

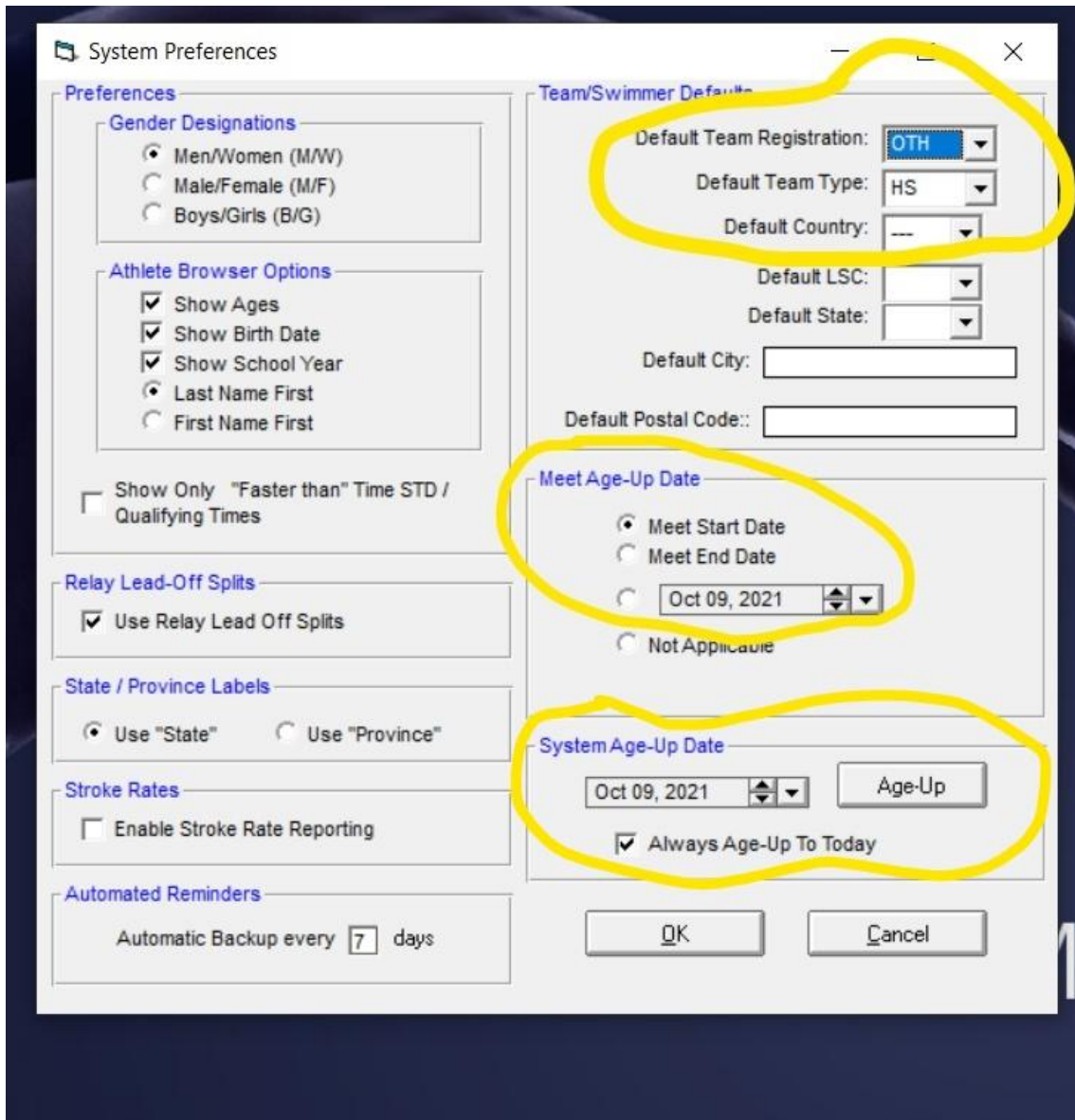
Team Manager Checklist

Season Set-Up

If brand new, START HERE. If returning from last year, skip to the bottom of page 2 UPDATING YOUR TEAM MANAGER FROM LAST YEAR.

Open up Team Manager on your computer, click on File, and then Open/New. Type in the name for the database (I suggest the name of your team).

A system preferences screen opens. Your preferences should look like the following:



The only preference that is probably really needed is setting your Team/Swimmer default Team Registration to OTH and Default Team Type to HS.

Adding a Team

Next, click on TEAMS to create your team. Click on Add and type in your team name. You only need to fill out the top box, the other information is not needed. Please use the team name of your club, as well as the appropriate abbreviation. Team abbreviations are found on the utswimcoach.com website. Click on HS Team Abbreviations to find yours. All classifications are in 1 database. To differentiate, use the LSC code to separate. HI=2A, VA=3A, AK=4A, UT=5A, CO=6A. Click OK and your team is created.

The screenshot shows a 'Team Maintenance' dialog box with three sections:

- Team Names/Registration:** Team Abbr: CCD, Full Team Name: Country Club Demo Team, Short Team Name: CCD Swim, Team Registration: OTH, Team Type: REC, Team Division: (empty).
- Mailing Information:** Mail To: (empty), Address: (empty), City: (empty), Postal Code: (empty), E-Mail Address: (empty), State: (empty), LSC: (empty), Country: USA.
- Telephone Information:** Day Phone: (empty), Evening Phone: (empty), FAX: (empty).

Buttons for OK and Cancel are located at the bottom right.

If you would like, you can click on Coaches on the Teams screen and add your Head Coach and Assistant Coaches.

Updating your TEAM MANAGER from last season

If you are a returning coach, update the information on your coaches under the TEAMS tab.

Unless someone knows a quick way of updating your athletes from last year, you will have to manually update the grade for every swimmer. I like to keep data, so I click on the Inactive button for any swimmer who is no longer on my team.

Add Athletes

Next, add your athletes. Get back to the main screen, click on ATHLETES, then ADD. Here are the fields that must be filled out: Last Name, First Name, Birth date, Gender, Team and School Year. For School Yr, use 9, 10, 11 and 12. Any contact info is convenient. Once one family member's contact info has been added (Parents' names, phone numbers), they can be added to all other siblings with a click of a button.

For organizational purposes, you could put your athletes into groups. For example, at Corner Canyon, we have to divide up our team into practice groups due to the size of our team. This

TEAM MANAGER - Database:C:\TM5Data\CCC.mdb - [Codes]

Add Edit Delete Print Help

Show Types: Groups WM Groups WM Subgroups
 All Subgroups

| Code | Description | Type |
|------|-------------|-------|
| BL | Blue | Group |
| G | Gray | Group |
| W | White | Group |
| SLV | Silver | Group |

helps when I am doing meet entries, to know what swimmers should be considered for different events, relays, and meets. Other teams might have Varsity and JV groups. You can create groups on the Set Up tab from the Main Screen and go down to Groups/Sub Groups/Codes. I have also set up sub groups based upon if they are swimming mornings, afternoons, or on club teams.

Adding Meets

Click on Meets, and then Add. You will have the screen below that pops up. Make sure to fill in the boxes that are circled.

user]

jeup Reports Help

Meets Since: MM/DD/YY Use Since Date

Course Meet Type: Meet Information

Meet Setup

Meet Description | Entry Fees | Eligibility Rules

*Meet Name: Try-Outs 2021

*Facility Name: Draper Pool

Street Address:

Address Line 2:

*City: Draper

*State / Province: UT

*Postal Code: 84020

Country: USA

*Course: Y

Sanction Number:

Internal Remarks:

Instructions:

250 characters maximum

Meet Dates

*Start Date: Sep 28, 2021

End Date: Sep 30, 2021

*Meet Host Entry Deadline: Sep 28, 2021

Advanced Settings

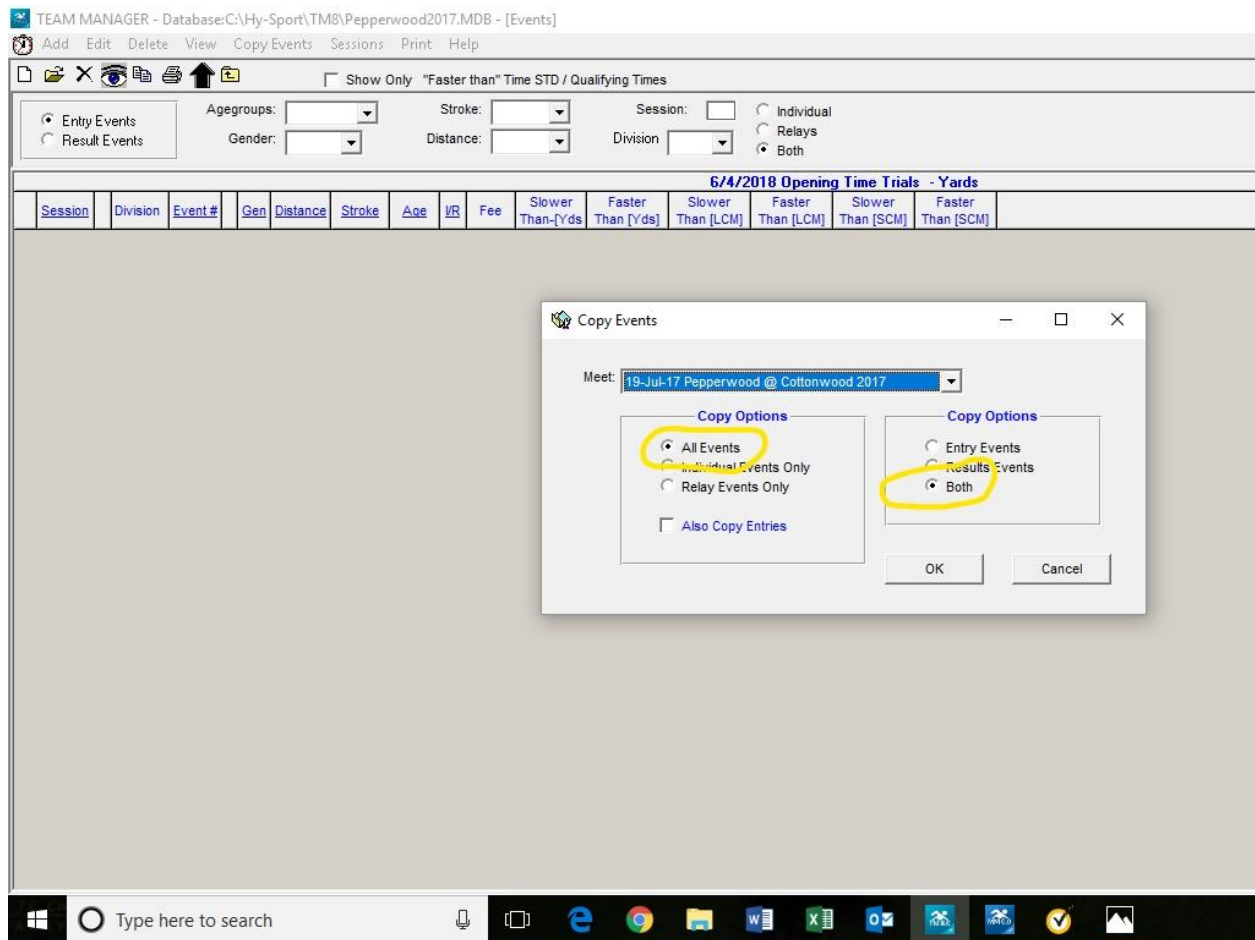
Non-Conforming Course Factor: 1.0

Meet Type: Masters Meet

Altitude: 0 feet

If you don't know the ZIP code, enter zeroes. Make sure that your Course is correct! Some schools swim S (short course meters). Everyone else is Y (yards). If you include Time Trials or any other 'unofficial meet' on Team Manager, leave the Meet Type blank. For meets that will count towards qualification for Invites and Championship Meets, set the Meet Type to HS. Click on Save and you will be advanced to the Entry Fees screen. Click save again and you will be on the Eligibility Rules screen.

On the same Meets screen, click on Events at the top. If you are using the same database, click on Copy Events. Scroll down to a previous meet and click on it. Then make sure you choose the All Events box in Copy Options and Both in the other Copy Options box.



Repeat this step for all of your meets and you are set for the season. Make sure to choose meets that match the course that you are swimming at. For example, if you are swimming at a meters pool, select a previous meet at a meters pool.

If you are starting a new database, I would recommend reaching out to a coach and get a copy of a meet. Creating an event database from scratch is time consuming and any mistake can lead to problems and your swimmers not being entered in a meet. You can also access a Meet Manager file from the utswimcoach.com website and export the events to your Team Manager.