

**Tri-County
2012**

Computer Generated

Meet Sheets

and

Entry Cards

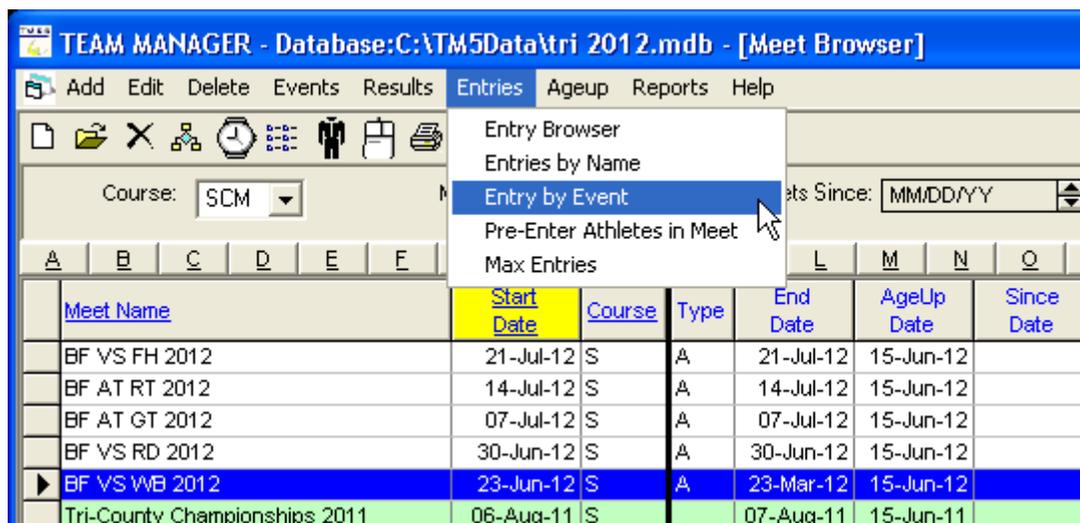
I. ENTERING WEEKLY MEET LINE UP.....	- 3 -
A. Using TeamManager to Set Up Meet Entries	- 3 -
B. Entering Swim-Up Swimmers	- 6 -
C. Unofficial Swimmers	- 6 -
D. Entering Relay Swimmers	- 7 -
E. Checking Your Entries.....	- 11 -
F. Using the Entry Browser.....	- 15 -
II. COMPUTER PRINTED MEET SHEETS AND SWIMMER/RELAY CARDS ..-	17 -
A. EXPORTING YOUR ENTRIES REPORT TO AN EXCEL FILE	- 17 -
B. EDITING THE MEET ENTRIES EXPORT REPORT FILE IN EXCEL.....	- 20 -
Identifying Unofficial Swimmers	- 20 -
C. COMPUTER-GENERATING THE MEET SHEETS	- 21 -
D. SAVE THE SPREADSHEET WITH A NEW NAME	- 25 -
E. THE TWO WORKSHEETS IN TRICO_EXCEL_2012.....	- 26 -
F. PRINTING THE COMPUTER-GENERATED MEET SHEETS	- 27 -
G. COMPUTER GENERATING THE MEET ENTRY CARDS.....	- 28 -
H. Card Stock for Swimmer Cards	- 41 -

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).



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 MANAGER - Database:C:\TM5Data\tri 2012.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event Swim for Team:

23-Jun-12 BF VS WB 2012

Sess	Div	Event	Gen	Distance	Stroke	Age	I/R	Yards	LCM	SCM
		1	F	100	IM	12&U	I			
		2	M	100	IM	12&U	I			
		3	F	100	IM	13-14	I			
		4	M	100	IM	13-14	I			

Show Swim-Up Athletes
 Only Athletes Already in Meet
 Only Pre-Entered Athletes
 Only Pre-Entered with No Entries

Team WM Gr
 Yr WM Sub
 Group Standards:
 Subgroup

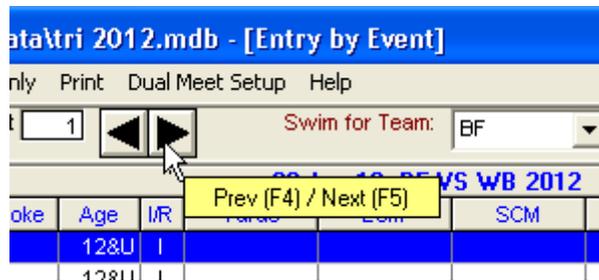
Clear All Enter All

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat
Cherfane	Christina		<input type="checkbox"/>	BF	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cherfane	Maria		<input type="checkbox"/>	BF	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dawson	Sabrina		<input type="checkbox"/>	BF	2:34.00S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flynn	Caitlin		<input checked="" type="checkbox"/>	BF	1:47.16S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Frankenfield	Paige		<input type="checkbox"/>	BF	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gawronski	Olivia		<input type="checkbox"/>	BF	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gawronski	Sophia		<input type="checkbox"/>	BF	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Giannopoulos	Isabel		<input checked="" type="checkbox"/>	BF	1:50.11S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Griffis	Karoline		<input checked="" type="checkbox"/>	BF	NT	01:40.00S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Griffis	Kendall		<input type="checkbox"/>	BF	1:45.50S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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:



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

Sess	Div	Event	Gen	Distance	Stroke	Age	IR	Yards	LCM	SCM
		1	F	100	M	12&U	I			
		2	M	100	M	12&U	I			
		3	F	100	M	13-14	I			
		4	M	100	M	13-14	I			

Last Name	First Name	M	Entrd	Team	Best Time	Custom	Exhib	At	Bonus	Hes
Aiken	Nathaniel		<input type="checkbox"/>	BF	1:43.12S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Athlete	New		<input type="checkbox"/>	BF	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Becker	Lukas		<input type="checkbox"/>	BF	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Chertane	Alex		<input type="checkbox"/>	BF	2:36.04S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Corbett	Patrick		<input checked="" type="checkbox"/>	BF	1:43.26S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Dunoff	Donovan		<input checked="" type="checkbox"/>	BF	1:41.95S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Frankenfield	Adam		<input type="checkbox"/>	BF	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Glennopoulos	AJ		<input type="checkbox"/>	BF	1:47.49S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Gillooly	Kevin	R	<input checked="" type="checkbox"/>	BF	1:34.75S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Jenish	Blake		<input type="checkbox"/>	BF	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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



The screenshot shows a software interface for entering swimmer data. On the left, there are four checkboxes: Show Swim-Up Athletes (highlighted in yellow), Only Athletes Already in Meet, Only Pre-Entered Athletes, and Only Pre-Entered with No Entries. To the right are dropdown menus for Team (BF), Yr, Group, and Subgroup, and WM Gr, WM Sub, and Standards. There are 'Clear All' and 'Enter All' buttons. At the bottom, a row of letters A through P is visible, and the event is identified as 'Event: [5] 15-18 Female 100 IM'.

or on the relay event entry screen.



The screenshot shows a software interface for entering relay swimmer data. On the left, there are four checkboxes: Show Swim-Up Athletes (highlighted in yellow), Only Athletes Already in Meet, Only Athletes Already in Session (with a mouse cursor over it), Only Pre-Entered Athletes, and Only Pre-Entered with No Entries. To the right are dropdown menus for Team (BF), Yr, Group, and Subgroup, and WM Gr, WM Sub, and Standards. There are 'Clear All 4 Best' and 'Select All 4 Best' buttons. At the bottom, a row of letters A through Q is visible, and the event is identified as 'Event: [7] 08&U Female 100 Medley Relay'. There is also a 'New Relay' button and an 'Incl' checkbox.

This will show all swimmers for your team that are not older 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.

TEAM MANAGER - Database:C:\TM5Data\tri 2012.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event Swim for Team: BF

23-Jun-12 BF VS WB 2012

Sess	Div	Event	Gen	Distance	Stroke	Age	I/R	Yards	LCM	SCM
		4	M	100	IM	13-14	I			
		5	F	100	IM	15-18	I			
		6	M	200	IM	15-18	I			
		7	F	100	Medley	08&U	R			

Show Swim-Up Athletes Team: BF WM Gr:
 Only Athletes Already in Meet Yr:
 Only Pre-Entered Athletes Group: Standards:
 Only Pre-Entered with No Entries Subgroup:

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus
Altieri	Danielle		<input type="checkbox"/>	BF	1:28.88S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Di Cicco	Danielle		<input checked="" type="checkbox"/>	BF	1:20.79S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Di Cicco	Lisa		<input checked="" type="checkbox"/>	BF	1:18.36S	01:30.00S	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Di Cicco	Renee		<input checked="" type="checkbox"/>	BF	1:20.50S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Flynn	Shannon	E	<input type="checkbox"/>	BF	1:19.04S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gillooly	Clare		<input type="checkbox"/>	BF	1:27.74S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Johnson	Theresa		<input type="checkbox"/>	BF	1:23.53S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monichetti	Zoe		<input type="checkbox"/>	BF	1:49.48S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shannon	Kelsey	L	<input type="checkbox"/>	BF	1:23.56S		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Walsh	Maureen		<input type="checkbox"/>	BF	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

TEAM MANAGER - Database:C:\TM5Data\tri 2012.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event Swim for Team:

23-Jun-12 BF VS WB 2012

Sess	Div	Event	Gen	Distance	Stroke	Age	IR	Yards	LCM	SCM
		6	M	200	IM	15-18	I			
		7	F	100	Medley	08&U	R			
		8	M	100	Medley	08&U	R			
		9	F	100	Medley	09-10	R			

Show Swim-Up Athletes
 Only Athletes Already in Meet
 Only Athletes Already in Session
 Only Pre-Entered Athletes
 Only Pre-Entered with No Entries

Team W/M Gr
 Yr W/M Sub
 Group Standards:
 Subgroup

Event: [7] 08&U Female 100 Medley Relay						
Last Name	First Name	Ml	Entrd	4Bst	Best Time	Bonus
Armstrong	Madeline		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:01.84S	<input type="checkbox"/>
Baker	Maesie		<input type="checkbox"/>	<input checked="" type="checkbox"/>	26.34S	<input type="checkbox"/>
Cherfane	Christina		<input type="checkbox"/>	<input checked="" type="checkbox"/>	32.16S	<input type="checkbox"/>
Frankenfield	Paige		<input type="checkbox"/>	<input checked="" type="checkbox"/>	36.65S	<input type="checkbox"/>
Gawronski	Olivia		<input type="checkbox"/>	<input checked="" type="checkbox"/>	39.22S	<input type="checkbox"/>
Griffis	Karoline		<input type="checkbox"/>	<input checked="" type="checkbox"/>	23.02S	<input type="checkbox"/>
Kemner	Mary		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:11.65S	<input type="checkbox"/>
Marquardt	Anna		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:09.79S	<input type="checkbox"/>
Marquardt	Isabelle		<input type="checkbox"/>	<input checked="" type="checkbox"/>	27.62S	<input type="checkbox"/>
Sizer	Kaitlyn		<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.72S	<input type="checkbox"/>

Best:
 Swimmers
 1
2
3
4
5
6
7
8

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.

Event: [7] 08&U Female 100 Medley Relay						
Last Name	First Name	Mi	Entrd	4Bst	Best Time	Bonus
Armstrong	Madeline		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:01.84S	<input type="checkbox"/>
A Baker	Maesie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26.34S	<input type="checkbox"/>
Cherfane	Christina		<input type="checkbox"/>	<input checked="" type="checkbox"/>	32.16S	<input type="checkbox"/>
Frankenfield	Paige		<input type="checkbox"/>	<input checked="" type="checkbox"/>	36.65S	<input type="checkbox"/>
Gawronski	Olivia		<input type="checkbox"/>	<input checked="" type="checkbox"/>	39.22S	<input type="checkbox"/>
Griffis	Karoline		<input type="checkbox"/>	<input checked="" type="checkbox"/>	23.02S	<input type="checkbox"/>
Kemner	Mary		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:11.65S	<input type="checkbox"/>
Marquardt	Anna		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:09.79S	<input type="checkbox"/>
Marquardt	Isabelle		<input type="checkbox"/>	<input checked="" type="checkbox"/>	27.62S	<input type="checkbox"/>
Sizer	Kaitlyn		<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.72S	<input type="checkbox"/>

New Relay Include Relay Non I

Clear Swimmers Find Best Rel

Best: Free

Swimmers		Ent	Best
1	Baker, Maesie	A <input checked="" type="checkbox"/>	1:31.39S
2			
3			
4			
5			
6			
7			
8			

Calculate Custom

ENTRY 06 Drag a Swimmer to a Relay Spot

Event: [7] 08&U Female 100 Medley Relay						
Last Name	First Name	Mi	Entrd	4Bst	Best Time	Bonus
Armstrong	Madeline		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:01.84S	<input type="checkbox"/>
A Baker	Maesie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26.34S	<input type="checkbox"/>
Cherfane	Christina		<input type="checkbox"/>	<input checked="" type="checkbox"/>	32.16S	<input type="checkbox"/>
Frankenfield	Paige		<input type="checkbox"/>	<input checked="" type="checkbox"/>	36.65S	<input type="checkbox"/>
Gawronski	Olivia		<input type="checkbox"/>	<input checked="" type="checkbox"/>	39.22S	<input type="checkbox"/>
Griffis	Karoline		<input type="checkbox"/>	<input checked="" type="checkbox"/>	23.02S	<input type="checkbox"/>
A Kemner	Mary		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:11.65S	<input type="checkbox"/>
Marquardt	Anna		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:09.79S	<input type="checkbox"/>
Marquardt	Isabelle		<input type="checkbox"/>	<input checked="" type="checkbox"/>	27.62S	<input type="checkbox"/>
Sizer	Kaitlyn		<input type="checkbox"/>	<input checked="" type="checkbox"/>	30.72S	<input type="checkbox"/>

New Relay Include Relay Non I

Clear Swimmers Find Best Relay

Best: Free

Swimmers		Ent	Best	Cu
1	Baker, Maesie	A <input checked="" type="checkbox"/>	1:31.39S	
2	Kemner, Mary			
3				
4				
5				
6				
7				
8				

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 Female 100 Medley Relay							
Last Name	First Name	MI	Entrd	4Bst	Best Time	Bonus	
Armstrong	Madeline		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:01.84S	<input type="checkbox"/>	
A Baker	Maesie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26.34S	<input type="checkbox"/>	
Cherfane	Christina		<input type="checkbox"/>	<input checked="" type="checkbox"/>	32.16S	<input type="checkbox"/>	
Frankenfield	Paige		<input type="checkbox"/>	<input checked="" type="checkbox"/>	36.65S	<input type="checkbox"/>	
A Gawronski	Olivia		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	39.22S	<input type="checkbox"/>	
Griffis	Karoline		<input type="checkbox"/>	<input checked="" type="checkbox"/>	23.02S	<input type="checkbox"/>	
A Kemner	Mary		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:11.65S	<input type="checkbox"/>	
Marquardt	Anna		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:09.79S	<input type="checkbox"/>	
Marquardt	Isabelle		<input type="checkbox"/>	<input checked="" type="checkbox"/>	27.62S	<input type="checkbox"/>	
A Sizer	Kaitlyn		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30.72S	<input type="checkbox"/>	

New Relay		<input type="checkbox"/> Include Relay Non Lead-Off Splits
Clear Swimmers		Find Best Relay
Best:	Free	
Swimmers		
1	Baker, Maesie	A <input checked="" type="checkbox"/> 1:31.39S
2	Kemner, Mary	
3	Gawronski, Olivia	
4	Sizer, Kaitlyn	
5		
6		
7		
8		
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.

Event: [7] 08&U Female 100 Medley Relay							
Last Name	First Name	MI	Entrd	4Bst	Best Time	Bonus	
Armstrong	Madeline		<input type="checkbox"/>	<input checked="" type="checkbox"/>	1:01.84S	<input type="checkbox"/>	
A Baker	Maesie		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	26.34S	<input type="checkbox"/>	
Cherfane	Christina		<input type="checkbox"/>	<input checked="" type="checkbox"/>	32.16S	<input type="checkbox"/>	
B Frankenfield	Paige		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	36.65S	<input type="checkbox"/>	
A Gawronski	Olivia		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	39.22S	<input type="checkbox"/>	
B Griffis	Karoline		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	23.02S	<input type="checkbox"/>	
A Kemner	Mary		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:11.65S	<input type="checkbox"/>	
B Marquardt	Anna		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1:09.79S	<input type="checkbox"/>	
B Marquardt	Isabelle		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	27.62S	<input type="checkbox"/>	
A Sizer	Kaitlyn		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30.72S	<input type="checkbox"/>	

New Relay		<input type="checkbox"/> Include Relay Non Lead-Off Splits
Clear Swimmers		Find Best Relay
Best:	Free	
Swimmers		
1	Frankenfield, Paige	A <input checked="" type="checkbox"/> 1:31.39S
2	Griffis, Karoline	B <input checked="" type="checkbox"/> NT 2:45.00S
3	Marquardt, Anna	
4	Marquardt, Isabelle	
5		
6		
7		
8		
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 screenshot of a software window titled 'Meet Entries...'. The window has a blue title bar and standard Windows window controls. The main area is a form with various options. At the top, there is a dropdown menu for 'Meet' with the value '19-Jul-08 BF AT WO 2008'. Below this are several sections: 'Filters' with dropdowns for Team (BF), Group, Subgroup, WM Group, WM Subgroup, and School Year; radio buttons for Gen (All, Male, Female); and checkboxes for 'Totals on Separate Page', 'Include Inactive', 'Include Registration ID', and 'Include Official Statement'. There is also a 'Stroke / Distance Filters' section with dropdowns for Stroke and Distance. To the right, there is an 'Other Options' section with checkboxes for 'Show Times Unconverted', 'Include Proof of Time', 'Include Team Address', 'Indicate Converted Times', and 'Do Not Show Entry Times'. Below that is an 'Event Filters' section with radio buttons for 'Individual' and 'Relay'. At the bottom right, there are tabs for 'Standards' and 'Points', with 'Standards' selected. Under 'Standards', there are radio buttons for 'None', 'Hy-Tek Age Group', 'Hy-Tek Single Year', 'Hy-Tek Open', and 'FINA Points'. Under 'Points', there are radio buttons for 'LEN Points', 'GB Points', 'GB BAG Points', 'NISCA Points', and 'SNZ Points'. At the bottom of the window, there is a 'Sort by' section with radio buttons for 'Meet Event Number', 'Meet Event Heat/Lane', 'Name', and 'Age', and a 'Sort by' label. At the very bottom, there are three buttons: a save icon, 'Create Report', and 'Cancel'.

ENTRY 10 Entries Report Screen

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



ENTRY 11 Individual & Relays Option

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

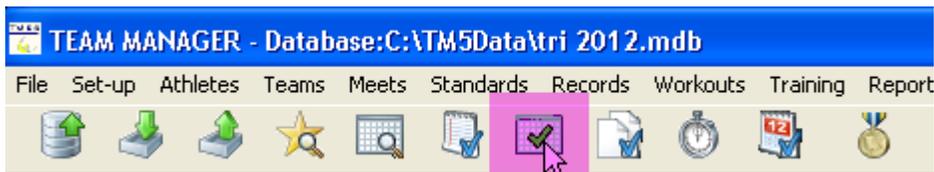
Individual Meet Entries Report

BF AT WO 2008 19-Jul-08 [Ageup: 6/15/2008] SC Meters
 BARCLAY FARM [BF] Coach: Dan Roth
 14 Kaywood Lane 609-427-0299
 Cherry Hill, NJ 08034

# 1 Girls 12 & Under 100 IM		1 Michael Mac Allister (9)	
Danielle Di Cicco (11)	1:30.73S	2 Rachel Dilks (10)	
McKenzie Chapman (11)	1:49.83S	3 Anna Siefert (10)	
Nicole Zaso (11)	2:00.66S	4 Kei Foley (9)	
# 2 Boys 12 & Under 100 IM		# 10 Boys 9-10 100 Medley Relay A BF	1:25.68S
Nick Keenan (12)	1:22.93S	1 Ryan Gamble (10)	
David Rowe (11)	1:28.53S	2 Patrick Gillooly (10)	
David Rosica (10)	2:05.87S	3 Cole Parsons (10)	
		4 Tykr Parsons (9)	
# 3 Girls 13-14 100 IM		# 10 Boys 9-10 100 Medley Relay B BF	1:50.87S
Kelsey Shannon (14)	1:23.56S	1 David Rosica (10)	
Lisa Di Cicco (13)	1:26.69S	2 Nate Lebo (10)	
		3 Matthew Gmitter (9)	
# 4 Boys 13-14 100 IM		4 Billy Siefert (9)	
Patrick Kane (14)	1:12.66S	# 11 Girls 11-12 200 Medley Relay A BF	2:45.72S
Alex D'Amico (13)	1:14.21S	1 Shannon Flynn (11)	
Danry Mohrfield (14)	1:31.63S	2 Nayaa Opong (11)	
		3 Danielle Di Cicco (11)	
# 5 Girls 15-18 100 IM		4 Theresa Johnson (11)	
Jamie Platt (17)	1:11.23S	# 11 Girls 11-12 200 Medley Relay B BF	3:18.95S
Elena Ferranti (17)	1:14.50S	1 Julia D'Amico (11)	
Ginna Cocco (15)	1:27.17S	2 Nicole Zaso (11)	
		3 Madison Mac Allister (11)	
# 6 Boys 15-18 200 IM		4 McKenzie Chapman (11)	
Jeff Rowe (16)	2:24.97S		
Alex Kasprovicz (17)	2:30.73S		
Tim Shannon (17)	2:59.03S		

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.



ENTRY 13 Meet Entries Spreadsheet Shortcut

This will bring up the screen shown in ENTRY 14.

Meet Entry Spreadsheet

Meet: 02-Jul-11 BF VS GT 2011

Filters

Team: BF
 Group:
 Subgroup:
 WM Group:
 WM Subgroup:
 School Year:

Gen | Age | Sess / Div

All
 Male
 Female

Include Inactive
 Include Relays

Include Pre-Entered with no Entries
 Flag Swimmers with Max Entries
 Portrait (HS Events)

Other Options

Show Times Unconverted
 Include Heat/Lane
 Exclude Diving
 Indicate Converted Times
 Do Not Show Entry Times

Keep Athletes / Events together



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 Entries
BFVS GT 2011 02-Jul-11 [Ag

Girls 8 & Under	# 7 100 Med R	# 17 25 Free	# 27 25 Back	# 37 25 Breast	# 47 25 Fly	# 57 100 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			B 4	
Karoline Griffis (7)	A Brst		29.82S	26.37S		A 3	
Isabelle Marquardt (7)	A Free	27.62S		44.34S		A 4	
Julia McCay (8)	A Fly	26.00S			28.33S	A 1	
Kathlyn Sizer (7)	A Back			1:01.22S	40.14S	B 1	
Girls 12 & Under	# 1 100 IM						
Kendall Griffis (11)	1:45.50S						
Julie Rosica (9)	2:16.99S						
Girls 9-10	# 9 100 Med R	# 19 50 Free	# 29 25 Back	# 39 25 Breast	# 49 25 Fly	# 59 200 Fr R	
Maria Cherfane (9)	A Free	1:13.08S		38.12S			
Olivia Gawronski (7)					45.53S		
Sophia Gawronski (9)	A Fly	47.58S	26.81S				
Willian Henshaw (10)	A Back	39.33S			20.68S		
Ayana Opong (9)			17.51S				
Julie Rosica (9)	A Brst			24.13S			
Girls 11-12	# 11 200 Med R	# 21 50 Free	# 31 50 Back	# 41 50 Breast	# 51 50 Fly	# 61 200 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	
Isabel Gianopoulos (11)	A Back		52.49S		46.69S	B 1	
Kendall Griffis (11)	A Brst			46.69S		A 2	
Willian Henshaw (10)						A 1	
Caitlyn Meyer (11)			1:32.60S	1:29.14S		B 4	
Ayana Opong (9)	A Fly	30.87S				A 4	
Julie Rosica (9)						B 2	

ENTRY 15 Meet Entries Spreadsheet Report with Relays

This report does not include 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 Swim-up 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:



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

TEAM MANAGER - Database:C:\TM5Data\tri 2012.mdb - [Entries Browser]

Export Entries View Delete Print Export to HTML Window Help

Indicates a converted time

Both Team Group WM Gr High Age
 Male School Yr Subgroup WM Sub Low Age
 Female

23-Jun-12 BF VS WB 2012											
Last Name	First Name	MI	Gen	Age	Yr	Team	Distance	Stroke	Entry Time	Event #	
▶ Corbett	Patrick		M	12		BF	100	IM	1:43.25S	2	
Di Cicco	Danielle		F	15		BF	100	IM	1:20.79S	5	
Di Cicco	Lisa		F	17		BF	100	IM	1:30.00S	5	
Di Cicco	Renee		F	18		BF	100	IM	1:20.50S	5	
Dunoff	Donovan		M	12		BF	100	IM	1:41.95S	2	
Flynn	Caitlin		F	12		BF	100	IM	1:47.16S	1	
Flynn	Caitlin		F	12		BF	50	Free	42.65S	21	
Frankenfield	Paige		F	6		BF	25	Free	36.65S	17	
Giannopoulos	Isabel		F	12		BF	100	IM	1:50.11S	1	
Gillooly	Kevin	R	M	12		BF	100	IM	1:34.75S	2	
Gillooly	Kevin	R	M	12		BF	50	Free	35.90S	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.

TEAM MANAGER - Database:C:\TM5Data\tri 2012.mdb - [Entries Browser]

Export Entries View Delete Print Export to HTML Window Help

Indicates a converted time

Both Team BF Group WM Gr High Age
 Male School Yr Subgroup WM Sub Low Age Meet
 Female

A B C D E F G H I J K L M N O P Q R

23-Jun-12 BF VS WB 2012

Relay Team	Letter	Yr	Distance	Stroke	Entry Time	Event #	Ex	Alt	Bonus	Ht	LN	Sess	Div	Gen
BF	A		100	Medley	1:31.39S	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F
BF	B		100	Medley	2:45.00S	7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F
BF	A		100	Medley	1:30.89S	8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					M
BF	A		100	Medley	1:17.01S	9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F
BF	A		100	Medley	1:13.14S	10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					M
BF	A		200	Medley	2:28.67S	11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					F
BF	A		200	Medley	2:22.74S	12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					M

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.

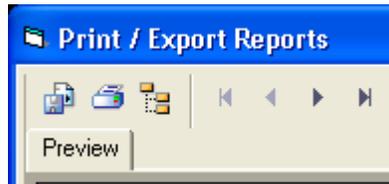
Once again, when your entries are complete, backup your database. You are now ready for the Saturday A-Meet.

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.



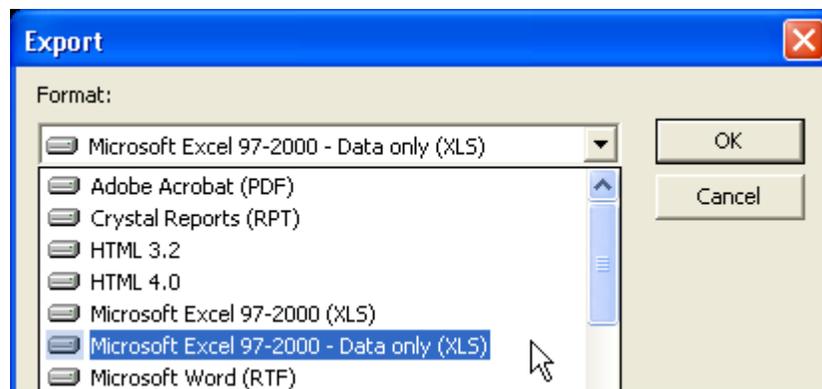
CG 01 Export Reports Icon

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



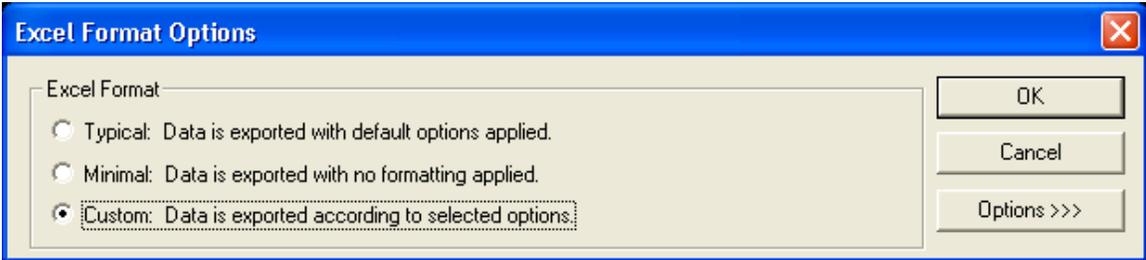
CG 02 Export Reports Option Screen

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



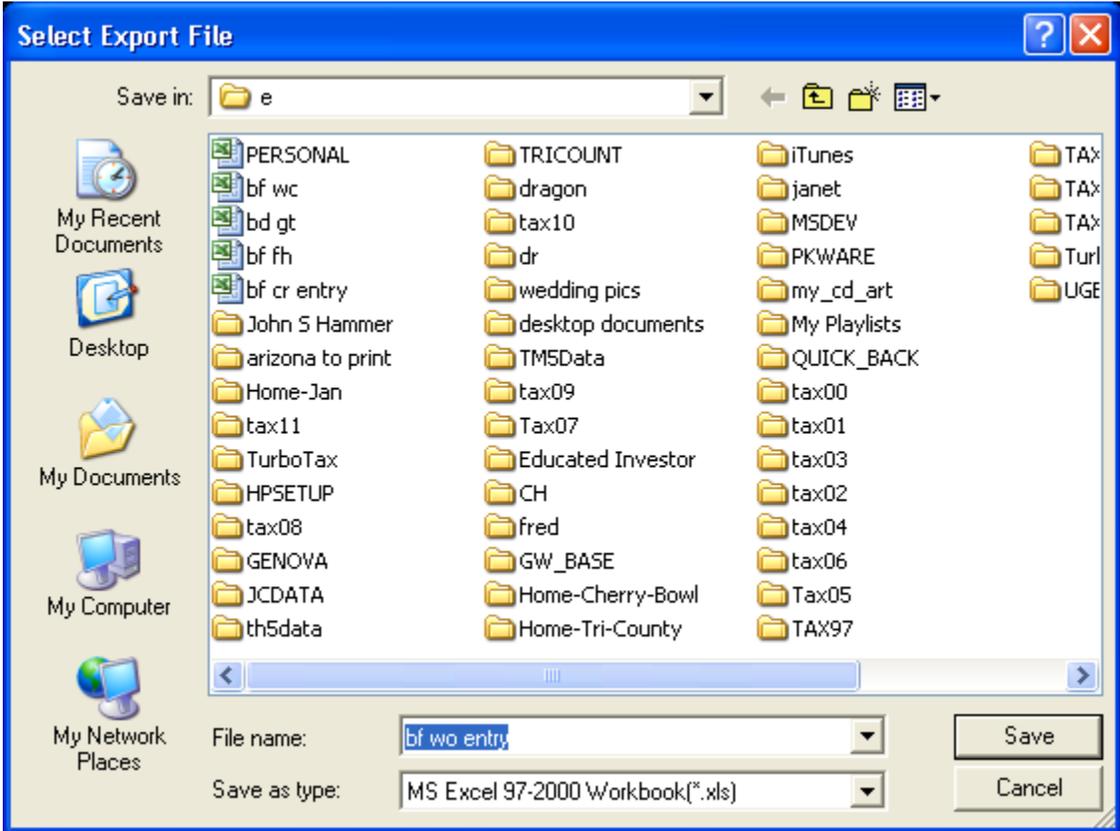
CG 03 Select Excel Data Only format type to Export Entries Report

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



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.



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	B	C	D	E
# 1 Girls 12 & Under 100 IM				
Danielle Di Cicco (11)			1:20.79S	
# 2 Boys 12 & Under 100 IM				
Nick Keenan (12)			1:16.57S	
David Rowe (11)			1:21.05S	
David Rosica (10)			1:36.71S	
# 3 Girls 13-14 100 IM				
Lisa Di Cicco (13)			1:19.99S	
Kelsey Shannon (14)			1:23.56S	
Theresa Johnson (11)			1:28.04S	
# 4 Boys 13-14 100 IM				
Alex Dintino (13)			1:08.87S	
Patrick Kane (14)			1:12.66S	

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 age-appropriate designation for this event.

See the changes in CG 07.

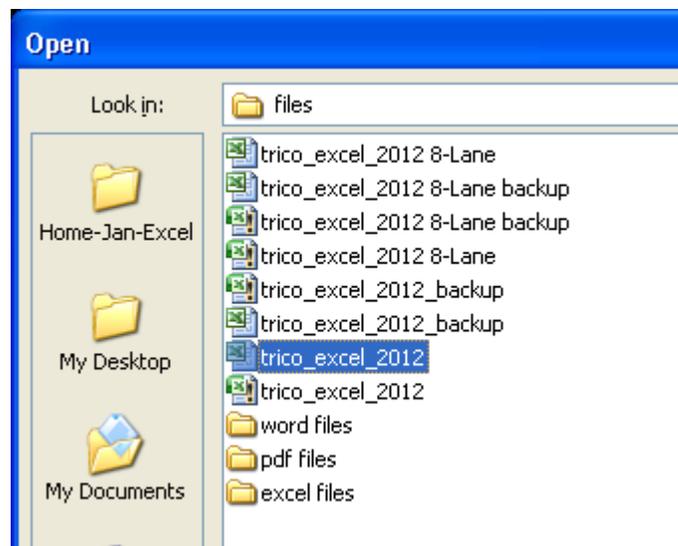
	A	B	C	D	E	F	G
1							
2	# 1 Girls 12 & Under	100 IM					
3	Danielle Di Cicco (11)			1:20.79S			
4	# 2 Boys 12 & Under	100 IM					
5	Nick Keenan (12)			1:16.57S			
6	David Rowe (11)			1:21.05S			
7	David Rosica (10)			1:36.71S			
8	# 3 Girls 13-14	100 IM					
9	Lisa Di Cicco (13)			1:19.99S			
10	Kelsey Shannon (14)			1:23.56S			
11	Theresa Johnson (11)			1:28.04S			
12	# 4 Boys 13-14	100 IM					
13	Alex Dintino (13)			1:08.87S			
14	No Swimmer (13)						
15	Patrick Kane (14)			1:12.66S		*unoff*	
16	# 6 Boys 15-18	200 IM					
17	Jeff Rowe (16)			2:24.97S			

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

The image shows a 'Macro' dialog box in Microsoft Excel. The dialog box has a title bar with a question mark and a close button. It contains a 'Macro name:' field with 'entry' entered. Below it is a list box containing 'entry'. To the right of the list box are buttons for 'Run', 'Step Into', 'Edit', 'Create', 'Delete', and 'Options...'. At the bottom of the dialog box is a 'Cancel' button. The 'Macros in:' dropdown menu is set to 'All Open Workbooks'. The background shows a spreadsheet with a header for 'TRI-COUNTY SWIMMING POOL ASSOCIATION SCORING SHEET 2012' and a table with columns for 'No.', 'Event', 'La', 'Name', 'Time', 'Pl', 'Ev', 'Total', 'La', and 'Name'.

No.	Event	La	Name	Time	Pl	Ev	Total	La	Name
1	100M Ind.	4					3		
1	Med. Girls	2					5		
1	12 & Under	6					1		

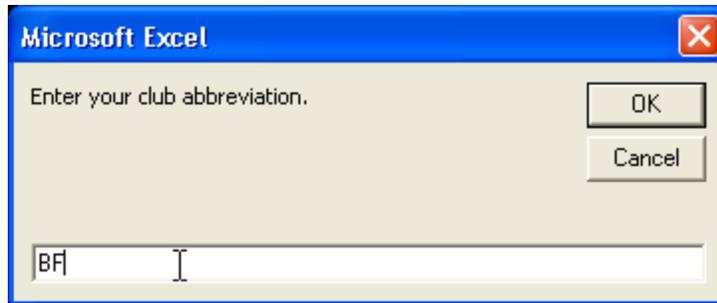
You may see a message as shown in CG 09. If so, click the Enable Macros button.

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'.

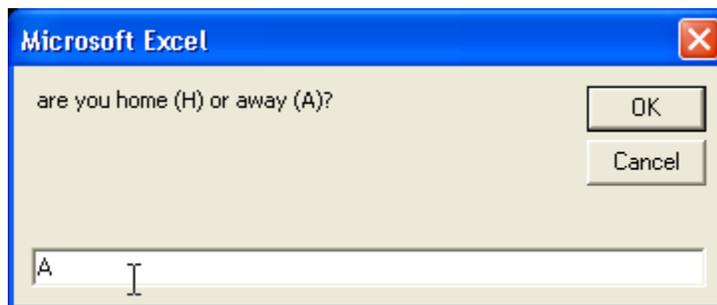
CG 11 Highlight Macros in This Workbook

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



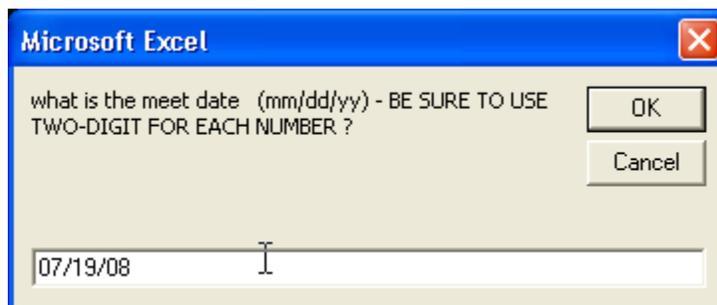
CG 12 Enter Team Abbreviation

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



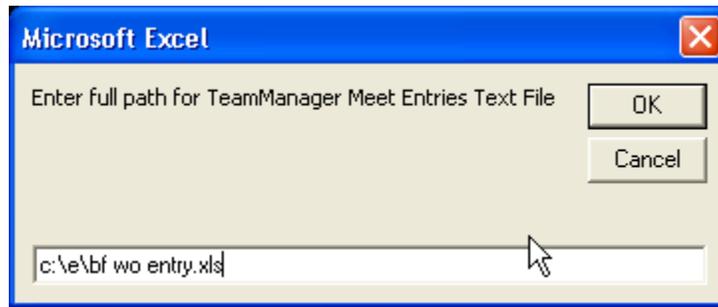
CG 13 A for Away or H for Home Team

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



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.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
2		Date: 7/19/2008	TRI-COUNTY SWIMMING POOL ASSOCIATION SC												
4		Division(circle):	A	B	C	D	E	F							
6			Away Team: Barclay Farm							Home Team					
7								Final Score							
9		No.	Event	La	Name			Time	PI	Ev	Total	La			
10	#		100M Ind.	4	Danielle Di Cicco							3			
11	1	1	Med. Girls	2								5			
12			12 & Under	6								1			
13	#		100M Ind.	4	Nick Keenan							3			
14	2	2	Med. Boys	2	David Rowe							5			
15			12 & Under	6	David Rosica							1			
16	#		100M Ind.	4	Lisa DI Cicco							3			
17	3	3	Med. Girls	2	Kelsey Shannon							5			
18			13-14	6	Theresa Johnson-Up							1			
19	#		100M Ind.	4	Alex Dintino							3			
20	4	4	Med. Boys	2								5			
21			13-14	6	Patrick Kane-Un							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).

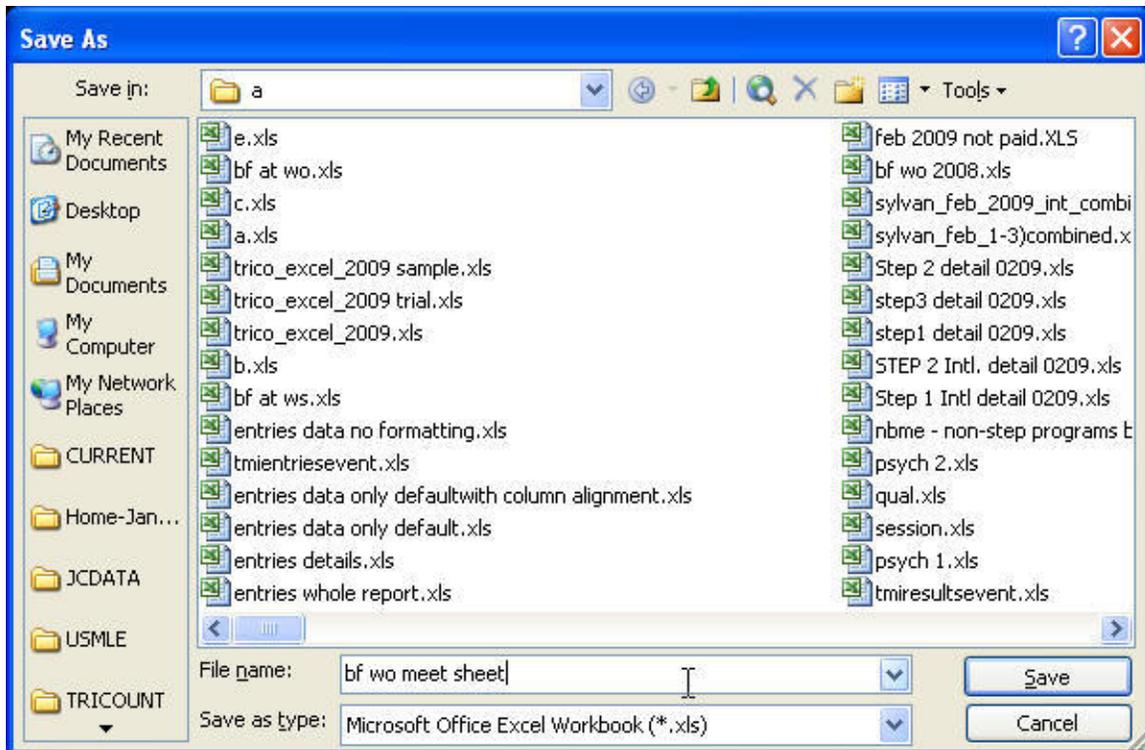
If you are using the 8-lane pool version of the software, the meet sheet would look like CG 16a below.

	A	B	C	D	E	F	G	H	I	J	K	L	M
2		Date: 7/19/2008	TRI-COUNTY SWIMMING POOL ASSOCIATION										
4		Division(circle):	A	B	C	D	E	F	8-LANE VERSION				
6		Away Team: Barclay Farm										Hot	
7		Final Score											
	No.	Event	La	Name			Time	PI	Ev	Total	La		
10 #		100M Ind.	5	Danielle Di Cicco						/	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-Up						/	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

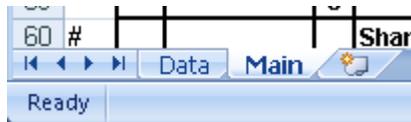
When the meet sheet is complete, use the File > Save As menu option in Excel to save a copy of the completed spreadsheet with a new name (e.g. bf wo meet sheet.xls as shown in CG 17).



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).

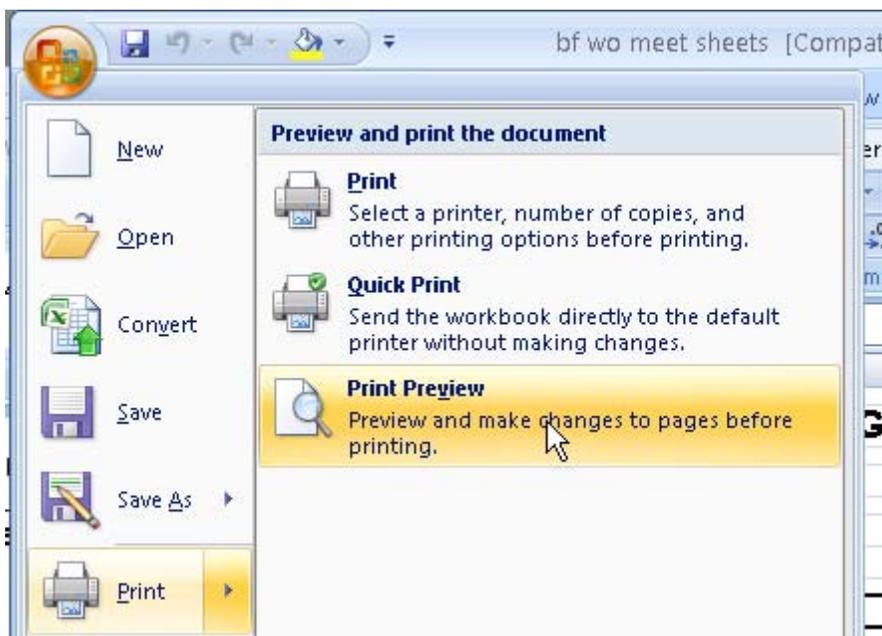
	A	B	C	D	E	F	G	H	I
1	Club	Date	Home	visitor	Event	ind_name	Age	Lane	Relay_
2	Barclay F	7/19/2008		Visitor		1 Danielle Di	11		4
3	Barclay F	7/19/2008		Visitor		2 Nick Keen	12		4
4	Barclay F	7/19/2008		Visitor		2 David Row	11		2
5	Barclay F	7/19/2008		Visitor		2 David Rosi	10		6
6	Barclay F	7/19/2008		Visitor		3 Lisa Di Cic	13		4
7	Barclay F	7/19/2008		Visitor		3 Kelsey Sh	14		2
8	Barclay F	7/19/2008		Visitor		3 Theresa Jc	11		6
9	Barclay F	7/19/2008		Visitor		4 Alex Dintir	13		4
10	Barclay F	7/19/2008		Visitor		4 Patrick Ka	14		6
11	Barclay F	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 Preview

Print Page setup Zoom Next Page Previous Page Show Margins Close Print Preview

Date: 7/19/2008 **TRI-COUNTY SWIMMING POOL ASSOCIATION SCORING SHEET 2012** 1

Division(circle): A B C D E F Circle One: Away Team Home Team

Away Team: Barclay Farm Home Team: _____

No.	Event	Ls	Name	Final Score				Ls	Name	Final Score			
				Time	R	Ev	Total			Time	R	Ev	Total
1	100M Ind. Med. Girls 12 & Under	4	Danielle Di Cioco					3					
		2					5						
		6					1						
2	100M Ind. Med. Boys 12 & Under	4	Nick Keenan					3					
		2	David Rowe					5					
		6	David Roica					1					
3	100M Ind. Med. Girls 13-14	4	Lisa Di Cioco					3					
		2	Kelsey Shannon					5					
		6	Theresa Johnson-Up					1					
4	100M Ind. Med. Boys 13-14	4	Alex Dintino					3					
		2					6						
		6	Patrick Kane-Un					1					
6	100M Ind. Med. Girls 15-18	4						3					
		2					6						
		6					1						
6	200M Ind. Med. Boys 15-18	4	Jeff Rowe					3					
		2					5						
		6					1						
7	100M Med Relay girls 8 & Under	4	Colin Ryan	Arana Opang				3					
		2	Jesse Peterson					5					
		6						1					
8	100M Med Relay Boys 8 & Under	4	Nathaniel Linsen	Kavin Gillett				3					
		2	Patrick Corbett	Conovan Dunoff					5				
		6						1					
9	100M Med Relay Girls 9-10	4	Lauren Kaspryloz	Victoria Adams				3					
		2	Ava Mahini	Kai Poley					5				
		6	Melissa McCallister	Anna Bluffert					1				

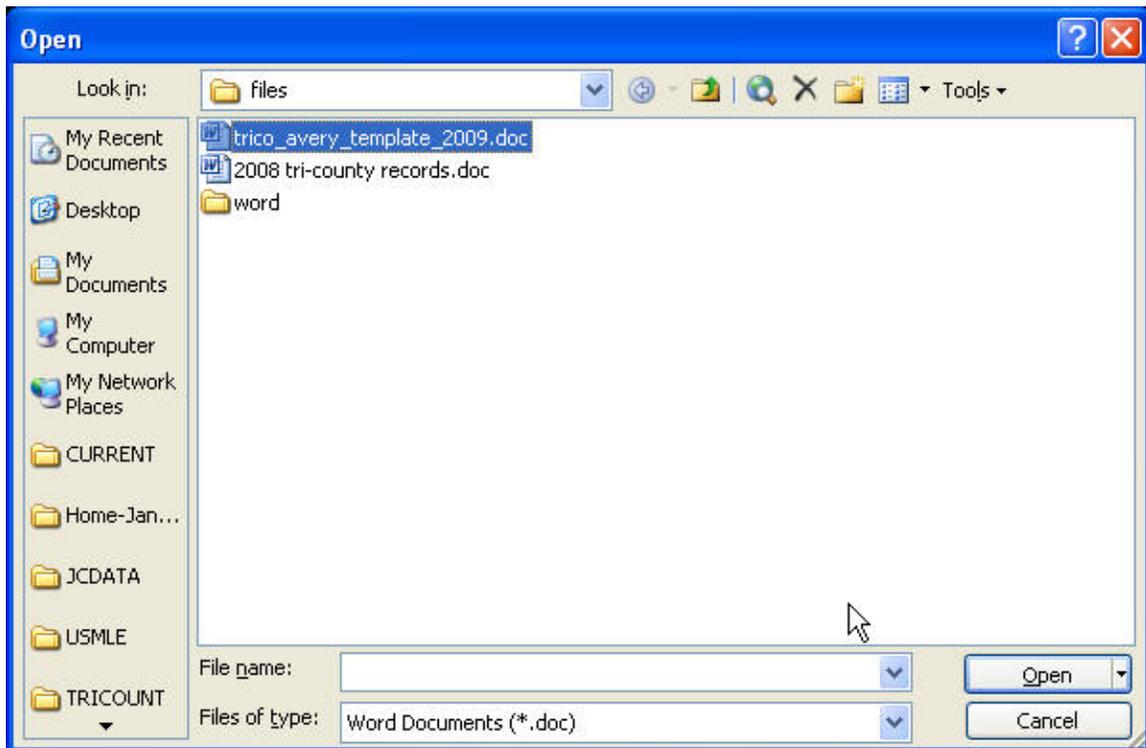
Page 1 Meet Score: 1 2 3 4 Scores: Meet Score: 1 2 3 4 Scores: _____

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.



CG 22 Open trico_avery_template_2xxx.doc in Microsoft Word

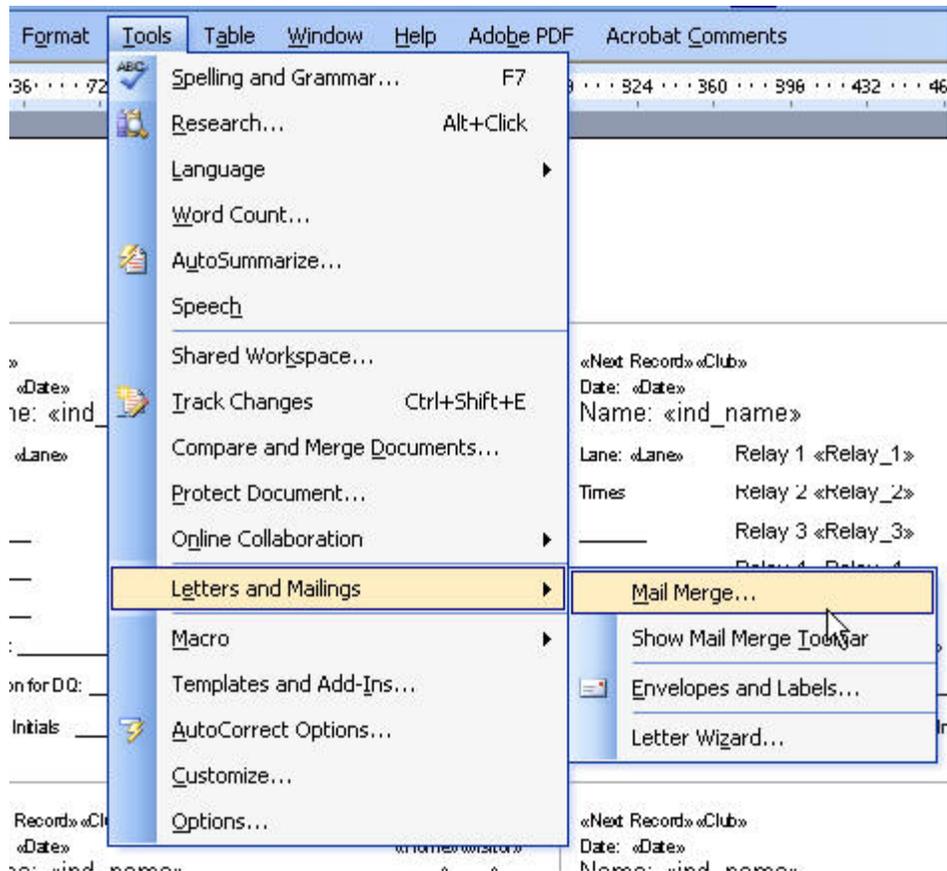
Depending upon the level of Microsoft Word you are using, there may be a variety of messages or displays before you get the template document opened in Word. Despite what the screen is looking for, navigate to the trico_avery_template_2010.doc and open it again. Ignore any message until you get a screen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

<Club> Date: <Date> Name: <ind_name> Lane: <Lane> Relay 1 <Relay_1> Times Relay 2 <Relay_2> _____ Relay 3 <Relay_3> _____ Relay 4 <Relay_4> _____ <Sex> <Stroke> Place: _____ <agegr> <offR> Reason for DQ: _____ S & T Initials: _____ Refer Initials: _____	Event #: <Event> <Home> <Address> Age: <Age>	<Next Record><Club> Date: <Date> Name: <ind_name> Lane: <Lane> Relay 1 <Relay_1> Times Relay 2 <Relay_2> _____ Relay 3 <Relay_3> _____ Relay 4 <Relay_4> _____ <Sex> <Stroke> Place: _____ <agegr> <offR> Reason for DQ: _____ S & T Initials: _____ Refer Initials: _____	Event #: <Event> <Home> <Address> Age: <Age>
<Next Record><Club> Date: <Date> Name: <ind_name> Lane: <Lane> Relay 1 <Relay_1> Times Relay 2 <Relay_2> _____ Relay 3 <Relay_3>	Event #: <Event> <Home> <Address> Age: <Age>	<Next Record><Club> Date: <Date> Name: <ind_name> Lane: <Lane> Relay 1 <Relay_1> Times Relay 2 <Relay_2> _____ Relay 3 <Relay_3>	Event #: <Event> <Home> <Address> Age: <Age>

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).



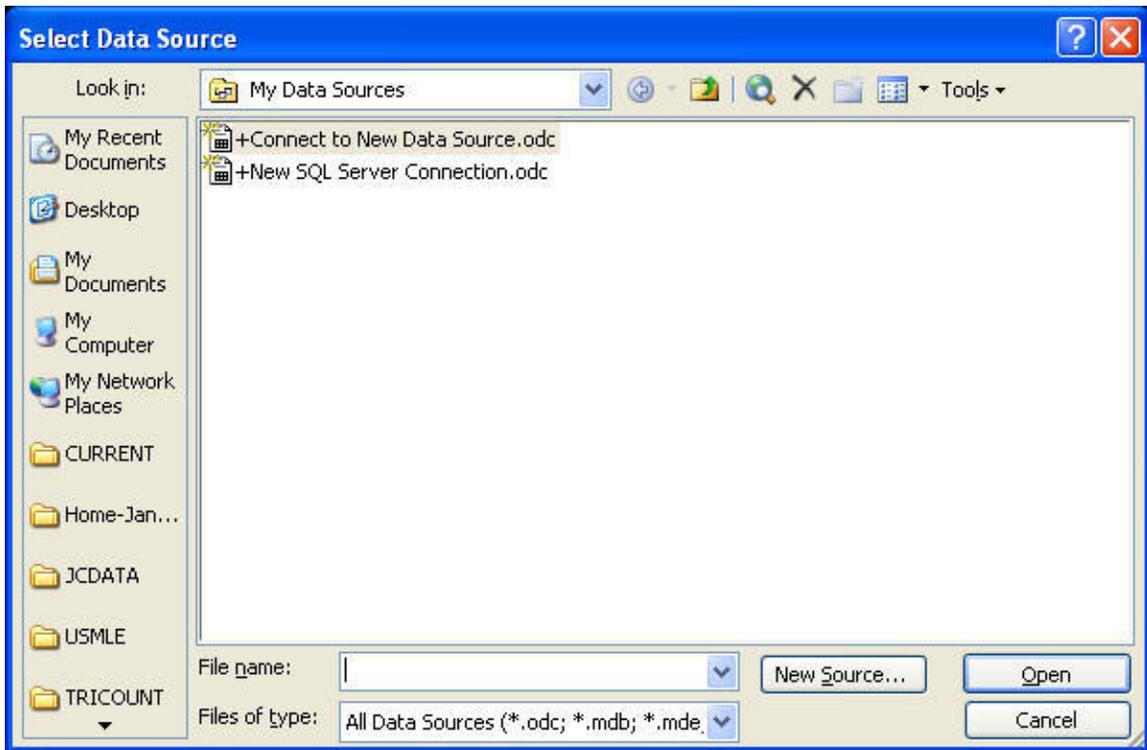
CG 24 Microsoft Word Mail Merge Wizard

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



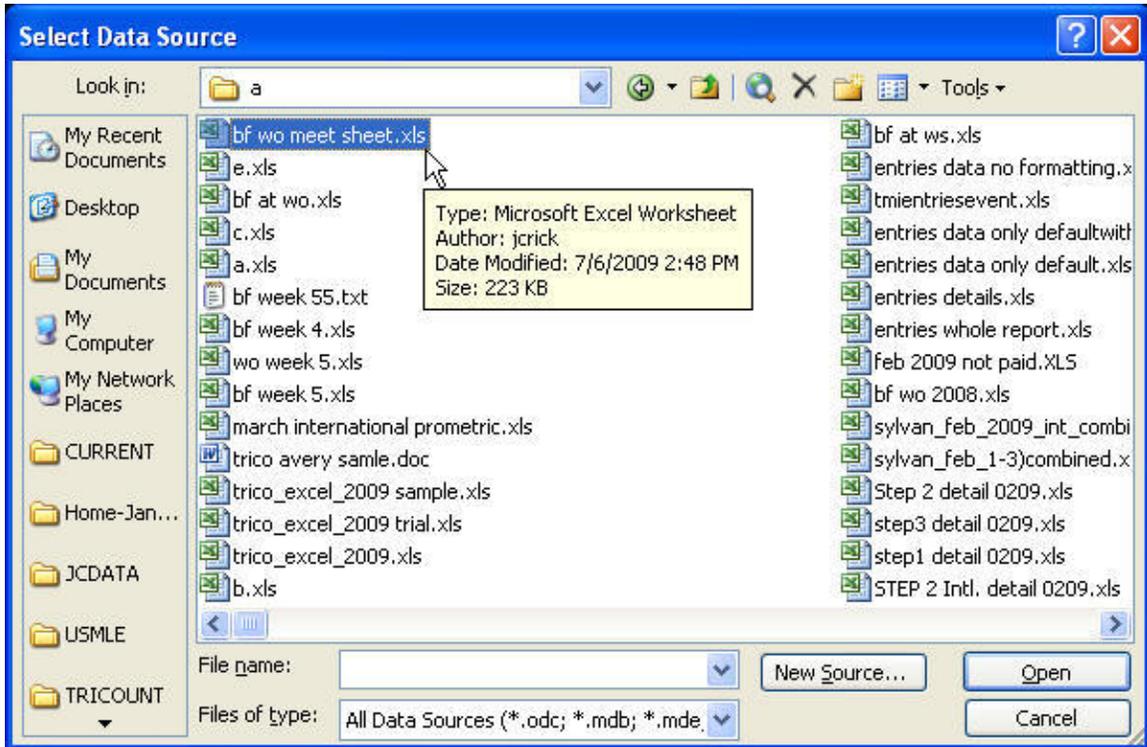
CG 25 Mail Merge Wizard

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.



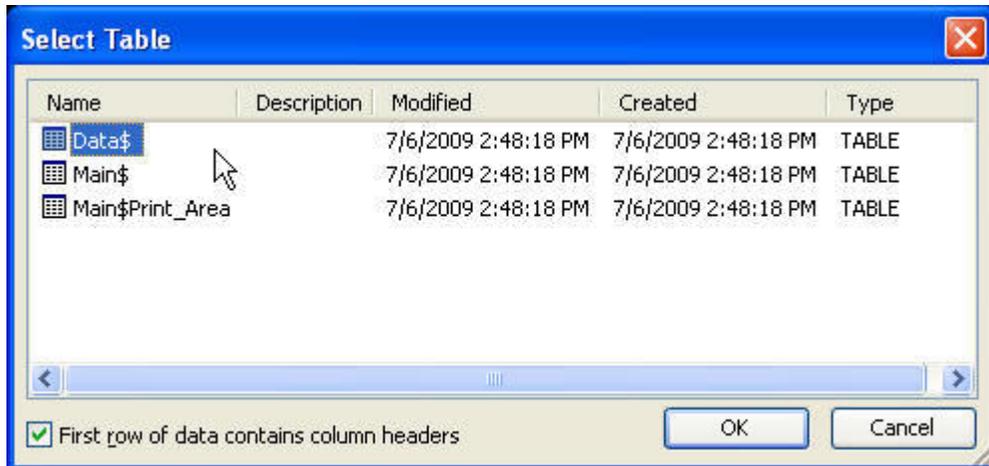
CG 26 Default Mail Merge Wizard Directory for Mail Merge Database

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.



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

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



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).



CG 30 Mail Merge Wizard with Recipient List Identified



CG 31 Preview Your Letter

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.

<p>Barclay Farm Date: 7/19/2008 Name: Danielle Di Cicco</p> <p>Event #: 1 Visitor Age: 11</p> <p>Lane: 4 Relay 1 Times Relay 2 _____ Relay 3 _____ Relay 4 _____ Girl I.M</p> <p>Place: _____ 12 & Under Ind</p> <p>Reason for DQ: _____</p> <p>S & T Initials _____ Referr Initials _____</p>	<p>Barclay Farm Date: 7/19/2008 Name: Nicole Zaso-Un</p> <p>Event #: 1 Visitor Age: 11</p> <p>Lane: 6 Relay 1 Times Relay 2 _____ Relay 3 _____ Relay 4 _____ Girl I.M</p> <p>Place: _____ 12 & Under Ind</p> <p>Reason for DQ: _____</p> <p>S & T Initials _____ Referr Initials _____</p>
<p>Barclay Farm Date: 7/19/2008 Name: Nick Keenan</p> <p>Event #: 2 Visitor Age: 12</p> <p>Lane: 4 Relay 1 Times Relay 2 _____ Relay 3 _____ Relay 4 _____ Boy I.M</p> <p>Place: _____ 12 & Under Ind</p> <p>Reason for DQ: _____</p> <p>S & T Initials _____ Referr Initials _____</p>	<p>Barclay Farm Date: 7/19/2008 Name: David Rowe</p> <p>Event #: 2 Visitor Age: 11</p> <p>Lane: 2 Relay 1 Times Relay 2 _____ Relay 3 _____ Relay 4 _____ Boy I.M</p> <p>Place: _____ 12 & Under Ind</p> <p>Reason for DQ: _____</p> <p>S & T Initials _____ Referr Initials _____</p>

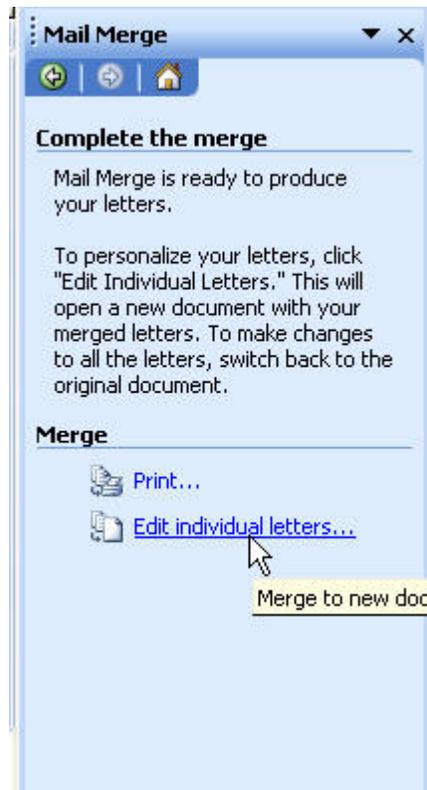
CG 32 First Page of Entry Cards filled in after clicking 'Preview your letters'

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.



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.



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.



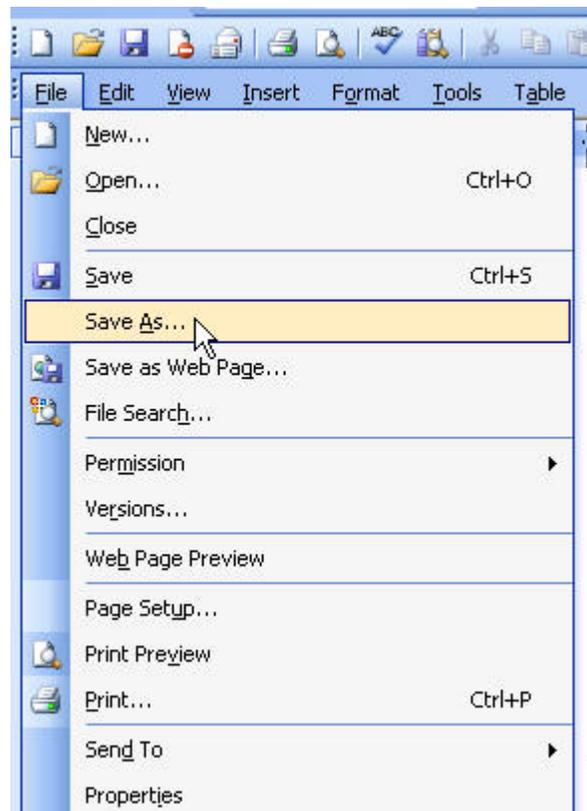
CG 35 Merge to New Document

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.

<div style="display: flex; justify-content: space-between;"> Barclay Farm Event #: 66 </div> <div style="display: flex; justify-content: space-between;"> Date: 7/19/2008 Visitor </div> <div style="display: flex; justify-content: space-between;"> Name: Age: 16 </div> <div style="display: flex; justify-content: space-between;"> Lane: 4 Relay 1 Jeff Rowe </div> <div style="display: flex; justify-content: space-between;"> Times Relay 2 Kory Watkins </div> <div style="display: flex; justify-content: space-between;"> _____ Relay 3 Alex Kasproicz </div> <div style="display: flex; justify-content: space-between;"> _____ Relay 4 Tim Rowe </div> <div style="display: flex; justify-content: space-between;"> _____ Boy Free </div> <div style="display: flex; justify-content: space-between;"> Place: _____ 15 & 18 Relay </div> <div style="display: flex; justify-content: space-between;"> Reason for DQ: _____ </div> <div style="display: flex; justify-content: space-between;"> S & T Initials _____ Referr Initials _____ </div>	<div style="display: flex; justify-content: space-between;"> Barclay Farm Event #: 66 </div> <div style="display: flex; justify-content: space-between;"> Date: 7/19/2008 Visitor </div> <div style="display: flex; justify-content: space-between;"> Name: Age: 18 </div> <div style="display: flex; justify-content: space-between;"> Lane: 2 Relay 1 Quinn Weisman </div> <div style="display: flex; justify-content: space-between;"> Times Relay 2 Sam Dilks </div> <div style="display: flex; justify-content: space-between;"> _____ Relay 3 Tim Shannon </div> <div style="display: flex; justify-content: space-between;"> _____ Relay 4 </div> <div style="display: flex; justify-content: space-between;"> _____ Boy Free </div> <div style="display: flex; justify-content: space-between;"> Place: _____ 15 & 18 Relay </div> <div style="display: flex; justify-content: space-between;"> Reason for DQ: _____ </div> <div style="display: flex; justify-content: space-between;"> S & T Initials _____ Referr Initials _____ </div>
<div style="display: flex; justify-content: space-between;"> Date: Event #: </div> <div style="display: flex; justify-content: space-between;"> Name: Age: </div> <div style="display: flex; justify-content: space-between;"> Lane: Relay 1 </div> <div style="display: flex; justify-content: space-between;"> Times Relay 2 </div> <div style="display: flex; justify-content: space-between;"> _____ Relay 3 </div> <div style="display: flex; justify-content: space-between;"> _____ Relay 4 </div> <div style="display: flex; justify-content: space-between;"> _____ </div>	<div style="display: flex; justify-content: space-between;"> Date: Event #: </div> <div style="display: flex; justify-content: space-between;"> Name: Age: </div> <div style="display: flex; justify-content: space-between;"> Lane: Relay 1 </div> <div style="display: flex; justify-content: space-between;"> Times Relay 2 </div> <div style="display: flex; justify-content: space-between;"> _____ Relay 3 </div> <div style="display: flex; justify-content: space-between;"> _____ Relay 4 </div> <div style="display: flex; justify-content: space-between;"> _____ </div>

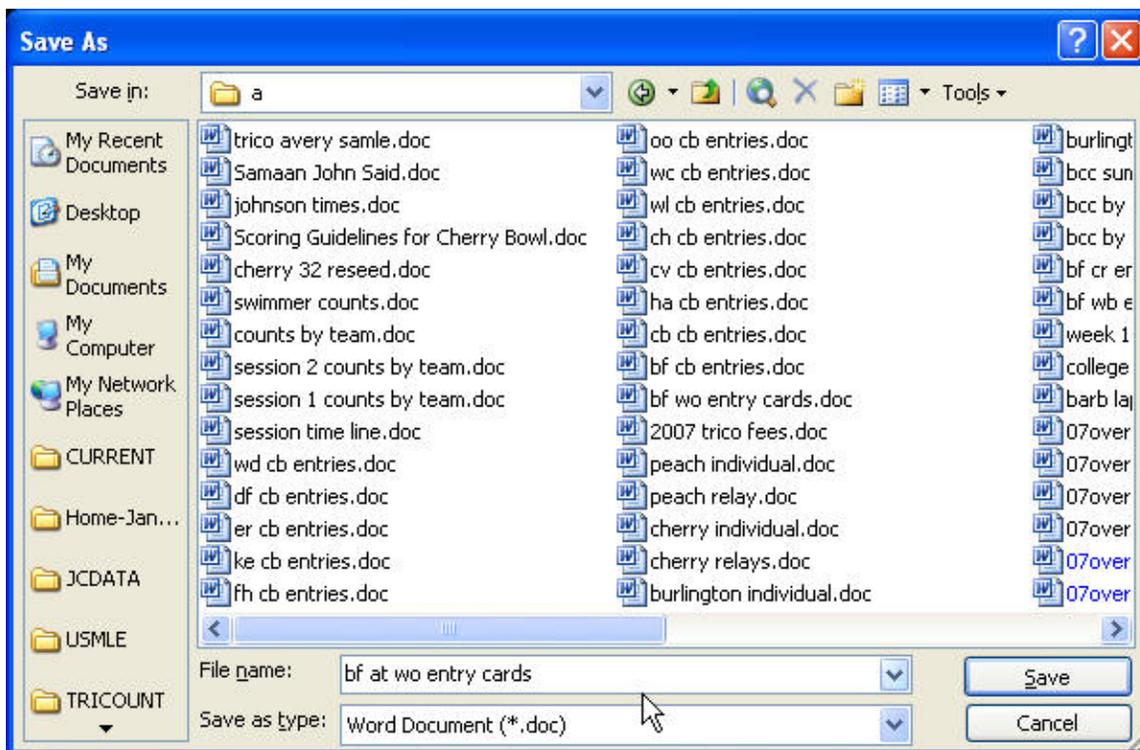
CG 36 Completed Merge in a New Word Document

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.



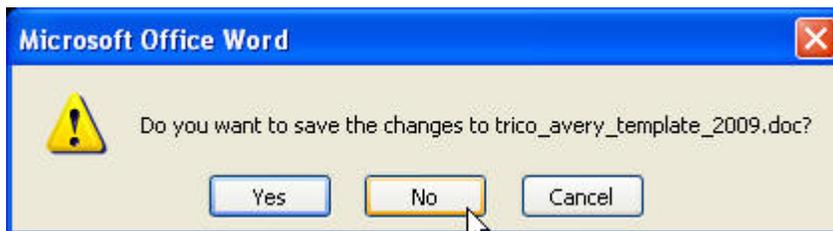
CG 37 File > Save As Completed Entry Cards

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.

Call Us Toll-Free:

1.888.354.7868

7am - 6pm CT, Monday through Friday

www.pcnametag.com

You are now ready for your Saturday A-Meet.

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

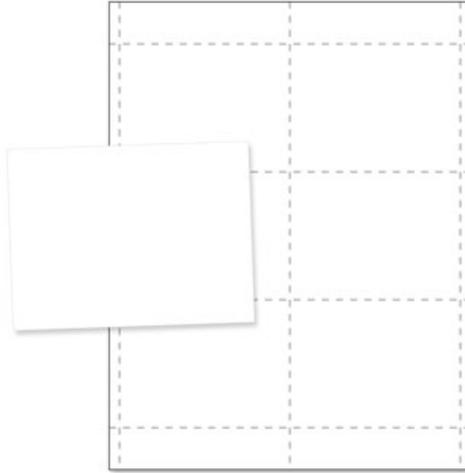


Look for Name badge inserts and then 4" by 3"

4" x 3" Classic Paper Name Tag Insert, Blank, Package of 500 (Item # N6LPPWB)

Product ID: N6LPPWB

★★★★★ [Read all 64 reviews](#) | [Write a review](#)



Ordering Info

Volume Price Information

QTY:	1	2	5	10	20
Price:	\$13.00	\$12.00	\$11.50	\$11.00	\$10.50

Quantity:

Subtotal: \$13.00

[UPDATE SUBTOTAL](#)

Tax and Shipping Not Included



[REQUEST A SAMPLE](#)



Description Specifications

Price per pack. Each pack contains 500 name tags.

Jam-free printing, easy separation and wrinkle-free inserting!

These paper name tag inserts perform so well because we combine the optimum paper weight with

Delivery is generally very quick and efficient.