

PART II – ELECTRONIC MEET ENTRY

1. HOW TO IMPORT A MEET EVENT FILE (This file contains all the events for a meet and sets up the meet in Team Manager when you import the file)

1. Download the meet event file from the website. Remember where you put the file.
2. From Team Manager Main Menu, choose FILE – IMPORT – MEET EVENTS
1. In Import Events window, change Look IN to correct drive and directory and click on file to use.
2. Click OPEN.
3. Click Ok to unzipped files window.
4. Double-click the “hyv” file in the Import Events window, Click OK , Click OK

THE MEET IS NOW ENTERED INTO YOUR TEAM MANAGER DATABASE

2. VIEWING THE MEET

1. From Team Manager Main Menu Screen, click MEETS
2. Double-click the Meet file
3. Check over what the meet defaults are.
4. Click OK.

FOR EACH MEET YOU PLAN TO ATTEND, YOU WILL DOWNLOAD THE APPROPRIATE MEET EVENT FILE

3. CREATING A MEET ENTRY FILE

1. Click on Meets and select the Meet
2. Click on Entries, Choose to enter athletes either by event or by athlete name.
3. Choose your team from Choose For Team on second row from top
4. If you chose Entries by Event, click on each event. The swimmers who are eligible to swim the event will appear in the lower half of the window with their best time in the event. To enter them in the event, click on the Entrd box.
5. After entering the athletes in the events, click on the X in the second row in the top right corner to return to Meet window.
6. Click on Print. Click on Meet Entry Report. In Meet Entry window, click on Team and choose your team Click on Create Report box on bottom right.
7. Check over your meet entry report making sure all athletes have been entered in the proper event. Make any changes as appropriate.

4. EXPORTING THE MEET ENTRY FILE

1. Click on the X in the second row on the top right corner to go back to the main menu.
2. Click on File – Export – Meet Entries.
3. Choose the Meet (if it does not appear in the Meet window)
4. Click on Export to Drive to choose where you will store the meet entry file.
5. Attach the exported file to an email and email to the meet computer entry person. Mail printed copy of export file and check to cover meet entry fees to meet host.

5. ENTERING ATHLETE RESULTS FROM A MEET (MANUALLY)

1. From Team Manager Main Menu Screen, click on MEETS, then click on appropriate meet name.
2. From menu, click on RESULTS, it will ask you if you want to copy entry events to results events, click YES.
3. Enter the Team by clicking on down arrow next to TEAM.
4. The athletes will appear in the top screen and the events will be listed in the lower screen. Click on an athlete and enter the times in the appropriate event on the lower screen. (When entering minutes (for 500FR) enter as 6:23.12 with the colon after the minutes and the period after the seconds)

6. ENTERING ATHLETE RESULTS FROM A MEET(ELECTRONICALLY)

1. Download the Team Manager results file from the website.
2. From Main Menu, Click on File – Import – Results
3. On the Import Results window, type in your team name (i.e. USC, STRS, GAS, etc.) on ONE TEAM box. LESI lists unattached swimmers as UUSC, USTRS, etc. so you can input any unattached swimmers by referencing this standard. This will only input your team's results. If you want to add swimmer's you don't have in your database, click on “Add New Teams/Athletes”.
4. After the import has taken place, click CLOSE.
5. Click on Athletes, then click on a specific athlete.
6. Click on Results and it will list the results loaded for that particular swimmer event.