

TEAM MANAGER INSTRUCTIONS
(6/28/18)

**DO NOT CREATE THE MEET IN MEET or TEAM MANAGER ON YOUR OWN!!
IMPORT THE EVENTS LIST FROM THE WEBSITE.**

Go to the RCSL website www.swimrcsl.org. Click on Forms and Documents. The events file is in the top section of the Forms and Documents page. Single click the file and you will get an option to Open or Save the file. Choose Save. You will then be asked to specify where you want to save the file. Remember where you save it. I suggest the desktop.

Pull up Team Manager. Click on File then Import. From the pop up menu click on Meet Events. When the window pops up to select the location of the Meet Events file, navigate to wherever you saved the file then double-click on the file. Follow the prompts to import the events. It creates the meet for you and copies the events into it. It should report importing 87 events.

After completing the import, a screen will appear for you to confirm following information is correct:

Start date 7/13/2018, End date 7/15/2018 Age-up date 7/13/2018

Course YO (**YOU WILL NEED TO CHANGE THIS TO "Y".**)

Click on pull down, scroll up and then select "Y".

(If you do not do this, no meters seeds times will be converted and used for best times),

Click on "Entry Fees" Tab and make sure the entry fees are correct:

\$3.00 for individual events, \$12.00 for relays.

On the "Eligibility Rules" Tab, verify the Age-up date as 7/13/18 and "Use times Since" date is May 31, 2018.

BE SURE TO THEN HIT SAVE!!!!!!.

Several reminders:

Be sure to age up your swimmers to July 13, 2018 before you do your entries. Do this by going to Set-Up, System Preferences, and selecting system age-up date to July 13, 2018 and then hit age-up button. (And yes July 13th is the official start of the RCSL Swim & Dive Championship)

You may only enter 3 swimmers per individual event, each swimmer is allowed to enter 3 individual events and 3 relays and you are only allowed an "A" relay for City Meet.

Do entries just like you have done for regular dual meets except **DO NOT** mark Exhibition Free swimmers as Exhibition. **The Exhibition Events are 5-10, and 29-34.** BE SURE YOU ENTRY YOUR "FOR POINTS" FREESTYLE SWIMMERS are in **Events 11-16, and 35-40.**

RELAYS: As we did last year, alternates for relays will be considered "DECLARED" as long as the swimmer is entered in City Meet. The process used prior to last year of declaring alternates by creating "B" or "C" relays has become too much of a manual process and most teams were declaring EVERY SWIMMER an Alternate anyway.

DON'T FORGET TO ENTER PARENTS AND COACHES RELAYS AND THE COACHES FREE.

ABOVE ALL, **CALL IF YOU HAVE QUESTIONS 256-682-2521, Greg Wright.** It makes my job a lot easier if the inputs are correct.

After completing all of your entries, export the entries just as you have done all season. You must email the entry export file to records@swimrcsl.org by July 7th, 2017 at 5:00PM or before. Also, export your full roster with contact/ mailing information and email that on July 7st or before. The email address is records@swimrcsl.org. Lastly, also send a backup of your Team Manager. The entries will be imported and an entry report sent back to you.

Examine this report **CLOSELY** and identify any problems or changes to the VP-records via phone (256) 682-2521 ASAP. You must still come on Sunday, July 8th to turn in your check.

The Meet Entry Spreadsheet is the best way to verify that you have 3 swimmers in each event. Click Reports then Meet Reports, then Meet Entry Spreadsheet to create this report.

On July 8th, bring the following to Greg Wright's House (3022 Thompson Circle) between 2 and 4 pm:

1. A printed copy of the Meet Entry Fees
2. A check for the amount calculated on the Entry Fees Report plus any tent and fan fees.

Lastly, on July 9th, by 12 noon, export your final entries and email them to records@swimrcsl.org. In the Subject heading please, enter **TEAM NAME** and the words "**FINAL ENTRIES**" so I know these are your final inputs. Once again, also include another Team Manager backup after you have done all your entries. You may complete this entire step prior to noon, July 9th if you can (no special brownie points but appreciated by me)