

MEMO TO DSSL TEAM STATISTICIANS:

June 19, 2025

FROM Kristin Weaver, DSSL STATISTICIAN
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Team Champs meet entries due to DSSL Statistician by Thursday June 26th at 8pm

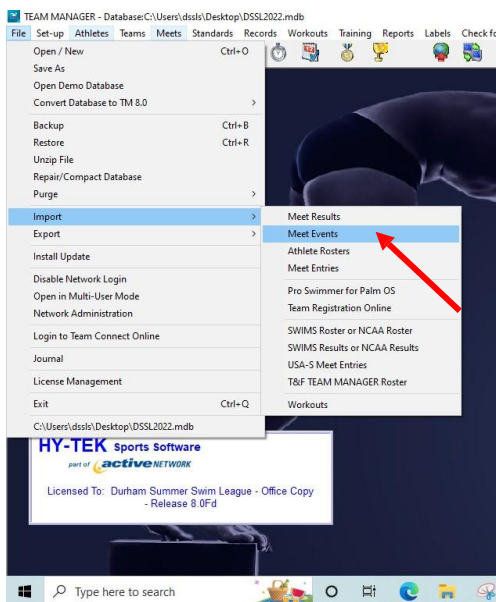
Meet Entries for Championship Meet

Again this year we have created the meet file for entries for you. This file is attached to the email that has been sent to you.

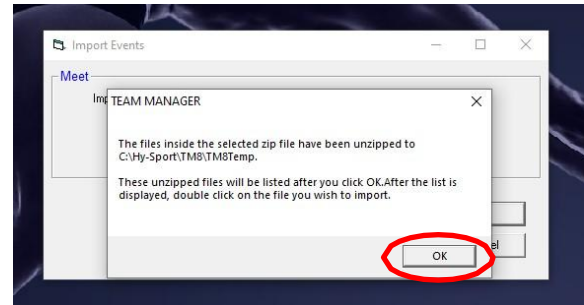
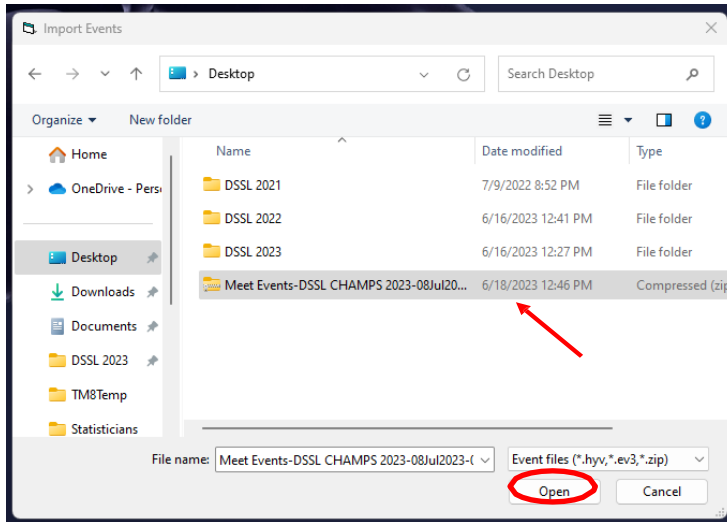
1. Download the meet events file to the computer which you have Team Manager installed.
2. In Team Manager for Windows import the Champs Meet events file.

This is done by:

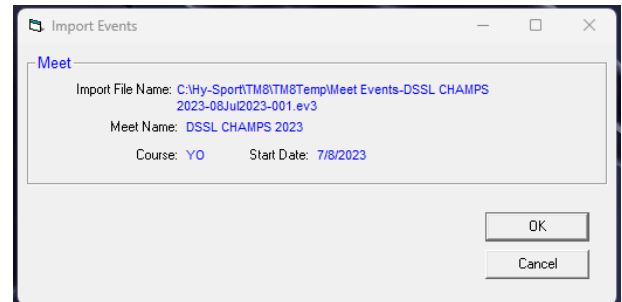
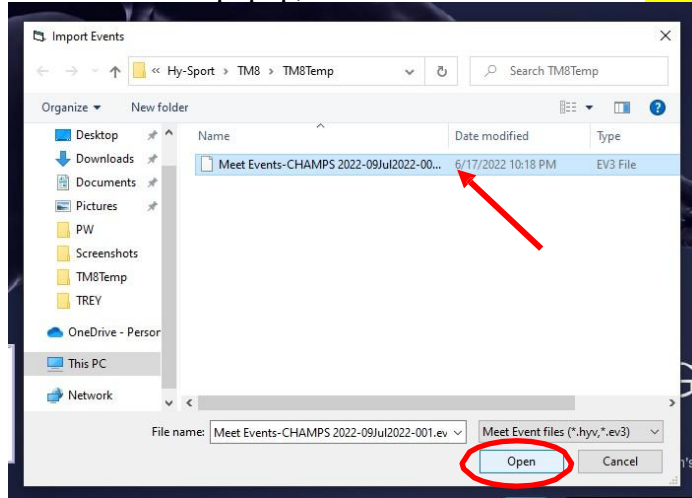
- clicking FILE, selecting IMPORT, then selecting MEET EVENTS.



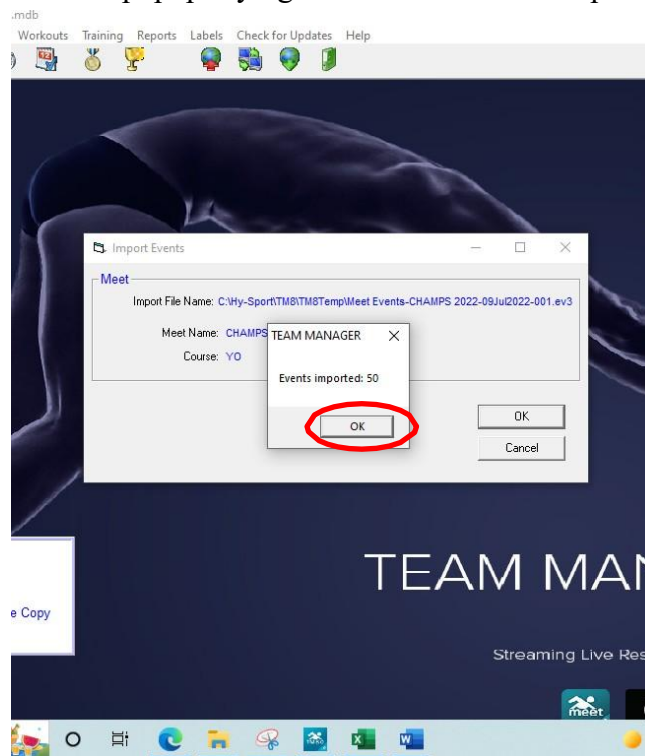
- A window will popup. Select the meet event file and click OPEN
- A new popup will appear and you will click OK



- Another popup window will appear. Select the **EV3 file** and click OPEN.
- The next popup, confirm the meet name is **DSSL CHAMPS 2025** and click OK



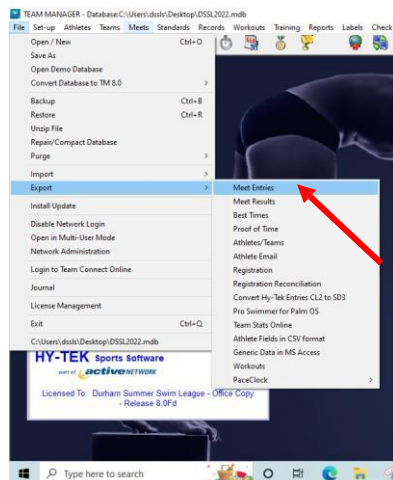
- You will get a confirmation popup saying that 50 events were imported. Click OK.



-You will now have a series of additional popups for Meet Setup. Click SAVE 3 times as you are being asked to verify the meet description, entry fees and eligibility rules tabs. You do not need to adjust anything as this has already been completed for you.

- Complete your team's individual entries for each swimmer attending the meet. **Do not enter your swimmers in more than 3 individual events OR without a time.** Meet Manager is set up to exclude any swimmer entered in more than 3 individual events or entered without a time.
- Make sure you enter your **relays** as well. You do not need to designate your relay swimmers prior to the meet, however if you know which relay swimmers will be in your relays, feel free to send them with your entries. **Relay swimmer's names or changes to relay swimmers will be due to the scorer's table by the start of session 1.**
- Once you have finished your team's entries, you will need to export the entries to send to the league statistician. It's important to make sure and have the coaches check behind you to ensure everyone is entered in the correct events.

To export meet entries, on the main menu bar click FILE, then select EXPORT, then select MEET ENTRIES. Team Manager will ask you to specify where you want to store the Meet Entries Export file (ex. Drive C). Then you will be asked to specify the meet name.



To check what you have exported, print the Meet Entries Report. To do this, from the main menu bar click REPORTS, then select MEET ENTRIES, Listing by event or by name (whichever you prefer OR both). Check to make sure all your swimmers are entered in the correct event with the correct time. **Make sure your relays are entered (check listing by event).** If you would like to enter in your Champs entries before your last meet, you can certainly do that and then the times will update when you add the results from your last meet. This may help save time.

- Champs Meet Entries Due Date: Thursday, June 26th at 8:00pm.** If you have a meet postponed due to weather and plan to make it up on **June 26th or no later than the morning of Saturday June 28th**, please let me know **as soon as possible**. You may send this to me with the file from your

team's final meet and champs entries as long as I get it by **June 28th at 2pm**. **Please keep open communication with me if there are delays. Any delays in me receiving a team's entries leads to a delay in sending out the psych sheet to everyone.**

If you have your Champs entries ready before the **26th**, please go ahead and send them to me. The sooner the better!

Final Roster information Due Date: Thursday, June 26th at 8:00pm. In addition to your meet entries, you must provide me with a list the swimmers on your roster which need to be excluded from the final roster counts. This includes developmental swimmers, as well as those who only competed in your first meet. (If you are a Division I team and are using your intrasquad meet as your 5th meet, and it was the first meet you competed in, that meet will count as the date of your first meet.) I will then verify that they have not swum in any subsequent meets. I will generate a final season roster and send for your review. I must finalize these numbers by the seed meeting as they are included in the heat sheet.

No CHAMPS entries will be accepted if I do not have all 5 regular season meet files.

- 7. You will receive the psych sheet as soon as possible by Saturday June 28th. You will have until 2 pm on Sunday, June 29th to make any changes. I will not accept adding new swimmers to the meet after the psych sheet has been published. At 2pm Sunday the heat sheet goes to print.**

REMINDERS!!! REMINDERS!!! REMINDERS!!! REMINDERS!!!

1. In order to be **eligible** for the Championship Meet, a swimmer must have swum in **AT LEAST 2 SEASON MEETS** AND have one legal time (NOT A DQ).
2. Please do not enter a swimmer unless you are **very sure** that they will attend the Championship Meet. It is unfair to the swimmers who are swimming to have empty lanes around them.
3. If you do have swimmers who need to scratch, let me know by **2 pm on June 29th**.
4. If you have swimmers who do not show up at the Championship Meet, you have an opportunity to scratch them prior to each session without being penalized. If you have NO SHOW swimmers, your team is assessed a monetary fine with next season's dues. (Fee TBD by Champs Committee per swimmer per event in excess of 10% of your season roster.) **If you make changes at CHAMPS the fee is \$10 per change, payable at CHAMPS. Please note that this will likely result in a swimmer being placed in the first heat of an event where there are open lanes.**
5. For your time recorder sheets from dual meets, scan or take photos of them. For Swimmingley users, this would be the pdf file of the scoring. You can email those electronic files of all your time recorder sheets any time between now and the Seed meeting. I would like to say an extra special thank you to those who have been sending them along with their Team Manager meet results files each meet. 😊

THANK YOU ALL for a job well done this year!