

GSSSL Team Manager and Meet Manager Instructions

Team Manager (TM)

1. Create a Database for Your Team

- Select "File" from the top header → select "Open/New"
- Choose a name for your team (i.e. - Sheridan Beach)
- System Preferences screen will open
 - "System Age Update" - should be set at 6/15/(current year)
 - "Default Team Registration" - select "other"
 - "Default Team Type" - select "age group"

2. Create your team

- Select "Teams" from the top header of the main window
 - Select "Add"
 - Fill out information on the Team Maintenance window
 - Team Code (i.e. SB = Sheridan Beach); Team Name (i.e. - Sheridan Beach); Short name (i.e. Da Beach)

3. Add Athletes

- Select "Athletes" from the top header of the main window
 - Choose your team
 - Select "Add" from the top menu
 - Fill in the Athlete information form and click on "OK" when completed
- Continue until all athletes are entered

4. Creating A Meet

- From the main menu, select "Meets"
- Select "Add" from the top header of the Meet Browser menu
 - Fill in the Meet Information in the Meet Maintenance window
 - Meet Name = i.e. SB vs. IA
 - Course = Yards
 - Meet Type = Age Group
 - Age-up Date = 06/15/13 (or current year)
 - Fill in appropriate Start and End Dates
 - Click on "OK" to save
- Select "Events" from the top header of the Meet Browser menu
 - Select "Copy Events" from the top header menu
 - Choose "Template 2013"
 - Click "OK"

5. Entering Athletes into Events

- From the main window, select "Meets"

- From the top header select, “Entries” → “Entry by Event”
 - Select event
 - Click on “**Entrd**” box on the appropriate Athlete’s row - may enter multiple athletes
 - *To remove athlete, click on the same box*
 - Continue to select events and choose athletes until you have completed all entries for the entire meet

6. Exporting Entries to Meet Manager

- From the main window, Select “File” → “Export” → “Meet Entries”
 - Choose appropriate meet from the Export Entries window
 - Click “OK”
 - Entries will be exported into the “TM” Database and should look similar to:
C:\TM5Data\SB-**Entries001**.ZIP

REMEMBER THE NUMBER AFTER “Entries...” for the correct file/meet!

Let me know if you need to learn how to pull meet entry files from TU. This is typically the coaches responsibility and they should know how this works but I can give you instructions if needed

MEET MANAGER (MM)

1. Setting up your meet in MM

- From the main menu, choose “File” → “Open/New”
 - Select “Template 2018” and click “Open”
 - From the main menu, choose “File” (again) and select “Save As”
 - Name your current meet (i.e. SB vs. IA 2013)
 - Select “Open”
- From the main menu, select “Set-up” → “Meet Set-up”
 - Fill in Meet Setup Window and select “OK”
- Select “Set-up” → “Report Preferences”
 - Choose “Report Headers”
 - Type in name of the meet in Header 1 (Header 2 and Sanction # should be blank), Select “OK”
 - YOUR MEET IS NOW SET UP!

****To open and run a meet using a back up, use RESTORE>>>Unzip, copy database to select folder and open this new database**

2. Import entries from Team Manager

- From the main window (of Meet Manager), select “File” → “Import” → “Entries”
 - Find your “TM” file (i.e. C:\TM5Data\SB-**Entries001**.ZIP) and click “Open” ****This is the file that you needed to remember the number after “entries...”***
 - Pop up window will tell you that your files have been “unzipped”
 - Select “OK”
 - Choose the .HY3 file which has been created, and click “Open”
 - Click on “OK” in the next window
 - Click “OK” in the “Import Entries” Window
 - *If “exceptions” have been created this is due to incorrect entries by your team or the opposing team. Save exception report as .pdf or print. The report will explain the problem. Contact appropriate coach for further instructions.*
 - *If this occurs during a regular season meet, it will usually be because a swimmer is “swimming up.” A swimmer may swim up in a single event or all 4 events only.*

Import entries from Team Unify using the same process, but it will be a sd3 file

PLEASE BE AWARE: the exhibition tag does NOT import from Team Unify, so you should double check the entry list provided to ensure the proper swimmers are in the scoring heats. Coaches should double check processed entries for accuracy prior to printing lane timer sheets.

3. Seeding the Meet

- From the main window, select “Set-up” → “Seeding Preferences”
 - In the “Seeding Preference Window”, Select “Dual Meets” tab
 - Click and drag the team name to the appropriate lane assignments (i.e 1,3, 5 or 2,4,6, etc)
 - Select the box “Strict Assignment Fastest Heat Only”
 - Click “OK”
- From the main window, select “Seeding”
 - Choose “Select All” from the top header and all events will be highlighted yellow
 - Choose “Start Seeding” from the top header
 - Once the seeding has been completed, the events will change to a blue color
- From the main window, Select “Reports” → “Meet Program”
 - Choose the appropriate team (i.e. opposing team) from the Meet Program Menu ■ Choose “Create Report”
 - Save as a .PDF file and email to opposing coach for review. This will allow them to confirm that the proper swimmers are in the scoring heat
 - **BE SURE TO USE F8 function in the run window to make any**

changes after seeding the meet. NEVER RESEED!!

- Relay changes are made from the relay menu

BACK UP YOUR MEET OFTEN, particularly before/after changes. This allows you to go back to an earlier version if you make a mistake.

“Run the Meet” from Meet Manager

1. From the main window, select “Run”
2. Under “EVENT LIST” Box, click on each event to highlight
 - In the box below, enter swimmer’s final time
 - Use the arrow buttons in the middle, right hand side of the screen to scroll through multiple heats of an event
 - If a swimmer is a no show for the event, type “NS” for final time
3. To ADD a swimmer (who is already swimming in this meet) from the “Run The Meet” window, select the “Adjust” tab in the middle of the screen
 - Choose team
 - click “Show Eligible Athletes”
 - click and drag swimmer into appropriate heat and lane.
4. If a swimmer is not already entered in the meet, you will need to add this athlete.
 - Select “Athletes” from the top drop down menu
 - Choose “Add”
 - In the “Add New Athlete” window, type in athletes information
 - Make sure to select correct team and click “OK”
5. To remove a swimmer, go to athletes menu and click on scratch for one or more events.
6. To record DQs, check the DQ box and select the appropriate code corresponding to the infraction
7. Once an event is completed, click the “score” button (light green) to get the results and update the score. You can print the results when you see that screen or you can print from the Reports menu

BACK UP YOUR MEET AS YOU GO. This will prevent you from having to re-enter a bunch of times if your system crashes (yes, this happens...)

Printing Award Ribbon Labels if giving place ribbons for every heat

1. From the “Run” window select “Labels
2. Under Labels select “Award Labels”
 - In the box choose the events you wish to print labels for
 - Make sure that “by heat” is selected
 - Click on “Create Labels”
3. Check what you see and print if it looks correct. Make sure that you have labels in the printer!

Printing Award Ribbon Labels if using participant/exhibition ribbons for non-scoring heats *YOU NEED to make sure that exhibition heat athletes (i.e. everyone but the scoring heat) have the exhibition box checked for this to work properly** 1. From the "Run" window select "Labels"

2. Under Labels select "Award Labels"

- In the box choose the events you wish to print labels for. Make sure "Standard award labels" is selected. The default is set to 6 lane pool
- Click on "Create Labels"

3. Check what you see and print if it looks correct. Make sure that you have labels in the printer!

4. Repeat this process but select "exhibition swims" to print the participant ribbons for each event

I find it helpful to keep a tally sheet to track results printed and also labels to make sure that I don't miss any events

Sending results after the meet

1. Once the meet is finalized and scored, you need to create a results file to send your coach and the opposing coach to upload to Team Manager/TU (or else do this yourself). Alternatively you can send the meet back up and let them pull the results file. ○ File → Export ---> Results for Meet Manager
2. You also need to create a PDF of the results. Make sure that you check to include scores (at least combined but you can break down by gender to)
 - Reports ---> Results ---> Select All ---> Create report
 - Send this PDF along with the results file to both teams. **PLEASE also send a meet back up to suzannerychlik@gmail.com and results PDF to gssslsecretary@gmail.com for posting on the GSSSL website**

It is a really good idea to play around with Meet Manager. There are multiple ways to do many of these tasks and you may find a way that is easier for you. There is very detailed info on the Hy tek website if you get stuck: https://hytek.active.com/user_guides_html/swmm7/index.html

If you use Team Unify for entries and need help with how to set that up, please email andrea@fasullo.com