Relay Order: 2-4-3-1

| Swimmers | Age | Ent | Best | Custom | Ex | Ht | LN |
|----------|-----|-------------------------------------|----------|--------|--------------------------|----|----|
| 1 | | <input checked="" type="checkbox"/> | 5:55.55S | NT | <input type="checkbox"/> | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |

CB Entry 39 Change 5:55.55 Relay Entry Time to NT

Please note that this is the only time during making entries for Cherry Bowl that you can enter a custom time.

D. Removing An Existing Entry

If you make an entry by mistake, the easiest way to remove an existing entry is to navigate to the event (whether relay or individual) as shown below

| | | | |
|----------------|----------|--|--|
| New Relay | | <input type="checkbox"/> Include Relay Non Lead-Off Splits | |
| Clear Swimmers | | Find Best Relay | |
| Best: Free | | Best Relay Report | |
| | Swimmers | Age | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

| | | | | | | |
|---|-------------------------------------|----------|--------|--------------------------|----|----|
| | Ent | Best | Custom | Ex | Ht | LN |
| A | <input checked="" type="checkbox"/> | 1:51.56S | | <input type="checkbox"/> | | |

An Existing Cherry Bowl Entry

Simply click on the check mark in the 'Ent' (entered) column as shown below. The entered box will become unchecked and the yellow highlighting will revert to white. This works the same for individual events.

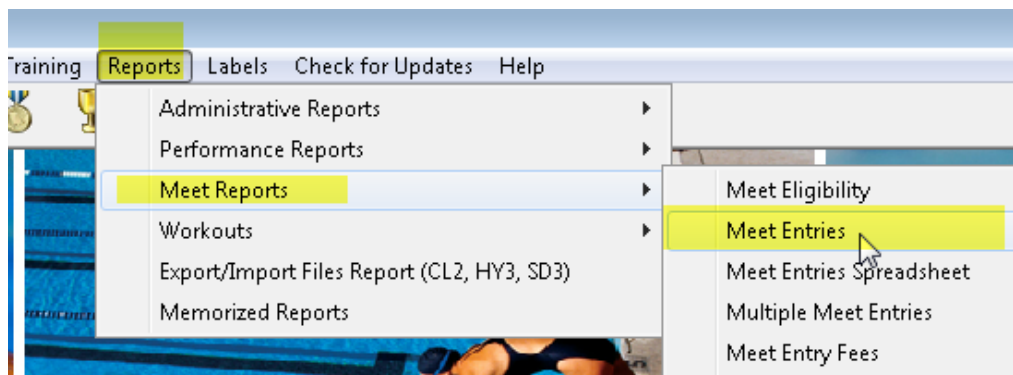
| | | | |
|----------------|----------|--|--|
| New Relay | | <input type="checkbox"/> Include Relay Non Lead-Off Splits | |
| Clear Swimmers | | Find Best Relay | |
| Best: Free | | Best Relay Report | |
| | Swimmers | Age | |
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |

| | | | | | | |
|---|--------------------------|----------|--------|--------------------------|----|----|
| | Ent | Best | Custom | Ex | Ht | LN |
| A | <input type="checkbox"/> | 1:51.56S | | <input type="checkbox"/> | | |

Removing an Existing Entry

E. **Verifying your Entries.**

To verify your entries, go to the Reports menu then Meet Reports and then Meet Entries as shown in CB Entry 40.



CB Entry 40 Menu > Meet Reports > Meet Entries

This will bring up the report screen shown in CB Entry 41.

Meet: 26-Jul-14 Cherry Bowl 2014

Filters

Team: BF
 Group:
 Subgroup:
 VWM Group:
 VWM Subgroup:
 School Year:
 Gen:
 Age:
 Sess / Div:
 All
 Male
 Female

Totals on Separate Page ☒
 Include Inactive ☐
 Show Registration ID ☐
 Include Birth Date ☐
 Include Official Statement ☐

Stroke / Distance Filters

Stroke:
 Distance:
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

Event Filters

☒ Individual ☐ Individual and Relays
☐ Relay

Other Options

Show Times Unconverted ☐
 Include Proof of Time ☐
 Include Team Address ☒
 Indicate Converted Times ☐
 Do Not Show Entry Times ☐

Standards | Points

☒ None ☐ LEN Points
☐ Hy-Tek Age Group ☐ AUS Points
☐ Hy-Tek Single Year ☐ NISCA Points
☐ Hy-Tek Open ☐ SNZ Points
☐ FINA Points

☒ Keep Athletes / Events together ☐ Don't Show Totals

Create Report Cancel

CB Entry 41 Meet Entries Report Screen

In the Event Filters section of the screen, select Individual and Relays.

Event Filters

☐ Individual ☒ Individual and Relays
☐ Relay

Click on 'Create Report' and a report similar to the WB Entry 42 will appear – you can either review your entries on screen, or print out the report to verify that each entry is correct.

Individual Meet Entries Report

Cherry Bowl 2014 26-Jul-14 [Ageup: 6/15/2014] SC Meters

Location: Woodcrest

BARCLAY FARM [BF] Coach: Collin Canfield

14 Kaywood Lane

609-427-0299

Cherry Hill, NJ 08034

| | | | |
|---|----------|--------------------------------|----------|
| # 1 Girls 12 & Under 100 IM | | # 28 Boys 8 & Under 25 Back | |
| Marissa Kirby (12) | 1:59.53S | Eric Brown (7) | NT |
| # 2 Boys 12 & Under 100 IM | | # 29 Girls 9-10 25 Back | |
| Zachary Norwood (11) | NT | Olivia Gawronski (10) | 22.16S |
| # 4 Boys 13-14 100 IM | | # 30 Boys 9-10 25 Back | |
| Kevin Gillooly (14) | 1:10.59S | Christian Aiken (9) | 22.27S |
| # 5 Girls 15-18 100 IM | | # 31 Girls 11-12 50 Back | |
| Abby Walters (16) | 1:27.72S | Katie Brennan (12) | 41.09S |
| # 6 Boys 15-18 200 IM | | # 32 Boys 11-12 50 Back | |
| Tyler Parsons (15) | NT | Adam Frankenfield (11) | 43.63S |
| # 7 Girls 8 & Under 100 Medley Relay A BF | 1:30.87S | # 33 Girls 13-14 50 Back | |
| # 8 Boys 8 & Under 100 Medley Relay A BF | 1:52.04S | Caitlin Flynn (14) | 40.68S |
| # 9 Girls 9-10 100 Medley Relay A BF | 1:28.66S | # 34 Boys 13-14 50 Back | |
| # 11 Girls 11-12 200 Medley Relay A BF | 2:39.69S | Nathaniel Aiken (13) | 36.39S |
| # 12 Boys 11-12 200 Medley Relay A BF | 3:21.09S | # 35 Girls 15-18 50 Back | |
| # 14 Boys 13-14 200 Medley Relay A BF | 2:19.94S | Danielle Di Cicco (17) | 35.75S |
| # 15 Girls 15-18 200 Medley Relay A BF | 2:26.53S | # 36 Boys 15-18 100 Back | |
| # 16 Boys 15-18 200 Medley Relay A BF | 2:06.78S | Cole Parsons (16) | 1:16.30S |
| # 17 Girls 8 & Under 25 Free | | # 37 Girls 8 & Under 25 Breast | |
| Mary Perry (7) | 22.06S | Gabriella Nir (8) | 25.50S |
| | | # 38 Boys 8 & Under 25 Breast | |

CB Entry 42 Cherry Bowl Entry Report

Carefully verify that:

- Each individual event has the correct swimmer
- Each event is not listed in order in fact does not have a swimmer or relay
- Each relay is entered that is intended.

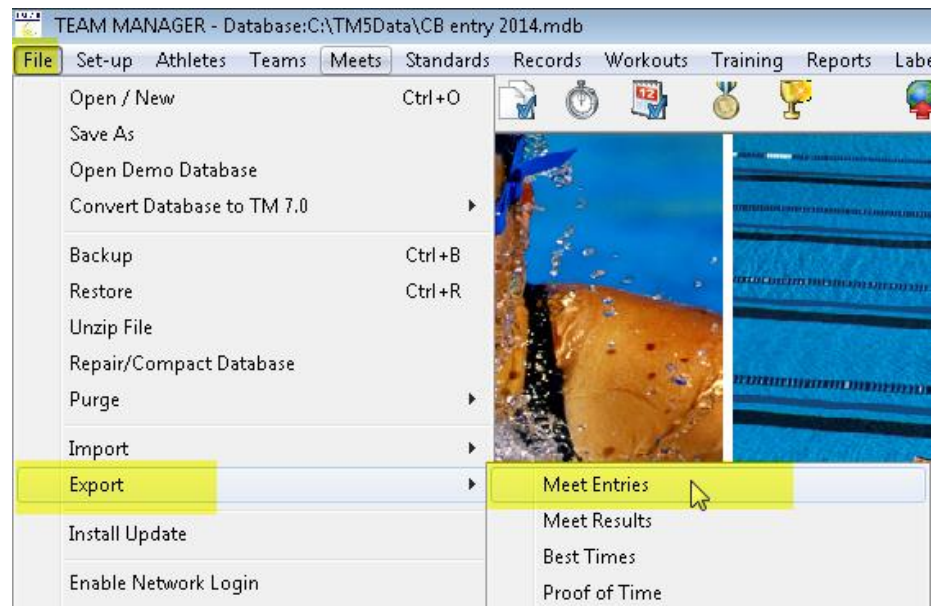
If there are any errors, go back to the appropriate event and make the corrections. Recreate the Meet Entries Report and verify the entries until everything is complete. You are now ready to prepare your export file of Cherry Bowl entries to send to the individual handling the meet entries. Print a copy of the Cherry Bowl Entries and bring with you to the Cherry Bowl Seeding meeting.

VI. CHERRY BOWL MEET ENTRY PACKAGE

A. Preparing Meet Entry File

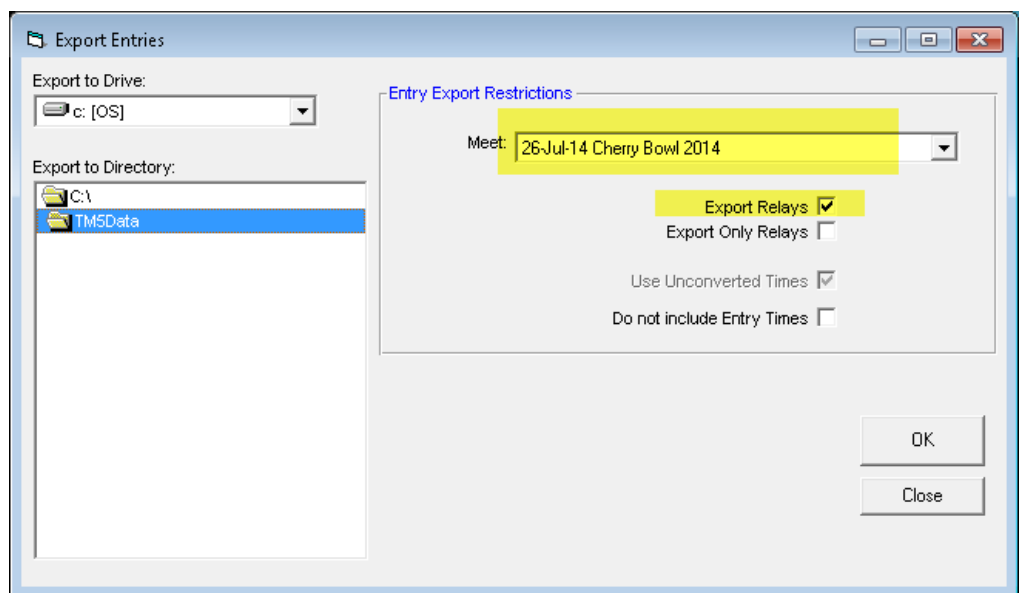
The final step in preparing your Cherry Bowl Meet entries is to produce an export file containing the meet entry information.

From the main menu, click File > Export > Meet Entries (see CB Entry 43).



CB Entry 43 File > Export > Meet Entries

The Export Entries screen will appear (see CB Entry 44) - select the appropriate drive and directory location.



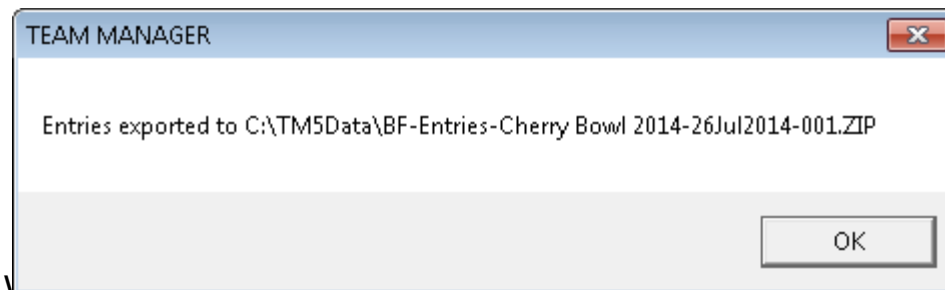
CB Entry 44 Completed Export Meet Entries Screen

Use the 'Meet:' Pick List to select the Cherry Bowl meet for the current season.

Note or select the directory where the export file will be written to.

NOTE: Make sure the 'Export Relays' check box is checked.
Click on 'OK' to start exporting.

When completed, the screen will look like CB Entry 45 with a popup window indicating that the export is complete, along with the file name and location.



CB Entry 45 Meet Entries Export Completed Message

If the file name does not end in '001.ZIP', there is probably an additional Entries file on the directory where the file was written – make sure you note the name of the export zip file – this is the file you will need to send to the Cherry Bowl Entry person.

Click 'OK' on the message window and 'Close' on the Export Entries screen to return to the main menu.

B. Cherry Bowl Meet Entry Package

You are now ready to put together your Cherry Bowl Meet Entry package:

Send via email to:

CBEentries@TriCoSwimming.org on Sunday (following the 5th week A-Meet), by 2:00PM:

- 1. The entries export file you just created**
- 2. Copy of the entries report you printed out earlier**

Bring with you to the seeding meeting:

A copy of the cherry Bowl entries report and
Relay cards with up to 12 swimmer names on each relay card.

There will be a Meet Manager report at the seeding meeting to help you to double-check that your entries loaded correctly
The team entries report produced by Meet Manager (actually a meet program for one team at a time) will look like the sample in CB Entry 46 shown below.

Cherry Bowl 2014
Woodcrest Swim Club
Meet Program - Final

| | | | | | |
|---|----------------|-----|--------------|--|-----------|
| Event 1 Girls 12 & Under 100 SC Meter IM | | | | | |
| CBOWL: 1:13.40 7/30/2011 Saylor Cook | | | | | CB |
| Lane | Name | Age | Team | | Seed Time |
| Heat 1 of 3 Timed Finals | | | | | |
| 2 | Marissa Krivy | 12 | Barclay Farm | | 1:59.53 |
| Event 2 Boys 12 & Under 100 SC Meter IM | | | | | |
| CBOWL: 1:08.27 7/1/1995 Jeff Hoh | | | | | CV |
| Lane | Name | Age | Team | | Seed Time |
| Heat 1 of 2 Timed Finals | | | | | |
| 1 | Zach Norwood | 11 | Barclay Farm | | NT |
| Event 4 Boys 13-14 100 SC Meter IM | | | | | |
| CBOWL: 1:04.66 7/1/1985 Bill Fulton | | | | | BF |
| Lane | Name | Age | Team | | Seed Time |
| Heat 2 of 2 Timed Finals | | | | | |
| 5 | Kevin Gillooly | 14 | Barclay Farm | | 1:10.59 |
| Event 5 Women 15-18 100 SC Meter IM | | | | | |
| CBOWL: 1:07.06 7/26/2014 Erin McBride | | | | | KE |
| Lane | Name | Age | Team | | Seed Time |

CB Entry 46 Meet Manager Team Entries Report

The seeding meeting is always held at the host club on Monday evening before Cherry Bowl unless otherwise notified.