

Computer Generated

Meet Sheets

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I. ENTERING WEEKLY MEET LINE UP

It is strongly recommended that the computer entry person for each club enter the weekly A-Meet line-ups before the meet is held, whether or not your club uses the Tri-County software to generate meet sheets and swimmer cards. The prior entry of weekly line-ups into TeamManager before the meet makes the entry of weekly results much quicker and less error-prone. The rest of this section describes the process for entering the line-ups into TeamManager.

A. Using TeamManager to Set Up Meet Entries

From the main menu select Meets and then highlight the meet you wish to set up entries for (e.g. BFVS WB 2012). Click on Entries and then Entries by Event (see ENTRY 01).

🐮 TEAM MANAGER - Database:C:\T	M5Data\tri 2012.	mdb - [M	eet Bro	wser]	
🔂 Add Edit Delete Events Results	Entries Ageup Rej	ports Help	5		
D 🛎 X ⅔ 🕗 ⊞ 🖗 🖻 🛎	Entry Browser Entries by Name				
Course: SCM 🖵 🕴	Entry by Event	-	ets Sinc	e: MM/DD/Y	Y 🚔
	Pre-Enter Athletes	in Meet - V	\$		
	Max Entries		L	<u>M</u> <u>N</u>	<u> </u>
Meet Name	<u>Start</u> Date Course	Туре	End Date	AgeUp Date	Since Date
BF VS FH 2012	21-Jul-12 S	A 2	21-Jul-12	15-Jun-12	
BF AT RT 2012	14-Jul-12 S	A 1	4-Jul-12	15-Jun-12	
BF AT GT 2012	07-Jul-12 S	A C)7-Jul-12	15-Jun-12	
BF VS RD 2012	30-Jun-12 S	A 30	D-Jun-12	15-Jun-12	
▶ BF VS WB 2012	23-Jun-12 S	A 23	8-Mar-12	15-Jun-12	
Tri-County Championships 2011	06-Aug-11 S	07	-Aug-11	15-Jun-11	

ENTRY 01 Highlight Meet on Meet Screen then select Entries > Entry by Event

A screen like ENTRY 02 will appear.

NOTE: Make sure that both the 'Swim for Team' near the top of the form and the 'Team' in the middle of the form are set to your team abbreviation (e.g. BF for Barclay Farm). See highlighted areas on ENTRY 02 example below.

🐮 TEAM MANAGE	R - Databa	se:C:\	TM5D	ata\tri	2012.m	ndb -	[Entry b	y Event]			
🔂 Time Calc Athlet	te Results – V	liew R	elays C	oly Prin	nt Dual I	Meet 9	Setup Help)			
₲₿₿₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽₽	3 👚 🖻		Ever	nt 1		ŀ	Swim t	for T <mark>eam</mark> :	BF		-
							23-Jun	-12 BF	vs v	VB 2012	2
Sess Div E	Event Ger	Distan	ce St	roke A	.ge I/R	Y	ards	LCM		SCM	
	1 F	1	00 IM	1	28U I						
	2 M	1	00 IM	1	2&U I						
	3 F	1	00 IM	1	3-14 I						
	4 M	1	nn Im	1	3-14						
Show Swim-Up A	Athletes			Te	am BF		-	WM 6	ar 🔽	-	[
Only Athletes Air	eady in Meet				Vr 🗌	_		WM Su	ь 🗖		ſ
					" <u> </u>	_		WM JU		•	
Only Pre-Entered	Athletes			Gro	up	-		Standard	s:		•
Only Pre-Entered	with No Entr	ies		Subgro	up 🗌	Ţ	Cle	ar All	Ť	Enter	- - All
	D			<u> </u>		-					- m
ABU	DIE	F	G			J	ĸĽ	IVI	IN		Р
				-			Event: [1]	12&U F	ema	le 100	IM
Last Name	First Name	MI	Entrd	Team	Best II	me	Custom	Exhib	Alt	Bonus	Heat
Chertane Chertane	Christina	_		BF		NI					
	Maria Celevice			Dr	0.24						
Elupo	Cottin			DF	2:34	465					
Erepkepfield	Caluin Doigo			DF	1.47	NT					
Gawronski	naiye Alivia			BE		MT					
Gawronski	Sophia			BE		NT					
Giannopoulos	Isabel			BF	1:50	115					
Griffis	Karoline			BF		NT	01:40.009				
Griffis	Kendall			BF	1:45	.50S					

ENTRY 02 Entry by Event Screen for Event 1 – All Eligible Swimmers

In the sample entry for Event One shown in ENTRY 02, notice that in addition to clicking to highlight the entered check box, a custom entry time has been entered for Karoline Grifis. When you later export entries from TeamManager to use in the Tri-County Computer Generated Meet Sheet and Entry cards process, TeamManager lists the swimmers in each event from fastest to slowest. By giving Karoline a faster entry time, she will end up in the middle lane. There will be a process later in this computer generated manual to adjust the order of swimmers (and to which lane they are assigned) but it can be controlled at entry time by putting in custom times to fix the order of swimmers for each event. In this example, the order of swimmers will be Griffis, Flynn, and then Giannopoulos. This is particularly helpful when entering swimmers with no times as was the case in this event.

To move to the next event, click on the next event as shown below:

ata∖	ata\tri 2012.mdb - [Entry by Event]													
nly	Print D	ual N	Aeet Setup	Help										
t 🗌	1		Sv	vim for Team:	BF	•								
		μŋ	Prov (E4)	(Mout (EE)	VS WB 2012									
oke	Age	I/R	FIEV (F4)		SCM									
	12&U													
	10811													

In the sample entry for event 2 as shown in ENTRY 03, all three swimmers have recorded times in the database for the event.

4	ГЕАМ МЛ	ANAG	ER - Da	ıta bas	e:C:\	TM 5D	ata\tri	2012.m	rdb -	[Entry	by Event]			
5 -1	Time Calc	Athi	ete Resu	its Vi	ew R	elays O	niy Prir	nt Dual I	Meet 5	etup H	elp				
Þ	07	5	ð 🕇	· 🔁		Even	1 2		•	Swh	n for Team	EF		¥	
										23-Jt	in-12 BF	VS V	VB 2012	2	
	Sees	Div	Event	Gen	Distan	ice St	roke P	ge I/R	Ye	ards	LCM		SCM		
			1	F	1	00 M	1	2&U I							
			2	M	1	00 M	1	2&U I							
			3	F	1	00 M	1	3-14 1							
			4	м	1	nn M	11	3.14						<u> </u>	
	Show Sv	vim-Up	Athletes	2			Те	am EE		-	WМ	Gr 🔽		Ĩ.	
	Only Athl	Ietes A	iready in	Meet					_	_	1045	- E		1	
	Only Athletes Already in Meet Vr VM Sub V														
	Only Pre-	Cody Bre Entered Minister Group Standards:													
		LINGIG	or manual					~1~	•		and a second				
	Only Pre-	Entere	el with N	o Entrie	88		Suberr	~~~ LH	-				E-t-	- 811	
	Only Pre-	Entere	d with N	o Entrie	28		Subgro	wip 📃	-		Clear All		Ente	r All	
A	Only Pre-	Entere	d with N	o Entrie E	F	G	Subgro	up	• •	K L	Clear All	N	Ente O	r All P	
A	Orily Pre-	Entere C	d with N	o Entrie E	F	G	Subgro		• •	K L Event	Clear All . M . [2] 1280	N	Ente 0	r All P	
	Only Pre-	Entere C	First No	o Entrie E	F	G	Subgro	up		K L Event Oustor	Clear All - M - IA - IA - IA - M - Exhib	N Male	Ente O 100 B Bonus	r All P M Hea	
A Lest Aiko	Only Pre-	Entere C	First Na	o Entrie E	F M	G	Subgro H Team BF	Up I Best Tin 1:43	• • J 12S	K L Event Oustor	Clear All . M : [2] 1280) Exhib	N Male	Ente C 100 II Bonus	r All P Hea	
A Leet Aite Athle	Only Pre-	C	First Na Netheni	e Entrie E	F M	G Britrd	Subgro H Team BF BF	Best Tin 1:43	J J 12S NT	K L Event Oustor	Clear All . M . [2] 128U . Exhib	N Male	Ente 0 100 10 Bonus	r All P Hea	
A Leet Aiko Athle Beci	Only Pre-	C	First Na Nothani Lukes	e Entrie E	P2 F M	G Brtrd	Subgro H Team BF BF	Best Tin 1:43	▼ J 12S NT NT	K L Event Custor	Сlear All М :[2] 128U Ехню 	Male	Ente C 100 II Bonus	r All P Hea	
A Aito Athle Beci Cher	Nome Nome n ete ker riane	C	First Na Nathani New Lukes	e Entrie E	P2 F M	G Brtrd	Subgro H BF BF BF	Eest Tin 1:43	▼ J 12S NT NT 04S	K L Event	Clear All M (2) 1280 b Exhib Clear All Clear All Cle	Male	Ente 0 100 IB Bonus 0 0 0 0 0 0 0 0 0 0 0 0 0	r All P Hea	
A Lest Aito Athle Beck Cork	Name Name te ker riane oett	C	First Na Nathani New Lukes Alex Patrick	E Entrie	F M	G	Subgro H BF BF BF BF	Eest Tin 1:43 2:36	• J 12S NT NT 04S 25S	K L Event: Custor	Clear All (2) 1280 b Exhibit	Male	Ente 0 100 II Bonus 0 0 0 0 0 0 0 0 0 0 0 0 0	r All P Hea	
A Leet Aiko Athle Beci Cher Cork	Orly Pre-	C	First Ns Nothoni Now Lukes Alex Denvice	e Entrie E me id	P22	G Britrol	Subgro H DF DF BF BF BF	Eest Tin 1:43 2:36 1:43 1:44	• J 12S NT 04S 26S 95S	К I Event	Clear All (2) 1280 M Exhia		Ente	r All P Hea	
A Aike Aike Cher Cork Duni Fran	Name Name n tete ker rtane oott off ikenfield	C	First Na Nothoni New Lukes Alex Patrick Donove Adam	e Entrie E me id	292 F M	G Britrol	Subgro H DF DF BF BF BF DF	Best Tin 1:43 2:36 1:43 1:44	J J J J J J J Z S S S NT O S S S NT S S S NT S	К 1 Event	Clear All (2) 1280 (2) 1280		Ente	r All P Hea	
A Leat Aike Aike Chei Cork Duni Fran Gian	Name Name n ete ker rrane ooff ikenfield inopoulos	C	First Na Nothoni New Lukes Alex Patrick Donova Adam AJ	e Entrie E	E2 F M	G Brtrd	Subgro H DF DF BF BF BF BF BF BF	Best Tin 1:43 2:36 1:43 1:41	J J	K L Event: Custor	Clear All		Ente 0 100 0 Bonue 0 0 0 0 0 0 0 0 0 0 0 0 0	r All P Hea	
A Aite Aite Cork Cork Fren Gian Gian	Anny Pre-	C	First No First No Nothoni New Lukes Alex Patrick Donovo Adam A.evin Kevin	e Entrie E	F M	G Brtrd	Subgro H DF DF BF BF BF BF BF BF BF BF	Eest Tin 1 1:43 2:36 1:43 1:43 1:41 1:47 1:34	• J 12S NT 04S 25S 95S 95S NT 49S 75S	K L Event: Custor	Clear All		Ente 0 100 0 Bonue 0 0 0 0 0 0 0 0 0 0 0 0 0	r All P Hea	

ENTRY 03 Event 2 – All Three Swimmers have Previous Times

Since all three swimmers have existing times for this event, there is no need for custom times. The order of swimmers into lanes: Gillooly, Dunoff, and Corbett, will be placed into the fastest to slowest lanes.

B. Entering Swim-Up Swimmers

If the entries include swimmers swimming-up – either in individual events or relays - you will have to click the Show Swim-Up Athletes check box on the individual event entry screen

Show Swim-Up Athletes	Team BF	▼ WM Gr	•
Only Athletes Already in Meet	Yr 🗨	WM Sub	-
Only Pre-Entered Athletes	Group	Standards:	
	Subgroup	Clear All	Enter All
A B C D E F G	HIJ	K L M M	I O P
		Event: [5] 15-18 Fen	nale 100 IM

or on the relay event entry screen.

₽ §	how Sv	vim-Up	Athlete	s			Т	eam [BF	-		WM	Gr	-		
	nly Athl nly Athl	letes Al letes Al	ready i readγ i	n Meet n Sess	No			Yr	•			WM S	ub	•	[
	nly Pre-	Entere	d Athlet	es Is Esta	45		Gr	oup	•		9	itandaro	ds:			•
	niy Pre-	-Entered	a with i	NO ENtri	les		Subgr	oup [•		Clear A	ll 4 Bes	t	Select A	I 4 Bes	,t
A	в	С	D	E	F	G	Н	I .	J	ĸ	L	M	N	0	Р	Q
	Event: [7] 08&U Fe					100	Medle	y Rela	У			Ne	w Re	elay	רך	Incl

This will show<u>all</u> swimmers for your team that are <u>not older</u> than the age group of the current event. In general you will want to turn this option on to enter a swim-up swimmer, and then turn it back off (un-check it) before going to the next event.

C. Unofficial Swimmers

Tri-County rules dictate that swimmers swimming unofficial – times count but they cannot score points – must be in an outside lane – 1 or 6. In ENTRY 04, Lisa Di Cicco's entry into Event 5 has been entered with a custom time so that she will be listed third on the Entry Export for this event. One additional step is required as explained in the Computer Generated manual.

🐮 ТЕАМ М	ANAG	ER - Da	tabas	e:C:\	TM	5Dat	a\tri	201	2. m	db	- [Ent	ry by	Event]	
🔂 Time Calo	Athle	ete Resu	lts Vi	ew R	elay	s Only	/ Prir	nt D)ual M	leet	Setup	Help			
\$ 03	ایچا	5 🕇	£		E١	vent [5			·	S	wim fo	or Team:	BF	
											23	-Jun-	12 BF	VS V	/B 201:
Sess	Div	Event	Gen	Distan	ice	Strok	e A	lge	I/R	1	/ards		LCM		SCM
		4	M	1	00	IM	1	3-14							
		5	F	1	00	IM	1	5-18	1						
		6	M	2	200	IM	1	5-18							
		7	F	1	00	Medle	y C)8&U	R						
	1		1 64		001			0011							
Show Sv	wim-Up	Athletes	\$				Te	am	BF		-		WMI	Gr	-
C Only Ath	letes A	lready in	Meet					Yr Í		-			WM St	ub 🗌	-
	Entoro	d Othlata					Gro	un Í		=		c	tandard	k 🗆	
	-Lillere Fotoro	d with N	a Entrig				0.0	ι de						···	
	-Lintere	G 99101114				S	Subgro	up		•		Clea	ar All		Ente
A B	С	D	Е	F	9)	н	Т		J	К	L	М	N	0
											Even	ıt: [5]	15-18	Ferna	le 100
Last Name		First Na	me	M	Ent	rd 1	[eam	Be	<u>st Tin</u>	ā	Cus	tom	Exhib	Alt	Bonus
Altieri		Danielle				B	-		1:28.8	38S					
Di Cicco		Danielle				B	-		1:20.3	79S					
Di Cicco		Lisa				B	-		1:18.3	36S	01:3	0.005			
Di Cicco		Renee				B	-		1:20.	50S					
Flynn		Shanno	n	E			-		1:19.0	04S					<u> </u>
Gillooly		Clare					-		1:27.3	74S					
									• · · · · ·						1 1 1
Johnson		Theres	а	_					1:23.	535				<u> -</u>	
Johnson Monichetti		Theres: Zoe	a				-		1:23.: 1:49.4	48S					
Johnson Monichetti Shannon		Theres Zoe Kelsey	a _	L		 	- - -		1:23.: 1:49.4 1:23.:	535 48S 56S					

ENTRY 04 Using a Custom Time to Ensure Unofficial Swimmer is in Outside Lane

D. Entering Relay Swimmers

When you get to a relay event, a screen like ENTRY 05 will appear. Click on New Relay and an entry will appear with a time entered from the database.

LEAM MANAGER	- Database:	C:\TM	(5Data)	Atri 20)12.mdb -	[Entry	by Event]		
🔂 Time Calc 🛛 Athlete	Results View	Relay	ys Only	Print	Dual Meet 9	Setup H	elp		
₽₽₿©®₩₽	1 🗈	E	ivent	7		Swi	n for Team:	BF	•
						23-J	un-12 BF V	/S WB 2012	-
Sess Div Eve	ent Gen Di	stance	Stroke	Age	MR Y	ards	LCM	SCM	
	6 M	200	IM	15-1	8 1				
	7 F	100	Medley	088	UR				
	8 M	100	Medley	088	UR				
	9 F	100	Medley	09-1					
Show Swim-Up Ath Only Athletes Alrea	hletes ady in Meet ady in Session			Team Yr	BF	•	WM G WM Sub		
Only Pre-Entered A	thletes			Group	_		Standards:		-
Only Pre-Entered w	/ith No Entries		Su	bgroup	-	Clea	ar All 4 Best	Select All	4 Best
A B C	DEI	F	G	- -	Í J Í	кц	_ M	NO	P
Event:	[7] 08&U Fen	nale 1	100 Me	dley Re	elay		New	Relay N	🗌 🗌 In
Last Name	First Name	M	Entrd	4Bst	Best Time	Bonus			
		140			0001 11110	001100			
Armstrong	Madeline				1:01.84S		Clear S	wimmers	
Armstrong Baker	Madeline Maesie			 ✓ ✓ 	1:01.84S 26.34S		Clear S Best:	Wimmers	
Armstrong Baker Cherfane	Madeline Maesie Christina			 <td>1:01.84S 26.34S 32.16S</td><td></td><td>Clear S Best:</td><td>wimmers Free _ vimmers</td><td></td>	1:01.84S 26.34S 32.16S		Clear S Best:	wimmers Free _ vimmers	
Armstrong Baker Cherfane Frankenfield	Madeline Maesie Christina Paige				1:01.84S 26.34S 32.16S 36.65S		Clear S Best:	wimmers Free <u></u> vimmers	
Armstrong Baker Cherfane Frankenfield Gawronski	Madeline Maesie Christina Paige Olivia			> > > > >	1:01.84S 26.34S 32.16S 36.65S 39.22S		Clear S Best: Sv 1 2	Wimmers Free _ vimmers	
Armstrong Baker Cherfane Frankenfield Gawronski Griffis	Madeline Maesie Christina Paige Olivia Karoline			> > > > > > > > >	1:01.84S 26.34S 32.16S 36.65S 39.22S 23.02S		Clear S Best: 1 2 3	Wimmers Free 💽 Vimmers	
Armstrong Baker Cherfane Frankenfield Gawronski Griffis Kemner	Madeline Maesie Christina Paige Olivia Karoline Mary			> > > > > > > > > > > > > > > > > > >	1:01.84S 26.34S 32.16S 36.65S 39.22S 23.02S 1:11.65S		Clear S Best: 1 2 3 4	wimmers Free v	
Armstrong Baker Cherfane Frankenfield Gawronski Griffis Kemner Marquardt	Madeline Maesie Christina Paige Olivia Karoline Mary Anna			Y Y Y Y Y Y Y Y Y	1:01.84S 26.34S 32.16S 36.65S 39.22S 23.02S 1:11.65S 1:09.79S		Clear S Best: 1 2 3 4 5	Vvimmers Free vimmers	
Armstrong Baker Cherfane Frankenfield Gawronski Griffis Kemner Marquardt Marquardt	Madeline Maesie Christina Paige Olivia Karoline Mary Anna Isabelle Kaitlyn			Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	1:01.84S 26.34S 32.16S 36.65S 39.22S 23.02S 1:11.65S 1:09.79S 27.62S 30.72S		Clear S Best: 1 2 3 4 5 6	Wimmers Free	
Armstrong Baker Cherfane Frankenfield Gawronski Griffis Kemner Marquardt Marquardt Sizer	Madeline Maesie Christina Paige Olivia Karoline Mary Anna Isabelle Kaitlyn			Y Y Y Y Y Y Y Y Y Y Y	1:01.84S 26.34S 32.16S 36.65S 39.22S 23.02S 1:11.65S 1:09.79S 27.62S 30.72S		Clear S Best: 2 3 4 5 6 7	Wimmers Free Vimmers	
Armstrong Baker Cherfane Frankenfield Gawronski Griffis Kemner Marquardt Marquardt Sizer	Madeline Maesie Christina Paige Olivia Karoline Mary Anna Isabelle Kaitlyn			Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	1:01.84S 26.34S 32.16S 36.65S 39.22S 23.02S 1:11.65S 1:09.79S 27.62S 30.72S		Clear S Best:	Vvimmers Free vimmers	
Armstrong Baker Cherfane Frankenfield Gawronski Griffis Kemner Marquardt Marquardt Sizer	Madeline Maesie Christina Paige Olivia Karoline Mary Anna Isabelle Kaitlyn			Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y Y	1:01.84S 26.34S 32.16S 36.65S 39.22S 23.02S 1:11.65S 1:09.79S 27.62S 30.72S		Clear S Best: 2 3 4 5 6 7 8 Calcula	te Custom	

ENTRY 05 Enter Swimmers for a Relay Event – click on 'New Relay'

The first thing to check is to make sure that your club abbreviation is shown in both the boxes highlighted in pink in ENTRY 05. Then click on the 'New Relay' button.

Your next step is to add swimmers into the relay event. You may do this in two different ways. You may double-click on a swimmer (which will place them in the next available relay spot) and drag them to a spot on the relay – see the fish symbol in ENTRY 06. Note that you can drag them to any open spot on the relay.

When you release the mouse, the swimmer's name will appear in the entry box and the swimmer's line will be highlighted in yellow as entered as shown in ENTRY 07 and ENTRY 08.



ENTRY 06 Drag a Swimmer to a Relay Spot

	Event:	[7] 08&U Fema	ile 1	00 Me			New Relay		Inc	lude Relay N	lon I		
	Last Name	First Name	ML	Entrd	4Bst	Best Time	Bonus	┢		Г			
	Armstrong	Madeline			 Image: A state Image: A state<td>1:01.84S</td><td></td><td></td><td>Clear Swimmers</td><td></td><td>F</td><td>ind Best Kei</td><td>lay</td>	1:01.84S			Clear Swimmers		F	ind Best Kei	lay
A	Baker	Maesie		 Image: A start of the start of	v	26.34S			Best: Free 🔻				
	Cherfane	Christina				32.16S			Swimmers		Ent	Best	Teu
	Frankenfield	Paige				36.65S		1	Baker, Maesie			1:31.395	1
	Gawronski	Olivia			 Image: A start of the start of	39.22S		12	Laker, Maesie	1		1.01.000	'I
	Griffis	Karoline			 Image: A set of the set of the	23.02S		4	Keminer, iviary				
A	Kemner	Mary				1:11.65S		3					
	Marquardt	Anna			 Image: A start of the start of	1:09.79S		4					
	Marquardt	Isabelle			 Image: A set of the set of the	27.62S		0					
	Sizer	Kaitlyn			✓	30.72S		7					
								8					
								Ľ					
									Calculate Custom				

ENTRY 07 Swimmer added to Relay by Dragging

You may also enter swimmers into the relay by double-clicking on them, which will place them in the next available relay slot. A completed Relay entry is shown in ENTRY 08.

	Event:	[7] 08&U Fema	le 1	00 Me			New Relay	1	Incl	ude Relay N	loi		
	Last Name	First Name	M	Entrd	4Bst	Best Time	Bonus						
	Armstrong	Madeline				1:01.84S			Clear Swimmers		F	ind Best Kei	a)
A	Baker	Maesie			✓	26.34S			Best: Free 🔻				
	Cherfane	ane Christina			✓	32.16S			Swimmers		Ent	Best	Ī
	Frankenfield	Paige			✓	36.65S		1	Beker Meesie			1-31-305	P
A	Gawronski	Olivia				39.22S		12	Kompor Moru			1.01.000	
	Griffis	Karoline			✓	23.02S		4	Cerairen aki, Olivie				
A	Kemner	Mary				1:11.65S		1	Gawronski, Olivia				
	Marquardt	Anna				1:09.79S		4	Sizer, Kalliyn				
	Marquardt	Isabelle			✓	27.62S		0					
A	Sizer	Kaitlyn		v	v	30.72S		7					
								6					
								P					
	1 1				2				Calculate Custom				

ENTRY 08 Completed Relay Entry From

To add a second or third relay, simply click on New Relay and it will create a subsequent relay for you. You add swimmers to the second relay as before, but the swimmers already entered in the relay remain highlighted so that you cannot accidentally enter the same swimmer into more than one relay for the same event. See example in ENTRY 09.

Ī		Event:	[7] 08&U Fema	100 Me	edley F	telay		Г	New Relay	Г	Incl	ude Relay N	lon Lead-(Off Sp	lits	
		<u>Last Name</u>	First Name MI Entrd 4 Madeline				Best Time	Bonus	h	Olean Outine and						
I		Armstrong	Madeline Maesie 🗹				1:01.84S		L	Clear Swimmers		F	ind Best Rei	ау		Jest
	A	Baker	Maesie ✓ ✓ ✓ 26.34S				Best: Free 💌									
		Cherfane	Christina		 Image: A start of the start of	32.16S		Г	Swimmers		Ent	Best	Custom	Ev.	T	
	в	Frankenfield	Paige			 Image: A set of the set of the	36.65S			Exection Free Providence			1.31.305	Custom	- 1	+·
	А	Gawronski	Olivia			 Image: A set of the set of the	39.22S			Criffic Koroline			1.01.000 NT	2:45.00		
	в	Griffis	Karoline				23.02S				-		1 141	2.40.00		1
	А	Kemner	Mary	İ		18	1:11.65S		E	Marquardt, Anna						
	в	Marquardt	Anna			v	1:09.79S			Marquarat, isabelle						
	в	Marquardt	Isabelle			~	27.62S) >						
	А	Sizer	Kaitlyn			~	30.72S			7						
										3						
									F	,,						
										Calculate Custom						
	•							•	_							

ENTRY 09 Completed Relay with Two Relay Entries

Continue through each event until all the event entries are completed. Use the Meet Entries report to verify that you have made the correct entries.

You are now ready to use the Computer Generated meet sheets and entry cards, if you choose, and you are ready for a faster and quicker meet results entry on Saturday. When you are done with making the meet entries, you should backup the database.

E. Checking Your Entries

The easiest way to double check your entries is to run a couple of different reports. The first report is available by clicking on the printer



icon at the top of the Entry By Events Screen.

Click on the printer icon and the Meet Entries report screen appears as shown in ENTRY 10. Use the drop down list for Meet to select the Meet you wish to report on (e.g. BF VS WB 2012).

A Meet Entries	
Meet: 19-Jul-08 BF AT WO 2008	
Filters	Other Options
Team: ●F Gen Age Sess / Div Group: ▼ ● All Subgroup: ▼ ● Male VM Group: ▼ ● Female	Show Times Unconverted Include Proof of Time Include Team Address Indicate Converted Times Do Not Show Entry Times
WM Subgroup:	
Totals on Separate Page 🔽 Include Registration Include Inactive 🗖 Include Offical Statem	Event Filters Individual and Control Cont
Stroke: Distance Filters Stroke: Distance:	Standards Points
Sort by	None IEN Points Hy-Tek Age Group GB Points Hy-Tek Single Year GB BAG Points Hy-Tek Open NISCA Points
Meet Event Number Meet Event Number (1 per page) Meet Event Heat/Lane Meet Event Heat/Lane (1 per page) Name Name Name Name	C FINA Points C SNZ Points
C Age C Stroke and Distance	Create Report Cancel

ENTRY 10 Entries Report Screen

In the Event Filters section click on the Individual and Relays radio button as shown in ENTRY 11.

Ever	t Fitters
C Individual C Relay	 Individual and Relays

ENTRY 11 Individual & Relays Option

Click on Create Report and a report similar to ENTRY 12 will appear.

4 Kaywood Lane	609-427-	0299	
Cherry Hill, NJ 08034			
# 1 Girls 12 & Under 100 IM		1 Michaela Mac Allister (9)	
Danielle Di Cicco (11)	1:30.735	2 Rachel Dilks (10)	
McKenzie Chapman (11)	1:49.835	3 Arma Siefert (10)	
Nicole Zaso (11)	2:00.66S	4 Kei Foley (9)	
		he and the second se	
# 2 Boys 12 & Under 100 IM		# 10 Boys 9-10 100 Medley Relay A BF	1:25.685
Nick Keenan (12)	1:22.935	1 Ryan Gamble (10)	
David Rowe (11)	1:28.538	2 Patrick Gillooly (10)	
David Rosica (10)	2:05.87S	3 Cole Parsons (10)	
		4 Tyler Parsons (9)	
# 3 Girls 13-14 100 IM		Testistication in the second	
Kelsey Shannon (14)	1:23.568	# 10 Boys 9-10 100 Medley Relay B BF	1:50.875
Lisa DI Cicco (13)	1:26.695	1 David Rosica (10)	
		2 Nate Lebo (10)	
# 4 Boys 13-14 100 IM		3 Matthew Gm itter (9)	
Patrick Kane (14)	1:12.665	4 Billy Siefert (9)	
Alex Dintino (13)	1:14.215		
Dunny Mohnfeld (14)	1:31.635	# 11 Girk 11-12 200 Medley Relay A BF	2:45.725
		1 Shannon Flynn (11)	
# 5 Girls 15-18 100 IM		2 Nayaa Opong (11)	
Jamie Phtt (17)	1:11.235	3 Danielle Di Cicco (11)	
Elena Ferranti (17)	1:14.508	4 Theresa Johnson (11)	
Gianna Cocco (15)	1:27.175	2011/02 Techamore and Addent - Network devices devices device - A. Met. No A. Met. Materia	
		# 11 Girls 11-12 200 Medley Relay B BF	3:18.955
# 6 Boys 15-18 200 IM		1 Julia Dintino (11)	
Jeff Rowe (16)	2:24.975	2 Nicole Zaso (11)	
Akx Kasprowicz (17)	2:30.735	3 Madison Mac Allister (11)	
Tim Shannon (17)	2:59.03S	4 McKenzie Chapman (11)	

Individual Meet Entries Report

ENTRY 12 Individual and Relay Entries Report

This is the easiest report to check relay entries from. To check out the individual event entries, I have found that a different report is more useful. Navigate all the way back to the main menu and click on Meet Entries SS (for Spreadsheet) shortcut as shown in ENTRY 13.



This will bring up the screen shown in ENTRY 14.

Meet Entry Spreadsheet		
Meet: 02-Jul-11 BF VS GT 2011	•	
Team: BF Group: Subgroup: WM Group: WM Subgroup: WM Subgroup: School Year:	Filters Gen Age Sess / Div All Male Female	Other Options Show Times Unconverted Include Heat/Lane Exclude Diving Indicate Converted Times Do Not Show Entry Times
Include Inactive Include Relays 🔽	Include Pre-Entered with no Entries Flag Swimmers with Max Entries Portrait (HS Events)	
🔽 Keep Athletes / Events t	together	Create Report Cancel
	la at Entrica Onna adale act Cana	un Instrude Deleure

ENTRY 14 Meet Entries Spreadsheet Screen – Include Relays Select the correct meet and check the 'Include Relay' box as shown highlighted above. Click on Create report and a report similar to ENTRY 15 will appear.

Meet Entrie BFVS GT 2011 02-Jul-11 [Aş

Girls	#7	#17	# 27	# 37	# 47	# 57	
8 & Under	100 M ed R	25 Free	25 Back	25 Breast	25 Fly	100 Fr R	
Maesie Baker (5)						B 3	
Christina Cherfane (7)		32.16S			51.19S	A 2	
Paige Frankenfield (5)			42.16S			B 2	
Olivia Gawronski (7)			37.00S			В4	
Karoline Griffis (7)	A Brst		29.82S	26.37S		A 3	
lsabelle Marquardt (7)	A Free	27.62S		44.34S		A 4	
lulia McCay (8)	A Fly	26.00 S			28.33 S	A 1	
Kaitlyn Sizer (7)	A Back			1:01.225	40.14S	B 1	
Girls	#1						
12 & Under	100 IM						
Kendall Griffis (11)	1:45.50S						
fulie Rosica (9)	2:16.99S						
Girls	#9	# 19	# 29	# 39	# 49	# 59	
9-10	100 M ed R	50 Free	25 Back	25 Breast	25 Fly	200 Fr R	
Maria Cherfane (9)	A Free	1:13.085		38.12S			
Olivia Gawronski (7)					45.53S		
Sophia Gawronski (9)	A Fly	47.58S	26.81S				
Villian Henshaw (10)	A Back	39.33S			20.68S		
Ayana Opong (9)			17.515				
fulie Rosica (9)	A Brst			24.13S			
Girls	#11	# 21	# 31	# 41	# 51	# 61	
11-12	200 Med R	50 Free	50 Back	50 Breast	50 Fly	200 Fr R	
Sabrina Dawson (11)		46.55S			1:15.74S		
Caitlin Flynn (11)	A Free			52.88S	52.78S	A 3	
Sophia Gawronski (9)						B 3	
Sabel Giannopoulos (11)	A Back		52.49S		46.69S	B 1	
Kendall Griffis (11)	A Brst			46.69S		A 2	
Villian Henshaw (10)						A 1	
Caitlyn Meyer (11)			1:32.60\$	1:29.14S		B 4	
Ayana Opong (9)	A Fly	30.87S				A 4	
fulie Rosica (9)						B 2	

ENTRY 15 Meet Entries Spreadsheet Report with Relays

This report does not includes relays and is very convenient to make sure that each swimmer has no more than two events, and is also easy to check for either unexpected open lanes and/or events with more than 3 swimmers. It also makes it easy to see who isn't and who is swimming in a relay and in what position.

If you find mistakes, simply go back and correct them. To remove a swimmer or a relay, simply uncheck the Entered check mark – yellow highlight will disappear and that person/relay is no longer entered. To remove a swimmer from a relay, simply double click on the swimmer and answer yes when the dialog box asks you if you wish to remove the swimmer from the relay as shown in ENTRY 16.



ENTRY 16 Removing a Swimmer from a Relay

You are now ready to generate meet sheets, swimmer entry cards and/or enter weekly results. I suggest backing up the database after the meet entries are complete.

Remember, if you go back to review or make corrections for an event that has a swim-up swimmer, you will have to check the Show Swimup Athletes box to be able to see the swim-up entry.

F. Using the Entry Browser

From the Meet main screen, you can also use the Entries Browser as shown below:

- Databa	ase:C:\T	M5Data	Atri 20	12.mdb	- [Me	et Bro	wser]
Events	Results	Entries	Ageup	Reports	Help	_	
• 🏥 🛉	户 🖨	Entry Entrie Entry	Browser es by Nan by Even	ne 🗟		ets Sinc	e: MM
<u>D</u> <u>E</u>	E	Pre-E Max I <u>Stari</u> Date	Inter Athl Entries	etes in Me <u>Irse</u> Type	et	L ind	M Agel

This will bring up a screen as shown in ENTRY 17.

ти ка (д. /	TEAM MANAGER	- Database:C:	١TM	5Dat	a\tr	i 201	2.mdb	- [Entri	es Brow	/ser]			
6	🔂 Export Entries View Delete Print Export to HTML Window Help												
X	🗙 🚧 🗃 🗟 🌾 👚 🗈 🔹 Indicates a converted time												
9	Both	Team BF	•		(Group		- Wh	4 Gr	-	Hig	gh Age	
	O Male O Female Scho	ool Yr			Sub	group		• WM	Sub	•	Lo	w Age	
A	вс	D E F		G	н	1	J	ĸ	L М	N	0	P	Q
								23-J	un-12 E	BF VS W	'B 201	2	
	Last Name	First Name	M	Gen	Age	Yr	Team	Distance	Stroke	Entry T	ïme	Event #	
	Corbett	Patrick		М	12		BF	100	IM	1:4	3.25S	2	
	Di Cicco	Danielle		F	15		BF	100	IM	1:2	0.79S	5	
	Di Cicco	Lisa		F	17		BF	100	IM	1:3	0.00S	5	
	Di Cicco	Renee		F	18		BF	100	IM	1:2	0.50S	5	
	Dunoff	Donovan		M	12		BF	100	IM	1:4	1.95S	2	
	Flynn	Caitlin		F	12		BF	100	IM	1:4	7.16S	1	
	Flynn	Caitlin		F	12		BF	50	Free	4	2.65S	21	
	Frankenfield	Paige		F	6		BF	25	Free	3	6.65S	17	
	Giannopoulos	Isabel		F	12		BF	100	IM	1:5	0.11S	1	
	Gillooly	Kevin	R	M	12		BF	100	IM	1:3	4.75S	2	
	Gillooly	Kevin	R	M	12		BF	50	Free	3	5.90S	22	

ENTRY 17 Entries Browser for Individuals

You can delete entries from the Entries Browser by highlighting the entry in question and then clicking on the Delete options from the top menu.

To look at Relay entries, toggle the **icon** and a list of relay entries will appear as shown in ENTRY 18.

6	TEAM MANAGER - Database:C:\TM5Data\tri 2012.mdb - [Entries Browser]																	
6	🔂 Export Entries View Delete Print Export to HTML Window Help																	
X	X 🗛 🗑 🛃 🖨 🖻 🌾 🎓 🖻 🔹 🕐 Indicates a converted time																	
(● Both Team BF																	
(C Male	Scł	nool Yi	r 🗖 💽	•	Subgroup	-		WМ	Sub		•	L	.ow Ag	ge		Μ	leel
A	в	С	D	E	= G	ні	J	к		L	M	N	0	F)	Q	F	२
									23-J	un-1	2 BF V	s w	B 2	012				
	Relay																	
	Team	Letter	Yr	<u>Distance</u>	<u>Stroke</u>	Entry Time	Event #		Ex	Alt	Bonus	Ht	LN	Sess		Div	<u>Gen</u>	
▶	Team BF ▼	Letter A	Yr	Distance 100	Stroke Medley	Entry Time 1:31.39S	Event #		Ex	Alt	Bonus	Ht	LN	Sess		Div	<u>Gen</u> F	
▶	Team BF ▼ BF	Letter A B	Yr	Distance 100 100	Stroke Medley Medley	Entry Time 1:31.39S 2:45.00S	Event # 7 7		Ex	Att	Bonus	Ht	LN	Sess		Div	Gen F F	
>	BF BF	Letter A B A	Yr	Distance 100 100 100	Stroke Medley Medley Medley	Entry Time 1:31.39S 2:45.00S 1:30.89S	Event # 7 7 8		Ex	Att	Bonus	Ht	LN	Sess		Div	Gen F F M	
► 	BF BF BF BF	Letter A B A A	Yr	Distance 100 100 100 100	Stroke Medley Medley Medley Medley	Entry Time 1:31.39S 2:45.00S 1:30.89S 1:17.01S	Event # 7 7 8 9		Ex	Att	Bonus	Ht	LN	Sess		Div	Gen F F M F	
•	BF BF BF BF BF BF	Letter A A A A A	Yr	Distance 100 100 100 100 100	Stroke Medley Medley Medley Medley	Entry Time 1:31.39S 2:45.00S 1:30.89S 1:17.01S 1:13.14S	Event # 7 7 8 9 10		Ex	Att	Bonus	Ht	LN	Sess		Div	Gen F M F M	
▶	Team BF ▼ BF BF BF BF BF	Letter A A A A A A	Yr	Distance 100 100 100 100 100 200	Stroke Medley Medley Medley Medley Medley	Entry Time 1:31.39S 2:45.00S 1:30.89S 1:17.01S 1:13.14S 2:28.67S	Event # 77 78 8 9 10 11			Att	Bonus	Ht		Sess		Div	Gen F M F M F	

ENTRY 18 Entries Browser showing Relay Entries

Relay entries may be deleted in a manner similar to that used when deleting individual entries from the entries browser.

Once again, when your entries are complete, backup your database. You are now ready for the Saturday A-Meet.

II. COMPUTER PRINTED MEET SHEETS & ENTRY CARDS

A. EXPORTING YOUR ENTRIES REPORT TO AN EXCEL FILE

Once you have completed checking your entries, you are ready to export your entries to an Excel file to use as the source for generating meet sheets and/or swimmer entry cards.

Assuming you have generated the Entry report as shown in ENTRY 12, at the top left of the report screen, the left most icon is used to export the report as shown in CG 01.



CG 01 Export Reports Icon

Click on the Export Report icon and an Export options screen will appear as shown in CG 02.

Export	X
Format:	
Adobe Acrobat (PDF)	OK
Destination:	Cancel
🖃 Disk file 💌	

CG 02 Export Reports Option Screen

You will need to change the format option to 'Microsoft Excel 97-2000 Data only (XLS)' as shown in CG 03.

E	xport			
	Format:			
	Microsoft Excel 97-2000 - Data only (XLS)		•	ОК
	💷 Adobe Acrobat (PDF)		^	Cancel
	Crystal Reports (RPT)			
	HTML 3.2		=	
	HTML 4.0		=	
	Microsoft Excel 97-2000 (XLS)			
	💷 Microsoft Excel 97-2000 - Data only (XLS)			
	💷 Microsoft Word (RTF)	М		

CG 03 Select Excel Data Only format type to Export Entries Report

Click OK and the Excel Format Options screen will appear as shown in CG 04.

Excel Format Options	
Excel Format Typical: Data is exported with default options applied. Minimal: Data is exported with no formatting applied. Custom: Data is exported according to selected options	OK Cancel Options >>>

CG 04 Excel Format Options Screen

The default options from this screen are fine. Click OK and the Select Export File screen will appear. Navigate to the appropriate directory and then name your file (e.g. bf at wo.xls) as shown in CG 05.

Select Export Fi	ile			? 🔀
Save in:	🗁 e	•	← 🗈 💣 💷•	
My Recent Documents Desktop	PERSONAL bf wc bd gt bf fh bf cr entry bf cr entry bf cr entry arizona to print home-Jan tax11 TurboTax	TRICOUNT TRICOUNT Triangon tax10 Triangon dr dr wedding pics desktop documents TM5Data tax09 Tax07 Educated Investor	iTunes janet MSDEV PKWARE my_cd_art My Playlists QUICK_BACK tax00 tax01 tax03	C TAX C TAX TAX TAX Turl UGE
My Documents My Computer	HPSETUP tax08 GENOVA GJCDATA th5data	CH fred GW_BASE Home-Cherry-Bowl Home-Tri-County	Canal tax02 Canal tax04 Canal tax06 Canal tax05 Canal tax05 Canal tax07	
- S	<			>
My Network Places	File name: bf v Save as type: MS	vo entry i Excel 97-2000 Workbook(*.xls)		Save Cancel

CG 05 Select Export file Screen – Name the Excel File to Export to

Click OK and the file will be saved. The next section will describe the two occasions in which you must edit the Excel export file.

B. EDITING THE MEET ENTRIES EXPORT REPORT FILE IN EXCEL

If you have no unofficial swimmers in the meet, and if you always want to put the fastest swimmers in the middle lanes, then the file is ready to use for the generation of meet sheets.

If you wish to make any changes in the default set-up of swimmers to lanes that will occur in the generation of meet sheets, then the meet entries report file must be edited (**very carefully**).

Open the exported meet entries Excel file. It will look like the sample in CG 06.

A	В	С	D	E
# 1 Girls 12 & Under	100 IM			
Danielle Di Cicco (11)			1:20.79	IS .
# 2 Boys 12 & Under	100 IM			
Nick Keenan (12)			1:16.57	'S
David Rowe (11)			1:21.05	is
David Rosica (10)			1:36.71	S
# 3 Girls 13-14 100 IN	4			
Lisa DI Cicco (13)			1:19.99	IS .
Kelsey Shannon (14)			1:23.56	is –
Theresa Johnson (11)			1:28.04	IS
# 4 Boys 13-14 100 M	M			
Alex Dintino (13)			1:08.87	'S
Patrick Kane (14)			1:12.66	is

CG 06 Exported Meet Entries Opened in Excel

Identifying Unofficial Swimmers

Suppose for event #4, Patrick Kane is to swim unofficially. There are two tasks:

Identify Patrick as unofficial by inserting "*unoff*" into column F in the row with her name in it.

Because there is only one other swimmer, we must insert an entire new row into the spreadsheet between Dintino and Kane, and identify the swimmer as 'No Swimmer' followed by a space and an ageappropriate designation for this event.

See the changes in CG 07.

	A	В	С	D	E	F	G
1							
2	# 1 Girls 12 & Under	100 IM					
3	Danielle Di Cicco (11)			1:20.79	s		
4	# 2 Boys 12 & Under	100 IM					
5	Nick Keenan (12)			1:16.57	'S		
6	David Rowe (11)			1:21.05	is 👘		
7	David Rosica (10)			1:36.71	S		
8	# 3 Girls 13-14 100 IN	4					
9	Lisa DI Cicco (13)			1:19.99	9S		
10	Kelsey Shannon (14)			1:23.58	is 👘		
11	Theresa Johnson (11)			1:28.04	IS		
12	# 4 Boys 13-14 100 H	M					
13	Alex Dintino (13)			1:08.87	s		
14	No Swimmer (13)						
15	Patrick Kane (14)			1:12.68	is <mark>i</mark>	*unoff*	
16	# 6 Boys 15-18 200 I	М					
17	Jeff Rowe (16)			2:24.97	'S		

CG 07 Modified Excel file for Unofficial Swimmer

If you have no unofficial swimmers, there is no need to edit the Excel file.

C. COMPUTER-GENERATING THE MEET SHEETS

To start generating the meet sheets, see CG 08).



CG 08 Open an Unmodified Copy of trico_excel_2012.xls

					Macro								? 🛛				
					<u>M</u> acro name	:								L			
					entry								<u>R</u> un				
				S	entry								Step Into				
													Edit				
													Create	l			
				N									<u>D</u> elete				
				n							~		Options	l			
					M <u>a</u> cros in:	All Op	oen Workbooks				~						
					Description									ľ			
								N						L			
													Cancel				
	E	3	С	ľ	E		F	G	Н	1	JKL	M	N		0		
2	Da	ate	://		TRI-0	cour	NTY SWIMMII	IG POOL	A	SS	OCI/	٩T	ION SCORIN	IG	SHEET	2012	
4	Di	ivis	sion(circle)):	A B C	DE	F								Circle One:	Awa	уT
6					Away Team								Home Team:				
7			_						F	inal	Score						
9 10 #	No	0.	Event 100M led	IL.	a	Nam	ie	Time		Ev	fotal	La	N N	am	e		⊢
11	1 1	ı İ	Med. Girls	2								5					\vdash
12			12 & Unde	r 6								1					

You may see a message as shown in CG 09. If so, click the Enable Macros button.

This will open the spreadsheet as shown in CG 10. CG 10 Opened trico_excel_1012.xls Spreadsheet

When trico_excel_2010.xls is active, press the Alt & F8 keys simultaneously. This will bring up a Macro screen like CG 11. (Note: you may need to use the 'Macros in' pick list to select 'This Workbook'.

CG 11 Highlight Macros in This Workbook

Highlight entry_09 and click the Run button. This will bring up the first data entry dialog box as shown in CG 12.

Microsoft Excel	X
Enter your club abbreviation.	ОК
	Cancel
IBFI L	

CG 12 Enter Team Abbreviation

Enter your team abbreviation and click OK. This will bring up the next dialog box as shown in CG 13.

Microsoft Excel	
are you home (H) or away (A)?	OK Cancel
A T	
<u>ل</u>	

CG 13 A for Away or H for Home Team

Click OK and the meet date dialog box will appear as shown in CG 14.

Microsoft Excel	X
what is the meet date (mm/dd/yy) - BE SURE TO USE TWO-DIGIT FOR EACH NUMBER ?	OK Cancel
07/19/08 I	

CG 14 Enter Meet Date

Enter the meet date in the format shown and click OK. The spreadsheet will walk through all the cells, and then the last data entry dialog box will appear as shown in CG 15.



CG 15 Enter the Full Path for the Meet Entries Excel File

Enter the full path – drive letter to files name and then click OK.

The macro will walk you through the spreadsheet, filling in the swimmers and relays in their appropriate slots on the meet sheet. When completed, it will look like the sample shown in CG 16.

	Α	В	С	D	E	F	G	Η	I	Jk	< L	М	N
2		Dat	te: 7/19/2008	;	TRI-COU	NTY SWIMMIN	IG POOL	. A	SS	00	21/	٩T	ION SC
4		Div	ision(circle):		ABCDI	E F							
6					Away Team: Bard	clay Farm					_		Home Tea
7								F	inal	Sco	оге		
9		No.	Event	La	Nan	ne	Time	PI	Eν	To	tal	La	I
10	#		100M Ind.	4	Danielle Di Cicco						Ζ	3	
11	1	1	Med. Girls	2								5	
12			12 & Under	6								1	
13	#		100M Ind.	4	Nick Keenan						/	3	
14	2	2 2	Med. Boys	2	David Rowe							5	
15			12 & Under	6	David Rosica					Ζ		1	
16	#		100M Ind.	4	Lisa DI Cicco						/	3	
17	3	3	Med. Girls	2	Kelsey Shannon							5	
18			13-14	6	Theresa Johnson-l	յթ				Ζ.		1	
19	#		100M Ind.	4	Alex Dintino						Ζ	3	
20	- 4	4	Med. Boys	2							1	5	
21			13-14	6	Patrick Kane-Un					Ζ.		1	

CG 16 Completed Computer Generated Meet Sheet

Note that in the event #4, the middle lane is empty (by entering 'No Swimmer (11)' in the bf at wo.xls spreadsheet) and Patrick Kane is designated as an unofficial swimmer (by entering *unoff* as described earlier).

If you are using the 8-lane pool version of the software, the meet sheet would look like CG 16a below.

				-									
4	Α		В	С	D	E		F	G	Н		JKL	М
2		ľ	Dat	e: 7/19/2008	;	TRI-CO	UNTY	Y SWIMMIN	IG POOL	. A	SS	OCI/	
4			Div	ision(circle):		A B C D	E F	1	8-LANE VER	RSIC	N		
6		+				Away Team: Ba	arclay I	Farm					Ног
7										F	inal	Score	
9		T	No.	Event	La	N	ame		Time	ΡI	Eν	Total	La
10	#			100M Ind.	5	Danielle Di Cicc	D					/	4
11		1	1	Med. Girls	3								6
12				12 & Under	7								2
13	#			100M Ind.	5	Nick Keenan							4
14		2	2	Med. Boys	3	David Rowe							6
15				12 & Under	7	David Rosica							2
16	#			100M Ind.	5	Lisa DI Cicco							4
17		3	3	Med. Girls	3	Kelsey Shannon							6
18				13-14	7	Theresa Johnson	<u>1-Up</u>						2
19	#			100M Ind.	5	Alex Dintino							4
20		4	4	Med. Boys	3								6
21				13-14	7	Patrick Kane-Un							2

CG 16a Enter the Full Path for the Meet Entries Excel File for 8-lane pools

D. SAVE THE SPREADSHEET WITH A NEW NAME

When the meet sheet is complete, use the File > Save As menu option in Excel to save a copy of the completed spreadsheet with a new name (e.g. bf wo meet sheet.xls as shown in CG 17).



CG 17 Save the Computer-Generated Meet Sheet with a new Name

E. THE TWO WORKSHEETS IN TRICO_EXCEL_2012

If you look in the bottom left hand corner of the spreadsheet, you will see a section that looks like CG 18.



CG 18 Two Worksheets in trico_excel_2010

The **Main** worksheet is where the meet sheet has been generated and is ready to print.

The **Data** worksheet is where the mail merge data to generate the entry cards has been stored (see sample in CG 19).

	A	В	С	D	E	F	G	Н	
1	Club	Date	Home	visitor	Event	ind name	Age	Lane	Relay_
2	Barclay Fa	7/19/2008		Visitor	1	Danielle Di	11	4	
3	Barclay Fa	7/19/2008		Visitor	2	Nick Keen	12	4	
4	Barclay Fa	7/19/2008		Visitor	2	David Row	11	2	
5	Barclay Fa	7/19/2008		Visitor	2	David Rosi	10	6	
6	Barclay Fa	7/19/2008		Visitor	3	Lisa DI Cic	13	4	
7	Barclay Fa	7/19/2008		Visitor	3	Kelsey Sh	14	2	
8	Barclay Fa	7/19/2008		Visitor	3	Theresa Jo	11	6	
9	Barclay Fa	7/19/2008		Visitor	4	Alex Dintin	13	4	
10	Barclay Fa	7/19/2008		Visitor	4	Patrick Ka	14	6	
11	Barclay Fa	7/19/2008		Visitor	6	Jeff Rowe	16	4	

CG 19 Sample Mail Merge Data Used to Generate Entry Cards

F. PRINTING THE COMPUTER-GENERATED MEET SHEETS

There is a great deal of variation between laser printers in the way they print the trico-excel meet sheets. There are a couple of things you can do to try to keep the printing as uniform as possible – this will be **greatly appreciated** by the scoring table staff.

From the Excel menu bar, click on File > Print Preview as shown in CG 20.



CG 20 File > Print Preview

This will bring up a display as shown in CG 21.

	Print Previo	:w/										
	Page Z	9	Next Page	e Exercise Print								
Prin	nt Z	loom		Preview								
D≢ Divi	e 7(19(2008 ision(cirole):	A	ТRI-С всре	OUNTY SWIMM	ING POC)L AS	SOCI	TION	SCORING SI	IEET 201	2 Away Team	1 Home Team
			eweyTeam: Barr	e ay Farm		Fina	l Score	Ham	e lesm:			Final Sco
No.	Event	La	Nar	me	Time	PIE	v Total	La	Name		Time	PI EV To
+	100M Ind. Med. Girls	4	Danielle Di Cicco		-	++	1/	3			1994	
1	12 & Under	6			ŝ i			1			10.03	H
	100M Ind.	4	Nick Keenan	12				з			2.8	
2	Med. Boys	2	David Rowe			+	1/	5			-	++/
	100M Incl	4	Lisa Di Cicco				1	3			-	HK
э	Med. Girls	2	Kelsey Shannon			++	1/	5				ΗH.
_	13-14	6	Theresa Johnson-	Up	2;		V.	1			1.2	
	100M Ind. Med. Reset	4	Alex Dintino		2	++	- /	3			10	
1	13-14	6	Patrick Kane-Un		7			1			5 23	$++\prime$
	100M Ind.	4						3			3.5	
6	Med. Girls	2					1/	6				
-	10-18 200M Ind	6	Hi Boue		-	++	¥ -	1				H + r
Б	Med. Boys	2			3		1/	2			1	ΗH.
	15-19	e					\mathbf{v}	1				
	10054		Calilla A you	Ayana Opang					6			
	Med Relay	۴ł	and all the numbers				1 /					
7	Girls	2		3			1/	2				
	8 & Under						Y	1	8			
			Nation i Alken	isavin Gillool;	S				3		80	
	100M	4	Patrick Corbet	Conovan Dunaff			- 52	3	1		6-02	
	Mod Rolaw						11					
	Denie	A 12 1	0.	6	÷		1/	0			1	++/
8	Boys 9 & Under	É			•	1.1.	1	1	8		1	
8	Boys 8 & Under	6			18 1							
8	Boys 9 8 Under	6	Jauren Kauprovikiz	Victoria Adamii		++		-			15 22	
8	Boys 9 & Under 100M	6	Lauren Kanprovikiz Ave Weikini Metisen use geseter	Victoria Adama		Ħ		3				
8	Boys 9 & Under 100M Med Relay Girls	6 4 2	Lauren Kanproviksz Ava Walkini Wichsein Mac Annifer Anna Biefert	Mobria Adama Kai Poley				3				
8	Boys 9 & Under 10DM Med Relay Girls 5-10	6	Lauren Kauprovikiz Ava Valikini Victiseta Mak Laurien Anna Bixfert	Metoria Adami Nai Poley				5				\mathbb{H}
8	Boys 8 & Under 10DM Med Relay Girls 9-10	6 4 2 6	Lauren Kasproviksz Ava Valikin Wicisen Hist Arnifer Anna Biefert	Victoria Adamu Kai rojey			/	3 5 1				
8 9 P~-	Boys 8 & Under 100M Med Relay Girls 3-10 Man 2000	6 4 2 6	Lauren Karprovik z Avat Valkini Avat Valkini Anna Elefert P	Victoria Adam i Kai rojey Sa			- Fi	3 5 1		2		

CG 21 Excel Print Preview of Computer Generated Meet Sheets

G. COMPUTER GENERATING THE MEET ENTRY CARDS

There was also a Microsoft Word document included on the computer training CD titled trico_avery_template_2xxx.doc. This document contains a template for Avery form # 5384 – a sheet of 3" by 4" name badges which can be used, in conjunction with the 'Data' worksheet from the meet sheet Excel spreadsheet you just created and saved

(e.g. bf wo meet sheet.xls). Use Word to open the Avery template document as shown in CG 22.

Open									? 🗙
Look in:	🛅 files		*	() - (2 Q	×	•	Too <u>l</u> s +	
My Recent Documents	trico_avery	_template_2009.do unty records.doc	c						
🕝 Desktop	🚞 word								
Documents									
3 My Computer									
S My Network Places									
🛅 Home-Jan									
CDATA									
C USMLE						R	5		
	File <u>n</u> ame:						~		pen 🔻
undeoolar ▼	Files of <u>type</u> :	Word Documents (*.doc)				~	Ca	ancel

CG 22 Open trico_avery_template_2xxx.doc in Microsoft Word

Depending upon the level of Microsoft Word you are using, there may be a variety of messages or displays before you get the template document opened in Word. Despite what the screen is looking for, navigate to the trico_avery_template_2010.doc and open it again. Ignore any message until you get a screen that looks like CG 23.

«Liub»		Event #: «Event»	«Next Records of	Cluba	Brent #: «Events
Date: «Date»		officines adistana	Date: «Date»		xHomeo avisitors
Name: «ind	_name»	Age: Agex	Name: «inc	_name>	Ape: Ape
Lane: daneo	Rday 1 «Rday_1»		Lane: daneo	Relay 1 «Relay_1»	
Times	Relaγ 2 ≼Relaγ_≥∞		Times	Relay 2 «Relay_2»	
	Relay 3 «Relay_3»			Relay 3 «Relay_3»	
4 - 3	Relay 4 «Relay_4»		<u> 3 - 3</u>	Relay 4 «Relay_4»	
<u></u>	o/Sento	o Strokeo	25	x5905	oStoke
Place:	capepipo	al0/R>	Place:	Kalledito	oforFix
Reason for DC:	2		Reason for D.Q.	-	
s&⊺httak _	Relation to	k	S&Tintials _		as
«Next Reports»	Club>	Brent #: ∞Event≫	«Next Recordsor	Cluba	Brent #: «Events
Date: whates	name»	elenes alsticts édet déces	Name: «inc	name »	«Home» austros Ácie: aAcie
Name: «inc				-	
Name: «inc Lane: «Lane»	Relay 1 «Relay 1»		Lane: daneo	Relay 1 «Relay 1»	
Name: «inc Lane: «Lane» Times	Rdaγ 1 «Rdaγ_1» Rdaγ 2 «Rdaγ 2∞		Lane: d.anex Times	Relay 1 «Relay_1» Relay 2 «Relay 2»	

CG 23 trico_avery_template_2xxx.doc

Word will then ask you (usually through a mail merge wizard) to identify the data source or address list. The mechanism will vary depending upon the version of Word that you are running. The examples below will use Word 2003.

From Word, with the trico_avery_template_2xxx.doc active, bring up the mail merge function (see CG 24).



CG 24 Microsoft Word Mail Merge Wizard

This will bring up the Microsoft Word Mail Merge Wizard on the right hand side of the Word screen as shown in CG 25.

Mail Merge	▼ ×
😔 😔 🟠]	
Select recipients	
📀 Use an existing list	
🚫 Select from Outlook cont	acts
🚫 Type a new list	
Use an existing list	
Use names and addresses fr file or a database.	rom a
Browse	
📝 Edit recipient list	

CG 25 Mail Merge Wizard

In the middle of the Mail Merge Wizard is the section that looks for an existing database to pull the mail merge information from. Click on Browse and a screen like CG 26 will appear.

Select Data So	urce						? 🗙
Look in:	📴 My Data :	Sources	v 🕲 -	2 😋	l 🗙 📑 🖬 -	Too <u>l</u> s +	
My Recent Documents Desktop My Documents My Computer My Network Places CURRENT CURRENT Home-Jan	+Connect	to New Data Source.odd Server Connection.odd					
CSMLE	File <u>n</u> ame:	T.		~	New Source		pen
	Files of <u>typ</u> e:	All Data Sources (*.odd	;; *.mdb; *.mo	le, 🗸		Ca	ncel

CG 26 Default Mail Merge Wizard Directory for Mail Merge Database

Use the 'Look in:' pick list to navigate to the directory where you stored the completed meet sheet spreadsheet as shown in CG 27.



CG 27 Locate and Highlight the Stored Generated Meet Sheet Spreadsheet

Highlight the stored meet sheet spreadsheet and click Open. This will bring up a display like CG 28.

Name	Description	Modified	Created	Туре
🛛 Data\$		7/6/2009 2:48:18 PM	7/6/2009 2:48:18 PM	TABLE
🛙 Main\$	6	7/6/2009 2:48:18 PM	7/6/2009 2:48:18 PM	TABLE
🛙 Main\$Print_Are	a	7/6/2009 2:48:18 PM	7/6/2009 2:48:18 PM	TABLE
				1

CG 28 Select Table Screen – Highlight the Data\$ Option

This will bring up the Mail Merge Recipients Box as shown in CG 29.

uttons to add o	r remove re	cipients fron	n the mail merge	ne column nea 3.	iaing, use the the	CK DUX	es or
st of recipients	: 		▼ visitor	▼ Event	▼L ind name	-	Α.
	Barcla	7/19/2	Visitor	1	Danielle Di Ci	11	
	Barcla	7/19/2	Visitor	1	Nicole Zaso-Un	11	e
	Barcla	7/19/2	Visitor	2	Nick Keenan	12	4
	Barcla	7/19/2	Visitor	2	David Rowe	11	2
	Barcla	7/19/2	Visitor	2	David Rosica	10	e
	Barcla	7/19/2	Visitor	3	Kelsey Shannon	14	4
	Barcla	7/19/2	Visitor	3	Lisa DI Cicco	13	2
	Barcla	7/19/2	Visitor	4	Patrick Kane	14	4
	Barcla	7/19/2	Visitor	4	Alex Dintino	13	2
	Barcla	7/19/2	Visitor	4	Danny Mohrfeld	14	e
	Barcla	7/19/2	Visitor	5	Jamie Platt	17	4
	Barcla	7/10/2	Visitor	5	Flana Farranti	17	2
<	, IIII,						>
Colock All	Close A		ofrech				

CG 29 Mail Merge Recipients List Dialog Box

Every record with a check-mark will be included in the merge. There may be records at the end of the list with no data and a check-mark. You may either un-check the record, or simply limit the printing of the output document. When you are done, click 'OK' and you will be back to the Mail Merge Wizard on the right side of your Word screen (see CG 30).



Click on Write your letter – this will bring up the screen in CG 31 and click on Next: Preview your letters. This will bring up the display as shown in CG 32.

BardayFann Date: 7/19/2008 Namie: Danielle	Di Cicco	Event#: 1 Msiton Age:11	Barclay Farm Date: 7/19/200 Name: Nic	8 :ole Zaso-Un		Bvent #: 1 Msitor Age: 11
Lane: 4 Re	lay 1		Lane: 6	Relay 1		
Times Ke	lay 2		Times	Relay 2		
Re	lay 3			Relay 3		
Re	lay 4		2 <u>1 - 12</u>	Relay 4		
<u></u>	Girl	I.M.	3 <u>0 (0</u>	Girl		I.M
Place:	12 & Under	Ind	Place:		12 & Under	Ind
Reason for DQ:	100 M 00 10 0 0 00		Reason for DQ:		17 64 19.038 19.030 19.0	
S & T Initials	Referr Initials		S & T Initials		Referr Initials _	<u></u> 33
Barclay Farm Date: 7/19/2008		Event #: 2 Visitor	Barctay Farm Date: 7/19/200	8		Bvent#:2 Visitor
Name: Nick Kee	inan	Age: 12	Name: Da	vid Rowe		Age: 11
Lane: 4 Re	lay 1		Lane: 2	Relay 1		I
Times Ke	lay 2		Times	Relay 2		
Re	lay 3			Relay 3		
Re	lay 4		20 02 0 1 02	Relay 4		
	Boy	1.M	<u></u>	Boy		I.M
Place:	12 & Under	Ind	Place:		12 & Under	Ind
			Porton for D.O.			

CG 32 First Page of Entry Cards filled in after clicking 'Preview your letters'

This will fill in the first page of entry cards as a preview. To complete the process, click on the 'Next: Complete the merge' option as shown in CG 33.

Step 5 of 6
Mext: Complete the merge
Prev Next wizard step atter

CG 33 Complete the Merger

The middle of the mail merge screen will now look as shown in CG 34 – giving you an option to print or edit individual letters.

¦Mail Merge ▼ ×
😔 😔 👗
Complete the merge
Mail Merge is ready to produce your letters.
To personalize your letters, click "Edit Individual Letters." This will open a new document with your merged letters. To make changes to all the letters, switch back to the original document.
Merge
🚰 Print
Edit individual letters
Merge to new doc
ALC: NOT

CG 34 Edit Individual Letters

You may choose to print your entry cards directly, but I recommend choosing the edit individual letter option which will bring up the Merge to New Document screen as shown in CG 35.

Merge to N	New D	ocum	ient	
Merge recon	ds t record	1		
O <u>F</u> rom:			<u>T</u> o:	
		ок		Cancel

CG 35 Merge to New Document

Leave the All options selected and click OK. This will bring up the screen as shown in CG 36, but in a new Word document.

Barclay Farm Date: 7/19/2008 Name:		Event #: 66 Visitor Age: 16	Barclay Farm Date: 7/19/2008 Name:		Bvent#:66 Visitor Age:18
Lane: 4	Relay 1 Jeff Rowe		Lane: 2	Relay 1 Quinn Weisman	
Times	Relay 2 Rory Watkins		Times	Relay 2 Sam Dilks	
	Relay 3 Alex Kasprowicz			Relay 3 Tim Shannon	
	Relay 4 Tim Rowe			Relay 4	
	Boy	Free		Boy	Free
Place:	15 & 18	Relay	Place:	15 & 18	Relay
Reason for DQ: _			Reason for DQ:		
S&TInitials	Referr Initials	i	S&TInitials	Referr Initials	1
		Brent #:			Event #:
Date: Name:		Age:	Date: Name:		Age
	Relay 1		Lane:	Relay 1	
Lane:	(when)				
Lane: Times	Relay 2		Times	Relay 2	
Lane: Times	Relay 2 Relay 3		Times	Relay 2 Relay 3	
Lane: Times 	Relay 2 Relay 3 Relay 4		Times	Relay 2 Relay 3 Relay 4	

CG 36 Completed Merge in a New Word Document

This will allow you to save the completed entry card merge. To do this, click on File > Save As from the Word mail menu bar as shown in CG 37.



CG 37 File > Save As Completed Entry Cards

This will bring up a Save As dialog box as shown in CG 38. Navigate to the appropriate directory and give the completed entry card merge file a name easy to remember (e.g.'bf at wo entry cards').



CG 38 Save As Dialog Box → Save Completed Entry Card Word Document

You may now print the document, and then close out of Microsoft Word. You will likely see the message shown in CG 39.



CG 39 Do NOT Save Changes to trico_avery_template!!!!

Answer **No** to this question – you want to keep the original avery template document unmodified.

H. Card Stock for Swimmer Cards

Save this document (e.g. entry_bf_df_cards.doc) and then print the file onto Avery card stock #5384 (for Name Badges) or #5392 (Name Badge Inserts).

Note: You may have to special order the Avery forms from Staples, Office Max, etc. or various on-line supplies stores. PCNametag.com has been my most consistent source for these cards, both for flexibility and price.

You will want to buy them in larger quantities as you may need up to 198 per meet for no empty lanes.



www.pcnametag.com

You are now ready for your Saturday A-Meet.

On the internet, go to www.PCNametag.com.



Look for Name badge inserts and then 4" by 3"



Delivery is generally very quick and efficient.