

CENTRAL ATHLETIC LEAGUE SWIMMING & DIVING



**Using TEAM MANAGER & MEET MANAGER
for High School Swim/Dive Meets**

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<http://www.fordswimdive.com/clswimdive.html>

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CENTRAL ATHLETIC LEAGUE SWIMMING & DIVING

For the 2009 – 2010 Swimming and Diving Season, the Central League will embark on its maiden voyage with computerized scoring of meets.

Please know that this process will be ‘old news’ for some teams and a learning process for others.

In order to keep the integrity of posting results on the web for coaches to access, it is imperative that ALL teams follow through with accurately recording times for meets and sending results to Matt Stewart (stewart@havsd.net) for posting on the league website (<http://www.fordswimdive.com/clswimdive.html>).

Failure to submit meet results (with times and scores) in a timely manner for posting is not fair to the teams that do send their results in on time. So, we ask that all teams use patience in this process and contact either myself or Casey O’Hara (head coach, Upper Darby Boys) if you have questions. We will be happy help you to make this transition as smooth as possible.

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What Needs to Happen to Make This Work?

- At a minimum, coaches must have a copy of Team Manager or Team Manager Lite (TM Lite is used for Districts entries).
- Coaches need to create a team roster in Team Manager and email the file to Matt Stewart as soon as possible (stewart@havsd.net)
- Matt Stewart will email all coaches a copy of each team's roster file before the start of the season
- Teams will need to determine whether or not they will be running Meet Manager at swim meets (particularly their home meets). Pay close attention to future slides about the protocol to follow in each case (that is, where there is Meet Manager and where there is not Meet Manager).
- Teams will need to email Matt Stewart a **Meet Manager Backup File** of each completed meet during the season (or fax a legible copy of the results, with times, to Haverford High School at 610-853-5952).

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How will results be posted on the web?

- Teams will need to email the Meet Manager Backup file of their meet to Matt Stewart at stewart@havsd.net at the completion of a meet.
- Upon receiving each meet's MM Backup file, Matt Stewart will export an .html version of the meet results to post on the league website at <http://www.fordswimdive.com/clswimdive.html>.
- Results will be posted as they arrive, typically within 24 – 72 hours from the time they are received
- If teams were unable to run the meet on Meet Manager, please make sure to fax or email the results to Matt Stewart at Haverford High School (Haverford's team manager will manually enter the times). I would rather it not get to this point...but, if worse comes to worse...

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What if you have no idea what you are doing with Team Manager or Meet Manager?

- If you are in this boat, please email Matt Stewart (stewart@havsd.net) or Casey O'Hara (theirishidiot@rcn.com) for help.
- We are both willing to walk you through it, depending on time availability, etc.

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RESOURCES

- Take advantage of the resources at <http://www.fordswimdive.com/clswimdive.html> for instructions on how to use Team Manager and Meet Manager
- It would also be a good idea to download the Generic MM Databases for High School Yards and High School Meter Meets from the league website, as well as the Events Files for Team Manager for High School Meets
- Visit Hy-Tek's website for all versions of Team Manager and Meet Manager at <http://www.hy-tek.com>.
- Finally, TM 5.0 and MM 3.0 provide excellent eLessons (videos) of how to use their software...we highly recommend it!!!

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TEAM MANAGER – THE BASICS

- If using TM Lite, realize that it does not allow you import meet results, etc. (which is the best part of the full version of TM...line-ups are much, much, easier when you can call upon previous times at the click of a button)
- If you have the regular version of Team Manager, please make sure that you have set up your roster file
- Export your roster file and email it to Matt Stewart (stewart @havsd.net) as soon as possible (same procedure as you do for Districts Entries).

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TEAM MANAGER – THE BASICS

- Create your meets in the “Meets” menu of TM. Pay close attention to whether or not the meet is at a YARDS or METERS POOL. For the record, the Haverford School and Garnet Valley Middle School are METERS.
- Communicate with the opposing team about which lanes are home/away so that setting up lane assignments in TM is done accurately. For example, Radnor HS swims their home meets in Lanes 2, 4, & 6 (as opposed to the traditional 1, 3, 5).
- When creating line-ups in TM, be sure to enter relay swimmers for each relay
- Be sure to include HEAT/LANE assignments for all swimmers/divers in all events

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TEAM MANAGER – THE BASICS

•VERY IMPORTANT: All Girls Events will be numbered as the ODDS (1, 3, 5, 7, 9, 11, 13...23). All Boys Events will be numbered as EVENS (2, 4, 6, 8, 10, ...24).

•Be sure to print out a copy of your entries for each meet and submit them to the scorer's table. A print-out of the line-up is mandatory regardless of whether or not you used TM.

•If at all possible, be sure to export your meet entries from Team Manager to a USB drive to bring to the scorer's table at the meet. This saves everyone time with running a meet.

•When the meet is over, be sure to ask for the MM Backup and the TM Results File from the computer operator.

•Go home and import the meet results to your TM Database.

Running a Meet **without Meet Manager**

- This is the LEAST DESIRED SITUATION since it will require the most work AFTER the meet.
- If teams run a meet without Meet Manager, they can do one of two things:
 - Record all times during the meet on the downloadable Time/Score Sheet from the league website (see the next slide); then fax the results to Matt Stewart at Haverford High School (610-853-5952)
 - Record all times during the meet on the downloadable results form from the league website, and type the times in on a copy of Meet Manager after the meet (only takes about 15 minutes if times were recorded accurately for all events). Then, email the MM Backup to Matt Stewart

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Running a Meet **without** Meet Manager

- Below is the Time/Score Form all teams can use to keep times from a meet.

Central League Swimming / Diving					Time / Score Sheet				
GIRLS EVENTS					BOYS EVENTS				
200 Medley Relay					200 Medley Relay				
LN	Name	Time	PL	Score	LN	Name	Time	PL	Score
1				/	1				/
2					2				
3					3				
4					4				
5					5				
6					6				
200 Freestyle					200 Freestyle				
LN	Name	Time	PL	Score	LN	Name	Time	PL	Score
1				/	1				/
2					2				
3					3				
4					4				
5					5				
6					6				
200 IM					200 IM				
LN	Name	Time	PL	Score	LN	Name	Time	PL	Score
1				/	1				/
2					2				
3					3				
4					4				
5					5				
6					6				
50 Freestyle					50 Freestyle				
LN	Name	Time	PL	Score	LN	Name	Time	PL	Score

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Running a Meet **with Meet Manager**

- This is the OPTIMAL SITUATION since it will require the least work AFTER the meet.
- It would be a good idea for coaches to communicate before the meet about whether or not they will be bringing their entries on a USB drive or a print-out. TM Exported Entries on a USB drive are the best way to go since it saves the most time.
- If a coach only provides a print-out of entries, teams will need to manually enter swimmers into each event for that team (it can be done before and during a meet; it's just tedious and time-consuming).
- It would be a good idea to have someone at the scorer's table write down all times from the meet as a backup plan in case Meet Manager fails, etc.
- If running through the scoreboard, please test it with Meet Manager BEFORE your first meet.

Running a Meet **with Meet Manager**

- If both coaches submit their entries for the meet on a USB Drive, the MM operator will need to import these entries into Meet Manager (as well as the Roster files for each team)
- Be sure to check the “RUN” menu to make sure that each team’s entries show up after importing them
- Be sure to enter the final scores from Diving into MM so that their scores are accurately reported
- Upon completion of the meet, be sure to export results to TM for each coach onto their USB Drive.
- Finally, be sure to Backup the Meet to a safe location, and email the MM Backup file to Matt Stewart (stewart@havsd.net).

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**IF YOU NEED HELP WITH USING TEAM MANAGER OR
MEET MANAGER,**

EMAIL MATT STEWART (stewart@havsd.net)

OR

EMAIL CASEY O'HARA (theirishidiot@rcn.com)

**We want this to work for our league...it will improve the
overall quality for all coaches and swimmers/divers.**