

TEAM MANAGER AND MEET MANAGER OVERVIEW

Due to changes in the programs it is virtually impossible to create and maintain accurate documentation on the exact steps required to use Team Manager and Meet Manager. Keep in mind that Meet Manager and Team Manager contain a lot of functionality. This document is not intended to document all of the features... just the basics you need to use Team Manager to build your entries and setup a meet in Meet Manager.

1. The meet host needs to create a meet in MEET MANAGER.
 - a. The most common way to create a meet is to open an old meet and select FILE-> SAVE AS
 - b. Name the new meet in a descriptive manner. I like to use YYYY-MM-DD-Meet Name. For example 2011-06015-SLCC VS LCP.
 - c. Go to MEET SETUP in Meet Manager and make sure you have the correct MEET TYPE, Dates, Location, Course (SCM, SCY)...etc
2. Once the meet is defined you need to go to FILE -> EXPORT and export the EVENT file for the meet. The file that is created will start with "Meet Event-xxxxxxx" where xxxxxxx is the name/date of the meet as specified in MEET SETUP
3. That EVENT file should then be imported into TEAM MANAGER. At this point you can start building your line-ups
 - a. Save the EVENT file from the Meet Host to your PC. Save it to a location you can EASILY find... like the desktop.
 - b. Open TEAM MANAGER and use IMPORT -> MEET EVENTS to bring the VENT file into Team Manager.
 - c. IF A MEET HOST DOES NOT PROVIDE AN EVENT FILE FOR A DUAL MEET YOU CAN DOWNLOAD A DEFAULT EVENT FILE FROM THE AMSA WEBSITE. Once you import the default events be sure you rename the meet, change the dates...etc
4. When you have finished your entries you need to EXPORT your ENTRIES. To do this go to FILE -> EXPORT -> Meet Entries.
 - a. Depending on the version you are using TEAM MANAGER will either export a file that looks like "SLCC-OH-Entries-SLCC vs LCP 15Jun2011-001.zip" or SLCC-OH-Entries001 in older versions
 - b. Make a note of the file name and location.
 - c. EMAIL the ENTRY FILE to the MEET HOST
5. The meet host then imports the ENTRIES, both theirs and the visitors into MEET MANAGER
 - a. This is done using the FILE->IMPORT-MEET ENTRIES
6. Once the ENTRIES for both teams have been imported into MEET MANAGER you need to assign the teams to their lanes
 - a. To do this go to SETUP -> SEEDING PREFERENCES in MEET MANAGER
 - b. You should see the two teams listed on the left hand side under TEAM
 - c. Double click to add the teams to their lanes
 - d. You can drag/drop teams to move them between lanes
 - e. Check the box that says "Strict Assignment Fastest Heat Only"

7. Once the teams are assigned to lanes you need to tell MEET MANAGER if you want to score boys vs boys, girls vs girls or just use a combined team score
 - a. This is done under SETUP -> ENTRY/SCORING PREFERENCES
 - b. Click the 2 or 3+ Double Dual Tab
 - c. Click the SELECT TEAMS button
 - d. Select the pairings: boys, girls; combined
 - e. Click OK

8. Once you have the pairings you need to seed the meet. In MEET MANAGER click SEEDING
 - a. Click SELECT ALL to select all the events.
 - b. Don't worry about events that don't have entries. If there are no entries MEET MANAGER will not SEED the event
 - c. With all the EVENTS selected click START SEEDING
 - d. MEET MANGER will seed all events you selected.
 - e. Click OK to exit the seeding menu

9. To print Entry Labels select LABELS from the main MEET MANAGER screen
 - a. Click Entry Cards/Labels
 - b. Click Select All to select all the events
 - c. Click CREATE LABELS to produce the label.
 - d. Print the labels on Avery 5160 or compatible labels

10. To print the Meet Program go select REPORTS from the main MEET MANAGER screen
 - a. Click Entry Cards/Labels
 - b. Click Select All to select all the events
 - c. Click CREATE REPORT to produce the label.

11. Once you finish the meet you will need to print award labels. Since AMSA awards place ribbon for exhibition swimmers you need to follow these steps to produce the labels
 - a. It is important that you export the results and create a meet backup BEFORE you print the labels
 - i. Go to FILE -> BACKUP and create backup of meet
 - ii. Go to FILE -> EXPORT -> RESULTS FOR TM
 - b. Go to the RUN menu and for all events where you have Exhibition Swimmers UNCHECK the exhibition box.
 - c. Click on Labels and print the award labels. Under Award Type select By HEAT and under Sort by click on Event Number.
 - d. Once the labels are printed you can restore RESTORE the backup you created in above so that your file will correctly list the exhibition swimmers.

12. Distribute the Meet Results and Meet Backup created in Step 11 to the visiting team or anyone else who needs it