

East Bay Swim League  
Team Computer Directors  
Training Guide and Reporting Manual

East Bay Swim League  
Training Guide and Reporting Manual  
For EBSL Team Computer Directors  
Version 1.2

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**Purpose**

To guide the Team Computer Directors in understanding their reporting procedures for Championship that effect how Team Manager should be set up and used during dual meets.

**Credits**

This document was originally written by Glenn St. Marie. It is still mostly his work, but has been updated by Raymond Jackson.

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## Teams Initials

Official list of teams and the appropriate initials for each team

Initials	Team
CH	Chabot Marlins
CV	Castro Valley Crocodiles
GM	Glenmoor
SC	Seals Swim Club
HI	Mission Highlands
MV	Mission Valley Swim Team
NK	Newark Blue Fins
SL	San Leandro
SG	Southgate
TV	Treeview Dolphins
WS	Warm Springs Aquatics
BA	Bay Area Dolphins

## Groups and Sub Groups

Suggested use of Group and Sub Groups in Team Manager

The following set of Team Manager groups will allow you to have groups for 6 and under and 7-8 for freestyle while also having an 8 and under for all other events.

Number	Type	Description
6	Subgroup	6 & Under
7	Subgroup	7 - 8
8	Group	8 & Under
10	Group	9 - 10

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Number	Type	Description
12	Group	11 - 12
14	Group	13 - 14
18	Group	15 - 18

## Event Numbers and Descriptions

Event numbers and descriptions for EBSL dual and champs meets

Number	Gender	Age	Description
<b>1</b>	<b>Women</b>	<b>2 - 8</b>	<b>100 Medley Relay</b>
2	Women	8 & U	100 Medley Relay
<b>3</b>	<b>Men</b>	<b>2 - 8</b>	<b>100 Medley Relay</b>
4	Men	8 & U	100 Medley Relay
<b>5</b>	<b>Women</b>	<b>8 - 10</b>	<b>100 Medley Relay</b>
6	Women	9 - 10	100 Medley Relay
<b>7</b>	<b>Men</b>	<b>8 - 10</b>	<b>100 Medley Relay</b>
8	Men	9 - 10	100 Medley Relay
<b>9</b>	<b>Women</b>	<b>10 - 12</b>	<b>200 Medley Relay</b>
10	Women	11 - 12	200 Medley Relay
<b>11</b>	<b>Men</b>	<b>10 - 12</b>	<b>200 Medley Relay</b>
12	Men	11 - 12	200 Medley Relay
<b>13</b>	<b>Women</b>	<b>12 - 14</b>	<b>200 Medley Relay</b>
14	Women	13 - 14	200 Medley Relay
<b>15</b>	<b>Men</b>	<b>12 - 14</b>	<b>200 Medley Relay</b>
16	Men	13 - 14	200 Medley Relay
<b>17</b>	<b>Women</b>	<b>14 - 18</b>	<b>200 Medley Relay</b>
18	Women	15 - 18	200 Medley Relay
<b>19</b>	<b>Men</b>	<b>14 - 18</b>	<b>200 Medley Relay</b>

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<b>Number</b>	<b>Gender</b>	<b>Age</b>	<b>Description</b>
20	Men	15 - 18	200 Medley Relay
21	Women	6 & U	25 Free
22	Men	6 & U	25 Free
23	Women	7 - 8	25 Free
24	Men	7 - 8	25 Free
25	Women	9 - 10	25 Free
26	Men	9 - 10	25 Free
27	Women	11 - 12	50 Free
28	Men	11 - 12	50 Free
29	Women	13 - 14	50 Free
30	Men	13 - 14	50 Free
31	Women	15 - 18	50 Free
32	Men	15 - 18	50 Free
33	Women	8 & U	25 Back
34	Men	8 & U	25 Back
35	Women	9 - 10	25 Back
36	Men	9 - 10	25 Back
37	Women	11 - 12	50 Back
38	Men	11 - 12	50 Back
39	Women	13 - 14	50 Back
40	Men	13 - 14	50 Back
41	Women	15 - 18	50 Back
42	Men	15 - 18	50 Back
43	Women	8 & U	25 Breast
44	Men	8 & U	25 Breast
45	Women	9 - 10	25 Breast
46	Men	9 - 10	25 Breast

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Number	Gender	Age	Description
47	Women	11 - 12	50 Breast
48	Men	11 - 12	50 Breast
49	Women	13 - 14	50 Breast
50	Men	13 - 14	50 Breast
51	Women	15 - 18	50 Breast
52	Men	15 - 18	50 Breast
53	Women	8 & U	25 Fly
54	Men	8 & U	25 Fly
55	Women	9 - 10	25 Fly
56	Men	9 - 10	25 Fly
57	Women	11 - 12	50 Fly
58	Men	11 - 12	50 Fly
59	Women	13 - 14	50 Fly
60	Men	13 - 14	50 Fly
61	Women	15 - 18	50 Fly
62	Men	15 - 18	50 Fly
63	Women	11 - 12	100 IM
64	Men	11 - 12	100 IM
65	Women	13 - 14	100 IM
66	Men	13 - 14	100 IM
67	Women	15 - 18	100 IM
68	Men	15 - 18	100 IM
<b>69</b>	<b>Women</b>	<b>2 - 8</b>	<b>100 Free Relay</b>
70	Women	8 & U	100 Free Relay
<b>71</b>	<b>Men</b>	<b>2 - 8</b>	<b>100 Free Relay</b>
72	Men	8 & U	100 Free Relay
<b>73</b>	<b>Women</b>	<b>8 - 10</b>	<b>100 Free Relay</b>

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Number	Gender	Age	Description
74	Women	9 - 10	100 Free Relay
<b>75</b>	<b>Men</b>	<b>8 - 10</b>	<b>100 Free Relay</b>
76	Men	9 - 10	100 Free Relay
<b>77</b>	<b>Women</b>	<b>10 - 12</b>	<b>200 Free Relay</b>
78	Women	11 - 12	200 Free Relay
<b>79</b>	<b>Men</b>	<b>10 - 12</b>	<b>200 Free Relay</b>
80	Men	11 - 12	200 Free Relay
<b>81</b>	<b>Women</b>	<b>12 - 14</b>	<b>200 Free Relay</b>
82	Women	13 - 14	200 Free Relay
<b>83</b>	<b>Men</b>	<b>12 - 14</b>	<b>200 Free Relay</b>
84	Men	13 - 14	200 Free Relay
<b>85</b>	<b>Women</b>	<b>14 - 18</b>	<b>200 Free Relay</b>
86	Women	15 - 18	200 Free Relay
<b>87</b>	<b>Men</b>	<b>14 - 18</b>	<b>200 Free Relay</b>
88	Men	15 - 18	200 Free Relay

All events listed above in normal print are for Dual Meets, the odd relays listed in bold print above are for championship only. Please note the shifted age groups for the odd relays. This prevents the championship program (Meet Manager) from rolling all 13-14 Women into event 81 from event 82.

Team manager lets you copy events from previous meets so you only need to set these up once and copy the events forward. Enter all the events for a dual meets and verify that all the data is correct. Then copy all the events to your test championship meet and add the odd relays. This should be the last time you need to enter all the events.



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## **Team Rosters**

### **EBSL - Team Roster Format**

Team Rosters should be sorted by age group then by sex then alphabetized by athletes' last name. To perform this will require exporting the data to Excel.

### **Exporting to Excel**

First run the Athletes Report by selecting Reports, then Administrative then Athletes and accept the defaults. This will bring up all your teams athletes in a new window. Next select the envelope on the top of this new print window. At the down load window select the version of Excel that you use and select disk file. Once you hit the OK button the program will ask where to store the file. If you have a working folder you like to work in, select this folder. If not select the C: drive and then select the "My Documents" folder (depending on your operating system you may need to select additional folders before finding the "My Document" folder).

### **Sorting Athletes**

Once the file is saved open the file in Excel and mark columns A. Next select Edit, and then select Delete, this will move the contents of column B through I into columns A through H. Then select all columns A through H next select the Data menu. On the Data menu select Sort; this will bring up the sort menu.

To achieve the proper athletes report using the sort menu, first sort by age group by selecting column F this should be sorted in the ascending order. For the second sort, use column B and sort this column in descending order to put the women first. The third and final sort, by athlete, will be column A sorted in ascending order. Hit the ok button and the program will sort the data for you.

### **Sample Heading for Sub Groups**

Women 6 and under  
Men 6 and under  
Women 7 – 8  
Men 7 - 8r  
Women 9 – 10  
Men 9 – 10  
Women 11 – 12  
Men 11 – 12  
Women 13 – 14  
Men 13 – 14  
Women 15 – 18  
Men 15- 18

Add rows between each sex / age group and add the appropriate headers.

A variation on this concept is to export just the women and sort and label the women. Then you can do the same with the men. If you want at this point you could put the women in one column and the men in another. The league needs the section separated and labeled.

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## T-Champ and final Championship Data

### Adding Events & Swimmers for Test Data

For testing purposes set up a dummy T-championship meet and create all the events as stated above. Use the Championship events for this test. Then add swimmers to events 1-6 and 21 – 26. The first six events are relays and you can make up any combination of kids from the appropriate age group. Don't bother asking the coaches who should be in these relays because this data will not be used. This practice is for the computer directors only. Next fill in the individual events for 21 to 26. Again select some of the swimmers that are eligible for that event. Do not select all of them.

### Setting up Relays

Relays that are classified as the B, C, and D relays will go in the odd events. When entering the B, C, and D relays into the odd events make sure to add an empty relay first before entering the B relay. To do this select the appropriate odd event and select add relay but do not add any names to this A relay. Hit the add relay button again which should set up the B relay. Now add 4 swimmers to this new relay and make sure to add a seed time. Then you may repeat this process of adding a relay adding 4 swimmers and seeding time for a C and D relay as needed. For the test data, in at least one of the odd relays, add a B and C relay.

**Note that the age group for this event must be different than the one for the even groups to prevent Meet Manager from combining the odd events (B, C, D relays) with the even events (A relays).**

Now you can add the A relay for the same sex and age group in the next even event. There should be one and only one relay in the even events. To add a "A" relay select the appropriate even event and then select add relay. Add four swimmers to this relay and then add a seed time. Again the time does not matter because this isn't real seeding data and will not be used. The idea is to make sure that you know how to manually input a seed time.

### Example

Event #1 Women 2-8 100 Medley Relay

A Relay	N/T	
B Relay	Swimmer 1, Swimmer 2, Swimmer 3, Swimmer 4	1.03:28
C Relay	Swimmer 1, Swimmer 2, Swimmer 3, Swimmer 4	1.17:52

Event #2 Women 8 & Under 100 Medley Relay

A Relay	Swimmer 1, Swimmer 2, Swimmer 3, Swimmer 4	54:47
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## Verifying Reporting Data

### 100 Swimmer verification

Next print an athlete roster (Reports/Admin./Athletes/ or the print menu from the athletes screen) and make sure that none of the Championship swimmers have been marked inactive. Your athlete roster must not have more than 100 swimmers on the list. Again do not bother the coaches about who to mark inactive as the point of this exercise is to make sure that you as the computer director know how to get your team's roster down to 100 swimmers. Making a backup of you data before you start this process is Highly Recommended.

### Entry times Verification

Next print a meet report (From the Meets menu select reports then select Entry report) to make sure that you have a time entered for all swimmers in all their events. Scan down the time column to make sure that there are no athletes with the time "N/T". All swimmers who have no time entered for an event will be seeded in

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the first heat. This could put them at a disadvantage by not allowing them to compete at their skill level.

## **Creating Championship data for emailing**

### **Team Manager 4 full backup**

You can use the backup program to create a file that can be sent to the EBSL Computer Director. The Backup file will need to be attached to a new E-Mail message and mailed to the appropriate e-mail address. Alternately you can use the method below.

To do a backup select the file menu and then select the backup item. The program will next ask you where to store the backup file. You need to select an appropriate folder for this purpose, if you do not have a working folder then use the My Documents folder.

The program will then allow you to enter a description of this backup. Please indicate your teams name, the date and the type of data that your are sending. Please use "T-Champ" for the test championship data or "2011 Championship" for the Championship data.

### **Team Manager Meet Export files**

The preferred method of sending seeding data is to create two export files and send them via email to the EBSL Computer Director. These are exports of the Entries and Roster for the meet (T-Champs or the real Champs data.)

To do the entries export select File -> Exports -> Meet Entries

In the dialog box select the appropriate meet (Champs or T-Champs) and check the box to include relays. Click "OK" and note where the export file is saved so you can find it to attach to an email later.

To do the roster export select File -> Export -> Athletes/Teams

In the dialog box select your own team from the Team pull-down and click on "All". The rest of the fields can be blank. Click "OK" and note where the file is saved.

The default location for the export files is C:\TMIDData, but your setup might be different.

## **E-mailing T-Champ and final Championship Data**

Using your mail program, start an email to the EBSL Computer Director (not to the computer directors list.) Attach the two export files you just created and make the subject line "Seeding data for <team>" where <team> is your team's two letter code (SG, WS, NK, etc.)

The EBSL Computer Director will confirm receiving your files and then let you know whether or not any problems were found. Typical problems are:

1. Too many swimmers (more than 100 active swimmers)
2. Seed times missing
3. A swimmer in too many events
4. A swimmer in no events

Please make sure you check for these before sending your data.