



## Electronic Meet Entry Procedure

This document covers the process to be followed where meet entries are being submitted electronically for Swimming ACT approved meets.

To assist clubs with the preparation of event entries, Swimming ACT will accept entries in Electronic Format from any club using Team Manager or Meet Manager software. Preparing entries in this way removes the need for Race Secretaries to prepare summary sheets for competitors and allows clubs to better track the entry fees owed by each competitor. Cards are not required where entries are submitted electronically using Team Manager or Meet Manager to prepare the entry file.

Before processing any entries please ensure that you have the name and date of birth of each competitor correctly recorded and that their ID matches the Meet Manager ID recorded for the competitor in the Registration system.

Entries should only be submitted by the Club Race Secretary or a duly authorised official of the organisation or club.

### INSTRUCTIONS (TEAM MANAGER)

1. The first step in completing E-Entries, is to obtain a copy of the event file for Team Manager. Refer to the meet flyer for details of where to obtain the file for which you intend to process entries.
2. Save the events file.
3. The event file needs to be imported into your Team Manager database. This is done from the Team Manager (TM) main menu. Go to:  
**File;** then  
**Import Meet Events;**  
then select the location of the meet event file, then the meet event file and import it.
4. From the main menu of TM go to **Meets** and check that the meet is listed. If it is not, then retry step 3. If the event is listed then double click on it to ensure that following are correct:

- the Start Date and End Date
- the Course: S, SO, L or LO
- the Age-up Date
- the Use Times Since with a tick in the Use Since Date box if a “Use Times Since” applies.

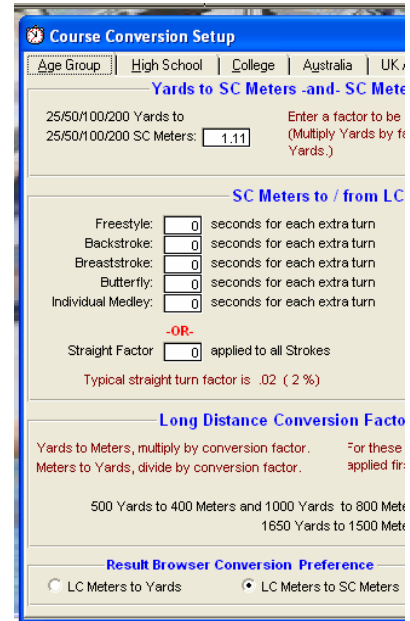
If there is any discrepancy, refer to the latest version of the meet flyer on the Swimming ACT web site and change in TM if needed. Notify the meet contact of

The screenshot shows the 'Meet Maintenance' window with the following details:

- Meet Name: ACT Short Course Championships
- Location: AIS
- Remarks: (empty)
- Instructions/Directions: (empty)
- Course: SO
- Meet Type: (dropdown menu)
- Sanction #: (empty)
- Masters Meet:
- Restrict Entry Best Times to same Meet Type:
- Enforce Qualif:  (Swimmer must meet Slower Than Q Time in A)
- If Swimmer Qualifies for non-Conforming course, Enter at Minim: (empty)
- Do NOT Allow No Ti: (empty)
- Altitude in Feet: 0
- Minimum Age Eligibility / Filter for Open Events: (empty)
- Dates: Start Date: Jul 24, 2010; End Date: Jul 25, 2010
- Age-up Date: Jul 24, 2010
- Use Times Since: Apr 01, 2009
- Use Since Date:

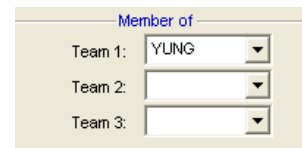
any discrepancy you found so that it can be corrected for all other users or so that Race Secretaries can be notified of any changes.

- If the meet is **not** “long course only” or “short course only” check that your course conversion is correctly set before processing your entries. From the TM main screen:
  - select **Set-Up**
  - then **Course Conversion**
  - then the **Australia** tab
  - then click on the **Select** button
 to use the Australian short course/long course conversion factors.



To turn off the conversion factors:

- select **Set-Up**
  - then **Course Conversion**
  - then the **Age Group** tab
  - then set all the values in the “SC Meters to / from LC Meters” and the “Straight Factor” to zero (as shown to the right)
  - then click on the **Select** button
- To commence processing swimmers entries, go to the **Meets** window, click on **Entries** and select **Entries by Name**.
  - Select your club abbreviation** in the drop down box at the very top of the page. [Note: This is not necessary if all the swimmers in your database have your club abbreviation set against Team 1]



Use the features in the top section of the window (sex, age, team) if you wish to filter the athletes shown to assist with entering individuals into events.

- Using the entry request submitted for each competitor [this may be a card, email, scrap of paper or whatever method has been deemed acceptable to you and your club], **highlight the swimmer’s name**. The list of events appropriate to the swimmers sex and age will appear on the lower half of the screen along with their Personal Best time applicable to the meet and the date achieved. If the swimmer is not eligible to enter and event their time will be shaded pink. Swimmers times can be checked whilst in this screen by clicking **Athlete Results** at the top of the screen.

Sess	Div	Event	Gen	Distance	Stroke	Age	Enter	Best Time	Cus
1		1 H	M	200	Free	12-12	<input checked="" type="checkbox"/>	NT	
1	DV	5 D	M	50	Breast	12-12	<input type="checkbox"/>	54.37S	
1	IN	6 D	M	50	Breast	12-12	<input type="checkbox"/>	* 54.37S	
1	DV	7 J	M	100	Back	12-12	<input type="checkbox"/>	* 1:23.57S	
1	IN	8 J	M	100	Back	12-12	<input type="checkbox"/>	1:23.57S	
1	DV	9 H	M	200	IM	12-12	<input type="checkbox"/>	NT	
1	IN	10 H	M	200	IM	12-12	<input type="checkbox"/>	*NT	
1	DV	14 D	M	50	Free	12-12	<input type="checkbox"/>	* 31.95S	
1	IN	15 D	M	50	Free	12-12	<input type="checkbox"/>	* 31.95S	
1	DV	16 J	M	100	IM	12-12	<input type="checkbox"/>	NT	

In this section, select the events that the swimmer wishes to enter. Clarify any discrepancy with the swimmer before submitting your entries to the meet host.

Repeat the process for all swimmers.

9. **To enter Relay events.** Return to the **Meets** window and select **Entries by Event**.

Click on “Relays Only” at the very top of the page.

Select **your club abbreviation** in the “Swim for Team” drop down box at the top of the page.

If you wish to restrict the relay teams to only those competitors who are already entered in the meet – click in the box to the left of “Only Athletes Already in Meet”.

If swim ups are permitted click on the “Show Swim-Up Athletes” box.

**In the event listing**, scroll through the events until you come to the Relay event that you wish to enter a team into. Highlight this and then click **New Relay** in the Centre of the screen.

You can get Team Manager to select the team for you by clicking on “Find Best Relay”

or

Manually enter your team by **clicking on the check box** in the lower left screen. You can either get Team Manager to calculate a team time by clicking on “Calculate Custom” or you can enter a custom time by keying the team entry time in the field under Custom.

First Name	Last Name	MI	Entrd	4Bst	Team	Best Time	Bonus
A Riley	Albrecht		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	GIND	27.12S	<input type="checkbox"/>
A Jarrod	Barber		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TELO	33.49S	<input type="checkbox"/>
A Elijah	Gatica		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	WODN	30.73S	<input type="checkbox"/>
A Cormac	Pearson		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	TELO	32.86S	<input type="checkbox"/>
Jackson	Savage		<input type="checkbox"/>	<input checked="" type="checkbox"/>	TNGV	30.96S	<input type="checkbox"/>
Lachlan	Webb		<input type="checkbox"/>	<input checked="" type="checkbox"/>	TNGV	30.43S	<input type="checkbox"/>

Repeat this for each of the teams (where there is more than 1 from your club).

**Repeat for all relay events** and return to the **Meets** window.

10. When the entries are completed, on the “Meet Entries by Name” page, go to the top of the page and select **Print**. From this page the **summary sheet** is produced for your entries.

In the **filters** section; select

- the clubs abbreviation
  - Gen – All (to print both Male and Female entries)
- all other fields should remain blank.

In the **other options** section; select

- “Include proof of time” and
- indicate converted times.

In the **Event Filters** section; select

- individual (Where there are relay events Print the Individual Summary sheet, then reprint the report selecting **Relay** and **Show no Relay Swimmers** and send both to the meet host. This is done as relay events are sorted by Events and not Athletes)

In the **sort by** section; select  
– by name.

Then **create report** and export a copy of the report as a pdf. You can also print a copy for your records.

11. Close out of the Entries window and return to the **meets** window.
12. Close the meets window and return to the **TM main menu** and click on “Export Entries”. Export the meet entries to a file (and note the file name and where it is being saved).
13. Email the meet entries file and meet entries report(s) to the nominated meet contact (as per the flyer or as notified to you).
14. The official processing the meet entries will get back to you to confirm that:
  - your entries have been received
  - notify you of any problems encountered during the import
  - confirm the number of swimmers and entries (by type – individual and/or relay) imported
  - notify you of any other matter that need your attention (such as missing swimmer IDs).

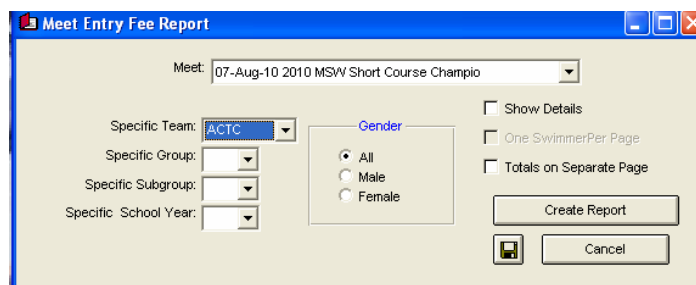
#### 15. **Payments**

A copy of the Meet Entry Fees report should be provided to support your payment.

- If you are paying direct into the hosts bank account include a pdf version of this report with your meet entries.
- If you are paying by cheque, attach the cheque to a printed copy of the report.

To create the Meet Entry Fees report – from the Report menu on either the TM main screen select Meet Reports or from the Report menu on the Meet screen:

- Select Meet Entry Fees
- Select the Meet
- Select the Team
- Remove the tick from the box next to “Totals on Separate Page”
- Click on Create Report.



The screenshot shows a software window titled "Meet Entry Fee Report". It contains several input fields and checkboxes. The "Meet" field is a dropdown menu showing "07-Aug-10 2010 MSW Short Course Champio". Below it are three more dropdown menus: "Specific Team" (set to "ACTC"), "Specific Group", and "Specific Subgroup". To the right of these is a "Gender" section with three radio buttons: "All" (selected), "Male", and "Female". Further right are three checkboxes: "Show Details", "One Swimmer Per Page", and "Totals on Separate Page". At the bottom of the window are two buttons: "Create Report" and "Cancel".