

# An Introduction to Team Manager

Swimming Victoria

Regional Development Day

Peter Krenz Leisure Centre

Napier St, Eaglehawk

Saturday October 18<sup>th</sup> 2014

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Central Victoria Swimming Inc.

# An Introduction to Team Manager

- Building the database
- Entering Meets
- Entering Results
- Backup and Restore
- Creating Reports
- Records and QT's
- References

# An Introduction to Team Manager

Team Manager for Swimming provides coaches and administrators with easy-to-use software designed to greatly simplify the administration and performance tracking for teams at all levels of competition.

The key to effective use of Team Manager is to be organised and consistent in how you use and maintain the database.

- Keep the information in it current
- Back it up after every update
- Have a logical folder structure for where the database, the backups, swim meet entries and all other related artefacts reside.

## Experiment

Create a test copy of your master database and try different things. Change dates, create reports, use Team Manager to help determine your annual award winners, find out how you can use time standards, maintain your club records. If you break the test copy of your master, don't worry. Delete it and start again.

# An Introduction to Team Manager

## Team Manager makes running a team simple

- Create, maintain, view and print member personal details and attendance lists
- Easily select swimmers for entry into Swim Meets
- Import results from Swim Meets
- Track “Best Times” by swimmer, stroke, gender or age
- Maintain club records and Qualifying Times
- Create a multitude of customised performance and attendance reports
- Track swimmer progress over time – with graphs
- Automatically pick the best freestyle and medley relay teams
- and much, much more.....

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# An Introduction to Team Manager

## Building a database

The first thing to do is build your Team Manager database. Follow these simple steps.

- *File* → *Open/New*; name the database something meaningful. eg: BendigoHawksSC
- Complete the **Team/Swimmer Defaults**
  - Default Team Registration – AUST
  - Default Team Type – AGE
  - Default Country – AUS
  - Default LSC – VIC
  - Default State – VIC
- Set the **Meet Age-Up Date** – Meet Start Date
- Set the **System Age-Up Date** – Always Age-Up To Today

*Tip: Go to Set-up → Preferences → System Preferences at any time to alter the Meet Age-Up Date or the System Age-Up Date. Altering these values may change the age of some or all of your swimmers. For example, it can be way to build a report that will forecast what a relay team might look like at a future Meet.*

# An Introduction to Team Manager

## Adding Swimmers

First, add your Club to the Teams list

- *Teams* → *Add*
- Add the Club Team Code. Refer to the list of Club names on the Resources page of the SV website to get the accurate Team Code for your club. It is very important that this be accurate.
- Add your Club Name
- Add any other information about your club

Next, add your swimmer's names

- *Athletes* → *Add*
- Add as much information about the swimmer as you wish too.
- Mandatory fields are: Last Name, First Name, Date Of Birth, Gender, Team Code
- Press the **Build Id** button to build the swimmer's Registration Id

*Tip: The first time a swimmer's results are loaded into the database his Athlete record, with only the mandatory information, will be automatically created.*

# An Introduction to Team Manager

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# An Introduction to Team Manager

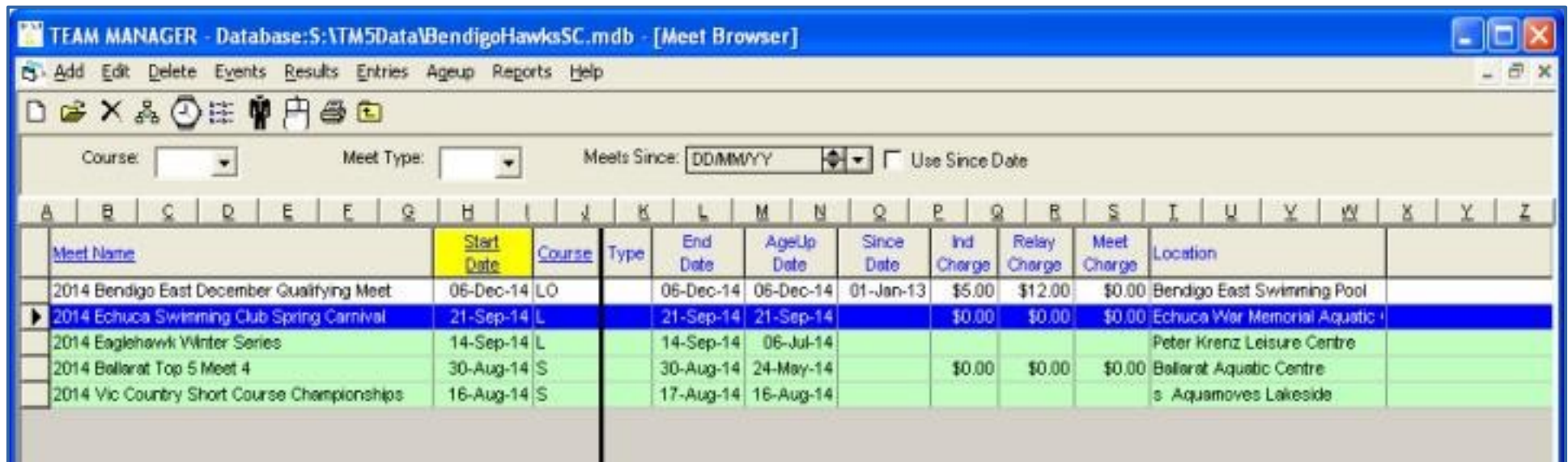
## Entering Meets

- Entering a meet is easy and eliminates the tedious data entry that is normally necessary.
- Team Manager will list all eligible swimmers and the events they qualify for.
- Simply click on the events to be participated in by each swimmer. It's easy, fast and accurate!
- Team Manager can then export these meet entries for the meet host.
- Team Manager will select the best relay teams based on the best times of each swimmer.
- For Medley relays, the best times of each swimmer for each stroke is considered, to build the fastest team overall.
- For the Host Club, receiving a Team Manager Entry File from a competing Club is a godsend. Literally dozens of swimmers can be entered into dozens of events in a matter of seconds – with complete accuracy.
- Help the Host Club and send all your entries via a Team Manager Entry file.

# An Introduction to Team Manager

## Build the Individual Entries for a Meet

- Download the TM Event file from SV or the Host club's website. This file contains all of the events for the Meet. It'll be called something like this when it is downloaded:-
  - *Meet Events-2015 Central Victoria Swimming Championships-01Mar2015-001.zip*
- Import the TM Event file into your Team Manager database
  - *File → Import → Meet Events*
- Get a list of all the events in the Meet
  - *Meets (click the Meet you wish to enter) → Entries → Entry by Event*



The screenshot shows the TEAM MANAGER software interface. The title bar reads "TEAM MANAGER - Database:S:\TM5Data\BendigoHawksSC.mdb - [Meet Browser]". The menu bar includes "Add", "Edit", "Delete", "Events", "Results", "Entries", "Ageup", "Reports", and "Help". Below the menu bar is a toolbar with various icons. The main area contains a search filter with "Course:" and "Meet Type:" dropdowns, and "Meets Since:" with a date picker set to "DDMMYY" and a "Use Since Date" checkbox. Below this is a table with columns for "Meet Name", "Start Date", "Course", "Type", "End Date", "AgeUp Date", "Since Date", "Ind Charge", "Relay Charge", "Meet Charge", and "Location". The table lists several events, with the "2014 Echuca Swimming Club Spring Carnival" row highlighted in blue.

Meet Name	Start Date	Course	Type	End Date	AgeUp Date	Since Date	Ind Charge	Relay Charge	Meet Charge	Location
2014 Bendigo East December Qualifying Meet	06-Dec-14	LO		06-Dec-14	06-Dec-14	01-Jan-13	\$5.00	\$12.00	\$0.00	Bendigo East Swimming Pool
2014 Echuca Swimming Club Spring Carnival	21-Sep-14	L		21-Sep-14	21-Sep-14		\$0.00	\$0.00	\$0.00	Echuca War Memorial Aquatic
2014 Eaglehawk Winter Series	14-Sep-14	L		14-Sep-14	06-Jul-14					Peter Krenz Leisure Centre
2014 Ballarat Top 5 Meet 4	30-Aug-14	S		30-Aug-14	24-May-14		\$0.00	\$0.00	\$0.00	Ballarat Aquatic Centre
2014 Vic Country Short Course Championships	16-Aug-14	S		17-Aug-14	16-Aug-14					s. Aquamoves Lakeside

# An Introduction to Team Manager

## Build the Individual Entries for a Meet

- For each event you will see only the swimmers who are eligible to enter that event based on the entry conditions of the event. Select your Club from the “Swim for Team” drop-down list
- For the first event click the “Entrd” check-box for each swimmer who wishes to swim that event. Their PB will be displayed and automatically used for entry. You can override the PB by entering a time in the “Custom” field. Work your way through each event in the same manner.

TEAM MANAGER Database:5:\TMSData\BendigoHawksSC.mdb [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 51 Swim for Team: BHA-VIC Session: Division:

06-Dec-14 2014 Bendigo East December Qualifying Meet

Sess	Div	Event	Gen	Distance	Stroke	Age	IR	Slower Than (Yds)	Faster Than (Yds)	Slower Than (LCM)	Faster Than (LCM)	Slower Than (SCM)	Faster Than (SCM)
1		48	F	50	Free	09&U	I						
1		49	M	50	Free	10-11	I						
1		50	F	50	Free	10-11	I						
1		51	M	50	Free	Open	I						
1		52	F	50	Free	Open	I						

Clear All Enter All

Team: BHA-VIC Group: WM Gr: Cutoff Time Fudge Factor: Yr: Subgroup: WM Sub: Standards: %

Only Swimmers Already in Meet Only Pre-Entry Athletes

Last Name	First Name	M	Entrd	Team	Best Time	Custom	Exhb	All	Bonus	Heat	LN	Gen	Age	Yr	Birth	Achieved	Meet Achieved
Spencey	Louis		<input checked="" type="checkbox"/>	BHA	26.34L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	19		05-Nov-95	21-Sep-14	2014 Echuca Swimming Club Spring Carnival
Verbeek	Angus		<input checked="" type="checkbox"/>	BHA	26.57L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	15		23-May-99	14-Sep-14	2014 Eaglehawk Winter Series
Horne	Mitchell		<input checked="" type="checkbox"/>	BHA	29.05L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	16		29-Dec-97	14-Sep-14	2014 Eaglehawk Winter Series
Lau	Torsten		<input type="checkbox"/>	BHA	29.20L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	15		09-Dec-99	14-Sep-14	2014 Eaglehawk Winter Series
Jelbart	Tyson		<input checked="" type="checkbox"/>	BHA	29.93L	26.42L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	17		18-Sep-97	14-Sep-14	2014 Eaglehawk Winter Series
vWood	Sebastian		<input type="checkbox"/>	BHA	32.59L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		06-Sep-01	14-Sep-14	2014 Eaglehawk Winter Series
Lau	Ziggy		<input checked="" type="checkbox"/>	BHA	37.03L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	12		11-Feb-02	14-Sep-14	2014 Eaglehawk Winter Series
Nankervis	Harry		<input type="checkbox"/>	BHA	40.94L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	12		16-Apr-02	14-Sep-14	2014 Eaglehawk Winter Series
Lyons	Jake		<input type="checkbox"/>	BHA	43.04L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	11		20-Nov-03	14-Sep-14	2014 Eaglehawk Winter Series
Nankervis	Gus		<input type="checkbox"/>	BHA	43.66L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	9		18-Feb-05	14-Sep-14	2014 Eaglehawk Winter Series
Boyd	Flynn		<input type="checkbox"/>	BHA	43.86L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	9		02-Mar-05	14-Sep-14	2014 Eaglehawk Winter Series
Cunnington	Dylan		<input type="checkbox"/>	BHA	56.47L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	10		29-Jan-04	14-Sep-14	2014 Eaglehawk Winter Series
Freeman	William		<input type="checkbox"/>	BHA	57.54L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	8		17-Dec-05	14-Sep-14	2014 Eaglehawk Winter Series
vNaghorn	Marcus		<input type="checkbox"/>	BHA	58.58L		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	11		20-Jul-03	14-Sep-14	2014 Eaglehawk Winter Series
Alexander	James		<input type="checkbox"/>	BHA	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	10		01-Jan-04		
Sherlock	Mitchell		<input type="checkbox"/>	BHA	NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		15-Mar-01		

# An Introduction to Team Manager

## Build the Relay Entries for a Meet

- Click the “Relays Only” menu item. Just the relay events will be shown.
- All the eligible swimmers for the first relay event will be listed
- Click *New Relay* → *Find Best Relay*. Team Manager will automatically pick the fastest relay team, in the standard order (2<sup>nd</sup> fastest, 4<sup>th</sup> fastest, 3<sup>rd</sup> fastest, 1<sup>st</sup> fastest) and calculate the entry time.
- If you wish to enter a “B” team simply click *New Relay* → *Find Best Relay* again. Repeat the process for a “C” team and so on.
- Alternatively, you can build relay teams based on your own club's criteria. Click [New Relay](#) and then click the [Entrd](#) check-box for each swimmer you wish to enter. Click the [Calculate Custom](#) button to calculate the entry time.
- Work your way through each relay event in the same manner.

# An Introduction to Team Manager

## Build the Relay Entries for a Meet

TEAM MANAGER - Database:S:\TM5Data\BendigoHawksSC.mdb - [Entry by Event]

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 59 Swim for Team: BHA-VIC Session: Division:

06-Dec-14 2014 Bendigo East December Qualifying Meet

Seas	Div	Event	Gen	Distance	Stroke	Age	IR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		59	M	200	Free	12SU	R						
1		60	F	200	Free	12SU	R						
1		61	M	200	Free	14SU	R						
1		62	F	200	Free	14SU	R						
1		63	M	200	Free	Open	R						

Team: BHA-VIC Group: WM Gr: Yr: Subgroup: WM Sub: Standards:

Show Swim-Up Athletes  
 Only Athletes Already in Meet  
 Only Athletes Already in Session  
 Only Pre-Entered Athletes

\* = converted time  
 Select Swimmer by clicking Entered Box then Right Click to enter as Relay Only swimmer  
 @ indicates a Relay Only swimmer

Event: [59] 12SU Male 200 Free Relay											
Last Name	First Name	M	Entrd	4Bst	Team	Best Time	Bonus	Gen	Age	Yr	
A Lou	Ziggy		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BHA	37.03L	<input type="checkbox"/>	M	12		
A Nankervis	Harry		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BHA	40.94L	<input type="checkbox"/>	M	12		
A Lyons	Jake		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BHA	43.04L	<input type="checkbox"/>	M	11		
A Nankervis	Gus		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	BHA	43.56L	<input type="checkbox"/>	M	9		
	Boyd Flynn		<input type="checkbox"/>	<input checked="" type="checkbox"/>	BHA	43.86L	<input type="checkbox"/>	M	9		
	Cunnington Dylan		<input type="checkbox"/>	<input checked="" type="checkbox"/>	BHA	56.47L	<input type="checkbox"/>	M	10		
	Freeman William		<input type="checkbox"/>	<input checked="" type="checkbox"/>	BHA	57.54L	<input type="checkbox"/>	M	8		
	Veighom Marcus		<input type="checkbox"/>	<input checked="" type="checkbox"/>	BHA	58.56L	<input type="checkbox"/>	M	11		
	Harnden Mackel		<input type="checkbox"/>	<input checked="" type="checkbox"/>	BHA	NT	<input type="checkbox"/>	M	11		
	Alexander James		<input type="checkbox"/>	<input checked="" type="checkbox"/>	BHA	NT	<input type="checkbox"/>	M	10		

New Relay  
 Clear Swimmers  
 Best: Free  
 Include Relay Non Lead-Off Splits  
 Find Best Relay  
 Best Relay Report  
 Best Relay Order: 2-4-3-1

Swimmers						
	Ent	Best	Custom	Ex	Ht	LN
1	<input checked="" type="checkbox"/>	NT	2:44.57L	<input type="checkbox"/>		
2						
3						
4						
5						
6						
7						
8						

Calculate Custom

*Tip: If you click on the "Best Time" heading the eligible swimmers will be sorted from fastest to slowest for the stroke selected in the "Best" drop-down list.*

# An Introduction to Team Manager

## Create the TM Entries file

Once you have finished selecting the individual entries and relay entries you are ready to create the TM Entry file. This is the file you will send to the Host club.

- Go to the “Home” screen
- Click *File* → *Export* → *Meet Entries*
- Choose the Meet you wish to create a TM Entry file for from the Meet drop-down list
- Choose the folder on your computer you want the TM Entry file to be placed in.
- Click the “Export Relays” check-box.
- Click OK. A dialog box will open confirming that a TM Entry file has been created in the place you specified. The file will be called something like “*BHA-Entries001.ZIP*”.
- **This is the file you will send to the Host club.**

*Tip: You can go through the whole Meet entry process from beginning to end as many times as you like for a given Meet. Each iteration is cumulative. That is, selections already made will be remembered, any new ones will be added, any de-selections will be removed and any changes will be changed.*

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# An Introduction to Team Manager

## Getting results into your database

After a Swim Meet has completed you will need to get the results into your database so you have a record of each swimmer's efforts. Any PB's set will be automatically updated.

Once a Meet has received SV Approval the results will be published on the SV website. Results are published in PDF, Team Manager and Meet Manager format. Go to the SV website or the Host club website and download the Team Manager results file for the Meet. Place the file in a logical place in your folder structure.

- *File* → *Import* → *Meet Results*. When downloaded the file will be called something like *“Meet\_Results-Echuca\_Swimming\_Club\_Annual\_Spring\_Carnival-21Sep2014-001”*
- Select the Meet Results file
- A dialog box will open. For **Import Criteria** click the check-box for:-
  - Overlay duplicate results – *this will allow you to import the results many times*
  - Add New Teams/Athletes – *this will add new athletes to your database*
- Enter your Team Code in the **One Team** field and press OK

Your database will be updated with the full results from the Meet in a matter of seconds.

*Tip: Backup your database straight away.*

# An Introduction to Team Manager

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# An Introduction to Team Manager

## Backup / Restore your database

Backup is simple. From the Home screen...

- *File* → *Backup*. A dialog box will open asking where you want to store the backup.
- Select the Backup drive and the Backup Directory (Folder) and press OK. The backup file will be created in that place and called something like:-
  - *SwTM5BkupBendigoHawksSC-01.zip*

Restore is a littler more involved. From the Home screen...

- *File* → *Restore*. A dialog box will open asking which backup file you wish to restore.
- Select the file. In this case *SwTM5BkupBendigoHawksSC-01.zip*.
- Another dialog box will open asking how and where you want to restore the backup

# An Introduction to Team Manager

## Backup / Restore your database



- You can **1)** restore straight over your open database, **2)** restore to the same folder but with a different name or **3)** restore to a different folder with a different name. Option 3) is the safest. *Never let go of what you've got, until you've got a hold of something else!*

*Tip: Backup your database after every session. With a good, regular backup safely tucked away you can work in Team Manager without the fear of losing all your hard work and data history.*

# An Introduction to Team Manager

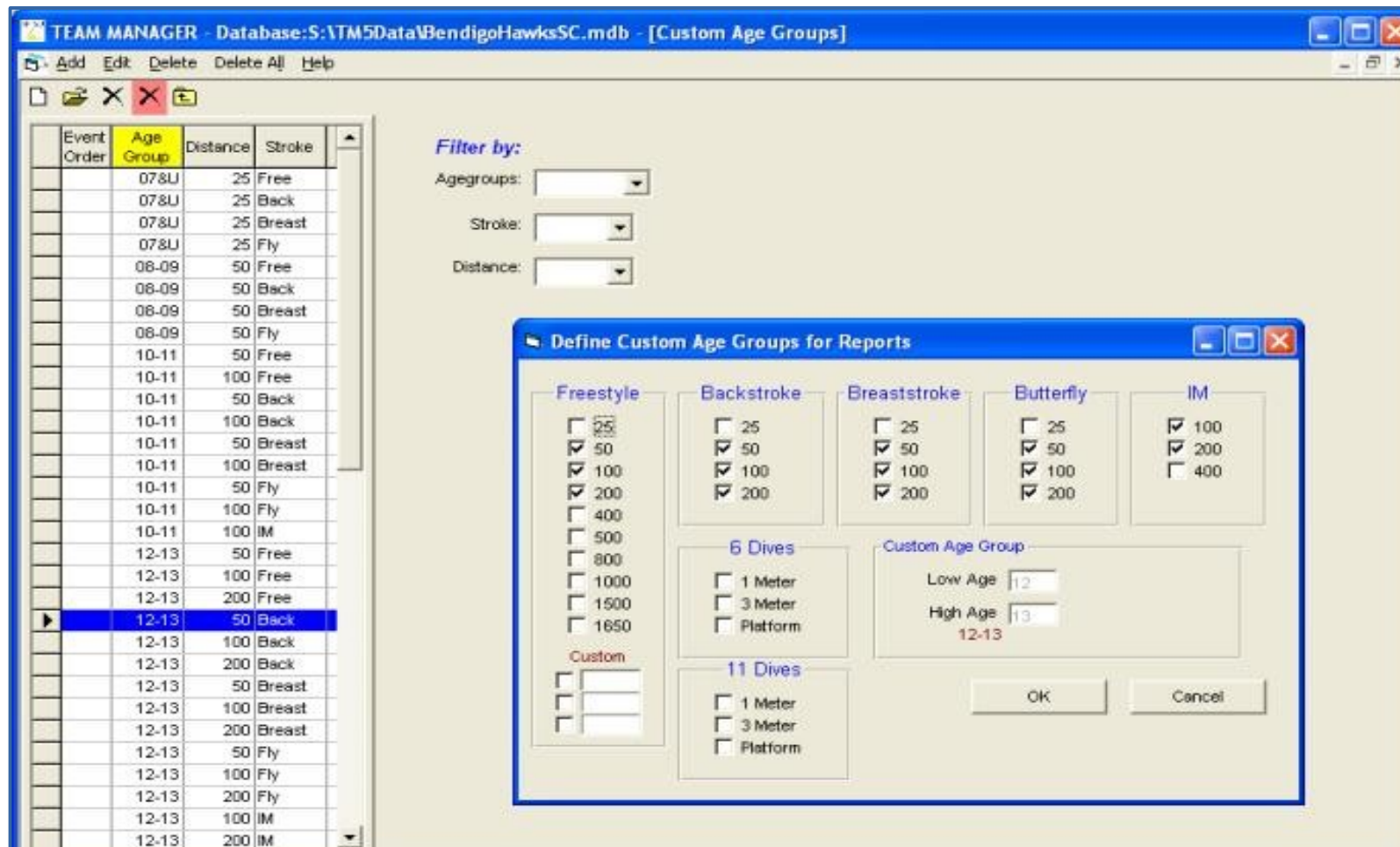
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# An Introduction to Team Manager

## Reports

Customising Age Groups– *Set-up* → *Preferences* → *Report Custom Age Groups*

You can easily customise the Age Groups that are used in reports to suit the particular needs of your Club.



# An Introduction to Team Manager Reports

Individual Results Report - *Athletes* → *Select a swimmer* → *Results*

This report will show all sorts of useful information about the performances a given swimmer in your Club.

**Angus Verbeek Individual Results**

View Athlete Unlocked Delete Extract Legal Splits Graph Export Results Print Help

Standard: [ ] Show Standards Since: DD/MM/YY [ ] Use Since Date Stroke: [ ]  
 Course: [ ] [ ] Show Conversion [ ] Chronological Distance: [ ]  
 Meet: All Meets [ ] Show Non-Lead Relay Legs [ ] Meet Type: [ ]  
 [ ] Show Goals [x] Fastest [ ]

	Distance	Stroke	Time	DQ	I/R	P/F	Meet Event	Event Age	Athlete Age	Event Gen	Place	Points	Team	Start Date	Meet
▶	50	Free	26.57L	<input type="checkbox"/>	I	F	36J	14-15	15	M	1	10	BHA	14/09/2014	2014 Eaglehawk Winter Series
	50	Free	26.70S	<input type="checkbox"/>	I	F	8R	15-15	15	M	2		BHA	30/08/2014	2014 Ballarat Top 5 Meet 4
	100	Free	56.58S	<input type="checkbox"/>	I	F	60	14-15	15	M	3	16	BHA	16/08/2014	2014 Vic Country Short Course Championships
	200	Free	2:08.21S	<input type="checkbox"/>	I	F	18	14-15	15	M	10	2	BHA	16/08/2014	2014 Vic Country Short Course Championships
	400	Free	4:51.19L	<input type="checkbox"/>	I	T	33A	10-Ov	15	X	1		BHA	14/09/2014	2014 Eaglehawk Winter Series
	50	Back	30.37S	<input type="checkbox"/>	I	F	11R	15-15	15	M	2		BHA	30/08/2014	2014 Ballarat Top 5 Meet 4
	50	Back	30.40L	<input type="checkbox"/>	I	F	36J	14-15	15	M	1	10	BHA	14/09/2014	2014 Eaglehawk Winter Series
	100	Back	1:01.52S	<input type="checkbox"/>	I	F	29	14-15	15	M	1	22	BHA	16/08/2014	2014 Vic Country Short Course Championships
	200	Back	2:12.39S	<input type="checkbox"/>	I	F	42	Open	15	M	3	16	BHA	16/08/2014	2014 Vic Country Short Course Championships
	100	Breast	1:10.16S	<input type="checkbox"/>	I	F	76	14-15	15	M	1	22	BHA	16/08/2014	2014 Vic Country Short Course Championships
	100	Breast	1:16.04L	<input type="checkbox"/>	I	F	45J	14-15	15	M	1	10	BHA	14/09/2014	2014 Eaglehawk Winter Series
	200	Breast	2:30.57S	<input type="checkbox"/>	I	F	24	Open	15	M	3	16	BHA	16/08/2014	2014 Vic Country Short Course Championships
	100	Fly	1:03.85S	<input type="checkbox"/>	I	F	7	14-15	15	M	3	16	BHA	16/08/2014	2014 Vic Country Short Course Championships
	100	Fly	1:06.28L	<input type="checkbox"/>	I	F	42J	14-15	15	M	1	10	BHA	14/09/2014	2014 Eaglehawk Winter Series
	100	M	1:01.94S	<input type="checkbox"/>	I	F	38	14-15	15	M	2	18	BHA	16/08/2014	2014 Vic Country Short Course Championships
	200	M	2:14.26S	<input type="checkbox"/>	I	F	50	14-15	15	M	1	22	BHA	16/08/2014	2014 Vic Country Short Course Championships

# An Introduction to Team Manager

## Reports

### Individual Results Report - *Athletes* → *Select a swimmer* → *Results*

- The screen shows the PB's for that swimmer over every stroke , distance and course.
- Every result in the database can be displayed by un-checking the **Fastest** check-box. The results of that action can be further refined by filtering on Time standard, Course, Meet, Stroke, Distance, Since date.
- For example, you can easily zero in on the swimmer's 200m LC Backstroke results since the start of the season or perhaps the swimmer's 100m times for all strokes at given Meet.
- The resultant report will detail stroke, distance, time, meet date, meet name, event #, placing and much more.
- It can be easily printed using the *Print* menu item.

*Tip: Clicking on one of the results will show the Splits for that swim.*

# An Introduction to Team Manager Reports

Top Times Report – *Reports* → *Performance Reports* → *Top Times*

A very useful report for determining the fastest swimmers in your Club

The screenshot shows the 'Top Times Report' configuration window. The 'Meet' dropdown is set to 'All Meets'. Under 'Athlete Filters', 'Team', 'Group', 'Subgroup', 'WM Group', 'WM Subgroup', 'School Year', and 'LSC' are all dropdown menus. The 'Gen' dropdown is set to 'Fly'. 'Age Grp' is set to '13'. 'Low Age' is 13 and 'High Age' is 14. Under 'Include', 'Inactive' and 'Registration ID' are unchecked. 'Birthdate' and 'Goals' are also unchecked. Under 'Stroke Distance Filters', 'Stroke' is 'Fly', 'Distance' is '100', and 'Equal' is selected. Under 'Dates', 'Use Times Since' is '01/05/13', 'Use Times Until' is '30/04/14', 'Use Since Date' and 'Use Times Until' are checked, and 'Chronological' is unchecked. Under 'Sort by', 'Event (Age at Meet)' is selected. Under 'Prelim / Finals Filter', 'All' is selected. Under 'Splits', 'None' is selected. Under 'Course Options', 'LO (Show LC Meters Only)' is selected. Under 'Event Filters', 'Individual' is selected. 'Meet Type' is a dropdown. 'Include DGs and NSs', 'Include Relay non-leadoff Legs', and 'Include ONLY Relay non-leadoff Legs' are unchecked. 'Top How Many?' is set to '5'. Under '1 Column', '2 Column', and '3 Column', '1 Column' is selected. 'Create Report' and 'Cancel' buttons are at the bottom.

The filters set on this screen will create this report.....

# An Introduction to Team Manager

## Reports

Top Times Report – *Reports → Performance Reports → Top Times*

For this report I chose to set a filter which displayed the flag **CLC** if the swimmer's time is a Country Long Course qualifying time.

Licensed To: Eaglehawk Swimming Club										15/10/2014		Page	1
Individual Top Times													
Times since: 01-May-13 Times until: 30-Apr-14													
Number of Top Times: 5 Show Long Course Only													
Time		P/F/S		Name		Age/Yr							
<b>Women 13-13 100 Fly</b>													
1	1:13.81	L	CLC	P	Brittany Wassing	13	BDE	24/01/2014	2014 Victorian Country Championships				
2	1:18.09	L	CLC	P	Kaitlyn Morgan	13	BDE	24/01/2014	2014 Victorian Country Championships				
3	1:20.24	L	CLC	F	Amelia Beaton	13	BHA	15/09/2013	2013 Eaglehawk Winter Series - R3				
4	1:22.68	L	CLC	F	Kiara Verbeek	13	BDE	2/03/2014	2014 Central Victoria Swimming Champions				
5	1:41.40	L		F	Emma Hindson	13	BDE	22/09/2013	2013 Echuca Swimming Club Spring Carniv				
<b>Women 14-14 100 Fly</b>													
1	1:07.05	L	CLC	F	Isabella Symons	14	GBES	14/12/2013	2014 Victorian Age Championships				
2	1:12.21	L	CLC	F	Anna Mittell	14	BDE	24/01/2014	2014 Victorian Country Championships				
3	1:13.64	L	CLC	F	Brittany Wassing	14	BDE	2/03/2014	2014 Central Victoria Swimming Champions				
4	1:17.99	L	CLC	P	Amelia Beaton	14	GBES	14/12/2013	2014 Victorian Age Championships				
5	1:18.17	L	CLC	F	Nicole Woods	14	ECH	1/12/2013	2013 Echuca December Carnival				

# An Introduction to Team Manager

## Reports

**Attendance Report** – *Reports* → *Meet Reports* → *Number of Meets Attended / Splashes*

A good report for quickly determining how many Meets a swimmer has attended and how many events he has competed in.

Licensed To: Eaglehawk Swimming Club				14/10/2014		Page 1	
<b>Number of Meets Attended Report</b>							
Name	Gender	Birthdate	Team 1	Meets Attended	Splashes		Total
					Indiv	Relay	
Aberley, Emerson (13)	F	2/07/2000	BLY	1	4	0	4
Accardi, Hannah (18)	F	17/07/1995	WGL	1	4	0	4
Adams, Nicholas (15)	M	18/08/1998	BLRT	4	9	0	9
Afford, Riley (15)	M	17/08/1998	BGC	5	18	0	18
Ahmling, Lance (17)	M	19/09/1996	GCA	4	16	0	16
Alexander, James (10)	M	1/01/2004	BHA	9	32	0	32
Alexander, Katrina (13)	F	24/01/2001	BHA	8	27	0	27
Alexander, Xavier (15)	M	18/07/1998	GOLD	3	12	0	12
Allan, Zayli (10)	F	8/10/2003	GEE	1	4	0	4
Amanatidis, Gregory (11)	M	20/09/2002	MEV	1	4	0	4
Anderson, Hugo (11)	M	3/09/2002	MEV	1	4	0	4
Anderson, Jethro (11)	M	18/06/2002	GEE	3	12	0	12
Anstis, Danielle (15)	F	5/06/1998	BLRT	10	40	0	40
Atherton, Layla (12)	F	14/11/2001	HOR	1	4	0	4
Avers, Courtney (19)	F	5/11/1994	SUNRA	2	8	0	8
Azzopardi, Charlotte (12)	F	10/07/2001	MLN	2	8	0	8
Azzopardi, Elizabeth (15)	F	15/12/1998	MLN	2	7	0	7
Bailo, Ahlia (11)	F	23/12/2002	BLRT	1	3	0	3
Balderas, Fraser (10)	M	31/12/2003	CLC	3	12	0	12
Balderas, Oscar (13)	M	18/01/2001	CLC	3	12	0	12

# An Introduction to Team Manager

- Building the database
- Entering Meets
- Entering Results
- Backup and Restore
- Creating Reports
- **Records and QT's**
- References

# An Introduction to Team Manager

## Records

It's easy to maintain and update Club Records with Team Manager. Records can be quickly updated with the press of a button.

Gen	Low Age	High Age	Distance	Stroke	Lft	Time/Score	Date Set	Set by	LSC	Team
M		10	50	Free	I	31.53	03-Nov-01	K. Johns		EAH
M		10	100	Free	I	1:11.23	10-Jan-75	J. Reid		BDO
M		10	200	Free	I	2:36.78	10-Jan-86	T. Hudgson		BDO
M		10	400	Free	I	5:27.90	17-Feb-73	M. Edebone		BDO
M		10	800	Free	I	11:47.14	17-Dec-11	Mitchell Sherlock at 2012 Victorian Age Championsh		BHA
M		10	1500	Free	I	23:39.13	05-Oct-03	M. Sherlock		EAH
M		10	50	Back	I	36.56	03-Nov-01	K. Johns		EAH
M		10	100	Back	I	1:20.05	05-Jan-84	S. Beqr		BDO
M		10	200	Back	I	2:54.04	18-Jan-75	P. Edebone		BDO
M		10	50	Breast	I	42.05	05-Apr-03	L. Little		BDO
M		10	100	Breast	I	1:30.94	18-Jan-75	P. Edebone		BDO
M		10	200	Breast	I	3:16.03	14-Jan-75	P. Edebone		BDO
M		10	50	Fly	I	34.09	30-Apr-86	T. Hudgson		BDO
M		10	100	Fly	I	1:18.09	05-Jan-84	S. Beqr		BDO
M		10	200	Fly	I	2:53.80	19-Feb-72	T. Rodda		BDO
M		10	200	Medley	I	2:47.80	12-May-03	L. Little		BDO
M		10	400	Medley	I	6:44.50	20-Feb-72	T. Rodda		BDO
M	Open	Open	50	Free	I	24.73	17-Feb-07	Kayne Johns		BDE
M	Open	Open	100	Free	I	53.35	05-Jan-08	Kayne Johns at 2008 Victorian Championships		BDE
M	Open	Open	200	Free	I	1:57.78	04-Jan-08	Kayne Johns at 2008 Victorian Championships		BDE
M	Open	Open	400	Free	I	4:18.13	25-Feb-76	G. Smith (BDO), K. Johns (BDE) - 11.01.2008		BDO
M	Open	Open	800	Free	I	9:03.87	02-Oct-07	Kayne Johns		BDE
M	Open	Open	1500	Free	I	17:21.48	14-Dec-13	Matthew Slot at 2014 Victorian Age Championships		BDE
M	Open	Open	50	Back	I	28.36	21-Jan-12	Bradley Mellington at 2012 Victorian Country Champi		ECH

- Build your initial Records database entries using *Records* → *Add/Edit Records*

# An Introduction to Team Manager

## Records

Any time you like you can update the Club Records.

- *Reports* → *Performance Reports* → *Record Match*

The screenshot shows the 'Record Match Report...' dialog box. It features several sections for filtering and sorting data:

- Meet:** A dropdown menu set to 'All Meets'.
- Athlete Filters:** Includes dropdowns for Team, Group, Subgroup, WM Group, WM Subgroup, School Year, and LSC. It also has radio buttons for Gen (All, Male, Female) and an 'Include Inactive' checkbox.
- Stroke Distance Filters:** Includes a dropdown for Stroke, a dropdown for Distance, and radio buttons for Equal, Greater, and Less.
- Dates:** Includes 'Use Times Since' (01/05/14) and 'Use Times Until' (DDMM/YY) with date pickers, and checkboxes for 'Use Since Date' (checked) and 'Use Times Until'.
- Sort by:** Radio buttons for 'by Gender then Age Group' (selected) and 'by Age Group then Gender'.
- Records:** A dropdown menu set to 'BOYS-L-L', a 'Show Ties with Current Record' checkbox, and an 'Update Records' checkbox (checked).
- Buttons:** 'Create Report' and 'Cancel' buttons at the bottom right.

*Tip: If you do not check the Update Records check-box a Record Update report will be produced but the records will not be updated.*

# An Introduction to Team Manager

## Records

Here's a sample Record Match report

Licensed To: Eaglehawk Swimming Club		14/10/2014	Page	1
<hr/>				
<b>Individual Records Report for BOYS-S-S</b>				
Times since: 01-May-14				
<hr/>				
<b><u>Men 12-12 100 Breast</u></b>				
1:19.42	Callum Moloney at 2013 Victorian Age Short Course Championships	30/08/2013	BHA	
1:18.91 **	Cameron Jordan at 2014 Victorian Age Short Course Championships	2/08/2014	BDE	
<b><u>Men 13-13 50 Free</u></b>				
25.95	Joshua Kennedy at 2013 Victorian Age Short Course Championships	30/08/2013	ECH	
25.00 **	Callum Moloney at 2014 Victorian Age Short Course Championships	5/09/2014	BHA	
<b><u>Men 13-13 100 Free</u></b>				
56.26	Joshua Kennedy at 2013 Victorian Age Short Course Championships	30/08/2013	ECH	
55.42 **	Callum Moloney at 2014 Victorian Age Short Course Championships	5/09/2014	BHA	
<b><u>Men 13-13 100 Breast</u></b>				
1:12.17	Callum King at 2011 Victorian Age Short Course Championships	26/08/2011	BDE	
1:11.77 **	Callum Moloney at 2014 Victorian Age Short Course Championships	5/09/2014	BHA	

# An Introduction to Team Manager

## Time Standards (aka Qualifying Times)

It can be very handy to set-up a number of different Qualifying Times in your Team Manager database. For example, Country Long Course, State Age, Open Short Course, District Championships etc. When producing certain reports you can easily see which QTs a swimmer has and which he still has to attain.

- *Standards* → *Add/Edit Standards*

Gen	Low Age	High Age	Distance	Stroke	LR	Faster LCM DLC	Slower LCM DLC
F	13	13	100	Free	I	1:25.00	
M	13	13	100	Free	I	1:20.00	
F	13	13	100	Back	I	1:33.00	
M	13	13	100	Back	I	1:30.00	
F	13	13	100	Breast	I	1:45.00	
M	13	13	100	Breast	I	1:45.00	
F	13	13	100	Fly	I	1:42.00	
M	13	13	100	Fly	I	1:41.00	
F	14	15	100	Free	I	1:15.00	
M	14	15	100	Free	I	1:10.00	
F	14	15	100	Back	I	1:25.00	
M	14	15	100	Back	I	1:20.00	
F	14	15	100	Breast	I	1:40.50	
M	14	15	100	Breast	I	1:35.50	
F	14	15	100	Fly	I	1:30.00	
M	14	15	100	Fly	I	1:25.00	
F	14	Over	200	M	I	3:06.00	
M	14	Over	200	M	I	2:56.00	
F	16	Over	100	Free	I	1:19.50	
M	16	Over	100	Free	I	1:14.50	
F	16	Over	100	Back	I	1:31.00	
M	16	Over	100	Back	I	1:27.00	
F	16	Over	100	Breast	I	1:43.00	
M	16	Over	100	Breast	I	1:37.50	
F	16	Over	100	Fly	I	1:34.00	
M	16	Over	100	Fly	I	1:28.00	

# An Introduction to Team Manager

## Time Standards (aka Qualifying Times)

When producing certain reports you can easily see which QTs a swimmer has and which he still has to attain.

- *Athletes* → *Results* → *Standard (CLC)* → *Show Standards* will produce this report which shows which events the swimmer has a Country Long Course QT for.

The screenshot shows the 'Angus Verbeek Individual Results' window. The interface includes a menu bar (View, Athlete Unlocked, Delete, Extract Legal Splits, Graph, Export Results, Print, Help) and a toolbar with various icons. Below the toolbar are several filter and display options: Standard (CLC), Course (empty), Meet (All Meets), Show Standards (checked), Show Conversion (unchecked), Since (DD/MM/YY), Use Since Date (unchecked), Chronological (unchecked), Show Non-Lead Relay Legs (checked), Show Goals (unchecked), Stroke (empty), Distance (empty), Meet Type (empty), and Fastest (checked).

	Distance	Stroke	Time	DQ	I/R	P/F	Standard	Meet Event	Event Age	Athlete Age	Event Gen	Place	Points	Team	Start Date	Meet
▶	50	Free	25.31S	<input type="checkbox"/>	I	F		5	15-15	15	M	7	8	BHA	5/09/2014	2014 Victorian Age Short Course Charr
	50	Free	25.76L	<input type="checkbox"/>	I	P		80	14-14	14	M	20		BHA	14/04/2014	2014 GHFSF Australian Age & MC Cham
	100	Free	56.09S	<input type="checkbox"/>	I	F		42	Open	15	M	63		BHA	2/08/2014	2014 Victorian Short Course Champion
	100	Free	56.67L	<input type="checkbox"/>	I	P	CLC	61	14-14	14	M	27		BHA	14/04/2014	2014 GHFSF Australian Age & MC Cham
	200	Free	2:02.31S	<input type="checkbox"/>	I	P		99	15-15	15	M	10		BHA	5/09/2014	2014 Victorian Age Short Course Charr
	200	Free	2:09.47L	<input type="checkbox"/>	I	F	CLC	1	Open	13	M	11		BHA	24/03/2013	2013 ASTCA & MLC National Qualifying
	400	Free	4:42.21L	<input type="checkbox"/>	I	F		29	Open	13	M	9		BHA	24/03/2013	2013 ASTCA & MLC National Qualifying
	1500	Free	19:28.00L	<input type="checkbox"/>	I	F		1B	Open	14	M	1	20	BHA	23/11/2013	2013 Bendigo Hawks Aquatic Distance
	50	Back	28.60S	<input type="checkbox"/>	I	F		85	Open	15	M	22		BHA	2/08/2014	2014 Victorian Short Course Champion
	50	Back	29.62L	<input type="checkbox"/>	L	F		72	14&U	14	M			BHA	14/04/2014	2014 GHFSF Australian Age & MC Cham
	100	Back	59.54S	<input type="checkbox"/>	I	F		89	15-15	15	M	2	18	BHA	5/09/2014	2014 Victorian Age Short Course Charr
	100	Back	1:02.43L	<input type="checkbox"/>	I	P	CLC	104	14-14	14	M	9		BHA	14/04/2014	2014 GHFSF Australian Age & MC Cham
	200	Back	2:09.21S	<input type="checkbox"/>	I	F		57	15-15	15	M	4	14	BHA	5/09/2014	2014 Victorian Age Short Course Charr
	200	Back	2:16.21L	<input type="checkbox"/>	I	F	CLC	39	14-14	14	M	5	12	GBES	14/12/2013	2014 Victorian Age Championships
	50	Breast	32.95S	<input type="checkbox"/>	I	F		45	Open	15	M	39		BHA	2/08/2014	2014 Victorian Short Course Champion
	50	Breast	34.56L	<input type="checkbox"/>	I	F		6	13-13	13	M	2		BHA	16/02/2013	2013 Victorian Sprint Championships

# An Introduction to Team Manager

## Adding results manually

If you can't get your hands on the electronic results for a Meet you can add those results to your Team Manager database manually. The process is a bit complex but it doesn't happen very often.

- Add the Meet to the database – *Meets* → *Add*

The screenshot shows the 'Meet Maintenance' dialog box. It contains several sections for entering meet details:

- Meet Information:** Fields for Meet Name (2014 New Year's Day Meet), Location, Remarks, and Instructions/Directions (with a 250-character limit).
- Course and Meet Type:** Dropdown menus for Course (L) and Meet Type.
- Sanction #:** A text input field.
- Options:** Checkboxes for Masters Meet, Restrict Entry Best Times to same Meet Type, Enforce Qualifying Times, Swimmer must meet Slower Than Q Time in All Courses, If Swimmer Qualifies for non-Conforming course, Enter at Minimum Q Time, Do NOT Allow No Time Entries, Altitude in Feet, and Minimum Age Eligibility / Filter for Open Events.
- Dates:** Fields for Start Date (Jan 01, 2014), End Date (31/01/14), Age-up Date (Jan 01, 2014), and Uses Times Since (DDMMYY).
- Entry Fees:** Input fields for Individual Events (\$0.00), Relay Events (\$0.00), Swimmer Surcharge (\$0.00), Team Surcharge (\$0.00), and Facility Surcharge (\$0.00), with 'Update Ind Fees' and 'Update Rel Fees' buttons.
- Conversion Factor:** A checkbox for Non-Conforming Course Factor and a text area for a conversion factor.

The screenshot shows the 'Meet Browser' window with a table of swimming meets. The table has columns for Meet Name, Start Date, Course, Type, End Date, AgeUp Date, Since Date, Ind Charge, Relay Charge, Meet Charge, and Location. The '2014 New Year's Day Meet' is highlighted in blue.

Meet Name	Start Date	Course	Type	End Date	AgeUp Date	Since Date	Ind Charge	Relay Charge	Meet Charge	Location
2014 Victorian Country Championships	24-Jan-14	L		28-Jan-14	24-Jan-14					Waverley
2014 Rochester Annual Swim Meet	18-Jan-14	L		19-Jan-14	19-Jan-14					Rochester
2014 Victorian Open Championships	17-Jan-14	L		19-Jan-14	17-Jan-14					MSAC
2014 Nyah January Open Swim Meet	11-Jan-14	L		11-Jan-14	11-Jan-14		\$0.00	\$0.00	\$0.00	Swan Hill
2014 SA Country Championships	10-Jan-14	L		13-Jan-14	10-Jan-14		\$0.00	\$0.00	\$0.00	Murray
2014 New Year's Day Meet	01-Jan-14	L		01-Jan-14	01-Jan-14		\$0.00	\$0.00	\$0.00	
2013 Road Trip to Randina, Geelong	29-Dec-13	L		29-Dec-13	28-Dec-13		\$0.00	\$0.00	\$0.00	Geelong
2014 Victorian Age Championships	14-Dec-13	L		19-Dec-13	14-Dec-13					MSAC
2013 DVE Aquatic Annual Sprint Meet	08-Dec-13	L		08-Dec-13	08-Dec-13		\$0.00	\$0.00	\$0.00	Waterford
2013 Southern Mallee Championships	07-Dec-13	L		08-Dec-13	07-Dec-13		\$0.00	\$0.00	\$0.00	Swan Hill
2013 Echuca December Carnival	01-Dec-13	L		01-Dec-13	01-Dec-13					Echuca
2013 Bendigo Hawks Aquatic Qualifying	24-Nov-13	L		24-Nov-13	24-Nov-13		\$0.00	\$0.00	\$0.00	Bendigo
2013 Bendigo Hawks Aquatic Distance	23-Nov-13	L		23-Nov-13	23-Nov-13		\$0.00	\$0.00	\$0.00	Bendigo

# An Introduction to Team Manager

## Adding results manually

- Add the Entry Events and Result Events required - *Events* → *Entry Events* → *Add*

1/01/2014 New Year's Day Meet - LC Meters														
Session	Division	Event #	Gen	Distance	Stroke	Age	IR	Fee	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1		22	F	100	Free	13-13	1	\$0.00	0.00	0.00	0.00	0.00	0.00	0.00

# An Introduction to Team Manager

## Adding results manually

- Add the Results - *Results* → *Results by Event*

The screenshot displays two overlapping windows from the Team Manager software. The background window is titled 'TEAM MANAGER - Database: E:\D15\Performance Database\CV Swimming.mdb - [Results by Event]'. It shows a menu bar, a toolbar, and a main area with a table of events. The event '91-Jan-14 New Year's Day Meet' is selected, showing details for '100 Free' stroke. The foreground window is titled 'Matilda Fitzpatrick Individual Results'. It has a menu bar and a toolbar. Below the toolbar are various filters and options, including 'Standard: GLC', 'Course:', 'Meet: All Meets', and checkboxes for 'Show Standards', 'Show Conversion', 'Use Since Date', 'Chronological', 'Show Non-Lead Relay Legs', and 'Show Goals'. The main area of this window is a table of individual results for Matilda Fitzpatrick.

Distance	Stroke	Time	DO	IR	PF	Meet	Event	Athlete	Event	Place	Points	Team	Start Date	Meet
50	Free	33.48L		I	F	105	13-13	13	F	1	10	BHA	30/03/2014	2014 Bendigo vs Ballarat Swim
50	Free	36.95S		I	F	7C	10-11	11	F	3	7	BHA	22/07/2012	2012 Kyneton Short Course Me
100	Free	1:06.65L		I	F	22	13-13	13	F			BHA	1/01/2014	New Year's Day Meet
100	Free	1:11.81S		I	F	49	12-13	13	F	27		BHA	16/08/2014	2014 Vic Country Short Course
200	Free	2:52.42L		I	T	34D	10-0v	13	X	7		BHA	14/09/2014	2014 Eaglehawk Winter Series
200	Free	2:55.91S		I	F	1C	13-13	13	F	4		BHA	19/07/2014	2014 Ballarat Top 5 Meet 3
50	Back	40.12L		I	F	36G	12-13	13	F	2	8	BHA	14/09/2014	2014 Eaglehawk Winter Series
50	Back	45.11S		I	F	11M	11-11	11	F	2		BHA	21/07/2012	2012 Ballarat Top 5 Meet 3
100	Back	1:22.06S		I	F	17	12-13	13	F	26		BHA	16/08/2014	2014 Vic Country Short Course
100	Back	1:30.91L		I	F	29G	12-13	13	F	4	6	BHA	10/08/2014	2014 Eaglehawk Winter Series
50	Breast	48.75S		I	F	14Q	13-13	13	F	1		BHA	24/05/2014	2014 Ballarat Top 5 Meet 1
50	Breast	49.52L		I	P	39	12-12	12	F	28		BHA	23/03/2013	2013 All Junior Country Finals
100	Breast	1:47.18L		I	F	43	12-12	12	F	5	11	BHA	3/03/2013	2013 Central Victoria Swimming

- Check that the results have been added - *Athletes* → *Results*

# An Introduction to Team Manager

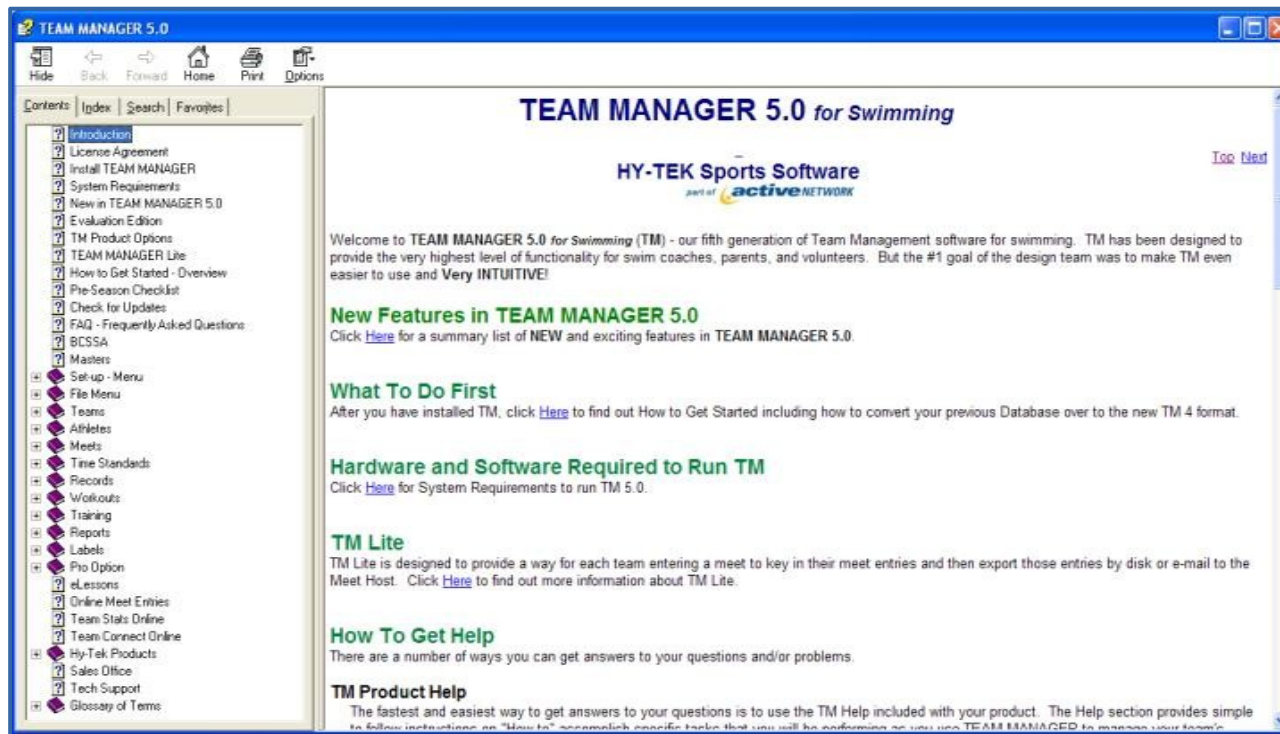
- Building the database
- Entering Meets
- Entering Results
- Backup and Restore
- Creating Reports
- Records and QT's
- **References**

# An Introduction to Team Manager

## Reference

Help – Help → Contents

- Team Manager has a very good built-in Help feature



There is also a very good User Guide the can be downloaded from the ActiveHy-Tek website - <http://www.hy-tekLtd.com/downloads.html>

# Thank You

Swimming Victoria  
Regional Development Day  
Peter Krenz Leisure Centre  
Napier St, Eaglehawk

Saturday October 18<sup>th</sup> 2014  
Presenter: Greg Smith  
Central Victoria Swimming Inc.