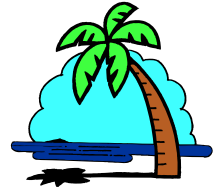




Racquet Club Swim Team GIRLS INVITATIONAL 2007



Naperville Park District Swim Conference Swim Meet

Meet Entry Instructions

The following are more detailed instructions since we have many new computer people. Basically we need you to import the RC Invite template, make your entries and send the entries & roster back. We will do all the seeding.

1. Save the **Meet Events-Racquet Club Girls Invitational - 2007-12Jul2007-001.zip** template from your email to your PC. Note the folder it is saved in.
2. Start **Team Manager 4.0**
3. Import the **Meet Events-Racquet Club Girls Invitational - 2007-12Jul2007-001.zip** file from the folder you saved it to in step 1.
 - **File -> Import -> Meet Events.**
 - Browse to the folder you saved the template to:, then **OK**.
 - Select the **Meet Events-Racquet Club Girls Invitational - 2007-12Jul2007-001.zip** file and click **Open** and **OK**. (You should have 16 events imported)
4. Click on the **Meets** menu. Select the **Racquet Club Girls Invitational** and click on **Edit**. **NOTE: If the meet is not listed, try changing the Meet Type to be "blank"**.
5. Check the **Use Since Date** box.
6. Set the meet to **Use Times Since** 6/10/2006 (or whenever your first dual meet was), to exclude times from time trials or previous seasons.
7. Click on **OK**.
8. Enter individual entries. It may be helpful to set the filters. In the **Filter By:** section, select **Female**, your Team Name/Abbreviation, **Low Age = 9, High Age = 14**. You can choose to work with the entire team, but this may make it easier. Remember that a swimmer cannot be entered in more than 3 individual events. Repeat these steps until all individuals are entered, then exit Meet Entry.
9. The **Progressive Relay** must be completed manually on the form provided.
10. Run a Meet Entries Report, select **Reports-> Performance-> Meet Entries**.
 - Filter by **Individual**.
 - **Sort Entries by: Meet Event Number** and make sure the meet selected is the **RC Invitational**.
 - Click on **Create Report**.
11. Verify that the swimmers are entered in the correct events. If necessary, go back to steps 10 - 13 to correct any entries.
12. Export the entries using **File-> Export-> Meet Entries**.
13. Select any folder to save to and note the folder path.
14. Uncheck **Export Relays:** and make sure that **Meet** shows the **RC Invitational**.
15. Click OK to export the entries.
16. **Close** the **Export Meet Entries** window.
17. Export your team roster **File->Export->Athletes/Team**. Select any folder to save to and note the folder path. Do not include contact information.
18. Exit **Team Manager**
19. Email the Meet Entries (XX-Entries001.zip), roster file (XX-Roster001.zip) and any other information (Relay names) to kbertram@ameritech.net. Make sure you include your team name and contact information for any questions.

Contact Information

If you have any questions, call Ken or Liz Bertram (630-355-8227) or send e-mail to kbertram@ameritech.net. Please check the RC Orca website (<http://www.racquetcluborcacas.com/rcinvite/>) for latest information on the Invite. Entries, Results & Meet backup will also be posted there.