



## Team Manager Quick Tips – for COACHES

### *Creating Line-Ups for a Swim Meet*

1. In the MEETS menu, create/select the meet for which you will be creating a line-up
2. Be sure to set the correct meet date, course (yards or meters)
3. Copy the events from one of the General TM Events files from the league (or create all of the events yourself)
4. From the MEETS window, select ENTRIES > MAX ENTRIES. Maximum number of events is 4 events; maximum number of individual events is 2 events.
5. From the MEETS window, select ENTRIES > ENTRIES BY EVENT
6. Choose the team from the “CHOOSE TEAM” option at the top of the window (you cannot select athletes for events unless you do this)
7. Begin selecting swimmers for each event. **Make sure you enter the correct HEAT and LANE for each swimmer, as you would on the old-school line-up sheets.** If you do not do this, you will create a monster headache for the table scorers!
8. After selecting swimmers for each event, double-check all of your entries
9. Click on the PRINT button to print a hard-copy of your line-up (you can print both an event-by-event line-up or an alphabetical listing of each swimmer and their events...WE STRONGLY RECOMMEND PRINTING OUT BOTH)
10. Once you have verified that your line-up is as good as gold, and after you have printed out your hard copies of the line-up, close-out the MEET menu, and return from the main screen.

### *Exporting Your Line-Up*

1. Before you leave for the meet, you need to export TWO (2) items to your USB DRIVE. Those two items are your meet entry file, and your athlete roster file.
2. To export your meet entry file, go to FILE > EXPORT > MEET ENTRIES. In the window that opens up, select the drive where your FLASH DRIVE is operating.
3. Make sure that you export the correct meet (check the name next to the word “MEET”)
4. To export your athlete roster file, go to FILE > EXPORT > ATHLETES/TEAMS. In the window that opens up, select the drive where your USB DRIVE is operating.
5. Make sure that you choose the correct team to export (especially if your database contains more than one team).

### *Arriving at the Meet*

1. When you arrive at the meet, give your USB DRIVE to the official computer operator for the meet. They will import your roster file and your meet entries into the MEET MANAGER database for the meet.
2. Give the table hard copies of not only your Team Manager printouts

### *After the Meet*

1. Ask for the official computer operator to EXPORT the meet results file onto your FLASH DRIVE
2. At home, open TEAM MANAGER and IMPORT the results into the database by choosing the option FILE > IMPORT > MEET RESULTS from the main screen.
3. Delete the files off of your FLASH DRIVE, or store them somewhere on your computer