TRI-COUNTY 2015 COMPUTER PROCEDURES HIGHLIGHTS

Before the first Meet:

1. Maintain an up-to-date version of TeamManager 7.0 from **www.hy-tekltd.com.**
2. **Each club in Tri-County is to upgrade to TeamManager 7.0 in 2013 and all the training materials will be in TeamManager 7.0 for the 2015 season.**
3. Complete the procedures outlined in the 2015 Tri-County Computer Manual Year End Processing. This requires the CD provided by Tri-County at the Computer Training Clinics. This set up creates the five 2015 A-meets, sets up the age-up date, reclassifies last years A-Meets (e.g. to >P=), and loads in the new time standards for 2015.
4. The time standards have **several** **changes** for 2015 and a standards file was included on the CD distributed at the Computer training classes.
5. Note that the Swimmer ID is not used by Tri-county and should be blanked out.
6. Code any swimmer entered into TeamManager who is not currently active as inactive. - They won't show up for time entries, and they won't be counted for Tri-County insurance purposes
7. Double check the Meet Names and make sure that the format is the following:
      HA VS BF 2015 – for Haddontowne home meet with Barclay Farm (named by Haddontowne)
      BF AT HA 2015 – for Barclay Farm away meet versus Haddontowne (named by Barclay)
   Each team will name their meets with their two-character team abbreviation first, a space, either 'VS' for home meets and 'AT" for away meets followed by the abbreviation for the opposing team followed by a space and the year '2015'
8. Confirm that each a Meet has a meet type of 'A' and confirm that the age-up date for the meet is 06/15/2015

Each Week

9. Print out a team roster for the scoring table - a current roster and all Insurance Waiver forms must be maintained at the scoring table for each dual meet.
10. **Entering the meet swimmers and relays into TeamManager 7.0 ahead of the meet (whether or not you generate meet sheets) will significantly reduce the time to enter the meet results after completion of the meet.**
11. **If you generate electronic meet sheets – try to make sure they are as close, in size, to the printed meet sheets distributed to each club at the Green-Fields clinics and an electronic version is included on the training CD.**
12. Enter the weekly A-meet times and results into TeamManager 7.0
13. **New for 2013: Enter ALL relays into TeamManager 7.0 to send to Tri-County – for any relay with a swimmer swimming up – enter a time of 5:55.55. This will ensure that each clubs meet attendance report is accurate and will easily identify relays whose times cannot be used to seed them for Championships. You may enter times for all legal relays (up to 3 per event) and a time of 5:55.55 for non-legal relays. You should also enter DQ'd relays with all swimmers.**
14. Verify the meet entries.

15.   Use TeamManager 7.0 Export to produce two files:
           One with Athletes only - electronic roster, and
           One with the Meet Results from the weekly 'A' meet.
        E-mailed to Paul Watkins
           tricoweb2@gmail.com

&   to Tom Balderstone
           TechSupport@TriCoSwimming.org
email headline should be meet results – your team first: e.g., BF 223 HA 275

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<u>Notes for swimming a dual meet in an 8-lane pool:</u>

Greenwood Park has built an 8-lane pool and there are some special considerations for
           swimming a Tri-County dual meet in an 8-lane pool, the lane assignments for
           Home and Away teams change.

        The Home team in an 8-lane pool will be lanes 5, 3, and 7.

        The Away team in an 8-lane pool will be lanes 4, 6, and 2.

There will be a trico_excel_8_lane.xls spreadsheet that is available on the Tri-County
           Training CD and is also available from the Records Chairman.