

Team Manager- Commonly Asked Instructions

Team Manager for Swimming provides coaches, parents and administrators with easy-to-use swim club software. The system is designed to completely automate the administration and performance tracking for teams at all levels of competition.

Team Manager provides a great help portal [HERE](#)

Team Manager 7.0 complete help guide [HERE](#)

Creating a Team Database/Setting Swimmers Up

Open database

- Go to File and select Open/New
- Next to File name enter database name
- Click Open
 - Note: Related Article [Open or Create a Database in Team Manager](#)
- Enter System Preferences, click OK
 - Note: Related Article [Edit System Preferences \(Swim\)](#)
- Add team
 - Go to Teams
 - Click Add
 - Fill out Team Maintenance screen, click OK
 - Close Teams screen
 - Note: Related Article [Team and Meet Manager Add a Team](#)
- Add athletes
 - Go to Athletes
 - Click Add
 - Enter Athlete Information, click OK
 - Note: Related Article [Add Athletes in Team Manager](#)

Related Video: [Getting Started in Team Manager](#)

Import a Roster File into Team Manager

1. In Team Manager go to File, Import, Athlete Rosters.
2. Select file to import and click Open.
3. Click OK.
4. Next click on unzipped file and then on Open.
5. Choose one or both of following.
6. Click OK.
7. Click Close.

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

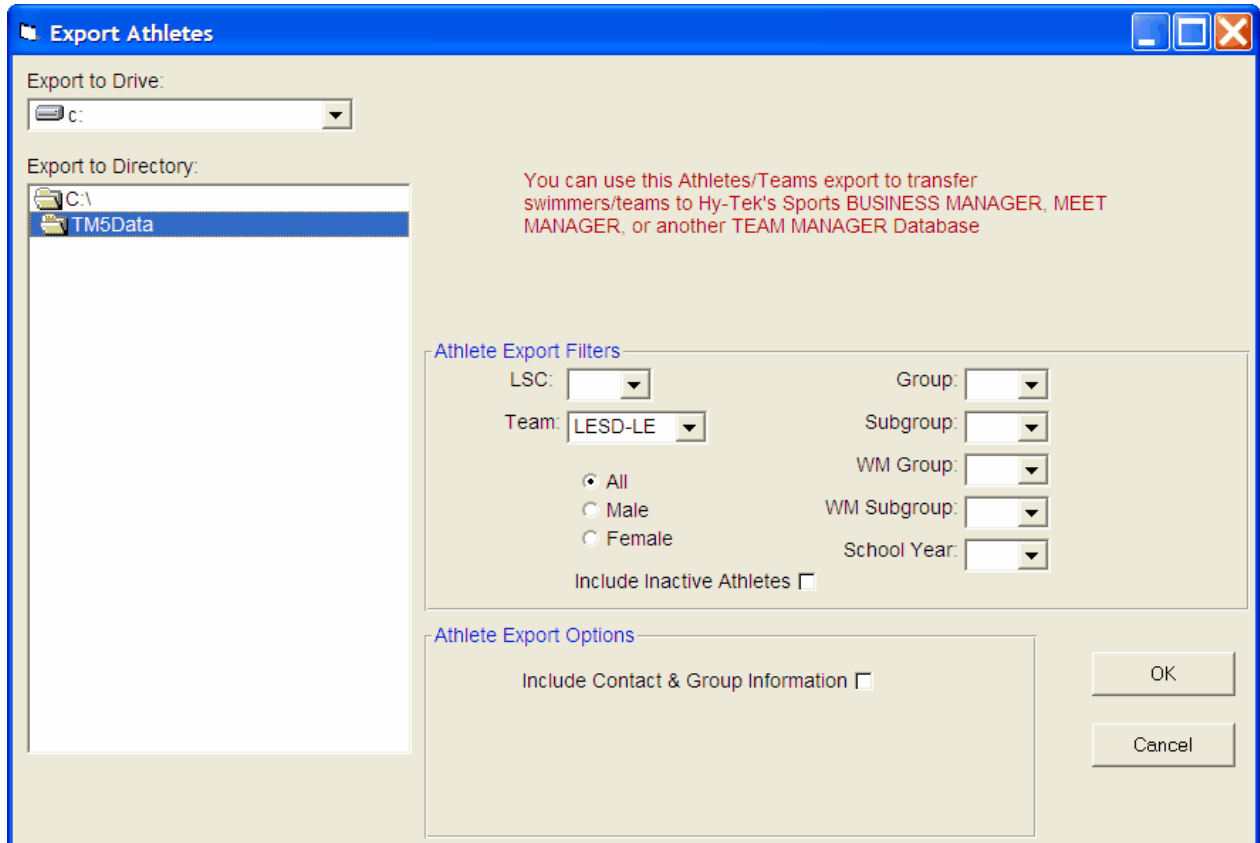


Exporting Rosters for Roster Check:

From the TEAM MANAGER Main Menu Bar, click on File then Export then Athletes/Teams.

If you plan on mailing or taking this information to another computer, specify Drive A as your Export Drive.

If you want to e-mail the information, specify any directory on your hard drive as the Export Drive/Directory.



Customize the Athlete filter choices by Gender, LSC, Team, Group, Subgroup, School Year, WM Group, and WM Subgroup or leave these filter choices blank to include ALL athletes.

You can also choose to include InActive swimmers in this export.

You can further customize the exported information by checking the Include Contact & Group Information check box and the export will then include each swimmer's address, telephone, and e-mail information as well as what Group, Subgroup, WM Group, WM Subgroup, and School Year for later import into another TM Database. You must check the Include Contact & Group Information check box if you wish to export this information to Sports BUSINESS MANAGER.

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

When you click OK, TM will build a file containing the exported information. For the Roster export of Athletes, the file that is built is a HY-TEK Sports Software Data Interchange File with a file extension of HY3. TM will then ZIP this file using the following naming convention:

TTTTTTT-Rosterxxx.ZIP

where "TTTTTTT" is the Team Abbreviation and "xxx" is a sequential number beginning with "001". For example, if the meet results are for the Team "FAST", the exported file name would be

FAST-Roster001.ZIP

Check What You Have Exported

After you have built your export file, click on Reports and then Export/Import File Report and follow the menu prompts to review EXACTLY what information you exported to the file. This is a great way to check and verify the information you have exported. [Click Here](#) for information about this report.

E-mail the File

If you would like to e-mail this file, just use your standard e-mail software and attach the ZIP file.

Setting Up Accounts:

Add Events in Team Manager

1. First go to Meets.
2. Click on Events in top bar.
3. On upper left side of screen there are options for Entry Events and Result Events. Make sure correct option is selected.
4. Click on Add to add events.
5. In top bar there is also an option to Copy Events from another meet.
- 6.

Declare times in Team Manager

Follow the steps below to declare meet entries in Team Manager to send to a meet host using Meet Manager:

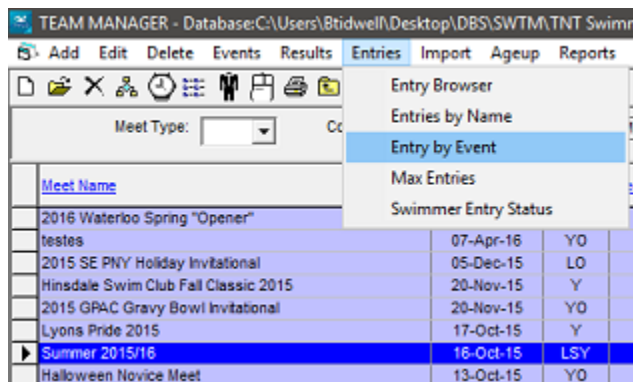
Related Video: [Declare Entries](#)

Note: You will need to [Import Meet Events File into Team Manager](#) before declaring entries.

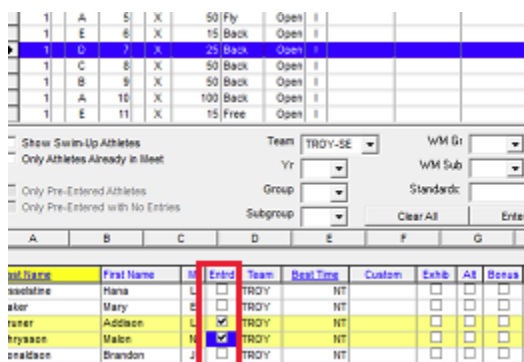
11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6



- From main screen go to Meets
- Select desired meet from list
- Select Entries, then Entries by Event (preferred) or Entries by Name
- Note: Relay entries can only be done using Entries by Event, see [Declare Relay Entries in Team Manager](#) for help
- Note: Team Manager will search past meet results for Best Time to use as entry time. Custom Time can be manually entered if desired.



- Entries by Event for individual events
 - Select event
 - Note: a list of eligible athletes for the selected event will appear below the event listings
 - Check box in Entrd column next to desired athlete
 - Note: Entered athletes will be highlighted yellow



- Entries by Name for individual events
- Note: Entries by Name can only be used for individual events, you must use Entry by Event for relay entries (see note in step 3)
- Go to Entries and select Entries by Name
- select desired athlete
- Check the box in Enter column next to desired event

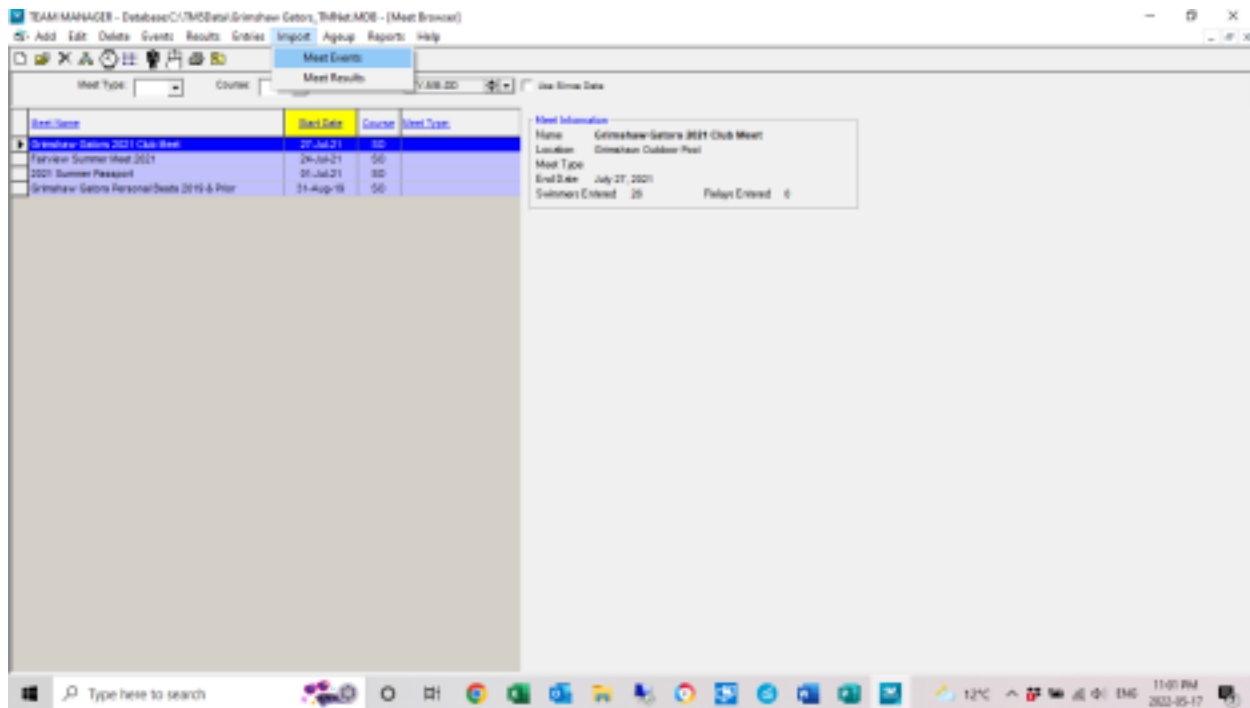
11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

- (Optional) Confirm Entries
 - From the main screen select Meets
 - Select Reports then Entry Report
 - Click Create Report
- Export Meet Entry file and email to meet host

Note: See [Export Meet Entry File](#) for help with this

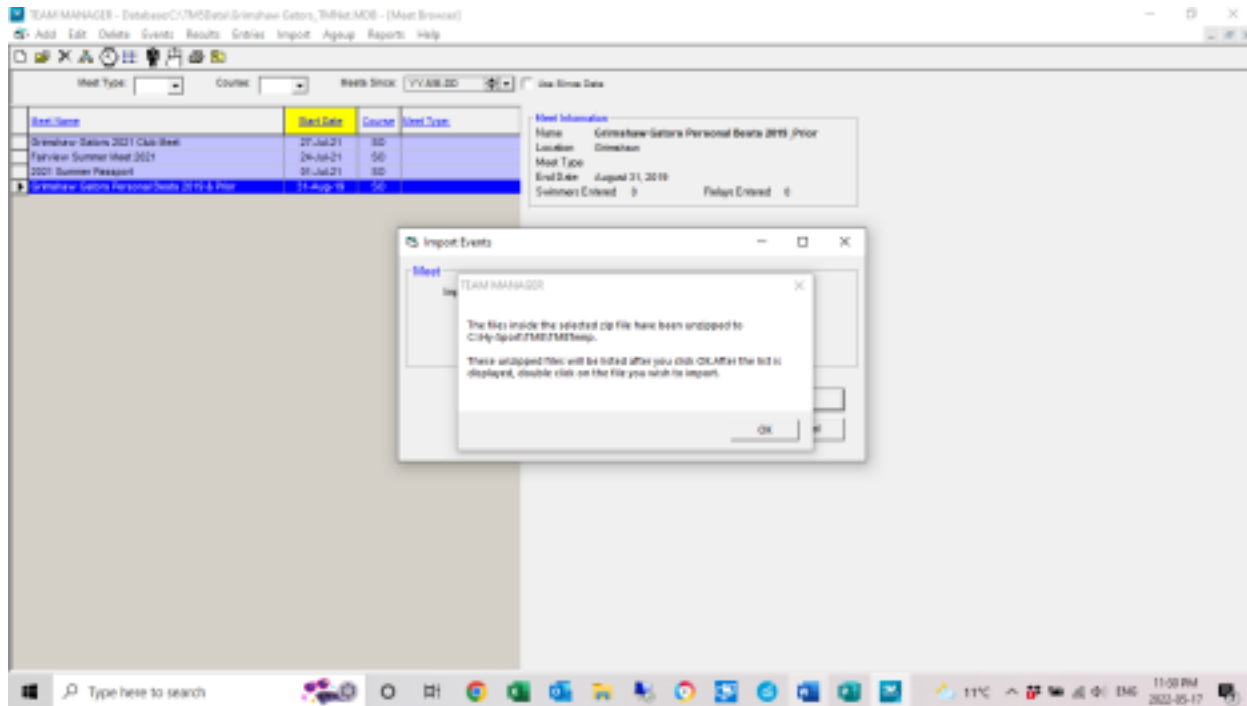
How to do entries

1. Import the meet entry file.

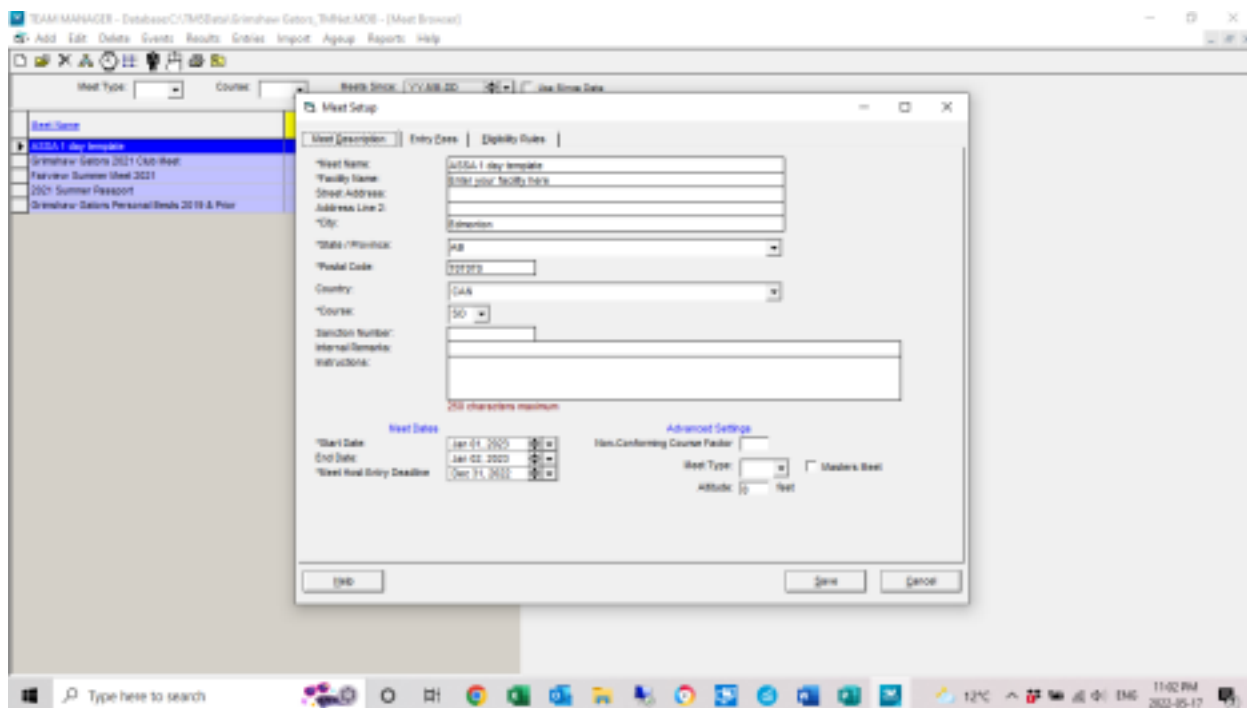


2. You'll be prompted for where did you save the file. In my case I saved in my downloads folder. 3. The file will be unzipped and stored, click OK

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

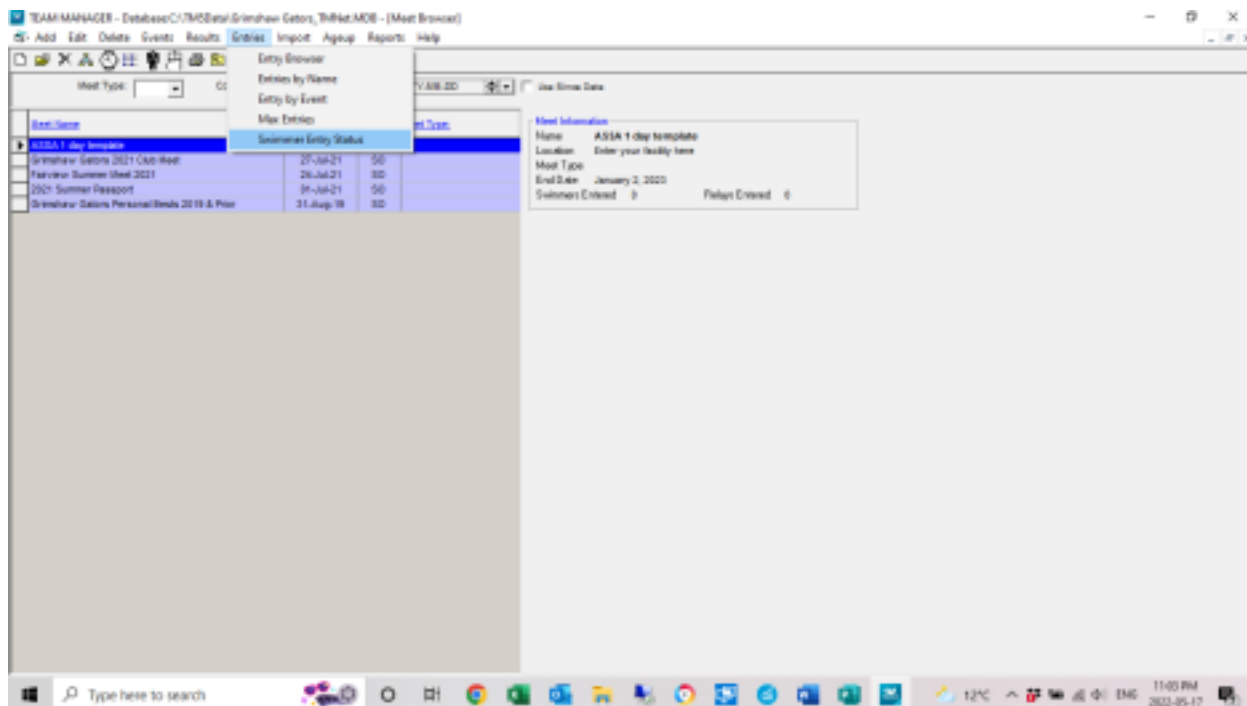


4. A new window showing the unzipped file will pop up, select your file and a few more “Ok clicks” and you’ll be at a similar screen to this. Here’s where you will see dates, location information, and on subsequent tabs age up dates, entry fees, etc... Click Save to put it in your Meet Name list (to the left)



11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

5. With your desired meet selected, Under the “entries” menu, select “Swimmer Entry Status”. This is where a bit of first-level organization is going to happen.



6. Here is where you get to select what swimmers are attending the meet – it will simplify meet entries in later screens if you’re only looking at the X number of swimmers attending!

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

TEAM MANAGER - Database/C:\MSData\Grimshaw Geton, TRIM.MDB - (Pre-Enter Athletes in Meet)

Print Help

Clear All Enter All

Base of Meet: Team: School: TV: Group: Subgroup: N/M Gr: N/M Sub: Low Age: High Age:

81 Jan 23 ASSA 3 day template

Last Name	First Name	SR	Attending	Not Attending	No Response	Sex	Date	Age	Gr	Sub	Preferred Name	Team	ID	Class
Arndt	Jalen		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	27-Mar-07	15				GBAU	120234963	
Arndt	Dody		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	20-Mar-12	9				GBAU	120232129	
Beard	Dery		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	26-Dec-20	13				GBAU	120231997	
Beard	David		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	03-Jul-15	11				GBAU	120231998	
Beard	Sammy		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	26-Mar-27	16				GBAU	120231999	
Beck	Bethany		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	07-Aug-11	11				GBAU	120232130	
Calahan	Bayleigh		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	24-Mar-20	13				GBAU	120231984	
Carman	Sage		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	09-Oct-08	13				GBAU	120232000	
Cole	Beth		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	26-Feb-15	7				GBAU	120232131	
Cress	Annie		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	20-Mar-08	14				GBAU	120231988	
Cress	Heather		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	16-Jun-20	16				GBAU	120231986	
Cress	Ryan		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	24-Oct-02	18				GBAU	120232002	
Dyke-Ober	Jalen		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	13-Apr-11	11				GBAU	120231990	
Elliott	Erin		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	19-May-11	10				GBAU	120232003	
Ferr	Kelina		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	07-Jul-12	9				GBAU	120231992	
Ferr	Wren		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	07-Jul-12	9				GBAU	120231993	
Ferr	Tessa		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	27-Jan-14	8				GBAU	120232132	
FE	Faye		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	29-Sep-12	9				GBAU	120231994	
Fisher	Ella		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	26-Jul-20	12				GBAU	120231991	
Fisher	Theodora		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	24-Sep-11	10			Ther	GBAU	120232022	
Gardner	Bylan		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	25-Oct-11	10				GBAU	120232004	
Hayward	Emmet		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	20-Feb-12	9				GBAU	120232041	
Herrings	Jadeen		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	24-Jun-13	8				GBAU	120232007	
Herrings	Emerson		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	20-Jul-11	10				GBAU	120232006	
Holmes	Alexandra		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	05-Aug-11	10				GBAU	120232008	
Holmes	Alyssa		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	19-Apr-12	10				GBAU	120232042	
Kirk	Samuel		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	12-Apr-12	10				GBAU	120232011	
Kirk	Devinly		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	22-Feb-09	16				GBAU	120232009	
Lee	Brayden		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	31-Mar-08	13				GBAU	120232142	
MacDuggal	Ladya		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	17-Aug-09	13				GBAU	120232011	
Mearns	Lindsay		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	26-Jan-12	10				GBAU	120232043	
McNeil	Olivia		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	F	23-Nov-11	10				GBAU	120232034	
Peeler	Peter		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	M	27-Jan-14	8				GBAU	120232044	

7. Once you've done that, close that window to go back to the meet list and now go to "Entries"/"Entries by name".

TEAM MANAGER - Database/C:\MSData\Grimshaw Geton, TRIM.MDB - (Meet Browser)

Add Edit Delete Events Results Entries Import Ageup Reports Help

Meet Type: Meet Name: Use Meet Data

Meet Information

Name: ASSA 1 day template
 Location: Enter your facility here
 Meet Type:
 End Date: January 2, 2023
 Swimmers Entered: 0
 Pelays Entered: 0

Meet Name	Start Date	End Date	Swimmers Entered
ASSA 1 day template	27-Jun-21	30-Jun-21	56
Grimshaw Geton 2021 Club Meet	26-Jul-21	30-Jul-21	32
Fairview Summer Meet 2021	04-Jul-21	06-Jul-21	56
2021 Summer Passport	04-Jul-21	06-Jul-21	56
Grimshaw Geton Personal Swims 2019 & Prior	31-Aug-19	31-Aug-19	32

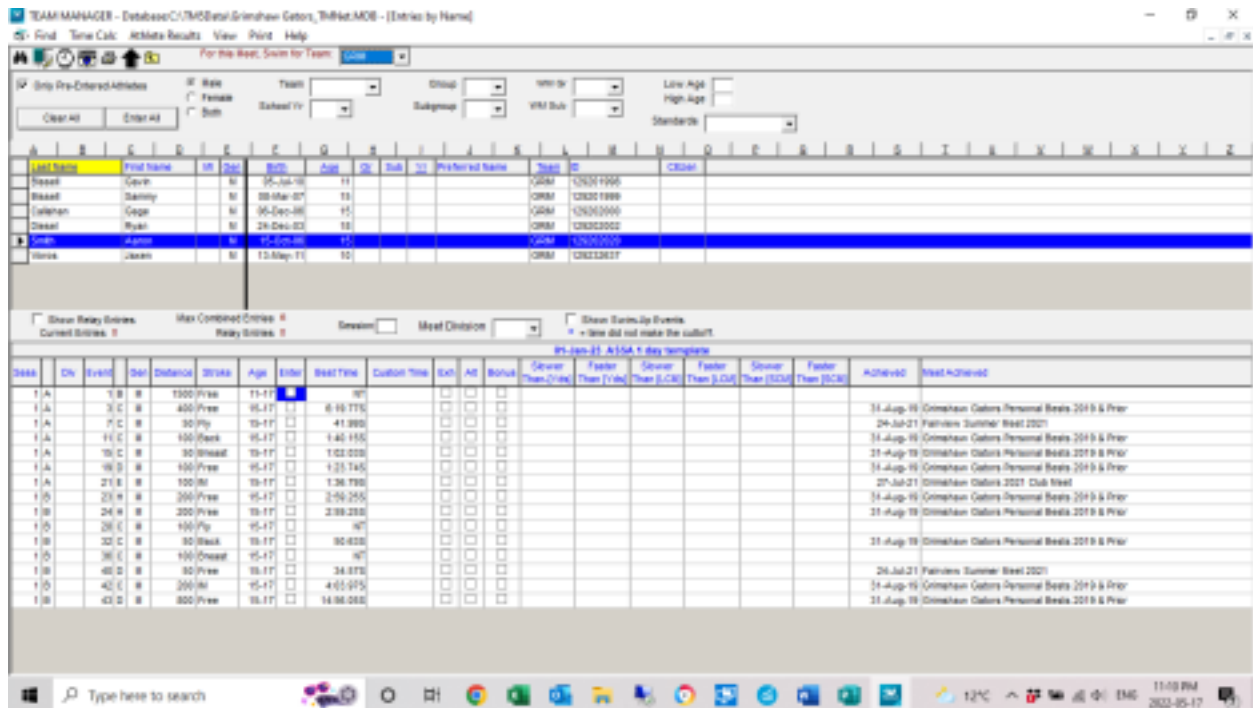
8. Now if you check the "only pre-entered athletes" you can select each athlete and

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

enter their events from a list of only those attending instead of the entire club. You can also choose to shorten the list further by selecting only males or females at a time.

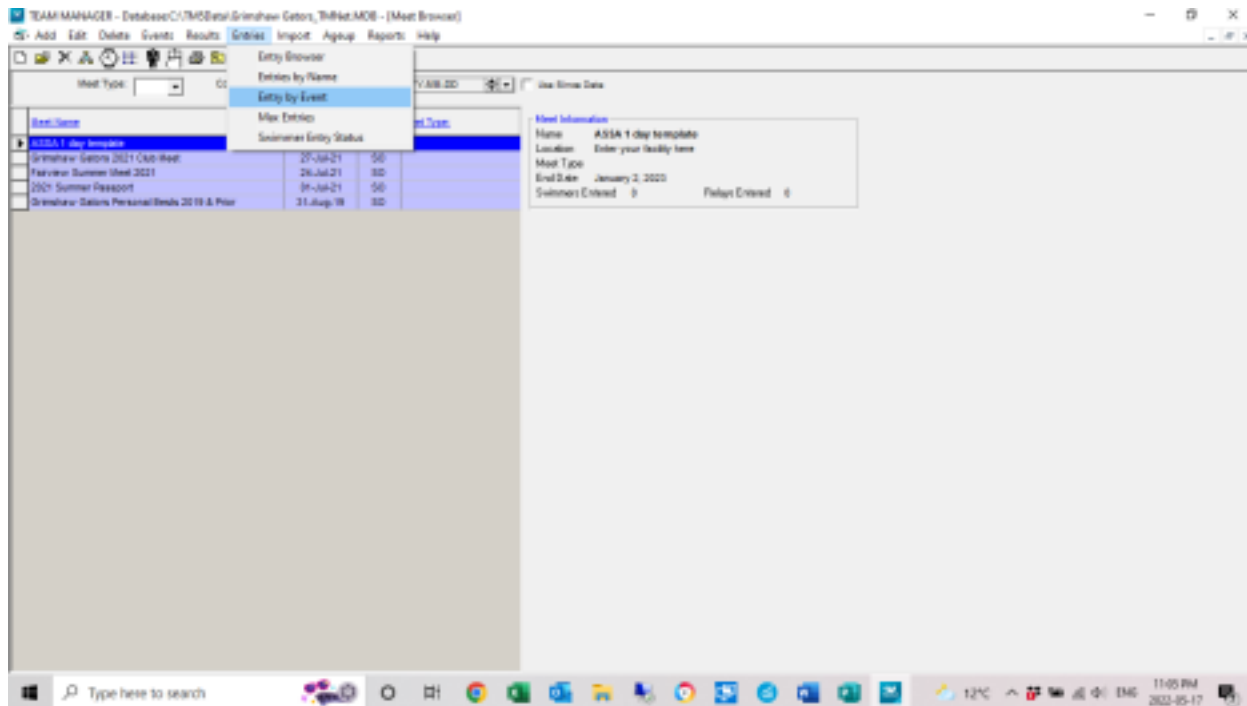
If you have swimmer times from prior meets they will appear as their best times and to the right, it will tell you what meets the time was achieved at.

There will be a note at the end about how you can add the season's best times from ASSA archives.



9. Once you've entered all of your individual events – onto the relays. Exit this screen and go back to the meet list.

10. Under the “Entries” menu, select “Entry by Event”



11. Here if you select “relays only” and then choose the other items in the tick box – swim up athletes if you need say an 8-year-old in a 9-10 relay (the relays are listed by the oldest age category) Make sure you have a team selected or it won’t let you create a new relay team.

12. Once you have the setup, select your event, you’ll see the list of athletes you have to choose from, select the 4 you want and move on to the next event or team. If you have multiple teams in one category, after you make your A-team, click new relay again for a B team and so on.

There are other options for selecting your best teams to play with here as well!

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

TEAM MANAGER - Database: C:\TMDBase\Growthswim\Gators_TB\Fast.MDB - [Entry by Event]

Time Calc Admin Results View Relay Only Print Dual Meet Setup Help

Event: SSA Swim for Team / GGM Season: Meet Division:

27 Jul 2016 Growthswim Summer 2016 Club Meet

Swim	Sw	Event	Gen	Distance	Stroke	Age	HS	Swimmer	Feeder	Swimmer	Feeder	Swimmer	Feeder	Swimmer	Feeder
1	1	50 A	F	100 Free	Free	10-12	B								
1	1	50 C	F	100 Free	Free	11-12	B								
1	1	51 A	B	100 Free	Free	20-29	B								
1	1	51 B	B	100 Free	Free	30-39	B								
1	1	51 C	B	100 Free	Free	40-49	B								

Show Swimmers Already in Meet
 Only Swimmers Already in Season
 Only Pre-Entered Swimmers
 Only Pre-Entered with No Entries

Team: VIM Co VIM Co
 Yr: VIM Co VIM Co
 Group: Standard: * converted line
 Subgroup: Clear All & Best Select All & Best

Indicates a Relay Only swimmer
 Right Click to enter as Relay Only swimmer

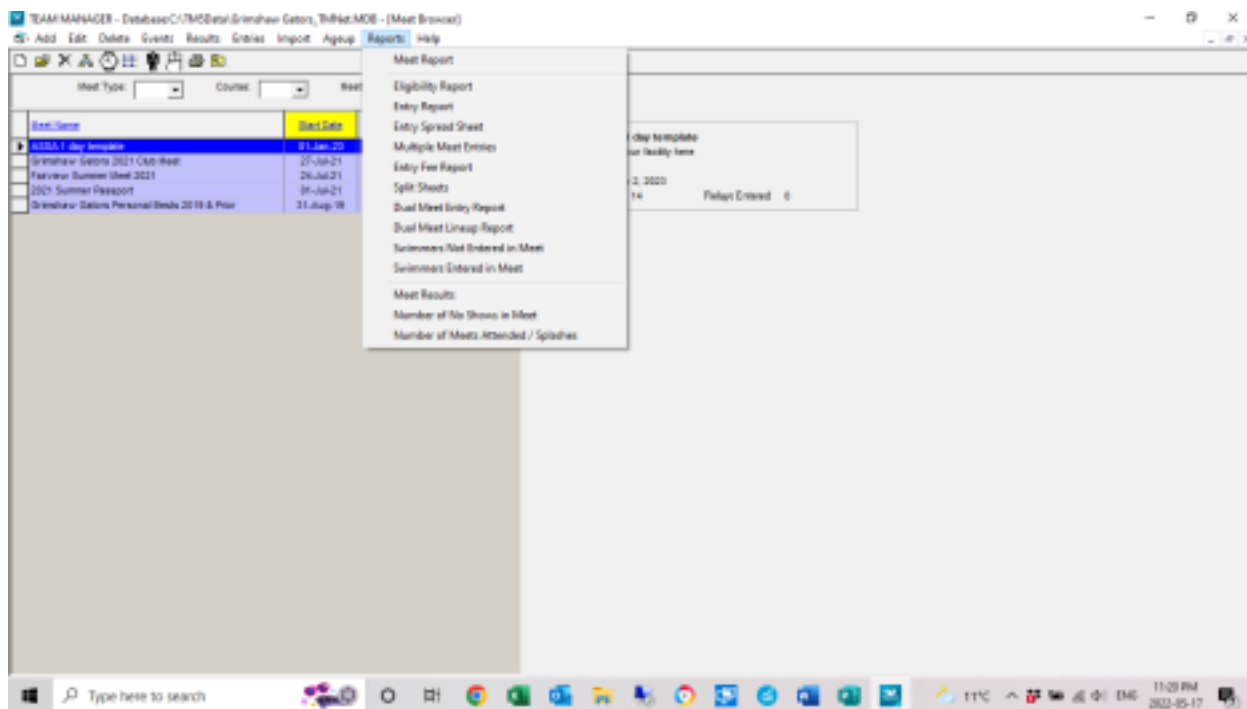
Events: SSA / GGM / Female / 500 Free Relay
 New Relay: Clear Swimmers Find Best Relay Best Relay Report
 Best / Free: Best Relay Order: 0,4,1
 Swimmers: Age: Best Custom Ex Hd LR
 Calculate Custom

Swim	Sw	Event	Gen	Distance	Stroke	Age	HS	Swimmer	Feeder	Swimmer	Feeder	Swimmer	Feeder	Swimmer	Feeder
1	1	500 Free	F	500 Free	Free	10-12	B								
1	1	500 Free	F	500 Free	Free	11-12	B								
1	1	500 Free	F	500 Free	Free	20-29	B								
1	1	500 Free	F	500 Free	Free	30-39	B								
1	1	500 Free	F	500 Free	Free	40-49	B								

13. Once you've finished entering all your teams – time to take a look at a report to make sure no one was missed. Exit from this window and go back to the meet list.

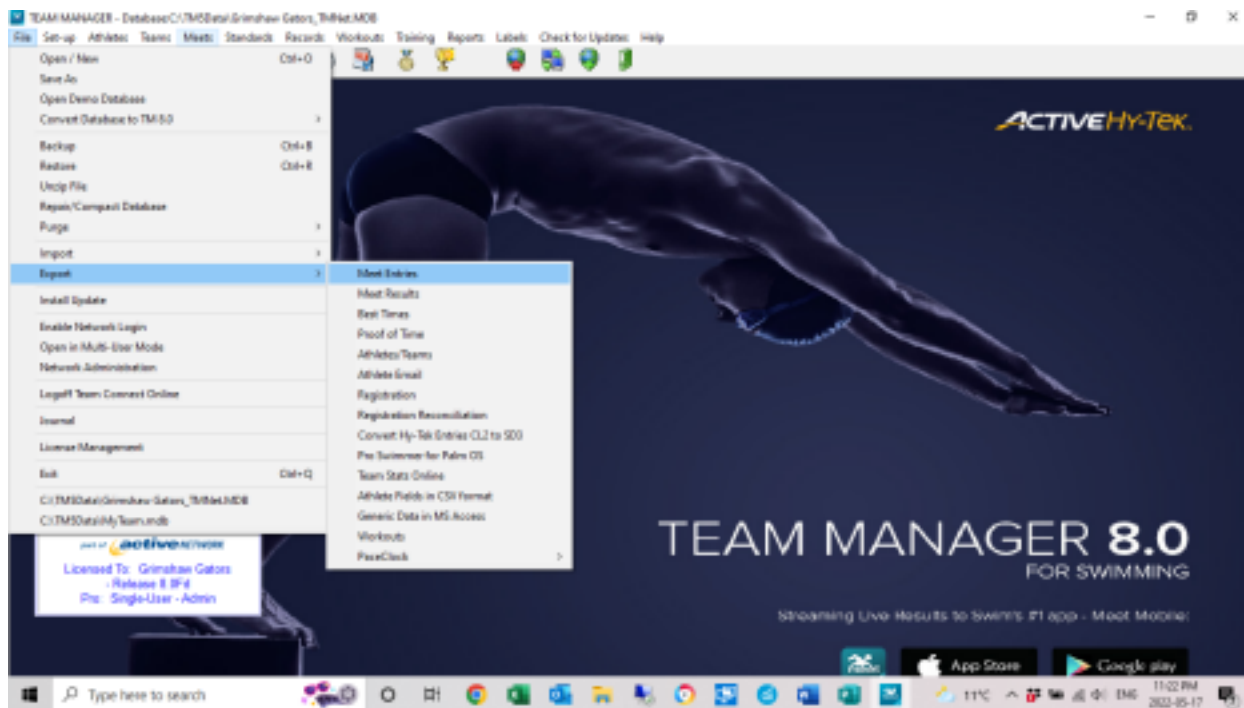
14. Here Under reports if you select the “Entry report” you’ll have multiple ways to sort your report – by event or swimmer, etc... It’s a good way to make sure no one was missed!

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

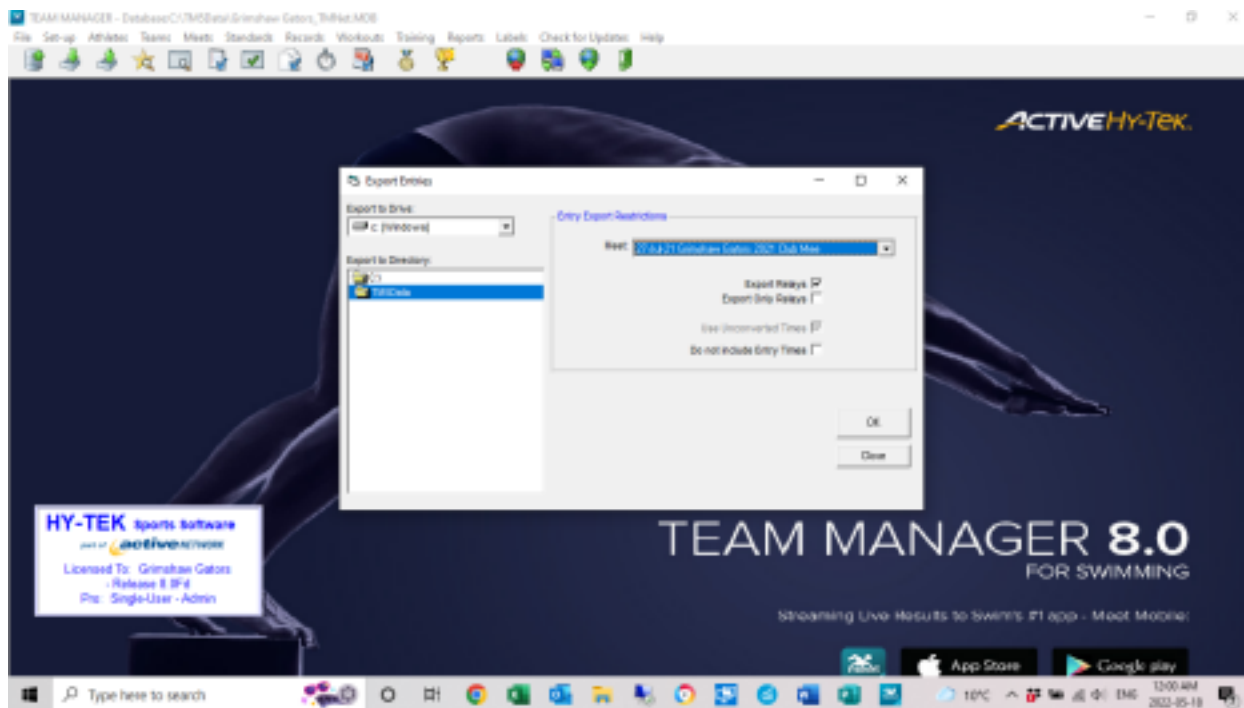


15. Finally, everything is entered, no kids were missed and you're happy with the entries. Time to export the file so it can be uploaded to the RTR. Exit the meet list window and back to the main Team manager screen.

16. Select "File"/"Export"/"Meet Entries"



17. Ensure you have the correct meet selected, don't forget to make sure that "Export Relays" is selected, make note of where your file is being saved and click OK. You now have a file ready to upload to the RTR!



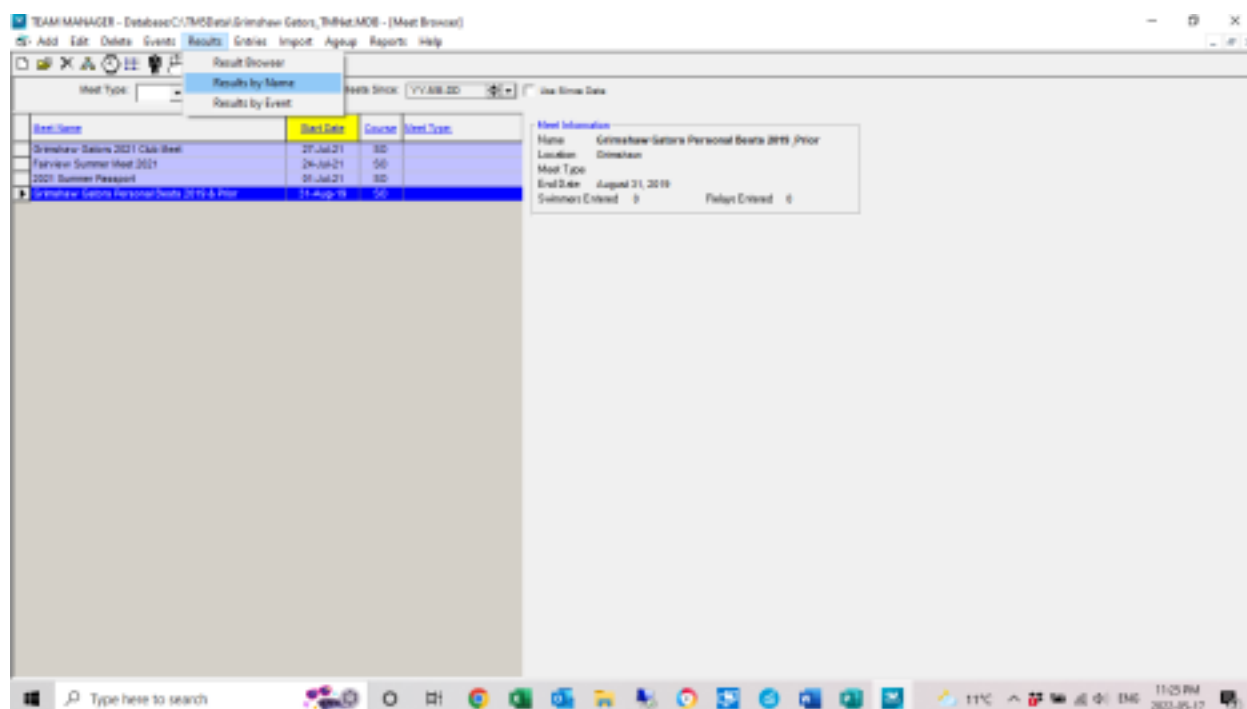
11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

BONUS:

To add Swimmers times from the ASSA Archived results - clicked on "Add" and created a fake swim meet - "Grimshaw Gators Personal Bests 2019 Prior" I set the meet date as the end of August 2019.

From here, Select "Results"/"Results by Name"

This will bring up a new screen where each swimmer can be selected one at a time and their PB times entered for each stroke and distance they have times in.



<https://swimalberta.ca/asso-swimmers/asso-rankings/>

choose "archived results" and scroll down to near the bottom to "Swimmer directory" and from here you can look up any of your swimmers and get a list of their personal best times. A second computer monitor to work off of makes this job go MUCH faster if you want to do it. As meets happen and swimmers get new PB times, this older information will become less and less relevant.

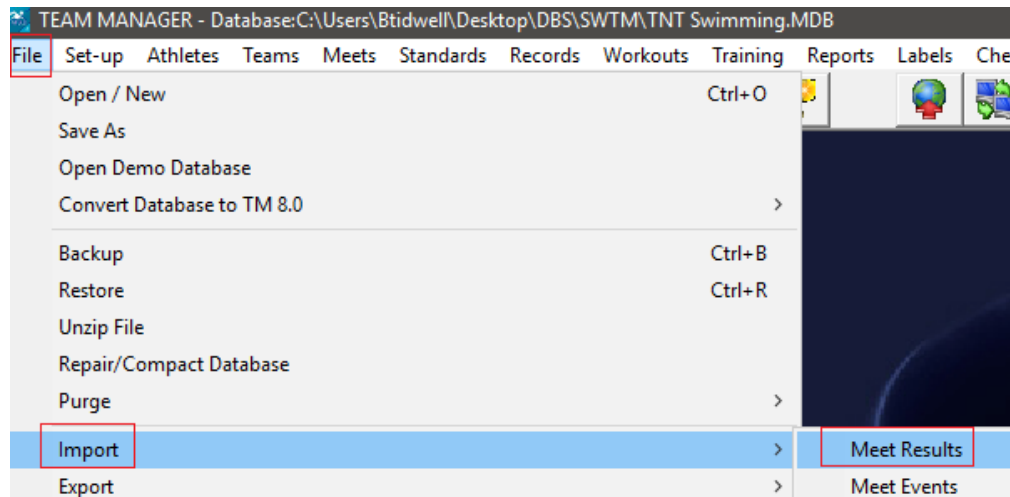
To import a Meet Results file,

Note: you will need a results file from Meet Manager to import into Team Manager. For help with making this file please see {other article}.

- From main screen in Team Manager go to File

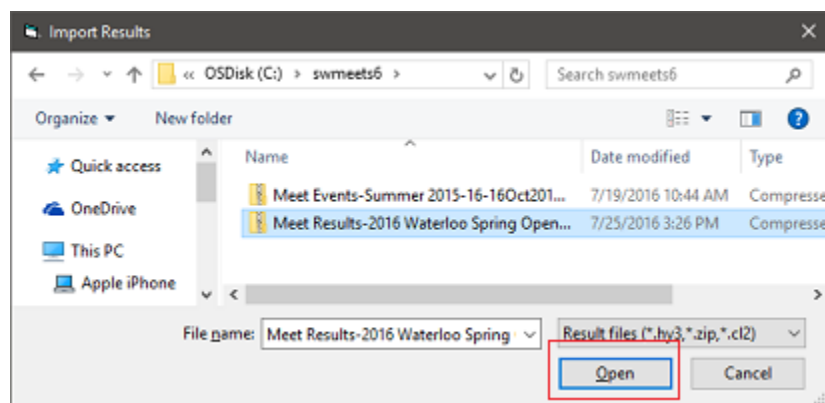
11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

- Select Import, then Meet Results



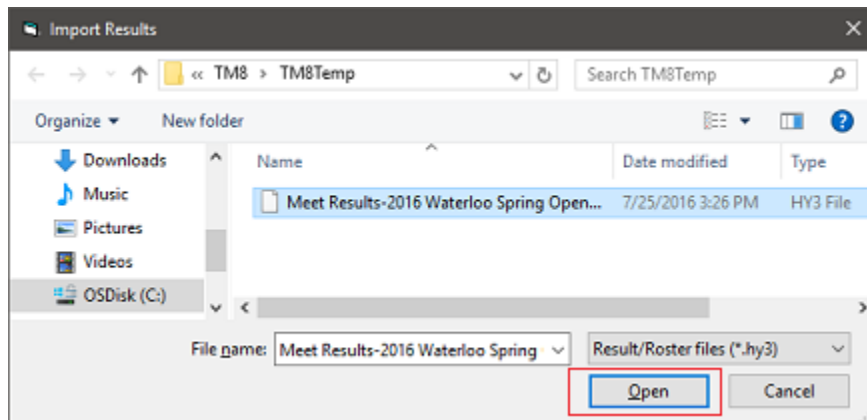
- Select the file to import, then click Open

Note: The file will be a .zip file and will have a name of "Meet Results - NAME OF MEET"

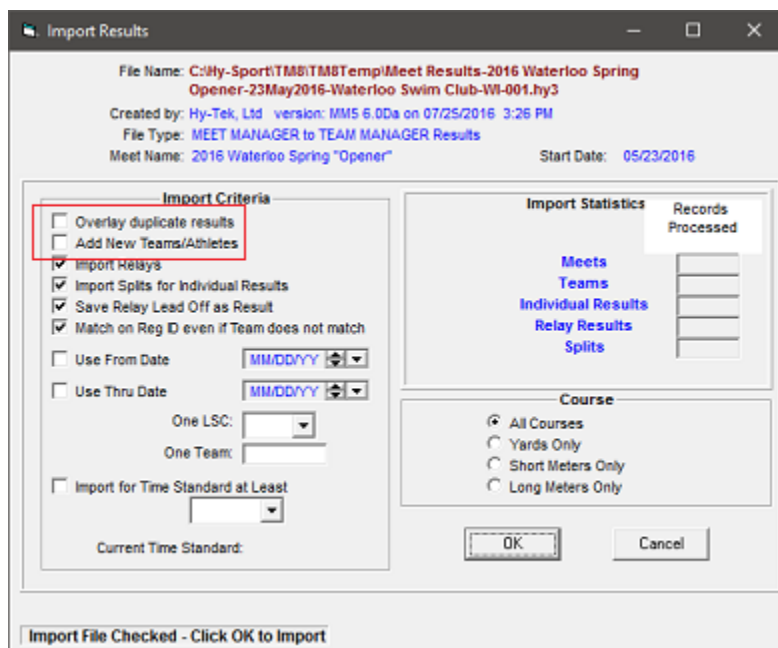


- Click OK when "successfully extracted" message appears
- Select the extracted .hy3 file and click Open

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6



- Once open, you will see this options box



- Select desired filters, then click OK

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6

Note: Add New Teams/ Athletes should be checked if there are athletes in the Meet Manager file that are not in your Team Manager database.

- Receive message that results imported successfully

Note: If you receive an exceptions report, please open and look at it. This is typically caused by missing athletes or a misspelled name. It can generally be corrected by checking the Add new Teams / Athletes option and re-importing.

Trouble Shooting:

ASSA RTR & Entries – When coaches upload entries to the RTR, the system performs a registration check. If a coach receives a rejected entry notice, an exception report will be sent to them indicating the issue. It is most likely one of the following:

- **Swimmers** – are they registered (account updated, and online waivers signed), when completed it will show with a green checkmark in RTR
- **Date of Birth, Name, Gender and Swimming Canada Number** – must match in the RTR to what is in the Team Manager program
- **Club Code** – must match in the RTR to what is in the Team Manager program
- **Duplicate swimmer file** – more than one account for swimmer - Swim Alberta can clean up and fix duplicate swimmer accounts.

Your club registrar will need to verify the information in the team management software is the same by doing a roster check.

11759 GROAT ROAD, EDMONTON ALBERTA, CANADA T5M 3K6