

# Directions for Entry into the 2023-24 SJISA Invitational, McNitt & Diving Meets

Last update: January 2, 2024

As we have done for several years now, all Invitational entries will be done completely through the use of Team Manager Lite (or Team Manager for teams that use it) **which MUST create SEPARATE ENTRY FILES FOR BOYS AND GIRLS from your school that will be emailed to us as 2 attachments.** Some information (including participation authorization by administrators, fee payment summaries and diving sheets) will still need to be emailed separately to Linda. **Please read these instructions very carefully and keep them on hand during your use of Team Manager Lite and completion of the forms before submitting them to Scott (your TM entry files for the Division A meet) OR Chris (TM entry files for the Division B meet) and Linda (a separate email that includes your diving sheets and the signature/entry fee form)!**

*First, some important, basic entry reminders/tips to avoid difficulties for everyone involved -*

**UNLESS AN ERROR WAS MADE BY US, ABSOLUTELY NO LATE ENTRIES WILL BE ACCEPTED!**

## Invitational details:

- In the Invitational, an individual is limited to the same number of event entries as in a dual meet - 2 individual and 2 relays or 1 individual and 3 relays.
- Even if you enter an individual in 2 individual events using TM Lite, you can still designate them as one of your 8 potential swimmers in all 3 relays. As before during our check-in process at the meet, you will choose which 4 swimmers will actually swim in the relays to keep your numbers of entries legal for all of your swimmers.
- Teams are limited to 4 entries per individual event and only 1 entry in each relay.
- *Divers MUST be entered into event 5 of the Invitational using TM Lite just like for any other individual event. It is not enough to only email/fax their diving sheets to Linda!*
- For your swimmers that do NOT meet the qualifying times for the events in our meet, be ready to verify they achieved those times during any officiated meet during this high school season. Failing to do so at the table between the starting blocks at each pool will result in a 5 point deduction from your team score for each instance when a time in the meet failed to meet an event's qualifying time.
- Take note of how you can enter your team as a team (usually most cost-effective) or by paying per individual event: <http://sjisa.org/files/24fees.pdf>.
- *Per NJSIAA rule, girls from combined teams are not permitted to earn points toward a girls' team score.*
- *All entry times for our meets are in short course yards and must be real (not converted) yard times!*

## McNitt details:

- Remember, only 3 entries per team in each event and only athletes that have not been entered into an individual event in the Invitational.
- Each McNitt swimmer can also only be in a maximum of 2 events.
- Any swimmers entered into the McNitt 50 free with a time faster than the Invitational qualifying time for the 50 free will be rejected and not entered into the event.
- Events 13 and 14 will occur during the usual diving break after the Invitational 50 free and events 15 and 16 will occur after the 100 breast, before the concluding 400 free relay.

## Diving details:

- Divers must have participated in at least one high school meet to be eligible for entry into either of our diving meets (even if they achieved their qualifying score this season in a club meet).
- While 6-dive meet participants are entered with TM Lite AND with an emailed diving sheet, divers entered into the Jim Roach 11-Dive Championship must simply have their diving sheet emailed to Linda and the 11-dive set on the sheet must meet the requirements here:  
[http://sjisa.org/files/24sjisa\\_11diveinfo.pdf](http://sjisa.org/files/24sjisa_11diveinfo.pdf)

# How to Use Team Manager Lite to Create Your Invitational and 6-Dive Entries

(Users of Team Manager should find these instructions very similar to the steps you will need to take.)

- 1) Unless you are a Team Manager user, download “Swim\_TEAM\_MANAGER\_Lite.exe” using this link: [https://hytek.active.com/Demos/Swim\\_Team\\_Manager\\_Lite.exe](https://hytek.active.com/Demos/Swim_Team_Manager_Lite.exe)  
**Be sure you remember where you saved it with your Desktop being the best place. Double-click “Swim\_TEAM\_MANAGER\_Lite.exe” to install the program. (Unless MAC users have specific software that permits them to run PC software, they will NOT be able to install and use TM Lite. You will need to find a PC to use to complete our entries.)**
- 2) After installation, start the program and be sure a file is created for your team’s data. If one isn’t automatically created for you, go to File > Open/New to do so. The name you give your team’s file might best be “MyBoysTeam” or “MyGirlsTeam”. **You will carry out steps #2-10 SEPARATELY for each gender group of athletes at your school!**
- 3) Then in the “System Preferences” dialog box that pops up, do some initial setup that is required. **Here are the important ones to do:**  
Under “Gender Designations” on the top left, select “Boys/Girls (B/G)” and under “Team/Swimmer Defaults” on the top right, select OTH (Other) for “Default Team Registration” and HS (High School) for “Default Team Type”. *Setting other entries in this box (like Country & State) may also be required by TM Lite. Complete as needed to proceed.*
- 4) Confirm now which one of our meets you are in **since we changed recently how public schools are determined to be Division A or B in our meets. All Group 4 AND Group 3 schools with NJSIAA general classification enrollment equal to and above 950 are now in our Division A meet. (Schools that have teams combined with another school get their general classification enrollments added.) The teams experiencing A/B changes from our previous year’s meets are posted on our homepage below the link to this Entry Guide.** Non-public teams are still A or B based on their **general classification on pages 9-10 here** by the NJSIAA.
- 5) Now, download the events file you will need for your meet (or files, if you coach both boys and girls) to import the format of our meets into TM or TM Lite to perform your entries by using these links:

Division A Boys file:

<http://sjisa.org/files/eventfiles/24aboysevents.zip>

Division A Girls file:

<http://sjisa.org/files/eventfiles/24agirlsevents.zip>

Division B Boys file:

<http://sjisa.org/files/eventfiles/24bboysevents.zip>

Division B Girls file:

<http://sjisa.org/files/eventfiles/24bgirlsevents.zip>

**Save the above files you need to your Desktop or in whatever folder or drive you are using on your computer.**

- 6) Go to File > Import > Meet Events and “browse” to and open the first events file you will use. This will automatically “unzip” our meets’ data into a temporary folder in the Hy-Sport folder. TM Lite will then ask you to open a file ending in .HYV to set up the meet and the events. Click OK to do so.

*TM Lite may also require you to input additional settings for the meet like location (Sewell), zip code (08080) and entry deadline date (01/08/24) at this time but they aren’t important.*

- 7) First, create your team using the Teams menu, clicking Add once there. Use the **3 character designation and full name WE USE. IF YOU DON’T KNOW WHAT THEY ARE FROM PAST MEET PROGRAMS, GO HERE: DIVISION A / DIVISION B**

After creating your team, close the Athlete Information box by clicking its red box “X” and then the Team Browser by **clicking its small gray “X”** (not the higher white one in the red box which would close the whole program).

- 8) You will now need to add your swimmers using the Athletes menu and then clicking Add first.

In the “Athlete Information” section: Enter last name, then press TAB to enter first name; then use mouse pointer to select type M or F for male or female.

In “Member of” section (lower right): Select your team (the only team there should be) as Team 1 and select FR, JR, SO or SR for School Yr at the bottom. *It is here you will also enter the ID NUMBER AND BIRTHDATE of any USA swimmers on your team! The ID# field is 2 boxes below the last name.*

**▶▶▶▶ WE WILL NO LONGER ADD SWIMMER ID#s AND BIRTHDATES AFTER OUR MEETS. THEY MUST BE DONE WHEN YOU CREATE YOUR ENTRIES!!!!**

Hit “OK” after creating each athlete. Hit “Cancel” or the close “X” for the dialog box when your entire team has been entered.

- 9) Now go to Meets > Entries > Entries By Event. *You will do both individual and relay entries on this screen:*

- Where it says “Swim for Team” in red at the top, first select your team abbreviation.
- **Do individuals first** -- Scroll to the event you wish to first enter swimmers from your team in and left-click on its row (**notice diving IS included here**). Go down to your team members then and check the “Entrd” box for each swimmer you wish to enter and in the 7<sup>th</sup> column in each swimmer’s row entitled “Custom”, left click and type in his/her entry time (**no colons or decimals needed**). *Remember to do your entries with yard times only for our meets! Just type NP or NT in the Custom column for each of your divers to enter them in event 5!*
- **Now, enter your relays** – Left-click the relay event and then go to the lower right and click on the “New Relay” button. In the Custom column, type in your team’s entry time like before and then go over to your list of team members on the lower left and double-click the “Entrd” box for each of the 8 swimmers you want as candidates for that team. The first 4 swimmers you select will be considered the team’s members while the 2<sup>nd</sup> 4 will be deemed alternates. **Click this box’s gray “X” when you are finished entering all of this gender team’s entries.**

- 10) You're almost there -- you will now go to Reports > Entry Report to create your Meet Entry Report ***that you alone will view to be certain you created your entries correctly (This report does NOT get sent to Scott or Chris!)***
- To create the report: Under "Filters", select your Team and Gender (Male or Female) and on the right under "Event Filters", select "Individual and Relays". At the bottom under "Sort by", select "Meet Event Number" and then click "Create Report" button at the bottom.
  - Use the arrows at the top toolbar on the screen to scroll through the pages until you are sure all of your Invitational and McNitt meet entries are correct.
  - If some are missing or incorrect, go back to steps 7 or 8 to either add missing athletes or to add or correct entries by event.*

11) Last, but not least, go to File > Export > Meet Entries. **Export this file to a location you can remember and find it to attach it to an email to Scott at [SSweeten@comcast.net](mailto:SSweeten@comcast.net) (if you are a Division A school) or Chris at [csylvester@audubonschools.org](mailto:csylvester@audubonschools.org) (if you are a Division B school). To help you find it, it will end in ".zip" and have the team abbreviation in it you created in step 7. (Be careful not to send us the "...events.zip" file you downloaded in step 4!) It would help us if you put something like "Cherokee girls entries" or "Pemberton boys entries" in the subject line of your email to Scott or Chris with this file.**

If you still need to complete the entries for the other gender of athletes on your team, return to step 2 to create a new team file and then follow the same steps.

**A summary of the additional steps needed to enter your divers in our diving meets:**

**6-dive meet entries:**

- **First, another reminder that you MUST be sure to enter your 6-dive meet participants into our Invitational through the use of TM also. See step 8 above.**
- As has been the case in the past, you must also email an official SJISA diving sheet ([http://sjisa.org/files/meets\\_divingsheet.pdf](http://sjisa.org/files/meets_divingsheet.pdf)) to Linda with your divers' initial, intended 6-dive sets (**100 group required**) already filled out and the sheets must include both required signatures (**diver and coach**).
- **There will be absolutely no late diving entries accepted beyond Monday, January 8<sup>th</sup> since the 6-dive meet takes place at GCIT on Wednesday, January 10<sup>th</sup>!**

**11-dive meet entries:**

- Only a completed official SJISA diving sheet (according to the Jim Roach 11-dive meet rules here - [http://sjisa.org/files/24sjisa\\_11diveinfo.pdf](http://sjisa.org/files/24sjisa_11diveinfo.pdf)) must be emailed/faxed to Linda to guarantee entry into this meet. ***Pay close attention to the 11-dive set rules linked above, especially the 10.0 total DD for the 6 optional dives.***
- Please remember that the head diving official reserves the right to remove any diver from competition if he/she feels the diver is competing in an unsafe or dangerous way.

**Reminders:**

- 1) See the following worksheet to calculate your total entry fees for our swimming and diving meets combined.**
- 2) Final, edited diving sheets will be due at each meet by 2:45 in order to allow for the computer scorer to input all changes in time for the 3:30 meet starts.**

## 2024 SJISA Invitational/Diving Meets Participation Authorization Signatures

I hereby authorize our swim team(s) to participate in the SJISA Invitational & diving meets at GCIT. Our school holds all necessary insurance policies pertaining to high school swimming AND diving competition.

**School:** \_\_\_\_\_

AD's name (printed): \_\_\_\_\_

AD's signature: \_\_\_\_\_

Principal's name (printed): \_\_\_\_\_

Principal's signature: \_\_\_\_\_

Boys Coach (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Girls Coach (print): \_\_\_\_\_ Phone: \_\_\_\_\_

### Meet Entry Fees Worksheet

Check one below for each of your teams' entries into our Invitational -

Our boys'/combined team is entering: as a team \_\_\_\_\_ by event \_\_\_\_\_

Our girls' team is entering is entering: as a team \_\_\_\_\_ by event \_\_\_\_\_

If your school is entering as team(s) and **YOUR DUES ARE PAID:** **\$250** for the Invitational for your school

*Paying this fee enters both of your teams into the swimming Invitational! Skip to McNitt/Diving entries!*

**SKIP THIS SECTION IF YOU ALREADY DECLARED ABOVE ENTRANCE AS TEAM(S) INTO INVITATIONAL!**

ONLY for member schools entering Invitational per event entry instead:

\_\_\_ X \$20 per individual event = \_\_\_\_\_

\_\_\_ X \$30 per relay = \_\_\_\_\_

**Total for non-team, per event Inv. entries for your school:**

McNitt meet entry:

**\$30 PER SCHOOL:** \_\_\_\_\_

Diving meet entries -

\_\_\_ X \$30 PER DIVER PER MEET = \_\_\_\_\_

**Total for all McNitt & diving entries for your school:**

**Total of all relevant fees above for your school:** \_\_\_\_\_

Make all checks and POs payable to:

**SJISA, Inc., 400 Griers Lane, Pittsgrove, NJ 08318**  
**Email this form and your diving sheets to Linda at**  
**Inddbbs@gmail.com**  
**by 11:59pm the evening of Monday, January 8!**