

2024
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

- Champs Rule 6: Each club may enter a maximum of **four relays** per event, spread across the speed categories (below).
- Relays MUST have a calculated seed time (Champs Rule 16). That seed time must be the faster of either:
 - A time that that exact same relay (same swimmers) has actually swum during the 2024 regular season; or
 - A custom time, calculated by adding up the best times for each swimmer, for the leg of the relay each swimmer is completing
- The speed category for the relay will be determined based on the following time standards:

Age Group	Free Relay Standards	Medley Relay Standards
8 & Under	Gold: 1:20.67 Silver: 1:34.31	Gold: 1:36.12 Silver: 1:51.38
9 -10	Gold: 2:28.71 Silver: 2:49.00	Gold: 2:54.80 Silver: 3:21.35
11-12	Gold: 2:05.77 Silver: 2:21.64	Gold: 2:26.21 Silver: 2:47.71
13-14	Gold: 1:52.62 Silver: 2:03.19	Gold: 2:09.23 Silver: 2:24.75
15-18	Gold: 1:44.12 Silver: 1:52.78	Gold: 1:59.07 Silver: 2:11.24

- Relays with a seed time that do not meet the silver/gold standards will compete in the Bronze division. At least one swimmer on a relay entered in the bronze division must have attained a Champs qualifying time in the individual event corresponding to the leg of the relay that swimmer is swimming. (Champs Rule 6.3)

- 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.
- 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.
- If you have to make a relay substitution at Champs, PLEASE be prepared to modify the entry time of the relay accordingly, to make sure that the relay is scored in the correct speed category.

ENTRY LIMITATIONS

- A swimmer may enter a maximum of five (5) championship events, including relay swims.
- But the maximum individual events allowed is four (4).
- So a swimmer can enter four individual events and no relays, four individual events and one relay, three individual events and two relays, etc.

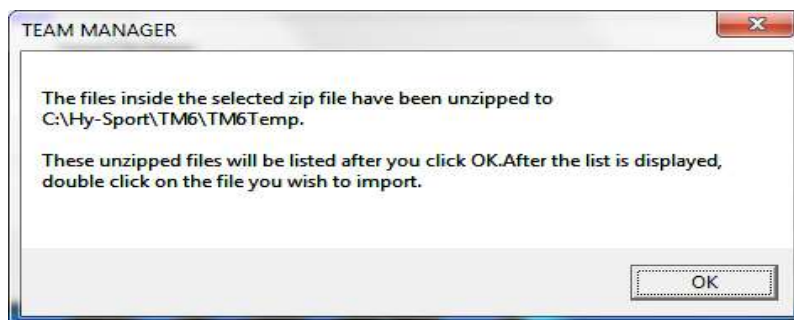
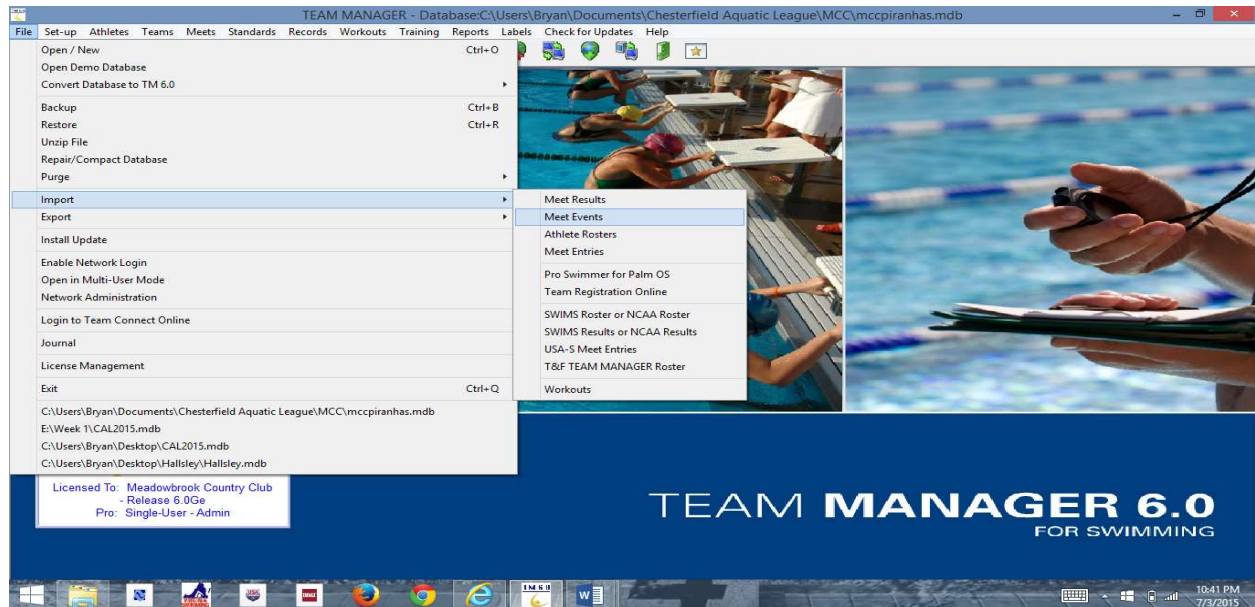
SEVEN REPORTS MUST BE EMAILED WITH YOUR ENTRIES:

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. Athlete Top Times Report – sorted by name
7. 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

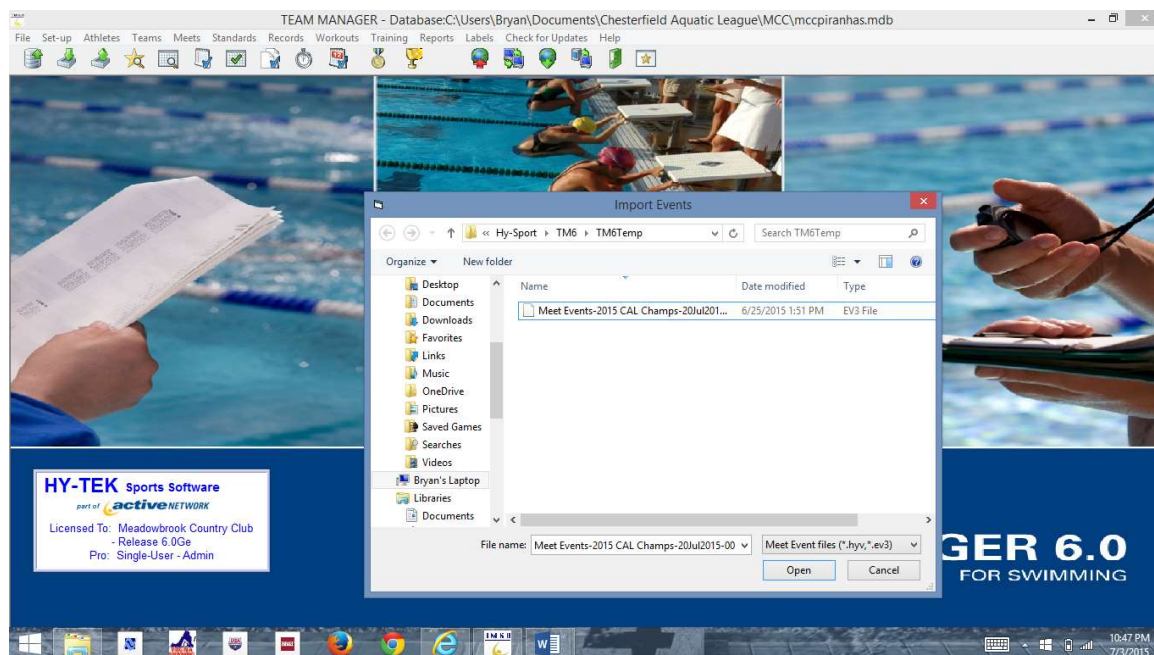
1. Download the [Champs Event Template](#). The Event File is found on the CAL website under the CHAMPS tab: Right click on “Event File for Team Manager,” select “Save Link As,” and then save to a designated folder on your computer.
2. Open your team’s database from within Team Manager.
3. Import the 2024 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.

2024 Champs Entries Instructions



Select OK from this popup.



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

2024 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 2024 Champs meet to display the Meet Maintenance popup.

The screenshot shows the TEAM MANAGER software interface. The main window displays a list of meets on the left, with the 2024 CAL Champs meet selected. The Meet Setup dialog box is open, showing the following fields:

- Meet Name: 2015 CAL Champs
- Facility Name: Collegiate School Aquatic Center
- Street Address: 5050 Ridgedale Parkway
- Address Line 2:
- City: Richmond
- State / Province: VA
- Postal Code: 23234
- Country: USA
- Course: Y
- Sanction Number:
- Internal Remarks:
- Instructions:

Below these fields are the Meet Dates and Advanced Settings sections. The Meet Dates section includes:

- *Start Date: Jul 20, 2015
- End Date: Jul 21, 2015
- *Meet Host Entry Deadline: Jul 19, 2015

The Advanced Settings section includes:

- Non-Conforming Course Factor: 0
- Meet Type: (dropdown menu)
- Masters Meet: (checkbox)
- Altitude: 0 feet

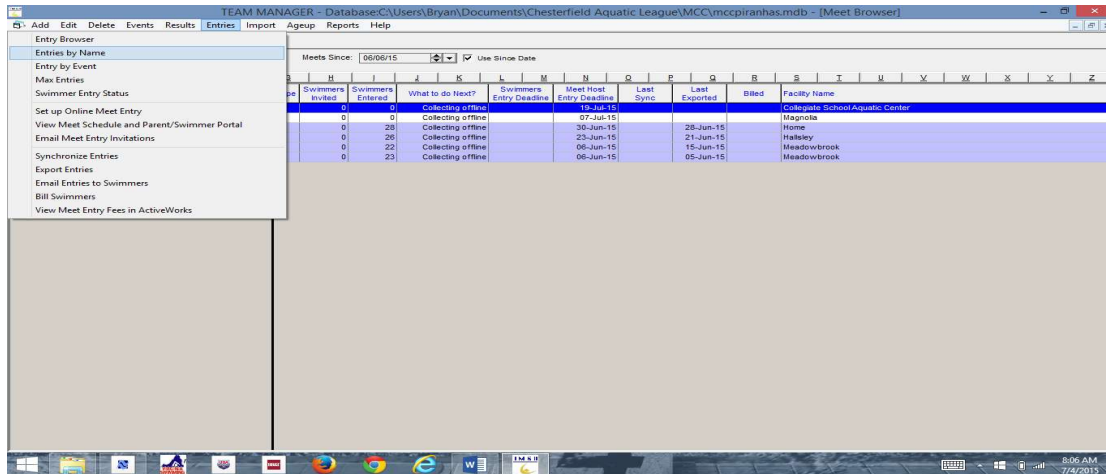
The dialog box has buttons for Help, Save, and Cancel.

Under the Eligibility Rules Tab, make sure the "Use Times Since Date" box is check-marked with June 11, 2024 listed under "Use Times Since." Don't change any other data.

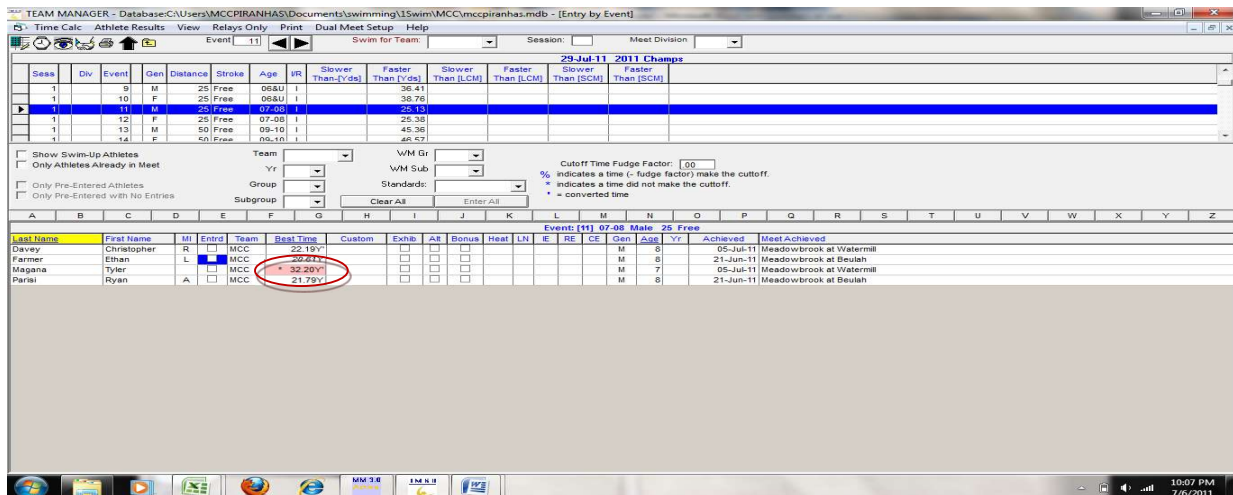
Select OK when complete.

- 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).

2024 Champs Entries Instructions

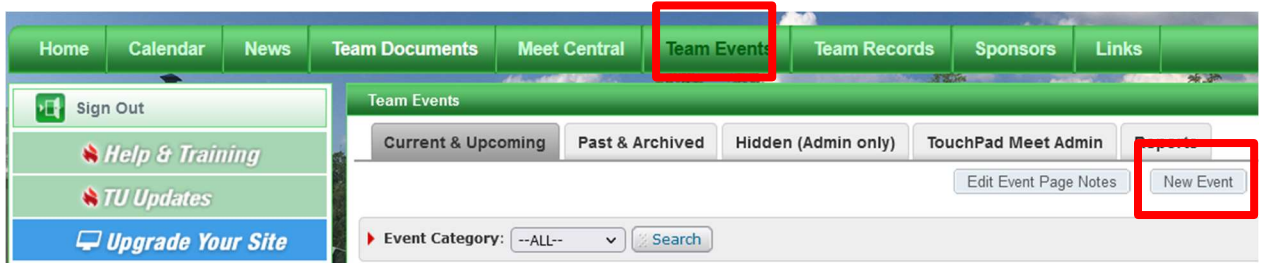


If a swimmer is **NOT QUALIFIED** for Champs their time will appear in a red cell. You may not enter the swimmer in this event. The swimmer may, however, be entered in relays, consistent with the rules for those events.



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.

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**
 - Make sure your "Age Up Date" is set to 5/31/24 and your "Use Since" is set to 6/11/24.
- **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:
**Chesterfield, ,
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
Caroline Criste *Active	✔ Committed	# 7 (d1/s1): G 13-14 100 Medley (NT Approved) # 31 (d1/s1): G 13-14 50 Back (36.89Y Approved) # 51 (d1/s1): G 13-14 50 Breast (48.01Y Approved) Relay (Entered by Admin): # 56 (d1/s1): X 13-14 200 Free Relay (Team B)	07/08/22 11

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Committed Athletes

Athlete Signup **Committed Athletes** Undeclared Declined

[Meet Info: 2022 Dual Meet Template-Week 5](#) [Email Event Signup Invitation](#) [Preview](#)

Registration Deadline: July 7, 2022

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

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	<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 Approved) <input type="checkbox"/> #14 (d1/s1): B 9-10 50 Free (48.68Y Approved) <input type="checkbox"/> #26 (d1/s1): B 9-10 50 Back (49.46Y Approved)				6/14/
2	<input type="checkbox"/>		<input type="checkbox"/> #19 (d1/s1): G 13-14 50 Free (33.60Y Approved) <input type="checkbox"/> #31 (d1/s1): G 13-14 50 Back (43.22Y Approved) <input type="checkbox"/> #51 (d1/s1): G 13-14 50 Breast (49.36Y Approved)				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

You may enter a total of four relays, which will be sorted in speed categories and scored accordingly.

YOU MUST INCLUDE the faster of an actual seed time (e.g., this exact relay has swum this exact time during the 2024 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).

Please make sure that the relay entry time is being provided in **YARDS**. If using an actual relay time as a seed time, if it was swum in a meters pool, that time will need to be converted from SCM to SCY using the 1.11 conversion factor.

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 that leg of the relay to calculate the seed time.

The screenshot shows the 'TEAM MANAGER' software interface. The main window is titled 'Entry by Event' and displays a table of swimmer entries for the '29-Jul-11 2011 Champs' event. The table has columns for Swimmer, Div, Event, Gen, Distance, Stroke, Age, JR, Slower Than (Yds), Faster Than (Yds), Slower Than (Lcm), Faster Than (Lcm), Slower Than (SCM), and Faster Than (SCM). A list of swimmers is shown on the right, including Robert Cordova, Christopher Devey, Ethan Farmer, Jessica Garner, Hannah Jens, Carson Langford, Ferdinand Magana, Tyler Magana, Ryan Parisi, Gillian Staneart, Grace Staneart, and Jessie Wallin. The 'Calculate Custom' button is highlighted with a red circle.

Please note that the “calculate custom” button will only provide an accurate seed time if your team database is up to date. You can also use a good old-fashioned calculator and type the correct entry time under “custom.”

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 Auto Find ^{NEW} 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 Log 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 VIEW						
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	F
	Free		21.53Y	8	6/28/22	2
	Free		25.58Y	8	6/28/22	2
	Free		19.35Y	8	6/28/22	2
<input type="checkbox"/> Relay B			1:43.91Y			
	Free		25.87Y	6	6/14/22	F
	Free		26.57Y	7	6/28/22	2
	Free		27.88Y	5	6/14/22	F
	Free		23.59Y	7	6/14/22	F

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	
1	X	25	Free			Select
2	X	25	Free			Remove All
						Remove
						Remove
						Remove

In the new page, Label your Relay Team under “Team Name”. Then Hit “Select” and choose 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

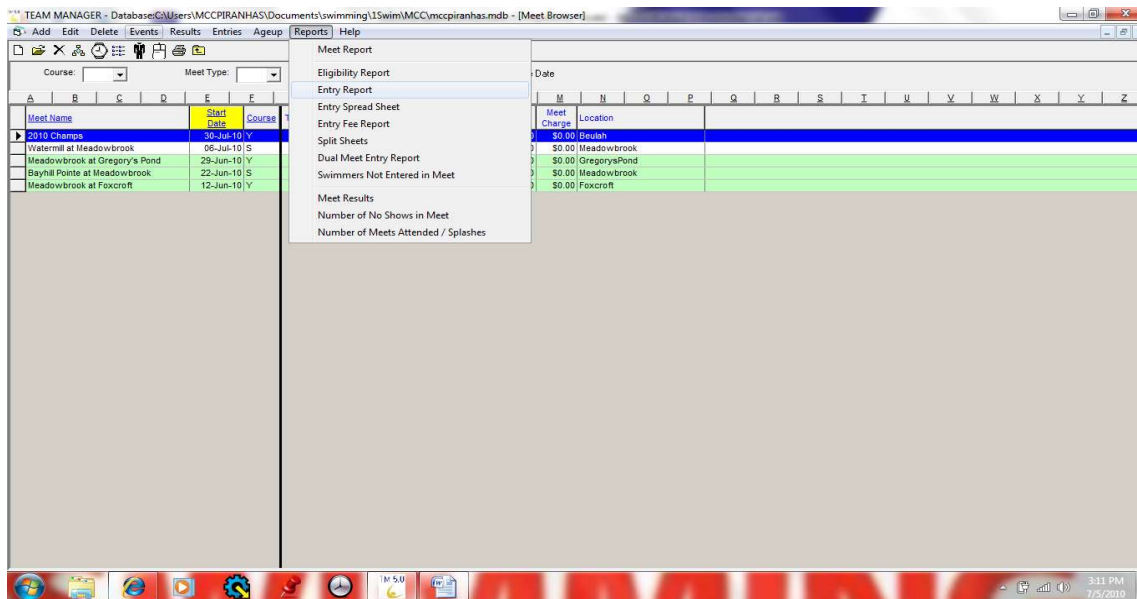
	Leg	Member	ID#	Best Time ▲	Gender	Age on 05/31/2022	Roster/Location
<input type="checkbox"/>	1 ▼			<u>19.35Y</u>	Male	8	
<input type="checkbox"/>	1 ▼			<u>19.69Y</u>	Female	8	
<input type="checkbox"/>	1 ▼			<u>21.53Y</u>	Female	8	

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

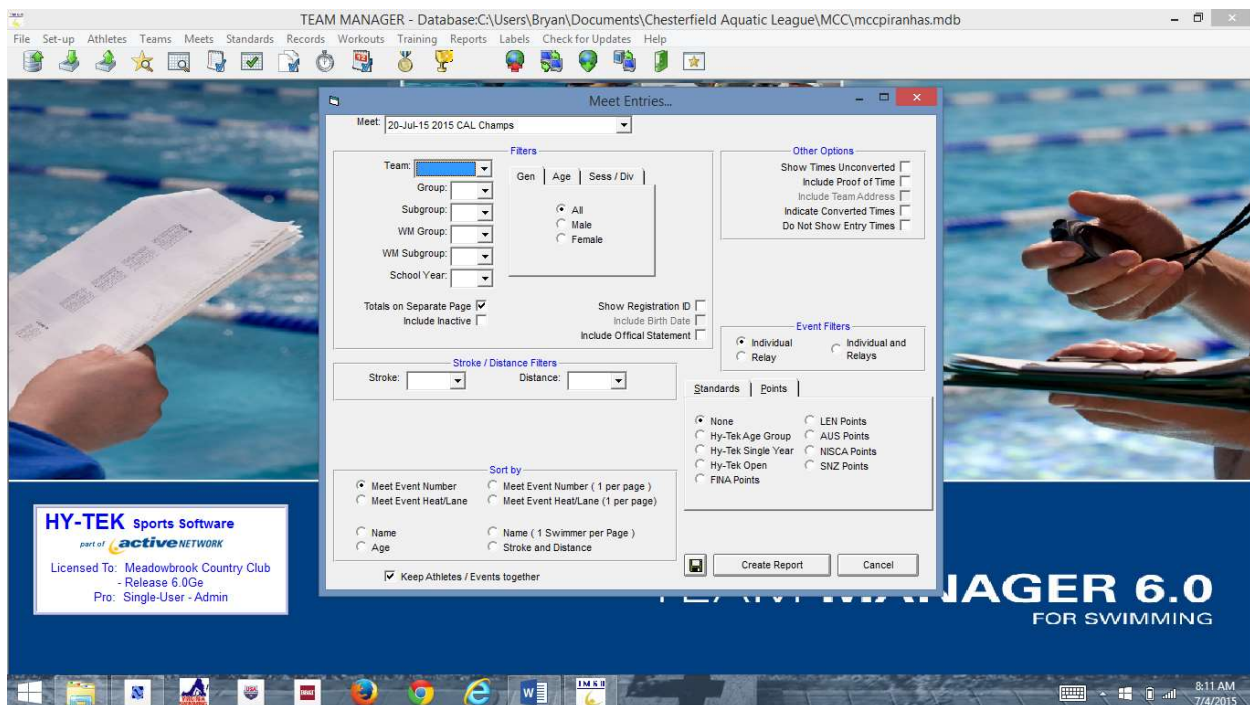
CREATING THE REQUIRED REPORTS

1. Meet Entry Reports

Once all of the entries are complete, stay in the “Meet” section of Team Manager. Make sure the 2024 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 – 2024 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 – 2024 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 Official Statement

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 – 2024 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 – 2024 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.

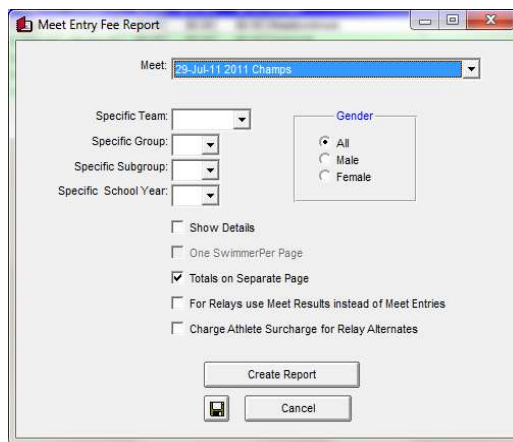
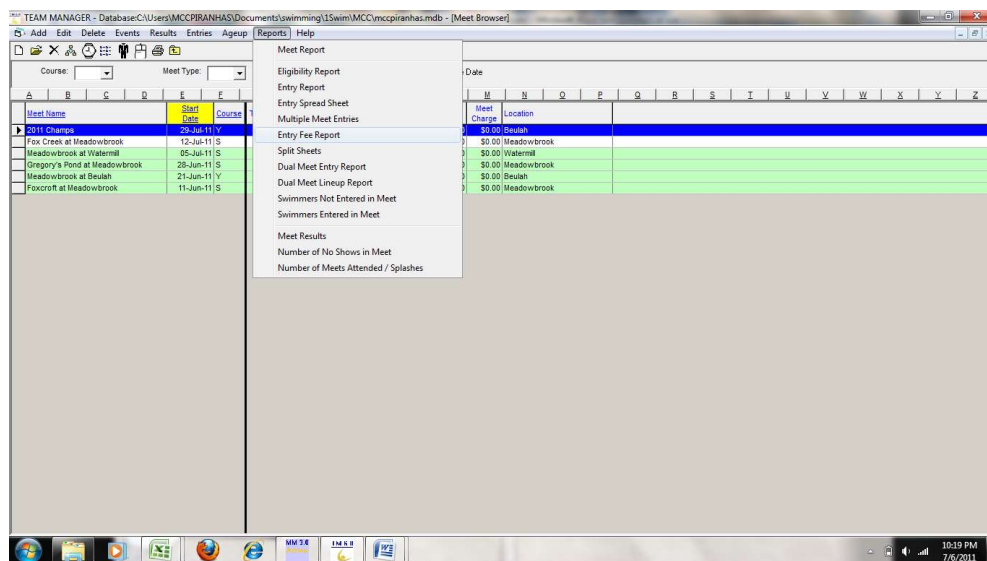
Team Unify

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 2024 Champs meet highlighted, select Reports, Entry Fee Report.



From the Meet Entry Fee Report popup, select the following to create the report:

1. Meet – 22-July 2024 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.

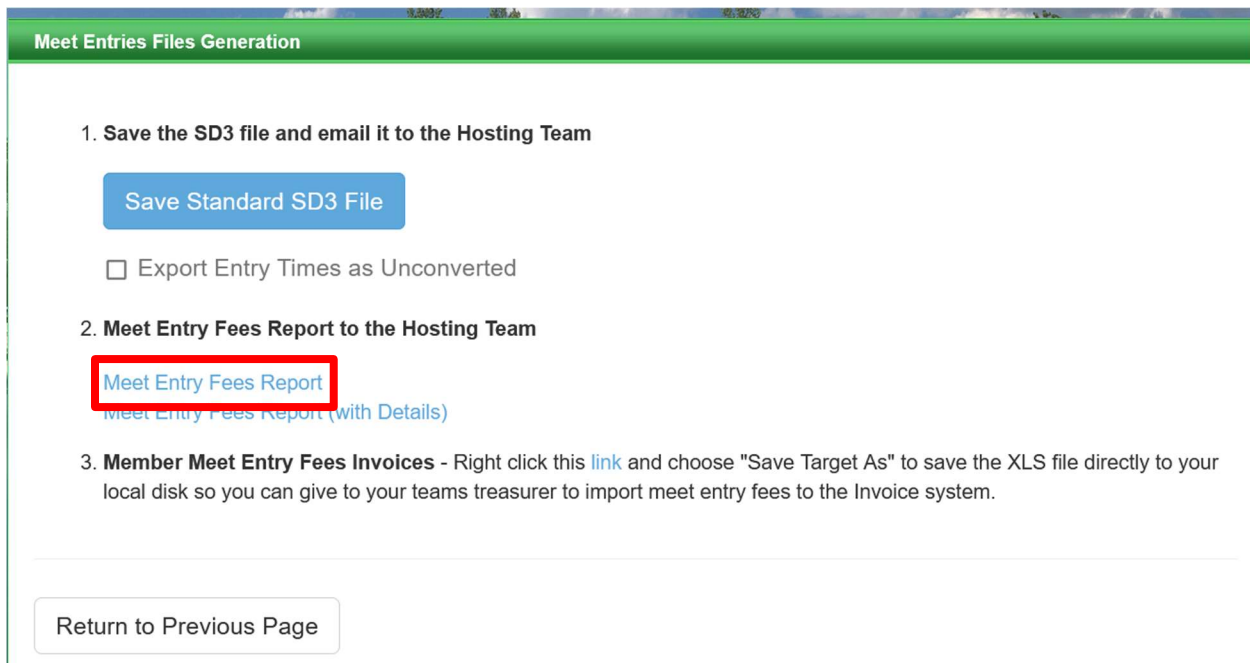
Team Unify

From the Entry approval tab, click on “Generate Entry Files.”



The screenshot shows the 'Meet Info: 2022 CAL Champs' page. At the top, there's a registration deadline of July 19, 2022, and a button to 'Email Event Signup Invitation'. Below this, there are three main tabs: 'QuickEntries', 'Report', and 'Export'. The 'Export' tab is active, and within it, the 'Generate Entry Files' link is highlighted with a red box. Other links in the 'Export' tab include 'Update Times'. At the bottom, there are buttons for 'IE - By Athlete', 'IE - By Event', 'Relay Teams', and 'Commitment Log'.

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



The screenshot shows a popup window titled 'Meet Entries Files Generation'. It contains three numbered steps:

- 1. Save the SD3 file and email it to the Hosting Team**
There is a blue button labeled 'Save Standard SD3 File'. Below it is a checkbox labeled 'Export Entry Times as Unconverted' which is currently unchecked.
- 2. Meet Entry Fees Report to the Hosting Team**
There is a blue button labeled 'Meet Entry Fees Report' which is highlighted with a red box. Below it is a link labeled '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.

At the bottom of the popup, there is a button labeled '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. It has a tabbed interface with 'Mailing Labels', 'Custom Layout', 'Athlete Rosters', 'Registration ID Exception', 'Contact / Mailing / Medical / Recruiting', and 'Attendance'. The 'Athlete Rosters' tab is active. Inside this tab, there is a 'Month of Birth' dropdown menu with a note: 'Use for list of birthdays in selected month.' Below this are two checked checkboxes: 'Show Birthdate' and 'Show Registration ID'. To the left, under 'Group Filters', there are dropdowns for 'Team' (set to 'FAST-VA'), 'Group', 'Subgroup', 'School Year', 'WM Group', 'WM Subgroup', and 'LSC'. In the center, under 'Sort by', there are radio buttons for 'Name', 'Team 1', 'Age Descending', 'Age Ascending', and 'Athlete ID Number'. To the right, under 'Athlete Status', there are checkboxes for 'Include Inactive' and 'Inactive Athletes Only'. At the bottom right, there are 'Create Report' and 'Cancel' buttons. There are also 'Gender' (Male, Female, Both) and 'Age' (Low Age, High Age) sections at the bottom.

Team Unify

- **Export TeamUnify Roster**
 - Org Tools -> Members Tab - Select All using first row check box -> Export -> SDIF -> Age Up date of 5/31/24
- **You may need to filter your members to only include active athletes if you have coaches and/or board members in your member directory.**

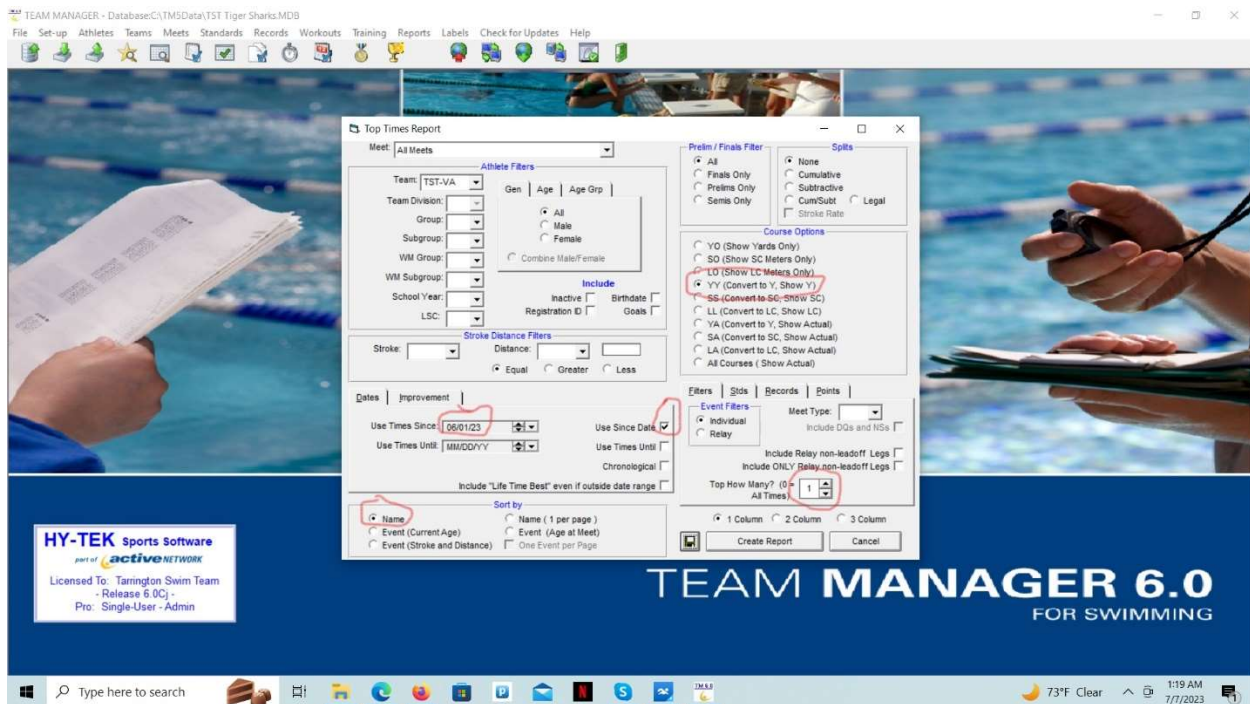
4. Top Times Report

This year, to help verify relay entry times, we are asking teams to also turn in a top times report, sorted by athlete.

TEAM MANAGER

From the Home Page in Team Manager, select the following to create the report.

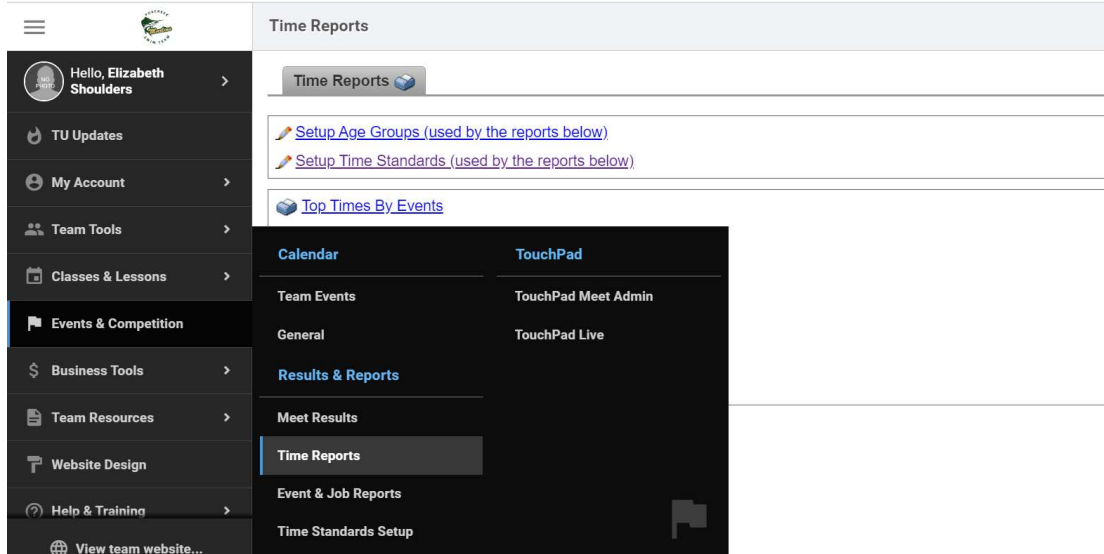
1. Reports
2. Select "Performance Reports"
3. Select "Top Times"
4. On the Top Times Reports window:
 - a. In "Course Options," select "YY (convert to Y, Show Y)"
 - b. Under dates, in the "Use Times Since," fill in 06/11/24, and click the box beside "Use Since Date" (This is important – to make sure is only showing times for this season)
 - c. Make sure "Name" is selected under "sort by"
 - d. Under "Top How Many," make sure "1" is showing
5. Click "Create Report"
6. Save as PDF



TEAM UNIFY

From the Side Bar in Team Unify, select the following to create the report.

1. "Events & Competition"
2. Select "Time Reports"



3. Select "Top Times by ATHLETES"
4. On the Top Times by Athletes window:
 - a. In "Course Options," select "S&Y → Y"
 - b. Under "In this period", enter from 06/11/24 to 07/16/24
 - c. Make sure you have only "Active" athletes chosen and filter out any additional billing groups you may have (don't include board members, coaches, etc)
 - d. Change the "Age Up" date to 5/31/24
 - e. Under the "Meet Event Filter", choose "Individuals Only", "Best of Prelim/Finals" and "All" strokes
 - f. Under "Display Options", change the "Output Format" to "PDF Listing"
 - i. Enter a 1 in the "Show Top" box
 - ii. The Green **STANDARD** box should show the CAL2023 Standards that you manually entered earlier this year.
5. Click "Report Now"
6. Save and print your PDF to turn in.

Top Times By Athletes

Meet Filter

Meet Name: --ALL--

Course: S&Y -> Y

Meet Type: [select](#)

In this period: 6/06/23

To 7/11/23

Member Filter

☐ Match ID# OnlyBilling Group: --ALL--
Coaches
Board Members
update me
Age Group Swimming
Senior Swimmers

Gender: --ALL--

Roster Group: --ALL--
Age Group Swimming
15-18
Mini Marlins
6 & Under
7-8

Status: *Active

Age Up: 05/31/23

Location: --ALL--
FoxCreek

Meet Event Filter

Event: Individuals ONLY

P/F: Best of Prelims/Finals/Trial

Stroke: --ALL--

Free
Back
Breast
Fly
Medley

Distance:

Display Options

☐ Show ID#☐ Show Birthdate

Relay Lead-Off: Setting in Results By Meets

Output Format:  PDF: Listing

Show Top 1 Entries (0 or blank for all)

Include Splits: No Splits

Standard: 2023 CAL2023 Standards

[View Standard](#)

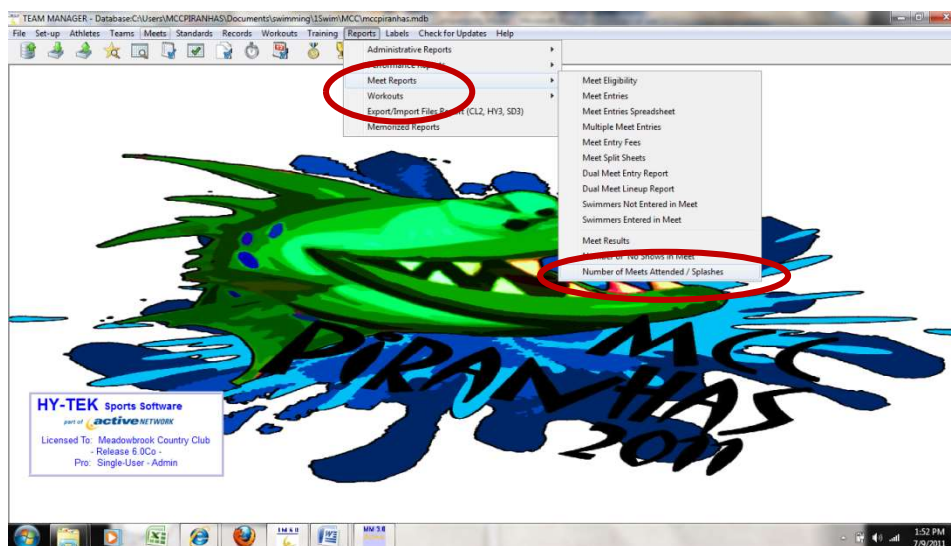
Show ONLY Matches or Exceeds: --ANY Designator--

 Report Now!

5. 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.

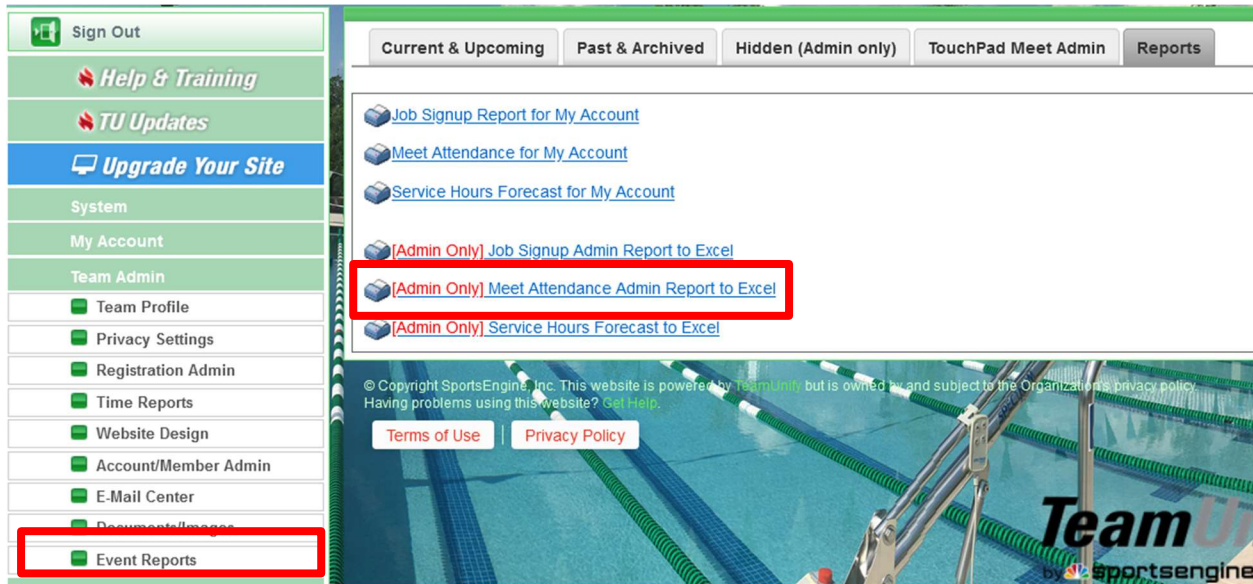
1. Reports
2. Select Meet Reports
3. Select "Number of Meets Attended/Splashes"
4. Check "Meets Since" and enter "6/11/24" **(**Please use this date. Don't make up your own.**)**
5. Under Sort, select Meets Attended
6. Check the box for Include Athletes with no meets attended
7. Create Report, and save 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 11 June 2024, 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 connect Meet Results under [Events/Past & Archived] tab)				*Since Date: 06/01/2022	Until Date:
Member Filter Gender: --ALL-- Billing Group: --ALL-- Status: *Active Roster Group: --ALL-- Location: --ALL--					
Other Filters Event: Individuals & Relays <input checked="" type="checkbox"/> Approved Events Only Show Athletes without any meet attended: No Show Meet Name: No					

Double Check: You should have created the following seven reports, each of which must be turned in with your entries electronically 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. Top Times Report (by Name)
7. Meet Attendance Report

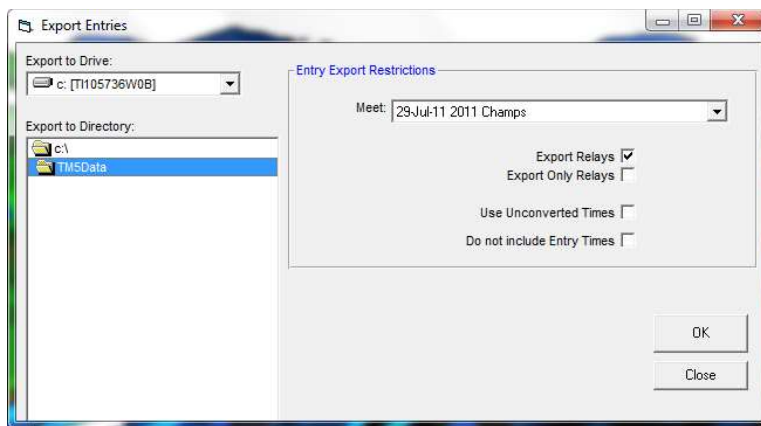
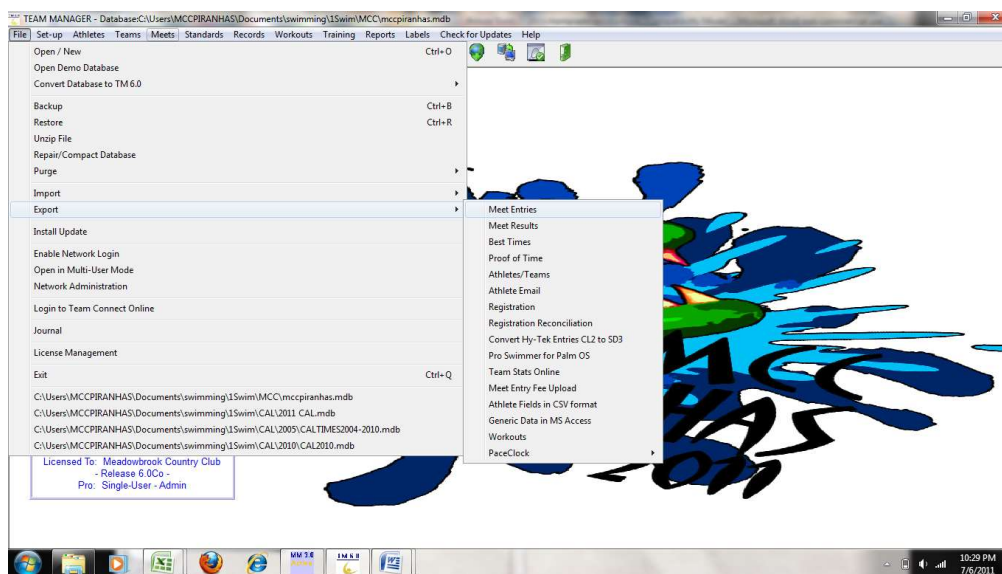
Hard Copies to be turned in on FRIDAY, 7/19 include:

1. Athlete Roster (full roster, including athletes not entered in Champs meet)
2. Meet Attendance Report (“Splash Report”)
3. Top Times Report (by Name)

EXPORTING ENTRIES: TEAM MANAGER

Once you are satisfied with your entries and have printed the 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 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 seven required reports to Liz Shoulders at sprinklesrva@gmail.com, and please cc: Maren Riehm (marenriehm@gmail.com) and Margaret O'Shea (margaret_hoehl@yahoo.com) on that email.

The deadline for submitting the email attaching your entry file and the required reports is **12:00 p.m. on Thursday, July 18th**.

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 with a PDF of your entries.

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 **5:30 and 8:00 PM on Friday, July 19th**. Please also bring a hard copy of your meet attendance report ("splash report") and top times report.

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

Liz Shoulders (804-337-2524, sprinklesrva@gmail.com)
Maren Riehm (804-400-1170, marenriehm@gmail.com)
Margaret O'Shea (757-256-8665, margaret_hoehl@yahoo.com)

Thank you, and good luck!!!