

CENTRAL ATHLETIC LEAGUE SWIMMING & DIVING



Creating a Team Manager Database for Central League High School Meets

1. Open New Database – In order to organize all of the entries and times for each of your high school swimmers.
 - a. Select the **Gender Designations** as **Boys/Girls** and **Default Team Type** as **High School**.
2. Go To TEAMS
 - a. Select ADD NEW TEAM – When adding your team, use the District 1 system so no changes are necessary for postseason entries.
 - i. **Team Code:** (District 1 Short Name)
 - ii. **Team Name:** (School Name) – (Team Code #)
 - iii. **Short Name:** (District 1 Short Name)
 - iv. See below for specific school information

School Name	Team Code	Short Name
Conestoga High School	1055	CON
Garnet Valley High School	1019	GAV
Harrilton High School	1026	HAR
Haverford Township High School	1022	HAV
Lower Merion High School	1027	LME
Marple Newtown High School	1029	MN
Penncrest High School	1049	PNC
Radnor High School	1047	RAD
Ridley High School	1048	RID
Springfield (Delco) High School	1052	SDC
Strath Haven High School	1062	SH
Upper Darby High School	1057	UDA

- b. Select ADD NEW COACH - This information is exported along with the entries so that you may be contacted by the meet director if necessary.
3. Go to SETUP – GROUPS / SUB GROUPS / CODES
 - a. District 1 wants all School Years listed as 9, 10, 11, 12 – Not as FR, SO, JR, SR
 - b. Add Code
 - i. **Code:** 9
 - ii. **Description:** 9th Grade
 - iii. **Code Types:** School Year
 - iv. Repeat for other grades

4. Go to ATHLETES - All athletes from the same school need to be on the same Team – All Boys, Girls, and Divers must be on the same Team – Coordinate with other coaches to have one master roster.
 - a. Add Athletes
 - i. Type in their Last Name, First Name, Gender, Team1, and School Yr.
5. Meets
 - a. Download Sample Meet Events –
(<http://www.fordswimdive.com/clswimdive.html>)
 - b. Import Meet Events Files
 - i. Go to FILE – IMPORT – MEET EVENTS
 - c. Go to MEETS - ADD NEW MEET
 - i. Type in the appropriate Name, Location, Course, Meet Type, Start and End Date.
 - ii. Repeat this for all of your meets this season.
 - d. Go to EVENTS
 - i. Go to COPY EVENTS – Select Sample Meet from dropdown menu.
 - ii. Repeat this for all of the listed meets.
 - e. Go to ENTRIES
 - i. Max Entries – this tool will help you in writing lineups, to insure that no athlete exceeds the maximum number of events in the meet.
 1. Set the Max number of individual events to 2
 2. Set the Max number of relay events to 3
 3. Set the Max number of combined events to 4
 - ii. By Event – this will allow you to do the relay entries, individual entries by event & assign heats and lanes.
 1. Go to DUAL MEET SETUP – DECLARE LANES & SEEDING
 - a. Enter the number of lanes to 6,
 - b. Determine whether your team will be in the odd or even lanes. If you are unsure, please check with the other coach prior to the meet
 - c. Select Fastest Heat First, as there will only be one heat of each event.
 2. Choose the team from the “CHOOSE TEAM” option at the top of the window (you cannot select athletes for events unless you do this)
 3. Begin selecting swimmers for each event. Make sure you enter the correct HEAT and LANE for each swimmer

