2022 CAL CHAMPS
Entry instructions

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OVERVIEW

All coaches and parent representatives should review the rules for the Championship Swim Meet, available on the CAL website, keeping in mind the elimination of the "NO QUAL" and "NO BRONZE" entry options that the league had in prior years. There are some significant differences when compared to a dual meet. Before you begin, remember:

YOUR TEAM DATABASE AND ROSTER

- You will need to make certain that your Team Manager database is correct and current. If you have any doubts as to whether your database is complete, please contact Bryan Wallin to request a backup, which you can import and restore to make sure all of your seed times are correct.

- Please make sure your athlete roster is fully up to date and has been sent to Bryan Wallin.

RELAY RULES ARE SLIGHTLY DIFFERENT THAN REGULAR SEASON

- Each club may enter a maximum of two relays per event.

- Dual meet rules regarding gender composition (Rule 5) and aging up swimmers from a younger group (Rule 7) also apply for championship relays. So you can "swim up" a swimmer into a different age group, but you still have to follow the other eligibility rules.

- Relays will be scored divisionally, with teams from the "A" division competing against each other, teams from the "B" division competing against each other, teams from the "C" division competing against each other, and teams from the "D" division competing against each other.

- RELAY ONLY SWIMMERS ARE ALLOWED!! However, the swimmer must have swum in at least two regular season meets to be eligible to swim at Champs, even as a relay-only swimmer.

- Relay swimmers must have swum the stroke they are swimming on the relay at least once in the regular season.

- Relays MUST have a calculated seed time.

ENTRY LIMITATIONS

- A swimmer may enter a maximum of four (4) championship events, including relay swims.

- This could be four individual events and no relays, three individual events and one relay, or two individual events and two relays.

SIX REPORTS MUST BE EMAILED WITH YOUR ENTRIES:

1. Meet Individual Entries Report – sorted by event
2. Meet Individual Entries Report – sorted by name
3. Meet Relay Entries Report
4. Meet Entry Fee Report
5. Athlete Roster
6. Meet Attendance Report

The format for each of these reports is detailed below, along with how to enter swimmers into their events.
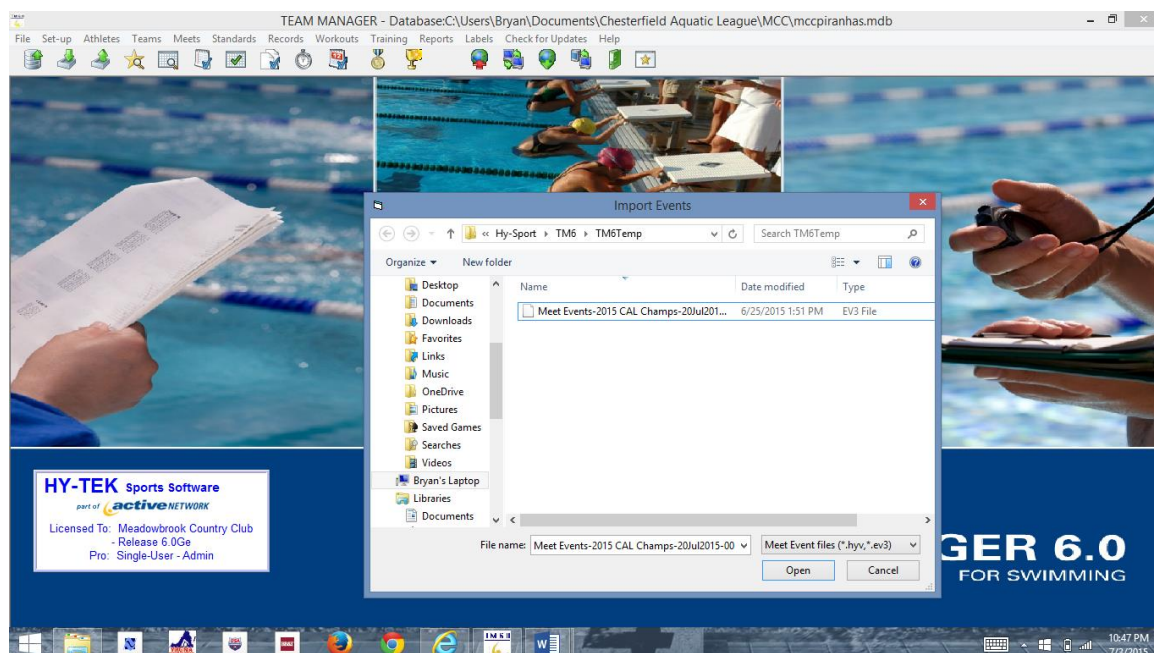
TEAM MANAGER: CREATING THE ENTRIES

1. Download the Champs event template. The Event File is found on the CAL web-site under the CHAMPS tab: https://www.teamunify.com/team/swimcal/page/champs/2022. Right click on *"Event File for Team Manager,"* select "Save Link As," and then save to a designted folder on your computer.

2. Open your team's database from within Team Manager.

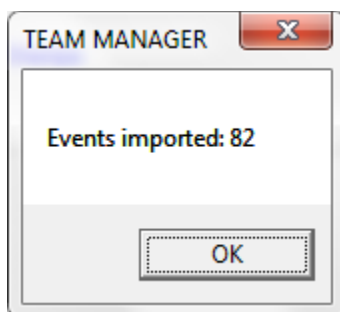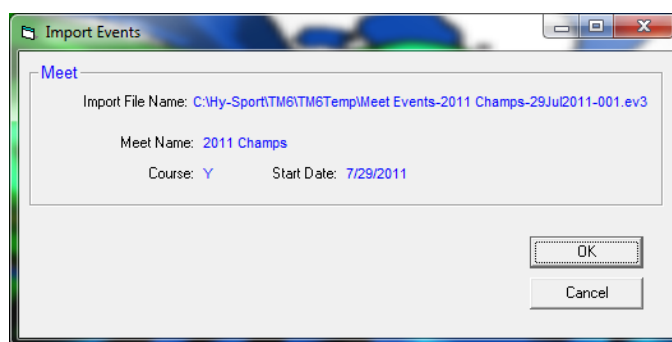3. Import the 2022 Champs Meet Events into Team Manager by selecting File, Import, Meet Events.
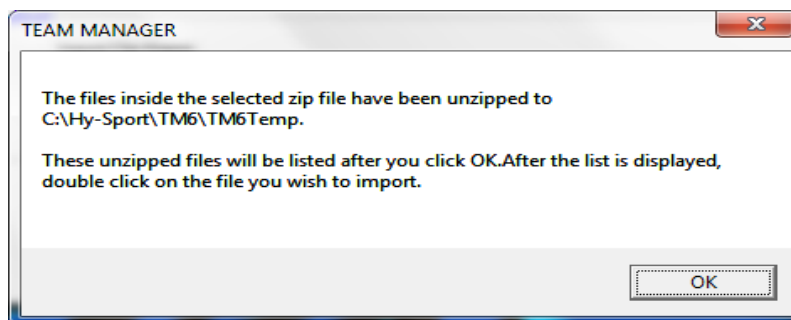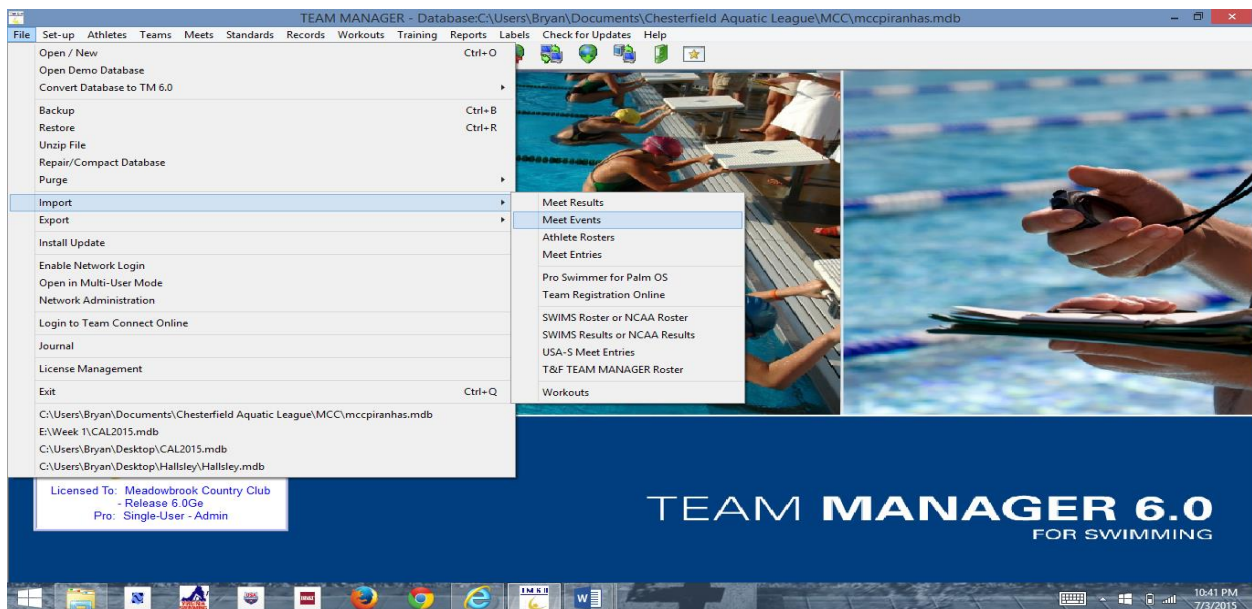
Select OK. (This popup is just letting you know that the file was unzipped to the Hy-Sport temporary folder.)

This popup will display. Select the file and pick Open.

Select OK from this popup.

When finished, this popup should display indicating that 92 events were imported.
Select OK.

4. Go to the Meets section of Team Manager by selecting Meets from the main menu. (If you don't see it right away, make sure that the "Course" box in the upper left is either blank or displays "SCY" – if it is set to "SCM" it will not show the meet.)

5. Double click on the 2022 Champs meet to display the Meet Maintenance popup.

Under the Eligibility Rules Tab, make sure the "Use Times Since Date" box is check-marked with June 14, 2022 listed under "Use Times Since." Don't change any other data.

Select OK when complete.

6. You are now ready to enter swimmers into the Champs meet. Use any of the three types of entry methods; Entry Browser, Entries by Name, or Entry by Event. Use whichever method you are most comfortable with. All entries will be included in this one meet; including relays (see Relays).
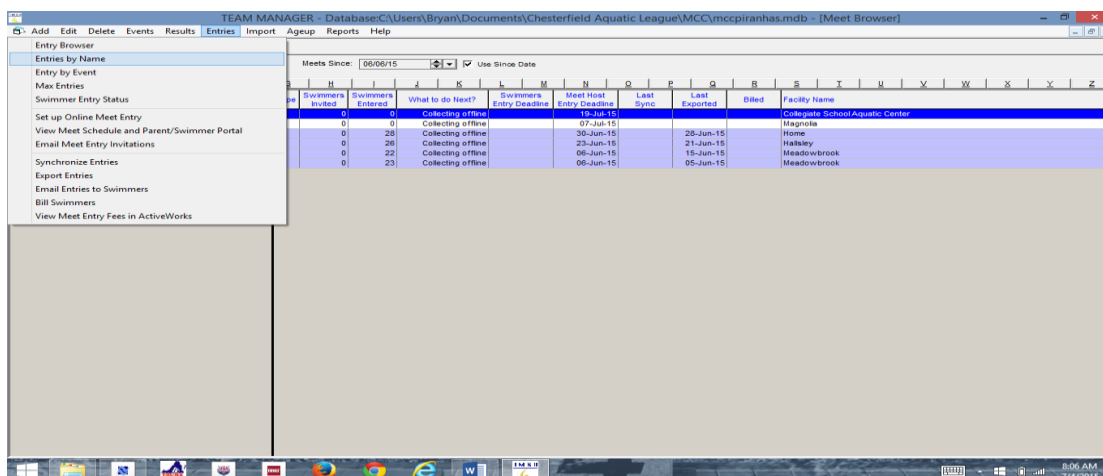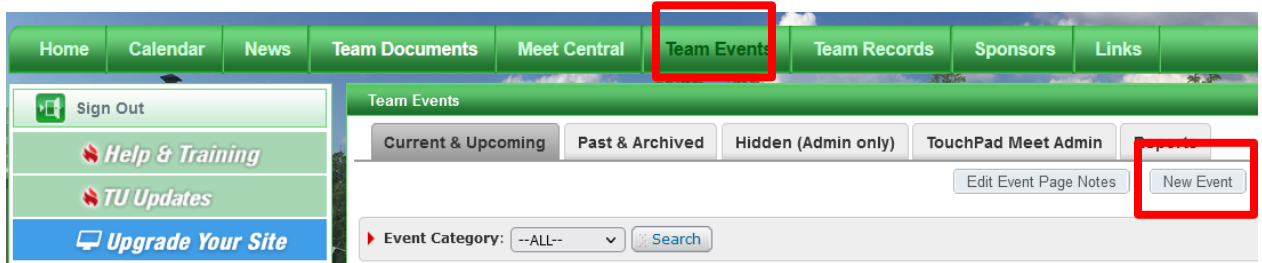
If a swimmer is **NOT QUALIFIED** for Champs their time will appear in a red cell. You may not enter the swimmer in this event. The swimmer may, however, be entered in relays, consistent with the rules for those events.
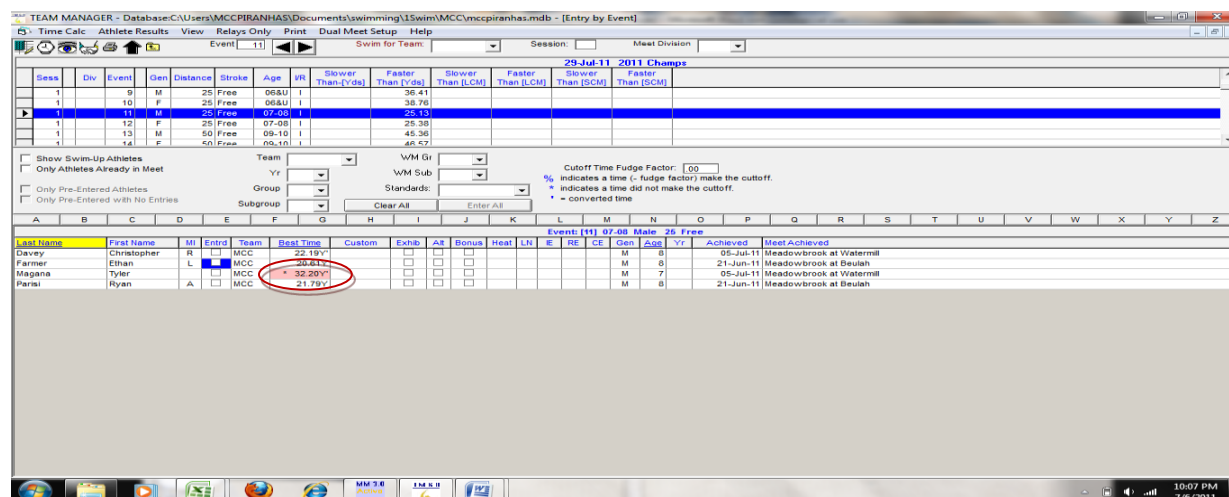
TEAM UNIFY: CREATING THE ENTRIES

- Events & Competition -> Team Events
- New Calendar Item -> Team Event

- Fill in Event Information

- Event Sign Up: Click Allow; Allow Online Registration; Meet Manager / Meet Events File to Allow Online Meet Entry

- Upload the Events List file from the CAL Website, under the CHAMPS tab: https://www.teamunify.com/team/swimcal/page/champs/2022.

- When Importing and selecting files, ensure "All File Types" are shown in the bottom right of windows file explorer

- Click Create Event

- **Ensure Yards for TeamUnify Meet**
  o Events & Competition -> Team Events
  o Open event -> Click View Meet Events
  o Select All -> Multi-Edit Events -> Make sure the "Course" is set to SCY for Yards

- **Update TeamUnify Entries**
  o Athletes Can Commit or Decline meets. If they commit, they can select what they would like to swim and the coach/entry contact can override this.

- o Events & Competition -> Team Events -> select Event
- o Edit Those who have not committed by viewing the undeclared tab
  - ▪ You can commit these by selecting the swimmer(s) and clicking Multi-Commit to attend
  - ▪ If an athlete has not committed, they will not display to add entries
- • View who has declined by viewing the declined tab
- • Use the Green QuickEntries by Athlete to adjust entries or by event using the IE- By Event Tab
- • Course Conversion: Best times will automatically convert to the meet selected course (SCY)
- • Create Relay Teams using the Relay Teams tab (see below for additional instructions)

RELAY ENTRIES

Each Relay event will be broken into 4 different "subevents," to allow for the scoring to occur by divison. For example, event 3A is the 9-10 medley relay, for those teams in the "A" divison. Event 3B is the 9-10 medley relay, but for those teams in the "B" divison. Event 3C is the 9-10 medley relay, but for those teams in the "C" divison. (And so on and so forth.) When creating your team relays, **please make sure that you enter your team's relay in the correct division** so that it will be entered and scored properly.

YOU MUST INCLUDE either an actual seed time (e.g., this exact relay has swum this exact time during the 2022 regular season), or a custom seed time (the sum of the best times for the four swimmers in the relay, in the strokes they are entered to swim).

To calculate a custom seed time on Team Manager, add your four swimmers in the relay and press the "Calculate Custom" Button. If you get an error message, that means that one of your relay swimmers does not have a time from this season corresponding to the leg of the relay they are swimming. This should ONLY happen if you are entering a swimmer in a relay and that swimmer has swum the stroke they are entered in at least once in an individual event this season, but were DQ'd, so they do not have an official time. (e.g., the butterfly leg of your 8 & under relay swam butterfuly in at least one dual meet this year but was disqualified, for whatever reason.) If this happens, YOU STILL NEED TO INCLUDE A RELAY ENTRY TIME – use a coaches' time for the DQ'd swimmer's leg of the relay and calculate the seed time using that.

For Team Unify Users: On the Relay Teams tab under Committed Athetes, Select "Auto Find" or "Manual Add" to add a relay.

When using the auto select, on the pop-up window, check for committed athletes and the correct ratio for mixed relays (if applicable). Hit Next when done.

Find Best Relay Teams

The popup window will then create the best times relay for you. Select the relays you want and click on "Add selected relay teams"

Best Relay Teams

| Relay Event: #1 SCY X 8 & Under 100 Free |

Add Selected Relay Teams NEW

Relay Team	Stroke	Swimmers	Best Time	Age	Date of Swim	
☐ Relay A			1:26.15Y			
	Free		19.69Y	8	6/14/22	H
	Free		21.53Y	8	6/28/22	2
	Free		25.58Y	8	6/28/22	2
	Free		19.35Y	8	6/28/22	2
☐ Relay B			1:43.91Y			
	Free		25.87Y	6	6/14/22	H
	Free		26.57Y	7	6/28/22	2
	Free		27.88Y	5	6/14/22	H
	Free		23.59Y	7	6/14/22	H

If manually building your relay, select "Manual Add" from the Relay tab:

| Relay Event: #1 SCY X 8 & Under 100 Free Relay |

Team Name: K ⌄   Best Time: NT   Entry Time: [   ]   Copy from
(Enter **NT** if not available)

Athlete Leg Assignments:

Leg	Gender	Distance	Style	Best Time	Athlete		Select	Remove All
1	X	25	Free					Remove
2	X	25	Free					Remove
3	X	25	Free					Remove

In the new page, Label your Relay Team under "Team Name". Then Hit "Select" and chose the athletes you want and the order to swim from the popup window. After your 4 swimmers are picked, click on "Assign Athletes to Legs". Repeat for your second relay.

Assign Athlete to Relay Leg

Athletes without an ID are not shown.   Search ▶ | Display ALL Qualifying Members

Note: To prevent adding duplicate athletes to the same relay, only the athletes NOT in this Relay are show

Gender: **X**   Distance: **25**   Stroke: **Free**

Last Name: [　　　　　]   Age Range [　　] To [　　]

Roster Group: [Sea Dragons ▾]   Location: [--ALL-- ▾]

☐ Show only COMMITTED athletes   ☐ Show only athletes already in **Session 1**   ☐ Show Swimup Athletes

⬆ Assign Athletes to Legs   ⬅ Close

	Leg	Member	ID#	Best Time ▲	Gender	Age on 05/31/2022	Roster/ Location
☐	1 ▾			19.35Y	Male	8	
☐	1 ▾			19.69Y	Female	8	
☐	1 ▾			21.53Y	Female	8	

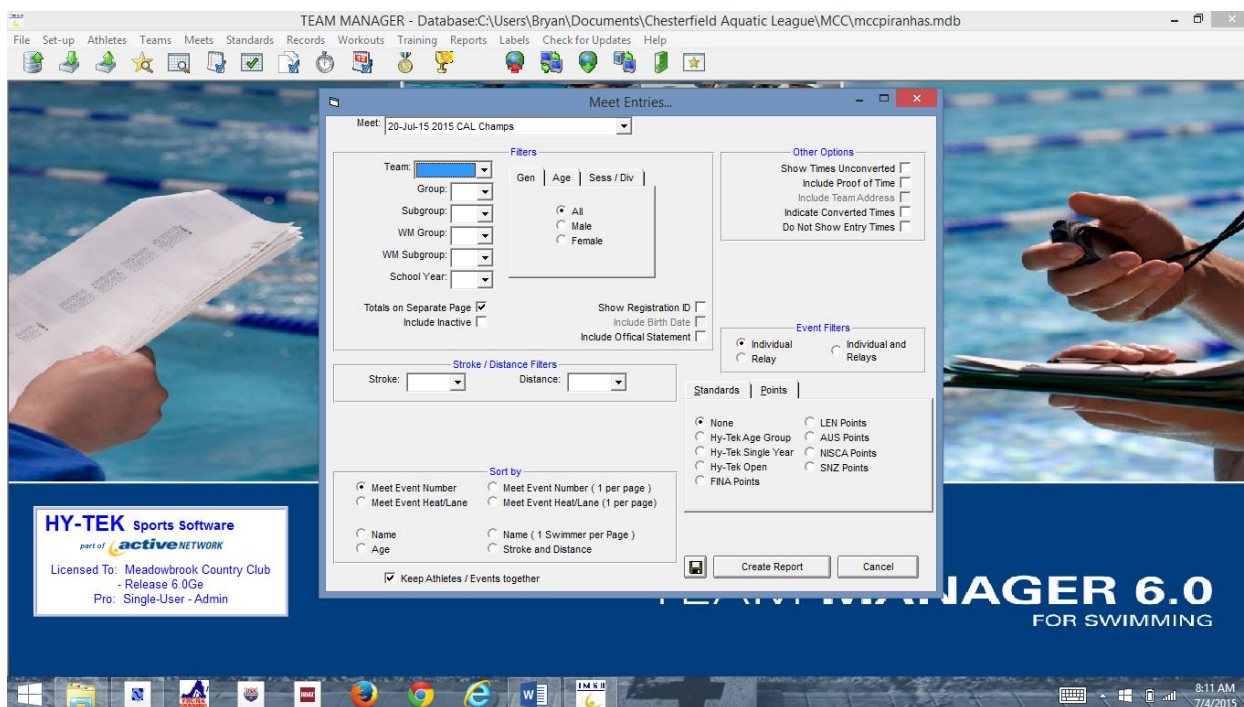# Please make sure to include an entry time for all relay entries!!

CREATING THE REQUIRED REPORTS

1. Meet Entry Reports

Once all of the entries are complete, stay in the "Meet" section of Team Manager. Make sure the 2022 Champs meet is selected (highlighted), then select the "Reports" tab, and then "Entry Report."
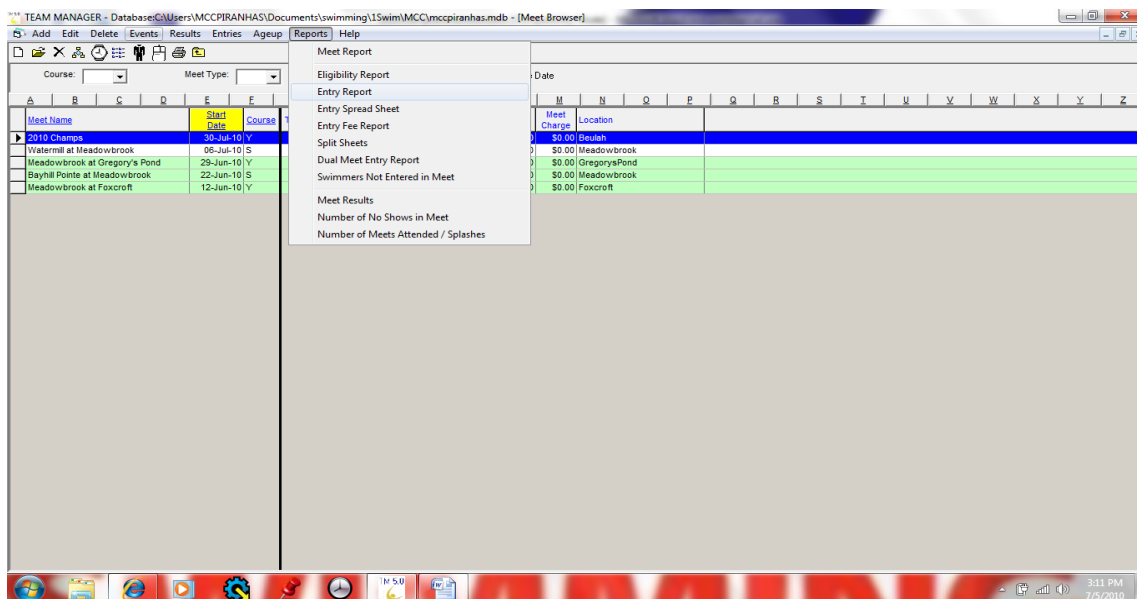
This should pop up a box that looks like this:

You will now need to create the following meet entry reports, each of which ==*MUST BE TURNED IN AS PART OF YOUR CHAMPS REGISTRATION*==:

A.   Entry Report Sorted by Meet Event Number

Team Manager

From the Meet Entries popup, select the following to create the report.
    1. Meet – 2022 Champs
    2. Team name – select your team
    3. Sort by – ***Meet Event Number***
    4. Other Options
            a. Check Include Proof of Time
            b. Check Indicate Converted Times
    5. Event Filters – select Individual
    6. Standards – select CALSTAN and check the box beside "Include Time Standards".

When complete, select Create Report, and then click the icon on the upper left to save as PDF.
Select Cancel to close this popup.

Team Unify

From the Team Events popup, select the following to create the report.
    1. Meet – 2022 Champs Edit Commitment
    2. Committed Athletes
    3. On the new popup window,
            select your appropriate filters and rosters
            Under Meet Event filters select "Individuals and Relays"
            Select "Show ID#", and "Show Proof of Time"
            Make sure the sort is "Sort by Event #"

New popup window

B.   Entry Report Sorted by Swimmer Name

Team Manager

Also from the Meet Entries popup, select the following to create a second version of the report.
  1. Meet – 2022 Champs
  2. Team name – select your team
  3. Sort by – *Name*
  4. Other Options
      a. Check Include Proof of Time
      b. Check Indicate Converted Times
  5. Event Filters – select Individual
  6. Standards – CALSTAN and check the box for "Include Time Standards."

When complete, select Create Report, and save as PDF. Then select Cancel to close this popup.

Team Unify

From the Team Events popup, follow the previous steps with the exception of the sort.
  1. Make sure the sort is "Sort by Athlete Name"

C.   Relay Entry Report

Team Manager

From the Meet Entries popup, select the following to create the report.
1. Meet – 2022 Champs
2. Team name – select your team
3. Sort by – Meet Event Number
4. Other Options
   a. Check Indicate Converted Times
5. In Event Filters, select "Relay"
6. In Show Relay Swimmers, select "Show Four"

When complete, select Create Report and save. The select Cancel to close.

Team Unify

From the previous steps, to generate an entry report: Under Event, select "Relays Only."

2. Entry Fee Report

Team Manager

From the "Meet" section of Team Manager, and with the 2022 Champs meet highlighted, select Reports, Entry Fee Report.
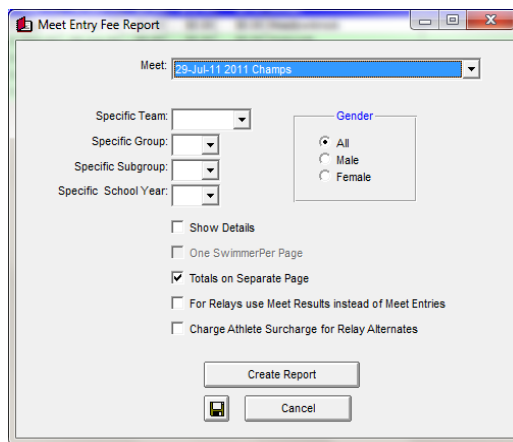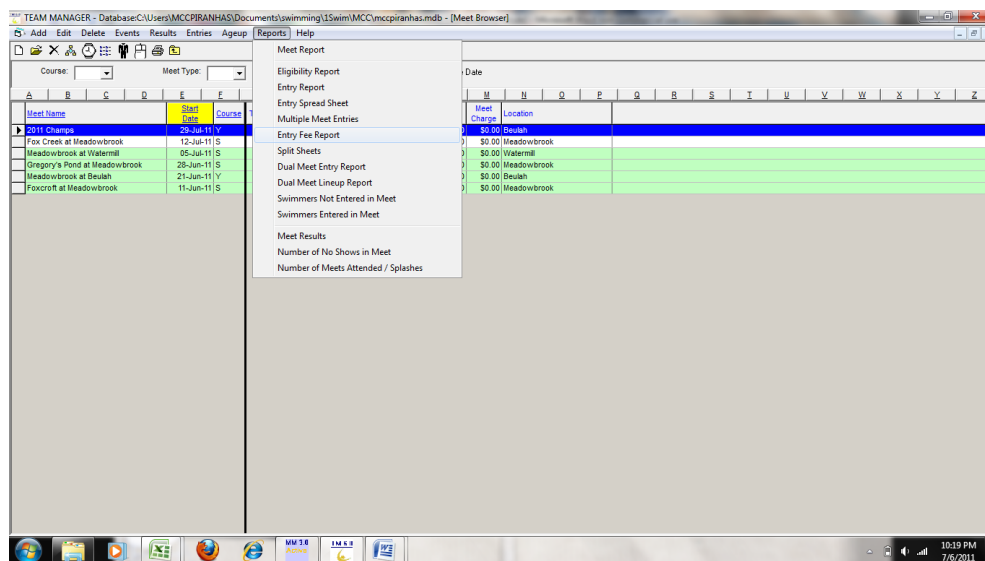
From the Meet Entry Fee Report popup, select the following to create the report:
1. Meet – 24-Jul-22 2022 Champs
2. Specific Team – select your team
3. Gender – select All
4. Check the box for Totals on Separate Page

When complete, select Create Report and save as PDF. Select Cancel to close this popup.

This report shows the number of Individual Events (IE) and the number of Relays per swimmer. It also indicates the total meet entry fees due to CAL.

Team Unify

From the Entry approval tab, click on "Generate Entry Files."
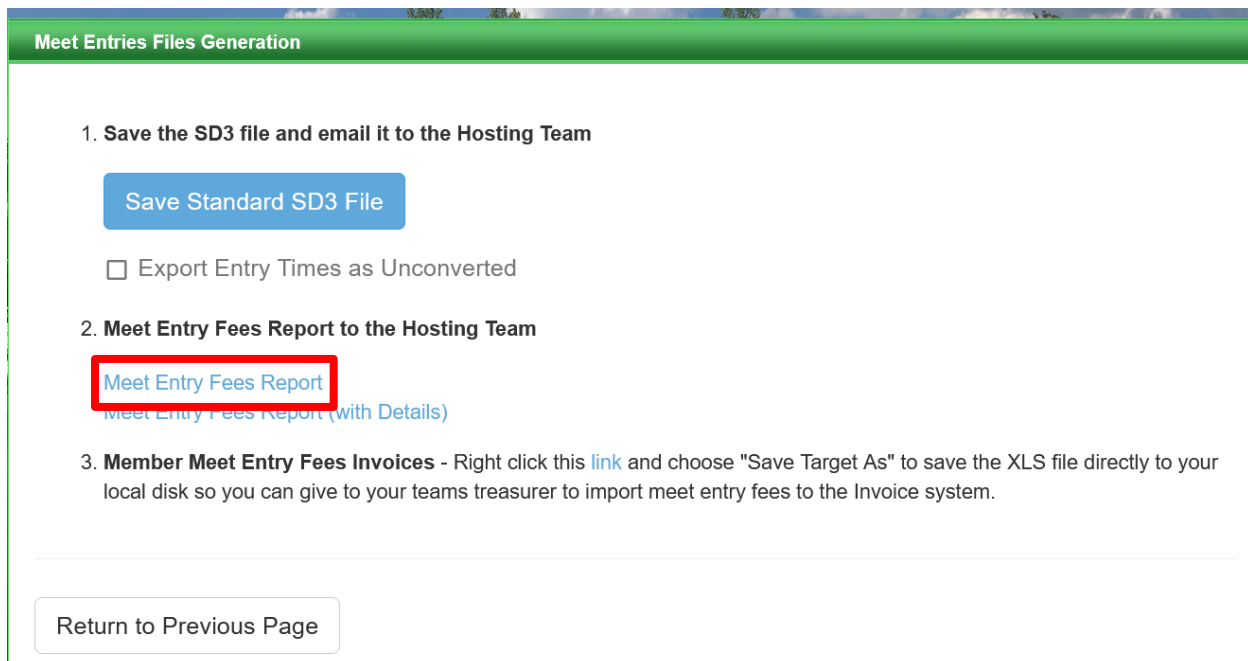
On the popup window, select "Meet Entry Fees Report" and a separate pdf file will be generated and download to your browsers download folder.

3.   Athlete Roster

You need to provide a copy of your Roster for the year.

Team Manager

From the Home Page in Team Manager, select the following to create the report.
1. Reports
2. Select Administrative Reports
3. Select Athletes
4. On the Athlete Reports window, select your Team
5. Click Create Report
6. Save as PDF


Team Unify

- **Export TeamUnify Roster**
  - Org Tools -> Members Tab - Select All using first row check box -> Export -> SDIF -> Age Up date of 5/31/22

4. Meet Attendance Report

You need to provide a report of your Meet Attendance, to make sure that each swimmer entered in Champs (whether in an individual or relay only capacity) has swum in at least two regular season meets. We also use these reports on deck during the relay verification process.

Team Manager
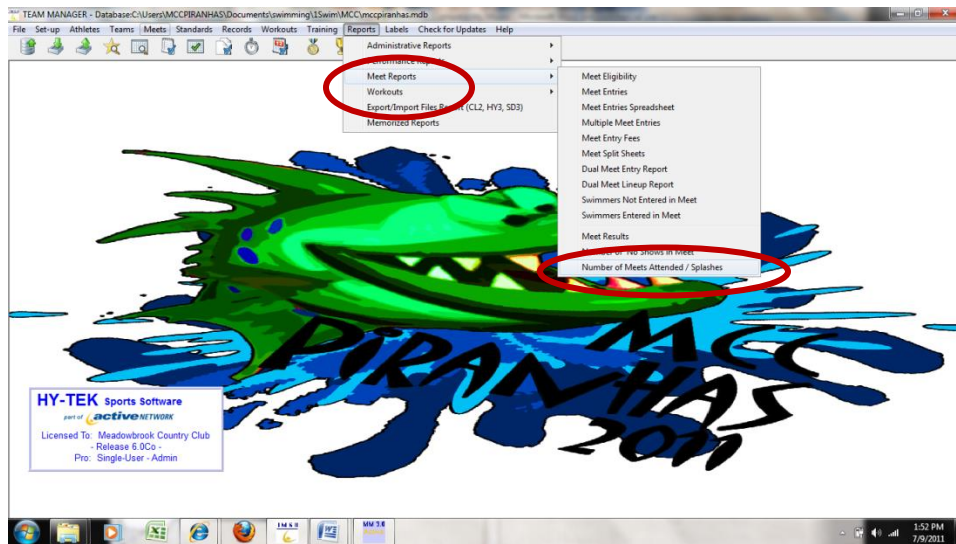
From the Home Page, select the following to create the report.
1. Reports
2. Select Meet Reports
3. Select "Number of Meets Attended/Splashes"
4. Check "Meets Since" and enter "**6/13/22**" (****Please use this date. Don't make up your own.****)
5. Under Sort, select Meets Attended
6. Check the box for Include Athletes with no meets attended
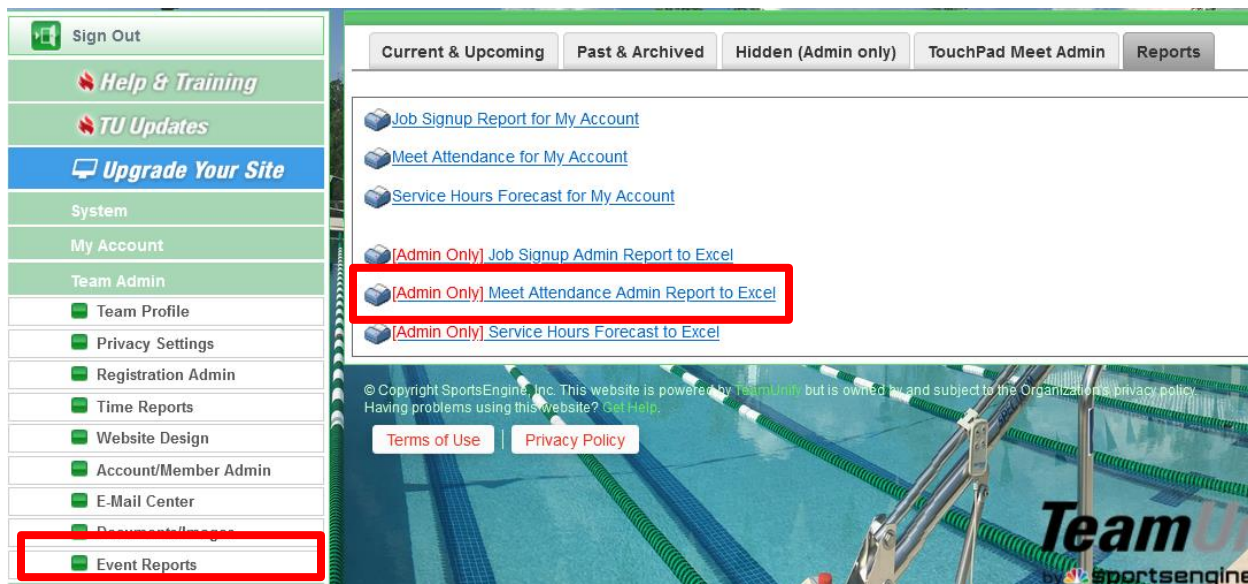7. Create Report, and save as PDF.

Team Unify

On the Team Admin Tab, select Event Report
Select "Meet Attendance Admin Report to Excel"
Fill in the "Since Date" as 13 June 2022, make sure you are filtering for "Active" members:

<u>Double Check:</u> You should have created the following six reports, each of which must be turned in with your entries as part of Registration:

1.   Meet Entry Report (by Event Number)

2.   Meet Entry Report (by Name)

3.   Relay Entry Report

4.   Entry Fee Report

5.   Athlete Roster

6.   Meet Attendance Report

EXPORTING ENTRIES: TEAM MANAGER

Once you are satisfied with your entries and have printed the six required reports, you will need to export those entries (same way as you do for regular season meets) and save them as a zip file.

From the main screen, go to "Export," and then "Meet Events." Make sure the "Export Relays" option is checked, and that you know where the folder where the zip file will be saved (under "Export to Directory").
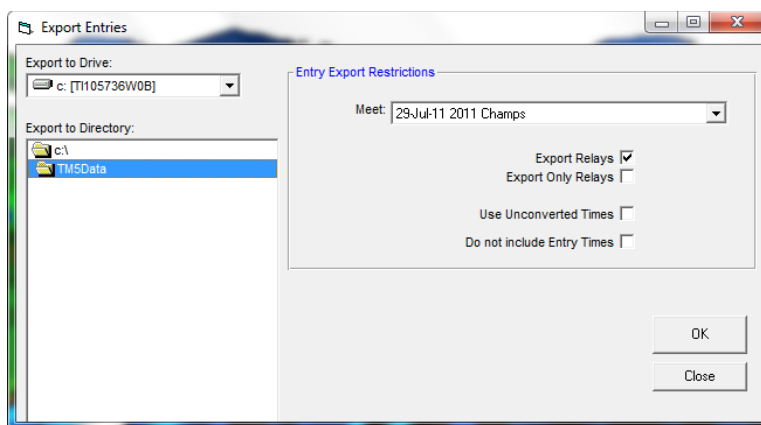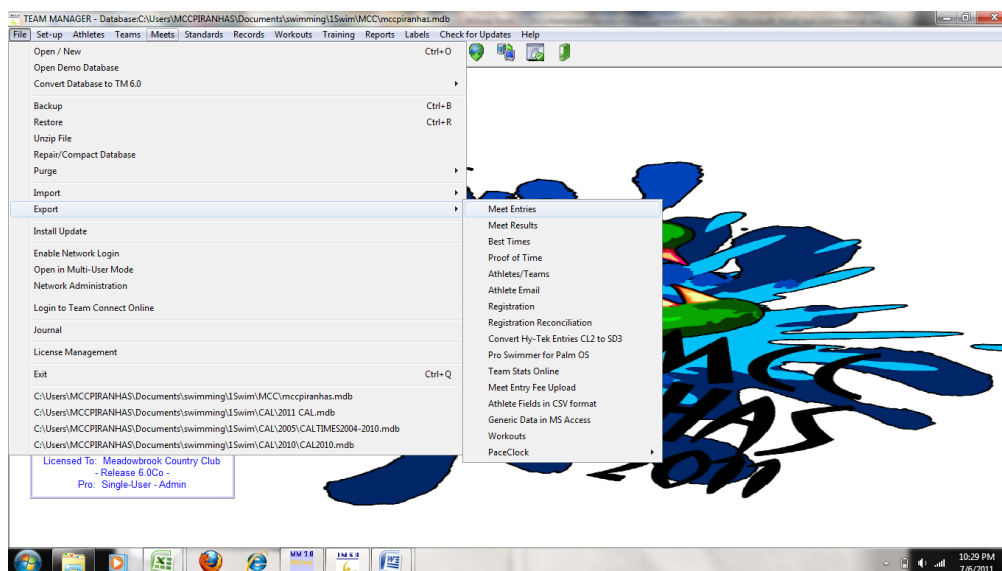
Select OK when ready to export entries.

Select OK when finished.

EXPORTING ENTRIES: TEAM UNIFY

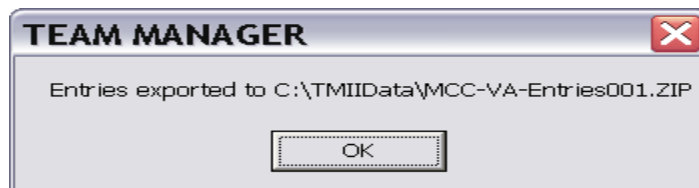Once you are satisfied with your entries and have printed the six required reports, you will need to export those entries (same way as you do for regular season meets) and save them as a .SD3 file.

Specifically:
- Events & Competition -> Team Events -> select Event
- Under Export -> Generate Entry Files
- Save Standard .SD3 File

SUBMISSION INSTRUCTIONS

To Submit Your Entries and the Required Reports:

Email your entry file and the saved PDF copies of the six required reports to Liz Shoulders at sprinklesrva@gmail.com, and please cc: Ryan Criste (calvicepresident@gmail.com) and Margaret O'Shea (calexecutiveboard@gmail.com) on that email. The email attaching your entry file is due by **12:00 p.m. on Friday, July 22**.

If we have questions concerning your entries, we will reply to that email, so make sure either the sender is a person we can reach out to with any concerns, or you have cc'd the person responsible for the entries on the email. Once your entries have been verified as conforming to the Champs rules, you will receive an email stating that fact.

After all entries have been verified and imported into Meet Manager, we will send out a psych sheet to all teams, which you will have 2 hours to review and contact us if you see any errors.

The completed Champs worksheet should be brought to the FoxCreek clubhouse, along with your registration check, between **5:00 and 7:00 p.m. on Friday, July 22.** Please also bring a hard copy of your meet attendance report ("splash report").

If you have questions during this process, please feel free to reach out to any of the below:

Margaret O'Shea (757-256-8665, calexecutiveboard@gmail.com)
Ryan Criste (412-983-1772, calvicepresident@gmail.com)
Liz Shoulders (804-337-2524, sprinklesrva@gmail.com)