

## Setting Up the Dual Meet in Team Manager - 2022

You will need to import the "Event Templates" containing the SAL events into your database. They can be found on the SAL website. You will only need to do this once at the beginning of the season.

From the TM menu, choose "File", "Import", "Meet Events". Then select the zip file containing the events template. (Ex. **Meet Events-SAL Dual Meet Template 2022-01-001.zip**) Click Open. TM will then unzip the file into a temporary folder (click OK when it states that it will unzip to a temporary folder). Select the unzipped \*.hyv file for import, click Open. It will show the meet name, then click OK. It will tell you how many events were imported... should be 74. It will ask you save the meet, go ahead and save meet.

Go to the "Meets" menu. The "template" meet should be listed. Now you can create new meets and copy the events from the templates.

To do this, click "Add", type the following information:

### **Meet Information:**

Type in the meet name: **Home team vs. Away Team**

Facility Name: Home team

City: Home city

State: PA

Zip: Home team zip code

Course: SO

### **Meet Date:**

Start Date: (actual date of meet); **be sure to change for each meet**

End date; same as start date

Meet Host entry deadline: same date as meet

### **Entry Fees:** skip

### **Eligibility Rules:**

**Age Up Date:** **October 31, current year**

### **Events:**

Go to add events. It will show you there are no events for this meet.

So, click on copy events. There will be a box. For date choose copy template

#1. Copy options include all events on left and on right choose both. It will say

74 events and then agree. Then hit Close. Events have been added and you are

ready to add the lineup.

### **Entries:**

Choose "entry by event".

At the top of the screen, you will see "Swim for Team" next to the right of the event number, click on your team. Do the same thing right underneath it, where it says "TEAM".

In this screen you can go event by event to add swimmers/divers.

**For diving entries, click on the athlete only.**

**For swimming entries, click on the swimmer and specify the HEAT and LANE.**

**If your swimmer is in the second or subsequent heats, you do not need to click "Exhibition" column for the highlighted swimmer.** This is

accounted for in the Meet Manager Template.

When done entering swimmers, exit "Entry by event" screen.

### **Printing Copies of Meet Lineup:**

In the meet browser, print a copy of your entries.

To do this, click "Print", "Entry Report", select the meet.

Sort by Meet Event Number.

The event filter should be "Individual and Relays".

Click CREATE REPORT and print the report.

You will want to **print at least 2 two copies** of the TM entry report.

**One copy is required for the host scorer and will be the final word in case there is an error in the process of importing entries from the thumb drive. The other copy is for you, the coach.**

Exit the Meet browser screen and return to the main screen.

### **To export entries to disk:**

From the main screen, click "File", "Export", "Meet Entries".

Select the meet. **Make sure "Relays" is checked and click OK.**

Follow directions on screen to export to the flash drive.

You also must **export a roster** on the flash drive for each meet.

This is done on the same flash drive as the entries.

### **To export roster to disk:**

From the main screen, click "File", "Export", "Athletes/Teams".

Make sure the team is selected.

Follow directions on screen to export to the stick drive.

**Bring the printouts and the flash drive to the meet.**