

Tri-County Championship Entry Procedures

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I. NEW CHAMPIONSHIP ENTRY PROCEDURES

The procedure for building Tri-County Championship meet entries for individuals and relays has been significantly changed and simplified starting in 2015. This manual describes the complete process with the simpler steps detailed.

The Championship entry process for 2015 and beyond will include the electronic entry of **both individual swimmers and** (for the first time) **relays**.

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 championship 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 championship 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 Championship entries from Barclay Farm – both individuals and relays.

II. CHANGES FOR YEAR 2015 AND BEYOND

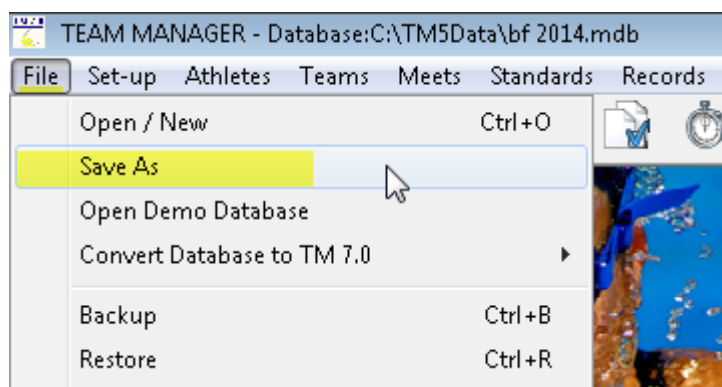
This manual was published for the 2015 Tri-County season, and all the references are for 2015. For subsequent years, simply use that year (e.g. 2016, 2017, etc.) and the appropriate change in date fields in preparing the championship entries for subsequent years. Remember that all the examples in this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

III. CREATING AN ENTRY DATABASE

A. Copy the Current Season's Database

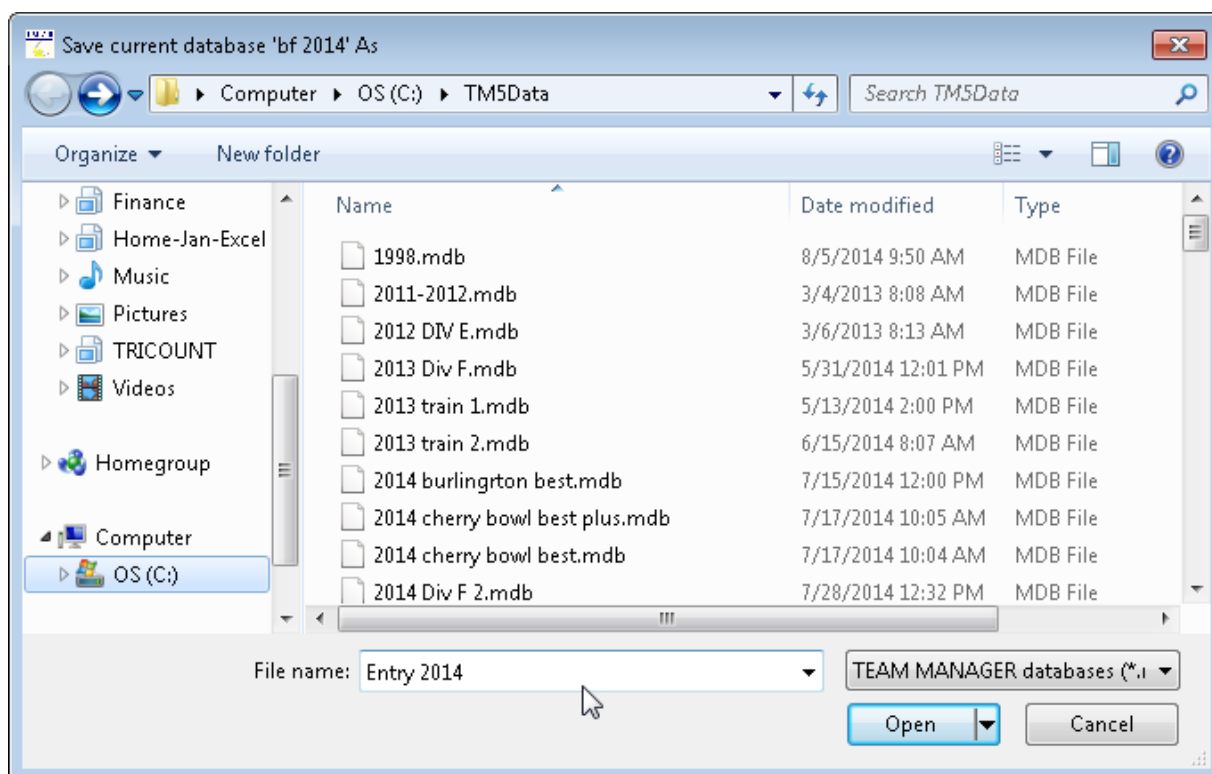
The first step to preparing Tri-County Championship entries is to make a copy of the current season's database and then doing some cleanup on that copy. You must first make sure that the fifth week's A Meet has been updated in your current database (e.g. bf 2014).

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



ChEntry 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 – ChEntry 02.



ChEntry 02 Save database as Entry 2014

Click Open and the Account Setup screen will appear as shown in ChEntry 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](#)

ChEntry 03 Account Setup Screen

This will bring up the Terms of Service Agreement screen. As shown in ChEntry 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

ChEntry 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 ChEntry 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

ChEntry 05 Verification Screen

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



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

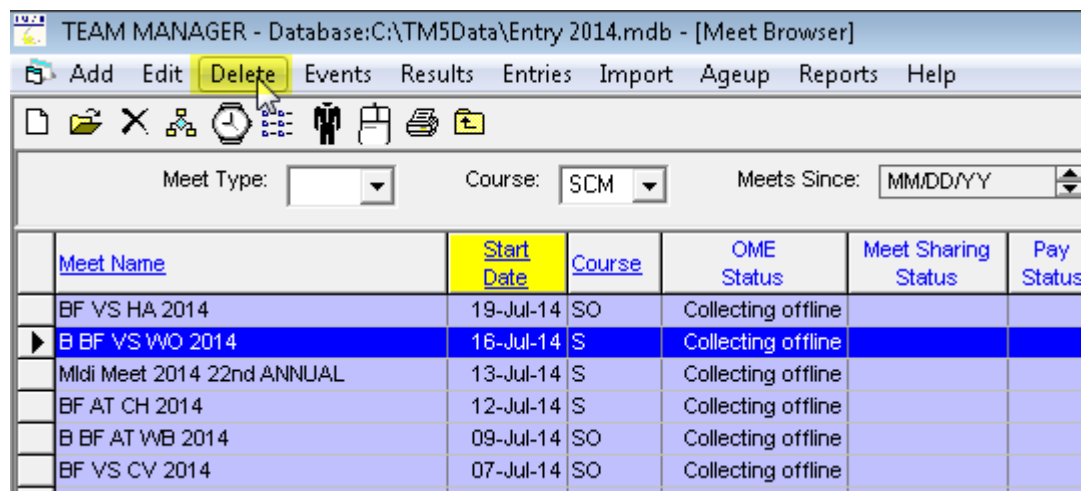
Select the Meets options from the main menu and the Meet Browser screen will appear as shown in ChEntry 06.

TEAM MANAGER - Database:C:\TM5Data\Entry 2014.mdb - [Meet Browser]					
Add Edit Delete Events Results Entries Import Ageup Reports Help					
Meet Type: <input type="text"/> Course: SCM Meets Since: MM/DD/YY					
	Meet Name	Start Date	Course	OME Status	Meet Share Status
▶	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	
	Cherry Bowl 2013	27-Jul-13	S	Collecting offline	

ChEntry 06 Meet Browser Screen

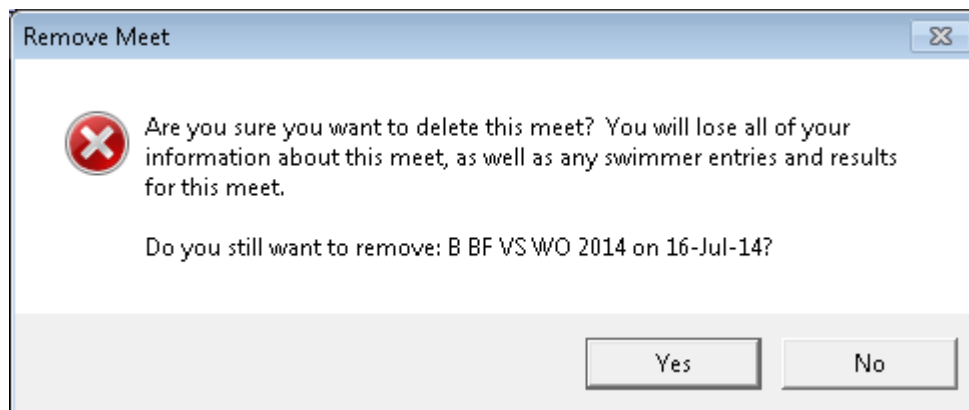
Before continuing with the Championship entry procedures, you **must delete all meets from the current year that are not A Meets**. Meets from previous years do not need to be removed.

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



ChEntry 07 Select non-A Meet to Delete

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



ChEntry 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 ChEntry 09.

TEAM MANAGER - Database:C:\TM5Data\Entry 2014.mdb - [Meet Browser]					
Add Edit Delete Events Results Entries Import Ageup Reports					
Meet Type: <input type="text"/>		Course: <input type="text" value="SCM"/>		Meets Since: <input type="text" value="M"/>	
	Meet Name	Start Date	Course	OME Status	Meet S
	BF VS HA 2014	19-Jul-14	SO	Collecting offline	
▶	Midi 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	
	Cherry Bowl 2013	27-Jul-13	S	Collecting offline	

ChEntry 09 Updated Meet Browser

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 ChEntry 10.

TEAM MANAGER - Database:C:\TM5Data\Entry 2014.mdb - [Meet Browser]					
Add Edit Delete Events Results Entries Import Ageup Reports Help					
Meet Type: <input type="text"/>		Course: <input type="text" value="SCM"/>		Meets Since: <input type="text" value="MM/DD/YY"/>	
	Meet Name	Start Date	Course	OME Status	Meet Sharing 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	

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

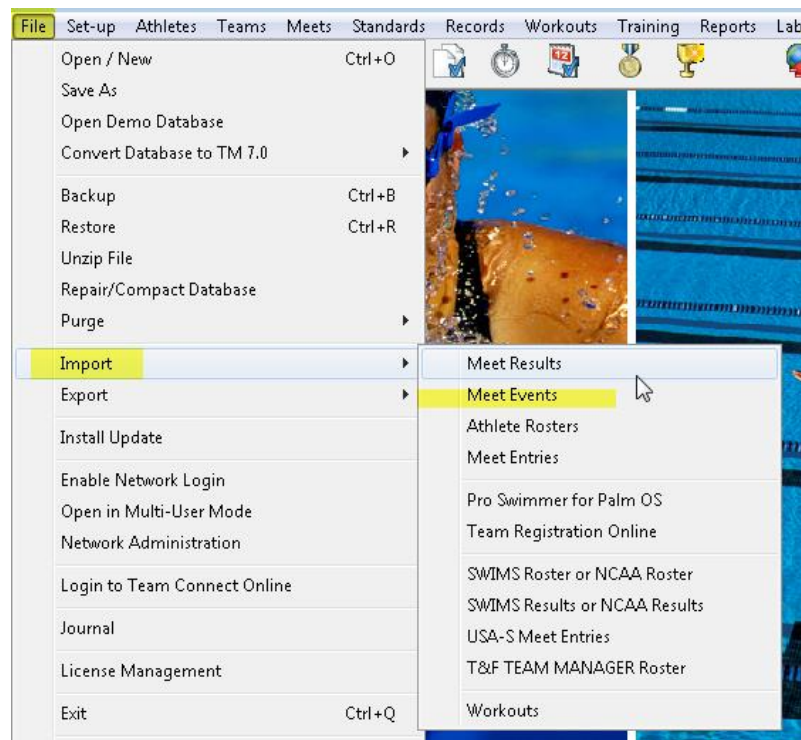
You are now ready to begin the actual procedures to create your Championship entries using the Entry 2014 database.

C. Import Championship Meet Events

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

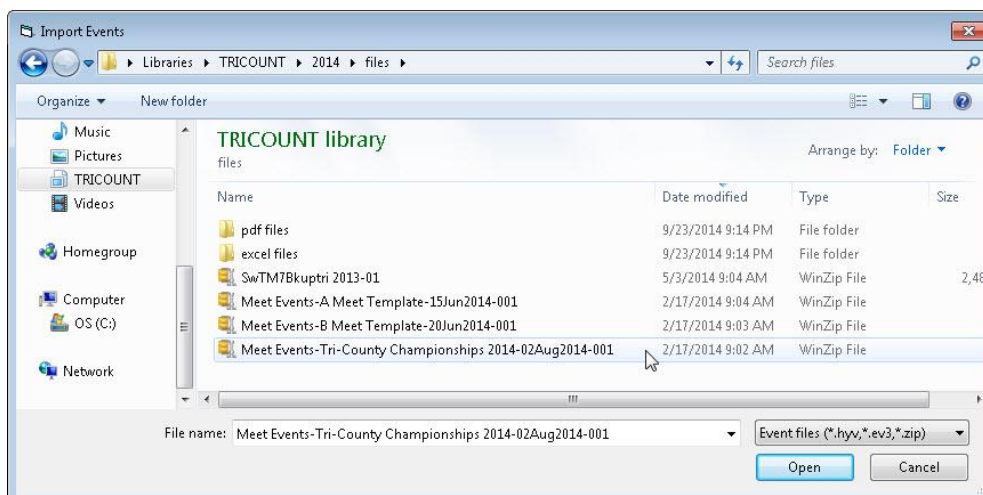
Meet Events-Tri-County Championships 2014-02Aug2014-001.ZIP

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 ChEntry 11.



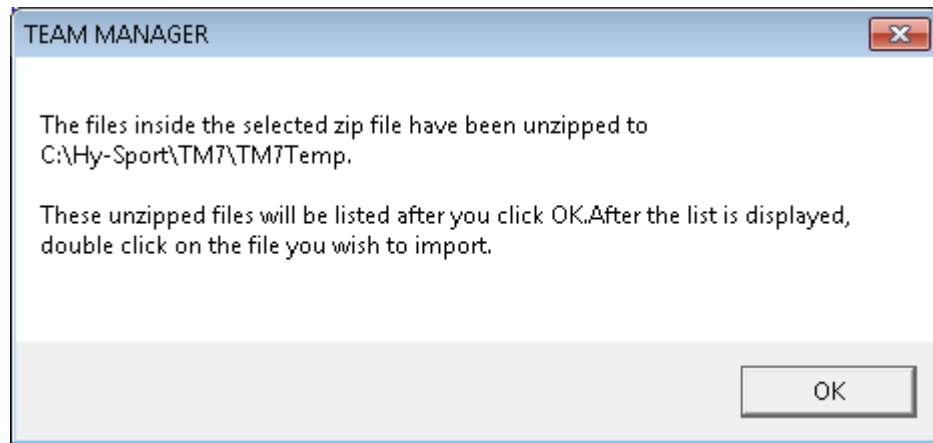
ChEntry 11 File > Import > Meet Events

Click on Meet Events and then navigate to the location where the Championship Meet events' file is stored as shown in ChEntry 12.



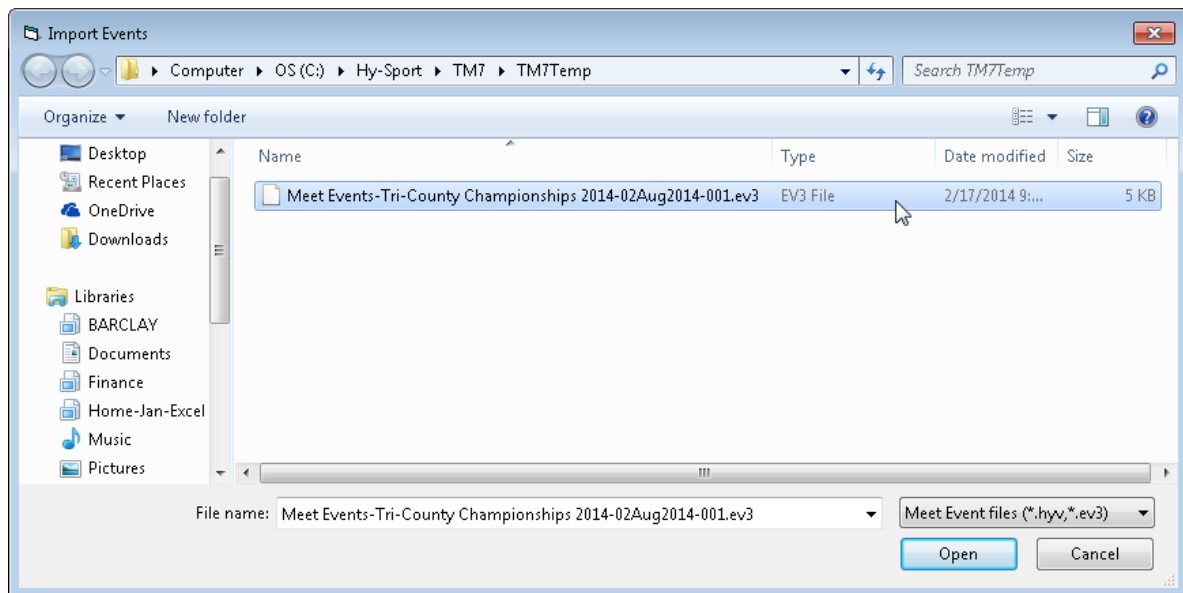
ChEntry 12 Championship Meet Events Location

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



ChEntry 13 File Unzip Message Box

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



ChEntry 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 ChEntry 15.



Import Events

Meet

Import File Name: C:\Hy-Sport\TM7\TM7Temp\Meet Events-Tri-County Championships 2014-02Aug2014-001.ev3

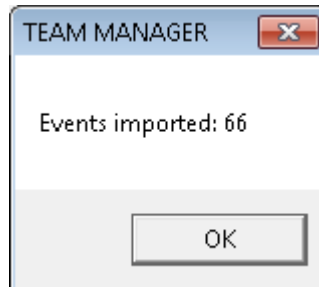
Meet Name: Tri-County Championships 2014

Course: SO Start Date: 8/2/2014

OK Cancel

ChEntry 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 ChEntry 16.



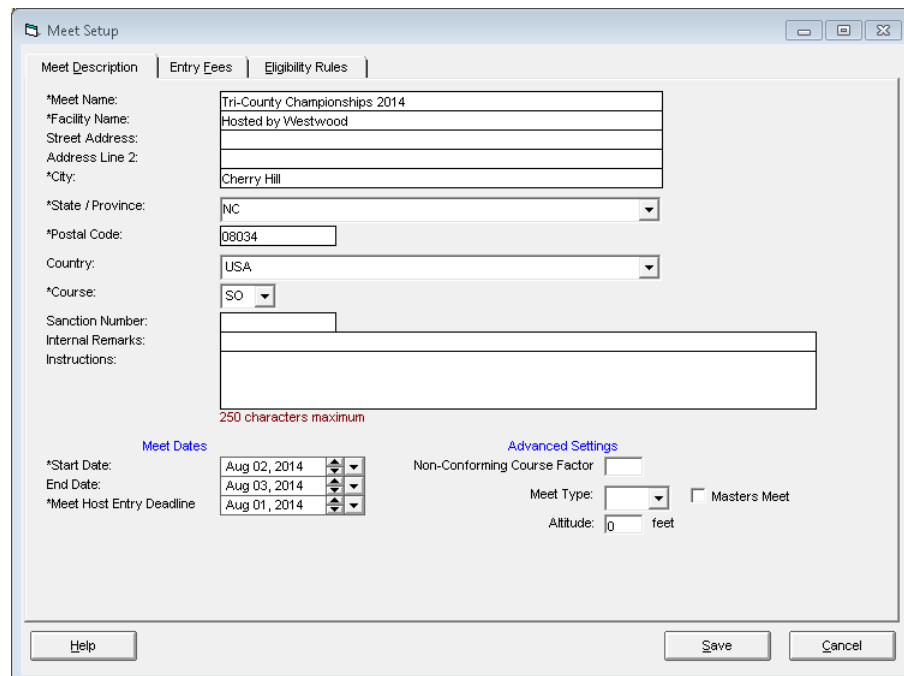
TEAM MANAGER

Events imported: 66

OK

ChEntry 16 66 Events Imported

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



Meet Setup

Meet Description | Entry Fees | Eligibility Rules

*Meet Name: Tri-County Championships 2014

*Facility Name: Hosted by Westwood

Street Address:

Address Line 2:

*City: Cherry Hill

*State / Province: NC

*Postal Code: 08034

Country: USA

*Course: SO

Sanction Number:

Internal Remarks:

Instructions:

250 characters maximum

Meet Dates

*Start Date: Aug 02, 2014

End Date: Aug 03, 2014

*Meet Host Entry Deadline: Aug 01, 2014

Advanced Settings

Non-Conforming Course Factor

Meet Type: Masters Meet

Altitude: 0 feet

Help Save Cancel

ChEntry 17 Meet Setup Screen

Click the Eligibility Rules tab at the top of the screen and the display as shown in ChEntry 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

ChEntry 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.

☒ Use Times Since Jun 15, 2014

Finally, select 'Enforce Qualifying Times' by checking the box.

☒ Enforce Qualifying Times

The completed Eligibility Rules tab should look like ChEntry 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

ChEntry 19 Completed Meet Eligibility Rules Setup

Click Save and you will be back to the main meet screen which will look similar to ChEntry 20 showing the Championship meet at the top.

TEAM MANAGER - Database: C:\TM5Data\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
▶ Tri-County Championships 2014	02-Aug-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 GT 2014	21-Jun-14	SO	Collecting offline		
Tri-County Championships 2013	03-Aug-13	S	Collecting offline		

ChEntry 20 Meet Main Menu after Importing Championship Meet Events

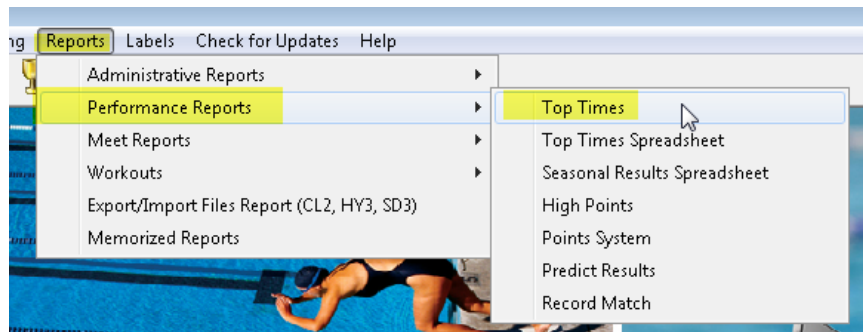
You have completed the import and setup of the Championship Meet in your database and are ready to start creating meet entries.

IV. REPORTING QUALIFIERS AND BEST RELAYS

A. Printing a List of Tri-County Qualifiers

Follow the procedures below to print out a list of the Tri-County Qualifiers from your club (in order by swimmer's name).

From the Team Manager main menu, select Reports > Performance Reports > Top Times (see ChEntry 21).



ChEntry 21 Reports > Performance Reports > Top Times

You can also use the Top Time Shortcut shown below:



Either option will bring up the Top Times Report screen (see ChEntry 22) - fill in the fields and options listed below:

ChEntry 22 Top Times Report Entry Screen

In the Dates Tab on the mid-lower left hand side, check the box that says 'Use Since Date' and enter the date for the start of the current season (e.g. 06/15/14 for the 2014 season) in the box next to Use Times Since. See ChEntry 23.

ChEntry 23 Set Use Since Date

In the Filters Tab in the lower right hand side of the Top Times Report Screen, leave the Event Filters as **Individual**, set the Meet Type to 'A', and set (or leave) the Top How Many? Field = 1 as shown in ChEntry 24.

ChEntry 24 Set Report Filters

In the right hand side of the screen, set the Prelim/Finals Filter radio button to 'All', set the Splits radio button to 'None', and set the Course Options to 'SO' = Show SC Meters Only. See ChEntry 25.

The screenshot shows three sections of settings:

- Prelim / Finals Filter:**
 - ☒ All
 - ☐ Finals Only
 - ☐ Prelims Only
 - ☐ Semis Only
- Splits:**
 - ☒ None
 - ☐ Cumulative
 - ☐ Subtractive
 - ☐ Cum/Subt
 - ☐ Legal
 - ☐ Stroke Rate
- Course Options:**
 - ☐ YO (Show Yards Only)
 - ☒ SO (Show SC Meters Only)
 - ☐ LO (Show LC Meters Only)
 - ☐ YY (Convert to Y, Show Y)
 - ☐ SS (Convert to SC, Show SC)
 - ☐ LL (Convert to LC, Show LC)
 - ☐ YA (Convert to Y, Show Actual)
 - ☐ SA (Convert to SC, Show Actual)
 - ☐ LA (Convert to LC, Show Actual)
 - ☐ All Courses (Show Actual)

ChEntry 25 Prelim/Finals and Course Options

In the lower left hand side, set the 'Sort By' section to 'Name' (see ChEntry 26).

The screenshot shows the 'Sort by' section with the following options:

- ☒ Name
- ☐ Event (Current Age)
- ☐ Event (Stroke and Distance)
- ☐ Name (1 per page)
- ☐ Event (Age at Meet)
- ☐ One Event per Page

ChEntry 26 Sort by Option = Name

Finally, in the lower right hand corner of the screen, click on the 'Stds' tab and select the following options: from the 'Standards:' pick list select 'TRICO14' (for the 2014 season); from the 'Standard at Least:' pick list select 'TRI'; and then check the 'Include Time Standards' check box (see ChEntry 27).

The screenshot shows the 'Stds' tab with the following settings:

- Standards:** TRICO14
- Include Time Standards:** ☒
- Standard at Least:** TRI
- Show Delta if within one Standard of Selected Standard above:** ☐

ChEntry 27 Set up 'Stds' Options

The final screen will look something like the screen in ChEntry 28, depending upon which tab (Filters or 'Stds') you worked on last. NOTE: Make sure that your own team abbreviation is shown in the TEAM box and I suggest you select the 1-column report option at the bottom right of the screen.

Top Times Report

Meet: All Meets

Athlete Filters

Team: BF
Team Division:
Group:
Subgroup:
WM Group:
WM Subgroup:
School Year:
LSC:

Gen Age Age Grp
☒ All
☐ Male
☐ Female
☐ Combine Male/Female

Include
Inactive ☐ Birthdate ☐
Registration ID ☐ Goals ☐

Stroke Distance Filters
Stroke: Distance:
☒ Equal ☐ Greater ☐ Less

Prelim / Finals Filter
☒ All
☐ Finals Only
☐ Prelims Only
☐ Semis Only

Splits
☒ None
☐ Cumulative
☐ Subtractive
☐ Cum/Subt ☐ Legal
☐ Stroke Rate

Course Options
☐ YO (Show Yards Only)
☒ SO (Show SC Meters Only)
☐ LO (Show LC Meters Only)
☐ YY (Convert to Y, Show Y)
☐ SS (Convert to SC, Show SC)
☐ LL (Convert to LC, Show LC)
☐ YA (Convert to Y, Show Actual)
☐ SA (Convert to SC, Show Actual)
☐ LA (Convert to LC, Show Actual)
☐ All Courses (Show Actual)

Dates | **Improvement**
Use Times Since: 06/15/14 Use Since Date ☒
Use Times Until: MM/DD/YY Use Times Until ☐
Chronological ☐
Include "Life Time Best" even if outside date range ☐

Sort by
☒ Name
☐ Name (1 per page)
☐ Event (Current Age)
☐ Event (Age at Meet)
☐ Event (Stroke and Distance)
☐ One Event per Page

Filters | **Stds** | **Records** | **Points**
Standards: TRICO14
Include Time Standards ☒
Standard at Least: TRI
Show Delta if within one Standard of Selected Standard above ☐
☒ 1 Column ☐ 2 Column ☐ 3 Column

Create Report **Cancel**

ChEntry 28 Completed Top Times Report Entry Screen for Championship Qualifiers

Click on Create Report and this will bring up a report (shown in ChEntry 29).
Individual Top Times

Times since: 15-Jun-14
BARCLAY FARM [BF] Coach: Collin Canfield
Show Short Course Only A

Time	P/F/S	Event			
Nathaniel Aiken (13) B					
36.39 S TRI	F	50 Back	7/19/2014	BF VS HA 2014	
Maesie Baker (8) G					
17.75 S TRI	F	25 Free	7/7/2014	BF VS CV 2014	
19.31 S TRI	F	25 Fly	7/12/2014	BF AT CH 2014	
Lukas Becker (8) B					
18.65 S TRI	F	25 Free	7/19/2014	BF VS HA 2014	
24.72 S TRI	F	25 Fly	7/7/2014	BF VS CV 2014	
Paige Frankenfield (8) G					
19.78 S TRI	F	25 Free	6/28/2014	BF AT VS 2014	
24.03 S TRI	F	25 Back	6/28/2014	BF AT VS 2014	
Kevin Gillooly (14) B					
1:01.90 S TRI	F	100 Free	7/12/2014	BF AT CH 2014	
1:10.59 S TRI	F	100 IM	7/7/2014	BF VS CV 2014	
Patrick Gillooly (16) B					
55.25 S TRI	F	100 Free	7/7/2014	BF VS CV 2014	
1:06.96 S TRI	F	100 Back	7/7/2014	BF VS CV 2014	
28.94 S TRI	F	50 Fly	6/21/2014	BF AT GT 2014	
2:24.78 S TRI	F	200 IM	7/12/2014	BF AT CH 2014	
Gabriella Niv (8) G					
25.50 S TRI	F	25 Breast	7/7/2014	BF VS CV 2014	
Ayana Opong (12) G					
29.47 S TRI	F	50 Free	7/19/2014	BF VS HA 2014	
35.91 S TRI	F	50 Back	7/19/2014	BF VS HA 2014	
39.43 S TRI	F	50 Breast	7/7/2014	BF VS CV 2014	
1:13.09 S TRI	F	100 IM	7/19/2014	BF VS HA 2014	
Joshua Pol (13) B					
33.19 S TRI	F	50 Fly	6/28/2014	BF AT VS 2014	

ChEntry 29 Top Times Barclay Farm Qualifier Report

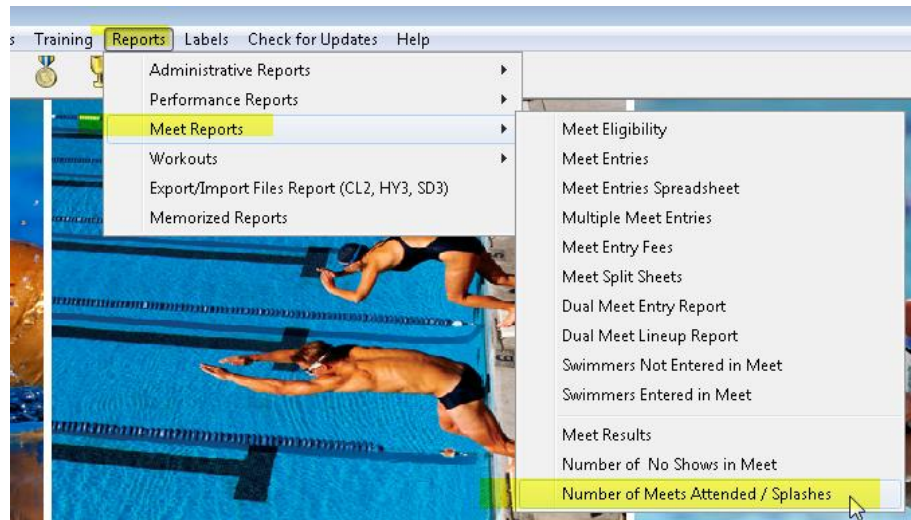
Note that the last column in this report is the A meet where the time was achieved. If one of these meets is not an A meet from the current season, go back to the top times report options and make sure they are set and reproduce the report again.

NOTE: You will use this report to identify which swimmers will be entering the championship meet and what events (maximum of two) each swimmer will be entered into.

B. Printing Number of Meets Attended

To be eligible to compete in the Tri-County Championships, a swimmer must have competed in at least **two** regular season dual A meets. TeamManager7 has a report to provide this information directly.

From the main menu, select Reports > Meet Reports > Number of Meets Attended / Splashes as shown in ChEntry 30.



ChEntry 30 Reports > Meet Reports > Number of Meets Attended/Splashes

This will bring up a screen as shown in ChEntry 31.

ChEntry 31 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 ChEntry 32.

ChEntry 32 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 CHAMP 13.

ChEntry 33 Set Meet Type & Course

Finally, in the Athlete Filters section of the screen, select the 'Include Relay Only Swims' as shown in ChEntry 14.

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 ☐

ChEntry 34 Include Relay Only Swims

The completed screen should look like ChEntry 35 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

ChEntry 35 Completed Number of Meets Attended Report Screen

Click the Create Report button and a report will appear (in alphabetical order) as shown in ChEntry 36.

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, Massie (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
Falcone, John M. (8)	M	7/1/2005	BF	5	5	9	14
Fareas, Nate (8)	M	2/11/2006	BF	4	4	7	11
Flynn, Caitlin (14)	F	8/27/1999	BF	5	10	4	14
Flynn, Shannon E. (17)	F	6/25/1996	BF	5	10	10	20
Frankenfield, Adam (11)	M	5/1/2003	BF	5	10	10	20
Frankenfield, Paige (8)	F	9/12/2005	BF	4	8	8	16

ChEntry 36 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 ChEntry 37.

Sort

☐ Name

☐ Sort by Team then Name

☒ Meets Attended

ChEntry 37 Sort by Number of Meets Attended

This will produce a report that looks like the sample shown in ChEntry 38 (the beginning of the report) and ChEntry 39 (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
Dolchanczyk, Carli (10)	F	8/5/2003	BF	5	10	10	20
Falcone, John M. (8)	M	7/1/2005	BF	5	5	9	14
Flynn, Caitlin (14)	F	8/27/1999	BF	5	10	4	14
Flynn, Shannon E. (17)	F	6/25/1996	BF	5	10	10	20
Frankenfield, Adam (11)	M	5/1/2003	BF	5	10	10	20

ChEntry 38 First Part of Number of Meets Attended Report in Number of Meets Order

Smith, Jackson (17)	M	1/16/2000	BF	4	4	7	11
Walters, Abby (16)	F	5/12/1998	BF	4	8	7	15
Persinger, Abby (7)	F	8/28/2006	BF	3	0	5	5
Pierce, Zion (7)	M	12/10/2006	BF	3	1	4	5
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

ChEntry 39 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 the Tri-County Championship Meet.

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.

C. Printing Top Tri-County Relay Times

This report is for your information only - it is **not** used directly in the Tri-County championship entry process. Relay eligibility for Tri-County Championships is by seeding of best times throughout the season.

Select the Reports > Performance Reports > Top Times options from the main menu as shown in ChEntry 21 at the beginning of this section. This will bring up the default Top Times Reports screen as shown in ChEntry 21 earlier in this manual.

You will need to make several changes to the defaults on this screen.

First of all, click on 'Relays' in the 'Event Filters' tab in the lower right hand side of the screen.

Secondly, under the Dates tab, check the 'Use Since Date' box and enter the 'Use Times Since' date for the current season (e.g., 06/15/114).

Next, set the Meet Type to 'A' and for 'Top How Many?' could be set to any value (I usually use five so I can see the various line-ups that have been used).

Finally, set the Course Options to 'SO' as before and leave the 'Sort by' option set to Event (Age Group).

The completed screen should look like ChEntry 40 below.

Top Times Report

Meet: All Meets

Athlete Filters

Team: BF Team Division: WM Group: WM Subgroup: LSC:

Gen: All Male Female

Include: Birthdate Registration ID Goals

Stroke Distance Filters

Stroke: Distance: Equal Greater Less

Course Options

YO (Show Yards Only) SO (Show SC Meters Only) LO (Show LC Meters Only) YY (Convert to Y, Show Y) SS (Convert to SC, Show SC) LL (Convert to LC, Show LC) YA (Convert to Y, Show Actual) SA (Convert to SC, Show Actual) LA (Convert to LC, Show Actual)

Filters | Stds | Records | Points

Event Filters: Individual Relay

Meet Type: A

Include DGs and NSs Include Relay Swimmers Include Relay non-leadoff Legs Include ONLY Relay non-leadoff Legs

Top How Many? (0 = All Times) 5

Sort by: Event (Age Group) Event (Stroke and Distance) One Event per Page

1 Column 2 Column 3 Column

Create Report Cancel

ChEntry 40 Top Times Report Screen for Tri-County Relays

Click on Create Report and a report similar to ChEntry 41 will be produced, listing the girls' relays first, and then the boys' relays.

Relay Top Times

Times since: 15-Jun-14
 BARCLAY FARM [BF] Coach: Collin Canfield
 Number of Top Times: 5 Show Short Course Only A

Time	P/F/S	Relay			
Girls 8&U 100 Free Relay					
1 1:25.66 S	F	A Relay		7/19/2014 BF VS HA 2014	
		Gabriella Nim (8)	Kylie Schimpf (8)	Maesie Baker (8)	Mary Perry (7)
2 1:25.85 S	F	A Relay		7/7/2014 BF VS CV 2014	
		Paige Frankentfield (8)	Gabriella Nim (8)	Mary Perry (7)	Maesie Baker (8)
3 1:27.50 S	F	A Relay		7/12/2014 BF AT CH 2014	
		Paige Frankentfield (8)	Gabriella Nim (8)	Mary Perry (7)	Maesie Baker (8)
4 1:29.94 S	F	A Relay		6/21/2014 BF AT GT 2014	
		Maesie Baker (8)	Paige Frankentfield (8)	Gabriella Nim (8)	Mary Perry (7)
5 1:36.29 S	F	A Relay		6/28/2014 BF AT VS 2014	
		Paige Frankentfield (8)	Azma Marquardt (7)	Gabriella Nim (8)	Kylie Schimpf (8)
Girls 8&U 100 Medley Relay					
1 1:30.87 S	F	A Relay		7/7/2014 BF VS CV 2014	
		Paige Frankentfield (8)	Gabriella Nim (8)	Maesie Baker (8)	Mary Perry (7)
2 1:33.18 S	F	A Relay		7/12/2014 BF AT CH 2014	
		Paige Frankentfield (8)	Gabriella Nim (8)	Maesie Baker (8)	Mary Perry (7)
3 1:33.19 S	F	A Relay		6/21/2014 BF AT GT 2014	
		Paige Frankentfield (8)	Gabriella Nim (8)	Maesie Baker (8)	Mary Perry (7)
4 1:41.13 S	F	A Relay		7/19/2014 BF VS HA 2014	
		Kylie Schimpf (8)	Gabriella Nim (8)	Maesie Baker (8)	Mary Perry (7)
5 1:48.83 S	F	A Relay		6/28/2014 BF AT VS 2014	
		Paige Frankentfield (8)	Azma Marquardt (7)	Gabriella Nim (8)	Kylie Schimpf (8)

ChEntry 41 Top Times Relay Report

D. Verify That the Top Relay Time Has Four Legal Swimmers

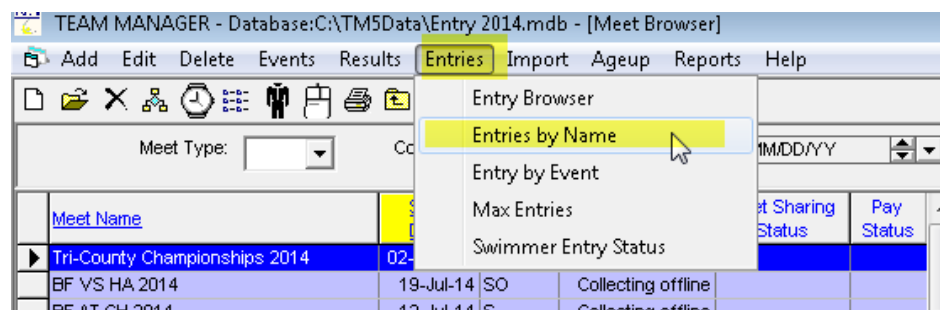
For each relay in the report that you expect to enter into Tri-County Championships, verify that 0 the fastest relay time in the report contains four swimmers of the correct age group for each relay. Remember that relays with swim-up swimmers cannot be used as a Tri-County Qualifying time. If you find a fastest relay time with a swim-up swimmer, go back into the meet where that occurred and change the time to 5:55.55 so that relay will no longer be the fastest relay in the database.

V. INDIVIDUAL SWIMMER MEET ENTRIES

Note that the sample entries below will be using the 2014 championship meet entries so that there will be data to demonstrate the new Championship Entry procedures.

A. Meet Entries for Individual Swimmers

From the Team Manager Meets menu, highlight the Tri-County Championship meet for the current year and click on Entries> Entries by Name from the top menu bar as shown in ChEntry 42.



ChEntry 42 Entries > Entries by Name

This will bring up the screen as shown in ChEntry 43.

TEAM MANAGER - Database: C:\TM5Data\Entry 2014.mdb - [Entries by Name]

Find Time Calc Athlete Results View Print Help

For this Meet, Swim for Team: BF

☐ Only Pre-Entered Athletes ☐ Male ☐ Female ☒ Both Team BF School Yr Sub

Clear All Enter All

Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Pre
Aiken	Christian		M	27-Aug-04	9	R	I	Chris
Aiken	Nathaniel		M	15-Dec-00	13	R	I	
Baker	Hayden		M	05-May-08	6			
Baker	Maesie		F	09-Sep-05	8			
Becker	Lukas		M	16-Jul-05	8	R	I	
Becker	Makayla		F	25-Jul-09	4			
Boone	Ryan		M	05-Aug-01	12			
Brennan	Katie		F	15-Sep-01	12			
Brown	Eric		M	24-Feb-07	7			

☐ Show Relay Entries Max Combined Entries 4 Session: Me
Current Entries 0 Relay Entries 0

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time
1		2	M	100	IM	12&U	<input type="checkbox"/>	*NT	
1		20	M	50	Free	09-10	<input type="checkbox"/>	* 44.69S	
1		30	M	25	Back	09-10	<input type="checkbox"/>	* 22.27S	
1		40	M	25	Breast	09-10	<input type="checkbox"/>	*NT	
1		50	M	25	Fly	09-10	<input type="checkbox"/>	* 25.14S	

ChEntry 43 Individual Meet Entry by Name

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

TEAM MANAGER - Database: C:\TM5Data\Entry 2014.mdb - [Entries by Name]

Find Time Calc Athlete Results View Print Help

For this Meet, Swim for Team: BF

☐ Only Pre-Entered Athletes ☐ Male ☐ Female ☒ Both Team BF School Yr Sub

Clear All Enter All

Using the Qualifier report you generated earlier with the events each swimmer will be entering, select the first swimmer on the report and select the athlete by clicking on his/her name – in our example, this is Nathaniel Aiken as shown in ChEntry 44.

TEAM MANAGER - Database:C:\TM5Data\Entry 2014.mdb - [Entries by Name]

Find Time Calc Athlete Results View Print Help

For this Meet, Swim for Team: BF

☐ Only Pre-Entered Athletes ☐ Male ☐ Female ☒ Both Team BF School Yr Group W/M Gr W/M Sub Low / High / Standard

Clear All Enter All

Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Preferred Name	Team	ID	Citizen
Aiken	Christian		M	27-Aug-04	9	R	I	Christian	BF		
Aiken	Nathaniel		M	15-Dec-00	13	R	I		BF		
Baker	Hayden		M	05-May-08	6				BF		
Baker	Maesie		F	09-Sep-05	8				BF		
Becker	Lukas		M	16-Jul-05	8	R	I		BF		
Becker	Makayla		F	25-Jul-09	4				BF		
Boone	Ryan		M	05-Aug-01	12				BF		
Brennan	Katie		F	15-Sep-01	12				BF		
Brown	Eric		M	24-Feb-07	7				BF		

☐ Show Relay Entries Max Combined Entries 4 Session: Meet Division ☐ Show Swim-Up Events
Current Entries 0 Relay Entries 0 * = time did not make the cut

02-Aug-14 Tri-County Championships

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Yards	LCM	SCM
2		4	M	100	IM	13-14	<input type="checkbox"/>	* 1:25.53S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1:17.50
2		24	M	100	Free	13-14	<input type="checkbox"/>	* 1:17.94S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1:06.75
2		34	M	50	Back	13-14	<input type="checkbox"/>	36.39S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			36.50
2		44	M	50	Breast	13-14	<input type="checkbox"/>	* 47.81S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			39.25
2		54	M	50	Fly	13-14	<input type="checkbox"/>	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			33.75

ChEntry 44 Swimmer eligibility for Championships

Notice a couple of things, the 'SCM' column shows the qualifying time for each event, and events which meet the qualifying time are shown in white, rather than pink.

Clicking on backstroke, the screen will look like ChEntry 45.

TEAM MANAGER - Database:C:\TM5Data\Entry 2014.mdb - [Entries by Name]

Find Time Calc Athlete Results View Print Help

For this Meet, Swim for Team: BF

☐ Only Pre-Entered Athletes ☐ Male ☐ Female ☒ Both Team BF School Yr Group W/M Gr W/M Sub Low / High / Standard

Clear All Enter All

Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Preferred Name	Team	ID	Citizen
Aiken	Christian		M	27-Aug-04	9	R	I	Christian	BF		
Aiken	Nathaniel		M	15-Dec-00	13	R	I		BF		
Baker	Hayden		M	05-May-08	6				BF		
Baker	Maesie		F	09-Sep-05	8				BF		
Becker	Lukas		M	16-Jul-05	8	R	I		BF		
Becker	Makayla		F	25-Jul-09	4				BF		
Boone	Ryan		M	05-Aug-01	12				BF		
Brennan	Katie		F	15-Sep-01	12				BF		
Brown	Eric		M	24-Feb-07	7				BF		

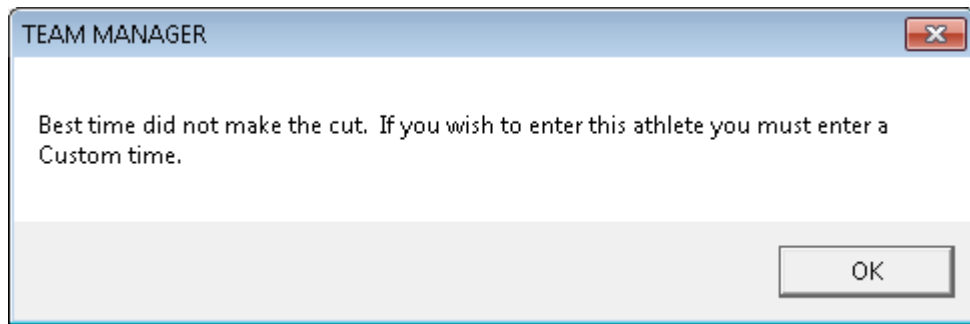
☐ Show Relay Entries Max Combined Entries 4 Session: Meet Division ☐ Show Swim-Up Events
Current Entries 1 Relay Entries 0 * = time did not make the cut

02-Aug-14 Tri-County Championships

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Yards	LCM	SCM
2		4	M	100	IM	13-14	<input type="checkbox"/>	* 1:25.53S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1:17.50
2		24	M	100	Free	13-14	<input type="checkbox"/>	* 1:17.94S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1:06.75
2		34	M	50	Back	13-14	<input checked="" type="checkbox"/>	36.39S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			36.50
2		44	M	50	Breast	13-14	<input type="checkbox"/>	* 47.81S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			39.25
2		54	M	50	Fly	13-14	<input type="checkbox"/>	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			33.75

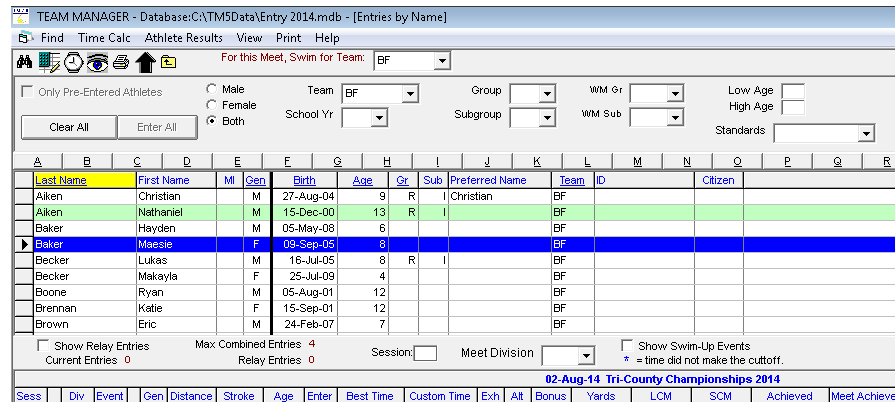
ChEntry 45 Enter a Swimmer into an Event

If you try to enter a swimmer into an event that they have not qualified for, you will get a message as shown in ChEntry 46



ChEntry 46 Event Entry Error Message

You will also notice that as you leave the line for Nathaniel Aiken, that his line has turned **pale green**, indicating that he has been entered into the meet as shown in ChEntry 47.



ChEntry 47 Entry by Name display for Entered Athlete

Another qualifier from our qualifier list (CHAMP 09) is Patrick Gillooly who qualified for four events:

Patrick Gillooly (16) B

55.25	\$	TRI	F	100	Free	7/7/2014	BF VS CV 2014
1:06.96	\$	TRI	F	100	Back	7/7/2014	BF VS CV 2014
28.94	\$	TRI	F	50	Fly	6/21/2014	BF AT GT 2014
2:24.78	\$	TRI	F	200	IM	7/12/2014	BF AT CH 2014

Navigating to Patrick Gillooly in the Meet Entry screen – either by scrolling down or using the 'D' alphabetic tab - the display shows as seen in ChEntry 48.

A	B	C	D	E	F	G	H	I	J	K	L
Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Preferred Name	Team	ID	
Gawronski	Olivia		F	17-Feb-04	10				BF		
Gawronski	Sophia		F	09-Dec-01	12				BF		
Giannopoulos	AJ		M	20-Apr-03	11	R	I		BF		
Giannopoulos	Isabel		F	13-Jan-00	14	R	I		BF		
Gillooly	Kevin	R	M	20-Aug-99	14	R	I		BF		
Gillooly	Patrick	C	M	05-Dec-97	16	R	I		BF		
Gwara	Ethan		M	08-Jul-05	8	R	i		BF		
Hess	Alex		M	06-Jul-98	15	R	i		BF		
Hess	Ben		M	17-Mar-06	8				BF		

☐ Show Relay Entries Max Combined Entries: 4 Session: Meet Division:

Current Entries: 0 Relay Entries: 0

02-Aug-14 Tr

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom Time	Exh	Alt	Bonus	Yards
2		6	M	200	IM	15-18	<input type="checkbox"/>	2:24.78S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		26	M	100	Free	15-18	<input checked="" type="checkbox"/>	55.25S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		36	M	100	Back	15-18	<input type="checkbox"/>	1:06.96S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		46	M	100	Breast	15-18	<input type="checkbox"/>	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2		56	M	50	Fly	15-18	<input type="checkbox"/>	28.94S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

ChEntry 48 Meet Entry for Athlete with More than 2 Qualified Events

Click on the two events that Patrick wants to swim and the display will look like ChEntry 49.

A	B	C	D	E	F	G	H	I	J	K	L
Last Name	First Name	MI	Gen	Birth	Age	Gr	Sub	Preferred Name	Team	ID	
Gawronski	Olivia		F	17-Feb-04	10				BF		
Gawronski	Sophia		F	09-Dec-01	12				BF		
Giannopoulos	AJ		M	20-Apr-03	11	R	I		BF		
Giannopoulos	Isabel		F	13-Jan-00	14	R	I		BF		
Gillooly	Kevin	R	M	20-Aug-99	14	R	I		BF		
Gillooly	Patrick	C	M	05-Dec-97	16	R	I		BF		
Gwara	Ethan		M	08-Jul-05	8	R	i		BF		
Hess	Alex		M	06-Jul-98	15	R	i		BF		
Hess	Ben		M	17-Mar-06	8				BF		

☐ Show Relay Entries Max Combined Entries: 4 Session:

Current Entries: 2 Relay Entries: 0

02-Aug-14 Tri-Cou

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Custom
2		6	M	200	IM	15-18	<input checked="" type="checkbox"/>	2:24.78S	
2		26	M	100	Free	15-18	<input checked="" type="checkbox"/>	55.25S	
2		36	M	100	Back	15-18	<input type="checkbox"/>	1:06.96S	
2		46	M	100	Breast	15-18	<input type="checkbox"/>	*NT	
2		56	M	50	Fly	15-18	<input type="checkbox"/>	28.94S	

ChEntry 49 Completed Entry for Swimmer with Two Events

If you accidentally try to enter Patrick into a third event, you will receive an error message as shown in ChEntry 50

TEAM MANAGER X

Warning: This athlete has exceeded their maximum Individual Entries for session 2

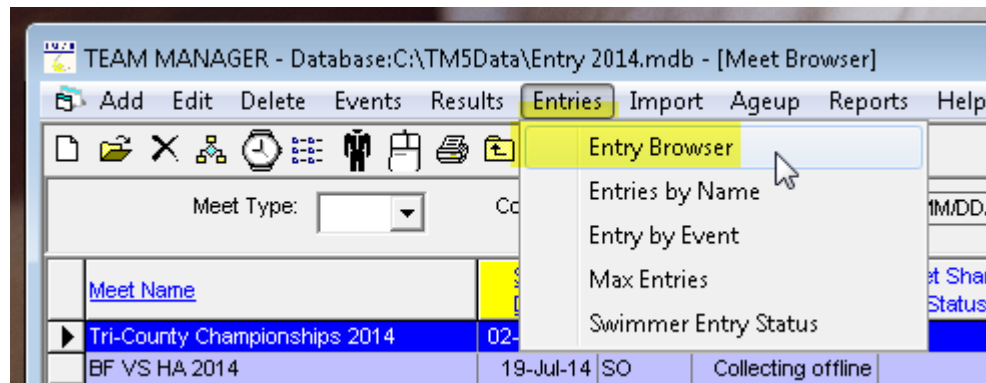
OK

ChEntry 50 Too Many Events Error Message

Once you click OK to clear this message, make sure that you only leave two events checked. Continue through your qualifier list (ChEntry 29) until you have made entries for each eligible swimmer that wishes to be entered in Tri-County.

B. Verifying Entries for Individual Swimmers

The easiest way to quickly verify the entries for individual swimmers is to look at the Entry Browser as shown in ChEntry 51.



ChEntry 51 Meets > Entries > Entry Browser

This will bring up a screen like ChEntry 52.

The screenshot shows the 'Entries Browser' window for the '02-Aug-14 Tri-County Championships 2014'. It displays a list of swimmers with their personal information and entry details. The columns include Last Name, First Name, MI, Gen, Age, Yr, Team, Distance, Stroke, Entry Time, Event #, Ex, Alt, Bonus, Ht, LN, Sess, Div, Gen, and Age. The swimmers listed are Aiken, Baker, Maesie, Becker, Lukas, Frankfield, Paige, Kevin, Patrick, Gabriella, Niv, Ayana, and Joshua.

Last Name	First Name	MI	Gen	Age	Yr	Team	Distance	Stroke	Entry Time	Event #	Ex	Alt	Bonus	Ht	LN	Sess	Div	Gen	Age
Aiken	Nathaniel		M	13		BF	50	Back	36.39S	34						2		M	13-14
Baker	Maesie		F	8		BF	25	Free	17.75S	17						1		F	08&U
Baker	Maesie		F	8		BF	25	Fly	19.31S	47						1		F	08&U
Becker	Lukas		M	8		BF	25	Free	18.65S	18						1		M	08&U
Becker	Lukas		M	8		BF	25	Fly	24.72S	48						1		M	08&U
Frankenfield	Paige		F	8		BF	25	Free	19.78S	17						1		F	08&U
Frankenfield	Paige		F	8		BF	25	Back	24.03S	27						1		F	08&U
Gillooly	Kevin		R	M	14		BF	100	IM	1:10.59S	4					2		M	13-14
Gillooly	Kevin		R	M	14		BF	100	Free	1:01.90S	24					2		M	13-14
Gillooly	Patrick		C	M	16		BF	200	IM	2:24.78S	6					2		M	15-18
Gillooly	Patrick		C	M	16		BF	100	Free	55.25S	26					2		M	15-18
Niv	Gabriella		F	8		BF	25	Breast	25.50S	37						1		F	08&U
Opong	Ayana		F	12		BF	100	IM	1:13.09S	1						2		F	12&U
Opong	Ayana		F	12		BF	50	Free	29.47S	21						2		F	11-12
Pol	Joshua		M	13		BF	50	Fly	33.19S	54						2		M	13-14

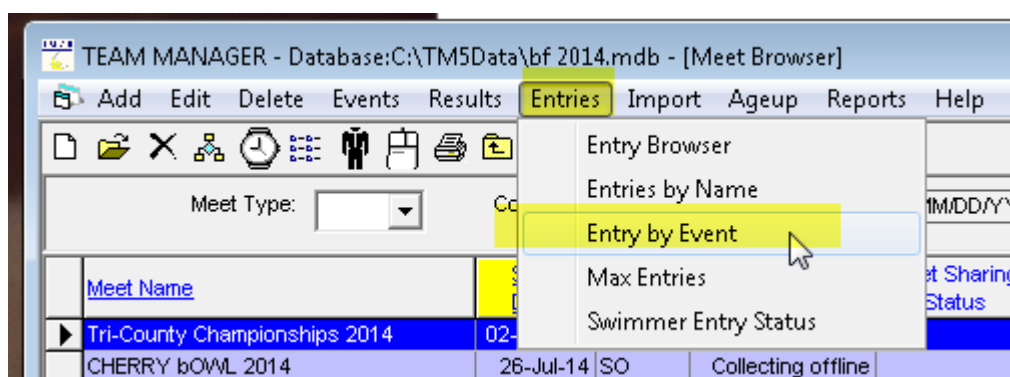
ChEntry 52 Meet Entry Browser for Individual Swimmers

You can now walk through this screen comparing it to your eligibility list to confirm that you have entered the correct swimmers in the correct events. If you find errors, go back to the individual swimmer (Entry by Name) and remove an entry by clicking on the 'Enter' column and it will go from yellow to white – removing the entry. Similarly, you can simply click on an event to add the entry for that event for the swimmer.

C. Meet Entries for Relays

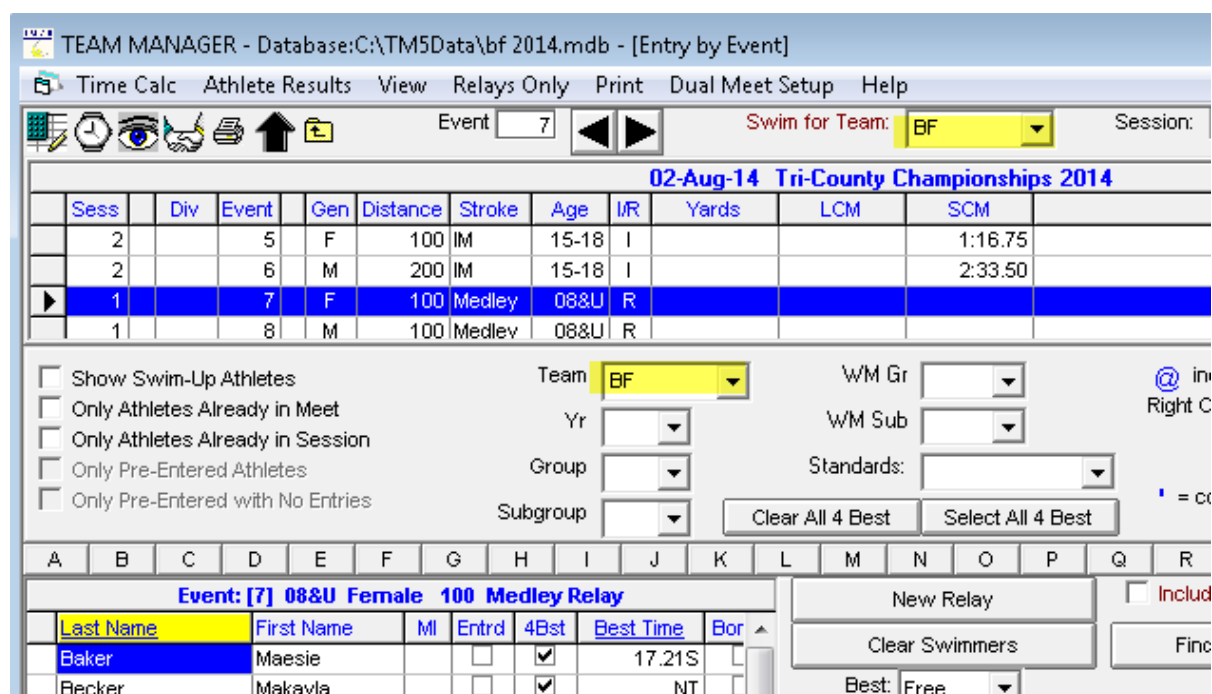
The next step in preparing your Tri-County Championship entries is to enter the relays from your club that are willing to swim in Championships if they make the qualifying time cut. Please make sure that there will be four swimmers in each relay that will be in town and willing to swim to make sure that every relay who wants to swim will be able to without having any open relay lanes in Championships.

To start relay entries go to the Meets screen, highlight the championship meet and click on Entries and then entries by Event as shown in ChEntry 53.



ChEntry 53 Meets > Entries > Entry by Event

This will bring up the first Entry by Event screen as shown in ChEntry 54. You must also make sure that the club abbreviation for your club is in both places for the Team as shown below. Scroll down to event 7, the first relay event.



ChEntry 54 Entry by Event screen

To enter a relay into Championships, click on 'New Relay' as shown in ChEntry 55. This will pull up a best time (1:30.03) from the database and marks the A relay as entered.

2		6	M	200	IM	15-18	I			2:33.50
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
 WM Gr:
 Yr:
 WM Sub:
 Group:
 Standards:
 Subgroup:

Clear All 4 Best
 Select All 4 Best

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


Last Name	First Name	MI	Entrd	4Bst	Best Time	Bor
Baker	Maesie		<input type="checkbox"/>	<input checked="" type="checkbox"/>	17.21S	<input type="checkbox"/>
Becker	Makayla		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>
Frankenfield	Paige		<input type="checkbox"/>	<input checked="" type="checkbox"/>	19.78S	<input type="checkbox"/>
Hinkle	Emma		<input type="checkbox"/>	<input checked="" type="checkbox"/>	35.01S	<input type="checkbox"/>
Hinkle	Jillian		<input type="checkbox"/>	<input checked="" type="checkbox"/>	55.09S	<input type="checkbox"/>
Holfelner	Caroline		<input type="checkbox"/>	<input checked="" type="checkbox"/>	38.10S	<input type="checkbox"/>

New Relay
 Clear Swimmers
 Find Best Relay
 Best: Free

Include Relay Non Lead-O



Ent	Best	Custom
A	<input checked="" type="checkbox"/>	1:30.03S
2		
3		

ChEntry 55 Enter a Relay into Championships

To advance to the next event, you can select it with the mouse or use the F5 function key or the  icon at the top of the screen to move to the next event.

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

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

Event: 8   Swim for Team: BF

02 Prev (F4) / Next (F5) Championships 201

Sess	Div	Event	Gen	Distance	Stroke	Age	I/R	Yards	LCM	SCM
1		8	M	100	Medley	08&U	R			
1		9	F	100	Medley	09-10	R			
1		10	M	100	Medley	09-10	R			

ChEntry 56 Advance to Next Event

Continue on through the medley relays (events 7-16) and the free relays (events 57-66) making an entry for each relay that is willing to swim in Championships if they make the cut.

D. Meet Championship Individual Entry Report

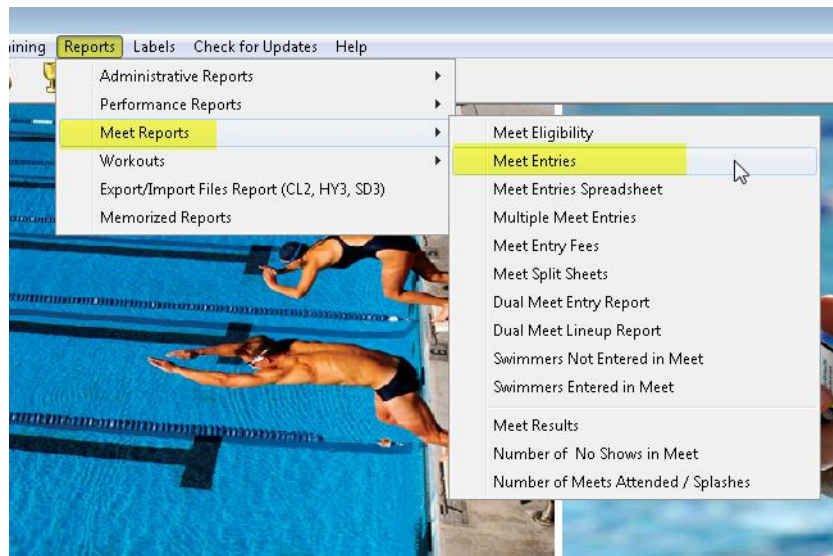
You must provide a Meet Entry Report along with your Meet Entry file. You can also use this report to verify your meet entry procedures.

From the main menu, select the one-button Meet Entries shortcut as shown in ChEntry 57.



ChEntry 57 Meet Entries Report Shortcut Icon

You may also access this report by Reports > Meet Reports > Meet Entries as shown in ChEntry 58.



ChEntry 58 Menu Pathway to Meet Entries Report

Either option will bring up the Meet Entries Screen. There are several changes you need to make in the default screen.

A screen like ChEntry 59 (after setting the options as described below) will appear. Make sure that the following options are set correctly:

Make sure the correct Meet is selected in the Meet drop down list.

In 'Other Options' - only the 'Include Proof of Time' box needs to be checked;

In the 'Sort By' section, the 'Name' Radio button should be turned on.

The team abbreviation should be entered in the 'Filters' section.

The 'Event Filters' section should be set to Individual.

Meet Entries...

Meet: 02-Aug-14 Tri-County Championships 2014

Team: BF

Group:

Subgroup:

WM Group:

WM Subgroup:

School Year:

Filters

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 Heat/Lane
Name
Age

Meet Event Number (1 per page)
Meet Event Heat/Lane (1 per page)
Name (1 Swimmer per Page)
Stroke and Distance

Other Options

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

Event Filters

Individual
Relay

Individual and Relays

Standards Points

None
Hy-Tek Age Group
Hy-Tek Single Year
Hy-Tek Open
FINA Points

LEN Points
AUS Points
NISCA Points
SNZ Points

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

Create Report Cancel

ChEntry 59 Completed Individual Meet Entries Report Screen

Clicking on 'Create Report' will generate a report with three components:
 A report of the Girls Individual Entries (see ChEntry 60),
 A report of the Boys Individual Entries (ChEntry 61), and
 A Summary report with counts of entries (see ChEntry 62).

Individual Meet Entries Report

Tri-County Championships 2014 02-Aug-14 to 03-Aug-14 [Ageup: 6/15/2014] SC Meters

Location: Hosted by Westwood

BARCLAY FARM [BF] Coach: Collin Canfield

14 Kaywood Lane 609-427-0299

Cherry Hill, NJ 08034

GIRLS	Event	Time	Date	Meet
Maesie Baker (8) 9/9/2005				
# 17	Girls 8 & Under 25 Free	17.75S	7/7/2014	BF VS CV 2014
# 47	Girls 8 & Under 25 Fly	19.31S	7/12/2014	BF AT CH 2014
Paige Frankenfield (8) 9/12/2005				
# 17	Girls 8 & Under 25 Free	19.78S	6/28/2014	BF AT VS 2014
# 27	Girls 8 & Under 25 Back	24.03S	6/28/2014	BF AT VS 2014
Gabriella Niv (8) 7/28/2005				
# 37	Girls 8 & Under 25 Breast	25.50S	7/7/2014	BF VS CV 2014
Ayana Opang (12) 7/13/2001				
# 1	Girls 12 & Under 100 IM	1:13.09S	7/19/2014	BF VS HA 2014
# 21	Girls 11-12 50 Free	29.47S	7/19/2014	BF VS HA 2014

ChEntry 60 Individual Meet Entries Sample Report (Girls Listing)

BOYS	Event	Time	Date	Meet
Nathaniel Aiken (13) 12/15/2000				
# 34	Boys 13-14 50 Back	36.39S	7/19/2014	BF VS HA 2014
Lukas Becker (8) 7/16/2005				
# 18	Boys 8 & Under 25 Free	18.65S	7/19/2014	BF VS HA 2014
# 48	Boys 8 & Under 25 Fly	24.72S	7/7/2014	BF VS CV 2014
Kevin Gillooly (14) 8/20/1999				
# 4	Boys 13-14 100 IM	1:10.59S	7/7/2014	BF VS CV 2014
# 24	Boys 13-14 100 Free	1:01.90S	7/12/2014	BF AT CH 2014
Patrick Gillooly (16) 12/5/1997				
# 6	Boys 15-18 200 IM	2:24.78S	7/12/2014	BF AT CH 2014
# 26	Boys 15-18 100 Free	55.25S	7/7/2014	BF VS CV 2014
Joshua Pol (13) 5/27/2001				
# 54	Boys 13-14 50 Fly	33.19S	6/28/2014	BF AT VS 2014

ChEntry 61 Individual Meet Entries Sample Report (Boys Listing)

Individual Meet Entries Report
 Tri-County Championships 2014 02-Aug-14 to 03-Aug-14 [Ageup: 6/15/2014] SC Meters
 BARCLAY FARM [BF] Coach: Collin Canfield

BOYS	Event	Time	Date	Meet
Female IE's: 7				
Male IE's: 8				
Total IE's: 15				
Total Athletes: 9				

ChEntry 62 Meet Entries Summary Page

Double check all entry times listed on the report against your qualifier report from after the fifth meet. Go back and make corrections as needed.

Note: Please note that the Proof of Time Meet shown must be an A meet from the current season. If it is not, go back to the beginning and make sure that only A meets are available in the Entry database for the current season, and that the use times since fields is set to 6/15 of the current season.

E. Meet Championship Relay Entry Report

To generate a meet entries report for relays, use the same steps for the meet entries report as shown in ChEntry 57 and ChEntry 58.

Either option will bring up the Meet Entries Screen. There are several changes you need to make in the default screen.

A screen like ChEntry 63 (after setting the options as described below) will appear. Make sure that the following options are set correctly:

Make sure the correct Meet is selected in the Meet drop down list.

In 'Other Options' - only the 'Include Proof of Time' box needs to be checked.

IN the 'Show Relay Swimmers' section make sure the 'None' radio button is selected.

In the 'Sort By' section, the 'Meet Event Number' Radio button should be turned on.

The team abbreviation should be entered in the 'Filters' section.

The 'Event Filters' section should be set to Relay.

Meet Entries...

Meet: 02-Aug-14 Tri-County Championships 2014

Filters

Team: BF

Group:

Subgroup:

WM Group:

WM Subgroup:

School Year:

Totals on Separate Page ☒ Show Registration ID ☐

Include Inactive ☐ Include Birth Date ☐

Include Official Statement ☐

Stroke / Distance Filters

Stroke: Distance:

Sort by

☒ Meet Event Number ☐ Meet Event Heat/Lane ☐ Meet Event Heat/Lane (1 per page)

Other Options

Show Times Unconverted ☐

Include Proof of Time ☒

Include Team Address ☒

Indicate Converted Times ☐

Do Not Show Entry Times ☐

Show Relay Swimmers

☒ None ☐ Show Four ☐ Show Eight

Event Filters

☐ Individual ☒ Relay ☐ Individual and Relays

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

Create Report Cancel

ChEntry 63 Completed Relay Meet Entries Report Screen

This will produce a report similar to the one shown in ChEntry 64 below.

Relay Entries

Tri-County Championships 2014 02-Aug-14 to 03-Aug-14 [Ageup: 6/15/2014] SC Meters

Location: Hosted by Westwood

BARCLAY FARM [BF] Coach: Collin Canfield

14 Kaywood Lane

609-427-0299

Cherry Hill, NJ 08034

	Time	Date	Meet
# 7 Girls 8 & Under 100 Medley			
A Relay BF	1:30.87S	7/7/2014	BF VS CV 2014
# 8 Boys 8 & Under 100 Medley			
A Relay BF	1:52.04S	7/7/2014	BF VS CV 2014
# 9 Girls 9-10 100 Medley			
A Relay BF	1:28.66S	7/7/2014	BF VS CV 2014
# 11 Girls 11-12 200 Medley			
A Relay BF	2:39.69S	7/7/2014	BF VS CV 2014
# 14 Boys 13-14 200 Medley			
A Relay BF	2:19.94S	7/12/2014	BF AT CH 2014
# 57 Girls 8 & Under 100 Free			
A Relay BF	1:25.66S	7/19/2014	BF VS HA 2014
# 58 Boys 8 & Under 100 Free			
A Relay BF	1:25.59S	7/19/2014	BF VS HA 2014

ChEntry 64 Championship Meet Relay Entry Report

Double check all entry times listed on the report to make sure that the list is complete.

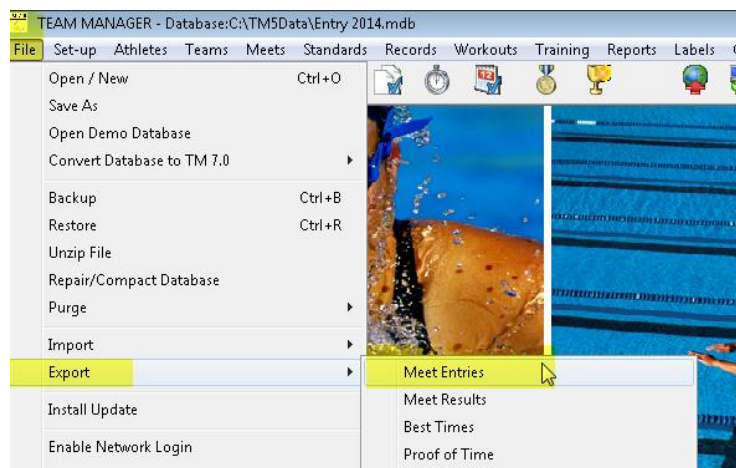
Note: Please note that the Proof of Time Meet shown must be an A meet from the current season. If it is not, go back to the beginning and make sure that only A meets are available in the Entry database for the current season, and that the use times since fields is set to 6/15 of the current season.

VI. CHAMPIONSHIP MEET ENTRY PACKAGE

A. Preparing Meet Entry File

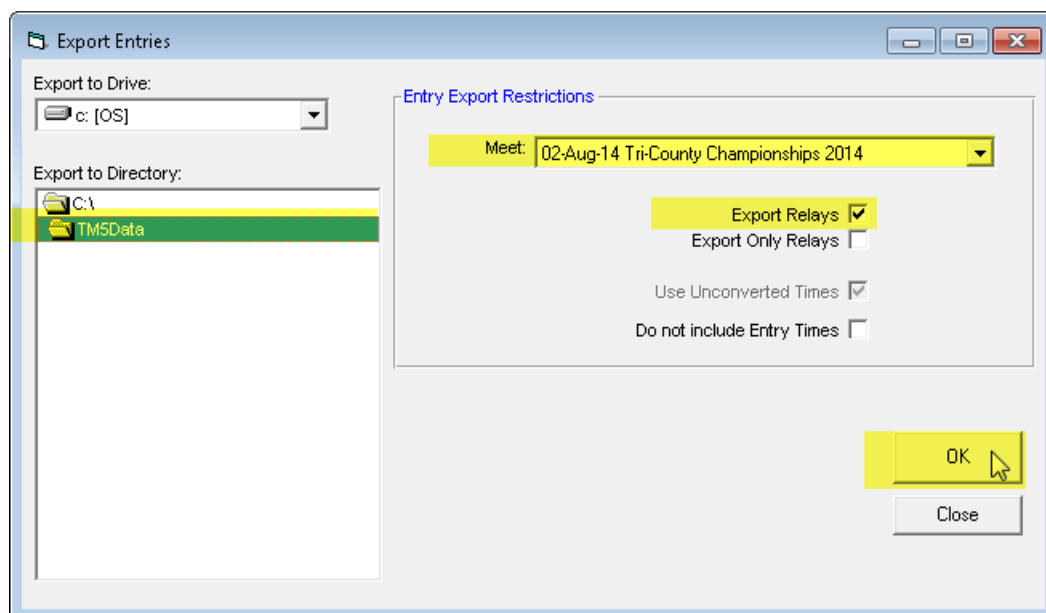
The final step in preparing your Tri-County Championship Meet entries is to produce an export file containing the meet entry information.

From the main menu, click File > Export > Meet Entries (see ChEntry 65).



ChEntry 65 File > Export > Meet Entries

The Export Entries screen will appear (see ChEntry 66) - select the appropriate drive and directory location.



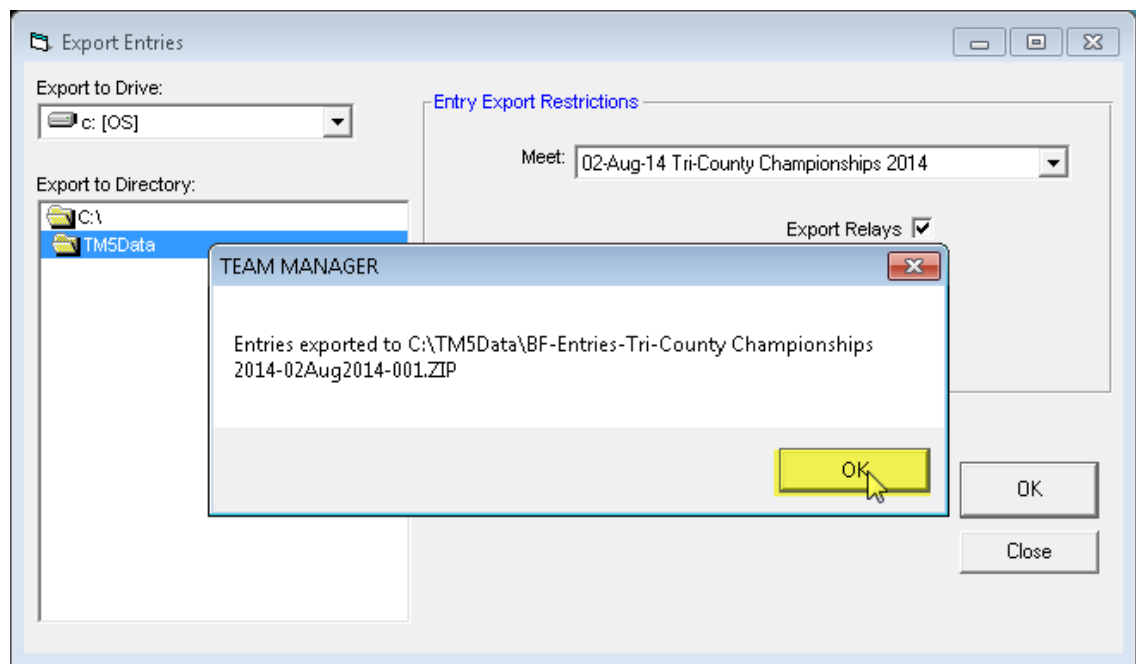
ChEntry 66 Completed Export Meet Entries Screen

Use the 'Meet:' Pick List to select the Tri-County Championship 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 ChEntry 67 with a popup window indicating that the export is complete, along with the file name and location.



ChEntry 67 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 Tri-County.

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

B. Tri-County Meet Entry Package

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

Mailed to Tri-County:

One Individual Meet Entries Report (described above) with initials.
One Meet Entries file (e-mailed with the Championship Meet Individual and Relay entries included).

Bring with you to the seeding meeting:

One Individual meet entries report (e.g. ChEntry 60 and 61).
One Relay Entries Report (e.g. ChEntry 64).

These two reports will be the easiest way to double check the meet entries report from Meet Manager that will be sent to you before the Championship Meet Seeding meeting and available at the seeding meeting.

The team entries report produced by Meet Manager will look like the sample in ChEntry 68 shown below.

Team Entries - All Events

Barclay Farm

1	Aiken, Nathaniel - Male - Age: 13 - Ind/Rel: 1 / 0				
	#34 Boys 13-14 50 Back Prelims	36.39	2/1		
2	Baker, Maesie - Female - Age: 8 - Ind/Rel: 2 / 0				
	#17 Girls 8&U 25 Free Prelims	17.75	8/2	#47 Girls 8&U 25 Fly Prelims	19.31 8/4
3	Becker, Lukas - Male - Age: 8 - Ind/Rel: 2 / 0				
	#18 Boys 8&U 25 Free Prelims	18.65	5/1	#48 Boys 8&U 25 Fly Prelims	24.72 3/6
4	Frankenfield, Paige - Female - Age: 8 - Ind/Rel: 2 / 0				
	#17 Girls 8&U 25 Free Prelims	19.78	3/1	#27 Girls 8&U 25 Back Prelims	24.03 4/2
5	Gillooly, Kevin R - Male - Age: 14 - Ind/Rel: 2 / 0				
	#4 Boys 13-14 100 IM Prelims	1:10.59	5/2	#24 Boys 13-14 100 Free Prelims	1:01.90 2/5
6	Gillooly, Patrick C - Male - Age: 16 - Ind/Rel: 2 / 0				
	#6 Boys 15-18 200 IM Prelims	2:24.78	3/5	#26 Boys 15-18 100 Free Prelims	55.25 6/4
7	Niv, Gabriella - Female - Age: 8 - Ind/Rel: 1 / 0				
	#37 Girls 8&U 25 Breast Prelims	25.50	5/1		
8	Opong, Ayana - Female - Age: 12 - Ind/Rel: 2 / 0				
	#1 Girls 12&U 100 IM Prelims	1:13.09	5/3	#21 Girls 11-12 50 Free Prelims	29.47 3/3
9	Pol, Joshua - Male - Age: 13 - Ind/Rel: 1 / 0				
	#54 Boys 13-14 50 Fly Prelims	33.19	2/5		
1	Barclay Farm - 'A'			#7 Girls 8 & Under 100 Medley Relay	1:30.87 6/1
2	Barclay Farm - 'A'			#8 Boys 8 & Under 100 Medley Relay	1:52.04 2/3
3	Barclay Farm - 'A'			#9 Girls 9-10 100 Medley Relay	1:28.66 1/1
4	Barclay Farm - 'A'			#11 Girls 11-12 200 Medley Relay	2:39.69 1/2
5	Barclay Farm - 'A'			#14 Boys 13-14 200 Medley Relay	2:19.94 1/5
6	Barclay Farm - 'A'			#57 Girls 8 & Under 100 Freestyle Relay	1:25.66 4/4
7	Barclay Farm - 'A'			#58 Boys 8 & Under 100 Freestyle Relay	1:25.59 4/3
8	Barclay Farm - 'A'			#59 Girls 9-10 200 Freestyle Relay	2:42.47 2/1
9	Barclay Farm - 'A'			#61 Girls 11-12 200 Freestyle Relay	2:21.56 2/5
10	Barclay Farm - 'A'			#64 Boys 13-14 200 Freestyle Relay	2:02.40 1/3
Barclay Farm Total Individual Entries: 15 - Total Relays: 10					

ChEntry 68 Meet Manager Team Entries Report