

# Naperville Park District Swim Conference Report Instructions for :

## Seasonal Results Spreadsheet Top Times Spreadsheet Top Times (last updated - 6/14/06)

There are three Team Manager reports that you may find useful to hand out to your swimmers at the beginning and end of the swim season. These reports will display the historical top swim times for the swimmer. Each of the three reports displays the information a little differently.

- **Seasonal Results Spreadsheet ( \*\*new with TM 4.0)**
- **Top Times Spreadsheet**
- **Top Times**

To be able to effectively use any of these reports,  
you must first configure your Report "Custom Age Group" Preferences  
to add all our shorter than normal lengths for the swim events...  
ie - for 13/14 age group - 50yd events vs standard 100yd events

**Note:** Unfortunately, if a swimmer has aged-up to their next older age group,  
their swim times from last season may not appear on the reports created for this season.  
Examples would be: 8/U moving to 9/10, and 13/14 moving to 15/18.

### Setup Custom Age Group Report Preferences

- 1 Start Team Manager 4.0.
- 2 Select Setup ->Preferences->Report Custom Age Groups  
If these groups have already been defined, you will see a table displayed.  
If these groups have not been previously defined, you will see a blank table.
- 3 If an existing group table is displayed, verify that all the age groups & events are listed.  
You can click on any age group row, and the entire age group matrix will be displayed.  
You may then checkmark those events and distances that are valid for that specific age group.  
An example would be the 7-8 group with both 25yd and 50yd freestyle.  
You should add the new 15-18 event - 50yd free.
- 4 If an existing group table is NOT displayed,  
you will have to Add the age groups and event entries for each of the age groups.
  - a) Click Add.
  - b) Enter a Low Age and a High Age.  
This will be a repeated task,  
one age group at a time,  
(0-6, 7-8, 9-10, 11-12, 13-14, 15-18)
  - c) After entering a single Low/High age group, Click OK
  - d) The events screen will be displayed.  
You may then checkmark those events and distances that are valid for that specific age group.  
An example would be the 7-8 group with both 25yd and 50yd freestyle.  
You should add the new 15-18 event - 50yd free.

- 5 After the entire Custom Age Group table has been entered & verified, you may close the window.

### **Report - Seasonal Results Spreadsheet**

1. Start Team Manager 4.0.
2. Select Reports->Performance->Seasonal Results Spreadsheet
3. Athlete Filters  
Click the Age Grp tab & then checkmark Use Custom.
4. Dates  
This defaults to scanning your entire Team Manager database.  
You may limit the report to a specific year or season  
via the Use Times Since and Use Times Until entries.  
You will also need to checkmark the date box.
5. Click Create Report - it will create a one page landscape report per swimmer

### **Report - Top Times Spreadsheet**

1. Start Team Manager 4.0.
2. Select Reports->Performance->Top Times Spreadsheet
3. Meets  
Either leave the default for ALL Meets, or select a specific one.
4. Athlete Filters  
Click the Age Grp tab & then checkmark Use Custom.
5. Printer Orientation  
Checkmark Portrait (just easier to handle and read)
6. Sort By..... your preference
6. Dates  
This defaults to scanning your entire Team Manager database.  
You may limit the report to a specific year or season  
via the Use Times Since and Use Times Until entries.  
You will also need to checkmark the date box.
7. Click Create Report

## **Report - Top Times**

1. Start Team Manager 4.0.
2. Select Reports->Performance->Top Times
3. Meets  
Either leave the default for ALL Meets, or select a specific one.
4. Athlete Filters  
Click the Age Grp tab & then checkmark Use Custom.
5. Sort By..... your preference
6. Dates  
This defaults to scanning your entire Team Manager database.  
You may limit the report to a specific year or season  
via the Use Times Since and Use Times Until entries.  
You will also need to checkmark the date box.
7. Click Create Report