Directions for importing Results for Team Manager (full version)

1. The file will be posted on the Meet Results page of the CA website. This will be a zip file.
2. Download the zip file saving to a location you will remember (recommend to save to the Desktop to easily locate it).
3. Open Team Manager.
4. Click on file/import/meet results.
5. You will then select the file location you want to import and click open.
6. TM will unzip the file and show you a file which you need to double click or click open again.
7. The import results box will come up, after making your import selections click import.
8. Your results will now be in Team Manager. To view them go to Meets and then Results tab.

Inputting Results to TM Lite

The TM lite version doesn't allow you to import the file, but you can manually put the swimmers' result times in:

-Go to Meets menu, and click on the meet to highlight/select that specific date. -Then go to Results, by Name.   here you can go in and enter each swimmers times from that specific meet. Once those are input, when you go to do their entries for the following meet those times will show for that event under the swimmers' name.

-If you want to put a time in for entries and a swimmer hasn't done that event yet this year, you can use "custom time". This option comes up next to each event for a swimmer- when you check off to add them to a specific event, if you put a time under the custom time field for that event, that time will export on your entry file you send to us for the heat sheet.