Setting up your Team Database (once you have installed the TM program)

-Under File tab, click on "open/new";   name the database with your school name

-For System Set up screen will come up. All defaults can stay as is, except the following:

-Team Type (high school), Registration Type (other), select the country and state

-Next, go to the Teams tab and add your school team

-Final step, go to the Athletes tab and add your athletes. You are only required to enter the swimmer first/last name, gender and grade (put in the age field). We do not need address, etc. so only enter this if you prefer, for your use.

Steps to Create Meets, Events, Entries:

In order to enter swimmers in events, you will need to create the meet and enter the events list first.

Click on the Meets tab:

-Select "add"

-On the "add meet" screen input the meet name, Course- "Y", and then start and end date (your choice on the meet name, can just put "MS Meet September 1", etc.). All other fields can be left blank.

Once you create the meet, you are ready to add the events:

See the Middle School League Procedures & Guidelines document for Order of Events- important!

-On the same Meets Section, and with the meet you just added highlighted, click on "events"

- Click "Add" and here is where you will begin adding the events

-Note that when you enter the relay events you will need to change the button to "relay". Then for age range select "open/senior". Then select the distance and the stroke and say "Okay".

-After you create the female event, it will automatically save all the data you put in and change the gender to male for the following event. Continue to add events until all are entered.

-Don't forget to change the type back to "individual" or "relay", depending on the type of event.

-Once you finish adding the last event, hit "cancel" to get that Add Event screen to close. Then, close the Events screen so you are at the Meets main menu again.

<u>Once you have the events in, you are ready to do entries</u>:

Still under the Meets section, click on Entries.

-Click on Entries BY NAME to select their individual events

-It will list all of your athletes and their eligible events for you to check off. If you have a time you want to put in for them, do this under "custom time" field.

-To do relay entries, go back to the Meets Menu and Click on Entries, BY EVENT. It will list all of the meet events, go to each RELAY event and once on the relay event, go to the lower right section and click "add relay". Add as many relays as you want to enter for that event. You do not need to list relay swimmers for the regular season meets, just the actual relay team.

<u>Event Entry Limits:</u>
-Each swimmer may compete in 4 events per meet (**maximum of 2 individual events**).
-No limit on individual entries per event (for all meets in the season)
-Relay limits: Each team may enter 2 relays (A,B) per event for cluster meets and 1 relay per event (A) for the Championship Meet.

 You can go to Reports menu to print your meet entries.

<u>To send your entry file:</u>
Must email an export file to meets@crawfishaquatics.com (not the report but the file you will export).

-go to File, then Export

-choose to export Meet Entries and select the Meet.

-Choose the drive to Export to- if you have a flash drive, export to that, will make it easier to find!
Will be a zip file, typically something like "TeamName_MeetEntries-Sept 1.zip".

<u>Order of Events</u>
-This information is posted on the "League Information and Participation Guidelines.pdf" posted in the Middle School Swim League section.

-There is a separate order of events for the Kick Off Meets, the Cluster Group Meets, and the Championship meet.