

GCSL Team Manager Primer

1. Import Event File

- a. I emailed you a file "Meet Events-Generic GCSL Dual Meet-18Jun2008-001.zip". Drag the file from your email program and drop it onto your desktop.
- b. Launch TM.
- c. Starting on the TM main menu, successively click "File", "Import", and "Meet Events". This will bring up a Windows Explorer-like dialog box entitled "Import Events".
- d. On the "Import Events" dialog box, search for the zip file that you downloaded in step 1a and click the file. This will expose the content of the zip file, a file by the same name, but with extension ".ev3". Click the EV3 file.
- e. The previous step should produce a dialog box, also entitled "Import Events", indicating "Meet Name: Generic GCSL Dual Meet". If so, click the "OK" button.
- f. The previous step should produce a message "Events imported: 82". If so, you have successfully imported the new GCSL order of events, configured to distinguish between junior and senior events ----click the "OK" button, which should return you to the TM main menu.

2. Set Up the Meet

- a. Starting on main menu, click "Meets" and then double click "Generic GCSL Meet". This should bring up a dialog box entitled "Meet Maintenance".
- b. On the "Meet Maintenance" dialog box, make the following changes:
 - i. Change the "Meet Name" field to clearly indicate the names of visiting and host clubs, for example, "Olympic @ Westerville JC" or "NWSC at PTAC".
 - ii. Change the "Start Date" and "End Date" fields to the date of the dual meet.
 - iii. Confirm that the "Age-up Date" field contains "Jun 15, 2008" and correct it if does not. The age-up date will remain June 15 for the entire 2008 season.
 - iv. The other fields need not be set or otherwise changed, so click the "OK" button and exit to the TM main menu.
 - v. You are not ready to start entering your swimmers in the meet.

3. Enter Swimmers

- a. Starting on main menu, click "Meets", highlight the upcoming dual meet with your mouse, and then successively click "Entries" and "Entries by Event".
- b. Highlight Event 1 in the upper box. This will produce the names of all the athletes eligible to swim in that event in the lower box.
- c. Entering divers:

- i. Under the “Entrd” column, check the boxes corresponding to the divers you wish to enter in that event.
 - ii. Go to the next event.
 - d. Entering swimmers in individual events:
 - i. Under the “Entrd” column, check the boxes corresponding to the swimmers you wish to enter in that event.
 - ii. The “Best Time” column contains a swimmer’s best previously achieved time or “NT”, indicating “No Time”. When the host club seeds the meet, swimmers in every event will be seeded from fastest to slowest, followed by “No Timers” in random order. If you coach wishes to have his/her swimmers seeded in a different order in any event, manually override the seed times. That is, under the “Custom” column, enter dummy seed times, with the fastest time assigned to the swimmer to be seeded first, the next fastest time assigned to the swimmer to be seeded second, etc. What times you enter are of no consequence, provided they are reasonable enough not to trigger a warning from TM, and that they are in the desired order for seeding.
 - iii. Go to the next event.
 - e. Entering swimmers in relay events:
 - i. Click “New Relay” and enter the fastest, that is, “A” relay. Under the “Entrd” column, click the boxes corresponding to the four relay swimmers, and do so in the order in which the coach wishes them to swim. If you make a mistake, click “Clear Swimmers”, and start over.
 - ii. Click “New Relay” again, and enter your second fastest, “B” relay; click “New Relay” again, and enter your third fastest, “C” relay; continue until you have entered all the relays designated by your coach.
 - iii. Keep in mind that coaches need not assign swimmers to relays until they arrive at the meet, so it is OK in creating your entry file to leave blanks under the swimmers assigned to the relay.
 - iv. Go to the next event.

4. Produce Hardcopy Entry Reports and Double Check Entries

- a. On the “Entries” sub-menu, click “Reports” and then, on the drop box that appears, click “Entry Report”.
- b. In the box “Event Filters” click “Individual”, then click “Create Report”, and then click the printer icon on the menu. This will create a hardcopy of individual event entries.
- c. In the box “Event Filters” click “Relay”, then click “Create Report”, and then click the printer icon on the menu. This will create a hardcopy of relay event entries.

- d. Hand the hardcopies to your coaches for approval and check for errors by comparing the printed entries against the original entry sheets supplied by your coach.

5. Submit Entries to Host Club

- a. Starting on main menu, successively click "File", "Export", and "Meet Entries". This will bring up a dialog box entitled "Export Entries".
- b. In the "Export Entries", dialog box, make sure the upcoming meet is selected in the "Meet" box and that the "Export Relays" box is checked.
- c. Click the "OK" button. A message will appear giving the name and storage location of a "zip" file containing your club's entry information. Take note of the location.
- d. Exit TM, launch your email program, and start an email addressed to the host club Team Manager volunteer. Find the zip file just created, and drag and drop it into your email message as an attachment. Send the message with your contact information included.

6. Import Meet Results

- a. If you attend the meet, take a jump drive with you and, at the conclusion of the meet, approach the Meet Manager volunteers at the meet, hand them your jump drive, and ask them to backup your club's TM "results file" onto your jump drive.
- b. If you do not attend the meet, or forget to take your jump drive, then the host club Meet Manager volunteer is expected to email you the results file as an attachment, so look for it in your email, and, if you do not receive it within 24 hours, contact the host club Meet Manager volunteer and ask them to email it to you (see the contact list I supplied you with).
- c. Once you have acquired the results file, launch TM.
- d. Starting on main menu, successively click "File", "Import", and "Meet Results". This will bring up Windows Explorer-like dialog box.
- e. Locate the results file, which will have a "zip" extension and name that begins with "Meet Results ...". Click the name of the file. This will bring up a dialog box entitled "Import Results".
- f. On the "Imports Results" dialog box, make sure that under "Import Criteria", only the "Import Relays" and "Import Splits" boxes are checked; the other boxes should be unchecked. Then click the "OK" button.
- g. If the results possess no irregularities, exit TM. However, if you receive a message "Not all data was imported click "yes" – there are some registration irregularities, very likely trivial ones, that need to be fixed. Give me a call at 459-4189 to discuss the matter further.