

## 4. Neptune Meet Setup Guide

10/21/2017

This document explains how to setup a meet, including creating the meet file and uploading it to Swim Connection; downloading entries and sending registration and entry reports to Pacific Swimming and reconciling issues; sending psyche sheet, preliminary timeline and T-shirt reports.

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## 1. Set up meet database file

Get meet sheet from meet director to create the meet file. Print it out and highlight information that goes in the database per below, as well as anything in the schedule that differs from the pattern such as missing sequential event numbers, mixed events, relays, 25 yard events that require the timers to move, or events requiring minimum time standards in a meet that otherwise accepts no time. Bring the printout to the meet for reference. If the meet sheet is not yet sanctioned, make sure to edit the file later with the sanction number before uploading to Swim Connection.

### 1.1. Create new file

Create folder for this meet, and put the meet sheet file in it.

Start Meet Manager and select File, Open / New.

For existing meet file from a previous year remove entries by:

File Purge  
Remove data selectively  
Select Entries/Results, Athletes  
OK

For a new meet:

Browse to the new folder, then name the file with year and then name of meet and click OK.

Fill out the Meet Setup page:

- Meet Name: include year, i.e. 2014 Neptune Fall Classic
- Location including pool name, i.e. Finley Aquatic Center, Santa Rosa, CA
- Start and end dates
- Age-up date: in eligibility section. Usually the first day of the meet.
- Enter altitude of pool – n/a for Bay Area, but here are some approximates:
  - Petaluma Swim Center 17’
  - Napa Valley Community College 33’
  - Vallejo Cunningham Aquatic Complex 62’
  - Rohnert Park Honey Bee 105’
  - Santa Rosa Finley 117’
  - Santa Rosa Junior College, Ridgway 155’
  - Ukiah High School 693’
- Meet type = Time Standards for CBA meets, Standard for Superleague/Senior open meets, and Divisions By Event for High School Meets.

Note: if time standards is picked for an open meet, all the entries get converted to NT. But when you switch it back to standard, it asks you to reconvert to yards or meters, and it fixes the problem.
- ID Format = USAS
- Host LSC = PC
- Class = Age Group for C/B/A, or Senior/Open, or High School
- Meet Style = Standard
- Base country = USA
- DQ Codes = Custom DQ Codes
- Course = Yards, Long Course Meters or Short Course Meters, depending on venue and season
- Time Adjustment Method = FINA rules
- Select touch pads on both ends if true

Click OK

## 1.2. Add events

If you are editing a previous meet file that has been purged and need to make global changes to all events such as number of lanes, entry fees and fast-to-slow/slow-to-fast, make those changes under Setup Options.

Create the events by clicking on Events tab, then click Add.

If this is the first time entering events since the program launched, set the following:

- Enter first event number, typically 1
- Select Alt Gender, to automatically switch back and forth girls to boys
- Select Gender = Girls, or Women for senior meets
- Round 1:
  - Lanes, i.e. 7 or 8; meet sheet may say up to a maximum number of lanes, so ask head referee how many lanes
  - Enter number of lanes for best number of heats and then select it, i.e. 7 or 8 and 1
  - Assign lanes = standard
  - Event “Entry fee”; in Entry Fee section, i.e. \$4. Not to be confused with meet participation fee charged once per swimmer per meet, also listed in the same section.
  - Event Type = Standard
  - Select Pads at Both Ends if applicable, and not already selected per the meet setup section above
- Round 2 or Round 3, if applicable to any of the events, as written in Rules and Schedule of Events:
  - Number of lanes, i.e. 7 or 8
  - Heats in finals, i.e. 1, or 2 for consolations

Then for each paired set of individual events that occur in sequential order:

- Select whether it is Individual or Relay.
- If boys and girls are mixed, select Mixed. Otherwise make sure gender is correct.
- Select Age Group, or for custom, enter i.e.13 in left box and 109 in the right box for 13 and over
- Select Distance, i.e. 200 for 200 yards.
- Select Stroke, i.e. Freestyle.
- Select Rounds = Timed Finals, or Prelims and Finals.
- Round 1 Heat order = typically fast to slow for all races; in Rules section; slow to fast for Masters.

- If event is only 2 years wide, make sure Multi-Age Group is not selected. But if the event is wider than 2 years, split up the event in to 2 year intervals by clicking on the box to the right of Multi-Age Group. This brings up a dialog box that allows you to split up the age groups; press US 5 year to get it split up. For example:

8 and under: 0-6, 7-8

9-12: 9-10, 11-12

11 and over: 11-12, 13-14, 15-16, 17-18, 19-109

13 and over: 13-14, 15-16, 17-18, 19-109

Open: 0-6, 7-8, 9-10, 11-12, 13-14, 15-16, 17-18, 19-109

Note: this can be time consuming, so instead of entering events sequentially, enter all events with the same multi-age breakdown, then go back and enter the next set of events with a different age breakdown, etc, instead of switching back and forth every two events.

- Check Meet Sheet to determine whether to select Score Event; typically all are scored.
- Round 2 or Round 3 Finals heat order, if applicable: typically fast to slow; in Rules section.
- If High School Meet, select JV or Varsity for Division.
- Click OK to save girls event, which then preloads the next event number as a boys event.
- Click OK to save boys event.

If events are not in sequential order, do the same except also edit the event number.

If skipping a girl or boy event, do the same except:

- Edit event number.
- Select Gender.
- Do not click OK the second time.
- Select Gender = Girls.

Click Cancel to get out of the event creation loop. Then compare entire list of events to meet sheet to insure there are not any errors.

When done entering events, compare whole list to meet sheet to verify it was entered correctly.

### 1.3. Create sessions

Click Sessions from the Events page and click Add.

For each session:

- Enter Session Number = 1, 2, etc.
- Enter Name = i.e. Saturday, or Saturday AM

- Enter Day = 1, 2, etc
- Enter Start Time; in meet sheet Time section
- Interval = whatever head referee wants, typically 30 sec prelims/timed finals, 45 sec finals to announce names
- Extra backstroke interval = whatever the head referee wants, typically +15 seconds
- Course = yards, or SCM or LCM
- Max entries for meet events export to TM:
  - Max entries including relays; in Rules section, typically 4 + number of relays
  - Max individual entries; in Rules section, typically 4
  - Max relay entries; in Rules section, typically the number of relays
- Click OK. This preloads the next session. Edit title, re-enter max entries, and edit day if applicable.

Click Cancel to exit session adding loop.

Add events to each session by:

- Select the session.
- Double-click on each event to add.

Enter any breaks, in number of minutes, that will occur after any event that is prescribed by the head referee, such as 5 minutes before and 5 minutes at the end of a block of 25s where timers need to move to the other end of the pool, or anything listed on the list of events.

If any two events are to alternate boys and girls, enter the event number to alternate within the Alt column, and the other event will be auto-filled with the correct event to alternate with.

Close Session window.

Close Events window.

## **1.4. Other settings**

Up to the meet director and head referee.

### **1.4.1. Seeding preferences**

For trials and finals meets:

- Select Setup, Seeding Preferences
- Enter number of prelim heats to be circle seeded if applicable, typically 3

- Enter final seeding, typically standard but could be circle seeding for championship meets

For Masters meets that use lanes 2-7 out of 8:

- Standard Lanes tab
- Lane Preferences for Seeding
- In 6 lane column, put 453627; will not assign lanes 7 and 8

Click OK

#### 1.4.2. Entry/Scoring Preferences

- Select Setup, Entry / Scoring Preferences
- Scoring Awards tab, for scoring meets:
  - Enter maximum scorers per team per event for individual and relays, if noted in Scoring section of meet sheet such as high school league championships.
  - Top how many for award labels, if awards are to be given per Awards section of meet sheet; fill in individual and relay from meet sheet Awards section, i.e. 7 and 7; may not print all during meet, such as for 13 and over, or may not have any awards, a.k.a. ribbons
- Entry Limits tab
  - Maximum entries per athlete including relays for all days of the meet; see meet sheet
  - Maximum individual entries per athlete for all days of the meet; see meet sheet
  - Maximum relay entries per athlete for all days of the meet; see meet sheet
- Time Stds Meet Tab, if a time standards meet, if applicable:
  - Select points awarded based on Seed Time
  - Select Points and awards given to Over achievers, i.e. if a B swimmer gets an A time
  - Select Points and awards given to Under achievers, i.e. if an A swimmer gets a B time
- Click OK to exit Entry / Scoring Preferences.

#### 1.4.3. Report Preferences

For CBA meets, select Flag Over-achievers with a “+”.

#### **1.4.4. Scoring setup**

If applicable: in Meet Sheet Scoring section

- Select Setup, Scoring Setup, Standard or Alternative:
- Compare standard scoring to meet sheet Scoring section. If different, select Alternative and edit individual and relay points vs. place per meet sheet.
- Click OK to exit Scoring Setup section.

#### **1.4.5. Add swimmer or team participation fee**

If applicable per Entry Fees section of meet sheet:

- Go to Reports, Teams.
- Click Entry Fee Summary.
- Type participation fee in Athlete Surcharge, i.e. \$8, or Team Surcharge, i.e. \$400.
- Click X

### **1.5. Set up time standards**

Only required for time standard meets, or meets with qualifying times.

#### **1.5.1. Download time standards**

You only have to do this once after any standards change.

Pacific Swimming web site: go to [www.pacswim.org](http://www.pacswim.org) .

- Click Times, Time Standards.
- Click [year range] USA-S Motivational Standards for Hy-Tek Meet Manager and download STD file to meet database folder.
- Click 8 and Under Time Standards and download PDF file to meet database folder.
- Click [year range] PC Junior Olympics Time Standards and download PDF file to meet database folder.
- Hopefully an STD/ST2 file will be posted for JOs and FWs to download in the near future.
- Extract USA-S STD file from ZIP file using Windows Explorer.
- Copy STD file to c:\HySport\SwMM2\ using Windows Explorer for Meet Manager 2.0.

#### **1.5.2. Import or enter time standards**

You only have to do this once after any standards change.

- In Meet Manager, go to Events, Standards.
- If you are updating any time standards from the previous year, delete the time standards first in the Tag box in the lower left corner by selecting them and then clicking the X.
- Click Import.
- For USA-S motivational standards:
  - Browse to unzipped USA-S STD file and double click on it.
  - Double-click on AAAA time and verify it adds a column and updates it.
  - Repeat the process for AAA, AA, A, BB and B.
- If there are any time standards that don't match up exactly, such as a 9-10 event that needs the 10 and under standard:
  - Select Custom Age Groups
  - Enter for Use this age group's time standards, i.e. 0 and 10
  - Enter For, i.e. 9 and 10
  - Click OK.

### 1.5.3. Manually edit time standards

You only have to do this once after any of the time standards change.

For PC 8 and under time standards:

- Browse to unzipped PC 8 and under time standard PDFs and open them.
- Manually enter A and B times in to 6 and under, then copy down to 7-8. Leave the rest of the 6 and under and 7-8 columns blank, such as AA, AAA, etc.

For JOs:

- Click on white paper icon to add tag, and name it "JO".
- Browse to JO time standard PDF and open it.
- Manually enter times in to all age groups:
  - 10 and under in to 0-6, 7-8 and 9-10.
  - 11-12 in to 11-12.
  - 13-14 in to 13-14.
  - 15-18 in to 15-16 and 17-18.

For C: click on white paper icon to add tag, and name it "C".

Leave standards blank for 19 and over, since none apply to them.

### 1.5.4. Set up time standards for scoring

For CBA meets, select C, B and A in the Scoring column.

### 1.5.5. Export time standards for next meet

To be done only once after time standards change.

- Click Export, Yes.

### 1.5.6. Import time standards from previous meet

To be done after one meet has been set up with the latest time standards.

- Move STD file from meet to copy to c:\HySport\SwMM2\ using Windows Explorer for Meet Manager 2.0.
- Click File Import, Time Standards.
- Click Import.
- Double-click on AAAA time and verify it adds a column and updates it.
- Repeat the process for AAA, AA, A, BB, B and JO.
- If there are any time standards that don't match up exactly, such as a 9-10 event that needs the 10 and under standard:
  - Select Custom Age Groups
  - Enter for Use this age group's time standards, i.e. 0 and 10
  - Enter For, i.e. 9 and 10
  - Click OK.

Note: if an event/age group wasn't swum in the earlier meet, the time standard doesn't come over, so you might want to create a dummy meet file to export with all the events.

- Click on white paper icon to add tag, and name it "C".

### 1.5.7. Select time standards

Select B, A and AA Time Standards so they show up in the Meet Program at the top of each event, and after each swimmer's time in Results, except for C and special minimum standards such as "MIN" made up just for the meet.

See which standards are used for scoring per the Awards section in the meet sheet, and select them. Typically C, B and A only for C/B/A meets; do not select BB, AA, AAA, AAAA, JO or FW.

### 1.5.8. Add qualifying times

Check the meet sheet for any events with qualifying times. For instance, the open 500 free may have different slowest times for girls and boys listed in the event table. If so, then:

- If the time standard does not line up with an existing standard across all age groups within an event, click on white paper icon to add tag, and call it “MIN” and click “OK”. A new column appears in the event table.
- Now type the time standards in to the new column table that aligns with the row for each event.
- Click Custom Qual Times box. Two new columns appear.
- In the new Equals or Faster column, select the correct time standard for each even that has one, i.e. “MIN”, or “A” for long events or Zones.
- Click X to exit Time Standards.
- Click X to exit Events.

If there are any questions from officials about the time standards entered for a meet, create a report, save as PDF, and send to officials. Note that some event age subgroups do not have all standards, which is consistent with what is posted in the standards PDFs.

# Example time standards report, missing Far Westerns:

Westside Aquatics Team

Hy-Tek's MEET MANAGER 10/13/2014 Page 1

## 2014 Swim Like the Dickens - 12/12/2014 to 12/14/2014

### Time Standards Report

Event	AAAA	AAA	AA	A	BB	B	C	JO	MIN
Event 1 Girls 11-12 400 IM	4:51.49	5:05.29	5:19.19	5:33.09	6:00.89	6:28.59		5:27.49	5:33.09
Event 1 Girls 13-14 400 IM	4:36.39	4:49.59	5:02.69	5:15.89	5:42.19	6:08.49		5:09.49	5:33.09
Event 1 Girls 15-16 400 IM	4:28.89	4:41.69	4:54.49	5:07.29	5:32.89	5:58.49		5:09.49	5:33.09
Event 1 Girls 17-18 400 IM	4:26.89	4:39.59	4:52.29	5:04.99	5:30.39	5:55.79		5:09.49	5:33.09
Event 1 Girls 19&O 400 IM									5:33.09
Event 2 Boys 11-12 400 IM	4:45.09	4:58.69	5:12.19	5:25.79	5:52.99	6:20.09		5:27.99	5:25.79
Event 2 Boys 13-14 400 IM	4:18.69	4:31.09	4:43.39	4:55.69	5:20.29	5:44.99		4:54.99	5:25.79
Event 2 Boys 15-16 400 IM	4:08.49	4:20.39	4:32.19	4:43.99	5:07.69	5:31.39		4:54.99	5:25.79
Event 2 Boys 17-18 400 IM	4:02.59	4:14.19	4:25.69	4:37.29	5:00.39	5:23.49		4:54.99	5:25.79
Event 2 Boys 19&O 400 IM									5:25.79
Event 3 Girls 11-12 500 Free	5:21.99	5:37.29	5:52.59	6:07.99	6:38.59	7:09.29		5:54.99	6:37.99
Event 3 Girls 13-14 500 Free	5:08.79	5:23.49	5:38.29	5:52.99	6:22.39	6:51.79		5:35.99	6:37.99
Event 3 Girls 15-16 500 Free	5:00.99	5:15.39	5:29.69	5:43.99	6:12.69	6:41.29		5:35.99	6:37.99
Event 3 Girls 17-18 500 Free	4:59.59	5:13.79	5:28.09	5:42.29	6:10.89	6:39.39		5:35.99	6:37.99
Event 3 Girls 19&O 500 Free									6:37.99
Event 4 Boys 11-12 500 Free	5:17.29	5:32.39	5:47.49	6:02.59	6:32.79	7:02.99		5:52.99	6:02.59
Event 4 Boys 13-14 500 Free	4:52.09	5:05.99	5:19.99	5:33.89	6:01.69	6:29.49		5:25.29	6:02.59
Event 4 Boys 15-16 500 Free	4:40.99	4:54.39	5:07.79	5:21.19	5:47.89	6:14.69		5:21.49	6:02.59
Event 4 Boys 17-18 500 Free	4:36.19	4:49.39	5:02.49	5:15.69	5:41.99	6:08.29		5:21.49	6:02.59
Event 4 Boys 19&O 500 Free									6:02.59
Event 5 Girls 13-14 200 Back	2:06.29	2:12.29	2:18.29	2:24.29	2:36.29	2:48.39		2:23.89	
Event 5 Girls 15-16 200 Back	2:03.59	2:09.49	2:15.29	2:21.19	2:32.99	2:44.79		2:23.89	
Event 5 Girls 17-18 200 Back	2:01.99	2:07.79	2:13.59	2:19.39	2:30.99	2:42.59		2:23.89	
Event 6 Boys 13-14 200 Back	1:58.79	2:04.49	2:10.09	2:15.79	2:27.09	2:38.39		2:25.59	
Event 6 Boys 15-16 200 Back	1:53.69	1:59.09	2:04.49	2:09.89	2:20.69	2:31.59		2:24.49	
Event 6 Boys 17-18 200 Back	1:50.59	1:55.79	2:01.09	2:06.29	2:16.89	2:27.39		2:24.49	
Event 7 Girls 9-10 100 Back	1:10.09	1:13.99	1:17.89	1:21.79	1:33.49	1:45.09		1:23.39	
Event 8 Boys 9-10 100 Back	1:09.49	1:13.09	1:16.59	1:20.09	1:30.79	1:41.39		1:24.99	
Event 9 Girls 6&U 25 Back				23.49		28.49			
Event 9 Girls 7-8 25 Back				23.49		28.49			
Event 10 Boys 6&U 25 Back				23.49		28.49			
Event 10 Boys 7-8 25 Back				23.49		28.49			
Event 11 Girls 13-14 100 Free	53.59	56.09	58.69	1:01.19	1:06.29	1:11.39		58.09	
Event 11 Girls 15-16 100 Free	52.49	54.99	57.49	59.99	1:04.99	1:09.99		58.09	
Event 11 Girls 17-18 100 Free	52.09	54.49	56.99	59.49	1:04.49	1:09.39		58.09	
Event 12 Boys 13-14 100 Free	49.79	52.09	54.49	56.89	1:01.59	1:06.29		55.29	
Event 12 Boys 15-16 100 Free	47.49	49.69	51.99	54.19	58.69	1:03.29		52.99	
Event 12 Boys 17-18 100 Free	46.59	48.79	50.99	53.19	57.69	1:02.09		52.99	
Event 13 Girls 9-10 50 Fly	30.99	32.89	34.79	36.69	42.39	47.99		36.99	
Event 14 Boys 9-10 50 Fly	30.89	32.69	34.39	36.19	41.39	46.69		37.29	
Event 15 Girls 6&U 25 Fly				22.59		27.39			
Event 15 Girls 7-8 25 Fly				22.59		27.39			
Event 16 Boys 6&U 25 Fly				22.59		27.39			
Event 16 Boys 7-8 25 Fly				22.59		27.39			
Event 17 Girls 11-12 100 Back	1:02.49	1:05.89	1:09.29	1:12.69	1:19.49	1:26.29		1:11.49	
Event 18 Boys 11-12 100 Back	1:00.89	1:04.19	1:07.49	1:10.79	1:17.49	1:24.09		1:12.89	
Event 19 Girls 13-14 100 Breast	1:07.09	1:10.29	1:13.49	1:16.59	1:22.99	1:29.39		1:15.99	

### **1.5.9. Update records**

For high school championships and Masters, update records each year. Similar to time standards, except in events click Records tab and fill in manually.

## **1.6. Back up database file**

Exit out of Meet Manager and back up meet file by manually making a copy, appending the name of the file with the timestamp of the backup time and date and “ upload to swim connection”, and place in a backup folder.

## **1.7. Create EV3 file**

If uploading to Swim Connection, in Meet Manager main menu:

- Click File, Export, Events for TM.
- Make sure information presented is correct; if so click Yes.
- Select multi-cut order YSL for short course yards, and LSY for long course meters.
- Make sure Do Not Convert to yards is selected, then Click OK.
- Browse to your meet folder to save the file. Then click OK and files will be zipped.
- In Windows Explorer, unzip the new file. The file will be named something like “Meet Events-2014 Neptune Fall Classic-27Sep2014-001.zip”. An EV3 and HYV file should have been created.

## **2. Send out event file**

Do one of the following 3 methods of sending out the event file to solicit entries:

### **2.1. Email EV3 file**

For limited team meets like Super League, email the EV3 file as an attachment to the meet director for distribution to participating team coaches who will fill out the entries and return the files.

### **2.2. Upload to Swim Connection**

For club meets, go to the swim connection entry web site [ome.swimconnection.com](http://ome.swimconnection.com) and log in. Obtain user name and password and admin privileges.

- Create new meet:
  - Click My Meets, Add New Meet.
  - Select Pacific Swimming as Swimming Association and click Continue.
  - Select Load info from a HyTek meet file and click Choose File, or select a previous meet on SwimConnection if there were a lot of custom configurations such as Neptune Invitational.
  - Browse to the .EV3 file that was unzipped in the previous section, then click Continue. Meet will load.
  
- Click Core tab:
  - Enter Meet Code = SRN
  - Enter Name i.e. SRN Short Course C/B/A+
  - Enter Additional Name i.e. Fall Classic
  - Enter Host = Neptune Swim Club
  - Close date = see meet sheet Online Entries section for date, then enter 11:59 PM for the time of day.
  - Select Meet Type = Time Standard for CBA and invitational
  - If you have any events that have qualifying times, select Allow Qualifying Times, but select No for
  - Allow Bonus Events.
  - Enter fee per swimmer, i.e. \$8.00.
  - Enter fee per event, i.e. \$4.00.
  - Fill in payment information per meet sheet Mailed or Hand Delivered Entries section.
  - Verify all other information is correct when compared to the meet sheet.
  - Click Choose File under Meet Sheet
  - Browse to final sanctioned meet sheet PDF version
  - Select Software = Hy-Tek Meet Manager
  - If invitational, select Restrict Teams and fill out list of teams invited.
  - Click Save.
  
- Click Sessions Tab. For each session:
  - Select session.
  - Click Edit.
    - Fill in Name, i.e. “Saturday”.
    - Make sure course selection is correct, i.e. “SCY”.
  - Fill in note with schedule information, i.e. “Warm ups 7:30AM-8:45AM. Session starts at 9:00 AM.”
  - Make sure session Max Total Swimmers and Max Total Entries are both blank – might need to delete the latter..

- Make sure max individual entries matches the meet sheet.
  - Select Lenient if deck seeding only.
  - Save.
  - Select session again.
  - If most events do not have a time standard, Click NT OK; otherwise Click NT NOT OK.
- Click Events Tab:
    - Make sure all the events uploaded and are correct.
    - If there are any events that have time standards but you selected NT OK for the whole session, for each event that needs a time standard:
      - Select Event.
      - Click Edit.
      - Click Show Add Event Details.
      - Select course = SCY
      - Select NT Allowed = No
      - Type in qualifying time, do not fetch it.
      - Select Equal to or Faster.
      - Click Save.
    - If there are single year age group entry times, need to delete events and add one event per age with same event number.
    - For single age group invitational, the age groups in each event get combined in to one event with the youngest time standard. So if this is the first time you set up such a meet, you need to change the first event of each session to only the youngest age, delete all subsequent events in the session, then rebuild them with single ages, so event 7 11-14 is now 4 event 7s, 11, 12, 13 and 14. They cannot be reordered, hence the need to redo them. You also need to type in the qualifying time, i.e. USAS single age group BB, in to each of the new sub-events.

***Note: we do not know how to enter the qualifying times as of 1/12/2017. Adding new events leaves nowhere to add the qualifying times, even when Allow Qualifying Times has been checked in the Core tab. Only the copied over file from the previous year comes with qualifying times. This will require tech support from SwimConnection if any new events are added, or if any events are reordered.***

- Click Venues tab, and make sure everything is correct.
- Click Constraints tab:
  - Enter Individual Swimmers Cap, from meet sheet

- Swimmers individual entries cap Lenient = Yes
- Click Continue.
- Click status tab:
  - Select Read/Write access for yourself.
  - Invite head referee and admin by entering their logins. Get information from head referee.
  - Give read/write access to head coach, read only access to admin.

If you have any problems with the meet setup, ask Swim Connection staff for help:

- Click Help hypertext in the upper right hand corner of the Swim Connection web page.
- Click Contact Us.
- Either click their email address hypertext, ome-support@swimconnection.com, or cut and paste the address in to your email browser, and compose an email listing the meet, and the issue you are having.
- Again under status tab, test the meet by clicking Start Trial. If you need to fix something, go back to this page and click Fix Configuration. You can do this loop as many times as required to get it right.
- Go to Enter Meets, select your trial meet, and do pretend entries of your swimmers to make sure it works. Try entering too many events per session, NT and too high of times for events that don't allow it, and times below, at and above qualifying times to make sure rejections only occur above qualifying times and for teams not invited to invitationals.
- Once done testing, click that you have tested it, which will then invoke Swim Connection to put it out for entries.

### **2.3. Upload to ClubAssistant**

For high school meets and Masters.

***FILL IN THIS SECTION NEXT YEAR WHILE DOING THIS, INCLUDING SETTING UP LIMITS/EXHIBITIONS FOR HIGH SCHOOL INDIVIDUAL AND RELAY EVENTS .***

### **3. Force Close Meet**

The head referee will monitor the meet and decide if it needs to be closed early. They can force closure on Swim Connection directly, by requesting SwimConnection to do it remotely, or you can do it by:

- Log in to SwimConnection Online Meet Entries.
- Go to My Meets.
- Select meet.
- Go to Configuration.
- Go to Constraints.
- Select Force Close = yes.
- Add close note, such as “12 and under 4 hour rule.”
- Click Save.

### **4. After the Meet Closes**

#### **4.1. Download Entries**

Do one of the following 3 methods of obtaining entry files:

##### **4.1.1. From email**

For limited team meets like Super League, coaches will email the HY3 file as an attachment to the meet director. Obtain this file from meet director.

##### **4.1.2. From SwimConnection**

For club meets, Download SDIF entry file and T-shirt CSV file from Swim Connection:

- Log in to Swim Connection Online Meet Entries.
- Go to My Meets, and select meet.
- Select Reports.
- Select Generate and Email SDIF file for Computer Operator at meet.
- Select Report Output = Email, enter your email address, and click Generate Report and OK to confirm.
- Select Reports.
- Select Generate and Email CSV for T-shirt vendor.
- Select Report Output = Email, enter your email address, and click Generate Report and OK to confirm.
- Check email and save the reports to your computer.

- Unzip the SDIF report.

#### 4.1.3. From ClubAssistant

For Masters or high school championships, download HY3 file from ClubAssistant

- Go to [www.clubassistant.com](http://www.clubassistant.com)
- Go to Client Login, Meet Administrators
- Log in – you need to be set up with user name and password for this meet
- Select Swim Competitions, All
- Select meet
- Select Tools, Export Meet Entries
- Select Format HY3 file merge MM to MM
- Select Import Download to Computer
- Navigate to swim meet folder and click OK. This downloads the SD3 file.

## 4.2. Import Entries

### 4.2.1 SD3

For CBA or Masters:

- In Meet Manager, go to File, Import, Entries.
- Browse to sd3 file you just unzipped.
  - Note that you will need internet connection while you do this – not sure why.
  - Note that you need to have Meet Manager running in Windows 8 compatibility mode – not sure why:
    - Right-click Meet Manager icon and select Properties
    - Select Compatibility tab
    - Select Run in Compatibility Mode
    - Select Windows 8
    - OK

Failure to do this will force you to update to a new Meet Manager version. It may work to install it in Windows 8 compatibility mode but I'm not sure.

- Select Match on Event Numbers and Include Entries with No Time, but nothing else, including enforcing qual times.
- If there is a team name mismatch exception, select what is already in the database.

### 4.2.2 HY3

For limited number of team meets like Super League, import HY3 file for entries:

- Gather and unzip all the HY3 entry files you received.
- For each team:
  - In MeetManager, go to File, Import, Merge Entries (MM to MM)
  - Browse to HY3 file
  - Click Open
  - Click OK
  - Note number of athletes and entries, then click OK

### 4.3. Run exception report

This lists athletes entered in too many events if you selected Lenient, as well as too many per school scoring vs. exhibition if you set it up that way for a high school championship.

- Select Reports, Exceptions Report.
- Select all sessions.
- Make sure max swims per session for individual and relays is correct.
- If there are minimum standards to meet, select those standards.
- Create Report. Note: if it says no data selected, click stuff and then try again and then it will work. This seems to be a bug.
- If there is deck seeding, print out and give to Clerk of Course for highlighting checkin sheet to inform if there are any scratch downs required. If pre-seeded, send to head referee ASAP so they can work with the coaches to do scratchdowns before all the sheets are preprinted out.

Note: if two swimmers have the same first and last name, Meet Manager 5 merges them and you may not detect that there is now one swimmer with too many events and some of them hidden. Select “Show Swim-Ups” in the athlete view to see this. If you have this problem, add a middle initial or somehow change their name and then in the results email to Pacific Swimming ask them to undo the change.

### 4.4. Manually add more entries

Sources include postal mail, email, verbal and hand delivery. Check with head ref to get permission to add any postal mail post marked after the close date.

- Go to Athletes tab.
- Click first letter of last name to and then scroll down to see if athlete is already entered. If already entered, select name and edit which events are selected and their entry times.

- To add athlete, click Add, and enter name, birth date, verify reg number, then select team name and gender, then select which events they are entered in and enter their entry times. You can skip the colon but all entry times need the period.
- If team not already in database or you notice an error:
  - Click Teams or schools
  - Add/Edit
  - Team Abbreviation, i.e. SRN or UN
  - Full Team name, i.e. Neptune Swimming or Unattached
  - LSC, i.e. PC, SN, CC, OR
  - X
  - X
- Verify payment is correct, if so, add note to entry form that they are entered and paid, listing check number.
- If Masters, Meet Manager will complain about reg number format: accept anyway.
- Return entries and checks to Meet Director.

#### 4.5. Check entry time conversions

Verify all entry times are shown in the converted time column in the Athlete and Relay views. If not, go to File, Setup, Reconvert Entry Times.

#### 4.6. Email registration verification SD3 and PDF files to LSCs

- Go to Reports, Athlete Rosters.
- Under Report Type, select Detailed, Sorted by Team.
- Deselect Include Athletes with No Events.
- Create Report.
- Create PDF:
- Select Microsoft print to PDF printer
- Print to it
- Browse to database folder
- Name it “[meet name] registration verification report”
- X
- X
- Create SD3:
  - File, Export, USA-S Registration.
  - Accept default and click OK.
  - OK when export finished.

- Browse to swim meet database folder such as  
c:\users\neptune\documents\meets\20161014 Fall Classic\ and click OK.  
Autonames the file such as sdif001.sd3.
- Zip PDF and SD3 files together and name “[meet name]registration verification report.zip”
- Email swimmer registration file reg\*.zip should to office-membership@pacswim.org, and cc head referee and admin. This will forward it to the person doing the job, which as of December 2016 is Laurie Benton, Laurie@pacswim.org . Note: the error report will not be sent back until 1-2 days before the meet to make sure the last registrations are picked up. If there are swimmers from other LSCs such as Sierra Nevada, send them a report too. You can filter on LSC when you make the report.

## 4.8. Create Psych Sheet

For meet director and head referee for review, and potentially for sale.

For high school meets, create separate reports per school in addition to total psych sheet, then seed prelims and relays.

Select:

- Reports
- Psych Sheets
- Verify the following only are selected:
- Gender = all
- Rounds = all rounds
- Indiv + Relays
- Select all sessions
- Click Select All to select all events
- Columns / Format tab
  - Columns = double
  - Format = nothing selected
  - Athlete ID = none
  - Time stamp = date and time
- Include in Psych sheet tab, select only:
  - Time Standards, if time standards meet such as CBA
  - Entry qualifying times, if applicable
  - Entry Times
  - (deselect line for results)
- Filter / Sort Order Options
  - Filter = none

- Sort Order = fast to slow
- Create Report. Example psych sheet for a time standards meet:

Neptune Swimming

HY-TEK's MEET MANAGER 5.0 - 10:30 AM 12/11/2016 Page 1  
2016 Swim Like the Dickens - 12/9/2016 to 12/11/2016  
Psych Sheet

**Event 1 Girls 11 & Over 400 Yard IM**

				5:19.19	11-12 AA
				5:33.09	11-12 A
				6:28.59	11-12 B
				5:02.69	13-14 AA
				5:15.89	13-14 A
				6:08.49	13-14 B
				4:54.49	15-16 AA
				5:07.29	15-16 A
				5:58.49	15-16 B
				4:52.29	17-18 AA
				5:04.99	17-18 A
				5:55.79	17-18 B
Name	Age	Team	Seed Time		
1 Motekaitis, Mia P	16	UCD-SN	4:38.41	AA	
2 Swayne, Sofie K	15	CCA-SN	4:46.02	AA	
3 Nowack, Theresa A	17	SRN-PC	4:51.89	AA	
4 Leacox, Kyla W	17	UCD-SN	4:52.54	A	
5 Kellison, Makayle S	14	SRN-PC	4:54.56	AA	
6 Hardey, Ellie G	13	CCA-SN	4:56.69	AA	
7 Vogel-Rigler, Verity	16	CCA-SN	4:58.05	A	
8 McElhern, Kaitlyn A	14	UCD-SN	5:00.91	AA	
9 Perkins, Avery W	14	SRN-PC	5:01.65	AA	
10 Strub, Mikaela L	16	CCA-SN	5:05.05	A	
11 Morris, Lauren M	15	SRN-PC	5:05.41	A	
12 Baumgartner, Nat R	16	MCSO-PC	5:08.86	B	
13 Motekaitis, Elle P	15	UCD-SN	5:10.62	B	
14 Ansari, Nadia F	14	CCA-SN	5:10.91	A	
15 Cameron, Natasha C	16	SD-PC	5:17.53	B	
16 Smits, Emma E	14	SRN-PC	5:19.03	B	
17 Campbell, Bre A	14	GOLD-SN	5:19.87	B	
18 Stewart, Brydie E	15	SRN-PC	5:20.61	B	
19 Gagnon, Anya G	11	SSS-PC	5:28.29	A	
20 Hahn, Ashleigh M	14	UCD-SN	5:30.42	B	
21 Burke, Emi C	12	SRN-PC	5:32.59	A	
22 Holzhauser, Stassi J	12	SRN-PC	5:37.93	B	
23 Morris, Nicole M	13	SRN-PC	5:42.17	B	
24 Hoffman, Hannah A	12	SRN-PC	5:44.08	B	
25 Gwaltney, Madison T	14	CCA-SN	5:44.81	B	
26 Waterson, Alyssa N	12	UCD-SN	6:04.04	B	
27 Campbell, Peighton G	13	GOLD-SN	6:22.33		
28 Glenn, Riley M	13	CCA-SN	6:37.61		
29 Clarkson, Stella J	12	SRN-PC	NT		
30 Solomon, Talia D	11	YPAC-PC	NT		
31 Myler, Kathryn G	11	UCD-SN	NT		
32 Leacox, Makena M	11	UCD-SN	NT		

**Event 2 Boys 11 & Over 400 Yard IM**

				5:12.19	11-12 AA
				5:25.79	11-12 A
				6:20.09	11-12 B
				4:43.39	13-14 AA
				4:55.69	13-14 A
				5:44.99	13-14 B
				4:32.19	15-16 AA
				4:43.99	15-16 A
				5:31.39	15-16 B
				4:25.69	17-18 AA
				4:37.29	17-18 A
				5:23.49	17-18 B
Name	Age	Team	Seed Time		
1 Monks, Ray M	16	SRN-PC	4:21.93	AA	
2 Sipple, Drew A	19	SRN-PC	4:22.06		
3 Mertz, David W	16	SRN-PC	4:25.79	AA	
4 Wong, Connor H	15	SRN-PC	4:33.56	A	
5 Jones, Trevor M	16	SRN-PC	4:40.88	A	
6 Carter, Will T	14	SRN-PC	4:55.93	B	
7 Ignacio, Jonah T	14	CCA-SN	4:59.38	B	
8 Jamison, Brady M	14	CCA-SN	5:12.28	B	
9 Walker, Mitchel D	15	MCSO-PC	5:27.76	B	
10 Bhana, Aiden R	13	SRN-PC	NT		

**Event 3 Girls 11 & Over 500 Yard Freestyle**

				5:52.59	11-12 AA
				6:07.99	11-12 A
				7:09.29	11-12 B
				5:38.29	13-14 AA
				5:52.99	13-14 A
				6:51.79	13-14 B
				5:29.69	15-16 AA
				5:43.99	15-16 A
				6:41.29	15-16 B
				5:28.09	17-18 AA
				5:42.29	17-18 A
				6:39.39	17-18 B
Name	Age	Team	Seed Time		
1 Motekaitis, Mia P	16	UCD-SN	4:59.87	AA	
2 Bristow, Annie L	16	CCA-SN	5:04.91	AA	
3 Buell, Sierra N	17	CCA-SN	5:05.52	AA	
4 Jones, Megan C	15	SRN-PC	5:10.69	AA	
5 Jamison, Taylor C	16	CCA-SN	5:13.68	AA	
6 Kwan, Julie M	15	SRN-PC	5:16.10	AA	
7 Vogel-Rigler, Verity	16	CCA-SN	5:19.97	AA	
8 Swanson, Alina C	14	CCA-SN	5:21.94	AA	
9 McElhern, Kaitlyn A	14	UCD-SN	5:27.12	AA	
10 Scobey, Taylor S	15	SRN-PC	5:29.58	AA	
11 Leacox, Kyla W	17	UCD-SN	5:31.24	A	
12 Hardey, Ellie G	13	CCA-SN	5:33.93	AA	
13 Moussa, Grace N	15	SRN-PC	5:36.87	A	
14 Oliver, Tessa L	15	SRN-PC	5:39.33	A	
15 Mattice, Vivien G	13	SRN-PC	5:39.34	A	
16 Motekaitis, Elle P	15	UCD-SN	5:39.74	A	
17 Smith, Rea N	12	SRN-PC	5:41.30	AA	
18 Lewis, Alexis M	11	SRN-PC	5:46.42	AA	

- Click printer selection icon
- Select Microsoft print to PDF
- Exit
- Click print icon
- OK
- When prompted, name the file “[name of meet] Preliminary Meet Program”
- Save to swim meet database folder
- OK

Or if you print the psych sheet on paper, select double sided.

#### 4.9. Create preliminary meet timeline

If there are changes to start time or intervals from the original setup per the head referee:

- Events
- Sessions
- For each session
  - Double Click on Session
  - Set Start Time, example 05:00 PM
  - Interval (typically 30 sec prelims/timed finals, 45 sec finals to announce names)
  - Extra backstroke interval (typically +15)
  - OK
  - X
- X
- Reports, Sessions
- Select All to select all sessions
- Include event start times
- Include heat and entry count
- Include \*type entries
- Enter scratch factor, as prescribed by head referee; start with 3%
- If head ref asks for prior meet scratch rate, open old meet and do the following
  - Reports
  - Meet Summary
  - Summary Totals
  - By Athlete
  - Lists scratch rate, i.e. 469 scratches, 2067 splashes, 18% scratch rate =  $469/(469 + 2067)$
  - Create report

Example meet timeline:

Licensed To: Zone 3 - Championship Meet

Hy-Tek's MEET MANAGER 2/10/2014 Page 1

# **Neptune Swimming Invitational 14-Under - 2/14/2014 to 2/16/2014**

## **Session Report**

Session: 1 Friday February 08, 2013

Day of Meet: 1 Starts at 05:00 PM Heat Interval: 15 Seconds / Back +15 Seconds

Round	Event	Entries	Heats	Starts at
Finals	1 Girls 13 Year Olds 400 IM	16	2u	05:00 PM
Finals	2 Boys 13 Year Olds 400 IM	12	2u	05:11 PM
Finals	3 Girls 14 Year Olds 400 IM	5	1u	05:22 PM
Finals	4 Boys 14 Year Olds 400 IM	6	1u	05:27 PM
Finals	5 Girls 10 & Under 500 Freestyle	10	2u	05:32 PM
Finals	6 Boys 10 & Under 500 Freestyle	4	1u	05:47 PM
Prelims	7 Girls 11-14 500 Freestyle	44	6u	05:53 PM
Prelims	8 Boys 11-14 500 Freestyle	30	4u	06:31 PM
	Swimmer Count for Warm-ups: 121	=====	=====	
	Entry / Heat Totals:	127	19	
	Finish Time			06:56 PM

Session: 2 Saturday February 09, 2013

Day of Meet: 2 Starts at 09:00 AM Heat Interval: 30 Seconds / Back +15 Seconds

Round	Event	Entries	Heats	Starts at
Finals	9 Girls 10 & Under 50 Freestyle	25	4u	09:00 AM
Finals	10 Boys 10 & Under 50 Freestyle	9	2u	09:05 AM
Prelims	11 Girls 11-14 50 Freestyle	79	10u	09:07 AM
Prelims	12 Boys 11-14 50 Freestyle	54	7u	09:16 AM
Finals	13 Girls 10 & Under 100 Backstroke	16	2u	09:23 AM
Finals	14 Boys 10 & Under 100 Backstroke	6	1u	09:27 AM
Prelims	15 Girls 11-14 100 Backstroke	66	9u	09:29 AM
Prelims	16 Boys 11-14 100 Backstroke	52	7u	09:47 AM
Finals	17 Girls 10 & Under 50 Butterfly	23	3u	10:00 AM
Finals	18 Boys 10 & Under 50 Butterfly	4	1u	10:04 AM
Prelims	19 Girls 11-12 50 Butterfly	26	4u	10:05 AM
Prelims	20 Boys 11-12 50 Butterfly	24	3u	10:09 AM
Prelims	21 Girls 13-14 200 Butterfly	19	3u	10:12 AM
Prelims	22 Boys 13-14 200 Butterfly	10	2u	10:21 AM
Finals	23 Girls 10 & Under 100 Breaststroke	20	3u	10:26 AM
Finals	24 Boys 10 & Under 100 Breaststroke	5	1u	10:32 AM
Prelims	25 Girls 11-14 100 Breaststroke	47	6u	10:35 AM
Prelims	26 Boys 11-14 100 Breaststroke	27	4u	10:45 AM
Prelims	27 Girls 11-14 200 IM	68	9u	10:53 AM
Prelims	28 Boys 11-14 200 IM	56	7u	11:20 AM
	Swimmer Count for Warm-ups: 225	=====	=====	
	Entry / Heat Totals:	636	88	
	Finish Time			11:41 AM

- Click printer selection icon
- Select Microsoft print to PDF program
- Exit
- Click print icon
- OK
- When prompted, name the file “[name of meet] Preliminary Meet Timeline”
- Save to swim meet database folder
- OK
- Verify 12 and unders are not scheduled to swim for more than 4 hours. If not, flag head referee for potential mandatory scratchdown.

#### 4.10. Create Warm-Up Sheet report

This is so the head ref can tell each team how many officials they have to bring.

- Reports
- Warm-Up Sheet
- Select All
- Create report. Example page 1 of report, first day of 3 only shown:

Neptune Swimming

HY-TEK's MEET MANAGER 5.0 - 11/15/2015 Page 1

#### 2015 Swim Like the Dickens - 12/11/2015 to 12/13/2015

#### Warm-up Sheet (Scratch Factor: 1%)

Warm-up Starts at 04:00 PM

Session: 1 Friday

Day of Meet: 1 Starts at 05:00 PM

Total Athletes: 64 - Women: 48 - Men: 16

	Team	Women	Men	Total	Lane
SRN-PC	NEPTUNE SWIMMING	27	9	36	_____
SON-PC	SONOMA SEA DRAGONS	8	0	8	_____
MP-PC	MARIN PIRATES	4	1	5	_____
MCSD-PC	MENDOCINO COAST SEA DRAGONS	3	1	4	_____
UCD-SN	UCD AQUATICS	3	0	3	_____
UN-PC	UNATTACHED	1	2	3	_____
PCM-PC	PACIFIC COAST MARLINS	0	1	1	_____
TOC-PC	THE OLYMPIC CLUB	1	0	1	_____
UN-CC	Unattached	0	1	1	_____
WA-PC	WESTSIDE AQUADUCKS	1	0	1	_____
YPAC-PC	YMCA PACIFIC AQUATIC CLUB	0	1	1	_____

- Click printer selection icon
- Select Microsoft Print to PDF,

- Exit
- Click print icon
- OK
- When prompted, name the file “[name of meet] warm-up report”
- Save to swim meet database folder
- OK

#### **4.11. Determine number of athletes**

- Go to Reports, Athlete Rosters.
- Make sure Athletes with No Entries is not selected.
- Create report.
- Arrow to last page and note highest number athlete, i.e. 577.

#### **4.12. Email reports to meet director and referees**

Email psych sheet, preliminary timeline and warm-up report to meet director, head referee and admin. Include number of athletes in body of text, and an offer to adjust the reports if needed.

#### **4.13. Create and send t-shirt report**

Only when tshirt vendor will be present. Ask meet director.

- Open CSV file created by Swim Connection and add the last name, first name and team abbreviation for all swimmers manually entered.
- Email to meet director so they can send it to the T-shirt vendor.

#### **4.14. Back up database file**

#### **4.15. Return mail-in entries and checks to meet director**

## **4.16. Replenish office supplies**

### **4.16.1 Durable**

- Regular stapler
- Heavy duty stapler
- Pencil sharpener
- Scissors
- REFEREE, COLORADO, ANNOUNCER, POST, AWARDS and ADMIN stamps

### **4.16.2 Consumables**

- Red ink for stamps: we need stamp ink
- Laser jet toner, such as Kyocera FS-1370DN KX for Neptunes printers
- White printer paper
- Blue printer paper for reseeded events that have been posted
- Labels: 3x10 “Address Labels”, 30 per sheet, 1” x 2-5/8”, Avery 5160 or equivalent
- Spare mice batteries
- Red ball point pens
- Thick red Sharpie
- Thick blue Sharpie
- Regular staples
- Heavy duty staples
- Blue masking tape
- Orange highlighter
- Pencils

## **5. After registration verification response from Pacific Swimming**

This should come from to office-membership@pacswim.org, which as of September 2014 is Laurie Benton, laurie4pc@aol.com.

Save email attachment, usually called REGPROB.rtf.

Open report in text viewer to make sure it's the right meet.

### **5.1. Print registration issues for clerk of course**

Print the following report sections for Clerk of Course:

### 5.1.1 Unregistered or unpaid swimmers

Clerk of Course to highlight check-in to tell swimmer to see admin first for payment. Here is an example list of unregistered swimmers:

```

      RECONCILIATION FOR 2014 Neptune Fall Classic      MEET ON
09/27/2014

DATE  9/25/14
TIME 17:29:50

___  CONTACT Hy-Tek, Ltd      AT 866-456-5111

PC      =====
      |THE FOLLOWING SWIMMERS ARE NOT CURRENTLY REGISTERED.|
      |YOU MUST REGISTER THEM BEFORE ALLOWING THEM TO SWIM.|
      =====

S W I M M E R S   N A M E      AGE  SEX   ENTERED   ENTERED
                                CLUB   REGISTRATION

ANDREWS-GIBSON, ROBIN          9    B    SRN      031905ROBKANDR
HAMILTON, KAYLA                13    G    RHC      090801KAYPHAMI
OWENS, ISABEL                  10    G    RHC      070804ISAKOWEN
OWENS, JULIA                    7    G    RHC      121106JULMOWEN
ROUDEBUSH, ANA                 12    G    RHC      040602ANACROUD
SMITH, ETHAN                   13    B    SON      032001ETHASMIT
BURTIS, ELOISE                 12    G    TOC      070102ELOPBURT
MCDONALD, MAGGIE               8     G    WA       071006MAG*MCDO

WE NEED A FORM COMPLETED AND A CHECK FOR $8 FROM THE FOLLOWING
ATHLETE:
CHERE, YVETTE                  16    G    SRN      062398YVERCHER
      ($65 WAS SUBMITTED INSTEAD OF $73)
```

### 5.1.2 Team affiliation change

Print out the team affiliation section for the Clerk of Course. Here is an example:

```
=====
PC      |ENTERED TEAM IS NOT THE SAME AS REGISTERED TEAM|
=====

S W I M M E R S   N A M E      AGE SEX      REGISTERED   ENTERED   ENTERED
REGISTRATION              CLUB        CLUB

HELLAR, SYDNEY      10  G      MP        LVA
061004SYDEHELL
PETERSON, CASEY     11  B      UN        OAPB
070503CAS*PETE
PETERSON, CODY      12  B      UN        OAPB
110101COD*PETE
PETERSON, SYDNEY    12  G      UN        OAPB
110101SYD*PETE
GARCIA, MAYA        8   G      SON        SOMA
112106MAYSGARC
LOPEMAN, LAURA     16  G      SRN        TOC
112197LAUCLOPE
```

THE DATE OF LAST COMPETITION WITH THE OLD TEAM IS NOT KNOWN.  
IF THE SWIMMER WANTS TO BE ATTACHED TO THE ENTERED CLUB,  
THE SWIMMER MUST COMPLETE A TRANSFER/CHANGE FORM SO THAT  
COMPLIANCE WITH THE 120 DAY UNATTACHED RULE CAN BE ENFORCED.  
IF MET, THE ENTERED CLUB MAY BE USED. IF NOT, THE SWIMMER  
MUST BE CHANGED TO UNATTACHED (UN). SEND THE TRANSFER FORM  
TO YOUR LSC REGISTRAR

## 5.2. Edit registration information in database

The next section lists team or unattached LSC and reg number discrepancies. Go in to Athletes to make corrections. Note you may also have to change their birth date, since it is locked to the first 6 digits of their reg number. If you need to create a new unattached LSC, go to Teams. Here is an example of the report:

```
=====
PC      |          THE COMPUTER OPERATOR MUST          |
        |CHANGE SWIMMERS NAME AND/OR REGISTRATION NUMBER AS INDICATED BELOW|
        =====

SWIMMERS NAME AS ENTERED      CHANGE SWIMMERS NAME TO      CHANGE REG# TO

VAN BALEN, LUCAS              031707LUC*VANB
HOFFMAN, HANNAH               063004HANAHOFF
CASASSA, TYLER                052304TYLACASA
MCDONALD, MAGGIE              071005MAG*MCDO
COSTA, ANGELINA               082606ANG*COST
JEFFERS, MASON                CHANGE LSC TO SN
URLANDO, ISABELLA             CHANGE LSC TO SN
URLANDO, GIANLUCA             CHANGE CLUB TO UN
HARM, ELLA                    CHANGE CLUB TO UN
HARM, EVELYN                  CHANGE CLUB TO UN
WALIMBE, SANIKA               CHANGE CLUB TO UN
```

## 5.3. Back up database file