

# 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 Abbreviation)
    - ii. **Team Name:** (School Name)
    - iii. **Short Name:** (School Name)
    - iv. See below for specific school information

School Name	Team Code	Short Name
Conestoga High School	CON	CONESTOGA
Garnet Valley High School	GAV	GARNET VALLEY
Harrilton High School	HAR	HARRITON
Haverford High School	HAV	HAVERFORD
Lower Merion High School	LME	LOWER MERION
Marple Newtown High School	MN	MARPLE NEWTOWN
Penncrest High School	PNC	PENNCREST
Radnor High School	RAD	RADNOR
Ridley High School	RID	RIDLEY
Springfield (Delco) High School	SDC	SPRINGFIELD
Strath Haven High School	SH	STRATH HAVEN
Upper Darby High School	UDA	UPPER DARBY

- 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:** 9<sup>th</sup> 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

4. You may also Auto Assign Lanes for your individual events by going to DUAL MEET SETUP – SEEDING AND ASSIGN HEATS AND LANES.
  - a. Select SEED – all of the entered athletes will be automatically assigned to their lanes based on their entry times.
    - iii. By Name – this will allow you to do the individual entries by athlete only.
  - f. Click on the PRINT button to print a hard-copy of your line-up (you can print both an event-by-event line-up or an alphabetical listing of each swimmer and their events...WE STRONGLY RECOMMEND PRINTING OUT BOTH)
    - i. Remember: The PIAA officials need copies of you lineups so they may check in the athletes prior to their events
  - g. Once you have verified that your line-up is complete, and after you have printed out your hard copies of the line-up, close-out the MEET menu, and return from the main screen.
6. Exporting your lineup
  - a. Before you leave for the meet, you need to export TWO (2) items to your USB DRIVE. Those two items are your meet entry file, and your athlete roster file.
  - b. To export your meet entry file, go to FILE – EXPORT – MEET ENTRIES. In the window that opens up, select the drive where your FLASH DRIVE is operating.
  - c. Make sure that you export the correct meet (check the name next to the word “MEET”)
  - d. To export your athlete roster file, go to FILE – EXPORT – ATHLETES/TEAMS. In the window that opens up, select the drive where you USB DRIVE is operating.
  - e. Make sure that you choose the correct team to export (especially if your database contains more than one team).
7. Arriving at the Meet
  - a. When you arrive at the meet, give you USB DRIVE to the official computer operator for the meet. They will import your roster file and your meet entries into the MEET MANAGER database for the meet.
  - b. Give the table hard copies of your Team Manager printouts
8. After the Meet
  - a. Ask for the official computer operator to EXPORT the meet results file onto your FLASH DRIVE
  - b. At home, open TEAM MANAGER and IMPORT the results into the database by choosing the option FILE – IMPORT – MEET RESULTS from the main screen.