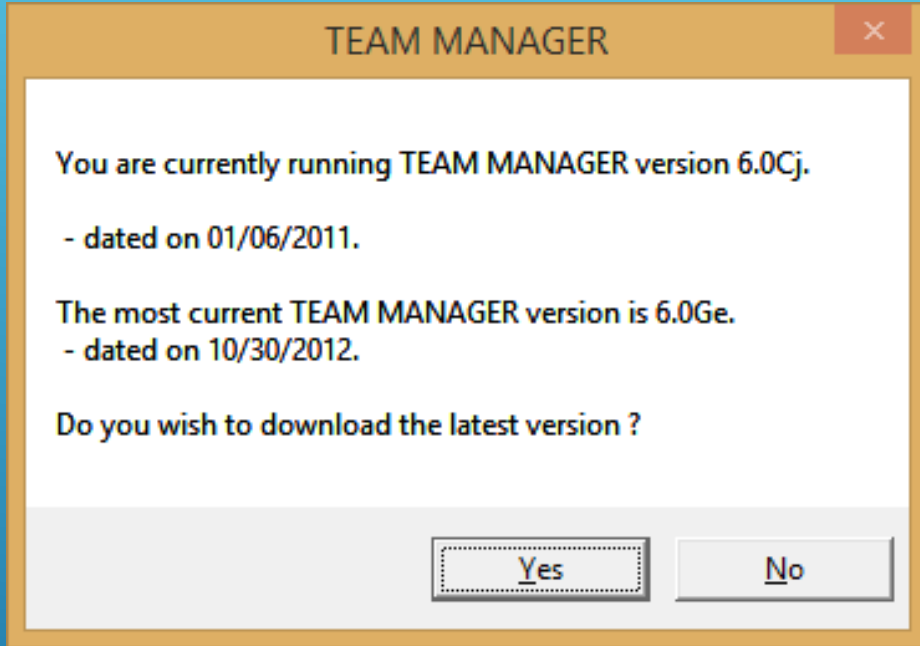


# 2016 Irvine Swim League Statisticians Training

# START OF SEASON

- Check for updates
  - Import Roster
  - Inactivate Swimmers
  - Team Connect
- 
- A series of four parallel white diagonal lines in the bottom right corner of the slide, slanting upwards from left to right.

# START OF SEASON - UPDATES



- Select:
  - Check for Updates
  - Yes when prompted

# START OF SEASON - UPDATES

The screenshot shows the 'System Preferences' window with the following sections and settings:

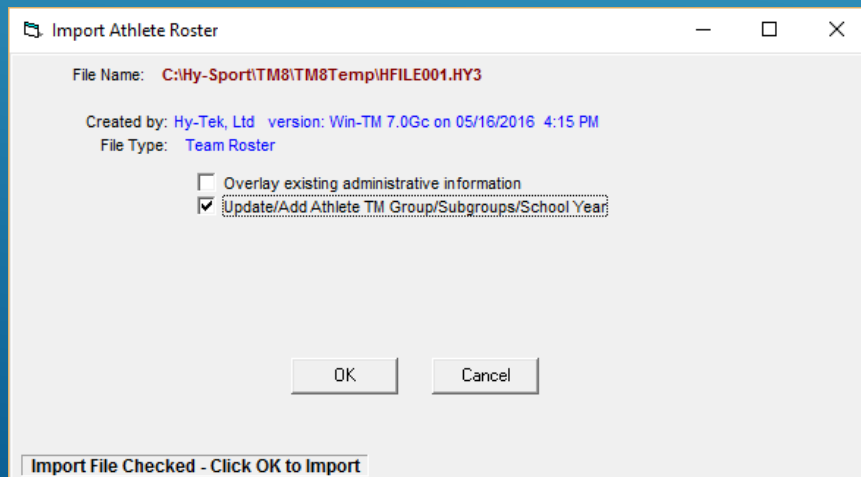
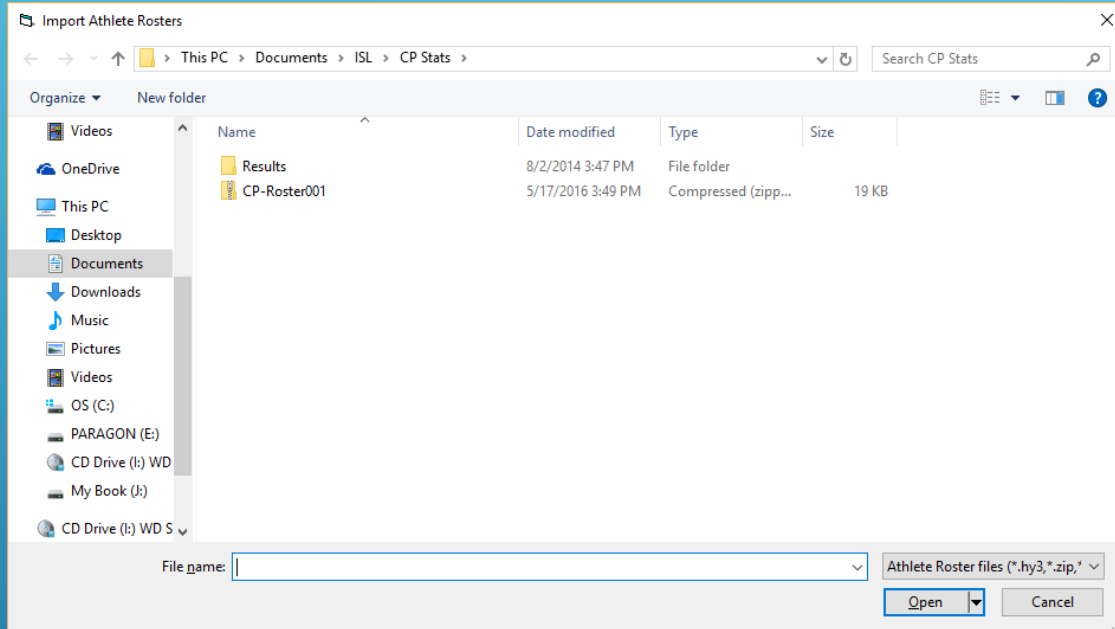
- Preferences**
  - Gender Designations**
    - ☐ Men/Women (M/W)
    - ☐ Male/Female (M/F)
    - ☒ Boys/Girls (B/G)
  - Athlete Browser Options**
    - ☒ Show Ages
    - ☒ Show Birth Date
    - ☐ Show School Year
    - ☒ Last Name First
    - ☐ First Name First
  - ☐ Show Only "Faster than" Time STD / 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

Buttons:

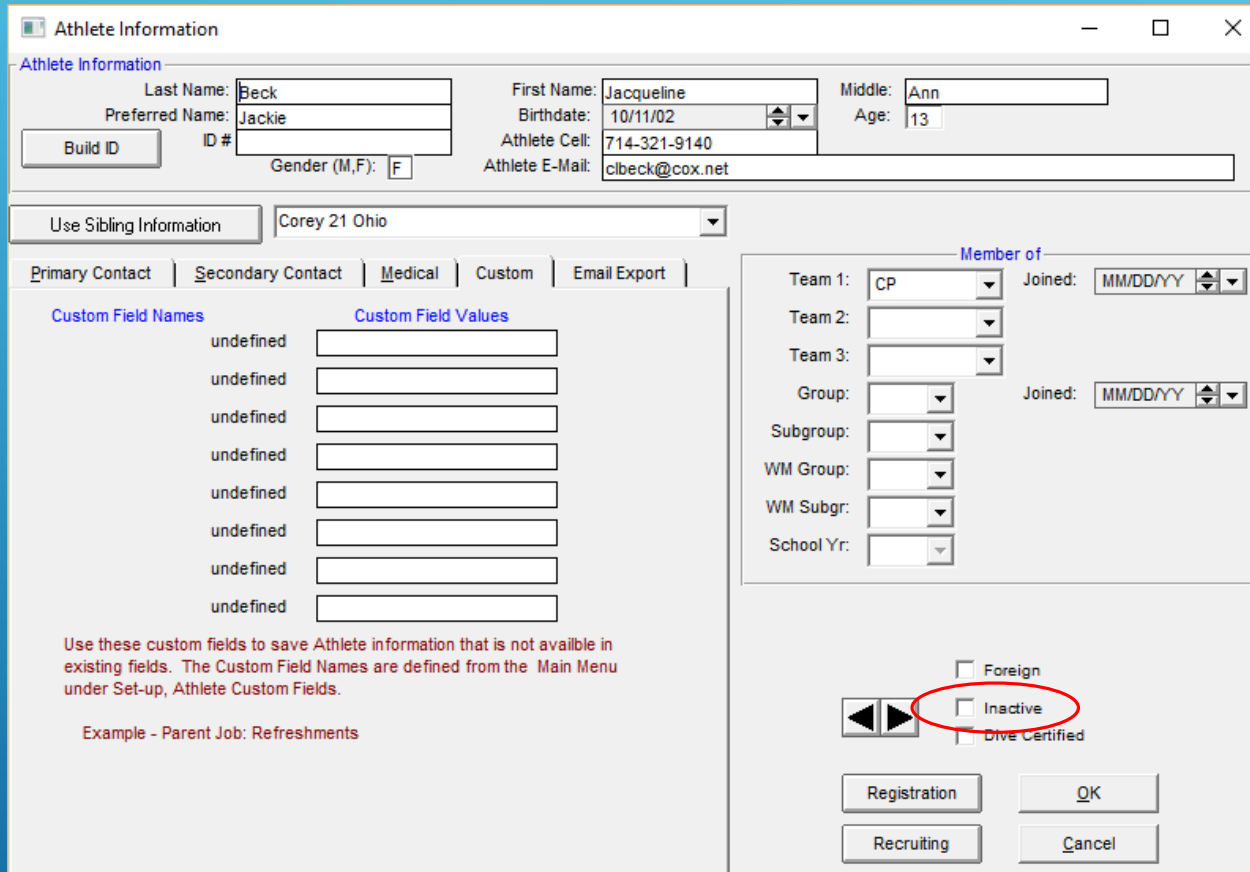
- Select:
  - Set-up
  - Preferences
  - System Preferences
- Enter 06/01/16 for the meet age-up date
- Select "Age-Up" and YES

# START OF SEASON – IMPORT ROSTER



- Select:
  - File
  - Import
  - Athlete Rosters
- Choose the .zip file from the league
- Select Open and OK
- Select HY3 file and Open
- Uncheck “Overlay...”
- Check “Update/Add...”
- **NEVER add new swimmers**

# START OF SEASON – INACTIVATE SWIMMERS



The screenshot shows the 'Athlete Information' window. The 'Athlete Information' tab is active. The form contains the following fields:

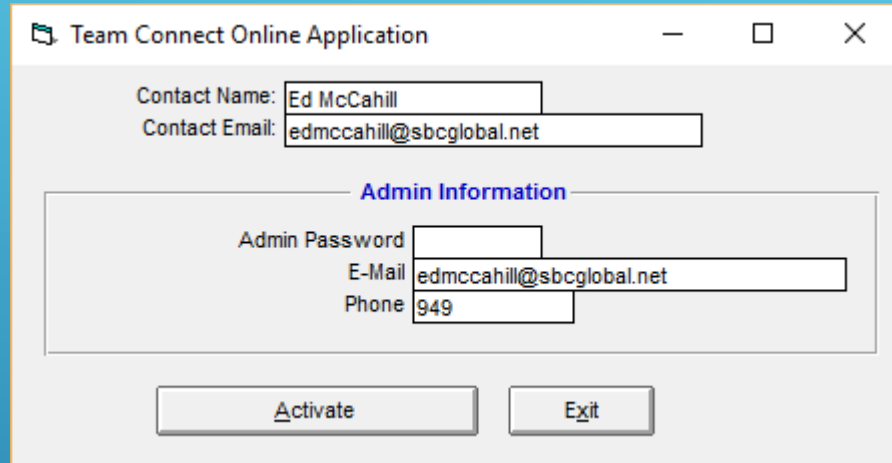
- Last Name: Beck
- Preferred Name: Jackie
- Build ID: [button]
- ID #: [text box]
- Gender (M,F): F
- First Name: Jacqueline
- Birthdate: 10/11/02
- Athlete Cell: 714-321-9140
- Athlete E-Mail: clbeck@cox.net
- Middle: Ann
- Age: 13
- Use Sibling Information: Corey 21 Ohio
- Primary Contact: [tab]
- Secondary Contact: [tab]
- Medical: [tab]
- Custom: [tab]
- Email Export: [tab]
- Custom Field Names: [table with 8 rows of 'undefined' names and empty value boxes]
- Custom Field Values: [table with 8 rows of empty value boxes]
- Team 1: CP, Joined: MM/DD/YY
- Team 2: [dropdown], Joined: MM/DD/YY
- Team 3: [dropdown], Joined: MM/DD/YY
- Group: [dropdown]
- Subgroup: [dropdown]
- WM Group: [dropdown]
- WM Subgr: [dropdown]
- School Yr: [dropdown]
- Foreign: [checkbox]
- Inactive: [checkbox] (highlighted with a red circle)
- Dive Certified: [checkbox]
- Registration: [button]
- Recruiting: [button]
- OK: [button]
- Cancel: [button]

Use these custom fields to save Athlete information that is not available in existing fields. The Custom Field Names are defined from the Main Menu under Set-up, Athlete Custom Fields.

Example - Parent Job: Refreshments

- Select:
  - Athletes
- Double click athletes who did not return
- Select Inactive
- Select OK
- **Notify ISL registrar of any name/gender issues**

# START OF SEASON – TEAM CONNECT



The screenshot shows a window titled "Team Connect Online Application". It contains two main sections: "Contact Information" and "Admin Information".

**Contact Information:**

- Contact Name: Ed McCahill
- Contact Email: edmcchahill@sbcglobal.net

**Admin Information:**

- Admin Password: [Redacted]
- E-Mail: edmcchahill@sbcglobal.net
- Phone: 949

At the bottom of the window are two buttons: "Activate" and "Exit".

- Select File -> "Login to Team Connect Online"
- Create an account using email and password

# START OF SEASON – TEAM CONNECT

Team Connect Online Database for ADMIN

---

Master Team Connect Online Database Information

Name	TEAMCONNECT.TXT
Date	Tuesday, November 13, 2012 12:00:00 AM
Size	.12 megabytes
Edit Locked by	Not Locked

Date of your Copy of the Master No information on last download.  
Local Copy Name No Local copy of Master Team Connect Online File downloaded yet.  
License Expires on Wednesday, July 31, 2024

---

Team Connect Online User Options

[Get New Copy of Master - Read Only Mode](#)

[Get New Copy of Master - Edit Mode](#)

[Open Existing Local Copy of Your Team Connect Online Database](#)

[? Help](#)

[Logoff Team Connect Online](#)

---

Admin Tools

[Add/Edit Users](#)

[Upload New Database](#)

[Clear Edit Lock](#)

[Clear Upload Lock](#)

[Clear Download Lock](#)

[Activity Log](#)

[Delete Activity Log](#)

[Print Activity Log](#)

[Upload/Download Log](#)

[Print Upload/Download Log](#)

---

Internet Connection Status Log

CHECK Edit Lock

- Select Upload New Database
- Select Yes
- Database is not updated directly
- Changes need to be uploaded before exiting Team Manager
- After logging in, recent changes will be downloaded



# START OF SEASON – TEAM CONNECT

Team Connect Online Maintenance


Contact Name: Ed McCahill  
Contact Email: edmcchill@sbcglobal.net

**TMNet Users**

	Login ID	Password	Allow Edit	E-Mail	Phone
Administrator	ADMIN		<input checked="" type="checkbox"/>	edmcchill@sbcglobal.net	9494003728
User1	Coach 1	SWIM	<input type="checkbox"/>		
User2			<input type="checkbox"/>		
User3			<input type="checkbox"/>		
User4			<input type="checkbox"/>		
User5			<input type="checkbox"/>		
User6			<input type="checkbox"/>		
User7			<input type="checkbox"/>		
User8			<input type="checkbox"/>		
User9			<input type="checkbox"/>		

- Select Add/Edit Users
- Create ID and Passwords for users
- Decide if you want to allow Edit

# BEFORE THE MEET

- Create the Meet
  - Import Events
  - Define Meet Limits
  - Add Swimmer Entries
  - Print out Entry Labels
  - Print Entry Report
- 
- A series of three parallel white diagonal lines in the bottom right corner of the slide, extending from the middle of the right edge towards the bottom left.

# BEFORE THE MEET – CREATE THE MEET

The screenshot shows the 'Meet Setup' window with the following fields and values:

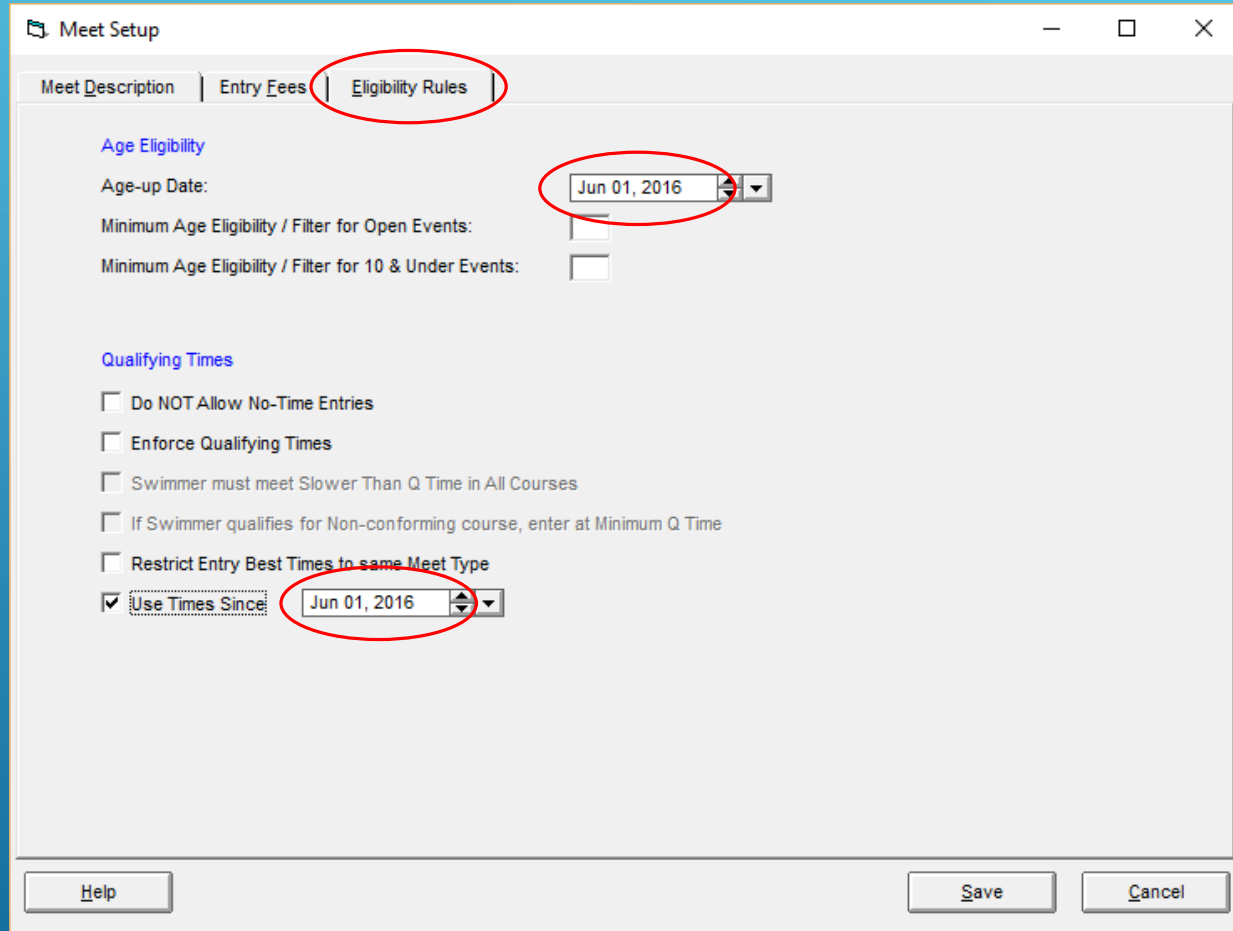
- Meet Description:**
  - \*Meet Name: CP 06-18-2016
  - \*Facility Name: Colony
  - Street Address: (empty)
  - Address Line 2: (empty)
  - \*City: Irvine
  - \*State / Province: CA
  - \*Postal Code: 92606
  - Country: (empty)
  - \*Course: Y
  - Sanction Number: (empty)
  - Internal Remarks: (empty)
  - Instructions: (empty)
- Meet Dates:**
  - \*Start Date: Jun 18, 2016
  - End Date: Jun 18, 2016
  - \*Meet Host Entry Deadline: Jun 17, 2016
- Advanced Settings:**
  - Non-Conforming Course Factor: (empty)
  - Meet Type: AG
  - Masters Meet: (unchecked)
  - Altitude: (empty) feet

Buttons at the bottom: Help, Save, Cancel.

- Select:
  - Meets
  - Add
- Under Meet Description:
  - Meet Name
  - Course
  - Meet Dates
- Meet Type – AG
- Select Save

**Meet naming convention:** <Team code> mm-dd-yyyy.

# BEFORE THE MEET – CREATE THE MEET



Meet Setup

Meet Description | Entry Fees | **Eligibility Rules**

**Age Eligibility**

Age-up Date: Jun 01, 2016

Minimum Age Eligibility / Filter for Open Events: ☐

Minimum Age Eligibility / Filter for 10 & Under Events: ☐

**Qualifying Times**

☐ Do NOT Allow No-Time Entries

☐ 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

☐ Restrict Entry Best Times to same Meet Type

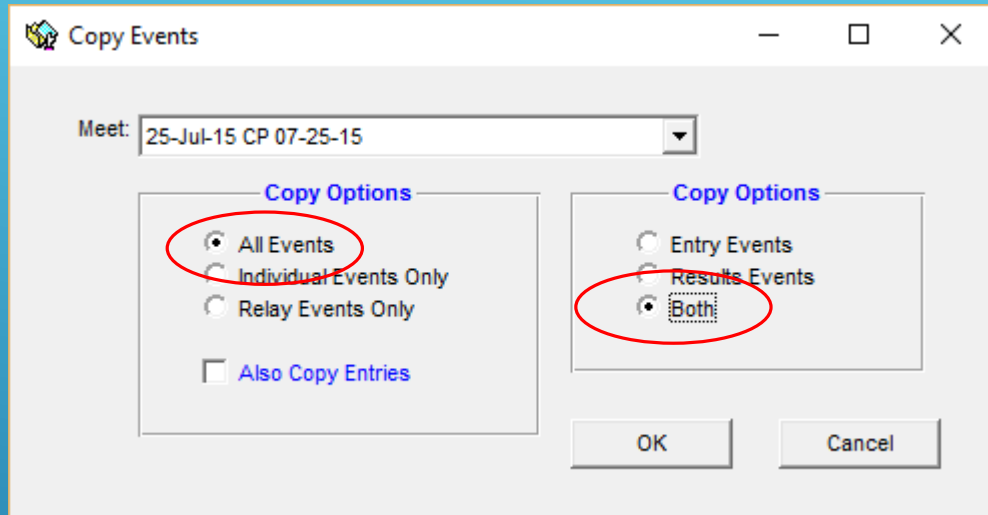
☒ Use Times Since: Jun 01, 2016

Help Save Cancel

- Under Eligibility Rules:
  - Age-up Date
  - Use Times Since
- Select Save

**Meet naming convention:** <Home team code> vs <Away team code>/<Away team code> mm/dd/yyyy. List the away team code in alphabetical order. E.g. CP vs GT/DF 06/22/2013

# BEFORE THE MEET – IMPORTING MEET EVENTS



- Select “Meets” menu from the main Hy-Tek screen
- Select meet
- Select “Events | Copy Events” to copy existing events from an existing meet from previous years(easiest method). If you don't have meets from previous year, then do the next step.
- Import Events from an Events file (ISLEvents.hyv available on website [www.irvineswimleague.org](http://www.irvineswimleague.org) – Team Tools – Timekeeper). To import an event file, select “File | Import | Event File” from the main Hy-Tek screen. Note: this will add a new meet named “UCI Quad Meet”. Copy the events, and then delete this meet. NOTE: only do this if you don't have meets from previous years.
- Use “All Events” for the left side “Copy Options” and “Both” for the right side “Copy Options”

# BEFORE THE MEET – IMPORTING MEET EVENTS

THE SCREEN BELOW IS AN EXAMPLE FOR EVENT 1

Meet Event Maintenance [Entries]

**Event**  
Event Number   
☐ Individual ☒ Relay

**Gender**  
☐ Male ☐ Female ☒ Mixed

**Session / Division**  
Session  Division

**Mixed Relay Gender Options**  
☒ No Enforcement ☐ 3 Male-1 Female  
☐ 2 of Each Gender ☐ 3 Female-1 Male

**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  
☐ 17 - 18 ☐ 18-18  
☒ Other ☐ Low Age   
5 - 6 ☐ 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

**Qualifying Times**  
Standard:   
Designator:   
  
  
Slower Than  Yards  Faster Than  
 LC Meters   
 SC Meters   
☐ Both ☒ Faster Than  
☐ Slower Than

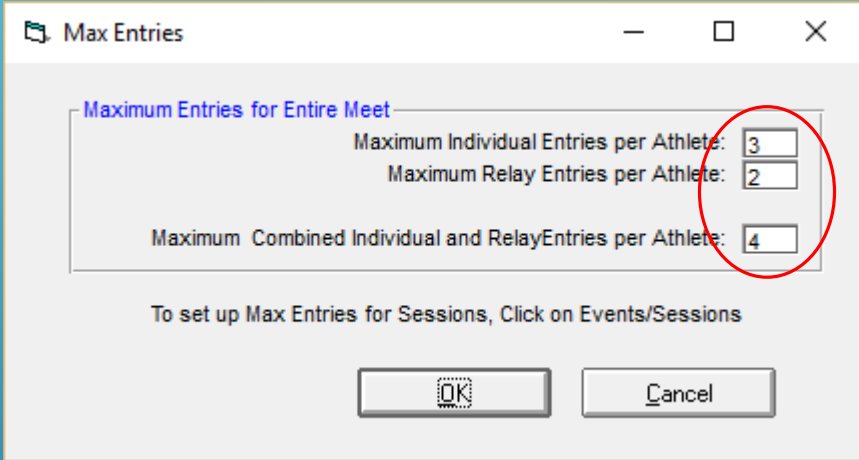
**Entry Fee**

**Relay Event**  
Mixed 5 - 6 100 Medley

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

Note: The age range for the 5-6 age group events should be 5-6, not 6 & Under

# BEFORE THE MEET – MEET LIMITS



Max Entries

Maximum Entries for Entire Meet

Maximum Individual Entries per Athlete: 3

Maximum Relay Entries per Athlete: 2

Maximum Combined Individual and Relay Entries per Athlete: 4

To set up Max Entries for Sessions, Click on Events/Sessions

OK Cancel

- Select “Meets” menu from the main screen
- Select a meet
- Select “Entries | Max Entries” to set the maximum number of entries.
- Maximum of 3 individual or 2 relays for a combined total of 4 events

# BEFORE THE MEET – ADDING RELAY ENTRIES

TEAM MANAGER - Database: C:\Users\edmc\_000\Documents\ISL\CP Stats\CP2016\_season.mdb - [Entry by Event]

Time Calc Athlete Results View **Relays Only** Print Dual Meet Setup Help

Event: 1 Swim for Team: CP Session: Meet Division:

18-Jun-16 CP 06-18-2016

Sess	Div	Event	Gen	Distance	Stroke	Age	VR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		1	X	100	Medley	05-06	R	0	0	0	0	0	0
0		2	X	100	Medley	07-08	R						
0		3	X	200	Medley	09-10	R						
0		4	X	200	Medley	11-12	R						
0		5	X	200	Medley	13-14	R						

☐ Show Swim-Up Athletes  
☐ Only Athletes Already in Meet  
☐ Only Athletes Already in Session  
☐ Only Pre-Entered Athletes  
☐ Only Pre-Entered with No Entries

Team: WM Gr: WM Sub: Standards: Clear All 4 Best Select All 4 Best

@ indicates a Relay Only swimmer  
Right Click to enter as Relay Only swimmer  
\* = converted time

Event: [1] 05-06 Mixed 100 Medley Relay

Last Name	First Name	MI	Entd	4Bst	Team	Best Tim
A Bhangay	Tara	N	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
A Boomsma	Jacob	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
A Bunnell	Emma	M	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
A Clarke	Samantha	R	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Dimick	Rosalynn	d	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Figueroa	Samantha	L	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Jarzyna	Ella	N	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Lam	Darren	J	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Liu	Justin	N	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Miclea	Whitney	L	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Nguyen	Dylan	T	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Pascua	Matthew	J	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Vancleave	Nathan	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Vu	Katherine	L	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Yang	Nicole	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	
Yim	Erin	S	<input type="checkbox"/>	<input checked="" type="checkbox"/>	CP	

New Relay  
Clear Swimmers Find Best Relay Best Relay Report

Best: Free

☐ Include Relay Non Lead-Off Splits

Swimmers	Age	Ent	Best	Custom	Ex	Ht	LN
1 Bhangay, Tara	5	<input checked="" type="checkbox"/>		NT	<input type="checkbox"/>		
2 Boomsma, Jacob	6						
3 Bunnell, Emma	6						
4 Clarke, Samantha	5						
5							
6							
7							
8							

Calculate Custom

- Select “Entries by Event”
- Select “New Relay” to add a new relay. Enter heat, lane and swimmers.
- Double click on the swimmers or click and drop them over to Relay positions 1-4 (8 for Championship only)
- Navigate events with arrow buttons

**Dual meet: home team odd lanes. Tri-meet: 1,4 - 2,5 - 3,6**



# BEFORE THE MEET – ADDING INDIVIDUAL ENTRIES

TEAM MANAGER - Database: C:\Users\edmcc\_000\Documents\ISL\CP Stats\CP2016\_season.mdb - [Entry by Event]

Time Calc Athlete Results View **Relays Only** Print Dual Meet Setup Help

Event: 7 Swim for Team: CP Session: Meet Division:

18-Jun-16 CP 06-18-2016

Sess	Div	Event	Gen	Distance	Stroke	Age	I/R	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
0		4	X	200	Medley	11-12	R						
0		5	X	200	Medley	13-14	R						
0		6	X	200	Medley	15-18	R						
0		7	F	25	Fly	05-06	I						

☐ Show Swim-Up Athletes  
☐ Only Athletes Already in Meet  
☐ Only Pre-Entered Athletes  
☐ Only Pre-Entered with No Entries

Team: WM Gr: WM Sub: Cutoff Time Fudge Factor: .00  
 Yr: Standards: % indicates a time (- fudge factor) make the cutoff.  
 Group: \* indicates a time did not make the cutoff.  
 Subgroup: = converted time

Clear All Enter All

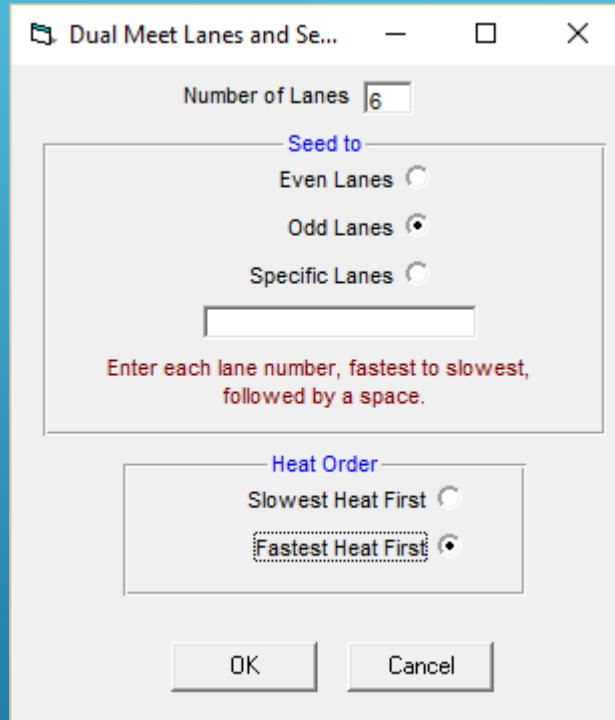
Event: [7] 05-06 Female 25 Fly

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	IE	RE	CE	Gen	Age	Yr	Birth	Achiev
Bhangay	Tara	N	<input type="checkbox"/>	CP	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						F	5		12-Aug-10	
Bunnell	Emma	M	<input checked="" type="checkbox"/>	CP	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	4	1	1	2	F	6		18-Jun-09	
Clarke	Samantha	R	<input type="checkbox"/>	CP	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						F	5		14-Jul-10	
Dimick	Rosalynn	d	<input checked="" type="checkbox"/>	CP	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	1		1	F	6		10-Oct-09	
Figuerola	Samantha	L	<input type="checkbox"/>	CP	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						F	5		26-Apr-11	
Jarzyna	Ella	N	<input type="checkbox"/>	CP	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						F	6		10-Sep-09	
Miclea	Whitney	L	<input type="checkbox"/>	CP	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						F	5		11-Oct-10	
Vu	Katherine	L	<input type="checkbox"/>	CP	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						F	6		27-Jul-09	
Yang	Nicole	S	<input type="checkbox"/>	CP	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						F	6		21-Jan-10	
Yim	Erin	S	<input type="checkbox"/>	CP	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>						F	6		14-Aug-09	

- TM lists eligible swimmers for a particular event
- Click on name to assign heat and lane or use "Dual Meet Setup"
- Don't check "Show Swim-Up Athletes"
- Uncheck "Entrd" column to remove name from event
- Navigate events with arrow buttons

**Dual meet: home team odd lanes. Tri-meet: 1,4 - 2,5 - 3,6**

# BEFORE THE MEET – DUAL MEET SETUP



Dual Meet Lanes and Se...

Number of Lanes

**Seed to**

Even Lanes ☐

Odd Lanes ☒

Specific Lanes ☐

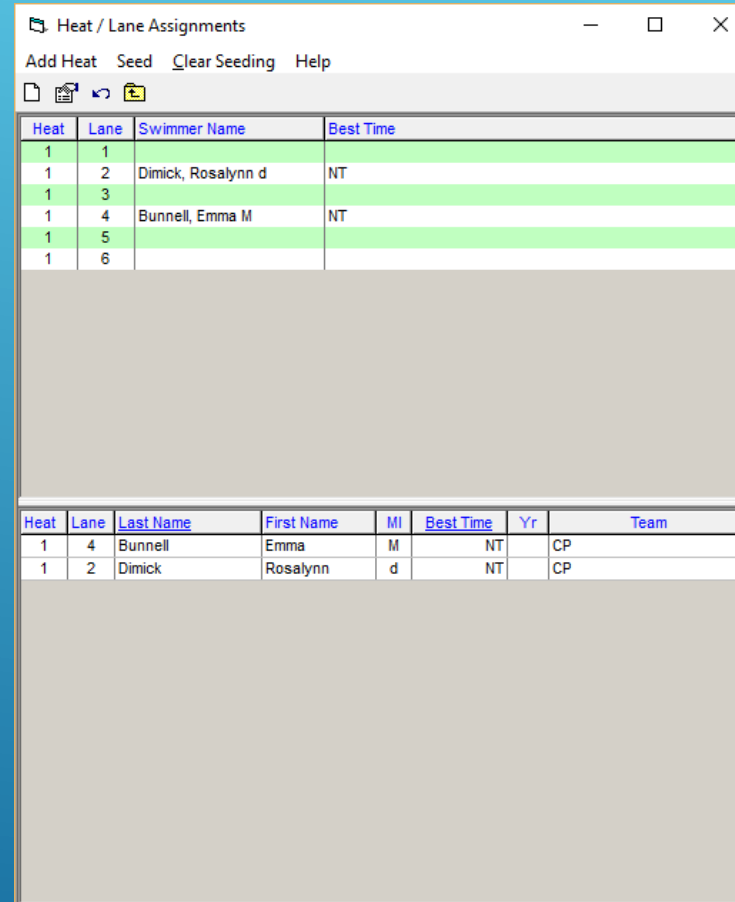
Enter each lane number, fastest to slowest, followed by a space.

**Heat Order**

Slowest Heat First ☐

Fastest Heat First ☒

OK Cancel



Heat / Lane Assignments

Add Heat Seed Clear Seeding Help

Heat	Lane	Swimmer Name	Best Time
1	1		
1	2	Dimick, Rosalynn d	NT
1	3		
1	4	Bunnell, Emma M	NT
1	5		
1	6		

Heat	Lane	Last Name	First Name	MI	Best Time	Yr	Team
1	4	Bunnell	Emma	M	NT		CP
1	2	Dimick	Rosalynn	d	NT		CP

- Select “Dual Meet Setup” – “Declare Lanes and Seeding”
- Odd Lanes for Home team, Even for away
- Select “Fastest Heat First” to seed the fastest time first.
- Select “Dual Meet Setup” – “Seeding and Assign Heats and Lanes”
- Select “Seed” to assign heats and lanes

# BEFORE THE MEET – PRINTING ENTRY LABELS

The screenshot shows the 'Meet Entry Labels' window with the following settings:

- Meet:** 18-Jun-16 CP 06-18-2016
- Filters:**
  - Team: [Dropdown]
  - Group: [Dropdown]
  - Subgroup: [Dropdown]
  - WM Group: [Dropdown]
  - WM Subgroup: [Dropdown]
  - School Year: [Dropdown]
  - Gen: [All selected, Male, Female]
  - Age: [Dropdown]
  - Sess / Div: [Dropdown]
  - Show Registration ID: ☐
  - Show Birth Date: ☒
  - Include Inactive: ☐
- Stroke / Distance Filters:**
  - Stroke: [Dropdown]
  - Distance: [Dropdown]
- Label Options:**
  - From Event: [Dropdown]
  - To Event: [Dropdown]
  - Include Exhibition: ☐
  - Include DQs: ☐
- Sort by:** Meet Event Number (selected)
- Other Options:**
  - Show Times Unconverted: ☐
  - Indicate Converted Times: ☐
  - Do Not Show Entry Times: ☐
- Label Types:**
  - Laser Printer:** 2 x 10, 3 x 10 (selected), 2 x 3, 3" x 5", A4 - UK (2x8), A4 - Aus (3x11)
  - Dot Matrix:** 1x, 3" x 5" Card
- Event Filters:** Individual, Relay (selected)
- Show Relay Swimmers:** None, Show Four (selected)

Buttons at the bottom: [Save icon], Create Report, Cancel

- Select “Labels | Entry Cards/Labels” from the main Hy-Tek screen
- Select meet, label types, Sort by Meet Event Number. Do it once for individual, once for the relays. Choose “Show Four” for the Show Relay Swimmers.

# BEFORE THE MEET – MEET ENTRIES REPORT

The screenshot shows the 'Meet Entries...' window with the following sections:


- Meet:** 18-Jun-16 CP 06-18-2016
- Filters:**
  - Team: [dropdown]
  - Group: [dropdown]
  - Subgroup: [dropdown]
  - WM Group: [dropdown]
  - WM Subgroup: [dropdown]
  - School Year: [dropdown]
  - Gen: [radio buttons: All, Male, Female]
- Other Options:**
  - Show Times Unconverted ☐
  - Include Proof of Time ☐
  - Include Team Address ☐
  - Indicate Converted Times ☐
  - Do Not Show Entry Times ☐
- Show Relay Swimmers:**
  - None ☐
  - Show Four ☒
  - Show Eight ☐
- Event Filters:**
  - Individual ☐
  - Relay ☐
  - Individual and Relays ☒
- Stroke / Distance Filters:**
  - Stroke: [dropdown]
  - Distance: [dropdown]
- Standards / Points:**
  - None ☒
  - Hy-Tek Age Group ☐
  - Hy-Tek Single Year ☐
  - Hy-Tek Open ☐
  - FINA Points ☐
  - LEN Points ☐
  - AUS Points ☐
  - NISCA Points ☐
  - SNZ Points ☐
- Sort by:**
  - Meet Event Number ☒
  - Meet Event Heat/Lane ☐
  - Name ☐
  - Age ☐
  - Meet Event Number ( 1 per page ) ☐
  - Meet Event Heat/Lane (1 per page) ☐
  - Name ( 1 Swimmer per Page ) ☐
  - Stroke and Distance ☐
- Buttons:** Create Report, Cancel
- Checkboxes:** Totals on Separate Page ☒, Include Inactive ☐, Show Registration ID ☐, Include Birth Date ☐, Include Official Statement ☐, Keep Athletes / Events together ☒, Don't Show Totals ☐

- Select:
  - Reports
  - Meet Reports
  - Meet Entries
  - Meet
- Enter “Individual and Relays” for Event Filters
- Sort by Meet Event Number

Keep Athletes/Events together will not split athletes/events across page break

Normally the visiting team will provide a copy to the home team for ready bench

# DURING THE MEET

- Entering Meet Results
  - Printing Award Labels
  - Printing Time Improvement Labels
  - Records Match
- 
- A series of four parallel white diagonal lines extending from the bottom right corner towards the center of the slide.

# DURING THE MEET – ENTERING MEET RESULTS

The screenshot shows the 'TEAM MANAGER' software interface with the title bar 'Database: C:\TM5Data\MSL2010\MSL2010.MDB - [Results by Event]'. The main window is titled 'Results for Team' and displays a table of events for '25-Jun-11 CP vs GT 06/25/2011'. The table has columns: Sess, Div, Event, Gen, Distance, Stroke, Age, and I/R. The first row is highlighted in blue, showing Event 1, 100 Medley, 05-06, Relay. To the right of the table, there are buttons for 'Event 1', 'F4', and 'F5'. Below the table, there are dropdown menus for 'Team' (CP), 'Group', 'WM Gr', 'School Yr', 'Subgroup', and 'WM Sub'. There are three radio buttons: 'All Eligible', 'Existing Results', and 'Existing Entries' (which is circled in red). Below the radio buttons, there are checkboxes for 'Show Swim-Up Athletes' and 'Show Inactive'. At the bottom, there is a table with columns: Last Name, First Name, MI, Age, Team, and ID. The table lists four swimmers: Boomsma, Addison; Hall, Gabriel; Macvicar, Ethan; and Miclea, Avery. To the right of the table, there are buttons for 'New Final Relay', 'New Prelim Relay', and 'Get Entry Swimmers'. Below these buttons, there is a table with columns: Relay, Time, DQ, PI, Pts, and P/F. The table shows a relay event with a time of 1:05-06, Mixed, 100 Medley Relay, and a final result of Final.

- Select Meets
- Highlight the meet that you want to enter the results, and select “Results”
- Select “Results by Event” to enter the results in order. If you have existing entries, make sure “Existing Entries” is selected.
- Click on “New Final Relay”, click and drag the swimmers over or click on “Get Entry Swimmers”.
- Enter the time and place for the new result relay

# DURING THE MEET – ENTERING MEET RESULTS

TEAM MANAGER - Database:C:\TM5Data\ISL2010\ISL2010.MDB - [Results by Event]

Find Splits Time Calc View Print Help

Results for Team CP Session: Division:

25-Jun-11 CP vs GT 06/25/2011

Sess	Div	Event	Gen	Distance	Stroke	Age	IR
4	X	200 Medley	11-12	Relay			
5	X	200 Medley	13-14	Relay			
6	X	200 Medley	15-18	Relay			
7	F	25 Fly	05-06	Indiv			
8	M	25 Fly	05-06	Indiv			
9	F	25 Fly	07-08	Indiv			
10	M	25 Fly	07-08	Indiv			

Event: 9 F4 F5

Team CP Group WM Gr School Yr Subgroup WM Sub All Eligible Existing Results Existing Entries Open Water

Show Swim-Up Athletes Show Inactive Finals Prelims Semi Finals Swimoffs Time Trials

Last Name	First Name	MI	Team	ID	Final Time / Pts	Fin DQ	Final Place	Final Pts	Prelim Time / Pts	Pre DQ	Prelim Place	Prelim Pts
Hall	Olivia		CP									
Horner	Brielle		CP									
McCahill	Sloane		CP									
Palakian	Ashley		CP									

- Enter the Final Time, Final Place and Final Pts for each swimmer

## Dual Meet Scoring:

Individual: 5, 3, 2, 1. Each team receives points for a maximum of two places.

Relays: 7, 4, 3. Each team may score only once.

# DURING THE MEET – PRINTING AWARD LABELS

The screenshot shows the 'Award Labels' window with the following settings:

- Meet:** 22-Jun-13 CP vs CRH 06/22/2013
- Filters:**
  - Team: CP
  - Group: [empty]
  - Subgroup: [empty]
  - WM Group: [empty]
  - WM Subgroup: [empty]
  - School Year: [empty]
  - Gen: [empty]
  - Age: [empty]
  - Sess / Div: [empty]
  - All (selected)
  - Male
  - Female
- Include Inactive:** ☐
- Stroke / Distance Filters:**
  - Stroke: [empty]
  - Distance: [empty]
- Label Options:**
  - Awards up to Place (0=ALL): 6
  - From Event: [empty]
  - To Event: [empty]
  - Blank Labels: ☐
  - Include Exhibition: ☐
  - Include DQs: ☐
  - Participation Award: ☒
- Participation Options:**
  - One Label per Event
  - One Label per Swimmer
  - All Swimmers
  - Swimmers who did NOT receive a Place award (selected)
  - Swimmers who did NOT receive a Place or Improvement award
- Label Types:**
  - Laser Printer (selected)
    - 2 x 10
    - 3 x 10 (selected)
  - Dot Matrix
    - 1x
  - A4 - UK (2x8)
  - A4 - Aus (3x11)
- Event Filters:**
  - Individual (selected)
  - Relay
- Standards / Points:**
  - None (selected)
  - LEN Points
  - Hy-Tek Age Group
  - AUS Points
  - Hy-Tek Single Year
  - NISCA Points
  - Hy-Tek Open
  - SNZ Points
  - FINA Points
- Buttons:** Create Report, Cancel

- Select:
  - Labels
  - Award Labels
  - Meet
- Assign:
  - Label Types
  - Event Filters
  - Awards up to Place
  - Participation Awards
- Use “From Event” and “To Event” to print labels during the meet



# DURING THE MEET – PRINTING TIME IMP. LABELS

Meet: 02-Aug-14 CP vs CS 08/02/2014

**Filters**

Team: CP  
Group:   
Subgroup:   
WM Group:   
WM Subgroup:   
School Year:   
Gen:   
Age:   
Sess / Div:   
All   
Male   
Female

**Prelim / Finals Filter**

All   
Finals Only   
Prelims Only   
Semis Only   
Best

**Label Types**

**Laser Printer** **Dot Matrix**  
2 x 10   
3 x 10   
1x  
A4 - UK (2x8)  
A4 - Aus (3x11)

**Stroke / Distance Filters**

Stroke:   
Distance:   
Include Inactive   
First Time Swims   
Minimum Improvement .01

**Restrict Improvement to Meet Type**

Meet Type: AG

**Improvement**

Since Date for Improvements: 06/01/14  
Use Since Date for Improvements   
Use Converted Times for Calculating Improvement   
Show Improvement as Percent

**Standards** **Points**

Standards: ISLQ  
Include Time Standards   
Include Only Improved STD

**Sort by**

Meet Event Number   
Name

Create Report Cancel

- After event 62 is entered, you can print TI labels
- Select:
  - Labels
  - Improvement Labels
  - Meet
- Assign:
  - Label Types
  - Since Date
  - Meet Type
  - Sort by – Name
  - Include ISL Time Standards

# DURING THE MEET – RECORDS MATCH

Record Match Report...

Meet: 02-Aug-14 CP vs CS 08/02/2014

**Athlete Filters**

Team: [dropdown]  
Team Division: [dropdown]  
Group: [dropdown]  
Subgroup: [dropdown]  
WM Group: [dropdown]  
WM Subgroup: [dropdown]  
School Year: [dropdown]  
LSC: [dropdown]

Gen | Age |  
☒ All  
☐ Male  
☐ Female  
Include Inactive ☐

**Stroke Distance Filters**

Stroke: [dropdown] Distance: [dropdown]  
☒ Equal ☐ Greater ☐ Less

**Dates**

Use Times Since: MM/DD/YY [dropdown] Use Since Date ☐  
Use Times Until: MM/DD/YY [dropdown] Use Times Until ☐

**Sort by**

☒ by Gender then Age Group  
☐ by Age Group then Gender

**Records**


Records: Splash-Y  
Show Ties with Current Record ☒  
Update Records ☐

Create Report Cancel

- Select:
  - Reports
  - Performance Reports
  - Records Match
- Select your team records file
- Under Filters, run once for individuals and once for relays
- Team record ribbons are hand-written

**Note:** only select “Update Records” if you are done with all reports, otherwise you won’t see the new records unless you select “Show Ties with Current Records”.

# AFTER THE MEET

- Top Time Report (for coach)
  - Meet Results Report (for article writer)
  - Submitting results to ISL
  - Upload Database
- 
- A series of white diagonal lines of varying lengths and thicknesses, located in the bottom right corner of the slide.

# AFTER THE MEET – TOP TIME REPORT

The screenshot shows the 'Top Times Report' window with the following settings:

- Meet:** All Meets
- Athlete Filters:**
  - Team: CP
  - Team Division: [blank]
  - Group: [blank]
  - Subgroup: [blank]
  - WM Group: [blank]
  - WM Subgroup: [blank]
  - School Year: [blank]
  - LSC: [blank]
  - Gen: [blank]
  - Age: [blank]
  - Age Grp: [blank]
  - Include: All, Male, Female, Combine Male/Female
  - Inactive: [unchecked]
  - Birthdate: [unchecked]
  - Registration ID: [unchecked]
  - Goals: [unchecked]
- Stroke Distance Filters:**
  - Stroke: [blank]
  - Distance: [blank]
  - Equal: [checked], Greater: [unchecked], Less: [unchecked]
- Dates:**
  - Use Times Since: 06/01/15
  - Use Since Date: [checked]
  - Use Times Until: MM/DD/YY
  - Use Times Until: [blank]
  - Chronological: [unchecked]
  - Include "Life Time Best" even if outside date range: [unchecked]
- Sort by:**
  - Name: [unchecked]
  - Event (Current Age): [checked]
  - Event (Stroke and Distance): [unchecked]
  - Name (1 per page): [unchecked]
  - Event (Age at Meet): [unchecked]
  - One Event per Page: [unchecked]
- Prelim / Finals Filter:**
  - All: [checked], Finals Only: [unchecked], Prelims Only: [unchecked], Semis Only: [unchecked]
- Splits:**
  - None: [checked], Cumulative: [unchecked], Subtractive: [unchecked], Cum/Subt: [unchecked], Legal: [unchecked], Stroke Rate: [unchecked]
- Course Options:**
  - YO (Show Yards Only): [checked], SO (Show SC Meters Only): [unchecked], LO (Show LC Meters Only): [unchecked], YY (Convert to Y, Show Y): [unchecked], SS (Convert to SC, Show SC): [unchecked], LL (Convert to LC, Show LC): [unchecked], YA (Convert to Y, Show Actual): [unchecked], SA (Convert to SC, Show Actual): [unchecked], LA (Convert to LC, Show Actual): [unchecked]
- Filters:**
  - Event Filters: Individual: [checked], Relay: [unchecked]
  - Meet Type: [blank]
  - Include DQs and NSs: [unchecked]
  - Include Relay non-leadoff Legs: [unchecked]
  - Include ONLY Relay non-leadoff Legs: [unchecked]
  - Top How Many? (0 = All Times): 0
- Columns:**
  - 1 Column: [unchecked], 2 Column: [checked], 3 Column: [unchecked]
- Buttons:** Create Report, Cancel

- Select:
  - Reports
  - Performance Reports
  - Top Times
- Enter 06/01/15 for "Use Times Since"
- Select YO for course options
- 0 for How Many

# AFTER THE MEET – MEET RESULTS REPORT

The screenshot shows the 'Meet Results' application window. Several fields are highlighted with red circles to indicate selection points:

- Meet:** A dropdown menu showing '02-Aug-14 CP vs CS 08/02/2014'.
- Team:** A dropdown menu showing 'CP'.
- Stroke / Distance Filters:** Two dropdown menus for 'Stroke' and 'Distance'.
- Improvement:** A date field for 'Since Date for Improvements' set to '06/01/15'.
- Sort by:** A radio button selection for 'Meet Event Number'.

Other visible options include 'Filters' (Gen, Age, Sess / Div), 'Prelim / Finals Filter' (All, Finals Only, Prelims Only, Semis Only, Best), 'Splits' (None, Cumulative, Subtractive, Cum/Subt), 'Event Filters' (Individual, Relay, Individual and Relays), 'Standards' (ISLQ), 'Include Time Standards' (checked), 'Include Only Improved STD' (unchecked), and 'Keep Athletes / Events together' (checked).

- Select:
  - Reports
  - Meet Reports
  - Meet Results
  - Select Meet
- Enter 06/01/15 for “Since Date for Improvements”

# AFTER THE MEET – MEET RESULTS REPORT

**Export Results**

Export to Drive: c: [HP\_PAVILION]

Export to Directory:

- C:\
- ISL Stat 2013
- Export

**Result Export Restrictions**

Specific Meet: 22Jun-13 CP vs CRH 06/22/2013

Meets Since: MM/DD/YY Use Since Date ☐

Specific Course:

**Minimum Standard**

Standard: ISLQ

Designators:

Export Relays ☒

Export Splits ☐

**Athlete Export Filters**

LSC:

Team: CP

Group:

Subgroup:

WM Group:

WM Subgroup:

School Year:

☒ All ☐ Male ☐ Female

Include Inactive Athletes ☐

OK

Close

- Select:
  - File
  - Export
  - Meet Results
  - Meet
- Check Relays, no splits
- Rename exported file with team code and date
- Email to timekeeper

# AFTER THE MEET – UPLOAD DATABASE

Team Connect Online Database for ADMIN

Master Team Connect Online Database Information

Name	TEAMCONNECT.TXT
Date	Tuesday, November 13, 2012 12:00:00 AM
Size	.12 megabytes
Edit Locked by	Not Locked

Date of your Copy of the Master No information on last download.  
Local Copy Name No Local copy of Master Team Connect Online File downloaded yet.  
License Expires on Sunday, January 1, 2017

Team Connect Online User Options

[Get New Copy of Master - Read Only Mode](#)

[Get New Copy of Master - Edit Mode](#)

[Open Existing Local Copy of Your Team Connect Online Database](#)

[? Help](#)

[Logoff Team Connect Online](#)

Admin Tools

[Add/Edit Users](#)

[Upload New Database](#)

[Clear Edit Lock](#)

[Clear Upload Lock](#)

[Clear Download Lock](#)

[Activity Log](#)

[Delete Activity Log](#)

[Print Activity Log](#)

[Upload/Download Log](#)

[Print Upload/Download Log](#)

Internet Connection Status Log

CHECK Edit Lock

- Select Upload New Database
- Select Yes