CITY MEET TEAM MANAGER GUIDE

Modified: 6/23/2025

MEET SETUP

1. Download the appropriate meet events file (**Meet Events-2025 RCSL City Meet**) from the RCSL Forms & Documents page (http://www.swimrcsl.org/forms.php) or from the e-mail that was sent out by Greg/Hudson.
2. Open Team Manager (TM).
   a. Select **File -> Import -> Meet Events** and select the file you downloaded
   b. Click through the prompts to import all meet events into TM
   c. Check that there were 87 events imported and the meet was created
3. After importing the meet events, you should be prompted with a screen asking to confirm the following settings:
   a. Start Date: 7/12/2025
   b. End Date: 7/13/2025
   c. Age-up Date: 7/10/2025
   d. Course: YO (CHANGE THIS TO "Y")
      i. ***Note:*** *If you do not change this, then no meters times will be converted for seed times.*
   e. Entry Fees Tab: $12 swimmer surcharge, $4 individual events, $16 relays
   f. Eligibility Rules Tab: Age-up date is 7/10/2025, Use Times Since is 6/4/2025
4. Hit the **Save** button
5. From the TM home screen, click **Set-up -> Preferences -> System Preferences**
   a. Change the System Age-up Date to 7/10/2025 and hit **Age-Up**
   b. Hit the **OK** button and return to main screen
6. From the TM home screen, click **Meets**
   a. Ensure that you have no meets in the meet list other than Dual Meets or Invitationals after June 3, 2025
      i. Time trials, "B" meets, etc. are not eligible time or splashes for City Meet
      ii. You can either delete these meets or edit the swim date to before June 3, 2025

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CREATING ENTRIES
1. You may only enter **3** swimmers per individual event.
    a. Each swimmer is allowed to enter **3** individual events and **3** relay events.
    b. You are only allowed to enter an A relay for each relay event. **No other relays are permitted to swim in City Meet.**
        i. ***Note:*** *Alternates for relays are considered declared as long as the replacement swimmer is already entered into the meet.*
2. Enter swimmers just as you normally would for a dual meet, except for the following rules:
    a. Do **NOT** mark Exhibition Free swimmers with an "Exh" flag
        i. All Exhibition events are 900-level events
        ii. All Coaches/Parents/Special Needs events are 900-level events
3. Verify you have entered swimmers into the correct events by looking at the Meet Entries Spreadsheet Report.
    a. From the TM home screen, click **Report -> Meet Reports -> Meet Entries Spreadsheet**
    b. Select your Meet and Team, then **Create Report**
    c. Verify that you only have 3 swimmers per individual event, and that no swimmers have more than 3 individual events
4. After completing all of the entries, export the entries like normal
5. Export your team's roster from TM like normal
6. Finally, export a backup of your Team Manager
    a. From TM home screen, click **File -> Backup**
    b. Select the location you want to save the backup file and click **OK**

E-MAIL MATERIALS & DEADLINES
Complete by July 4th, 2025 at 5:00PM CT
1. Once you have completed the above steps, fill out the Google Form with your information, your invoice information, and your entry information.
    a. Link to form: https://forms.gle/3Hxr1s71sQgv7zBd9
2. Upon submission of the form, Greg/Hudson will verify your entries and an entry report will be sent back to you. An electronic invoice will be sent to the address you provided in the form for your fees to be paid.
3. Examine this report closely and identify any problems, changes, or issues with the entries submitted.

Complete by July 6th, 2025 at 3:00PM CT
1. Submit final entries and TM backup via the Google Form.
    a. Link to form: https://forms.gle/k3xRQsR3HWdaEK587