

A Guide to Processing your Meet Entries

1. **Make a Directory/Folder (Double click My Computer/Double click “C” Drive / Right click New / Folder) = e.g. c:\downloads-tm and c:\entries or alternatively save to A drive (Floppy Disk).**

2. **Go to the Web page for the meet e.g. –**
 - Counties - www.countiesswimming.org.nz
 - National - www.swimmingnz.org.nz/events/qual_criteria.php
 - Other Meets - www.swiminfo.co.nz

3. **Download events file to your computer to c:\downloads-tm or save to “A” drive.**

4. **Open Team Manager.**

5. **Goto File/Import/Meet Events**
 - Select the file from the directory –
 - The File Name will be Meet Events-the-name-of-meet-01Oct2006-001.zip (01Oct2006 – Start date of Meet) OPEN – OK
 - Message - Events imported: xx – OK (or import from A Drive)

6. **Goto Meets,**
 - Select the Meet you want to do entries for,
 - Goto Ageup
 - Use Top One (Update athletes ages based on meet Ageup date) OK - YES
 - Find Meet Qualifying period dates – Poster, Yearbook etc –

7. **Go to Entries**
 - By Name
 - Select
 - For this meet - Team Name
 - Team
 - Group – maybe – if all your swimmers are in say “C”
 - Find the swimmers Name
 - Now tick the box next to each event they want to swim.
 - When you have finished close entries screen – then meets screen.

8. Go into Reports – Performance – Meet Entries

Select

- Meet Name
- Team
- At the bottom, sort by name
- Other options, included proof of time
- Events Filters Individual & Relays – Create Report

9. Print this Report and CHECK IT - then - DOUBLE CHECK – MAKE SURE THE INFORMATION IS CORRECT.

**When you are happy with it - click envelope at top and Export report as a Word for Windows Document (last one on the list) – OK
CHANGE Name to = CLUB-Proof of times e.g. MANCO-proof of times - SAVE
Save file in directory e.g. c:\entries or “A” drive.**

10. Close Report – Close Meet entries

11. Goto Reports

- Performance
- Meet entry Fees

Select Meet

- Team
- Show Details

- Create Report – Print and give to money person so that Cheque can be sent to the meet organizers. Then click envelope at top and Export report as a Word for Windows Document (last one on the list) – OK

CHANGE Name to = CLUB-entry fees. E.g. MANCO-entry fees. – SAVE.

Save file in directory e.g. c:\entries or “A” Drive.

Close Reports screens.

12. Goto File

- Export
- Meet Entries

Select Meet – Converted Times – IF they are useable,

Select Export to Directory c:\entries or A Drive - OK – OK.

13. Close Down Team Manager

14. SECOND to Last Job

Find the Email address for these entries to be sent to.

Open your emailer.

Open new mail – select the address – attach the entries file, proof of times, entries fees –

Type a message, e.g.

Hi Fred Flintstone,

Please find attached our entries for the xxxxxx carnival

Regards

Willmar Flintstone

AQS Recorder

Phone 262-0641

YES, PLEASE included PHONE NUMBER

SEND

Ask for Read Receipt on Email. (So you can prove they have been sent if necessary)

15. LAST Job

Make a copy of ALL these Reports and the Email, PLUS the CHEQUE and post them to the organisers.

THAT'S IT , HAVE FUN.

All National Entries must be sent to the Counties Chief Recorder:

nat-entries@countiesswimming.org.nz

You will be advised to CHECK the WEB PAGES AND POSTER for closing dates for ALL National entries and what email address to forward them to by the Counties Administrator. e.g. Juniors, Division 11, Nags, Opens & Winters.

Required for all National Meets:

- 1. Entries.**
- 2. Entry Fees.**
- 3. Entries with proof of time.**

Updated September 2006