

DIVISION RECORD KEEPER INSTRUCTIONS

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INTRODUCTION - Why do we need Division Record Keepers, etc.

The Division Record Keepers maintain the team rosters and records for their Division, which are used to verify the A and B Conference entry files provided by each team at the Seed Meeting prior to the A and B Conference Meets.

Each hosting (home) team record keeper should email the meet results file and the Meet Manager locked backup file to the Division Record Keepers within 48 hours following each swim meet. Division Record Keepers should verify they have results for all swim meets throughout the season. This will make life easier for everyone.

The Division Record Keepers use the *Team Manager* software to set up a **SEPARATE *Team Manager* file for each team in their Division...** this will greatly ease the creation of relays for Conference meets. The Division Record Keepers will import all meet results into the corresponding *Team Manager* file for each team in their Division.

The Division Record Keepers may also need to remind team record keepers to send results after each meet. Contact information for team record keepers can be found at:

<http://www.swimdsdc.org/>

TEAM MANAGER SETUP and MAINTENANCE - *for experienced users*

If you have a Team Manager file from a previous year, you can make a copy of the file to save time: (If creating from scratch, [skip to Setup](#))

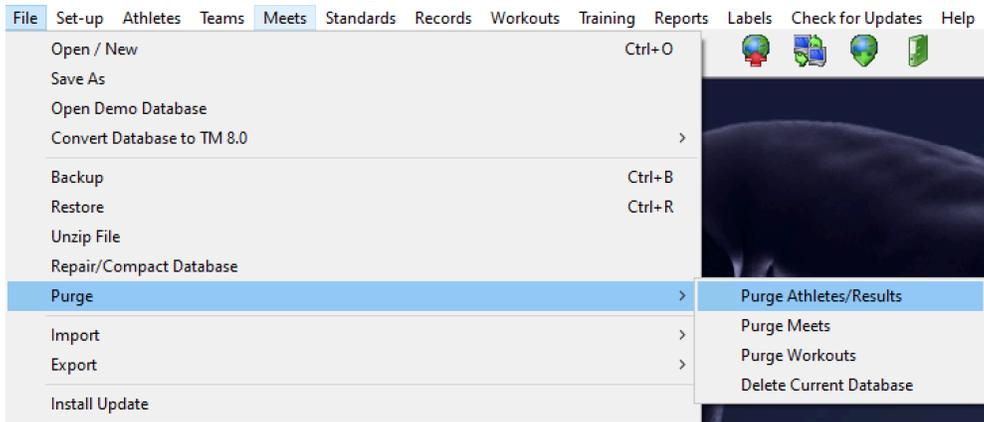
Open the old Team manager file, then:

Select 'File' > 'Save As'.

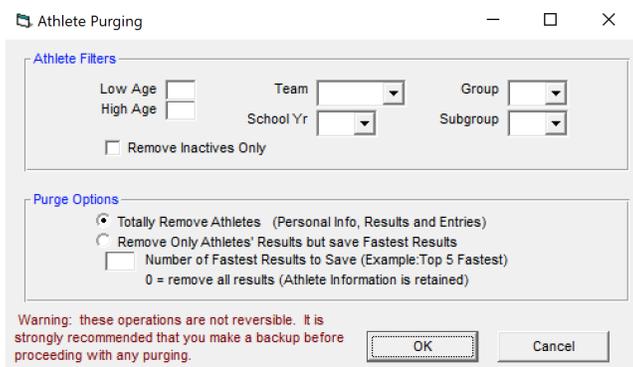
- Provide a new team name/year and 'Save' (i.e. Itasca_2025)

Then purge the old data to reuse the file for a new year.

- Select 'File' > 'Purge' > 'Purge Athletes/Results'.

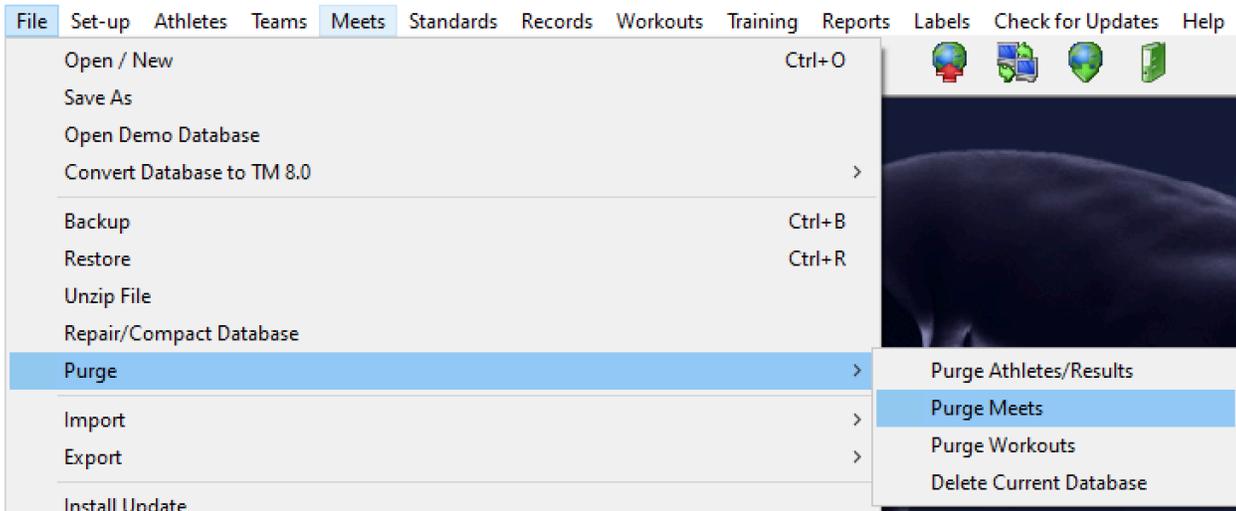


Then select 'Totally Remove Athletes'



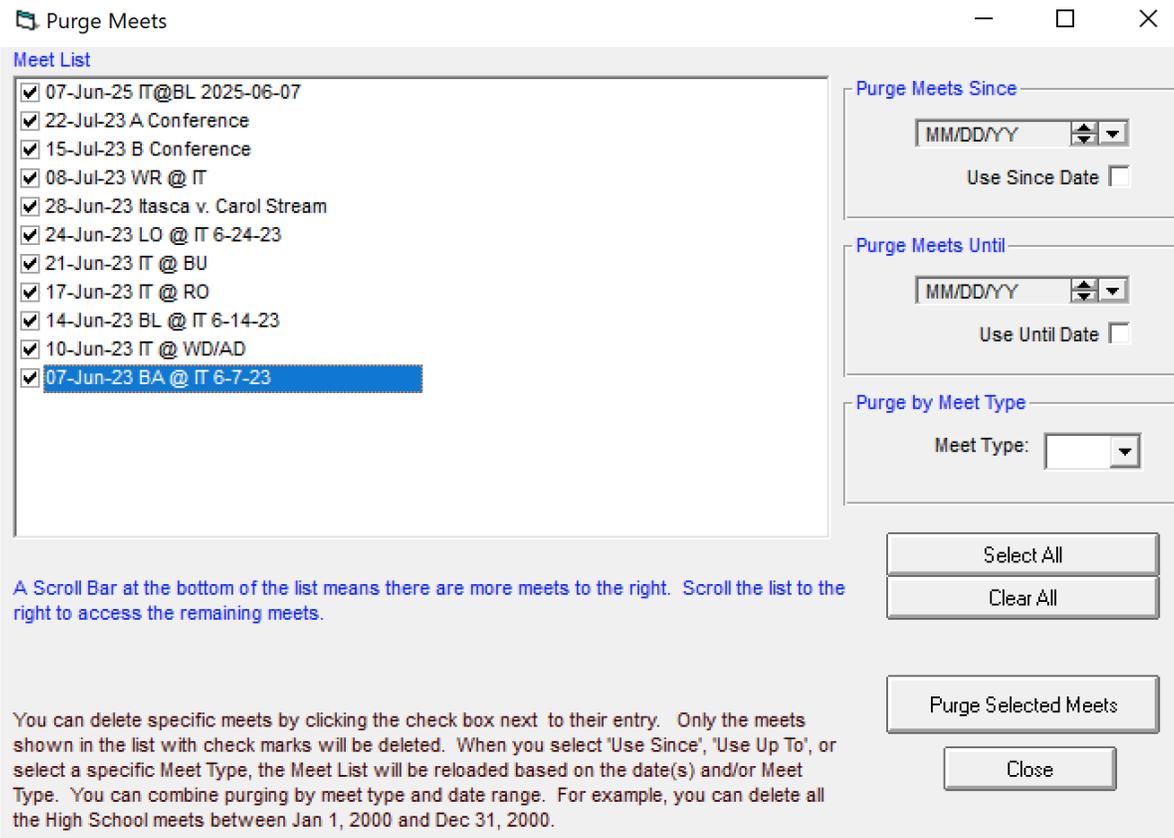
Then purge the old meet files.

- Select 'File' > 'Purge' > 'Purge Meets'.



Select the old meets to remove.

- Select 'Purge Selected Meets'



Save separate copies of the file for each team in the Division.

Skip to the [Importing Meet Results](#) section

System Preferences for Team Manager - for novice users

- Select 'Set-up' > 'Preferences' > 'System Preferences'.

Select the following:

- Gender Designations = Boys/Girls (B/G)
- Athlete Screen / Browser Display Options = Show Ages, Show Birth Date, Last Name First
- Show Only 'Faster than' Time STD/Qual Times = unchecked
- Relay Lead-Off Splits = unchecked
- Enable Stroke Rate Reporting = unchecked
- Automated Reminders – Automatic Backup every = 7 days
- Automated Reminders – Automatic Update Check every = 7 days

NOTE: The backup will be stored in your Database directory (probably TMxxData).
The backup file is named SWTM4Archive – xxxx-01.zip where xxxx is the name of your TM Database. TM will maintain up to 10 backups.

- Default Team Registration = USS
- Default Team Type = AGE
- Default Country = USA
- Default LSC = blank
- Default State = IL
- Meet Age-Up Date = 06/01/2??? (current year)
- System Age-Up Date = 06/01/2??? (current year)
- Always Age-Up to Today = unchecked

See image below...

System Preferences

Preferences

Gender Designations

Men/Women (M/W)
 Male/Female (M/F)
 Boys/Girls (B/G)

Athlete Browser Options

Show Ages
 Show Birth Date
 Show School Year
 Last Name First
 First Name First

Show Only "Faster than" Time STD / Qualifying Times

Relay Lead-Off Splits

Use Relay Lead Off Splits

State / Province Labels

Use "State" Use "Province"

Stroke Rates

Enable Stroke Rate Reporting

Automated Reminders

Automatic Backup every days

Team/Swimmer Defaults

Default Team Registration:
 Default Team Type:
 Default Country:
 Default LSC:
 Default State:
 Default City:
 Default Postal Code::

Meet Age-Up Date

Meet Start Date
 Meet End Date

 Not Applicable

System Age-Up Date

Always Age-Up To Today

Custom Age Group Preferences

Select 'Set-up' > 'Preferences' > 'Report Custom Age Groups'

- Select 'Add' to setup codes for new Groups: 05-08 (8&Under), 09-10, 11-12, 13-14, 15-19 (15 & Over).
- Select the stroke and distances for each age group, and click 'OK'.

Event Order	Age Group	Distance	Stroke
	08&U	25	Free
	08&U	50	Free
	08&U	25	Back
	08&U	50	Back
	08&U	25	Breast
	08&U	50	Breast
	08&U	25	Fly
	08&U	50	Fly
	08&U	100	IM
	09-10	50	Free
	09-10	100	Free
	09-10	50	Back
	09-10	50	Breast
	09-10	50	Fly
	09-10	100	IM
	11-12	50	Free
	11-12	100	Free
	11-12	50	Back
	11-12	50	Breast
	11-12	50	Fly
	11-12	100	IM
	13-14	50	Free
	13-14	100	Free
	13-14	50	Back
	13-14	50	Breast
	13-14	50	Fly
	13-14	100	IM
	15-0v	50	Free
	15-0v	100	Free
	15-0v	50	Back
	15-0v	50	Breast
	15-0v	50	Fly
	15-0v	100	IM
	15-0v	200	IM

Filter by:

Agegroups:

Stroke:

Distance:

Report Preferences

Select 'Set-up' > 'Preferences' > 'Report Preferences'.

Setup Report Headers:

- Header 1: = DuPage Swim & Dive Conference
- Header 2: = Bloomingdale Barracudas (Use your own team name!)

The screenshot shows the 'Report Preferences' dialog box with the 'Report Headers' tab selected. The 'Header 1' field contains 'DuPage Swim & Dive Conference' and the 'Header 2' field contains 'Bloomingdale Barracudas'. Below these fields is a section titled 'Optional Official Statement for Entries'. It contains two text boxes: the first contains the text '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.' and the second contains '(Must be a USA Swimming Non-Athlete Member)'. At the bottom are 'OK' and 'Cancel' buttons.

- Output Options = Upper/Lower Case
- Open Events = No Designation

The screenshot shows the 'Report Preferences' dialog box with the 'Punctuation' tab selected. It features two sections: 'Output Options' and 'Open Events'. In the 'Output Options' section, the radio button for 'Upper/Lower Case' is selected. In the 'Open Events' section, the radio button for 'No Designation' is selected. At the bottom are 'OK' and 'Cancel' buttons.

Course Conversion

Select 'Set-up' > 'Course Conversion'

- Enter 'Yards to SC Meters and SC Meters to Yards Conversion Factors' to 1.1
(NOT THE DEFAULT OF 1.11).

Course Conversion Setup

Age Group | High School | College | Australia | UK ASA

Yards to SC Meters -and- SC Meters to Yards Conversion Factors

25/50/100/200 Yards to
25/50/100/200 SC Meters: Enter a factor to be used to convert Yard times to SC Meters and vice-versa.
(Multiply Yards by factor to get SC Meters and divide SC Meters by factor to get Yards.)

SC Meters to / from LC Meters Turn Factors

Freestyle: seconds for each extra turn
Backstroke: seconds for each extra turn
Breaststroke: seconds for each extra turn
Butterfly: seconds for each extra turn
Individual Medley: seconds for each extra turn

-OR-

Straight Factor applied to all Strokes
Typical straight turn factor is .02 (2 %)

Add the turn factors when going from SC Meters to LC Meters. Subtract the turn factors when going from LC Meters to SC Meters.

Freestyle Example (.8 seconds for extra turns):
LC 200 Meters has 3 turns.
SC 200 Meters has 7 turns (4 extra turns).
SC to LC add 3.2 seconds (.8 x 4 turns)
LC to SC subtract 3.2 seconds (.8 x 4 turns)
2:00.00 SC converts to 2:03.20 LC

Long Distance Conversion Factors (Yards to/from Meters Only)

Yards to Meters, multiply by conversion factor. For these three long distance events, the selected turn factor is
Meters to Yards, divide by conversion factor. applied first then the conversion factor is applied.

500 Yards to 400 Meters and 1000 Yards to 800 Meters: Typical factor is 0.875
1650 Yards to 1500 Meters: Typical factor is 1.006

Result Browser Conversion Preference

LC Meters to Yards LC Meters to SC Meters

Select Cancel

Team Setup

- Setup all DSDC Teams with the 2-letter code that the DSDC uses (i.e. Roselle = RO, Wood Dale/Addison = WA). Remember, setup a separate file for each team in the Division.

A	B	C	D	E	F	G	H	I	J	K	L
Code	LSC	Team Name		Mail To				E-Mail		Day Phone	E
BL	IL	Bloomington Barracudas								8472082457	
RO	IL	Roselle Racers									

Team Maintenance

Team Names/Registration

Team Abbr: Team Registration:

Full Team Name:

Short Team Name: Team Type:

Team Division:

Mailing Information

Mail To:

Address:

City:

Postal Code:

E-Mail Address:

State:

LSC:

Country:

Telephone Information

Day Phone:

Evening Phone:

FAX:

Meet Setup

- Setup Meets (by dates) per the DSDC schedule for the team, labeled 'Lombard @ Itasca' noting yard (Y) or meter (S) pool, Meet Date, and Summer League (SL). Meets are 'S' only if at Villa Park, otherwise 'Y'.

NOTE: Be careful to only set Villa Park as 'S', otherwise you will have incorrectly converted times at the seed meeting.

Continued...

Meet Type: Course: Meets Since: 08/08/19 Use Since Date

Meet Name	Start Date	Course	OME Status	Meet Sharing Status	Pay Status
A Conference @ RO	27-Jul-19	Y	Collecting offline		
B Conference @ LO	20-Jul-19	Y	Collecting offline		
WR@BL	13-Jul-19	Y	Collecting offline		
BL@WD	10-Jul-19	Y	Collecting offline		
CS@BL	06-Jul-19	Y	Collecting offline		
HP@BL	29-Jun-19	Y	Collecting offline		
BL@RO	26-Jun-19	Y	Collecting offline		
IT@BL	22-Jun-19	Y	Collecting offline		
BL@VP	19-Jun-19	S	Collecting offline		
BA@BL	15-Jun-19	Y	Collecting offline		
AD@BL	12-Jun-19	Y	Collecting offline		
BL@LO	05-Jun-19	Y	Collecting offline		

Meet Information

Name: **A Conference @ RO**

Location: Roselle

Meet Type: AG

End Date: July 27, 2019

Swimmers Entered: 45 Relays Entered: 20

- Setup events for one meet including the stroke / distance/ group / sex for each event. Or see the following page for a faster setup...

Meet Event Maintenance [Results]

Event **Gender** **Session / Division**

Event Number: Male Female Mixed Session: Division:

Individual Alternate Gender

Relay

Age Range **Distance** **Stroke**

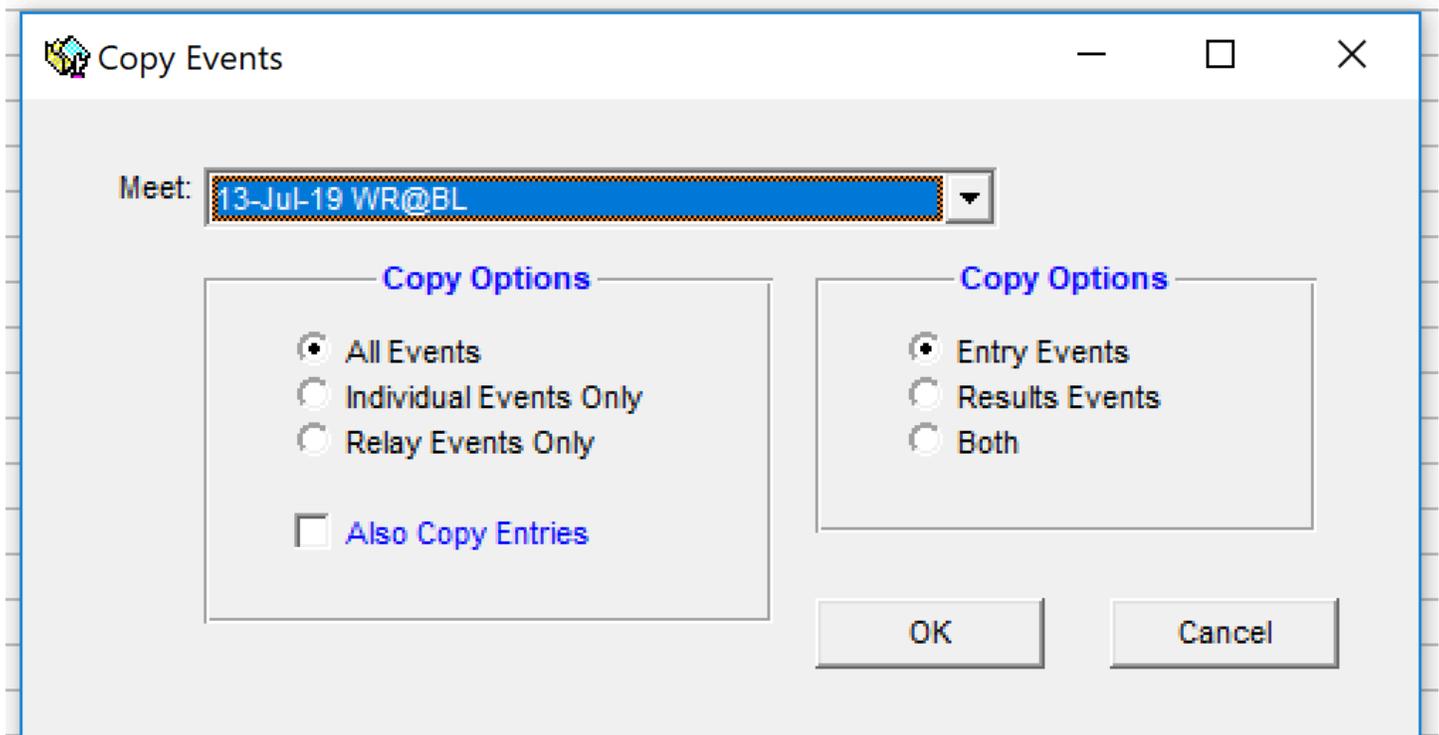
6 & Under 25 Free
 8 & Under 50 Back
 10 & Under 100 Breast
 15 & Over 200 Fly
 Open/Senior 400 Medley
 7 - 8 500 5 Dives
 9 - 10 800 6 Dives
 11 - 12 1000 11 Dives
 13 - 14 1500
 15 - 16 1650
 15 - 18 1 Meter
 17 - 18 3 Meter
 Other Platform
 Other Other

Low Age High Age

Relay Event
Female 8 & Under 100 Medley

For 'Other' Age Ranges, use 0 to designate 'Under' and 99 to designate 'Over'.

Or you can copy the events from one of last year's meets. With the new meet open, select Copy Events, then choose an old meet to copy events from. Then copy that meet's event template to all the other scheduled meets.



Importing Meet Results

Teams will send you a Meet Manager backup file, and/or a Meet Manager results file.

If the home host team sends you the Meet Results file (preferred), using Team Manager import the results into each respective Team Manager file. The file is usually named: "Meet Results..." with the team name at the END OF THE FILE NAME.

Select 'File' > 'Import' > 'Meet Results' then select the results file that was emailed to you, allow Team Manager to unzip the file, then open the resulting data file (usually located in TM7Temp).

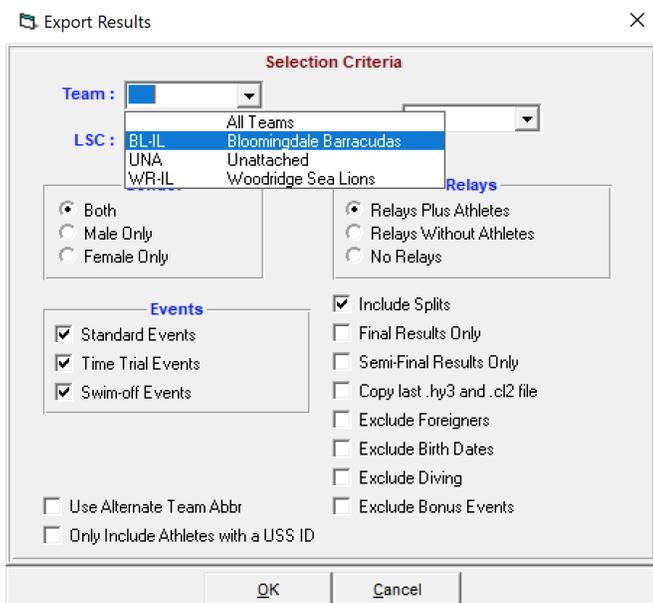
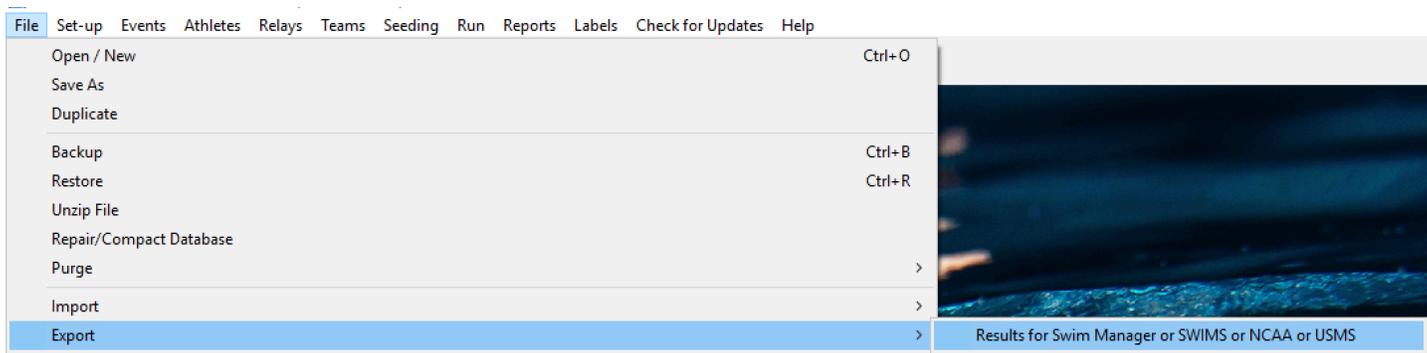
If the home host team only sends you a "Swmm7Bkup...zip" file, you will need to [Extract the file in Windows File Explorer](#).

Then open the Meet Manager application. ([Meet Manager installation directions](#), if needed)

- Select 'File' > 'Open/New'
- Navigate to the unzipped file, and open it.

Then export the results from within Meet Manager.

- Select 'File' > 'Export' > 'Results for Swim Manager'...
- Select the specific team you will export
- Save the resulting ZIP file to an accessible location on the computer.



Then within Team Manager, import the results.

Select 'File' > 'Import' > 'Meet Results' then select the results file, allow Team Manager to unzip the file, then open the resulting data file (usually located in TM7Temp)

Preparation for the Conference Seed Meeting

Saturday prior to Seed Meeting

Division Record Keepers should verify they have results for all swim meets. This will make life easier for everyone.

Sunday prior to Seed Meeting

Division Record Keepers should send out Top Times and Meets Attended Report to all teams in your division no later than 5 p.m. Sunday night.

Division Record Keepers —

- Make sure you have data imported for every meet into Team Manager (not counting Rainouts, but there should be a list of entries from the rainout meet that each team can send via PDF). It is STRONGLY recommended to maintain a separate Team Manager file for each team.
- Import all data ASAP
- Using Team Manager, create the PDF of the “Meets Attended Report” and send to each of your Division Teams
- Reports > Meet Reports > Number of Meets Attended/Splashes
 - You may need to adjust the Date filters in the ‘Meets since’ field to the current season only.
 - There are two options in the Sort field. Selecting ‘Meets attended’ ranks the swimmers with 8 dual meets first and down. Only one rainout meet can count towards the minimum of three dual meets for A Conference.
- Create the PDF of the “Top Times Report” (All Swimmers/All Times report) in order to verify if a swimmer has an ‘NT’ as their best time.
 - Select ‘Reports’ > ‘Performance Reports’ > ‘Top Times’.
 - Make sure that you select ‘0’ to print All Times. This report will be very large.
 - Make sure that you select ‘YY’ (Convert to Yards, Show Yards).
 - Make sure that you check the box ‘Include DQs and NSs’.
 - Make sure to choose -"All Meets"
 - Age Grp choose "Use Custom"
 - Sort by Name.
 - Print as 1 Column, so that the report will display the location and date of the meet.

- In case you get a blank screen when you try to print the Top Times, here are the instructions for customizing the age groups:
 - Custom Age Group Preferences:
 - Select 'Set-up', 'Preferences'
 - 'Report Custom Age Groups'
 - Select 'Add' to setup codes for new Groups: 05-08 (8&Under), 09-10, 11-12, 13-14, 15-19 (15 & Over).
- Create the PDF of the "Top Times Spreadsheet" (All Swimmers/All Times report) in order to verify if a swimmer has an 'NT' as their best time.
 - Select 'Reports' > 'Performance Reports' > 'Top Times Spreadsheet'.
 - Make sure that you select 'YY' (Convert to Yards, Show Yards).
 - Make sure that you check the box 'Include DQs'.
 - Make sure to choose -"All Meets"
 - Select Date Since > June 1 of current swim season
 - Age Grp choose "Use Custom"
 - Sort by Gender then age group.

Meet: All Meets

Athlete Filters

Team: BL-IL
 Team Division:
 Group:
 Subgroup:
 WM Group:
 WM Subgroup:
 School Year:
 LSC:

Gen | Age | Age Grp

Use Built-In
 Use Custom
 Use Masters
 Open Events

Include Inactive
 Show Names Only

Prelim / Finals Filter

All
 Finals Only
 Prelims Only
 Semis Only

Course Options

YO (Show Yards Only)
 SO (Show SC Meters Only)
 LO (Show LC Meters Only)
 YY (Convert to Y, Show Y)
 SS (Convert to SC, Show SC)
 LL (Convert to LC, Show LC)
 YA (Convert to Y, Show Actual)
 SA (Convert to SC, Show Actual)
 LA (Convert to LC, Show Actual)

Printer Orientation

Landscape (15 Events max)
 Portrait (11 Events max)

Dates

Use Times Since: 06/01/23 Use Since Date
 Use Times Until: 07/21/23 Use Times Until

Filters | Stds

Meet Type:
 Include DQ's
 Include Relay non-leadoff Legs
 Include ONLY Relay non-leadoff Legs
 Include Swimmers with No Results

Sort by

by Gender then Age Group
 by Age Group then Gender

Create Report Cancel

Monday prior to Seed Meeting

- Line-Ups for both A & B Conferences should be submitted by teams to their division record keepers no later than 12 p.m. Monday afternoon so the meet can be created.
- DO NOT submit times with your entries.
- Times will be imported by the Division Record Keeper from their Team Manager file.
- Lineups will be imported into the Division Record Keeper's Team Manager file for each team.
 - Resolve any problems. If a team has different Seed Times than the Division Record Keeper report, investigate to figure out which seed time correct. Usually one person is missing a meet. Using Top Times Report by Swimmer will help determine the conflict. (This can also be resolved at the Seed Meeting)
- The Division Record Keeper will use the 'Calculate Custom' button for relays with NT for times

Entry Export Restrictions

Meet: 06-Jul-22 BL @ WA 07-06-22

Export Relays
 Export Only Relays
 Use Unconverted Times
 Do not include Entry Times

OK
 Close

- The Division Record Keeper will export 'Entries' for each team and import into the respective [Meet Manager Conference file](#).
- To adjust the relay times, coaches should have the meet date/times to prove the four swimmer's times during the seed meeting, especially if a relay has NT for a time.
- Email a PDF of the Meet Program for each team (DO NOT PRINT ONE PROGRAM FOR ALL TEAMS, KEEP THEM SEPARATE) in your division prior to the seed meeting so that coaches and record keepers can go through it at the seed meeting.

Day of Seed Meeting

- Look over meet programs
- Make any adjustments
- Verify alternates are listed on relays

REMINDERS:

A CONFERENCE

Eligibility: "A swimmer must swim in at least three (3) dual meets before he/she can swim in the A conference meet. In the event a meet is rained out, the team line-up may be used to satisfy one (1) of the four dual meet requirements."

So print out those Meets Attended reports, any swimmers that are to be in A conference that only have 2 meets attended due to a rain out, go back and look at any rained out meet entries.

Swimmers must have non DQ seed times for their events.

Alternates are added to each age group by adding them as swimmer #5, #6, etc in the relays

If the exact relay did not swim during the dual meets, composite times (using the swimmers verified top times for that stroke) are to be calculated and added PRIOR to sending in the entries to the division record keepers. Division Record Keepers will have times calculated. Be sure to have supporting documentation to alter these times, but the times should match.

B CONFERENCE

Eligibility: "A swimmer must swim in at least one (1) dual meet before he/she can swim in the conference meet."

Seed times MAY be a DQ, however in Team Manager it will show as NT, you'll need to look at your top times spreadsheet to make sure there is a previous DQ.