



My Swim Results

Using Team Manager for Entries

Team Manager can be used to submit entries into upcoming swim meets much like Online Entries does.

Note: Please note that some clubs have multiple versions of their Team Manager database for different purposes so make sure you are playing in the right database before starting.

Important: For best results use the supplied “Events file for TM” as it has the best chance of the entries being imported correctly into Meet Manager when the time comes.

PO Box 31
West Perth WA 6872

Unit 14 / 1329 Hay Street
West Perth WA 6005

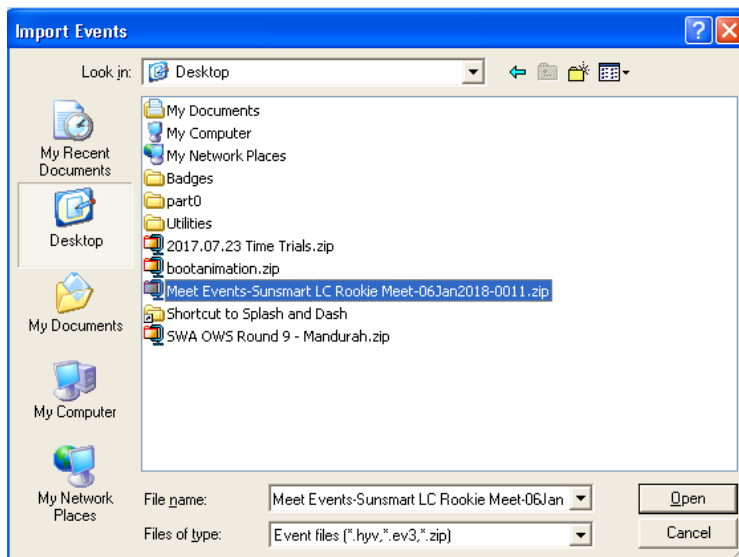
Ph: +61 8 9226 4990

support@myswimresults.com.au
www.mvswimresults.com.au

Other things that you might like to do include getting your Team Manager database up-to-date with the latest times. On My Swim Results, use the “Export Membership” page to download all the members results (for the last 2 years with Personal bests going back even further). This file can then be imported into a fresh Team Manager database.

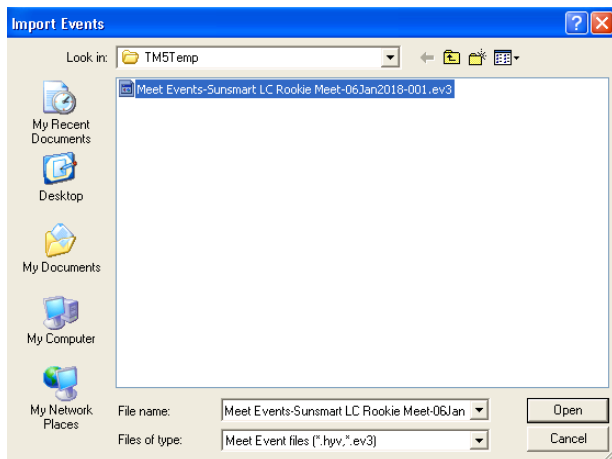
Download the Event Listing from the website Calendar page. The Event Listing is called “Team Manager Events Download”.

Import that file into Team Manager via “File” -> “Import” -> “Meet Events” and point it to the file that you downloaded. (If the meet is your own meet – you can get the file from Meet Manager using “File” -> “Export” -> “Events for TM”)

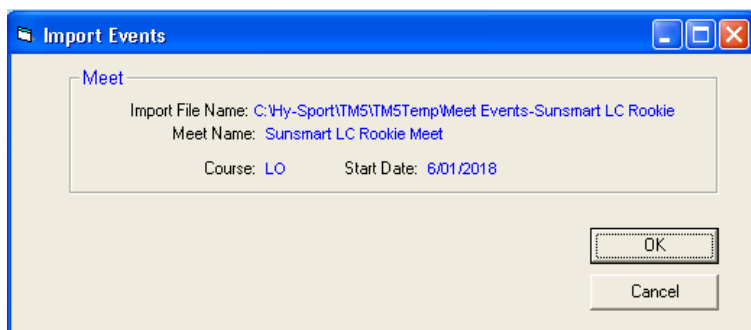


The system will unpack the file and allow you to choose the file that it contains.

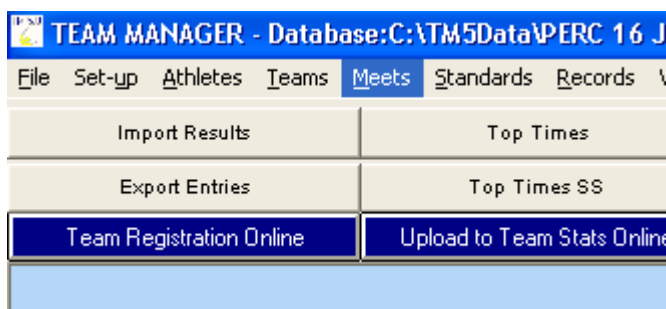




It should be the only file, so you can choose it and click on the Open button.



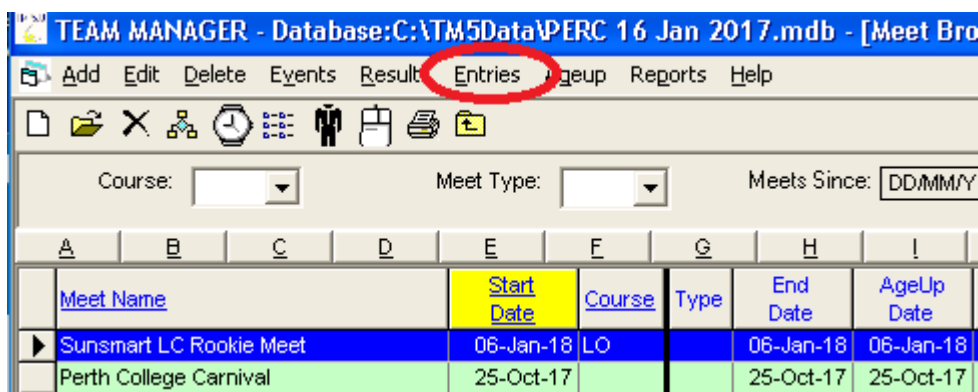
After clicking on Ok and then acknowledging the number of events it imported, you will be able to see the new Meet listed when you press on the “Meets” menu. (Note you may need to scroll up initially to see it.) This meet is a little different to the majority of meets in the database as it won’t have any results. It will allow you to pick who is entering which events.



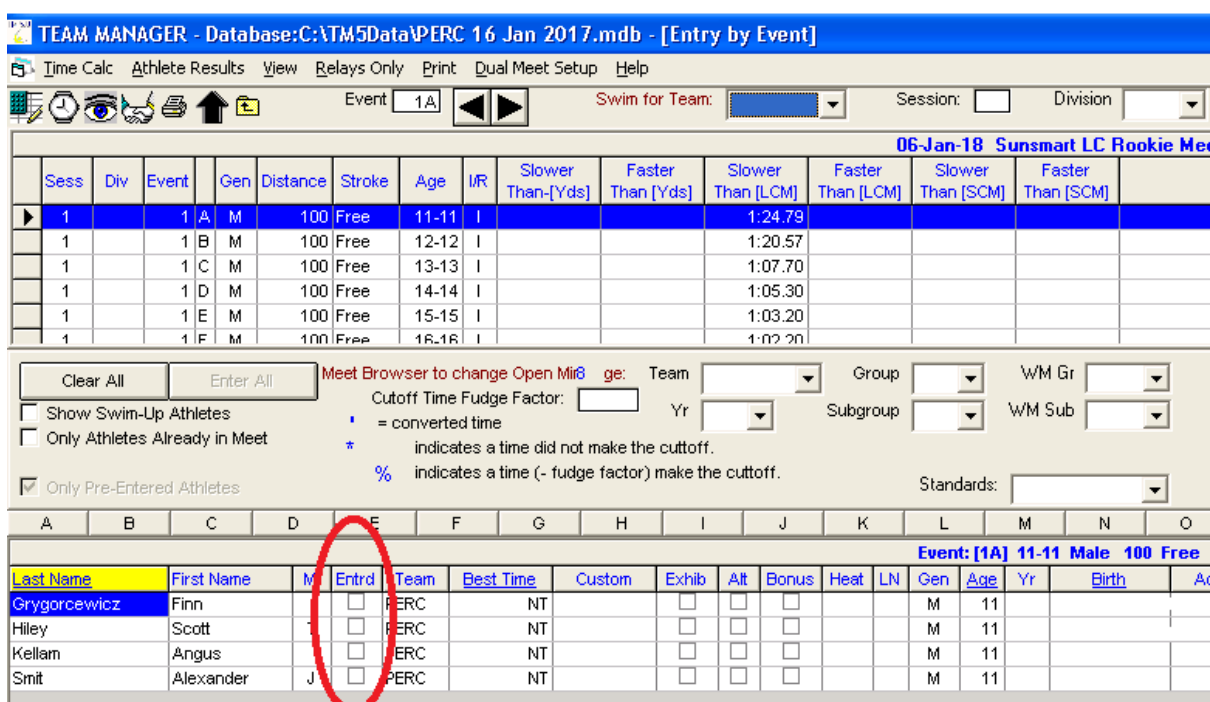
There are a couple of different options for entries, in this example, we will demonstrate the “Entry By Event” to pick a team. (Another useful option is “Entries by Name” but this is used if you already know what the individual swimmer wants to swim.)

Highlight the meet you want to do entries for and choose “Entries” -> “Entries by Event”





A new screen will appear showing a list of events at the top and the swimmers who qualify for that event underneath. (assuming that the event is an individual event)



Simply tick the tick-box in the entered column to enter that swimmer into that event. If you want to submit the swimmer as a “reserve” then tick the corresponding tick-box in the “Alt” (aka Alternate) column.

Choose the next event at the top and repeat the exercise for each event.

If the Event is a Relay, then you will find that the bottom part of the screen will look different as it will have a listing of the swimmers who are in the age group for the event on the left side and on the right hand side include the ability to create relay teams.

Meet Browser to change Open Meets ge: Team Group WM Gr
☐ Show Swim-Up Athletes ☐ = converted time Yr Subgroup WM Sub
☐ Only Athletes Already in Meet Select Swimmer by clicking Entered Box then Right Click to enter as Relay Only swimmer
☐ Only Athletes Already in Session @ indicates a Relay Only swimmer Standards:
☒ Only Pre-Entered Athletes

Event: [73] 15.16 Male 200 Free Relay											
Last Name	First Name	MI	Entrd	4Bst	Best Time	Bonus	Gen	Age	Yr	Birth	Ac
Calleja	Zachariah	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	15			
Davis	Jordan		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	16			
Jegatheva	Rahul	J	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	16			
Makova	Tatenda		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	15			
Mason	Flynn	D	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	15			
Natalotto	Jack		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	16			
Nel	Johann		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	16			
Nicolaou	Steven		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	16			
Rachetti	Leonardo		<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	15			
Ryan	Hamish	T	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	M	15			

Swimmers based on gender and age group of the event

New Relay (highlighted with a red circle)

Include Relay Non Lead-Off Splits ☐

Clear Swimmers Find Best Relay Best Relay Report

Best: Free Best Relay Order 2-4-3-1

Swimmers	Ent	Best	Custom	Ex	Ht	LN
1						
2						
3						
4						
5						
6						
7						
8						

Relay Teams

Calculate Custom

To create a new relay team – at the very top of the screen ensure that the “Swim For Team” dropdown box has the correct team selected. Click on the “New Relay” button.

Useful buttons are the Find Best Relay to build the team (if possible).

Double-click on the swimmers name to add them to a Relay Team. If the event is a 4x50m event – then any swimmers numbered 5 to 8 would be considered a reserve.

Note: Apparently there is a FINA rule about the number of reserves that can be listed. If the event is a Medley relay then you can have 4 reserves. If it is a freestyle (single stroke) relay, the officials on the day will only allow the first 2 swimmers listed as reserves. (Not sure of the logic to that rule but anyway.)

New Relay

Clear Swimmers

Best: Free

☐ Include Relay Non Lead-Off Splits

Find Best Relay Best Relay Report

Best Relay Order 2-4-3-1

Swimmers	Ent	Best	Custom	Ex	Ht	LN
1 Calleja, Zachariah	A	<input checked="" type="checkbox"/>	NT	12:12.12L	<input type="checkbox"/>	
2 Davis, Jordan						
3 Jegatheva, Rahul						
4 Makova, Tatenda						
5 Natalotto, Jack						
6 Nel, Johann						
7						
8						

Calculate Custom

Build up the team. If required, a custom entry time can be entered if the Best Times for the team couldn't be automatically calculated.

Repeat for any additional relay teams in that event.

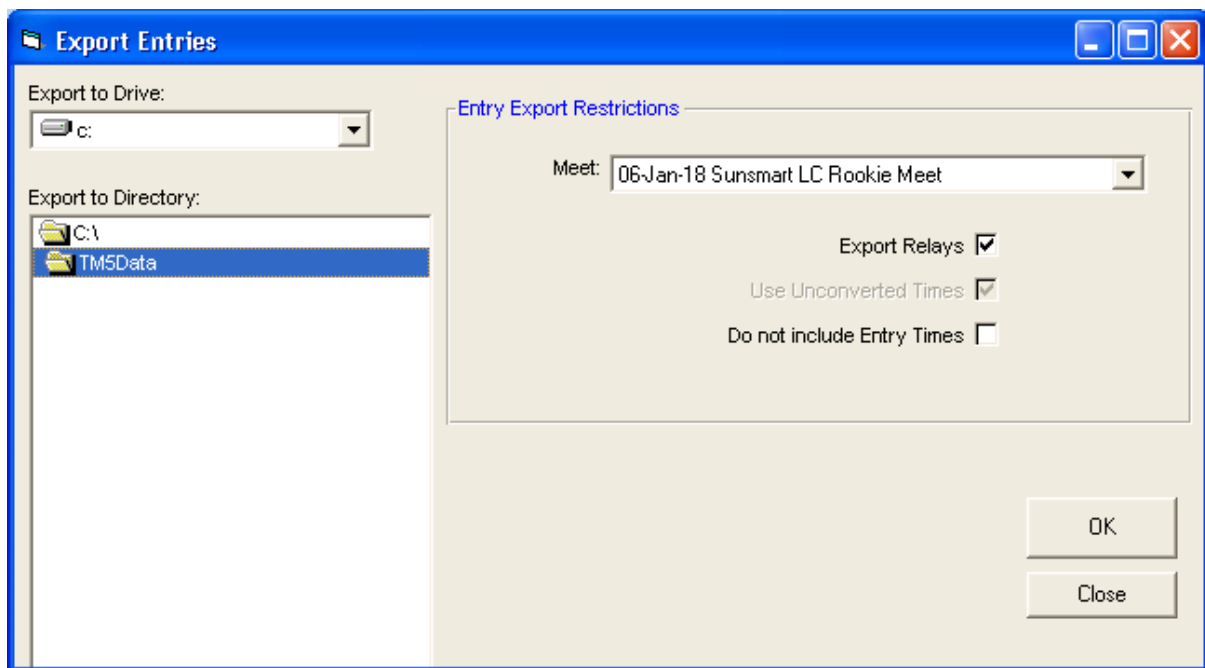
Note: Different level meets have different opinions about reserves. Some meets (e.g. Nationals) rules are such that if a Swimmer is listed as a reserve in Team A, they cannot be used as a swimmer in Team B. Check with the rules that apply.



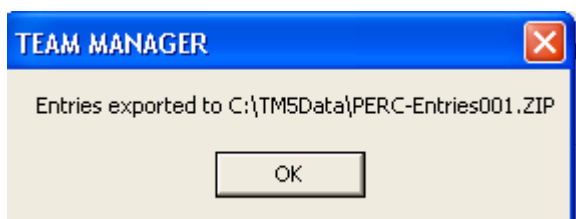
Once all the entries are entered into the database, you can print an Entries report to list the selections. This is handy to have coaches go through it to make changes. Choose the Print menu option at the top. You may need to tell the database which Team to produce the report for and also if relays are to be included in the report. (note you can select to show 4 or 8 members of a relay)

This report is also useful when submitting the entries file to the host as it can “include Proof of times” from the Team Manager database.

The final step is to get the entries out of the Team Manager database in a format that Meet Manager can import. This is done by returning to the initial Team Manager screen and choosing the menu option File -> Export -> Meet Entries.



Ensure that the correct meet is selected and press Ok.



The file is typically exported to the C:\TM5Data folder on your machine. Submit this file to the meet host together with any supporting documentation.

The meet host will take that file and in their Meet Manager database – choose the menu option “File” -> “Import” -> “Entries” to pull the entries into their meet manager database ready to seed the meet.

