

Instructions for BVSSL 2017 Championship Meet Submissions

These instructions are to help BVSSL teams prepare the required meet entries for Prelims and Finals of the 2017 BVSSL Championship meet. These entries are to be created using the Team Manager (TM) software, exported to a flash drive. The instructions below are written assuming that you are using Team Manager 6.0 or higher on a regular basis and have created meets and entries for dual meets.

If you have an older version of Team Manager, please note this in your email to Emily. The instructions below may not apply exactly to older or newer versions. HyTek also has a free version, *Team Manager Lite*, that you can use for making meet entries: www.hytek ltd.com/downloads.html

For technical questions about entries or procedures, contact Emily Austin (coachem98@yahoo.com).

Emily goes through all of the entries to look for anomalies (i.e.- weird entry times, birth-dates that don't match the database, excess events, etc.) To help save time, please include any of the following items that pertain to your entries in the body of your email that you send to Emily with your TM entries attachment:

- 1- names/birth-dates/events of any swimmers who you're entering as exhibition.
- 2- If you have exhibition relays, put the relay, gender & age-group in the email. Note that exhibition relays are only allowed if you don't have enough swimmers to fill an A relay. Remember- if you're racing an exhibition relay, it needs to be the same gender- no mixed relays. Swimmers can "swim-up" but you can't put older swimmers into a younger age-group relay.
- 3- If you have intentionally entered any athletes in less than 3 individual events, include the name(s)/age-group(s) in the body of your email as well.
- 4- If you have a relay entered- intentionally- with fewer than 8 names, include the relay(s) in your email.
- 5- If none of the above-mentioned situations apply to your team (ie- all of your athletes are entered in 3 events, all of your relays have 8 names listed, you have zero exhibition swimmers or relays), then put that in the email. I may still ask for verification/clarification if I notice that something is "off".

To prepare your meet entries for the championship meet, do the following:

1. Start Team Manager and sign in.
2. Import the entries file, *Meet Events BVSSL 2017 Championships...* that was sent to you along with these instructions and is posted on the league website (bvssl.org).
From the main menu: File > Import > Meet Events.
3. Select "OK" in the series of dialogue boxes. You will need to navigate to the EV3 file, which will be unzipped and 90 events will be imported.
4. From the main menu, select Meets. Select *BVSSL Championships 2017*. Within the Meet menus, select Entries. Make all of your entries for both individual and relays for all age groups. Remember that a swimmer can only be entered into 3 individual events and 2 relays. Recommendation: input the individual entries by name (Entries>Entries by Name). And, since it's likely that you have different coaches for the various age-groups, it's helpful to enter the low age & high age...and you can go another step and filter by boy/girl. **When you email Emily your entries, please let her know if you have purposefully entered any kids in less than 3 individual events. Include their names & age-groups in the body of your email. Otherwise, you'll get an email asking for confirmation that you had intended to enter a swimmer in less than the allowed 3 events. This will save a step and be greatly appreciated- thanks in advance for your compliance & cooperation!**

5. Once you've finished with the individual entries, exit out of the screen. Go back to Entries & choose "Entries by events" to enter your relays. Only one relay team can be entered per relay event, but up to 8 swimmers can be entered for each relay team (4 swimmers and 4 alternates). Only the swimmers entered in the relay at this time can swim at Finals- No substitutions can be made after 4pm on Monday July 17!!! **Always list 8 for your relays if you have the numbers to do so!** You never know when you might need an alternate OR when a kid suddenly becomes available for Finals when they told you they'd be gone! I strongly suggest that you put the 4 "most likely" candidates for competing in the first 4 spots. Names will print in the program- you want them to be correct! Also, it makes life a lot easier for the scoring table if there aren't a ton of relay changes at the meet. **When you email Emily your entries, please let her know if you have purposefully entered less than 8 people in any relay. Include the gender & age-group in the body of your email. Otherwise, you'll get an email asking for confirmation that you had intended to enter a relay with less than 8 kids. This will save a step and be greatly appreciated- thanks in advance for your compliance & cooperation!**
6. Entry times will be converted to yards once imported to the meet file. Prelims and Finals will both be swum in yards. **Do not enter manually converted entry times.** If your swimmer does not have an entry time from a 2017 meet (e.g., a swimmer might be swimming an event for the first time), then NT will show up. You can also create a "custom time" if you have a good guess or a time from a previous season, inner-squad meet, time trial, etc. If you choose to keep NT, then the swimmer will be in the 1st heat- which for prelims is the slowest heat.
7. Once again, **relays will not compete at Prelims.** We will run timed finals for relays on Saturday. If there are 10 or fewer relays in an event, there will be just one heat. If we have 11 or 12 relays entered in an event then we'll run 3-4 relays in heat 1 & eight relays in heat 2. The relays will place/score based on the time they swim in Finals. *Note: you will need to provide proof of time for your fastest relay for seeding purposes. Submit the best time for your relay from 2017 dual meets. If your time doesn't reflect the swimmers who'll be competing, then enter a custom time and provide a hard copy of the swimmers' relay splits from this summer as your proof-of-time.* Exhibition relays ARE allowed. If you wish to enter any exhibition relays, put the relay, gender & age-group in the body of your email to Emily. **Note that exhibition relays are only allowed if you don't have enough swimmers to fill an A relay. Remember- if you're racing an exhibition relay, it needs to be the same gender- no mixed relays. Swimmers can "swim-up" but you can't put older swimmers into a younger age-group relay.**
8. Print your entry report so that you can double-check your entries:
Return to the TM Main Menu, select: Reports > Meet Reports > Meet Entries.
Choose BVSSL Championships 2017. Check the following options:
Sort by: Name Event Filters: Include proof of time; Individual and Relays; Show Relay Swimmers: Show Eight. Create Report. Print a hard copy of the report so that you can double check your entries. Follow the same steps, but in the "sort by" section choose name or age- your call. You can go further and print reports for each age-group in the Filters/Age section (boys & girls will be separated automatically) Along with these reports it might be helpful to print an entry spreadsheet-
From the TM Main Menu, select: Reports > Meet Reports > Meet Entries Spreadsheet.
Choose BVSSL Championships 2017. Check "include relays" and create report.
9. From the TM Main Menu, select File > Export > Meet Entries. Be sure that you have the BVSSL Championship file selected. Make sure that "Export Relays" is checked and that "Use Unconverted times" or "Use Actual" is *not* checked. Select OK and the meet entries will be copied to specified

destination. If asked if you want to create a Zip file say yes. Write down the name of the created file. Export the file. Be sure to keep track of where the file is exported to. (Keep a copy on your hard drive, which you can copy to the flash drive for the heating meeting.)

Submit Hy-Tek entries & rosters via email- no later than 6:00pm on Sunday 7/16- to Emily Austin (coachem98@yahoo.com). Also, please include a pdf copy of your entries- with “proof of time”.

An entry list will be sent to each team by noon on Monday July 17, 2017 (but- the sooner you get Emily your entries, the sooner you'll get your teams' psych/entry list for verification- most likely before noon). This will be just for your team- the entire BVSSL psych sheet will be sent after the heating meeting. Any error corrections must be submitted no later than 4:29pm prior to the start of the heating meeting.

10. From the TM Main Menu select Report > Meet Report > Meet Entry Fee. Print this report. The total at the bottom is the amount due to the League from your team. If your team charges each swimmer then the amount is listed for each. **Checks must be submitted to Vicki Greff at the heating meeting, or no later than Finals (payable to BVSSL).** The list & total owed submitted at the heating meeting is Final- even if you have scratches after Monday.
11. **Attendance is mandatory to the Heating Meeting: Monday, 7/17 @ the Lafayette Rec Center...4:30pm start.** Bring hard copies of: **championship team roster with birthdates (which is proof of eligibility), pdf entry file & meet entry fees list.** You'll want to bring a flash drive with all of the above listed documents AND your TM entry file- this is just a fail-safe. Label the flash drive with your team's name and the file name. Bring your laptop to the meeting if possible.
12. The prelims programs will be posted to the BVSSL website on Tuesday July 18th for parents & fans to print. Programs will be for sale as well for those who don't print at home but still want a hard copy. **Head coaches- print programs for yourself and your assistants as they won't be provided for you at the meet!!**
13. Finally, all program advertisements for the Finals programs should be turned in by the heating meeting. Finals programs will be printed on Friday morning.