

TM How to load your Club Records

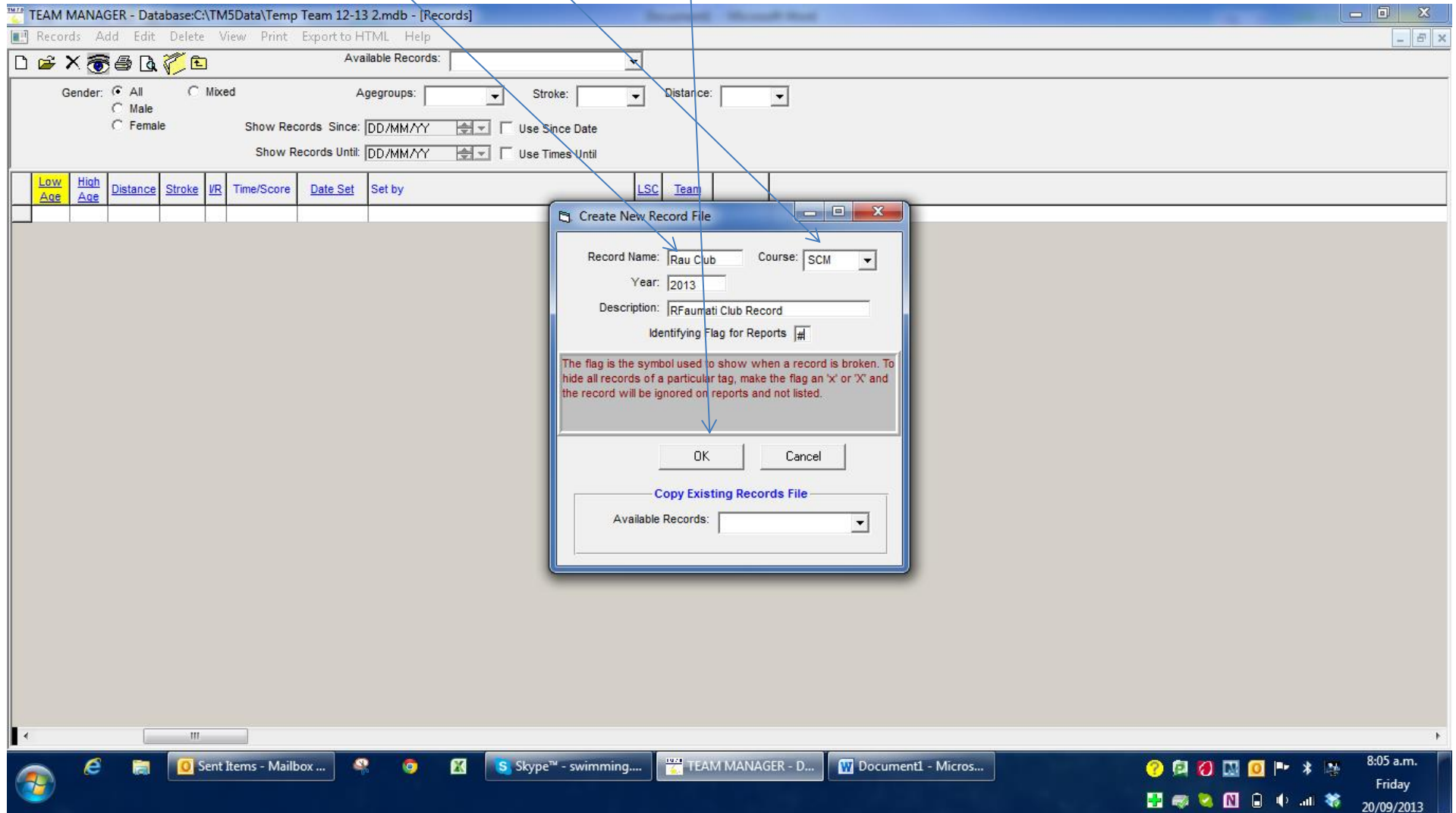
Go to Records icon then click On Add/Edit Records



Go to Records → Create New Record Set

The screenshot shows the 'Records' window of the TEAM-MANAGER application. The window title is 'TEAM-MANAGER - Database:CA\TM5Data\Temp Team 12-13 2.mdb - [Records]'. The menu bar includes 'Records', 'Add', 'Edit', 'Delete', 'View', 'Print', 'Export to HTML', and 'Help'. A context menu is open over the 'Records' menu, with the following options: 'Create New Record Set', 'Edit Record Set Description', and 'Delete Entire Record Set'. The 'Create New Record Set' option is highlighted. Below the menu, there are several controls: 'Available Records:' with a dropdown arrow, 'Agegroups:', 'Stroke:', and 'Distance:' each with a dropdown arrow. Below these are two rows of date/time pickers: 'Show Records Since: DD/MM/YY' with a 'Use Since Date' checkbox, and 'Show Records Until: DD/MM/YY' with a 'Use Times Until' checkbox. The main area of the window is a table with the following columns: 'Low Age', 'High Age', 'Distance', 'Stroke', 'LR', 'Time/Score', 'Date Set', 'Set by', 'LSC', and 'Team'. The table is currently empty. The Windows taskbar at the bottom shows the system tray with the date and time: '8:03 a.m. Friday 20/09/2013'. Open applications include 'Sent Items - Mailbox...', 'Skype™ - swimming...', and 'TEAM MANAGER - D...'.

Create your new record file for your club [short course] or [long] and press okay – you have created your name for your list of records. Short and long course will each have their own names



Now you have to add each age, distance and stroke [9&U, 10, 11, 12, 13, 14, 15, 16, 17, 18 & Open]

The screenshot shows the TEAM MANAGER application window titled "Database: C:\TM5Data\Temp Team 12-13 2.mdb - [Records]". The interface includes a menu bar with "Records", "Add", "Edit", "Delete", "View", "Print", "Export to HTML", and "Help". Below the menu is a toolbar with icons for file operations and a dropdown menu for "Available Records" set to "Rau Club-S".

Filtering options include:

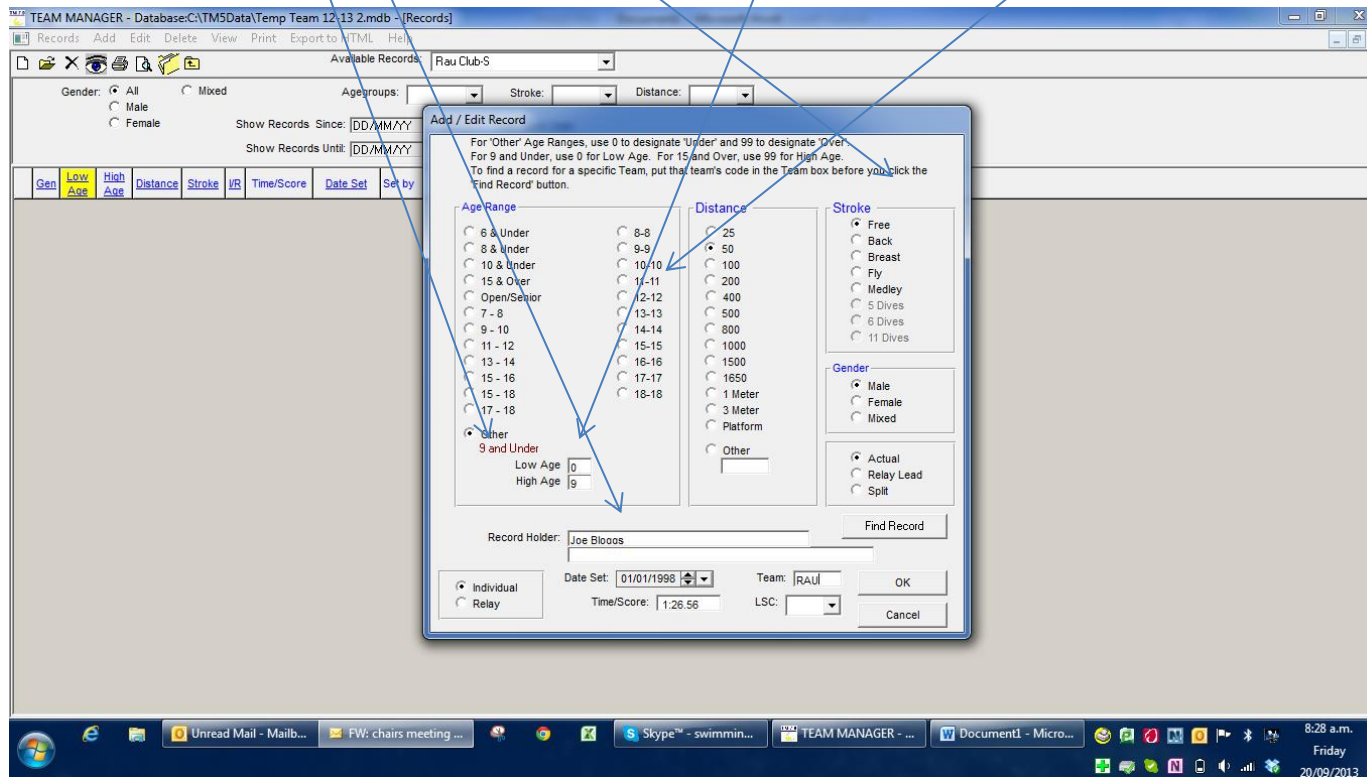
- Gender: All, Male, Female
- Mixed: Mixed
- Agegroups: All (dropdown)
- Stroke: Free (dropdown)
- Distance: 50 (dropdown)
- Show Records Since: DD/MM/YY (calendar icon) Use Since Date
- Show Records Until: DD/MM/YY (calendar icon) Use Times Until

A table header is visible with the following columns: Gen, Low Age, High Age, Distance, Stroke, VR, Time/Score, Date Set, Set by, LSC, Team. The "Low Age" and "High Age" columns are highlighted in yellow.

The main area of the window is currently empty, displaying a large grey rectangle. The Windows taskbar at the bottom shows the system tray with the date and time: 8:06 a.m., Friday, 20/09/2013. Open applications include "Sent Items - Mailbox...", "Skype™ - swimming...", "TEAM MANAGER - D...", and "Document1 - Micros..."

Be very careful and ensure you select the correct age groups;

1. Select age - i.e. 9 & Under must be shown as other putting in the Low & High Age [10-10 will be next age etc.]
2. Click on necessary Distance, Stroke, Gender and define if it is a Actual time or relay time [splits are generally not used]
3. Note name date and time [not need to put dots when entering numbers it does itself - press okay and do the next

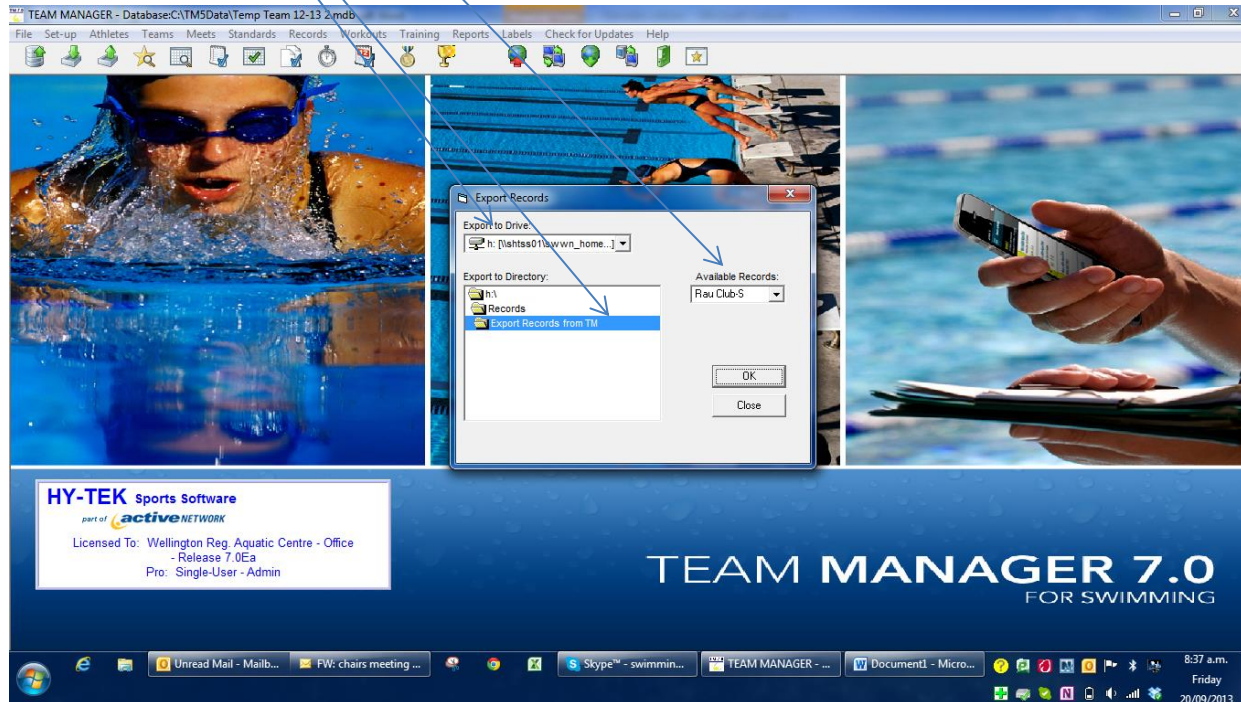


One you have completed all the ages and strokes you must Export the file

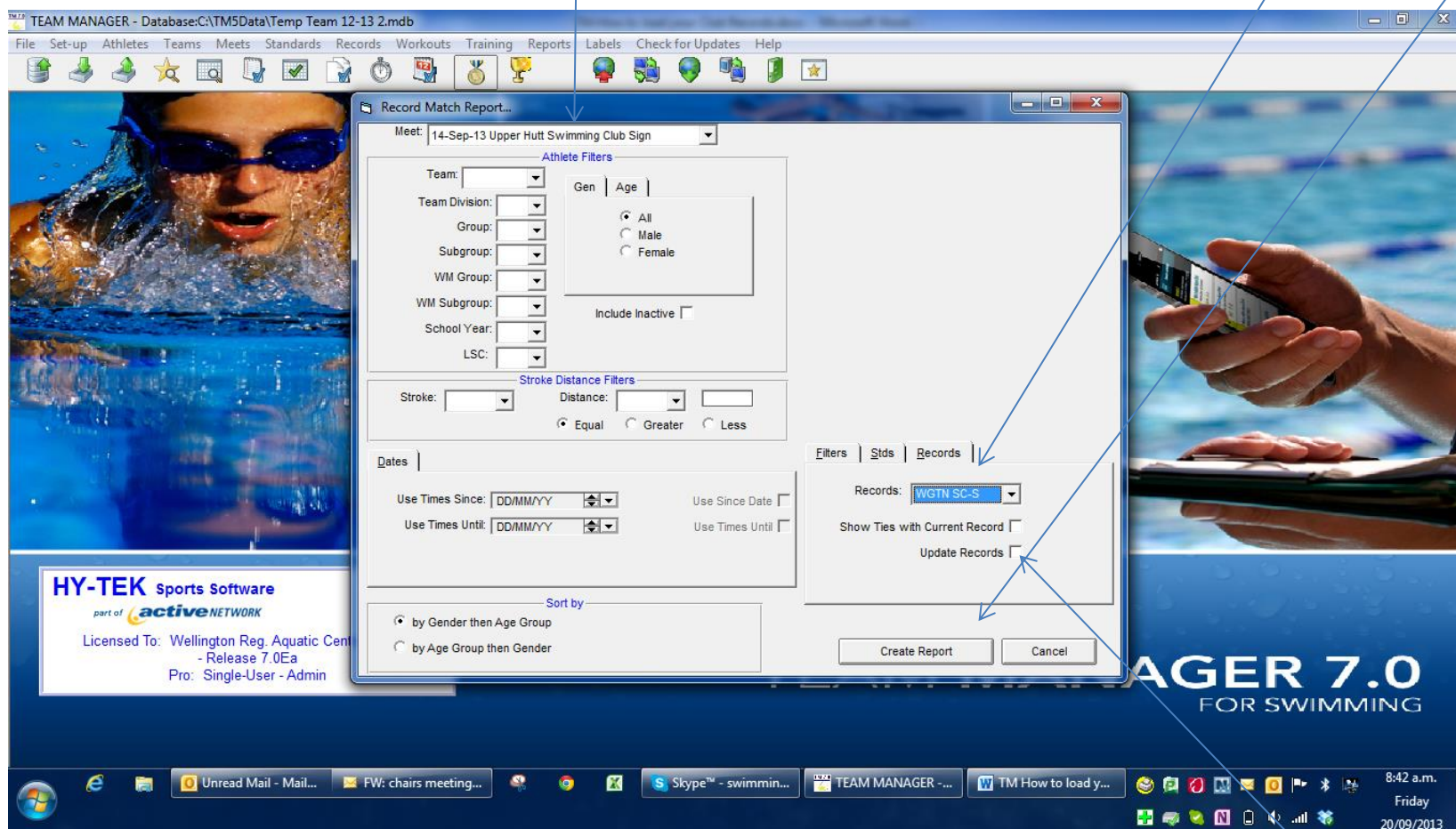
Go to



Select a drive to save to and a file name and it should always save to that file - just check though as it will just default back to c drive. It is a good habit to export each time you check or update records.



Checking for Records - improve meet results the highlight meet that you are checking and the records your checking against and create report



Be very careful to 'check for records' the first time around then do again for Open records. The 3rd time you do this tick here and it update the time of the record broken. When there is a multi-day meet i.e. Wgtn Champs or Nationals you must manually go back into the record and adjust the date the record was set as it always picks up the start date of the meet.

Rules around Club records;

I would suggest clubs format a 'Club Record' form and set some standards around record applications to ensure manual records have at least three timekeepers, signed off by the Chief timekeeper and meet referee where possible. Or you can ensure that the time slip is copied and a record kept of the time slip.