

# Racquet Club Swim Team GIRLS INVITATIONAL

*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.*

**Note: We are using the same Events as 2007, so if you copied events from last year, that will work. Or you can download the events template from <http://www.racquetcluborcas.com/rcinvite>**

1. Save the **Meet Events-Racquet Club Girls Invitational - 2008-10Jul2008-001.zip** template 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 - 2008-10Jul2008-001.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 - 2008-10Jul2008-001.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** 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](mailto: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](mailto:kbertram@ameritech.net). Please check the RC Orca website (<http://www.racquetcluborcas.com/rcinvite/>) for latest information on the Invite. Entries, Results & Meet backup will also be posted there.