

# Managing Your Roster

Step one is try to always keep your roster from year to year. This saves TONS of time entering stuff and allows you to keep life long histories on you swimmer's career performance.

All teams should use their Team Manager database from last year to start this year. Just make all swimmers inactive and activate them as they register.

1. Whether setting up your team in Team Manager or using last year's, you need to validate everything is correct so go to the **SetUp, Preferences, System Preferences**.
  - a. Make sure the following settings are set in the **Team/Swimmer defaults**
    - i. **Default Team Registration OTH**
    - ii. **Default Team Type REC**
    - iii. **Default Country USA**
    - iv. **Default LSC Leave this blank**
    - v. **Default State AL**
  - b. The **Meet Age-Up Date** box should have the radio button selected for **Meet Start Date**
  - c. Set the system Age-Up Date to the first meet date and press "Age-Up button"
2. Go through your Roster and make sure
  - a. **ALL SWIMMERS ARE THERE**
  - b. **ALL SWIMMERS HAVE BIRTHDAYS (Accurate)**
  - c. **ALL SWIMMERS HAVE ADDRESSES**
  - d. **NO SWIMMER IS LISTED MORE THAN ONCE IN YOUR ROSTER**
    - i. To combine the same swimmer with a slightly different name, simple click and drag the first entry over the one you want to make the permanent one and it will merge the results for that swimmer.
3. The Official Roster will be an **export** file from **TEAM MANAGER. ALL ADDRESSES MUST BE INCLUDED IN THE EXPORTED FILE. SWIMMERS CAN NOT RECEIVE POINTS UNLESS THEIR NAME IS ON YOUR TEAM ROSTER.**
4. Rosters are a vital tool. It is imperative that rosters be kept current. When you export your entries each week to give to the home team, you will also export your roster – **YOUR COMPLETE ROSTER**. Rosters from both teams will be imported into the meet with the entries.
5. For any late entries or changes made on deck, the swimmer must already be in the roster for that team. **If a swimmer is added during the meet, such an add must be accompanied by a completed deck add form, signed by the referee, and included with the meet's final paperwork.**
6. If a roster add occurs during a meet, the team **MUST** resubmit a Team Manager Roster Export to the Rosters Chairperson (records@swimrcsl.org) by the end of the week of the meet.
7. The league will keep a master roster of all eligible throughout the season.
8. **(NEW REQUIREMENT)** At the end of the season, each team must make a Team Manager **BACKUP (not Team Export)** by selecting File, Backup, and put it somewhere where you can get to it on computer, then email it to [records@swimrcsl.org](mailto:records@swimrcsl.org). This will allow the league to keep a backup copy for the subsequent year in case of fire, loss of file, computer, etc. Two teams in 2016 got lucky because these very events caused them not to have the old file and I had a copy to save them hours of work.