Instructions for BVSSL 2019 Championship Meet Submissions

These instructions are to help BVSSL teams prepare the required meet entries for Prelims and Finals of the 2019 BVSSL Championship meet. These entries are to be created using the Team Manager (TM) software (if you use Team Unify or some other service for your team, send the entries the way that you normally do for dual meets). 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. 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.hytekltd.com/downloads.html. Emily Austin is helping with the meet this year – please send entries to her at coachem98@yahoo.com.

NOTE: Be sure to include any of the following items that pertain to your entries in the body of your email that you send with your TM entries attachment:

1- names/birth-dates/events of any swimmers who you're entering as exhibition.
2- If you have exhibition entries, please note the names in the email.
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- It is preferred that swimmers aren't entered with NT entries. If they're swimming something new, I suggest that you come up with a reasonable custom time.
6- Mixed age relays are acceptable. Younger kids can "swim up" in relays, but not the other way around. You can ONLY do this if you absolutely cannot fill the relay with swimmers in the correct age group. You can't bump someone up to take the place of an able-bodied person

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 2019 Championships* 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 2019*. 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.

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/should 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 6pm on Monday July 22!!! It is a good idea to always list 8 for your relays if you have the numbers to do so. Keep in mind that the first four names will print in the program.

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 2019 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 & the top eight seeded relays will race in heat 2. The relays will place/score based on the time they swim in Finals. Please enter an accurate time for the 4 swimmers who most likely will be swimming. It can be a custom time- add up their splits to come up with that.

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 2019. 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 2019. 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.)

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