

Naperville Park District Swim Conference 2008 Championship Meet Entry Instructions Classic and City V8.1 - Updated - 07/07/08

- 1 These same instructions can be used for creating entries for both the Classic and City Championship meets. *Both coaches and computer personnel should be familiar with all meet rules regarding eligibility for both championship meets regarding individual and relay events prior to starting these procedures.*

<http://napervillepdsc.tripod.com/Rules2008.pdf>

Note: ** All individual event entries must have seed times from the current season and will be verified against your submitted Proof of Time Report

2 Start Team Manager.

Verify Course Conversion number for any Meters to Yards conversions.

- a) Select Set-up → Course Conversion
- b) At the top, verify number is set to 1.11

3 Import the Classic and City 2008 events zip files.

These files need to be downloaded from the Computers area of the NPDSC website:

<http://napervillepdsc.tripod.com/>

- a) Select File→Import→Meet Events.
Navigate to the Classic or City file that was downloaded.
Open the ZIP file. It will be auto-unzipped into a .EV3 file. Click Open.
Verify the Championship Meet Name and Meet Date. Click OK.
Verify the number of events imported:
(Dual=76 events, Classic=62 events, City=72 events)

4 Select the Meets menu.

- a) Verify "Course" is set to "Y". This should not be changed.
- b) Change the "Meet Type" filter to "blank" to list all meet entries.
- c) Select the Classic or City meet that was just imported.
- d) Verify Meet Name and Meet Date.
- e) Checkmark → Enforce Qualifying Times.
(Classic will be "slower" than qualifying time; City will be "faster" than qualifying time.)
**Note for City; if you need to submit swimmers with non-qualifying times, you will have to un-check this checkbox to not enforce normal qualifying times.
- f) Verify the Start Date and the End Date.
- g) Checkmark → Use Since Date and set the Use Times Since to 6/08/2008
(or some date this year before your first dual meet but excluding times from time trials).
- h) Click OK.
- i) Select Entries→MaxEntries.
Individual Entries = 3
Relay Entries = 2
Combined = 4

Click OK.

5 Print an eligibility report.

- a) Select Reports → Eligibility Report.
This same report is produced from the main menu Reports → Performance → Meet Eligibility.
- b) Select the City or Classic Meet 2008.
- c) Checkmark → ONLY Eligible Swimmers
Un-checkmark → Show Times Unconverted
Un-checkmark → Include No Times
- d) If you want to print a partial report (by age group, event, etc.), set the filters appropriately.
- e) Click to Sort entries By Name.
- f) Click Create Report to print the report.
- g) Note: 15/18 swimmers will not appear on the Classic report, & 6U not on the City report.
- h) Close all windows.

6 (OPTIONAL) Pre-Enter Athletes in Meet.

- a) Select Meets → Entries → Pre-Enter Athletes in Meet.
- b) Click on each "Enter" checkbox to pre-enter athletes for the meet.
- c) Click again to de-enter them.
- d) You may also click Clear All or Enter All and then manually adjust the list.
NOTE: ** Careful with the 8U and "Enter All" as you will also get the 6U swimmers.

7 To enter individual events, select Meets → Entries → Entries By Name.

- a) Use the panel on top to select a subgroup of the team to work with.
Select Only Pre-Entered Athletes if you pre-entered your swimmers.
- b) Select by age group by entering ages, or, if you have grouped your swimmers, you can select the groups. You may also select male/female, last name, etc. You can choose to work with the entire team also.
- c) Select the swimmer in the upper panel.
Any events the swimmer has not qualified for will be displayed in "pink".
This might be too fast of a time for Classic or too slow for the City meet.
(Classic will be "slower" than qualifying time; City will be "faster" than qualifying time.)
**Note for City; if you need to submit swimmers with non-qualifying times, you will have to un-check the Meet Setup checkbox to not enforce qualifying times.
Please be familiar with the rules regarding entering swimmers with non-qualifying times.
- d) Click on the events below to enter a swimmer into that event.
The checkmark symbol should appear in the "Enter" column
- e) A swimmer cannot be entered in more than 4 total events, including 3 individual events and 2 relays. A warning screen may appear if the Meets Max Entries were properly configured. *Familiarize yourself with the official meet rules for details on Classic and City eligibility.*
- f) Repeat until all individuals are entered.
- g) Close the window.

8 To enter relay events, select Entries→Entries By Event.

- a) Select the relay event to enter from the table at the top.
Relays are indicated by a "R" in the "I/R" column.
- b) Again, check the Only Pre-Entered Athletes box if you pre-entered all your swimmers.
- c) Click the New Relay button. You may enter ONLY one (1) relay per event.
- d) There are a few different methods or techniques for creating relay entries.
 - (1) You may double click on the names on the left in the order you want them to swim.
 - (2) Click and Drag names from left to relay slots.
 - (3) Click the Find Best Relay Button.Include up to 6 names for each relay, (4 swimmers + 2 alternates).
Alternates are listed last. *Listing a swimmer as an alternate will not count as one of the maximum 4 entries for that swimmer, as long as they are scratched at the swim meet and do not actually swim the relay. Familiarize yourself with the rules regarding eligibility for relays in the official meet rules.*
- e) You must include a seeding time for all entered relays.
Unless your relay entries swim those events, you must calculate a new relay time and enter it into the "Custom" field. The "Best Time" listed is from your TM historical information for all the previous years, and therefore is probably not valid. Be sure to double-check the calculated time that is entered for the swimmers. TM will enter a valid time only if you use the best relay option and retain the same swimmers. You may click on the Best Times Report to view potential relay team combinations.
- f) Repeat until all relays have been entered, then close the window.

9 Create/Print Meet Entry Report.

- a) Select Meets→Reports→Entry Report.
This is the same report as produced from the main menu
Reports→Performance→Meet Entries.
- b) Select the City or Classic Meet 2008.
- c) Select Individual and Relays,
Checkmark Show Times Unconverted,
Checkmark Include Proof of Time.
- d) If you want to print a partial report (by age group, event, etc.),
set the filters appropriately.
- e) Select Sort entries By Name.
- f) Select Create Report
- g) Select Print to print a copy of the report, and then close all windows.

10 Verify your Entries.

Double check...

- a. You have used the correct meet template with the correct number of events.
- b. No swimmers are entered in more than three (3) individual events.
- c. No swimmer is listed with NT.
- d. No relay is listed with NT.
- e. Have the head coach verify all your team's swimmers have been entered, and their entries are correct.
- f. If necessary, go back to correct any entries.
- g. Compare the Entry Report to the Eligibility Report to make sure that you haven't missed any swimmers.

Accuracy and completeness is imperative to avoid fines & delays.

11 When completed, print a paper copy of the report for your records and keep with you during the calling/contact period.

12 Export your Roster, Entries, Proof of Time, Proof of Time Document and Number of Meets Attended document

- a) Export your Roster to a file on your computer
 - i) Select File→Export→Athletes/Teams
 - ii) Un-checkmark - Include Contact & Group Information
 - iii) Click OK.
 - iv) The XXX-Roster00x.zip file will be created. (XXX=team code)
- b) Export your Entries to a file on your computer.
 - i) Select File → Export → Meet Entries
 - ii) Check that this is for City/Classic Meet.
 - iii) Checkmark Export Relays.
 - iv) Click OK.
 - v) The XXX-Entries00x.zip file will be created. (XXX=team code)
- c) Export your Proof of Time to a file on your computer
 - i) Select File→Export→Proof of Time
 - ii) Checkmark - Use Since Date - and enter a date after any time trials in 2008.
 - iii) Click OK.
 - iv) The XXX-Proof00x.zip file will be created. (XXX=team code)
- d) Export a Word for Windows document of the Individual Meet Entries Report including Proof of Time to a file on your computer
 - i) Select Reports→Performance→Meet Entries
 - ii) Select the City or Classic Meet 2008
 - iii) Select Individual and Relays
 - iv) In the Show Relay Swimmers box, click on show 8 for all alternates to appear
 - v) Checkmark Show Times Unconverted
 - vi) Checkmark Include Proof of Time
 - vii) Select Sort by Meet Event Number
 - viii) Select Create Report
 - ix) Print a local printed copy - if you want one.
 - x) Now, change the output so that a file vs a printed report is created.
Click the "envelope icon" at the top of the report.
Select the format: Word for Windows document and the Destination as Disk file.

Change the Saving Location to My documents or some other known folder.
Add your team abbreviation to the the filename... XXXEntriesEvent.doc
Click Save to create the file.

This file will be sent later with the rest of your entries.

- e) Export a Word for Windows document of the Number of Meets Attended Report to a file on your computer
 - i) Select Reports→Performance→Number of Meets Attended
 - ii) Date Filters box - select Meets Since and select a date after any team time trials before your first meet
 - iii) Athlete Filters box - select Include Relay Only Swims
 - iv) Meet Filters box – leave blank
 - v) Sort box – select Meets Attended
 - vi) Select Create Report
 - vii) Change the output so that a file vs. a printed report is created.
Click the "envelope icon" at the top of the report.
Select the format: Word for Windows document and the Destination as Disk file.
Change the Saving Location to My documents or some other known folder. Add your team abbreviation to the filename... XXXEntriesEvent.doc
Click Save to create the file. This file will be sent later with the rest of your entries.

13 **E-mail your Roster, Meet Entries, and Proof of Time zip'd files and include Proof of Time Entry document and Meets Attended document.**

Send the files as attachments to the e-mail address noted for either Classic or City (available on website)

- a) Send the e-mail with your XXX team name in the Subject line.
- b) Within the e-mail,
Include a contact name and phone number where you can be reached (home or cell)
- c) Include the three ZIP file attachments and the single DOC file:
 - i) 1 A roster file: XXX-Roster00x.ZIP
 - ii) 2 An entry file: XXX-Entries00x.ZIP
 - iii) 3 A proof of time file: XXX-Proof00x.ZIP
 - iv) 4 An Individual Meet Entries Report document file: XXXEntriesEvent.doc.
 - v) 5 A Number of Meets Attended document file: XXXtmathmeetattendancebycount.doc

14 **Notes for City:**

- a) All entries must have seeding times (individual and all relays)
- b) If an individual swimmer is entered with a non-qualifying City time, please list their name & event in the e-mail.

15 Be available to answer any questions regarding your team's entries.

List of Teams and Abbreviations

Abbreviation	Team Name	Abbreviation	Team Name
ASH	Ashbury	NCH	Naper Carriage Hill
BRE	Breckenridge	NV	Neuqua
BRO	Brookdale	RC	Racquet Club
CB	Centennial Beach	RR	River Run
CC	Cress Creek	S	Saybrook
COM	Cress Creek Commons	SP	South Pointe
F	Farmstead	SR	Steeple Run
H	Huntington	SW	Stillwater
HE	Huntington Estates	TG	Tallgrass
HW	Hobson West	WV	Waubonsie Valley
MB1	Maplebrook I	WE	White Eagle
MB2	Maplebrook II		