

ADIRONDACK TEAMS HOSTING SWIM MEETS

When entering athletes in any Adirondack Meet, NT or no time entries are not to be accepted.

Problems have occurred with NT entries which have prolonged meets beyond the acceptable session time limits. Meet manager does not count NT entries when estimating Session times. If all the athletes in any given heat have NT entries, the heat is not counted towards the length of time the Session will take.

If the person from your club, responsible for entering athletes in meets, receives an entry with no time, he/she is to contact the athletes' coach to obtain an estimated entry time and that time is to be used in the Custom Time field in Team Manager for the entry. If the athlete has swam the event in the past, keeping your Team Manager Database up to date by obtaining and importing the CL2 result files, *from the Adirondack Swimming Web Site on the Meet Schedules*, will automatically give you the athletes best entry time. If the athlete has swam the event, you must use the recorded time and not "make up" a time to use in the custom time field.

Adirondack Swimming Championship Meets will be verified against SWIMS for valid entry times. SWIMS has a feature which allows any meet to be verified for entry times against the National Database.

If you are not familiar with the importing of results to Team Manager, here is a brief summary of the process.

1. Be sure you have correct athlete data in your Team Manager file First....

All AD Meets are corrected for Athlete Data before the Meet is run and re-checked after the meet is run, before the results are uploaded to SWIMS. This assures we have loaded results to the correct athletes.

To check the correctness of your Team Manager Data, do the following:

1. Start Team Manager
2. Click the "File" option on the top left of the main page.
3. Move to the "Export" line and follow across to "Registration Reconciliation" and click
4. Save the file to a folder on your hard drive (TM uses the TMIIData by default)
5. Email this file as an attachment to the LSC Registrar or Webmaster
6. The file will be compared to SWIMS and you will receive a report of any errors.
7. FIX ERRORS !!!

2. To Import results from meets, Adirondack has supplied the results files on the Web Site.

From the Main Screen of the AD Web Site, click the "MEETS" tab along the top of the screen. Select the Meet Schedule for the Season you want results from.

On the Meet Schedule, each meet is on 1 row across the page. In the last column to the right, there are 3 Selections, "RESULTS", "CL2" and "MM". The Results link just displays the results report, the MM link will prompt to Download the complete Meet Manager file backup.

When you click the CL2, you will be prompted to Download a results file.

1. Click the CL2 Link and Save the CL2 file to your TMIIData Folder.
2. You can Unzip the file if you like or you can let Team Manager handle it later.
3. Start Team Manager.
4. From the Main Team Manager Screen, select the "File" option on the top left.
5. Move to the "Import" line and then move across to "Meet Results" and click.
6. Team Manager will ask if you want to Unzip the file if you have not yet done so.
Be certain to Import the file with the .CL2 extension (the other is for non Hy-Tek users)
7. READ THE MAIN IMPORT SCREEN. You can choose how much you want to import.

If you want the entire meet, don't select any filters.

If you just want to keep results from your team, be sure to select "AD" as the LSC and then select your club code from the drop down list.

The results selected will now be imported.

Repeat Step 2 for each meet your club has participated in. After this, your Team Manager file should be up to date and contain result times for every athlete who has swam in any meet.

If you have any questions or need any additional help, please contact the Webmaster.