

East Bay Swim League
Team Computer Directors
Training Guide and Reporting Manual

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For EBSL Team Computer Directors
Version .02a

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Purpose: To guide the Team Computer Directors in understanding their reporting procedures for Championship that effect how Team Manager should be set up and used during dual meets.

This manual will cover:

- ❖ **Teams Initials:**
 - Official list of teams and the appropriate initials for each team
- ❖ **Groups and Sub Groups:**
 - Suggested use of Group and Sub Groups.
- ❖ **Event Number and Description:**
 - Official Event # and Descriptions
- ❖ **Team Rosters:**
 - EBSL – Team Roster Format
 - Exporting to Excel
 - Sorting Athlete into Subgroups
 - Sample heading for Subgroup.
- ❖ **T-Champ and final Championship Data**
 - Adding Swimmers & Events for Test Data
 - Setting up odd & even relays
- ❖ **Verifying Reporting Data:**
 - 100 Swimmer Verification
 - Entry time Verification
- ❖ **Creating Championship Data for Mailing**
 - Backing up your Data
 - E-mailing T-Champ and final Championship Data

East Bay Swim League
Team Computer Directors
Training Guide and Reporting Manual

Teams Initials:

CH	Chabot Marlins
CL	Columbia Crocodiles
GM	Glenmoor
KY	Kennedy Swim Club
HI	Mission Highlands
MV	Mission Valley Swim Team
NK	Newark Blue Fins
SL	San Leandro
SG	Southgate
TV	Treeview Dolphins
WS	Warm Springs Aquatics
WM	Washington Manor Swim Team

Groups and Sub Groups:

06	Subgroup	6 & UNDER
07	Subgroup	7 - 8
08	Group	8 & UNDER
10	Group	9 - 10
12	Group	11 - 12
14	Group	13 - 14
18	Group	15 - 18

This help allow you to have a groups for 6 and under and 7-8 for freestyle while also having an 8 and under for all other events.

East Bay Swim League
Team Computer Directors
Training Guide and Reporting Manual

Event Number and Description:

1	Women	2-8	100 Medley Relay
2	Women	8 & U	100 Medley Relay
3	Men	2-8	100 Medley Relay
4	Men	8 & U	100 Medley Relay
5	Women	8-10	100 Medley Relay
6	Women	9-10	100 Medley Relay
7	Men	8-10	100 Medley Relay
8	Men	9-10	100 Medley Relay
9	Women	10-12	200 Medley Relay
10	Women	11-12	200 Medley Relay
11	Men	10-12	200 Medley Relay
12	Men	11-12	200 Medley Relay
13	Women	12-14	200 Medley Relay
14	Women	13-14	200 Medley Relay
15	Men	12-14	200 Medley Relay
16	Men	13-14	200 Medley Relay
17	Women	14-18	200 Medley Relay
18	Women	15-18	200 Medley Relay
19	Men	14-18	200 Medley Relay
20	Men	15-18	200 Medley Relay
21	Women	6 & U	25 Free
22	Men	6 & U	25 Free
23	Women	7-8	25 Free
24	Men	7-8	25 Free
25	Women	9-10	25 Free
26	Men	9-10	25 Free
27	Women	11-12	50 Free
28	Men	11-12	50 Free
29	Women	13-14	50 Free
30	Men	13-14	50 Free
31	Women	15-18	50 Free
32	Men	15-18	50 Free
33	Women	8 & U	25 Back
34	Men	8 & U	25 Back
35	Women	9-10	25 Back
36	Men	9-10	25 Back
37	Women	11-12	50 Back
38	Men	11-12	50 Back
39	Women	13-14	50 Back
40	Men	13-14	50 Back
41	Women	15-18	50 Back
42	Men	15-18	50 Back
43	Women	8 & U	25 Breast
44	Men	8 & U	25 Breast
45	Women	9-10	25 Breast

East Bay Swim League
Team Computer Directors
Training Guide and Reporting Manual

46	Men	9-10	25 Breast
47	Women	11-12	50 Breast
48	Men	11-12	50 Breast
49	Women	13-14	50 Breast
50	Men	13-14	50 Breast
51	Women	15-18	50 Breast
52	Men	15-18	50 Breast
53	Women	8 & U	25 Fly
54	Men	8 & U	25 Fly
55	Women	9-10	25 Fly
56	Men	9-10	25 Fly
57	Women	11-12	50 Fly
58	Men	11-12	50 Fly
59	Women	13-14	50 Fly
60	Men	13-14	50 Fly
61	Women	15-18	50 Fly
62	Men	15-18	50 Fly
63	Women	11-12	100 IM
64	Men	11-12	100 IM
65	Women	13-14	100 IM
66	Men	13-14	100 IM
67	Women	15-18	100 IM
68	Men	15-18	100 IM
69	Women	2-8	100 Free Relay
70	Women	8 & U	100 Free Relay
71	Men	2-8	100 Free Relay
72	Men	8 & U	100 Free Relay
73	Women	8-10	100 Free Relay
74	Women	9-10	100 Free Relay
75	Men	8-10	100 Free Relay
76	Men	9-10	100 Free Relay
77	Women	10-12	200 Free Relay
78	Women	11-12	200 Free Relay
79	Men	10-12	200 Free Relay
80	Men	11-12	200 Free Relay
81	Women	12-14	200 Free Relay
82	Women	13-14	200 Free Relay
83	Men	12-14	200 Free Relay
84	Men	13-14	200 Free Relay
85	Women	14-18	200 Free Relay
86	Women	15-18	200 Free Relay
87	Men	14-18	200 Free Relay
88	Men	15-18	200 Free Relay

All events listed above in normal print are for Dual Meets, the odd relays listed in bold print above are for championship only. Please note the shifted age groups for the odd relays. This prevents the championship program (Meet Manager) from rolling all 13-14 Women into event 81 from event 82.

East Bay Swim League
Team Computer Directors
Training Guide and Reporting Manual

Team manager lets you copy events from previous meets so you only need to set these up once and copy the events forward. Enter all the events for a dual meets and verify that all the data is correct. Then copy all the events to your test championship meet and add the odd relays. This should be the last time you need to enter all the events.

East Bay Swim League
Team Computer Directors
Training Guide and Reporting Manual

Team Rosters:

EBSL - Team Roster Format

Team Rosters should be sorted by age group then by sex then alphabetized by athletes' last name. To perform this will require exporting the data to Excel.

Exporting to Excel:

First run the Athletes Report by selecting Reports, then Administrative then Athletes and accept the defaults. This will bring up all your teams athletes in a new window. Next select the envelope on the top of this new print window. At the down load window select the version of Excel that you use and select disk file. Once you hit the OK button the program will ask where to store the file. If you have a working folder you like to work in, select this folder. If not select the C: drive and then select the "My Documents" folder (depending on your operating system you may need to select additional folders before finding the "My Document" folder).

Sorting Athletes

Once the file is saved open the file in Excel and mark columns A. Next select Edit, and then select Delete, this will move the contents of column B through I into columns A through H. Then select all columns A through H next select the Data menu. On the Data menu select Sort; this will bring up the sort menu.

To achieve the proper athletes report using the sort menu, first sort by age group by selecting column F this should be sorted in the ascending order. For the second sort, use column B and sort this column in descending order to put the women first. The third and final sort, by athlete, will be column A sorted in ascending order. Hit the ok button and the program will sort the data for you.

Sample Heading for Sub Groups:

Women 6 and under
Men 6 and under
Women 7 – 8
Men 7 - 8r
Women 9 – 10
Men 9 – 10
Women 11 – 12
Men 11 – 12
Women 13 – 14
Men 13 – 14
Women 15 – 18
Men 15- 18

Add rows between each sex / age group and add the appropriate headers.

A variation on this concept is to export just the women and sort and label the women. Then you can do the same with the men. If you want at this point you could put the women in one column and the men in another. The league needs the section separated and labeled.

East Bay Swim League
Team Computer Directors
Training Guide and Reporting Manual

T-Champ and final Championship Data:

Adding Events & Swimmers for Test Data

For testing purposes set up a dummy T-championship meet and create all the events as stated above. Use the Championship events for this test. Then add swimmers to events 1-6 and 21 – 26. The first six events are relays and you can make up any combination of kids from the appropriate age group. Don't bother asking the coaches who should be in these relays because this data will not be used. This practice is for the computer directors only. Next fill in the individual events for 21 to 26. Again select some of the swimmers that are eligible for that event. Do not select all of them.

Setting up Relays

Relays that are classified as the B,C and D relays will go in the odd events When entering the B and C and D if necessary into the odd events make sure to add an empty relay first before entering the B relay. To do this select the appropriate odd event and select add relay but do not add any names to this A relay. Hit the add relay button again which should set up the B relay. Now add 4 swimmers to this new relay and make sure to add a seed time. Then you may repeat this process of adding a relay adding 4 swimmers and seeding time for a C and D relay as needed. In at least one of the odd relays add a B and C relay.

Note that the age group for this event must be different than the one for the even groups to prevent Meet Manager from combining the odd events (B,C,D relays) with the even events (A relays).

Now you can add the A relay for the same sex and age group in the next even event. There should be one and only one relay in the even events. To add a "A" relay select the appropriate even event and then select add relay. Add four swimmers to this relay and then add a seat time. Again the time does not mater because as a practice the data will not be used. The idea is to make sure that you know how to manually input a seat time.

Example:

Event #1 Women 2-8 100 Medley Relay		
A Relay		N/T
B Relay	Swimmer 1, Swimmer 2, Swimmer 3, Swimmer 4	1.03:28
C Relay	Swimmer 1, Swimmer 2, Swimmer 3, Swimmer 4	1.17:52
Event #2 Women 8 & Under 100 Medley Relay		
A Relay	Swimmer 1, Swimmer 2, Swimmer 3, Swimmer4	54:47

Verifying Reporting Data:

100 Swimmer verification.

Next print an athlete's roster (Reports/Admin./Athletes/ or the print menu from the athletes screen) and make sure that none of the Championship swimmers have been marked inactive. Your athlete's roster must not have more than 100 swimmers on the list. Again do not bother the coaches about who to mark inactive as the point of this exercise is to make sure that you as the computer director know how to get your teams' roster down to 100 swimmers. Making a backup of you data before you start this process is Highly Recommended.

Entry times Verification

East Bay Swim League
Team Computer Directors
Training Guide and Reporting Manual

Next print a meet report (From the Meets menu select reports then select Entry report) to make sure that you have a time entered for all swimmers in all their events. Scan down the time column to make sure that there are no athletes with out times "N/T". All swimmers who have no time entered for an event will be seated in the first heat. This would put them at a disadvantage by not allowing them to compete at their skill level.

Creating Championship data for mailing:

Backing up your data

We use the backup program to create a file that can be sent to the EBSL Computer Director. Due to the poor quality of floppy disk and floppy disk drives we no longer use floppies for data delivery. The Backup file will need to be attached to a new E-Mail message and mailed to the appropriate e-mail address.

To do a backup select the file menu and then select the backup item. The program will next ask you where to store the backup file. You need to select an appropriate folder for this purpose, if you do not have a working folder then use the My Documents folder.

The program will then allow you to enter a description of this backup. Please indicate your teams name, the date and the type of data that your are sending. Please use "T-Champ" for the test championship data or "2005 Championship" for the Championship data.

E-mailing T-Champ and final Championship Data

The name of the file in the folder you selected will look something like "TM4BkupWarmSpringsAquatics-06.zip". At this point you may attach this file to an E-mail message and email the EBSL Computer Director.