

## **TEAM SUBMISSION INFORMATION FOR SCHOOLS 2020**

### **Event dates:**

**SWIMMING – THURSDAY FEBRUARY 27<sup>th</sup>**

**ATHLETICS – WEDNESDAY MARCH 25<sup>th</sup>**

**Please read through all of the instructions carefully before attempting to enter information. Follow the instructions in order and save your database information at regular intervals throughout the process. If you need assistance please contact me at any stage.**

### **STEP 1 – SOFTWARE DOWNLOAD**

Download the Team Manager software provided for you via the link. Note that there is a different version for swimming and athletics (Track & Field). Please ensure that you check for any updates using the menu item at the top right of the screen. If you need further information, visit the website: [www.hy-tekltd.com](http://www.hy-tekltd.com)

The current version for Swimming is Team Manager 8.0 and Athletics is 4.2. You will still be able to use previous versions if your computer has these already loading and working properly.

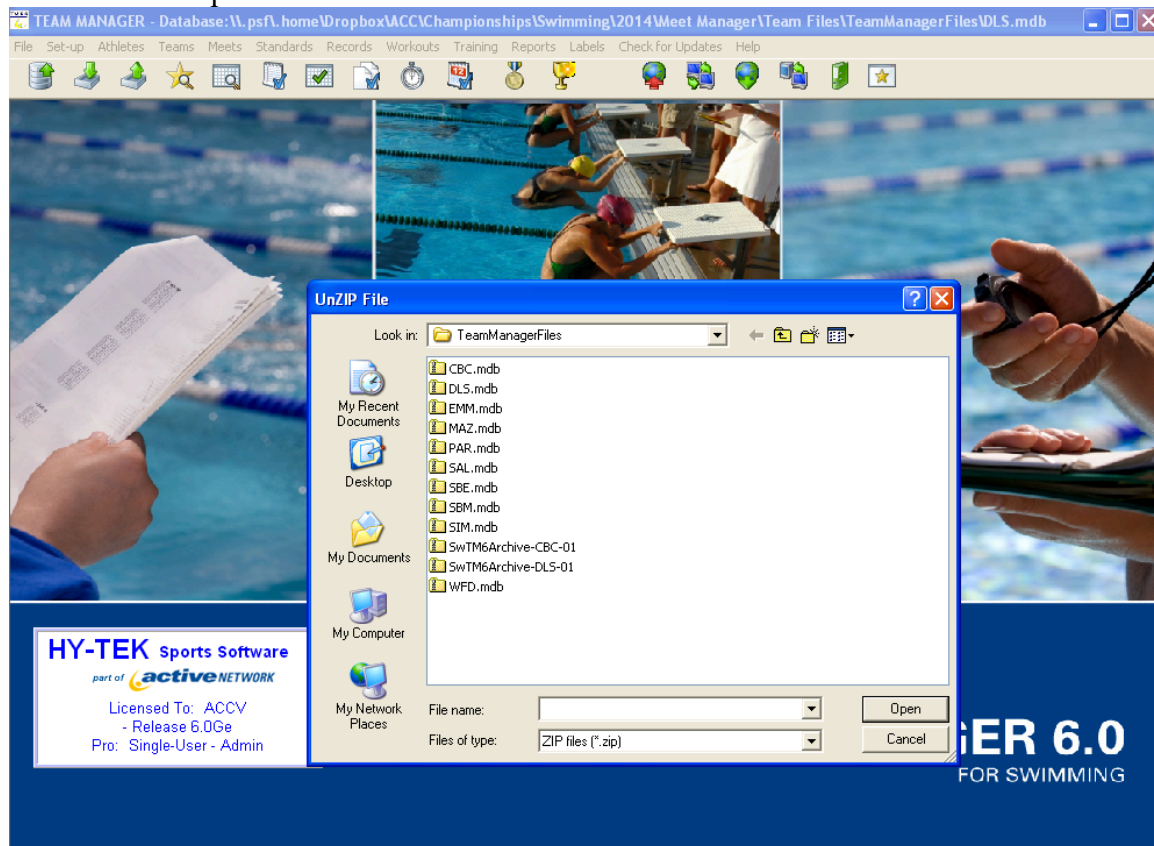


### **STEP 2 – OPENING THE DATABASE (Swimming)**

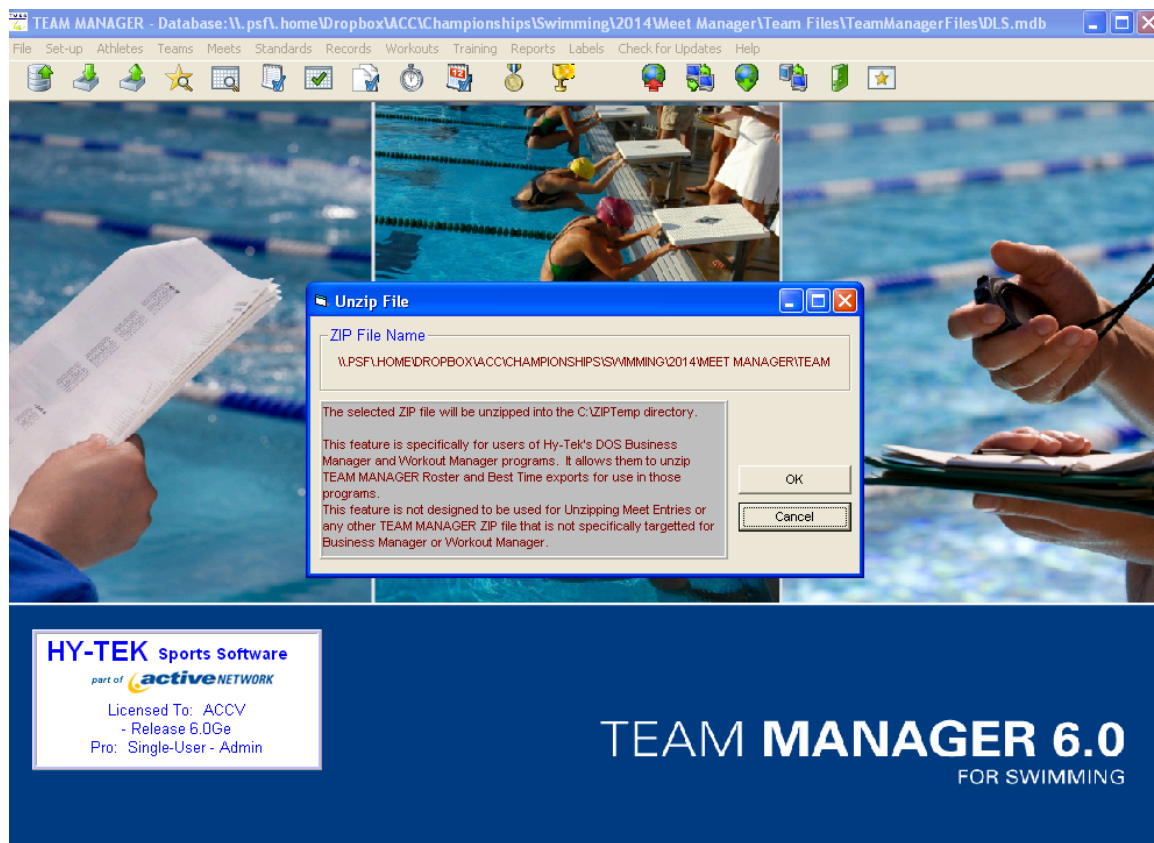
You should have received a zip file with the events for the Swim Meet. The file for athletics will be available in the coming weeks. The swim file is called: ACC Swim 2020 (*your school name*).zip or something similar

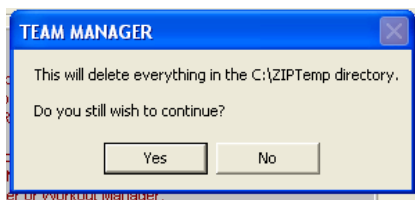
Open the Team Manager software and check for updates. Some school servers may restrict access to updates, but it can be done quite easily at home.

Click on “File” then “Unzip File”. Browse to where you have saved the zip file provided and click on “Open”



Click OK and then click YES when the “Do you wish to continue?” message comes up.

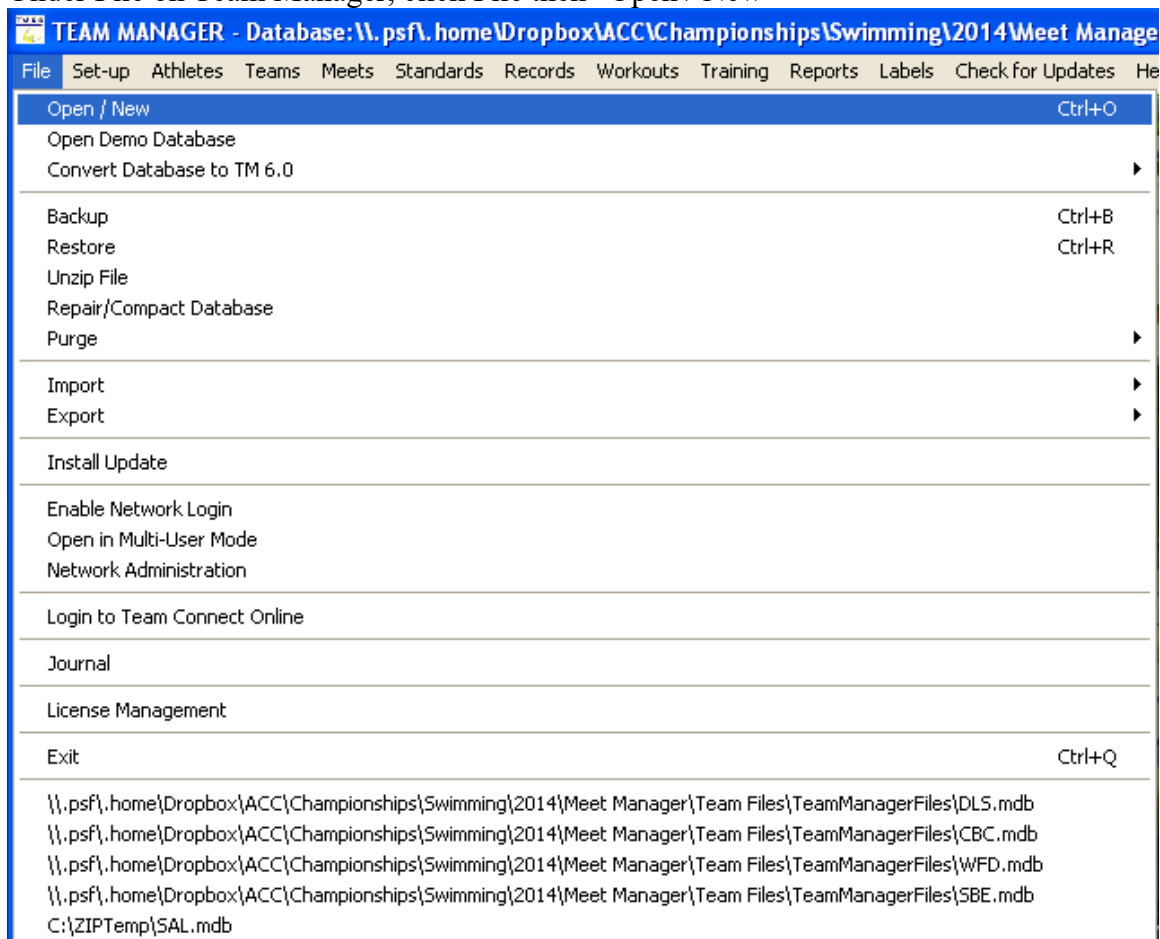




Click OK once again.

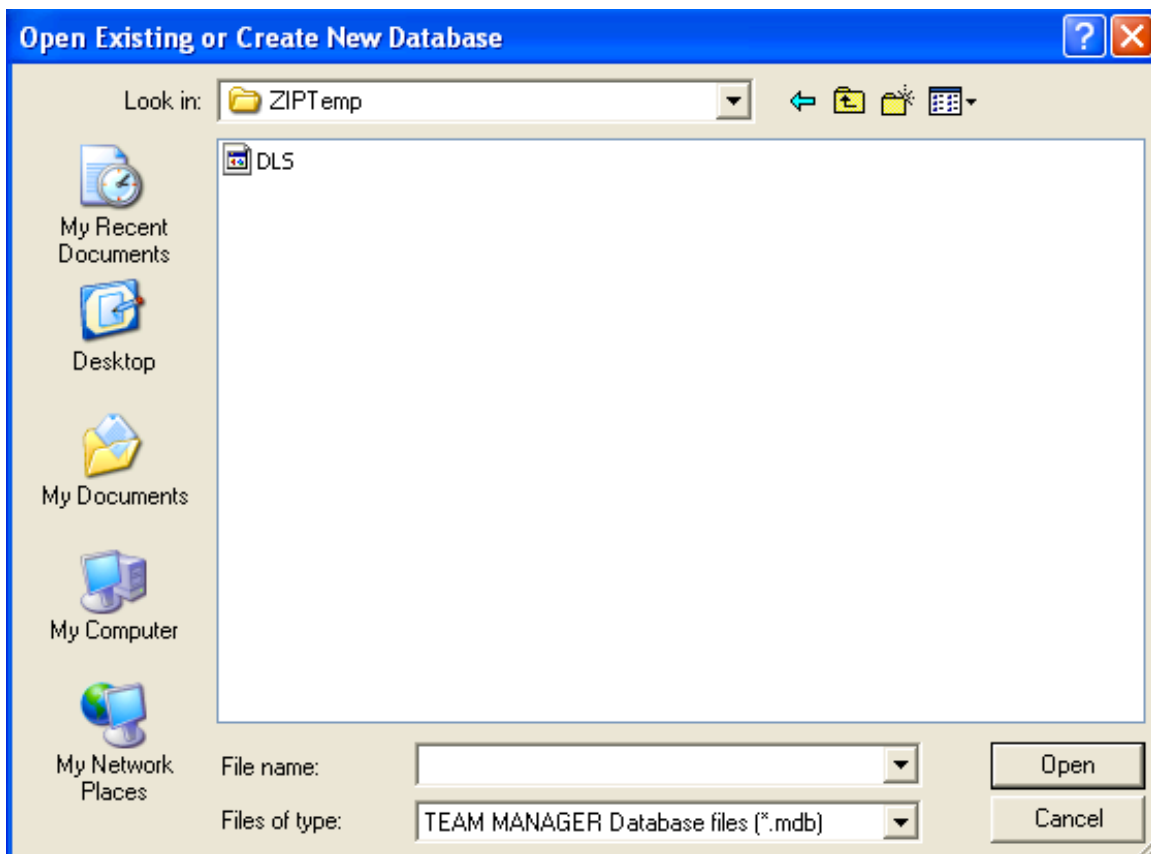


Under File on Team Manager, click File then “Open / New”



Browse “My Computer” to find C:\ZIPTemp

Click on the file “DLS” (or your own school three letter code) and then click Open. It will be a .mdb file.



If the following screen appears, simply click “Cancel” as you will not need an account.

The screenshot shows the "Active.com Account Setup" window. It has a blue title bar with the text "Active.com Account Setup". Below the title bar, there is a link "Online Team Registration and Meet Entry". The main text explains that HY-TEK and Active Network offer online registration and meet entry for TEAM MANAGER 6.0. Below this, it states that this feature requires Internet access and that an account with Active.com is needed. The form is divided into three sections: "Team Information", "Contact Information", and "Financial Information".

**Team Information:**

- \* Team: ACCV
- Team Website:
- \* Team Address:
- Address Line Two:
- \* City:
- \* State / Province:
- \* ZIP / Postal Code:
- \* Country:
- \* Time Zone:

**Contact Information:**

- \* First Name
- \* Last Name
- \* Phone Number
- \* Email Address

**Financial Information:**

- \* Pay to the order of: ACCV

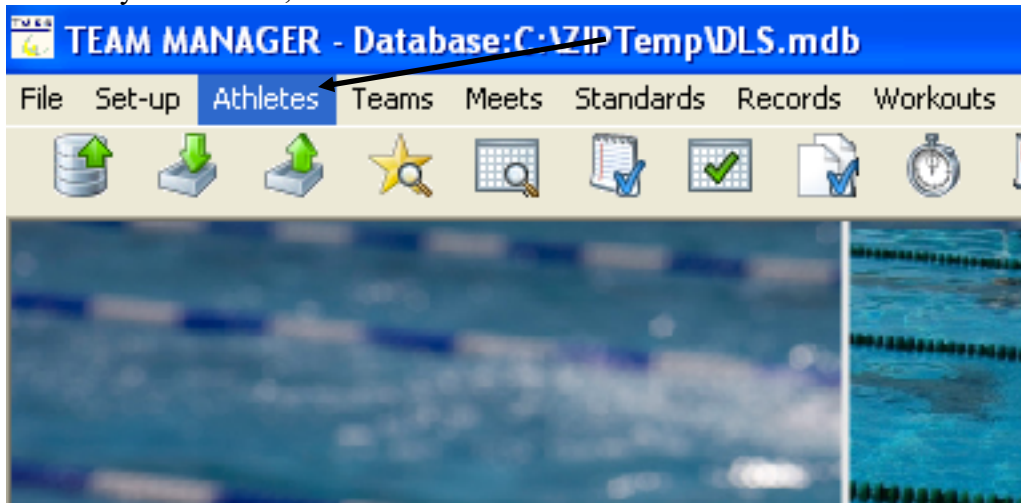
Below the "Team Information" section, there is a question: "\*What does your team do?". It has several checkboxes:
 

- ☐ USA Swimming Team
- ☐ High School Swim Team
- ☐ Open Water Swim Events
- ☐ US Masters Swim Team
- ☐ Summer Swim League
- ☐ Swimathons
- ☐ Swim Lessons
- ☐ College Swim Team
- ☐ Host Swim Meets
- ☐ Other

At the bottom, there are three buttons: "Help", "Finish", and "Cancel".

### STEP 3 – ENTERING YOUR ATHLETES

To view your athletes, click on the “Athletes” button on the main menu.



You will notice that there is a list of students from your school already in the database – these are the students that were submitted via the excel sheet.

TEAM MANAGER - Database: C:\ZIPTemp\DLS.mdb - [Athletes]

Layout Add Edit View Delete Results Goals Recruit Registration Print Export to HTML Help

Show Inactive Swimmers

Both

Male

Female

Team

Group

VM Group

Low Age

School Yr

Subgroup

VM Subgroup

High Age

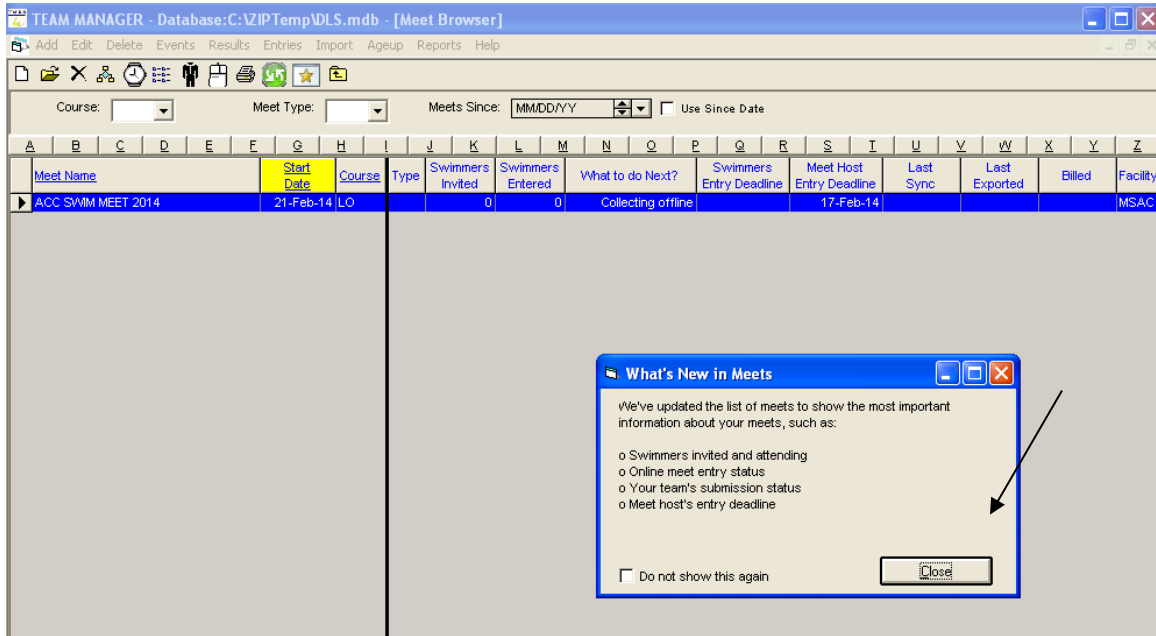
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
Last Name	First Name	M	Gen	Birth	Age	Reg	Gr	Gr Joined	Sub	Yr	VM Gr	VM Sub	Preferred Name	Team 1	Joined	ID									
Abid	Ali	M	M	09-Jul-95	19	K				12				DLS											
Abourizk	Karl	M	M	01-Jul-98	16	K				11				DLS											
Adamopoulos	James	M	M	10-Dec-01	13	K				7				DLS											
Agar	Wesley	M	M	02-May-97	17	K				12				DLS											
Agatic	Michael	M	M	21-May-96	18	K				12				DLS											
Agius	Julian	M	M	25-Feb-00	14	K				8				DLS											
Ahearn	Benjamin	M	M	08-Sep-98	16	K				10				DLS											
Ahearn	Charles	M	M	10-Aug-01	13	K				7				DLS											
Aiello	Daniel	M	M	22-Sep-98	16	K				10				DLS											
Ainsworth-Griffiths	Mitchell	M	M	25-Jul-96	18	K				12				DLS											
Aitken	Charlie	M	M	09-Oct-99	15	K				9				DLS											
Alexandropoulos	Zachariah	M	M	19-Apr-00	14	K				8				DLS											
Alexopoulos	Ethan	M	M	04-Apr-01	13	K				7				DLS											
Amon	Nicholas	M	M	20-Sep-96	18	K				11				DLS											
Andrews	Samuel	M	M	30-Mar-01	13	K				7				DLS											
Apostolidis	Dimitri	M	M	18-Mar-02	12	K				7				DLS											
Aquilina	James	M	M	27-Dec-97	17	K				11				DLS											
Aquino	Daniel	M	M	08-Nov-98	16	K				10				DLS											
Arahovitis	Spirodon	M	M	04-Dec-01	13	K				7				DLS											
Arapis	Marcelo	M	M	29-Jun-96	18	K				12				DLS											
Arbid	Sean	M	M	26-Jul-00	14	K				8				DLS											
Arceri	Anthony	M	M	04-Jun-98	16	K				10				DLS											
Aretos	Johnathan	M	M	21-Oct-97	17	K				11				DLS											
Argyros	John	M	M	07-Oct-97	17	K				11				DLS											
Armocida	Nicholas	M	M	09-Jan-98	16	K				10				DLS											
Armstrong	Lachlan	M	M	28-Jun-99	15	K				9				DLS											
Arnold	Jonathon	M	M	04-Aug-01	13	K				7				DLS											
Astone	Luke	M	M	17-Aug-00	14	K				8				DLS											
Athaide	Stephen	M	M	09-Mar-96	18	K				12				DLS											
Attard	Harrison	M	M	21-Jul-00	14	K				8				DLS											
Attard	Jack-Henry	M	M	12-Feb-96	18	K				12				DLS											
Attard	Stephen	M	M	17-Jul-97	17	K				11				DLS											



## **STEP 4 – ENTERING ATHLETES INTO INDIVIDUAL EVENTS**

*Note – this step should not be used for RELAY events. See Step 5 for entering athletes into relays.*

Click on the Meets link on the Main Menu



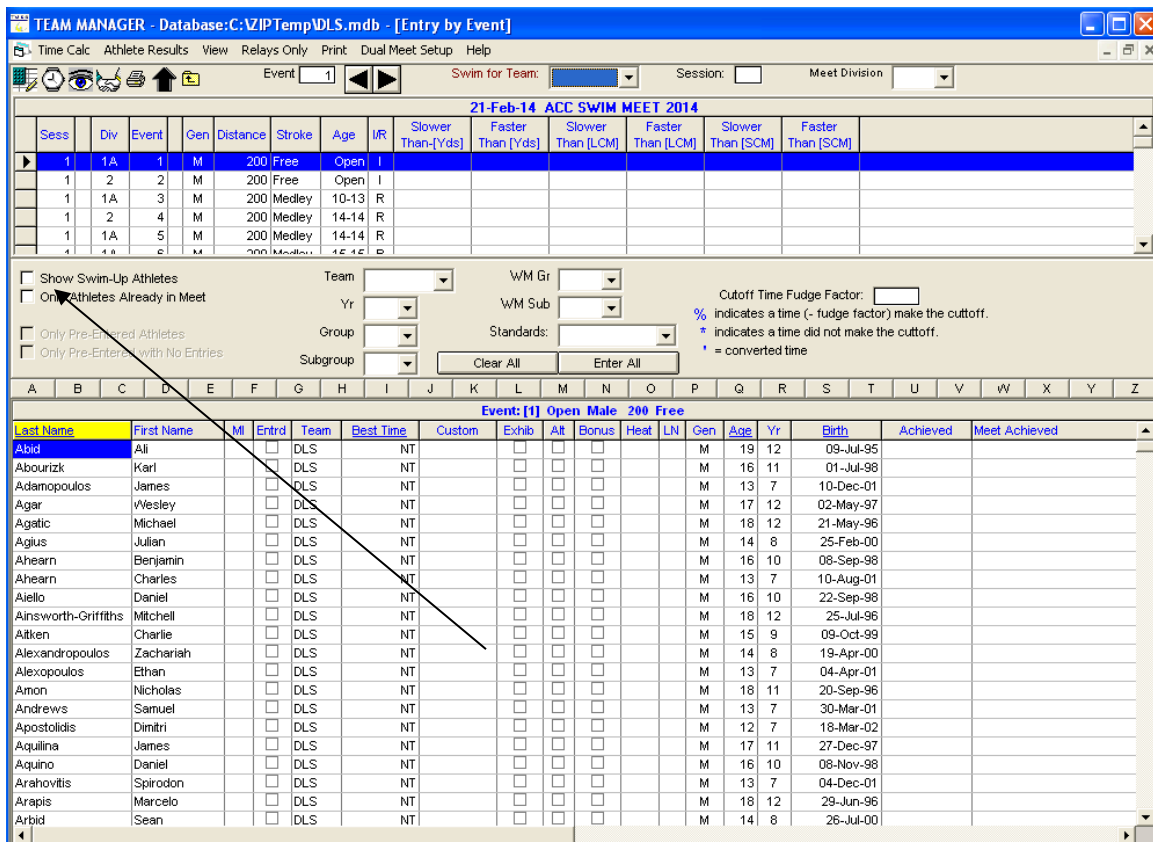
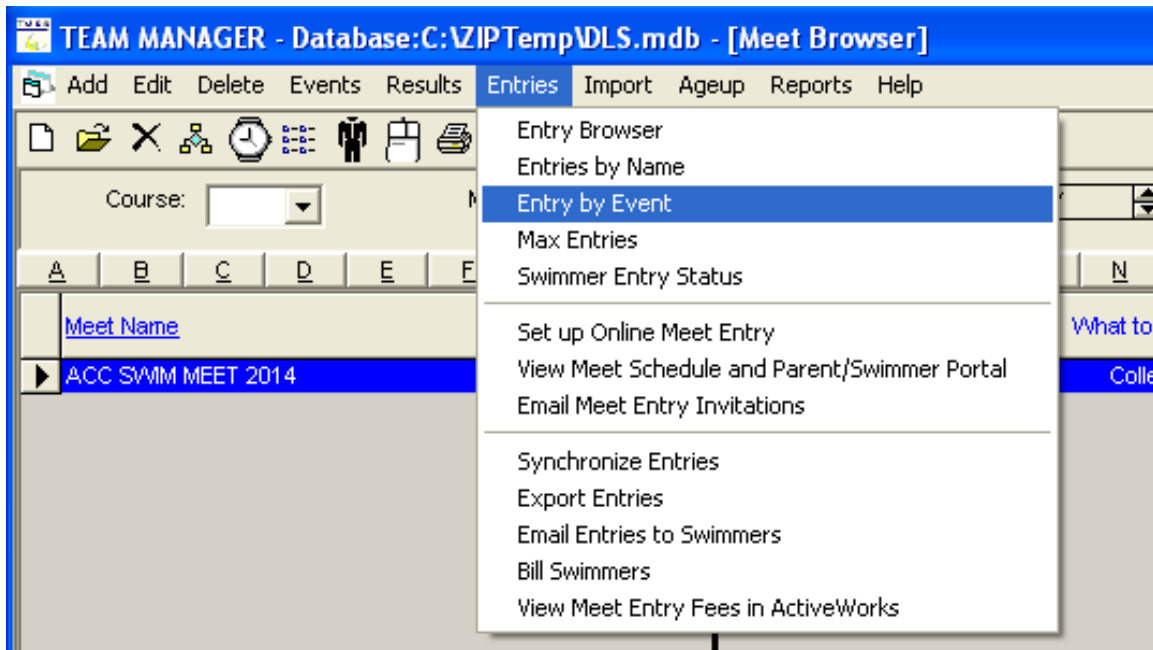
Click close on the pop up screen.

### **The Age Groups for the 2020 Events are:**

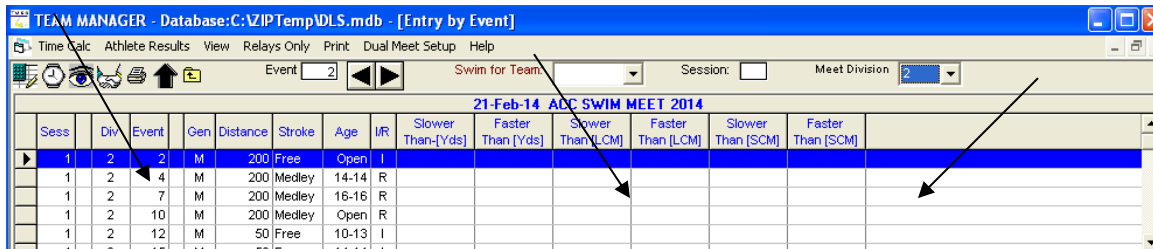
Age Group	Age Range (Swim)	Age Range (Aths)	Year of birth
Under 13	10-13	Un-13	2007 onwards
Under 14	14-14	Un-14	2006
Under 15	15-15	Un-15	2005
Under 16	16-16	Un-16	2004
Under 17	17-17	Un-17	2003
Senior	Open	Un-19	2001 - 2002
Open	Open	Open	2001 onwards

## ENTRY BY EVENT

To enter your athletes by Event, go to the “Meets” menu item, and then click on Entries / Entries by Event. Click on OK for the pop up window.



The window that opens will have the event list at the top and the list of eligible athletes for each of those events in the section below. Check the box “Show swim-up athletes” and all students from that age group and below will now be listed. Click on the drop down box to select your school (“Swim for Team”) and you then have the option of selecting your Meet Division. Note that each Division has both A & B events and these are listed separately.



As you select each event in turn, you will notice that the list of athletes changes – only those eligible to enter that event are listed, so if you cannot see the athlete you need to select please double check their date of birth. Simply check the “Entrd” box next to each athlete for the appropriate event. **For swimming, you will then need to enter the HEAT & LANE details for that selection. For every entry you should enter “1” in the “Heat” column and then your allocated school lane number in “LN”.** These columns can be found on the left of the “gender” and “age” columns.

### SCHOOL / LANE/S

#### Division 1 Events

WFD 3  
DLS 4  
SJG 5  
PAR 6  
SBM 7  
SBE 8

#### Division 2 Events

SAL 3  
EMM 4  
MAZ 5  
CBC 6  
SJF 7  
SIM 8



TEAM MANAGER - Database: C:\ZIPTemp\WLS.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 2 Swim for Team: Session: Meet Division: 2

### 21-Feb-14 ACC SWIM MEET 2014

Sess	Div	Event	Gen	Distance	Stroke	Age	IR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1	2	2	M	200	Free	Open	I						
1	2	4	M	200	Medley	14-14	R						
1	2	7	M	200	Medley	16-16	R						
1	2	10	M	200	Medley	Open	R						
1	2	12	M	50	Free	10-13	I						

☐ Show Swim-Up Athletes  
☐ Only Athletes Already in Meet  
☐ Only Pre-Entered Athletes  
☐ Only Pre-Entered with No Entries

Team: WM Gr: WM Sub: Cutoff Time Fudge Factor: %  
 Yr: Standards: \* indicates a time did not make the cutoff.  
 Group: Subgroup: Clear All Enter All \* = converted time

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

### Event: [2] Open Male 200 Free

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	Gen	Age	Yr	Birth	Achieved	Meet Achieved
Abid	All		<input checked="" type="checkbox"/>	DLS	NT					1	4	M	19	12	09-Jul-95		
Abourizk	Karl		<input type="checkbox"/>	DLS	NT							M	16	11	01-Jul-98		

To correct an entry, simply check the “Entrd” box again to remove that selection.

The most important factor with this step is to **ensure that the event number for the carnival matches up with the correct age group of the student you are entering.** YOU MUST LOOK AT THE EVENT NUMBER AND CHECK IT AGAINST THE PROGRAM INFORMATION SUPPLIED ALREADY. Once you have entered an athlete for all relevant events, simply click the Exit button and you will return to the previous window.

## STEP 5 – ENTERING ATHLETES INTO RELAY EVENTS

When entering athletes into relay events, you must select “Entry by Event” once again. Scroll down to the relay events and click on the relevant event number. Select your school (Swim For Team) from the drop down menu – if you forget, a window will appear prompting you to select your team.

TEAM MANAGER - Database:C:\ZIPTemp\DLs.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 4 Swim for Team: DLS Session: Meet Division: 2

21-Feb-14 ACC SWIM MEET 2014

Sess	Div	Event	Gen	Distance	Stroke	Age	IR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1	2	2	M	200	Free	Open	I						
1	2	4	M	200	Medley	14-14	R						
1	2	7	M	200	Medley	16-16	R						
1	2	10	M	200	Medley	Open	R						
1	2	12	M	50	Free	10-13	I						

☐ Show Swim-Up Athletes  
☐ Only Athletes Already in Meet  
☐ Only Athletes Already in Session  
☐ Only Pre-Entered Athletes  
☐ Only Pre-Entered with No Entries

Team: WM Gr: WM Sub: Standards: Clear All 4 Best Select All 4 Best

☐ Indicates a Relay Only swimmer  
 Right Click to enter as Relay Only swimmer  
 \* = converted time

Event: [4] 14-14 Male 200 Medley Relay

Last Name	First Name	M	Ent	4Bst	Best Time	Bonus	Ge
Agius	Julian		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Alexandropoulos	Zachariah		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Arbid	Sean		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Astone	Luke		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Attard	Harrison		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bartels	John		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Beaton	John		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Beehre	Samuel		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bird	Fletcher		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Blizzard	Nathan		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bohan	Nicholas		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bohan	Patrick		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bonato	Liam		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bonollo	Mitchell		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Rott	Oliver		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>

New Relay

Clear Swimmers

Best: Free

Swimmers

1 2 3 4 5 6 7 8

Calculate Custom

☐ Include Relay Non Lead-Off Splits  
 Find Best Relay Best Relay Report

Ent Best Custom Ex Ht LN

Click on New Relay. You will notice that the “Ent” box is now selected under the relay section and you can now enter athletes into this relay event.

TEAM MANAGER - Database:C:\ZIPTemp\DLs.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 4 Swim for Team: DLS Session: Meet Division: 2

21-Feb-14 ACC SWIM MEET 2014

Sess	Div	Event	Gen	Distance	Stroke	Age	IR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1	2	2	M	200	Free	Open	I						
1	2	4	M	200	Medley	14-14	R						
1	2	7	M	200	Medley	16-16	R						
1	2	10	M	200	Medley	Open	R						
1	2	12	M	50	Free	10-13	I						

☐ Show Swim-Up Athletes  
☐ Only Athletes Already in Meet  
☐ Only Athletes Already in Session  
☐ Only Pre-Entered Athletes  
☐ Only Pre-Entered with No Entries

Team: WM Gr: WM Sub: Standards: Clear All 4 Best Select All 4 Best

☐ Indicates a Relay Only swimmer  
 Right Click to enter as Relay Only swimmer  
 \* = converted time

Event: [4] 14-14 Male 200 Medley Relay

Last Name	First Name	M	Ent	4Bst	Best Time	Bonus	Ge
Agius	Julian		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Alexandropoulos	Zachariah		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Arbid	Sean		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Astone	Luke		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Attard	Harrison		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bartels	John		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Beaton	John		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Beehre	Samuel		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bird	Fletcher		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Blizzard	Nathan		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bohan	Nicholas		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bohan	Patrick		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bonato	Liam		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Bonollo	Mitchell		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>
Rott	Oliver		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	NT	<input type="checkbox"/>	<input type="checkbox"/>

New Relay

Clear Swimmers

Best: Free

Swimmers

1 2 3

Calculate Custom

☐ Include Relay Non Lead-Off Splits  
 Find Best Relay Best Relay Report

Ent Best Custom Ex Ht LN

A ☒ NT

Do this for each Relay that you can enter into for your Division.

It will also show which athletes can be entered into the event and you can choose them by clicking on the Entrd box. As you select them you will notice that their name is added to the List of competitors under the Relay section. As with the individual events, you will need to enter the “Heat” and “Lane” numbers for all swimming relays. The “Heat” is always 1 and the lane will be that allocated to you as listed on P.8.

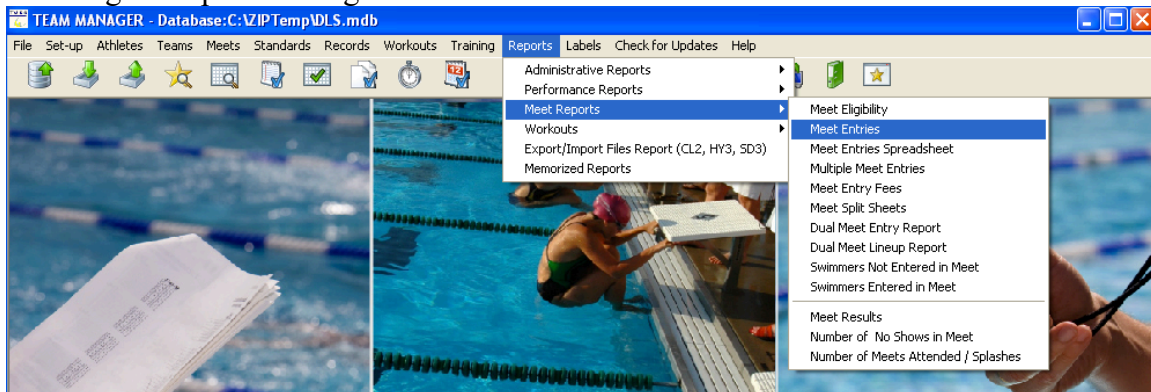
The screenshot shows the TEAM MANAGER software interface. At the top, it says '21-Feb-14 ACC SWIM MEET 2014'. Below this is a table with columns: Sess, Div, Event, Gen, Distance, Stroke, Age, IR, Slower Than [Yds], Faster Than [Yds], Slower Than [LCM], Faster Than [LCM], Slower Than [SCM], Faster Than [SCM]. The table lists several events, including '200 Medley' and '50 Free'. Below the table, there are filters for 'Show Swim-Up Athletes', 'Only Athletes Already in Meet', 'Only Athletes Already in Session', 'Only Pre-Entered Athletes', and 'Only Pre-Entered with No Entries'. There are also dropdowns for 'Team', 'Yr', 'Group', 'Subgroup', 'WM Gr', 'WM Sub', and 'Standards'. A 'Swimmers' list on the right shows athletes like Agius, Julian, Alexandropoulos, Zachariah, Arbid, Sean, Astone, Luke, Attard, Harrison, Bartels, John, Beaton, John, Beehre, Samuel, and Elmhurst. Two arrows point to the 'Entrd' checkbox and the 'Heat'/'Lane' columns in the swimmers list.

To remove an athlete from a relay, you will need to double click their name on the relay list – you can then select the correct athlete by following the same procedure as previously instructed.

NOTE: The order that you enter the athletes in the relay team list will be the same order that they are listed in the meet program and also on the results. It is preferable that they are listed in the order in which they will compete, so that the individual results for each leg of the event are correct.

## **STEP 6 –CREATING A REPORT OF YOUR ENTRIES**

Once all entries have been completed, exit back to the main screen and click on Reports / Meet Reports / Meet Entries to create a report to verify that all events have been entered into correctly. If there are any errors, go back to the relevant step and correct it before checking the report once again.



The following window will appear:

A screenshot of the "Meet Entries..." dialog box. The "Meet:" dropdown is set to "21-Feb-14 ACC SWIM MEET 2014". The "Filters" section includes dropdowns for Team, Group, Subgroup, WM Group, WM Subgroup, and School Year. There are checkboxes for "Totals on Separate Page" (checked), "Include Inactive", "Show Registration ID", "Include Birth Date", and "Include Official Statement". The "Stroke / Distance Filters" section has dropdowns for Stroke and Distance. The "Sort by" section has radio buttons for "Meet Event Number", "Meet Event Heat/Lane", "Name", "Age", "Meet Event Number ( 1 per page )", "Meet Event Heat/Lane ( 1 per page )", "Name ( 1 Swimmer per Page )", and "Stroke and Distance". The "Other Options" section has checkboxes for "Show Times Unconverted", "Include Proof of Time", "Include Team Address", "Indicate Converted Times", and "Do Not Show Entry Times". The "Event Filters" section has radio buttons for "Individual", "Relay", and "Individual and Relays". The "Standards" section has radio buttons for "None", "LEN Points", "AUS Points", "NISCA Points", "SNZ Points", "FINA Points", "Hy-Tek Age Group", "Hy-Tek Single Year", and "Hy-Tek Open". The "Points" section is also visible. At the bottom, there is a "Keep Athletes / Events together" checkbox (checked) and "Create Report" and "Cancel" buttons. Arrows point to the "Team" dropdown, the "Individual and Relays" radio button, and the "Create Report" button.

Choose the relevant team and select “Individual and Relays”  
Then click on Create Report

## CHECKLIST FOR YOUR REPORT:

- a) All events entered
- b) All in correct division
- c) Individual events have only one entrant
- d) Relays have 4 athletes entered and are listed in correct order
- e) Heat & lane allocations are listed on the report for all individual events & relays.

Your report should look like this for each event: Note that a relay event is shown here – individual events will look exactly the same but only have one competitor entered.

**ACC SWIM MEET 2014 21-Feb-14 [Ageup: 12/31/2014] LC Meters**

**Location: MSA C**

**De La Salle College [DLS]**

**Makvern, VIC 3144**

**9508 2100**

**pharte@dlsmakvern.catholic.edu.au**

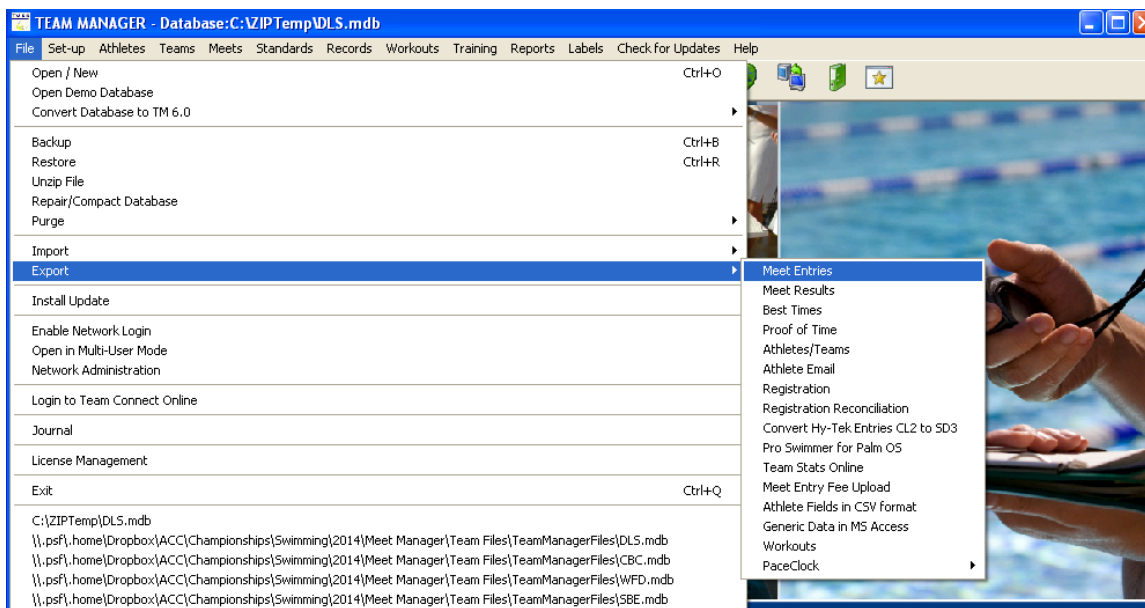
<b># 2 2 Men 200 Free</b>				
Ali Abid (12)				
		1/4		NT
<b># 4 2 Men 14-14 200 Medley Relay A DLS</b>				
1 Julian Arbus (8)				
2 Zachariah Alexandropoulos (8)				
3 Sean Arbid (8)				
4 Luke Astone (8)				

Event number / Division / Age group / Event description / Team or School / Heat & Lane. The “NT” means that no time has been recorded as yet.

## STEP 7 – SUBMITTING YOUR TEAM ENTRIES

Best practice is to create a specific folder for your swimming entries somewhere easy to find on your computer or network (eg TEAM MANAGER Swimming 2020). This will be the folder where you save all of your Team Manager files.

Once your team entries have been verified on the Report, click on File / Export / Meet Entries to create a zipped file that can then be emailed to the Meet Manager for entry into the main program.



Save it to your folder as per above. The file will be a “zip” file (or compressed file) with a name such as ***DLS-Entries001.zip***. Your own school code will be in place of DLS in the above example. Each time you save a team entry file to this folder, it will give it the same name but with an increasing number – ie ***DLS-Entries002.zip***. If you make updates or save it more than once, please make sure that the file you send through to me is the most recent (highest number).

If you have difficulty sending a Zip file via your email / internet server at school, please speak with your IT staff to see if there is a solution. My system is fine at this end to receive them. Alternatively, the file can be uploaded via the internet onto a shared folder in my Dropbox. If you need to utilize this please let me know and I will set it up for you.

I will import the file into Meet Manager and then send a verification file back to the team manager at your school for double checking. The deadline for submitting your team **MUST BE STRICTLY ADHERED TO**. If you are unsure of the process, it might be a good idea to have a go at a few entries and send through a practice copy (let me know if this is the case so I can assist).



***DEADLINE FOR SUBMISSION:***

(email to [paddy@accmelb.com.au](mailto:paddy@accmelb.com.au) or file upload)

***Swimming***

***MSAC - Wednesday February 26<sup>th</sup> 11:30am.***

***Athletics***

***LAKESIDE – Monday March 23<sup>rd</sup> 6pm.***

**STEP 8 – MAKING CHANGES TO YOUR TEAM ENTRIES**

Once your team is submitted using Team Manager and confirmed by me, changes can only be made by using the relevant “Change of Entry Form”. All changes must list the athlete name, date of birth, event number and the name of the athlete he is replacing. In swimming, you will also need to list the lane number. If all the necessary information is not provided, then the results sheet will simply be listed as your school name rather than the name of the athlete. There are normally a large number of changes made during the event – the easier it is for us to process that data will make a big difference in the smooth management of results.

Please take some time prior to the deadline to familiarise yourself with the process. Once you have done it successfully then it will become a very efficient method of submitting information with numerous benefits both during and following the carnivals. Feel free to contact me at any time if you strike a hurdle – I am happy to guide you through any step of the process if you get stuck, but please ensure that you have read through the instructions carefully.

Good luck and best wishes with your preparation for the events.

Paddy McKenna.