DIVISION RECORD KEEPER INSTRUCTIONS

INDEX (select a link)

Introduction - Why do we need Division Record Keepers, etc. Team Manager Setup and Maintenance - for experienced users Team Manager Setup and Maintenance - for novice users Custom Age Group Preferences Report Preferences Course Conversion Team Setup Meet Setup Importing Meet Results Preparation for the Conference Seed Meeting Saturday prior to Seed Meeting Sunday prior to Seed Meeting Monday prior to Seed Meeting Day of Seed Meeting Day of Seed Meeting Reminders for Conferences

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, <u>skip to Setup</u>)

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'.

File	Set-up	Athletes	Teams	Meets	Standards	Records	Workouts	Training	Reports	Labels	Check f	or Upda	tes	Help
	Open / N	lew						Ct	rl+0	Q			Ţ.	
	Save As												-	
	Open De	mo Databa	ise											
	Convert	Database t	o TM 8.0						>					
	Backup							Ct	rl+B					
	Restore							Ct	rl+R					
	Unzip Fil	e												
	Repair/C	ompact Da	atabase							11				$ {3}$
	Purge								>	Purge	Athletes	/Results	;	
	Import								>	Purge	Meets			
	Export								>	Purge	Workou	ts		
								Delete	e Current	Databas	se			
	Install Up	odate								1				

Then select 'Totally Remove Athletes'

🔁 Athlete Purging	-		×
Athlete Filters			
Low Age Team High Age School Yr	Group Subgroup	• •	
Remove Inactives Only			
Purge Options Or Totally Remove Athletes (Personal Info, Results and Remove Only Athletes' Results but save Fastest Res Number of Fastest Results to Save (Example:To 0 = remove all results (Athlete Information is reta	Entries) ults p 5 Fastest ained))	
Warning: these operations are not reversible. It is strongly recommended that you make a backup before proceeding with any purging.		Cancel	

Then purge the old meet files.

Moote'

File Set-up Athletes Teams Meets Standards Records Workouts Training Reports Labels Check for Updates H Open / New Ctrl+O Save As Ctrl+O Save As Image: Comparison of the comparis	Help
Open / New Ctrl+ 0 Save As Open Demo Database	
Save As Open Demo Database	
Open Demo Database	_
Convert Database to TM 8.0 >	
Backup Ctrl+R	0
Backup Ctally B	
Kestore Ctri+K	
Repair/Compact Database	
Purge > Purge Athletes/Results	
Import > Purge Meets	
Export > Purge Workouts	
Delete Current Database	
Solast the old mosts to remove	
Select the old meets to remove.	
 Select 'Purge SelectedMeets' 	
🔁 Purge Meets — 🗆 🗙	
Meet List	
▼ 07-Jun-25 IT@BL 2025-06-07 Purge Meets Since	ī
✓ 22-Jul-23 A Conference	
V 15-Jul-23 B Conference	
V 28-Jun-23 Itasca v. Carol Stream	
✓ 24-Jun-23 LO @ IT 6-24-23	į
▼ 21-Jun-23 IT @ BU	
MM/DD/YY €▼	
V 14-Juli-23 DL @ 11 6-14-23 Use Until Date Use Use Until Date Use Use Until Date Use Use Use Use Use Use Use Use Use Us	
ОТ-Jun-23 ВА @ П 6-7-23	1
Purge by Meet Type	ī
Meet Type:	
Select All	
A Scroll Bar at the bottom of the list means there are more meets to the right. Scroll the list to the Clear All	
right to access the remaining meets.	
Purge Selected Meets	
shown in the list with check marks will be deleted. When you select 'Use Since'. 'Use Up To'. or	
select a specific Meet Type, the Meet List will be reloaded based on the date(s) and/or Meet Close	
Type. You can combine purging by meet type and date range. For example, you can delete all	

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	- 🗆 X
 System Preferences Preferences Gender Designations Men/Women (M/W) Male/Female (M/F) Boys/Girls (B/G) Athlete Browser Options Athlete Browser Options Show Ages Show Ages Show Birth Date Show School Year Last Name First First Name First First Name First Show Only "Faster than" Time STD / Qualifying Times Relay Lead-Off Splits Use Relay Lead Off Splits 	— □ × Team/Swimmer Defaults Default Team Registration: Default Team Type: AGE Default Country: USA Default LSC: Default State: Default City: Default Postal Code:: Meet Age-Up Date Meet Start Date Meet End Date In 01, 2019
State / Province Labels • Use "State" • Use "Province" Stroke Rates Enable Stroke Rate Reporting Automated Reminders Automatic Backup every 7 days	System Age-Up Date Jun 01, 2019 Image: Always Age-Up To Today Image: DK

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'.

				_ 1	
Event Order	Age Group	Distance	Stroke	Fil	ter by:
	08&U	25	Free	Age	egroups:
	08&U	50	Free		
	08&U	25	Back		Stroke:
	08&U	50	Back		
	08&U	25	Breast	C)istance:
	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		

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!)

Depart Formate D Depart Handara D D	hunchustion							
Report Formats Report Headers Punctuation								
Header 1 : DuPage Swim & Dive Con	ference							
Header 2 : Bloomingdale Barracudas								
Optional Official Statement for Entries								
certify the entries are valid.	used for coaches or officials of the team to							
I hereby certify that all individuals on this e	ntry form are registered members of USA Swimming							
and that they are eligible to compete in this	i meet.							
The last line appears below the signature	line and identifies who can sign off on the							
entries.								
(Must be a USA Swimming Non-Athlete Me	mber)							
0	K Cancel							
Report Preferences								
Report Preferences Report <u>F</u> ormats Report <u>H</u> eaders P	Punctuation							
Report Preferences Report <u>F</u> ormats Report <u>H</u> eaders	unctuation							
Report Preferences Report <u>F</u> ormats Report <u>H</u> eaders P	Punctuation							
Report Preferences Report Formats Report Headers P	Punctuation							
Report Preferences Report <u>Formats</u> Report <u>H</u> eaders	Open Events							
Report Preferences Report Formats Report Headers P Output Options C As keyed/imported C UPPERCASE Only	Open Events							
Report Preferences Report <u>Formats</u> Report <u>H</u> eaders <u>P</u> Output Options As keyed/imported UPPERCASE Only Upper/Lower Case	Open Events							
A Report Preferences Report Eormats	Open Events							
Report Preferences Report <u>Formats</u> Report <u>Headers</u> Output Options As keyed/imported UPPERCASE Only OUpper/Lower Case	Open Events Open Senior Open							
Report Preferences Report Formats Report Headers Output Options Output Options As keyed/imported UPPERCASE Only Upper/Lower Case	Open Events Open Senior Open Open							
Report Preferences Report Eormats Report Headers Output Options Output Options As keyed/imported UPPERCASE Only Upper/Lower Case	Open Events Open Senior Open							
Report Preferences Report <u>Formats</u> Report <u>Headers</u> Output Options As keyed/imported UPPERCASE Only Upper/Lower Case	Punctuation Open Events Open Senior Open Open							
Report Preferences Report Formats Report Headers Output Options As keyed/imported UPPERCASE Only Upper/Lower Case	Punctuation							
Report Preferences Report Eormats Report Headers Output Options As keyed/imported UPPERCASE Only Upper/Lower Case	Punctuation							

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

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).

			and the second							
🕐 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 Enter a factor to be used to convert Yard times to SC Meters and vice-vers (Multiply Yards by factor to get SC Meters and divide SC Meters by factor Yards.)										
SC Meters to / from LC Meters Turn Factors										
Freestyle: .8 seconds for each extra turn Add the turn factors when go Backstroke: .6 seconds for each extra turn Meters. Subtract the turn factors Breaststroke: 1 seconds for each extra turn Meters to SC Meters.	ing from SC M ors when goi	leters to L(ng from LC								
Butterfly: 7 seconds for each extra turn Freestyle Example (.8 second	rn Freestyle Example (.8 seconds for extra turns):									
Individual Medley: 8 seconds for each extra turn LC 200 Meters has 3 turns	h extra turn LC 200 Meters has 3 turns.									
SC 200 Meters has 7 turns	SC 200 Meters has 7 turns (4 extra turns).									
Straight Factor SC to LC add 3.2 seconds	SC to LC add 3.2 seconds (.8 x 4 turns)									
LC to SC subtract 3.2 seco	LC to SC subtract 3.2 seconds (.8 x 4 turns)									
Typical straight turn factor is .02 (2%) 2:00.00 SC converts to 2:0	3.20 LC									
Long Distance Conversion Factors (Yards to/from Meter Yards to Meters, multiply by conversion factor. For these three long distance events, th Meters to Yards, divide by conversion factor. applied first then the conversion factor is	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 applied first then the conversion factor is applied.									
500 Yards to 400 Meters and 1000 Yards to 800 Meters:	or is 0.875 or is 1.006									
Result Browser Conversion Preference Image: Conve Image:		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.

<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>	<u>H</u>	<u> </u>	<u>_</u>	<u>K</u>	L
Code	LSC	Team Name		Mail To				E-Mail		Day	Phone
BL	L	Bloomingdal	e Barracud	as						847	2082457
RO	L	Roselle Rac	ers								
	🖏 Team	Maintenand	e	_					_		×
	- Team Nar	nes/Registra	tion ———		_						
		Т	eam Abbr:	RO				Team	Registration	USS	-
		Full Te	am Name:	Roselle Ra	cers						_
		Short Te	am Name:	Roselle					Team Type	C AGE	-
								т	eam Division	:	.
											<u> </u>
	- Mailing In	formation —									
	-	1	Aail To:						Sta	ate 📊	_
		Ac	Idress:								
			City:						La	ю. IL	_
		Posta	I Code:						Count	ry: USA	-
		E-Mail Ac	ldress:								_
	Telephon	- Information									
	- relephon		av Dhone:			1			0		
		Even	ing Phone:						·	·	
		Lion	FΔX [.]						Can	cel	

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...

🖏 Add Edit Delete Events Results Entries Import Ageup Reports Help

C	ロ 🛎 🗙 🕗 🌐 🖗 🖨 💼									
	Meet Type: Course: Meets Since: 08/08/19 Use Since Date									
	Meet Name	<u>Start</u> Date Course	OME Status	Meet Sharing Status	Pay Status	Meet Information Name A Conference @ RO				
₽	A Conference @ RO	27-Jul-19 Y	Collecting offline			Location Roselle				
	WR@BL	20-Jul-19 Y 13-Jul-19 Y	Collecting offline			Meet Type AG End Date July 27, 2019				
┝	BL@WD CS@BL	10-Jul-19 Y 06-Jul-19 Y	Collecting offline Collecting offline			Swimmers Entered 45 Relays Entered 20				
	HP@BL	29-Jun-19 Y	Collecting offline							
	IT@BL	22-Jun-19 Y	Collecting offline							
L	BL@VP BA@BI	19-Jun-19 S	Collecting offline							
	AD@BL	12-Jun-19 Y	Collecting offline							
	BL@LO	05-Jun-19 Y	Collecting offline							

• 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 Event Number 1	Gender C Male • F	emale C Mixed	Session / Divis	Division					
CIndividual	Alter	nate Gender							
• Relay									
Age Range 6 & Under 9-9 8 & Under 10-10 10 & Under 11-11 15 & Over 12-12 Open/Senior 13-13 7 - 8 14-14 9 - 10 15-15 11 - 12 16-16 13 - 14 17-17 15 - 16 15 - 18 17 - 18 Low Age Other High Age 	Distance 25 50 100 200 400 500 800 1000 1500 1650 1 Meter 3 Meter Platform Other	Stroke C Free Back Breast Fly Medley 5 Dives C 6 Dives C 11 Dives							
			Relay I Female 8 & Under	Event r 100 Medley					
For 'Other' Age Ranges, use 0 to design	ate 'Under' and 99 to	designate 'Over'.	<u>о</u> к	Cancel					

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.

Division Record Keeper Instructions. 10 of 16 Revised: June 2025

🏠 Copy Events	- 🗆 ×	<
Meet: 13-Jul-19 WR@BL		
Copy Options	Copy Options	_
 All Events Individual Events Only Relay Events Only 	 Entry Events Results Events Both 	-
Also Copy Entries		
	OK Cancel	_

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.

File	Set-up	Events	Athletes	Relays	Teams	Seeding	Run	Reports	Labels	Check for Updates	Help		
	Open / N	lew										Ctrl+O	
	Save As												
	Duplicate	e											
	Backup											Ctrl+B	and the second se
	Restore											Ctrl+R	
	Unzip File	e											
	Repair/C	ompact l	Database										
	Purge											>	
	Import											>	
	Export											>	Results for Swim Manager or SWIMS or NCAA or USMS

 \times

🖏 Export Results

Selection Criteria								
Team :	Team :							
LSC :	BL-IL Bloomingdale Barracudas							
	WB-IL Woodridge Sea Lions							
Both Male (Femal	 G Both C Male Only C Female Only 			Relays Plus Athletes Relays Without Athletes No Relays				
	Fvents							
💌 Standa	Standard Events			Final Results Only				
🔽 Time T	Time Trial Events			🔲 Semi-Final Results Only				
🔽 Swim-o	Swim-off Events			Copy last .hy3 and .cl2 file				
				Exclude Foreigners				
				Exclude Birth Dates				
				Exclude Diving				
🔲 Use Alternate Team Abbr				Exclude Bonus Events				
Only Include Athletes with a USS ID								
		<u>c</u>	<u>i</u> ĸ	<u>C</u> ancel				

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.

Top Times Report	— П X			
Meet: All Meets	Prelim / Finals Filter Splits Splits None			
Team: BL-IL Image: Constraint of the second se	 C Finals Only C Prelims Only C Semis Only C Semis Only C Cum/Subt C Legal Stroke Rate Course Options C YO (Show Yards Only) C SO (Show SC Meters Only) C LO (Show LC Meters Only) C YY (Convert to Y, Show Y) C SS (Convert to SC, Show SC) C LL (Convert to LC, Show Actual) C YA (Convert to SC, Show Actual) C LA (Convert to LC, Show Actual) C All Courses (Show Actual)			
School Year:				
Stroke: Distance: V Distance:				
Dates Improvement	Eithers Stds Records Points Event Filters Meet Type:			
Use Times Since: 08/08/19 Use Since Date	C Relay Include DQs and NSs ✓			
Use Times Until: 08/08/19 Use Times Until Chronological	Include Relay non-leadoff Legs			
Include "Life Time Best" even if outside date range	Top How Many? (0 = 0 All Times)			
Name Name Name Name (1 per page) Event (Current Age) Event (Age at Meet) Event (Stroke and Distance) One Event per Page	1 Column C 2 Column C 3 Column Create Report Cancel			

- 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).
 - $\circ~$ 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.

Division Record Keeper Instructions. 14 of 16 Revised: June 2025



Meet: All Meets		-		- Prelim / Fina	ls Filter		
Athlete Eiltere					• All		
Toom:	ioto i interio			Finals (Dnly		
Team. BL-IL	Gen Ane	Age Gro		O Prelims	Only		
Team Division				C Semis (Only		
	C Use Built	In		- ourna	only		
Group: 🚽	 Use Cust 						
Cubarana	G Use Cusi	om			Course Options		
Subgroup.	Use Mast	ers		C YO (St	now Yards Only)		
WM Group:	Open Eve	ents		C 50 (Sh	now SC Meters Only)		
				C LO (Sh	ow LC Maters Only)		
WM Subgroup:	la aluda la a			C LO (Sil	ow Echieters Only)		
Cabaal Vaar	include inac				niveri lo 1, Snow 1)		
School Year.	Show Names (Only [U SS (Co	nvert to SC, Show SC)		
LSC:				C LL (Co	nvert to LC, Show LC)		
				O YA (Co	nvert to Y, Show Actual)		
Printer Ori	entation			SA (Convert to SC, Show Actual)			
 Landscape (15 Events max) 			C LA (Convert to LC, Show Actual)				
O Portrait (11 Events max)							
				Filtere S	tde)		
Dates					.ua		
					Meet Type:		
Use Times Since: 06/01/22		Hoo Since De	to 🖬 🗌		Include DO's M		
030 miles Since. [06/01/25		Use Since Da					
Use Times Until: 07/21/23		Use Times Un	ıtil 🔲 🗌				
K.	,				Include Relay non-leadoff Legs		
					Include ONLY Relay non-leadoff Legs		
					Include Swimmers with No Results		
So	rt by	I					
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 the Seed Meeting)



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• The Division Record Keeper will use the 'Calculate Custom' button for relays with NT for times

- The Division Record Keeper will export 'Entries' for each team and import into the respective <u>Meet Manager Conference file.</u>
- 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.