

# Far North Coast Swimming Association

## SWIM MEET E-ENTRY PROCEDURES

Far North Coast Swimming Association and some clubs within the FNC Area will now accept electronic entries from Team Manager or Meet Manager for swim meets they are running.

These instructions are provided to assist clubs in preparing their entries for these FNC meets. Swim meets run by state or national organisations may have different, specific instructions which should be checked before completing entries for those meets.

The relevant Team Manager and Meet Manager event files can be found on the Calendar page of the Far North Coast Swimming web site: [www.fncswim.org.au](http://www.fncswim.org.au)

Please use the correct abbreviation for your club as specified by your state association. Clubs in the FNC Area can find their abbreviations on the FNCSA web site. Other NSW clubs can find theirs on the SNSW web site [www.nswswimming.com.au](http://www.nswswimming.com.au)

### Team Manager Instructions

1. Download the relevant TM file from the Calendar page on the FNCSA web site and save it to your hard drive. If you need to move it to another computer where your Team Manager database is located, an inexpensive USB Drive is the quickest and easiest method to use. Generally the file will be a .zip file and the file name will start with 'MeetEvents . . . . .zip'.
2. When the file is saved it must be imported into Team Manager (TM). From the TM main menu go to: **File - Import - Meet Events** then navigate to the location of the saved .zip file and import it.
3. Click the **Meets** menu and check that the imported meet is listed and the start and end dates are correct. If not, then retry the above steps. If there are still problems, email FNCSA at [fncsa@nrg.com.au](mailto:fncsa@nrg.com.au)
4. **Enter your swimmers.** In the **Meets** window, make sure the correct meet is highlighted. Click the **Entries** menu and select **Entries by Name**.
5. Most times the filtering fields at the top of the screen can be left blank, but they can be used to shorten the visible list of swimmers from your database if required.
6. Use the alphabet buttons or scroll to find each swimmer. Highlight a swimmer's name and their eligible events will be displayed below, including their personal best time for each event. Select each event the swimmer wishes to enter and check the TM **Best Time** with their entry form or card. If their fastest time is not recorded on the TM database, it can be entered as a **Custom Time** for that event.
7. **Relay events.**  
Return to the **Meets** window, click the **Entries** menu and select **Entries by Event**. Select your club abbreviation in the **Swim for Team** box at the top of the page. Scroll through the events until you come to the Relay event that you wish to enter a team into. Highlight this event and then click the **New Relay** button in the centre of the screen. Confirm that your team has been entered in the box to the right and then enter a **Custom** time. If you have more than 1 team for an event, click the **New Relay** button again and enter a **Custom** time. Each team will be allocated a different letter automatically.

**NOTE:** For FNC meets it is not necessary to specify the swimmers in your relay team, but you can do so here if you wish. It can be useful to have a printout of your swimmers in each team to improve your organisation for race day.

8. When all the entries are completed, print the **summary sheets** of your club's entries. Return to the **Meets** window and from the **Reports** menu, select **Entry Report**.  
**NOTE:** Reports for Individual entries and Relay entries should be printed separately, as those that include relays are sorted by event number. Reports of individual entries should be sorted by swimmer names.  
Make sure the correct **Meet** is listed, choose your club in the **Team** box and **Gen - All**. In the **Event Filters** section, select - **Individual** and at the bottom left, select **Name** as the sort method. Click the **Create Report** button and print.  
  
If there are relay entries, repeat the above, but this time select **Relay** in the **Event Filters** section and **None** for **Show Relay Swimmers**. Click the **Create Report** button and print.
9. Print the **Entry Fee Report**.  
On the **Meets** window, click the **Reports** menu and select **Entry Fee Report**. Make sure the correct **Meet** is listed, choose your club in the **Team** box and **Gender - All**. All other fields should be blank. Click the **Create Report** button and print.
10. Close the **Meets** window and return to the TM main screen.
11. Export the **Meet Entries** file for the meet host.  
Go to: **File - Export - Meet Entries**.  
Check that the correct meet has been selected. Choose the drive and location to save the file to and click OK. This zip file can then be attached to an **email** and sent to the address listed on the meet program.
12. Send the TM **Entry Report** and **Entry Fee Report** with a cheque for the entry fees to the host club. Their postal address should be found on the meet program.

## Meet Manager Instructions

1. Download the relevant MM file from the Calendar page on the FNCSA web site and save it to your hard drive. If you need to move it to another computer where your Meet Manager database is located, an inexpensive USB Drive is the quickest and easiest method to use. The file will be a .zip file and the file name will commence with 'SwmmBkup . . . . .zip
2. Once the event file has been saved, open Meet Manager (MM).  
From the **File** menu select **Restore**. There are four possible methods for restoration. Select the fourth method:  
• **Unzip, copy database to a selected folder, and open this new database.**  
Navigate to the location of the saved .zip file and then select the folder it should be restored to. C:\swmeets is the MM default, but you can choose any other folder you want. Click **OK**.
3. Click the **Set-up** menu and select **Meet Set-up**. Confirm that you have the correct **Meet Name** and that the **Start Date** and **End Date** are correct. Click **OK**.
4. Click the **Teams** menu and, if your club is not already listed, select **Add**. Enter your Club's correct **Abbreviation**, **Full Team Name** and a **Short Team Name** of 16 Characters or less. Click **OK**.  
**NOTE:** Clubs in the FNC Area can find their abbreviations on the FNCSA web site: [www.fnctswim.org.au](http://www.fnctswim.org.au)  
Other NSW clubs can find theirs on the SNSW web site [www.nswswimming.com.au](http://www.nswswimming.com.au)  
Close the **Teams** window.

**5. Enter your swimmers.**

Click the **Athletes** menu and then select **Add**.

Enter the swimmer's **Last Name, First Name, Birth Date, Team** and **Gender**.

It is important that names are spelt correctly and that birth dates are entered accurately in the correct format: dd/mm/yyyy. The **Reg ID#** will be generated automatically by Meet Manager.

A list of eligible events for the newly-entered swimmer will appear below.

Click the **Event Number** of each event the swimmer has chosen to enter.

The rows of selected events will change to yellow and the event numbers will appear in the left hand column.

When all events for that swimmer have been chosen, click in the first row of the **Entry Time** column. Enter the swimmer's entry time for this event and then repeat for each of the events that have been selected. (Pressing the Tab key twice will move down the list of Entries).

Click OK when finished.

Repeat for all swimmers in your club.

**6. NOTE:** An alternative way of entering this information is to firstly enter the personal details of all your swimmers using the **Add** screen. When all swimmers have been entered, return to the **Athletes** screen and commence entering their event information.

Highlight each swimmer's name and their eligible events will appear in the bottom half of the screen. Click the **Event** or tick the event box, then enter the swimmer's **Entry Time** for each event that they have chosen to enter.

Repeat for all swimmers in your club.

**7. Relay events.**

Open the **Relays** window from the main screen, then select the relay event to be entered at the top left of the screen. Locate your club in the **Teams** list at the bottom right of the screen and double click the name to enter a team. Choose the appropriate designator (A for first team, B for 2nd and so on) in the screen that pops up.

Click OK and enter the **Entry Time**.

Repeat for all relay events to be entered.

**8.** When all the entries are completed, print the **summary sheets** of your club's entries.

Close the Athletes and/or Relays windows and from the Main screen click the **Reports** menu. Select **Entry Lists** and then choose your club abbreviation from the drop-down **Team** list.

Select 'By Team' as **Report Type**, 'Event Description and Time' as **Format** and choose from 'Athletes Only', 'Relays Only' or 'Athletes + Relays' depending on the Meet and the events entered. Include **Birth Dates** and **Entry Times** in the report. All other fields should remain blank. Create and print this report. This report is your **MM Summary Sheet**.

Return to the MM main screen.

**9. Print the Entry Fee Report.**

From the Main screen click **Reports**, then **Teams**. Choose **Entry Fee Summary** and select your club in the drop-down **Team** list. Create and print the report.

**10.** Export the **Meet Entries** file for the meet host.

Go to: **File - Export - Entries for Meet Manager Merge of Same Meet**.

Choose your club from the **Team** drop-down list. Tick **Standard Events** and (when required) **Time Trial Events**. Select **Relays Without Athletes** and tick **Zip the .HY3 file**. Click OK.

Choose the drive and location to save the file to and click OK. This zip file can then be attached to an **email** and sent to the address listed on the meet program.

**11.** Send the **MM Summary Sheet** and **Entry Fee Summary** with a cheque for the entry fees to the host club. Their postal address should be found on the meet program.