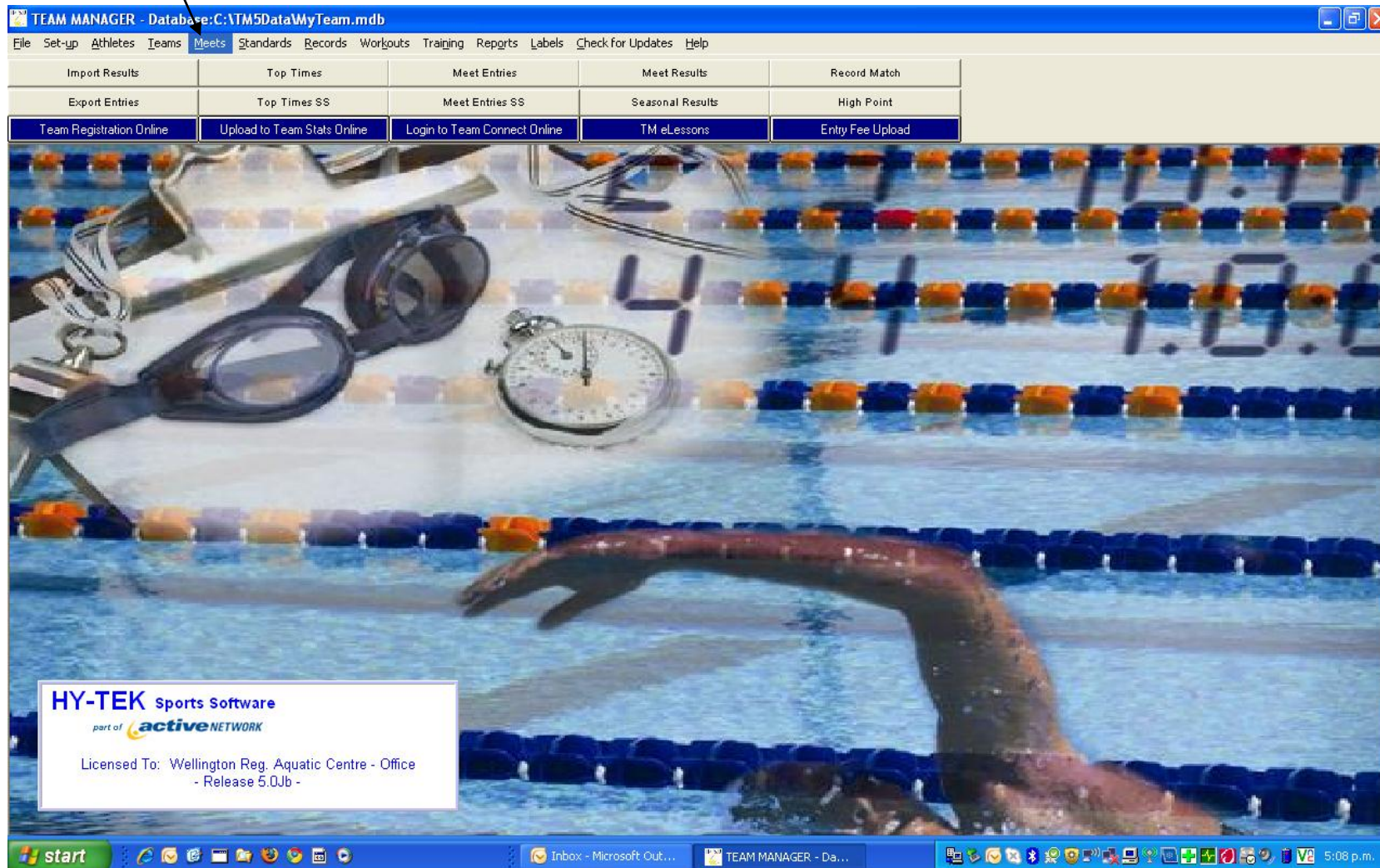


Team Manager

How to enter 'Meet' manually



The screenshot shows the TEAM MANAGER software interface. The title bar reads "TEAM MANAGER - Database: C:\TM5Data\MyTeam.mdb". The menu bar includes "File", "Set-up", "Athletes", "Teams", "Meets", "Standards", "Records", "Workouts", "Training", "Repgrts", "Labels", "Check for Updates", and "Help". The "Meets" menu is highlighted, and an arrow points to it from the text "How to enter 'Meet' manually".

Import Results	Top Times	Meet Entries	Meet Results	Record Match
Export Entries	Top Times SS	Meet Entries SS	Seasonal Results	High Point
Team Registration Online	Upload to Team Stats Online	Login to Team Connect Online	TM eLessons	Entry Fee Upload

The background image shows a swimming pool with lane markers, a swimmer's arm, a stopwatch, and swimming goggles. A logo for "HY-TEK Sports Software" is visible in the bottom left corner, with the text "part of active NETWORK". Below the logo, it says "Licensed To: Wellington Reg. Aquatic Centre - Office - Release 5.0Jb -".

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time "5:08 p.m." and the date "10/10/2010".

Go to - Add - bring up - Meet Event Maintenance → Enter events one at a time[see following screens] → Press OK

The screenshot displays the TEAM MANAGER application interface. At the top, the window title is "TEAM MANAGER - Database:C:\TM5Data\MyTeam.mdb - [Meet Browser]". Below the title bar is a menu bar with options: File, Edit, Delete, Events, Results, Entries, Ageup, Reports, Help. A toolbar contains various icons for file operations and data management. Below the toolbar, there are input fields for "Course:", "Meet Type:", "Meets Since:" (with a date picker), and a checkbox for "Use Since Date".

The main area features a data table with columns: Meet Name, Start Date, Course, End, AgeUp, Since, Ind, Relay, Meet. The table lists several swimming events, such as "2010 NZ Age Group Short Course Charr" and "Wellington Short Course Champs".

Overlaid on the table is the "Meet Maintenance" dialog box. It is divided into several sections:

- Meet Information:** Includes text boxes for Meet Name, Location, Remarks, and Instructions/Directions (with a note: "Max of 250 characters on up to 4 lines"). It also has dropdowns for Course and Meet Type, and a text box for Sanction #.
- Options:** Contains checkboxes for "Masters Meet", "Restrict Entry Best Times to same Meet Type", "Enforce Qualifying Times", "Swimmer must meet Slower Than Q Time in All Courses", "If Swimmer Qualifies for non-Conforming course, Enter at Minimum Q Time", and "Do NOT Allow No Time Entries". There are also input fields for "Altitude in Feet:" and "Minimum Age Eligibility / Filter for Open Events:".
- Dates:** Includes date pickers for Start Date, End Date, Age-up Date, and Use Times Since, along with a checkbox for "Use Since Date".
- Entry Fees:** Lists fees for Individual Events, Relay Events, Swimmer Surcharge, Team Surcharge, and Facility Surcharge, each with a "\$0.00" value and an "Update" button.
- Conversion Factor:** Includes a "Non-Conforming Course Factor" input field and a note: "Use to convert results times for non-standard pool sizes."

At the bottom of the dialog box are "OK" and "Cancel" buttons. The Windows taskbar at the very bottom shows the Start button, several application icons, and the system tray with the time "5:09 p.m.".

Complete the data required for the meet as shown below

The screenshot shows the TEAM MANAGER software interface. A 'Meet Maintenance' dialog box is open, displaying the following information:

Meet Information

- Meet Name: Test Meet
- Location: who cares
- Remarks: Manually entered meet entries
- Instructions/Directions: Max of 250 characters on up to 4 lines
- Course: S
- Meet Type: [dropdown]
- Sanction #: [text box]
- Masters Meet:
- Restrict Entry Best Times to same Meet Type:
- Enforce Qualifying Times:
- Swimmer must meet Slower Than Q Time in All Courses:
- If Swimmer Qualifies for non-Conforming course, Enter at Minimum Q Time:
- Do NOT Allow No Time Entries:
- Altitude in Feet: [text box]
- Minimum Age Eligibility / Filter for Open Events: [text box]

Dates

- Start Date: Aug 12, 2010
- End Date: Aug 12, 2010
- Age-up Date: Aug 12, 2010
- Use Times Since: DDMMYY
- Use Since Date:

Entry Fees

- Individual Events: \$0.00
- Relay Events: \$0.00
- Swimmer Surcharge: \$0.00
- Team Surcharge: \$0.00
- Facility Surcharge: \$0.00

Conversion Factor

- Non-Conforming Course Factor: [text box]
- Use to convert results times for non-standard pool sizes.

The background table shows a list of meets with columns for Meet Name, Start Date, and Course. An arrow points from the instruction text to the 'Meet Name' field in the dialog box.

To add events go to 'Events' and add each event entered

TEAM MANAGER - Database: C:\TM5Data\MyTeam.mdb - [Events]

Add Edit Delete View Copy Events Print Help

Show Only Faster than Time STD / Qualifying Times

Entry Events Result Events Agegroups: Stroke: Session: Individual Relays Both Gender: Distance: Division: Both

Session	Division	Event #	Gen	Distance	Stroke
---------	----------	---------	-----	----------	--------

Meet Event Maintenance [Entries]

Event
Event Number:

Gender
 Male Female Mixed
 Alternate Gender

Session / Division
Session: Division:

Mixed Relay Gender Options
 No Enforcement 2 of Each Gender 3-1 Mix of Genders

Age Range
 6 & Under 8-8
 8 & Under 9-9
 10 & Under 10-10
 15 & Over 11-11
 Open/Senior 12-12
 7 - 8 13-13
 9 - 10 14-14
 11 - 12 15-15
 13 - 14 16-16
 15 - 16 17-17
 15 - 18 18-18
 17 - 18
 Other Low Age
High Age

Distance
 25
 50
 100
 200
 400
 500
 800
 1000
 1500
 1650
 1 Meter
 3 Meter
 Platform
 Other

Stroke
 Free
 Back
 Breast
 Fly
 Medley
 5 Dives
 6 Dives
 11 Dives

Entry Fee

Qualifying Times
Standard:
Designator:

Slower Than Yards Faster Than
 LC Meters
 SC Meters
 Both Faster Than
 Slower Than

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

start | Inbox - Micros... | TEAM MANAGE... | Document1 - Mi... | 5:17 p.m.

Events will be shown like this

The screenshot shows the TEAM MANAGER application window. The title bar reads "TEAM MANAGER - Database: C:\VTM5Data\MyTeam.mdb - [Events]". The menu bar includes "Add", "Edit", "Delete", "View", "Copy Events", "Print", and "Help". Below the menu bar is a toolbar with icons for file operations and a checkbox labeled "Show Only 'Faster than' Time STD / Qualifying Times".

The main area contains a filter section with the following options:

- Radio buttons: Entry Events, Result Events
- Agegroups: [Dropdown]
- Stroke: [Dropdown]
- Session: Individual, Relays, Both
- Gender: [Dropdown]
- Distance: [Dropdown]
- Division: [Dropdown]

Below the filter section is a table titled "12/08/2010 Test Meet - SC Meters". The table has the following columns: Session, Division, Event #, Gen, Distance, Stroke, Age, I/R, Fee, Slower Than-[Yds], Faster Than-[Yds], Slower Than-[LCM], Faster Than-[LCM], Slower Than-[SCM], and Faster Than-[SCM].

Session	Division	Event #	Gen	Distance	Stroke	Age	I/R	Fee	Slower Than-[Yds]	Faster Than-[Yds]	Slower Than-[LCM]	Faster Than-[LCM]	Slower Than-[SCM]	Faster Than-[SCM]
1		1	X	200	Free	Open	I	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00

The Windows taskbar at the bottom shows the Start button, several application icons, and the system tray with the time 5:19 p.m.

Now enter results . It will ask you to transfer events into meet → then enter as shown below in the blue highlighted area.

TEAM MANAGER - Database: C:\TM5Data\MyTeam.mdb - [Results by Name]

Find Splits Time Calc View Print Help

Results for Team

Male Team: [] Group: [] WM Gr: [] Low Age: Session: []
 Female School Yr: [] Subgroup: [] WM Sub: [] High Age: Division: []
 Both
 Show Inactive

Last Name	First Name	MI	Gen	Team	Birth	Age	Gr	Sub	Yr	Preferred Name	Team	ID	Citizen
Abbiss	Kendra		F	CAPWN	18-Nov-96	13	SW	N9			CAPWN	CAPAKZ181196	NZL
Adams	Eileen	Z	F	PCAWN		20	OF	O9			PCAWN	PCAAEZ	
Adler	Zoe	T	F	KRMWN	20-Apr-98	12	SW	C9			KRMWN	KRIAZT200498	
Ah Kuoi	Naitoa		M	CAPWN	07-Oct-99	10	SW	C9			CAPWN	CAPANZ071099	
Ah Kuoi	Utusaitoa	T	M	CAPWN	18-May-98	12	SW	C9		Utu	CAPWN	CAPAUT180598	
Aiono	Indriana	T	F	PCAWN	12-Jul-00	10	SW	N9			PCAWN	PCAAIT120700	
Aitchison	Sean	G	M	SZRWN	10-Nov-98	11	SW	C9			SZRWN	SZRASG101198	
Aitken	Jordanne	G	F	IHTWVN	13-Aug-97	12	SW	C9			IHTWVN	IHTAIG130897	

Show Swim-Up Events

Finals Prelims Semi Finals Swinoffs Time Trials Open Water

12-Aug-10 Test Meet

Sess	Div	Event #	Age	Gen	Distance	Stroke	Final Time / Pts	Fin DQ	Final Place	Final Pts	Prelim Time / Pts	Pre DQ	Prelim Place	Prelim Pts
1		1	Open	X	200	Free		<input type="checkbox"/>				<input type="checkbox"/>		

start | Inbox - Micro... | TEAM MANAG... | Document1 - ... | 5:20 p.m.