TEAM SUBMISSION INFORMATION FOR SCHOOLS 2025

Event dates:
ATHLETICS – Thursday February 27th
**SWIMMING – Wednesday March 26th**
Please read through all of the instructions carefully before attempting to enter information. Follow the instructions carefully. If you need assistance, please contact me at any stage.

STEP 1 – SOFTWARE DOWNLOAD

Download the Team Manager software provided for you via the link. Note that there is a different version for swimming and athletics (Track & Field).

The current version for Swimming is Team Manager 8.0 and Athletics is 4.2. You will still be able to use previous versions if your computer has these already loading and working properly.

IMPORTANT NOTE: This software is only available for computers operating Windows software. If you use a Mac computer you will need to source a PC running Windows in order to utilise this software.
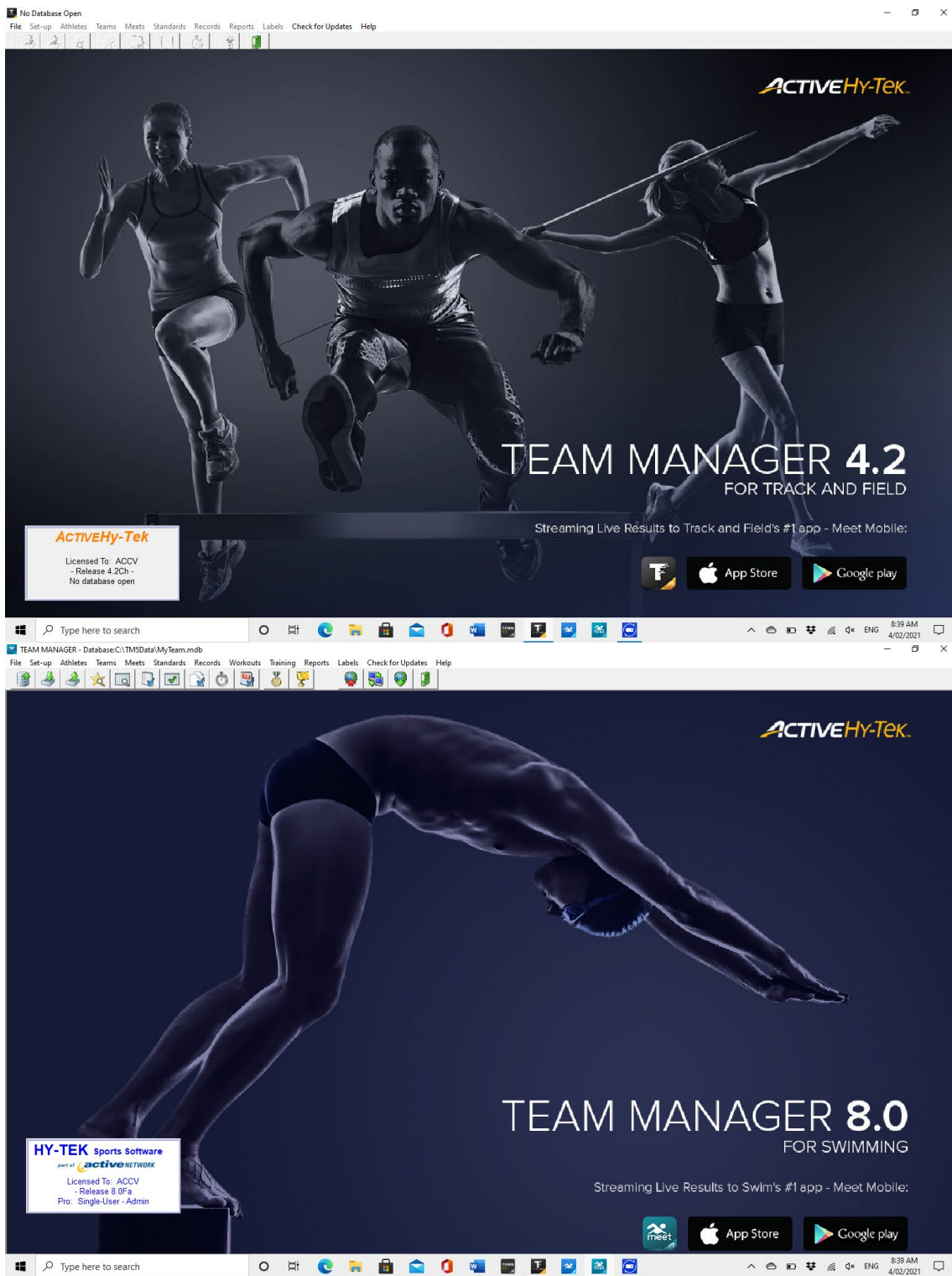
**STEP 2 – OPENING THE DATABASE (Athletics – "Track & Field")**

You should have received <u>two files</u> to import your team file for the Athletics Meet. (The file for Swimming will be available in the coming weeks.) One file will be a .zip folder and the other will be a .tcl file.

Download these files to a folder on your computer where you can easily browse to find.

Open the Team Manager software. It may prompt you to update the software, but this is not necessary – just click cancel. The following screen will appear – Click OK to procced.
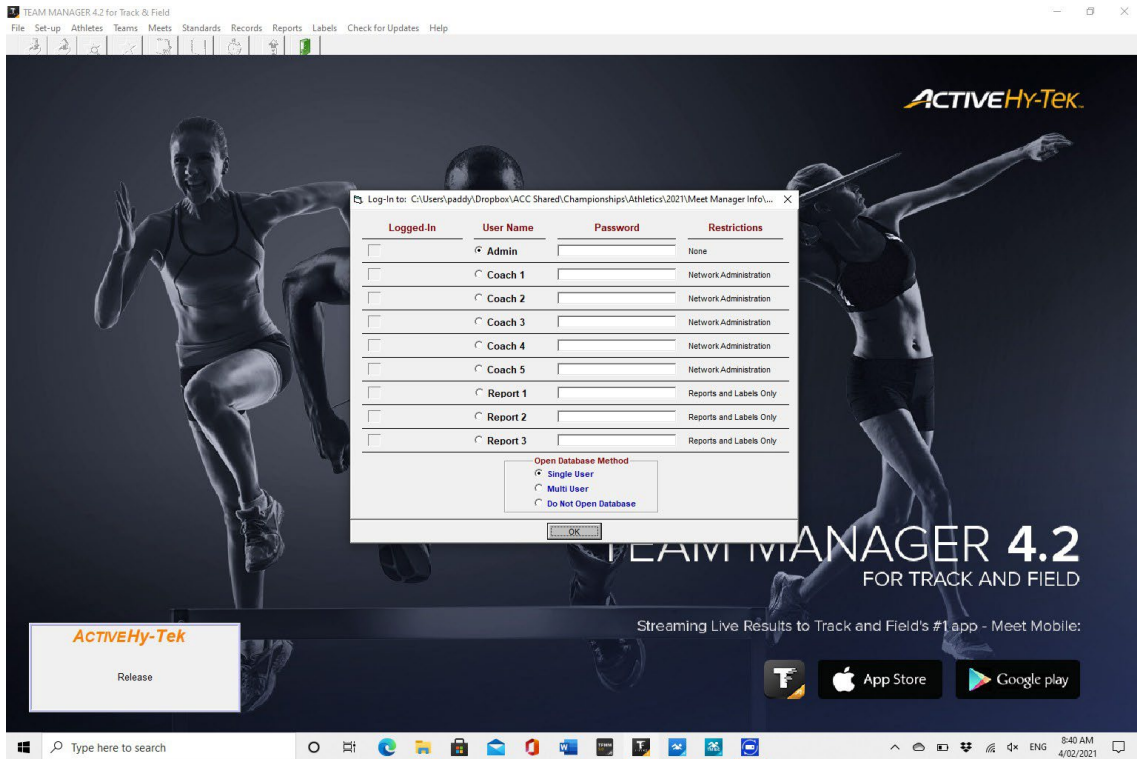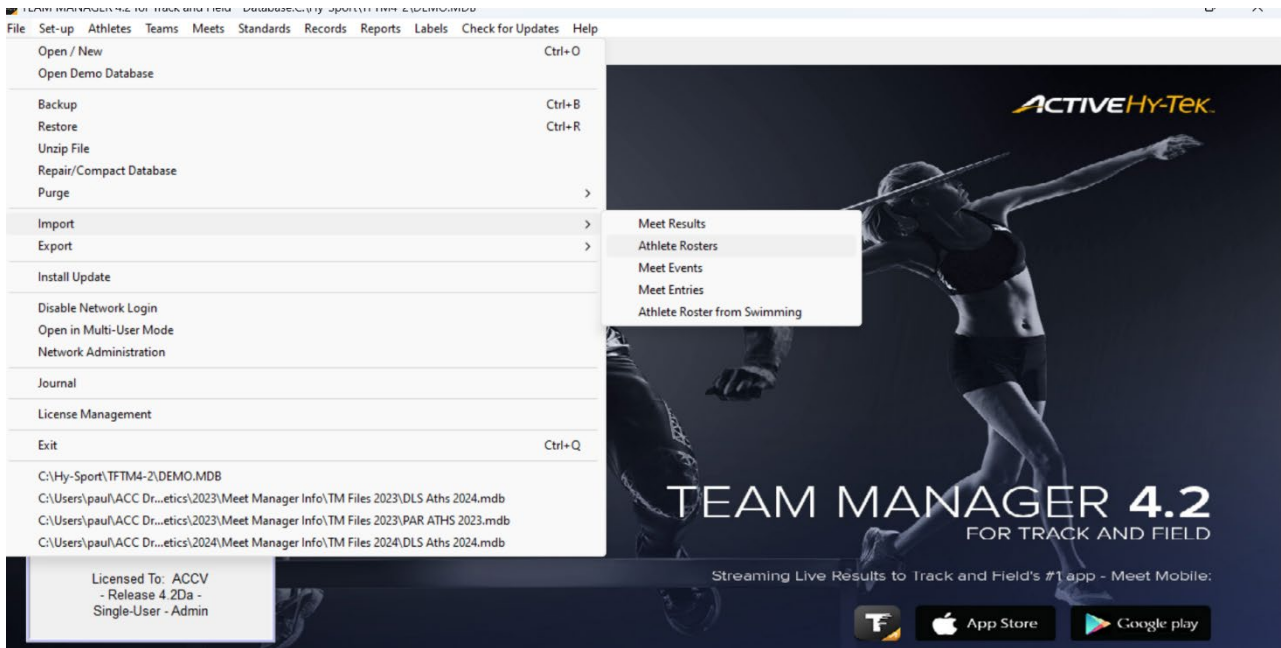

Click "File" then "Import" – "Meet Events"
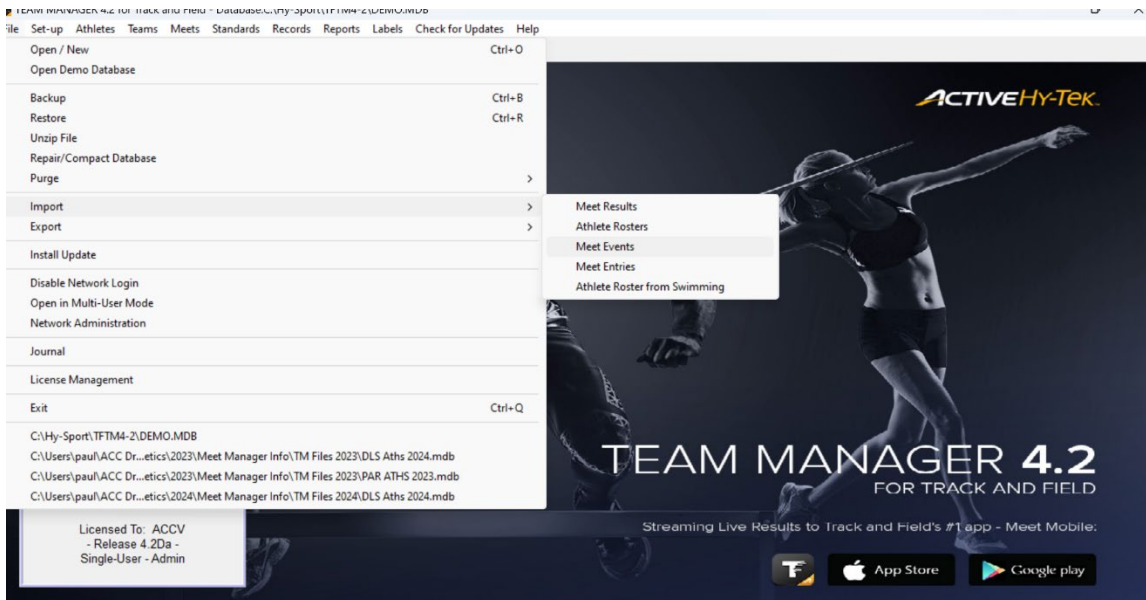
Browse to the folder where you have saved your files and double click on the .zip folder and follow the prompts to import or "open" the file.
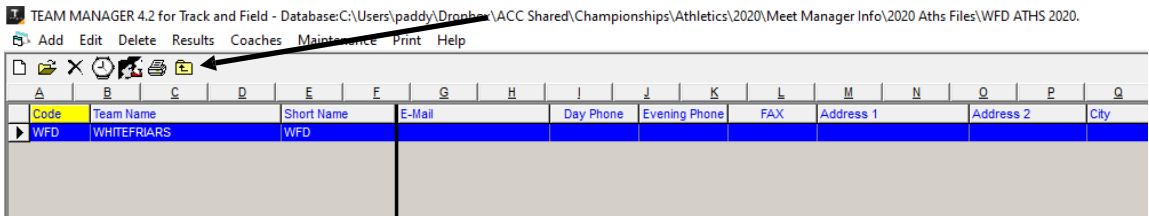
Now, Click "File" then "Import" – "Athlete Rosters"

Browse to the folder where you have saved your files and double click on the .tcl file and follow the prompts to import or "open" the file. When prompted click the first three checkboxes and OK
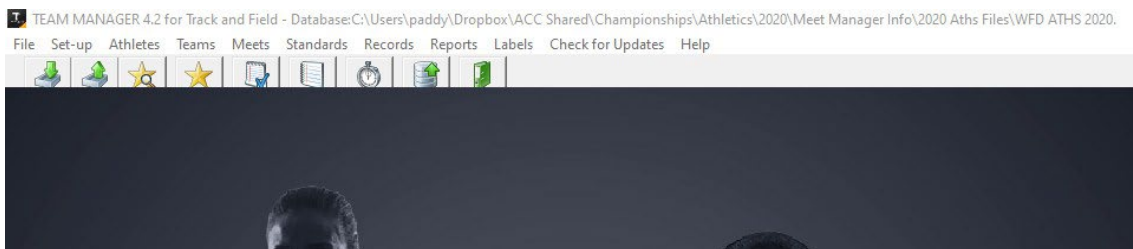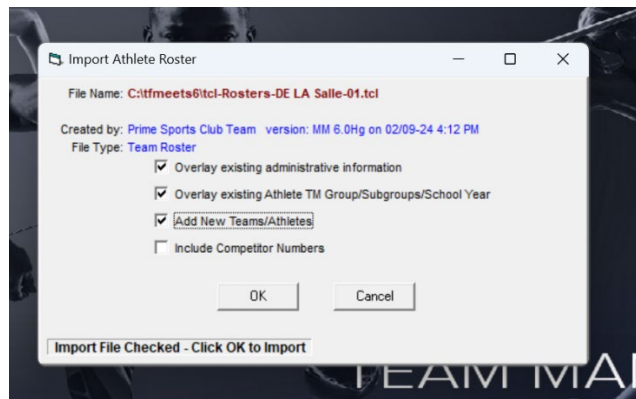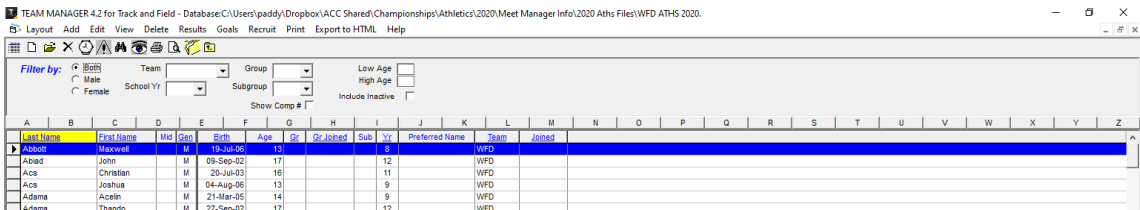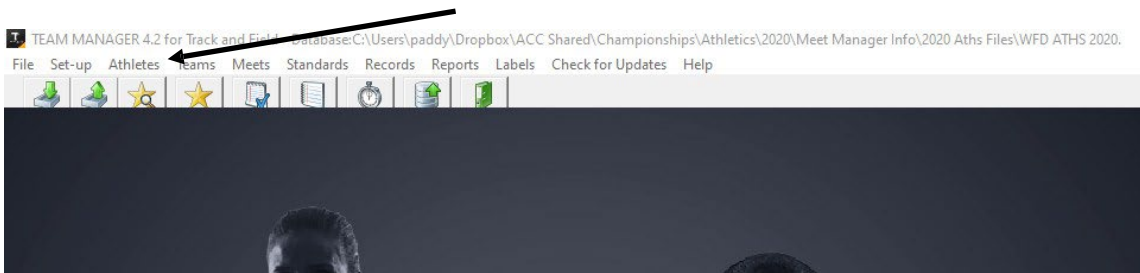

Click on "Teams" and you should see your school listed.
Click the yellow "back" or "up level" icon to return to the main screen.

STEP 3 – CHECK YOUR ATHLETES

Click on "Athletes" and you should see your entire school list with date of birth and year level. If this information is not listed or looks corrupted, please contact me asap to resolve.

STEP 4 – ENTERING ATHLETES INTO INDIVIDUAL EVENTS

Note – this step should not be used for RELAY events. See Step 5 for entering athletes into relays.

Click on the Meets link on the Main Menu
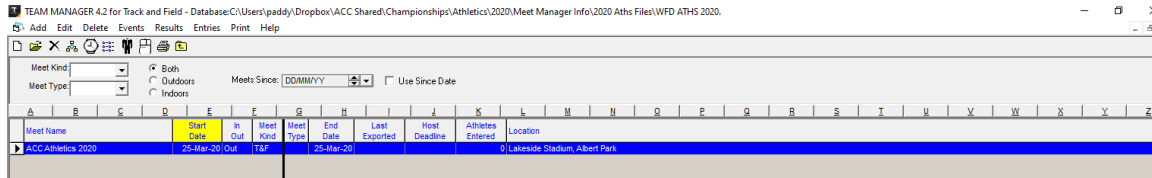
You should see the ACC Athletics 2025 file listed and highlighted blue. If a pop up box appears titled "What's New in Meets" just click Close.

## The Age Groups for the 2025 Events are:

| Age Group	Age Range (Swim)	Age Range (Aths)	Year of birth
Under 13	10-13	Un-13	2012 onwards
Under 14	14-14	Un-14	2011
Under 15	15-15	Un-15	2010
Under 16	16-16	Un-16	2009
Under 17	17-17	Un-17	2008
Senior	Open	Un-19	2006 - 2007
Open	Open	Open	2005 onwards

ENTRY BY EVENT

To enter your athletes by Event, click on Entries / Entries by Event. Click on OK for the pop up window.
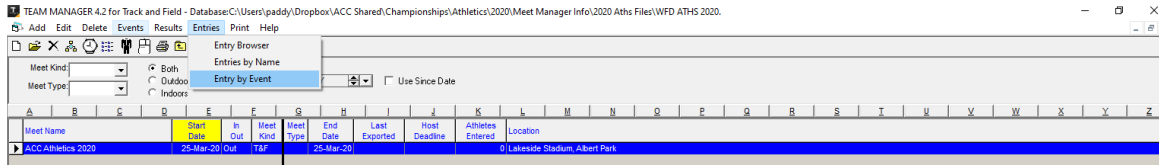

A split screen will appear displaying the events at the top and a full list of your athletes in the bottom window.
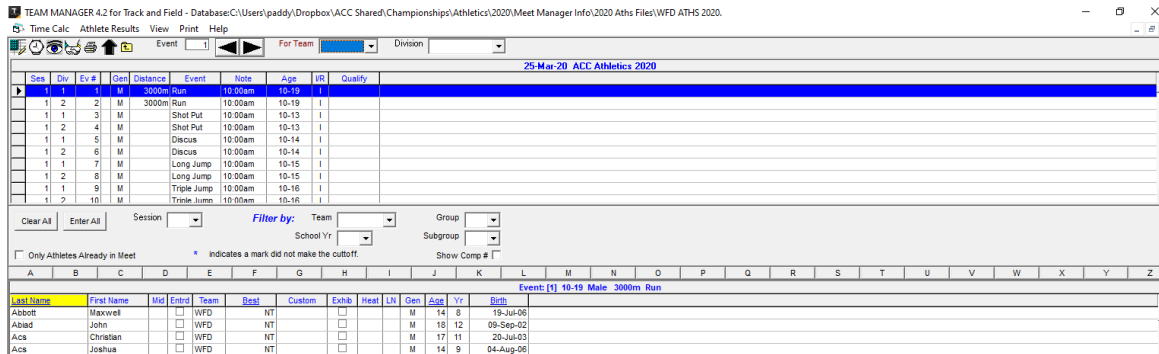
The "For Team" box will be highlighted blue – click the drop down and select your school name. You can also select your division from the dropdown on the right – this will then only display the events in your division, not all events from both Div 1 and 2.
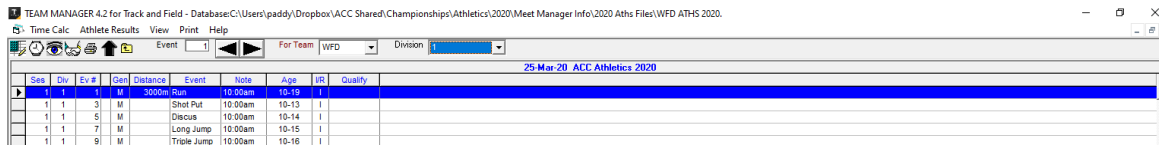
To enter one of your athletes, simply tick the box in the 4th column "Entrd". You will notice that the entire line for that athlete is then highlighted yellow, indicating that they have been entered. Make sure that only one athlete is entered for each individual event.
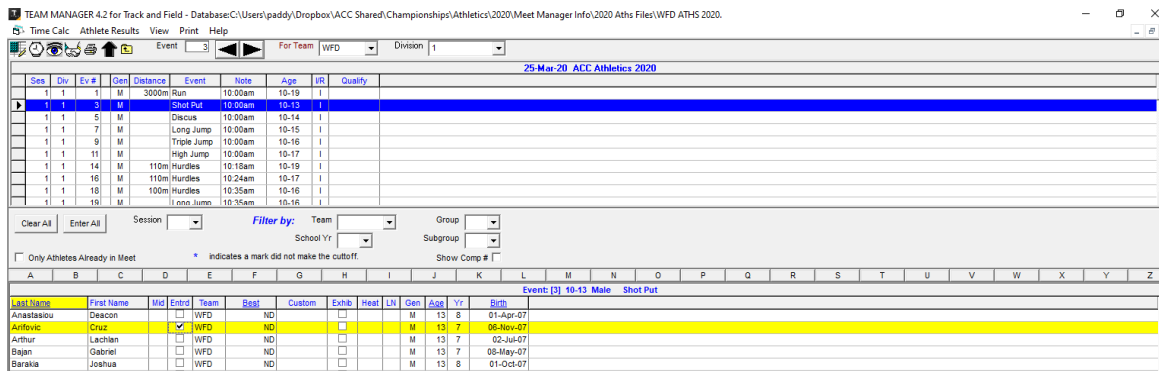
To make a change or correct a mistake, simply tick the "Entrd" box again and the athlete will be withdrawn from that event. You can then scroll to find the correct athlete to enter and tick the "Entrd" box. The system automatically saves your data.

STEP 5 – ENTERING ATHLETES INTO RELAY EVENTS

When entering athletes into relay events (event numbers 135 onwards), you must select "Entry by Event" once again. Scroll down to the relay events and click on the relevant event number. Select your school from the drop down menu – if you forget, a window will appear prompting you to select your team.

Click the "New Relay" box – this simply enters your team in the relay. The next step is to enter your four athletes into that team.

Once you enter your relay team, the "A" relay team will be highlighted yellow. Only click New Relay once otherwise you will have more than one team entered. If you accidentally click it more than once, just make sure that the "Ent" box is deselected in B or below.

From there, simply follow the same process as for selecting individuals – click on the names of your athletes in the "Entrd" box and they will be highlighted yellow. To make a change, simply deselect them and click on the correct athlete. For athletics it does not matter which order your athletes are selected, but for swimming it is very important as times are captured for each relay leg in swimming.

Complete this process for each Relay that you can enter into for your Division.

STEP 6 –CREATING A REPORT OF YOUR ENTRIES

Once all entries have been completed, exit back to the main screen and click on Reports / Meet Reports / Meet Entries to create a report to verify that all events have been entered into correctly. If there are any errors, go back to the relevant step and correct it before checking the report once again.
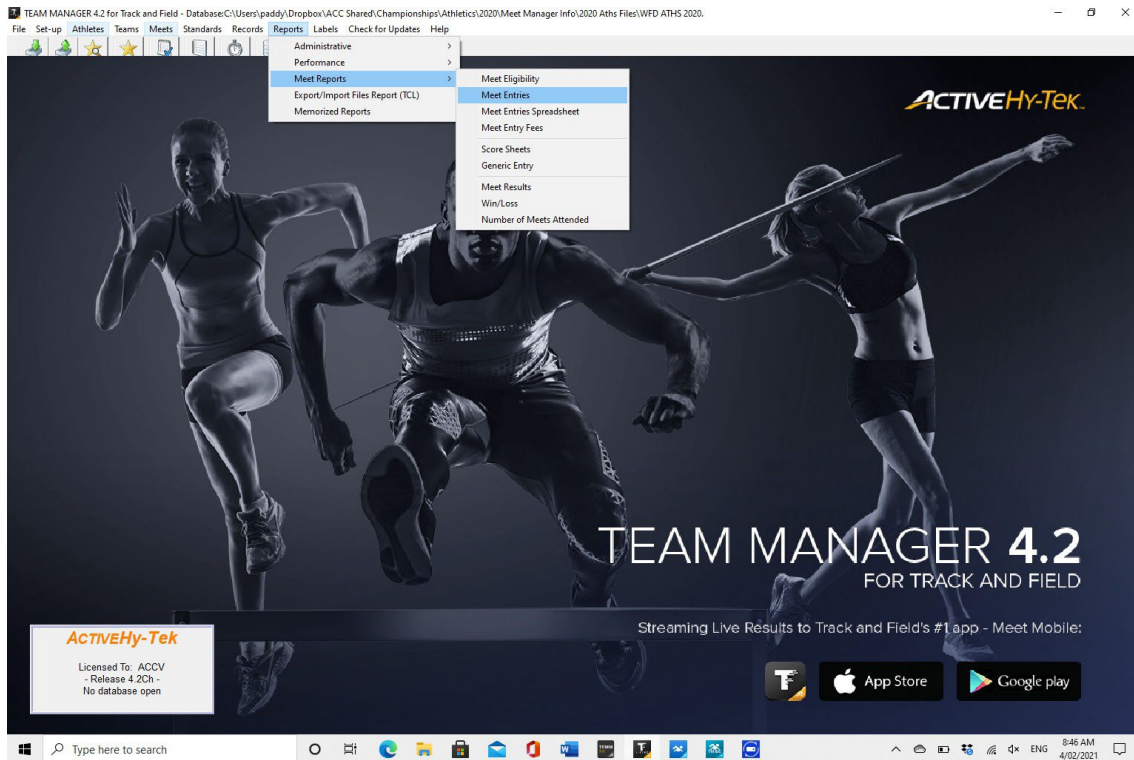
The following window will appear:
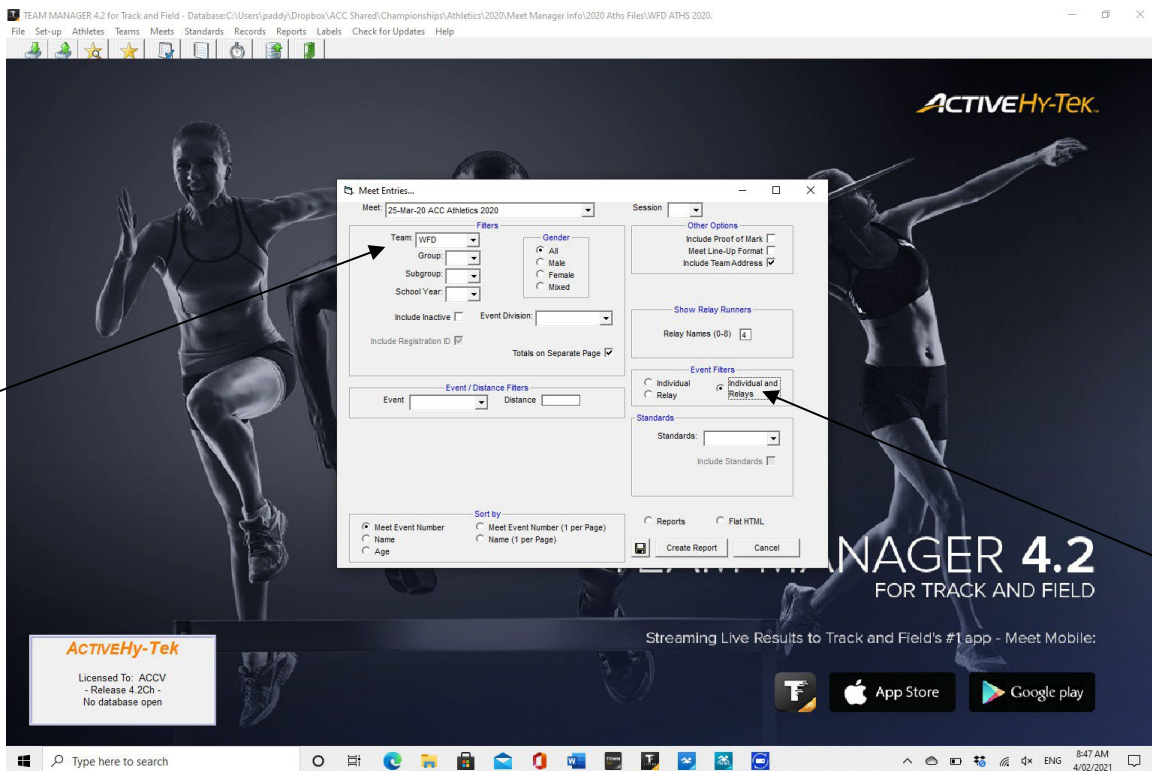
Choose the relevant team and select "Individual and Relays"
Then click on Create Report

CHECKLIST FOR YOUR REPORT:

a) All events entered
b) All in correct division
c) Individual events have only one entrant
d) Relays have 4 athletes entered and are listed in correct order

Your report should look like this for each event:

Individual Meet Entries Report

ACC Athletics 2020 25-Mar-20 [Ageup: 31/12/2020]
WHITEFRIARS [WFD]

# 3 Boys 1 Shot Put 10:00am		
Cruz Arifovic (13)	Whitefriars	ND

Athletes count: 1

# 136 Boys 10-13 4x100m Relay A		NT
Deacon Anastasiou (13) #	Wfd	
Cruz Arifovic (13) #	Wfd	
Lachlan Arthur (13) #	Wfd	
Gabriel Bajan (13) #	Wfd	

Athletes count: 4

Event number / Division / Age group / Event description / Team or School. The "NT ND" means that no time / distance has been recorded as yet. When results are available, NT / ND will be replaced with the actual result.

STEP 7 – SUBMITTING YOUR TEAM ENTRIES

Best practice is to create a new folder for your athletic team entries somewhere easy to find on your computer or network (eg TEAM MANAGER Athletics 2025). This will be the folder where you save all of your Team Manager files.

Once your team entries have been verified on the Report, click on File / Export / Meet Entries to create a zipped file that can then be emailed to me for importing into the main Meet Manager program.

TEAM MANAGER 4.2 for Track and Field - Database:C:\Users\paddy\Dropbox\ACC Shared\Championships\Athletics\2020\Meet Manager Info\2020 Aths Files\WFD ATHS 2020.

File Set-up Athletes Teams Meets Standards Records Reports Labels Check for Updates Help

Open / New   Ctrl+O
Open Demo Database

Backup   Ctrl+B
Restore   Ctrl+R
Unzip File
Repair/Compact Database
Purge   >
Import   >
Export   >   Meet Entries
                                                   Meet Results
Install Update   Best Marks
                                                   Athletes/Teams
Disable Network Login   Athlete Fields in CSV format
Open in Multi-User Mode   Athlete Email
Network Administration

Journal

License Management

Exit   Ctrl+Q

C:\Users\paddy\Dropb...ics\2020\Meet Manager Info\2020 Aths Files\WFD ATHS 2020.mdb
C:\Users\paddy\Dropb...ics\2021\Meet Manager Info\2020 Aths Files\WFD ATHS 2020.mdb

ACTIVE Hy-Tek.

Licensed To: ACCV
- Release 4.2Ch -
No database open

TEAM MANAGER 4.2
FOR TRACK AND FIELD

Streaming Live Results to Track and Field's #1 app - Meet Mobile:

App Store   Google play

Export Entries

Export to Drive:
c: [Local Disk]

Export to Directory:
C:\
TFTM3Data

Entry Export Restrictions
Meet: 25-Mar-20 ACC Athletics 2020
Export Relays ☑
Do not include Entry Times ☐

OK
Cancel

Save it to your folder as per above. The file will be a "zip" file (or compressed file) with a name such as **WFD-Entries001.zip**. Your own school code will be in place of WFD in the above example. Each time you save a team entry file to this folder, it will give it the same name but with an increasing number – ie

WFD-Entries002.zip. If you make updates or save it more than once, please make sure that the file you send through to me is the most recent (highest number).

If you have difficulty sending a Zip file via your email / internet server at school, please let me know and I will send you a "share file" link to a shared folder in my Dropbox.

I will import the file into Meet Manager and then send a verification file back to you for double checking. The deadline for submitting your team MUST BE STRICTLY ADHERED TO. If you are unsure of the process, it might be a good idea to have a go at a few entries and send through a practice copy (let me know if this is the case so I can assist).

STEP 8 – ENTERING ATHLETES IN SWIM TEAM MANAGER

When it is time for submitting teams for the Swimming Championship, you must use the Swim Team Manager software and follow an almost identical process as for the athletics. There are a couple of minor differences which are very important to follow.

Click on Meets / Entries / Entries By Event:

Select your team in the "Swim For Team" dropdown. In the "Meet Division" dropdown, you now have the option of selecting 1A / 1B / 2A / 2B. If you don't select a specific division, it will retain all events in the program and you will need to be very careful when you enter your athletes to ensure they are entered correctly – ie not having 2 athletes in the same event where one should be in the A event and the other in the B event.

Another important change is the "Show Swim Up Athletes" checkbox.

Make sure that you have ticked this box, otherwise it will only display the athletes in that particular age group for each event. If you don't tick the box and you have an event where you are entering a younger athlete to compete in a higher age group, they will not

display for selection into that event. (Note: please ensure that you are familiar with the rules of athletes competing above their age group).

As you select each event in turn, you will notice that the list of athletes changes – only those eligible to enter that event are listed, so if you cannot see the athlete you need to select, please double check their date of birth.

Simply check the "Entrd" box next to each athlete for the appropriate event. **For swimming, you will then need to enter the HEAT & LANE details for that selection. For every entry you should enter "1" in the "Heat" column and then your allocated school lane number in "LN".** These columns can be found on the left of the "gender" and "age" columns.

SCHOOL   LANE FOR 2025
Division 1 Events
ST JOSEPH'S GEEL   2
PARADE   3
SALESIAN   4
ST BEDE'S   5
ST BERNARD'S   6
WHITEFRIARS   7
MAZENOD   8

Division 2 Events
DE LA SALLE   3
ST MARY'S   4
ST JOSEPH'S FTG   5
ST PATRICK'S   6
SIMONDS   7
EMMANUEL   8

To correct an entry, simply check the "Entrd" box again to remove that selection.

The most important factor with this step is to **ensure that the event number for the championship matches up with the correct age group of the student you are entering**. YOU MUST LOOK AT THE EVENT NUMBER AND CHECK IT AGAINST THE PROGRAM INFORMATION SUPPLIED ALREADY. Once you have entered an athlete for all relevant events, simply click the Exit button and you will return to the previous window.

As with the individual events, you will need to enter the "Heat" and "Lane" numbers for all swimming relays. The "Heat" is always 1 and the lane will be that allocated to you as listed on the previous page. It is very important that you list the athletes in the correct order, as times will be provided for each split. The correct order for medley relays is BACKSTROKE, BREASTSTROKE, BUTTERFLY, FREESTYLE.

When you generate your meet entry report to check details, you will note that the Heat / Lane is listed next to each individual and relay event. If you are missing any, you must go back to the entry process and enter the heat and lane correctly. If this is not completed, your athlete / team will not be entered in the program when I import your team entry data.

ACC SWIM MEET 2020 27-Feb-20 [Ageup: 31/12/2020] LC Meters
Location: MSAC
WHITEFRIARS [WFD-VIC]
VIC

# 8 1A Boys 16-16 200 Medley Relay A WFD	1/5	NT
1 Maxwell Abbott (8)		
2 Ioshua Acs (9)		
3 Acelin Adama (9)		
4 James Adams (8)		

Athletes   4

# 23 1A Boys 15-15 50 Free		
Maxwell Abbott (8)	1/5	NT

Athletes   1

Female IE's:	0	Total Athletes:	1
Male IE's:	1		
Total IE's:	1	Total RE's:	1

DEALINE FOR SUBMISSION:

(email to paul@accvic.au or file upload)

Athletics
LAKESIDE – Tuesday February 20ᵗʰ   6pm.

Swimming
MSAC – Tuesday March 26ᵗʰ   11:30am.

STEP 8 – MAKING CHANGES TO YOUR TEAM ENTRIES

Once your team is submitted using Team Manager and confirmed by me, changes can only be made by using the relevant "Change of Entry Form". All changes must list the athlete name, date of birth, event number and the name of the athlete he is replacing. In swimming, you will also need to list the lane number. If all the necessary information is not provided, then the results sheet will simply be listed as your school name rather than the name of the athlete. There are normally a large number of changes made during the event – the easier it is for us to process that data will make a big difference in the smooth management of results.

Please take some time prior to the deadline to familiarise yourself with the process. Once you have done it successfully then it will become a very efficient method of submitting information with numerous benefits both during and following the championships. Feel free to contact me at any time if you strike a hurdle – I am happy to guide you through any step of the process if you get stuck, but please ensure that you have read through the instructions carefully.

Good luck and best wishes with your preparation for the events.

Paul Fahey
ACC Executive Officer
0408 598 093