

# TM – How to enter relays in Team Manager

## Select Event

The screenshot shows the TEAM MANAGER application window. The title bar reads "TEAM MANAGER - Database:C:\TMSData\Temp Team 11-12.mdb - [Meet Browser]". The menu bar includes "Add", "Edit", "Delete", "Events", "Results", "Entries", "Import", "Ageup", "Reports", and "Help". The toolbar contains icons for file operations and data management. Below the toolbar, there are dropdown menus for "Course:", "Meet Type:", and "Meets Since: DDMM/YY".

The main area is a data table with columns: Meet Name, Start Date, Course, Type, Swimmers Invited, Swimmers Entered, What to do Next?, Swimmers Entry Deadline, Meet Host Entry Deadline, Last Sync, Last Exported, Billed, and Facility Name. The first row is highlighted in blue and contains the following data:

Meet Name	Start Date	Course	Type	Swimmers Invited	Swimmers Entered	What to do Next?	Swimmers Entry Deadline	Meet Host Entry Deadline	Last Sync	Last Exported	Billed	Facility Name
State 2012 NZ Short Course Champs	30-Sep-12	S		0	0	Collecting offline		20-Sep-12				Wellington Regional Aquatic Centre

The table lists numerous other events, including "Wellington Short Course Champs", "SZR Signature Meet 2012", "Wairarapa Fairbrother Cup 2012", "Club League 4", "Raumati signature meet", "2012 Trans Tasman", "Dash for Cash 2012", "2012 Club League 3", "NZ Open Championships", "Mayfar Pools 2012 New Zealand Age C", "Manawatu Winter Championships", "Porirua City Aquatics Hardcore Meet", "Manawatu League 3", "PNASC Carnival 2011", "2010 Long Course Summer Champs", "PAUL KENT MEMORIAL SPRING MEET 2010", "SZR LC Sprint Meet 2010", "Wellington Short Course Champs", "Club League team list", "Manawatu League1", "Mayfar Pools 2010 New Zealand Age C", "2010 Pro-Ma Miami SuperChallenge", "Manawatu Age Group Championships", "SW 2010 Long Course Summer Champs", "PAUL KENT MEMORIAL 2009 MEET", "PCA Hardcore", "2009 New Zealand Spring Competition", "2009 Spring Competition", "Wellington Short Course Champs", "Manawatu League 4", "Manawatu League 3", "Club League 3", "2009 New Zealand Age Group Champio", "Manawatu Age Group Championships", "Manawatu Summer Championships", "Capital City Ford Classic 2008", "Wellington Short Course Champs", "1500m time trial", "2008 Wellington LC Summer Champs", "SUMMER CHAMPIONSHIPS", and "CLUB NIGHT 26 OCT".

The Windows taskbar at the bottom shows the system clock as 10:43 a.m. on Wednesday, 13/02/2013, along with icons for Unread Mail, TEAM MANAGER, and Document1 - Micros...

# Selection 'entries by event'

The screenshot shows the TEAM MANAGER application interface. A menu is open, showing the path: **Entries** > **Entries by Event**. An arrow points to this menu item. The main window displays a table of swimming events with columns for Meet Name, Swimmers, Meet Host, Last Sync, Last Exported, Billed, and Facility Name.

Meet Name	Swimmers	Meet Host	Last Sync	Last Exported	Billed	Facility Name
State 2012 NZ Short Course Champs		20-Sep-12				Wellington Regional Aquatic Centre
Wellington Short Course Champs		17-Aug-12				WRAC
SZR Signature Meet 2012		28-Jul-12				WRAC
Wairarapa Fairbrother Cup 2012						Genesis Energy Recreational Centre, Master
Club League 4		23-Jul-12				Naeanae
Raumati signature meet		16-Jul-12				Wellington Regional Aquatic Centre
2012 Trans Tasman						Canberra, Wagga, Melbourne
Dash for Cash 2012						Wellington Aquatic centre
2012 Club League 3		11-Jun-11				Huia Pool
NZ Open Championships						West Wave Aquatic Centre, Auckland
Mayfair Pools 2012 New Zealand Age C						ha ha Wellington Regional Aquatic Centre
Manawatu Winter Championships						Makino Pool
Porirua City Aquatics Hardcore Meet						WRAC
Manawatu League 3						Levin
PNASC Carnival 2011						Freyberg Pool, Palmerston North
2010 Long Course Summer Champs						WRAC
PAUL KENT MEMORIAL SPRING MEET 2010						LEVIN AQUATIC CENTRE
SZR LC Sprint Meet 2010						WRAC
Wellington Short Course Champs						WRAC
Club League team list						Cannons Creek
Manawatu League1						Dannevirke
Mayfair Pools 2010 New Zealand Age C						ha QE II Leisure Centre, Christchurch
2010 Pro-Ma Miami SuperChallenge	QUA					Miami Aquatic Centre
Manawatu Age Group Championships						MAKINO POOL, FIELDING
SW 2010 Long Course Summer Champs						
PAUL KENT MEMORIAL 2009 MEET						LEVIN AQUATIC CENTRE
PCA Hardcore						WRAC Kibrimie
2009 New Zealand Spring Competition						Collecting offline
2009 Spring Competition						QEII Leisure Centre, Christchurch
Wellington Short Course Champs						QEII Leisure Centre, Christchurch
Manawatu League 4						WRAC
Manawatu League 3						Freyberg
Club League 3						Levin
2009 New Zealand Age Group Champio						Cannons Creek
Manawatu Age Group Championships						Wellington Regional Aquatic Centre Weiling
Manawatu Summer Championships						MAKINO POOL, FIELDING
Capital City Ford Classic 2008						LIDO POOL, PALMERSTON NORTH
Wellington Short Course Champs						WRAC
1500m time trial						WRAC
2008 Wellington LC Summer Champs						WRAC
SUMMER CHAMPIONSHPS						LIDO POOL PALMERSTON NORTH
CLUB NIGHT 26 OCT						HOROWHENUA AQUATIC CENTRE

Click on 'Relay's only'



TEAM MANAGER - Database:C:\TMSData\Temp Team 11-12.mdb - (Entry by Event)

Time Calc Athlete Results View Relays Only Print Dual Meet Setup Help

Event: 1A Swim for Team: Session: Meet Division:

### 30 Sep-12 State 2012 NZ Short Course Champs

Sess	Div	Event	Gen	Distance	Stroke	Age	IR	Slower Than [Yds]	Faster Than [Yds]	Slower Than [LCM]	Faster Than [LCM]	Slower Than [SCM]	Faster Than [SCM]
1	1	A	M	200	Free	13-13	I					2:15.10	
1	1	B	M	200	Free	14-14	I					2:08.60	
1	1	C	M	200	Free	15-15	I					2:06.10	
1	1	D	M	200	Free	16-16	I					2:05.60	
1	1	E	M	200	Free	17-18	I					2:03.60	
1	1	F	M	200	Free	19-Ov	I					2:03.60	
1	2	A	F	50	Breast	13-13	I					37.87	

Show Swim-Up Athletes  
 Only Athletes Already in Meet  
 Only Pre-Entered Athletes  
 Only Pre-Entered with No Entries

Team: WM Gr: Cutoff Time Fudge Factor: %  
 Yr: WM Sub: % indicates a time (- fudge factor) make the cutoff.  
 Group: Standards: \* indicates a time did not make the cutoff.  
 Subgroup: Clear All Enter All \* = converted time

Last Name	First Name	MI	Entrd	Team	Best Time	Custom	Exhib	Alt	Bonus	Heat	LN	Gen	Age	Yr	Birth	Achieved	Meet Achieved
Akchison	Sean	G	<input type="checkbox"/>	SZRWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		10-Nov-98		
Aiken	Peter	Z	<input type="checkbox"/>	UHTWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		06-Mar-99		
Albio	Troi	M	<input type="checkbox"/>	PCAWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		21-Jan-99		
Baker	Harry	V	<input type="checkbox"/>	PCAWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		10-Oct-96		
Bamber	Finn	J	<input type="checkbox"/>	SZRWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		16-Sep-99		
Barr-Brown	George	S	<input type="checkbox"/>	HUTWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		07-Aug-99		
Bassett	Jake		<input type="checkbox"/>	CAPWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		14-Jun-99		
Bayliss	Sam	F	<input type="checkbox"/>	CAPWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		15-Dec-88		
Bland	Jared	K	<input type="checkbox"/>	HUTWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		13-Jan-99		
Bowden	Josh	C	<input type="checkbox"/>	BRKWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		14-Jul-99		
Bowron	Toby	J	<input type="checkbox"/>	CAPWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		27-Mar-99		
Bramblecombe	Sean	r	<input type="checkbox"/>	RAUWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		05-Aug-99		
Brown	Liam	J	<input type="checkbox"/>	CAPWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		10-Apr-99		
Cairns	Cameron	W	<input type="checkbox"/>	RAUWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		15-Jan-99		
Carson	Liam	P	<input type="checkbox"/>	SZRWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		22-Feb-99		
Choice	Michael		<input type="checkbox"/>	CAPWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		22-Jan-99		
Clareburt	Lewis	D	<input type="checkbox"/>	CAPWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		04-Jul-99		
Collins	Jake	S	<input type="checkbox"/>	BRKWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		08-Feb-99		
De Brouwer	Jack	H	<input type="checkbox"/>	TODWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		17-Feb-99		
De Grevé	Brendan	T	<input type="checkbox"/>	SZRWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		30-Jul-99		
De Vos	Jarod		<input type="checkbox"/>	CAPWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		02-Mar-99		
Dryden	Jack	Z	<input type="checkbox"/>	MAR	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		20-Nov-98		
Edward	Griffin	D	<input type="checkbox"/>	HUTWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		01-Feb-99		
English	Leo	J	<input type="checkbox"/>	CAPWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		16-Mar-99		
Ensor	Thomas	A	<input type="checkbox"/>	KRIWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		23-Jun-99		
Feld	Joseph	C	<input type="checkbox"/>	CAPWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		30-May-99		
Gaupset	Finn	C	<input type="checkbox"/>	CAPWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		07-Dec-88		
Geehan	Kane		<input type="checkbox"/>	RAIWN	*NT		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			M	13		06-Sep-98		

Event: (1A) 13-13 Male 200 Free

10:46 a.m. Wednesday 13/02/2013

Go to Swim for Team → then click 'New Relay'

The screenshot shows the TEAM MANAGER software interface. At the top, the title bar reads "TEAM MANAGER - Database:C:\TMSData\Temp Team 11-12.mdb - [Entry by Event]". The menu bar includes "Time Calc", "Athlete Results", "View", "Relays Only", "Print", "Dual Meet Setup", and "Help". The toolbar shows "Event" set to "9" and "Swim for Team" set to "KRWN".

The main window displays a table for "30-Sep-12 State 2012 NZ Short Course Champs". The table has columns for Sess, Div, Event, Gen, Distance, Stroke, Age, IR, and performance comparison metrics (Slower/Faster Than Yds, LCM, SCM). The first row is highlighted in blue.

Below the table are several filter checkboxes: "Show Swim-Up Athletes", "Only Athletes Already in Meet", "Only Athletes Already in Session", "Only Pre-Entered Athletes", and "Only Pre-Entered with No Entries". There are also dropdown menus for "Team" (KRWN), "WM Gr", "Yr", "VM Sub", "Group", and "Standards".

The bottom section shows a list of athletes for "Event: [9] 13-15 Male 200 Free Relay". The list includes columns for Last Name, First Name, MI, Ent'd, 4Best, Team, Bonus, Gen, Age, Yr, and BIRTH. Athletes listed include Beasley, Ensor, Farr, Forsythe, Holist, Kader, Martin, Moore, Neal, Overell, Spers, Sylvester, Watkins, and Wthnal.

On the right side, there is a "New Relay" dialog box with options for "Clear Swimmers", "Find Best Relay", "Best Relay Report", and "Best Relay Order [2-4-3-1]". Below this is a "Swimmers" table with columns for Ent, Best, Custom, Ex, Ht, and LN. The first swimmer, Harry Beasley, is selected.

At the bottom of the screen, the Windows taskbar shows the system clock as 10:26 a.m. on Wednesday, 13/02/2013.

Double click on the individual swimmers

The screenshot shows the TEAM MANAGER interface for a relay event. The main table lists swimmers with their names, teams, and relay positions. A 'Swimmers' panel on the right shows a list of swimmers with checkboxes for 'Ent', 'Best', 'Custom', 'Ex', 'HT', and 'LN'. The 'Custom' checkbox is highlighted, indicating the user is setting custom times for the relay.

Last Name	First Name	MI	Ent	4Best	Team	Best Time	Bonus	Gen	Age	Yr	Birth
Beasly	Harry		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	14		13-Dec-97
Ennor	Thomas	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	13		23-Jun-99
A Farr	Jacob	P	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	14		23-Jul-98
A Forsythe	Devin	R	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	14		16-Feb-98
A Holst	Theo	J	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	13		26-Jul-99
Kader	Zain		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	15		06-Aug-97
Martin	Alexander		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	15		04-Mar-97
A Moore	Conor	J	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	13		31-May-99
Neal	Liam	M	<input type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	15		08-Feb-97
Overell	James	H	<input type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	15		12-Mar-97
Speirs	Finn	H	<input type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	13		24-Jun-99
Sylvester	Jonathon	C	<input type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	13		01-Nov-98
Watkins	James	A	<input type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	14		24-Jun-98
Withnall	Tom		<input type="checkbox"/>	<input checked="" type="checkbox"/>	KRWN	NT	<input type="checkbox"/>	M	15		28-Aug-97

Click on Custom time and calculate swimmers PB for each distance remembering at 60 seconds = 1 minute i.e.

Swimmer 1	35.60	
Swimmer2	29.69	65.29 [1.05.29]
Swimmer3	32.40	
Swimmer4	28.56	60.96 [1.00.96] Custom time becomes 2.06.25

The go to 'New' and create your next relay