

# **2022 CAL CHAMPS ENTRY INSTRUCTIONS**

## TABLE OF CONTENTS

<b>Overview .....</b>	<b>2</b>
<b>Team Manager: Creating the Entries .....</b>	<b>3</b>
<b>Team Unify: Creating the Entries .....</b>	<b>7</b>
<b>Relay Entries.....</b>	<b>10</b>
<b>Printing the Required Reports.....</b>	<b>14</b>
<b>1. Meet Entry Reports .....</b>	<b>14</b>
<b>A. Entry Report Sorted by Meet Event Number .....</b>	<b>15</b>
<b>B. Entry Report Sorted by Swimmer Name .....</b>	<b>17</b>
<b>C. Relay Entry Report.....</b>	<b>18</b>
<b>2. Entry Fee Report .....</b>	<b>19</b>
<b>3. Athlete Roster .....</b>	<b>21</b>
<b>4. Meet Attendance Report .....</b>	<b>22</b>
<b>Exporting Entries: Team Manager.....</b>	<b>25</b>
<b>Exporting Entries: Team Unify .....</b>	<b>26</b>
<b>SUBMISSION INSTRUCTIONS .....</b>	<b>27</b>

## **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.

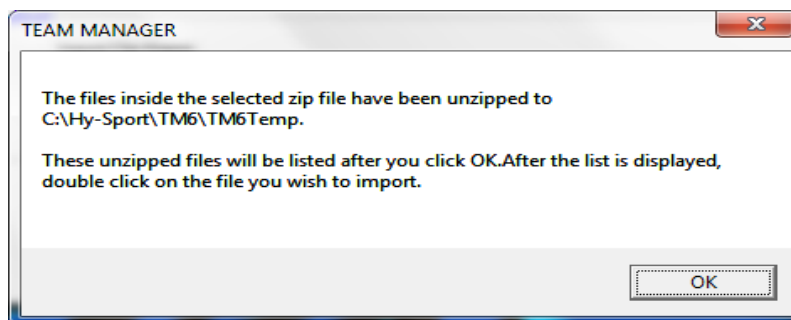
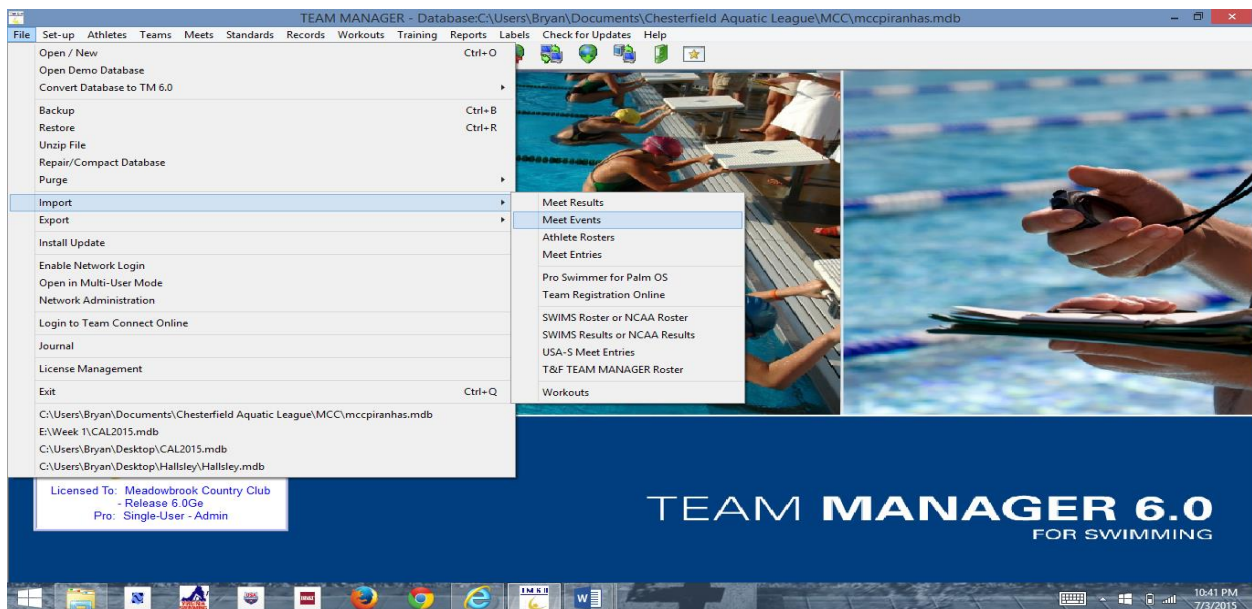
### **SIX REPORTS MUST BE EMAILED WITH YOUR ENTRIES:**

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**

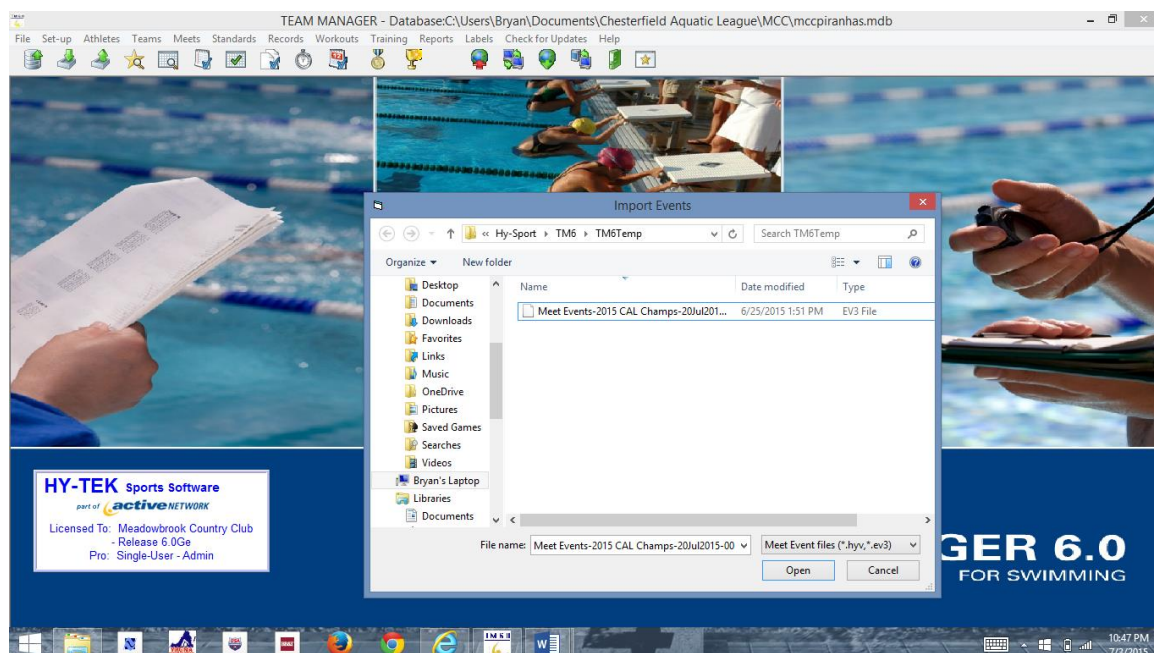
1. Download the Champs event template. The Event File is found on the CAL web-site under the CHAMPS tab: <https://www.teamunify.com/team/swimcal/page/champs/2022>. Right click on “Event File for Team Manager,” select “Save Link As,” and then save to a designated folder on your computer.
2. Open your team’s database from within Team Manager.
3. Import the 2022 Champs Meet Events into Team Manager by selecting File, Import, Meet Events.



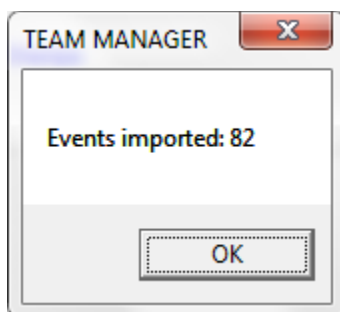
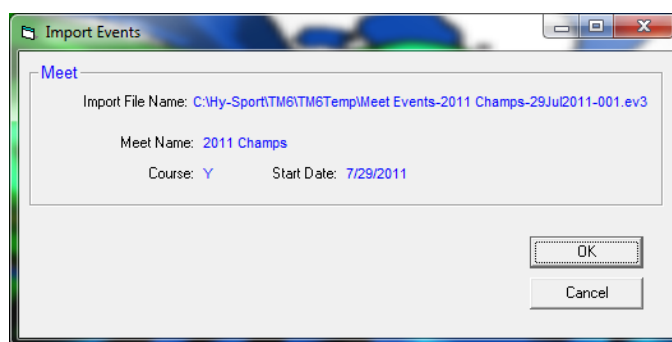
Select OK. (This popup is just letting you know that the file was unzipped to the Hy-Sport temporary folder.)

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

## 2022 Champs Entries Instructions



Select OK from this popup.



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

## 2022 Champs Entries Instructions

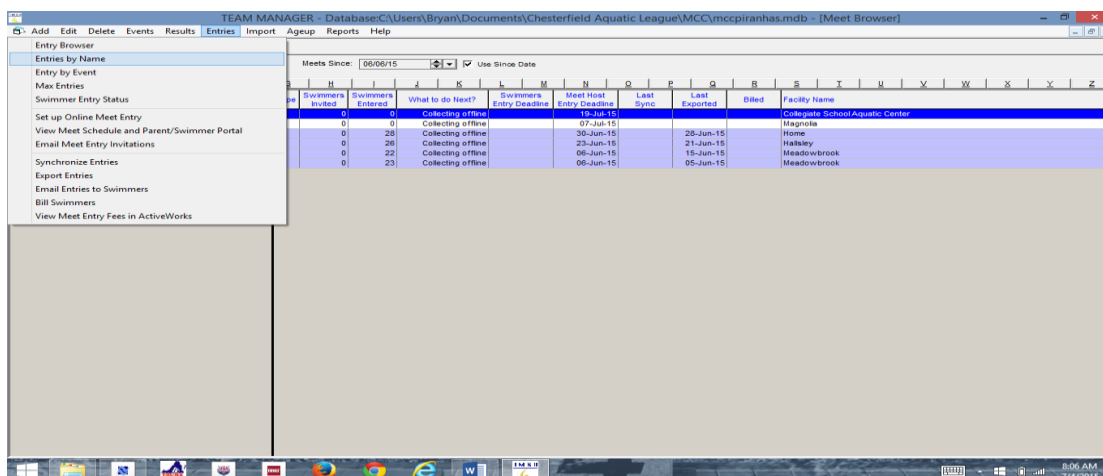
- Go to the Meets section of Team Manager by selecting Meets from the main menu. (If you don't see it right away, make sure that the "Course" box in the upper left is either blank or displays "SCY" – if it is set to "SCM" it will not show the meet.)
- Double click on the 2022 Champs meet to display the 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.

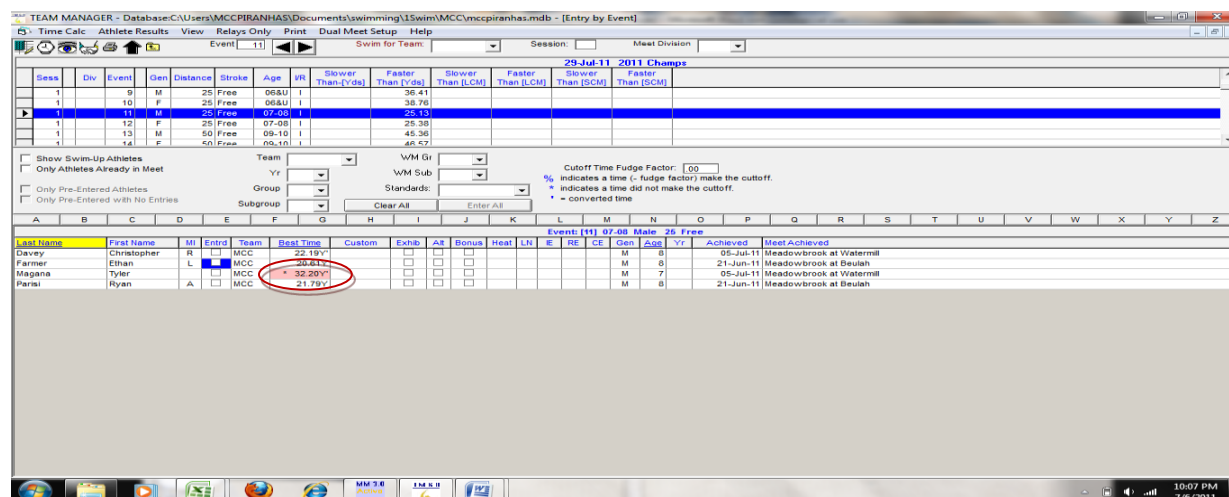
Select OK when complete.

- 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).

## 2022 Champs Entries Instructions

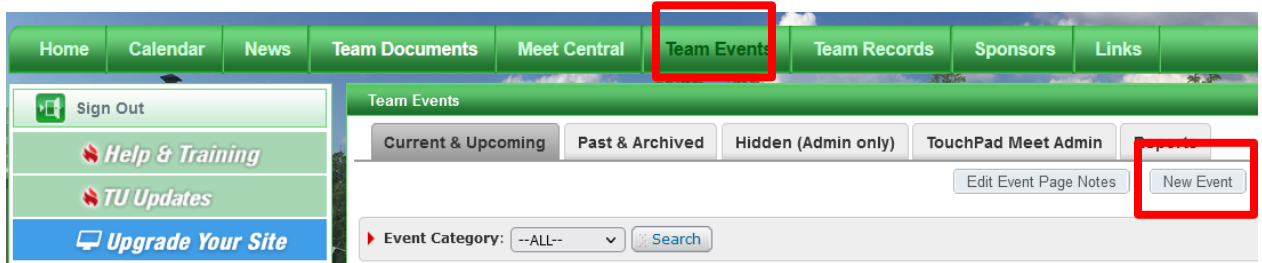


If a swimmer is **NOT QUALIFIED** for Champs their time will appear in a red cell. You may not enter the swimmer in this event. The swimmer may, however, be entered in relays, consistent with the rules for those events.



## 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>.

Event Edit

**STEP 1: Enter Event Information:**

\*Event Title:

**Note:** Leave the **Time** fields blank, if this is a full-day event.

\*Start Date/Time:   AM  Registration Deadline:

\*End Date/Time:   AM  Event Category:  [Select](#)

All-Day Event: ☐ Home Page Tab:  Team Function

Do you want to show this Event on the Calendar?  Yes

**STEP 2: Team Member Only Private Event?**

☐ This is a Hidden Event visible only to Webmaster and above on the [Hidden] tab.  
Team Member MUST Login to view this Private event?  No (This is a Public Event)

**STEP 3: Event Signup/Register Enabled?**

Send Declaration Confirmation Emails?  Yes

☐ Do **NOT** Allow Team Member to Signup/Register for this Event

☐ Allow On-line Reg; Response with Yes/No.

☐ Allow On-line Reg; Connect to **eReg System**

☒ Allow On-line Reg; **Meet Manager/Meet Events** file to allow On-Line meet entry

☒ Import Meet Events file below:

Meet Event File (.ev3/.zip):  Browse... No file selected.

**STEP 4: Team Hosted Event (Job signup required)?:**

If this is a team hosted event that requires members to sign up for job assignments, enter the info below or leave it blank, otherwise.

Job Signup Deadline (till midnight):

Per Account Signup Limit:  (0 or blank for no limit)

**STEP 5: Financial Requirements:**

☐ Restrict declaration to accounts with a balance no greater than \$ 0.00

☐ Restrict declaration to accounts with a balance that is no older than

☐ Restrict declaration to accounts with Credit Card on file.

☐ Restrict declaration to accounts with ACH on file.

**STEP 6: Choose which Groups of Members will receive e-mail notification of this Event:**

☐ Also, restrict declaration to ONLY the groups defined below.

☒ E-mail to ALL active Members

☐ E-mail ONLY to these [Billing Groups] about this Event:

☐ E-mail ONLY to these [Roster Groups] @ these [Locations] about this Event:



- 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**
  - Events & Competition -> Team Events
  - Open event -> Click View Meet Events
  - Select All -> Multi-Edit Events -> Make sure the “Course” is set to SCY for Yards
- **Update TeamUnify Entries**
  - 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.

Event Signup

Athlete Signup
Committed Athletes
Undeclared
Declined

Registration Deadline has passed.

**Queensmill @ Magnolia Green**  
Jul 12, 2022 (06:00 PM) - Jul 12, 2022 (10:00 PM)

My Account:  
**Criste, Ryan**  
4129831772  
[Change Account](#) (Admin Only)

Registration Deadline:  
**07/07/2022**

[2022 Dual Meet Template-Week 5](#)

Location:  
**Chestfield, ,  
Chesterfield, VA 23832,  
USA**

Course:  
**Y**

Meet Type:

Start Date:  
**07/12/2022**

End Date:  
**07/12/2022**

Age Up Date:  
**05/31/2022**

Use Date Since:  
**06/13/2022**

Enforce entry based on [Qualify Times]: **No**

Restrict entry [Best Time] to same [Meet Type]: **No**

Event Declaration Setting: **Commit by Event** » [Edit](#)

Maximum Event Entry Limitations » [View](#)

Allow Course Conversion for Relays: **No**

If Athlete qualifies for non-conforming course, default [Entry Time] to the mini. [Qualify Time]: **No**

View/Edit All Meet Events
Go Back to Event Home Page

Click on Member Name to declare for this Event:

Member Name	Member Commitment	Coach Approved	Last Update
<a href="#">Caroline Criste</a> *Active	✓ Committed	# 7 (d1/s1): G 13-14 100 Medley (NT <b>Approved</b> ) # 31 (d1/s1): G 13-14 50 Back (36.89Y <b>Approved</b> ) # 51 (d1/s1): G 13-14 50 Breast (48.01Y <b>Approved</b> ) <b>Relay (Entered by Admin):</b> # 56 (d1/s1): X 13-14 200 Free Relay (Team B)	07/08/22 11

Committed Athletes

Athlete Signup **Committed Athletes** Undeclared Declined

➔ **Meet Info: 2022 Dual Meet Template-Week 5**

Registration Deadline: July 7, 2022

Email Event Signup Invitation [Preview](#)

**QuickEntries** **Report** **Export**

[QuickEntries by Athlete](#) | [Overview](#) [Eligibility](#) | [Split Sheets](#) | [Entry Report](#) [Generate Entry Files](#) | [Update Times](#)

IE - By Athlete **IE - By Event** Relay Teams Commitment Log

**QuickEntries** Search Display ALL

Last Name:  Day/Session: --ALL-- Gender: --ALL-- Age Group: --ALL--

Billing Group: --ALL-- Roster Group: --ALL-- Location: --ALL--

Email Set Unattached Export ALL Committed Advanced Export Printer Friendly Decline Selected

Page 1 of 1 194 View 1 - 194 of 194

	<input type="checkbox"/>	Member Committed	Meet Events (Individual)	Billing Group	Roster/ Location	Notes	Last Update
			Select All De-Select All				
			Approve Reject Clear				
1	<input type="checkbox"/>		<input type="checkbox"/> #2 (d1/s1): B 10 & Under 100 Medley (NT <b>Approved</b> ) <input type="checkbox"/> #14 (d1/s1): B 9-10 50 Free (48.68Y <b>Approved</b> ) <input type="checkbox"/> #26 (d1/s1): B 9-10 50 Back (49.46Y <b>Approved</b> )				6/14/
2	<input type="checkbox"/>		<input type="checkbox"/> #19 (d1/s1): G 13-14 50 Free (33.60Y <b>Approved</b> ) <input type="checkbox"/> #31 (d1/s1): G 13-14 50 Back (43.22Y <b>Approved</b> ) <input type="checkbox"/> #51 (d1/s1): G 13-14 50 Breast (49.36Y <b>Approved</b> )				6/14/

- Events & Competition -> Team Events -> select Event
- 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 division. For example, event 3A is the 9-10 medley relay, for those teams in the “A” division. Event 3B is the 9-10 medley relay, but for those teams in the “B” division. Event 3C is the 9-10 medley relay, but for those teams in the “C” division. (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 butterfly 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.

The screenshot shows the TEAM MANAGER software interface. The main window is titled "29-Jul-11 2011 Champs" and displays a table of athletes and their times for various events. The "100 Medley Relay" event is selected, and the "Calculate Custom" button is highlighted with a red circle. The interface includes tabs for Time Calc, Athlete Results, View, Relays Only, Print, Dual Meet Setup, and Help. The main area shows a table of athletes with columns for Last Name, First Name, Event, Distance, Stroke, Age, Yr, and Time. The "100 Medley Relay" event is highlighted in blue. The "Calculate Custom" button is located at the bottom right of the window.

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

IE - By Athlete IE - By Event **Relay Teams** Commitment Log

Printer Friendly

Page 1 of 1 5 View 1 - 5 of 5

<input type="checkbox"/>	Ev#	Day	Sess	Course	Gen	Event	Qualifying Time	Relay Teams
								Select All De-Select All Remove Teams Remove Athletes From Teams <b>Auto Find</b>   Manual Add   Add NT Re

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

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

Roster Group: --ALL-- Location: --ALL--

Mixed Relay Option: 2 Females + 2 Males

☐ Only COMMITTED athletes

☐ Only athletes already in Session 1


Relay Order Logic: 2,3,4,1 Age Range To

Exclude these Athletes from finding the Relay Teams for this Event : NEW

Add Remove

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 						
Relay Team	Stroke	Swimmers	Best Time	Age	Date of Swim	
<input type="checkbox"/> Relay A			1:26.15Y			
	Free		19.69Y	8	6/14/22	
	Free		21.53Y	8	6/28/22	
	Free		25.58Y	8	6/28/22	
	Free		19.35Y	8	6/28/22	
<input type="checkbox"/> Relay B			1:43.91Y			
	Free		25.87Y	6	6/14/22	
	Free		26.57Y	7	6/28/22	
	Free		27.88Y	5	6/14/22	
	Free		23.59Y	7	6/14/22	

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:	<input type="text"/> <a href="#">Copy from</a>				
(Enter NT if not available)							
<b>Athlete Leg Assignments:</b>							
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
4	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 shown

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

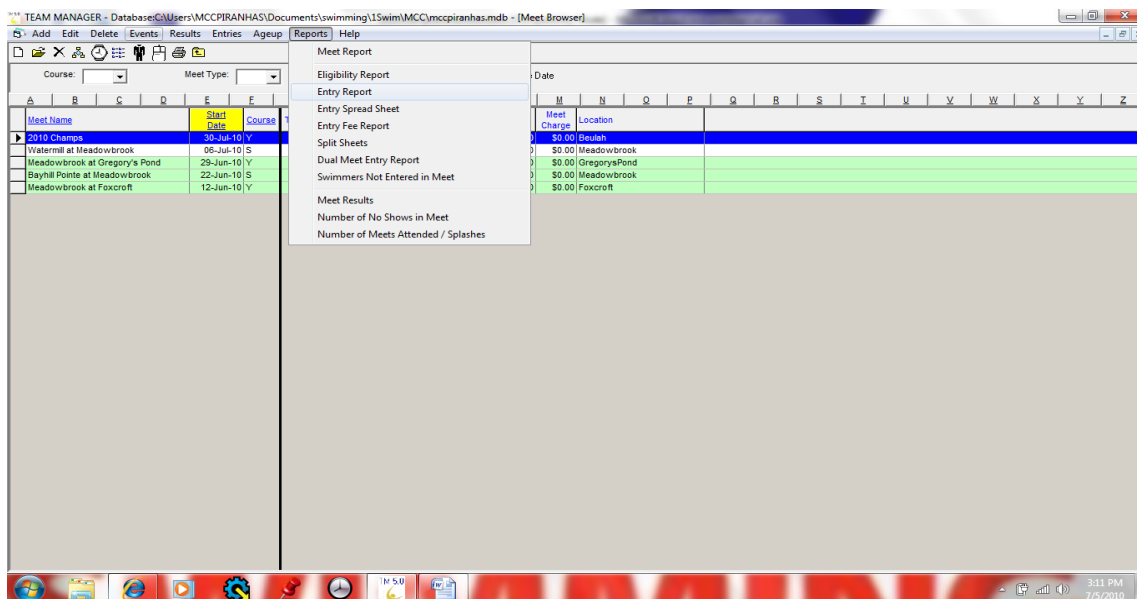
	Leg	Member	ID#	Best Time ▲	Gender	Age on 05/31/2022	Roster/Location
<input type="checkbox"/>	1 ▼			<u>19.35Y</u>	Male	8	
<input type="checkbox"/>	1 ▼			<u>19.69Y</u>	Female	8	
<input type="checkbox"/>	1 ▼			<u>21.53Y</u>	Female	8	

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

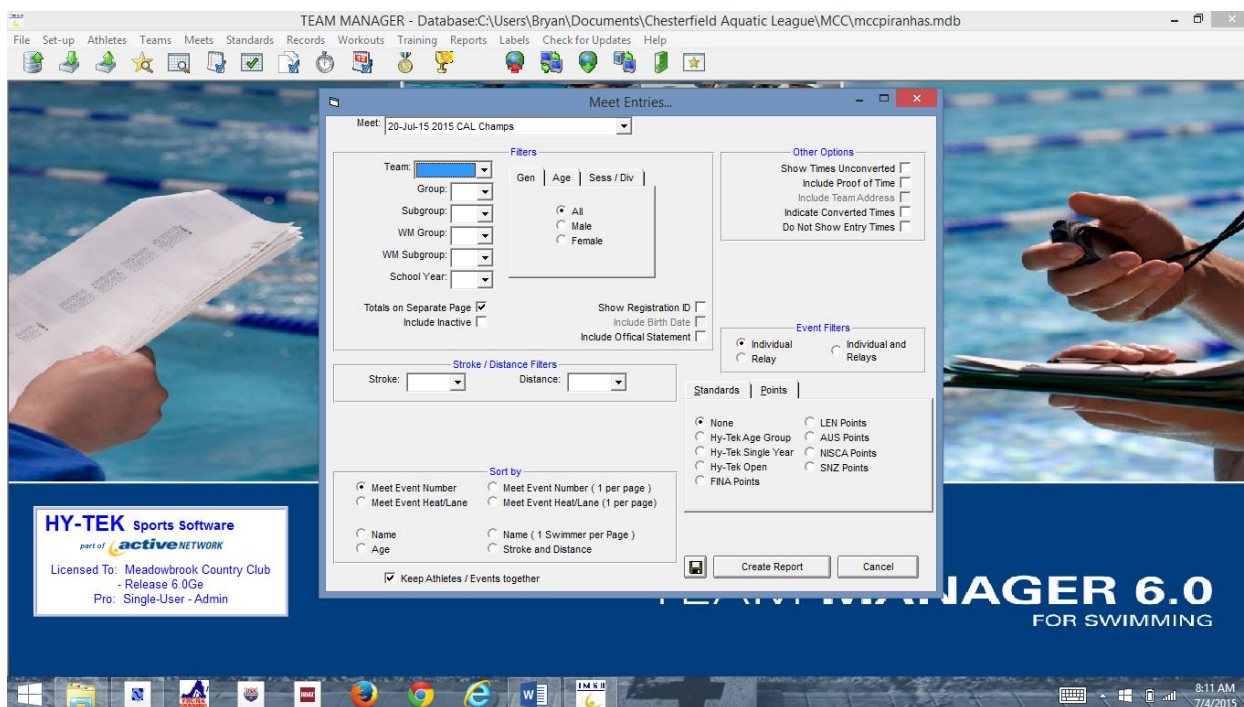
## CREATING THE REQUIRED REPORTS

### 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 #”



Team Documents | Meet Central | Team Events | Team Records | Sponsors | Links

Committed Athletes

Athlete Signup | Committed Athletes | Undeclared | Declined

➔ Meet Info: 2022 Dual Meet Template-Week 5

Registration Deadline: July 7, 2022

Email Event Signup Invitation [Preview](#)

QuickEntries | Report | Export

QuickEntries by Athlete | Overview | Eligibility | Split Sheets | **Entry Report** | Generate Entry Files | Update Times

IE - By Athlete | IE - By Event | Relay Teams | Commitment Log

QuickEntries Search Display ALL

Last Name:  Day/Session: --ALL-- Gender: --ALL-- Age Group: --ALL--

Billing Group: --ALL-- Roster Group: --ALL-- Location: --ALL--

Email Set Unattached Export ALL Committed Advanced Export Printer Friendly Decline Selected

## New popup window

Meet Event Filter

Event: Individuals & Relays Age Group: --ALL--

Day/Session: --ALL-- Gender: --ALL--

Stroke: --ALL--

Free  
Back  
Breast  
Fly  
Medley

Distance: --ALL--

Display Options

☐ Show ID# ☐ Show Proof of Time ☐ Show Unconverted Time ☐ Do NOT Show Entry Time ☐ Show up to 4 in Relays

☐ Show Off List to meet

I hereby certify that all individuals on this entry form are registered members of USA swimming and that they are eligible to compete in this meet.

Coaches to Display in Header

☐ Nicolas Mabie ☐ Alex Cramer ☐ Jaedin Harris

Sorting

Sort By: Event # ☐ Two Column Format

[Generate Report Now!](#)

## **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”

Meet Entries...

Meet: 29-Jul-11 2011 Champs

Team: [dropdown]  
 Group: [dropdown]  
 Subgroup: [dropdown]  
 WM Group: [dropdown]  
 WM Subgroup: [dropdown]  
 School Year: [dropdown]

Filters: Gen | Age | Sess / Div |  
☒ All  
☐ Male  
☐ Female

Other Options:  
 Show Times Unconverted [ ]  
 Include Proof of Time [ ]  
 Include Team Address [ ]  
 Indicate Converted Times [x]  
 Do Not Show Entry Times [ ]

Show Relay Swimmers:  
☐ None  
☒ Show Four  
☐ Show Eight

Event Filters:  
☐ Individual  
☒ Relay  
☐ Individual and Relays

Stroke / Distance Filters:  
 Stroke: [dropdown] Distance: [dropdown]

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

Totals on Separate Page [x]  
 Include Inactive [ ]  
 Show Registration ID [ ]  
 Include Birth Date [ ]  
 Include Official Statement [ ]

☒ Keep Athletes / Events together

Create Report Cancel

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.”

Meet Event Filter

Event: Relays ONLY Day/Session: --ALL-- Gender: --ALL--  
 Age Group: --ALL-- Stroke: --ALL-- Distance: --ALL--

Stroke dropdown menu:  
 --ALL--  
 Free  
 Back  
 Breast  
 Fly  
 Medley

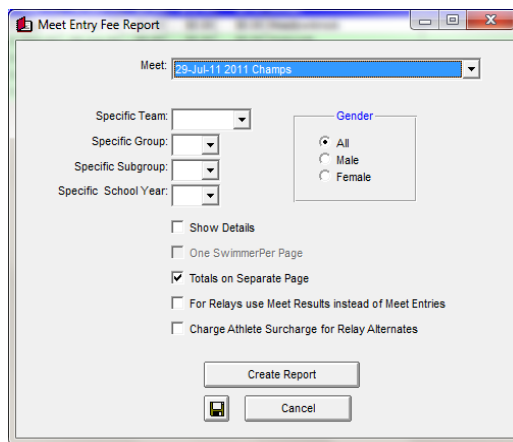
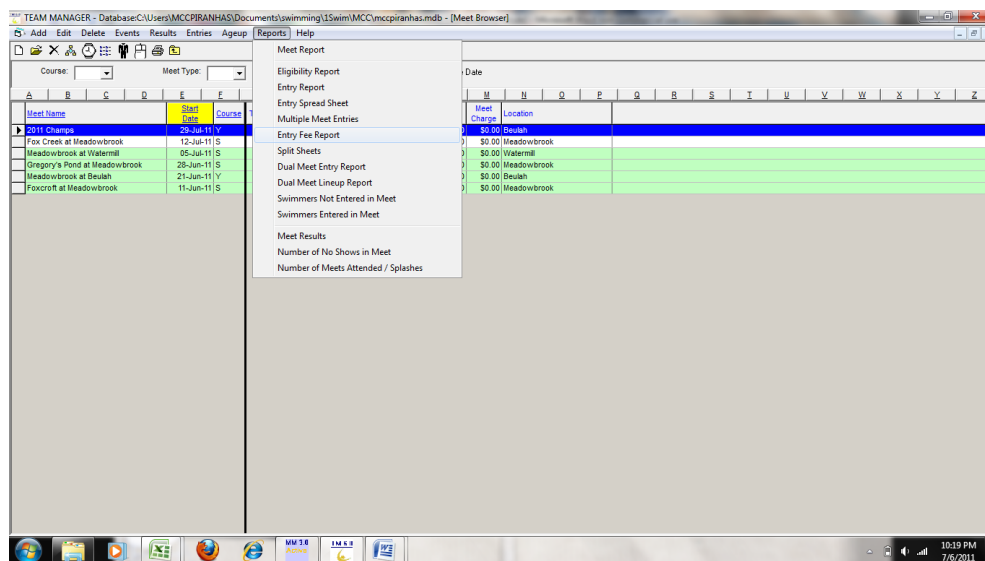
Display Options

☒ Show ID# ☒ Show Proof of Time ☐ Show Unconverted Time ☐ Do NOT Show Entry Time ☐ Show up to 4  
☐ Show Official Statement:

## 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."



Meet Info: 2022 CAL Champs

Registration Deadline: July 19, 2022

Email Event Signup Invitation [Preview](#)

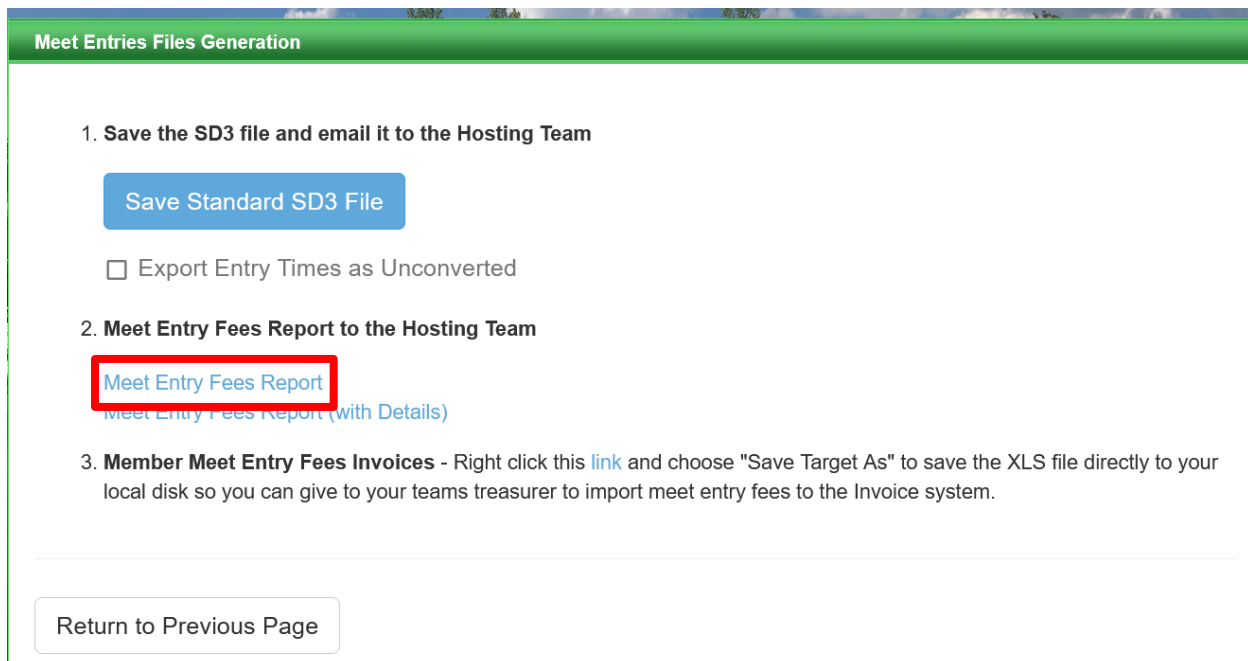
**QuickEntries**  
QuickEntries by Athlete | Overview

**Report**  
Eligibility | Split Sheets | Entry Report

**Export**  
**Generate Entry Files** | Update Times

IE - By Athlete | IE - By Event | Relay Teams | Commitment Log

On the popup window, select "Meet Entry Fees Report" and a separate pdf file will be generated and download to your browsers download folder.



Meet Entries Files Generation

1. Save the SD3 file and email it to the Hosting Team  
[Save Standard SD3 File](#)  
☐ Export Entry Times as Unconverted
2. Meet Entry Fees Report to the Hosting Team  
[Meet Entry Fees Report](#)  
[Meet Entry Fees Report \(with Details\)](#)
3. Member Meet Entry Fees Invoices - Right click this [link](#) and choose "Save Target As" to save the XLS file directly to your local disk so you can give to your teams treasurer to import meet entry fees to the Invoice system.

[Return to Previous Page](#)

### 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

The screenshot shows the 'Athlete Reports' window with the following sections:

- Mailing Labels:** Custom Layout, Athlete Rosters (selected), Registration ID Exception, Contact / Mailing / Medical / Recruiting, Attendance.
- Month of Birth:** A dropdown menu with a note: 'Use for list of birthdays in selected month.'
- Show Birthdate:** ☒
- Show Registration ID:** ☒
- Group Filters:** Team: FAST-VA, Group: [dropdown], Subgroup: [dropdown], School Year: [dropdown], WM Group: [dropdown], WM Subgroup: [dropdown], LSC: [dropdown].
- Sort by:** ☒ Name, ☐ Team 1, ☐ Age Descending, ☐ Age Ascending, ☐ Athlete ID Number.
- Gender:** ☐ Male, ☐ Female, ☒ Both.
- Age:** Low Age ☐, High Age ☐.
- Athlete Status:** Include Inactive ☐, Inactive Athletes Only ☐.
- Buttons:** Create Report, Cancel.

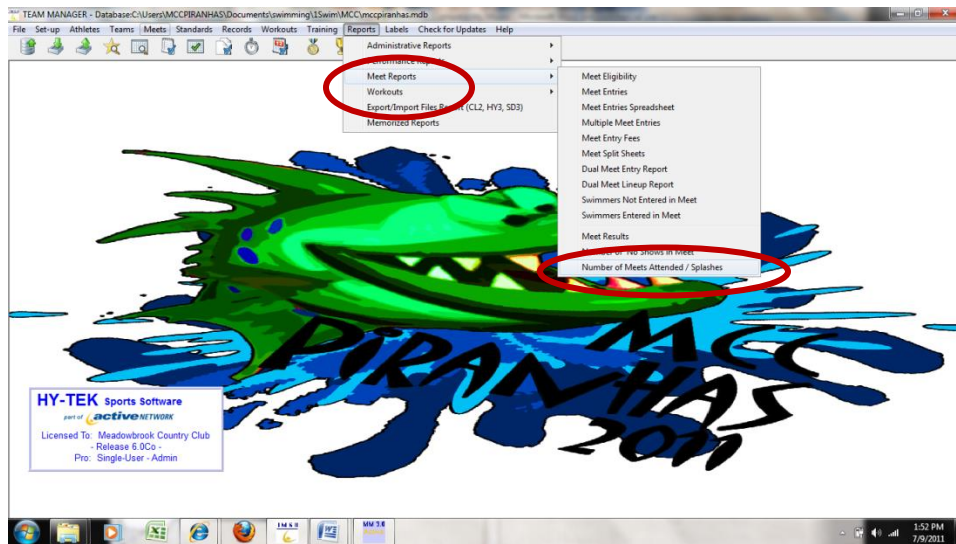
#### Team Unify

- **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.

Number of Meets Attended Report

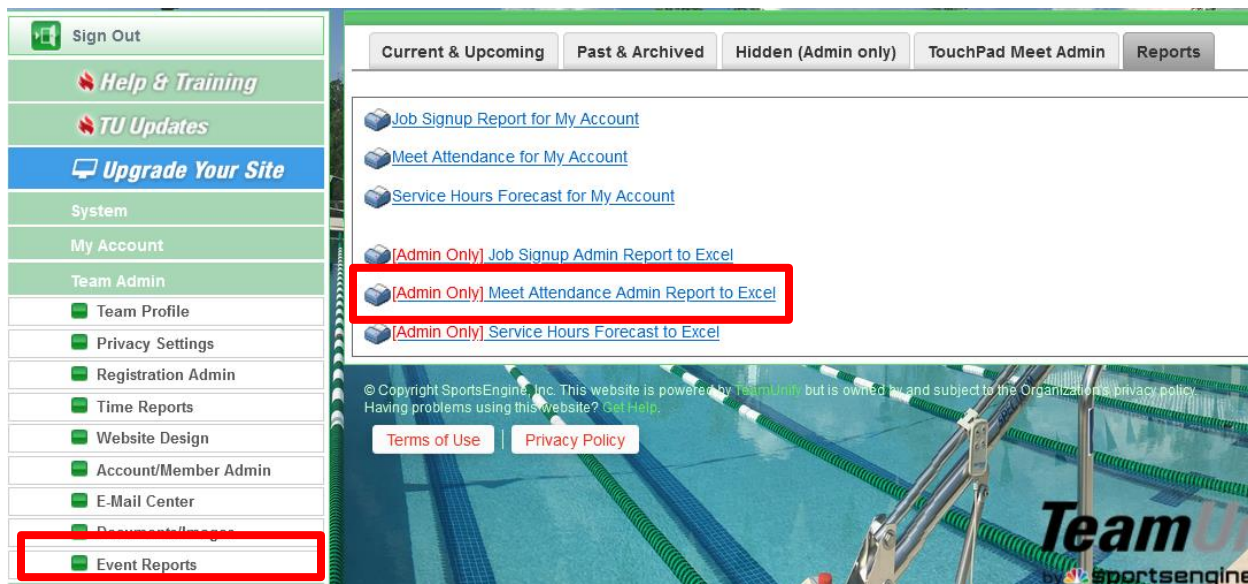
<b>Date Filters</b> Meets Since <input checked="" type="checkbox"/> 06/09/18 Meets Until <input type="checkbox"/> MM/DD/YY		<b>Meet Filters</b> Meet Type: <input type="text"/> Course: <input type="text"/>	
<b>Athlete Filters</b> Team: FAST-VA Group: <input type="text"/> Subgroup: <input type="text"/> WM Group: <input type="text"/> WM Subgroup: <input type="text"/> School Year: <input type="text"/> Include Inactive <input type="checkbox"/> Include Relay Only Swims <input type="checkbox"/> Include Athletes with no meets attended <input checked="" type="checkbox"/>		<b>Sort</b> <input type="radio"/> Name <input checked="" type="radio"/> Meets Attended <input type="checkbox"/> Include Number of Splashes <input type="button" value="Create Report"/> <input type="button" value="Cancel"/>	

## 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:



### Meet Attendance Report To Excel

Please note that information contained in this report is generated from the online meet entry declaration system.

Meet Filter			
Course: --ALL--	Meet Type: --ALL-- (Must <b>connect</b> Meet Results under [Events/Past & Archived] tab)	*Since Date: 06/01/2022	Until Date:
Member Filter			
Gender: --ALL--	Status: *Active	Roster Group: --ALL--	Location: --ALL--
Billing Group: --ALL--			
Other Filters			
Event: Individuals & Relays	Show Athletes without any meet attended: No		Show Meet Name: No
<input checked="" type="checkbox"/> Approved Events Only			

Report Now!



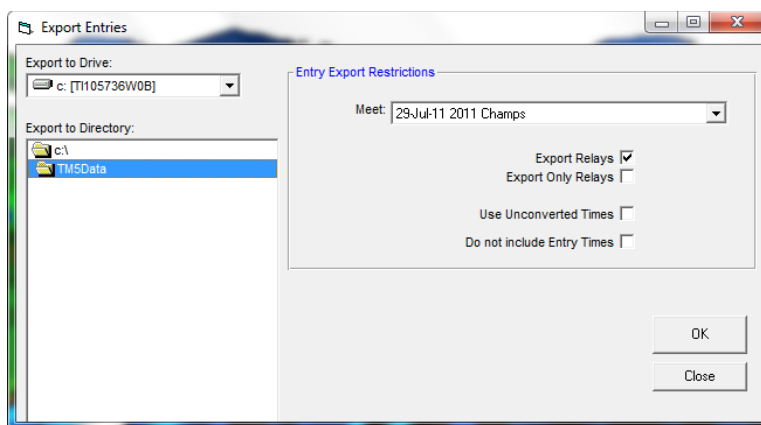
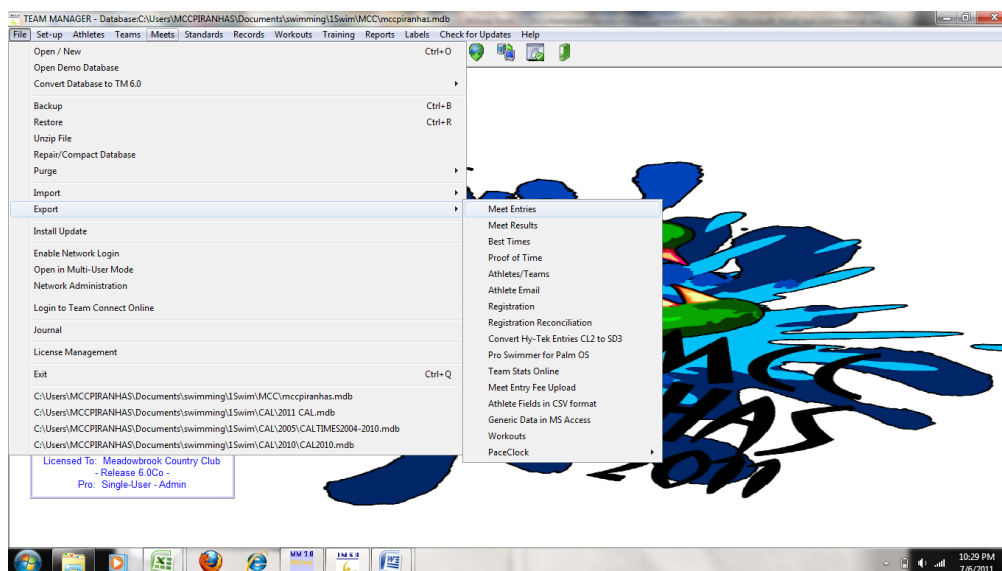
**Double Check:** You should have created the following six reports, each of which must be turned in with your entries as part of Registration:

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

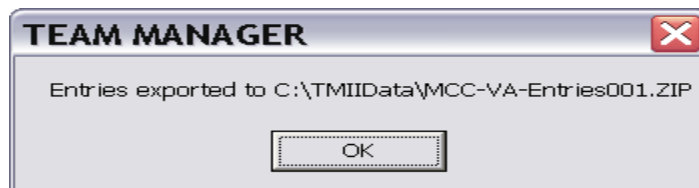
## **EXPORTING ENTRIES: TEAM MANAGER**

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](mailto:sprinklesrva@gmail.com), and please cc: Ryan Criste ([calvicepresident@gmail.com](mailto:calvicepresident@gmail.com)) and Margaret O'Shea ([calexecutiveboard@gmail.com](mailto: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](mailto:calexecutiveboard@gmail.com))

Ryan Criste (412-983-1772, [calvicepresident@gmail.com](mailto:calvicepresident@gmail.com))

Liz Shoulders (804-337-2524, [sprinklesrva@gmail.com](mailto:sprinklesrva@gmail.com))